

# SOUTH WAIRARAPA DISTRICT COUNCIL

8 AUGUST 2018

---

## AGENDA ITEM B1

### REPORTS/MINUTES OF COUNCIL COMMITTEES AND COMMUNITY BOARDS

---

#### **Purpose of Report**

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

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the information.*
2. *Receive the minutes of the Martinborough Community Board meeting 16 July 2018.*
3. *Receive the minutes of the Greytown Community Board meeting 18 July 2018.*
4. *Receive the minutes of the Featherston Community Board meeting 17 July 2018.*
5. *Receive the tabled minutes of the Maori Standing Committee meeting 30 July 2018.*
6. *Receive the minutes of the Audit and Risk Working Party 30 May 2018.*

#### **1. Executive Summary**

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

Minutes from the Maori Standing Committee 30 July 2018 will be tabled.

#### **2. Appendices**

Appendix 1 - Martinborough Community Board 16 July 2018  
Featherston Community Board 17 July 2018  
Greytown Community Board 18 July 2018  
Audit and Risk Working Party 30 May 2018

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

# **Appendix 1**

- **Martinborough Community Board 16 July 2018**
- **Featherston Community Board 17 July 2018**
- **Greytown Community Board 18 July 2018**
- **Audit and Risk Working Party Minutes 30 May 2018**



## Martinborough Community Board

Minutes – 16 July 2018

- Present:** Lisa Cornelissen (Chair), Maree Roy, Cr Pip Maynard, Cr Pam Colenso and Maisie Arnold-Barron (student representative).
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the Council Chambers, 19 Kitchener Street, Martinborough on the 16 July 2018 between 6:30pm and 7:25pm.

### PUBLIC BUSINESS

#### 1. APOLOGIES

*MCB RESOLVED (MCB 2018/41)* to receive apologies from Vicky Read, Fiona Beattie and Mayor Viv Napier.

*(Moved Cornelissen/Seconded Cr Maynard)*

Carried

#### 2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

#### 3. PUBLIC PARTICIPATION

There was no public participation.

#### 4. ACTIONS FROM PUBLIC PARTICIPATION

There were no actions from public participation.

#### 5. COMMUNITY BOARD MINUTES

5.1 Martinborough Community Board Minutes – 11 June 2018

*MCB RESOLVED (MCB 2018/42)* that the minutes of the Martinborough Community Board meeting held on 11 June 2018 be received and confirmed as a true and correct record subject to correcting the '10.1 Outwards' to '10.1 Inwards'.

*(Moved Cr Colenso/Seconded Roy)*

Carried

#### 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.*

## 6. CHIEF EXECUTIVE AND STAFF REPORTS

### 6.1 Action Items Report

Members discussed the action items and updates were provided.

*MCB RESOLVED (MCB 2018/43):*

1. To receive the Action Items Report.  
(*Moved Cr Colenso/Seconded Cornelissen*) Carried
2. Action 458: Provided Considine Park Users Group members are all in favour of fireworks being held in Considine Park, invite Martinborough School to organise the 2018 Guy Fawkes event; Cr Colenso

### 6.2 Income and Expenditure Report

Cr Colenso undertook to liaise with Poletch about straightening the Martinborough flags as a community service.

*MCB RESOLVED (MCB 2018/44):*

1. To receive the Income and Expenditure Statement for the period 1 July 2017 to 30 June 2018.  
(*Moved Cornelissen/Seconded Cr Colenso*) Carried
2. Action 459: Enquire with the Martinborough cycle stand supplier whether the piece between the stands displaying the cycle picture is still to be supplied, and if not source something similar to indicate their purpose; M Allingham
3. Action 460: Check to see where the reimbursement to Cr Colenso for wood for creation of the WWI picture frames has been coded – it should be a general MCB expense; J Mitchell
4. Action 461: Remove the MCB flag hanging and WWI commemorations commitments; J Mitchell

### 6.3 Officers' Report to Community Boards

Members discussed the Featherston by-election result and the Waiyinga Centre delays.

