




Sanson Community Committee Meeting Minutes
Del Parkers
13th Nov 2025

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| Opening | 1907 |
| Present | Committee: Grant McGaughey (Chairperson), Alicea Brosnan (Secretary) Jen Berquist (Treasurer), Del Parker. Manawatu District Council: Alison Short Public: Pam Workman |
| Apologies | Grayson Marsh, Janine Hawthorne. |
| Previous Minutes | 9 Oct 2025 Minutes; Passed Read and confirmed as correct. Share with Janine Hawthorn/Alison Short [✓] [✓] Share with communitycommittees@mdc.govt.nz [✓] |
| Correspondence In | Email from Heidi/Summit Outsourcing - advises costs of Audit \$3-10K. Charities Newsletter Historical records Secretary & Treasurer - Delivered Labour Weekend ✓ Letter of Resignation - Chris and Steve Smith - Market and Committee. Picture from James regarding mowing contracts in Sanson. |
| Correspondence Out | Letter to RiSK - Society Rules for applications for funding, provision of Email to apply. Email to Grayson - asking for dates for camera installation, and fence. Received reply Emails to Board: *Urgent consideration - Central Energy Trust requirement of Audit for funding applications. Approval - Jen (Financial Officer) now officially Treasurer. ✓ *Draft for Approval of Newsletter for Market Stall holders. ✓ *Draft approval of Market Registration form incorporating Food and Health & Safety aspects. ✓ *Approval - Card and Flowers for Helen ✓ Approval - Cards and \$50 Prezzie Cards each for Steve and Chris (instead of flowers). ✓ |

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| | <p>*Draft for Approval of invitation idea for Christmas Kai with Market Stall holders - either a spread or corporate gift type acknowledgement e.g. ABR/JBE little Christmas Cakes wrapped in Red (alcohol)/Green cellophane or banana cakes, could do shortbread.</p> |
| Carrier Over: | <p>*Creative Funding Grant - Postcard Mural - Nothing up on Smarty Grants</p> <p>*Are we going to have an event for Waitangi - Janine's new grant to fund Kai in our new outdoor dining area with music. Inquire.</p> |
| Matters Arising | <p>*Jenn has been delegated Financial Officer to lead banking and monthly reports until she gives final confirmation and is formally appointed as Treasurer in the November meeting.</p> <p>*November meeting - Welcome back Alison</p> <p>*Approval of Market Stall holders Newsletter -  by Email</p> <p>*Approval of invitation for Christmas Kai with Market Stall holders or gift of appreciation e.g. ABR/JBE little Christmas Cakes wrapped in Red (alcohol)/Green cellophane or banana cakes, could do shortbread and get Bundaberg sample pack to complete the gift.- Email/Text invites.</p> <p>*Quote for BBQ and concrete pad for macrocarpa dining set, rang and Emailed bigslab to get specifications so quoting can be done. BBQ needs to be electric which are about \$10K so we need to decide what we can put towards it.</p> <p>Sanson Council Community Committee in session approval to use Council Community Funding and forward to James for distribution to Green by nature's installation - GOAL = in time for Christmas Kai with Stall holders or our own end of year breakup in December.</p> <p>Was previously Missile rubbish bins but not hearing anything about that so back burner?</p> <p>*Alicia Picked up Logo/seal for Bus Shelter (also paid for using Council Community Funding). It looks too small so maybe use on Planter and order a bigger one or get Nick to quote a vinyl.</p> <p>*Approval of Application for Environment/Food Sovereignty Funding for planters. Use of Annual return as part of application once fixed by book keeper.</p> <p>* Airforce blue paint for bollards and planters. APPROVED</p> |
| Councillor's Report | <p>Committees appointed, Council training underway. 7 new councillors with a tour in January and 2-day get to know each other retreat at Himitangi Beach.</p> |
| General Business | <p>Follow up Email: Heidi advised costs of \$3K-\$10K for Audits. Review could cost \$1K</p> <p>*Approval for use of Logo/Seal if funding applicants meet rules/conditions - expectation to promote Sanson.</p> <p>*Steve's pothole initiative - progress report - no progress to date.</p> <p>*High-vis type vest for Market Host/Hostess to be identifiable as people who can ask stall holders to lower their stereo volume, direct to certain sites or ask for the site fees. Steve and Chris have a screen printing friend who could use the seal/logo to create a stencil etc - confirming she is</p> |

