



Pukehina Beach Ratepayers Association Inc.

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Paradise Created by nature and cared for by the Community

**Minutes of the committee meeting Monday February 9th 2015
at 7.30 pm at the Pukehina Beach Fire Brigade hall.**

Present: Meeting opened at 7.30pm, al fresco. Ian Rodger (chair), John Cook, Alan Sutherland, Bev Nairn, Carole Forrester, Ray Foster, Stella Cressey, John Mc Millan, Ange Trudgen (committee of 9), John Scrimgeour and Kevin Marsh, Councillors. Quorum for committee meetings is four.

Apologies – Dallas Bates, Rex Cameron, Sue Mathews.
Ian moved apologies be accepted, seconded Alan, carried.

Minutes –

Minutes from the last meeting were circulated. Carole moved that minutes be accepted, seconded John C, carried. AGM Minutes were circulated for comment & corrections.

Matters arising from the minutes –

Association seal needs finding or re-issuing. Obligations of operating an incorporated society need to be summarised for easy reference. Guidelines can be found on the Companies' office website – Bev will take over from Ian as part of the operational review, where the role of treasurer has been drafted and secretarial role is under development for next month.

Correspondence: - Bev

- Jenny Hedge asking for upgrade of our parks
- Jennifer Sharplin offering to help with the walkway
- Geoff Hickson asking we consider putting in a fishing jetty adjacent to the boat ramp
- TECT monthly newsletter
- Tawhai Schuster – Police local crime report
- Renee Mc Meekan - BOPRC re Draft 30 year BOP Land transport Plan
- Oh Lian of Firth with segmented retaining wall plans
- Claire Pedersen-Croll of TEL advising next public meeting is February 18th
- TECT and Social Sector Innovation Trust inviting us to comment on options for collaboration between community organisations. Due January 16th.

Outwards –

Financial report and list of officers to The Companies Office – Brian North.

Matters arising from the Correspondence –

Responses will go re the wharf and parks and along with beautification of the highway entrance, be added to the projects list for investigation and possible action.

Ian moved correspondence be accepted, seconded Carole, carried.

Financial Report: - John See appendix II

Cash summary was circulated prior to the meeting and was seen as a positive move. Most web sponsors have renewed, and membership is approx 185. \$8K has been recovered from the WBOPDC Walkway grant with about \$41K remaining. Payment of our annual \$1,000 donations to the surf club and Fire hall are delayed until bank account signatories have been updated – John to sort. Ian moved we pay the \$8,098.37 invoice to Jim Dahm for the Resource Consent application for Sand dune refurbishment, seconded Alan, carried. We can then seek reimbursement from WBOPDC who hold the funds on our behalf.

Some teething problems with double invoicing from Xero were noted and mailing changes are to be made.

Bank account signatories.

John moved 'The vehicle and Patrol car accounts be incorporated into the PBRA account in Xero and be accounted as a "line item"', seconded Alan, carried.

Ian moved the Sports Field account be closed and the balance transferred to the PBRA account, seconded Ray, carried. Bev noted we are not the account holder so it may be more involved. The November minutes read "*Mention was made of the Sports Fund (Balance \$123.95) being idle for five years and having PBES signatories. John moved we draft a letter to Nicky Francis (signatory) to close the account and assign funds to PBRA, seconded Rex, carried.* Later discussions may have modified this.

The account can have four signatories and can be operated online and with cheques – John Cook moved that "That the Treasurer (John Cook), Chair (Ian Rodger), secretary (Bev Nairn) and Rex Cameron (patrol vehicle) become signatories to the PBRA account. Signatories to be removed are Lawrence Edwards and Alex White", seconded Angela Trudgen, carried. Ian moved that the financial report be accepted, seconded Alan, carried.

General Business and Standing items:

Welcome to new members and portfolios for the year

New members were given explanations of some projects as matters arose. With changes and additions from the AGM to be expanded later, all agreed to continue with current responsibilities. See draft as appendix II.