*MCB RESOLVED (MCB 2018/45) to receive the Officers' Report.*

(*Moved Roy/Seconded Cr Maynard*) Carried

### 6.4 Grants Policy Review Report

*MCB RESOLVED (MCB 2018/46):*

1. To receive the Grants Policy Review Report.
2. To agree the amendments to the policy subject to minor grammatical amendments.
3. To agree the next review date be February 2021.  
(*Moved Cr Colenso/Seconded Cr Maynard*) Carried

## 6.5 Working with Volunteers

*MCB RESOLVED (MCB 2018/47):*

1. To receive the Working with Volunteers Report.
2. To note the process for assessing whether volunteers can be utilised.

*(Moved Cornelissen/Seconded Cr Colenso)*

Carried

## 6.6 Martinborough Cenotaph

Mrs Cornelissen noted that correspondence received from Council had indicated that a full cenotaph plinth and step replacement would be undertaken by Council within Council's budgets. Mr Allingham advised that as the cenotaph had been assessed as structurally sound, plastering and then painting the plinth would give a renewed appearance and full replacement was not necessary. Members discussed the light replacement and compliance with Dark Sky requirements.

*MCB RESOLVED (MCB 2018/48):*

1. To receive the Officers' Report.
2. To agree that the light and pole is replaced, ensuring that the new light bulb meets the Dark Sky standard (2200 kelvins or lees).
3. That repointing is undertaken as necessary.
4. That the cenotaph plinth is plastered and painted to look like new concrete, painted grey, and that an anti-slip texture is applied.

*(Moved Cornelissen/Seconded Cr Colenso)*

Carried

## 7. NOTICES OF MOTION

There were no notices of motion.

## 8. CHAIRPERSON'S REPORT

### 8.1 Chairperson's Report

Members discussed the outstanding report on parking issues around Martinborough School on Dublin and Roberts Street, footpath renewals and repairs being prioritised by Council based on need in order to meet NZTA funding guidelines, the draft Community Board budget, Martinborough Christmas Parade survey results, and the Pain Farm shelter belt.

*MCB RESOLVED (MCB 2018/49):*

1. To receive the Chairperson's report.
2. To receive the draft Community Board budget and Christmas Parade survey results.

*(Moved Roy/Seconded Cr Colenso)*

Carried

3. Action 462: Prepare a report of options to resolve the parking issues and muddy berms around Martinborough School on Dublin and Roberts Street; M Allingham

### 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.*

- 4. Action 463: Revise the Christmas parade survey for businesses only, and ask the Martinborough Business Association to send out to all members; L Cornelissen
- 5. Action 464: Liaise with Greytown and Featherston Community Boards to ascertain proposed Christmas parade dates; L Cornelissen

**9. MEMBERS REPORTS (INFORMATION):**

There were no reports from members.

**10. CORRESPONDENCE**

10.1 Inwards

From Victim Support, to Martinborough Community Board, dated 22 June 2018

10.2 Outwards

To Yvonne Way, Wings Over Wairarapa, from Vicky Read, Martinborough Community Board, dated 28 June 2018

To Mr M Woolley, Martinborough Mens Shed, from Cr Pam Colenso, Martinborough Community Board, dated 11 June 2018

*MCB RESOLVED (MCB 2018/50) that the outwards correspondence be approved and inwards correspondence be received.*

*(Moved Cornelissen/Seconded Cr Maynard)*

Carried

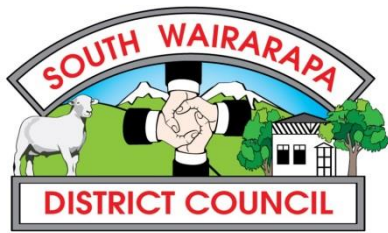
**Confirmed as a true and correct record**

.....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.*



## Featherston Community Board

Minutes – 17 July 2018

- Present:** Robyn Ramsden (Chair), Claire Bleakley, Mark Shepherd and Brenda West.
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services) 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 9:45pm.
- Also in Attendance:** David Hancock and Paul Broughton (Destination Wairarapa), Elsa Kelly and Keiko Nojima (Featherston Heritage Museum) and Martine Bijker.

