# Minutes of the Prebbleton Community Association
# November 2025

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| Date/Time: | 3rd November, 7.04pm |
| Where: | Prebbleton Cottage |
| Present: | Karen Frater, Angela Jones, Jane Elms, Alastair Joyce, Graeme Gemmill, Graham Carpenter, Averill Carpenter |
| Apologies: | None |

## 1. Welcome & Apologies

- None

## 2. Minutes of the previous meeting (October) & matters arising.

Resolution that the minutes of the previous meeting, held 6th October 2025, be accepted. Moved by Alastair, Seconded Angela. Carried.

## 3. Correspondence

- Adrienne Gemmill – regarding potential for lights in corner tree
- Various councillors waiting to engage
- Charlotte Sanky thank you letter sent
- Parish Fair committee – thank you for use of gazebos

Jane moved that correspondence be accepted, Angela seconded. Carried

## 4. Financial Report

- Alastair tabled October financial report (see attached).
- Alastair moved that we accept the October financial report. Seconded Averill. Carried.

Alastair moved that we pay the Selwyn Print invoice for this month ($690), SDC for cottage rental $28.25, Helen Wood for review of our financials for the AGM $50, and Rothbury Insurance Brokers for Pet Day liability insurance $449.94). He also noted the overpayment of $1000 was still in our account. Seconded Averill. Carried

## 5. Monthly Reports/Updates

- Prebbleton Cottage – none
- Prebbleton Life - none
- Friday Friends – none
- Ecogas - none

## 6. General business

- Christmas Market, Carols and Grotto

- Went through last years “run sheet” making sure we were on track for next months event.
- 23 stalls (non-food) and 11 food stalls
- Sausage sizzle – Alastair and Karen to liaise
- Karen Dreaver (grotto lead) getting the signage reprinted in conjunction with Angela
- Volunteers for the day – thinking 3 on BBQ, 4 on parking at start (have a stall holders car park), then at least 2 of the committee roving the area. 4 on pack down.

- AGM tomorrow night. 4th November 7pm.
  - Jane going to buy a box of chocolates or the like, to thank Andrei Moore for being our guest speaker. All in favour.
  - Email from Jane (3 November) to committee (minus Graham and Averill C) proposing we buy Averill a thank you bouquet of flowers for her service to the PCA over the years, as she is standing down. All were in favour.

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| 7. Meeting closed 8.05pm. Next meeting 1st December 2025 |

Action Points table:

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| Christmas Carols and Market – Tree branches | Graeme G |
| Christmas Carols and Market – confirm both band times | Graeme G |
| Back up plan for PL if subcommittee away | Jane |

## Prebbleton Community Association Inc

# Financial Report November 2025 meeting

### For the period from 01-10-25 to 31-10-25

| | 31-10-25 |
|---|---|
| **Receipts** | |
| Accounts receivable (P/L advertising) | 745.00 |
| Community event/Market Income (Oct stallholder payments) | 280.00 |
| **Total — Receipts** | **1,025.00** |
| **Less: Payments** | |
| Advertising/promotion/newsletter (P/L Oct, AGM advert) | 747.50 |
| Community Event/market costs | 142.78 |
| Donations & Gifting spent (P/L Koha) | 500.00 |
| Miscellaneous Costs (Jim Hutton memorial plaque) | 300.00 |
| Rent (cottage rent) | 31.08 |
| **Total — Payments** | **1,721.36** |
| **Net increase (decrease) in cash held** | **(696.36)** |
| Cash at the beginning of the period | **7,533.90** |
| **Cash at the end of the period** | **6,837.54** |

**Payments due for approval:**

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|---|---|
| Selwyn Print for September Prebbleton Life | 690.00 |
| Prebbleton cottage rental October | 28.25 |
| Helen Wood (accounts review, refund cash paid out of pocket by A.Joyce) | 50.00 |
| Rothbury Insurance Brokers (Pet Day liability Insurance) | 449.94 |
| Jane E out of pocket, Friday Friends & printing | 90.08 |

**Receivables due:**

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| P/L advertising | 370.00 |

Note: The $1000 grant overpayment from SDC has not been repaid to this point as there has been no reply to an email requesting bank account particulars, code and reference to enable refunding