

SOUTH WAIRARAPA DISTRICT COUNCIL

20 SEPTEMBER 2017

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 4 September 2017.*
3. *Receive the minutes of the Featherston Community Board 29 August 2017.*
4. *Receive the minutes of the Greytown Community Board 30 August 2017*
5. *Receive the minutes of the Audit and Risk Working Party 26 July 2017.*
6. *Receive the minutes of the Audit and Risk Working Party 6 September 2017.*
7. *Receive the minutes of the Maori Standing Committee 11 September 2017 (to be tabled).*

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

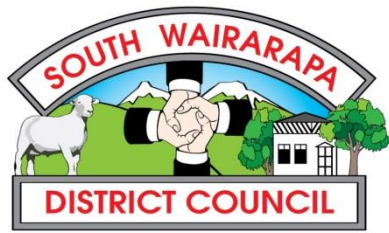
Appendix 1 - Martinborough Community Board 4 September 2017
Featherston Community Board 29 August 2017
Greytown Community Board 30 August 2017
Audit and Risk Working Party 26 July 2017
Audit and Risk Working Party 6 September 2017

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1

- **Martinborough Community Board Minutes 4 September 2017**
- **Featherston Community Board Minutes 29 August 2017**
- **Greytown Community Board Minutes 30 August 2017**
- **Audit and Risk Working Party 26 July 2017**
- **Audit and Risk Working Party 6 September 2017**



Martinborough Community Board

Minutes – 4 September 2017

- Present:** Lisa Cornelissen (Chair), Fiona Beattie, Maree Roy, Cr Pam Colenso and Pip Maynard.
- In Attendance:** Mayor Viv Napier, Mark Allingham (Infrastructure and Services Group Manager), Mark Owen (NZTA) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 4 September 2017 between 6:35pm and 8:18pm.

PUBLIC BUSINESS

1. APOLOGIES

MCB RESOLVED (MCB 2017/66) to receive apologies from Victoria Read and Paul Crimp.

(Moved Cornelissen/Seconded Beattie)

Carried

2. CONFLICTS OF INTEREST

Mrs Cornelissen declared a conflict of interest with agenda item 8.2 'Naming of Dublin Street West and New York Street West' and advised that Cr Colenso would assume the chair.

3. PUBLIC PARTICIPATION

There was no public participation.

4. ACTIONS FROM PUBLIC PARTICIPATION

There were no actions arising from public participation.

5. COMMUNITY BOARD MINUTES

5.1 Martinborough Community Board Minutes – 17 July 2017

MCB RESOLVED (MCB 2017/67) that the minutes of the Martinborough Community Board meeting held on 17 July 2017 be received and confirmed as a true and correct record.

(Moved Beattie/Seconded Cr Maynard)

Carried

DISCLAIMER

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6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Officers' Report to Community Boards

Mr Owen and Mr Allingham discussed NZTA's one network roading approach with regards to speed limit review requests, NZTA's prioritisation of the Waihenga Bridge for replacement, flooding levels that trigger the Waihenga Bridge closure, alternate routes and public notification systems, and NZTA's Rimutaka Hill Road Project (information tabled).

Members discussed cyclist safety concerns with Mr Owen who noted several options that could be considered by NZTA's safety engineer and cycling expert, but noted that any solution needed to be seamless for all road users. Members undertook to gather evidence of the problem and submit to Mr Allingham.

MCB RESOLVED (MCB 2017/68):

1. To receive the Officers' Report.
(*Moved Cr Colenso/Seconded Cr Maynard*)
2. Action 526: Find out whether buses use alternative routes into Martinborough if the Waihenga Bridge is closed; M Allingham

Carried

6.2 Action Items Report

MCB RESOLVED (MCB 2017/69) to receive the Action Items Report.
(*Moved Cornelissen/Seconded Roy*)

Carried

6.3 Income and Expenditure Report

Mrs Cornelissen undertook to follow-up grant uptake with the Martinborough Netball Club.

MCB RESOLVED (MCB 2017/70):

1. To receive the draft Income and Expenditure Statement for the period 1 July 2016 – 30 June 2017.
2. To receive the Income and Expenditure Statement for the period 1 July 2017 – 31 July 2017.
3. To receive the tabled MCB Budget July 2017 to June 2018.
(*Moved Beattie/Seconded Roy*)
4. Action 527: Advise the Community Board why the Annual Plan allotment for 17/18 is less than the allotment for 16/17; J Mitchell

Carried

6.4 Review of Policy E502: Community Groups Use of and Access to Council Parks and Reserves

Members reviewed the amended policy and discussed grammatical improvements and whether Centennial and Considine Parks should be treated differently.