Ange is keen to assist with treasurer's matters and John, amongst others, has a concern about rubbish disposal options for the beach.

Councillors' Report – John Scrim

Submissions for highway speed changes need to be made within two weeks. NZTA propose making the entire Te Puke link road 80Kms or less. This is likely to discourage traffic opting for that route with likely commercial impacts on the township. See WBOPDC website.

Christmas do : The Yearend social function will proceed 6.00pm Saturday February 14th at the cafe. Apologies Rex, Ray, Bev, Stella and John Mc.

The meeting was closed at 9.00pm because of the dark. Next meeting is on Monday March 9th 2015.

Approved :

Signed :

Cash Summary

Pukehina Beach Ratepayers Association For the month ended 31 January 2015 Including GST

	Jan 2015	Dec 2014	Nov 2014	Oct 2014	YTD Actual
Income					
Donation - Pete's Takeaways	-	-	-	380	-
Donations	-	-	10	-	10
Interest Income	-	2	-	-	2
Secretarial Grant	-	-	500	-	500
Subscriptions	700	880	1,360	780	2,940
Website Sponsors / Advertising Revenue	400	100	-	-	500
Accounts Receivable	40	40	-	-	80
Total Income	1,140	1,022	1,870	1,160	4,032
Less Operating Expenses					
Accounting Software Xero	43	43	43	43	129
Entertainment	-	100	-	-	100
Estuary Walkway	-	(8,243)	-	-	(8,243)
Postage & Stationery	-	257	-	-	257
Tennis Courts	-	-	81	-	81
Website Expenses	40	40	40	40	121
Total Operating Expenses	83	(7,803)	164	83	(7,556)
Operating Surplus (Deficit)	1,057	8,825	1,706	1,077	11,588
Net Cash Movement	1,057	8,825	1,706	1,077	11,588
Summary					
Opening Balance	12,185	3,360	1,654	577	1,654
Plus Net Cash Movement	1,057	8,825	1,706	1,077	11,588
Closing Balance	13,241	12,185	3,360	1,654	13,241

Appendix II *Draft Portfolios*

#	Project	Group Leader & team	Description
1	Council submissions, Relationship with CEO, Development fund, Newsletter	Ian,	Promote good communications between PBRA and council officers. Elaborate goals/budget for the development fund. Sue will assist with Newsletter
2	Wastewater, Septic tank maintenance zone	John C	Develop a plan with costs for regular and monitored tank cleaning to present to the next AGM
3	Roading, storm water, kerb & Channel, signage, CCTV	Alan	Research best CCTV or camera options for recording vehicle movements onto the beach. Optimise outcomes for roads etc
4	Community emergency plan, liaison with neighbourhood watch and Fire brigade	Carole	Familiarise civil defence plans, Tsunami warning system, update and distribute CEP to new residents.
5	Community car, bikes on beach, Community hall, liaison with police, council, parks and reserves	Rex	Keep the beach community rolling
6	Website maintenance and PBRA branding	Stella,	Establish a PBRA info website, and accounting package for membership database and invoicing. Manage sponsors.
7	Waihi estuary walkway group	John C, Dallas, Ray	Co-ordinate myriad authorities and interest groups, engineering and assist with construction. Raise funds. Signage
8	Sand dune refurbishment	Ian	Review dune replenishment options and implications on continued funds collection for AGM 2015
9	Environment – Dotterel Point & Parks	Bev, John Mc	Encourage protection of the natural environs. Work with BOPRC, WBOPDC, MOWS, DoC to upgrade parks and reserves
9	Budget, fundraising, sponsorship	John C	Approach funding sources for assistance with vehicle costs and walkway development as required
10	Strategic & Annual Plan	All	Association guidelines. Identify issues, make work plan, then budget plan.
11	Input from Councillors	Sue, John, Kevin	Plans and actions affecting Pukehina Beach
New 2015	Loos and shade trees in parks, road entrance, No exit sign Load speaker for hall CD loud hailer		Drainage below Pk Pde Surfclub assistance Fishing jetty