

Agenda



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Ordinary Meeting of the Malvern Community Board

To be held in the Darfield Library
and Service Centre,
1 South Terrace, Darfield
Monday 25 November 2019
Commencing at 4.00pm

**AGENDA OF A MEETING OF THE MALVERN COMMUNITY BOARD
TO BE HELD IN THE DARFIELD LIBRARY AND SERVICE CENTRE
ON MONDAY 25 NOVEMBER 2019
COMMENCING AT 4.00PM**

COMMITTEE

Mr J Morten (Chair), Mrs K Meares (Deputy Chair), Mr K May, Mrs J Pascoe, Mr B Woods, Mayor S Broughton, Councillors J Gallagher and B Mugford

APOLOGIES

IDENTIFICATION OF ANY URGENT GENERAL BUSINESS

CONFLICTS OF INTEREST

PUBLIC FORUM

Malvern Hub

CONFIRMATION OF MINUTES

1. **Minutes of the Inaugural Meeting of the Malvern Community Board held in the Tai Tapu Community Centre on Wednesday 30 October 2019 (Pages 7 - 9)**

Recommended:

'That the Board confirms the minutes of the Inaugural Meeting of the Malvern Community Board held on Wednesday 30 October 2019, as circulated.'

ACTIONS FROM MINUTES (Page 10)

Actions from the September 2019 meeting are attached.

REPORTS FROM CHIEF EXECUTIVE

2. Chief Executive

Adoption of the Proposed 2020 Malvern Community Board Meeting Schedule (Pages 11 - 12)

Recommended:

'That the Malvern Community Board adopt the proposed 2020 Malvern Community Board meeting schedule.'

3. Chief Executive

Adoption of the Code of Conduct (Pages 13 - 36)

Recommended:

'That the Malvern Community Board adopt the attached Code of Conduct.'

4. Chief Executive

Roles and Delegations of the Malvern Community Board (Pages 37 - 44)

Recommended:

'That the Malvern Community Board adopt the document 'Roles and Delegations of the Malvern Community Board', as endorsed by Council on 6 November 2019.'

5. Chief Executive

Malvern Community Board Member Representation – Community Committee Schedule (Pages 45 - 48)

Recommended:

‘That the Malvern Community Board adopt the proposed Malvern Community Board member representation schedule for Community Committees for the 2019 – 2022 Triennium.’

REPORT FROM CHAIRPERSON

6. Monthly Report from the Chairperson (Page 49)

Recommended:

‘That the report from the Chairperson be received, for information.’

REPORTS FROM BOARD MEMBERS

7. Board Member Ken May (Pages 50 - 51)

8. Board Member Karen Meares (Page 52)

9. Board Member Judith Pascoe (Page 53)

10. Board Member Bill Woods

11. Councillor Jenny Gallagher

12. Councillor Bob Mugford

Recommended:

'That the monthly reports from the Board Members be received, for information.'

REPORTS FROM OFFICERS**13. Chief Executive****Manager's Report – November 2019** (Pages 54 - 61)**Recommended:**

'That the Malvern Community Board receives the Manager's Report – November 2019, for information.'

14. Accounting Officer**14.1 Request for a Grant – Pioneers of Canterbury Masters Marching Team**
(Pages 62 - 64)**Recommended:**

'That the Malvern Community Board grant \$188.00 from the Malvern Ward Discretionary Fund to the Pioneers of Canterbury Masters Marching Team to assist one member resident in the Malvern Ward with the costs of competing in the New Zealand Marching Championships to be held in Auckland from 23-29 March 2020'

14.2 Request for a Grant – Selwyn School of Dance Evolution 2020 Team (Pages 65 - 67)**Recommended:**

'That the Malvern Community Board grant \$71.00 from the Malvern Ward Discretionary Fund to the Selwyn School of Dance, Evolution 2020 team to assist one member resident in the Malvern Ward with the costs of attending the Evolution Dance Competition to be held on the Gold Coast Australia from 7-11 January 2020'

14.3 Request for a Grant – Sophie Townsend (Pages 68 - 69)

Recommended:

‘That the Malvern Community Board grant \$500.00 from the Malvern Ward Discretionary Fund to Sophie Townsend to assist with the costs of representing the South Island Showjumping Team at the annual showjumping competition between Victoria and the South Island held in Werribee, Australia from 5-6 October 2019’

REPORTS FOR INFORMATION

15. Correspondence

None

16. Discretionary Fund Report (Page 70)

Recommended:

‘That the Malvern Community Board receives the Discretionary Fund Report, for information.’

COMMUNITY COMMITTEE INFORMATION

14. Community Committee Minutes (Pages 71 - 154)

a) Matters Arising from Community Committee meetings

b) Community Minutes Received

Recommended:

‘That the Malvern Community Board receives copies of community committee meeting minutes, for information.’

**MINUTES OF THE INAUGURAL MEETING OF THE MALVERN COMMUNITY BOARD
FOLLOWING THE 2019 TRIENNIAL ELECTIONS
TO BE HELD IN THE TAI TAPU COMMUNITY CENTRE
ON WEDNESDAY 30 OCTOBER 2019,
COMMENCING IMMEDIATELY FOLLOWING
THE INAUGURAL SELWYN DISTRICT COUNCIL MEETING**

PRESENT

Mesdames K Meares and J Pascoe, Messrs. K May, J Morten and B Woods

ATTENDEES

Mayor Broughton, Councillors Gallagher and Mugford, Mr D Ward (Chief Executive), Mrs N Smith (Executive Assistant) and Ms T Davel (Governance Coordinator)

APOLOGIES

None

WELCOME

The Chief Executive welcomed everyone to the meeting.

1. Members' Declaration

The Chief Executive called forward each member to make their declaration and be sworn into office as a Member of the Malvern Community Board.

2. Report of the Chief Executive

Laws Affecting Community Board Members

The Chief Executive gave a brief summary of the legislation to be noted by Members, as required.

Moved – Mr May / **Seconded** – Mrs Meares

'That the Chief Executive's report "Laws Affecting Community Board Members" be received, for information.'

CARRIED

3. Adoption of Model Standing Orders

Moved – Mrs Pascoe / **Seconded** – Mr Woods

‘That Malvern Community Board adopt the New Zealand Model Standing Orders (LGNZ model October 2019 fulfilling both the needs of the Local Government Act 2002 and the Local Government Official Information and Meeting Act 1987 with regard to the conduct of meetings), allowing the Chairperson or other person presiding at the meeting to have both a deliberation vote and a casting vote in the event of equality of votes.’

CARRIED

4. Election of the Chairperson and Deputy Chairperson

Moved– Councillor Morten / **Seconded** – Mr May

‘That Malvern Community Board members resolve that:

- (a) System A be adopted as the voting procedure system for the election of the Chairperson and Deputy Chairperson be as outlined in Clause 25 of Schedule 7 of the Local Government Act 2002; and*

CARRIED

The Chief Executive called for nominations for the position of Chair. A nomination was received for Mr Morten. There being no further nominations, it was -

Moved– Mrs Meares / **Seconded** – Mrs Pascoe

Mr Morten be declared elected as the Chairperson of the Malvern Community Board.’

CARRIED

Mr Woods voted against.

The Chief Executive called for nominations for the position of Deputy Chair. A nomination was received for Mrs Meares. There being no further nominations, it was –

Moved – Councillor Morten / **Seconded** – Mrs Pascoe

Mrs Meares be declared elected as the Deputy Chairperson of the Malvern Community Board.’

CARRIED

The Chief Executive handed the meeting over to the newly elected Chairperson, Mr John Morten.

5. Schedule of Meetings

Moved – Mr May / **Seconded** – Mrs Meares

‘Community Board members resolve that Malvern Community Board meetings for the remainder of 2019 will be held on:

- *Monday 25th November 2019, commencing at 4.00pm; and*
- *Monday 16th December 2019, commencing at 4.00pm;*

and will be held at the Darfield Library and Service Centre unless otherwise advised.’

CARRIED

6. Awarding of Speaking Rights

Moved – Mrs Pascoe / **Seconded** – Mr May

‘That the Malvern Community Board resolves that:

- (a) the Mayor is invited to join this, and other meetings of the Board with full speaking rights; and*
- (b) Malvern Ward Councillors are vested with voting rights for the extent of the 36 month appointment term.’*

CARRIED

The meeting was closed at 6.30pm.

DATED this day of 2019

CHAIRPERSON

Malvern Community Board 23 September 2019
Actions / Follow up for staff

Issue	Responsibility	Status / Update
Darfield Township Facebook page initiator – invitation to November Board meeting	Chief Executive	<i>Done.</i>
Hall caretakers and service level agreements – meeting in early 2020 with appropriate Council staff and the Board	Group Manager Community Services and Facilities	<i>Will be arranged</i>
Concerns raised around rules and regulations of triennial elections for community committees – appropriate staff to address the concerns	Chief Executive & Group Manager Community Services and Facilities	<i>Letters have been sent out to all committees</i>
Are Saturday markets allowed to be held on a reserve	Chief Executive and Group Manager Property	<i>The cautious approach for anyone wanting to set up a new Farmers Market is to contact the Planning Department at Council to make sure everything they want to do (and where) falls within the scope of the Temporary Activity Rules. There will also be a requirement to fill out an events form to be signed off from a health and safety point of view.</i>

REPORT

TO: Malvern Community Board

FOR: Community Board Meeting – 25 November 2019

FROM: Chief Executive

DATE: 7 November 2019

SUBJECT: **ADOPTION OF THE PROPOSED 2020 MALVERN COMMUNITY BOARD MEETING SCHEDULE**

RECOMMENDATION

‘That the Malvern Community Board adopts the proposed 2020 Malvern Community Board meeting schedule.’

1. SCHEDULE OF MEETINGS FOR 2020

Below is the proposed Malvern Community Board meeting schedule for 2020. This schedule is designed to meet the requirements of the Local Government Act 2002, outline the annual commitment of Council, and to facilitate diary management.

It is proposed that meetings will commence at 4.00pm unless otherwise advised.

Due to the continued success of the Board’s on-the-road meetings, a number of meetings – as set out below – will be held throughout the Malvern Ward during the 2020 calendar year.

MEETING DATE	VENUE
Monday 27 January	Darfield
Monday 24 February	Arthur’s Pass
Monday 23 March	Darfield
Tuesday 28 April <i>(due to Anzac Day observed on Monday)</i>	Darfield
Monday 25 May	Sheffield
Monday 22 June	Darfield
Monday 27 July	Darfield
Monday 24 August	Glenroy
Monday 28 September	Darfield
Tuesday 27 October <i>(due to Labour Day Monday)</i>	Darfield
Monday 23 November	Lake Coleridge

The Council is required to adopt a meeting schedule. The above schedule fulfills this requirement.

Schedule 7, Section 19, Clause 6 of the Local Government Act 2002 states the following:

If a local authority adopts a schedule of meetings:

(a) the schedule –

- (i) may cover any future period that the local authority considers appropriate; and*
- (ii) may be amended; and*

(b) notification of the schedule or of any amendment to that schedule constitutes a notification of every meeting on the schedule or amendment.

It is noted that adoption of the aforementioned schedule does not mean that the Board cannot amend the schedule if required (Schedule 7, Section 19, Clause 6(a)(ii)).

A handwritten signature in black ink, appearing to read 'D Ward', with a large, sweeping flourish underneath.

David Ward
CHIEF EXECUTIVE

REPORT

TO: Malvern Community Board

FOR: Malvern Community Board Meeting – 25 November 2019

FROM: Chief Executive

DATE: 7 November 2019

SUBJECT: **ADOPTION OF THE CODE OF CONDUCT**

RECOMMENDATION

‘That the Malvern Community Board adopt the attached Code of Conduct.’

1. PURPOSE

Board members will be familiar with the contents of the Code of Conduct due to its inclusion in the ‘Laws Affecting Community Board Members’ paper presented at the recent Inaugural Meeting of the Malvern Community Board.

The Code of Conduct is a requirement under Clause 15 of Schedule 7 of the Local Government Act 2002. Malvern Community Board Members are legally bound to comply with provisions of the Code of Conduct adopted by the Malvern Community Board.

Without good working relationships any democratically elected organisation will have difficulty succeeding. No Community Board will be effective unless mutual respect exists between the public, elected members and management staff.

This Code will be adopted to facilitate more effective working relationships.

2. PROPOSAL

It is appropriate for the Malvern Community Board to adopt the Code of Conduct in accordance with Clause 15 of Schedule 7 of the Local Government Act (2002) with regards to the behaviour expected from elected members in the exercise of their duties.

3. POST ADOPTION AMENDMENTS

Following adoption of the first Code of Conduct, any amendment to, or adoption of a new Code of Conduct requires, in every case, a vote in support of the amendment of no less than 75% of the members present.

A handwritten signature in black ink, appearing to read "D. Ward", with a large, sweeping flourish underneath.

David Ward
CHIEF EXECUTIVE



**MALVERN
COMMUNITY BOARD
CODE OF CONDUCT**

For adoption on 25 November 2019

1. Introduction

This Code of Conduct (**Code**) sets out the standards of behaviour expected from Malvern community board (**Community Board**) members in the exercise of their duties. Its purpose is to:

- enhance the effectiveness of the Community Board and the Selwyn District Council (**Council**) and the provision of good local government for the Selwyn District (**District**);
- promote effective decision-making and community engagement;
- enhance the credibility and accountability of the Community Board to its communities; and
- develop a culture of mutual trust, respect and tolerance between the members of the Community Board, between the Community Board and the Council, and between Community Board members and Council management.

This purpose is given effect through the values, roles, responsibilities and specific behaviours agreed in this Code.

2. Scope

This Code is designed to deal with the behaviour of members towards:

- each other;
- Council staff;
- the media; and
- the general public.

It is also concerned with the disclosure of information that members receive in their capacity as Community Board members and information which impacts on the ability of the Community Board to give effect to its statutory responsibilities

This Code can only be amended (or substituted by a replacement Code) by a vote of at least 75 per cent of Community Board members present at a Community Board meeting when amendment to the Code is being considered.

This Code should be read in conjunction with the Community Board's standing orders.

3. Values

The Code is designed to give effect to the following values:

1. **Public interest:** Community Board members will serve the best interests of the people within their community and district and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** Community Board members, in order to foster community confidence and trust in their Community Board and Council, will work together constructively and

uphold the values of honesty, integrity, accountability and transparency.

3. **Ethical behaviour:** Community Board members will act with honesty and integrity at all times and will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of any such behaviour. Community Board members will respect the impartiality and integrity of officials.
4. **Objectivity:** Community Board members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other Community Board members, with respect and courtesy, regardless of their race, age, religion, gender, sexual orientation, or disability. Community Board members will respect the impartiality and integrity of officials.
6. **Duty to uphold the law:** Community Board members will comply with all legislative requirements applying to their role, abide by this Code, and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** Community Board members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** Community Board members will actively promote and support these principles and ensure they are reflected in the way in which the Community Board and the Council operates, including a regular review and assessment of the Community Board's collective performance.

These values complement, and work in conjunction with, the principles of section 14 of the Local Government Act 2002 (**LGA**) and the governance principles of section 39 of the LGA.

4. Role and responsibilities

The Code is designed to strengthen the good governance in the District and the Malvern Ward. Good governance requires clarity of roles, respect and understanding between those charged with responsibility for the leadership of the Community Board and those responsible for advice and the implementation of the Community Board's decisions. The key roles are:

4.1 Community Board members

Under section 52 of the LGA, the role of the Community Board includes to:

- represent, and act as an advocate for, the interests of its community;
- consider and report on all matters referred to it by the Council, or any matter of interest or concern to the Community Board;
- maintain an overview of services provided by the Council within the community;

- prepare an annual submission to the Council for expenditure within the community;
- communicate with community organisations and special interest groups within the community; and
- undertake any other responsibilities that are delegated to it by the Council.

5. Relationships

This section of the Code sets out agreed standards of behaviour between:

- Community Board members;
- Community Board members and Council staff; and
- Community Board members and the public.

5.1 Relationships between Community Board members

Given the importance of relationships to the effective performance of the Community Board, members will conduct their dealings with each other in a manner that:

- maintains public confidence;
- is open and honest;
- is courteous;
- is focused on issues rather than personalities;
- avoids abuse of meeting procedures, such as a pattern of unnecessary notices of motion and/or repetitious points of order; and
- avoids aggressive, offensive, bullying or abusive conduct, including the use of disrespectful or malicious language.

Any failure by Community Board members to act in the manner described in clause 0 represents a breach of this Code.

Please note that nothing in this section of the Code is intended to limit robust debate within the Community Board if it is conducted in a respectful and insightful manner.

5.2 Relationships with Council staff

An important element of good governance involves the relationship between the Community Board, the Council and the Council's chief executive and staff. Community Board members will respect arrangements put in place to facilitate this relationship, and:

- raise any concerns about employees, officers or contracted officials with the chief executive;
- make themselves aware of the obligations that the Council and the chief executive have as employers and observe those requirements at all times, such as the duty to be a good employer;
- treat all Council employees with courtesy and respect and avoid publicly criticising any employee;

- observe any protocols put in place by the Council's chief executive concerning contact between Community Board members and Council employees; and
- avoid doing anything which might compromise, or could be seen as compromising, the impartiality of a Council employee.

Any failure by Community Board members to act in the manner described above represents a breach of this Code.

Please note: Community Board members should be aware that failure to observe this portion of the Code may compromise the Council's obligations to be a good employer and consequently expose the Council to civil litigation or affect the risk assessment of Council's management and governance control processes undertaken as part of the Council's audit.

5.3 Relationship with the public

Given the vital role that democratic local government plays in our community, it is important that the Community Board has the trust and respect of its community. To facilitate trust and respect in their Community Board, members will:

- ensure their interactions with members of the public are fair, respectful and conducted in an equitable and honest manner;
- be available to listen and respond openly and honestly to community concerns;
- represent the views of citizens and organisations accurately and consider all points of view or interests when participating in debate and making decisions, regardless of the Community Board member's own opinions of the matters raised;
- treat members of the public in a courteous manner; and
- ensure their interactions with citizens and communities uphold the reputation of the Community Board.

Any failure by Community Board members to act in the manner described above represents a breach of this Code.

6. Contact with the media

The media play an important part in the operation and efficacy of local democracy. In order to fulfil this role the media needs access to accurate and timely information about the affairs of Community Board.

From time to time individual Community Board members will be approached to comment on a particular issue either on behalf of the Community Board, or as a Community Board member in their own right. In dealing with the media, Community Board members must clarify whether they are communicating a view endorsed by their Community Board or the Council or are expressing a personal view.

When responding to the media, Community Board members must be mindful that operational questions should be referred to the Council's chief executive and Council policy-related questions referred to the Mayor or the elected member with the appropriate delegated authority.

When speaking to the media more generally, Community Board members will abide by the following provisions:

6.1 Media contact on behalf of the Community Board or the Council

- The Mayor is the first point of contact for the Council's official view on any issue, unless delegations state otherwise. Where the Mayor is absent requests for comment will be referred to the deputy Mayor or relevant committee chairperson or member appointee.
- The Mayor may refer any matter to the relevant committee or Community Board chairperson or to the Council's chief executive for their comment.
- No other elected member or Community Board member may comment *on behalf of the Council or Community Board* without having first obtained the approval of the Mayor.

6.2 Media comment on a Community Board member's own behalf

Community Board members are free to express a *personal view* in the media or social media, at any time, provided the following rules are observed:

- media comments must not state or imply that they represent the views of the Community Board or the Council;
- comments must not purposefully misrepresent the views of the Community Board or the Council or the views of other Community Board members;
- media comments which are contrary to a Community Board or Council decision or policy must clearly state that they do not represent the views of the majority of Community Board members;
- media comments must observe the other requirements of the Code; for example, comments should not disclose confidential information, criticize, or compromise the impartiality or integrity of Council staff;
- media comments must not be misleading and should be accurate within the bounds of reasonableness;
- social media pages controlled by Community Board members and used for making observations relevant to their role as Community Board members should be open and transparent, except where abusive or inflammatory content is being posted; and
- social media posts about other Community Board members, Council staff or the public must be consistent with section five of this Code. (See **Appendix A** for guidelines on the personal use of social media).

Any failure by Community Board members to meet the standards set out above represents a breach of this Code.

7. Information

Access to information is critical to the effective performance of a local authority and the level of

public trust felt by the public.

7.1 Confidential information

In the course of their duties Community Board members will occasionally receive information, whether in reports or through debate, that is confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Accordingly, Community Board members agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the Community Board member.

7.2 Information received in capacity as an Community Board member

Community Board members will disclose to other Community Board members and, where appropriate the Council's chief executive, any information received in their capacity as a Community Board member that concerns the Council's ability to give effect to its responsibilities.

Community Board members who are offered information on the condition that it remains confidential will inform the provider of the information that it is their duty to disclose the information and will decline the offer if that duty is likely to be compromised.

Any failure by Community Board members to act in the manner described above represents a breach of this Code.

Please note: failure to observe these provisions may impede the performance of the Community Board and the Council by inhibiting information flows and undermining public confidence. It may Those concerned also expose the Council to prosecution under the Privacy Act and/or civil litigation.

8. Conflicts of Interest

Community Board members will maintain a clear separation between their personal interests and their duties as Community Board members in order to ensure that they are free from bias (whether real or perceived). Community Board members therefore must familiarise themselves with the provisions of the Local Authorities (Members' Interests) Act 1968 (**LAMIA**).

Community Board members will not participate in any Community Board discussion or vote on any matter in which they have a pecuniary interest, other than an interest in common with the general public. This rule also applies where the Community Board member's spouse or partner contracts with the authority or has a pecuniary interest. Community Board members shall make a declaration of interest as soon as practicable after becoming aware of any such interests. There is a limited exception for Community Board members in section 3(3)(j) of LAMIA (see **Appendix B**).

If a Community Board member is in any doubt as to whether or not a particular course of action (including a decision to take no action) raises a conflict of interest, then the Community Board member should seek guidance from the Council's chief executive *immediately*. Community Board

members may also contact the Office of the Auditor General for guidance as to whether they have a pecuniary interest, and if so, may seek an exemption to allow that Community Board member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

Please note: Failure to observe the requirements of the LAMIA could potentially invalidate the decision made, or the action taken, by the Community Board. Failure to observe these requirements could also leave the Community Board member open to prosecution (see **Appendix B**). In the event of a conviction, Community Board members can be removed from office.

9. Register of Interests

Community Board members shall annually make a declaration of interest. These declarations are recorded in a public Register of Interests maintained by the Council. The declaration must include information on the nature and extent of any interest, including:

- a) any employment, trade or profession carried on by the Community Board member or their spouse or partner for profit or gain;
- b) any company, trust, partnership etc for which the Community Board member or their spouse or partner is a director, partner or trustee;
- c) the address of any land in which the Community Board member has a beneficial interest within the jurisdiction of the local authority;
- d) the address of any land owned by the local authority in which the Community Board member or their spouse or partner is:
 - a tenant; or
 - the land is tenanted by a firm in which the Community Board member or spouse or partner is a partner, a company of which the Community Board member or spouse or partner is a director, or a trust of which the Community Board member or spouse or partner is a trustee; and
- e) any other matters which the public might reasonably regard as likely to influence the Community Board member's actions during the course of their duties as a Community Board member (if the Community Board member is in any doubt on this, the Community Board member should seek guidance from the Council's chief executive).

Please note: Where a Community Board member's circumstances change they must ensure that the Register of Interests is updated as soon as practicable.

10. Ethical behaviour

Community Board members will seek to promote the highest standards of ethical conduct. Accordingly, Community Board members will:

- claim only for legitimate expenses as determined by the Remuneration Authority and any lawful policy of the Community Board or the Council developed in accordance with that determination;

- not influence, or attempt to influence, any Council employee, officer or Community Board member in order to benefit their own, or family's personal or business interests;
- only use the Council resources (such as facilities, staff, equipment and supplies) in the course of their duties and not in connection with any election campaign or personal interests; and
- not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the Council's chief executive if any such gifts are accepted. Where a gift to the value of \$50 or more is accepted by a Community Board member, that Community Board member must immediately disclose this to the Council's chief executive for inclusion in the publicly available register of interests.

Any failure by Community Board members to comply with the provisions set out in this section represents a breach of this Code.

10.1 Undischarged bankrupt

In accordance with clause 15(5) of Schedule 7 of the LGA any Community Board member who is an “undischarged bankrupt” will notify the Council's chief executive prior to the inaugural meeting or as soon as practicable after being declared bankrupt. The Community Board member will also provide the chief executive with a brief explanatory statement of the circumstances surrounding the Community Board member’s adjudication and the likely outcome of the bankruptcy.

11. Creating a supportive and inclusive environment

In accordance with the purpose of the Code, Community Board members agree to take all reasonable steps in order to participate in activities scheduled to promote a culture of mutual trust, respect and tolerance. These include:

- attending post-election induction programmes organised by the Community Board or the Council for the purpose of facilitating agreement on the Community Board and the Council’s vision, goals and objectives and the manner and operating style by which Community Board members will work;
- taking part in any assessment of the Council’s overall performance and operating style during the triennium¹; and
- taking all reasonable steps to ensure they possess the skills and knowledge to effectively fulfil their Declaration of Office and contribute to the good governance of the district.

12. Breaches of the Code

Once adopted, Community Board members must comply with the provisions of this Code. Any Community Board member, or the Council's chief executive, who believes that the Code has been

¹ A self assessment template is provided in the Guidance to this Code

breached by the behaviour of a Community Board member, may make a complaint to that effect. All complaints will be considered in a manner that is consistent with the following principles.

12.1 Principles:

The following principles will guide any processes for investigating and determining whether a breach under this Code has occurred:

- that the approach for investigating and assessing a complaint will be proportionate to the apparent seriousness of the breach complained about;
- that the roles of complaint, investigation, advice and decision-making will be kept separate as appropriate to the nature and complexity of the alleged breach; and
- that the concepts of natural justice and fairness will apply in the determination of any complaints made under this Code. This requires, conditional on the nature of an alleged breach, that affected parties:
 - have a right to know that an investigation process is underway;
 - are given due notice and are provided with an opportunity to be heard;
 - have confidence that any hearing will be impartial;
 - have a right to seek appropriate advice and be represented; and
 - have their privacy respected.

12.2 Complaints

All complaints made under this Code must be made in writing and forwarded to the Council's chief executive. On receipt of a complaint the chief executive must forward that complaint to the Mayor or, where the Mayor is a party to the complaint, an independent investigator for a preliminary assessment to determine whether the issue is sufficiently serious to warrant a full investigation.

Please note; complaints under this Code can only be made by Community Board members and the Council's chief executive.

12.3 Complaint referred to Mayor

On receipt of a complaint made under the provisions of the Community Board's Code the Mayor will, as the situation requires:

- Interview the complainant to assess the full extent of the complaint.
- Interview the Community Board member(s) subject to the complaint.
- Assess the complaint to determine materiality.
- Where a complaint is assessed by the Mayor to be trivial, frivolous or minor, either dismiss the complaint, require an apology or other course of action, or assist the relevant parties to find a mutually agreeable solution.
- Where a complaint is found to be material, or no mutually agreed solution can be reached, the Mayor will refer the complaint back to the chief executive who will

forward it, along with any recommendations made by the Mayor, to the Council or an adjudicative body established to assess and rule on complaints made under the Code.²

If the Mayor chooses they may, instead of undertaking an initial assessment, immediately refer the complaint to the independent investigator, via the Council's chief executive.

12.4 Complaint referred to Independent Investigator

The Council's chief executive may forward a complaint to an independent investigator for a preliminary assessment to determine whether the issue is sufficiently serious to be referred, with recommendations if necessary, to the Community Board, the Council or an adjudicative body for assessing and ruling on complaints.

12.5 Investigation, advice and decision

The process, following receipt of a complaint, will follow the steps outlined in Appendix C.

12.6 Materiality

An alleged breach under this Code is material if, in the opinion of the Mayor or independent investigator, it would, if proven, bring a Community Board member, the Community Board or the Council into disrepute or, if not addressed, reflect adversely on another member of the Community Board or the Council.

An alleged breach under this Code is non-material if, in the opinion of the Mayor/Chair or independent investigator, any adverse effects are minor and no investigation or referral is warranted.

13. Penalties and actions

Where a complaint is determined to be material and referred to the Council or an adjudicative body established to consider complaints, the nature of any penalty or action will depend on the seriousness of the breach.

13.1 Material breaches

In the case of material breaches of this Code the Community Board, the Council, or the adjudicative body with delegated authority, may require one of the following:

1. a letter of censure to the Community Board member;
2. a request (made either privately or publicly) for an apology;
3. a vote of no confidence in the Community Board member;
4. removal of certain Council-funded privileges (such as attendance at conferences);
5. Removal of responsibilities;
6. restricted entry to Council offices, such as no access to staff areas (where restrictions may not previously have existed);

² Advice on establishing adjudication bodies can be found in the Guide to the Code of Conduct.

