



GREYTOWN COMMUNITY BOARD

Agenda

NOTICE OF MEETING

An ordinary meeting will be held via audio visual conference on Wednesday 13 May 2020 at 7:00pm. Due to COVID-19 restrictions it is not possible for Greytown Community Board to conduct this meeting with members and the public physically present. All participating members count for the purpose of the meeting quorum in accordance with clause 25B of Schedule 7 to the Local Government Act 2002. This meeting will be recorded and made available on Council's YouTube channel via a link on our [website](#). A summary of the meeting will be made available on our website shortly following the meeting in accordance with [clause 47A of the Local Government Official Information and Meetings Act 1987](#).

MEMBERSHIP OF THE COMMUNITY BOARD

Ann Rainford (Chair), Graeme Gray, Shelley Symes, Cr Alistair Plimmer, Cr Rebecca Fox and Aimee Clouston (youth representative)

PUBLIC BUSINESS

1. DECLARATION OF ELECTED MEMBER

1.1 Declaration of Elected Member Simone Baker

Pages 1-2

2. EXTRAORDINARY BUSINESS:

3. APOLOGIES:

4. CONFLICTS OF INTEREST:

5. ACKNOWLEDGMENTS AND TRIBUTES:

6. PUBLIC PARTICIPATION:

6.1 Neil Frances – Papawai and Tauherenikau Camps

7. ACTIONS FROM PUBLIC PARTICIPATION:

As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

8. COMMUNITY BOARD MINUTES:

- 8.1 Minutes for Approval: Greytown Community Board minutes of the meeting held on 19 February 2020. **Pages 3-8**

Proposed Resolution: *That the minutes of the Greytown Community Board meeting held on 19 February 2020 be confirmed as a true and correct record.*

9. REPORT FROM COMMITTEES:

- 9.1 Tree Advisory Group – verbal update

10. CHIEF EXECUTIVE AND STAFF REPORTS:

- 10.1 Election of Deputy Chair Report **Pages 9-12**
10.2 Establishment of and Appointments to Committees Report **Pages 13-20**
10.3 Income and Expenditure Report **Pages 21-27**
10.4 Financial Assistance Report **Pages 28-29**
10.5 Community Funding Arrangements Report **Pages 30-42**
10.6 Community Board Terms of Reference Report **Pages 43-58**

11. NOTICES OF MOTION:

- 11.1 None advised

12. CHAIRPERSON'S REPORT:

- 12.1 Chairperson Report **Pages 59-62**

13. MEMBER REPORTS (INFORMATION):

- 13.1 None

14. CORRESPONDENCE:

- 14.1 None



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

DECLARATION

I, Simone Baker, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the South Wairarapa district the powers, authorities, and duties vested in or imposed upon me as a member of the South Wairarapa District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 (LGOIMA), or any other Act.

Dated at: Greytown, 13 May 2020

Signature.....

Refer to notes overleaf

Notes on Declaration

1. This declaration is made pursuant to the Local Government Act 2002, Schedule 7, clause 14 as modified by the Epidemic Preparedness (Local Government Act 2002) Immediate Modification Order, clause 4 and while the Epidemic Preparedness (COVID-19) Notice 2020 is in force.
2. These provisions prohibit a person from acting as a member of local authority until that person had made an oral declaration as set out overleaf. As soon as is reasonably practicable after the meeting at which the person makes their oral declaration, the person must
 - a. sign a written version of the declaration; and
 - b. provide a copy of that signed version to the chief executive, for example, by emailing a scanned copy.



- Present:** Ann Rainford (Chair), Graeme Gray, Shelley Symes, Cr Rebecca Fox and Aimee Clouston (Youth Representative).
- In Attendance:** Mayor Alex Beijen, Euan Stitt (Group Manager Partnerships and Operations) and Steph Dorne (Committee Advisor).
- Conduct of Business:** The meeting was conducted in public in the WBS Room, Greytown Town Centre on 19 February 2020 between 7:00pm and 8:58pm.
- Also in Attendance:** Geoffrey Clark, Lynn Abrahams, Jez Partridge (Tree Advisory Group) and Jane Mills (WREMO).

1. EXTRAORDINARY BUSINESS

Mrs Rainford advised there would be a verbal report back from the Stella Bull Park Users Group Meeting that she attended on Tuesday 18 February 2020 to be covered under the Chairperson report.

2. APOLOGIES

GCB RESOLVED (GCB 2020/01) to receive apologies from Cr Plimmer and Mr Wilson.

(Moved Gray/Seconded Symes)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

There were no acknowledgments and tributes to note.

5. PUBLIC PARTICIPATION

Geoffrey Clark – Chorus Phone Box

Mr Clark spoke on his proposal to paint the Chorus Cabinet located at 84 Kuratawhiti Street. Mr Clark indicated Chorus is supportive of the prospect and requested the Greytown Community Board assist by finding and funding an artist to undertake this work.

