Minutes

Meeting date: **Monday 7th October, 7pm,** at Prebbleton Cottage

Welcome & Apologies

- Present: Alastair Joyce (Treasurer), Karen Frater, Graeme Gemmill, Jane Elms (Chair/Secretary), Angela Jones, Belinda Jeursen, Averil Carpenter, Graham Carpenter,
- Apologies: Dave Martin, Sarah Aitken, Molly Sankey,

Minutes of the previous meeting (as circulated and taken as read)

A motion to approve the minutes of the PCA meeting on 2nd September 2024 was moved by Jane and seconded by Angela. Carried unanimously.

a. Matters arising – Nil

Correspondence

a. Positive feedback re updates in PL on SDC info and road safety (circulated)
b. Shannon Bloor (moved to General Business)
c. Request: PCA Gazebo lent to Carpenter family for weekend of 28th September (approved by Chair)
d. Emails to CCC & Ecogas for updates and responses (info in PL)

Financial Report – Presented by Alastair Joyce

A motion that the committee accepts the financial report and approves payment for October PL printing was moved by Alastair and seconded by Karen. Carried unanimously.

Graham C moved that Murray Foster be reimbursed for a tin of stain used on seats by cottage, seconded by Karen. Carried unanimously.

Monthly Reports/Project Updates

1. Prebbleton Cottage –
   a. List of maintenance issues raised by Averil. Committee agreed that going forwards Averil didn't need to bring these to a meeting but could either report by talking with SDC contact or using Snap, Send, Solve. [NB cottage has been washed down]
   b. Concern with users leaving cottage in a mess, drinking onsite, counselling room (purpose built with sound proofing); 'junk' taking up space in rooms – Jane to follow up.
   c. Storage under the cottage still unresolved; interim solution that PCA gear will be stored at Karen Fraters, Jane to follow up with council.
   d. Cupboards issued for groups, seems like SDC are unaware – Jane to follow up.

2. Prebbleton Life
   a. Email from Belinda proposal of a PCA PL Subcommittee – discussed and committee agreed in principle; Need PL Guidelines document to be updated. We agreed with Belinda that one member of the sub-committee (Belinda has volunteered) will

liaise with a PCA committee rep (which will be Jane) to discuss any issues that arise. We would also like a written update for monthly committee meetings.

b. Access for Prebbleton Life email to be given to both Belinda and Jane.

c. Dave's email as per below (bullet points) committee response (bold):

- I approached BUPA to see if they would sponsor a PL edition and they have agreed. If Karen hasn't lined up any sponsor for November then we can run with BUPA and I will progress re ad and copy. Karen can liaise re payment.
- I have given Karen the contact details for 1855 Barbershop, having spoken to Craig Stewart about that business sponsoring an edition.
- On the email, prebbletonlife@gmail.com, we received a message from a real estate agent in Rolleston who is interested in sponsoring. I have given him the cost but not heard back. Karen should follow up.

1. Sponsorship: Karen will have a chat with you about sponsorship going forwards and we will look to update the PCA PL Guidelines to include sponsorship.

- For November I thought about a plug for sponsorship, showing our sponsors to date and making it a very upbeat review of the past couple of years. Open for discussion.

2. Review - The committee (including a past Sponsor) thought it was a bit early to 'review' sponsors thus far and would prefer to be forward focusing with content for now.

- A design consultant contacted us re offering her expertise. I replied letting her know that it was voluntary. She replied saying she couldn't do it without payment. Peter Grundy thinks she's in Auckland so liaison would be difficult.

3. Design Consultant: The committee agreed with your approach. However, the committee decided to explore what services Selwyn Print offers in this area as a potential back-up if key people are away in the future, so we could potentially avoid a gap in the editions like we had this year.

- Thought needs to be given to the production of a survey. If it is to be included in the November edition we need to know how much space it is likely to take up or will it be a separate loose copy which will need manual insertion?

4. Survey - A decision has been made to photocopy the survey and insert it into the next edition of PL. Karen and I will organise this.