7. limitation on any dealings with Council staff so that they are confined to the chief executive or identified senior manager only;
8. suspension from committees or other bodies; or
9. an invitation for the Community Board member to consider resigning from the Community Board.

The Community Board, the Council or adjudicative body with delegated authority may decide that a penalty will not be imposed where a respondent agrees to one or more of the following:

- attend a relevant training course;
- work with a mentor for a period;
- participate in voluntary mediation (if the complaint involves a conflict between two Community Board members); and/or
- tender an apology.

The process is based on the presumption that the outcome of a complaints process will be made public unless there are grounds, such as those set out in the Local Government Official Information and Meetings Act 1987 (**LGOIMA**), for not doing so.

13.2 Statutory breaches

In cases where a breach of the Code is found to involve regulatory or legislative requirements, the complaint will be referred to the relevant agency. For example:

- breaches relating to Community Board members' interests (where members may be liable for prosecution by the Auditor-General under the LAMIA);
- breaches which result in the Council suffering financial loss or damage (where the Auditor-General may make a report on the loss or damage under section 44 of the LGA which may result in the Community Board member having to make good the loss or damage); or
- breaches relating to the commission of a criminal offence which will be referred to the Police (which may leave the Community Board member liable for criminal prosecution).

14. Review

Once adopted, a Code continues in force until amended by the Community Board. The Code can be amended at any time but cannot be revoked unless the Community Board replaces it with another Code. As noted above, once adopted, amendments to the Code require a resolution supported by 75 per cent of the members of the Community Board present at a Community Board meeting where the amendment is considered.

The Community Board shall formally review the Code as soon as practicable after the beginning of each triennium. The results of that review will be considered by the Community Board in regard to potential changes for improving the Code.

Appendix A: Guidelines on the personal use of social media

There is a big difference in speaking “on behalf of Community Board or Council” and speaking “about” the Community Board or Council. While your rights to free speech are respected, please remember that citizens and colleagues have access to what you post. The following principles are designed to help you when engaging in **personal or unofficial online** communications that may also refer to your Community Board or Council.

1. **Adhere to the Code of Conduct and other applicable policies.** Council policies and legislation, such as LGOIMA and the Privacy Act 1993, apply in any public setting where you may be making reference to the Council or its activities, including the disclosure of any information online.
2. **You are responsible for your actions.** Anything you post that can potentially damage the Community Board and the Council’s image will ultimately be your responsibility. You are encouraged to participate in the social media but in so doing you must exercise sound judgment and common sense.
3. **Be an “advocate” for compliments and criticism.** Even if you are not an official online spokesperson for the Community Board or the Council, you are one of its most important advocates for monitoring the social media landscape. If you come across positive or negative remarks about the Community Board or the Council or its activities online that you believe are important you are encouraged to share them with the governing body.
4. **Let the subject matter experts respond to negative posts.** Should you come across negative or critical posts about the Community Board or the Council or its activities you should consider referring the posts to the Council’s authorised spokesperson, unless that is a role you hold, in which case consider liaising with the Council’s communications staff before responding.
5. **Take care mixing your political (Community Board) and personal lives.** Community Board members need to take extra care when participating in social media. The public may find it difficult to separate personal and Community Board personas. Commenting online in any forum, particularly if your opinion is at odds with what the Community Board or the Council is doing, can bring you into conflict with the Code should it not be clear that they are your personal views.
6. **Never post sensitive and confidential information** provided by the Community Board or the Council, such as confidential items, public excluded reports and/or commercially sensitive information. Such disclosure will contravene the requirements of the Code.

Community Board members’ social media pages should be open and transparent. When commenting on matters related to the local authority no Community Board members should represent themselves falsely via aliases or differing account names or block. Neither should they block any post on any form of social media that they have control over unless there is clear evidence that the posts are actively abusive. Blocking constructive debate or feedback can be seen as bringing the whole Community Board into disrepute.

Appendix B: Legislation bearing on the role and conduct of Community Board members

This is a summary of the legislative requirements that have some bearing on the duties and conduct of Community Board members. The full statutes can be found at www.legislation.govt.nz.

Local Authorities (Members' Interests) Act 1968

The LAMIA regulates situations where a Community Board member's personal interests impinge or could be seen as impinging on their duties as a Community Board member.

The LAMIA provides that a Community Board member is disqualified from office if that Community Board member or their spouse or partner is concerned or interested in contracts under which payments made by or on behalf of the local authority exceed \$25,000 (inclusive of GST) in any financial year.

There is a limited exception in section 3(3)(j) of LAMIA that provides that Community Board members are not disqualified from office by virtue of that person or that person's spouse or partner being concerned or interested in any contract made by a local authority, if:

- a) the contract, except for any preliminary work associated with it, is to be performed wholly outside the area under the jurisdiction of the Community Board of which that person is a member;
- b) the contract is one in which the Community Board has no jurisdiction or control or which has not been reported on to the local authority by the Community Board; and
- c) neither that person nor that person's spouse or partner is also a member of the local authority that made the contract.

Additionally, Community Board members are prohibited from participating in any Community Board discussion or voting on any matter in which they or their spouse or partner has a pecuniary interest, other than an interest in common with the general public. This includes where a Community Board member, or their spouse or partner, are involved in a company or trust that is "concerned or interested" in a contract or decision or where the company or trust has a pecuniary interest in the decision.

Community Board members may contact the Office of the Auditor-General for guidance as to whether that Community Board member has a pecuniary interest, and if so, may seek an exemption to allow that Community Board member to participate or vote on a particular issue in which they may have a pecuniary interest. The latter must be done before the discussion or vote.

The Council's chief executive may seek approval from the Office of the Auditor-General for contractual payments to Community Board members, their spouses or partners or their companies that exceed the \$25,000 annual limit in special cases.

Failure to observe these requirements could leave the Community Board member open to prosecution under the LAMIA. In the event of a conviction Community Board members will be removed from office.

The website of the Office of the Auditor General contains further guidance on the LAMIA:

www.oag.govt.nz.

Determining whether a pecuniary interest exists

Community Board members are often faced with the question of whether or not they have a pecuniary interest in a decision and if so whether they should participate in discussion on that decision and vote. When determining if this is the case or not the following test is applied:

...whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned. (OAG, 2010)

In deciding whether you have a pecuniary interest, Community Board members should consider the following factors.

- What is the nature of the decision being made?
- Do I have a financial interest in that decision - do I have a reasonable expectation of gain or loss of money by making that decision?
- Is my financial interest one that is in common with the public?
- Do any of the exceptions in the LAMIA apply to me?
- Could I apply to the Office of the Auditor-General for approval to participate?

Community Board members may seek assistance from the Mayor or other person to determine if they should discuss or vote on an issue but ultimately it is their own judgment as to whether they have a pecuniary interest in the decision. Any Community Board member who is uncertain as to whether they have a pecuniary interest is advised to seek legal advice. Where uncertainty exists Community Board members may adopt a least-risk approach which is to not participate in discussions or vote on any decisions.

Community Board members who do have a pecuniary interest will declare the pecuniary interest to the meeting and not participate in the discussion or voting. The declaration and abstention needs to be recorded in the meeting minutes. (Further requirements are set out in the Community Board's Standing Orders.)

Non-pecuniary conflicts of interest

In addition to the issue of pecuniary interests, rules and common law govern conflicts of interest more generally. These rules apply to non-pecuniary conflicts of interest, including common law rules about bias. In order to determine if bias exists or not Community Board members need to ask:

Would a fair-minded observer reasonably think that a member of the decision-making body might not bring an impartial mind to the decision, in the sense that he or she might unfairly regard with favour (or disfavour) the case of a party. (OAG, 2010)

The question is not limited to actual bias, but relates to the appearance or possibility of bias

reflecting the principle that justice should not only be done, but should be seen to be done. Whether or not Community Board members believe they are not biased is irrelevant.

Community Board members should focus be on the nature of the conflicting interest or relationship and the risk it could pose for the decision-making process. The most common risks of non-pecuniary bias are where:

- Community Board members' statements or conduct indicate that they have predetermined the decision before hearing all relevant information (that is, Community Board members have a "closed mind"); and
- Community Board members have a close relationship or involvement with an individual or organisation affected by the decision.

In determining whether or not they might be perceived as biased, Community Board members must also take into account the context and circumstance of the issue or question under consideration. For example, if a Community Board member has stood on a platform and been voted into office on the promise of implementing that platform then voters would have every expectation that the Community Board member would give effect to that promise, however he/she must still be seen to be open to considering new information (this may not apply to decisions made in quasi-judicial settings, such as an resource management hearing).

Local Government Official Information and Meetings Act 1987 (LGOIMA)

The LGOIMA has three main purposes that can be summarised as follows:

- increase the availability of official information to the public and promote the open and public transaction of business at meetings of local authorities;
- provide for proper access by each person to official information relating to that person; and
- protect official information and the deliberations of local authorities to the extent consistent with the public interest and preservation of personal privacy.

Generally, information held by the Council is to be made available unless there is a good reason for withholding (the main grounds for withholding information are set out in sections 6 and 7 of the LGOIMA).

The LGOIMA also sets out a list of meeting procedures and requirements. Meetings are to be publicly notified and open to the public, unless there is good reason for withholding information and excluding the public. Of particular importance for the roles and conduct of Community Board members is the fact that the Chair has the responsibility to maintain order at meetings, but all Community Board members should accept a personal responsibility to maintain acceptable standards of address and debate and should comply with the Council's Code.

No Community Board member should:

- create a disturbance or a distraction while another Community Board member is speaking;
- be disrespectful when they refer to each other or other people; or
- use offensive language about the Community Board, the Council, other Community Board members, any employee of the Council or any member of the public.

The website of the Office of the Ombudsman contains further guidance on the LGOIMA: www.ombudsman.parliament.nz.

Secret Commissions Act 1910 (SCA)

Under the SCA it is unlawful for a Community Board member (or officer) to advise anyone to enter into a contract with a third person and receive a gift or reward from that third person as a result, or to present false invoices/documentation to the Council.

If convicted of any offence under the SCA a person can be imprisoned for up to seven years. A conviction therefore would trigger the disqualification provisions in clause 1 of Schedule 7 of the LGA and will result in the removal of the Community Board member from office.

Crimes Act 1961

Under the Crimes Act it is unlawful for a Community Board member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of Council; and
- use information gained in the course of their duties for their, or another person's monetary gain or advantage.

These offences are punishable by a term of imprisonment of seven years or more.

Financial Markets Conduct Act 2013

The FMCA governs the offer, promotion, issue and sale of financial products, which includes shares, debt securities and derivatives.

If the Community Board or the Council does issue financial products or, in certain cases, sells financial products that it holds, Community Board members will be potentially subject to personal liability for breaches of the offer and other provisions of the FMCA. For example, if investment documents such as a prospectus contain untrue statements.

Health and Safety at Work Act 2015 (HSWA)

The HSWA and its associated regulations comprise New Zealand's key work health and safety legislation. The guiding principle under the HSWA is that workers and other persons should be given the highest level of protection against harm to their health, safety and welfare from work risks as is reasonably practicable.

The HSWA places obligations on Community Board members as 'officers' of the Council (who is a 'person conducting a business or undertaking' or PCUB for the purposes of the HSWA) to exercise due diligence to ensure that the Council is meeting its obligations under the HSWA. While Community Board members are not required to be directly involved with the day-to-day management of health and safety, they are required to take reasonable steps to understand Council's operations and health and safety risks and to ensure that the Council has the appropriate resources and processes to ensure that it is managed in accordance with the HSWA.

This duty does not extend to ensuring that a Council-controlled organisation complies with the HSWA, unless the Community Board member concerned is also an 'officer' (i.e. a director or trustee) of that organisation.

Most officers can be convicted of an offence for failing to meet their due diligence obligations. However, Community Board members, when acting in their capacity as Community Board members, are expressly exempted from prosecution under section 52 of the HSWA.

The Local Government Act 2002

The LGA sets out the general powers of local government, its purpose and operating principles. Provisions directly relevant to this Code include:

Personal liability of Community Board members

Generally speaking, Community Board members are indemnified in respect of their actions as a Community Board member. Section 43 of the LGA provides for this indemnity by the Council in relation to:

- civil liability (both for costs and damages) if the Community Board member is acting in good faith and in pursuance of the responsibilities or powers of the Council; and
- costs arising from any successfully defended criminal action relating to acts or omissions in his or her capacity as a Community Board member.

However, there is a theoretical personal exposure on the part of Community Board members following a report from the Auditor-General under section 44 of the Act, if it is found that one of the following applies:

- money belonging to, or administrable by, the Council being unlawfully expended; or
- an asset being unlawfully sold or otherwise disposed of by the Council; or
- a liability being unlawfully incurred by the Council; or
- the Council intentionally or negligently failing to enforce the collection of money it is lawfully entitled to receive.

If the Auditor-General has made such a report, then that loss is recoverable as a debt due to the Crown (which in turn must be paid back to the Council) from each Community Board member jointly and severally. However, a Community Board member has a defence to such a claim if he

or she can prove that the act or failure giving rise to the loss occurred:

- without the Community Board member's knowledge; or
- with the Community Board member's knowledge but against his or her protest made at or before the time when the loss occurred; or
- contrary to the way the Community Board member voted on the issue at a meeting of the Council; or
- in circumstances where, although being a party to the act or failure to act, the Community Board member acted in good faith and in reliance on reports, statements, financial data, or other information prepared or supplied, or on professional or expert advice given, by any Council officer or professional advisor in relation to matters which the Community Board member believed on reasonable grounds to be within that person's competency.

In certain situation Community Board members will also be responsible for paying the costs of proceedings (section 47 LGA).

Appendix C: Process where a complaint is referred to an independent investigator

Step 1: Chief executive receives complaint

On receipt of a complaint under this Code, the Council's chief executive may refer the complaint to an investigator selected from a panel agreed at the start of the triennium. The members of the panel will be:

- Mayor
- deputy Mayor
- Council's chief executive
- the alternate – where required – may be the Chair of Council's Audit and Risk Subcommittee.

The chief executive will also:

- inform the complainant that the complaint has been referred to the independent investigator and the name of the investigator, and refer them to the process for dealing with complaints as set out in the Code; and
- inform the respondent that a complaint has been made against them, the name of the investigator and refer them to the process for dealing with complaints as set out in the Code.

Step 2: Investigator makes preliminary assessment

On receipt of a complaint the investigator will assess whether:

1. the complaint is frivolous or without substance and should be dismissed;
2. the complaint is outside the scope of the Code and should be redirected to another agency or process;
3. the complaint is non-material; and
4. the complaint is material and a full investigation is required.

In making the assessment the investigator may make whatever initial inquiry is necessary to determine their recommendations, including interviewing relevant parties, which are then forwarded to the Council's chief executive. The investigator has full discretion to dismiss any complaint which, in their view, fails to meet the test of materiality.

On receiving the investigator's preliminary assessment, the chief executive will:

1. where an investigator determines that a complaint is frivolous or without substance, inform the complainant and respondent directly and inform other Community Board members (if there are no grounds for confidentiality) of the investigator's decision; and/or
2. in cases where the investigator finds that the complaint involves a potential

legislative breach and outside the scope of the Code, forward the complaint to the relevant agency and inform the chief executive who will inform the complainant, the respondent and Community Board members of the action.

Step 3: Actions where a breach is found to be non-material

If the subject of a complaint is found to be non-material, but more than frivolous, the investigator will inform the chief executive and, if they choose, recommend a course of action appropriate to the breach, such as;

- that the respondent seeks guidance from the Mayor; and/or
- that the respondent attends appropriate courses or programmes to increase their knowledge and understanding of the matters leading to the complaint.

The chief executive will advise both the complainant and the respondent of the investigator's decision and any recommendations, neither of which are open to challenge. Any recommendations made in response to a non-material breach are non-binding on the respondent, the Community Board and the Council.

Step 4: Actions where a breach is found to be material

If the subject of a complaint is found to be material the investigator will inform the chief executive, who will inform the complainant and respondent. The investigator will then prepare a report for the Community Board on the seriousness of the breach.

In preparing that report the investigator may:

- consult with the complainant, respondent and any affected parties;
- undertake a hearing with relevant parties; and/or
- refer to any relevant documents or information.

On receipt of the investigator's report the chief executive will prepare a report for the Community Board, the Council or adjudicative body with delegated authority, which will meet to consider the findings and determine whether or not a penalty, or some other form of action, will be imposed. The chief executive's report will include the full report prepared by the investigator.

Step 5: Process for considering the investigator's report

Depending upon the nature of the complaint and alleged breach the investigator's report may be considered by the full Community Board or the Council, excluding the complainant, respondent and any other 'interested' Community Board members, or a committee established for that purpose.

In order to avoid any suggestion of bias, a Code of Conduct Committee (consisting of elected members and/or Community Board members) may often be the best mechanism for considering and ruling on complaints. Committees should be established at the start of a triennium with a majority of members selected from the community through either an application process or by

invitation.

The Community Board, the Council or committee will consider the chief executive's report in open meeting, except where the alleged breach concerns matters that justify the exclusion of the public, such as the misuse of confidential information or a matter that would otherwise be exempt from public disclosure under section 48 of the LGOIMA, in which case it will be a closed meeting.

Before making any decision in respect of the investigator's report the Community Board, the Council or committee will give the Community Board member against whom the complaint has been made an opportunity to appear and speak in their own defence. Elected members and Community Board members with an interest in the proceedings, including the complainant and the respondent, may not take part in these proceedings.

The form of penalty that might be applied will depend on the nature of the breach and may include actions set out in clause 13.1 of this Code.

In accordance with this Code the Community Board will agree to implement the recommendations of a Code of Conduct Committee without debate.

REPORT

TO: Malvern Community Board

FOR: Community Board Meeting – 24 November 2019

FROM: Chief Executive

DATE: 8 November 2019

SUBJECT: ROLE AND DELEGATIONS OF THE MALVERN COMMUNITY BOARD

RECOMMENDATION

‘That the Malvern Community Board adopts the document ‘Roles and Delegations of the Malvern Community Board’, as endorsed by Council on 6 November 2019.’

1. **PURPOSE**

The purpose of this report is to allow to the Malvern Community Board to adopt its roles and delegations for the current triennium through to October 2022.

Attached to this report is a document entitled *‘Role and Delegations of the Malvern Community Board’*. These roles and delegations were adopted by the Council at its meeting of 6 November 2019.

2. **HISTORY/BACKGROUND**

Statutorily, Council is required to determine by resolution those delegations that it is to assign to its Community Board.

These delegations have been kept at a high level as there are reasonable assumptions that – by its very nature – having been elected to represent its community, the Malvern Community Board members will, of their own volition, and at the request of the Chair, initiate dialogue with their communities and have input into legislative matters or responses to specific requests from Council as they are determined from time-to-time.

3. **LEGISLATIVE PROVISIONS**

Community boards are established under Section 49 of the Local Government Act 2002.

A community board is a separate legal entity to the Council. Section 51 of the Local Government Act 2002 states that a community board is:

- (a) an unincorporated body
- (b) not a local authority
- (c) not a committee of the relevant territorial authority

4. ROLE OF THE COMMUNITY BOARD

The role of a community Board is specified in Section 52 of the Local Government Act 2002 as follows:

- (a) to represent, and act as an advocate for, the interests of its community
- (b) to consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board
- (c) to maintain an overview of services provided by the territorial authority within the community
- (d) to prepare an annual submission to the territorial authority for expenditure within the community
- (e) to communicate with community organisations and special interest groups within the community
- (f) to undertake any other responsibilities that are delegated to it by the territorial authority

5. DELEGATIONS

Community boards exercise such powers as are delegated to them by the Council (Section 53 of the Local Government Act 2002):

- (i) under Section 53(3) of the Local Government Act 2002, the following functions **cannot** be delegated to a community board:
 - the power to acquire, hold or dispose of property
 - the power to appoint, suspend or remove staff.
- (ii) under Schedule 7, clause 32(1) of the Local Government Act 2002, the following functions **cannot** be delegated to a community board or any other body or person:
 - the power to make a rate
 - the power to make a bylaw
 - the power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan
 - the power to adopt a Long Term Plan, Annual Plan or Annual Report

- the power to appoint a Chief Executive
- the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Council Community Plan or developed for the purpose of the Local Government Statement
- the power to adopt a remuneration and employment policy

In addition, the Council has not delegated to the Malvern Community Board, other than as a recommending body, any matter which has been considered to be of district-wide significance.

- (iii) under Schedule 7, clause 32(3) a committee or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the local authority or by the committee or body or person that makes the original delegation.
- (iv) where a community board is not empowered to act, the Board shall report to the council and make recommendations as required.

6. GENERAL COMMENT

The Malvern Community Board is acknowledged as providing an important link between the Council and the Malvern community.

The overarching principle, regarding delegations, is to invite the community board to have significant input into matters that influence and assist the Council decision-making process.

The delegations following, acknowledge the principle that the Council is the ultimate decision-making authority, and can at any stage, rescind any of the delegations made to the community board.

For the avoidance of doubt, in the event of any potential conflict between policy developed under delegated authority and District Council policy, the District Council policy shall prevail.

When developing delegations of matters to the community board, these delegations shall clearly refer to the role of the Board which will principally be:

- (a) to advise the Council on the local implications of, policies, projects and plans which have impacts for the District and are referred to the board for comment
- (b) to make recommendations on policy matters to Council
- (c) to facilitate public meetings / discussions as part of consultation with the community within the board area
- (d) to perform such other functions as the Council may delegate to the board.

7. OPTIONS

The options available to the Malvern Community Board are to:

- a) elect to adopt the delegations model as endorsed by Council; or
- b) choose not to adopt the model, and in doing so, the Community Board Chair requests that the Chief Executive give consideration to further amendments in conjunction himself, the Mayor and the Council.

8. REVIEW OF ROLES AND DELEGATIONS

The members of the Malvern Community Board have had the opportunity to review their roles and delegations. Following further review by the Chief Executive – in consultation with his management team – some minor amendments were made to ensure the roles and delegations are in line with Council Policy.

A notable addition to the *attached* document is the inclusion of the Yubetsu Sister City relationship which is managed by the Malvern Community Board.

A handwritten signature in black ink, appearing to read 'D Ward', with a large, sweeping flourish underneath.

David Ward
CHIEF EXECUTIVE



ROLE AND DELEGATIONS OF THE MALVERN COMMUNITY BOARD

Adopted by Council on 6 November 2019

1. COMMUNITY DELEGATIONS

Within the Malvern Community Board's area, the Council has a number of management committees for Halls and Reserves. They are responsible for the management oversight to ensure provision of suitable facilities for their community.

The Malvern Community Board is required to make an appointment on behalf of the Council to each of the management and advisory committees in its ward.

In turn, each of the management and advisory committees will be required to forward a copy of its minutes within ten days of each meeting for the information of the Malvern Community Board.

Community advisory committees have limited delegations with staff being delegated the responsibility for ensuring that the annual township projects and maintenance works are undertaken after appropriate consultation. (Note: consultation particularly for maintenance budgets will occur during budget preparation).

2. LONG TERM PLAN AND ANNUAL PLAN

Every third year, the Council is required to prepare a Long Term Plan. In the intervening years, the Council is required to prepare an Annual Plan (budget).

These documents outline the works and services that are going to be undertaken during the period they cover, their cost, and the outcomes that are expected to be achieved.

The Malvern Community Board is **delegated** the responsibility to undertake the following for their ward:

- 2.1 to support the budgetary process by ensuring the management / advisory committees within the Malvern Community Board's area and provide input to Council's budget process.
- 2.2 to make recommendations on priorities for funding to Council for local projects and community issues
- 2.3 to make submissions on draft proposals to Council on programmes and projects in respect of the Long Term Plan and Annual Plan processes
- 2.4 to consult with the community on the draft Long Term Plan and Annual Plan, and provide recommendations to the Council that can be considered within the Long Term Plan and Annual Plan development and submission process.

3. ROADING

The Malvern Community Board is **delegated** the following responsibilities for roading matters within the Malvern Ward:

- 3.1 consultation on the installation of pedestrian crossings on roads
- 3.2 to assist in the management of policies regarding the temporary use and closure of roads, footpaths and Council-owned land for market days, street appeals, stalls and parades and specific events and functions where appropriate
- 3.3 to make recommendations on speed limits
- 3.4 consider and assist, and approve or decline road names within the Board's area.
- 3.5 consultation and approval of the design and location of neighbourhood traffic improvements.

4. RESOURCE MANAGEMENT

Issues surrounding the Resource Management Act either create an impact, or have the potential to create an impact, or are perceived to create an impact on local communities. Input from the Malvern Community Board is important to ensure local issues are appropriately addressed.

The Malvern Community Board is **delegated** the following responsibility:

- 4.1 to make submissions to Council on matters pertaining to the District Plan specific to the Malvern Community Board's area of governance.

5. CIVIL DEFENCE

The Council has obligations under the Civil Defence Emergency Management Act 2002. These obligations include ensuring the community is adequately prepared to meet the challenges of events that will impact on the lives and property of the residents of Selwyn.

It is the responsibility of the Selwyn District Council Civil Defence officer to ensure that the Malvern Community Board members receive appropriate training in this area.

The Malvern Community Board is **delegated** the following role:

- 5.1 to assist the Civil Defence Controller during an emergency event to identify the community priorities for resources within its ward which the Controller can take into account when considering the priority of resource allocation across the District.

6. PROPERTY, PARKS AND RESERVES

The Malvern Community Board has a discretionary fund from which it can provide grants for local organisations to assist them in achieving their objectives.

The Malvern Community Board will provide advice to Council in relation to:

- 6.1 assisting with preparation, review, and change of management plans for reserves (s41 Reserves Act)
- 6.2 recommending to Council the approval of management plans for townships, halls and reserves
- 6.3 preparation, review and change of management plans for parks held under the Local Government Act 2002
- 6.4 having an overview of the temporary use of parks, reserves and Council-owned land for market days, street appeals, and stalls and specific events and functions and monitor their effects.

7. COMMUNITY AWARDS

The Malvern Community Board has a unique position in the community to identify or be advised of individuals who make significant contributions to their community.

Accordingly, the Malvern Community Board is **delegated** responsibility for the granting of community awards in its ward.

8. COMMUNITY DEVELOPMENT

The Council has obligations under the Local Government Act 2002 to promote the social wellbeing of communities for the present, and into the future.

Accordingly, the Malvern Community Board is **delegated** responsibility with regard to community development issues:

- 8.1 To advocate for the community on any issue
- 8.2 To make submissions to any organisation relating to matters of interest to the Malvern Community Board in respect of the Board's area.

9. SISTER CITY RELATIONSHIP

The Malvern Community Board initiated the Sister City relationship with Yubetsu-cho, Hokkaido, Japan.

The focus is primarily education-related with some interest and opportunities in agriculture. Biannually, groups of students, teachers and Council staff from Yubetsu visit Darfield High School. Darfield High School has an annual three month exchange with a student from Darfield and Yubetsu.

The Malvern Community Board will maintain responsibility for the Sister City relationship with Yubetsu. This includes the organization of events, meetings and other such activities involved in the relationship.

REPORT

TO: Malvern Community Board

FOR: Community Board Meeting – 25 November 2019

FROM: Chief Executive

DATE: 12 November 2019

**SUBJECT: MALVERN COMMUNITY BOARD MEMBER REPRESENTATION –
COMMUNITY COMMITTEE SCHEDULE**

RECOMMENDATION

‘That the Malvern Community Board adopts the proposed Malvern Community Board member representation schedule for Community Committees for the 2019-2022 Triennium.’

1. SCHEDULE OF REPRESENTATION

Attached to this report, is a list of proposed representation of Malvern Community Board members for Community Committees within the Malvern Ward.

At today’s meeting, Community Board members will have the opportunity to discuss the attached schedule and make any required modifications prior to its adoption. We will be asking each Committee to nominate their official spokesperson in dealings with Council staff to avoid some of the confusion around who has the authority to speak or act on behalf of Committees that has been experienced in recent years.

From a staff perspective, it is also acknowledged that Committee spokespersons need the contact detail of Council staff members in order that they can directly communicate on behalf of their Committees.

To assist with this, a report will be prepared for the January 2020 meeting, setting out the staff contacts for various Community committee related items including financial matters; management of facilities; and operations and maintenance requirements.

2. MEETING ATTENDANCE

Committee representation requires attendance at assigned Committee meetings. If you are unable to attend any Committee meetings, you are requested to send an alternative in your place.

3. ADJUSTMENT OF SCHEDULE

It is noted that adoption of the schedule does not mean that the Board cannot amend the schedule if required.

A handwritten signature in dark ink, appearing to read "D. Ward", with a large, sweeping flourish underneath.

