

Titahi Bay Community Group - Meeting Minutes

Meeting Type	Meeting Location	Meeting Date	Start Time	Finish Time
Committee Meeting	Titahi Bay Community Church, 25 Mana Avenue, Titahi Bay	4th November 2019	19:37pm	21:19pm
Chair	Abbe Holmes			
Minute Taker	Leanne Leelo			
Attendees	Leanne Leelo, Brenna Tume, Jenny Jakobs, John Pettigrew, Melanie Macdonald, Joel de Boer, Gael McRoberts, Abbe Holmes (arrived 8:00pm), Geoff Hayward (Councillor Western Ward) Our Bay Our Say Marie Wright Michelle Laurenson (arrival 19:49)			
Apologies	David Brett; Brendan Herder; Mike Duncan			
Previous Minutes	Move: "That the Minutes from the 7th of November are accepted" Moved Jenny, seconded John. CARRIED			
Conflicts Notes	None			

Item	Our Bay Our Say
Motion/s	None
Matters arising	Presented by Marie and Michelle from Our Bay Our Say: <ul style="list-style-type: none"> ● Poster with photos of the 'sludge' build up/leak from the 23/10/19 at Titahi Bay Beach. Posters have been put out to the public encouraging people to attend the Wellington Water presentation being held at Te Rauparaha Area at 6:30pm on 07/11/19. Photo evidence of it being a definite spillage as photographs of toilet paper seen with a distinctive smell coming from the beach on the day. (Poster brought and passed around).

	<ul style="list-style-type: none"> ● Tracey Water wrote a published letter to the paper about what was seen. Response on social media was given from Wellington Water that it was only rotting seaweed and not toilet paper. ● Michelle emailed Wellington Water with 15 questions and an email reply was supplied by Wellington Water. Michelle will distribute this response to the community group members. ● The Our Bay Our Say group will be attending the Wellington Water presentation on Thursday Night (07/11). Asked if we will be attending, if not, then the group can provide information back to the committee. ● Question around sampling technique as they have currently been sampling ½ metre under the surface rather than on the surface. ● Michelle has met with Geoff Hayward about the long term resource plan. ● Group discussion around the plant and the issues around the plant. ● No notification at the beach given is the issue as information could only be found on the website when beach is closed. Signs aren't being displayed by Wellington Water notifying the public about spills impacting the ability for the community to swim. Marie feels there is a lack of transparency of when there are leaks. ● Michelle asked if it's safe practice to not notify and was told that it would have to be over a certain threshold. ● Waiting on the council to see what types of upgrades they will be going to do for the plant. ● Thanks from Marie for attending the meeting and providing the community group with an update. The community group expressed their support to Our Bay Our Say to keep asking the hard questions. <p>Michelle and Marie left the meeting at 8:15pm</p>
Action Items	
None	

Item	Updates from Village planning
Motion/s	None
Matters arising	<p>Jenny provided the following updates:</p> <ul style="list-style-type: none"> ● The progress around the dune restoration work was discussed. ● Additional issues have been found with the placement of the proposed fitness equipment. It is anticipated that the ground under the fitness frames will need additional ground covering which will add additional cost to the project. This was not originally anticipated but it is believed to be a decision made by Parks and Recreation. It was discussed if this could be related to health and safety issues. ● To cover the cost of matting under frames. The shortfall of \$9.251 to be funded from other earned approved funded projects \$1500 from way faring signs and \$7842 from part of Heritage trail funding.

Action Items		
None		

Item	Website Updates
Motion/s	None
Matters arising	<p>The committee discussed the following points:</p> <ul style="list-style-type: none"> • Request to update the new committee members as currently only showing the old members • Discussion about providing a copy of our agendas and minutes on the website. Committee agreed this was a good approach. Noted that minutes are already publicly available and can be supplied currently if requested. • Discussion about providing information about our upcoming meeting dates. • Mel would like to update the Emergency preparedness information on the website • Link to pest free Titahi bay put onto the website • Also a description of all the groups put up on the website with a link

Action Items		
Update the committee members on the website	John	1 December
Include the dates for our upcoming meetings on the website	John	1 December
Include copies of our agendas and minutes on the website	John	Ongoing
Send John updates for Emergency Preparedness to include on the website	Mel	15 December
Send John the updated link for Pest Free to be included on the website	Joel	15 December

Item	PCC update
Motion/s	<p>Update provided by Geoff Hayward:</p> <ul style="list-style-type: none"> • Discussed ongoing meeting attendance of the Western Ward councillors. Noted that both Geoff and Mike will attend all meetings. Noted that both need to be provided with meeting agendas and notifications for upcoming meetings. • Consultation on the long term plan will be done next year. Believe the main focus areas are wastewater issues and

	<p>infrastructure. Geoff is happy to progress any issues raised by the community group.</p> <ul style="list-style-type: none"> • Discussion about the shared pathway • Discussion about progress on the reopening of the Titahi Bay library 	
Matters arising		
Action Items		
Making sure both Western Ward councillors are invited to meetings and provided copies of agendas	Dave	25 November