### PUBLIC BUSINESS

#### 1. APOLOGIES

*FCB RESOLVED (FCB 2018/56)* to receive apologies from Cr Colin Olds and Mayor Viv Napier.

*(Moved Ramsden/Seconded Shepherd)*

Carried

#### 2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

#### 3. PUBLIC PARTICIPATION

##### 3.1 David Hancock and Paul Broughton (Destination Wairarapa)

Mr Hancock with support from Mr Broughton brought a proposal to the Community Board to divert traffic through town in order to help retail volumes and direct traffic away from Featherston School and remove the need to cross the railway lines. Mr Hancock requested the Board give direction to Council to do the work necessary to understand what changing the traffic flows would mean. Mr Broughton had canvassed business owners who all supported the diversion provided traffic calming methods were also employed.

##### 3.2 Elsa Kelly and Keiko Nojima (Featherston Heritage Museum)

Ms Kelly with support from Ms Nojima outlined the work the Museum had undertaken in the past 18 months and requested the Community Board support the Museum's application for financial assistance.

#### 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*

### 3.3 Martine Bijker

Ms Bijker shared her ideas for promotion of Featherston. The First Friday's website was now being used not only for the First Friday events but as a general Featherston information site. Ms Bijker noted that Greytown and Martinborough had village websites and an indication of interest was sought from the Community Board to be part of a wider Featherston website development project.

## 4. ACTIONS FROM PUBLIC PARTICIPATION

### 4.1 David Hancock and Paul Broughton (Destination Wairarapa)

Members discussed the need to carefully define what was trying to be achieved, options for moving the traffic diversion proposal forward, and the need to involve the community early in the process.

### 4.2 Featherston Heritage Museum

The application for funding from the Featherston Heritage Museum would be considered under agenda item 6.4.

### 4.3 Martine Bijker

Members thanked Ms Bijker for her presentation.

#### *FCB NOTED:*

1. Action 478: Organise a meeting with Mark Shepherd and Mark Owen (NZTA) to discuss the proposal to divert traffic from Revans Street through Featherston, options, traffic statistics, and to define next steps; M Allingham
2. Action 479: Open discussions with Fab Feathy about support for a Featherston village webpage; M Shepherd

## 5. COMMUNITY BOARD MINUTES

### 5.1 Featherston Community Board Minutes – 5 June 2018

*FCB RESOLVED (FCB 2018/57)* that the minutes of the Featherston Community Board meeting held on 5 June 2018 be confirmed as a true and correct record subject to the correction of Action 349 being assigned to Claire Bleakley rather than Robyn Ramsden.

*(Moved Ramsden/Seconded Bleakley)*

Carried

## 6. CHIEF EXECUTIVE AND STAFF REPORTS

### 6.1 Officers Report to Community Boards

Mr Allingham discussed Card Reserve tree removal, swimming pool heating, Waihinga Centre financial matters, and the increase in solid waste with members.

#### **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*



*FCB RESOLVED (FCB 2018/58):*

1. To receive the Officers' Report.  
(*Moved Ramsden/Seconded West*) Carried
2. Action 480: Provide the correct rates arrears graphs to Martinborough Community Board; J Mitchell
3. Action 481: Provide Powerco with current contact details of Card Reserve users and ask that they ensure all users are contacted about the planned tree removal; M Allingham
4. Action 482: Advise the Featherston Swimming Club on the outcome of the swimming pool solar heating failure and any proposed heating remediation works; M Allingham
5. Action 483: Advise Claire Bleakley how much the community raised for the Waihinga Centre project, and how the \$2M in invoices to come will be funded, and whether the overall expected expenditure is short of the project budget; J Mitchell
6. Action 484: Advise the FCB where e-waste is going to be collected; M Allingham

6.2 Action Items Report

Members discussed the action items and updates were provided.

