

SOUTH WAIRARAPA DISTRICT COUNCIL

19 SEPTEMBER 2018

AGENDA ITEM B1

REPORTS/MINUTES OF COUNCIL COMMITTEES AND COMMUNITY BOARDS

Purpose of Report

To present Council with reports and minutes of Council committees and community boards.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *Receive the minutes of the Martinborough Community Board meeting 27 August 2018.*
3. *Receive the minutes of the Featherston Community Board meeting 28 August 2018.*
4. *Receive the minutes of the Greytown Community Board meeting 29 August 2018.*
5. *Receive the minutes of the Audit and Risk Working Party 29 August 2018.*

1. Executive Summary

Minutes of recent meetings are presented to Council for information. The Chair may ask for comment on the content, but no comment can be received in this forum with regards to the accuracy of the minutes.

Minutes from the Māori Standing Committee 10 September 2018 will be circulated.

2. Appendices

Appendix 1 - Martinborough Community Board 27 August 2018
Featherston Community Board 28 August 2018
Greytown Community Board 29 August 2018
Audit and Risk Working Party 29 August 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1

- **Martinborough Community Board 27 August 2018**
- **Featherston Community Board 28 August 2018**
- **Greytown Community Board 29 August 2018**
- **Audit and Risk Working Party Minutes 29 August 2018**



Martinborough Community Board

Minutes – 27 August 2018

- Present:** Lisa Cornelissen (Chair), Maree Roy, Cr Pip Maynard, Cr Pam Colenso and Maisie Arnold-Barron (student representative).
- In Attendance:** Mayor Viv Napier (from 7:00pm), Mark Allingham (Group Manager Infrastructure and Services) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 27 August 2018 between 6:30pm and 9:00pm.
- Also In Attendance:** Peter Couchman and Tanya Cowen (Martinborough Business Association), Robin Lockie and Tom Bunny.

PUBLIC BUSINESS

MCB RESOLVED (MCB 2018/51) to add the probable closure of the Martinborough ANZ Bank branch to the agenda as the agenda had been released before the Board were aware of the issue and the matter cannot be delayed as action needs to be taken now.

(Moved Cornelissen/Seconded Roy)

Carried

1. APOLOGIES

MCB RESOLVED (MCB 2018/52) to receive lateness apologies Mayor Viv Napier.

(Moved Cornelissen/Seconded Cr Colenso)

Carried

2. CONFLICTS OF INTEREST

Mrs Cornelissen and Ms Read declared a conflict of interest with items of business from the Martinborough Business Association as they were members of the Association.

3. PUBLIC PARTICIPATION

3.1 Martinborough Business Association

Mr Couchman with support from Ms Cowen expressed concerns regarding parking habits of Martinborough shop owners, employees and residents who parked all day in the golden mile of Martinborough. Community Board support was sought for signage, P90 carpark markings and naming and shaming to change behaviours. Concern was

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also raised about visibility at two Jellicoe Street intersections and congestion on Broadway Street.

3.2 Mrs Lockie and Mr Bunny

On behalf of the community Mrs Lockie and Mr Bunny expressed concern about the ANZ Bank's proposal to close the Martinborough branch and sought Community Board support for a public meeting, organisation of a petition and other ideas to get ANZ to reverse the decision.

4. ACTIONS FROM PUBLIC PARTICIPATION

4.1 Martinborough Business Association

Members discussed the requests and shared concerns about parking behaviours and congestion on Broadway Street.

4.2 Robin Lockie and Tom Bunny

The Community Board supported a public meeting to discuss concerns of the proposed Martinborough ANZ Bank branch closure and agreed to share information via social media. Councillors Maynard and Colenso undertook to work with locals to progress the campaign.

Ms Read left the meeting at 7:30pm.

Ms Read returned to the meeting at 7:31pm.

MCB RESOLVED (MCB2018/53):

1. Not to support a pedestrian crossing on Jellicoe Street at this time, as support has been given to painting yellow lines on the corners of Venice/Jellicoe and Naples/Jellicoe Streets, and these safety improvements will move traffic away from junctions.

