

SOUTH WAIRARAPA DISTRICT COUNCIL

5 APRIL 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 Maori Standing Committee 13 February 2017.*
3. *Receive the minutes of the Creative Communities Assessment Group 8 March 2017.*
4. *Receive the minutes of the Martinborough Community Board 13 March 2017.*
5. *Receive the minutes of the Featherston Community Board 14 March 2017.*
6. *Receive the minutes of the Greytown Community Board 15 March 2017 (to be tabled).*
7. *Receive the minutes of the Audit and Risk Working Party 16 February 2017.*
8. *Receive the minutes of the Audit and Risk Working Party 23 March 2017.*

1. Executive Summary

Minutes of recent meetings are presented to Council for information. Her Worship the Mayor 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 - Maori Standing Committee 13 February 2017
Creative Communities Assessment Group 8 March 2017
Martinborough Community Board Minutes 13 March 2017
Featherston Community Board Minutes 14 March 2017
Greytown Community Board Minutes 15 March 2017
Audit and Risk Working Party 16 February 2017
Audit and Risk Working Party 23 March 2017

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1

- **Maori Standing Committee 13 February 2017**
- **Creative Communities Assessment Group 8 March 2017**
- **Martinborough Community Board Minutes 13 March 2017**
- **Featherston Community Board Minutes 14 March 2017**
- **Audit and Risk Working Party 16 February 2017**
- **Audit and Risk Working Party 23 March 2017**



Maori Standing Committee

Minutes – 13 February 2017

- Present:** Reuben Tipoki (Chair), Teresa Aporo, Michael Roera, Johnny Shaw (until 8:17pm), Terry Te Maari, Cr Paora Ammunson.
- In Attendance:** Paul Crimp, and Suzanne Clark (Committee Secretary), Cr Pam Colenso, Cr Brian Jephson (Deputy Mayor).
- Conduct of Business:** The above attendees gathered in the South Wairarapa District Council Chambers, 19 Kitchener Street, Martinborough. The meeting was conducted in public between 6:45pm and 8:20pm.

PUBLIC BUSINESS

Cr Ammunson opened the meeting with a karakia.

1. APOLOGIES

MSC RESOLVED (MSC 2017/01) to receive apologies from Demetrius Potangaroa, Amiria Te Whaiti, Cr Pip Maynard and Mayor Viv Napier.

(Moved Cr Ammunson/Seconded Tipoki)

Carried

2. PUBLIC PARTICIPATION/PRESENTATIONS

There was no public participation.

3. MINUTES FOR RECEIPT AND CONFIRMATION

3.1 Maori Standing Committee Minutes – 28 November 2016

MSC RESOLVED (MSC 2017/02) that the minutes of 28 November 2016 be confirmed as a true and correct record.

(Moved Cr Ammunson/Seconded Te Maari)

Carried

3.2 Action Items from previous meeting

Members discussed the action items and updates were made.

Cr Jephson left the meeting at 7:20pm.

MSC NOTED:

1. Action 65: Clarify the status of the hapu representative on the Wairarapa Moana Governance Group and request that the chair of the Maori Standing Committee is more involved with the Group; R Tipoki
2. Action 66: Follow-up the outcome of the proposal to move the waka currently held at Te Papa to Aratoi and then discuss in workshop; T Te Maari

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- 3.3 SWDC Minutes from 14 December 2016
MSC RESOLVED (MSC 2017/03) to receive the Council minutes of the 14 December 2016.
(*Moved Cr Ammunson/Seconded Te Maari*) Carried

4. OPERATIONAL REPORTS – COUNCIL OFFICERS

- 4.1 Officers Report
Mr Crimp discussed the absence of resource consent applications for review by the Committee over the Christmas period and coastal erosion at Te Kopi with members.
Cr Jephson returned to the meeting at 7:27pm.
MSC RESOLVED (MSC 2017/04):
1. To receive the information.
(*Moved Cr Ammunson/Seconded Te Maari*) Carried
 2. Action 67: Obtain a schedule of private properties at risk of significant coastal erosion and ask that the Planning and Environment Group Manager speak to any issues; M Buchanan

