Minutes of the Prebbleton Community Association AGM 2024

Date/Time:	Monday 4th November 2024, 7.09pm
Where:	Prebbleton Cottage
Present:	Jane Elms, Karen Frater, Alastair Joyce, Graeme Gemmill, Averil and Graham Carpenter, David Martin, Angela Jones, Belinda Jeursen, Daphne McAven, Karen Dreaver, Emily Dreaver, Peter Grundy
Apologies:	Tegan Simpson (SDC operation Manager East), Cathy Smith, Adrienne Gemmill, Molly Sanky, Sarah Aiken

1. Welcome & Apologies

Resolution that all apologies be accepted. Moved Jane Elms, Seconded, Alastair Joyce. Passed

2. Minutes of the previous AGM

Resolution that the minutes of the previous AGM, held 21st November 2023, be accepted. Moved Belinda Jeursen, Seconded Averil Cartpenter. Passed

3. Matters arising [Minutes of the previous AGM]

- Membership Subscriptions – requires updating as part of the review of our constitution. **Action point.** Deferred to a special general meeting.
- Peter Grundy asked if there was any path to synergy with the Lincoln Community Association. Jane noted that the collaboration with other committees is a work in progress.

4. Chairpersons Report – Jane Elms

PCA Chairperson's Report for 2024 AGM

The outgoing PCA Committee introductions – Karen and Belinda were new to the committee this year and we co-opted two Year 13 students to get a youth perspective. [I often heard more about the student's thoughts and opinions driving them home after the meeting as this was their first time working within this sort of forum].

The 2023/24 Prebbleton Community Association hit the ground running by picking up a suggestion following the 2023 AGM – Shade sails at Kakaha Dog Park (initially picked up by our out-going Secretary, Angela Hart). After an email of decline, I reminded the Selwyn District Council that they had moved previously allocated cell tower funding away from Prebbleton Community without consultation and into their general pool. We were very grateful to hear that the SDC reconsidered and we gained both shading and seating at the dog park.

The committee's next project was to organise the annual Christmas Market and Carols, with thanks to Angela Jones for coordinating this event. Thanks also to the committee members who helped either on the BBQ, logistics or volunteering family to help with the pack-up. There was a good crowd at this event enjoying the markets, the food stalls and entertainment (as we co-located with the Grotto in the Prebbleton Cottage). It was pleasing to see so many people enjoy the Christmas carols at the end of the evening.

With a break over Christmas, we started our year with a planning meeting from which came our ideas for the year, as well as how to inform, and update, the community of the proposed new Ecogas facility, and the development of guidelines for our committee to use (the later is an on-going work-in-progress). My challenge to the committee has been 'how do we know what the community want from us?' This became a theme in further meetings and has led to the community survey that was released last Friday both paper copy (within the Prebbleton Life Magazine) and an electronic version (with the link available through social media). We already have some responses and are grateful to Fresh Choice for providing four $30 vouchers as an incentive for people to feedback. The information the new committee collect will also allow the PCA to update the constitution both for the good of the community but also to meet the needs of the new legislation for incorporated societies.

Other key events this year included coordinating the ANZAC day service, and the PCA recognises that both the Prebbleton Public Community Hall Committee and the Prebbleton Heritage Society play a major role in this event. We hosted a community meeting regarding the proposed Ecogas facility and have aimed to keep the Prebbleton Community up-to-date on this issue via our Prebbleton Life monthly publication. We also held an Autumn Market, in collaboration with the Giant pumpkin competition, this was a smaller scale event than the Christmas market but enjoyed by those who attended.

The PCA committee has also supported local initiatives through working bees - such as daffodil plantings around Prebbleton; financial - such as purchasing security lights for the Prebbleton Pocket Park, sponsoring prizes at the Prebbleton School fundraiser and free promotion for local activities through our Prebbleton Life publication. One of the PCAs greatest challenges, like many volunteer organisations, is people willing to be on the committee; there is a need to work smarter and support more local initiative, collaborate with and/or empower others to undertake community projects. We have also asked for 'one-off' volunteer support in the Community Survey, in the hope that will provide additional support for the PCA's initiatives going forwards.

While there are many superstars in our community who generously give their time to our community, which we are all very grateful to, I would like to make special mention of two people:

Shannon Bloor for her vision, drive and tenacity regarding the creation of the Prebbleton Pocket Park, a visual treat as well as a useful space for the community; and to Daphane McAven for, amongst other things, 40 years of service to Prebbleton's Friday Friends (a group for Senior members of the community). Thank you both for your dedication to Prebbleton. The PCA are delighted to pick-up the mantle and co-ordinate Friday Friends going forwards. I believe this is full circle, as Daphane started Friday Friends when she was on the PCA.