*FCB RESOLVED (FCB 2018/59):*

1. To receive the Action Items Report.  
(*Moved Ramsden/Seconded Shepherd*) Carried
2. Action 485: Undertake safety repairs (if needed) to the stile leading into Lone Tree Hill; M Allingham
3. Action 486: Itemise outstanding items from the Featherston 2033 plan that will not be picked up by the proposal to divert traffic through Featherston; FCB
4. Action 487: Release communications, letting the community know that repairs are being undertaken inside the Featherston Sports Stadium; M Allingham
5. Action 488: Liaise with a Featherston based mosaic artist to ascertain interest in moving and then repairing the train mosaic; C Bleakly
6. Action 489: Determine a mechanism for consulting with the community on renaming the Featherston Town Square; FCB

6.3 Income and Expenditure Report

*FCB RESOLVED (FCB 2018/60):*

1. To receive the Income and Expenditure Report for the 1 July 2017 – 30 June 2018.  
(*Moved Ramsden/Seconded Bleakley*) Carried

**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*

#### 6.4 Financial Assistance

*FCB RESOLVED (FCB 2018/61):*

1. Receive the Applications for Financial Assistance Report.  
(*Moved Ramsden/Seconded West*) Carried
2. To allocate \$500 to the Friday Club to help with the costs associated with purchasing a safe new slide.  
(*Moved Bleakley/Seconded Shepherd*) Carried
3. To allocate \$300 to Maths Wairarapa towards the costs associated with running the Wairarapa schools maths competition.  
(*Moved West/Seconded Bleakley*) Carried
4. To allocate \$500 to the Featherston Heritage Complex Society towards the costs associated with hosting Chor Farmer.  
(*Moved Shepherd/Seconded Bleakley*) Carried

#### 6.5 Grants Policy Review Report

The Community Board withheld agreement as they felt it would be more difficult to make grants decisions under the proposed changes.

*FCB RESOLVED (FCB 2018/62):*

1. Receive the Grants Policy Review Report.  
(*Moved Ramsden/Seconded Shepherd*) Carried
2. Action 490: Provide clarification to FCB on why there are so many deletions in section 4 and why 6.3 has been deleted; J Mitchell
3. Action 491: Correct grammatical use of abbreviations and apply consistency throughout policy; J Mitchell

#### 6.6 Working with Volunteers

*FCB RESOLVED (FCB 2018/63):*

1. Receive the Working with Volunteers Report.  
(*Moved Ramsden/Seconded Shepherd*) Carried
2. To note the process for assessing whether volunteers can be utilised.  
(*Moved Ramsden/Seconded Bleakley*) Carried

### 7. NOTICES OF MOTION

There was no notices of motion.

### 8. CHAIRPERSONS REPORT

#### 8.1 Chairperson's Report

Mrs Ramsden reviewed recent workshop minutes and members discussed footpath renewals, funding for new footpaths, installation of curbing and channelling in streets with none, pensioner housing, and the Community Board Featherston Wastewater submission.

#### **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*

Half the members present were disappointed the Featherston wastewater submission did not represent those members of the community who presented to the Board. Other members felt that only a neutral position could be presented as other members of the community wanted the wastewater proposal to proceed, and statements as presented to the Board by the community were not all technically correct.

Mrs Bleakley had requested that the submission include a minority view of the Board as follows:

“The Featherston Community Board (FCB) public forum received presentations from members of the public regarding:

- The effluent irrigation being too close to surrounding properties.
- The data on sensitive land use in the vicinity of the site has not identified all surrounding properties.
- The detrimental effects on the soil, water, air, notably ground water and bores, from the long term irrigation of effluent.
- The threat to health of surrounding community and loss of economic livelihoods for the surrounding properties is highly concerning.
- There was a request to have a system that treats water to a high standard before irrigation to land.
- The application did not fully align with Featherston’s current growing social and economic environment.”

Mrs Ramsden noted that requesting a change to a submission four hours before a submission is due is not acceptable, particularly where the request included points that had previously been discussed and where there was no consensus view.

Members agreed not to progress blue directional signage at this time.