MCB RESOLVED (MCB 2017/71):

1. To receive the Community Groups Use of and Access to Council Parks and Reserves Policy Review Report.

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2. To approve Policy E502: Community Groups Use of and Access to Council Parks and Reserves including incorporating Terms and Conditions of use subject to a grammatical review of paragraphs 2.1 and 5.2 in the Terms and Conditions and the inclusion of (Cecily Martin) after Huangarua Park Martinborough in Table 6.
(Moved Beattie/Seconded Cr Colenso) Carried

6.5 Long Term Plan (LTP) Process Report

Members thanked Council for the opportunity to be involved with the LTP process at an early stage.

MCB RESOLVED (MCB 2017/72):

1. To receive the Long Term Plan Process Report.
2. To appoint Lisa Cornelissen with Victoria Read as the alternate to be the Martinborough Community Board representative on Council's Long Term Plan Working Party.
3. To adopt a process of working together as a Community Board to determine priorities for early input into the Long Term Plan via the workshop environment.

(Moved Cornelissen/Seconded Cr Colenso) Carried

6.6 Applications for Financial Assistance

MCB RESOLVED (MCB 2017/73):

1. To receive the information.
2. To grant Boomerang Bags Martinborough \$500 towards the costs associated with providing repair and servicing to five sewing machines on loan from the community and to purchase needles, thread and screen paint for continued production of reusable bags.

(Moved Cornelissen/Seconded Cr Maynard) Carried

3. To grant Friends of Martinborough Library \$500 towards the costs associated with running an outdoor movie evening for Martinborough to raise money for the children's library area furnishings in the Waihinga Centre.

(Moved Cornelissen/Seconded Cr Maynard) Carried

6.7 Pain Farm Trees

Members discussed the change of tenancy process, location of the shelter belts, and the Pain Farm Report.

MCB RESOLVED (MCB 2017/74):

1. To receive the information.
(Moved Cr Colenso/Seconded Cornelissen) Carried
2. To defer a decision on responsibility for maintaining shelter belts and assessment of the eastern shelterbelt until a visit to Pain Farm by the Community Board could be arranged.

(Moved Cornelissen/Seconded Cr Colenso) Carried

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3. Action 528: Organise a time for Martinborough Community Board members to meet with Council officers to assess the shelter belt for 'actual value/benefit as a wind-break to the farm-house and cottage' at Pain Farm; M Allingham
4. Action 529: Compile a list of what type of monitoring and reporting was required for Pain Farm and provide to Lisa Cornelissen for inclusion on a workshop agenda; Cr Colenso
5. Action 530: Provide an email to members regarding the process for a change of tenancy, specifically whether a farm assessment is done at the end of a tenancy before a new tenant takes over the lease; M Allingham

6.8 Martinborough Square Fairy Lights

Members thanked Council officers for the comprehensive report.

MCB RESOLVED (MCB 2017/75):

1. To receive the Martinborough Square Fairy Lights Report.
2. To defer discussion to a workshop.

(Moved Cornelissen/Seconded Colenso)

Carried

7. NOTICES OF MOTION

There were no notices of motion.

8. CHAIRPERSON'S REPORT

8.1 Chairperson's Report

Members discussed the Martinborough survey results, noting that recycling could be discussed during LTP preparations, and the proposal and possible support of Accelerate Wairarapa.

MCB RESOLVED (MCB 2017/76):

1. To receive the information.

(Moved Cornelissen/Seconded Beattie)

Carried

2. To receive the survey report and ratify the decision to sponsor the Martinborough Mural Walk with \$3,000 from the beautification budget.

(Moved Cornelissen/Seconded Beattie)

Carried

Maree Roy voted against the motion.

Cr Pip Maynard voted against the motion.

3. To receive the workshop report.

(Moved Cornelissen/Seconded Roy)

Carried

4. Action 531: Write to Accelerate Wairarapa requesting more details about the website project, specifically what level of funding they would be requesting from SWDC; L Cornelissen

5. Action 532: Incorporate the Martinborough Community Board survey results into LTP discussions; L Cornelissen

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8.2 Naming of Dublin Street West and New York Street West

The Community Board noted that Georgina Millar, as a contributor to the street naming process, had expected feedback from the Community Board following the July meeting and had not received any.

Mrs Cornelissen vacated the chair.

Cr Colenso assumed the chair.

Correspondence had been received from all three emergency services but in some cases this correspondence was unclear.