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.

Lynn Abrahams – Water Restrictions

Ms Abrahams expressed concern about water restrictions and requested consideration of long-term solutions such as requiring new builds to have water tanks installed to cover the majority of their water use. Ms Abrahams also spoke on the recycling of grey water and sought clarification surrounding water races.

6. ACTIONS FROM PUBLIC PARTICIPATION

Geoffrey Clark – Chorus Phone Box

GCB NOTED:

Action 66: Officers to follow-up on the history of the request to paint the Chorus Cabinet at 84 Kuratawhiti Street and report back to the Greytown Community Board so that the Board can respond to Mr Clark on his request, E Stitt.

Lynn Abrahams – Water Restrictions

Members discussed the proposal noting that changes would require a change to the Wairarapa Councils Combined District Plan.

Lessons learned from the 19-20 summer would be reviewed in advance of next summer, Mayor Beijen was investigating ways to make the purchase of water tanks more affordable and the Water Race Subcommittee is reviewing the ongoing use and maintenance of water races.

7. COMMUNITY BOARD MINUTES

7.1 Greytown Community Board Minutes – 11 December 2019

GCB RESOLVED (GCB 2020/02) that the minutes of the Greytown Community Board meeting held on 11 December 2019 be confirmed as a true and correct record.

(Moved Cr Fox/Seconded Symes)

Carried

8. REPORT FROM COMMITTEES

8.1 Tree Advisory Group

Mr Partridge expressed concerns on the state of the large historic tree in Stella Bull Park and of the roots of the Ash trees in Collier Reserve. Mr Partridge updated members on his request for a tree risk assessment above the proposed bench in Collier Reserve, the outstanding funds required for the brace for the St Luke's Gum Tree, upcoming celebrations for Arbor Day and the outcome of the Wairarapa Combined District Plan change that went to Council on 5 February 2020.

Martinborough has recently started tree discussions and it was suggested Arbor Day celebrations could be spread throughout South Wairarapa.

GCB NOTED:

Action 67: Provide the Tree Advisory Group with contact details of those in Martinborough involved in tree discussions, E Stitt

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.

9. CHIEF EXECUTIVE AND STAFF REPORTS

9.1 Officers' Report

Ms Mills presented on civil defence in the Wairarapa and suggested the Board can assist through championing household and personal preparedness, knowing the key messages of the presentation, turning up and supporting the running of the Community Emergency Hub in an emergency event, being clear who the emergency spokesperson is, and providing a link through Ms Symes as the Board representative. Ms Mills responded to questions on enforcement powers and the flow of information. Members discussed the role of the liaison in raising public awareness and confidence.

GCB RESOLVED (GCB 2020/03) to receive the Officers' Report.

(Moved Symes/Seconded Cr Fox)

Carried

9.2 Moroa Water Race

Members were updated on the current levels of the Moroa water race and the Longwood water race resource consent renewal.

Work would be undertaken to understand the current and future use of the Moroa and Longwood water races.

9.3 Action Items Report

Members discussed the items, noting further updates and further actions in relation to:

1. Action 68: To request the Board be kept updated on investigations to find a location for an emergency water tank in Greytown, E Stitt.
2. Action 69: To discuss with NZTA the removal of carparks adjacent to the town intersections with State Highway 2 (e.g. Hastwell, Wood, Jellicoe, Kuratawhiti) to improve sightlines, E Stitt.

GCB RESOLVED (GCB 2020/04) to receive the Action Items Report.

(Moved Cr Fox/Seconded Symes)

Carried

9.4 Income and Expenditure Report

GCB RESOLVED (GCB 2020/05):

1. To receive the Income and Expenditure Statement for the period 1 July 2018 – 30 June 2019.
2. To receive the Income and Expenditure Statement for the period 1 July 2019 – 31 December 2019.

(Moved Gray/Seconded Symes)

Carried

GCB NOTED:

Action 70: Confirm the status of the outstanding 'Trees in the Cemetery (if watering issues resolved)' commitment and report back to the next community board meeting, G Gray.

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.

9.5 Applications for Financial Assistance

GCB RESOLVED (GCB 2020/06):

1. To receive the Application for Financial Assistance Report.
(Moved Gray/Seconded Symes) Carried
2. To grant Steffen Kreft and William Connor \$500 to support the performance of the object theatre piece "The Quiet Living of Lost Things."
(Moved Cr Fox/Seconded Symes) Carried

9.6 Naming of New Roads

GCB RESOLVED (GCB 2020/07):

1. To receive the Naming of New Roads Report.
(Moved Cr Fox/Seconded Symes) Carried
2. To approve the Suggested Greytown New Road Names List for new names in Appendix 1.
3. To note that where a new road name is selected from the preapproved list, approval will be deemed to have been given for use of that name in the Greytown Ward.
4. To note that Maori family names will still need approval from the Maori Standing Committee before use.
(Moved Cr Fox/Seconded Symes) Carried