*FCB RESOLVED (FCB 2018/64):*

1. To receive the Chairpersons report.  
*(Moved Ramsden/Seconded Shepherd)* Carried
2. Action 492: Release communications, advising that Council have decided not to undertake any new footpaths pending a new footpath strategy/policy being adopted; M Allingham
3. Action 493: Provide guidance to the FCB on what can be included in a Board submission where there is no consensus; P Crimp

*FCB RESOLVED (FCB 2018/65)* to recommend to Council that a business case to NZTA is made for new curbing and drainage to be undertaken on a number of streets in Featherston (exact locations pending).

*(Moved Bleakley/Seconded West)* Carried

*FCB RESOLVED (FCB 2018/66):*

1. To recommend to Council that now that it is known that Lone Tree Hill is Council owned land, that it be maintained under the Citycare maintenance contract.

*(Moved Bleakley/Seconded West)*

Carried

2. Action 494: Write to Mark King and let him know the ownership status of Lone Tree Hill and that the Community Board has requested that it is maintained by Council; P Crimp

## **9. MEMBER REPORTS (INFORMATION)**

### 9.1 Mayor's Update

Members noted the report as submitted.

### 9.2 Wings Over the Wairarapa Report

Members noted the report as submitted.

### 9.3 Pensioner

Mrs Bleakley briefed members on a meeting held with Mayor Napier, Cr Olds, Cr Wright, Perry Cameron and Jennie Mitchell. Mrs Bleakley thanked Ms Mitchell for finances which were accompanied with a plain English explanation and noted that Featherston community housing tenants were paying \$5 per week more than their Martinborough counterparts for the same size rooms, and that Featherston rents should be adjusted downwards rather than Martinborough's adjusted upwards.

*FCB RESOLVED (FCB 2018/67)* to request a membership position on the Community Housing Working Party and if permission is granted to nominate Claire Bleakley.

*(Moved Bleakley/Seconded West)*

Carried

## **10. CORRESPONDENCE**

### 10.1 Inwards

From Featherston Toy Library, to Featherston Community Board, dated 12 May 2018

From Forestry NZ, to Mayor, South Wairarapa District Council, dated 1 June 2018

From Victim Support, to Featherston Community Board, dated 22 June 2018

### 10.2 Outwards

To Raymond Hicks Contracting, from Featherston Community Board, dated 28 June 2018

*FCB RESOLVED (FCB 2018/68)* to receive the inwards and approve the outwards correspondence.

*(Moved Ramsden/Seconded West)*

Carried

### **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*

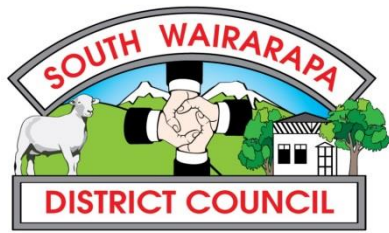
**Confirmed as a true and correct record**

.....**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*



## Greytown Community Board

### Minutes – 18 July 2018

- Present:** Leigh Hay (Chair), Mike Gray, Ann Rainford (Deputy Chair) and Lachlan O’Connell (student representative).
- In Attendance:** Mark Allingham (Group Manager Infrastructure and Services) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 18 July 2018 between 7:00pm and 9:02pm.
- Also In Attendance:** Polly Cantlon, Cr Colin Wright (Waiohine Action Group), Jez Partridge (Tree Advisory Group).

#### **PUBLIC BUSINESS**

Mrs Hay advised that members would be discussing Greytown Christmas parade arrangements, the bus service from Woodside Station to Greytown, Greater Wellington Regional Councils representation review and submission, and engaging Maori under agenda item ‘9.1 Chairperson’s Report’.

#### **1. APOLOGIES**

*GCB RESOLVED (GCB 2018/42) to receive apologies from Christine Stevenson, Cr Margaret Craig, and Mayor Viv Napier.*

*(Moved Gray/Seconded Rainford)*

Carried

#### **2. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

#### **3. PUBLIC PARTICIPATION**

##### **3.1 Polly Cantlon**

Mrs Cantlon spoke about the benefit of trees for beautification and for the environment, queried whether there was a Council street tree policy and requested that street tree planting be continued in Greytown.