David Ward
CHIEF EXECUTIVE

Township Committees	Representative	Meeting Schedule
Arthur's Pass Residents Association	Bill Woods	As and when needed
Castle Hill Residents Association	Bill Woods	Every six weeks on a Monday
Coalgate Township Committee	John Morten	3 rd Tuesday of the month
Darfield Community Committee	Ken May	3 rd Thursday of the month
Glentunnel Township Committee	Karen Meares	4 th Monday of the month
Hororata District Citizens Association	John Morten	4 th Tuesday on odd months
Kirwee Community Committee	Judith Pascoe	3 rd Monday of the month
Lake Coleridge Community Committee	Karen Meares	Friday night (bi-monthly)
Sheffield / Waddington Township Committee	Bill Woods	3 rd Thursday (bi-monthly)
Springfield Township Committee	Ken May	1 st Tuesday of the month
Whitecliffs township & Reserve	Karen Meares	2 nd Monday of the month

Hall / Community Centres	Representative	Meeting Schedule
Arthur's Pass Community Centre	Bill Woods	As and when needed
Glenroy Hall Committee	Ken May	3 rd Tuesday of the month
Glentunnel Community Centre	Karen Meares	2 nd Tuesday (bi-monthly)
Hororata Hall	John Morten	3 rd Tuesday of the month
Darfield Recreation Centre & Reserve	Ken May	1 st Monday of the month
Tawera Hall (Springfield)	Ken May	1 st Thursday (bi-monthly)

Reserves & Recreation Areas	Representative	Meeting Schedule
Coalgate / Glentunnel Reserve	Karen Meares	TBC
Courtenay Reserve	Bill Woods	March, June & November
Darfield Recreation Centre & Reserve	Ken May	tbc
Greendale Recreation Reserve & Hall	Judith Pascoe	1 st Tuesday of each quarter
Hororata Reserve Committee	John Morten	1 st Wednesday of the month
Kimberley Recreation Reserve	Judith Pascoe	4 th Tuesday (six monthly)
Kirwee Recreation Reserve	Judith Pascoe	2 nd Monday of each month
Kowai Pass Reserve	Bill Woods	As and when needed
Sheffield Recreation Reserve	John Morten	As and when needed

Windwhistle District Committee	Malvern Board	Annual meeting mid-October
Other		
Malvern Community Arts Council	Judith Pascoe	

COMMUNITY BOARD REPORT

TO: Chief Executive and Malvern Community Board

FOR: Community Board Meeting – 25 November 2019

FROM: Community Board Chair John Morten

DATE: 18 November 2019

SUBJECT: **BOARD REPORT – November 2019**

RECOMMENDATION

‘That the monthly report from the Chairperson r be received, for information.’

General:

New entrance way for Westview Park to start on November 18th

- 1) A reminder to Board Members not to express personal views in the news media that do not clearly identify that its a personal view, not the view of the Malvern Community Board.
- 2) Diary note for members, workshop at 2pm prior to January 27th 2020 Board meeting. Members can request agenda items for consideration.
- 3) 3rd December Volunteers evening at Tai Tapu. Bus leaving Darfield at 5.45pm. Please encourage all your Committees to be represented and join the Malvern provided bus.
- 4) 10th December I am joining the Mayor Sam Broughton for a meeting with NZ police to discuss the suggestion that staff numbers be reduced in Darfield to staff Rolleston Stations to a 24 hour facility
- 5) 11th December. Sicon AGM
- 6) 19th December. MCB. Christmas function at the Oaks, please confirm numbers with Board Secretary

Meetings attended:

14 th. October	MCB. Workshop
17th. October	Darfield Township Meeting
22nd. October	MCB. Workshop, followed by Xmas in the Park meeting
4th November	Xmas in the Park meeting at Westview with Councillors Gallagher and Mugford plus Board Member Karen Meares plus DJ Warren Morrison.
5th. November	Part of team hosting Yubetsu visitors
6th. November	Ken May and I attended the Tawera Hall AGM Discussion about service agreement yet to be signed.

COMMUNITY BOARD REPORT

TO: Chief Executive and Malvern Community Board

FOR: Community Board Meeting – 25 November 2019

FROM: Community Board Member Ken May

DATE: 17 November 2019

SUBJECT: **BOARD REPORT – November 2019**

RECOMMENDATION

'That the monthly report from the Board member be received, for information.'

General:

Attended Darfield Recreation Centre and Reserve monthly meeting and the Tawera Hall Triennial Meeting. Additionally, attended two meetings regarding the Darfield Christmas in the Park event.

Meetings attended:

Darfield Rec. Centre and Reserve Committee	<p>Monday 04 November 2019</p> <ul style="list-style-type: none"> Committee was introduced to Fleur, who is taking on the role of Caretaker and Bookings. Due to the ill health of one of her children, she left early. Discussion of significance was about the recent process around the employment process of the groundsman and the Caretake/Bookings. Obviously there were some issues and it would appear that they weren't one-sided. Further discussion needs to be had to ensure that this situation doesn't reoccur, as Council moves further into the 'control' of Reserves and facilities.
Tawera Hall Triennial AGM, Springfield	<p>Wednesday 07 November 2019 – John Morten in attendance.</p> <ul style="list-style-type: none"> Sian Ellis was elected to the Chair, with David Topp resigning from that position. Concern was expressed about the waste system for the Public Toilets, ongoing issues with unpleasant odours and the state the grounds have been left in, following the installation of the septic tanks and the waste disposal field. We walked out of the hall to inspect the site and we were met by a full-on nose full of human waste. This is unacceptable!
Darfield Christmas in the Park	<ul style="list-style-type: none"> Two meetings with the working Committee to address the issues and progress the show.
Upcoming Mtgs	<ul style="list-style-type: none"> 19 November – Springfield Township Committee (Triennial?)

- | | |
|--|--|
| | <ul style="list-style-type: none">• 21 November – Darfield Township Committee (Triennial?) |
|--|--|



Ken May

COMMUNITY BOARD REPORT

TO: Chief Executive and Malvern Community Board

FOR: Community Board Meeting – 25/11/19

FROM: Community Board Member Karen Meares

DATE: 16/11/19

SUBJECT: **BOARD REPORT – Oct/Nov 2019**

RECOMMENDATION

'That the monthly report from the Board member be received, for information.'

General:

I have attended several sister city functions.

Meetings attended:

Committee Glentunnel Township 30/9 & 28/10 2019	<ul style="list-style-type: none"> • Toilet sign for Joyce reserve • Suggested that township BBQ be combined with Glentunnel school early in new year • Request that the idea of a footpath from township to Joyce reserve be considered, • Is there any funds leftover from recent footpath programme for township?
Committee Whitecliffs township and reserve 9/9 & 14/10/ & 11/11	<ul style="list-style-type: none"> • Collapsed culvert at Tarling reserved has been made safe • Mike Warner attended Oct meeting, discussion on reserve under Selwyn bridge at Whitecliffs • 25th Jan Burger community evening on Tarling reserve • Triennial held on the 11th Nov.
Committee Glenroy Hall 15/10	<ul style="list-style-type: none"> • Group has heard a presentation from Hororata Fire brigade on the scheme of having visit from fire officer advising on placement of smoke alarms. • Visit from Library connector bus. • Need to check hall hire conditions are inline with SDC contracts for insurance purposes.
Windwhistle AGM 17/10/19	<p>Community is active and revolves around the school community. Good discussion on community activities. Updating SDC agreements with reserves.</p> <p>Discussion on looking after farming community for mental health and well being.</p>

Malvern Community Board Report

To: Chief Executive
For: Malvern Community Board – 25 November 2019
Date: 12 September 2019
Subject: **Portfolio Report**

Congratulations to the members of the newly sworn-in Malvern Community Board. I am looking forward to the next three years and to working together for the betterment of the Malvern Community.

Kirwee Reserve Management Committee Meeting and Triennial Meeting – 11 November 2019

- The Committee has requested that rentals for the users of the Reserve not be increased this year, as suggested by Council, due to the disruption to activities that will be caused by the ongoing development of the Reserve.
- Quote accepted from Sicon for the repair of the potholes at the entrance to the Reserve.
- Electrical plan to be done for the Reserve to accommodate the new layout.
- A committee of 11 formed at the Triennial Meeting.

Darfield Xmas in the Park

- To be held on Sunday 8 December, 3pm to 5pm at Westview Park.
- Organisation and advertising underway.

Judith Pascoe

COMMUNITY BOARD REPORT

TO: Malvern Community Board

FOR: Community Board Meeting – 25 November 2019

FROM: Chief Executive

DATE: 8 November 2019

SUBJECT: MANAGER’S REPORT – NOVEMBER 2019

RECOMMENDATION

‘That the Malvern Community Board receives the Manager’s Report – November 2019, for information.’

1. DARFIELD TRIAL BUS SERVICE TO CONTINUE

The following information comes from a recent Environment Canterbury:

‘In July, Environment Canterbury confirmed that the trial commuter bus services in Darfield and Leeston would continue through until the end of October 2019, after funding was made available through the Annual Plan process. It has now been confirmed that the Darfield service will continue until at least June 2020, however options for the Leeston service beyond the end of the calendar year are being considered.

The Darfield service has continued to be well supported by the community with consistent usage and will continue until at least June 2020. As part of the next Annual Plan process, funding of the service longer-term will be considered to allow it to remain, provided the sustained usage continues.’

Environment Canterbury has said that Leeston continues to struggle in its current form but that would like to consider what other options there might be before calling time on the service. The period until December allows them the time to do this.

Please continue to encourage your constituents to continue to utilise these services.

2. EXECUTIVE LEADERSHIP TEAM ATTENDANCE AT 2020 MALVERN COMMUNITY BOARD MEETINGS

During today’s Malvern Community Board meeting, members considered the meeting schedule for the 2020 calendar year. Set out below is the proposed attendance by Executive Leadership Team (ELT) members for each meeting.

MEETING DATE	VENUE	ELT member
Monday 27 January	Darfield	David Ward
Monday 24 February	Arthur's Pass	David Ward
Monday 23 March	Darfield	Denise Kidd
Tuesday 28 April	Darfield	Stephen Hill
Monday 25 May	Sheffield	Murray Washington
Monday 22 June	Darfield	David Ward
Monday 27 July	Darfield	David Ward
Monday 24 August	Glenroy	Douglas Marshall
Monday 28 September	Darfield	Denise Kidd
Tuesday 27 October	Darfield	Murray Washington
Monday 23 November	Lake Coleridge	Douglas Marshall

3. SELWYN DISTRICT COUNCIL SIGNS ACCESSIBILITY CHARTER

Selwyn District Council has become the first local government authority in New Zealand to produce its own accessibility charter with Mayor Sam Broughton signing the Te Arataki Taero Kore Accessible Selwyn Charter at a ceremony on Monday 4 November, attended by disability groups and organisations. Also present was Anne Hawker, Principal Disability Advisor to the Ministry of Social Development who acknowledged Council's lead in being the first to sign a Charter.

Also presented at the signing of the Charter were representatives from groups including IHC, Selwyn Launch Group, Waitaha School, Rolleston Star Jam, New Zealand Disability Advisory Group, Deaf Aotearoa, Brackenridge, New Zealand Sign Language Interpreters and Aspire Canterbury.

The Charter is based on the Ministry of Social Development's Accessibility Charter launched last year, and has been adapted to meet the needs of Selwyn.

The charter and the Council's Accessibility Action Plan was adopted at the same time, and signals Council's ongoing commitment to all Selwyn residents.

The charter commits the Council to working in four key areas of leadership, education, technical expertise and health and wellbeing. It sets a path for the Council to build on steps it has already taken in accessibility, such as equipment and classes at the Selwyn Aquatic Centre to assist people with access to the pool.

The design of the Rolleston Town Centre and Te Ara Ātea also includes accessibility elements including parking space, wayfinder markers for people with visual impairments, sensory features and a quiet room.

4. SELWYN YOUTH COUNCIL ELECTIONS OPEN

For the information of Board members and their communities, applications for the 2020/21 Selwyn Youth Council are currently open with young people between 14 and 24 years of age living Selwyn being encouraged to apply.

The Youth Council is made up of 12 young people who are passionate about making a positive difference for young people in Selwyn. This year the Youth Council ran a number of youth-focused BOOST events, including BOOST Skate and BOOST Spook. Members also made public submissions to the full Council on issues affecting youth, hosted the 'What do YOUTH think' survey to gather young people's views on the district, and took part in the monthly citizenship ceremony.

The Youth Council makes a valuable difference and has become a very active part of making Selwyn a great place to live. The Council provides many opportunities to speak up for youth and be heard by the district's leaders.

If there are any members of your communities who may be interested in put their name forward for Youth Council elections, please forward them to Council's website for information and forms. Applications close Saturday 30 November 2019.

5. COUNCIL FINANCIAL PROCEDURES

Good procurement decisions and practices play an important role in making Council successful. Effective internal systems, up-to-date and easily visible costs including commitments, and meaningful reporting capability support good procurement practices and help maintain effective control of expenditure.

Any procurement by the Board must be in accordance with Council's financial delegations and valid purchase orders must be raised for all goods and services prior to purchase. When the total value of a contract is known, a purchase order should be raised for the full amount.

Should you need to purchase anything on behalf of the Board for an existing supplier please ensure you contact the Board Secretary so that a purchase order can be raised prior to making any purchase.

For any suppliers not in Council's Electronic Purchase Order system, a new supplier application form must be completed. This form must be completed, authorised and supplied to accounts payable prior to goods or services being ordered from a new supplier and at least 5 days prior to a payment run. These forms can be sourced from Council's Accounts department.

6. 2020 ELECTED MEMBER MEETING CALENDAR

For the information of Malvern Community Board members, and the public, *attached* to this report is a copy of the recently adopted 2020 Council meeting schedule.

7. COUNCILLOR APPOINTMENT FOR THE 2019-2022 TRIENNIUM

For the information of Malvern Community Board members, and the public, *attached* to this report is a copy of the recently adopted 2019 – 2022 Triennium Councillor internal and external appointments.

A handwritten signature in black ink, appearing to read 'D Ward', with a large, sweeping flourish underneath.

David Ward
CHIEF EXECUTIVE

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JANUARY	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri			
	HOL	HOL																									MCB		COU4					
FEBRUARY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29					
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat					
					A&R	HOL						DAP							DAP					MCB		DAP								
					BRIEF	CIT						COU2							DPR							COU4								
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MARCH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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				A&R	R&P	R&P						DAP				ZONE	ZONE	DPR							COU4					MCB				
				DPR								COU2						RESV								CIT								
APRIL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu				
	A&R							COU2			HOL	HOL	HOL	HOL		RESV							COU4				HOL	MCB						
	DPR																						CIT											
										PROPOSED COUNCILLOR RECESS																								
MAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
						A&R							DAP	COU2	DAP HEARING				DAP DELIB						MCB		COU4							
						BRIEF							HEAR															CIT						
JUNE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue				
	HOL			A&R	R&P	R&P					COU2						RESV								COU4					MCB				
				BRIEF																					CIT									
JULY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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	A&R								COU2							RESV	LGNZ	LGNZ	LGNZ								MCB							
	BRIEF																						COU4											
						PROPOSED COUNCILLOR RECESS																												
AUGUST	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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						BRIEF																					CIT							
SEPTEMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
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			A&R							COU2							RESV								COU4				MCB					
																						</												

Audit and Risk Subcommittee (1 st Wed) Commencing at 9.30am A&R	Councillor Briefing (1 st Wed) Commencing at approx. 1.00pm BRIEF	Council Meeting (2 nd Wed of month) Commencing at 1.00pm COU2	Council Reserve day (3 rd Wed of month) Commencing no earlier than 9.30am RESV	Council Meeting (4 th Wed of month) Commencing @ 1.00pm COU4	Citizenship Ceremony (4 th Wed of month) CIT	Malvern Community Board (4 th Mon) MCB	District Plan Review Meeting: DPR	2020 / 2021 DRAFT ANNUAL PLAN DAP Consultation Doc Adoption: 26/3 Adoption of Annual Plan: 24/6
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LGNZ Conference: LGNZ	Zone 5 & 6 Meeting: ZONE	Rural & Provincial R&P	Public Holidays: HOL	PROPOSED COUNCILLOR RECESS	SUGGESTED COUNCIL MEETING BUSINESS SPLIT			
COUNCIL MEETING 2 (COU2)	Mayoral Office, Community Services and Facilities, Environmental and Regulatory Services, Five Waters				COUNCIL MEETING 4 (COU4)	Finance, Transportatation, Solid Waste, Property (incl Major Projects), Commercial Transactions, Chief Executive Office		

COUNCILLOR APPOINTMENTS

2019 - 2022 APPOINTMENTS	APPOINTEE
Internal Committee Appointments	
Council Executive	Mayor and two Councillors
Audit and Risk Committee	Cr Murray Lemon (Chair), Cr Bob Mugford, Cr Nicole Reid, Cr Shane Epiha, Cr Debra Hasson, and one independent member
Creative NZ Arts Assessment Committee	Cr Jeff Bland
SPARC Rural Travel Fund	Cr Bob Mugford, Cr Shane Epiha, and Cr Mark Alexander
Community Fund Distribution	Cr Shane Epiha, Cr Jeff Bland, Cr Malcolm Lyall and Cr Jenny Gallagher
District Plan Committee	Tim Harris (Chair), Mayor and all Councillors, two Rūnanga representatives, and an Environment Canterbury representative
District Plan Hearing (Councillor member to join independent and Rūnanga representatives to be confirmed)	Either one of Cr Mark Alexander; Cr Debra Hasson; or Cr Malcolm Lyall
Representation Review Committee	Mayor Sam Broughton, Cr Mark Alexander, Cr Grant Miller, Cr Jenny Gallagher, and Cr Shane Epiha
SDC Youth Council	Cr Shane Epiha and Cr Sophie McInnes
Citizenship Ceremonies	Mayor Sam Broughton, Deputy Mayor (Cr Malcolm Lyall), plus two Councillors on rotation
External Committee Appointments	
Animal Ethics	Cr Bob Mugford
Canterbury Civil Defence Emergency Management Group Joint Committee	Mayor Sam Broughton
Canterbury Joint Waste Committee	Cr Grant Miller
Canterbury Landfill Joint Committee	Cr Grant Miller
Canterbury Neighbourhood Support	Cr Debra Hasson
Canterbury Museum Trust Board	Mr Michael McEvedy until a new appointment is confirmed
Canterbury Regional Pest Management	Cr Bob Mugford
Canterbury Sports Foundation	Cr Mark Alexander
Central Plains Water Trust Joint Standing Committee	Cr Murray Lemon and Cr Bob Mugford

2019 - 2022 APPOINTMENTS	APPOINTEE
Christchurch Little River Rail Trust	Cr Nicole Reid
Christchurch West Melton Zone Water Management	Cr Sophie McInnes
Coleridge Habitat Trust	Cr Bob Mugford
Ellesmere Heritage Trust	Cr Shane Epiha
Ellesmere Reserve Board	Cr Shane Epiha and Cr Murray Lemon
Environment Canterbury Biosecurity Advisory Group	Central – Cr Bob Mugford; and Banks Peninsula – Cr Jeff Bland
Greater Christchurch Partnership	Mayor Sam Broughton, Cr Malcolm Lyall and Cr Sophie McInnes
Greater Christchurch Public Transport Joint Committee	Cr Nicole Reid
Hazardous Waste Working Party	Cr Grant Miller
LGNZ Rural and Provincial / Zone 5 delegation	Mayor, Chief Executive, and up to three Councillors (per meeting)
McLean Institute (Mayoral Appointment)	Mayor Sam Broughton
Malvern Community Board	Cr Bob Mugford and Cr Jenny Gallagher
Passenger Transport Advisory Group	Cr Nicole Reid
Pest Free Banks Peninsula Project Oversight	Cr Jeff Bland
Regional Land Transport Committee	Mayor Sam Broughton
Selwyn/Ashburton Rep on CWMS Regional Committee	Cr Jeff Bland
Selwyn Heritage Fund	Cr Bob Mugford and Cr Jeff Bland
Selwyn Natural Environment Fund (SNEFund)	Cr Murray Lemon, Cr Malcolm Lyall, and Cr Nicole Reid
Selwyn Waihora Zone Water Management	Cr Nicole Reid
Summit Road Protection Authority	Cr Jeff Bland
Summit Road Society	Cr Jeff Bland
Te Puna Wai o Tuhinapo Community Liaison Committee	Cr Sophie McInnes and Cr Shane Epiha

2019 - 2022 APPOINTMENTS	APPOINTEE
<i>ECan Land Drainage</i>	
* Rakaia	Cr Murray Lemon
* Selwyn River	Cr Debra Hasson
* Halswell	Cr Malcolm Lyall
* Lake Ellesmere	Cr Shane Epiha
* Waimakariri/Eyre/Cust River Protection	Cr Sophie McInnes

REPORT

TO: Chief Executive

FOR: Malvern Community Board Meeting – 25 November 2019

FROM: Accounting Officer

DATE: 5 November 2019

SUBJECT: Request for a Grant – Pioneers of Canterbury Masters Marching Team

1. RECOMMENDATION

'That the Malvern Community Board grant \$188.00 from the Malvern Ward Discretionary Fund to the Pioneers of Canterbury Masters Marching Team to assist one member resident in the Malvern Ward with the costs of competing in the New Zealand Marching Championships to be held in Auckland from 23-29 March 2020'

2. PURPOSE

This report is to assist with the decision making process for this application.

3. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

Complies with policy. Low significance.

4. HISTORY/BACKGROUND

The Pioneers of Canterbury Masters Marching Team will be attending the New Zealand Marching Championships, to be held in Auckland from 23-29 March 2020, to compete in the masters division.

To be eligible to attend the national championships the team will compete in the South Island Marching Championships to be held on 15 December 2019.

The team comprises twenty six members, eight of whom reside in Selwyn District

Three reside in Selwyn Central Ward, three in Springs Ward, one in Ellesmere Ward and one in Malvern Ward.

The total cost for the team to attend is estimated to be \$18,160.00. This includes airfares, transport, accommodation, entry fee and food.

Team fundraising has been undertaken through a show involving a hypnotist raising \$3,500.00

A grant of \$3,021.00 is sought.

Team members will meet the balance of costs.

The standard grant for applications involving teams of three or more is \$1,500.00.

Based on the eight members resident in Selwyn District members this works out at \$188.00 per member.

Staff therefore recommend a grant of \$564.00 from the Selwyn Central Ward Discretionary Fund for three members, \$564.00 from the Springs Ward Discretionary Fund for three members, \$188.00 from the Ellesmere Ward Discretionary Fund for one member and \$188.00 from the Malvern Ward Discretionary fund for one member.

A report recommending this will be considered by the Springs and Ellesmere Discretionary Funds Committee at its meeting on 20 November 2019 and the Selwyn Central Discretionary Funds Committee also on 20 November 2019.

5. RELEVANT POLICY/PLANS

Complies with the General Criteria for grants.

6. VIEWS OF THOSE AFFECTED/CONSULTATION

Not applicable to this report.

7. RELEVANT POLICY/PLANS

Not applicable to this report.

8. COMMUNITY OUTCOMES

Benefits personal development and marching skills.

9. NEGATIVE IMPACTS

Not applicable to this report.

10. LEGAL IMPLICATIONS

Not applicable to this report.

11. FUNDING IMPLICATIONS

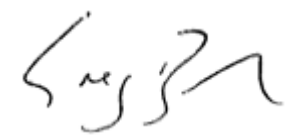
Any funding granted will come from the Malvern Ward Discretionary Fund. A financial report for this fund is attached to the agenda.

12. HAS THE INPUT/IMPACT FROM/ON OTHER DEPARTMENTS BEEN CONSIDERED?

Not applicable.

ENDORSED FOR AGENDA

Stuart Westoby
ACCOUNTING OFFICER



Greg Bell
GROUP MANAGER CORPORATE SERVICES

REPORT

TO: Chief Executive

FOR: Malvern Community Board Meeting – 20 November 2019

FROM: Accounting Officer

DATE: 13 November 2019

SUBJECT: Request for a Grant – Selwyn School of Dance
Evolution 2020 Team

1. RECOMMENDATION

'That the Malvern Community Board grant \$71.00 from the Malvern Ward Discretionary Fund to the Selwyn School of Dance, Evolution 2020 team to assist one member resident in the Malvern Ward with the costs of attending the Evolution Dance Competition to be held on the Gold Coast Australia from 7-11 January 2020'

2. PURPOSE

This report is to assist with the decision making process for this application.

3. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

Complies with policy. Low significance.

4. HISTORY/BACKGROUND

Selwyn School of Dance is based in Rolleston. It provides opportunities for students to learn various dance techniques. Students have progressed to perform with the Royal New Zealand Ballet and to train and compete internationally.

A team is being sent to attend the Evolution Dance Competition to be held on the Gold Coast, Australia. The competition involves teams from across Australia and New Zealand and aims to provide opportunities to showcase and improve dance skills in a competitive environment.

Teams qualified to attend following a series of regional competitions.

The team comprises twenty three members of whom sixteen reside in Selwyn Central Ward, three in Springs Ward, one in Ellesmere Ward, one in Malvern Ward and two in Ashburton.

The total cost for the team and accompanying parents to attend is estimated to be \$45,003.00. This includes transport, accommodation and costumes.

Team fundraising is being undertaken through various means. \$1,391.00 has been raised to date, however further activities are still to be undertaken.

A grant of \$5,000.00 is sought. Parents of team members will meet the balance of costs.

The standard grant for applications involving teams of three or more is \$1,500.00.

Based on twenty one members this works out at \$71.00 per member.

Staff therefore recommend a grant of \$1,136.00 from the Selwyn Central Ward Discretionary Fund for sixteen members, \$213.00 from the Springs Ward Discretionary Fund for three members, \$71.00 from the Ellesmere Ward Discretionary Fund for one member and \$71.00 from the Malvern Ward Discretionary fund for one member.

Reports recommending this were considered by the Selwyn Central Discretionary Funds Committee and the Springs and Ellesmere Discretionary Funds Committee at their meetings held on 9 October 2019.

5. RELEVANT POLICY/PLANS

Complies with the General Criteria for grants.

6. VIEWS OF THOSE AFFECTED/CONSULTATION

Not applicable to this report.

7. RELEVANT POLICY/PLANS

Not applicable to this report.

8. COMMUNITY OUTCOMES

Benefits personal development and dancing skills.

9. NEGATIVE IMPACTS

Not applicable to this report.

10. LEGAL IMPLICATIONS

Not applicable to this report.

11. FUNDING IMPLICATIONS

Any funding granted will come from the Malvern Ward Discretionary Fund. A financial report for these funds is attached to the agenda.

12. HAS THE INPUT/IMPACT FROM/ON OTHER DEPARTMENTS BEEN CONSIDERED?

Not applicable.

ENDORSED FOR AGENDAA handwritten signature in black ink, appearing to read 'Stuart Westoby', with a stylized, flowing script.

Stuart Westoby
ACCOUNTING OFFICER

A handwritten signature in black ink, appearing to read 'Craig Moody', with a stylized, flowing script.

Craig Moody
ACCOUNTING MANAGER

REPORT

TO: Chief Executive

FOR: Malvern Community Board Meeting – 25 November 2019

FROM: Accounting Officer

DATE: 13 November 2019

SUBJECT: Request for a Grant – Sophie Townsend

1. RECOMMENDATION

'That the Malvern Community Board grant \$500.00 from the Malvern Ward Discretionary Fund to Sophie Townsend to assist with the costs of representing the South Island Showjumping Team at the annual showjumping competition between Victoria and the South Island held in Werribee, Australia from 5-6 October 2019'

2. PUBLIC EXCLUDED REASONING

Not applicable to this report.

3. PURPOSE

The purpose of this report is to provide information to assist with the decision to recommend a grant.

4. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT

No significance issues identified.

5. HISTORY/BACKGROUND

Sophie Townsend resides in the Malvern Ward.

Sophie was selected as a member of the South Island Showjumping team to compete in the annual showjumping competition between Victoria and the South Island held in Werribee, Australia from 3-7 October 2019 .

Sophie is seeking a grant to assist with the cost of airfares. These were estimated to be \$900.00 comprising Sophie's airfares and a portion of the airfares for the accompanying coaches and Manager.

Fundraising was undertaken through sales of raffle tickets and a training day donation. \$300.00.00 was raised.

Sophie's parents will meet any balance of costs.

A grant of \$600.00 is sought.

6. PROPOSAL

The standard grant for individuals is \$500.00.

Staff support a grant being made as participation in the championships will enhance Sophie's personal development and showjumping skills.

A grant of \$500.00 is therefore recommended.

The application is being considered after the event has taken place due to it being received after the closing date for the September meeting agenda.

Staff believe, however, the application should be accepted for consideration of a grant.

7. OPTIONS

Not applicable.

8. VIEW OF THOSE AFFECTED/CONSULTATION

Not applicable.

9. RELEVANT POLICY/PLANS

This decision is in accordance with discretionary funding policy.

10. COMMUNITY OUTCOMES

Benefits personal development and improves showjumping skills.

11. LEGAL IMPLICATIONS

Not applicable.