9.7 Community Funding Arrangements Proposal

GCB RESOLVED (GCB 2020/08):

1. To receive the Community Funding Arrangements Proposal Report.
(Moved Gray/Seconded Cr Fox) Carried
2. To agree that officers contact Greytown Trails Trust to confirm their willingness to enter into a funding agreement and prepare a Memorandum of Understanding for consideration by the Board.
(Moved Cr Fox/Seconded Symes) Carried
3. To agree that a joint funding agreement be entered with Wairarapa Maths Association and all three Community Boards to be finalised at the next meeting after all three Boards have discussed this proposal.
(Moved Symes/Seconded Gray) Carried
4. To agree to consider entering into a funding partnership agreement with community organisations that the Community Board supports on an ongoing basis.
(Moved Rainford/Seconded Cr Fox) 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.

9.8 Community Board Terms of Reference

GCB RESOLVED (GCB 2020/09):

1. To receive the Community Board Terms of Reference Report
(*Moved Cr Fox/Seconded Gray*) Carried
2. To recommend to Council the adoption of the Community Board Terms of Reference, subject to further clarification surrounding the Civic Awards delegation and clarification on whether 'the Council' under 'Raising Concerns' refers to SWDC staff or elected members.
(*Moved Symes/Seconded Gray*) Carried

10. NOTICES OF MOTION

There were no notices of motion.

11. CHAIRPERSON REPORT

Mrs Rainford outlined items as detailed in the Chairperson's Report.

Members discussed arrangements and publicity for the upcoming public Annual Plan workshop and the use of Instagram for publicity.

Mrs Rainford updated members on key matters discussed at the Stella Bull Park Users Group meeting relating to gravel extraction, lighting, the donation of a Kowhai Tree and requests made to investigate an extra picnic table, labelling trees and a bronze plaque for the cabbage tree. Gray undertook to contact the Tree Advisory Group for advice on where the Kowhai Tree could be planted.

GCB NOTED:

Action 71: Liaise with the Menz Shed on costings for an extra picnic table in the East of Stella Bull Park and present this back to the next Greytown Community Board meeting, G Gray.

Action 72: Liaise with Amy Wharram, Communications Manager of SWDC, on the use of Instagram for Greytown Community Board publicity, A Clouston.

GCB RESOLVED (GCB 2020/10):

1. To receive the Chairperson Report
(*Moved Symes/Seconded Cr Fox*) Carried
2. To agree that the Community Board organise a public workshop on Wednesday 26th February at 7.00 pm in the Town Centre to discuss what residents see as important in the 2020 Annual Plan. We will also be available on Saturday 29th February 10.00am -1.00pm outside the Town Centre for the public to come and discuss any further issues regarding the Plan.
3. To agree that the Community Board meet with students from Kuranui College at 12.35pm on Monday 24th February to establish what they want to see in the 2020 Annual Plan.
4. To agree in principle to organise Christmas festivities but defer a decision on the specific event pending further discussion.
5. To agree that the Community Board begin initial consultations with Papawai Marae and the Heritage Trust to see whether they would like us to provide

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.

suitable main road signage regarding Papawai Marae, and if so, what this signage should say.

- 6. To note that with the election of our 4th Community Board member we will be able to make appointments to the town’s diverse committees.
- 7. To approve that \$50 be granted to the Greytown Information Centre for administration costs.
- 8. To approve the cost of \$70 for flowers sent to Cr Plimmer.

(Moved Symes/Seconded Cr Fox)

Carried

12. MEMBER REPORTS (INFORMATION)

Ms Symes spoke to matters in her member report and acknowledged the work of previous incumbents.

Ms Symes spoke on matters relating to community engagement, raising community awareness, outreach into rural communities and the value of meeting with the other Community Boards.

Ms Symes requested a job description for the liaison role which could be discussed with WREMO. Ms Symes also sought clarification on the Community Board Terms of Reference in terms of the role of Community Boards in interacting with WREMO.

The Greytown Community Board may want to be involved in the upcoming Neighbours Day celebrations running from 27 March - 5 April 2020.

GCB RESOLVED (GCB 2020/11) to receive the Member Report.

(Moved Cr Fox/Seconded Rainford)

Carried

13. CORRESPONDENCE

There was no correspondence.

The meeting closed at 8.58pm.

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

13 MAY 2020

AGENDA ITEM 10.1

ELECTION OF DEPUTY CHAIR OF GREYTOWN COMMUNITY BOARD 2019-2022 TRIENNIUM

Purpose of Report

This report sets out the process for electing the Deputy Chair of the Greytown Community Board in the event that there is more than one nomination for the position, under the provisions of the Local Government Act 2002.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Election of Deputy Chair of the Greytown Community Board 2019-2022 Triennium Report.*
2. *Elects a Deputy Chair using system A as outlined in clause 25 of Schedule 7 of the Local Government Act 2002 for the election of the Boards' Deputy Chair for the 2019-2022 triennium; the Chairperson will call for nominations.*

1. Background

Section 54(2) of the Local Government Act 2002 (the Act) says that "Part 1 of Schedule 7 (excluding clauses 15 and 33 to 36) applies to community boards, with all necessary modifications as if they were local authorities". This being so, then clause 17 applies which requires one member to be elected as the deputy chairperson in accordance with clause 25. Clause 25 sets out the voting systems that apply to the election of the deputy chairperson.