##### **3.2 Cr Colin Wright**

Cr Wright outlined the background to flood protection planning for Greytown and formation of the Waiohine Action Group. The Group had developed six preliminary flood protection options developed against a revised computer simulation model of flooding impacts in Greytown. The Group would be seeking public input on the 26 and 28 July 2018.

#### **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.*

#### 4. TREE ADVISORY GROUP

Mr Partridge supported additional street planting and offered the services of the Tree Advisory Group to provide advice where needed.

Arbor Day celebrations had been held with a guided walk opportunity, weeding and plantings at O'Connors Bush and a display at Greytown Town Centre.

The specifications for a cable brace for the St Luke's protected gum tree were being prepared. Pricing would be obtained once specifications were known.

#### 5. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS

Mrs Cantlon was informed that Council did have an Urban Street Tree Policy, and that the Tree Advisory Group could offer advice on suitable areas and trees for planting. Mrs Hay requested that Mrs Cantlon email her with a prioritised list of streets for planting and suggestions of tree types to plant.

#### 6. COMMUNITY BOARD MINUTES

##### 6.1 Greytown Community Board Minutes – 6 June 2018

*GCB RESOLVED (GCB 2018/43)* that the minutes of the Greytown Community Board meeting held on 6 June 2018 be confirmed as a true and correct record.

*(Moved Hay/Seconded Rainford)*

Carried

#### 7. CHIEF EXECUTIVE AND STAFF REPORTS

##### 7.1 Officer's Report

Members discussed rezoning and section sizes in relation to work being undertaken on the Greytown Development Plan and Martinborough Residential Growth initiatives and water race blockages and remedial works undertaken. An operation and functionality report of water races was being prepared.

Mrs Hay thanked Council for completing the Greytown Millennium Cemetery Memorial Board update.

*GCB RESOLVED (GCB 2018/44):*

1. To receive the Officer's Report.

*(Moved Hay/Seconded Rainford)*

Carried

2. Action 435: Email the Greytown Community Board dates for the 19/20 Annual Plan forward planning process; J Mitchell

##### 7.2 Action Items Report

Members discussed progress on the preparation of a report for Council on Cotter Street and the potential painting of murals inside the Greytown Swimming Pool complex.

*GCB RESOLVED (GCB 2018/45):*

1. To receive the Action Items Report.

*(Moved Hay/Seconded Rainford)*

Carried

#### 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.*

2. Action 436: Write to Graeme Gray and let him know that the Greytown Millennium Cemetery Memorial Board has been updated; P Crimp
3. Action 437: Write to the Wairarapa Branch for the Society of Genealogists thanking them for their research work for the update of the Greytown Millennium Cemetery Memorial Board; P Crimp
4. Action 438: Add Stella Bull Park Users Group meeting to the next GCB agenda; P Crimp

### 7.3 Income and Expenditure Report

#### *GCB RESOLVED (GCB 2018/46):*

1. To receive the Income and Expenditure Statement for the period 1 July 2017 – 30 June 2018.  
(*Moved Hay/Seconded Gray*) Carried
2. Action 439: Order a replacement plant for the Greytown Main Street barrels, thrip spray and fertiliser; to be paid from the funds committed for Greytown barrels and plants; L Hay
3. Action 440: Remove the commitment for Greytown Rotary Christmas parade and market as the funds are not needed; J Mitchell
4. Action 441: Remove the commitment for the bench plaques as the invoice has been paid; J Mitchell

### 7.4 Applications for Financial assistance

#### *GCB RESOLVED (GCB 2018/47):*

1. To receive the Applications for Financial Assistance Report.
2. To grant the Lions Club \$500 to assist with the costs of purchasing a trishaw cycle and associated equipment costs.
3. To grant Greytown Trails Trust \$1,000 to assist with the costs of maintaining and promoting the Greytown Rail Trail.
4. To grant Greytown MeNZ Shed \$500 to assist with the costs of purchasing three lathes and associated hardware.  
(*Moved Hay/Seconded Rainford*) Carried
5. Action 442: Advise Greytown JAB Rugby that the application will be held over until the 29 August 18 meeting; P Crimp

