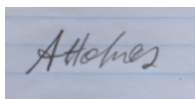


Titahi Bay Community Group - Meeting Minutes

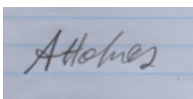
Meeting Type	Meeting Location	Meeting Date	Start Time	Finish Time
Committee Meeting	Titahi Bay Community Church, 25 Mana Avenue, Titahi Bay	2nd December 2019	736pm	928pm
Chair	Dave Brett and then Abbe			
Minute Taker	Dave Brett			
Attendees	<p>Brenna, Jenny, Mel, Geoff, John, Dave, Joel, Mike, Geoff and Leanee - came late</p> <p>Our Bay Our Say</p> <p>Michelle, Maree, came but was told it was a closed meeting this time. They dropped of some correspondence to update the TBCG on their progress with the PCC.</p>			
Apologies	N/A			
Previous Minutes	<p>Move: "That the Minutes from the 7th of November are accepted"</p> <p>Moved with amendments Joel.seconded Jenny CARRIED</p>			
Conflicts Notes	<p>Change to be made– 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.</p> <p>Change to be made - Western change of spelling in the pcc update and Duncan's last name</p> <p>The practice of having minutes signed off by chairperson could be replaced with an electronic signature. We should have on the footer</p>			



Chair of Titahi Bay Community Group

if they are draft or original

Item	1. PCC update		
Motion/s			
Matters arising	<ul style="list-style-type: none">· Period of induction finished· One more full council meeting for this year· The two committees that have relevance to our group are represented by Geoff and Mike. These are waste water and landfill committee. This will benefit the group· Shared Pathway update – Council is working on traffic and infrastructure. Starting from Wineera to the city. Wineera to Onepoto not yet to be started. Still in discussions with Ngati toa, needs further discussion. Will get further updates to community after this discussion has taken place.· Joel asked is there a possibility to run a joint process for both shared pathways. This was not met with an affirmative statement.· There are big pressures on the budget so this project could be pushed out for another year.		

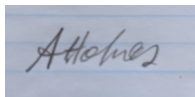


- Joel expressed frustration that there has been no change since the last update.
- Geoff will follow up with senior management on the NZTA getting an update around process and engagement.
- Titahi Bay Library opening on December 9th.
- Porirua Valuation is in and house prices' have gone up 42% over the last 3 years. Could have impact on rates, will depend on every house's value. There is rates pressure.
- The Committee of a Whole – Meet once a month – Process and policy combined. – Should be good to attend.
- Geoff and Mike reports, they would like to engage more with the community. Survey all of residents, get a sense of the priorities and vision.
 - They would like to know from the community group around village planning and process to provide questions for the community.
 - The community group should put in a submission for the long-term plan.
 - Titahi Bay has plenty of bookable spaces in the community. Are the community aware of these spaces? The TBCG could help getting this information out there. Geoff is happy to research community space information. Could put this on our Website.

Attolmes

Chair of Titahi Bay Community Group

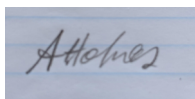
	<p>TBCG could develop a booking system to access these spaces. Could build trust and confidence with the group.</p> <ul style="list-style-type: none"> · The community would be more likely to use these spaces if they know more about them. · It would be good if the council officers could come along to the group to explain a bit more of how things work and more around current issues or projects. Some direct conversations would be helpful to clarify. Officers are keen to consult with the community. · We do have a good relationship with Bill Inge. We should use this. · If we have more information about PCC community projects we can push attendance. · Councillor 's could advise of events we could host or help with consultation on matters, Policy reviews and Long term district plan. · Councillors agree that they could be more pro-active. · In-fill housing. At the moment the council is trying to engage with the community. At a certain point the effected house's will be consulted. Questions around this process was raised. 		
Action Items			
Put together ideas for survey for the community relating to priorities and vision	02/12/2019	All Committee members	



Chair of Titahi Bay Community Group

Item	2. Monthly committee meetings & meeting format	
Motion/s		
Matters arising	<ul style="list-style-type: none"> · 730-830pm – Address matters in a timelier way- Stick to the 1 hour- cut out items by prioritising down to an hour. · Structure – Each meeting, each officer to provide an update or bullet points to be put into the agenda before it goes out. Need updates, reports or bullet points a week in advance. · The meeting could start at 745? Standard agenda items first. · Also each officer should let secretary know how much time for each agenda item is needed · Clarify what time do we need to be out with Anna. It was mentioned 9:30 the security company might be alerted. 	
Action Items		
Secretary to request reports, updates and bullet points from each officer prior to meetings.	Ongoing	Dave
Check with Anna to see what time we need to be out of the room		

Item	3. Role of the Treasurer & General management	
Motion/s	<p>“Those present agree that Brenna will be appointed treasurer and we would like to thank Brendan for his offer to audit our accounts for the annual AGM. Abbe and Brenna will also be appointed as the new signatories of our accounts “</p>	



	Mel and John – Second and Carried		
Matters arising	<p>Brenna has meet with Brendan- Has been through the stats, Brendan to do yearly updates (AGM) Brenda will do the day to day group accounting.</p> <p>Need a letter to sign off signatures.</p> <p>Abbe is Chair and Leanne is co-chair – To be clarified with Leanne.</p> <p>Action for the executive to meet and discuss how things will work together next year.</p> <p>Mel and Dave to discuss sharing the role, those present agree with this proposition.</p>		
Action Items			
Need to organise for signatory transfer		Brenna	ASAP
Give access to Brenna to emails		Dave	ASAP
Update the change of Brendan to Brenna to be copied into emails.		Dave	ASAP

Attolmes

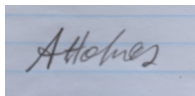
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Item	4. Managing Community Consultations & communications		
Motion/s			
Matters arising	<ul style="list-style-type: none"> · Became aware that we needed to do be ready to do consultations. · Process questioned. Not tapping into enough places– need to use other avenues like schools, doctors etc. Could be visual proposition at these places? · Need to have a formal process. · Need to confirm how long it will take etc. · Our kaupapa is to gather community information. We don't endorse without consultation. · Be explicate on sites we use. · Careful who we target. · Use Neighbourly. · Getting a debate out and then gather responses · Could use survey as not publicly facing. · People more likely to respond if they know their opinion is confidential. 		

