



**Minutes of the PRRA Committee Meeting held on Monday 10 February 2020**  
**7.00 p.m at the Pukehina Community Hall.**

**Present:** (Committee of 8 quorum being 4)

Richard Glover (Chair), Judie McEnallay (Secretary), Leanne Armstrong, Carole Forrester, Esther Kirk, John McEnallay, Les Roa, Richard Walters, WBOP District Councillor Kevin Marsh, WBOP District Councillor John Scrimgeour

**Apologies:** Trudi Ballantyne (Treasurer), Conrad Nagle, Neil Carter

### **1. Introduction of New Committee Members**

Richard Glover welcomed the new members and thanked the 2019 Committee for their efforts in ensuring the success of the AGM in January, particularly Esther for chairing the meeting in his absence. The committee agreed that it had been a very successful and positive AGM.

### **2. Approval of December Minutes**

The minutes of the December 2019 meeting had been distributed and read prior to meeting. It was moved that those minutes are a true and accurate record.

**Moved** John McEnallay                      **Seconded** Richard Glover                      **Carried**

### **3. Treasurer's Report**

As Trudi Ballantyne was unable to attend the meeting, a full report will be presented at the March meeting. Trudi had distributed the financial statements to the Committee. and Judie advised that \$4,330.28 was in the current account at 31 January, 2020 and an amount of \$18,091.33 was on term deposit. As at 31 January 2020, the Association had 141 paid-up members which was the same figure as at 31/1/2019 however with the member fee being raised to \$30, this meant an increase of \$1,410 from subscriptions.

A number of payments had been approved online during January including:

- \$1,595.00 to NZ Ramps for skate ramp at Midway Park
- \$345.00 to BRG for preparation of annual accounts
- \$34.99 to Leanne Armstrong for reimbursement for laminating pouches
- \$100.81 to Judie McEnallay for AGM refreshments, certificate frames etc

There are 3 accounts due for payment this month:

- \$1,300.00 to Te Puke Menz Shedz for BBQ tables
- \$129.00 for Tarnix Security
- \$92.58 for BRG for accounting services

It was moved that the invoices be approved for payment.

**Moved** Leanne Armstrong                      **Seconded** Richard Glover                      **Carried**



Judie advised that Trudi had attended the Business After 5 group last week and encouraged members to use our website for advertising their business operations which has brought several enquiries this week.

Judie also noted that we had received a letter from the IRD advising that due to the status change to our Association, individuals who make donations to the PRRA will be eligible to claim a donation tax credit.

Judie advised that an amount of \$1,200 had been received from Western Bay of Plenty District Council as a contribution towards secretarial and the patrol car expenses.

#### **4. Appointment of Online Payment Authoriser**

With the resignation of Brodie Cummins from the Committee, Trudi had requested that another Committee Member volunteer to authorise any payments via the online Westpac Banking account. It is agreed that the signatories on the bank account are:

- Trudi Ballantyne
- Judie McEnallay
- Richard Glover
- Leanne Armstrong

Any two are authorised to sign.

**Moved**      John McEnallay                      **Seconded**    Richard Glover                      **Carried**

#### **5. Action Point Updates from December Minutes**

- *Obtain names of responders to Paora's letter re push-up*

Richard advised he had been unable to catch up with Paora to get the names from him but will continue to follow this up.

**ACTION:**      **Richard Glover**

- *Bikes on the Beach*

John advised that the online system was up and running with Stu Brickland as Coordinator of the Bikes on the Beach programme. A large number of registrations have been received (56) mainly from the Motor Camp where the owner has made it a requirement for all residents who own quads to have them registered.

- *Community Noticeboard security*

The Committee decided it wasn't necessary to secure the noticeboard as Trudi has been keeping the sign in her yard. The Committee noted that Trudi had been doing a great job updating the board and keeping the messages informative.

-



- *Farewell/Midway Park Signs*

Esther explained to the new members our project work around Midway Park last year which included the design of a new sign. Esther spoke with Sue Hammond from the WBOP District Council's Parks and Reserves department about adding Council's logo to the the sign and whether Council might be able to assist with the printing and erection. Sue confirmed that Council would pay the \$260 for the sign and it has since been installed at the tennis courts.

