

**MINUTES OF A MEETING OF THE MALVERN COMMUNITY BOARD  
HELD IN THE DARFIELD LIBRARY AND SERVICE CENTRE  
ON TUESDAY 24 OCTOBER 2017, COMMENCING AT 5.00PM**

**PRESENT**

Mrs J Gallagher (Chair), Mrs J Pascoe, Councillors R Mugford and J Morten and Mrs K Meares

**ATTENDEES**

Mayor S Broughton (Mayor), Councillor C Watson, Messrs. D Ward (Chief Executive), S Hill (Business Relations Manager) and E Sim (Communications Advisor), and Miss T Davel (Council Governance Coordinator)

**APOLOGIES**

Mr K Pauling (Deputy Chair) and Ms M Hands

**IDENTIFICATION OF ANY URGENT GENERAL BUSINESS**

None.

**CONFLICTS OF INTEREST**

Mrs Meares declared a conflict of interest in Item 6.1 – Request for a Grant – Hororata Parish.

**MEDIA PRESENTATION**

Messrs. S Hill (Business Relations Manager) and E Sim (Communications Advisor) led the presentation. They provided information on the way media is changing in terms of on-line accessibility, the use of social media and reasons for having good relationships with reporters. The Board discussed how best they could work with journalists to get their key messages across and out in the community.

The Chair thanked staff for the presentation.

**CONFIRMATION OF MINUTES**

**1. Minutes of the Ordinary Meeting of the Malvern Community Board held at the Darfield Service Centre on Monday 25 September 2017**

Taken as read and accepted.

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

*‘That the Board confirms the minutes of the Meeting of the Malvern Community Board held on Monday 25 September 2017, as circulated.*

**CARRIED**

## **MATTERS ARISING FROM MINUTES**

Board Members went through the table noting most of the items are work in progress or being addressed as part of the Chief Executive's Report.

## **REPORT FROM CHAIRPERSON**

### **2. Monthly Report from the Chairperson**

Take as read. The following points were discussed in more detail:

Courtenay A & P Show – Mrs Pascoe will email the committee asking that they book their own space at the show. There will be no display from the Board.

Prize-giving to Darfield High School – Mrs Gallagher noted that the Board provides prize money to the High School on an annual basis. Referring to a letter from the High School, she requested the Board to consider 5 prizes of \$100 each.

**Moved** – Mrs Gallagher / **Seconded** – Cr Morten

*'That the Malvern Community Board provide 5 prizes of \$100 each as prize-giving money to the Darfield High School.'*

**CARRIED**

Christmas Santa in the Grotto – the Board discussed dates for this event and agreed on Monday 18<sup>th</sup> December – Saturday 23<sup>rd</sup> December. The Board also discussed purchasing of Christmas gifts.

**Moved** – Mrs Gallagher / **Seconded** – Cr Mugford

*'That the Malvern Community Board allocate \$700 from its budget for the purchase of Christmas gifts.'*

**CARRIED**

Mrs Gallagher reminded the Board of the Board's Christmas dinner on 14<sup>th</sup> December 2017. She will work with the Board Secretary to design and send out invitations to Board Members and staff.

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

*'That the monthly report from the Chairperson be received, for information.'*

**CARRIED**

## REPORTS FROM BOARD MEMBERS

Board Member reports were taken as read with the following brief discussion:

### **Mrs J Pascoe:**

Mrs Pascoe to remind the Kirwee Township Committee to contact the Road Safety Committee regarding motorists not stopping. The Chief Executive undertook to forward an email to Mrs Pascoe from the Asset Manager – Service Delivery.

Regarding the non-payment of the secretary, the Chief Executive noted the matter was being dealt with and that the secretary was fully aware of what was happening.

Referring to a recent incident of residents cutting down trees themselves, the Board agreed it was a good idea for Council to include in the next Council Call, a message around trimming of trees. People should be reminded to contact Council who will send out an arborist to trim trees.

### **Mrs K Meares**

Mrs Meares noted the Whitecliffs Community Committee request for the give way sign to be replaced with a stop sign, with an advanced warning of stop sign.

#### **ACTION / OUTCOME:**

(a)	<i>Message in Council Call around contacting Council for an arborist to trim trees.</i>
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#### **ACTION / OUTCOME:**

(b)	<i>The Chief Executive to follow up with Council staff regarding the give-way sign to be replaced with a stop sign.</i>
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Councillor Mugford informed the Board of old photos in the small boardroom in the library. These photos were taken down and are photos of previous councillors and community board members. Councillor Mugford offered to go through the photos and ensure they were all framed and fixed and put up again.

