

Pauatahanui Residents Association

Minutes of the Management Committee meeting held at **7.30pm Tuesday 19 November** at **21 Paekakariki Hill Road**.

1. **Apologies** nil
2. **Present** Ken McAdam [Chair], Diane Strugnell [Treasurer], Erica Nicholls [Secretary], Nicky Chapman, Alan Gray, John Mazerier, Anna Dellow & Joanne Cross
3. **In attendance** Lance Wadham and Sharon Evans
4. **Minutes** of the previous meeting of Tuesday 22 October 2013 were approved: Moved - Nicky; Seconded – Anna.
5. **Business arising from 22 October minutes**

Sharon Evans arrived at 7.30pm

5.1. History Project.

Sharon provided an update on the following:

- **Success of the 24 October Pataka book launch**
- **Success of other sales to date**
- **Latest shipment of books arrived safely.**
- **The final book expenses have now been paid.**
- **50% of the loans made to support the book production have now been repaid.**

Agreed History Group has discretion to determine channels, appropriate commission and sales price for books.

Agreed The History Group records and book resources will be held by the PRA for safe keeping and future reference and use as appropriate.

Action 19112013/01: Alan and Helen to determine what records should be held and the help needed to transfer these to the PRA records.

Action 19112013/02: In the New Year the History Group will provide a copy of the history book marketing plan – stage II.

Action 19112013/03: Alan will post a newsletter to residents advertising the book, week commencing 25 November.

Noted: Other ideas to promote sales provided to the History Group:

- **Allow school children to sell the book, to support their fundraising, at \$10 per sale**
- **Have a stand at Whitby mall**
- **15 December Pataka market**

PRA congratulated the History Group on their dedicated work and book sales success. Thanks was also given to Christine and Hannah for setting up the PayPal account.

Sharon left the meeting at 8.20pm.

5.2. PRA Logo.

Action 19112013/04: Alan to arrange for the Pauatahanui History Group logo design to be applied to a PRA logo.

5.3. Winstones' clean landfill application

The hearing on the proposed Winstones' Clean Fill Application has been adjourned while an independent safety audit of the traffic issues associated with the access to SH58 is undertaken. The audit will consider the original design proposed by Winstones as well as an amended design that Winstones have put forward. The hearing will be reconvened once the audit is completed and PRA, as a party to the proceedings, will be notified.

5.4. Rural Rates Postponement.

Diane has indicated to Aneel that a meeting would be welcomed and that she is working with Alan to make a suitable time.

5.5. District Plan Change 16

Diane lodged a submission on Plan Change 16 – Network Utilities on behalf of PRA. The proposed Plan Change does not differ significantly from the recommendations made by the working group set up by PCC and on which Alan and Diane represented PRA. It was therefore important that PRA lodged a submission in support to reinforce the issues that are of importance to PRA. PCC will now compile a summary of the submissions and PRA will be notified of the date for the hearing.

Noted: The submission was tabled at the meeting.

5.6. Pauatahanui Village Planning Programme.

Claire Giblin addressed the meeting and discussed the four options the Committee had agreed, as follows:

Action 19112013/05: Claire will drop box of Future Focus: A framework for the development of Pauatahanui Village 2009 to Jo Cross for PRA use.

Action 19112013/06: Claire will confirm with the Church that they are not interested in security lighting.

Action 19112013/07: Claire will get plans drawn up for Paremata Road pathway, courtesy crossing point and improved lighting. Work is planned to coincide with Sewerage Scheme work in February 2014 and is expect to be complete by 30 June 2014. Claire will confirm a Transit subsidy is available for this work as it is a road safety project.

Action 19112013/08: Anna will draft a reply to the school children who requested a bus shelter. Indicating that the development of the bus shelter will progress, with involvement from the school during 2014/15.

Action 19112013/09: Claire will follow up whether PCC maintenance can service the Rotary garden in the village.

