

SOUTH WAIRARAPA DISTRICT COUNCIL

20 FEBRUARY 2019

AGENDA ITEM B3

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 Featherston Community Board meeting 29 January 2019.*
3. *Receive the minutes of the Greytown Community Board meeting 30 January 2019.*
4. *Receive the minutes of the Greytown Community Board meeting 31 January 2019.*
5. *Receive the tabled minutes of the Māori Standing Committee meeting 11 February 2019.*
6. *Receive the minutes of the Audit and Risk Working Party 29 January 2019*

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.

2. Appendices

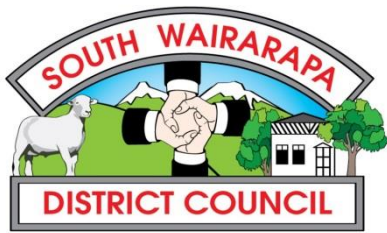
Appendix 1 - Featherston Community Board 29 January 2019
Greytown Community Board 30 January 2019
Martinborough Community Board 31 January 2019
Audit and Risk Working Party 29 January 2019

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1

- **Featherston Community Board 29 January 2019**
- **Greytown Community Board 30 January 2019**
- **Martinborough Community Board 31 January 2019**
- **Audit and Risk Working Party Minutes 29 January 2019**



Featherston Community Board

Minutes – 29 January 2019

- Present:** Robyn Ramsden (Chair), Brenda West, Mark Shepherd, Cr Colin Olds and Cr Ross Vickery.
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services), Russell Hooper (Planning Manager), 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 8:15pm.
- Also in Attendance:** Jen Bhati (South Wairarapa Neighbourhood Support).

PUBLIC BUSINESS

FCB RESOLVED (FCB 2019/01) to consider the application for financial assistance from Featherston Athletics that was received by the due date, but due to a public holiday was not contained within agenda item '6.4 Applications for Financial Assistance', as the event was being held before the next meeting.

(Moved Ramsden/Seconded Vickery)

Carried

1. APOLOGIES

FCB RESOLVED (FCB 2019/02) to receive apologies from Claire Bleakley and lateness apologies from Mayor Viv Napier.

(Moved Cr Olds/Seconded Shepherd)

Carried

2. CONFLICTS OF INTEREST

Brenda West declared a conflict of interest with the application for financial assistance from Featherston Athletics.

3. PUBLIC PARTICIPATION

3.1 Jen Bhati (South Wairarapa Neighbourhood Support)

Ms Bhati introduced herself as the South Wairarapa Neighbourhood Support Coordinator and outlined the current status of active groups in the district and plans to promote the scheme.

3.2 Attendance apologies were received from Julia Parry

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4. ACTIONS FROM PUBLIC PARTICIPATION

4.1 South Wairarapa Neighbourhood Support

FCB NOTED:

1. Action 10: Write a letter of support to Council for continued future funding for the South Wairarapa Neighbourhood Support programme; P Crimp

5. COMMUNITY BOARD MINUTES

5.1 Featherston Community Board Minutes – 20 November 2018

FCB RESOLVED (FCB 2019/03) that the minutes of the Featherston Community Board meeting held on 20 November 2018 be confirmed as a true and correct record.

(Moved Ramsden/Seconded Shepherd)

Carried

6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Officers Report to Community Boards

Members discussed Featherston Swimming Pool open hours and the recent working bee undertaken by the Featherston Swimming Club.

The Planning Manager updated members on the Notable Tree Register Project (update tabled) and answered members' questions.

