



Sanson Community Committee Meeting Minutes
Sanson Community Hall
 17th July 2025

Opening	1905
Present	Committee: Grant McGaughey (Chairperson), Alicea Brosnan (Secretary) Chris Smith (Treasurer), Steve Smith, Pam Workman, Jen Burquist, Del Parker Manawatu District Council: Public: NA
Apologies	Grayson, Helen King, (Alison Short).
Previous Minutes	12 June 2025 Minutes Moved: Alicea Brosnan Seconded: Chris Smith Read and confirmed as correct. Share with communitycommittees@mdc.govt.nz [✓]
Matters Arising	Bus stop installed opposite the Churchyard Cafe. Coronation Tree plaque installed. History Boards completed and sent to Graphics designers. Council Grant applied for through Smarty grants (\$3K)
Correspondence In	Email: Belinda Harris (Pinky) - incident with her site. Jen has received an invoice from Auldspark - needs readdressing to SCC. Photocopy: Marketeers letters of witnessing the site incident
Correspondence Out	Instructions to pay koha in future by Automatic Payment, 1st month.

Agenda



Agenda 17th July 2025 Meeting:

Protocols for correspondence in and out to be added to Charter:

All correspondence, particularly invoices, addressed to the Secretary SCC (legal).

Correspondence out can be delegated - must be minuted or in Email to group so it is not personal correspondence but representative of the Committee.

Correspondence for invoices processes to be added to charter:

Contractor engaged (understanding they get paid after a meeting/Email) /invoice addressed to Secretary, % delegated committee member.

Discussed/Passed (if emergency and not engaged at meeting beforehand) at meeting/Email if urgent (7 day invoice) - treasurer instructed to pay. The payment of the invoice is brought to committee's attn at the next meeting so full circle evident for audit.

For urgent jobs - notify committee by Email, seek 4 approvals at least, engage contractor with payment rules above) then chase up invoice.

Review of the duties of executives Chairperson, Secretary, Treasurer.
(will be deferred to August)

Terms of reference for Market stall holders to be presented and ratified by the committee.

Chris - Market business including inward correspondence and site information.

Proposal: Del Parker QSM "This is your life" wrt Sanson Village Services history board. Like Poet in Takapuna but instead of outside her house. Idea of a life members memorial (Alan Peck also) - perhaps at the lockable cupboard, with QR codes for a blurb of service and any accomplishments.

Life member criteria including a form, rules to make applications (deferred if insufficient time and on agenda for next meeting).

	<p>Rotten logs - Council bring on soil and make a bund then in the following year put native planting. - it was thought this will incorporate the burn pile too.</p> <p>Cost to hire for tidying up the burn pile?:</p> <p>Chippers - Med "C13" \$180/day</p> <ul style="list-style-type: none"> - Large "C25" \$265/day (handles 140mm branches). <p>Generator - apply to Eastern Central/Energy Trust? BU70 (7KW) approx \$8K (ask Jen/School do they have one?, can it be obtained/in part through MoE?)</p> <p>Light post at corner of the carpark - bulb blown, also potholes catchup - council responsibility?</p> <p>Potholes on schedule (James)</p> <p>Bulb blown - reported by Dell's daughter three weeks ago - progress? (Helen)</p> <p>Emergency Plan - Steven Gill > Council, Helen organised Hannah Tonoka, didn't know about it.</p> <p>Applications for funding from SCC:</p> <p>Alicea (Education outside of the Classroom (EOTC) based)</p> <p>Eg if School were to apply - Copy of EOTC cover sheets acquisitions/activities/outings initial money used for so we have accountability for the funds already paid; and as of 2025 for planned events, quotes of costs applying for.</p> <p>Application form with list of requirements to make it easier to apply? Draft to be constructed from initial discussion, shared and discussed at the next meeting.</p>
General Business	<p>Correspondence inwards:</p> <p>Correspondence from Belinda Harris (Pinky) read to committee, discussion and decision - Alicea to draft letter of response and share, upon agreement Chris to issue to Pinky this Sunday.</p> <p>Agenda:</p> <p>(1) Protocols for correspondence in and out to be added to Charter: All correspondence, particularly invoices, addressed to the Secretary SCC (legal). Jen checked recent Hall invoices - need to be readdressed.</p> <p>(2) Correspondence out can be delegated - must be minuted or in Email to group so it is not personal correspondence but representative of the Committee. Discussed, agreed.</p> <p>(3) Correspondence for invoices processes to be added to charter: Contractor engaged (understanding they get paid after a meeting/Email) /invoice addressed to Secretary, % delegated committee member. Discussed/Passed (if emergency and not engaged at meeting beforehand) at meeting/Email if urgent (7 day invoice) - treasurer</p>