MCB RESOLVED (MCB 2017/77):

1. To defer a decision on the possible renaming of Dublin Street West and New York Street West until the 9 October 2017.
2. That Cr Colenso speak with emergency services to clarify their feedback.
(Moved Cr Colenso/Seconded Cr Maynard) Carried
3. Action 533: Provide a progress update to everyone that has provided feedback on the possible renaming of Dublin Street West and New York Street West; L Cornelissen

Cr Colenso vacated the chair.

Mrs Cornelissen assumed the chair.

9. MEMBERS REPORTS (INFORMATION):

9.1 Wairarapa Library Service

MCB RESOLVED (MCB 2017/78) to receive the Wairarapa Library Service report.

(Moved Cornelissen/Seconded Beattie) Carried

10. CORRESPONDENCE

10.1 Inwards

From Kirsty Prentice, SPCA, to Martinborough Community board, dated 11 July 2017

From Paul Crimp, SWDC, to Martinborough Community Board, dated 20 July 2017

From Richard Day, NZ Police, to Martinborough Community Board, dated 28 July 2017

From Mark Allingham, SWDC, to Martinborough Community Board, dated 24 August 2017

10.2 Outwards

To Denise Evans, from Martinborough Community Board, dated 28 July 2017

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To Bill Butzback, NZ Fire, from Martinborough Community Board,
dated 28 July 2017

To NZ Police, from Martinborough Community Board, dated 28 July
2017

To Pip Goodwin, Palliser Estate, from Martinborough Community
Board, dated 28 July 2017

To Dave Shepherd, Martinborough Winegrowers, from Martinborough
Community Board, dated 28 July 2017

*MCB RESOLVED (MCB 2017/79) to receive the inwards and approve
the outwards correspondence.*

(Moved Cr Colenso/Seconded Beattie)

Carried

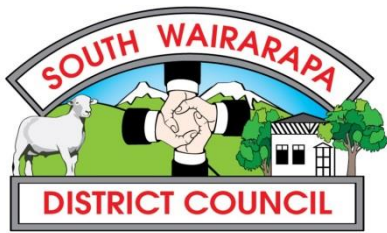
Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

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Featherston Community Board

Minutes – 29 August 2017

- Present:** Brenda West (Chair), Claire Bleakley, Cr Dayle Harwood, Cr Colin Olds, Robyn Ramsden and Mark Shepherd.
- In Attendance:** Mayor Viv Napier, Paul Crimp 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 10:03pm.
- External Speakers:** Fletcher Carrig and Jack Hancock, Featherston Schools Cluster Group.

PUBLIC BUSINESS

FCB RESOLVED (FCB 2017/55):

1. To receive the draft FCB Income and Expenditure Statement 1 July 2017 - 31 July 2017, the FCB Income and Expenditure Statement 1 July 2016 - 30 June 2017, Claire Bleakley's Notice of Motion on Pensioner Housing, Claire Bleakley's update on the Poppy Trust Street Names Project for consideration at this meeting noting that all items had been previously circulated to members but were not available to be included with the agenda papers.
2. To accept the tabled correspondence from Martine Bijker, however due to its late receipt it would not be considered.

(Moved West/Seconded Ramsden)

Carried

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. PUBLIC PARTICIPATION

3.1 Featherston Schools' Cluster

Fletcher Carrig and Jack Hancock from St Teresas's School spoke on the Featherston School's Cluster plan for beautification and ecological improvements to the Donald's Creek area. Enviroschools was supporting the project as was Mr Hull from South Featherston School. Fletcher and Jack answered members' questions on water clarity testing, funding and future goals for community involvement and development and asked for Community Board support of the project.

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4. ACTIONS FROM PUBLIC PARTICIPATION

4.1 Featherston Schools' Cluster

Members congratulated Jack and Fletcher on their presentation and the Featherston Schools' Cluster on the project.

FCB NOTED:

1. Action 485: Write to the Featherston Schools' Cluster giving Featherston Community Board support for the project; outline how to get in touch with Featherston youth and how to apply for Community Board funding; P Crimp

4.2 The Wairarapa Whanau Trust

Attendance apologies had been received from Alan Maxwell, The Wairarapa Whanau Trust.

5. COMMUNITY BOARD MINUTES

5.1 Featherston Community Board Minutes – 18 July 2017

FCB RESOLVED (FCB 2017/56) that the minutes of the Featherston Community Board meeting held on 18 July 2017 be confirmed as a true and correct record subject to the following change to paragraph 9.2 from:

‘Mrs Ramsden had organised a successful afternoon tea for volunteers which was well received and was working with the Centre to prepare a Memorandum of Understanding...’, to

‘Cr Olds and Mrs Ramsden had organised a successful afternoon tea for volunteers which was well received and Mrs Ramsden was working with the Centre to prepare a Memorandum of Understanding...’

