



Pukehina Beach Ratepayers Association Inc.

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

PO Box 113, Te Puke 3153

Minutes of the PBRA Committee Meeting Monday 11th February 2019
7.30 p.m at the Pukehina Community Hall.

Meeting opened: 7.30pm

Present: (Committee of 10 quorum being 4)

Richard Glover (Chair), Trudi Ballantyne, Leanne Armstrong, Neil Carter, Fiona Clelland, Brodie Cummins, Esther Kirk, Paora Maxwell, Judie McEnallay, John McEnallay, WBOP District Councillors – Kevin Marsh, John Scrimgeour

1. Introduction of new committee members

The committee members did a round table introduction and short bio prior to getting down to the evening's agenda. General discussion ensued around the goals and vision for the PBRA. It was acknowledged that many who attended the AGM had little or no knowledge of what the Committee did and the roles of District and Regional Councils. The Committee decided that this was an important issue and would best be handled with a separate workshop. Fiona and Esther offered to get this underway.

*****Action Point (2)*****

2. Recognition of Rex Cameron's contribution to Pukehina Community

The Committee was saddened to hear of Rex Cameron's recent passing and Kevin Marsh paid tribute to his tireless contribution to the Pukehina Community particularly his set up of the Community Patrol cars and the numbering of quad bikes on the beach.

3. Minutes from December 2018

The minutes of the December 2018 meeting had been distributed and read prior to meeting. It was moved that those minutes are a true and accurate record.

Moved Trudi Ballantyne **Seconded** John McEnallay **Carried**

4. Treasurer's Report:

Prepared by Trudi Ballantyne and distributed and read prior to the meeting.

Trudi gave a brief explanation of the Association's accounts and advised that the majority of the income received was from member subscriptions. There are currently 141 paid-up members with some follow-up required on members who paid subscriptions last year but as yet have not paid the current year's subs. Other income is derived from various donations including Western Bay District Council who donate a regular amount for the running of the Pukehina CPNZ patrol car and have also reimbursed fees associated with the Resource



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Consent. Stu Bricknell and BP Pongakawa also donate money and/or services for the running of the patrol vehicle.

Paora Maxwell raised the question of what Assets were owned by the PBRA? Trudi advised that the Security Camera and the patrol car were the current assets owned by the PBRA.

Trudi advised there was an amount of \$17,649 on deposit reinvested 3monthly and the PBRA General A/C closing balance as at 31/1/2019 was \$5,361.69.

It was moved that the Treasurer's Report is a true and accurate record.

Moved Trudi Ballantyne **Seconded** Paoroa Maxwell **Carried**

Trudi listed the accounts outstanding for payment.

It was moved that these accounts be approved for payment.

Moved Trudi Ballantyne **Seconded** Paora Maxwell **Carried**

5. Appointment of cheque signatories

Trudi explained that she planned to move payment of the association's accounts to Westpac Online Banking in the near future. The Association has a requirement of 2 cheque signatories so it is necessary to appoint further cheque signatories from the current committee. Until this process is finalised, Trudi will ask the previous Chairman, Mike Piper, to cosign the cheques for the approved payments. The committee decided to appoint Trudi Ballantyne, Richard Glover, Brodie Cummins and Judie McEnallay as cheque signatories. Trudi asked the signatories to provide her with full name, address and DOB details so she can get the process underway with Westpac but signatories will be required to visit the Te Puke branch of Westpac at some stage to formalise their status.

****Action Point****

Moved Trudi Ballantyne **Seconded** Paora Maxwell **Carried**

6. Proposed Changes to the PBRA Constitution

Trudi advised she has made all the necessary changes to the documents and will bring them along to the next Committee Meeting for the committee to sign. Once this is complete, she will then make application to the Charities Commission. This process is likely to take up to 5 months.

****Action Point****



7. Matters Arising from December Meeting Minutes

- *Scheduled Soft Work Erosion Push Up 217-225*

Kevin Marsh suggested that it be made clear in these minutes that this item has been carried over from the previous year and was in hand by the 2018 Committee. It is noted that the current 2019 committee has 2 members that live in houses directly affected by the erosion in this area on the Parade. The investigation of remedial work required was completed by an independent consultant in August 2018, who provided a report to the 2018 Committee that was subsequently presented to the Western Bay District Council. This work has been approved and is likely to commence in March/April of this year. The Chairman, Richard Glover and Committee Member, Paora Maxwell, are the 2 committee members affected by the erosion and should not be seen as pursuing their own agenda on this matter as this work was signed off prior to their election to the 2019 PBRA Committee.

It was noted that a number of actions are required to complete the push up process including the removal of foreign objects such as tyres, etc, spraying of existing vegetation not conducive to sand retention, earthworks and planting. The program of works is likely to take several months to complete and it was suggested that the removal of foreign objects could begin immediately. Richard Glover will stay in contact with Jim Dahm, Eco Nomos Ltd consultant, and arrange for a suitable date to activate the resource consent and commence work.