**Moved** – Cr Mugford / **Seconded** – Mrs Meares

*‘That Councillor Mugford take responsibility for the restoration of the old photos of previous councillors and community board members.’*

**CARRIED**

**Moved** – Cr Mugford / **Seconded** – Mr Pauling

*‘That the monthly reports from the Board Members be received, for information.’*

**CARRIED**

## REPORTS FROM OFFICERS

### 3. Chief Executive

#### Chief Executive's Report – October 2017

Taken as read for information. The following points were discussed in further detail:

The Chief Executive will be an apology for the November meeting with the Environmental Services Manager taking his place.

Walkway Culvert Consent – the Chief Executive would follow up with Council staff whether the consent was issued on 13<sup>th</sup> October as initially agreed. He also read a response from NZTA in this regard and agreed to circulate the email to Board Members.

Regarding the online voting, the Chief Executive noted he was appointed the Chair of the National Online Voting Procurement Committee and will continue to update the Board on meetings in that regard. He informed the Board there was a process of registration of interest at the moment but the process will still need to obtain approval from Cabinet.

In response to a question from Mrs Pascoe regarding the sale of the Sheffield Hall, the Chief Executive noted he would email the minutes of a recent public meeting, to the Board.

**Moved** – Cr Morten / **Seconded** – Cr Mugford

*'That the Malvern Community Board receives the Chief Executive's Report – October 2017, for information.'*

**CARRIED**

### 4. Accounting Officer

#### 4.1 Request for a Grant – Hororata Parish

Mrs Meares moved away from the table and did not participate in the discussions or voting on this item.

Staff were requested to encourage the Parish to apply to the Events Fund for similar future events.

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

*'That the Malvern Community Board decline the application from Hororata Parish for funding towards advertising costs for the Hororata Parish Spring Fair to be held on Labour Day, 23 October 2017.'*

**CARRIED**

## REPORTS FOR INFORMATION

### 5. Correspondence

The Chair tabled a letter from the Darfield Menz Shed and read it out to the Board. The Chief Executive noted that a cheque was handed over to the group with Cr Jeff Bland attending their most recent meeting.

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

*‘That the Malvern Community Board receives the correspondence from Kirwee Plunket, as well as the tabled letter from Darfield Menz Shed, for information.*

**CARRIED**

### 6. Discretionary Fund Report

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

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

**CARRIED**

## COMMUNITY COMMITTEE INFORMATION

### 7. Community Committee Minutes

#### a) Matters Arising from Community Committee meetings

Taken as read with the following actions:

**ACTION / OUTCOME:** Kimberley Reserve and Hall Committee re State of Plantation

Mrs Pascoe would forward an email she wrote to the Parks and Land Manager, to the Chief Executive to follow up.

**ACTION / OUTCOME:** Coalgate / Glentunnel Reserve Committee re presentation at Darfield Council meeting

Chief Executive to follow up on response to Committee

**ACTION / OUTCOME:** Whitecliffs Township & Domain Committee – new cycleway / walkway not being maintained

Delete from table, no action required.

**ACTION / OUTCOME:** Glentunnel Township Committee – cleaning up of cemetery

Committee to be encouraged to scope the area, draw up a plan of what they want to plant and how they want to clean the area, and put forward to Council (Mrs Pascoe)

**ACTION / OUTCOME:** Keys to reserves / halls

Mrs Gallagher to obtain a list from Council of which Reserves / Halls Council need keys for. Board Members to contact their Committees and ask for keys.

**b) Community Minutes Received** (up to and including 18 October 2017)

*Township Committees*

- Coalgate Township Committee – 26 September 2017
- Coalgate Township Committee – 22 August 2017
- Glentunnel Township Committee – 2 October 2017
- Hororata Citizens Committee – 26 September 2017
- Hororata Citizens Committee – 25 July 2017
- Kirwee Township Committee – 16 October 2017
- Kirwee Township Committee – 18 September 2017
- Springfield Township Committee – 3 October 2017
- Whitecliffs Township & Domain Committee – 9 October 2017

*Hall and Community Centres*

- Glenroy Hall Community Committee – 19 September 2017
- Glentunnel Community Centre – 19 September 2017
- Lake Coleridge Community Committee – 8 September 2017
- Tawera Memorial Hall – 13 September 2017

*Reserves & Recreation Areas*

- Coalgate / Glentunnel Reserve Management Committee – 12 October 2017
- Hororata Reserve Committee – 2 August 2017
- Kimberley Reserve and Hall Committee – 28 September 2017
- Kirwee Recreation Reserve – 9 October 2017

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

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

**CARRIED**

The Board agreed that for the November on-the-road meeting, Community Committees from Windwhistle and Lake Coleridge will be invited. Mrs Meares will look after catering.

The meeting closed at 6.45pm.

DATED this

22

day of

January

2017-2018

  
CHAIRPERSON