(Moved West/Seconded Cr Harwood)

Carried

6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Review of Policy E502: Community Groups Use of and Access to Council Parks and Reserves

Mr Crimp advised that Council was looking for Community Board feedback and support for the paper to be presented to Council for ratification on the 20 September 2017 before it went out for broader community consultation.

Members discussed the Machinery Act and the definition of an amusement device, the process for getting an exemption to a liquor ban area, and implications of registering the Town Square as a reserve.

Members acknowledged correspondence from Martine Bijker and Emily Greenburg and noted the feedback would form submissions to the public consultation of the policy.

FCB RESOLVED (FCB 2017/57):

1. To receive the Information.

(Moved West/Seconded Cr Olds)

Carried

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2. To approve the amendments to Policy E502: Community Groups Use of and Access to Council Parks and Reserves including incorporating Terms and Conditions of use subject to a change to Clause 6, under heading Amusement Devices from 'Not permitted at any time' to 'With Council permission'.

(Moved Cr Olds/Seconded Shepherd)

Carried

6.2 Officers' Report to Community Boards

In response to members' questions Mr Crimp noted that Table 1 was updated once a year and that Council animal control did not extend to cats. Mr Crimp discussed the Waiinga Centre project financials, the proposed NTZA presentation to members on the 10 October 2017, advertising signage, progress on the Featherston wastewater consent and community housing maintenance with members.

FCB RESOLVED (FCB 2017/58):

1. To receive the Officers' Report to Community Boards.
(Moved West/Seconded Ramsden) Carried
2. Action 486: Follow-up why external access to the Featherston Stadium toilets had not been completed; M Allingham
3. Action 487: Find out what public toilets are available or could be made available in the vicinity of the Featherston Railway Station, and consider signage to public toilets as you leave the Station as the Station toilets are not open in the weekend; M Allingham

6.3 Action Items Report

FCB RESOLVED (FCB 2017/59):

1. To receive the Action Items Report, including the tabled Poppy Trust Street Names Project Update from Claire Bleakley.
(Moved West/Seconded Bleakley) Carried
2. That local schools be approached to seek permission for their students to research the history of the roads identified as possible Poppy roads (Birdwood Street, Camp Road, Churchill Crescent, Messines Way and Soldiers Settlement Road).
(Moved Bleakley/Seconded Cr Olds) Carried
3. Action 488: Make the Poppy Trust Street Names Project a regular item on the Community Board agenda; P Crimp

FCB RESOLVED (FCB 2017/60) to engage a facilitator within the next 6-8 weeks to provide assistance to progress the Featherston Community Board Strategic Plan.

(Moved Cr Olds/Seconded Bleakley)

Carried

6.4 Income and Expenditure Report

Members discussed funding of the Featherston Information Centre including WiFi access.

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It was noted that the morning tea for the Featherston Information Centre volunteers was held in 2017 not 2019.

FCB RESOLVED (FCB 2017/61):

1. To receive the tabled draft Income and Expenditure Report for the period 1 July 2016 - 30 June 2017.
2. To receive the tabled Income and Expenditure Report for the period 1 July 2017 - 31 July 2017.
3. To grant the Featherston Information Centre \$85.40 to cover incidental costs associated with running the Featherston Information Centre.

(Moved West/Seconded Bleakley)

Carried

6.5 Long Term Plan Process

FCB RESOLVED (FCB 2017/62):

1. To receive the Long Term Plan Process Report.
2. To appoint Claire Bleakley as the Featherston Community Board representative on Council's Long Term Plan Working Party.

(Moved West/Seconded Bleakley)

Carried

3. Action 489: Make the Long Term Plan a regular member report item on the Community Board agenda; P Crimp

6.6 Restoration Work Proposal for Donald's Creek Stopbank by Featherston Schools

FCB RESOLVED (FCB 2017/63):

1. To receive the Restoration Work Proposal for Donald's Creek stopbank by Featherston Schools.
2. To support the work proposed by the students and as outlined in the report.

(Moved West/Seconded Ramsden)

Carried

3. Action 490: Write to the students of the Featherston School's cluster and thank them for presenting their project to the Board, advise them how to link in with the youth group and how to apply for funding; P Crimp

7. NOTICES OF MOTION

7.1 Claire Bleakly – Notice of Motion Pensioner Housing

Mrs Bleakley presented her notice of motion saying that residents wanted incremental rent rises rather than large increases and expressed concern about the lack of visibility and amount of corporate overhead costs. Mr Crimp advised that the corporate overhead was the actual cost of staff time spent administering the housing, and the negative figure indicated that general rates were propping up community housing. Mrs Bleakley had met with the Anglican Diocese, a community housing provider.