5. MEMBER ITEMS

- 5.1 Otaraiia Pou
Mr Roera believed that Otaraiia Pa was a site of significance and should have a pou. Members understood that the correct process for culturally significant sites to be recognized was for them to be nominated as such to respective Iwi so that they could be considered for conclusion in treaty claim negotiations.
MSC NOTED:
1. Action 68: Find out what culturally significant sites are being recognised as part of the treaty claim process and what sites are wahi tapu; MSC
- 5.2 Information Board Lake Ferry
Mr Tipoki updated members on the progress with the Lake Ferry information board. One update to the board was required and Mr Tipoki undertook to send the final copy to Mr Crimp.
- 5.3 Rahui Process
Mr Tipoki outlined the need for a written rahui process that could be followed in the case of a death on the coast as well as a standard sign that could be put up to notify the public. Members undertook to develop a rahui process in a workshop.
- 5.4 Welcome Sign at the Top of Remutaka Hill
Mr Tipoki requested Council seek modifications to the Welcome to South Wairarapa sign located at the top of Remutaka Hill to include a welcome in Te Reo. Members tentatively agreed on the words 'Haere Mai Wairarapa'.

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MSC NOTED:

- 1. Action 69: Provide agreed wording that could be ‘added’ to the Welcome to South Wairarapa sign on the Remutaka Hill; R Tipoki
- 2. Action 70: Seek approval from the New Zealand Transport Authority to add a Maori greeting to the ‘Welcome to the South Wairarapa ‘ Remutaka Hill sign following notification of the agreed wording from the Maori Standing Committee; M Allingham

5.5 Changing the Greytown Road Sign “Pah Road” to “Pa Road”
 Members noted a correction to the spelling of Pah Road was being included as part of the treaty settlement process.

5.6 Maori Standing Committee Available Funding
 Mr Tipoki queried whether a budget was available for the Maori Standing Committee. Mr Crimp stated that the Committee was setup as an advisory committee with no allocated budget and that the relationship was defined by the Maori Policy and the Terms of Reference. It was recommended that a written submission, outlining the requested changes, be made by the Committee to Council’s draft annual plan.

5.7 Lake Ferry Toilet Update
 The toilet previously located in the car park at Lake Ferry had been removed.

5.8 Pine Tree Removal at Lake Ferry
 Mr Tipoki queried the timeline on the pine trees tagged for removal at Lake Ferry. Residents had safety concerns and would appreciate the development of a walkway. Mr Crimp advised that a works order for removal of the pine trees had been issued but Council was waiting on a start date from contractors.

5.9 Featherston Maori Hui
 Organising a hui for Featherston Maori to discuss interest in a Featherston member being appointed to the Maori Standing Committee had been handed over to Featherston Maori. Council and the Maori Standing Committee would assist if requested.

Cr Ammunson closed with a karakia.

Confirmed as a true and correct record

.....Chairperson

.....Date

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Creative Communities Scheme Assessment Group

South Wairarapa District Council

MINUTES – 8 March 2017

Present: Steve Davis (Chair), Cr Lee Carter, Justine Eldred (from 6:35pm), Frank Minehan, Stephen Church.

In attendance: Suzanne Clark (Committee Secretary).

Conduct of Business: The meeting was held in the Council Chambers, 19 Kitchener Street Martinborough between 6:30pm and 8:36pm.

1 Apologies

The Creative Communities Scheme Assessment Group resolved to receive apologies from Jen Olson.
(Moved Stephen Church/Seconded Frank Minehan)

2 Conflicts of Interest

There were no conflicts of interest to declare.

3 Minutes for Confirmation

The minutes of the Creative Communities Scheme Assessment Group meeting held on 19 August 2016 were received.

4 Creative Communities Grants Summary Report

The Assessment Group heard submissions from Reuben Tipoki, Euan Huggett (Music in Martinborough), Carolyn Irwin (Martinborough Community Borrow and Bring Back Bags), Leah Gibson and Claire Terry (Featherston Re-useable Bags), Ted Preston (Martinborough Events Trust), Sally Chamberlain (Wairarapa Singers) and Steffen Kreft and William Connor (The Quiet Living of Lost Things).

Attendance apologies had been submitted from Janie Nott and Kathy Bartlett (Mess it up Workshop for Painters).

The Assessment Committee reviewed the Applications Summary Report and considered the applications received against the criteria.