- *Tarnix Invitation*

Members of the Committee were reminded that there was an open invitation from Tarnix to visit their Control Centre to view the camera monitoring setup.

#### **4. General Business**

- *Committee Protocols*

Esther advised that this was an evolving document connected with the key vision, purposes and objectives of the PRRA. It aims to not only formalise a code of behaviour for members at Committee Meetings and in their correspondence but also to cover the Association's particular areas of focus that were identified at a Workshop held last year. The areas identified are:

- Security & Safety
- Coast Care
- Estuary Care
- Parks & Reserves
- Infrastructure

The protocols will also include the Association's 'How We Operate - Statutory requirements and role descriptions' document. Esther invited the new Committee members to share their reasons for joining the Committee and suggested that any area of particular interest they may have could be added to the Association's focus this year.

Esther explained that the idea of the committee protocols was to give some direction to members on how our meetings can achieve the best outcomes in a timely manner. She noted that members do quite a lot of work outside of the meetings and rather than talking about every detail at the meeting, they would bring along the main actions and current updates.

Esther explained the concept of 'tikanga' for our meetings, a Maori word, the root of which is 'tika' which means 'to do right' and said it's about the right way of running meetings. This translates to coming to the hui prepared, having read the Agenda and any accompanying notes and having a clear and concise update of what you are reporting on. We want to value everyone's time and contribution and we particularly appreciate the contribution of our two Councillors, John and Kevin who come along every month and offer advice and support where required. We thought it important to also note down the need for everyone to be respectful and courteous, be an active listener and respect those who are talking without interrupting and taking advice and guidance from the Chair. Esther added it would be of benefit for everyone to review the 'How We Operate' document and review the various role descriptions and see if there is something you may wish to take on and what it means to be a committee member. Judie noted this document is on our website and offered to send a copy to all Committee Members.

Esther also mentioned that the protocols document included tikanga for others who come along to our meetings. She explained that people in the community are always welcome to come along and



it was a good idea to have a standard format for these events and for the Committee to understand the role they play during presentations.

The Committee agreed to read both 'Committee Protocols' and 'Statutory Requirements - How We Do Things' documents before next meeting so we can sign off on these for the year.

The Committee also agreed to add a section for dealing with disputes into the Protocol document. Les Roa commented that there was already a wealth of documentation dealing with disputes' resolution online and Judie offered to research this and put together a draft document to present at the next meeting.

**ACTION: Judie McEnallay**

➤ *Report from the CPNZ*

Leanne advised that nothing really had been happening. She noted that she had read a newsletter that had come from the CPNZ Head Office and she noted that many of the other CPNZ's throughout the country are more involved in other aspects of the community which the Pukehina Patrol doesn't apart from supporting events such as the AGM. Leanne agreed it would be a good idea to attend the Market Days in Midway Park and will put it to the CPNZ Coordinator

**ACTION: Leanne Armstrong**

## **5. Other Business**

➤ *Maketu-Te Puke Ward Forum*

These forums will be held quarterly with the first meeting on Tuesday 17 March at the Te Puke War Memorial Hall and aim to build on existing relationships between Council and the community. It will be a forum for the PRRA to present any issues that relate to our community or what we would like to see Council focus on in the future. Several members of the Committee voiced interest in attending the first meeting and arrangements will be finalised at our next Committee meeting in March.

**ACTION: Judie McEnallay**

➤ *Dune Care*

Leanne raised the point of the degree of discussion at the AGM around dune care and plantings. She mentioned that she had spoken with a neighbour about a group in Gisborne who work in conjunction with their local Council on replenishing the beach working from one end to the other every year. Leanne noted that we have a lot of very passionate people here and it should be relatively easy to set up a working group who could notify helpers, PD workers, order the plants and get planting. Esther suggested getting in touch with Chris Ward's replacement at Coast Care and see if she would come out and help drive the setup of this group. Leanne offered to contact Tanya Bramley at Coast Care in the first instance but added that this is not something she wanted to become involved with as her focus is on estuary care. Carole Forrester suggested that getting the schools involved would be good, as Paengaroa School is very involved with Maketu's wetlands so Pongakawa School would likely be interested in getting involved here in Pukehina.

