

**MINUTES OF A MEETING OF THE MALVERN COMMUNITY BOARD
HELD VIA ZOOM
ON MONDAY 25 MAY 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 Ward (Chief Executive) and Ms T Davel (Governance Coordinator)

APOLOGIES

None

IDENTIFICATION OF ANY URGENT OR GENERAL BUSINESS

None noted.

CONFLICTS OF INTEREST

None noted.

NOTICE OF MOTION

Refer Item 12.

The Chairperson welcome Board members and staff to the meeting.

CONFIRMATION OF MINUTES

Minutes of the Meeting of the Malvern Community Board held via Zoom on Monday 28 April 2020

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

‘That the Board confirms the minutes of the Meeting of the Malvern Community Board held on Monday 28 April 2020, as circulated.’

CARRIED

Action from previous minutes

All items were dealt with. The Chief Executive added that although the Army Band will not be available for Darfield's Christmas in the Park, they indicated that they would be willing to entertain at any other event in the Ward, subject to availability.

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
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
Meet Group Manager Property Team	To invite Property Team staff to update Board on their roles and responsibilities
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
Suggested rates reduction in relation to SUIP	Advice from financial staff
Update regarding capacity available for townships where further subdivision takes place – paper roads	Advice from relevant staff

REPORT FROM CHAIRPERSON

1. Monthly Report from the Chairperson

Moved – Mr J Morten / **Seconded** – Mr B Woods

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

CARRIED

REPORTS FROM BOARD MEMBERS

2. Board Member Mr Ken May

Mr May was advised to inform the Springfield Committee that they should continue to keep the Tawera Hall clean and tidy and also continue with the services of their secretary.

Moved - Mr K May – **Seconded** – Mrs K Meares

'That the report from Mr May be received for information.'

CARRIED

3. Board Member Mrs Karen Meares

Mrs Meares said Council may consider opening the Hawkins Pit or another green waste pit to give people a chance to get rid of their green waste. The Chief Executive and Board Secretary would liaise with Council's Solid Waste Manager on a date for another green waste day.

Mrs Meares provided feedback to the Board on the flooding situation at Lake Coleridge and the Jacobs report which had been circulated. She said the Committee is in contact with Environment Canterbury.

Mrs Meares spoke about the recycling magnets that Council handed out as a good way to remind people what they can or cannot recycle. She said she sees this as an opportunity for an educational drive and a project the Board could assist staff with. The Chief Executive will relay this message to appropriate staff.

Mrs Meares also said that she noticed in the Glenroy financials the need for handrails to go into the Hall and added that handrails had been done quite some time ago. There was one at the kitchen door and two outside the main doors.

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

'That the report from Mrs Meares be received for information.'

CARRIED

4. Board Member Mrs Judith Pascoe

Mrs Pascoe noted she had nothing further to add but she was pleased that a start was made with the Kirwee Hotel, where the process began to check for asbestos.

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

'That the report from Mrs Pascoe be received for information.'

CARRIED

5. Board Member Mr Bill Woods

Mr Woods noted he had a couple of items to bring to the Board's attention.

Refitting of the kitchen at the Sheffield Hall has been given the go ahead to start immediately under supervision of Mr Chapel.

Whether Council had a policy on remission of water charges that were due to broken pipes? For example a rebate or compensation where services was not delivered.

Mr Woods will send through the property details and circumstances for the Chief Executive to follow up on.

Suggestion for the Draft Annual Plan that to help reduce rates it might be an appropriate time to look at some of our rate charges, in particular SUIP.

He will forward a report to the Finance department to seek their views.

In the latest edition of the Selwyn Times further restrictions on plastic acceptable for recycling was notified. The answer I received from staff from my previous mention of this subject was to keep a watch full eye on progress.

The Chief Executive will pass the information on to the Ward Councillors.

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

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

CARRIED

6. Councillor Bob Mugford

Councillor Mugford said he heard from people that they were not able to get water to their section as the Hororata Scheme was over-sold. The Chief Executive asked for the details so that he could follow up with staff. He added that one of his KPI's was to assess the capacity of the wastewater and the Board may wish to suggest that this be extended to include water as well.