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The CCS Assessment Group Resolved:

1. To receive the information.
2. That the following grants amounting to \$8,425.26 be approved with appropriate letters sent to applicants and the amount of \$858.90 is carried over to the 2017/2018 financial year.
3. That there would be two Creative Communities Scheme funding rounds in the 2017/2018 year, being after 20 August 2017 and February 2018.
4. To adopt the Creative Communities Assessment Group Terms of Reference.
5. That the only additional Committee member to be sought at the present time would be someone of Maori descent in order to fulfil contractual requirements.
(Moved Justine Eldred/Secoded Cr Lee Carter)
6. That Steve Davis be elected the Creative Communities Scheme Assessment Group Chairperson for the 2017/2018 year.
(Moved Justine Eldred/Secoded Stephen Church)

Name of Applicant	Purpose of Grant	Amount Requested	Amount Allocated
Wairarapa Regional Shakespeare Festival	An annual event for all colleges in the Wairarapa to present in performance scenes from Shakespeare.	\$105.00	\$105.00
Reuben Tipoki	Te Heke Tuna ki Onoke - To create a mural of migration of tuna to Lake Onoke and beyond, with school students, community of South Wairarapa and identified supporters.	\$3,000.00	\$1,500.00
Kathy Barlett	Mess it up workshop for painters – To develop openness in participants painting approach.	\$920.00	\$0
Music in Martinborough	To launch an annual classical music festival in Martinborough, comprising initially of a series of four chamber music concerts over a three-day weekend in September 2017.	\$2,000.00	\$1,000.00
Carolyn Irwin	Martinborough Community Borrow and Bring Back Bags – Schools and communities to get together to make reusable bags using recycled materials.	\$3,375.00	\$1,000.00
Leah Gibson	Featherston Reusable Bags – Bags will be created and then held in Featherston shops where they are able to be used for free and then brought back for reuse.	\$1,200.00	\$1,000.00
Martinborough Events Trust	Jazz tutorial/workshop for eight Wairarapa Colleges with Dr Rodger Fox.	\$1,150.00	\$750.00
Wairarapa Singers	To perform Handel’s “Messiah” with full orchestra and choir.	\$2,000.00	\$1,500.00
Steffen Kreft and William Connor	The Quiet Living of Lost Things – To write a script and build a marionette.	\$4,585.00	\$1,500.00
Greytown Music Group	To hold 6 chamber music concerts in 2017.	\$70.26	\$70.26
Connected Media Charitable Trust	To hold a free one-day film-making and talent development workshop that equips young people with skills to generate ideas then use those ideas to develop films.	\$2,912.00	\$0
	Total	\$21,317.26	\$8,425.26

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4.1 Wairarapa Regional Shakespeare Festival

The application met the criteria and funding was allocated.

The Committee Resolved to grant \$105.00 to the Wairarapa Regional Shakespeare Festival group.

(Moved Steve Davis/Seconded Cr Lee Carter)

4.2 Reuben Tipoki

The project met the criteria and partial funding was allocated on the provision that the project went ahead and was completed by 8 March 2018. The applicant was advised to seek the correct permissions from Council as soon as possible in order to place the mural at the preferred location of Lake Ferry Reserve.

4.3 Kathy Bartlett

The application met the criteria however the application was declined as the Committee expressed a preference to support projects which demonstrated a high participation and/or audience level for this funding round.

4.4 Music in Martinborough

The application met the criteria and partial funding was granted to cover technical support (staging, lighting, sound, video, chairs). The Assessment Group asked the applicant to consider providing a few complimentary tickets to local colleges in order to encourage students to attend classical music performances.

There was some concern that Music in Martinborough, Martinborough Jazz Festival and the Greytown Music Group had events planned within the same seven weeks and would be competing for the same audience. Music in Martinborough and the Martinborough Events Trust believed the concerts were complimentary.

4.5 Martinborough Community Borrow and Bring Bag Bags

The project met the criteria and partial funding was allocated. The Committee suggested the project sell some of the bags to help fund future production.

4.6 Featherston Re-usable Bags

The project met the criteria and partial funding was allocated. The Committee suggested the project sell some of the bags to help fund future production.

4.7 Martinborough Events Trust

The application met the criteria and partial funding was granted.

4.8 Wairarapa Singers

The application met the criteria and partial funding was granted.

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4.9 The Quiet Living of Lost Things

The project met the criteria and partial funding was allocated.

An additional \$1,000 was granted from funds donated by the Greytown Arts Festival to the Assessment Group specifically tagged for Greytown arts projects.