**ACTION: Leanne Armstrong**



➤ *Holiday-makers Jetski Issues on the Estuary*

Leanne discussed the problems with speeding jetski operators on the Estuary over Christmas and how we can raise the awareness of the speed limits and appropriate behaviour on the water. She mentioned that although she put in several complaints via the Antenna App, it was several days before anyone came out to investigate. Obviously this is well after the incidents occurred. Leanne suggested that it would be better if we have our community groups in place, Surf Rescue, Fire Brigade and CPNZ, under the direction of the Harbour Master, prior to the commencement of a holiday season or long weekend and perhaps patrol and hand out leaflets to raise the awareness of water safety for everyone using the Estuary. Richard Walters raised the issue of enforcement when these people have obviously no intention of following the rules. The Committee agreed it would be best to contact the Harbour Master and explain our situation and see if we can engage his help in formulating a plan to help deal with some of these issues. Esther commented that in the past, the Regional Council in Rotorua had employed summer students to be temporary maritime officers and that if Council were made aware of the situation here they may be able to do spot checks in Pukehina as well. Leanne offered to contact the Harbour Master and Les Roa will speak to Surf Rescue.

**ACTION:** Leanne Armstrong/Les Roa

➤ *Civil Defence*

*Carole Forrester had nothing to report. She is waiting to hear back from the Fire Brigade about whether they would be willing to run a joint exercise here at the beach*

➤ *Neighbourhood Watch*

Richard Glover suggested it might be a good idea to invite the Neighbourhood Watch Coordinator, Kate Blakeborough, along to our meetings. Judie said she would contact Kate and invite her to our next meeting.

**ACTION:** Judie McEnallay

➤ *Community Hall*

John McEnallay noted that a group of people have elected themselves to run the Community Hall without any recourse back to the Community. The Hall does not have a current WOF so cannot be used for hosting events. The Chairman of the Hall Committee, Rod Davenhill had advised that an inspection would occur before April of this year but John wondered why it had to take that long while the hall was out of action. John wanted to clarify that first he wanted to get the hall fixed and also thought that the hall should come under the control of the PRRA. This could be achieved with a member of the Hall Committee agreeing to join our Committee or that control of the Hall comes under the PRRA so that the management of the Hall is controlled by a Committee that has been elected by the Community rather than a self-appointed Committee. The Committee discussed the possibility of having discussions with the current Hall Committee to look at the possibility of one of their members coming on board with PRRA Committee.

Kevin Marsh explained the implications of a community hall that is need of repair and that the cost of these repairs is put back on the ratepayers in that area until that debt is paid off. John



## Pukehina Ratepayers' & Residents' Association Inc.

[Pukehina.bra@gmail.com](mailto:Pukehina.bra@gmail.com) or [www.pukehinabeach.co.nz](http://www.pukehinabeach.co.nz)

PO Box 113, Te Puke 3153

Scrimgeour offered to speak with Blaise Williams to clarify the situation on when the next inspection is likely to occur.

The Committee discussed the idea of asking one of the Hall Committee members to join our Committee and it was agreed that this was likely the best approach.

**ACTION:** Judie McEnallay/Committee

**Update:** Report from John Scrimgeour

*Council has been having ongoing discussions with the hall committee over incorporated society status and the need to update this, as well as potential taxation implications as well as the lapsed warrant of fitness.*

*Council has had a building assessor view the building and identify water ingress issues particularly around the stairway area which will likely cost a significant sum to remedy.*

*A building practitioner has looked at the hall and is expected to supply an indicative cost of repairs within the next week.*

*I hope this gives some comfort that the issue is being progressed and not ignored.*

Les Roa raised the issue of Health & Safety and the possible risks associated with some of the Association's activities in the Community. Esther noted that this would mean aligning ourselves with organisations such as Coast Care which is with Regional Council and the planting days would then be covered.. Les asked whether there was a Risk Register included in our protocols. Judie commented that she would research all these topics and produce a draft Protocol document that would be sent out to members prior for discussion at next month's meeting.

➤ *Estuary Erosion - DOC*

Esther advised that herself and Leanne would be continuing their work on the Estuary and she is still trying to engage DOC who have been very difficult but she now has three people's names and direct dial numbers so they will be hearing from her and Leanne regarding the erosion issues around the boat ramp area. The District Council expects to commence remedial work on the boat ramp around April/May of this year and it would be great if we could get the whole area tidied up at the same time.