2. Issues and Options

2.1 Issues

Under the provisions of the Act a community board must determine by resolution that a person be elected or appointed by a system of voting being either System A or System B as outlined in clause 25 of Schedule 7 of the Act (see Appendix 1 for details of both systems).

On 30 October 2019 at the first meeting of the triennium, the Greytown Community Board resolved to adopt voting system A for the election of the Board's Chair and Deputy Chair for the 2019-2022 triennium. (GCB2019/52). However, the Board

resolved to hold over the election of a deputy chair until after the Greytown Community Board 2020 by-election (GCB2019/53). Now that the Board's final member has been elected, the Board should use system A to elect a Deputy Chairperson as has already been resolved.

2.2 Option 1 – System A

Under System A, a candidate is successful if he or she receives the votes of the majority of the members of the community board present and voting. If no candidate is successful in the first round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded. If no candidate is successful in the second round there is a third and if necessary subsequent round of voting from which each time the candidate with the fewest number of votes in the previous round is excluded until a candidate is successful. In any round of voting if two or more candidates tie for the lowest number of votes the person to be excluded from the next round is resolved by lot.

2.3 Option 2 – System B

System B is first past the post except that a tie for the most votes is resolved by lot.

3. Considerations

3.1 Policy considerations

There are no policy considerations.

3.2 Legal considerations

There are no additional legal considerations.

3.3 Financial considerations

There are no financial considerations.

4. Significance and Engagement

4.1 Degree of significance

As this is a process mandated through legislation the decision has a low level of significance under Council policy.

4.2 Publicity

There will be community interest in the community board decisions so a media release will be prepared.

5. Appendices

Appendix 1 – Clause 25, Schedule 7, Local Government Act 2002

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Acting Policy and Governance Manager

**Appendix 1 – Clause 25, Schedule 7,
Local Government Act 2002**

EXTRACT FROM LEGISLATION, LOCAL GOVERNMENT ACT 2002

25 Voting systems for certain appointments

(1) This clause applies to—

- (a) the election or appointment of the chairperson and deputy chairperson of a regional council; and
- (b) the election or appointment of the deputy mayor; and
- (c) the election or appointment of the chairperson and deputy chairperson of a committee; and
- (d) the election or appointment of a representative of a local authority.

(2) If this clause applies, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:

- (a) the voting system in subclause (3) (**system A**):
- (b) the voting system in subclause (4) (**system B**).

(3) **System A**—

- (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
- (b) has the following characteristics:

- (i) there is a first round of voting for all candidates; and
- (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

(4) **System B**—

- (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
- (b) has the following characteristics:
 - (i) there is only 1 round of voting; and
 - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

Clause 37, Schedule 7

- (1) A community board must have a chairperson
- (2) Clause 25 applies to the election of chairpersons of community boards

AGENDA ITEM 10.2

ESTABLISHMENT OF AND APPOINTMENTS TO COMMITTEES

Purpose of Report

To provide the Community Board with information on establishing committees/user groups and other appointments.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Establishment of and Appointments to Committees Report.*
2. *Consider the need to make appointments to community groups.*
3. *Establish a partnership relationship with the Tree Advisory Group and appoint a Greytown Community Board member as a liaison.*

1. Background

Schedule 7 of the Local Government Act 2002 (LGA) provides for local authorities to hold the meetings that are necessary for the good government of the region or district (clause 19); to appoint the committees, subcommittees and other subordinate decision-making bodies that it considers appropriate, including joint committees with other local authorities (clause 30); and to appoint or discharge any member of a committee or subcommittee (clause 31). Clause 30 (7) discharges all committees (unless otherwise resolved) at the end of every triennium.

Section 54(2) of the LGA says that “Part 1 of Schedule 7 (excluding clauses 15 and 33 to 36) applies to community boards, with all necessary modifications as if they were local authorities”. This being so, then clauses 30 and 31 apply to the appointment of committees and subordinate decision-making bodies of the community board.

The Council’s Standing Orders recognise that a local authority can convene an advisory group, such as a working party or forum, which is not a committee or subcommittee for the purposes of providing advice or information. Standing Orders do not apply to such advisory groups and such groups do not make decisions.

2. 2016-2019 Triennium Decisions

2.1 Appointments Made in the 2016-2019 Triennium

The following GCB appointments were made in the last triennium. The Greytown Community Board (GCB) should investigate whether the group is still operational and if so whether an elected member appointment, or elected member liaison is required.

