Minutes

Meeting date: Monday 6th May 2024, 7pm at Prebbleton Cottage

Welcome & Apologies

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

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

A motion to approve the minutes of the PCA meeting on 8th April 2024 was moved by Jane and seconded by Alistair. Carried unanimously.

a. Matters arising –
    - Spelling error pg 3 *[now corrected]*
    - Plastic stands delivered to Healthy Harvest and subsequently misplaced. [Jane to follow up)
b. Action items deferred to next meeting.

Correspondence

a. Email – Averil (on holiday) re daffodil bulbs for entrance to Prebbleton; request for red highlight for entrances to Prebbleton (added to PCA submission to SDC long-term plan submissions; will also raise with our 3 local councillors)
b. Facebook query – Jenny Adams: questioned progress re advocating for increased safety at pedestrian crossing by entrance to Prebbleton Village. [Issues previously raised by others.] (added to PCA submission to SDC long-term plan submissions; will also raise with our 3 local councillors)
c. Woolston Brass Band/Rolleston Brass Band (deferred to General Business)
d. Thank you email to Billie Drummond (SDC) for support with ANZAC service planning
e. Generic emails from SDC

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

A motion that the committee purchases Daffodil bulbs was moved by Jane and seconded by Alastair. Carried unanimously.

Financial Report – Presented by Alastair Joyce (attached) NB 03/03/24 – 03/05/24

- Market payments: Angela's email confirmed all stall holders paid and no refunds were necessary (as per our new terms and conditions).
  NB we still need process improvements regarding stall allocation number being used on deposit so payment can be easily tracked.
- Approval to purchase 2 x USB's for Historical Data on old SDC laptop (Jane to do)

- Payments:

  Approval sought for the payment of:

  i. Selwyn Print – Prebbleton Life May 2024

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

Monthly Reports/Project Updates

1. Prebbleton Cottage - No update
   a. NB: email sent to SDC circulated. To note that historically Alastair also had a significant involvement in getting the Cottage ready for the community.

2. Prebbleton Life
   a. Suggestion - Prebbleton Primary & a junior reports column – agreed. Karen to discuss with school. Editorial team to provide word count as a guide to size of article (would also be helpful for others ie Committee Update).
   b. Principles for PL Sub-committee (see attached draft document) – key point: the PL subcommittee will decide if an article will be included and may shorten to meet the space requirements.
   c. E-mail etiquette –
      i. please be respectful in your emails when giving feedback,
      ii. ask questions rather than making assumptions
      (significant conversation summarised to these two key points)
   d. On-going cost of PL: $6,900/yr – unsustainable for PCA to continue to fund. Decision to look for a business to sponsor an edition for a month. Aim to achieve this for 6 months of the year (more if possible) and seek financial support from SDC. NB no funding from SDC thus far 2024. [Jane to apply for 3 editions]
      Prebbleton Pharmacy has offered to sponsor the June/July/August edition of PL.
      Acknowledgement to be included in PL as well as an ad + photo.
   e. Further work needed on future proofing PL if key members of editorial team are away; query using Canva.

General Business

a. Brief review/feedback/learnings for Autumn market/Giant Pumpkin weigh-in
   - Busker was a great addition [sponsored by Prebbleton Pharmacy]
   - Perhaps need to provide more support to planning/coordination of pumpkin weigh-in (and link with/notify school)
   - Prebbleton Pharmacy free activity (pumpkin bowling) was a great success
   - Placement of stall – make it easier to see from Springs Rd to attract those passing by (ie fill area furthest from the carpark first)
   - Great to have SDC at market (re Long-term plan) and to have Cr Sophie McInnes in attendance, many enjoyed speaking with her.

b. Brief review/feedback/learnings ANZAC day community service

- People felt that the lectern, speakers and bugle player should be further forward and nearer the centre (ie near monument) as many couldn't see;
- H&S issue with speaker at the Northern end (hit by motorised scooter) – needs to be stabilised in future;
- Feedback that many couldn't hear, speakers weren't facing out into the crowd (Northern end)
- 250 service sheets printed but wasn't enough for 1 per family (est 800 people at service)
- Rolleston Brass Band – great to have a connection with [Send letter of thanks – Jane]
- Perhaps move the crosses next year

c. Matariki 'event' 28th June – Angela left a message that the school was doing their own event on the Wednesday evening as many will take Friday off and go away for a long weekend. **Committee agreed not to organise a Matariki event this year.**
d. Woolston Brass Band 2024 fee for Christmas market – emailed to say it would be $500 for them to play at our carols in December. Jane has made an initial enquiry if Rolleston Brass Band would be interested; Graeme G to follow up with Band Manager.

   NB: Further planning required re a suitable sound system at the Christmas market

e. Legal Structure for PCA going forwards – please see attached options of legal structures. Need to do further research regarding needs/wishes of the community before making a recommendation to a special meeting/AGM.
f. Suggestion: Sponsoring a prize for Prebbleton School – Community Spirit Award [deferred to next meeting]
g. Other business: Committee would like to invite our 3 local councillors to attend the start of a meeting (separate meetings) to update us on their focus, discuss local issues and find a better way to work more collaboratively. [Jane has an appointment booked with the Mayor to understand his views on Community groups, such as the PCA, and how we should work with the SDC].

Next meeting – Monday 3rd June, 7pm (Kings Birthday)

Meeting Closed 9pm

Prebbleton Community Association Inc.
Financial Report: May Meeting 2024

Summary for the period from 03-03-24 to 03-05-24

Receipts			
Interest received			26.90
Market Income (14 stallholders)			350.00
Total — Receipts			**376.90**
Less: Payments			
Advertising and promotion			
Ilam Florists - ANZAC wreath	138.00		
Newsletter Holders for Healthy Harvest	41.15		**1,329.15**
Selwyn Print Ltd - April Newsletter	575.00		
Selwyn Print Ltd - March Newsletter	575.00		
Donations & Gifting			
Koha to Church (Xmas carols assistance)		50.00	
Donation to school PTA fundraiser		193.00	**343.00**
Wooston Brass Band - Donation Carols performance		100.00	
Total — Payments			**1,672.15**
Net increase (decrease) in cash held			**(1,295.25)**
Cash at the beginning of the period			**8,841.07**
Cash at the end of the period	**Westpac account**		**7470.82**
	Cash on Hand		**75.00**
			7,545.82

……

Payments for approval: Selwyn Print – May newsletter 575.00

575.00