Minutes

Meeting date: Monday 4th March 2024, 7pm at Prebbleton Cottage

Welcome & Apologies

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

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

A motion to approve the minutes of the PCA meeting on Tuesday 20th February 2024 was made by Jane and seconded by Alistair. Carried unanimously.

a. Matters arising –
    - Prebbleton Primary School PTA – gratefully accepted offer of support and put money towards chocolate wheel prizes.
b. Reviewed and updated action items

Correspondence

a. Emails to/from CCC & Ecogas community meeting in Prebbleton [Inward/outward]
b. Prebbleton Public Hall Committee [Outward] – support for future of Hall
c. Generic emails from SDC re Selwyn Community & Business updates

A motion that the committee accepts the correspondence was moved by Jane 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 March 2024
    ii. ANZAC wreath (when invoice arrives)
    iii. Reimbursement of Karen F for Chocolate wheel prizes (see matters arising)

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

Monthly Reports/Project Updates

1. Prebbleton Cottage - No update

2. Prebbleton Life
    - Plastic stands for PL needed - two for Healthy Harvest

A motion that the PCA purchases two plastic holders (c$50) was moved by Jane and seconded by Belinda. Carried unanimously.

Action: Graham C to purchase a total of 2 A4 stand-alone brochure holders.

- Impact of Easter on deadlines for April edition – **deadline 15th March**
- Agreed to continue with monthly editions (consistency for community)
- Committee profiles – due to lack of response from committee (excluding Graeme) Jane suggested a committee photo for a future PL.
- Content
    - Editorials – concern raised from 7 committee members re religious content; these should be neutral in content, non-political/non-religious etc as they represent the PCA. Feedback given at draft stage from PCA needs to be listened to. Some suggested an editorial wasn't needed.

    - Dave encouraged others to write articles
    - Averil taking with Shannon re Pocket-park update for April PL
    - Committee agreed to have liaisons to follow up local groups to encourage input into PL and provide support with pulling info together – first draft attached. [This is in addition to a generic email reminder]
    - Committee collated a list of key items to be in PL on a regular basis - first draft attached.
    - Belinda and Dave (Editorial Team) have organised to meet to review items for April edition together.

General Business

a. Giant Pumpkin weigh-in and PCA market - *Sunday 14th April*
    - Market agreement – Jane to complete (to incl bank a/cc)
    - Booking form – Jane to give info to Angela to complete on-line form
    - Advertising – PL & FB (Angela); Selwyn Times – Jane
    - Planning tool – Belinda
    - Market to include a produce swap (Ang to organise) and polystyrene collection (Graeme to co-ordinate)
    - QU: does the PCA want to run a BBQ or outsource it?

b. Ecogas development in Hornby - Prebbleton Public Meeting update: Thursday 4th April for a 7pm, at the Prebbleton Hall; Invite to go to CCC and ECAN for people to speak on the process. Invites to go to 3 local SDC councillors. Hall booked. Advertising (Jane)

Action: Anyone available to help setup Hall at 5pm; Graeme to set up Microphone; Jane to ensure IT needs for speakers are available.

c. ANZAC day planning – reviewed/update plan (attached)
d. Meeting dates for April to be moved to second Monday of the month due to Easter and June meeting (Kings Birthday weekend) to remain as is.

Action: Averil to confirm availability of Cottage

Next meeting – Monday 8th April, 7pm [NB 2nd Monday due to Easter]

Meeting Closed 8.39pm

Action Items from Meeting:

Who	What	When	Completed
Graham	Purchase 2x A4 brochure stands		
Averil	Change cottage bookings for PCA meeting in April to 8th April	Asap	
Jane	Market agreement/Selwyn Times re market	Asap	
Ang	Market advertising	Actioned	Actioned
Ang	Market - Stall holders	March	
Belinda	Market Planning Tool	March	
Jane	Public meeting re Ecogas invitations and advert for PL and Shops	Asap	
ALL	Set-up for Community Meeting 4th April	4th April 5pm	
February meeting (actioned items will be removed for April meeting minutes)			
Who	**What**	**When**	**Completed**
Jane	Public meeting date 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

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	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	WIP	

	knows the information. From there we may need to develop some policies and/or guidelines.		

Prebbleton Life

Regular topics

SDC info/update/promotion ie Snap, Send, Solve; $75 grant for a Street Party

Community Patrol information

Civil Defence information/reminders (bi-monthly)

JP info

Defibrillator locations

Heritage Group articles

Key info from Prebbleton Community Facebook Group (Ang)

Committee update

Committee Liaisons – to encourage and support local groups to contribute to PL

Angela -

Alistair -

Averil – Heritage/Cottage

Dave -

Graeme – Pickleball/Local Writers Guild/Community Patrol/Link with Shannon re Football

Graham –

Jane – SDC

Karen – Netball/PTA

Molly –

Sarah –

TBC – Tennis/Touch/Local business owners/Rugby

Prebbleton Community Association Inc.
Financial Report: March Meeting 2024

Summary for the period from 17-02-24 to 04-03-24

Receipts		
Interest received		15.01
Total — Receipts		**15.01**
Less: Payments		
Prebbleton Life Feb		575.00
Total — Payments		**575.00**
Net increase (decrease) in cash held		(559.99)
Cash at the beginning of the period		9,401.06
Cash at the end of the period	Westpac Account	8,766.07
	Cash on Hand	75.00
		8,841.07

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Payments for approval: Selwyn Print - March newsletter	575.00
	575.00