Councillor Mugford added that there were things happening on some of the paper roads and this may get into the media soon. The Chair asked that the Board be updated regularly as to the capacity available for townships where further subdivision takes place.

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

‘That the report from Councillor Mugford be received for information.’

CARRIED

REPORTS FROM OFFICERS

7. Chief Executive

Manager's Report – May 2020

The Chief Executive told the Board that the Prime Minister had just announced that from noon on Friday 29 May, gatherings could increase to 100 people. It was also the third day in a row with no new COVID-19 cases. The Prime Minister said a move to Level 1 will be considered no later than 22 June.

The Chief Executive also informed the Board that the Group Manager Corporate Services had resigned but will spend another 12 months with Council to lead the Long Term Plan. His last day in his current role would be 17 July 2020.

The Chair asked the Secretary to prepare a letter from the Board to the Group Manager Corporate Services to let him know what an outstanding job he has always done. The Chair said Mr Bell had always been approachable, flexible and a fantastic source of knowledge with the highest quality of work.

The Chief Executive noted there were four recovery meetings - one for each of the Wards and also a business meeting. The Mayor added the focus was on the wellbeing of our communities, in particular economic and social wellbeing. He said loneliness would continue to be something people would battle with. The Mayor also said it seemed connectivity in Selwyn seemed to be an issue. Educators in particular said that school were the only safe place for many children, where they felt they had a safe haven. The ability for children to learn has not been the same across the board due to connectivity and devices.

The Mayor added there would be a webinar on 26 May and the Board will be invited. The focus will be on Selwyn.

There followed a lengthy discussion on the Westview Fund documents, in particular its Terms of Reference. The Chief Executive said that with a sum of more than \$1m it was one of the largest funds held by Council, and significantly larger than what the Malvern Community Board administers.

The Chief Executive noted he had discussed the principles and structure with the Council's independent auditors and they were comfortable with the process. There would be a formal appointment / election process at the end of October each year but the independent member appointment would be a public process for a period of 2 years.

Suggested amendments by the Board include:

- Page 34, Objectives, 2nd paragraph: Add '*with the assistance of appropriate Council staff*'
- Correct a typo to read '*approves*' rather than '*improves*'
- Membership – 2 Malvern Community Board members, and not specific to Darfield-based
- Two Ward members
- Independent member appointed through selection by other members
- Add to meeting schedule '*with additional meetings scheduled as needed.*'
- Add to Reporting that the minutes will be sent through to the Board Secretary for inclusion on the Board agenda papers.

It was agreed that the Chief Executive would amend the documents as per the Board's suggestions and circulate for further comments after which the document will be presented to the Darfield Committees by the Chair of the Board and the Board representative, Mr Ken May. A final document will then be presented to the Board for adoption at its June meeting.

Moved – Mr John Morten / **Seconded** – Councillor Bob Mugford

‘That the Board moves into public excluded at 4.56pm for a discussion.’

CARRIED

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

‘That the Board moves into open meeting at 5.12pm.’

CARRIED

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

‘That the Malvern Community Board:

- a) receives the Manager’s Report – May 2020, for information; and*
- b) retrospectively endorses the Malvern Community Board’s 2020 / 2021 Draft Annual Plan Submission.’*

CARRIED

REPORTS FOR INFORMATION

9. Discretionary Fund Report

None submitted. The Board will advertise this again in the article circulated following their meeting.

COMMUNITY COMMITTEE INFORMATION

10. Community Committee Minutes

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

Township Committees

- Lake Coleridge Community – 6 May 2020
- Whitecliffs Township and Domain – 11 May 2020

Hall and Community Centres

None received

Reserves and Recreation Centres

None received

Moved – Mr J Morten / **Seconded** – Councillor J Gallagher

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

CARRIED

11 Chief Executive's Report

Mr Woods noted his notice of motion is withdrawn until the re-delegation of committees had been done. It was noted it was an item on the Council agenda of 27 May 2020.

It was agreed, however, that his Notice of Motion will be added to the next Board agenda.

GENERAL BUSINESS

None noted.

The meeting was closed at 5. 21pm.

DATED this

st

day of

July

2020


CHAIRPERSON