

Pukehina Beach Ratepayers Association Inc.

Pukehina.bra@gmail.com or www.pukehinabeach.co.nz

PO Box 113, Te Puke 3153

**Minutes of the May committee meeting Monday 14th 2018
7.30 pm at the Pukehina Community Hall.**

Meeting opened: 7.30 pm

Present: (Committee of 6 quorum being 4)

Mike Piper (Chair), Denise Donald, Trudi Ballantyne, Alan Sutherland, Carole Forrester, Deborah Paget: WBOP District Councillors – Kevin Marsh, John Scrimgeour

Apologies: Stu Brickland, Brenda Brickland, Cheryl Johnson, Alex White

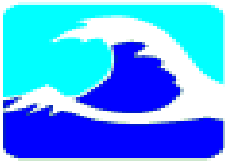
Moved Denise D Seconded Trudi B carried

Minutes from April 2018 meeting distributed and read prior to meeting

Moved Denise D Seconded Carole F Carried

Matters arising from the April minutes:

Person	Action	Outcome
Stu Cheryl	<ul style="list-style-type: none">• Contact Frank Begley from WBOPDC• Reports with further information to be supplied at April meeting	Reports provided
Mike	<ol style="list-style-type: none">1. Contact Geoff Canham to arrange a walkway project meeting at Pukehina2. Mail out Coastal Erosion Policy to committee3. Mike to contact WBOP DC CEO regarding remediation works and access to the development fund	Communication ongoing Denise mailed this out to committee Completed
Denise	Request box of free screws /drill bits	Safer Plate equipment ordered
All committee to complete	PBRA Job Descriptions / Roles for portfolios or responsibilities	Committee members to email Job Description and Roles through to Brenda Brickland for collation as they



Pukehina Beach Ratepayers Association Inc.

Pukehina.bra@gmail.com or www.pukehinabeach.co.nz

PO Box 113, Te Puke 3153

		are completed
Alex	Patrol Car meeting feedback	Awaiting to hear from Te Puke Police or Shirley Vincent regarding number of patrollers needed in the car.

Correspondence

Inward

Paul Melhuish – dune repair inquiry

Barbara Whitton WBOP DC Customer Relationships Manager –secretarial grant information

Mike Piper- Jim Dahm, Geoff Canham, Gary Allis

Tony Clow Senior Policy Analyst Resource Management WBOP DC - Pukehina Beach

Public meeting natural hazard mapping updating information.

Trudi Ballantyne –acknowledgment from Charities Services Department of Internal Affairs

Cheryl Johnson – WBOP DC submission document

Karen Browne Sign Solutions –quote

Graeme Mills –Safer plates

Stu Brickland – Facebook Alistair Gray Communications Team Leader

Julie Webb Project Coordinator Reserves and Facilities –roll over of walkway funding

Bronwyn Clarke– CD Draft minutes, CD final minutes, Job Description

Alex White -update for patrol car

Sharron Wilson – invitation to meet with Anne Tolley at Pukehina Beach Store 21st May

Outward

Pim de Monchy –inquiry about enacting consent conditions

Karen Browne Sign solutions –inquiry and quote

Graeme Mills –request for safer plates equipment

Joy Walker –acceptance of resignation letter

Matter arising from correspondence

- Tony Clow re meeting consequences regarding errors in mapping for some ratepayers (flooding & liquefaction) Pukehina Beach Road
- Karen Browne sign solutions – see General Business discussion
- Face book – see General Business discussion
- Civil Defence secretary to be used for CD correspondence, Final copies of CD meetings to be forwarded to PBRA secretary for website.
- John Scrimgeour to inquire about secretarial grant to WBOP DC , on behalf of PBRA (Mike also will bring it up in quarterly meeting with WBOP DC CEO)
- Denise to forward Julie Webb email through to Mike

Financial Report: Prepared by Trudi Ballantyne Distributed and read prior to meeting

PBRA General A/C closing balance \$7,133.71

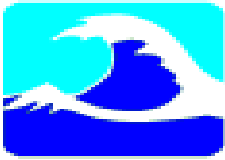
Moved Trudi B Seconded Alan S Carried

Further payments \$ 87.63

Moved Trudi B seconded Deborah P

General Business

1. **Beach erosion / soft protection work** – Denise & Mike



Pukehina Beach Ratepayers Association Inc.