12. FUNDING IMPLICATIONS

Any funding granted will come from the Malvern Ward Discretionary Fund. A financial report for this fund is attached to the agenda.

13. HAS THE INPUT/IMPACT FROM/ON OTHER DEPARTMENTS BEEN CONSIDERED?

Not applicable.

ENDORSED FOR AGENDA



Stuart Westoby
ACCOUNTING OFFICER



Craig Moody
ACCOUNTING MANAGER

Malvern Community Board 2019/20 Discretionary Fund

Funding allocated for 2019/20 Financial year

\$14,594.00

Carried Forward from 2018/19

\$6,600.00**Total Available****\$21,194.00**

Date	Name of Applicant	Grant Description	Value of Grant	
22-Jul-19	Darfield High School	French exchange trip to New Caledonia, November 2019	\$1,500.00	\$19,694.00
23-Sep-19	Malvern Miniature Rifle Assn	2 members of Darfield High School Shooting team to attend NZ Secondary Schools Shooting Champs 26-30 Sept 2019	\$346.00	\$19,348.00
	Hororata School 150th Jubilee Cttee	Permanent flagpole site	\$500.00	\$18,848.00
25 November 2019 Applications				
	Pioneers of Canterbury Masters Marching Team	NZ Marching Champs, Auckland, 23-29 March 2020	\$188.00	
	Selwyn School of Dance Evolution 2020 Team	Evolution Dance competition, Gold coast, Australia, 7-11 January 2020	\$71.00	
	Sophie Townsend	Representing South Island at showjumping competition , Weribee, Australia, 5-6 October 2019	\$500.00	
Total			\$759.00	
Balance at date of this report				\$18,089.00

COMMUNITY COMMITTEES

Meeting Dates and Minutes Received

AS AT 18 NOVEMBER 2019

Township Committees	MCB Rep	Meeting Date	Status
Arthur's Pass Residents Association	Bill Woods	25 March 2019	Received
		25 May 2019	Received
		11 May 2019 AGM	Received
		7 September 2019	Received
		26 October 2019 (draft)	Received
Castle Hill Residents Association	Bill Woods	11 February 2019	Received
		2 March 2019 AGM	Received
		25 March 2019	Received
		29 April 2019	Received
		3 June 2019	Received
		7 July 2019	Received
		16 September 2019	Received
Coalgate Township	John Morten	26 February 2019	Received
		26 March 2019	Received
		23 April 2019	Received
		28 May 2019	Received
		25 June 2019	Received
		27 August 2019	Received
		22 October 2019	Received
Darfield Township Committee	Ken May	18 October 2018	Received
		15 November 2018 <i>(rec March 2019)</i>	Received
		21 February 2019	Received
		21 March 2019	Received
		18 April 2019	Received
		16 May 2019	Received
		20 June 2019	Received
		15 August 2019	Received
		19 September 2019	Received
Glentunnel Township	Karen Meares	26 November 2018	Received
		28 January 2019	Received
		25 February 2019	Received
		25 March 2019	Received
		29 April 2019	Received
		27 May 2019	Received

		26 August 2019	Received
		30 September 2019 (notes only, no quorum)	Received
		28 October 2019	Received
Glentunnel Museum Committee	Karen Meares	18 October 2018	Received
		17 January 2019	Received
		21 February 2019	Received
		21 March 2019	Received
		23 May 2019 (AGM)	Received
		13 June 2019	Received
		18 July 2019	Received
		19 September 2019	Received
		17 October 2019	Received
Hororata District Citizens Association	John Morten	27 November 2018	Received
		22 January 2019	Received
		26 March 2019	Received
		27 May 2019	Received
		23 July 2019	Received
Kirwee Community Committee	Judith Pascoe	28 January 2019	Received
		18 February 2019	Received
		18 March 2019	Received
		15 April 2019	Received
		20 May 2019	Received
		17 June 2019	Received
		15 July 2019	Received
		19 August 2019	Received
		16 September 2019	Received
		21 October 2019	Received
Sheffield/Waddington Township (and Hall)	Bill Woods	February 2019	Received
Springfield Township & Domain	Ken May	4 December 2018	Received
		5 February 2019	Received
		5 March 2019	Received
		5 April 2019	Received
		4 June 2019	Received
		2 July 2019	Confirmed
		6 August 2019	Received
		3 September 2019	Received

Whitecliffs Township & Reserve	Karen Meares	10 December 2018	Received
		11 February 2019	Received
		4 March 2019	Received
		8 April 2019	Received
		13 May 2019	Received
		10 June 2019	Received
		14 August 2019	Received
		9 September 2019	Received
		14 October 2019	Received
		11 November 2019	Received
		14 November 2019 (triennial)	Received
Windwhistle District Society Inc	Malvern Board	Annually mid-October	
Hall & Community Centres	MCB Rep	Meeting Date	Status
Arthur's Pass Community Centre Inc	Bill Woods	As and when needed	
Glenroy Hall / Community Centre	Karen Meares	15 January 2019	Received
		19 March 2019	Received
		21 May 2019	Received
		16 July 2019	Received
		20 August 2019	Received
		15 October 2019	Received
Glentunnel Community Centre	Karen Meares	20 November 2018	Received
		15 January 2019	Received
		19 March 2019	Received
		21 May 2019	Received
		19 June 2019	Received
		16 July 2019	Received
		17 September 2019	Received
		12 November 2019	Received
Lake Coleridge Community Committee	Karen Meares	8 March 2019	Received
		24 May 2019	Received
		19 July 2019	Received
		13 September 2019	Received
Sheffield/Waddington reserve Board	Bill Woods	6 December 2018	Received
		21 February 2019	Received
		11 April 2019	Received
		15 August 2019	Received

		4 September 2019	Received
Tawera Memorial Hall (Springfield)	Ken May	6 March 2019	Received
		1 May 2019	Received
		3 July 2019	Received
		4 September 2019	Received
Reserves & Recreation Areas	MCB Rep	Meeting Date	Status
Coalgate/Glentunnel Reserve	Karen Meares	5 February 2019	Received
		2 April 2019	Received
		4 June 2019	Received
		20 August 2019	Received
		1 October 2019	Received
Courtenay Reserve	Bill Woods		
Darfield Recreation Centre & Reserve	Ken May	5 November 2018	Received
		4 February 2019	Received
		4 March 2019	Received
		1 April 2019	Received
		6 May 2019	Received
		4 June 2019	Received
		5 August 2019	Received
		7 October 2019	Received
Greendale Recreation Reserve & Hall	Judith Pascoe	4 December 2018	Received
		5 March 2019	Received
		28 May 2019	Received
		3 September 2019	Received
Hororata Reserve Management	John Morten	5 December 2018	Received
		13 February 2019	Received
		3 April 2019	Received
		6 June 2019	Received
		7 August 2019	Received
		2 October 2019	Received
Kimberley Reserve and Hall Committee	Judith Pascoe	22 November 2018	Received
		28 February 2019	Received
		23 May 2019	Received
		22 August 2019	Received

Kirwee Recreation Reserve	Judith Pascoe	10 December 2018	Received
		11 February 2019	Received
		11 March 2019	Received
		8 April 2019	Received
		13 May 2019	Received
		10 June 2019	Received
		8 July 2019	Received
		12 August 2019	Received
		9 September 2019	Received
		14 October 2019	Received
		11 November 2019 (<i>draft & Triennial</i>)	Received
Kowai Pass Reserve	Bill Woods	As and when needed	
Sheffield Recreation Reserve Committee	John Morten	As and when needed	

MATTERS ARISING FROM COMMUNITY COMMITTEE MINUTES
For minutes received up to 11 November 2019

Meeting	Matters Arising	Status / Update
<i>Township Committees</i>		
Castle Hill Citizens – 16 September 2019	Moved Fiona / Seconded Anna <i>‘That the Committee request Selwyn District Council to remove identified trees in S.E. reserve.’</i>	<i>Confirmed trees have been removed. Reserves Management Plan status: The CHC are going to undertake further consultation amongst residents on aspects of the draft Plan (over December). Following this, the Plan will be finalised and available for circulation.</i>
Coalgate Township – 22 October 2019	Moved Craig Moody / Seconded Mick Cowles <i>‘That the Coalgate Township Committee approve that a purchase order be obtained from Darfield Four Square up to the value of \$250 to come out of Discretionary Funds, for the purchase of food and incidentals for the Township Christmas party.’</i>	<i>Staff will generate a purchase order number for the Committee.</i>
Glentunnel Township – 28 October 2019	Toilet signs at Joyce Reserve – no signs evident at this stage	<i>Council will consider indicative signage to encourage public to use main toilets down the road.</i>
	There is no footpath access to Joyce Reserve. At this stage children and parents with small children are having to walk on the road to access the Reserve which is very dangerous. Council need to look into this urgently.	<i>Staff understand this is referring to a section of footpath just past the museum that merges with the road, not currently designated footpath as such, the site will need to be assessed to determine what path linkage can be done.</i>
Whitecliffs Township & Domain – 9 September 2019	Moved Sue Wragg / Seconded Alistair McLean <i>‘That the Whitecliffs Township and Domain Committee support the community initiative in creating a walkway / cycle way on private land on the area of Breakneck corner.’</i>	<i>Noted for information.</i>
<i>Hall & Community Committees</i>		

Coalgate Glentunnel Reserve Management Committee – 1 October 2019	Moved Bev Kelly / Seconded Craig Moody <i>‘That the Coalgate Glentunnel Reserve Management Committee purchase suitable replacement natives.’</i>	<i>A purchase Order will be issued for planting but now outside planting season, from April next year is best for plant establishment. Council reserves staff will be in contact with committee to discuss planting plan.</i>
	South Malvern Cricket Club broken toilet needs to be fixed	<i>Staff will investigate the repair of the toilet</i>
	Mowing of the Glentunnel Reserve and cricket pitch – cricket club claim mowing is irregular and poor and needs to be kept on top of as competition cricket starts middle October	<i>Committee and SICON staff are in contact, additional mowing has been arranged</i>
Kirwee Recreation Reserve – 14 October 2019 and 11 November (draft)	Moved Raymond Williams / Seconded Gary Feast <i>‘That Ray Grigg spray the fields with appropriate broad leaf spray.’</i> Moved Adrienne Begg / Seconded Paul Robinson <i>‘That the tree which is out the front of the Tennis Courts be removed by Tailored Trees.’</i>	<i>Spraying needs to be undertaken by one of our approved contractors, Craig has been using Arecore services, very good pricing and work. Will arrange if needed.</i> <i>Tailored Trees is one of Council’s preferred contractors and being used increasingly by Rec Reserve Committees – With Tony Armstrong (an arborist from CCC) as part of the Committee Council staff believe there will be sufficient assessment and approval from him as well. Council has no issues with removing the trees.</i>
	Moved Raymond Williams / Seconded Glenn Sparrow <i>‘That the Committee get Sicon for repairs and maintenance in driveway (fill pot holes).’</i>	<i>This has been dealt with – refer purchase order number 145407.</i>
	Moved Glenn Sparrow / Seconded Adrienne Begg <i>‘That those Kirwee Players who have already had an increase in club rent and have paid this, that this be refunded.’</i> If this can’t be done SDC to advise what can be done	<i>There will be a minor adjustment in terms of a reduction in fees which will occur with rent invoicing for the next year</i>

ARTHUR'S PASS ASSOCIATION

Minutes of the Meeting held on

Saturday 7 September 2019 at 2pm.

Present: Richard Holyoake (Chairperson), Peter Neale, Kerry Pauling, Chris Hitch, Krissi Sullivan, Helen Hamblin, Chris Stewart, Sean Crawford, and Maria Connolly (Secretary)

Apologies: Jenny Gallagher, Jamin Barkley and Fred Shaw.

Minutes: May 25, 2019 minutes.

It was moved the Minutes of the 25 May 2019 meeting be taken as read and accepted as a true and accurate record:

Moved: Chris Hitch

Seconder: Krissi Sullivan

Carried.

Welcome to Kerry Pauling, who has been on the SDC Community Board for several years and is now standing for Council. He farms in Springfield. Kerry is attending this meeting to find out the needs and expectations this Association has of the Council. The Board introduced themselves to Kerry and informed him of their background and connections with Arthur's Pass.

Business of the Meeting:

From Previous Minutes

NZTA	Chris Stewart is meeting with the NZTA next week	
Data Storage	Unresolved	Richard to follow up with SDC
APA Gym	No updates from Fulton Hogan regarding seismic resistance. The concrete blocks in the walls are the concern.	Richard to talk to Fulton Hogan.
Membership Database	Richard has contacted Ginnie to provide the list to Chris Stewart. Peter also sent Master copy to Chris Stewart	Chris Stewart to follow up.
Cellphone Towers	New cellphone towers for black spot coverage at Cass and Cora Lynn Station (Bealey Spur). Cellphones not switched on yet.	Sean to follow up.

	Chris Stewart has talked with Mike McSweeney and Cora Lynn Stn cellphone tower to be switched on before Christmas.	
KiwiRail fence along stockbank / Avalanche Shelter	Chris Stewart sent a letter to Kiwirail on behalf of DOC. The fence is still there where we do not want it. Chris Stewart has been in contact with Transpower who are also not happy due to proximity of the fence to wires. Transpower also in contact with KiwiRail.	Chris Stewart to follow up.

Updates / New Business

Treasurer's Report	<p>Martin has updated Richard with the following details: Cheque \$17,158.31 Term Deposit \$15,627.13</p> <p>Peter informed the meeting that \$10,000 of cheque account for the Historical Society and \$2,500 for Historical Walk.</p> <p>Cheque funds to remain in the Cheque account.</p> <p>Selwyn District Council account for APA is \$-384.86. This is due to spending the annual discretionary funds plus a small excess on the Pram track upgrade.</p> <p>A new Treasurer is required for the APA.</p>	Peter to advertise in the next APA newsletter for a new APA Treasurer.
Arthurs Pass Community Centre	Peter informed that the new Heat-pump is working well. Keas have snuck under the centre and removed some insulation. The location of entry has now been boarded up.	
Arthurs Pass Wildlife Trust	<p>Peter has heard from many volunteers to take on trap lines. Still in the process of moving traps up the Crow River. Now looking at increasing the traps up the Minga. PDP Group helped out.</p> <p>Lots of rats being trapped at the moment. Chris Stewart found 12 rats in 16 traps from the Old Road line up to Snow Creek. Top of Pass: 9 rats in 12 traps. Lots of traps in village but no data yet. Bealey spur: rats, weasels and mice. Richard and Krissi catching mice at their baches.</p>	

	<p>No rats in Maori flat. Perhaps more traps can be set up around the Village or a line along Maori flat to stop rats from entering the Village.</p> <p>Chris Stewart informed that \$79,000 has been granted by DOC Community Conservation Fund to the Arthurs Pass Wildlife Trust over three years (20K, 30K, 30K) to increase the number of traps up the Mingha, new traps, use of helicopters to drop off traps, increase the number of remote traps along the lines.</p> <p>Looking at releasing Whio possibly in the Mingha.</p> <p>‘Lose the lupins’ - 8 November.</p> <p>Tree felling at Bruce Stream and Burnt Face over the last few months – removing exotic timber; Douglas firs</p> <p>Peter noted that there are many Kea around at present. A few Kea have been treated with high lead levels. Lead available from the construction of many baches. Sadly, Krissi informed the Committee that Tourists are still feeding the Kea. Recently she saw a Tour Bus parked with tourists taking photos of Kea being fed by the Bus Driver.</p>	
DOC Visitor Centre	<p>Chris Stewart informed that the new DOC Visitor Centre is on hold. Upgrades to cost between \$1.7M and \$3M. New project group has been set up to look at SH73 and how the visitor centre will fit into that. \$300,000 granted to develop the plan.</p> <p>The new International Visitor Levy could provide funds.</p> <p>The project group comprises of 8 people, who will consult with residents and the community of AP over the next six months. Two years to re-build.</p>	

	<p>New temporary visitor centre will be up and running next month. Maybe 2-3 years before new centre is built.</p> <p>Helen informed the importance of upgrading the DOC Visitor Centre.</p> <p>Kerry asked about the connection with SDC. Chris Stewart informed that SDC, KiwiRail, NZTA, and Ngai Tahu are interested parties with respect to the DOC Visitor's Centre.</p> <p>Three to four carriages arrive with Tourists once every day. Kiwi Rail wants to upgrade their services to include mountain bikes, and improve the station platform at AP.</p> <p>Krissi suggested an increase in hospitality and security with the Transalpine rail journey. Tourists would like to store luggage at the AP station rather than transport it to accommodation in the Village.</p> <p>Krissi indicated that AP locals would be interested in a rail pass at a reduced cost, which was once available, instead of having to pay the full tourist fare to travel on the train.</p>	
Arthurs Pass Booklet	<p>Helen informed she is updating the DOC booklet with walks, flora, fauna, businesses in the village, and noted she was looking for sponsors/advertisers. Bealey Hotel opens again next month.</p>	
Village Maintenance	<p>Peter informed that several drains need clearing. Brake Hill has several drains also that need clearing. Fast Tree Services will be back in AP to clear trees along the highway.</p> <p>Helen is concerned about the fire danger along Bealey Spur due to trees which now require clearing and nothing is in place by council – now a fire safety problem. Many tourists visiting the area in vehicles which could easily cause a spark.</p>	<p>Helen to contact Chris Warner at SDC to have trees cut and cleared.</p> <p>Helen to talk to Campbell Smythe at Isaacs regarding clearance of the road in winter.</p>

	<p>Many side roads in AP are also not cleared.</p> <p>Chris Stewart informed that a Town Planning meeting was suggested earlier this year by SDC</p>	<p>Kerry Pauling to contact David Ward, CEO of SDC with regards to a Town Planning Meeting with APA</p>
Arthurs Pass Water Supply	<p>Chris Hitch wrote to Murray England regarding APA written understanding of the public meeting. Murray suggested once the works are complete the water will be chlorinated. Residents are against permanent chlorination but not opposed to chlorination at an 'as required' basis. Murray England responded that 'the risk assessment requires chlorination is permanent after the upgrade'. (refer to letter). Chlorination is driven by Central Government National Water Standards.</p> <p>Discussions took place on how to present the AP community's wishes of no chlorination to local government.</p>	<p>Richard to go to Murray England regarding the National direction of chlorination and details of the current risk analysis assessment of AP water supply.</p>
Arthurs Pass Newsletter	<p>Helen informed that an Astronomer is visiting 4-5 October for Starry Night (DOC).</p> <p>Film night here in October 5th.</p> <p>Obituary of Fred Shaw to be included.</p> <p>Note about vermin to be included in newsletter requesting residents and bach owners to trap for rats.</p>	<p>Chris Stewart</p>
Correspondence	<p>Richard talked to Devon of the Selwyn Times giving a brief of the APA.</p> <p>Sent a card to Martin Shaw and family after the passing of Fred (Martin's Dad) who was a life member of the APA. Martin's Mother also passed away recently.</p> <p>Peter Neale has written several articles in the Selwyn Times recently.</p>	

Next meeting: Saturday 26 October at 4pm at Arthurs Pass Community Centre, followed by a BBQ and Quiz Night

Meeting closed at 3.38pm



ARTHUR'S PASS ASSOCIATION (INC.)

ARTHUR'S PASS ASSOCIATION

Minutes of the Meeting held on

Saturday 26 October 2019 at 4pm.

Present: Richard Holyoake (Chairperson), Helen Hamblin, Chris Stewart, Jamin Barkley, Peter Neale, Krissi Sullivan, Carol Walmsley and Maria Connolly (Secretary)

Apologies: Sean Crawford and Chris Hitch

Minutes: 7 September 2019 minutes.

It was moved the Minutes of the 7 September 2019 meeting be taken as read and accepted as a true and accurate record:

Moved: Chris Stewart

Seconder: Krissi Sullivan

Carried.

Warm welcome to Carol Walmsley who is a bach owner and staying in Arthur's Pass over Labour Weekend.

Business of the Meeting:

From Previous Minutes

NZTA	Chris Stewart is meeting with the NZTA next week	
Data Storage	Richard reported that he has followed up with SDC but still no response.	Richard to follow up with SDC again
APA Gym	Richard reported that Fulton Hogan have not response with regards to the seismic resistance. The concrete blocks in the walls are the concern.	Richard to talk to Fulton Hogan again.
Membership Database	Richard has contacted Ginnie to provide the list to Chris Stewart. Peter also sent Master copy to Chris Stewart	Chris Stewart to follow up.

Cellphone Towers	New cellphone towers for black spot coverage at Cass and Cora Lynn Station (Bealey Spur) have been installed. Cass now working for wifi and data.	
KiwiRail fence along stockbank / Avalanche Shelter	Kiwirail has adjusted the fence.	No further action.

Updates / New Business

Treasurer's Report	<p>No update from Martin.</p> <p>Presumed to be similar as last meeting: Cheque \$17,158.31 Term Deposit \$15,627.13</p> <p>A new Treasurer is still required for the APA.</p>	Peter to advertise in the next APA newsletter for a new APA Treasurer.
Arthur's Pass Community Centre	Centre being used often and operating well. Film night earlier this month.	
Arthur's Pass Wildlife Trust	<p>'Save our Rivers' being held 8-11 November 2019. Pulling out lupins, gorse and broom from Klondyke Corner up the Bealey Valley. Chris Stewart to attend a volunteer meeting this week.</p> <p>Peter mentioned that two kea died recently in the village; one from vehicle strike and the other from lead poisoning. Kea killed by vehicle strike had high lead levels also.</p> <p>Richard has contacted Colin McKay at NZTA to request reduced speed limits for pedestrian and kea safety. A pedestrian crossing could be installed near the café. Peter mentioned that a speed indicator sign could also be installed. Krissi discussed how we do not have a concealed road sign for side roads; Brake Hill Road and Rough Creek Road.</p>	Richard to continue discussions with NZTA.
State Highway 73 Project Group	Chris Stewart met with the key government, non-community stakeholders on 14th October in Christchurch. Arapata kindly hosted the meeting and DOC, Ngai Tahu,	Chris Stewart to update APA on progress (Chris is in the working group).

	<p>KiwiRail, MBIE and NZTA were present. SDC were unfortunately unable to attend.</p> <p>The discussion was to ensure alignment regarding the reason for the project and, if alignment reached, agree on which agency was to lead.</p> <p>The group reached agreement around working together to ensure alignment in objectives.</p> <p>It was agreed that DOC would lead that process with the group providing governance and support.</p> <p>Urgent work is now underway to create a scope document for procurement of service to develop the plan.</p> <p>As soon as is practical DOC will be in touch with a more comprehensive update and a timeline/plan for deeper engagement.</p>	
DOC Visitor Centre	<p>Temporary Visitor's Centre now up and running.</p> <p>Chris Stewart informed that the new DOC Visitor Centre is on hold. Upgrades to cost between \$1.7M and \$3M. New project group has been set up to look at SH73 and how the visitor centre will fit into that (refer above). \$300,000 granted to develop the plan.</p> <p>The new International Visitor Levy could provide funds.</p>	Chris Stewart to update APA on the progress of the new VC
Other DOC news	Chris Stewart, Senior DOC Ranger, informed us that he is retiring on 1 April 2020 and it is suggested that the APA write to DOC requesting a replacement and a succession plan as the Senior Ranger wishes to train his replacement.	Richard to write to Kingsley Timpson (DOC) on behalf of the APA and APWT
Arthur's Pass Booklet	Helen informed she is in communication with DOC who does not want any	Helen to continue contact with DOC

	advertising in the booklet. Booklet is ready to publish.	
Village Maintenance	<p>Helen is deeply concerned about the fire danger along Bealey Spur due to trees which now require clearing and nothing is in place by council – now a fire safety problem. Many tourists visiting the area in vehicles which could easily cause a spark. Helen would like to know if the APA can write to SDC or NZTA to clear the roadside for fire safety. Helen is holding a Bealey Spur Community Meeting tomorrow morning at her home regarding fire safety on the Spur. Exit paths need to be cleared so residents can escape to Bruce Stream should a fire occur. Helen mentioned that ski ropes are available as guide ropes down the escape route. Steps also required for steep places along the path.</p> <p>Krissi mentioned that a fire prevention plan should be prepared for communities like Bealey Spur. Jamin suggested that Civil Defence could be of help.</p> <p>Peter requested that APA write a letter to DOC for approval for a fire break and for the community to clear the land. APA can fund reflectors for the pathway.</p> <p>Chris Stewart has contacted Chris Warner, SDC Ranger, and trees will be cleared along the roads in Arthur's Pass by Advanced Tree Services. Works being scoped next week.</p>	<p>Richard to write a letter to SDC regarding Bealey Spur; overgrown trees, fire hazards, and fire safety plan for Bealey Spur.</p> <p>Richard to also contact David Ward regarding Town Planning for AP.</p>
Arthur's Pass Water Supply	<p>Richard was in contact with Murray England, SDC, and not much has changed – no new information. However, SDC is waiting for guidance from the Government on water standards.</p> <p>Richard informed the APA that SDC had provided plans for the new Water Treatment Plant which include large tanks, shed, and pipework. SDC have now gone out to contactors for tender. The water treatment plant is planned to be located</p>	<p>Richard to contact SDC regarding issues raised and requesting re-location of the plant.</p>

	<p>adjacent to Arthur's Pass Community Centre on the north side. No consultation with local community. Plans passed around Committee Members for discussion.</p> <p>After viewing the plans, it was suggested that the new roading and water tanks are positioned along the south side and rear of the APCC as the proposed site is north of the Centre and will stop sun reaching the Centre.</p> <p>Key questions raised:</p> <ol style="list-style-type: none"> 1. Could the plant be on the DOC land adjacent to the APCC. 2. How tall are the tanks? 3. What will the noise be? 4. Where do the scour valves drain to? 5. Is the plant Kea proof? 6. What further consultation by SDC is to be undertaken as mail drops to AP baches will be ineffective? 	
Arthur's Pass Newsletter	<p>Helen reported that 'Starry Night' did not occur due to cloud cover. January 3rd and 18th, 2020 are the ideal next dates due to the quarter lunar moon. Best location is at Klondyke Corner. This could be combined with a Village function.</p> <p>There is a Super full moon on 8 April 2020 which could also be a date to view the night sky.</p> <p>There should be a note about vermin to be included in newsletter requesting residents and bach owners to trap for rats and vigilant about food storage.</p>	<p>Helen to contact Chris Monson (Astronomer at Tekapo)</p> <p>Chris Stewart to issue a newsletter next month.</p>
Other News	<p>Anton Coberger died whilst playing tennis at South Hagley Park, Christchurch.</p> <p>The Transalpine Rail Train is now stopping in Arthur's Pass for six hours between 10.30am and 4.30pm while passengers are being transported to Greymouth on buses due to the landslide on the West Coast. The</p>	<p>Krissi Sullivan and Chris Stewart to contact Kiwi Rail.</p>

	trains are idling for six hours each day as the diesel motors provide electricity for train functions. Noise and air pollution is occurring, along with high costs of wasted diesel.	
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Next meeting: Tuesday 3 December at 6pm at the Yaldhurst Tavern, followed by dinner.

Meeting closed at 5.10pm

Minutes of Castle Hill Community Association Committee Meeting

Date: 16 September 2019

Time: 6pm to 8.44pm

Venue: 250 Kennedys Bush Road, Christchurch

Present: Rick Hill, Jan Hann, Fiona McDonald, Ildica Boyd, Anna Boggis, Sonia Wakefield, Carol Ferrier

Apologies: Bill Martin, James Baines

In Attendance: Peter McCauley from Inovo

The meeting began with Peter presenting a draft plan for the reserves in Stage 7.

The sections at the front along Castle Hill Drive will drain to the road into existing stormwater. The others will drain into a swale in the middle of the development, then out under Castle Hill Drive and into the existing swale which runs alongside State Highway 73. There is 5700 cu. metres of storage in the new swale area, which is sufficient for a 50 year rain event. The swale will not sit full of water, but is designed to drain away. It is planned to plant trees around the edge and possibly construct a bike pump track suitable for older children / teenagers.

The other strip of reserve includes a stream which drains along its length, out under SH73 and onto land owned by John Reid. This piece of land runs along the bottom of the slope and could possibly be the site of a mini golf course or similar recreational facility in the future.

However, Peter stressed that this is only a draft plan and the final plan will depend on what the developer wishes to pay.

Rick stated that the CHCA community had been disappointed that the SDC hadn't placed the same covenants on Stage 7 as exist in the village. Peter felt that the District Plan had very similar requirements regarding fences, colouring etc. The rules are not always enforced by SDC, however, if the dwelling doesn't comply with the covenants, it is difficult to sell.

The landscaping will be constructed by Exteriorscape. Rick suggested that they liaise with Graham Densem regarding trees, so design may fit in with original village. At present the trees are potentially going to be all natives.

Concern was expressed that there had been no link reserves created, as in original village design, whereby each house didn't have its own driveway. Nothing can be done about the ones that already have title, but Peter said he would pass on the request for the future sections.