4.10 Greytown Music Group

The application met the criteria and funding was granted.

The Committee Resolved to grant \$70.26 to the Wairarapa Regional Shakespeare Festival.

(Moved Steve Davis/Seconded Cr Lee Carter)

4.11 Connected Media Charitable Trust

The application met the criteria however the application was declined as the Committee expressed a preference to support local initiatives with local support structures.

The Committee Resolved to receive and then decline the application from Connected Media Charitable Trust.

(Moved Steve Davis/Seconded Stephen Church)

The Assessment Group requested that advertisements continue to be placed in the Greytown Grapevine, Featherston Phoenix, Martinborough Star, Wairarapa News and Council's rates newsletter up to the available budget.

5 Correspondence

The Creative Communities Scheme Assessment Group resolved to receive the inwards correspondence from Sculpture in the Park, Stella Bull Park incl. Sarah's Garden and the Greytown Arts Festival.

(Moved Steve Davis/Seconded Cr Lee Carter)

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Martinborough Community Board

Minutes – 13 March 2017

- Present:** Lisa Cornelissen (Chair), Fiona Beattie, Cr Pam Colenso, Vicky Read and Maree Roy.
- In Attendance:** Mayor Viv Napier, Paul Crimp (Chief Executive) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 13 March 2017 between 6:30pm and 7:55pm.
- External Speakers:** Lilly and Brendon McMahon

PUBLIC BUSINESS

Mrs Cornelissen informed the Board that the meeting would be voice recorded by a member of the public.

1. APOLOGIES

MCB RESOLVED (MCB 2017/12) to receive apologies from Cr Pip Maynard and Cr Brian Jephson.

(Moved Cr Colenso/Seconded Beattie)

Carried

2. CONFLICTS OF INTEREST

Lisa Cornelissen declared a conflict of interest with agenda item 6.10 Considine Park Committee Creation Report due to personal business interests.

Vicky Read declared a conflict of interest with agenda item 6.7 Applications for Financial Assistance as she had two children who played football.

3. PUBLIC PARTICIPATION

3.1 Lilly and Brendon McMahon

Lilly McMahon with support from Brendon McMahon gave a report from Scout Jamboree 2017.

4. ACTIONS FROM PUBLIC PARTICIPATION

4.1 Lilly McMahon

There were no actions from public participation.

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5. COMMUNITY BOARD MINUTES

5.1 Martinborough Community Board Minutes – 30 January 2017

MCB RESOLVED (MCB 2017/13) that the minutes of the Martinborough Community Board meeting held on 30 January 2017 be received and confirmed as a true and correct record.

(Moved Beattie/Seconded Read)

Carried

6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Action Items Report

MCB RESOLVED (MCB 2017/14) to receive the Action Items Report.

(Moved Cornelissen/Seconded Cr Colenso)

Carried

6.2 Income and Expenditure Statements

MCB RESOLVED (MCB 2017/15):

1. To receive the Income and Expenditure Report for the period 1 July 2016 – 31 January 2017.
2. To release the Flagz commitment of \$265.25 into general funds and to add a commitment of \$1,000 for WWI commemorations.

(Moved Cornelissen/Seconded Read)

Carried

6.3 Officers' Report to Community Boards

Mr Crimp provided an update on the Waihinga Centre project and discussed the release of the kerbside tender with members.

MCB RESOLVED (MCB 2017/16) to receive the Officers' Report.

(Moved Beattie/Seconded Roy)

Carried

6.4 Community Board Grants Accountability Report

Members agreed to discuss the budget including the Guyfawkes grant amount at their meeting on the 17 July 2017.

Cr Colenso undertook to contact the Lake Ferry Anzac Club for an update on their project.

MCB RESOLVED (MCB 2017/17) to receive the Community Board Grants Accountability Report.

(Moved Beattie/Seconded Read)

Carried

6.5 Naming of New Roads

Mr Crimp stated there was no definitive timeframe for receiving a list of approved names.

MCB RESOLVED (MCB 2017/18):

1. To receive the Naming of New Roads Report and to thank Council for the opportunity to contribute.

(Moved Cornelissen/Seconded Read)

Carried

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2. Action 106: Write an article for inclusion in the next rates newsletter asking members of the public to forward suggestions of new road names their local community board members; M Buchanan
3. Action 107: Include a brief in the councillors column of the Martinborough Star requesting suggestions for naming new roads; Cr Colenso

6.6 Policy Review Process

Mr Crimp noted that policies as itemised would come to community boards as a matter of course as they were reviewed.