FCB RESOLVED (FCB 2019/04):

1. To receive the Officers' Report.

(Moved Ramsden/Seconded Cr Olds)

Carried

2. Action 11: Clarify Featherston Swimming pool closing times and why Featherston pool is currently being closed at 5:15pm for swimming club on Tuesdays and Thursdays; M Allingham

3. Action 12: On behalf of the Community Board write to the Featherston Swimming Club thanking them for the improvements to the Featherston Pool area undertaken by members as part of a working bee; P Crimp

6.2 Action Items Report

FCB RESOLVED (FCB 2019/05):

1. To receive the Action Items Report.

(Moved Ramsden/Seconded Cr Olds)

Carried

2. Action 13: Investigate and then setup an electronic booking system that organisations can use, via request to Featherston Library, to book the Featherston street banner brackets; J Mitchell

6.3 Income and Expenditure Report

The invoice for \$156 had been credited and a resolution for payment was no longer required.

Members discussed the increased cost of the Traffic Management Plan for the Featherston Christmas Parade. Agreement to approve the

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increase was deferred until clarification on the nature of the increase could be obtained.

FCB RESOLVED (FCB 2019/06):

1. To receive the Income and Expenditure Report for the period 1 July 2018 – 31 December 2018.
(*Moved Ramsden/Seconded Shepherd*) Carried
2. Action 14: Query the TMP invoice increase over the provided quote, particularly in the areas of increased vehicle use and the use of two VMS boards, and request any NZTA changes be made available to the FCB by email; M Allingham

6.4 Applications for Financial Assistance

For transparency Cr Vickery noted he had previously been a vestry member of St Johns.

The application from the Featherston Dog Park Group had been withdrawn.

FCB RESOLVED (FCB 2019/07):

1. To receive the Applications for Financial Assistance Report.
(*Moved Ramsden/Seconded West*) Carried
2. To grant St Johns (South Wairarapa Anglican Parish) \$500 to cover the costs of food for the weekly youth program for ages 10-18 years.
(*Moved Cr Olds/Seconded West*) Carried
Mark Shepherd abstained
3. To grant Athletics Featherston \$500 to hold a children's triathlon in February 2019.
(*Moved Ramsden/Seconded Shepherd*) Carried
4. Action 14: Write and ask the Featherston Football Club to come along to the next meeting and brief members on their project; P Crimp

6.5 Community Board Conference 2019 Report

FCB RESOLVED (FCB 2019/08):

1. To receive the Community Boards Conference 2019 Report.
(*Moved Ramsden/Seconded West*) Carried
2. To nominate Robyn Ramsden to attend the Community Boards 2019 conference at Council's expense.
(*Moved Cr Olds/Seconded Cr Vickery*) Carried
3. To nominate Mark Shepherd to attend the Community Boards 2019 conference with an associated Featherston Community Board commitment of up to \$2,200 excluding GST.
(*Moved Cr Olds/Seconded Cr Vickery*) Carried

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7. NOTICES OF MOTION

There were no notices of motion.

8. CHAIRPERSONS REPORT

8.1 Chairperson’s Report

FCB RESOLVED (FCB 2019/09) to receive the Chairperson’s report.

(Moved Ramsden/Seconded Cr Olds)

Carried

9. MEMBER REPORTS (INFORMATION)

9.1 Featherston Vacant Lot Project

Members discussed the report and the need to hold another project meeting to coordinate findings for presentation back to the community, followed by Council, in a timely manner.

9.2 Wairarapa Library Service

Members discussed the report included in the meeting papers.

9.3 Featherston Christmas Parade

A report submitted from Mrs Bleakley was tabled.

The Community Board recorded a strong vote of thanks to Mrs Bleakley and Mrs West for organising a successful and memorable Christmas parade.

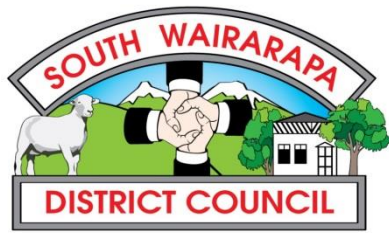
Confirmed as a true and correct record

.....Chairperson

.....Date

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Greytown Community Board

Minutes – 30 January 2019

- Present:** Leigh Hay (Chair), Mike Gray, Ann Rainford (Deputy Chair), Christine Stevenson, Cr Margaret Craig (until 8:27pm) and Lachlan O’Connell (student representative).
- In Attendance:** Mayor Viv Napier, Russell Hooper (Planning Manager), Lou Brown (Resource Management Officer) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 30 January 2019 between 7:00pm and 9:10pm.
- Also In Attendance:** Brian Sharpe (Greytown Gliding Club), Jen Bhati (South Wairarapa Neighbourhood Support) and Steve Lillystone.