I met with Mayor Sam Broughton this year, with one of my questions being what was his vision of how the SDC should or could work with Community Associations such as the PCA. Mayor Sam said it was a topic he had been thinking about and believed there was further work to do but that it wouldn't be in the immediate future. He also gave us some constructive suggestions around community engagement, partnerships and representation. Many of which are a work in progress for the PCA. I have been grateful or the support of Tegan Simpson, Ops Manager East, SDC, initially

informally and now as our formal contact within the SDC. The PCA also provided written feedback to the SDC long term plan, including road safety, community security and a Community Hub. The SDC's push-back of a future Prebbleton Community Hub remains a concern for the PCA, as I know it does for the Hall committee. We have included questions in our community survey about a Community Hub, as another attempt to raise the awareness of this deferral, and gain both support and interest in advocating to the SDC. There is a theory that the squeaky wheel may be needed to keep this front of mind for the SDC.

We invited our three ward councillors to attend a meeting and speak to the committee; we were grateful that Councillors Hasson and Millar took up the invitation. It was very informative for the committee and helped us better understand the Councils plans and ways to better work together. I hope that this will continue in the coming year and perhaps include written updates to our community via Prebbleton Life.

On the topic of Prebbleton Life the committee are grateful for the hard work, dedication and commitment of our Prebbleton Life Editorial sub-committee Dave Martin (Editor) and Belinda Jeursen, together with Peter Grundy of Resolve Design. It is a great way for the PCA to connect with 'locals' and to celebrate the opportunities for, and success of, the community. We are grateful for all those who have provided information, updates and stories for our community. Over the year we have developed committee guidelines for Prebbleton Life, moved from grant funding from the SDC to local business sponsorship (so far with great support) and recently adopted that the sub-committee will report into committee meetings but no longer have to attend monthly meetings but provide a written report. We believe this approach may be the way forward, especially for short-term projects, as people can't always make the commitment to monthly meetings and/or just have an area of interest that they would like to pursue.

Alastair Joyce, my thanks to you for the number crunching, producing the appropriate reports at the appropriate time and most importantly collecting the money and paying the bills. On top of this Alastair is a strong road safety advocate and the King of the PCA BBQ (roping Cathy to help - thanks Cathy), and he is always willing to provide logistical support as required.

Additionally, while on the topic of finances, I would like to thank Helen Wood for undertaking the annual review of the PCA accounts.

Averil and Graham Carpenter, as constitutionally requires, your roles provide the link between the Church, the Prebbleton Community Cottage and the PCA. We are grateful for your historical knowledge, the stories of the 'why' behind the way things are and/or were, as well as your gardening skills here at the cottage, through to maintain a good relationship with the SDC in regards to the Community Cottage, ensuring it is well maintained and fit for purpose. Thank you for your efforts in this area, as well as helping out at our events (Graham may contest the 'King of the BBQ' title, as he is skilled in this area too).

Angela Jones, as well as co-ordinating markets, Angela manages our Social Media channels and this year, we consolidated into one Facebook presence. Thank you for all the behind the scenes work Angela, sharing our updates and news on these platforms.

Graeme Gemmill, your enthusiasm and passion for Prebbleton and especially the future of our Hall, means you are there for any working bee and/or event, and always willing promoting the PCA. Thank you for your commitment to our community.

Molly Sankey and Sarah Aitken, our youth representatives, while they may have been the quietest at the meetings, sometimes because it was hard 'get a word in', the insights you shared with me outside of meetings were invaluable. As a generation that is highly mobile, electronically savvy and used to travelling to events and entertainment, you helped me see life from a different perspective. All the very best to the two of you as you head off to Tertiary studies in 2025.

Lastly, Karen Frater, the wisdom of a local business owner has been invaluable to both the committee and myself. The generosity of Prebbleton Pharmacy at various events and as the inaugural sponsor for Prebbleton Life has been gratefully received. Karen and I recently attended the SDC workshop on Funding and Grants, so we both hope we get re-elected onto the PCA so we can put our new knowledge to good use. However, most importantly Karen, you have been a pragmatic sounding board for me (just to clarify, that's a compliment) and very good for my own sanity.

Thanks also to the Prebbleton Community for their support through this year and finally, best wishes to the new/incoming PCA committee.

Jane Elms
Outgoing PCA Chair
04/11/24

Resolution that the Chairpersons report tabled at the AGM be accepted. Moved Jane Elms, Seconded Graham Carpenter. Passed

5. Treasurers Report – Alastair Joyce

See attached.