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FCB RESOLVED (FCB 2017/64):

1. To receive the Notice of Motion – Pensioner Housing.
2. To postpone further discussion on Pensioner Housing until 10 October 2017.

(Moved West/Seconded Cr Olds)

Carried

8. CHAIRPERSONS REPORT

There was no report to consider.

9. MEMBER REPORTS (INFORMATION)

9.1 Featherston Community Facebook Page

Members reviewed the report as submitted by Mrs Ramsden.

9.2 Featherston Information Centre

Mrs Ramsden was working towards establishing a process for payment of petty cash, establishing a memorandum of understand and a license to occupy.

9.3 Wairarapa Library Service

Members reviewed the report as submitted by Cr Colenso.

10. CORRESPONDENCE

10.1 Inwards

To Brenda West, Featherston Community Board, from Paul Crimp, South Wairarapa District Council, dated 1 August 2017

To Brenda West, Featherston Community Board, from Roz Harding, Cross Creek Railway, dated 1 August 2017

To Brenda West, Featherston Community Board, from Emily Greenberg, dated 21 August 2017

To Featherston Community Board, from Martine Bijker received 29 August 2017

10.2 Outwards

To Wendy Morrison, Accelerate Wairarapa, from Featherston Community Board, dated 28 July 2017

To Ed Hudson, Featherston Ratepayers and Residents Association, from Featherston Community Board, dated 28 July 2017

To Jan Stephen, from Featherston Community Board, dated 28 July 2017

To Jennifer Grey, from Featherston Community Board, dated 28 July 2017

FCB RESOLVED (FCB 2017/65) to receive the inwards correspondence and approve the outwards correspondence.

(Moved West/Seconded Ramsden)

Carried

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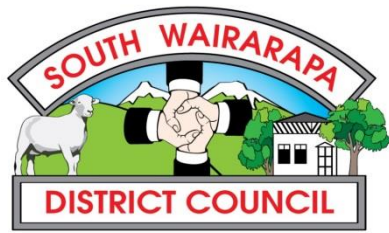
Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

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Greytown Community Board

Minutes – 30 August 2017

- Present:** Leigh Hay (Chair), Mike Gray, Ann Rainford (until 8:34pm), Christine Stevenson, Cr Margaret Craig and Cr Paora Ammunson.
- In Attendance:** Mayor Viv Napier and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 30 August 2017 between 7:02pm and 9:00pm.
- Also in Attendance:** John Gilberthorpe (Greytown Little Theatre), Richard Vidulich (Greytown Lions), Snita Ahir-Knight, and Katie Abbott (Tree Advisory Group).

PUBLIC BUSINESS

1. APOLOGIES

Mrs Hay advised members that AJ Southey had tendered his resignation as youth representative on the Greytown Community Board due to other commitments.

GCB RESOLVED (GCB 2017/62):

1. To receive apologies from Ann Rainford for leaving early, Paul Crimp and AJ Southey.
(*Moved Cr Craig/Seconded Stevenson*) Carried
2. Action 505: Write to AJ Southey and thank him for his work and time as youth representative on the Greytown Community Board;
P Crimp

2. CONFLICTS OF INTEREST

There were no conflicts of interests.

3. PUBLIC PARTICIPATION

3.1 John Gilberthorpe, Greytown Little Theatre

Greytown Little Theatre had developed a close relationship with the drama students from Kuranui College bringing a new vitality to the theatre; five productions per year were now scheduled. The Theatre were working through a feasibility study process for building options as the existing theatre building dated to the 1880's and was not fit for purpose.

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3.2 Richard Vidulich, Greytown Lions

The Greytown Lions sought Community Board support to build and erect a bespoke children's swing in Stella Bull Park. The swing would be designed in keeping with the heritage aspect of the Park and once installed would make the Park an enjoyable place for young families to rest in close proximity to the town centre. Feedback from the Friends of Sarah and Stella had also been sought.

3.3 Snita Ahir-Knight

Ms Ahir-Knight gave a report from a working group formed to look at psychosocial support preparation to assist Greytown be better prepared in the event of an emergency. Links were being formed with the Community Board, WREMO and the District Health Board. The working group aimed to provide Red Cross psychological first aid training to selected members of the community, a booklet for households, and to create a database of personnel with skills in psychosocial support. Support from the Board was sought for this initiative.