PUBLIC BUSINESS

GCB RESOLVED (GCB 2019/01) to consider the application for financial assistance from the Royal NZ Plunket Trust under agenda item ‘6.4 Applications for Financial Assistance’; the application was received late but the event is being held before the next meeting.

(Moved Hay/Seconded Cr Craig)

Carried

Members would discuss the following topics under Agenda item ‘10 Member Reports’: Civic Awards, Positive Aging Strategy, Greytown After 5.

An omitted recommendation on refreshing flag artwork would be included in agenda item ‘9 Chairperson’s Report’.

1. APOLOGIES

No apologies were received.

2. CONFLICTS OF INTEREST

There were no conflicts of interest.

3. PUBLIC PARTICIPATION

3.1 Brian Sharpe (Greytown Gliding Club)

Mr Sharpe updated members on the Gliding Club’s activities and recent investments; a training centre building and glider winch. The Club had a vision to improve the runways and strengthen ties with the community.

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3.2 Jen Bhati (South Wairarapa Neighbourhood Support)

Ms Bhati introduced herself as the South Wairarapa Neighbourhood Support Coordinator and outlined the current status of active groups in the district and plans to promote the scheme.

3.3 Steve Lillystone

Mr Lillystone requested that the Community Board act on behalf of Udy Street residents and remove the duck signs outside 9a and 52 Udy Street and express resident outrage to Council about the signs. Mr Lillystone believed there was no reason to single out a common duck for special treatment and resident consensus should have been sought before committing to installation.

4. TREE ADVISORY GROUP

There was no report from the Tree Advisory Group.

5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

GCB NOTED:

1. Action 25: Forward Steve Lillystone's public forum presentation to Council officers for response; L Hay
2. Action 26: Write Lachlan O'Connell a letter of thanks for services as Greytown Community Board student representative; P Crimp
3. Action 27: Contact Kuranui College about appointment of a replacement student representative; L Hay

6. COMMUNITY BOARD MINUTES

6.1 Greytown Community Board Minutes – 21 November 2018

GCB RESOLVED (GCB 2019/02) that the minutes of the Greytown Community Board meeting held on 21 November 2018 be confirmed as a true and correct record.

(Moved Hay/Seconded Stevenson)

Carried

7. CHIEF EXECUTIVE AND STAFF REPORTS

7.1 Officer's Report

Members discussed the Four Wellbeing's Cabinet Minute, and development of the section on the corner of Main Street and Hospital Road, Greytown.

Mr Brown and Mr Hooper updated members on the Notable Tree Register Project (update tabled) and answered members' questions. The Planning Team undertook to work with the community boards to develop appropriate communications and advise the community of the upcoming consultation.

GCB RESOLVED (GCB 2019/03):

1. To receive the Officer's Report.
(Moved Hay/Seconded Cr Craig) Carried
2. Action 28: Write/advise Sandra Baird letting her know if a permit was required/obtained for their Kuratawhiti Street neighbours to fire a large rocket and if firing the rocket was against the law; R O'Leary

7.2 Action Items Report

Members discussed the action items and updates were made.

Civic Awards (report given early)

Cr Craig reported that Council was now accepting nominations for the 2019 Civic Awards and asked members to encourage people to submit nominations.

Cr Craig left the meeting at 8:27pm.