MCB RESOLVED (MCB 2017/19) to receive the Policy Review Process Report.

(Moved Roy/Seconded Beattie)

Carried

6.7 Applications for Financial Assistance

Mrs Cornelissen requested that recording was stopped in order to enable free and frank discussion and to preserve privacy of applicants.

The meeting adjourned at 7:00pm.

The meeting reconvened at 7:03pm.

MCB RESOLVED (MCB 2017/20):

1. To receive the Application for Financial Assistance Report.
2. That on the proviso that Lisa Cornelissen received an accurate financial breakdown from the Martinborough Soccer Club and that this figure is then circulated to Community Board members, that \$2,000 is granted to the Martinborough Soccer Club to assist with the cost of uniforms and other equipment.

(Moved Cr Colenso/Seconded Roy)

Carried

6.8 Martinborough Swimming Pool Management Issues

MCB RESOLVED (MCB 2017/21):

1. To receive the Martinborough Swimming Pool Management Issues Report.

(Moved Read/Seconded Cr Colenso)

Carried

2. To express disappointment in the lack of communication; particularly in relation to the inflatable slide, pool health and safety, and lack of cover use.

(Moved Cornelissen/Seconded Beattie)

Carried

3. That issues identified in the report are considered when the next contract is negotiated with particular attention given to ensuring the pool covers are used throughout the season.

(Moved Beattie/Seconded Read)

Carried

4. That an investigation around the use of the Martinborough Pool inflatable slide is completed, and a report providing options

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(including selling and rebuying) is submitted to the Board at the 29 May 2017 meeting.

(Moved Cornelissen/Seconded Beattie)

Carried

5. Action 108: Place the Martinborough Pool inflatable slide in safe storage; M Allingham

6. Action 109: Place Martinborough Pool issues on a Community Board workshop agenda to be discussed further; L Cornelissen

6.9 Pain Farm Report for the Period Ending 7 December 2016

The Community Board expressed a strong interest in being involved with the land use changes of Pain Farm to ensure the best possible returns for the community. Mr Crimp advised that changes would be benchmarked against advice from a professional third party.

MCB RESOLVED (MCB 2017/22):

1. To receive the Pain Farm Report for the period ending 7 December 2016.

2. That in consultation with the Martinborough Transfer Station operator and the current leasee of Pain Farm, to arrange for the boxthorn at the Transfer Station boundary fence to be sprayed.

(Moved Cr Colenso/Seconded Cornelissen)

Carried

6.10 Considine Park Committee

MCB RESOLVED (MCB 2017/23):

1. To receive the tabled Considine Park Committee Report.

2. To add the report to a workshop agenda.

(Moved Cornelissen/Seconded Beattie)

Carried

6.11 Martinborough Square Lighting

The report was not available and this item would be carried forward to the next meeting.

7. NOTICES OF MOTION

There were no notices of motion.

8. CHAIRPERSON'S REPORT

8.1 Chairperson's Report

Members briefly discussed footpaths, including standard paving of Princess Street as opposed to the use of lime but agreed to leave the priorities as submitted with the potential to discuss further in a workshop.

MCB RESOLVED (MCB 2017/24):

1. To receive the Chair's Report.

(Moved Beattie/Seconded Cr Colenso)

Carried

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2. To receive the MCB Workshop report from 1 March 2017.
(Moved Read/Seconded Beattie) Carried
3. To receive the Annual Plan Input Report and resolve to adopt the document to serve as formal input to the SWDC Annual Planning process.
(Moved Read/Seconded Beattie) Carried
4. To receive and adopt the Martinborough Three Year Plan subject to adding Maree Roy to Emergency Services in the Community/Demographic Groups.
(Moved Read/Seconded Beattie) Carried
5. That \$30,000 of accumulated town centre beautification funds are formally allocated to Stage 2 of the Waihinga Centre project.
(Moved Beattie/Seconded Read) Carried
6. That up to \$2,000 is budgeted to fund the Martinborough Pool Summer Access programme.
(Moved Cornelissen/Seconded Read) Carried
7. Action 110: To provide a report to the Martinborough Community Board on the costings of moving the timber pergola from where it is now situated to the preferred site at the Martinborough Pool; M Allingham
8. Action 111: To provide an update on the speed limit review and the likely timeline for implementation of any recommendations for the 24 April 2017 Martinborough Community Board meeting; M Allingham
9. Action 112: Provide a report to the next Martinborough Community Board meeting on how many swimmers participated in the Martinborough Pool Summer Access programme; M Allingham
10. Action 113: Submit a revised Martinborough Community Board budget to the next meeting; L Cornelissen

