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|  | MINUTESARO VALLEY COMMUNITY COUNCIL COMMITTEE DATE: 15 August 2016 7.30 pm |



Present: Luke Allen (Co-chair), Nicole Benkert, Roland Sapsford, Zeke O’Connor-Sapsford, Brent Efford, Krissy Cloutman, Heather Mackay (Secretary) , Chris Carey-Smith, Daniel Brown, Jo Brien, Karen McIntyre

Apologies: Hilary Unwin (Co-chair), Lexi Taylor, Rachel Griffiths (Treasurer), Sacha Green, Jay Buzenberg, Madeline Rashbrooke

**OPENING ROUND**

Hilary had circulated a request for the new committee to introduce ourselves and to talk a little about what work we would like to see AVCC do this year.

Everyone introduced themselves and talked briefly about what they hoped for the year. Absent members contributions were read out.

Confirmation of minutes of previous meeting. All amendments were accepted.

All actions from previous meeting were reviewed and any not done are carried over to these minutes. Updates on matters not covered elsewhere are below.

School holiday programme. Next holiday programme starts 26th of September. Sub-committee of co-chairs and Roland to look further at the Policy on Admissions to the holiday programme. Training for staff on handling potential behavioural issues to be investigated. Other holiday programme providers and Te Aro School may be useful sources. Further ideas to Luke, Hilary or Roland who will report back next meeting. Policy on Admissions – any changes need to be agreed by all of committee.

**ACTIONS: School holiday programme sub-committee to review Policy on Admissions to school holiday programme and report back to next meeting. Any changes to Policy need to be agreed by whole of AVCCC. Sub-committee.**

Business plan and MOU. There was no action needed on the MOU with WCC.

**HEALTH AND SAFETY**

Note: this should be first item on the agenda.

Krissy reported back on Chairs meeting – they talked through requirements and will carry out tag testing of appliances. Templates received on H&S management from WCC and need completing – hazard and risk. Need to create a new H&S plan and look at emergency management plan. Charles Barrie has done a lot of work on this maybe 3 years ago – this would be useful to work from.

**ACTION: Follow up on training and new legislation from WCC. Krissy.**

**ACTION: Clarification of advice from council on the responsibilities of AVCC under the Act. Hilary, Luke, Chris and Krissy.**

**STAFF REPORT**

The AVCC staff report was tabled and spoken to by Krissy.

Busy. Computer problems now under control.

Aro Valley fair 2017 dates to be decided. Agreed that 11th of March (to avoid Womad) will be the date with a back-up rain day the next day.

Meet the Candidates date for the local body elections is the 19th September. Roland offered to help organise. Mayoral and Regional Councillors will come.

Hall bookings very busy.

Hangi went well Lexi’s report on this was tabled as she is on holiday.

The Hangi. The committee thanked Daniel for the huge amount of work for the hangi. Daniel said that a lot of people were involved and he would rather his name was off the poster. Daniel specifically thanked Brent for all of his work for the hangi and also everyone else. For a first time it was great but Daniel suggested some improvements for next time and others added ideas.

* Need to start earlier and get veges out of fridge earlier so they could get to room temperature before cooking.
* Koha is an awesome sentiment but some people took advantage maybe better to get people to book and pay a certain amount.
* Jelly and icecream in cups for next year.
* Maybe good to work in with Matariki.
* Awesome hangi and lots of good ideas to extend it.

A hangi cooker was gifted by Godfrey…. needs changing in Lexi's report. As a thank you, Roland suggested Garage project may like to donate to the hangi suppliers,

 Industrial singer sewing machine on offer for free via Daniel. Yes we want it please.

Krissy said they have a couple of hold dates for next food event – probably end of September.

**ORGANISING OURSELVES**

Next meeting on Monday 12th September – due to Meet the Candidates meeting on the 19th.

Daniel to be on the email list to receive the minutes.

**ACTION: Heather to add Daniel to the email list.**

1. Who we are, what we do.

Roland gave an overview of the kinds of activities AVCC has been involved in. In the past the AVCC has been an advocate and umbrella organisation for many things – heritage issues, people, planning, oral history, events… We are fortunate to have built trust with WCC. Huge range of things that can be done. Suggestion that it would be useful to brainstorm what we want to do (could include vision/mission).

**ACTION: Date needed for brainstorm/discussion – add to agenda next meeting. Hilary/Luke.**

**ACTION: Send out Constitution to everyone. Heather**

Proposal to co-opt Catherine Carey-Smith on to the committee as she had expressed interest and there is a spare position. Supported unanimously. To be confirmed at the next general meeting. Any topic ideas for general meetings please raise them. A decision on date needed,

**ACTION: To be put on the agenda of the next general meeting. Hilary/Luke.**

**ACTION: Date for next general meeting to be decided. Hilary/Luke.**

2. Financial report.

Not available as Rachel could not attend meeting due to sickness.