For the purposes of this report, an appointment is an elected member who becomes a member of the group appointed to, attends meetings of the group, and represents the interests of the Community Board at meetings. A written member report back to Community Board meetings is required of any appointment.

A liaison is not a member of a group, but will keep abreast of the group's interests, issues and concerns by regular contact with the Chair of the group.

Group	Position Description	Group Status/requirement for representation 19-22
WREMO and civil defence management	Community Board liaison (one)	Shelley Symes appointed as lead liaison and Cr Fox appointed in a supporting role.
Greytown Information Centre	Community Board liaison (one)	Unknown
Greytown Wheels Park Steering Group	Community Board representatives (three)	Unknown
Papawai Stream Care Group	Community Board representatives (one)	Unknown
Greytown Heritage Trust	Community Board liaison (one)	Unknown
Greytown Sports Facilities Taskforce	NA	Now Greytown Sport and Recreation Advisory Group, representation not required by Community Board
Greytown Wastewater Treatment Community Liaison Group	Community Board representative (one)	Representation required. The Board will be asked to make an appointment at a later date.
Waiohine Floodplain Management Advisory Committee	NA	Representation not required by Community Board
Arbor House Trust Board	NA	Board no longer exists
Community Safety and Resilience Working Party	NA	Not reconstituted

2.2 Tree Advisory Group

In the last triennium the GCB resolved to establish the Tree Advisory Group as a subordinate decision-making body and one community board member was appointed. An agreement between the Tree Advisory Group and the GCB was established and the Tree Advisory Group provided a regular update to GCB meetings.

2.3 Chair Representation on Council Committees

In addition to the above, the Chair represented the GCB on the Annual Plan/Long Term Plan Working Party, the Assets and Services Committee and the Planning and Regulatory Committee as per the membership specifications in the TOR documents.

3. Establishment of User Groups and Appointments 2019-2022

3.1 Cobblestones Trust Board

On the 20 November 2019, Mayor Beijen advised Council that the Cobblestones Trust Board member appointment would be delegated to the GCB as part of expanding the community board profile and role of the community board within their local communities. Due to extenuating circumstances due to changes in funding arrangements announced from Greytown Trust Lands Trust, Council has recommended to Cobblestones Trust that an independent party, Mr Alan Percy, be appointed to the Board to represent Council's interests and provide regular reports to Council.

Mr Percy is the managing director of Treeline Timber Services Ltd, and is a Greytown resident interested in the long-term sustainability and viability of Cobblestones Museum.

No appointment recommendation is required from Greytown Community Board at this time.

3.2 Tree Advisory Group (TAG)

Officers consider that the Tree Advisory Group should not be considered a subordinate decision-making group of the GCB, but a community group in its own right that can act independently of the GCB. The TAG exists in its own right. Officers consider that the TAG and GCB had a partnership relationship in the last triennium and recommend that this is continued.

An agreement between the Tree Advisory Group and the GCB was established in the last triennium, and officers have provided amendment suggestions to the agreement to better reflect the relationship (refer Appendix 1). The agreement between the two entities could be described as a partnership. The partnership has benefited Greytown and the wider community as TAG have advocated for the protection of trees and provided specialist advice to the GCB and Council. TAG successfully advocated for a notable trees review. A partnership relationship would not require the GCB to accept all recommendations and views put forward by the TAG. Should the GCB choose to enter into a partnership agreement with TAG it is invited to review the agreement in consultation with TAG.

The options for the 19/22 triennium are to:

Options	Advantages	Disadvantages
Create a partnership with the Tree Advisory Group	<p>GCB can advocate to Council on projects and issues on behalf of the TAG.</p> <p>Council officers are confident of a course of action for the community where the GCB are advocating on behalf of the TAG.</p> <p>Acknowledges the importance of trees to Greytown.</p> <p>A mutually beneficial relationship is fostered on behalf of the community,</p>	<p>The public may perceive the actions and opinions of TAG are endorsed by the GCB, despite TAG's ability to advocate and act independently from the GCB.</p>

Options	Advantages	Disadvantages
	responsibilities of each can be outlined in a MOU.	
Do not enter a partnership agreement with the Tree Advisory Group	TAG free to act without approval from the GCB, they are a community group and can advocate and act independently on matters within their scope of interest. Differing opinions have no reflection on the GCB.	TAG and GCB present opposing views to Council officers resulting in a course of action that does not satisfy all parties. The benefits of creating a partnership are not realised.

3.3 Chair Representation

The chair is invited to review meeting agenda for the following committees, and if items of interest are to be discussed, to attend and participate in debate. The chair is not a member of these committees and does not have voting rights.

Group	Position Description
Assets and Services Committee	Community Board Chair
Planning and Regulatory Committee	Community Board Chair

Agenda documents and meeting invitations will not automatically be sent to the chair. Chairs are encouraged to subscribe to the agenda and minutes pages for these committees to receive update notifications.