(Moved Cornelissen/Seconded Read)

Carried

2. Action 560: Paint regulation length yellow lines on the corners of Jellicoe/Broadway Streets and Venice/Jellicoe Streets and Naples/Jellicoe Streets; M Allingham

3. Action 561: Write to the Martinborough Business Association offering Community Board support in talking to local business owners and residents about appropriate parking noting that support for P90 parking is reserved until more data and evidence could be provided by the Association; P Crimp

5. COMMUNITY BOARD MINUTES

5.1 Martinborough Community Board Minutes – 16 July 2018

MCB RESOLVED (MCB 2018/54) that the minutes of the Martinborough Community Board meeting held on 16 July 2018 be received and confirmed as a true and correct record.

(Moved Cr Maynard/Seconded Roy)

Carried

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6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Officers' Report to Community Boards

MCB RESOLVED (MCB 2018/55) to receive the Officers' Report.

(Moved Beattie/Seconded Read)

Carried

6.2 Action Items Report

MCB RESOLVED (MCB 2018/56):

1. To receive the Action Items Report.

(Moved Beattie/Seconded Cr Colenso)

Carried

2. To close action 215 due to health and safety concerns around the use of volunteers.

(Moved Cornelissen/Seconded Beattie)

Carried

3. Action 562: Ensure that the Pain Farm lease arrangements are returned to a long term lease now that the prime time for securing grazing leases is approaching; M Allingham

6.3 Income and Expenditure Report

MCB RESOLVED (MCB 2018/57):

1. To receive the Income and Expenditure Statement for the period 1 July 2017 to 30 June 2018.

2. To receive the Income and Expenditure Statement for the period 1 July 2018 – 31 July 2018.

(Moved Cornelissen/Seconded Read)

Carried

6.4 SWDC Logo and Branding Working Party

MCB RESOLVED (MCB 2018/58) to receive the SWDC Logo and Branding Working Party Report.

(Moved Cr Maynard/Seconded Cornelissen)

Carried

6.5 LTP Submission and Decision Referrals

Members noted that sequencing events had resulted in footpath requests being forwarded to them, however footpath prioritisation was now being undertaken by Council officers as part of the NZTA roading programme.

MCB RESOLVED (MCB 2018/59):

1. To receive the LTP submission and Decision Referrals Report.
2. To note the submission from the Martinborough Dark Sky Society.
3. To note that Council will be liaising with the Community Board to ensure new lighting requests comply with Dark Sky requirements.
4. To note the submission from Ed Martin and to support the concept of a mountain bike park in the Ponatahi pine plantation, but to decline to lead the project as it was not the Community Board's role.

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5. To note the submission from Living Streets Aotearoa and that prioritisation of footpath maintenance was no longer a Community Board role.
6. To note the submission from the Waihinga Charitable Trust noting that Martinborough Community Board had received a response from Council saying the footpath work on Texas Street would be completed prior to the opening of the Waihinga Centre.

(Moved Beattie/Seconded Read)

Carried

6.6 Martinborough School Parking

Members discussed the report noting that the Board had received advice from Martinborough School and the NZ Police that the muddy berm on Roberts Street created a safety concern situation.

MCB RESOLVED (MCB 2018/60):

1. To receive the Martinborough School Parking Report.
2. To defer a decision until the Footpath Strategy has been viewed by the Community Board.

(Moved Cornelissen/Seconded Beattie)

Carried

3. Action 563: Setup a meeting with Martinborough School, Martinborough Kindergarten and Council officers to determine why the School views the muddy berms as a safety concern and whether communication around alternative drop-off/pickup locations may solve the problem; L Cornelissen

7. NOTICES OF MOTION

There were no notices of motion.

8. CHAIRPERSON'S REPORT

8.1 Chairperson's Report

Members agreed to budget funds to complete the Poppy Places project, and discussed paying a half share to implement a new flag tracking system, the proposed use of Council's playground budget, and Council communications during flooding events.

The Christmas parade survey discussion was deferred to a workshop and Martinborough Square uprights and Dark Sky compliance were deferred to the next meeting.