Item	Social Media Update	
Motion/s	None	
Matters arising	<p>The group discussed the use of social media:</p> <ul style="list-style-type: none"> • Noted that ongoing management of social media across multiple platforms in a large undertaking and a role itself. This requires further discussion as to how best to manage this. • Joel noted that he had received an informal complaint with regards to how quickly posts are being approved. Noted that posts are approved daily. • Consideration may need to be given to having additional admins to help manage post approvals. 	
Action Items	Responsible	Deadline
None		

Item	Treasurer update	
Motion/s	None	
Matters arising	<p>The group discussed the role of the treasurer:</p> <ul style="list-style-type: none"> • Noted that Brendon never replied to an email sent with regards to Brenna being available to assist with the day to day management of finances on behalf of the committee. • Joel updated that John Hornblow has received his outstanding funds. 	
Action Items	Responsible	Deadline

Follow up with Brendan to progress request for assistance as Treasurer	Abbe	25 November
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Item	New funding opportunities	
Motion/s	Move: "That the Titahi Bay Community Group support the Titahi Bay Beach Festival in making an application to NZCT on the 15 November 2019 for a grant application of up to \$8,000" Moved Jenny, seconded John. CARRIED	
Matters arising	The group discussed a funding request received from the Titahi Bay Beach Festival: <ul style="list-style-type: none"> • Noted that in order for the Titahi Bay Beach Festival to apply for funding from NZCT they need to apply as an incorporated society. As such the group has requested that the Titahi Bay Community Group apply for funding on their behalf. • Noted that the next NZCT funding round closes on the 15/11/2019 and that the beach festival would like to be included in this funding round. • Noted that the grants application is going to be seeking funding for costs associated with road closures for the festival, ambulance services as required for health and safety and the printing of festival t-shirts. • The festival committee is in the process of confirming quotes but it is anticipated that the funding application will be in the region of \$5,000 - \$6,000. 	
Action Items		
Ensure that a finalised copy of the funding application for NZCT on behalf of the Titahi Bay Beach Festival is provided to the committee for formal ratification at their next meeting.	Mel	1 December

Item	General business	
Motion/s	None	
Matters arising	The following items were discussed: <ul style="list-style-type: none"> • The committee discussed the management of relationships with our subgroups and subcommittees. • Noted that Pest Free looking to amalgamate with other conservation groups in the areas in order to establish their own umbrella group called Titahi Bay Conservation Group. Reminder that we are here to help community groups to build them up to become independent so this is a great outcome. • Discussed the responses received from PCC in relation to the questions we posed in relation to the proposed changes to the district plan. • Noted that work with WREMO has progressed. The community group will be running a hub exercise on 30th November. 	

	<p>Enquired if any other committee members would be interested in becoming facilitators in order for the community group to run it's own hub exercises. Additional support will be requested from the community directly.</p> <ul style="list-style-type: none"> • Brenna agreed to investigate alternative banks that can be used to manage the community groups funds. The intent is to ensure that sub-committees can access the account directly themselves.
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Action Items		
Investigate alternative banks that can be considered to manage the community groups funds.	Brenna	1 December

Next meeting date	2nd December 2019
Approved by	Abbe Holmes, Chair
Signed	

TBBG Action items summary

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Committee Meeting	Titahi Bay Community Church, 25 Mana Avenue, Titahi Bay	4th November	19:37pm	21:19pm

Action Items	Responsible	Deadline
Dave and Abbe to follow up with Brendan re payments etc.	Abbe / Dave	ASAP
Follow up around reimbursement and ratification process	Abbe / Dave	ASAP
Dave to circulate meeting dates to PCC and Western Ward Councillors	Dave	ASAP
Making sure both Western Ward councillors are invited to meetings and provided copies of agendas	Dave	25 November
Follow up with Brendan to progress request for assistance as Treasurer	Abbe	25 November
Change our registered address at the companies office	Dave	1 December
Update the committee members on the website	John	1 December
Include the dates for our upcoming meetings on the website	John	1 December
Ensure that a finalised copy of the funding application for NZCT on behalf of the Titahi Bay Beach Festival is provided to the committee for formal ratification at their next meeting.	Mel	1 December
Investigate alternative banks that can be considered to manage the community groups funds.	Brenna	1 December
Send John updates for Emergency Preparedness to include on the website	Mel	15 December
Send John the updated link for Pest Free to be included on the website	Joel	15 December
Include copies of our agendas and minutes on the website	John	Ongoing
Follow up MOU's with subgroups that have not yet signed	Abbe	Ongoing
Follow up on the requirements for a plaque for the Titahi Bay namesake location of their Whare	Jenny	Ongoing

Engage with Ngati Toa and Whitireia Park on ideas for additional information panels	Gael/Jenny	Ongoing
Follow up with Simon Strombom re: plans for military signs	Jenny / Gael	Ongoing
Update bank signatories to include Chair and Secretary	Abbe / Dave	On Hold