Minutes

Meeting date: Tuesday 20th February 2024, 7pm at Prebbleton Cottage

Welcome & Apologies

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

Meeting started with feedback from Jane and Susan re visit to Ecogas sites in North Island (Reporoa and Papakura). Information to be feed back to the community. Community meeting planning started.

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

A motion to approve the minutes of the PCA meeting on 16 January 2024 was made by Graeme G and seconded by Graham C. Carried unanimously.

a. Matters arising – reviewed and updated action items

Correspondence

a. Shade for dog park – letter sent to Phil Millar re utilising cell tower funds for shade sail/seating [Outward]
b. Letter to council regarding Cottage [Outward]
c. Letter of thanks re Christmas Carols to Woolston Brass Band & All Saints Church [Outward]
d. Emails from CCC regarding Ecogas site visit [Inward]
e. Prebbleton Public Hall Committee [Inward] *Deferred to General Business.*
f. Generic emails from SDC re Selwyn Community & Business updates and ECAN re Councillor can visit local meetings. [Inward]

A motion that the committee accepts the correspondence was moved by Karen and seconded by Alastair. Carried unanimously.

Financial Report – Presented by Alastair Joyce (attached)

a. Approval sought for the payment of:
    i. Selwyn Print – Prebbleton Life February 2024

A motion that the committee accepts the financial report and approves of the payment of account(s) was moved by Alastair and seconded by Dave. Carried unanimously.

Monthly Reports/Project Updates

1. Prebbleton Cottage
    - Toilet roll holder now installed

- Awaiting contact person

2. Prebbleton Life
    - Plastic stands for PL needed [Jane to see if she can access some FoC]
    - Impact of Easter on deadlines for April edition
    - Uploading of PL onto Facebook – forward to Angela to post on PCA Page; agreed we could post on Facebook other information that PL receives that doesn't fit within the timeframes of PL being published. These should be sent to Angela.

General Business

a. **Facebook** – Document circulated prior to meeting; Committee agreed that we have one Facebook page and remove the PCA FB group once people have been notified appropriately. [Planning for this to be incorporated into Social Media Strategy].
b. **On-going meeting dates** – committee agreed to move to the first Monday of the month, if this is a public holiday, we will make alternative arrangements the meeting before.
c. **Prebbleton Public Hall Committee email** - requesting support from PCA to ascertain what Prebbleton Community want for a replacement to the current Hall. Committee agreed that the consultant engaged by SDC in 2023 did not reach a wide variety of the community and that this is an important issue to advocate for; will work with the Hall Committee
   Action: Jane to reply.
   Action: Graeme has a copy of the consultants' report and will share with the committee.
d. **Anzac Day Planning** – planning document was completed and to be used going forwards.
e. **PTA –** Averil suggested we find a way to financially support the Prebbleton School PTA with there upcoming Fun Day.

A motion that the committee donates up to $250 to Prebbleton School PTA for their Fun Day in early March was moved by Averil and seconded by Karen. Abstained Dave. Carried

f. **Markets –** committee agreed that PCA would hold two markets, Autumn/Pumpkin competition and Christmas market/carols.

Next meeting – Monday 4th March, 7pm [Angela will have camera]

Meeting Closed 9.09pm

Action Items from Meeting:

Who	What	When	Completed
Jane	Public meeting re Ecogas	Asap	Actioned
Jane	Reply to Prebbleton Public Hall Committee	Before 11/3	Actioned
Graeme	Forward Consultants report re Hall		Actioned
Karen	Discuss with school re donation for fun day	Asap	Actioned

Averil	Change cottage bookings for PCA meetings	March meeting asap	Actioned
January meeting (actioned items will be removed for March meeting minutes)			
Jane	Reply to SDC re Shade at dog park	b/4 Feb meeting	Actioned
Angela	Final numbers from Christmas Market	For Feb meeting	Actioned
Alastair	Reimbursement of float - $100 Reimbursement $50 to GG	b/4 Feb meeting	Actioned
Jane	Letter of thanks to Woolston Brass Band and All Saints Church (incl request bank account details for koha)	b/4 Feb meeting	Actioned
Alastair	Koha payments once details provided by Jane	Once details provided	
Jane	Letter to SDC re cottage	b/4 Feb meeting	Actioned
Averil	Book Cottage 7/2	asap	Actioned
Jane	Co-opt 2 Year 13 students	b/4 Feb meeting	Actioned
Jane	Vests for PCA Committee members at events		Actioned

Future action items

Who	What	When	Completed
Karen	Cashbox for PCA?		
	PCA H&S Policy, templates for: H&S event planning, Reporting incidents or events, Investigating incidents or events		
Jane XX Belinda	Market 1. Term & Conditions for Stall Holders (JE drafted) 2. Application form 3. Planning document		
	Social Media Strategy		
	PCA constitution		
	Incorporated society vs Charatible Trust		
	Jane suggested the need for a PCA committee 'manual' to hold key documents, templates, agreed Principles of operation, assets, 'How to guides' for new office holders and/or new Committee Members. Risk that a lot of information is stored in people's heads and not everyone knows the information. From there we may need to develop some policies and/or guidelines.		

Prebbleton Community Association Inc.
Financial Report: February Meeting 2024

Summary for the period from 13-01-24 to 16-02-24

Receipts		
Interest received		16.47
Total — Receipts		**16.47**
Less: Payments		
Market Expenses (as approved last month)		295.51
Total — Payments		**295.51**
Net increase (decrease) in cash held		(279.04)
Cash at the beginning of the period		9,680.10
Cash at the end of the period	Westpac Account	9,326.06
	Cash on Hand	75.00
		9,401.06

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Payments for approval: Selwyn Print - February newsletter	575.00
	575.00