MCB RESOLVED (MCB 2018/61):

1. To receive the Chairperson's report.
(Moved Cornelissen/Seconded Cr Maynard) Carried
2. Action 564: Advise MCB members whether the new flag tracking system could be fitted while the old system remained in place (in order that flags can be utilised until end of life), and the time requirement for a decision on the flag tracking system; M Allingham

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3. Action 565: Determine whether the town flags could be used or modified for the proposed flag tracking system; Cr Colenso
4. Action 566: Work with Waihinga Trust to itemise a list of Martinborough playground equipment that is being put back in the playground, but needs refurbishing, and forward to Mayor Napier so consideration can be given for refurbishment to be paid for from Council's playground maintenance budget; L Cornelissen
5. Action 567: Inform Martinborough Community Board once NZTA (via their traffic info page) are setup to display all road closure information in the South Wairarapa; M Allingham
6. Action 568: When the Martinborough footpath maintenance programme has been completed, communicate that programme to the Community Board; M Allingham

9. MEMBERS REPORTS (INFORMATION):

There were no reports from members.

10. CORRESPONDENCE

10.1 Inwards

From Chris Laidlaw, GWRC, to Martinborough Community Board, dated 19 July 2018

From Paul Crimp, SWDC, to Martinborough Community Board, dated 24 July 2018

From Martinborough Business Association, to Martinborough Community Board

MCB RESOLVED (MCB 2018/62) that the inwards correspondence be received.

(Moved Read/Seconded Cr Colenso)

Carried

6.6 Applications for Financial Assistance

MCB RESOLVED (MCB 2018/63):

1. To receive the Officers' Report.
2. To decline the application from Lilly McMahan.
3. To grant Bombora Events \$500 to assist with the running costs associated with running a community festival in Tora in January 2019.
4. To grant the Martinborough Business Association \$1,000 towards the costs associated with installing a CCTV camera security system around the town.
5. To grant the Wairarapa Citizens Advice Bureau \$350 towards the costs associated with running the service.
6. To decline the application from the Curtis Cup U13 Representative Hockey Team.

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7. To grant Life Education Trust \$500 towards the costs associated with delivering a mobile classroom life skills programme.
8. To grant Martinborough Squash Club \$1,000 towards the costs associated with installing a leaf protection system in the gutters of the Squash Club building.
9. To grant Martinborough Youth Trust \$1,025 towards the costs associated with assisting youth attend the Discovery programme.
10. To decline the grant from 3RGroup and as the programme would benefit the whole of the South Wairarapa suggest that they apply for grant funding to Council.
11. To decline the grant from the SPCA and as the programme would benefit the whole of the South Wairarapa suggest that they apply for grant funding to Council.
12. To grant the Martinborough Toy Library \$300 towards the costs associated with upgrading the Toy Library software to an online version with website capability.

(Moved Cornelissen/Seconded Cr Maynard)

Carried

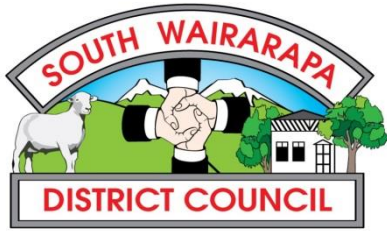
Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

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Featherston Community Board

Minutes – 28 August 2018

- Present:** Robyn Ramsden (Chair), Claire Bleakley, Mark Shepherd (Deputy Chair), Brenda West, Cr Colin Olds and Cr Ross Vickery.
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services) from 7:05pm and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in Kiwi Hall, 62 Bell Street, Featherston. The meeting was conducted in public between 7:00pm and 9:00pm.
- Also in Attendance:** Katherine MacGregor, Karen Mikaera, Riki Hiemer (Pae tu Mokai o Taurira).

PUBLIC BUSINESS

1. APOLOGIES

FCB RESOLVED (FCB 2018/69) to receive apologies from Mayor Viv Napier.

(Moved Ramsden/Seconded Bleakley)

Carried

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. PUBLIC PARTICIPATION

3.1 Pae tu Mokai o Taurira

Ms MacGregor opened with a proverb in Te Reo and the group followed with a waiata and an introduction. The Community Board were requested to support the Pae tu Mokai o Taurira application for financial assistance.

4. ACTIONS FROM PUBLIC PARTICIPATION

4.1 Pae tu Mokai o Taurira

Deferred to agenda item 6.4.