3.4 Community Leads

The Greytown Community Board has signalled interest in assigning members to take the lead on particular areas such as youth, Maori, social media, beautification projects etc. The Greytown Community Board could either resolve to appoint members to lead specific roles or these roles could be specified through developing and approving a strategic plan for the 2019-2022 triennium. An example strategic plan from the Martinborough Community Board for the 2016-2019 triennium is available [here](#).

4. Legal Considerations

The words 'committee' and 'subcommittee' have a legal definition under the LGA and LGOIMA.

If the Board determines that there is a need for a committee to be established, then the Board should resolve to create this committee. External appointments should be made in accordance with schedule 7, clause 30 of the LGA. External members may be appointed by the Community Board and appoint members, *'if in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee'*.

Committees must be public meetings that meet legal notification requirements.

5. Financial Considerations

There are no financial considerations unless the Board creates a committee.

There would be an administration overhead across the governance team that is currently not resourced to provide services to a committee as required by LGOIMA and the LGA and meetings would need to be open to the public and advertised.

6. Appendices

Appendix 1 – Memorandum of Understanding between Greytown Community Board and Tree Advisory Group

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

**Appendix 1 – Memorandum of
Understanding Greytown Community
Board and Tree Advisory Group**

**Terms of Reference for the Memorandum of Understanding
between the Greytown Community Board and Greytown Tree
Advisory Group**

Name:	THE GREYTOWN TREE ADVISORY GROUP
Purpose:	<p>The Greytown Tree Advisory Group is <u>a community group that aims to increase public awareness about the important contribution of trees to Greytown’s history and heritage. This Memorandum of Understanding (MoU) recognises that Greytown Community Board has a partnership with the Tree Advisory Group which is a mutually beneficial relationship fostered on behalf of the community. -an advisory group to Greytown Community Board which works with the Greytown Community Board.</u></p> <p>It’s aim is to increase public awareness about the important contribution of trees to Greytown’s history and heritage.</p>
Goals:	<ul style="list-style-type: none"> - Recognise and recommend individual heritage trees or groups of trees of significance for inclusion in the schedule of natural and historic heritage sites - To educate the community about the benefits and significance of our trees - To retain and protect these trees as part of Greytown’s heritage - To advocate for the protection of Greytown’s trees - To work with the Friends of O’Connor’s Bush to advocate for the protection and positive management of this reserve
Activities of the T A G Include:	<ul style="list-style-type: none"> - Advice to the Greytown Community Board about matters pertaining to all significant trees of Greytown - Tree planting - Public education about the importance of trees - Arbor Day planning - Maintain a list of trees which could be recommended for protection in the Combined District Plan - Liaise with interested groups and stakeholders - Assist-Provide input into with the management plans of Greytown’s Reserves
Points of contact	Katie Abbott and Jez Partridge
The points of contact will:	<ul style="list-style-type: none"> - Work with the Community Board and members of the Tree Advisory Group to identify priorities for the Tree Advisory Group for the coming year - Provide regular <u>reports-updates</u> to meetings of the Greytown Community Board - Provide feedback to the Community Board prior to the Annual Plan Process - Ensure members of the Group know where responsibility for decision-making lies in relation to different projects <i>[i.e. Decisions made by Council, decisions delegated to the Community Board or decisions delegated to Council Officers]</i> <u>and work with the appropriate decision-making body on the projects that fall within their delegation</u>

<p>The Community Board will:</p>	<ul style="list-style-type: none"> - Seek the views of the Tree Advisory Group when preparing a strategic or annual plan submission - Maintain an overview <u>Keep up to date with</u> of the work of the Tree Advisory Group to ensure it is <u>work programmes are</u> aligned with the Community Board's and Council's strategic and operational objectives - Appoint a Community Board member to liaise with the Greytown Tree Advisory Group - Work with TAG with the planning of activities that promote Arbor Day heritage and history - Work with TAG as required regarding trees in and around Greytown - Advocate for the protection of trees in the Greytown Ward
<p>Review:</p>	<p>This agreement will be reviewed at the first full meeting of the Greytown Community Board in each Triennium, to ensure it continues to be relevant and it is up to date</p>
<p>Signed on behalf of The Greytown TAG</p>	
<p>Signed on behalf of the Greytown Community Board:</p>	
<p>Date:</p>	<p>7 July 2017</p>

AGENDA ITEM 10.3

INCOME AND EXPENDITURE REPORT

Purpose of Report

To present the Community Board with the most recent Income and Expenditure Statements.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Income and Expenditure Statement for the period 1 July 2019 – 31 March 2020.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2019 – 31 March 2020 is attached in Appendix 1.

The Income and Expenditure Statement for 1 July 2018– 30 June 2019 is attached in Appendix 2.

The Chair may ask Council officers for comment and all members may ask the Council officers for clarification and information through the Chair.