### 7.5 Grants Policy Review

#### *GCB RESOLVED (GCB 2018/48):*

1. To receive the Grants Policy Review Report.
2. To agree the amendments to the policy.
3. To agree the next review date should be February 2021.  
(*Moved Gray/Seconded Rainford*) Carried

#### **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.*



- 7.6 Proposed Naming of Rights of Ways, East Street, Greytown  
*GCB RESOLVED (GCB 2018/49):*
1. To receive the Proposed Naming of Rights of Ways, East Street, Greytown.
  2. To support the name 'Bey Lane'.  
*(Moved Gray/Seconded Rainford)* Carried
- 7.7 Working with Volunteers  
*GCB RESOLVED (GCB 2018/50):*
1. To receive the information.
  2. To note the process for assessing whether volunteers can be utilised.  
*(Moved Hay/Seconded Rainford)* Carried
  3. Action 443: Provide clarification about determining risk category as Greytown Heritage Trust have identified improvements that they would like to undertake around Greytown; P Crimp

## **8. NOTICES OF MOTION**

There were no notices of motion.

## **9. CHAIRPERSONS REPORT**

### **9.1 Chairperson's Report**

Members discussed maintenance of town assets, the delay on progressing cycle stands and the Stella Bull Park Users Group meeting, the removal of the Woodside to Greytown bus service and making a submission to Greater Wellington Regional Council's (GWRC) representation review process.

Members agreed to support Community Board involvement in the 2018 Christmas Parade organisation.

Members discussed Maori involvement in meetings; suggestions were to hold a Community Board meeting at Papawai Marae or to have the Maori Standing Committee present local Maori issues to the Board.

The Community Board requested that Council's Greytown Swimming Pool maintenance funds were used to repair the metal fence by the pool complex.

Members discussed refilling of the dog poo bag stations believing it was Council's role to continue the task.

*GCB RESOLVED (GCB 2018/51):*

1. To receive the Chairperson's Report.  
*(Moved Hay/Seconded Rainford)* Carried
2. Action 444: Put a warning notice on the Greytown Town Centre balcony until it has been chem washed as it is a slip hazard; M Allingham

### **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.*

3. Action 445: Liaise with Mayor Napier about the most appropriate way to voice disappointment that the Greytown to Woodside public bus service has been withdrawn and review options for an interim provider service; L Hay
4. Action 446: Put together a Facebook campaign to encourage South Wairarapa residents to submit to GWRC's representation process; L Hay
5. Action 447: Liaise with the other community board chairs about a collaborative traffic safety management plan for the 2018 Christmas parades; L Hay

**10. MEMBERS REPORTS (INFORMATION)**

10.1 Community Board Clinic

Mr Gray tabled a report from clinics held on the 5 May and the 2 June 2018 and spoke about the Greytown Town Centre being better utilised and promoted.

10.2 Conference on Housing 2030

Mrs Rainford and Mr Gray had attended a LGNZ Conference on housing on the 28 June 2018. Central government policy, local government responsibilities and housing needs for different demographics was discussed.

10.3 Kuranui IT Clinic

Mrs Rainford reported that Insight, a documentary series by Radio NZ, had interviewed Kuranui College students and the elderly participating in the IT Clinic, in preparation for their documentary 'Loneliness – Facing the Void'.

**11. CORRESPONDENCE**

11.1 Inwards

From Victim Support, to Featherston Community Board, dated 22 June 2018

*GCB RESOLVED (GCB 2018/52) to receive the Chairperson's Report.  
(Moved Hay/Seconded Rainford) 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 18 July 2018

**Present:** Cr Brian Jephson (Chair), Cr Colin Wright, Cr Colin Olds, , Mayor Viv Napier, Cr Pam Colenso, Jennie Mitchell, Kyra Low

**Apologies:** Cr Margaret Craig, Paul Crimp (on leave)

**Conflicts of Interest:** None

**Minutes of last meeting** reviewed and acknowledged.

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

#### 1 Risks

**Risk register** - Agreed we would set up a separate workshop to review these in detail and also review feedback from Council staff regarding risks and mitigations from their point of view.