5. COMMUNITY BOARD MINUTES

5.1 Featherston Community Board Minutes – 17 July 2018

FCB RESOLVED (FCB 2018/70) that the minutes of the Featherston Community Board meeting held on 17 July 2018 be confirmed as a true and correct record.

(Moved Ramsden/Seconded Shepherd)

Carried

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6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Officers Report to Community Boards

Members discuss the governance and advocacy levels of service figures and the recent Featherston wastewater meeting with neighbouring property owners. Mrs Bleakley requested reports from meetings with Wellington Water where outcomes would affect Featherston ratepayers. If the meetings were confidential, the information was still requested with confidential figures and names redacted.

FCB RESOLVED (FCB 2018/71):

1. To receive the Officers' Report.
(*Moved Ramsden/Seconded West*) Carried
2. Action 582: Advise Claire Bleakley how much money has been fund raised by the community for the Waihinga Centre and how much the Council is funding; J Mitchell

6.2 Action Items Report

Members discussed the action items and updates.

FCB RESOLVED (FCB 2018/72) to receive the Action Items Report.

(*Moved Cr Olds/Seconded Shepherd*) Carried

6.3 Income and Expenditure Report

FCB RESOLVED (FCB 2018/73):

1. To receive the Income and Expenditure Report for the 1 July 2017 – 30 June 2018.
2. To receive the Income and Expenditure Report for the period 1 July 2018 – 31 July 2018.
(*Moved Ramsden/Seconded Cr Vickery*) Carried
3. Action 583: Provide instruction on whether the beautification funds can be administered solely by the Featherston Community Board and what the mechanism is for spending the funds; J Mitchell

6.4 Financial Assistance

Members discussed setting up a system of application prioritisation based on benefit for the community.

FCB RESOLVED (FCB 2018/74):

1. Receive the Applications for Financial Assistance Report.
(*Moved Ramsden/Seconded Bleakley*) Carried
2. To grant Pae tu Mokai o Taurira \$500 to help with start-up expenses including logo design and organising a community kapa haka group subject to provision of a society bank account number.
3. To revert the application from Life Education Trust back to them, acknowledge the application and request more information as to specifics of investment in the Featherston community.
(*Moved Cr Olds/Seconded Cr Vickery*) Carried

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6.5 SWDC Logo and Branding Working Party
FCB RESOLVED (FCB 2018/75) receive the SWDC Logo and Branding Working Party Report.
(*Moved Ramsden/Seconded Bleakley*) Carried

6.6 Long Term Plan Referrals
Members agreed to review the submissions in a workshop and queried whether it was the Community Boards role to organise community groups.
FCB RESOLVED (FCB 2018/76) receive the Long Term Plan Referrals Report.
(*Moved Ramsden/Seconded Bleakley*) Carried

7. NOTICES OF MOTION

Mrs Bleakley presented her notice of motion as submitted in Community Board papers.

FCB RESOLVED (FCB 2018/77):

1. To receive the information.
(*Moved Bleakley/Seconded Cr Olds*) Carried
2. To recommend that Council commission a study of what, if any, risks to the community and what alternatives there are to glyphosate based herbicides.
(*Moved Bleakley/Seconded West*) Carried

8. CHAIRPERSONS REPORT

8.1 Chairperson's Report

Mrs Ramsden discussed the use of Anzac Hall as a civil defence hub, the grant application from and prioritisation of applications and needed GWRC rail improvements.

FCB RESOLVED (FCB 2018/78):

1. To receive the Chairpersons report.
(*Moved Ramsden/Seconded Bleakley*) Carried
2. Action 584: Correct the FCB workshop minutes of the 14 August 18 to show Claire Bleakley attended; R Ramsden
3. Action 585: Clarify with the Featherston Medical Centre what they want to store at Anzac Hall, how many boxes they wanted to store, for how long storage was required, and why storage was required; R Ramsden
4. Action 586: Clarify with the Featherston Medical Centre what the exact purpose of an emergency water supply at the Anzac Hall would be for and what size tank would cater for those needs; R Ramsden

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FCB RESOLVED (FCB 2018/79) to recommend that a generator plug be installed at the Anzac Hall.