Attolmes

	<ul style="list-style-type: none"> · Could use workshops, or community events to gather info · Don't use the word endorsement – could just offer raw feedback from the community. · Could offer that 2 weeks gets you this much information, 4 weeks gives use so much etc. · We need to understand who the contact at council is. What people need from us. What expectations are there on us? · Need a shared role to administer consultations. Different people should like to their passions. Should also work in well with the council. · We should feel comfortable to say we are not comfortable getting involved in some subjects. · Challenging and providing council with information around prior work that has happened and how some projects might go against prior plans. 		
Action Items			
	Put a one page process together of who we are and what we can do with a two week and four week option. Need to make sure there is a place for the proposer to sign to understand what they will receive.	Joel and Mel	Feb 2020

Item	5. Membership & Communicating with members
Motion/s	



Matters arising	<p>This came about at the last AGM. The month before AGM we need to get each committee member endorsed by two people through sending out a request to the members. We only have 75 members; this need to be increased. Need to notify the community explaining how people can become members and how they get involved. The more representation we have in the bay the better. Good to talk to our networks to get positive information out there.</p> <p>Standard Facebook posts, neighbourly and our website could be used. Could use the noticeboard (physical) at Whitehouse road. Could have a spot at the Beach festival. Could use the noticeboard at doctors and library noticeboards and provide flyers etc.</p>
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Action Items	Responsible	Deadline
Need to think of ways of getting more members and actioning these ideas.	All	Feb 2020

Item	6. Attending Council meetings - enhancing the Relationship with Council
Motion/s	
Matters arising	<ul style="list-style-type: none"> · If you have a Project – you should go to council meetings. · Understanding the council process is important · Be more active and involved in meetings. Looking at agenda's when should we be involved. Could Jude be a meeting attendee for the TBCG? · We could be sharing more agenda items on Facebook, but this would be a big job. Could ask Andrew to be more active. Ask Geoff and Mike to get PCC to be more active on our Facebook page. · We need to speak to be heard.

Attolmes

	<ul style="list-style-type: none"> · Educate the community on how to attend meetings. · Anyone can access the minutes of council meetings at the library.
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Action Items	Responsible	Deadline
Ask Jude if she could be an attendee at council meetings on behalf of the TBCG, or tell us when something relating to Titahi Bay comes up so that the interested committee member can arrange to attend	Dave/Mel	Feb

Item	7. Management of our sub-committees - enhancing the relationship with our sub-committees	
Motion/s		
Matters arising	N/A	
Action Items		

Item	Ratification of response to TB RSA re: Flagstaff memorial
Motion/s	
Matters arising	<p>Olivia from PCC contacted by Abbe- what she needed from us – Two phases. Phase one does not need resource consent. Council Flagpole phase one. This is going ahead if enough support.</p> <p>Majority are in support of the flagstaff. Grammatical errors needing to be changed.</p>

A Holmes

Action Items		
<p>Abbe to provide a response to PCC and RSA with feedback from the community. Being precise about flagpole, how many people were supportive. Give factual data collected. Note that we suggest there is a grammatical review of the plaque.</p> <p>Follow up on who will control the flagpole.</p>	Abbe	8/12/2019

Item	Voting in of new committee members (Jude Pointon & Lisa Casasanto)	
Motion/s		
Matters arising	Bring to the next meeting when those to be voted on are present and position has been discussed with both.	
Action Items		

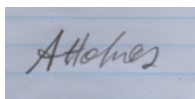
Next meeting date	Feb 3rd 2020 745pm
Approved by	
Signed	

Attolmes

TBBG Action items summary

Meeting Type	Meeting Location	Meeting Date	Start Time	Finish Time
Committee Meeting	Titahi Bay Community Church, 25 Mana Avenue, Titahi Bay	4th November	19:37pm	21:19pm

Action Items	Responsible	Date due
Put together ideas for survey for the community relating to priorities and vision	All Committee members	Feb 2020
Secretary to request reports, updates and bullet points from each officer prior to meetings. Check with Anna to see what time we need to be out of the room	Dave	Ongoing
Need to organise for signatory transfer	Brenna	Feb 2020
Give access to Brenna to emails	Dave	Feb 2020
Update the change of Brendan to Brenna to be copied into emails.	Dave	Feb 2020
Change our registered address at the companies office	Dave	1 December
Put a one page process together of who we are and what we can do with a two week and four week option. Need to make sure there is a place for the proposer to sign to understand what they will receive.	Joel and Mel	Feb 2020
Need to think of ways of getting more members and actioning these ideas.	All	Feb 2020
Ask Jude if she could be an attendee at council meetings on behalf of the TBCG, or tell us when something relating to Titahi Bay comes up so that the interested committee member can arrange to attend	Dave/Mel	Feb 2020
Investigate alternative banks that can be considered to manage the community groups funds.	Brenna	Feb 2020



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
The executive meet to discuss roles	Mel	Feb 2020
Engage with Ngati Toa and Whitireia Park on ideas for additional information panels		Ongoing
Update bank signatories to include Chair and Secretary		On Hold

A Holmes