3. Valley Voice

Any contributions welcome. Produced bimonthly and Lexi will produce one more.

4. School and Pre-School update

Sacha reported that the preschool is exploring options for funding for redesign of the sandpit. WCC require the existing sandpit to be removed before they are willing to address the problems with the uneven safety matting. The existing sandpit is closed at the moment. New double gate in place to address safety concerns. A teacher is finishing up next week, recruiting another teacher. Repainting the interior this weekend, Friday after preschool till Sunday.

Monday is Te Aro School Board of Trustee’s meeting as well as the new meeting time for AVCC – although actual days may not clash. Meeting next week Daniel extended invitation to Luke to attend.

**ACTION: Attendance by Co-chair. Luke to attend**

**COMMUNITY ISSUES**

1. Community Centre upgrade.

1.3 million dollar project (approx.) Sub-committee of Rachel, Jo, Hilary, Luke, and Karen to be involved to consider starting a consultation process with the community to agree where the money is best spent. Will need and independent facilitator to design the community engagement process. Will run this in second part of this year and now need a proposal for the facilitator role. Steering group from WCC will work with us about who to engage and the plans.

**ACTION: Proposal to the AVCC before next meeting to approve a facilitator.** **The sub-committee**.

 2. Polhill Gully submission to WCC.

 Jo and Heather were involved in submitting against a proposal to change the status of Polhill Gully Park to ban dogs. WCC voted to keep access to the park for dogs with only 2 against. Jo suggested a meeting for local dog owners to discuss any issues that need resolving. AVCC agreed to this.

**ACTION: Meeting of dog owners to be organised. Jo and Heather.**

3. Other

Correspondence. Andy Grant requested copies of document re injunction process.

**ACTION: Reply to be sent to Andy that documents will be supplied. Heather**

**ACTION: Relevant documents sourced and sent to Heather. Krissy.**

AGM draft minutes. By next meeting all changes to draft minutes will be completed and confirmed and then posted to website.

**ACTION: Any changes to be sent to Heather by the next meeting. All.**

**ANY OTHER BUSINESS**

Community Award – discussion on recognising people who contribute in a volunteer capacity to the area. Suggestion to check with Volunteer Wellington who may have a policy on this.

**ACTION: Research on what existing methodology could be used. Heather**

The park grass. Some issues with the re-grassing project were raised by Karen.

**ACTION: Add to next agenda. Hilary/Luke**

**Meeting closed at 9.33**

**Reminder:** Next meeting on Monday 12th September – due to Meet the Candidates meeting on the 19th.

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| **Summary of Actions** |
| **What** | **Who** | **When** |
| **Review Policy on Admissions to school holiday programme**  | **School holiday programme sub-committee** | **Report back to next committee meeting.** |
| **Follow up on H&S training and new legislation from WCC.**  | **Krissy** | **Report back to next committee meeting.** |
| **Clarification of advice from council on the H&S responsibilities of AVCC under the Act.**  | **Hilary, Luke, Chris and Krissy.** | **Report back to next committee meeting.** |
| **Add Daniel to the email list for minutes.** | **Heather** | **Now** |
| **Date needed for brainstorm/discussion about AVCC direction this year.** | **Hilary/Luke** | **Add to agenda for next committee meeting** |
| **Send out AVCC Constitution to everyone.** | **Heather** | **Send with draft minutes** |
| **Proposal to co-opt Catherine Carey-Smith to the AVCC vacant position.**  | **Hilary/Luke** | **Add to agenda for general meeting.** |
| **Date for next general meeting to be decided.** | **Hilary/Luke** | **Add to agenda for next committee meeting** |
| **Attendance at Te Aro School board meeting by Co-chair.**  | **Luke** | **Next meeting** |
| **Proposal to the AVCC to approve a facilitator.**  | **Community Centre Upgrade sub-committee** | **Before next committee meeting.** |
| **Meeting of dog owners to be organised.**  | **Jo and Heather** | **TBA** |
| **Correspondence – acknowledgement of receipt of letter to be sent to Andy Grant.**  | **Heather** | **ASAP** |
| **Relevant documents sourced as requested by Andy and sent to Heather.**  | **Krissy** | **ASAP** |
| **Any changes to AGM draft minutes to be sent to Heather.**  | **All** | **Before next committee meeting.**  |
| **Research on community award methodology.**  | **Heather** | **Before next committee meeting.** |
| **The Aro Park grass.** | **Hilary/Luke/Karen** | **Add to agenda for next committee meeting.** |