Action 19112013/10: Claire will follow up on Heritage trail organisation who may fund some history trail signs.

Action 19112013/11: Claire will follow up on when the Te Aro Piko Pathway will be completed.

Action 19112013/12: Erica to remind residents that they can log a complaint with PCC for complaints, such as potholes. Council has a process to address the complaint and get back to the complainant.

Action 19112013/13: Anna to look at feasibility for some form of welcome to Pauatahanui sign.

Noted: Rotary are keen to be involved in creating a Pauatahanui business board as a potential 2014/15 project.

Action 19112013/14: PRA to commence 2014/15 village planning.

Claire left the meeting at 8.50pm.

5.6.1. Sewerage programme.

Noted: PCC is currently drafting a letter to residents affected by the Scheme highlighting that the initial works will commence in December, with main work occurring later next year.

Action 19112013/15: Anna will send to PRA Committee the details she has on the Sewerage Scheme work schedule.

5.7. Website for PRA – pauatahanui.org.nz

Diane has had further communication with Fraser, from Flightdec (developer of the OurPorirua website) re the PRA website development. She has forwarded to him the photos and images and Fraser is now ready to set up a demo site which he will then present to PRA.

Action 19112013/16: Diane to work with Fraser to determine a time to demo the website with the PRA.

5.8. Rob Foley thank you gift, has been actioned.

5.9. Confirm PRA Committee constitution

Action 19112013/17: Erica to circulate PRA Rules and Constitution to PRA residents.

6. Treasurer's Report.

General account		Balance	\$2,292.85
Transactions since previous meeting			
Income	Subscriptions (2)	\$40.00	
Expenditure	History books gifted incl P&P	\$157.00	
History account	Cheque a/c	\$11,756.86	
	Paypal	\$300.00	
			\$12,056.8
	Total		6
Transactions since previous meeting			
Income	Book sales	\$24,921.88	
	Lotteries Grant	\$5,000.00	\$29,921.88
Expenditure	Bookpro - final publishing costs	\$1,416.43	
	Eft-pos Services	\$345.00	
	Postage for books	\$880.00	
	Repayment of 50% of loans	\$17,372.50	\$20,013.93

History Book Sales

This is a continually changing picture as new books are purchased and paid for online – either by direct credit to our bank account or via Paypal – both of which seem to be working well – all credit to Christine Stanley and Hannah Gray for their work in setting up the systems that are working well.

The income so far has come from

Book launch \$10,633

Lamb & Calf day \$5,466

Direct Sales \$987

Website \$7838.88 - Direct Credit \$3,445.50, Paypal \$4,393.38

Total \$24,921.88

With the sales plus the receipt of the Lotteries Grant PRA has been able to repay 50% of the loans and there is sufficient in the bank to enable payment of the next 25% of the loans and we are a good way along the way to making the final payment!!

The History Group should take real credit for the fact that following a lot of dedicated hard work the final product is very saleable and, with sales of nearly \$25,000 in less than a month, is something to be incredibly proud of.

Treasurers Report was moved – Diane and seconded - John

6.1.PRA Signatories

The bank has prepared all the documentation for changing the signatories to the PRA bank accounts. Once the forms are signed and lodged with the bank this week then the signatories for the PRA accounts will be Diane, Erica and Ken.

Action 19112013/18: Erica to affix common seal and post change to signatories document.

6.2.PRA residents survey

44 residents have completed the survey @ 19 November.

Noted: 86-95% residents viewed the current topical issues focus important to them.

Action 19112013/19: Erica to report back to the Committee once the survey is complete via email. As it was agreed it will be useful to advise residents of the results.

Action 19112013/20: Erica/Diane 2014/15 subs reminder to be mailed out with a survey on the reverse side.

6.3.PRA memberships

Diane updated on Lamb & Calf day and other new PRA memberships.

7. Other Business.

7.1. PRA Committee membership

Action 19112013/21: Ken to discuss further with Lance joining the Committee, and email Committee members to discuss.