**Action:** Working party members to review current lists and bring along their thoughts on highest priorities/most significant risks to the next meeting.

**Whatarangi Cliffs** - Officers gave an update re the Whatarangi Cliffs including a review of a report prepared by Tonkin and Taylor. Work continuing on this and Officers will report back to future A&R meetings.

#### 2 Financials

**Financial statements for May 2018** were reviewed. No exceedances of the 30% Investment per bank rule to be minuted. Cr Wright expressed concern at delays in CAPEX occurring based on previous forecasts. GMCS and Finance Manager to report back in more detail regarding reasons for delays and communicate to budget holders the need to ensure CAPEX is spent in the year it is budgeted.

**Waihinga Centre report – Draft June 2018** report – Planned opening has been delayed due to rain and issues with obtaining steel due to demand for other projects. Construction committee continue to meet and address any issues. *(Note: amended report will be presented to August Council meeting. Final June report will be released once year end processes are completed).*

**Summary reports for the three wastewater projects** were reviewed.

Crs requested further information on reasons for the delay in GTN go live. *(This has been provided)*. FTN consent submissions to GWRC closed on 12 July 2018. Hearing will be held on 16 October 2018 with independent commissioners. Location still to be advised.

**Rates arrears May and June 2018** – 2017 FY Arrears continue to reduce with only 11 properties and 9 ratepayers owing arrears from 2017 or earlier. Rates team continue to work with three ratepayers who are looking to sell their properties in order to pay the rates arrears. Rates have been invoiced for the new financial year and rates team will start to work with those who are now in arrears for the 2018 year.

**Audit report on LTP audit** – Brief report received with no issues to note. Cr Wright asked if there would also be a management report for the LTP. *Confirmed subsequent to meeting that there is no*

*further report to come from Audit regarding the LTP as their main focus was on the consultation document for which a management report was received.*

### **3 Policies update**

**Grants policy** – Amended grants policy was reviewed. To go to August Council meeting along with any amendments proposed by Community Boards.

**Fraud policy and Acquisition and Disposal of land Policy** were both reviewed and agreed to go to Council for approval at August meeting with some amendments.

The terms of reference (TOR) for the Audit & Risk and the Infrastructure & Planning working parties were to be reviewed at the meeting but it was agreed these would be left until the recommendations from the Governance review were known. It may be that the working party/committee structure will change as a result of the Governance review and it was agreed that would be the appropriate time to review the TOR.

### **4 Health & Safety**

H&S update reviewed. Crs asked for further information on the five safety audits that failed. *This has been provided.*

Abusive calls/No tolerance policy – A proposal to add a phone message similar to the one used by Featherston Medical Centre to advise callers that SWDC have a no tolerance policy regarding abusive calls was discussed. Working party members requested more information on how often this happens, the nature of the calls. Action: GMCS to provide information at the next meeting.

### **5 Legislative Compliance**

Nothing new to report.

### **6 General Business**

**Water rates waiver for Greytown resident** – this was reviewed and approved as it was noted the delays in repairing the leak were caused by the plumbing contractor rather than the ratepayer.

**Insurance update** – GMCS gave a summary of the insurance renewals, noting some extended cover including a new Hall hirers policy. Small increase in premiums overall. Some savings in Motor vehicle insurance this year due to previous claims history no longer being relevant.

**New bank signatories** – Agreed that new GM Planning and Environment and Asset and Operations manager to be added as bank signatories. Noted that two signatories need to approve all payments.

**Next meeting: 29 August 2018 – 9.00 am**

#### **Topics for future meetings:**

- Investment funds
- Legislative review
- Policy review timing
- A&R working party terms of reference review