2. Appendices

Appendix 1 - Income and Expenditure Statement for 1 July 2019 – 31 March 2020

Appendix 2 - Income and Expenditure Statement for 1 July 2018 – 30 June 2019

Prepared By: Charly Clarke, Senior Financial Accountant

Reviewed By: Katrina Neems, Chief Financial Officer

Appendix 1 – Income and Expenditure Statement for

1 July 2019 – 31 March 2020

Greytown Community Board
Income & Expenditure for the Period Ended 31 March 2020

Income

Annual Plan 2019/20 allocation	28,053.00
Total Income 2019/20	28,053.00

Expenditure

Members' Salaries	9,024.44
Mileage reimbursements	557.08
Total Personnel Costs	9,581.52

General Expenses

1/10/2019 Aimee Clouston	Student Member	100.00
	Return flights to Dunedin	
16/10/2019 House of Travel	- Ann Rainford	586.08
3/12/2019 Sundry expenses ex payroll		189.57
5/11/2019 Office Max	Stationary	7.80
30/11/2019 Lamb-Peters Print	Kuranui Arts Exhibition A5 flyers	118.00
7/01/2020 Sundry expenses ex payroll		41.74
18/02/2020 He Putiputi	Flowers - Alistair Plimmer	60.87
20/02/20 Grand Illusions	GCB 2019/63	200.00
16/04/20 Aimee Clouston	Student Member	100.00
Total General Expenses		1,404.06

Grants

2/09/2019 Carterton Commu	Recycled & denailed totara boards	486.96
9/09/2019 Friends of Cobblestones	Pioneer Village Day Oct	500.00
20/09/2019 Greytown Early Years	Outdoor double slide	500.00
30/09/2019 Greytown Rugby Club	Financial assistance	500.00
4/10/2019 Greytown Bowling Club	2 x lighter weight bowling balls	500.00
4/10/2019 South Wairarapa	Greytown Xmas Parade contribution	1,500.00
5/09/2019 Greytown Trails	Maintenance of rail trail	1,000.00
6/01/2020 Greytown Little Theatre	Fernside Garden open day	500.00
7/01/2020 Wairarapa & Sou	Costs of running programme	500.00
3/04/2020 Mr S Kreft	Costs 'The Quiet Living of Lost Things'	500.00
Total Grants		6,486.96

Capital Expenditure

Total Capital Expenditure	-
----------------------------------	---

Total Expenditure	17,472.54
--------------------------	------------------

Net Surplus/(Deficit) Year to Date	10,580.46
---	------------------

LESS: Committed Funds

Salaries to 30 June 2020	7,241.56
Mileage to 30 June 2020	(57.08)
Members computing consumables 2018 & 2019	200.00
13/05/2015 Remove old welcome to Greytown signs	1,000.00
22/11/2017 Promotion and support of the hub and civil defence initiatives	906.76
06/06/2018	
13/03/2019 Printing and distribution of leaflets - Kuranui IT project \$250+\$400	383.00
13/03/2019 Printing of flyers for community event Original commitment \$500	207.00
28/08/2019 Produce four Arbor Day Banners	2,000.00
11/12/2019 CB member to keep NZ beautiful conference	530.92
11/12/2019 Neighbourhood Support- Replacement Flag	-
11/12/2019 Honorarium pmt to student rep (Per meeting)	250.00
19/02/2020 Greytown Info centre for Admin costs	50.00
Total Commitments	12,712.16

Current Year Surplus/(Deficit)	(2,131.70)
---------------------------------------	-------------------

PLUS: Balance Carried forward from previous year	9,475.80
---	-----------------

TOTAL FUNDS AVAILABLE	7,344.10
------------------------------	-----------------

Greytown Community Board

Beautification Fund for the Period Ended 31 March 2020

Income

Annual Plan 2019/20 allocation	10,710.00
Total Income 2019/20	10,710.00

Expenditure

4/07/2019 AP Norfolk Road Nu Plants for Friends of O'Connors Bush GTN	173.04
1/11/2019 AP Farmlands GTN Main St Barrells	107.78
29/2/2020 AP S H Davis Water, plant, maintain GTN Wine Barrells	2,004.40
Total Capital Expenditure - Beautification	2,285.22

Total Expenditure

2,285.22

Net Surplus/(Deficit) Year to Date

8,424.78

LESS: Committed Funds

10/10/2018 Greytown Tennis Club paint for volley board	169.00
21/11/2018 Dog park programme including gates	2,000.00
2/05/2019 New signage cemetery/Soldiers' Memorial Park/playground	139.13
2/05/2019 Barrel maintenance etc: \$700+486.08+2860+2000 = Total \$6046.08	4,633.97
5/06/2019 Trees in the cemetery (if watering issue resolved)	7,150.00
Design, printing & installation signs at	
28/08/2019 Papawai Marae and Papawai Cemetery	4,000.00
11/12/2019 Installation & removal of Xmas decorations town centre	200.00
Total Commitments	18,292.10