****Action Point****

- Committee Job Descriptions

Judie advised that this item has been carried over from the previous year. The Secretary position was completed by Brenda Bricknell (2018 committee member tasked with this item). Judie to further investigate other roles and email details to committee members for inclusion in the upcoming Workshop/Brainstorming session.

****Action Point****

- Pukehina Community Hall Management

Judie said that she has spoken with Allan Sutherland, former Committee Member, who advised that the Community Hall Trust has been dissolved and that a new association has been formed to operate the hall management with Rod Davenhill as the Chairman. The Committee suggested we write a letter to the new association congratulating them and asking if they would provide a report of activities to the PBRA on a regular basis.

****Action Point****



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- Website Content

John advised he was asked by a 2018 committee member late last year to assist with the PBRA website. John has removed the Member's Page login requirement and uploads various newsletters and PBRA Minutes. He told members that he is not responsible for the website content and asked the committee for their input to improving the website offering. Members agreed that this was a discussion that could be held over to the workshop. Trudi advised that PBRA Facebook Page has been managed by Stu Bricknell who is no longer on the Committee and Brodie offered to take on this task.

****Action Point****

- Tarnix Security Policy

Trudi advised that it was necessary to have a policy in place as Tarnix will only deal with one entity when access is required to camera footage. She proceeded to read the Policy prepared by Denise Donald. Fiona made suggested changes to the wording in the final paragraph.

Neil added that when he approached Tarnix for footage after a recent robbery, he was told he would have to wait 3 or 4 days. He also noted that the footage was useless as it was too dark to see anything and he used the footage obtained from The Store which subsequently led the Police to an arrest. A discussion on the poor lighting of the camera's location ensued and Trudi suggested that someone with experience of the camera's efficacy should liaise with Tarnix regarding the quality of the photos. Paora moved that Neil approach Tarnix regarding the camera's location and lighting requirements.

****Action Point** (2)**

- Response to Debra & Colin Fine's letter to PBRA

Mike Piper had received a copy of the letter written by Brenda Brickland responding on behalf of the 2018 PBRA Committee in early January 2019 but had not forwarded this letter to the Fines. The Committee agreed that the letter was an appropriate response and should be forwarded to the Fines along with an apology for the delay in the response due to the changeover in Committee and Christmas holiday break.

****Action Point** (2)**

- Pukehina Parade Roding Grass & Sand encroachment

Councillor Marsh advised he had contacted Westlink last year regarding this matter but is unaware of current progress and will follow up again with Westlink.

****Action Point****



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8. Repair of Pukehina Sign

Richard advised he has spoken to John at the Campground who may be able to find a replacement for the damaged pole for the Pukehina sign. General discussion ensued around the best way to fix this at reasonable cost. Neil has offered to source a pole and organise replacement of the sign with some help from other committee members.

*****Action Point*****

Moved Richard Glover **Seconded** Paoroa Maxwell **Carried**

9. Approach to WBOP Council for repairs to Beach Access Ways

Richard advised that he has walked all the access ways along the beach and at least 3 or 4 of them are in a very bad state of repair with more than half of them littered with dog droppings. He also looked at the parks and associated facilities such as rubbish bins, toilets etc. It was noted that there is a lack of receptacles for disposing of dog droppings and several of the parks have no rubbish bins at all. Cr Scrimgeour suggested that the overall lack of rubbish bins and other facilities should be brought up when the Chairman has his regular meeting with the Council. In the meantime, a service request should be put into Council's Sue Hammond and Cr Scrimgeour said that Ms Hammond's superior, Peter Watson should also be informed.

*****Action Point*****

10. Community Noticeboard

Judie informed the Committee that a quote from Sign Solutions for a Community Notice board has been rolled over since February of last year. The quote amount is now a total of \$8,067.25. Discussion arose around the type of notice board envisioned. Neil advised that he owns a suitable sign which he is in the process of erecting at the Pukehina Ray White office and is happy to include community announcements. It was agreed to carry forward discussion of the sign until the next meeting.

11. Midway Park Concept – Esther Kirk

Ester explained the vision for parks and reserves, in particular the Midway Park concept she has been involved with and gave a power point presentation to the committee. She advised that the 2013 Concept Plan designated Midway Park as an active recreation area with plans for a bike track, basketball hoop, BBQ area and other family-friendly areas of recreation. Ester advised she has a meeting next week to look at the budget and decide what can be progressed for Midway Park.



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Esther also asked Councillors about the change of status of land adjacent to the Hippy Pippy Tavern. This land has subsequently been sold and Esther wondered what happens to those funds? The Councillors advised that the funds go back into a pool and each ward is reviewed in turn and funding allocated, with the Maketu Te Puke Ward up for review in 2021. The committee agreed this is good timing for us to back the Midway Park Concept and get something progressed. Paora moved that our committee should support the Midway Park Concept.

Moved Paora Maxwell **Seconded** Richard Glover **Carried**

12. Mike Piper's suggestion to review Pukehina Beach Community Profile 2009-2029

Judie advised that this is quite a lengthy document and will email out to committee members to review and possibly use at the proposed workshop.

