





Sanson Community Committee Meeting Minutes
Del Parkers
9th October 2025

Opening	1902
Present	Committee: Grant McGaughey (Chairperson), Alicea Brosnan (Secretary) Jen Berquist, Del Parker. Chris Smith (Treasurer), Steve Smith Manawatu District Council: Alison Short Public: Pam Workman, Leona Smith.
Apologies	Grayson Marsh, Helen King
Previous Minutes	11th September 2025 Minutes; Moved: Alicea Seconded: Del Read and confirmed as correct. Going to go back to sharing them ASAP so everyone can remember and comment “correct” so this part is quick. Share with Helen King/Alison Short [<input checked="" type="checkbox"/>] [<input checked="" type="checkbox"/>] Share with communitycommittees@mdc.govt.nz [<input type="checkbox"/>]
Correspondence In	MDC Bulletin shared Janine Hawthorn - Commemorating Waitangi Day Fund 2026 Janine Hawthorn - Sanson Financial Management requirements - Charities Registration. Charities Services Info - extension granted for annual return until 30 Nov 2025. James/Grant (map) set out where the history boards to go? Receipt for cleaning products for Hall - do we need to buy in bulk so it is more efficient? Letter of Acknowledgement from Sanson School for \$1000 grant 2024. Hall financial report September Charities Services Info - Payment of Annual Return Filing fee WestPac Post Receipts approved for payment of cleaners and gift. (Jen and Grant)
Correspondence Out	Chris - change contact details listed with Charities Services, sign in to Alicea, so both can enter. <ul style="list-style-type: none"> - All receipts, invoices and writeup for the annual return to come to the meeting for Grant to take to the book keeper.

	<p>Request Quote for Macrocarpar Furniture for BBQ area from Big Slabs Paraparaumu - received</p> <p>Summit Outsourcing - quote for reviewing accounts for Annual Returns - response shared (\$70/hr) required by Wednesday 8th October so there is time to review and then lodge with Charities..</p> <p>Charities Services - Extension for Annual returns request. Granted until End of November.</p> <p>Emails forwarded to the board in preparation for the meeting e.g. sharing CAB advise board vs Council Community Committee, approvals for purchases etc..</p> <p>Alison's last meeting with us as our Councillor this triennial.</p>
Matters Arising	<p>Carried forward:</p> <p>Market first Aid kit receipts? Not bought yet</p> <p>Executive Folder purchased yet? Not bought yet</p> <p>GMG: Terms of Reference list signed as received for central storage? </p> <ul style="list-style-type: none"> • Provision of Market Terms of Reference, any amendments to be brought to the Committees attention and presented for a new "pass". Hand over to Secretary even if still in draft form.  • Condition of being a SCC stall holder at OUR market - GMG - proposed rule: "the committee has to be able to contact each stall holder in the event that it is required" - registry of nickname/stall product e.g. Pinky/Whitebait/Bakery/Sox and contact of choice (cell/Email) to be held centrally and updated by advising the secretary. <p>*CSM - Issue - dot want anyone to have details, only want to deal with Chris. Leona agrees and stated the stall holders are loyal only to the market - citing SCC doesnt have any relationship with them when we placed a manager in trust to be our point of contact to establish and maintain connections on our behalf because we are busy people with other obligations.</p> <p>*Grant to develop relationship with marketeers to collect stall holders details.</p> <p>*Executive to roster signoff and collection of stall site fees for banking since Chris has resigned.</p> <ul style="list-style-type: none"> • Motion to reinstate Market Holders Newsletter advising of projects involving funding. Unanimous. <p>To be written by Sceretary/Alicea, quarterly or ad lib.</p> <p>Marketeers news to be advised to Chris for passing on to Committee by Email.</p> <ul style="list-style-type: none"> • New market management motions to be passed: CAB advice:

	<p>(1) That there are two collectors of site fees Chris and rostered ABR/MCG/JBE so signoff is independent and executive level. ✓</p> <p>(2) Survey Market stall holders that they are happy with arrangements, sites provided, ability to communicate with the Board - provide multiple modes of communication. Not deemed necessary, verbal feedback given.</p> <p>Letter of acknowledgements: RiSK ✓ & School ✓</p> <p>Creative Funding Grant - (Creative Communities NZ Govt - Councils administer - could do art classes to subsidise costs (school). Postcard Mural - Sanson Club or Harisons shed opp market - Approx \$5K [<i>Moved to next month</i>] Any thoughts on location for maximum impact and Secretary will write to "owner of the wall" to propose the installation. <i>Moved to next month.</i> GMG: Lockable cupboards rethink - all postings are put through committee for approval so bring hard copy to the meeting, delegates will display in the cupboards and manage duration of display etc - distribution of keys - just Grant and Jenn (Hall/School). Passed.</p>
Council Reports	<p>Alison: Transition/"Pregnancy Pause" between windup and reinstatement if re-elected. Vote by 12 noon Saturday 11th - could be preliminary results, otherwise Wednesday. Sworn in 28th October Has there been any feedback about voting bin? - Not to SCC? Perhaps call for it on fb pages.</p> <p>Helen: Apology - provide action points and minutes in PDF due to new security settings at Council.</p>
Agenda	<p>Quotes: Kiwicraft do not do the benchseats (hence why they did not supply in previous order) or tables with bench seats to be set in concrete. Bigmacslab - Hospitality Table with 2 benches (installation by Green by Nature) - quote shared. Vision to get 2 sets eventually, concrete type BBQ, Bin.</p> <p>1001 = \$4490 1001 slat = \$4690 1001 log = \$5590</p> <p>Motion to get "Log 1001" unanimous - hardy, solid.</p> <p>CSM - Proposal to get cameras - ABR check Grayson timeline. ✓ SSM Proposal to paint insides of supper room - recall at school fence meeting plan included long term vision - new double door entry with</p>