7.2. Canada Geese at Lanes Flat (paper to be distributed at meeting)

The Committee discussed Saar's email and highlighted that it takes a neutral stance at this point.

Action 19112013/22: Erica to seek feedback from our membership on the issue and bring back to a subsequent meeting. Erica to reply to Saar about this approach.

7.3. Other

Any other business arising

8. Correspondence:

8.1.Inward

Noted: correspondence inward and outward

7. Bring-ups – future meetings

Noted: bring-ups for future meetings

Date of next Management Committee meeting – next meeting tentatively set for 21 January 2014, date and location TBC.

Ken McAdam

Chair, PRA

Action Log

Action item	Details	Responsibility	Due	Status
19112013/01	Determine which records should be held and the help needed to transfer these to the PRA records.	Alan and Helen	Jan 2014	
19112013/02	History Group will provide a copy of the history book marketing plan – stage II.	Sharon	Jan 2014	
19112013/03	Post a newsletter to residents advertising the book, week commencing 25 November.	Alan	w/c 25 Nov	
19112013/04	Arrange for the Pauatahanui History Group logo design to be applied to a PRA logo.	Alan	Jan 2104	
19112013/05	Future Focus: A framework for the development of Pauatahanui Village 2009 dropped to Jo Cross for PRA use.	Claire	Nov 2013	
19112013/06	Confirm with the Church that they are not interested in security lighting.	Claire	Jan 2014	
19112013/07	Plans to be drawn up for Paremata Road pathway, courtesy crossing point and improved lighting. Confirm a Transit subsidy is available for this work.	Claire	Jan 2014	
19112013/08	Draft reply to the school children who requested a bus shelter. Indicating that	Anna	Jan 2014	

	the development of the bus shelter will progress, with involvement from the school during 2014/15.			
19112013/09	Determine whether PCC maintenance can service the Rotary garden in the village.	Claire	Jan 2014	
19112013/10	Follow up on Heritage trail organisation that may fund some history trail signs.	Claire	Feb 2014	
19112013/11	Follow up on when the Te Aro Piko Pathway will be completed.	Claire	Jan 2014	
19112013/12	Remind residents that they can log a complaint with PCC for complaints, such as potholes. Council has a process to address the complaint and get back to the complainant.	Erica	Jan 2014	
19112013/13	Feasibility of welcome to Pauatahanui sign. (Rotary are keen to be involved)	Anna	Feb 2014	
19112013/14	PRA to commence 2014/15 village planning.	PRA Agenda	Feb 2014	
19112013/15	Send PRA Committee the details of Sewerage Scheme work schedule.	Anna	Dec 2013	
19112013/16	Work with Fraser to determine a time to demo the website with the PRA.	Diane	Feb 2014	
19112013/17	Circulate PRA Rules and Constitution to PRA residents.	Erica	Dec 2013	
19112013/18	Affix common seal and post change to signatories' document.	Erica	Nov 2014	

19112013/19	Report back to the Committee once resident's survey is complete via email.	Erica	Dec 2013	
19112013/20	2014/15 subs reminder to be mailed out with a survey on the reverse side.	Erica/Diane	March 2014	
19112013/21	To discuss further with Lance joining the Committee, and email Committee members to discuss.	Ken	Dec 2013	
19112013/22	Seek feedback from our membership on the culling of Canada Geese and bring back to a subsequent meeting. Reply to Saar about this approach.	Erica	Dec 2014	

Bring-ups – future meetings

Meeting	Action	Responsibility
18 February 2014	Agreed that given the rules of the PRA require: “subscriptions shall be payable in the month of April of the financial year in which they fall due” (para 18c), the PRA will review the timing of fees versus timing of the AGM in the New Year.	Erica Nicholls
18 February 2014	Agreed Alan to follow-up the feasibility of American military vehicles availability for next Pauatahanui ANZAC day (25 April 2014) celebrations	Alan Gray