Peter then left the meeting.

Minutes of meeting 19 August 2019

Taken as read

Moved Jan

Seconded Fiona

Carried

Matters arising from Minutes

None other than those dealt with in General Business

Reports

Trails

None available

Reserves

Discussion about the draft RMP in General Business.

Finance report presented by Sonia (attached).

Sonia has started preparing the business directory and will continue with this.

General Business

Colin Baillie has resigned from the committee, due to his holding widely differing views to the rest. His input and efforts were appreciated by everyone.

Fire matters

Ray Goldring has pulled out of being fire co-ordinator and appointed Dick Moore in his place. However, he doesn't have the authority to do this, so

Rick moved from the chair that **Dick Moore** be appointed fire co-ordinator for the village and report back to committee.

Seconded Sonia.

Carried

Carol is happy to work with Dick and be a link between him and the committee.

We would also like to co-opt Dick on to the committee. Rick to approach him.

Jan to prepare list of committee roles and any subsidiary roles.

Following a meeting between villagers and FENZ (minutes attached), it was decided that Option 1 (to operate alongside FENZ) would be the preferred option. Village would definitely like to

keep the fire trailer. It will have to be moved and ideally should be located beside the hall, as that is where the siren will be situated.

Offer to attend vegetation fire training and observe structure fire will be offered to all villagers.

Hall

Maree will resign from doing hall bookings at the end of the year. Also, as Colin has also resigned from committee, we need some-one to do bookings and hall maintenance.

Carol offered to do both (thanks Carol!) but Rick will ask community in case there is some-one willing to take it on who isn't on the committee. Rick will send an update out asking this and also information about Labour weekend planting.

We need a new satellite freeview box for tv in the hall. Carol may have one, if not we will buy one in time for rugby world cup viewing. It was decided that only the free to air games will be offered in the hall. We don't have the technology for showing all games.

Pest control

Fiona asked for approval to buy liquid shotgun as a deterrent to rabbits and hares. All in favour.

Climbing wall

Fiona is to take over from Ray doing certifications for climbing wall supervisors. All approved.

Reserves / Labour weekend planting

Fiona and Rick met with Douglas Marshall, Derek Hayes, Steve Palmer (ECan) and Graham Densem to gain understanding of the tree problem. Only destroying Douglas Fir, Larch and Pinus Contorta at this stage. Money has been advanced to do a sweep from Porters direction and from Craigieburn, so village will be in the middle of this.

Graham has come up with a plan for Labour weekend planting. He would like to deal with the South East corner where wildings have spread down the Thomas river bank outside the village.

Fiona moved that we request Selwyn District Council to remove identified trees in S.E. reserve.

Seconded Anna

Carried

There will need to be consultation with affected neighbours

Selwyn DC won't agree to any other tree removal requests until the RMP is in place.

Draft reserves management plan

There followed robust discussion on this. We need to move forward asap.

All agreed that the most important issue is a future vision for the village regarding tree plantings. The survey has given an indication of what villagers want, but it was thought that many villagers didn't realise the full effect of wildings when they completed the survey. It's possible that if the survey were done now, the response could be different.

Fiona said that any exotic trees in the High Country ultimately became wildings.

It was considered that Graham had done an excellent job with the draft report. However, it needs to be condensed into a more manageable document, with the important points (eg. village vision statement) first.

Following the meeting, Carol very kindly offered to undertake this task.

Most considered that 50 metres was too tall for landmark trees and we do not want to create problems for future residents of the village to manage.

The village was built around a concept of North American / European alpine villages, but it does not reflect NZ alpine environment.

The trees are important for shelter from the summer sun and the North West wind, both of which can be fierce. It is difficult to find a balance that suits everyone. Also we are dependent on ECan / WELRA approving our good neighbor plan.

It was agreed that the recession plane table, along with a list of approved plants, could be useful for helping villagers decide what to plant on their own sections.

Fiona reported that after her count, there are

213 Douglas Fir
300 Larches
58 Ponderosa

on reserves.

The meeting closed with a sense of urgency that the RMP needs to be finalized and submitted for the next stage.

Meeting closed at 8.30pm

Next meeting to be on 27 October in Castle Hill Village. Time and place to be advised.

Future meeting dates	27 October	in the village (note a Sunday)
	2 December	in town

MINUTES OF THE COALGATE GLENTUNNEL RESERVE MANAGEMENT COMMITTEE MEETING HELD AT THE COALGATE FIRE STATION ON TUESDAY 1ST OCTOBER 2019 BEGINNING AT 7.30PM

PRESENT: Phillip Shaw (Chairman), Bev Kelly, Craig Moody, Darryl Smith, Paul McOscar

IN ATTENDANCE: Melissa Jebson (Roving Committee Secretary)

WELCOME: Chairman Phillip Shaw welcomed everyone to the last meeting before the 2019 Triennial election.

APOLOGIES: Hamish Wright, Jules Snoyink,

"That the apologies be accepted" (m) Craig Moody (s) Paul McOscar **CARRIED**

MINUTES OF PREVIOUS MEETING held on Tuesday 20th August 2019 were read and confirmed as a true and accurate record (m) Bev Kelly (s) Craig Moody **CARRIED**

MATTERS ARISING FROM THE MINUTES:

- 1) Water storage Joyce Reserve - Still being investigated but still need to bring water to the area to water the natives/trees.
- 2) GPS boundary – Megan Hands was to follow this up. Chairman has heard nothing from Megan. GPS Re: Utility at the Golf Club.
- 3) Pedestrian Gate Coalgate Reserve – Chain and lock in transit. Daryl will put the second sign in place.
- 4) Malvern Community Board Meeting – Phillip and Melissa attended. Committee can see that this Committee are doing a lot of work within the area. Commented about Civil Defence within the area.
- 5) TAK planting. Very successful. 300 planted by the Glentunnel Primary School children who had good support from their parents, plus 500 plants planted by Darfield High School pupils. Thanks to Jules who has mulched the area well. Ground was softer and easier planting.
- 6) Gallipoli Oak tree – Needs to be repotted into a larger container until it can be planted in a prominent position of note on the left side near the gate at Coalgate Reserve.

CORRESPONDENCE: INWARDS

- SDC Financial Reports – June 2019, August 2019
- Wayne Stack – Work Safe Ladder Policy
- Community Committee Newsletter – August
- Malvern Community Board August Meeting Minutes
- Notification of Bylaw Reviews – Stock Droving and Traffic and Parking. Submissions close 18th October. Sent to Committee
- SDC Asti Boal Re: Canterbury Ballooning Licence Renewal.
"That the Coalgate Glentunnel Reserve Management Committee are comfortable for the Selwyn District Council to offer a 3-year licence to Ballooning Canterbury and for the launch fees to be reviewed every three years." (m) Craig Moody (s) Paul McOscar **CARRIED**

OUTWARDS

- Hororata Community Trust – Thank you for bulbs.
- RSVP Malvern Community Board Re: Attendance at Community Board Meeting 26th August,

"That the Inward Correspondence be accepted and the Outward approved."
(m)Bev Kelly (s) Daryl Smith **CARRIED**

FINANCIAL REPORT: Paul McOscar reported that there are 15 – 20 dead natives in Joyce Reserve plus along the Tennis Court at Coalgate Reserve. These need replacing.

“That the Coalgate Glentunnel Reserve Management Committee purchase suitable replacement natives.” (m) Bev Kelly (s) Craig Moody CARRIED

Jules and Paul to count the numbers required and Paul to organise an order number.

MANAGEMENT PLAN UPDATE:

- **COMMUNITY WORKERS:** The current two workers have nearly completed their hours. Phillip explained that the Committee have the opportunity of having the van of Community workers plus a supervisor. Discussed what needs working on that they could work on.
 - * Clean-up of secondary growth behind the playground plus removing the tree suckers;
 - * Attack the ivy down Homebush Road;
 - * Construct steps on the Bluff walkway.
 The Committee agreed to proceed with organising the van of Community Workers plus supervisor.
- **COALGATE RESERVE:** Entrance way has potholes again that need maintenance. Craig has sent a Snap-Send – Solve photo.
- **GLENTUNNEL RESERVE:** Looks quite tidy at the present time.

GENERAL BUSINESS:

- a) South Malvern Cricket Club – Hamish has commented that maintenance is required at the Clubrooms as the broken toilet needs to be fixed. Phillip to ring SDC Hugh Shepherd and ask him to investigate repair of the toilet.
- b) Mowing of the Glentunnel Reserve and cricket pitch. Cricket Club say that the mowing is irregular and poor at the present time. This needs to be kept on top of as competition cricket begins in the middle of October. The Reserve needs to be fit for purpose. Phillip to discuss with Jonathan Crawford.
- c) Triennial Election – Set for Tuesday 10th December. Melissa to chase up the 2016 Triennial minutes. Committee to talk with residents who may be interested in joining this pro-active committee. Advertising – Daryl to put a notice on the Community Noticeboard at the Glentunnel Store. An advertisement could be put in the School newsletter plus on the Township websites.

MEETING CLOSED: 8.52pm

NEXT MEETING: Tuesday 10th December

Triennial Election, to be followed by an ordinary meeting.

MINUTES OF THE COALGATE TOWNSHIP COMMITTEE MEETING HELD AT THE COALGATE FIRE STATION ON TUESDAY 22ND OCTOBER 2019 BEGINNING AT 7.30PM.

PRESENT: Daryl Smith (Acting Chairman), Kirsten Penn, Craig Moody, Mick Cowles, Mandy Cowles, Rachel Moore

IN ATTENDANCE: Wayne Stack (SDC Health and Safety), Bob Mugford, Melissa Jebson (Roving Committee Secretary)

Acting Chairman Daryl Smith welcomed everyone to the meeting especially Wayne Stack.

APOLOGIES: Jane Huggins, Bev Kelly, Jo Brackmann

"That the apologies be accepted" (m) Craig Moody (s) Mick Cowles CARRIED

OPEN FORUM:

Wayne Stack (Health and Safety). Wayne thanked the Committee for their welcome and explained that he wanted to update volunteer Committees on the Health and Safety culture. SDC are responsible for volunteer workers and keeping people safe.

Following an accident within the District of a volunteer using a ladder it is time to remind volunteers to adhere to the following rules around the use of ladder policy.

- Must be at least two people present when using a ladder.
- Use in the A frame position with the use of clips.
- Must climb no higher than 1.5m.
- If Committees want to use a ladder then the ladder must have a platform with a rail.
- If ladder needs to be extended then a Contractor would need to be employed.

Wayne reiterated that Ladders must be fit for purpose.

Wayne also reminded the Committee that activities that they undertake must have a health and Safety plan with the risks managed.

The Committee thanked Wayne for his attendance.

Wayne Stack left the meeting at 7.40pm.

MINUTES OF THE PREVIOUS MEETING held on Tuesday 24 September 2019 were confirmed as a true and accurate record. (m) Mandy Cowles (s) Craig Moody CARRIED

MATTERS ARISING:

- a) **Triennial Election** – Tuesday 26th November. Venue: Coalgate Bowling Club. 7.30pm with an ordinary meeting to follow. An advert to be put on the Facebook page. Melissa to send information to Glentunnel School for School Newsletter. Nibbles – Mandy Cowles and Rachel Moore to organise
- b) **Christmas Party** – 7th December at 4pm at the Coalgate Fire Station. Popcorn machine and Ice Crush (snow cone) machine have been booked (\$200) Rachel/Mandy/Jo will organise ice. Bob Mugford is happy to lend Committee an ice maker. Bouncy castle and Santa have been booked. Preston Smith (Coalgate Motors) will sponsor the Bouncy Castle. Face painters – Jo to confirm face painters and organise purchase of products.

Resolution:

"That the Coalgate Township Committee approve that a purchase order be obtained from Darfield Four Square up to the value of \$250 to come out of Discretionary Funds, for the purchase of food and incidentals for the Township Christmas party."

(m) Craig Moody (s) Mick Cowles CARRIED

Jane Huggins to apply for a purchase order. Flyers need to go out early November. Rachel to organise. 250 copies required.

Resolution:

"That the Committee approach Councillor Mugford and Councillor Gallagher for donation

towards expenses for the Christmas party”

(m) Daryl Smith (s) Craig Moody CARRIED

Jane Huggins to put the following onto the Township Facebook page – Does anyone have a drone that can take an aerial photograph of the Christmas Party during the early evening?

Please get in touch with Chairperson Jane Huggins. (Add contact details).

Health and Safety Form to be completed. Bob Mugford to send a H&S form to Daryl Smith.

Bob also commented on the Selwyn Event Fund. Bob explained that the Committee could apply for funds for the Christmas party plus any other events that they run.

CORRESPONDENCE:

Inwards

- August Financial Reports. – Note: Reports will no longer be emailed individually, but will instead be made available on the Council website. An email with a link will be sent when they are available
- Resignation from Committee – Rachel Moore. Acting Chair Daryl Smith thanked Rachel on behalf of the Committee for her work for the Township during her time on the Committee. Rachel will continue to assist with this year’s Christmas Party.

Outwards

- Glentunnel and Whitecliffs Township Committees, Re: Mid-Winter Dinner
- Coalgate Chat – October 2019, to all Township residents.

“That the Inward Correspondence be accepted and the Outward approved.”

(m) Mick Cowles (s) Mandy Cowles CARRIED

FINANCIAL REPORT: No reports will be issued in the future but a link to download will be forwarded when reports are issued.

COMMITTEE REPORTS:

- **Community Board** – New Board sworn in next week. Picnic in the Park – 8th December 3pm – 6pm. Venue: Darfield Skate Park. There will be various choirs and bands, Malvern School of Music, free sausages and free chips, Bike-a-rama and Shad Rutherford.
- **Civil Defence** – Judith Walker has contacted Street coordinators and having a get-together at the Coalgate Bowling Club on Thursday 31st October at 7.30pm. Anzac Day committee are planning to have an initial meeting soon.
- **Reserve** – Tennis Court netting currently being fixed. Access gate to the Coalgate Reserve will be padlocked to keep out unauthorized vehicles. Community Workers have nearly finished pruning the Lucetanicas. There are a few jobs to tackle in Joyce Reserve.
- **Hall** – No Meeting
- **Glentunnel Museum** – Now Open Sundays 1 – 4pm.

GENERAL BUSINESS:

- 1) Acting Chairman Daryl Smith formally congratulated Bob Mugford on being re-elected to the Selwyn District Council for a third term.
- 2) Projects for the area moving forward – Memorial Wall at the South Malvern Cemetery.
- Light required at the Coalgate reserve entrance.
- 3) Council Christmas party for Chairs and secretaries

Acting Chairman Daryl Smith thanked Bob Mugford for his assistance and attendance over the last twelve months and wished him all the best for his term.

MEETING CLOSED: 9.03pm

NEXT MEETING: 26 November 2019 (immediately following the Triennial Election Meeting)
To be held at the Coalgate Bowling Club, Coaltrack Road.

ACTIONS:

Jane Huggins	Obtain purchase order as per Resolution. To ask on Facebook page – Question regarding drone for aerial photograph of Christmas Party.
Rachel Moore	Draw up Flyers advertising Christmas Party and organise delivery to all Township residents. (250) With Mandy Cowles – organise nibbles for the Triennial election. With Mandy & Jo organise ice for the Ice Crush machine.
Daryl Smith	Approach prospective Christmas Party sponsors. Bathurst mines; Coalgate Hotel (contributions towards fizzy drinks for the children). Fill out a Health and safety Form for the coming Christmas party. Organise the ordering and collection of meat from Elite Meats.
Jo Brackmann	Organise face-painters plus the purchase of face-paints, brushes, tissues, wipes etc. As above – Organise ice for Machine (with Rachel & Mandy).
Melissa Jebson	Letters to Councillors Mugford and Gallagher requesting donations towards Christmas Party. Advert for Christmas Party to Glentunnel School for School newsletter.

MINUTES OF THE DARFIELD RECREATION AND COMMUNITY CENTRE HELD ON MONDAY 7 OCTOBER 2019 AT 7.30P.M. IN THE MEMORIAL ROOM;

PRESENT;

Mr S Gillanders, Mr T Chapman, Mr T Wall, Mr B Redfern, Mrs S Howard, Mrs L Strowger, Mrs J Gallagher, Mrs M McCaughan, Mr B Chamberlain.

APOLOGIES;

Mr J Ludemann

RESOLVED Mr T Wall/Mr B Chamberlain

That the apologies be accepted.

Minutes of the previous meeting:

RESOLVED Mr B Redfern/Mr L Strowger

That the minutes dated 2nd September 2019 be accepted as a true and correct record.

Matters Arising:

- Projector to be put up.
- Cr B Mugford has taken the rates query re netball club to the Council, still awaiting their reply.

Financials:

Received

RESOLVED Mr S Howard/Mr T Chapman

That the financials be received.

Correspondence:

- Swell Expo - received from SDC.

Reports:

- Rugby - Fields have been rolled, front fields spot sprayed. Quote sent to Committee for grass seed at a cost of \$1260.00. Meeting with Lighting person and Chairman re new lights on field at the back, to come back to them. Gear storage shed awaiting plans. Fishing Trip this coming weekend.

RESOLVED Mr B Redfern/Mr B Chamberlain

That the Committee agreed to pay \$1260.00 for 300kg of grass seed from PGG to have direct drilled into the fields.

- Tennis - Interclub last Saturday - Lease still ongoing.
- Netball - Finished for the season. Lights to be looked at for night netball. AGM 5th November.
- Cricket - starts this weekend.

General Business:

- Squash club window - stone from the mower went through the window so had to be fixed.
- Curtains in the main hall - quote to be obtained from Val Briggs.
- Kitchen upgrade - ongoing.

Caretakers update:

- Currently have no information due to a staff member being away on bereavement leave. So awaiting their return on this coming Thursday.
- Att week starts tomorrow.
- Windows have been cleaned.
- Middle garden needs to be looked at.

Meeting closed 9.16p.m.

Chairman

Date

ACTION LIST

ITEM	ACTION TO BE TAKEN	RESPONSIBILITY	STATUS
1.	Menz Shed Siting		

MINUTES OF THE DARFIELD TOWNSHIP COMMITTEE HELD ON THURSDAY 19TH SEPTEMBER 2019 AT 7.30P.M. AT THE DARFIELD LIBRARY:

PRESENT:

Mr P McKay, Mrs A Hanrahan, Cr J Morten, Mrs J Gallagher, Mr E Frew, Mr P Kelly, Mr S Gillanders, Mr T Allen, Mrs M McCaughan.

APOLOGIES:

No apologies:

In attendance:

Mr W Stack SDC, Mr H Sheppard SDC.

Matters Arising:

Mr Stack, SDC, spoke about Safe work practices for use of ladders in halls, reserves due to a recent accident at a local hall. He gave out some information concerning the safe use of ladders.

Mr H Sheppard - Discussion held over the construction of a stage for the Westview Park - costs looking at approximately \$140,000, this is with 3 phase power and includes the entranceway into the Park which has NZTA approval and the power to the Christmas tree (900Mm high). It would be appreciated if Mr Sheppard could look into the pricing of this job in the hope that this brings the approximate figure of \$140,000 down and report back to the Committee before any work starts.

RESOLVED Mr P McKay/Mr T Allen

That the Darfield Township Committee approve the construction of an entranceway at Westview Park.

RESOLVED Mr E Frew/Mr S Gillanders

That the Darfield Township Committee approve the construction of a stage at Westview Park as per plans presented, with the stage being an exposed aggregate surface with concrete retaining around the exposed aggregate. The power supply will be single phased which includes power for the Christmas Tree.

RESOLVED Mr T Allen/Mr P McKay

That the large gum tree in Westview Park on the eastern boundary next to the Four Square is removed as soon as possible due to falling material, including broken bows, creating a potential health and safety issue to members of the public.

Noted that Mr E Frew took no part of the discussion of the removal of the gum tree.

McHughs Forest - feedback was sought from the community - this was completed. A Bylaw at McHughs that all dogs are to be on a lease. So a request for a development for an off lease area for dogs - deer fencing, removal of acacia and wattle that is currently there with replacement of

natives, 2nd development of native plantings in the area 3rd installation of signage throughout the forest e.g plantings, history etc. Developing natural play area - fallen logs. Picnic tables just in under the tree cover.

Tussock Square - removal of oregon trees is now needed and to be milled. Further to a request from the Darfield Community Board for the removal of these the Darfield Township Committee would also like to see these removed as soon as possible.

Minutes of the previous meeting:

RESOLVED Mr S Gillanders/Mr T Allen

That the Minutes of the previous meeting held on the 15th August 2019 be accepted as a true and correct record with the following correction:

That it was Mr Hugh Sheppard who attended meeting not Mr T Morgan.

Matters Arising:

- Mr McKay spoke to Mr Pizey, CPW concerning some different ideas for the display area. Mr Gillanders and Mr McKay to speak to Mr Pizey.
- Clocktower still working on this as staff have been busy due to elections.
- Flag options to send out.

Correspondence:

SDC, Unicef Street Appeal notification.

Financials:

RESOLVED Mr P McKay/Mrs A Hanrahan.

Tha the financials be received.

General Business:

- The Darfield sign alongside the public toilets is no longer in the correct place and does not make any impact, so needs to be shifted.
- The Committee viewed the Facebook page that Troy has set up for the Darfield Township, great work and a huge thanks to Troy for setting this up.

Mr E Freww left the meeting 10.03p.m.

- Concern over the no action to water going off in different areas in Darfield without notification to the public.
- Mr Allen noted that there are a group of youths in Darfield that are causing damage to areas in Darfield , they are also threatening people, the police have been made aware of this.

- Mrs J Gallagher spoke to the Committee as this will be her last meeting with them, she has enjoyed her time on the committee. It is good to see a Committee getting on with projects, and keep up the good work.
- The Committee would like to thank Mrs Gallagher for time and efforts on the Committee and wish her all the best.

Meeting closed 10.25p.m.

Chairman

Date

	ACTION TO BE TAKEN	RESPONSIBILITY	STATUS
1.	Westview Park	Cr Morten	Ongoing
2.	McHughs Plantation -	Cr Morten	Ongoing
3.	Project List		
4.	Darfield Plan - District Wide Strategy - Extension of Business Zone Ross, Telegraph, Cardale, Clinton - Parking in the township	Mr E Frew	Ongoing
5.	War Memorial/Catering	Cr J Morten/M McCaughan	Yearly
6.	Community Response Team		
7.	Picnic in the Park December 2019		Yearly
8.	Funding for sewerage scheme	District Plan	
9.	Darfield Water Supply		
10.	Community Watch		
11.	Rail Trail	Mr P McKay	
12.	Clocktower Upgrade	Mrs B Clinton	
13	Flags upgrade	Mrs M McCaughan	
14	Trade Waste	Mr E Frew	

Minutes of Glenroy Community Hall Committee Meeting 15th October 2019

7.30 Open forum

Present Mesdames P Pearce; C Ritson; J Sorrell; K Meares;

Messrs J Oakley N Ritson D Waghorn G Dennis

We welcomed Kim Thomas towards the end of business. Welcome Kim!

Apologies None **Proposed** PP **Seconded** DW **Carried**.

Minutes of Previous Meeting – to agree. Proposed CR Seconded DW Carried.

Matters arising

Hororata Trust donation of daffodils - planted around the Hall by Julie letter of thanks proposed Card sent by **C Ritson**

Finding New Members. J Oakley has secured the serves of Lavinia Teasdale and Kim Thoms to be voted/confirmed at the AGM.

Remove extruding pipe near Kitchen Door J Oakley.

AGM Tuesday 19th November 7.30pm at the Hall, followed by Committee Meeting.

In progress:

Remove Concrete footings **Action:** J Oakley to contact K Chappell.

Logs to protect the swale. **Action:** D Waghorn - posts, J Oakley to contact Craig Cockburn.

Glenroy sign: **Action:** K Meares to enquire re a replacement from the Council

Wheelchair access with Men's Shed awaiting measurements etc **Action:** C Ritson

[Note: we have \$8691 in the LTP for this due 20/21]

Generator Plug; **Action:** J Oakley

New Light above kitchen sink **Action:** C Ritson

Library bus Replacement C Ritson reported on the library bus replacement as the Edge Connector Service reacting to action items in each locations on request. The bus visited the Hall on Monday 24th to coincide with the Craft Club meeting. Report below.

Financial Statement – August – tabled by K Meares.

K Meares also provided a spreads sheet of LTP monies:

Roof repaint \$5,707 in 20/21 and \$9,231 in 27/28; Guardrail \$3,350 in 22/23; Internal Painting \$12,731 in 22/23 and \$9,678 in 24/25; Storage area \$11,481 in 23/24; Polyurethane floor \$5,707 in 20/21 and \$6552 in 25/26; Replace hot water cylinder \$1,213 in 25/26; Kitchen upgrade \$14,559 in 25/26; Replace toilet cisterns \$649 in 24/25

Correspondence in none

Correspondence out Card sent to H Trust by C Ritson

Any Other business

K Meares informed the committee regarding

New Planting in Autumn **Action:** DW and JO

Stock Moving policy changes

Traffic and parking policy restrictions

Hall administration by the Council, not live yet.

Meeting closed at 8.15 pm. Date of Next Meeting + AGM November 19th 2019

N Ritson Hon Sec 16 Oct 2019

Cathy's Report

Thanks to Karen, after the last meeting I corresponded with Maria Mudgway (Outreach Vehicle Delivery Planner)

Two members of the team - Heather and Trudi – came to visit us at the Craft Club meeting at the Hall on Monday 14th October from 10am till noon.

Heather and Trudi were so helpful and explained all about the new services that the council can offer us in Glenroy....books, computers, family history, workshops, speakers and courses – all centred on the needs of our community. Books can be borrowed, requested and returned at each visit. They will also attend our events on request and suggested sessions for local children in the holidays.

They hope to come for two hours every month or six - weekly. A longer visit with a regular date will encourage people to come. We arranged for the bus to come on the 11th or 25th November (craft club days so as to swell the numbers and build on an existing event) and will arrange the first workshop in advance.

The Committee then discussed publicity- word of mouth was preferred – and a sign or flag at the entrance.

Community Centre – Glentunnel

Minutes of Committee Meeting held 7.30 pm 12 November 2019 in Community Centre Meeting Room.

WELCOME : . Pam Reynolds welcomed those in attendance.

PRESENT : . Judy McLeod, Erna Hoetjes, Sue Wragg, Craig Moody, Glenn Chambers (apologies for lateness) , Karen Meares (Community Board rep)

Open Forum: N/A

MINUTES OF PREVIOUS MEETING : held 17 September 2019

MOTION that these Minutes are accepted as read and are signed as a true and accurate record.

Pam Reynolds / Judy McLeod CARRIED

MATTERS ARISING FROM THE MINUTES :

1. **Storage shed:** The large green water tank is to be moved towards the Domain and then the storage shed will be erected. Currently waiting on the SDC to get the paper work completed so that G. Ratahi can carry out the moving of the tank and associate drainage work.

CORRESPONDENCE:

Inwards:

1. SDC – Financial reports – now to be accessed through the Committee reporting portal on SDC website. Chairperson will be emailed when available.
2. SDC – Financial Reports:- August , September.
3. SDC- Order numbers are now to be obtained from Rachel Soper.
4. SDC - Community Committee triennial elections are not required at this time.

Outwards:

1. Emails to the Committee members.
2. Communications with Stephen Hill – S.D.C. – information board
3. Communications with K Chappell (S.D.C) – - maintenance
4. S.D.C. – Council Call – to change the November 2019 meeting date.

MOTION that the inwards and outwards correspondence be accepted.

Craig Moody / Erna Hoetjes: CARRIED

REPORTS

Financial: 16 September – 08 November 2019

Cash in hand	\$100.00	Expenses	
HALL Hires			
M Ridgen – Tai Chi	\$224.00		
Line Dancers	\$ 160.00		
Te Ara Kakariki	\$150.00		
Z Robertson	\$200.00		
J Thompson- refund of bond	\$300.00		
Banked 08 Oct 2019	\$347.00		
08 Nov 2019	\$300.00		

Accounts for Payment : NIL

Our 10 Year Financial budget – includes the re-varnishing of the floor in main area – 2020

I have been in contact with Kevin Chappell – with regard to this project. As a result I have arranged to meet with Phil – from Garnet Campbell - on the 27 November 2019 so that he can check the condition of the floor, discuss what is required and provide a quote accordingly.

As floor needs to be left for at least 24hrs after varnishing, the date and time of this job will need to be co-ordinated with hall hires etc.

MOTION that this report be accepted

Sue Wragg /Judy McLeod : CARRIED

Goundsperson :

- Mowing
- Co -coordinating trades people
- Weed spraying
- Clearing of gravel /stones the front door and tar sealed area- result of wheelies by vehicles.