GCB RESOLVED (GCB 2019/04):

1. To receive the Action Items Report.
(Moved Hay/Seconded Rainford) Carried
2. Action 29: Arrange for NZTA to undertake follow-up speed checks on SH2, as offered by Mark Owen, six months after the installation of the Greytown speed signs; M Allingham

7.3 Income and Expenditure Report

GCB RESOLVED (GCB 2019/05):

1. To receive the Income and Expenditure Statement for the period 1 July 2017 – 31 June 2018.
(Moved Stevenson/Seconded Gray) Carried
2. To receive the Income and Expenditure Statement for the period 1 July 2018 – 31 December 2018.
(Moved Hay/Seconded Stevenson) Carried

7.4 Applications for Financial Assistance

Mrs Hay noted she no longer had a conflict of interest with Cobblestones Museum Trust.

GCB RESOLVED (GCB 2019/06):

1. To receive the Applications for Financial Assistance Report.
(Moved Hay/Seconded Stevenson) Carried
2. To grant Cobblestones Museum Trust \$1,000 to assist with the operating costs of the Museum and invite them to apply on an annual basis.
(Moved Hay/Seconded Rainford) Carried

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3. To grant the Friends of Cobblestones \$500 to cover the costs of the community carol concert December 2018.
(*Moved Hay/Seconded Stevenson*) Carried
4. To grant the Royal NZ Plunket Trust \$200 to help cover the costs associated with running a Children's Day event in March 2019.
(*Moved Hay/Seconded Rainford*) Carried

8. NOTICES OF MOTION

There were no notices of motion.

9. CHAIRPERSONS REPORT

9.1 Chairperson's Report

Members discussed the planned Stella Bull Park bench dedication ceremony, correspondence from the South Wairarapa Bridge Club, and the Greytown Expo.

The Friends of Cobblestones request for funding was considered in agenda item '7.4 Applications for Financial Assistance'.

Mayor Napier noted that Local Government NZ was providing a consistent elections package to councils; material was due in the next few weeks.

GCB RESOLVED (GCB 2019/07):

1. To receive the Chairperson's Report.
2. To approve a cost of \$850 plus GST for flags and \$400 plus GST for installation and the associated traffic plan and \$150 plus GST for flag artwork.
(*Moved Hay/Seconded Rainford*) Carried
3. That Ann Rainford (to be paid for by the GCB) and Leigh Hay (to be paid for by Council) should attend the Community Board Conference 2019 as delegates.
(*Moved Gray/Seconded Stevenson*) Carried
4. Action 30: Write to the South Wairarapa Bridge Club advising of the Community Board discussion and requesting more information before a grant can be considered; L Hay

10. MEMBERS REPORTS (INFORMATION)

10.1 Have your Say

Members discussed the report as submitted in the meeting papers noting links to the current workstreams: Wairarapa Economic Development Strategy, the Wellington Region Climate Change Working Group, the Kuranui multi-use sports facility feasibility study, and Wairarapa NZTA roading priorities for improvement as prioritised by the three Councils.

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GCB RESOLVED (GCB2019/08):

1. To hold a second public ‘Have Your Say’ public meeting on the 5 March 2019.

(Moved Gray/Seconded Rainford) Carried

2. Action 31: Invite Mark Owen, NZTA, to a future Greytown Community Board meeting; L Hay

10.2 Positive Aging Strategy

Mrs Rainford provided a verbal update on the Positive Aging Strategy workstream findings to date.

10.3 Greytown After 5 (GA5)

Mrs Stevenson updated members on organisation of upcoming GA5 events.

11. CORRESPONDENCE

11.1 Outwards

To Patrice O’Connor, Greytown School, from Greytown Community Board, dated 30 November 2018

To Rev Harry Newton, St Luke’s Anglican Church, from Greytown Community board, dated 30 November 2018

To Bob Francis, Digital Seniors, from Greytown Community Board, dated 17 January 2019

11.2 Inwards

To Leigh Hay, Greytown Community Board, from Hugh Townend, South Wairarapa Bridge Club, dated 14 January 2019

To Greytown Community Board from Katherine Kill, 1st Greytown Scout Group, dated 18 January 2019

GCB RESOLVED (GCB 2019/09) to receive the inwards correspondence and approve the outwards correspondence.