- Finally, now that we have sponsorship I think we should consider a monthly gift to our design consultant. I think that we should think in terms of at least $100 per edition. Peter needs to keep his software functioning, uses his own power, devotes time to meeting and email contact as well as occasionally taking photos to accompany articles.

5. Gift to designer: For now, we have agreed on a *$500 koha for Peter's work throughout 2024. We will discuss future arrangements in the near future but voted against a 'monthly payment' as such. Obviously, we will need to look into securing additional funding for any such arrangement.

- I collected 43 copies of the September edition from Fresh Choice, Prebbleton Pharmacy and BUPA (3). There will be others left over at locations which I don't supply. With sponsorship in full swing I don't see any need to reduce our print run from the current 500 copies.

6. Print run: Committee agreed to leave the print run at 500.

***A motion to gift $500 to the PL design consultant was moved by Karen, seconded by Angela. Carried by majority. Opposed Averil; Abstained from voting Graeme.**

General Business

a. Date for AGM – replaces November meeting - Monday 4th November [NB may need an additional meeting for some re Christmas Market/Carols planning in November.]
b. Committee 2024/25 – up to 4 members hanging up their hats; *[subsequent to meeting Karen will stand for Secretary role]*
c. Shannon Boorer re Pocket Park Update:
    i. When we remove the current noticeboard panel ready to install the new one in October, it would be a good opportunity to give the larger noticeboard structure a fresh coat of paint. Is this something the PCA would like to be responsible for?
    PCA agreed – Alastair to coordinate
    ii. We also had our first graffiti last weekend on the table, pantry and noticeboard which was disappointing. I repainted the pantry and sanded the table back to get rid of it as best I could. I recall at one of the earlier PCA meetings we discussed security at the Pocket Park and talked about installing a sensor light to deter this kind of behaviour. I contacted Malcolm about it a couple of times back then but didn't get a response. It would be good to follow up on that soon to try to stop any more vandalism once the park is complete. I think we could just use a solar security sensor light or two rather than have to wire anything in which should be easier. Again, it would be good to know if the PCA want to help with that.
    PCA to pay for solar security lights; Alastair to coordinate with Shannon
    Motion that the PCA to pay for solar security lights to the value of $100 moved by Alastair; seconded by Karen; carried unanimously
d. Jim Hutton Give-a-little – should PCA make a donation (Averil)
Committee agreed 'in principle' to instead support purchasing a plaque to acknowledge Jim's work at the Nature Reserve. [Pointed out that this would be fitting as the PCA was involved in the initial set up]
e. Community Questionnaire/Survey – ready for PL November but will be a separate insert. Karen and Jane to insert. Electronic version will be advertised on Facebook and our website.
f. Friday Friends – PCA acknowledging Daphne McAven
Averil moved that the PCA purchased flowers (to the value of $100) to acknowledge Daphne ending her time as Friday Friends co-ordinator and flowers (to the value of $40) for Alison Fifield as she steps down from running the raffles. Seconded Karen. Carried unanimously.
g. Other business – reminder Hall AGM
h. Christmas Market – invite busker (Angela), Southern Strummers (Graeme); possibility of hiring a sound system from Party Warehouse (Graham Carpenter to follow up costs).

Meeting closed 8.05 pm

Next monthly meeting will be replaced by the AGM on Monday 4th November, 7pm, Prebbleton Cottage

Prebbleton Community Association Inc.

Financial Report: October Meeting 2024

Summary for the period from 31-08-24 to 04-10-24

Receipts	
Sponsorship P/L Prebbleton Dental	575.00
Sponsorship P/L Urban Estates	575.00
Interest Sept/Oct	22.24
Total -- Receipts	**1172.24**
Payments	
Advertising- Yearly web page fees	311.13
Advertising - Preb Life, sept issue	575.00
Total – Payments	**886.13**
Net increase (decrease) in cash held	**286.11**
Cash at the beginning of the period	**7256.32**
Cash at the end of the period **Westpac account**	**7467.43**
Cash on Hand	**75.00**
	7542.43

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Accounts for payment approval

Prebbleton Life, October Issue $575.00