MOTION that this report be accepted

Pam Reynolds / Craig Moody: CARRIED

GENERAL BUSINESS

- Triennial Elections. In light of the letter received yesterday from the S.D.C. regarding probable changes to the format of community committees, this Committee was in agreement to not hold elections at this stage until further details are available from the S.D.C.
- Information board – Stephen Hill - Pam has contacted him but work has not begun on this project. Hopefully in the next week or so. Stephen has been asked to forward a draft of the proposed changes to the Committee.
- An activity notice board. A way of promoting the regular recreational activities held in the Community Centre would be to place a notice board inside the glass door at the main entrance. Sue offered to organise this. Further discussion/ ideas to take place at the January meeting.

Currently activities are entered on the glentunnelcommunity face book page –with a contact name, number and time the activity is held. Glentunnel School newsletter a good place to advertertise as copies are placed in the Glentunnel Library/Post Office as well as sent to school parents.

Members expressed their concern/ disappointment that virtually no activities happening in the Malvern area are listed in the various S.D.C. publications such as “What to do in Selwyn” -only the ones held at the Darfield Library.

- SDC Maintenance completed
 - Men’s and Woman’s toilets – new cisterns in the women’s toilets and the wall behind the men’s urinals has been replaced and extended out to allow for work on the pipes to curtail the leak.

- Hole caused by hirer in the toilet wall – has been fixed.
- Cleaning of gutters- completed.

Maintenance to be carried out

- LED light failure – this is the 3rd or 4th light to fail. This will be fixed on Monday 18 November. LED lights appear to not be very reliable.
- P. Pearce – new Glentunnel resident – unable to join the committee at this time but is more than willing to assist the Committee with projects.
- The Selwyn District Libraries Edge Connector Service - mobile unit will be visiting the outlying areas with library resources, programmes and technological services available to community groups. Karen Meares to contact Rosalie Snoyink (Glentunnel Library) to discuss options of possibly co- coordinating this.

Next Meeting: 7.30pm Tuesday 21 January 2020

There being no further business Pam thanked members for their input and closed the meeting at 8.10pm.

Signed _____ Date_____

Community Centre – Glentunnel

Minutes of Committee Meeting held 7.30 pm 17 Tuesday September 2019 in Community Centre Meeting Room.

WELCOME : Pam Reynolds welcomed those present.

PRESENT : Judy McLeod, Craig Moody, Erna Hoetjes, Wayne Stack (SDC)

APOLOGIES : Glenn Chambers, Sue Wragg, Jamie Cooke

MOTION that these apologies be accepted

Judy McLeod / Erna Hoetjes CARRIED

Open Forum:

Wayne Stack- SDC Health and Safety outlined the procedures for the use of ladders by community volunteers.

Summary of guidelines

- Check condition of the ladder
- Ensure that another person is with you to hold the ladder steady.
- Only use the A frame configuration with safety arms in place
- Use on a flat surface
- Use only to a height where your feet are no higher than 1.5m from the ground.
- Common sense prevails

Pam thanked Wayne for his advice and he left the meeting at 8pm.

MINUTES OF PREVIOUS MEETING : 16 July 2019

MOTION That these Minutes be accepted as read and confirmed as true and accurate.

Craig Moody / Erna Hoetjes : CARRIED

MATTERS ARISING FROM THE MINUTES :

1. **Storage shed** : Versatile plans presented – Work will begin once the deposit of \$2768.80 has been paid – thanks to Bob Mugford for overseeing this process for us.

Trees: As yet no action regarding the removal of the trees which are a health and safety concern behind where the storage shed is to be place.
2. **Information board:** Pam met with Stephen Hill on Tues 27 Aug 2019. He was given a selection of photos and text that had been proposed by the Committee. Discussed the inclusion of a map to include Whitecliffs Rd and Coaltrack Rd. Pam emphasised that photos to be included to provide points of interest to visitors rather than an over large map and too much text. Stephen was unable to give an approximate time frame for the updating of the information. Pam asked for a draft to be sent to her for the Committee to discuss.
3. **Whitecliffs Photos-** the two donated by the Dawrants – information has placed underneath the glass - thanks to Bob Mugford for his generosity in completing this task.
4. **Kitchen** – cupboards and draw fronts have been replaced.

CORRESPONDENCE:**Inwards:**

1. SDC – Community Call – August
2. SDC – Financial Reports:- June (Power bill, Statement of operations , Transaction list)
3. SDC -Volunteers Christmas “thank you” celebration- Tues 3 Dec 2019 6pm-8.30pm Tai Tapu Community Centre.
4. SDC – bank accounts – Community Centre Glentunnel does not have a bank account.

Outwards:

1. Emails to the Committee members
2. Communications with Stephen Hill – SDC – information board
3. Communications with K Chappell – re kitchen cupboard doors, light replacement

MOTION: That the inwards and outwards be accepted.

Judy McLeod/ Erna Hoetjes : CARRIED

REPORTS

Financial: 11 July – 12 September 2019

Cash in hand	\$150.00	Expenses	
HALL Hires			
M Ridgen – Tai Chi	\$176.00		
S Neutz (pilates)	\$128.00		
Line Dancers July Aug	\$160.00		
Colin Brown Funeral	\$180.00		
South Malvern Netball	\$100.00		
Jodie Thompson Wedding – Oct	\$ 600.00		
C Ameys	\$ 80.00		
G Brown Funeral	\$ 180.00		
McArthur – afternoon tea	\$ 100.00		
G Struthbridge - yoga	\$ 160.00		
Total hires	\$1864.00		
Banked 19 July	\$ 474.00		
12 Aug	\$ 880.00		
11 Sept	\$ 510.00		
Total	\$1864.00		

Accounts for Payment : NIL

MOTION: that the Financial report be accepted .

Craig Moody / Judy Mcleod : Carried

10 year Budget – the floor is due to be re-varnished in 2020.

Goundsperson : presented by Pam

- Mowing .
- Weed and moss spraying.
- Trees – rhodos to be moved to allow for storage shed construction
- Jamie holds the key to be placed in the lock box to be used by tradespersons only.
- Coordinating tradesmen

MOTION: That this report be accepted.

Pam Reynolds / Erna Hoetjes : CARRIED

GENERAL BUSINESS

1. Boot sale –Committee decided not to hold this event on Show Weekend.
2. Proposed changes by the SDC regarding Hall hires and booking system – Committee members expressed their concerns regarding
 - The unconfirmed suggestions of the way hire charges maybe set
 - The Committee is worried that charges may mean that local groups **will not** be able to afford use the facility.
 - There doesn't appear to have been a timeline of the process put in place by SCD.
3. Committee members agreed that the two photos donated by Dawrants to be hung in the foyer on the meeting room wall side.
4. Date for Triennial Elections will need to be set at the November meeting.

Next Meeting: 7.30pm Tuesday 12 November 2019

Note change – Pam will notify the SDC re notice in the Community Call.

There being no further business Pam thanked members for their input and closed the meeting at 8.30pm.

Signed _____ Date: _____

Glentunnel Museum Incorporated

Minutes of Committee meeting held 7.30pm Thursday 17 October 2019 at the Museum, Glentunnel.

WELCOME: Craig Moody (chair) welcomed those present.

PRESENT: Pam Reynolds (sec) , Anne McAndrew, Janine Kirkby, Julie Stevens, Rory Deans, Bob Mugford, Tony Airs , Glenn Chambers (apologies for lateness) .

APOLOGIES: Jonathan Green, Jeff Bland.

MOTION: that these apologies be accepted

Anne McAndrew / Rory Deans : CARRIED

MINUTES OF PREVIOUS MEETING held 19 September 2019

MOTION : That these Minutes be accepted as read and signed as a true and accurate record.

Craig Moody /Janine Kirkby : CARRIED

MATTERS ARISING:

1. Signage in kitchen area – completed.
2. Borer bomb – done
3. Glass fronted cabinet –work in progress – Craig & Bob.
4. Receipt book – Tony to purchase in the coming week.
5. Kiwi Banking – options to be considered online banking will probably have to be considered and finalised early in 2020.
6. Probus Group – Mon 14 Oct – hosts Pam & Julie (50 odd people) most successful – most visitors had local connections and interest. Suggestion that an extra table be set up for visitors to browse the photo/ books etc. Not a great amount of money collected by way of donations.
Glentunnel School records/photos to be copied/ collated for the Museum at a future date. Need to be mindful of the 100 year birth date protocols.
7. Breeze Walking Festival – Sun 13 Oct – successful- 11 walkers in each group – only 1 local group – rest Christchurch or Darfield. Some had family connections with this area.
8. Grease trap – thanks to Rory who has donated this.

CORRESPONDENCE:

Inwards:

- Breeze Walking Festival – leaders evaluation .

Outwards :

- Incoming emails forwarded to committee members.
- Updating members contact list.
- Letter of thanks to Helen Leggatt.

MOTION: That the inwards and outwards correspondence be accepted.

Anne McAndrew /Janine Kirkby : CARRIED

REPORTS

Financial Report as at 11 Oct 2019 – Tony

Balance Forward:	\$ 4178.41		
Income:		Payments:	
Donations : 29 Sept	\$ 14.70	Audit	\$100.00
6 Oct	\$ 3.40	B. Mugford	\$270.12
	\$ 18.10	Total Payments:	\$370.12
Total Income:	\$4196.51		
Less expenses	\$ 370.12		
Balance at 11 Oct	\$3826.39	Accounts held for payment:	

Account for payment:

N Van Hulten - \$160.00 (8 mows) for lawn mowing and spraying.

Prefer petrol vouchers rather than a cheque. Tony to organise this payment.

MOTION: That Account for payment to be paid and the report be accepted.

Craig Moody / Rory Deans : CARRIED

General Business

1. Homebush Mine Boiler: Permission is required from NZ Transit to put in a parking lay-by off the main road at the rear of the Museum and the construction of a path to connect with Museum building entrance providing pedestrian & wheel chair access. Bob has given the plans to Cameron Waugh (SDC) . Thanks to Bob for his work on this.
Information regarding, boiler, tramway entrance , Bug Row cottages, culvert, plan of mines in the area available in R & B Maffey book- *Industries of the Malvern Hills*. Coal wagon at M Ransome (Whitecliffs) – has a steel frame different which is different to the ones at the Museum . Bob to get photos .
2. Recording of volunteer hours - hours to be recorded in the back of the cream can book – Volunteers hours are required for annual returns and when applying for funding.
Need to look at funding options.
3. New opening sign to be put up at the front door – action Craig
4. Painting of exterior of building (walls & roof) to be done by Selwyn District Council – K Chappell (SDC) has viewed the building and indicated that it needs to be done.
5. Cleaning up of area to rear of Museum – Craig will over-see this activity.
6. Dehumidifier – now surplus to requirement with the heat pump in place - to be placed on Trade me – action Glenn
7. Books – NZ Flowers and a children's book to be disposed of as not relevant for the Museum collection.
8. Re prints of brochure –Bob has offered to do this as required.

9. Discussion took place regarding ways of increasing visitor numbers and the current entry of a gold coin donation. Retirement village groups.

Motion to ask for an entrance fee of \$2.00 per adult.

Rory Deans / Glenn Chambers : CARRIED

10. Duty Roster Sundays 1pm – 4pm – please organise with another committee member if you have to change your day.

20 Oct	Karen Janine
27 Oct	Labour Weekend Pam Craig
3 Nov	Pam Karen
10 Nov	Bob Eden
17 Nov	Cant. Show weekend Tony Jonathan
24 Nov	Julie Glenn
01 Dec	Anne Rory

Responsibilities when on Sunday duty –

Banners vacuum floor toilet record number of visitors and money collected in notebook also date & hours worked by volunteers and leave in cream can.

There being no further business Craig thanked all for their input and closed the meeting at 8.30pm.

Next Meeting 7.30pm Thursday 21 November 2019

Signed _____ date _____

Action list

Craig :- clearing of area to rear of Museum	Tony – receipt book and accounts	Sunday hosting
Pam : Minutes	Glenn - dehumidifier	

Committee Members contact details

Craig Moody (chair)	0274840917	jockmoody@xtra.co.nz
Pam Reynolds (Sec)	3182377	glenntunnelmuseum@gmail.com
Tony Airs (treas)	3182 423	ajairs@xtra.co.nz
Janine Kirkby	3182688	janinekirkby@gmail.com
Anne McAndrew	3182 326	n/a
Julie Stevens	3182 959	stevens.clan@xtra.co.nz
Karen Meares	3186 959 0211471824	karen@idadowns.co.nz
Glenn Chambers	3182 881	glenathon@live.com
Jeff Bland		jeff.bland@selwyn.govt.nz
Rory Deans	0211314599	rory1@xtra.co.nz
Eden Sinclair	0212774024	eden_2xs@yahoo.com
Jonathan Green	021 0593686	jonogreenz@gmail.com

Glentunnel Museum Incorporated

Minutes of Committee meeting held 7.30pm Thursday 19 September 2019 at the Museum, Glentunnel.

Welcome: Craig Moody (chair) welcomed those present.

Present: Pam Reynolds (sec) , Anne McAndrew, Janine Kirkby, Julie Stevens, Karen Meares, Jonathan Green, Rory Deans, Bob Mugford, Tony Airs , Eden Sinclair.

Apologies: Glenn Chambers

MOTION: that this apology be accepted
Craig Moody/ Anne McAndrew: CARRIED

Minutes of previous meeting held 18 July 2019

MOTION : That these Minutes be accepted as read and signed as a true and accurate record.
Rory Deans/ Julie Stevens : CARRIED

Matters Arising:

1. Hot water zip/ connection /bench - thanks to Craig and Bob this work has been completed. A sign will need to be placed alongside the zip indicating on & off and to remind users that it must be turned off before leaving the building.
 In the event of there being no running water an air lock has occurred (due to the unusual configuration of the water pipe from the road) and an air compressor has to be used to rectify the problem. A sign to be displayed to contact Craig or Bob if this happens.
2. Borer bomb – Pam will let this off on Sat.
3. Glass fronted cabinet –work in progress – Craig & Bob
4. Path to be constructed between the Library/Post Office and Museum building. Library Committee happy to accept that this is put in place. Sleepers will be used as the border and more chip from Duvauchelle chip from Parkhouse Rd depot to be ordered when required.

Correspondence:

Inwards:

- Breeze Walking Festival Sunday 13 October 2019 information – booklets
- Letter of resignation from Helen Leggatt
- CINCH – confirming details
- SDC- Becca Bouffandeau- Museum details for the Heritage brochure – Ellesmere Show
- SDC - Becca Bouffandeau –Selwyn Heritage network – Ellesmere A&P Show 19 Oct 2019
- Heritage Meeting for Highland Games display Wed 25 Sept 2019 at Helen McArthur's "Steventon".

Outwards :

- Incoming emails forwarded to committee members
- Letter of thanks to Paul Feaver & Eden Sinclair – Bathurst Mines

MOTION: That the inwards and outwards correspondence be accepted.
Karen Meares /Rory Deans : CARRIED

MOTION : that letter be sent to Helen regretfully accepting her resignation and thanking her for her input – especially in getting the E-Hive cataloguing system underway.

Craig Moody/ Janine Kirkby CARRIED

REPORTS

Financial Report as at 13 Sept 2019 – Tony

Balance Forward:	\$4073.41		
Income:		Payments:	
Hash Harriers	\$ 105.00		
Total Income:		Total Payments:	
Balance at 13 Sept	\$4178.41	Accounts held for payment:	

Account for payment:

Bob Mugford - \$ 270.17 - hot water zip

Tony to purchase another receipt book which will be kept in the cream can with visitor record book.

MOTION: That Account for payment be paid and the report be accepted.

Eden Sinclair/ Janine Kirkby : CARRIED

The payment of the audit fee of \$100.00 was moved and passed at the March meeting.

Phasing out of cheque books by Kiwi Saving Bank in Feb 2020 – options to be investigated – ie online banking and banking of cash.

General Business

1. Homebush Mine Boiler –

- D Marshall (SDC) has been to visit- may need a lay-by from Homebush Rd side of Museum which SDC would cover costs if required.
- No consents required
- Pool Fencing – SDC has some which can be used- Health and Safety requirements.
- No concrete pad required - sleepers to be used for border. This area to be filled with shingle and the boiler to sit on small posts within this space. Size of gauges required.
- Waiting on response from SDC to approve of the process.
- Rear area of Museum to be tidied to create more space.
- Tony Airs donated a collection of photos he took of the moving of the boiler to the skid site. Some could be used for a future display.
- Mike Meares to contact Eden Sinclair to check the size and logistics of being able to collect and transport boiler to Meares place to be water blasted.
- Fencing of the front area containing outdoor exhibits may also be required.

2. Photos (4) donated by Peter Boyes – these are of the original loco boiler from the Homebush Colliery . This boiler was shifted and used at the State Mine at Ohai, Southland , put up for tender and bought by the Hokitika Museum. Peter very keen to do further research regarding the Surveyors Gully boiler.
3. E Hive training – Helen to work with Pam and Julie (Sat 21 Sept) to enable the continuation of the cataloguing.
4. Face-book admin - Craig to accept responsibility for this .
5. Congratulations to Craig on receiving the Selwyn District Council Community award.
6. Hash Harriers – were most impressed – a number expressed their disappointment that their visit time was insufficient!
7. Pam has received a phone enquiry from Darfield Probus group re possible visit on a Mon in Oct.
8. Breeze Walking Festival – Sun 13 Oct - organisation – 1st Aid kits , adverts in Glentunnel School Newsletter, shop , hall, face-book pages (Museum, Coalgate Township, Hororata) : booklets to distribute . walking hosts - Pam museum hosts – 10.00 am – 4pm – see roster .

9. Duty Roster Sundays 1pm – 4pm – please organise with another committee member if you have to change your day.

29 Sept	Julie Craig
06 Oct	Anne Tony
13 Oct	walking Fest : Anne & Pam all day : am – Rory & Julie : pm Craig Eden
20 Oct	Karen Janine
27 Oct	Labour Weekend Pam Craig
3 Nov	Pam Karen
10 Nov	Bob Eden
17 Nov	Cant. Show weekend Tony Jonathan

Responsibilities when on Sunday duty –

Banners vacuum floor toilet record number of visitors and money collected in notebook & leave in cream can.

10. Gramophones/ records have been sorted.
 11. Highland games (9 Nov) heritage display – Museum brochures to be on display.
 Meeting at Helen McArthur's Wed 25 Sept – Rory indicated that he may be able to attend.
 12. Rory has a pottery grease trap to donate to the Museum.

There being no further business Craig thanked all for their input and closed the meeting at 8.15pm pm.

Next Meeting 7.30pm Thursday 17 Oct 2019

Signed _____ date _____

Committee Members contact details

Craig Moody (chair)	0274840917	jockmoody@xtra.co.nz
Pam Reynolds (Sec)	3182377	glentunnelmuseum@gmail.com
Tony Airs (treas)	3182 423	ajairs@xtra.co.nz
Janine Kirkby	?	janinekirkby@gmail.com
Anne McAndrew	3182 326	n/a
Julie Stevens	3182 959	stevens.clan@xtra.co.nz
Karen Meares	3186 959 0211471824	karen@idadowns.co.nz
Glenn Chambers	3182 852	glenathon@live.com
Jeff Bland		jeff.bland@selwyn.govt.nz
Rory Deans	0211314599	rory1@xtra.co.nz
Eden Sinclair	0212774024	eden_2xs@yahoo.com
Jonathan Green	021 0593686	jonogreenz@gmail.com

NOTES TAKEN AT THE GLENTUNNEL TOWNSHIP COMMITTEE MEETING HELD AT THE GLENTUNNEL COMMUNITY CENTRE ON MONDAY 30TH SEPTEMBER 2019 BEGINNING AT 7.30PM.

PRESENT: Reg Anderson (Chairman), Allan Carpenter, Glenn Chambers, Chris Anderson, Karen Meares (Malvern Community Board)

IN ATTENDANCE: Melissa Jebson (Roving Committee Secretary)

APOLOGIES: Barbara Broughton, Richard Muckle, Liam Cunnah. Late apology – Dion Stechmann.

As there was not a quorum the meeting proceeded taking notes.

MINUTES OF PREVIOUS MEETING *held on Monday 26th August 2019 were discussed.*

MATTERS ARISING FROM THE MINUTES

- 1) Township Brochure – Margot & Barbara. Work In progress.
- 2) Water Fountain Photos – Karen. Peter Boyes has yet to get back to Karen. Will there be an opening of the Water Fountain?
- 3) Light bulb replacement Railway Terrace & Union Street. Karen to discuss with Cr Bob Mugford as will be good to get this project finished.
- 4) Toilet signs at Joyce Reserve. Council are on to this. Was discussed at the Community Board meeting.
- 5) Roving Speed Indicator device.
- 6) Residents Survey – Karen will drop photocopied survey at Glentunnel Store tomorrow for Glenn to pick up and deliver to Glentunnel Township residents.

CORRESPONDENCE: INWARD

- SDC Financial Reports – August 2019
- Wayne Stack – Work Safe Ladder Policy
- Community Committee Newsletter – August
- Malvern Community Board August Meeting Minutes
- Notification of Bylaw Reviews – Stock Droving and Traffic and Parking. Submissions close 18th October. Sent to Committee. Discussed both bylaw changes.

OUTWARDS

- Photocopying - Glentunnel Township Committee Survey to Residents.
- Hororata Community Trust – Thank you for bulbs.
- Email from Coalgate Township Committee – Mid-Winter dinner organisation will not be undertaken any more by the Ratahi's and the Coalgate Township Committee. A letter to be sent to Coalgate Township Committee to thank them for all the years they have done this event and the wonderful job they made of this. We are sorry this is not going to continue.

GENERAL BUSINESS:

- a) Civil Defence – Wish list from Chris and Glenn. Glentunnel CD team are meeting with the Coalgate team and the Whitecliffs team soon so will collate what each Township has at their disposal and see what is required.

- b) Minutes on noticeboard. Reg is putting the minutes on the Township Noticeboard at the Glentunnel Store.
- c) Progress on Glentunnel Township FACEBOOK Page – Glenn is working on this. Glentunnel Gazette was a name that the members present liked.
- d) Discussed vehicles parked in dangerous manner on Homebush Road. Snap-Send-Solve could be used. Also discussed the container housing just down the road. There is no water access, no power and no sanitation. Snap-Send-Solve can also be used.
- e) Wandering Dogs – Contact Dog control.
- f) October Meeting – Next meeting is scheduled for Monday 26th October which is Labour Day. Members present quite happy that this is held on the evening of Labour Day.
- g) Township Christmas Party? Booking Hall tentative booking. As no decision can be made without a quorum, decision will be left until next meeting in October.
- h) Triennial Election – Monday 30th December?? Members present quite happy that the decision left until next meeting. Triennial election be held at the November meeting. Members need to talk to new residents and see if they are willing to be involved in the Committee. Karen Meares said that Council could put an editorial about the election and Committee role in the Malvern News.

MEETING CLOSED: 8.42pm

NEXT MEETING: Monday 26th October.

MINUTES OF THE GLENTUNNEL TOWNSHIP COMMITTEE MEETING HELD AT THE GLENTUNNEL HALL ON MONDAY 28TH OCTOBER 2019 BEGINNING AT 7.30PM.

PRESENT: Reg Anderson (Chairman), Allan Carpenter, Liam Cunnah, Margot Brady, Glenn Chambers, Richard Muckle, Dion Stechmann, Chris Anderson (*from 7.34pm*), Barbara Broughton (*from 7.38pm*)

IN ATTENDANCE: Karen Meares, Melissa Jebson (Roving Committee Secretary)

WELCOME: Chairman Reg welcomed everyone to the final meeting of the three year term for this Committee.

APOLOGIES: Chris Anderson (Lateness)

"That the apologies be accepted" (m) Reg Anderson (s)Allan Carpenter CARRIED
Chris Anderson entered the meeting at 8.34pm

MINUTES OF PREVIOUS MEETING *held on Monday 26th August plus the notes taken on Monday 30th September 2019, were confirmed as a true and accurate record.*

(m)Allan Carpenter (s) Chris Anderson CARRIED

Barbara Broughton entered the meeting at 7.38pm

MATTERS ARISING FROM THE MINUTES

- 1) Township Brochure – Margot & Barbara. Barbara and Margot will present their progress so far to the residents/new Committee at the next meeting.
- 2) Water Fountain Photos – Karen Meares has talked to Roger Knowles and Bruce Maffey. Work in progress. Reg commented that Water Fountain is very popular and dump station is working well.
- 3) Light bulb replacement Railway Terrace & Union Street – There will not be a light bulb put on the pole on Union Street. Bob Mugford has spoken to SDC Mark Chamberlain. Committee concerned that one resident can hold the Township to ransom and the local residents have to suffer and put up with lack of lighting which is a health and safety issue. Railway Terrace will be fixed soon.
- 4) Toilet signs at Joyce Reserve. No signs evident at this stage.
- 5) Roving Speed Indicator device. There is a SID at the south end of the Township but the Committee say it is working intermittently at this stage.
- 6) Township Facebook Page – Glenn Chambers has set up 'Glentunnel Township Talk'. Glenn will write to residents and invite them to join. Email address – gtowncommittee@mail.com
- 7) Residents Survey Results – Glenn presented the results of the 18 surveys returned. One or two want to know if the Township Committee has 'Terms of reference'. Karen Meares will find some information out about what a Township Committee does, their role. Comments were made on – footpaths need clean up; rubbish bins needed at Joyce Reserve; Speed needs controlling in Township (many comments on this); Regular communication needed – Facebook page and email communication will help; A Quieter heating system is required for the Glentunnel Hall plus acoustic panels also needed for Hall to assist noise reduction; Storm water comments about pooling water in the Township after rain and cleaning up the Selwyn River walkway.
Glenn will reply to the residents who answered the survey. Most people want a Community Christmas event.

CORRESPONDENCE: INWARD

- SDC Financial Reports – August 2019 Committee have \$2922 in Discretionary Funds to spend before the end of June.

“That the Inward Correspondence be accepted.”

(m) Chris Anderson (s) Margot Brady CARRIED

GENERAL BUSINESS:

- a) Township Christmas Party – Committee have decided to run a Community evening in conjunction with the local Glentunnel Primary School following an invitation from the Principal, Dion Stechmann. This will be held in February, will be a hangi and held at the Glentunnel School. Final decision will be made with the incoming Committee following the election next meeting.
- b) Triennial Election – Monday 25th November, 7.30pm with an ordinary meeting to follow. Committee to bring a plate. Margot will bring tea and milk, Melissa coffee and sugar. Apologies from Karen Meares and Dion Stechmann. Dion will be the School Representative and is available for re-election.
- c) Discretionary Fund Spending ideas for incoming Committee – New Year get-together; Speed Indicator Device; Shelter for picnickers.
- d) Idea for new Committee – To run a meeting with an Open Forum with residents to discuss Ideas for the Township.
- e) Volunteers Christmas Event for Chairs and Secretaries – This is set for Tuesday 3rd December at the Tai Tapu Community Centre. The Council put on a bus from the Darfield Library. Chris Anderson and Glenn Chambers (CD Reps) plus Reg Anderson and Margot Brady to attend and will all take the bus from Darfield Library.
- f) Malvern Community Board Christmas in the Park – 8th December 3pm – 6pm at Westview Park by the Skate Park. There will be chips, sausages, Pedal mania, bouncy castle, Shad Rutherford (Balloon-man), continuous entertainment plus children’s entertainment and Father Christmas.
- g) There is no footpath access to Joyce Reserve. At this stage children and parents with small children are having to walk on the road to access the Reserve which is very dangerous. Council need to look into this urgently.

Chairman Reg Anderson thanked everyone for their attendance at the last meeting for this Committee.

MEETING CLOSED: 8.52pm

NEXT MEETING: Monday 25th November

**Minutes of a Meeting of the
Greendale Recreation Reserve Committee
Tuesday 3rd September 2019**

The meeting was held the GRRC pavilion, opening at 7.30pm.

Public Forum

Wayne Stack – Selwyn District Council

Wayne talked to us about Health and Safety issues arising from a recent incident at Hororata Hall. In particular safe work practice when using ladders in Community Halls

Ladders cannot be any higher than 1.5 metres

We need to engage a Contractor for any use at a higher height.

Wayne left us with a notice to display on the wall

- Community volunteer workers – Safe work practice for use of ladders

Present

John Clarkson (Chairperson), Charles Ridgen, Nelson Early, Karen Ridgen (secretary), John Dering, Jane McMillan, Cheryl Ridgen, Andy Clarkson, John Booth, and Murray Shipley

Apologies, Judith Pascoe (MCB)(lateness), Ian Warren, Ian Jefferis

Moved: *“That the apologies be received.”*

Jane/John B Carried

Previous Minutes

The minutes of the Meeting on 28 May 2019 were circulated prior to the start of the meeting.