(Moved Hay/Seconded Gray) Carried

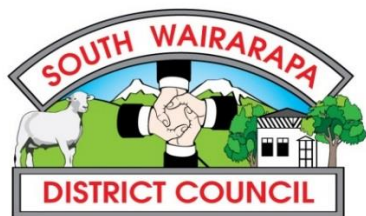
Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

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Martinborough Community Board

Minutes – 31 January 2019

- Present:** Lisa Cornelissen (Chair), Fiona Beattie, Vicky Read (until 7:25pm), Maree Roy, Cr Pip Maynard, Cr Pam Colenso and Maisie Arnold-Barron (student representative).
- In Attendance:** Mayor Viv Napier (from 6:05pm), Mark Allingham (Group Manager Infrastructure and Services), Suzanne Clark (Committee Secretary) and Lou Brown (Resource Management Officer) for part only.
- Conduct of Business:** The meeting was conducted in public in the Supper Room, Waihinga Centre, Martinborough on the 31 January 2019 between 6:00pm and 7:45pm.
- Also in Attendance:** Jen Bhati (South Wairarapa Neighbourhood Support).

PUBLIC BUSINESS

Mrs Cornelissen acknowledged the passing of Garry Jackson, a former Fire Chief of Martinborough Fire Brigade, for the work he had undertaken in the community.

MCB RESOLVED (MCB 2019/01) to consider tabled correspondence from Destination Wairarapa as part of the '8 Chairperson's Report'; it was not notified with the agenda as it was received late.

(Moved Cornelissen/Seconded Beattie)

Carried

1. APOLOGIES

MCB RESOLVED (MCB 2019/02) to receive lateness apologies from Mayor Viv Napier.

(Moved Beattie/Seconded Cr Colenso)

Carried

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. PUBLIC PARTICIPATION

3.1 Jen Bhati (South Wairarapa Neighbourhood Support)

Ms Bhati introduced herself as the South Wairarapa Neighbourhood Support Coordinator and outlined the current status of active groups in the district.

Martinborough did not have any formal groups, and Ms Bhati asked members

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to encourage their neighbours to host an event where the concept can be introduced by the appropriate services.

4. ACTIONS FROM PUBLIC PARTICIPATION

MCB NOTED:

1. Action 45: Request promotional material suitable for social and online media promotion from the Neighbourhood Support Coordinator and forward Martinborough Business Association contact details: L Cornelissen

5. COMMUNITY BOARD MINUTES

5.1 Martinborough Community Board Minutes – 12 December 2018

MCB RESOLVED (MCB 2019/03) that the minutes of the Martinborough Community Board meeting held on 12 December 2018 be received and confirmed as a true and correct record.

(Moved Cornelissen/Seconded Read)

Carried

6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Officers' Report

Mr Brown updated members on the Notable Tree Register Project (update tabled) and answered members' questions.

Members discussed recycling in public places and wandering dogs.

MCB RESOLVED (MCB 2019/04):

1. To receive the Officers' Report.

(Moved Beattie/Seconded Read)

Carried

2. Action 46: Invite the Wairarapa Zero Waste Coordinator to the next Martinborough Community Board meeting; P Crimp

6.2 Action Items Report

Mrs Cornelissen tabled a map labelled with potential locations for the FlagTrax brackets and members discussed alternatives. Members discussed publicity of the next Community Board meeting venue and the Martinborough Playground upgrade project.