9. MEMBERS REPORTS (INFORMATION):

9.1 WWI Commemoration Update

Cr Colenso circulated photos sourced from Wairarapa Archives for a planned display which members agreed would be planned for Anzac 2018. Council officers were investigating cracks discovered in the War Memorial. Members discussed planned commemorations for Anzac Day 2017. Cr Colenso undertook to include Anzac Day information in her councillor comment for the Martinborough Star.

9.2 Feedback from Martinborough Youth

Mrs Beattie reported that Allan Maxwell was running a youth group based out of Martinborough School which was primarily attended by year 6 to year 8 age groups. Mrs Beattie had also started engaging with

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older youth to see what Martinborough amenities they value or could be provided.

9.3 Library Service

MCB RESOLVED (MCB 2017/25) to receive the Wairarapa Library Service Report.

(Moved Cr Colenso/Seconded Roy)

Carried

10. CORRESPONDENCE

10.1 Inwards

From Victim Support to Martinborough Community Board dated 27 February 2017

From Ospri NZ Ltd to Martinborough Community Board dated 27 February 2017

10.2 Outwards

To Tim Lusk, WAIConnect Chair, from Martinborough Community Board dated 2 March 2017

To WAIConnect Steering Group, from Martinborough Community Board dated 2 March 2017

MCB RESOLVED (MCB 2017/26) to receive the inwards and outwards correspondence.

(Moved Cornelissen/Seconded Cr Colenso)

Carried

Confirmed as a true and correct record

.....Chairperson

.....Date

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Featherston Community Board

Minutes – 14 March 2017

- Present:** Brenda West (Chair), Robyn Ramsden, Mark Shepherd, Cr Dayle Harwood and Cr Colin Olds.
- In Attendance:** Mayor Viv Napier, Paul Crimp (Chief Executive) 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 9:10pm.
- External Speakers:** Kate Hodgkinson, Karen Shaw, Elsa Kelly (Featherston Rugby Club) and Ed Harcourt.

PUBLIC BUSINESS

1. APOLOGIES

*FCB RESOLVED (FCB 2017/11) to receive apologies from Claire Bleakley.
(Moved West/Seconded Ramsden)*

Carried

2. CONFLICTS OF INTEREST

Brenda West declared a conflict of interest with matters relating to the Featherston Swimming Pool.

3. PUBLIC PARTICIPATION

3.1 Kate Hodgkinson

Ms Hodgkinson had witnessed theft of batteries from the Featherston Transfer Station and was concerned about crime, amphetamine manufacture from battery acid and inappropriate disposal of the battery cases. Concern was also expressed about unplanned fires. Ms Hodgkinson asked that batteries were secured and that the Transfer Station was signposted as smokefree.

3.2 Karen Shaw

Ms Shaw spoke on the unsatisfactory conditions of Council's Dog Pound; requested to view the pound and sought permission for volunteers to assist with looking after sheltered animals and/or improve conditions if Council had budget constraints at this time.

3.3 Elsa Kelly (Featherston Rugby Club) and Ed Harcourt

Ms Kelly with support from Mr Harcourt described the water damage to the Featherston Rugby Club clubrooms from the Featherston Swimming

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Pool solar heating system installed across the clubroom roof. Ms Kelly requested a letter of support from the Community Board to submit to grant funders in order to secure funds to undertake repairs.

4. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATION

4.1 Kate Hodgkinson

FCB NOTED:

1. Action 126: Review transfer station security as part of the Annual Plan process; details as per Kate Hodgkinson's public forum presentation; P Crimp

4.2 Karen Shaw

The Wairarapa councils were jointly investigating the best dog pound solution for the Wairarapa and Mr Crimp acknowledged that the current dog pound was basic but that it did meet the Ministry of Primary Industry standards. Cr Olds noted that animals at the facility were cared for and that the bylaws officers took animal welfare seriously.