Moved: *“That the minutes be received as a true and correct record”*

Karen/Jane Carried

Matters Arising

Correspondence

Inwards

Emails from SDC

- Michael Haywood - Event Planning Workshop
- Cameron Warr – FFP site visit
- Hugh Sheppard – Playground Upgrade
- Community Call

It was noted in the community call

- Key contact details for SDC staff who look after committees
 - Tony Morgan – Purchase orders
 - Kevin Chappell – Facilities
 - Pam Stephens who had looked after the finance role has now moved onto another role within the council. This role is still to be filled

- Facility terms and conditions of hire and centralised online booking system from 1 July 2020. Further discussion on this was had in general business

Outwards

Moved *“That the inwards and outwards correspondence be received”*

Financial Report

June 2019 Financial Reports was circulated prior to the meeting

This was the report for the `end of our financial year. There were no unexpected costs in the accounts and we were under budget for the year ended 30 June 2019.

Moved *“That the financial report be received”*

Charles/Andy Carried

Reports

Tennis

Charles meet with SDC representative, there are currently no available funds to help with the repair of courts. We will budget for the repairs in the LTP when it is next reviewed.

The courts will continue to deteriorate if repairs are not undertaken in the near future

Cricket

The AGM was held on 28th August

George Ridgen – Senior President

Regan Dalley – Secretary/Groundsman

Murray Shipley – Delegate to the Reserve Board

They will be using the Greendale Domain every Thursday afternoon and Saturday from 1st October 2019 till mid March 2020 for trainings and games

This season they will have one Senior A team and a junior team

The cricket club will possibly require storage of a tractor to tow the mower - TBC

The Lions team based in Lincoln have asked to use the facilities

Hall Bookings

A report from Karen had been circulated.

Bookings are steady

A reminder to make sure all use of the buildings and domain are recorded in our booking system so we can keep track of who is using the facilities

Chairman's Report

- Started cutting the grass at the Domain beginning September
- A spring working bee is to be held late September
- The repairs to the mens toilets inside the hall have been completed
- The lighting in the outside toilets and inside the hall need to be looked at
- Two Maple trees need replacing, a purchase order for Southern woods nursery to be obtained
- Curtains in the Main hall need repairing – John to contact Val Briggs in Darfield

General Business

- Community Call newsletter had information regarding Facility terms and conditions of hire and centralised online booking system coming into effect from 1 July 2020.
The Greendale Recreation Reserve Committee are extremely concerned with the proposed online booking system.
 - How is SDC going to monitor and control who uses the Facilities ?
 - How will our asset be protected from young and unruly persons wanting to hire ?
The committee currently veto hirers of the facility as they know who are locals and who are not, especially young persons who are under the minimum hirer age
 - The Hall is used by community groups and Greendale school, often at short notice when an outdoor event is effected by inclement weather. Families who have long association with our community use the facility for funerals.
These are also booked at short notice. How will this be managed by the online system ?

Moved: A letter to be written to the Selwyn District Council expressing the committees concerns regarding the proposed online booking system

John C/Murray carried

- Playground Equipment
Members of the Greendale recreation reserve committee meet with Hugh Sheppard, Douglas Marshall and Judith Pascoe (MCB) on Monday 5th August at the Greendale Domain to discuss the progress of the Playground Equipment upgrade
Funds from Astrograss , Playground equipment, Cricket facility development and shed extension projects are to be reallocated for the playground upgrade.
A proposal to change the standalone slide to the 2m high stainless slide from Playground People at a cost of \$8,490 plus GST incl freight and our preference to keep the pea gravel in favour of the softfall, intelligro woodchip safe fall was also discussed. Douglas Marshall and SDC have previously offered us a bench seat for the playground area and supply of two hoops and concrete area for the Basketball development.
We would like to accept these proposals also

Moved: write a letter to Hugh Sheppard – SDC accepting all the equipment and costings as recommended in an email from Hugh Sheppard of 2nd August 2019, including rectify safety issues with the existing swings to make them compliant.
The bench seat and two hoops and concrete for basketball development

Charles/Nelson carried

- Working bee – Last week in September
- Quarterly clean of Hall scheduled in September
- New seat for mens toilet – obtain a purchase order

Next meeting Tuesday 3rd December 2019 at 7.30pm
The meeting closed at 9.09pm

Signed as a True and Accurate Record J Clarkson Chairman

Date

Held 7-30pm, Tuesday, 23rd July 2019 at the Hororata Hall

Acting Chair Penny OLIVER welcomed everyone to the meeting and declared it open at 7-30pm.

Attendance:

Brendon ALBON, Sheena BROUGHTON, Fleur EARL (HPC), Jenny GALLAGHER (MCB), John McKEAGE, Penny OLIVER, Roger PARSONS, Helen STEWART, Allan THORNE, Susan THORNLEY, Tony THWAITES
Residents:
Carol GURNEY

Apologies:

Margaret CROSS, Cindy DRISCOLL, Stuart OLIVER

Motion to accept the Apologies as true and correct moved by Susan THORNLEY
Seconded by Tony THWAITES Carried without dissent

Minutes:

The draft minutes of the previous minutes of the 28th May 2019 were distributed and read. Allan THORNE stated he was an apology, but that it was not recorded. The secretary to amend.

Motion that the Minutes of 28th May 2019, with above amendment, be accepted as true and correct moved by Roger PARSONS
Seconded by Helen STEWART Carried without dissent

Matters Arising:

Jenny GALLAGHER (MCB) was to query with council a cost on our April 2019 financial accounts.
\$680 2132 900 08 New Facility Construction

She reported it was for 'Legal costs' for the new community centre, but was unable to elaborate. The secretary to write to Douglas MARSHALL (SDC) asking for clarification.

Ken BEAUMONT had submitted a question concerning stock breaking through private fencing. Jenny GALLAGHER confirmed that without a location, and any other supporting evidence, the committee can do nothing except ask those affected to inform SDC of the problem directly.

Helen STEWART reported that now there had been sufficient rain, she was able to proceed with roadside tree planting (7 new Kowhai *Sophora microphylla* and 3 relocations). She will arrange help as needed.

Correspondence:

The secretary read the attached correspondence list. The secretary responded to questions about correspondence with Wayne STACK (SDC) on the subject of the hall ladder giving Wayne's recommendation for a replacement and the council policy on ladder use. Brendon ALBON and Helen STEWART questioned the suitability of the ladder shown in the supplied photo and the secretary to write to Wayne requesting more information.

The daffodil bulb donation from Hororata Community Trust was delivered and presented to the Hororata Playcentre for their use.

Penny OLIVER read a letter from Carol GURNEY which contained allegations against the secretary of impropriety. Carol wanted it tabled and not discussed. The secretary was denied the chance to respond as Penny OLIVER and Jenny GALLAGHER said we should just 'move on'. The secretary personally feels

that to have an allegation made against him and to not be able to respond is unacceptable and he will consider his options.

Motion that the Correspondence be accepted as true and correct was moved by Penny OLIVER
Seconded by Helen STEWART Carried without dissent

Financial Report:

The May 2019 financial report was not read by Penny OLIVER as it was 'out of date'. She stated the HRMC have their June accounts. The secretary and Jenny GALLAGHER confirmed we do not have ours.

The hall cleaner did not submit timesheets for payment.

Motion to table the May 2019 financial report for information only moved by Penny OLIVER
Seconded by Roger PARSONS Carried without dissent

Hall Report:

Bookings:

5th June 2019 HRMC Meeting

6th June 2019 GoHororata Meeting

Maintenance:

Apart for scheduled cleaning, no maintenance has been carried out on or in the hall.

A site visit with the secretary and Nigel HADFIELD to discuss security camera placement and if Nigel was able and available to do the work was held on the 4th July 2019. Nigel was happy to have his named suggested as preferred contractor for installation.

Wine glasses, dessert bowls and dessert spoons were purchased for the hall. This now gives us the capacity to hold a 120 person dinner without outside help for crockery, cutlery or glassware.

Works/Purchase Orders:

The only outstanding works order to be issued is for security camera installation. The secretary to follow up.

Playcentre Report:

Fleur EARL reported that the now have 17 children enrolled but that will fluctuate with farming activities taking some families away. They have tidied up the cleared kitchen garden bed and planted it. The plunket room store has also been cleared.

GoHororata Report:

The Acting Chair asked Susan THORNLEY to report which she did. An architect has been appointed to draw up concept plans for the Reserve and the Community Centre. Allan THORNE questioned the method of reporting back to committee and a perceived lack of consultation. These points were countered and detailed to committee by several GoHororata members present.

GoHororata are holding a mid-winter dinner on Friday, 26th July 2019 at the hall.

Secretary's Report:

The secretary offered no report.

General Business:

Allan THORNE spoke of his question at the MCB meeting on the 27th May 2019 regarding costs of projects and the use of local suppliers. He detailed a meeting he had with the Mayor and council staff on this issue and the use of local contractors for work on halls and reserves. He told us the Mayor was fully in favour of using local contractors and there would be no hindrance in recommending local tradespeople.

He also spoke of the dangers of grit on the roads for traffic, especially motorcyclists. Shading on the roads by trees was also a concern. He will supply the secretary with location examples so the secretary can write to Michael WARNER (SDC) for guidance and action if necessary.

The secretary mentioned that nominations for local body elections were open but that there were recent changes to signage policy surrounding elections. Penny OLIVER asked who was standing and Jenny GALLAGHER confirmed she was not standing again for the Malvern Community Board, but was standing for Selwyn District Council. She talked about her pleasure in working with us and the enjoyment she got from these meetings over the previous 9 years.

Tony THWAITES offered a vote of thanks to Jenny for her service to Hororata of which the committee roundly applauded.

Roger PARSONS asked the committee's view on merging with the HRMC but it was felt that it was not the right time to do so, but that when the new community centre was completed, that that would be a more suitable time. Jenny stated it would also be council's preferred option at that time.

With no further general business, Penny OLIVER thanked everyone for their attendance and declared the meeting closed at 8.25pm

References:

http://pdf.hororata.com/minutes/HCC_M_20190528.pdf

http://pdf.hororata.com/reports/HCC_R_20190722_hall_report.pdf

http://pdf.hororata.com/reports/HCC_R_20190715_sdc_purchase_works_orders.pdf

http://pdf.hororata.com/reports/HCC_R_20190626_GoHororata_report.pdf

Correspondence listed here is for inclusion in the minutes for the next scheduled HCC meeting

DATE RANGE: MAY 2019 – JULY 2019

OUTWARD CORRESPONDENCE

FILE	DESCRIPTION
20190530	to Therese DAVEL (SDC) regarding DRAFT Minutes of 28 th May 2019 meeting
20190630	to Pam STEPHENS (SDC) regarding financial matters for payment
20190631	to Tony MORGAN (SDC) regarding purchase order for glasses and plates
20190604	to Pam STEPHENS (SDC) regarding hire charges for AW THWAITES
20190610	to Tony MORGAN (SDC) regarding works order for fly bomb
20190615	to Cindy DRISCOLL (HCT) regarding funding for mid-winter dinner
20190617	to Tony MORGAN (SDC) regarding purchase order for HCT for mid-winter dinner
20190617	to Nigel HADFIELD regarding installation of security cameras
20190618	to Pam STEPHENS (SDC) regarding invoice for payment for HCT
20190622	to Anne MERRIMAN regarding hall cleaning
20190626	to Pam STEPHENS (SDC) regarding her promotion and thanking her for her support
20190615	to Kevin CHAPPELL (SDC) regarding his return to work after his medical issues
20190629	to Ken BEAUMONT regarding township flooding information
20190704	to Kevin CHAPPELL (SDC) regarding works order for installation of security cameras
20190704	to Jenny GALLAGHER (MCB) regarding works/purchase order assistance
20190729	to Wayne STACK (SDC) regarding new hall ladder

INWARD CORRESPONDENCE

FILE	DESCRIPTION
20190529	from Wayne STACK (SDC) regarding hall ladder
20190531	from Therese DAVEL (SDC) regarding township flooding information
20190531	from Cindy DRISCOLL (HCT) regarding donation of daffodil bulbs
20190624	from Cindy DRISCOLL (HCT) regarding support for HCT funding application
20190628	from Andrew BOYD (SDC) regarding draft waste by-law
20190704	from Cindy DRISCOLL (HCT) regarding hall floor plan for special licence
20190719	from Michael HEYWOOD (SDC) regarding event planning seminar
20190722	from Anne MERRIMAN regarding hall cleaning

MEETING OF THE HORORATA RESERVE MANAGEMENT COMMITTEE HELD AT THE HORORATA COMMUNITY HALL ON WEDNESDAY 2 OCTOBER AT 7.30PM

PRESENT: Mr Perkins welcomed all to the meeting. **Those in attendance:** Mr R Hutton, Mr R Parsons, Mrs J Gallagher, Mr A Thorne, Mrs C Driscoll, Mr J Miller, Mr D Moore, Mrs S Thornley, Mr A Stewart.

APOLOGIES: Mr P Freeman Mrs L Cookson B Albion, J Foster Moved/Seconded R Perkins Ross Hutton

PUBLIC FORUM:

MINUTES OF PREVIOUS MEETING: Moved that these be a true and accurate record. Moved Mr Thorne/ C Driscoll

MATTERS ARISING FROM PREVIOUS MEETING:

Hororata Reserve User Agreement: SDC are working on a generic reserve user document which will be circulated as soon as it is done.

Signage –Master Plan to be approved prior to sign going up.

Michelle Frey 10 Year Plan for Hororata Reserve: M Frey is not currently at the SDC just now. The 10 Year Plan will be carried out through the Reserve Committee so all Reserve Board members can be involved.

Blocked pipe (culvert) caused a lot of run off through the Hororata Domain to the village. Under SDC flooding personnel.

Go Hororata Update Waiting from feedback from the Architect. Two meetings were held over July and August. Next step to bring back to the Committee. Query re racetrack. Also Hall query. These matters will be brought to the next Public Discussion project meeting. They after consultation with the committee will be incorporated in the 10 year plan.

Well and Power: This is in the hands of the SDC

CORRESPONDENCE:

Inwards/Outwards: Moved that the Inward/Outward Correspondence be accepted. L Cookson/S Thornley
SDC Matters:

Douglas Marshall In and Out

Ballooning Canterbury 2019 3 year licence and launch fee to stay as is. Roll over. Moved J Miller/Seconded Mrs S Thornley

Brandon Taylor In Out re line of oaks. Take out as needed leave others there. Advise SDC.

Finance:

SDC Update Finance to 30 June 2019

SDC Finance to August. Query re Maintenance General. Recommended that they be tabled until further information be received back

Accounts to be paid Moved that this be paid

Mr R Parsons caretaking. \$ 1,443.25 Moved R Hutton/A Stewart

Reports:

R J Parsons Caretaking : Either been raining or blowing, so no spraying has been done

Lake: Curlz have been contacted to look for leaks. A circulation pump was discussed. Mr Thorne advised to use our own local contractors. The letter once received to be circulated to members and a decision to be made.

Planting: Continuation of Thwaites Road. Reserve to plant 250 sq metres 300 plants at \$ 3.0. School to be asked if they would like to help

Tennis : Lucy Cookson - Senior Tennis starting 5 October so we hope to have a working bee before then. We have a booking to use the pavilion and will ask for a donation. We will have tennis all day on Saturdays and Thursday nights (3 to 8pm) all starting in October.

Cross Country: Natalie Edge Facebook Page up and running. Now has an assistant (Kimberley Grey)

Scouts : Susan Thornley

Rifle Club: Ross Hutton –End of the season. All going good. Will shoot first Tuesday of each month. Licence laws are becoming tougher for small clubs to survive. Two shooters last week nationally in the High School team.

Trotting Track: Johnny Miller, People starting to use the track again. Big puddle by gate at the top end was identified and pointed out by the HCT. Needs top soil and seeding. Please note this is prior to the Games being held.

General Business:

Health & Safety: Ladder safety as per the SDC advised.

Mowing dates advised prior to the Spring Fair and also the Monday prior to the Games. Roger will take sheep off two weeks prior to the games. Track will be looked after by the HCT.

Signage: Secretary to contact SDC re signs for safety with horses and pedestrians being on the waling track at the same time. (Wayne Stack)

Double gates to be locked. Roger to purchase at least 5 padlocks. \$60.00 order number to be sourced. Roger will use ITM.

Gates need to be kept shut at all times.

Tennis driveway – parking problem. Small posts with a wire rope.

Election February SDC are re doing rules and regulations. Nominations from all users must be in writing and must be an active part of that committee.

Mr Perkins closed the meeting and thanked people for their attendance.

Meeting closed 8.30 pm

Mr Perkins thanked our Malvern Board Rep, Mrs Jenny Gallagher, advising the meeting that this was her last meeting and he thanked her for her time and presence and genuine interest and commitment for attending all the meetings she has over the years. He also wished her well in the upcoming SDC elections.

NEXT MEETING WEDNESDAY

4 December 2019

Election February 2020

(First Wednesday of the month)

**MINUTES OF KIRWEE COMMUNITY COMMITTEE MEETING
HELD AT KIRWEE COMMUNITY HALL
ON MONDAY 21 OCTOBER 2019**

PRESENT: Ken May, Ngaire Kent, Tania Gallagher, Judith Pascoe (Community Board Representative)
Graeme Roberts, Graeme Wilson, David Stott, Stu Begg

APOLOGIES: Lindsay Westaway

Moved Ken May, seconded Tania Gallagher that apologies be accepted, carried

PUBLIC FORUM MEETING:	
MINUTES OF MEETING :	
The Minutes of meeting held 16 September have been circulated and taken as read. Moved Ken May, seconded Judith Pascoe (Community Board Representative), carried	
MATTERS ARISING:	
Moveable speed indicator – ongoing with Mark Chamberlain	
Light in Courtenay Road – SDC have advised it will be done	
Dawn Place footpaths – monitoring weeds	
Hoskyns Road development – to monitor footpaths where it is broken in some places by contractors driving over it	
Cnr Windsor Drive and Courtenay Road – letter written to Mark Chamberlain re plantings outside property that may cause weeds in soak hole and also fire hydrant sign removed. No response as yet.	
CORRESPONDENCE:	
INWARDS: SDC Malvern Community Board Agenda 23 September Derek Hayes summary of feedback received on Kirwee Reserve draft Master Plan and suggested responses SDC – Road naming in Kirwee – letter written to SDC from Helen Williams (nee Bedford) SDC – Kirwee Township financial report for August 2019 SDC – letter from SDC requesting Terms of Reference or Constitution for our Committee SDC purchase order for Triennial Meeting 18 November 2019 OUTWARDS: SDC advising we operate under the Council Standing Orders and are unaware of any constitution Malvern Times confirming advertising for Triennial Meeting 18 November 2019 SDC advising date of Triennial Meeting to be 18 November 2019 Moved David Stott, seconded Stu Begg that the correspondence be accepted, carried	
GENERAL BUSINESS:	
Working party update – email from Derek Hayes with responses to submissions – Following the Community drop in meeting and feedback, the Kirwee Township Committee accepts the concept plan as the final plan. Moved David Stott seconded Ken May, carried.	
Health and Safety – no report.	

Anzac Lane walkway – need to get a quote from a stonemason and assistance with a plan. David Stott to organise this. Judith Pascoe will check SDC Historic fund and also if there is a poppy fund to see if there are any funds available.	David Stott Judith Pascoe
To advise SDC that Anzac Lane has not been mowed and needs to be mowed.	Ngairé Kent
The water race has been cleaned by Anzac Lane and the rubbish that has been removed from the water race has been left there on the side. This should be removed when cleaning out the water race.	Ngairé Kent
The mountain viewing area at Aylesford has been used as a toilet and this needs to be tidied up. There have been suggestions put forward for this to be cleaned up and how this can be done.	
The meeting closed at 8.10 pm	
The next meeting is on Monday 18 November 2019	

**MINUTES OF KIRWEE COMMUNITY COMMITTEE MEETING
HELD AT KIRWEE COMMUNITY HALL
ON MONDAY 16 SEPTEMBER 2019**

PRESENT: Phil Thomas, Ken May, Stu Begg, Lindsay Westaway, Judith Pascoe (Community Board Representative).

APOLOGIES: Ngaire Kent, Graeme Roberts, David Stott, Graeme Wilson.

That the apologies be accepted. Moved Lindsay Westaway, Seconded Stu Begg, carried.

PUBLIC FORUM MEETING:	
No public attended.	
MINUTES OF MEETING:	
The minutes of the meeting held Monday 19 August 2019 have been circulated and taken as read.	
That they are a true and accurate record. Moved Stu Begg, Seconded Phil Thomas, carried.	
MATTERS ARISING:	
Moveable speed indicator – ongoing with Mark Chamberlain	
Light in Courtenay Road – ongoing – SDC have advised it will be done	
De Renzie Place sign that needs replacing – letter written to Mark Chamberlain. Reply as per correspondence below that it had been rectified but that there seems to be an ongoing issue with Pub patrons swinging on it.	
Dawn Place footpaths – monitoring weeds	
Hoskyns Road development – to monitor footpaths where it is broken in some places by contractors driving over it.	
Dip in Hoskyns Road just up from Courtenay Road – letter written to Mark Chamberlain. Response in correspondence below. No action in the foreseeable future.	
Corner Windsor Drive and Courtenay – letter written to Mark Chamberlain re plantings outside property that may cause weeds in soak hole and also fire hydrant sign removed	
Speed limits and signs in Kirwee – letter written to Mark Chamberlain re Tramway Road. This appears to have been remedied with 50kph speed limit from SH73 to past High Street.	
CORRESPONDENCE:	
INWARDS: Council Call Newsletter – August edition (with rules for 2019 Triennial elections) SDC – Greg Bell – Financial year end report June 2019 Mike Warner SDC re roadside trees that need pruning Mark Chamberlain re pothole in Hoskyns Road Mark Chamberlain re De Renzie Place road sign Board Secretary SDC – Malvern Community Board agenda for meeting 26 August Mark Chamberlain re speed limits in Kirwee Tania Gallagher resigning from Working Party Committee	
OUTWARDS: Letter to Mark Chamberlain SDC regarding sign at De Renzie Place Letter to Mark Chamberlain re dip in Hoskyns Road just up from Courtenay Road, needs filling and soak hole	

Letter to Mark Warner SDC re roadside trees and trees in High Street	
Letter to Mark Chamberlain SDC speed limits in Kirwee	
Letter to Mark Chamberlain re plantings and fire hydrant sign corner Windsor Drive and Courtenay Road	
GENERAL BUSINESS:	
Working party update (Graeme Roberts sent letter to Raymond Williams re last meeting). Report from Derek Hayes has been circulated and review meeting set for Monday 23 September 2019.	
Health and Safety – Nothing to report.	
The meeting closed at 20.15 hrs.	
The next meeting is on Monday 21 October 2019	

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MINUTES OF KIRWEE RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

HELD AT THE KIRWEE RESERVE SPORTS PAVILION

ON MONDAY 14 OCTOBER 2019

PRESENT: Raewyn Feast, Gary Feast, Tony Armstrong, Glenn Sparrow, Paul Robinson, David Stott, Trevor Wall (Rugby), Adrienne Begg (Tennis), Dianne Westaway, Lindsay Westaway (Bowls), Raymond Williams (Cricket), Judith Pascoe (Community Board Representative), Ngaire Kent

APOLOGIES: Karen Opie (Netball) Moved Dianne Westaway, seconded Paul Robinson

MINUTES OF MEETING : The Minutes of meeting held Monday 9 September have been circulated and taken as read and are a true and correct record. Moved Lindsay Westaway, seconded Adrienne Begg, carried		
MATTERS ARISING:		
Monitoring of alarm – Raewyn Feast – use same code and just tap code in, when leaving tap “arm” and tap code in. David Stott is to put a notice in Pavilion window of club representatives and phone numbers. Club representatives have agreed to have their numbers listed. Raewyn Feast still to talk to Rhino and Mainland re the cost of getting the fire alarm monitored.		Raewyn Feast
Plants in front of rugby club – Tony Armstrong advised there are three options – take them out and reseal it, placing some pavers down or redoing it and building up edge. He suggested tussock, or hebes and about six plants would be needed. David Stott suggested pavers or stones. To tidy the area up and this is to be revisited in February / March for the planting season next year.		David Stott
Who is standing next year on committee? One reply so far, to advise Ngaire Kent.		
Glenn Sparrow has emailed Nicci Dillon from Predator Free Kirwee about attending a meeting of the Kirwee Reserve committee in the New Year.		
CORRESPONDENCE:		
INWARDS: Derek Hayes – summary report of feedback sent to Working Party Treetech – overdue account (possible SPAM) Ngaire Kent to check order numbers and send to Tony Armstrong – Glenn Sparrow is going to also check and Raewyn Feast is going to talk to SDC. SDC – Malvern Community Board Agenda 23 September 2019 SDC Financial report for August SDC – Asti Boal with Kirwee Sports Club Rental Reviews for 2019 SDC re Terms of Reference document for our Kirwee Reserve Committee SDC advising of SWELL Expo Wednesday 9 October SDC – Derek Hayes written feedback and draft responses for Development Block		Glenn Sparrow/ Raewyn Feast
OUTWARDS: SDC advising our Committee is bound by Council standing orders and are unaware of any Terms of Reference document Moved Paul Robinson seconded Adrienne Begg that the correspondence be accepted, carried		
REPORTS:		
Finance		
Caretaker - Received – The fields have a few weeds which need to be sprayed – Moved Raymond Williams seconded Gary Feast – Ray Grigg to spray field with appropriate broad lead spray, carried. David Stott to organise this.. Moved Adrienne Begg seconded Paul Robinson that the tree which is out the front of the Tennis Courts be removed by Tailored Trees., carried. Tony Armstrong to organised this.	Tony Armstrong	
Rugby - received		

Tennis - received	139
Cricket	
Netball - Netball	
Bowls - Carried	
Kirwee Players - Carried	
Health and Safety	
GENERAL BUSINESS:	
Working Party update – Feedback from Drop in / Playground tour around / Accept Derek Hayes recommendations from Working Group as per Derek Hayes’ report and this has been circulated. Following the Community meeting, drop in meeting and feedback, the Reserve Committee accepts the concept plan as the final plan. Moved Lindsay Westaway seconded Glenn Sparrow, carried. This is to be sent to the Township Committee for their noting and support. Raymond Williams to talk to Douglas Marshall and Derek Hayes re the process going forward, and to see if one final meeting of the Working Party is required, and to have one person as a liaison. SDC are talking to Cricket and Rugby re timing for groundwork etc.	Raymond Williams
Macartney Drive – when is there going to be action regarding this as there are more and more potholes – Moved Raymond Williams seconded Glenn Sparrow that we get Sicon for repairs and maintenance in driveway (fill pot holes) - code 03 maintenance car park – Raewyn Feast to get an order number - carried	Raewyn Feast
Rugby lines – these have not been filled and cricket is due to start – Trevor Wall (Rugby) has this in hand.	Trevor Wall
Maintenance on mowers – Stu Begg has been mowing for David Stott while he was away and advised maintenance on the mowers needs to be done. To ask Stu Begg to get a quote for a cost to get the gang mowers up to spec so we can then make a decision at the next meeting – major work will be required at the end of the season.	Stu Begg (Adrienne Begg)
Rental Reviews – Glenn Sparrow moved that we do not increase any clubs’ rentals because of the ongoing development and disruption to grounds in the Reserve, seconded Paul Robinson, carried. Moved Glenn Sparrow that Kirwee Players who have already had an increase in rent and have paid this, that this be refunded, seconded Adrienne Begg, carried. If this cannot be done SDC to advise what can be done.	
Wrights Block needs mowing – Raymond Williams is organising this in the meantime.	Raymond Williams
David Stott is going to spray the weeds in the pavers.	
Leak in boundary between A & P Showgrounds and the Reserve by the meter – Raewyn Feast asked Sicon to do an emergency repair – David Stott has also looked at this and is to check with Sicon and see if they have done anything.	David Stott
SDC are going to be putting a new mainline through the A & P after the show and this will affect Bowls so may not have water for 12 hours or so. Access to the Hall will be fine.	
On the playground tour Raymond Williams has taken some notes and has pricings on different playgrounds, swings, climbing, and tunnels and he will circulate this to the committee.	Raymond Williams
The meeting closed at 8.55 pm.	
The next meeting is on Monday 11 November 2019	

Signed:
(Chairperson)

Date:

KIRWEE RECREATION RESERVE MANAGEMENT COMMITTEE TRIENNIAL GENERAL MEETING HELD MONDAY 11 NOVEMBER 2019

- PRESENT:** Glenn Sparrow, Adrienne Begg, Dianne Westaway, David Stott, Trevor Wall (Rugby), Lindsay Westaway (Bowls), Gary Feast, Raewyn Feast, Sam Truscott, Ngaire Kent, Raymond Williams, Heather Rowlands, Simon Earl, Jenny Gallagher, Judith Pascoe (Community Board Representative)
- APOLOGIES:** Tony Armstrong, Amy Rock, John Morton. Adrienne Begg moved that the apologies be accepted, seconded Raymond Williams, carried