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| | <p>willing. Cost of vests and materials approval from the board. Provided Logo, its possible but Not heard back about cost, SCCUS buy vests. Just use of logo/seal with SANSON only as text so it can be used for other occasions.</p> <p>*Discussion for revitalising the Market - currently insolvent i.e. not meeting its costs (lease of land and acknowledgement of service payment) let alone providing a source of revenue to contribute to projects for the community. Last month it was only able to afford the acknowledgement of service payment and nothing towards the lease or projects.</p> <ul style="list-style-type: none"> - Feedback on Officers walkabout to collect site fees. <p>Initiatives discussed with Steve and Chris each week when collecting the site fees so we can quickly build a remedy.</p> <p>(i) Change of title, change of mindset - Market "Hosts/Hostess" to communicate the primary principle of duty of care and upholding our valued market stall holders mana in the first instance.</p> <p>(ii) Use of a High-Vis vest to be immediately identifiable when approaching stall holders to ask for compliance or have authority to collect site fees. Smith's friend could screen print</p> <p>(iii) Inform SCCUS of stall holders events.</p> <p>(iv) Saturday avo group text or social media shout out expressing "looking forward to seeing you" to the stall holders this weekend, assurance the weather's not that bad and "you'll be right" (if it looks hopeful) GOAL - to recruit and encourage attendance so revenue is lifted, otherwise its not working in the best interests of the market.</p> <p>(v) Change of "front of house" to be able to advertise "under new management" to address concerns and encourage returns.</p> <p>(vi) Site plan/map especially for permanent/regular stall holders</p> <p>*New financial set up of acknowledgement of service (previously known as "koha") put aside at this time until the Market recovers.</p> <p>*New treasurer and executive - only creators of payments, non-executive officers are authorisers only. Chris removed, Del listed also.</p> <p>Pam and Alicea to be added APPROVED - Grant @ Jen</p> <p>*Board members holding a stall at the market - Rules say no advantage - pay your site fee so there is no conflict of interest. Other stall holders want the same for everyone.</p> <p>*Food Certification has to be displayed to board and on record. ✓</p> <p>*Stall holders responsible for tidiness of their site - all rubbish removed. ✓</p> <p>*SCCUS gazebo - someone selling out of it - fire extinguisher, first aid kit \$400 for emergency as well, sunscreen ✓ , hand sanitizer ✓ , deck chairs, survival blanket</p> <p>Asked Alison: Market hosts do first aid courses to be certified?. Ask Janine if council could organise a course or about St Johns Education Session "1-2-3 for Life" low cost/free (no certificate)..</p> |
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| | <p>Market public liability insurance - quote and consider to protect SCCUS or make it a condition of market. Decision - personal to each individual, personal risk to attending.</p> <p>*Inventory of Treasurer and Secretary records returned by Chris Smith - should be 7 years worth, incomplete - enter into the minutes.</p> <p>*Payments of stall holders site fees irregular with amounts banked, some weeks missing all together, investigation revealed inconsistencies with No stalls and banking so will never know because Chris wasn't doing the notebook method asked of her.</p> <p>Triannuals - for determination over the Council Community Funding Grant of \$3K/year for Community projects. Council likes a Committee of 7-10 people with a quorum of 4.</p> <p>We need to think about Board as well - its annual with only requiring three</p> <p>Mowing issues (PWM) - Village plan shared with two contracts</p> |
| Market & Hall Financial Reports | <p>Reports presented to the meeting for all present; not made public.</p> <p>Move:</p> <p>Seconded:</p> |
| Meeting Closed | 2035 |
| Next Meeting is on | <p>11th December - Christmas breakup.</p> <p>12th February 2026, first meeting back at the Hall. Advertise including Sanson Classified, Council advertising</p> |
| Actions: | <Pull out actions from meeting for next meeting> |
| Next Agenda | <ask for agenda points> |