Resolution that the Treasurers report tabled at the AGM be accepted. Moved Alastair Joyce, Seconded Belinda Jeursen. Passed

6. Prebbleton Cottage Report – Averil Carpenter

The Cottage as far as this committee is aware is used regularly. Although this committee does not have access to the booking schedule we do know that there are regular groups and individual users of this facility. The SDC indicated that bookings are up and that the Cottage is being used as a pop-up store more regularly.
The SCD have responded to any enquires from us promptly.
The Cottage garden is still being attended to by Graham and myself and we would like to say a thank you to Alastair Joyce and Cathy Smith for the extra help they have us earlier this year.
Graham and I had the opportunity to sort through the lockers in the Springs Road room that are not being used, and cleared some space for regular users of the Cottage should they need locked storage. The Prebbleton Heritage displays which we found in one of the lockers has now been returned to Prebbleton Heritage.
Thank you to SDC for arranging the outside of the building to have a good wash down as well as cleaning all the windows.
Any general breakages/damages, wear and tear is sent through to SDC by Snap Send Solve.
Thank you
Averil Carpenter.

Resolution that the Prebbleton Cottage report tabled at the AGM be accepted. Moved Averil Carpenter, Seconded Angela Jones, Passed

7. Election of Executive Chairperson; Secretary; Treasurer

Current Chairperson (Jane Elms) vacated the chair, Daphne McAven took temporary positions for election of the Executive.

- Jane Elms was nominated by Averil Carpenter, seconded Alastair Joyce. Elected unopposed.
- Karen Frater was nominated by Jane Elms, seconded Graham Carpenter. Elected unopposed.
- Alastair Joyce was nominated by Graeme Gemmill, seconded Karen Frater. Elected unopposed.

Jane Elms moved back to the chairperson position for the completion of the meeting.

8. Election of Prebbleton Cottage Subcommittee, followed by Election of PCA Committee Members

PCA Committee members:

- Graeme Gemmill was nominated by Karen Frater, seconded Averill Carpenter
- Angela Jones was nominated by Alastair Joyce, Seconded Belinda Jeursen
- Averill Carpenter was nominated by Alastair Joyce, seconded by Graham Carpenter
- Graham Carpenter was nominated by Karen Frater, seconded Angela Jones

Everyone nominated was elected.

Prebbleton Cottage Subcommittee:

- Averill Carpenter was nominated by Karen Frater, seconded by Alastair Joyce.
- Graham Carpenter was nominated by Averill Carpenter, seconded by Graeme Gemmill

Both elected unopposed.

9. Bank Signatories

Motion was put forward that Karen Frater (secretary) be added as signatory for the Prebbleton Community Association Incorporated documents and bank accounts.

Moved Jane Elms, seconded Graeme Gemmill. Passed

10. Reviewer Appointment

Resolution put forward that Helen Wood be appointed as reviewer of PCA End of year Financial Documentation. Moved Alastair Joyne, seconded Averill Carpenter. Passed.

11. Membership Subscriptions

Requires updating - deferred to a future Special General Meeting to review an updated Constitution by April 2026. **Action Point**

12. General Business

- Karen Dreaver proposed a Prebbleton Community Pet Day similar to the one she had seen in Kaikoura. Needs to be in Spring. She is happy to be on the "Friends of the PCA" organising committee for this. **Action Point**
- Peter Grundy wondered if the PCA could do something about bicycle safety (people overtaking walkers on shared paths), education about scooter safety when on footpaths, and not parking on corners for school pickup**. Action Point**
- Daphne congratulated committee for their hard work over the year.

13. Meeting Closure 7.55pm

Financial Statements

Prebbleton Community Association Incorporated

For the year ended 30 September 2024

Prebbleton Community Association Incorporated
Financial Summary for the year ended 30 September 2024

Balance Sheet
As at 30-09-24

Assets	**10,031.36**
Westpac Account	7467.43
Cash on Hand	75.00
Fixed assets, at cost	8,470.93
Fixed assets, accumulated depreciation	(5,982.00)
Liabilities	**575.00**
Accounts payable	575.00
Equity	**9,456.36**
Retained earnings	9,456.36

Profit and Loss Statement
For the period from 01-10-23 to 30-09-24

Income	**6,395.18**
Donations/Grants	2,953.63
Interest received	162.75
Community event/market Income	1,553.80
Advertising/sponsorship income	1,725.00
Less Expenses	**7,849.16**
Accounting/audit fees	50.00
Advertising/promotion/newsletter	5,354.15
Community event/market costs	871.48
Donations & Gifting	343.00
Fixed assets - depreciation	846.00
Software/web etc. subs	311.13
Miscellaneous Costs	25.00
Printing & stationery	48.40
Net Loss	**1,453.98**