MCB RESOLVED (MCB 2019/05):

1. To receive the Action Items Report.

(Moved Cornelissen/Seconded Beattie)

Carried

2. Action 47: Generate a poster advertising the next Martinborough Community Board meeting venue of the Pirinoa Hall and arrange for distribution; L Cornelissen

3. Action 48: Review potential FlagTrax locations, noting there was a desire to populate Kitchener, the Square and Jellicoe Streets; Cr Colenso

4. Action 49: Advise who is funding installation costs of the FlagTrax system and the total number of systems that can be

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purchased with the current funds allocation; (Council and MCB);
M Allingham

6.3 Income and Expenditure Report

MCB RESOLVED (MCB 2019/06):

1. To receive the Income and Expenditure Statement for the period 1 July 2018 – 31 December 2018.
(Moved Cornelissen/Seconded Beattie) Carried
2. To approve up to \$100 plus GST for the hire of Pirinoa Hall in order to hold the March 2019 Martinborough Community Board meeting.
(Moved Cornelissen/Seconded Beattie) Carried
3. Action 50: Investigate payment responsibility for the difference in installation costs over the \$450 agreed by the MCB for bike rack installation outside the Waihinga Centre, Martinborough; M Allingham

6.4 Community Board Conference 2019

MCB RESOLVED (MCB 2019/07):

1. To receive the Community Boards Conference 2019 Report.
2. To nominate Cr Pam Colenso to attend the Community Boards Conference 2019 at Council's expense.
3. To nominate Lisa Cornelissen to attend the Community Boards Conference 2019 with an associated commitment of up to \$2,200 excluding GST at the Martinborough Community Board's expense.
(Moved Beattie/Seconded Cr Maynard) Carried

7. NOTICES OF MOTION

There were no notices of motion.

8. CHAIRPERSON'S REPORT

8.1 Chairperson's Report

Mrs Cornelissen discussed repairs to the Martinborough Cenotaph, Martinborough Square dark sky compliant lighting, and issues at Martinborough Swimming Pool with members.

Ms Arnold-Barron presented the youth report and undertook to follow-up on expected costs. Members agreed to involve local schools in the project by getting them to vote on three different mural concepts.

Mrs Cornelissen tabled correspondence from Destination Wairarapa and members discussed the paper. Subject to further information, the Community Board were in favour of an additional bus stop outside the Waihinga Centre, provided there was no loss of available car parks in the area.

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MCB RESOLVED (MCB 2019/08):

1. To receive the Chairperson's report and the tabled correspondence from Destination Wairarapa.
2. To receive the Community Board project reports.
(Moved Cornelissen/Seconded Beattie) Carried
3. Action 51: Write to Destination Wairarapa informing them of the Community Board's discussion of the paper and provisional support for an additional bus stop; L Cornelissen
4. Action 52: Speak to Transit about an additional bus stop outside of the Waihinga Centre, to gauge what needs to be done and likely impacts; M Allingham
5. Action 53: Request three design concepts in rough form for the skatepark, liaise with Fiona Beattie when the designs are ready so a student survey can be organised, send the costs to Lisa Cornelissen; M Arnold-Barron

MCB RESOLVED (MCB 2019/09):

1. To request a report on Martinborough Swimming Pool issues (including placement of the large barriers, non-use of pool covers and inflatables), and how we can stop the covers and inflatables becoming an issue every season.
(Moved Beattie/Seconded Cr Maynard) Carried
2. Action 54: Urgently make repairs to the Martinborough Swimming Pool tiling so the safety barriers can be removed to allow full access to the area by swimmers; M Allingham
3. Action 55: Make the inflatable toys available in the Martinborough Swimming Pool ASAP, or if they are not available for use advise why; M Allingham
4. Action 56: Provide pool opening hours signs to each of the districts swimming pools; M Allingham

MCB RESOLVED (MCB 2019/10):

1. To request that the Amenities Manager organise a meeting of the Considine Park Committee to review progress and to discuss input into the Annual Plan, as well as any other agenda items members of the Committee wish to discuss.
(Moved Cornelissen/Seconded Cr Colenso) Carried
2. Action 57: Locate the last minutes from the Considine Park Committee and forward to Cr Colenso; M Allingham

MCB RESOLVED (MCB 2019/11):