MINUTES OF MEETING :	
The Minutes of the last Triennial Meeting, held Monday 14 November 2016, have been circulated and taken as read. Moved Lindsay Westaway (Bowls), seconded Trevor Wall (Rugby), carried.	
WELCOME FROM CHAIR: The Chair welcomed everybody, congratulating Jenny Gallagher on her election to the Council, and welcomed Judith Pascoe (Community Board Representative) and members of the sports club and members of the public	
MATTERS ARISING: No matters arising	
CHAIRMAN'S REPORT: The Chairperson presented her report. Copy attached. Moved Raewyn Feast the report be received, seconded Dianne Westaway, carried.	
FINANCIAL REPORT: - Raymond Williams presented the financial report verbally. Moved Raymond Williams the financial report be received, seconded Glenn Sparrow, carried.	
Judith Pascoe (Community Board Representative) thanked the committee for their hard work over the previous three years and also Raewyn Feast for her work as chairperson and Ngaire Kent for secretarial work.	
ELECTION OF COMMITTEE:	
Kirwee Bowling Club – Lindsay Westaway Kirwee Cricket Club – Raymond Williams Kirwee Netball Club – Amy Rock Kirwee Tennis Club – Adrienne Begg Kirwee Rugby Club – Trevor Wall (Rugby) Kirwee Players – David Stott	
Community Board Representative is Judith Pascoe	
The committee agreed we have a maximum of 13 people on the committee. Moved Glenn Sparrow seconded Adrienne Begg that we have a maximum of 13 people on the committee, carried.	
Public: Raewyn Feast, Gary Feast, Tony Armstrong, Glenn Sparrow. Moved Adrienne Begg six sports clubs and four public members be elected, seconded Raymond Williams, carried.	
The meeting closed at 7.58 pm	

Signed:(Chairperson)

Date:

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**MINUTES OF KIRWEE RECREATION RESERVE MANAGEMENT COMMITTEE MEETING
HELD AT THE KIRWEE RESERVE SPORTS PAVILION
ON MONDAY 14 OCTOBER 2019**

PRESENT: Raewyn Feast, Gary Feast, Tony Armstrong, Glenn Sparrow, Paul Robinson, David Stott, Trevor Wall (Rugby), Adrienne Begg (Tennis), Dianne Westaway, Lindsay Westaway (Bowls), Raymond Williams (Cricket), Judith Pascoe (Community Board Representative), Ngaire Kent

APOLOGIES: Karen Opie (Netball) Moved Dianne Westaway, seconded Paul Robinson

MINUTES OF MEETING : The Minutes of meeting held Monday 9 September have been circulated and taken as read and are a true and correct record. Moved Lindsay Westaway, seconded Adrienne Begg, carried		
MATTERS ARISING:		
Monitoring of alarm – Raewyn Feast – use same code and just tap code in, when leaving tap “arm” and tap code in. David Stott is to put a notice in Pavilion window of club representatives and phone numbers. Club representatives have agreed to have their numbers listed. Raewyn Feast still to talk to Rhino and Mainland re the cost of getting the fire alarm monitored.		Raewyn Feast
Plants in front of rugby club – Tony Armstrong advised there are three options – take them out and reseal it, placing some pavers down or redoing it and building up edge. He suggested tussock, or hebes and about six plants would be needed. David Stott suggested pavers or stones. To tidy the area up and this is to be revisited in February / March for the planting season next year.		David Stott
Who is standing next year on committee? One reply so far, to advise Ngaire Kent.		
Glenn Sparrow has emailed Nicci Dillon from Predator Free Kirwee about attending a meeting of the Kirwee Reserve committee in the New Year.		
CORRESPONDENCE:		
INWARDS: Derek Hayes – summary report of feedback sent to Working Party Tretech – overdue account (possible SPAM) Ngaire Kent to check order numbers and send to Tony Armstrong – Glenn Sparrow is going to also check and Raewyn Feast is going to talk to SDC. SDC – Malvern Community Board Agenda 23 September 2019 SDC Financial report for August SDC – Asti Boal with Kirwee Sports Club Rental Reviews for 2019 SDC re Terms of Reference document for our Kirwee Reserve Committee SDC advising of SWELL Expo Wednesday 9 October SDC – Derek Hayes written feedback and draft responses for Development Block		Glenn Sparrow/ Raewyn Feast
OUTWARDS: SDC advising our Committee is bound by Council standing orders and are unaware of any Terms of Reference document Moved Paul Robinson seconded Adrienne Begg that the correspondence be accepted, carried		
REPORTS:		
Finance		
Caretaker - Received – The fields have a few weeds which need to be sprayed – Moved Raymond Williams seconded Gary Feast – Ray Grigg to spray field with appropriate broad lead spray, carried. David Stott to organise this.. Moved Adrienne Begg seconded Paul Robinson that the tree which is out the front of the Tennis Courts be removed by Tailored Trees., carried. Tony Armstrong to organised this.	Tony Armstrong	
Rugby - received		

Tennis - received	142
Cricket	
Netball - Netball	
Bowls – Received	
Kirwee Players - Received	
Health and Safety	
GENERAL BUSINESS:	
Working Party update – Feedback from Drop in / Playground tour around / Accept Derek Hayes recommendations from Working Group as per Derek Hayes’ report and this has been circulated. Following the Community meeting, drop in meeting and feedback, the Reserve Committee accepts the concept plan as the final plan. Moved Lindsay Westaway seconded Glenn Sparrow, carried. This is to be sent to the Township Committee for their noting and support. Raymond Williams to talk to Douglas Marshall and Derek Hayes re the process going forward, and to see if one final meeting of the Working Party is required, and to have one person as a liaison. SDC are talking to Cricket and Rugby re timing for groundwork etc.	Raymond Williams
Macartney Drive – when is there going to be action regarding this as there are more and more potholes – Moved Raymond Williams seconded Glenn Sparrow that we get Sicon for repairs and maintenance in driveway (fill pot holes) - code 03 maintenance car park – Raewyn Feast to get an order number - carried	Raewyn Feast
Rugby lines – these have not been filled and cricket is due to start – Trevor Wall (Rugby) has this in hand.	Trevor Wall
Maintenance on mowers – Stu Begg has been mowing for David Stott while he was away and advised maintenance on the mowers needs to be done. To ask Stu Begg to get a quote for a cost to get the gang mowers up to spec so we can then make a decision at the next meeting – major work will be required at the end of the season.	Stu Begg (Adrienne Begg)
Rental Reviews – Glenn Sparrow moved that we do not increase any clubs’ rentals because of the ongoing development and disruption to grounds in the Reserve, seconded Paul Robinson, carried. Moved Glenn Sparrow that Kirwee Players who have already had an increase in rent and have paid this, that this be refunded, seconded Adrienne Begg, carried. If this cannot be done SDC to advise what can be done.	
Wrights Block needs mowing – Raymond Williams is organising this in the meantime.	Raymond Williams
David Stott is going to spray the weeds in the pavers.	
Leak in boundary between A & P Showgrounds and the Reserve by the meter – Raewyn Feast asked Sicon to do an emergency repair – David Stott has also looked at this and is to check with Sicon and see if they have done anything.	David Stott
SDC are going to be putting a new mainline through the A & P after the show and this will affect Bowls so may not have water for 12 hours or so. Access to the Hall will be fine.	
On the playground tour Raymond Williams has taken some notes and has pricings on different playgrounds, swings, climbing, and tunnels and he will circulate this to the committee.	Raymond Williams
The meeting closed at 8.55 pm.	
The next meeting is on Monday 11 November 2019	

Signed:
(Chairperson)

Date:

**MEETING OF THE LAKE COLERIDGE COMMUNITY COMMITTEE
HELD IN THE LAKE COLERIDGE HALL
ON 13/9/19 AT 7.30pm.**

OPEN FORUM FOR THE COMMUNITY

- Wayne Stack from SDC spoke about safe work practices, especially around ladders & working alone. There is a new document for committees to reference. He is available to assist as necessary.
- The weight of the serving hatch in the hall was discussed. It could cause injury if it fell on someone. Douglas Marshall will note for future change.
- Vern Harris representing Trustpower and Alan from Laurie Forestry spoke about the intake road harvest. It has been postponed due to low prices for timber right now. When prices recover it will resume. There was discussion on re-planting and tree types. When harvesting begins areas will be taped off. Contractors will use Algidus rd to access. The harvest will take approximately 6 months.
- There was some discussion with Douglas Marshall about ongoing maintenance of Algidus Rd during the harvest.
- Mike Warner spoke about replanting around the village. The cemetery block is to have a buffer of natives, this may happen spring 2020. A native buffer for the shelter belt near Acheron ave was discussed. Funding options for this are unclear.
- Douglas Marshal spoke about the village toilet block upgrade. An application will be made to the tourism infrastructure fund. If approved this may come forward significantly.
- Access to the water treatment plant in a severe emergency was discussed.
- Karen spoke about rubbish disposal options, this will need further discussion in coming months.
- Patrick Dennis will begin mowing for Trustpower via KT contracting. Council mowing will be done by Sicon. The committee thanks Bruce and Barbra Simpson for countless years of maintaining the village and its environs in top condition, often going over and above contract terms.

PUBLIC FORUM CLOSED

COMMITTEE MEETING

MEMBERS ATTENDING

- Karen Meares (Chair)
- Kerry Munro (Secretary)
- Mark van der Pyl
- Bruce Simpson
- Grant Bennett

MEETING OPEN

APOLOGIES

- Barbara Simpson

CONFIRMATION OF THE PREVIOUS MINUTES

Moved/Seconded: Mark/Kerry

MATTERS ARISING

- Ryton Place flooding issue is still unresolved

AGENDA ITEMS

- Ultimate Broadband have only had 3 people interested in their service so far, if more people were interested they would bring the install date forward. Basic plans are available from \$69 per month through to unlimited data for \$119 at high speeds.

CORRESPONDANCE

IN

- Camping signage is in place at Harper village. Signage at the campground entrance is still coming.

OUT

- None

GENERAL BUSINESS

- Next meeting is the AGM/Triennial elections. If you would like to make a contribution to your community and help shape its direction being on a community committee is a great way to do that so please come along. If you can attend a meeting every 2 months that is all that is required.

Meeting Closed 9.10pm

Next Meeting: Friday 22nd November 7.30pm at Lake Coleridge Hall

Meeting of the Sheffield Waddington Reserve Board was held
in the Pavilion on Wednesday, 4 September, 2019 at 7.30pm.

Present: Hugh Wright (chair), Karen Battersby (secretary), Hugh Paterson, Jill Jenkins, Peter Jenkins, Kerry Pauling (Malvern Board rep)

Apologies: Graeme Albon, Michael Judd. (m) Jill Jenkins (s) Kerry Pauling

Minutes of the previous meeting were taken as true and accurate. (m) Hugh Paterson (s) Jill Jenkins

Matters arising: Rubbish bins are now in place
Cluster flies are still an issue

Correspondence:

Inwards:

Michael Warner	New boundary fence	
Pam Stephens	Managed Bank Accounts	
Andrew Boyd	Recycle bins	
Sue Faulkner	Painting, playground, water tanks, grounds maintenance, heat pumps	
Wakefield Electrical	quote for heat pumps	\$14886.68
Malvern Air Conditioning and Electrical	quote for heat pumps	\$ 9250.00

“That the correspondence be accepted” (m) Peter Jenkins (s) Hugh Paterson

Finances:

Create a Cash book to keep track of money put into council.
Karen Battersby to check codes for hireage and if internet banking could be used.
Tennis, cricket, rugby and A&P Association due to be sent accounts.

Pavilion:

Vacuum cleaner, that was purchased last year, has been stolen along with extension cord.

“That Jill Jenkins purchases the same vacuum cleaner and extension cord from Saeco”
(m) Jill Jenkins (s) Karen Battersby

Has been left clean and tidy. Curtains will not be put back up at this stage.

General Business:

Discussion on playground – quote has been presented. Curle Contracting to remove soil etc and do excavation. New Playground all go. Hugh Wright thanked Jill Jenkins and Karen Battersby for the work they did re playground.

2 quotes for heat pumps have been received. It was decided to go for Wakefield Electrical as they are bigger units. Existing funds for curtain and heater replacement will be used to pay for pumps.

“That heat pumps be installed as quoted by Wakefield Electrical”
(m) Jill Jenkins (s) Hugh Paterson

There was considerable graffiti in the bowling green area. Sicon has painted and cleaned up.
Defibrillator is on its way – Ross Meader organising for us.
Photos will be edited and put back up. Any left will be put in storage boxes and kept in the Pavilion.

Ask the council to supply and service permanent rubbish container near toilet area – to be cleared each week. This is in addition to Malvern Bins.

Meeting closed 8:50 pm

**MINUTES OF THE SPRINGFIELD TOWNSHIP COMMITTEE
MEETING HELD IN THE TAWERA HALL
ON TUESDAY 03 SEPTEMBER 2019 AT 7.30PM**

PRESENT:	Graeme Dawson, Sean Ellis, Cath Barnet, Brent Davis, Carolyn Stevenson, Kerry Pauling, Bill Woods, Ivan Hopkins.	
APOLOGIES:	Sue Banks, Mike Warwick, , Robert Curle, Mark Davies.	Ivan Hopkins / Brent Davis. Carried
Public Forum	<p>Te Ara Kakariki Pam Aldersley spoke about Te Ara Kakariki intention to support the pit project. They have applied for funding and are hoping to be able to be planting at the Pit Project in the 2020 season.</p> <p>Chair thanked Pam for all her hard worked and looked forward to the township and Te Ara Kakariki working together.</p>	
Graeme Dawson (Chair)	<p>Minutes of the previous meeting held 6 August 2019 were confirmed as a true and correct record.</p> <p>Chairman spoke of a Chinese delegation visiting the Rewi Alley on Sunday 08 September.</p> <p>Chairman thanked Michael Warner for his handling of freedom campers within the township.</p>	Cath Barnett/ Carolyn Stevenson. Carried
Inward Correspondence	<p>Selwyn District Council, Bernadette Ryan Ref Volunteers Christmas Celebration Tuesday 3 December.</p> <p>Selwyn District Council, Jonathan Crawford confirming bins at the Bowling green are now in place.</p> <p>Curle Contracting, Invoice for a zero bill for removing trees at the Pit area and a quote to clean site.</p> <p>Te Ara Kakariki, Confirming they have applied for grants to help in the planting of the Pit area.</p>	Carolyn Stevenson / Brent Davis. Carried
Outward Correspondence	Nil	
Financials	Discretionary Fund \$2,016	Sean Ellis/ Cath Barnet. Carried
General Business	<p>Pit Project Moved by Bill Woods Seconded by Carolyn Stevenson Township Committee accept the concept plan for the Springfield pit project and pass it on to Selwyn District Council for their approval.</p> <p>Pit Project Concept plan sign Moved by Ivan Hopkins Seconded by Cath Barnet</p> <p>That a A1 size sign be produced and erected at the Pit Project showing to public the concept plan. Sign not to exceed \$250.</p>	<p>Sean Ellis</p> <p>Sean Ellis</p>

	<p>Tidy up of Pit Project Moved by Ivan Hopkins Seconded by Brent Davis That the clean-up of the Pit Project be carried out by Curle Contracting.</p> <p>Planting Pit Project First planting will start in November and will concentrate on the boundaries.</p> <p>Gates Pit Project Faulkner Way Gates to be removed over September/ October period and repositioned in the Pit area.</p> <p>Community Board Member Kerry Pauling addressed the committee apologising for his lack of attendance and thanking the committee for all their hard work.</p> <p>Regent Street Residents of Regent street have asked if the committee can approach the council about the access from Pocock road through to Regent Street.</p> <p>Rewi Ally Sign The council is yet again looking into this matter to have it changed from just Chinese to English with Chinese sub titles.</p>	<p>148</p> <p>Graeme Dawson</p> <p>Graeme Dawson</p> <p>Mike Warwick/ Sean Ellis</p> <p>Graeme Dawson</p>
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NEXT MEETING: Tuesday 01 October 2019 7.30pm at Tawera Memorial Hall, Springfield.

MINUTES OF THE WHITECLIFFS TOWNSHIP & DOMAIN COMMITTEE MEETING HELD AT THE GLENTUNNEL COMMUNITY CENTRE ON MONDAY 11TH NOVEMBER 2019 BEGINNING AT 7.56PM.

PRESENT: Karen Meares (MCB), Jodie Thompson, Sian Steadman, Maggie Wright, Joan McGinnes, Mike Batstone, Mark Wragg, Ryan de Lange, Liz Weir, Sue Wragg,

IN ATTENDANCE: Jill O'Counor, Melissa Jebson (Roving Committee Secretary)

APOLOGIES: Alistair McLean (m) Jodie Thompson (s) Sue Wragg **CARRIED**

ELECTION OF CHAIRPERSON for the following three year term.

Karen Meares called for nominations for Chairperson for the coming term.

Sue Wragg (m) Liz Weir (s) Joan McGinnes

With no more nominations Sue Wragg was declared Chairperson.

"That the Roving Committee Secretary Melissa Jebson continue as the Committee Secretary for the coming term." (m) Mike Batstone (s) Mark Wragg **CARRIED**

That a letter be sent to Denise Kidd to support the continuance of the Roving Committee Secretary services from July 2020.

Sue Wragg took the Chair.

MINUTES OF PREVIOUS MEETING held on Monday 14th October 2019 were confirmed as a true and accurate record. (m) Mike Batstone (s) Liz Weir **CARRIED**

MATTERS ARISING FROM THE MINUTES

- 1) Posts – Whitecliffs Road. Farmlands still not able to supply the length of chain required but they are working on it.
- 2) Long Term Plan footpaths – Karen Meares has emailed SDC Mark Chamberlain about the proposed footpath construction in the Whitecliffs Township. Karen is trying to find out when this is scheduled to occur.
- 3) Cycle way – Discussion earlier that a Trust is being formed for the construction of some of the proposed walkway/cycleway which will be on private land.
- 4) Burger Night – Now Sunday 26th January at Tarling Common beginning at 4pm. Melissa to find out if Ashby's butchery/Greendale Butchery are Council Suppliers. Liz will ask 'Trees for Canterbury' for approx. 65 seedlings so they can give a seedling to all the children in the Township.

CORRESPONDENCE: INWARDS

- Financial Report:- September 2019
- SDC Community Committee Christmas party invitation Chair and Secretary – 3rd Dec at Tai Tapu. Bus leaves 4.30pm from Darfield Library. RSVP required. Sian and Maggie Wright to attend on behalf of the Township and will catch the bus from the Library.
- Important Update to Community Committees 7th November 2019.
- 11 November – Free Volunteer Management Workshop – Tuesday 19 November 5.30-7.30pm at the Lincoln Event Centre, 15 Meijer Drive, Lincoln.

"That the Inward Correspondence be accepted"

(m) Mike Batstone (s) Jodie Thompson **CARRIED**

GENERAL BUSINESS:

- a) Welcome letter/communication with new residents. Minutes go on the Railway Station window at Tarling Common. Hall Committee could put a list of Hall activities on the Hall noticeboard which might encourage residents to join in. A blackboard on Whitecliffs Road could be used for advertising events. Discussed having a blackboard/noticeboard (half blackboard, half cork) for the Railway Station to communicate with residents. Library hours could be written on this plus Museum opening hours etc.
- b) Library Connector Bus – Karen Meares said that library books can be exchanged when the bus visits. The bus is technologically savvy so can table most problems. Committee wish to know why books cannot be left for three months at a time at the Glentunnel Library or Post Office.
- c) Discussed data on Whitecliffs. Selwyn Gets Ready will probably have the most data on Whitecliffs.
- d) Permanent temporary fences on sides of Riversleigh Road and Whitecliffs Road near Robbs Road. These have been put up to graze stock on the road side but not taken down when stock have been removed.
- e) Dangerous culvert at Tarling Common has been filled in with stones so area is safe.
- f) Discussed the area under the Selwyn River Bridge for picnickers. This area needs mowing and SDC will move the rocks back to protect the plants the Committee have planted.
- g) Christmas In the Park – Sunday 8th December 3 – 6pm. Darfield Skate park. Free chips and sausages, Mr One Scoop Ice-cream, entertainment, face painting, bouncy castle. This is being put on by the Darfield Township Committee and the Malvern Community Board.
- h) December meeting – Tipple and Nibble following the meeting.

MEETING CLOSED: 9pm

NEXT MEETING: Monday 9th December 2019 – Tipple and Nibble to follow the meeting.

MINUTES OF THE WHITECLIFFS TOWNSHIP AND DOMAIN COMMITTEE MEETING HELD AT THE GLENTUNNEL COMMUNITY CENTRE ON MONDAY 14TH OCTOBER 2019 BEGINNING AT 7.30PM.

PRESENT: Jodie Thompson (Chairperson), Joan Maginness, Sue Wragg, Alistair Mclean, Mark Wragg, Liz Weir, Mark Batstone,

IN ATTENDANCE: Mike Warner (SDC Parks and Reserves), Karen Meares, Melissa Jebson (Roving Committee Secretary)

WELCOME: Chairperson Jodie Thompson welcomed everyone to the meeting especially Mike Warner.

OPEN FORUM: Mike Warner thanked the Committee for the invitation to attend the meeting. The letter that Committee have received from Douglas Marshall Re: Tarling Common Brick Barrel Culvert was read to the Committee. Committee do not want to have this open to play in but they do not want the unsightly gates that are currently in place. Currently SDC are looking at the age of the culvert and see if there is a heritage order etc. This area is closed off because of Health and safety issues as Council are liable if someone falls in and gets hurt. Alistair Mclean will look at Maffey's book to see if this particular culvert is mentioned. Mike Warner mentioned that the Tarling Common culvert is very similar to the culverts built in the 1900's. If it is proven to be heritage then the area will need to be photographed. A display board could be erected at the site. Mike Warner agreed that the current fence is unsightly and after age of culvert is determined then something more in keeping will be erected. Committee are interested in preserving the culvert if it is found to be heritage listed. Mike Warner said that Council will make a decision on the fence situation when age of the culvert is determined.

Discussed the Financial Reports – In the 2019-2020 financials \$50,000 is in Special Funds and \$20,000 in Capital Projects. Mike Warner explained that the capital projects are bollards at the Domain to segregate areas in camping development ie: day picnic only area etc.

Karen Meares will talk to Hugh Shepherd about the progress on the Tarling Common Shelter.

Mike discussed the rocks with the Committee. Sicon cannot mow around the rocks and weed eating will mean extra maintenance costs. Discussed the reason for roping off the area under the bridge. Mike said that the area is there for people to use. Discussed meeting the mower man and relocating the rocks on the rough area. Mike warner will get Sicon to move things around to suit their mowing requirements, and when the Domain maintenance is complete a fence will be erected. A couple of bollards can be spaced appropriately for a pram to fit through not a vehicle.

Whitecliffs Domain opens this Friday – 18th October. At this stage camping is free. Rates from the whole District are paying for maintenance/up keep/toilet cleaning etc.

There is a rope tied to the Bridge and hanging down. Nobody knew anything about this.

"Camp Ground Closed" sign required for the Hartley's Road corner especially in the winter as there is not much room for cars to turn around when they discover that the Domain is closed. Mike to look into this. Mike will also get the correct distance from the Hartley's Road corner to the Domain as at the present time the distance leads people to the track down under the bridge.

With no more topics for Mike, Chairperson Jodie thanked Mike Warner for his attendance.
Mike Warner left the meeting at 8.23pm

MINUTES OF PREVIOUS MEETING held on Monday 9th September 2019 were confirmed as a true and accurate record. (m) Jodie Thompson (s) Sue Wragg CARRIED

MATTERS ARISING FROM THE MINUTES

- 1) Tarling Common – spraying & planting has been completed.
- 2) Posts – Whitecliffs Road. Chain still coming. Work in progress.
- 3) Long Term Plan footpaths – Karen Meares has had no answer from Ben Wong at this stage but the Committee do not want the footpaths that are planned for the township.
- 4) Cycle way/Walkway on Breakneck Corner is hopefully going to happen in February.
“That the Whitecliffs Township and Domain Committee support the Community initiative in creating a Walkway/Cycle way on private land on the area of Breakneck corner. “
 (m) Sue Wragg (s) Alistair Mclean CARRIED
- 5) Burger Night – ‘Save the Date’ flyers have been delivered to residents.

CORRESPONDENCE: INWARDS

- Financial Report: - August 2019. Discretionary Funds 2019-2020 year = \$3054.
- Coalgate Township Committee - Email Re: Mid-Winter Dinner
- Stock Droving Bylaw and Traffic and Parking Bylaws up for review.
- SDC Douglas Marshall – Tarling Common Brick Barrel Culvert
- Coalgate Township Committee – Re: Mid-Winter Dinner.

“That the Inward Correspondence be accepted.”

(m)Jodie Thompson (s) Mark Wragg CARRIED

GENERAL BUSINESS:

- 1) Triennial Election – Monday 11th November. To be held in the Glentunnel Community Centre Supper Room, followed by Supper with an ordinary meeting to follow. Melissa to organise advertisement in Council Call.

MEETING CLOSED: 8.55pm

NEXT MEETING: Monday 11th November 2019.

**MINUTES OF THE WHITECLIFFS TOWNSHIP & DOMAIN COMMITTEE TRIENNIAL
ELECTION MEETING HELD AT THE GLENTUNNEL COMMUNITY CENTRE ON
MONDAY 14TH NOVEMBER 2019 BEGINNING AT 7.30PM.**

PRESENT: Jodie Thompson, Sian Steadman, Maggie Wright, Joan McGinnes, Mike Batstone, Mark Wragg, Ryan de Lange, Jill O'Counor, Liz Weir, Sue Wragg, Karen Meares (MCB)

IN ATTENDANCE: Melissa Jebson (Roving Committee Secretary)

WELCOME: Jodie Thompson (Retiring Chairperson) welcomed everyone to the meeting and invited everyone to introduce themselves.

APOLOGIES: Alistair McLean, John Morten (MCB Chairman)

"That the apology be accepted" (m) Jodie Thompson (s) Sue Wragg CARRIED

MINUTES OF THE PREVIOUS TRIENNIAL ELECTION MEETING *held at the Glentunnel Community Centre on Monday 14th November 2016 were confirmed as a true and accurate record.*
(m) Sue Wragg (s) Jodie Thompson CARRIED

Chairperson Jodie Thompson presented her Chairperson's report for 2019.

Over the past three years the Whitecliffs Township Committee have worked hard to bring the community together and continue to beautify the Township. A number of successful working bees around Tarling Common and under the bridge have seen hundreds of natives planted and areas weeded and mulched. Daffodils gifted from the Hororata Community Trust have also been planted.

A new picnic table has been installed under the bridge. The Railway Station has continued to be maintained with new spouting added, doorstep repaired, ongoing paint touch-ups, bora bombed and a new sign in keeping with the traditional feel of the building. A tank on a stand to collect rain water has been installed.

With the community's safety in mind, a chain fence installation is in progress along the bank beyond Tarling Common and the Committee would like to see the area under the bridge foot access only following vandalism in 2016. A covered picnic table and interpretive signage at Tarling Common has made it into the Long Term plan.

The on-going concern for a safe cycleway/footpath to Glentunnel led to Liz Weir making a very strong submission to the LTP. Due to such a small population the Council doesn't feel this is a priority. A Trust has now been set up and work around Break Neck corner will start early 2020 with the Council's support. The Township has a strong and dedicated Civil Defence team with a new first aid kit based in the Railway Station.

A 'Welcome to Whitecliffs' letter is given to all new residents. With the Community spirit in mind the 'Build Your Own Burger' night was born in 2017 and continues to grow every year. We look forward to the coming one in January 2020.

In 2018 the Committee organised the local Selwyn Band 'Algal Bloom' to play at the Glentunnel Hall, despite clashing with the Highland Games all involved had a fantastic time.

The Committee would like to see the Ron Armstrong Building restored for community use.

Despite a few resignations and changes of members over the past three years, along with the restrictions and challenges involved with dealing with local council, the Committee has continued to stay strong and positive and is grateful for the on-going support of Karen Meares and Melissa Jebson. Thank you.

Jodie Thompson moved the adoption of her report. (s) Liz Weir CARRIED

Sue Wragg explained to new residents attending about the setting up of the South Malvern Community Trust for costs associated with the bridge and the Walkway from Glentunnel to Whitecliffs.

Jodie Thompson invited Karen Meares to take the Chair for the election of the Committee. Karen Meares took the Chair and called for nominations for the Whitecliffs Township and Domain Committee for the coming term.

*Nominations - Sue Wragg, Liz Weir, Jodie Thompson, Joan McGinnes, Ryan de Lange
(m) Mark Wragg (s) Mike Batstone CARRIED*

Nominations - Mark Wragg, Alistair McLean (subject to his acceptance), Mike Batstone, Sian Steadman, Maggie Wright. (m) Sue Wragg (s) Liz Weir CARRIED
Karen Meares declared the above ten members elected to the committee.

MEETING CLOSED: 7.56pm