FCB NOTED:

1. Action 127: Include in the Featherston Community Board Annual Plan Submission a request for the dog pound to be upgraded; B West

4.3 Featherston Rugby Club

FCB NOTED:

1. Action 128: Investigate ownership of the Featherston Swimming Pool solar heating piping, determine whether the piping is circulating water and arrange for the piping to be removed; M Allingham
2. Action 129: Write a letter of support to the Featherston Rugby Club supporting their request for a grant to make repairs to their clubrooms; B West

Cr Olds left the meeting at 7:35pm.

Cr Olds returned to the meeting at 7:40pm.

5. COMMUNITY BOARD MINUTES

5.1 Featherston Community Board Minutes – 31 January 2017

FCB RESOLVED (FCB 2017/12) that the minutes of the Featherston Community Board meeting held on 31 January 2017 be confirmed as a true and correct record.

(Moved Cr Olds/Seconded Cr Harwood)

Carried

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6. CHIEF EXECUTIVE AND STAFF REPORTS

6.1 Action Items Report

Members discussed the action items and updates were provided.

Cr Olds left the meeting at 8:02pm.

Cr Olds returned to the meeting at 8:04pm.

FCB RESOLVED (FCB 2017/13):

1. To receive the Action Items Report.
(Moved West/Seconded Ramsden) Carried
2. Action 130: Work with the Featherston Information Centre to strengthen the relationship with the Community Board; R Ramsden, Cr Olds
3. Action 131: Investigate options for strengthening the WiFi signal at the Featherston Library with the goal of enabling the Featherston Information Centre to access the WiFi from their building; M Allingham

6.2 Income and Expenditure Report

FCB RESOLVED (FCB 2017/14):

1. To receive the Income and Expenditure Report for the period 1 July 2016 - 31 January 2017.
(Moved West/Seconded Ramsden) Carried
2. To approve payment of \$80 (including GST) to Tree Top Flowers for flowers for Patsy Hughes in memory of Ron Hughes.
(Moved West/Seconded Shepherd) Carried
3. To approve the removal of the Featherston flags and payment of up to \$200 to Power Services.
(Moved Cr Olds/Seconded West) Carried

6.3 Officers' Report to Community Boards

Mr Crimp discussed Council's Health Bill submission, the building consents process, the dog control incidents report and education programme, and painting of the Featherston Information Centre fence with members.

FCB RESOLVED (FCB2017/15) to receive the Officer's Report to Community Boards.

(Moved West/Seconded Cr Olds) Carried

6.4 Community Board Grants Accountability Report

FCB RESOLVED (FCB 2017/16) to receive the Community Board Grants Accountability Report.

(Moved West/Seconded Cr Olds) Carried

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6.5 Naming of New Roads

Mr Crimp advised that promotion would be undertaken in the next rates newsletter seeking road name suggestions.

FCB RESOLVED (FCB 2017/17):

1. To receive the Naming of New Roads Report.

(Moved West/Seconded Cr Harwood)

Carried

2. Action 132: Submit a list of approved road names to Council;
FCB

6.6 Policy Review Process

FCB RESOLVED (FCB 2017/18) to receive the Policy Review Process Report.

(Moved West/Seconded Ramsden)

Carried

6.7 Swimming Pool Management Issues

FCB RESOLVED (FCB 2017/19) to receive the Swimming Pool Management Issues Report.

(Moved West/Seconded Cr Harwood)

Carried

7. CHAIRPERSON

7.1 Chair's Report

Mrs West discussed activities as per the report and potential town flag ideas and solutions with members.

FCB RESOLVED (FCB2017/20) to receive the tabled Chair's Report.

(Moved West/Seconded Shepherd)

Carried

8. MEMBER REPORT (INFORMATION)

8.1 Wairarapa Library Service

Mrs Ramsden discussed the items for consideration as per the submitted report with members.