1. To agree to enter the Waihinga Centre project into the 'Best Practice Awards 'Leadership' or 'Enhancing Communities' category.
(Moved Cornelissen/Seconded Beattie) Carried

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2. Action 58: Prepare an entry to the Local Government Community Board Awards for the Waihinga Centre for consideration; L Cornelissen/V Read

MCB RESOLVED (MCB 2019/12):

1. To consider the first round of grant applications at the MCB meeting on the 14 March. Applications must be received by 28 February.
2. Consider the second round of grant applications at the MCB meeting on 29 August. Applications must be received by 15 August.
3. That the strategic grant forms be updated accordingly.

(Moved Beattie/Seconded Cornelissen)

Carried

9. MEMBERS REPORTS (INFORMATION):

9.1 Wairarapa Library Service

Members discussed the report as submitted in the agenda papers.

MCB RESOLVED (MCB 2019/13) to receive member reports.

(Moved Beattie/Seconded Cr Colenso)

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

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SWDC Audit & Risk Working Party

Notes from meeting held 29 January 2019

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

Apologies: Paul Crimp

Also in attendance: Cr Ross Vickery

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

Council resolution 618 from September 2018 Council meeting: “In conjunction with the Audit and Risk Working Party, consider how the information from risk management is fed into strategy at the Council level”. This was discussed and agreed the new project update report covers this off as A&R will receive a status update for all major projects at each meeting going forward.

A **potential insurance claim** was discussed. **Action:** GMCS and CEO to keep A&R members informed of progress.

2 Financials

Financial Statements for November and December 2018 were provided. The December financial statements were reviewed noting income and expenditure are close to budget in most areas.

Waihinga Centre report – December 2018 – Updated forecast noted. Working party members acknowledged the considerable contribution from the CEO to keeping this very large project within budget.

Summary report for the GTN wastewater to land project – Updated report and photograph of construction site were noted.

Rates arrears December 2018 – graphs were reviewed. Good progress has been made recovering arrears via banks where the property has a mortgage.

Audit management report – 2017/18 Financial statements and year end – the report had been reviewed by A&R working party members. No major issues had been raised. Actions have been agreed by Management to rectify and issues raised by Audit NZ.

3 Policies update -

C500 Infrastructure Protection Deposits – proposed changes agreed with small amendments. Amended policy to go to next Council meeting for approval.

N800 Compliments and Complaints policy – this is a new policy. Agreed with small amendments. Amended policy to go to next Council meeting for approval.

4 Health & Safety report will go to next Council meeting.

5 Legislative Compliance - Nothing new to report.

6 General Business

Project update - An update on projects including progress regarding the Whatarangi Cliffs, sale of Old Stella Bull Park, Wastewater to land projects, and the Fitzherbert Street land was provided and reviewed. This report will be provided at future A&R meetings for all ongoing projects.

Update on accepting Credit card payments –Additional information was provided on the proposal to roll out accepting credit card payments from ratepayers and other SWDC customers.

This will start with accepting over the counter credit card payments for all types of council charges and add on administration charges to the person making the payment. Will be implemented at the Council offices first before rolling out to service centres so any teething problems can be ironed out by finance team. Look at providing online payments when new website is rolled out, including credit card payments.

Investment fund discussion paper – this was reviewed and agreed the working party do not wish to change the investment policy and enter into any investments that could put SWDC funds at risk.

Action: GMCS and Finance Manager to look into LGFA bonds and ensure we comply with any central government rules regarding investment.

Next meeting: 27 March 2019 (TBC)

Topics for future meetings:

- Policy review timing
- A&R working party terms of reference review (one Governance review complete)
- E800 - Urban Street Tree Policy
- H200 - Control of Dogs
- J100 - Promotion, Publicity and Media Liaison
- K100 – Concessions for Charitable organisations
- M1000 – Pain Farm Trust Fund Income Distribution
- M1100 - Water leak waiver policy
- Legislative review