**ACTION:** Esther Kirk/Leanne Armstrong

➤ *Infrastructure Rate*

Esther mentioned she had been in discussions with a retired Engineer at our AGM who had been researching options around the Infrastructure Fund, septic tanks and the sewage systems. Esther noted that she would ask this gentleman if he could write up his thoughts/proposals. Esther thought that during this first part of the year we could get together the various information and reports that have been done in the past by Regional Council to see the viability of whether or not we are ever likely to get sewage here in Pukehina. She noted that at the AGM we said that we would gather this information with a view to repurposing this rate. Kevin Marsh suggested that it would not be in Pukehina's best interests to repurpose this rate and Esther reiterated that this was an investigation into all the possibilities not necessarily with a view to changing its purpose. She noted that we could prepare an information pack with all the relevant information so that the community is able to understand all the implications when they come to our next AGM.

**ACTION:** Esther Kirk





➤ *Stormwater Drain Blockage*

After a member's complaint regarding stormwater flooding his driveway that was raised at the AGM, Leanne investigated the sand filled stormwater drains along the Parade and on 13 January put in a service request to clean out the drain. A worker from Westlink contacted Leanne with the advice that a digger would be required to rectify the issue. Leanne told him that there were a further 2 drains in a similar state further up. Nothing further was heard by 3 February when Leanne contacted Council again to be told that the work had been completed. Leanne informed Council that this work had still not been completed. Leanne also noted that the Antenna app does not provide for any feedback. You can put in a report but there is no 'response' feature to show that the job has been actioned. Leanne is continuing to follow-up on this service request.

**ACTION:** **Leanne Armstrong**

➤ *Cycle Walkway Update*

Leanne updated the Committee on her recent email to Geoff Canham who is employed by the WBOP District Council to do the Cycle Walkway Project. She advised Geoff that we have the boat ramp repairs being done in April/May and it would be good to work in together to get the markers in place.

Richard Glover asked where we were at with investigating the possibility of a jetty. Leanne advised she had sent Richard an email with names of contractors to provide an idea of the costs involved. Leanne also raised the issue of funding - where to apply and who we should be approaching to assist with the funding of some of these projects. Leanne wondered whether we as a Committee need to investigate areas of possible funding or whether we could ask someone like Caroline Boyle who is involved in the Te Puke Trail Project.

**ACTION:** **Leanne Armstrong**

➤ *Newsletter*

Judie and Esther mentioned that we need to get started on the first Newsletter for the year and asked members if they had anything that they felt should be included. Esther commented on the great job John McEnallay had done updating the website with a great new layout making things much easier to find.

**ACTION:** **Esther Kirk/Judie McEnallay**

Esther also noted that there had been no suggestions for further projects from the Community at the AGM but they were very supportive of the Bikes on the Beach Registration Programme and Coast Care dune planting so perhaps we may get some suggestions during the year that we could follow-up.

Richard asked Judie if she would send out an updated contacts list to the Committee.

**ACTION:** **Judie McEnallay**



***Correspondence Inward:***

***Email:***

*December 2019*

Dawn Lewis (member) updating email details  
Cathi Barker, new membership details  
Tarnix - statement  
Meeting invite - Miriam Tarris, WBOPDC  
Stu Brickland re meeting attendance Bikes on the Beach  
Evocom Invoice - Bikes on the Beach number printing  
CPNZ - reply to copy of letter to Denise Donald re Dash Cam donation  
BRG Statement  
Carole Forrester - RSVP December meeting  
Denise Donald - CPNZ Report  
Chris Sutton - new member details  
Vanessa Hutchings - new member details  
Pip Pua Volup Shoes re safety situation at Pukehina (White Island)  
Miriam Tarris - clarification of Pukehina coast fund  
Garry Webber - acceptance to AGM  
Stu Brickland re Bikes on the Beach  
Rameka Poihipi (Community Policeman)- unable to attend AGM  
Miriam Tarris re attendance at AGM details  
Norm McCann - unable to attend AGM  
Kate Blakeborough (NS) - acceptance to AGM  
Tarnix Invoice  
Tom McGuire re newsletter email privacy  
Pam Roa, response to donation thanks