FCB RESOLVED (FCB2017/21):

1. To receive the Wairarapa Library Service Report.

(Moved West/Seconded Ramsden)

Carried

2. Action 133: Locate work already undertaken regarding options for extending the Featherston Library; J Mitchell

3. Action 134: Formalise recommendations to Council on a path forward for providing a larger space for Featherston Library in a workshop forum; B West

DISCLAIMER

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9. CORRESPONDENCE

9.1 Inwards

From Victim Support to Featherston Community Board dated 27 February 2017

From Ospri NZ Ltd to Featherston Community Board dated 27 February 2017

*FCB RESOLVED (FCB 2017/22) to receive the inwards correspondence.
(Moved West/Seconded Cr Olds)*

Carried

Confirmed as a true and correct record

.....**Chairperson**

.....**Date**

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SWDC Audit & Risk Working Party

Notes from meeting held 16th February 2017

Present: Cr Brian Jephson (Chair), Cr Margaret Craig, Cr Dayle Harwood, Paul Crimp, Jennie Mitchell, Kyra Low

Apologies; Mayor Viv Napier, Cr Colin Wright

Minutes of last meeting reviewed and acknowledged.

Matters Arising - Phelps –currently being reviewed by new lawyer to advise what our legal position is regarding seizing dogs. Wellington SPCA have agreed to house them if this happens.

Financials were reviewed and commentary provided.

Propose having full year CAPEX forecasts in reports in future to identify what will happen this year and what will be deferred.

Loans

BNZ loans are being transferred to LGFA for much lower interest rates. Pay back of the break costs from BNZ loans is only 10 months and then there will be savings overall.

Induction

Working party acknowledged receipt of Terms of reference, Annual Work Plan, Risk Register and legislative compliance list.

Circulate legislative compliance list 6 monthly to get updates and confirmation from Managers of our compliance and any issues.

Risk Appetite

Notes from previous council's review of RA circulated and agreed this needs to be updated with new council and their RA. Discussion re social media and risks associated with Crs commenting on Facebook etc.

Conflict of Interest

All new councillors have completed except 3. Follow up as well as missing community board forms and exec team forms.

Policies

Update on WIP on policies. Under review at present : Water Supply, Waste water, Council and Committee policies. Recommend to council not all policies need to go to CB's first as this slows the process down and not all policies appropriate to go to CBs.

Health & Safety

Nothing new to report.

Risks

Tech solutions to test back up system before end of March.

New anti spam software installed today by Tech solutions plus e-mail to all staff about risks of ransomware – raising awareness.

Business continuity plan and written procedures work is ongoing.

Meeting Closed 4.30pm approx. Next meeting : 23rd March 2017 at 3pm

SWDC Audit & Risk Working Party

Notes from meeting held 23rd March 2017

Present: Cr Brian Jephson (Chair), Cr Margaret Craig, Cr Dayle Harwood, Cr Colin Wright, Paul Crimp, Jennie Mitchell, Kyra Low

Apologies: Mayor Viv Napier

Minutes of last meeting reviewed and acknowledged.

1 Matters Arising

Agreed Conflicts of Interest would be added as an Agenda item for future meetings.

Rates arrears report circulated and reviewed. Good progress with recovery of arrears was noted.

Conflicts of interest – received all Councillors and Community Board members. Working on senior management team now.

2 Financials were reviewed. No areas of concern.

New CAPEX report including full year forecast was reviewed.

4 Policies update

Water Supply, Waste water, Council and Committee policies to go to Council meeting on 5th April.

Feedback received from Regional Public Health (DHB) on Pandemic policy. Officers currently reviewing and plan to get this to Council 5th April.

Street Banners policy to go to April Community Board meetings and then to Council.

Management team working on Financial delegations policy. Goal to get the new draft policy to next A&R meeting. Will include table of delegations for easy reference.

5 Health & Safety

Julie (external contractor) has left and will be replaced by Shelley Major (company principal).

6 Risks

Working with Tech solutions (TS) to make a plan to test back up system located at TS.

Recent issues with e-mails due to poor password at one site –asked TS for a summary of what happened, how it was discovered, what has been done to ensure all incoming and outgoing e-mails have now reached their destination.

Several working party members reported they are still receiving spam.

7 General Business

CAPEX report for Waihinga Centre included in papers. Working party requested information on who was approaching which organisations so they knew who had already been approached for support and could think of other organisations to approach.

Meeting Closed 4.05 pm

Next meeting: 23rd March 2017 at 3pm

Actions for future meetings:

- 1** **Review Risk list** and roles nominated as responsible for each area.
- 2** **Circulate legislative compliance** list 6 monthly to get updates and confirmation from Managers of our compliance and any issues.
- 3** **Add Risk appetite subject to a council workshop in coming months.** Use previous discussion as starting point.
- 4** **Business continuity plan** – to progress rest of BCP once IT back up issue resolved and tested.