Prebbleton Community Association Incorporated

Statement of Cash Flows

For the Year Ending	31-09-2024	30/09/2023
Operating cash received		
Community event/market Income	1554	893
Donations and Grants	2954	3,050
Member Joining Sub		0.20
Advertising/sponsorship Income	1725	
Interest	163	145
Total operating cash received	**6,395**	**4567**
Operating cash applied		
Audit Fee	50	230
software/web subs	311	156
Advertising/promotion/newsletter	5,521	3,551
Market Expenses		750
Printing and photocopying	48	-
miscellaneous costs/general expenses	25	6
Community event/market costs	872	389
Donations & gifting	343	266
Repairs and maintanence		40
Total operating cash applied	**7170**	**5388**
Operating cash flow	**(775)**	**(1300)**
Net increase (decrease) in cash held	**(775)**	**(1300)**
Add: Opening cash balance	8317	9617
Closing cash balance	**7542**	**8317**
Represented by:		
Westpac bank account	7467	8242
Cash on hand	75	75
	7542	8317

Prebbleton Community Association Incorporated

Assets and liabilities statement as at 30 September 2024

	2024	2023
Schedule of assets		
Cash at bank	7467	8,242
Cash on hand	75	75
Display cabinet 2016	59	119
Marquee/PCA tent 2016	557	833
PCA tent/marquee 2019	1147	1,375
Storage units 2018	492	654
Tables and chairs 2016	234	354
Schedule of liabilities		
Accounts payable	575	741.25

Prebbleton Community Association Incorporated

Fixed Asset Depreciation Schedule

For the period from 01-10-23 to 30-09-24

	Opening balance	additions disposals	Gain/loss on disposal	Depreciation	Closing balance
Display Cabinet 2016					
At cost	599				**599**
Accumulated depreciation	-480			-60	**-540**
Total — Display Cabinet	119			-60	**59**
Marquee/PCA Tent 2016					
At cost	2,764.60				**2,764.60**
Accumulated depreciation	-1,932.00			-276	**-2208**
Total — Marquee/PCA Tent	832.60			-276	**556.6**
PCA Tent/Marquee 2019					
At cost	2,287.33				**2,287.33**
Accumulated depreciation	-912			-228	**-1140**
Total — PCA Tent/Marquee	1,375.33			-228	**1,147.33**
Storage Units 2018					
At cost	1,626.00				**1,626.00**
Accumulated depreciation	-972			-162	**-1134**
Total — Storage Units	654			-162	**492**
Tables & Chairs 2016					
At cost	1,194.00				**1,194.00**
Accumulated depreciation	-840			-120	**-960**
Total — Tables & Chairs	354			-120	**234**
	3,334.93			-846	**2,488.93**

Prebbleton Community Association Incorporated

Notes to the financial statements for the period 1 October 2023 to 30 September 2024

1 Reporting entity

Prebbleton Community Association Incorporated is incorporated under the Incorporated Societies Act 1908. It has to file financial reports with the Registrar of the Companies Office. There is no reporting obligation under the Financial Reporting Act 2013.

2 Basis of preparation

The organisation has met the requirements of the Financial Reporting Framework, Tier 4-not-for-profit, because it is not publically accountable and its annual operating expenditure is less than $140,000.

Tier 4 requires a Statement of Cash Flows, which shows cash movements only. Accruals of monies owed or owing are made and shown in the Financial Summary.

3 Taxation

The organisation is not registered for GST and all figures are shown inclusive of GST.

4 Fixed assets

Items of Property, Plant and Equipment are recorded using a straight-line depreciation method over ten years. No new items were purchased during the financial year.

5 Grants

A secretarial grant of $250 was received from Selwyn District Council. The Prebbleton Clean Air Trust forwarded their remaining balance of $2703.63, the surplus from the Waste Management challenge.

Prebbleton Community Association Incorporated

For The Year Ended 30 September 2024

Review

I have examined the financial records of the Prebbleton Community Association Incorporated.

I have checked the ledger and it all appears to be in order.

Bank Balance as per Balance Sheet	$7,467.43
Balance as per Bank Statement 30/9/24	$7,467.43

In my opinion, the statement of Profit and Loss showing a loss of $1,453.98 fairly represents the financial transactions for the period. The Balance Sheet fairly reflect the financial position as at 30 September 2024.

Helen Wood

Helen Wood
Accounting Technician