4. PRESENTATIONS:

4.1 Katie Abbott, Tree Advisory Group

Ms Abbott reported that the Tree Advisory Group were compiling a list of additional trees to be assessed for protection in the District Plan as part of Council's notable tree review. The Group sought feedback from the Board on the possibility of planting a community orchard in Colliers Reserve as a project to be undertaken in conjunction with early childhood, enviroschools and community volunteers.

Mrs Hay had requested that Council's Amenities Manager work with the Greytown Menz Shed to progress the access change to O'Connors Bush. The Community Board supported the community orchard concept in Collier's Reserve.

GCB NOTED:

1. Action 506: Follow-up progress for issuance of work orders for the removal of invasive weeds and trees in Soldiers Memorial Park to halt their seeding into O'Connors Bush (old man's beard, privet and cotoneaster); M Allingham

5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

5.1 Greytown Little Theatre

Members thanked Mr Gilberthorpe for the update.

5.2 Greytown Lions

GCB NOTED:

1. Action 507: Review and discuss with Council's Amenities Manager the Stella Bull Park Management Plan alongside the

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Lions proposal to build a two seater heritage style swing and convey a decision to the Greytown Lions; L Hay

5.3 Snita Ahir-Knight

Members supported the working group and the proposed outcomes and invited comment from the group about next steps noting that it would be preferable for the three community boards to financially contribute so attendees from across the district could attend the same course. Linking in with GP clinics was also discussed.

6. COMMUNITY BOARD MINUTES

6.1 Greytown Community Board Minutes – 19 July 2017

GCB RESOLVED (GCB 2017/63) that the minutes of the Greytown Community Board meeting held on 19 July 2017 be confirmed as a true and correct record subject to the inclusion of the following under item 5.2:

'GCB NOTED:

1. Action 491: Write a letter of support from the Greytown Community Board to Accelerate Wairarapa in support of the proposed website; P Crimp'

(Moved Cr Craig/Seconded Gray)

Carried

7. CHIEF EXECUTIVE AND STAFF REPORTS

7.1 Officer's Report

Members discussed the Wairarapa Voice petition and undertook to note in the councillor and community board report that it was available for signing at the Greytown Town Centre.

GCB RESOLVED (GCB 2017/64) to receive the Officer's Report.

(Moved Hay/Seconded Cr Craig)

Carried

7.2 Action Items Report

Members discussed civil defence and the community's capability to react locally and that Greytown sign design options were due to be supplied to the Community Board within a week. A high degree of frustration regarding small maintenance jobs not being done in a timely manner was expressed and the impact of Health and Safety legislation on community groups not being able to undertake these jobs was discussed.

Members thanked Leigh Hay for organising Greytown's application to the Beautiful Awards 2017.

GCB RESOLVED (GCB 2017/65):

1. To receive the Action Items Report.

(Moved Hay/Seconded Stevenson)

Carried

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2. Action 508: Ensure a watering plan is in place for the new trees at the Greytown Dog Park over the summer months; M Allingham
3. Action 509: Update members on progress to repair/secure the pebbles underneath the oak trees in front of the Greytown Town Centre; M Allingham

7.3 Income and Expenditure Report

GCB RESOLVED (GCB 2017/66):

1. To receive the tabled draft Income and Expenditure Statement for the period 1 July 2016 – 30 June 2017.
2. To receive the tabled Income and Expenditure Statement for the period 1 July 2017 – 31 July 2017.
(*Moved Cr Craig/Seconded Gray*) Carried
3. Action 510: Transfer the \$2,000 payment to C. Turvey 3D Design from the Greytown Community Board budget to the Greytown Beautification Budget; J Mitchell

GCB RESOLVED (GCB 2017/67):

1. That a credit of \$205.76 be requested from City Care due to overcharging of the water barrelling agreement and that the Greytown Community Board do not want City Care to continue with watering the barrels.
2. To remove the City Care barrel watering commitment of \$800.
3. Add a commitment of \$170 per month for watering the town barrels payable to Greytown Early Years.
(*Moved Cr Hay/Seconded Craig*) Carried

7.4 Review of Policy E502: Community Groups Use of and Access to Council Parks and Reserves.

GCB RESOLVED (GCB 2017/68):

1. To receive the information.
2. To approve the amendments to Policy E502: Community Groups Use of and Access to Council Parks and Reserves Policy incorporating Terms and Conditions of use.
3. To note that the Policy would go out for public consultation following Council approval.
(*Moved Hay/Seconded Rainford*) Carried

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7.5 Applications for Financial Assistance

GCB RESOLVED (GCB 2017/69):