	<p>instructed to pay. The payment of the invoice is brought to committee's attn at the next meeting so full circle evident for audit. For urgent jobs - notify committee by Email, seek 4 approvals at least, engage contractor with payment rules above) then chase up invoice. Discussed and agreed.</p> <p>(4) Terms of reference and site information for Market stall holders presented as a draft to be updated, distributed and ratified by the committee. Represent by Email before the next meeting so it can be ratified..</p> <p>Chris - Market business including inward correspondence.</p> <p>Led to discussion about protocols for signing off collection and transfer of earnings into Market account to utilise market assistant and maximise safety and convenience.</p> <p>Request to ask Helen about access to a financial officer at MDC about guide for the new financial rules although advised to look up IRD website.</p> <p>(5) Proposal: Del Parker QSM "This is your life" wrt Sanson Village Services history board. Like Poet in Takapuna but instead of outside her house.</p> <p>Idea of a life members memorial (Alan Peck also) - perhaps at the lockable cupboard, with QR codes for a blurb of service and any accomplishments. From the floor - to also include Dick McAllister.</p> <p>(6) Advance warning to think about and discuss next meeting - Life member criteria including a form, rules to make applications (deferred if insufficient time and on agenda for next meeting).</p> <p>(7) Rotten logs - Council bring on soil and make a bund then in the following year put native planting. - it was thought this will incorporate the burn pile too.</p> <p>(8) Generator - apply to Eastern Central/Energy Trust? BU70 (7KW) approx \$8K (ask Jen/School do they have one?, can it be obtained/in part through MoE?) Role of Treasurer to apply for funding? Further discussion when addressing executive roles, also ask Helen to find out about portable generators in event of Emergency - is there enough for each Community Committee?</p> <p>(9) Light post at corner of the carpark - bulb blown, also potholes catchup - council responsibility?</p> <p>Grant reported that Potholes on schedule (James)</p> <p>Bulb blown - reported by Dell's daughter three weeks ago - progress? (Helen)</p> <p>(10) Emergency Plan - Steven Gill > Council, Helen organised Hannah Tonoka, didn't know about it. Ask Helen to catch up.</p> <p>(11) Applications for funding from SCC:</p> <p>Still committed to supporting our local school and groups but need to track money.</p> <p>Alicea (Education outside of the Classroom (EOTC) based)</p>
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	<p>Eg if School were to apply - Copy of EOTC cover sheets acquisitions/activities/outings initial money used for so we have accountability for the funds already paid; and as of 2025 for planned events, quotes of costs applying for.</p> <p>Defining donations (money given to be used at organisations discretion, will require minutes to track money was received and thanked for) against Funding (application for purpose having met criteria and feedback on how it went).</p> <p>Expectation as part of application that if money has been given they have provided minutes or committee level letter that it was received with thanks, spent on what it was applied for.</p> <p>Steve mentioned that the Riders/Kids group is in the process of setting up charter etc so all applicants need to be an organised, recognised group to receive funds - whether donated or applied for.</p> <p>Application form with list of requirements to make it easier to apply? Draft to be constructed from initial discussion, shared and discussed/improved at the next meeting and hopefully ratified.</p> <p>(12) Motion put for Chris to get an Executive folder for her Market papers etc at a cost of approximately \$30. Agreed that upon the Receipt to be photographed and shared, internet reimbursed by Jen and Grant.</p> <p>(13) Jen requested purchase of cleaning products for the Hall approx \$20, agreed that upon photograph of receipt, internet reimbursed by Chris and Grant.</p>
Market & Hall Reports	<p>Reports presented to the meeting for all present; not made public.</p> <p>Market Move: Chris Seconded: Grant</p> <p>Hall Move: Jen Seconded: Grant</p> <p>To continue discussions about tagged account inclusions and transfer of monies in preparation for projects/expenses/donations etc so no longer included in circulating funds (with a goal to making it much clearer about what we do have to commit to projects etc). Suggested that we review quarterly or 6mo to designate funds towards projects, repairs or other works on our goals list.</p> <p>Del requested that the basketballers leader be reimbursed for the purchase of two nets - Grant and Chris will internet reimburse once received his bank account number. Receipt is in the back of the Hall Diary.</p>
Council Reports	<ul style="list-style-type: none"> ● Bus shelter. Congratulations! I am so pleased this is now installed. This will allow you to focus on other projects now. ● Council elections. Nominations for council close on Friday 1st August. If anyone is interested in standing for council, I am happy to meet over a coffee and share with them what the role involves. (027) 429 4560 ● Community Honours. Nominations close 31st July. Details on MDC website.