****Action Point****

13. Pukehina CPNZ, Neighbourhood Support and Civil Defence Updates

Judie advised that last year reports from these organisations were delivered to the committee by the coordinators of each who were also members of the 2018 PBRA Committee. Judie has contacted Denise Donald CPNZ, and Carole Forrester Civil Defence who have both agreed to provide regular written reports to our Committee. Angie Piper is currently the coordinator for Neighbourhood Support and is actively trying to enlist a coordinator for this organisation as Angie will be leaving the country in a few weeks. General discussion around the lack of coordination and communication from this group ensued with Leanne letting the committee know that she actively compiled and distributed leaflets in a designated section of the Parade and of 20 houses canvassed, received only 2 replies. Paora suggested the coordinator should be a member of the PBRA Committee and felt the names and addresses in the association's database could be useful to our committee. Discussion around the privacy of this information ensued with a general consensus being that it is unlikely we would be able to use this information.

****Action Point****

Neil offered the services of Ray White's printer for any photocopying or printing that may be required from time to time by the Committee. The committee gratefully accepted his kind offer.



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ACTION POINTS

WHO	WHAT	Action
Fiona, Esther	PBRA 'Vision' Workshop	Organise date and collate information for discussion
Judie	PBRA 'Vision' Workshop	Email documents to Committee for discussion at workshop
Richard, Brodie, Judie	Cheque Signatories	Email full name, address and DOB to Trudi to begin process
Trudi	Cheque Signatories	Apply to Westpac Bank for new signatories to be added to account
Trudi	Changes to PBRA Consitution	Complete and bring copy to next meeting for signing by Committee
Richard	Soft Work Erosion PushUp	Liaise with Jim Dahm re commencement of works
Judie	Committee Job Descriptions	Judie to investigate archives and email all existing job descriptions for discussion at the upcoming workshop
Judie	Pukehina Community Hall	Write letter of congratulations to Chairman and committee and request for regular reports to PBRA
Brodie	PBRA Facebook Page	Brodie to liaise with Stu Bricknell re taking charge of the PBRA FB page
Trudi	Tarnix Security Policy	Amendments to Denise Donald's Policy document as suggested by Fiona
Neil	Tarnix Pukehina Camera issues	Liaise with Tupaea (handled the job) and Ele who works in the office @ Tarnix Security Ph: 0800 000329 or email info@tarnix.co.nz



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WHO	WHAT	Action
Judie	D&C Fine letter reply	Add additional para to beginning of letter regarding committee changeover and print out letter for Richard to sign.
Richard	D&C Fine letter	Sign and deliver/post
Cr Kevin Marsh	Pukehina Parade Roding Grass & Sand encroachment	Cr Marsh to follow up with Westlink
Richard	Repairs to Access Ways and lack of facilities in our parks and reserves	Place a service request with Sue Hammond at Council. Inform Council at the next meeting Chairman attends of the lack of facilities.
Judie	Pukehina Beach Community Profile 2009-2029 document	Email Pukehina Community Profile document to committee
Judie	CPNZ, Civil Defence, Neighbourhood Watch	Email the coordinators of these groups before next meeting to ask for a report

14. GENERAL BUSINESS

- **Correspondence Inward:**

Email:

Christine Nairn – Beach push Up in 200's
Response from Stuart Harvey, Roding Engineer WBOP Council re road safety
Andrew Young – subscription
Mark & Bernadine Willis 574 – subscription
Stu Mallasch 146 - subscription
Xmas email from WBOP Council
Fiona Boyle – subscription
Tarnix Security – Statement – 1 Sep – 30 Nov 2018
WBOP Council copy of Miriam Taris presentation to PBRA AGM
Yvonne Young 431 – request for info on New Year's Day funrun
Tarnix Security – December invoice
Steven Hughes 252 – subscription
Marcia Hintz & Grant Hollows – subscription
Fiona Cleland – subscription



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Business Results Group – Invoice
SocialLink Tauranga Moana newsletter
Visionlab, website update
Broni 114 – reporting burglary at 109
Sign Solutions – updated quote for Community Noticeboard
Michelle Parry 183 – subscription
Pukehina Surf Rescue Newsletter
TECT newsletter
Socialink Tauranga Moana newsletter
Business Results Group invoice
Tarnix Security – invoice
Tarnix Security – Statement
Evocom Ltd (Mackie Signs) - invoice
Cheryl Johnson – notification of Rex Cameron's passing
Dawn Picken BOP Times – request for interview re rising sea levels
Denise Donald – Security Camera Policy
VisionLab Support Ticket
Visionlab Support Job Closed
Evocom Ltd (Mackie Signs) – statement
Vision Lab Invoice
Louise Griffin – Proposal coffee stand

- **Correspondence Outward**

Response to Christine Nairn with copy of Jim Dahm's report
Response to Dawn Picken re interview

- **Meeting Start Time**

Richard Glover suggested that next month's meeting start at 7.00pm and the committee agreed with this decision.

There being no further business, the meeting closed at 9.50pm