(Moved Ramsden/Seconded Shepherd)

Carried

FCB RESOLVED (FCB 2018/80) that Claire Bleakley coordinate the Featherston Christmas Parade 2018 with assistance from the Featherston Community Board as availability allows.

(Moved Cr Olds/Seconded Cr Vickery)

Carried

9. MEMBER REPORTS (INFORMATION)

There were no reports from members.

10. CORRESPONDENCE

10.1 Inwards

From Chris Laidlaw, Greater Wellington Regional Council, to Featherston Community Board, dated 19 July 2018

From Paul Crimp, SWDC, to Featherston Community Board, dated 26 July 2018

10.2 Outwards

To Featherston Medical Centre, from Featherston Community Board, dated 2 August 2018

To Mark King, from Featherston Community Board, dated 2 August 2018

To Nicola Arneson, Greater Wellington Regional Council, from Featherston Community Board, dated 7 August 2018

FCB RESOLVED (FCB 2018/81) to receive the inwards and approve the outwards correspondence.

(Moved Ramsden/Seconded Cr Olds)

Carried

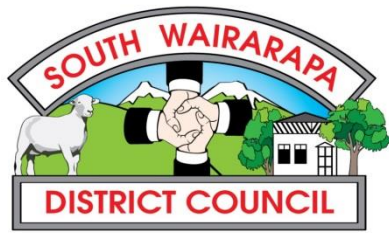
Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

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Greytown Community Board

Minutes – 29 August 2018

- Present:** Leigh Hay (Chair), Mike Gray, Ann Rainford (Deputy Chair), Christine Stevenson and Lachlan O’Connell (student representative).
- In Attendance:** Mayor Viv Napier, Mark Allingham (Group Manager Infrastructure and Services) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 29 August 2018 between 7:00pm and 8:30pm.
- Also In Attendance:** Richie Hill (Greytown Heritage Trust) and Aidan Ellims.

PUBLIC BUSINESS

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

Mrs Hay and Mrs Rainford declared a conflict of interest with the application for financial assistance from the Greytown Petanque and Croquet Club to be considered as part of agenda item 7.4.

3. PUBLIC PARTICIPATION

3.1 Richie Hill, Greytown Heritage Trust

Mr Hill noted that trees formed part of Greytown’s character, and that when towns grow the green canopy was put at risk. Mr Hill requested the Community Board’s support in safeguarding Greytown’s trees and advocating for Council policy that provided for their protection.

3.2 Aidan Ellims

Mr Ellims had attended the public meeting in Greytown regarding policing and disagreed with some of the points made. Mr Ellims said that over the year’s police numbers had decreased in South Wairarapa and the community would be better served with officers located in the local towns (as in the past). This model provided for a better flow of information, quicker responses and more community interactions.

4. TREE ADVISORY GROUP

There was no report from the Tree Advisory Group.

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5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

There were no actions from public participation.

6. COMMUNITY BOARD MINUTES

6.1 Greytown Community Board Minutes – 18 July 2018

GCB RESOLVED (GCB 2018/53) that the minutes of the Greytown Community Board meeting held on 18 July 2018 be confirmed as a true and correct record subject to the inclusion of the following:

‘10.4 Poppy Places

A report was included in meeting papers.’

(Moved Hay/Seconded Rainford)

Carried

7. CHIEF EXECUTIVE AND STAFF REPORTS

7.1 Officer’s Report

Members discussed the school dog education programme and emergency water storage with Mr Allingham.

GCB RESOLVED (GCB 2018/54) to receive the Officer’s Report.

(Moved Hay/Seconded Rainford)

Carried

7.2 Action Items Report

Members discussed the action items and updates were made.

GCB RESOLVED (GCB 2018/55):

1. To receive the Action Items Report.

(Moved Hay/Seconded Gray)

Carried

2. Action 544: Organise a Soldiers Memorial Park Users Group Meeting by end of October 2018; M Allingham

3. Action 545: Draft a letter to Cr Adrienne Staples, GWRC, asking for priority to be placed on communicating connecting bus schedules to weekend train travellers; M Gray

7.3 Income and Expenditure Report

GCB RESOLVED (GCB 2018/56):

1. To receive the Income and Expenditure Statement Report.

2. To receive the Income and Expenditure Statement for the period 1 July 2017 – 30 June 2018.

3. To receive the Income and Expenditure Statement for the period 1 July 2018 – 31 July 2018.

(Moved Hay/Seconded Stevenson)

Carried

7.4 Applications for Financial assistance

Mrs Hay vacated the chair prior to consideration of the application for financial assistance from the Greytown Petanque and Croquet Club.