Pukehina.bra@gmail.com or www.pukehinabeach.co.nz

PO Box 113, Te Puke 3153

Mike has contacted Jim Dahm – we are awaiting the final plan for Dune repair and costings. Funding position clarified by Gary Allis and go ahead provided from WBOP DC.

2. **Security Camera:** Trudi

The Charities Commission application has been submitted. Charities Commission has acknowledged receipt on 18/4/18. They have said that we can expect the process to take around 12 weeks.

Discussion on sourcing other funding or using existing PBRA funds.

- Trudi to approach Tarnix and inquire if there is an option for PBRA to rent/lease camera in the interim, in order to get the project started.

3. **Match Funding application** – Denise

Bay of Plenty Regional Council match funding application rounds are open now and close 12th July 2018. Suggestion for the Association apply for a community sign and security camera funding. The community sign will assist in providing immediate information to the Pukehina community and could be used by other community groups such as: Fishing Club, Surf Rescue, Fire brigade, Civil Defence and so on. (See quote Karen Browne Sign Solutions)

Information for funding application:

The Community Matching Fund is a funding initiative to help community groups within the Western Bay district help themselves. It was established to support projects led by not-for-profit community groups working for the benefit of their communities. This fund recognises that community groups contribute numerous resources (e.g. volunteers, time, and labour) to projects, and seeks to match the dollar value of community effort with a grant.

Applications open 12 June 2018 and close 12 July 2018 • Decisions are made on 30 August 2018 • you can expect notification by 13 September 2018.

Following discussion about the funding and projects, the committee agreed to apply within the General Funding option for both new signage and security camera.

- Denise D and Deborah P to fill in the application form
- ### 4. **Website – Upgrade/Rebuild** PBRA website onto a WordPress platform, to make it mobile friendly and include hosting & support. Cheryl

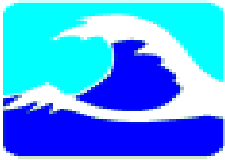
The following are quotes from three Website build companies to rebuild a new mobile friendly website on a WordPress platform so that a PBRA designated member/members can easily do their own updates and changes to the site. The Host and Support:

Quote One:

Energise Web – Current Supplier/host Auckland
\$495 + GST normally \$3495 (discounted price is for not-for-profit organisations)
\$95 + GST includes website hosting & domain name yearly renewal costs, a secure connection, daily back-ups, upgraded security and all software updates.
We would be able to add our own pages and galleries via an admin area.

Quote two:

VisionLab Limited – Local Te Puke business
\$500 +GST normally \$1000 (discount 50% as a sponsor mentioned on our website)



Pukehina Beach Ratepayers Association Inc.

Pukehina.bra@gmail.com or www.pukehinabeach.co.nz

PO Box 113, Te Puke 3153

\$24.17 + GST includes website hosting & domain name yearly renewal costs, security, daily back-ups, website and general maintenance.

We would be able to edit, upload minutes and make small changes to the website for events etc.

Quote three:

The Kelly's Graphic Design & Website Builders – Mount Maunganui

\$ 4000 - \$5000 hosting and domain name yearly renewals would be extra.

They did not offer any discounts for not-for-profit organisations.

Following discussion the committee decided to go ahead and use Option 2: Vision Lab to rebuild the PBRA website as soon as possible

- Cheryl will be notified to make contact with Vision Lab
- Facebook – Stu deferred until next meeting

5. **Civil Defence** – Carole

WBOP DC & Bay of Plenty Regional Council updating of new tsunami maps for Pukehina meeting held in the hall which was well attended and very informative. At this time I was able to have our updated Response plan delivered to Angela and elicit the attendance of one of the team to our next local meeting. We have requested more copies of brochure.

Next Community Led CD meeting is on Tuesday 15th May at 7.00pm at Fishing Club. At this meeting committee members will be decided and personal information will be shared which will be recorded and shared with a limited number of people.

6. **Meeting with Anne Tolley** to be advertised on Pukehina Facebook - Trudi B
7. **Debra Fine** – local resident and LJ Hooker real estate agent wishes to join the committee and will be invited to attend the July meeting. The committee moved to co-opt Debra on as a committee member.

Meeting closed: 9 p.m.