entrance foyer where RSA bar currently is, painting walls, new flooring, moving bar to opposite end and new fridge wiring. Pergola outside with possibility of gas BBQ and benches for Hall hirers.

- Bench seats #5010 1m \$450 - 2.4m \$750
- Bench seats #5012 900mm \$475, 1.8m \$800

Alison suggested Lions Club put in BBQ (Feilding/Manchester, Ashhurst/Pohongina) ask James - he might have a contact ABR ✓

Airhanger shaped book/magazine swap. Damage to toilets so Skyhawk Playground may not be an appropriate site - have not pursued a quote until an alternative site is proposed/permission etc. **Proposals for new site** so Secretary can write to relevant people to ask permission (e.g. curb outside their business/property) = back of the Hall, enriched provision for everyone local but off the beaten track from passers-through.

Bus Stop sign ordered - 300 x 300mm circle Sanson Logo/seal sign for in the bus stop out of 4mm White ACM quoted at \$38+GST (provided its part of a whole sheet being cut up - awaiting other jobs or seek permission to do some planter box logo's at the same time so WE use one sheet). Recall: Planter boxes can be funded with the food sovereignty group (\$15K) and we would fund the logo's/seal on them. **WAIT** - Need to clean up and reposition the ones we have and plant them out in veges etc. Email organisation to make that happen, especially if machine costs involved.

Public Statement regarding the structure of our entity (not declared publicly previously by first board members or subsequent Secretaries): "The **Sanson Community Committee Unincorporated Society** is our full name and descriptor of the entity. This is not under the umbrella of the Council like our Community Committee arm. Monthly meeting minutes are lodged with the Council and Annual Reviews are completed, reviewed by our chosen book keeper and lodged with the Charities website". Book keeper from Email, confirmed at meeting - **Agreed** to use Summit Outsourcing this time. Payment arrangements proposed by Grant - half from each hall/market income streams. **AGREED**

Chris offers her resignation as Treasurer - Thankyou for your service.

Pam - call for more communication and offers of assistance from Council so future treasurers don't get "dumped in the deep end". Recognition of stepping up when needed and thanked for that.

Going forward - Issues raised to be addressed:

Market - SCC supports their clients (stall holders) through empathy and compassion recognising their value as extended whanau members who