1. Receive the information
2. To grant Greytown Trails Trust \$1,000 to assist with the costs associated with maintaining the Greytown Rail Trail and the publication of promotional materials.
(Moved Stevenson/Seconded Rainford) Carried
3. To grant the Wairarapa U13 Boys Hatch Cup Team \$500 to assist with the costs associated with attending the hockey representative tournament in Auckland.
(Moved Stevenson/Seconded Cr Craig) Carried

7.6 Long Term Plan Process

GCB RESOLVED (GCB 2017/70):

1. Receive the Long Term Plan Process Report.
2. To appoint Leigh Hay as the Greytown Community Board representative on Council's Long Term Plan Working Party.
3. To adopt a process of working together as a Community Board to determine priorities for early input into the Long Term Plan.
(Moved Cr Craig/Seconded Cr Ammunson) Carried
4. Action 511: Make the Long Term Plan a regular member report item on the Community Board agenda; P Crimp

7.7 Greytown Community Board Grants

GCB RESOLVED (GCB 2017/71) to receive the Community Board Grants Accountability Report.

(Moved Hay/Seconded Stevenson) Carried

8. NOTICES OF MOTION

There were no notices of motion.

9. CHAIRPERSONS REPORT

9.1 Chairperson's Report

Mrs Hay noted that funds had been requested from South Wairarapa Rotary and Greytown Trust Lands to help with the purchase of the inflatable slide. Community feedback had been considered and in consultation with Council's Amenities Manager an agreed schedule of use would be developed.

Members noted an issue of pooling water on Kuratawhiti Street and contractors not adequately clearing.

GCB RESOLVED (GCB 2017/72):

1. To receive the Chairperson's Report.
2. To receive the pool report and to approve a cost of \$2,000 plus GST for purchase of an inflatable slide.
3. To note that it was anticipated that the cost of the slide to the Community Board would reduce as grant funding was allocated.
4. To approve a cost of \$154.99 for purchase of ink for computer by Chair.

(Moved Cr Ammunson/Seconded Stevenson)

Carried

10. MEMBERS REPORTS (INFORMATION)

10.1 Wairarapa Library Service

The submitted report was received as read.

10.2 Tree Advisory Group

The submitted report was received as read.

10.3 Community Emergency Preparedness

The submitted report was received as read.

10.4 Arbor House Trust

Cr Craig tabled the Arbor House Trust Chairman's Report and the Statement of Service Performance as submitted to the 2017 AGM, noting that Arbor House were a not for profit organisation that was now struggling due to central government's Aging in Place Policy. Water rating charges were very high due to only one meter at the facility.

Mayor Napier noted that the Aging in Place Policy had a flow on affect to housing availability and that an auxiliary fundraising group may need to be formed.

GCB RESOLVED (GCB 2017/73) to receive member's reports.

(Moved Stevenson/Seconded Hay)

Carried

11. CORRESPONDENCE

11.1 Inwards

From Paul Crimp, South Wairarapa District Council, to Greytown Community Board, dated 24 July 2017

11.2 Outwards

To Adam Blackwell and Daryl Watt, Blackwell and Sons, from Greytown Community Board, dated 14 August 2017

To Neil Montgomerie, from Greytown Community Board, dated 14 August 2017

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

GCB RESOLVED (GCB 2017/74) to receive the inwards and approve the outwards correspondence.

(Moved Hay/Seconded Cr Craig)

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness.

SWDC Audit & Risk Working Party
Notes from meeting held 26th July 2017

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

Apologies: Paul Crimp, Kyra Low

Conflicts of Interest: None

Minutes of last meeting reviewed and acknowledged.

1 Matters Arising

None.

2 Financials for June 2017 were reviewed. These were draft and subject to final yearend adjustments. No areas of concern.

Quarterly CAPEX forecast for 2018 financial year was reviewed. This will be reviewed and updated with budget holders at the end of each quarter.

Sample **summary report for major projects** was tabled and discussed. Agreed these would be provided to future Audit and risk meetings on a monthly basis for the three wastewater to land projects and Waihinga centre for 2018 financial year.

Waihinga Centre report - dollar value of savings from suppliers yet been established. Working with main contractor on this. No new variations since last monthly report. Update on fundraising, donations and grants. Application for DIA grant being completed. Liaising with Waihinga Centre Charitable Trust regarding their fundraising progress.

3 Topics for discussion

Interim audit – Audit NZ completed interim audit during June 2017. Draft report received. GMCS verbally updated working party on areas raised by Audit NZ and solutions to issues raised. Audit engagement letter and audit plan reviewed.

