

**MINUTES OF A MEETING OF THE MALVERN COMMUNITY BOARD
HELD VIA ZOOM
ON MONDAY 24 AUGUST 2020, COMMENCING AT 4PM**

PRESENT

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

ATTENDEES

Mr D Marshall (Group Manager Property) and Ms T Davel (Governance Coordinator),

The Chair, Mr J Morten welcomed everyone to the meeting.

APOLOGIES

An apology was received from the Mayor, Sam Broughton.

Moved – Councillor J Gallagher / **Seconded** – Mrs K Meares

‘That the Malvern Community Board receive the apology from the Mayor, for information.’

CARRIED

IDENTIFICATION OF ANY URGENT BUSINESS

None.

CONFLICTS OF INTEREST

None noted.

PUBLIC FORUM

None.

CONFIRMATION OF MINUTES

Minutes of the Meeting of the Malvern Community Board held in the Darfield Library & Service Centre Meeting Room on Monday 27 July 2020

Mrs J Pascoe suggested an amendment to change a staff member's name (it should read Mrs Denise Kidd instead of Ms Kelsey Waghorn).

Moved – Mr K May / **Seconded** – Mr B Woods

'That the Board confirms the minutes of the Meeting of the Malvern Community Board held on Monday 27 July 2020, as circulated and with the amendment made.'

CARRIED

Action from previous minutes

Mrs J Pascoe asked that the briefing paper on alcohol in facilities and halls which is to be presented to Council, be circulated to the Board. Mrs Pascoe also asked about the ability of sportsground users to sit on committees.

ACTION POINT: Mr Marshall to ask Mrs Kidd for an alternative version of the response provided.

Matters Arising from the Minutes

The following items were noted to add to a Matters under Investigation table, and which will be added to at every meeting where appropriate:

| Item | Outcome |
|--|--|
| Hororata Stormwater | Continued update from staff to the Board |
| Solid waste & Recycling | Ongoing and Board will work with staff to spread the message about recycling at upcoming shows |
| Totara Tree, Hororata | Plaque noting its purpose and acknowledging Sir John Hall |
| Workshop with Council staff relating to electronic booking system | To invite Kelsey Waghorn to present to the Board |
| | |
| Update on Social Housing in Darfield | Update from relevant staff |
| Consideration of compensation or rebate where water service is not delivered | Policy advice from relevant staff |
| Board stand at Courtenay Show | Councillor Gallagher will enquire as to whether the Board can have a stand at the upcoming show and include information on the Japanese Garden |

REPORT FROM CHAIRPERSON

1. Monthly Report from the Chairperson

Nothing to add, taken as read. There was a discussion on the Christmas in the Park event with specific reference to funding. Councillor Gallagher will be meeting with Council staff and respond back to the Board on the outcome and way forward.

Moved - Mr J Morten – **Seconded** – Mrs K Meares

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

CARRIED

REPORTS FROM BOARD MEMBERS

2. Board Member Mr Ken May

None submitted.

3. Board Member Mrs Karen Meares

Taken as read and noted Christmas in the Park and recycling.

Moved - Mrs K Meares / **Seconded** – Councillor J Gallagher

‘That the report from Mrs Meares be received for information.’

CARRIED

4. Board Member Mrs Judith Pascoe

Taken as read but asked that staff regularly update Council about the issues with hall caretakers. Another discussion about Christmas in the Park with the Chair noting he would contact Tim Broughton to be the stage manager.

There was also a discussion about the Westview Fund Committee and representation. The Chair asked Board members to let him know who they want as representative and also to think about who might be the independent member.

Moved - Mrs J Pascoe / **Seconded** – Mr K May

‘That the report from Mrs Pascoe be received for information.’

CARRIED

5. Board Member Mr Bill Woods

Mr Woods noted that swimming pool committees still appear on the Council web page despite not existing.

He also said the Hororata Township committee minutes have not been uploaded to the website despite their minutes being part of the Board agenda papers. Mr Woods said Kowai Pass should be included on the website as part of the camping grounds.

Moved - Mr B Woods / **Seconded** – Mrs J Pascoe

‘That the report from Mr Woods be received for information.’

CARRIED

REPORTS FROM OFFICERS

6. Chief Executive

Manager’s Report – August 2020

The report was mostly taken as read with the Board spending a brief time talking through the representation review process. The Chair said the Board would have a workshop in the future to discuss this in more detail.

Mr Marshall gave Board members some background on major projects underway, including reserve master planning engagement work in Hororata; mowing quality of cricket grounds and assessing the condition of all tennis courts around the District.

In response to a question around the timing of removing the trees in Tussock Square, he noted it would be done the same time as the rest of the garden work is done.

The Board next spoke about the Yubetsu Sister City 20th anniversary celebration on Thursday 27th August being held in the Darfield High School. The revised garden plan will be circulated to all Board members.

The Chair said he wanted it recorded that all clubs were very grateful for the discounts they received off their next rental, in recognition of the shut-down period as a result of COVID-19.

Moved – Mr J Morten / **Seconded** – Councillor B Mugford

‘That the Malvern Community Board receives the Manager’s Report – August 2020, for information.’

CARRIED

REPORTS FOR INFORMATION

7.1 Request for a Grant – Darfield High School

Moved – Mrs K Meares / **Seconded** – Mr B Woods

‘That the Malvern Community Board decline the application from Darfield High School for funding to assist with the costs of recovering the school’s greenhouse’

CARRIED

7.2 Request for a Grant – Darfield Malvern Menz Shed

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

‘That the Malvern Community Board grant \$500.00 from the Malvern Ward Discretionary Fund to the Darfield-Malvern Menz Shed, to assist with costs of maintaining and replacing the McHugh’s Plantation fairy doors and associated signage’

CARRIED

8 Discretionary Fund Report

Moved – Mrs J Pascoe / **Seconded** – Councillor J Gallagher

‘That the Malvern Community Board receives the discretionary Fund Report, for information, noting it will be amended to reflect the above discussion.’

CARRIED

9 Board Financial Report

Unfortunately the report was not ready in time for the agenda but is attached to the minutes for information.

COMMUNITY COMMITTEE INFORMATION

10. Community Committee Minutes

- a) **Matters Arising from Community Committee meetings**
- b) **Community Minutes Received**

Township Committees

- Castle Hill committee 13 July and 3 August 2020

- Coalgate Township – 28 July 2020
- Glentunnel Township – 27 July 2020
- Springfield Township – 4 August 2020

Hall and Community Centres

- Glentunnel Community – 21 July 2020

Reserves and Recreation Centres

- Coalgate Glentunnel Reserve – 4 August 2020
- Hororata Reserve – 5 August 2020
- Kimberley Reserve and Hall – 11 August 2020
- Kirwee Rec Reserve – July and August

Moved – Mrs J Pascoe / **Seconded** – Councillor B Mugford

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

CARRIED

GENERAL BUSINESS

The Board discussed a large tapestry gifted to the Mayor while on a visit to Japan and the Board recommended that it be mounted in the foyer in Rolleston HQ. The tapestry will be taken to the 20th Anniversary Celebrations to be displayed, after which it will be taken to HQ.

Mrs Pascoe also said the Mayor's PA will circulate copies of the waiata for all to use on Thursday night. A cake had been ordered. The zoom link will also be forwarded to those who indicated they would join in this way.

Councillor Gallagher said she would arrange for the use of the Kirwee Bowling Club for the Board's next drop-in session, scheduled for Monday 14 September at 3pm.

The meeting was closed at 6.01pm

DATED this 28th day of September 2020


CHAIRPERSON