Minutes of the Prebbleton Community Association Meeting December 2024

Date/Time:	2nd December 2024, 7.02pm
Where:	Prebbleton Cottage
Present:	Jane Elms, Karen Frater, Alastair Joyce, Graeme Gemmill, Angela Jones, Averil and Graham Carpenter
Apologies:	none

1. Welcome & Apologies

Nil

2. Minutes of the previous meeting

Graeme would like an amendment to spell Shannan Boorers name correct. Agreed

Resolution that the minutes of the previous meeting, held 7th October 2024, be accepted. Moved Jane Elms, Seconded Angela Jones. Passed

3. Matters arising from previous meetings

- Membership Subscriptions – requires updating as part of the review of our constitution. Deferred to a special general meeting.
- Prebbleton Cottage – storage under cottage yet to be resolved. Deferred to February meeting
- Prebbleton Life – sponsorship guidelines to be drafted by Karen. Deferred to February meeting. Exploration of a back up plan if Peter Grundy cannot compile future editions of Prebbleton Life. Jane to explore.
- Pocket Park – Alastair to coordinate with Shannon for solar lights to the value of $100.
- Pet Day – Liaison with Karen Dreaver. Deferred until February meeting
- Cycle Safety – Deferred until planning meeting in the new year.

4. Correspondence

- SDC regarding PCA liaison and addition $750 (already circulated)
- Emails to CCC and Ecogas for updates and responses (information in PL)
- Market queries (forwarded to Angela)
- Karen corresponding with Bupa and Fresh Choice regarding PL sponsorship

5. Treasurers Report – Alastair Joyce

See attached.

Resolution that the Treasurers report be accepted. Moved Alastair Joyce, Seconded Angela Jones. Passed

6. Monthly Reports/Updates

1. Prebbleton Cottage - Nothing to report.

2. Prebbleton Life

    a. Emailed report from David Martin : The three members of the sub-committee met on Monday 25 November at 4.40pm in the Reception area of BUPA Ashford village. Articles submitted by the official deadline of Friday 22 November were somewhat thin on the ground but had increased significantly by the time that we met. Thanks to the submitters from Omega Church and the Rolleston Brass Band for working over the weekend to have information in by Monday. Belinda edited Jane's offering and the school article which would have been out-of-date if we had published the original, verbatim. Although timescales were extremely tight we managed to finalise copy for Peter to forward print copy to the printers. I always give them advance notice in the hope that they can fit us into their schedule. This month the print copy went in on Thursday morning and we had final printed copies by Friday afternoon. We are still finding that there are quite a few copies left at the end of the month. Whilst Fresh Choice are supportive and allow us to display copies the position is not the best. Sadly, it is becoming increasingly difficult to secure a counter display at Prebbleton Pharmacy. This distribution problem needs to be thought through. Are there other outlets eg Majestic which might support if we provide a holder as per Fresh Choice and the pharmacy? Yet again, thanks to Peter for working diligently to format the publication.
    b. Jane had looked briefly into a wire A4 brochure stand, spring loaded to negate wind. Karen to follow **ACTION POINT**
    c. Discussion about where we put are putting the brochure and whether the just a couple of places that we advertise. At the moment we don't know if they getting picked up or in fact put in the rubbish bin at where we drop them, and therefore if we are wasting our print cost on them. Graeme G suggested on the 20th of the month any surplus copies are collected and dropped into mail boxes. Karen will work with Graeme G and David to have a plan in place so that we can monitor for a couple of months. **ACTION POINT**
    d. Discussion about content. We need to be louder in marketing ourselves in the newsletter. Need more local content.

7. General Business

1. Christmas Market and Carols
    a. Angela organising stalls and food carts and will give Alastair an updated list so that he can make sure everyone has paid. Alastair would like a chicken type food stall, he is going to look into this but at this stage we are going to go with the people who have contacted us. With the agreements that they have been given. Jane suggested that next year we could potentially go to a market and shoulder tap vendors that are there.
    b. A site plan was handed out. After discussion, Graham and Averil C, and Graeme G will come out with a layout, using Angela's information on vendors. On the day they will use a flag system so vendors and committee will know where to put people.

Potentially thinking food vendors on the green area in front of church, other stalls over around cottage area.

c. Graham C will liaise with church about the use of their green space and toilets, and will prune any low branches. Averil will put up a DO NOT ENTER sign so the church kitchen is not used.
d. Graeme G will put up the sandwich boards with the date of the carols on.
e. Sound system. Graham C is looking into. Graeme G is going to confirm with the bands exactly when they have/need. Alastair J said he would work with Graham C to come up with a financially viable option.
f. Jane would like a PR table, where the food collection area will also be.
g. Averil will ring the church bells at the start and at the end of the event
h. Kids area. Karen will get her kids to run it.
i. Gazebos will get put up in the morning by committee. Before band gets there chairs will need to be put out for them
j. Pack up we need to get some people to help us. The more the merrier.
k. Wet day = carols only
l. Health and Safety plan. Karen will adapt the old market day plan and be the first aider.

Alastair left the meeting. 8.48pm

2. Meetings for 2025 – will continue with the first Monday of the month. January Wednesday 22nd 2025 will be our planning meeting as at this stage most can make that date.
3. Incorporated Society Rule Changes and implications for PCA. Jane has been doing some work on this. Deferred to January meeting
4. Survey results – Jane gave a brief overview as lots to decipher. Deferred to January meeting where Jane will have a more concise overview of results that we can use to plan our way forward.
5. Other business – Averil brought a picture of the red area type crossings that she has seen about. We talked about getting everyone to snap send solve so that something will be done about the one on the main road. ACTION POINT for next meeting to put to public to get traction.

13. Meeting Closure 9.25pm

Prebbleton Community Association Inc.
Financial Report: as at 30/11/2024

Summary for the period from 05-10-24 to 30-11-24

Receipts	
Community event/Market Income	420.08
Donations/Grants received (SDC increased amount)	750.00
Interest received (Oct & Nov)	15.94
Suspense (from Raymond Thomas, unknown reason)	55.00
Total — Receipts	**1,241.02**
Less: Payments	
Accounting/audit fees, Helen Wood	50.00
Advertising/promotion, Oct & Nov P/L, Survey inserts	1314.32
Donations & Gifting spent, Peter Grundy vouchers	500.00
Miscellaneous Costs, AGM supper, Bench seat stain	59.08
Total — Payments	**1,923.40**
Net increase (decrease) in cash held	**(682.38)**
Cash at the beginning of the period	**7,542.43**
Cash at the end of the period	**6,860.05**
Represented by: Westpac bank account	6,785.05
Cash on hand	75.00

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Invoices for payment approval: Selwyn Print Dec/Jan newsletter 575.00
Selwyn Print Survey letterbox drop 632.50

Note: October invoices were approved for payment via email as there was no meeting in November