# Minutes

Meeting date: Monday 3rd June 2024, 7pm at Prebbleton Cottage

**Welcome & Apologies**

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

**A motion to accept the apologies as listed was moved by Jane and seconded by Graeme. Carried unanimously.**

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

**A motion to approve the minutes of the PCA meeting on 6th May 2024 was moved by Jane and seconded by Belinda. Carried unanimously.**

a. Matters arising –
    - Healthy Harvest – WIP (work in progress) regarding location of plastic holders for PL. HH don't want them on their busy counters *(which is understandable).* **Jane** to follow-up;
    - Committee asked **Jane** to talk with Fresh Choice re location and if stands were needed/appropriate;
    - Need to understand where Averil was thinking that Daffodil bulbs would be planted to understand the number needed to purchase (**Jane** to follow up);
    - Need to review process for Christmas market planning – deferred to next meeting;
    - Invoice to be sent to Prebbleton Pharmacy for printing of Issue 15 of Prebbleton Life **[Alastair]** Future – email invoice as soon as business agrees;
    - Following Denise Kidd's email (attached to agenda) point of contact for all Prebbleton Cottage issues via Tegan Simpson or send an issue via Snap, Send, Solve Jane requested an update from Tegan re list of issues – no response – will hand over the Averil and Graham to follow up. ***NB Post meeting reply from Tegan – WIP***
    - Meeting with Mayor moved to Tuesday 4th June.
b. Action items currently longer-term projects only – no further discussion.

**Correspondence**

a. Healthy Harvest (as per above)
b. Denise Kidd response (as per above)
c. Generic emails from SDC

**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)**

- Invoice for Prebbleton Pharmacy (as per above)
- Payments:

Approval sought for the payment of:

i. Selwyn Print – Prebbleton Life June 2024

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

**Monthly Reports/Project Updates**

1. Prebbleton Cottage – (as per above)

2. Prebbleton Life
   a. Prebbleton Primary & a junior reports column – Karen discussed with school, will aim for next edition.
   *[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) – deferred to next meeting.
   c. Committee offered thanks for Prebbleton Pharmacy owner for the sponsorship of Issue 15
   *d.* ***[On-hold:*** *Further work needed on future proofing PL if key members of editorial team are away; query using Canva].*

**General Business**

**a.** Christmas market date confirmed as **Wednesday 18th December.**
Angela has been in touch with Grotto team and will confirm date.
Rolleston Brass Band would be interested in playing for the carols for a koha of $100 - $150 [Graeme G liaison]
Jane to contact Woolston Brass Band to say we are using a local group and fee a challenge for a not-for-profit.

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

b. Community Questionnaire/Survey – WIP
c. Discussion on a Spring event – Car Boot sale a starting suggestion. Committee agreed to proceed with planning as a low labour event. Key points:
   1) Date: A Sunday, late Sept/Early October – seek feedback from Committee re availability and other events on around that time.
   2) Time: 10 – 2pm (must stay whole time ie can't remove vehicle)
   3) Location: Prebbleton Domain Car Park (Jane to seek permission from SDC)
   4) Cost of site – discussed between $10 and $20 TBC
   5) Invite a coffee cart – Alastair knows someone who may give PCA a commission of sales and will follow up with vendor

6) Sarah suggested youth attracted by food. Consider having the donut truck but no other external food trucks.
7) BYO kites for kids to entertain themselves
8) PCA to run a BBQ (sausages/bacon butties and cold drinks)
9) *[Subsequent thought – PCA raffle???]*

d. Community Spirit Award concept – discussion and decided to have a quarterly 'competition' where young people (TBC ages), submit what they have done for the local community. PCA draw a winner from those who submit. Utilise PL to advertise and show photos of entries. Suggested prize could be a voucher from Bestow Gifts Prebbleton to promote a local business.
e. Graeme suggested holding a meeting with people who put in a submission into SDC LTP to gain a better understanding of community issues. Decided to defer to next meeting.

Meeting closed 8.07pm

**Next meeting – Monday 1st July, 7pm**

**Prebbleton Community Association Inc.**
Financial Report: June Meeting 2024

Summary for the period from 04-05-24 to 31-05-24

| | |
|---|---|
| **Receipts** | |
| **Interest received** | |
| May Westpac Acc | 12.56 |
| **Total — Receipts** | **12.56** |
| | |
| **Less: Payments** | |
| **Advertising and promotion** | |
| Selwyn Print Ltd - May Newsletter | 575.00 |
| **Total — Payments** | **575.00** |
| | |
| **Net increase (decrease) in cash held** | **(562.44)** |
| | |
| **Cash at the beginning of the period** | **7,545.82** |
| | |
| **Cash at the end of the period** **Westpac account** | **6908.38** |
| **Cash on Hand** | **75.00** |
| | **6,983.38** |

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Payments for approval: Selwyn Print – June newsletter 575.00

**575.00**