Long term plan draft timetable reviewed – suggested move Sector meetings to September and involve Community Boards early in the LTP process. Once signed off by CEO next week this will be circulated to GMs and Councillors and meetings placed outlook calendars.

4 Policies update

Graffiti Policy was reviewed and agreed to go to next Council meeting with one small change.

Community Groups Use of and Access to Council Parks and Reserves Policy – has been to Community Board (CB) meetings. Suggested changes and queries noted to go back to CBs before going to Council.

Update on progress with TOR for Council Committees & working parties – Policy A100 Council and Committees approved at April 2017 Council meeting noted a number of TOR that needed updating. Progress is being made and will continue over coming months.

CEO Review working party terms of reference – Draft terms of reference were reviewed and approved to go to next Council meeting with one small change.

Small change to Delegations policy was reviewed and approved to go to next Council meeting.

Dangerous and Insanitary Buildings policy – was reviewed and approved to go to next Council meeting with two changes including NZ Fire Service being updated to FENZ (new organisation from 1 July 2017).

Earthquake prone buildings policy – noted that this policy has now been superseded by legislation from 1 July 2017. Agreed CEO would make comment in his report to Council that the policy had lapsed and been replaced by new legislation.

5 Health & Safety

Nothing new to report.

6 Risks

Verbal update regarding flooding issues. GMCS to update risk register.

7 Legislative Compliance

Nothing new to report.

8 General Business

None.

Next meeting: 6th September 2017 (after Infrastructure & Planning and LTP working party meetings)

SWDC Audit & Risk Working Party

Notes from meeting held 6 September 2017

Present: Cr Brian Jephson (Chair), Mayor Viv Napier, Cr Margaret Craig, Cr Dayle Harwood, Jennie Mitchell, Kyra Low. (Cr Lee Carter attended for first 30 minutes).

Apologies: Cr Colin Wright, Paul Crimp

Conflicts of Interest: None

Minutes of last meeting reviewed and acknowledged.

1 Matters Arising

None.

- 2 **Financials** for July 2017 were reviewed. These were draft and June 2017 comparatives subject to final yearend adjustments. No areas of concern. June financials will be circulated prior to next meeting. Final 2017 financial year Audit starts 25 September for two weeks.

Summary reports for the three wastewater projects were reviewed. Noted some delays due to adverse weather. Otherwise no areas for concern.

Waihinga Centre report – Continuing to work with suppliers regarding savings on specific inputs. No new variations since last monthly report.

Rates arrears – letters sent to ratepayers, banks and lawyers have been sent for recovery of overdue 2017 rates. Good response and numerous payments received to date. Rates team continue to work to recover overdue amounts as quickly as possible. Follow up letters will be sent in November at which point Banks are required to pay any rates arrears to SWDC.

3 Topics for discussion

Interim audit – Audit NZ draft audit report and management responses reviewed from June 2017 interim audit. Agreed responses to go to Audit NZ.

Draft paper to go to Council regarding Remuneration Authority Determination for 2017/18 year – this was discussed and amendments agreed before going to Council on 20 September 2017.

4 Policies update

Health and Safety Policy was reviewed by the Health & Safety Committee and no amendments recommended. Agreed to go to next Council meeting with no changes.

Community Groups Use of and Access to Council Parks and Reserves Policy – has been to Community Board meetings. Suggested changes will go to Council 20 September 2017, and then to consultation. Consultation likely to be via insert in next rates newsletter and inserts in the Martinborough Star, the Greytown Grapevine and Featherston Pheonix.

Update on progress with Library policies – Wairarapa Library Service Group have agreed minor changes to their library policies. Updated policies to come to next A&R meeting for review before going to Council.

Remission of rates policy – amendment with regard to penalties on rates being paid by direct debit to reflect current practice:

Where a ratepayer agrees to pay rates by direct debit on a weekly, fortnightly, monthly or quarterly basis, no penalties will be charged if the rates for the financial year have been paid in full prior to 30 June in the rating year. Purpose: To encourage an efficient payment regime, recognising the significant benefits accruing by ratepayers using the direct debit payment system.

The other change to the policy is to update the title of the Group Manager Corporate Support due to the introduction of this role at the beginning of 2017.

Agreed to go to next Council meeting 20 September 2017.

5 Health & Safety

Nothing new to report.

6 Risks

Verbal update regarding flooding issues.

7 Legislative Compliance

Nothing new to report.

8 General Business

Update on Fell Museum and Featherston Heritage Museum regarding proposed joining of the two museums.

Next meeting: 11 October 2017 – around 2.30 pm (after Infrastructure & Planning and LTP working party meetings)