	<p>help SCC help the community and promote Sanson through their site fees gratefully received. New initiative to create stronger and more personal Committee connection and relationship includes: roster of site fees collections to be made up and actioned this weekend. Collections at 0900 each Sunday (ABR/GMG) 19th Oct, (GMG) 26th Oct, (ABR/GMG) Labour Weekend, 2nd Nov (), 9th Nov () Collection with Market Manager/Hostess for introductions, Site fees taken by Executive for banking, Walkabout to meet and greet, build independent relationship with stall holders after site fees collection. AGREED</p> <p>Review of the Society's rules - CAB advised.</p> <p>(1) Board approval for the Secretary/Alicea to add/delete/edit details on Charities site in minutes (delayed). This is to be done only once minutes or inter-meeting Emails provide evidence to support changes. AGREED</p> <p>(10) - Power to delegate: total removal - there are no sub-committees post April 2025. All actions are approved by the entire board present at the monthly meetings. AGREED</p> <p>(11) - Financial Arrangements - Review of WestPac internet banking setup = Creator, Authoriser/Acceptor, Authoriser/Acceptor - this is a THREE step security which actually requires that each person should be different at BOARD level.</p> <p>Team = Jenn, Grant, Chris, Del</p> <p>Grant created reimbursement to Jenn for cleaners - Del and Chris to authorise.</p> <p>Grant needs reimbursement for Email approved gift purchase (up to \$50). <input checked="" type="checkbox"/> Jenn created - Chris and Del to authorise.</p> <p>Donations/Grants - only to organisations that meet the three criteria of the (3) Rules AND provide receipt or letter of acknowledgement of funding:</p> <p>3. WHĀINGA/ PURPOSE</p> <p><i>The purpose of the Society will be to organise, arrange and provide facilities that promote, beautify and improve the town of Sanson for the benefit of the community and visitors. In particular the Society will:</i></p> <p><i>3.1 provide areas around the Sanson community for the enjoyment of the community and visitors;</i></p> <p><i>3.2 participate and support other activities that promote or advance Sanson in a positive way;</i></p> <p><i>and 3.3. participate and/or support other organisations for the aforementioned purposes.</i></p> <p>NB: Due to Chris & Steve being members (board members no pecuniary advantage) Unless RiSK were to hold a big Bikers fundraising event at the Hall offering bike rides along the path to the Blocarts flat area and markets, BBQ/food hall etc to promote Sanson as a venue and provide Hall income and their committee apply for future funding having promoted</p>
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	<p>Sanson positively they aren't actually qualified to receive funding. - Accepted.</p> <p>CSM:</p> <p>*Changes in the incorporation act. <i>CAB advice despite our UNincorp status (because of treasurer having no credentials and us not being under Council Umbrella).</i></p> <p>*Appointing a bookkeeper. <i>Email sent - no one objected, reason above, passed at this meeting and hard copies requested along with Chris Emailing Grant the Annual Return so he can take it in next week so it's reviewed (and was supposed to be lodged by book keeper by 30th).</i></p> <p>*Clarification for funding from the business sector. <i>Funding forum put on by Council.</i></p> <p>*Hiding of the financials - <i>to protect sensitive information from rival Market. All annual reviews uploaded on Societies site</i></p> <p>* Alternative for Koha.</p> <p>Process of "contractors" Invoices presented for payment each month previously presented, personal choice to get GST registered. SCC is not an Employer - Tax is the recipient's responsibility. Alison suggested an Honorarium (With-holding tax) to cover costs; ask book keeper/accountant about who pays tax etc, is it AP or irregular.</p>
General Business	<p>Big Mac slab</p> <p>- table setting style = 1001Log - most hard wearing and least able to be stolen etc.</p> <ul style="list-style-type: none"> - Bench style (placement) = *We know for when we need it. - Proposal for payment - to use tagged amount for Hall project AND balance from Community Fund through Council. Agreed. <p>Airhanger style book swap = alternative site? Back of Hall.</p> <p>More Logo's for planter boxes - Yes/No/Wait for bus stop logo</p> <p>Public statement approved by committee - approved/not</p> <p>Review of Society Rules - Alicea to Societies site, remove 10, 11</p> <p>Update Charities board members</p> <p>Get sign on for Secretary.</p> <p>acknowledgement of RiSK needing to qualify in future - YES</p> <p>WestPac internet banking additional authoriser = Del is listed.</p>
Market & Hall Financial Reports	<p>Reports presented to the meeting for all present; not made public.</p> <p>Market:</p> <p>Move: Chris</p> <p>Seconded: Grant</p>

	<p>Hall: Move: Jenn Seconded: Chris Market discussion - Chris alerted us to the numbers dropping again. Latest figures show 80% on lease and only 20% revenue each month. Leonie suggestions of reinstating a Newsletter and Christmas Kai Hall notice - Recent damage to lights, quote for \$862.50 Approved for payment.</p>
Meeting Closed	2145
Next Meeting is on	13th November 2025 at Del's House
Actions:	<p>ABR - Email James about BBQ contact to get quote (possibly Lions) advise dining table approved so will need installing with History boards. ✓</p> <ul style="list-style-type: none"> - Email Grayson about timeline for Cameras going in to protect assets (BBQ and Macrocarpa dining set. ✓ - Ask Book Keeper about honorariums - how frequently paid, annual limit, who pays the withholding tax (SCC or recipient). - Contact Charities to get sign on - Draft first Newsletter for Market Stall Holders to keep informed about projects and use of funds over the last year. <p>CSM - Email Grant the Annual Review</p> <ul style="list-style-type: none"> - Collect up all Secretary and Financial records for her tenure and return to Grant A.S.A.P. but before the next meeting. <p>JBE - Create payments for approved invoices and quotes, organise Authorisers.</p> <ul style="list-style-type: none"> - Condolences Card for a Market member now we know. <p>GMG - Thankyou for Chris's service as treasurer.</p> <ul style="list-style-type: none"> - Give ABR map of Sanson with locations for History Boards.
Next Agenda	<p>Carried over: *Creative Funding Grant - Postcard Mural</p> <p>Matters arising: *November - "New" Councillor meet and greet? - Introductions and Kai? *Approval of Market Stall holders Newsletter - Email *Approval of invitation for Christmas Kai with Market Stall holders - Email.</p> <p>*Quote for BBQ, approval and forward to James for installation in time for Christmas Kai with Stall holders *Picked up Logo/seal for Bus Shelter - give to Council for NZTA to install (Helen King). *Approval of Application for Environment/Food Sovereignty Funding for planters. Use of Annual return as part of application. *Energy Trust - application for electrical themed project Grant round closes 1 Nov, otherwise 1 May and must have AUDITED Annual return - more lights in hall or generator (try to get sponsorship from local engineer</p>
Urgent Email 10/10/25:	

	etc to service it). Could get our own Cameras, re-wiring of permanent fridge setup.
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