Mr Gray assumed the chair.

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At the conclusion of the discussion on the application from the Greytown Petanque and Croquet Club Mr Gray vacated the chair.

Mrs Hay resumed the chair.

GCB RESOLVED (GCB 2018/57):

1. To receive the Applications for Financial Assistance Report.
2. To grant the Wairarapa Citizens Advice Bureau \$200 in recognition of the small number of calls received and in acknowledgement of the good work done in the Greytown ward.
(*Moved Gray/Seconded Hay*) Carried
3. To grant Life Education Trust \$500 to deliver a mobile life skills programme to the schools in the region.
(*Moved Gray/Seconded Stevenson*) Carried
4. To grant the Greytown Petanque and Croquet Club \$750, to be paid from the beautification budget, to assist with the cost of purchasing plants for re-establishing a green boundary.
(*Moved Stevenson/Seconded Gray*) Carried with chair casting vote
5. To grant the Greytown JAB Rugby Club \$380 to assist with the costs of restocking first aid kits.
(*Moved Stevenson/Seconded Rainford*) Carried
6. To decline the application from the Wairarapa Curtis Cup U13 Representative Hockey Team as it does not meet the criteria.
7. To decline the application from the Wairarapa U15 Premier Hockey Team as it does not meet the criteria.
(*Moved Stevenson/Seconded Rainford*) Carried

7.5 LTP Referrals Report

GCB RESOLVED (GCB 2018/58):

1. To receive the LTP Referral Report.
2. To note the LTP submission from Living Streets Aotearoa.
(*Moved Hay/Seconded Gray*) Carried

7.6 SWDC Logo and Branding Working Party.

Mrs Hay reported that the Working Party would be creating a shortlist from the eight full submissions received.

GCB RESOLVED (GCB 2018/59) to receive the SWDC Logo and Branding Working Party Report.

(*Moved Hay/Seconded Stevenson*) Carried

8. NOTICES OF MOTION

There were no notices of motion.

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9. CHAIRPERSONS REPORT

9.1 Chairperson's Report

Mrs Hay discussed a memorial seat for Jan Eagle in Stella Bull Park, advertising for the Kuranui IT programme and Wings over Wairarapa promotion with members.

GCB RESOLVED (GCB 2018/60):

1. To receive the Chairperson's Report.
(Moved Hay/Seconded Gray) Carried
2. To approve a cost of \$288.89 plus GST for purchase of a bench plaque and to approve a cost of \$751.39 plus GST for the purchase of a three seater bench including transport.
(Moved Hay/Seconded Gray) Carried
3. To approve \$80 plus GST for the cost of one advertisement for the Kuranui IT Programme in the Featherston Phoenix.
(Moved Hay/Seconded Gray) Carried
4. To approve \$100 plus GST for the cost of printing four stickers for dog bag poles.
(Moved Hay/Seconded Stevenson) Carried
5. Action 546: Include the Greytown Community Board key assets and project list with updates in the meeting agenda; P Crimp

10. MEMBERS REPORTS (INFORMATION)

10.1 Me You and IT Too

A members report was submitted in Board papers, Mrs Rainford had attended the digital seniors launch.

Mrs Hay acknowledged Mrs Rainford's work on the Kuranui IT Programme.

11. CORRESPONDENCE

11.1 Inwards

From Lions Club International, to Greytown Community board, date 25 July 2018

From Paul Crimp, SWDC, to Greytown Community Board, dated 6 August 2018

11.2 Outwards

From Greytown Community Board, to Graeme Gray, dated 2 August 2018

From Greytown Community Board, to the Wairarapa Branch for the Society of Genealogists, dated 2 August 2018

GCB RESOLVED (GCB 2018/61) to receive the inwards correspondence and approve the outwards correspondence.