*January 2020*

Sue Stevens - email address to ratepayers association  
Rod Davenhill - re hall update  
Len Wong - subs and suggestion of community garden for Midway Park  
BRG Statement  
Sherry Boyd - wedding enquiry  
Payment Advice WBOPDC - \$1200 (secretarial & Patrol car)  
Tarnix Invoice

***Correspondence Outward***

***Email:***

*December 2019*

Dawn Lewis - response to AGM inability  
Cathi Barker - response to request for receipt for subs  
Miriam Tarris - request to change meeting date  
Denise Donald - request for CPNZ update for meeting  
Rod Davenhill - request for Hall update for meeting  
Stu Brickland - invite to December meeting  
Michelle North & Carole Forrester - invite to December meeting  
Miriam Tarris WBOPDC - invite to AGM & request for donation to patrol car & secretarial funds  
Garry Webber, Mayor - invite to AGM  
Carole Forrester - invitation to setup Civil Defence Display at AGM  
Errol Watts Fire Brigade invite to AGM





**Pukehina Ratepayers' & Residents' Association Inc.**

[Pukehina.bra@gmail.com](mailto:Pukehina.bra@gmail.com) or [www.pukehinabeach.co.nz](http://www.pukehinabeach.co.nz)

PO Box 113, Te Puke 3153

Boyd Harris Surf Rescue - invite to AGM  
Denise Donald CPNZ - invite to AGM  
Rameka Poihipi - invite to AGM  
Miriam Tarris & Garry Webber - copy of AGM agenda  
Kate Blakeborough - invite to setup NS at AGM

*January 2020*

Mailchimp to PRRA members - Minutes of AGM



## **ACTION POINTS**

### ❖ **Push-Up**

**Richard** to follow up with the people who responded to Paora's letter regarding the pushup workshop when he is able to get the names from Paora.

### ❖ **Draft Committee Protocols including Dispute Policy/Statutory Requirements**

**Judie** to research information online regarding disputes and add into our draft protocols document for Committee to discuss at the next meeting.

**Judie** to also send a copy of the Statutory Requirements document to all members

### ❖ **CPNZ Car to attend Pukehina Markets**

**Leanne** to suggest to CPNZ Coordinator that the CPNZ Patrol Car attend the Pukehina Markets.

### ❖ **Maketu-Te Puke Ward Forum**

**Judie** to accept the invitation to attend on behalf of several of the Committee members.

### ❖ **Dune Care**

**Leanne** to contact Tanya Bramley, Coast Care, with a view to setting up a group to care for the dunes here in Pukehina.

### ❖ **Estuary Water Safety and Jetski's**

**Leanne** to contact the Harbour Master to enlist his help with formulating a plan to help with keeping our Estuary safe for everyone to use without the harassment of some holiday-makers behaving badly on jetskis. Les Roa to approach Surf Rescue and discuss the situation and seek advice.

### ❖ **Neighbourhood Watch Coordinator Invitation to Meetings**

**Judie** to invite Kate Blakeborough to attend our meetings.

### ❖ **Hall Committee**

**Judie** to invite a member of the Hall Committee to our next meeting

### ❖ **Estuary Erosion**

**Esther and Leanne** to contact DOC regarding remedial work around boat ramp area.

### ❖ **Infrastructure Rate**

**Esther** to contact the retired engineer she spoke with at the AGM as a start to gathering information for an information pack to aid a decision on whether or not to repurpose the infrastructure rate.



❖ ***Stormwater Drain Blockages***

**Leanne** to follow-up with Council on the non-completion of the service request initiated in January to clear these drains.

❖ ***Funding Options***

**Leanne** to contact Caroline Boyle to ask for ideas as to who/where we should be approaching to fund some of the PRRA's projects including the Walkway Cycleway.

❖ ***Newsletter***

**Esther and Judie** to draft the first Newsletter of the year.

❖ ***Committee Contacts List***

**Judie** to send out an updated contacts lists to all members of the Committee.

**There being no further business, the meeting closed at 8.16 pm**

**The next meeting will be held in the Community Hall on Monday 9 March at 7.00 pm**

.....

.....

**Richard Glover**

**Chairman, Pukehina Ratepayers' & Residents' Association**