	<ul style="list-style-type: none"> • The “Waste Not, Want Not” waste reduction grant scheme closes the 27th July. This funds groups or organisations to put in place programmes to reduce waste to landfill in the Manawatu District. Eg The Repair Café - fix it don't bin it mornings, run by volunteers. • The new reservoir and water treatment for the Stanway Halcombe Rural Water Scheme is now operational. The scheme intake suffered severe damage during Cyclone Gabrielle as the Rangitikei River experienced very high flows. Cyclone recovery funding was used. • Churchill Drive and Makiekie bridges, both near Totara Reserve in the Pohangina Valley are well underway with their replacements. They too were washed out with Cyclone Gabrielle 3 years ago and also received government cyclone recovery funding of 75%. • Freedom camping bylaw. This was adopted and has changed to allow non-self contained vehicles at the Sanson Domain now that there is a toilet there. No roadside freedom camping in Sanson township as the streets aren't suitable. The hall carpark remains self-contained.
Actions:	<p>(1) Chris - Market Terms of Reference distributed to Committee for editing, Chris will share doc/attachment on Email so committee can ratify.</p> <p>(2) Alicea to draft letter of Committee response to Belinda/Pinky ✓</p> <p>(3) Chris to send list of contacts to be advised of new SCC Email address.</p> <p>(4) Grant to get quote for street planters.</p> <p>(5) Duties of executives Chairperson, Secretary, Treasurer. (Can be deferred to August)</p> <p>(6) Life member criteria including a form, rules to make applications (deferred if insufficient time and on agenda for next meeting).</p> <p>(7) Helen - How many MDC transportable generators? Enough for each community committee? Light post in carpark - is that scheduled for replacement, who is doing it, do we have to pay?> Grant to report to Antenna</p> <p>Hannah Tonoka - confirm receipt from Steve Gill of our Emergency Plan Contact details of MDC financial officer. Guidelines for Executives wrt roles and financial protocols.</p> <p>(8) Jen to get invoice readdressed to SCC % Secretary so its correct.</p> <p>(9) Alicea make copies of the Sanson Village Plan to discuss.</p>
Next Meeting details	Next meeting 14th August at Del Parkers, advance apologies from Pam and Helen, Supper: Alison
Meeting Closed	2100
Notes for the Next Agenda	<p>Chris to send list of contacts to be advised of new SCC Email address.</p> <p>Grant to get quote for street planters.</p> <p>Duties of executives Chairperson, Secretary, Treasurer. (Can be deferred to August)</p>

	<p>Life member criteria including a form, rules to make applications (deferred if insufficient time and on agenda for next meeting).</p> <p>Applications for Council funding - awaiting confirmation of success, Planters, BBQ and picnic tables rest area for campers/history trail. Jen suggests outside/either side the pool area in the sun.</p> <p>Sale of Hall old chairs.</p> <p>Make plans to apply for the Community Committee Planning and Implementation Funding - must know the Community Plan (Council website) and think of a project that compliments that - contestable and limited pool of funds.</p> <p>Creative Funding - for something 30/9/25-30/9/26, perhaps we could request funding for the Hendra Project - plants, creation of the path or seating or picnic table and signs for information about natives, length of walk (distance posts).</p> <p>Sanson Logo sign at new Bus shelter - perhaps across the back for privacy of the person living behind it or lower half of each side. Play on wording eg instead of "touchdown in Sanson" you could have "Welcome, You have touched down in Sanson" perhaps advertise our Heritage boards and a map of the loop, also Delphine Parker Walkway and Hendra extension. Could promote the food bowl idea by providing an aerial with plantings in the streets of the village.</p> <p>Sanson Village Plan - propose 10-15min each meeting to go through it in preparation for actions, funding applications and updates with Janine and Helen.</p>
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