(Moved Hay/Seconded Gray) Carried

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Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

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SWDC Audit & Risk Working Party

Notes from meeting held 29 August 2018

Present: Cr Brian Jephson (Chair), Cr Margaret Craig , Cr Colin Wright, Cr Colin Olds, , Mayor Viv Napier, Jennie Mitchell

Apologies: Paul Crimp, Kyra Low

Conflicts of Interest: None

Minutes of last meeting reviewed and acknowledged.

Matters Arising – members noted items that had been actioned since last meeting.

1 Risks

Risk register – Working party members reviewed the Operational and Strategic risk registers line by line and agreed updates and changes to status for numerous items on the register.

Action: GMCS to update both registers and circulate to working party for final review. Staff risk lists are being collated and will be reviewed by the senior management team before coming to A&R for review.

Whatarangi Cliffs - Officers continue to monitor this and will report back to future A&R meetings.

2 Financials

Waihinga Centre report – July 2018 report – update regarding whether or not a transformer was required to manage electrical loading. CE and Mayor continue to work on potential savings with suppliers. Work progressing well and on track for completion in October, official opening likely to be November. **Action:** GMCS to contact Charitable Trust treasurer for update on fundraising.

Summary reports for the three wastewater projects were reviewed. Crs requested further information on reasons for the delay in GTN go live and \$300K overspend. **Action:** Officers to provide report with more detail than previously provided. Work continues on the FTN consent submissions with GWRC.

Rates arrears July 2018 – Arrears letters have been sent to all ratepayers with arrears over \$100 and letters have gone to banks if property has a mortgage. This will be followed up in 3 months' time for any unpaid rates at which stage the bank is required to pay the rates to SWDC. For those without a mortgage, rates team are considering using Debtworks to try to recover these rather than going straight to legal. No up-front cost to load the debt (legal letters do cost and this cost is passed on to the ratepayer). Debt collection cost would only incurred if they recover the debt. Debtworks have been recommended by other TAs as having good results. They work alongside the Debtor rather than a heavy handed approach.

3 Policies update

Acquisition and Disposal of land Policy – amended clause regarding caveats and encumbrances was reviewed and agreed this policy would go back to Council for final approval with this updated clause.

Risk Policy – was reviewed. Small amendments suggested regarding frequency of review of the risk register, how this review is carried out, how items get added to or deleted from the register. Action: GMCS to discuss with CE and other GMs and report back proposed processes.

Maori Policy and proposed Maori Standing Committee (MSC) terms of reference – these were reviewed and some amendments suggested to be fed back to MSC at their next meeting. Maori policy needs to be updated to reflect new members from FTN Pae tu Mokai o Tauria Incorporated Society and change role to reflect new draft TOR. Various small changes proposed to MSC TOR to be fed back to MSC.

4 Health & Safety

Abusive calls/No tolerance policy – reviewed SWDC staff H&S newsletter with advice to staff on how to handle abusive phone calls.

5 Legislative Compliance

Nothing new to report.

6 General Business

Draft report from Governance review was discussed. Mayor to provide a report to next Council meeting with recommendations on steps to take from recommendations in this report

Disaster recovery IT upgrade – GMCS advised approval had been given to upgrade servers and improve IT disaster recovery. **Action:** Report to next A&R meeting on how the new DR system will work.

Credit card payments – A&R working party members asked GMCS to investigate whether SWDC should accept credit card payments for rates and other payments and on-charge the credit card fees to the payer. **Action:** Report back to future A&R meeting with recommendations.

Smart water meters - A&R working party members asked what it would cost to install smart water meters and if it would be possible to start by putting smart meters into all new properties then gradually upgrade all water meters to smart meters over time. **Action:** Report back on the options at next I&P meeting. Could be part of rating review process.

Waste minimisation officer – A&R working party members expressed concern about whether we are getting value for money from this role. **Action:** Report to next I&P meeting on what work is being done for SWDC and what benefits we've seen from this role.

Next meeting: 3 October 2018 – 8.45 am

Topics for future meetings:

- Investment funds
- Legislative review
- Policy review timing
- A&R working party terms of reference review (one Governance review complete)