Current Year Surplus/(Deficit)

(9,867.32)

PLUS: Balance Carried forward from previous year

31,084.25

TOTAL FUNDS AVAILABLE

21,216.93

**Appendix 2 - Income and Expenditure
Statement for**

1 July 2018 – 30 June 2019

Greytown Community Board
Income & Expenditure For the Period Ended 30 JUNE 2019

INCOME		
	Balance 1 July 2018	16,050.73
	Annual Plan 2018/19	27,639.00
	TOTAL INCOME	43,689.73
EXPENDITURE		
	Members' Salaries	15,031.30
	Mileage reimbursements	757.44
	Total Personnel Costs	15,788.74
30/06/2018	AP Lamb-Peters Pri GCB 500 x A5 flyers IT support Kuranui	157.00
23/08/2018	AP Local Governmen CBEC levy for 2018/19	216.66
	Student Representative L O,Connell/Aimee Clouston	350.00
	Computer Consumables	100.00
24/10/2018	AP OfficeMax New Z Stationery and supplies	7.76
18/12/2018	Comm Board GL corrections gtn barrels Apr-Jun	510.00
18/12/2018	Comm Board GL corrections Gtn barrels Jul-Sept	510.00
29/12/2018	AP Grand Illusions Xmas decorations new lights	410.00
16/01/2019	AP Greytown Early Barrels Oct, Nov & Dec 2018	510.00
27/12/2018	AP Lamb-Peters Pri Stickers for dog bag poles	86.00
31/01/2019	AP Lamb-Peters Pri GCB 1600xKuranui IT Flyers - A4 1 side	315.00
31/01/2019	AP NZ Community Bo CB conference 2019 A Rainford	656.52
28/02/2019	AP OneSource Limit GCB Street flags	843.00
25/03/2019	GL Correction PA neilson deliver IT pamphlets Corr	55.00
14/04/2019	AP The Devon Hotel GTN CB 19 Conference A Rainford	540.60
24/04/2019	AP Lamb-Peters Pri Celebrate Greytown Flyers	293.00
6/05/2019	AP Greytown Early Maintenance of GTN Main St Barrells	510.00
10/05/2019	AP Nirvana Interio Oversized Clock	260.00
27/05/2019	AP Mark's Signs 15 x Pickup after your Pet signs	675.00
28/05/2019	AP He Putiputi Lim Flowers - Margaret Craig	100.00
30/05/2019	AP The Sign Factor 3000mm x 1000mm Digitally Printed PVC Ba	322.28
5/06/2019	exp x wages MAY CB Conf exp A Rainford	98.00
5/06/2019	GCB coding corxn Satellite Design Flag artwork	198.81
10/06/2019	AP P A Neilson Delivry 1100 Circulars to GTN households	55.00
30/05/2019	AP The Sign Factor 3000mm x 1000mm Digitally Printed PVC Ba	275.00
31/05/2019	AP Power Services Flag Installation	262.00
2/07/2019	exp x wages JUNE	64.78
26/06/2019	AP Lamb-Peters Pri June Grapevine Advertising GTN Com Board	160.00
	Total General Expenses	8,541.41
25/07/2018	AP Greytown Trails - promoting Rail Trail 2018	1,000.00
25/07/2018	AP Greytown Lions - Trishaw cycle/equip 2018	500.00
30/07/2018	AP Greytown Menz Shed	500.00
30/08/2018	AP Life Education Trust - Deliver life skills to schools in region	500.00
30/08/2018	AP Citizens Advice Recognition of good service in Gtn ward	200.00
31/08/2018	AP Greytown Rugby - First aid Kit	380.00
7/09/2018	AP Arbor House - to assist chest freezer moving costs	500.00
27/11/2018	AP Scout Associati GCB grant Gtn resident - lluminate	250.00
28/11/2018	AP Greytown Early GCB grant purchase construction & story	500.00
20/12/2018	AP South Wairarapa Xmas parade grant GCB	1,000.00
18/01/2019	Returned Grant - Scouts	-250.00
31/01/2019	AP Friends of Cobb Grant-costs of running carols at Cobbles	500.00
0/01/1900	AP Cobblestone Tru GCB grant to assist operating costs Muse	1,000.00
22/02/2019	AP Greytown Lawn T Resolution GCB 2018/68 - paint for Volle	169.00
12/03/2019	AP Greytown Plunke GCB grant assist childres even day March	200.00
20/03/2019	Wairarapa Rape and Sexual Abuse Collective: say no to rape campaign	200.00
31/03/2019	AP Wharekaka Trust GCB 2019 - Assistance with Meals on Whee	434.78
20/05/2019	AP Alzheimers Wair 2019 Community Grant Annual op costs	500.00
16/05/2019	AP Hooper N GCB Grant - May 2019	500.00
12/06/2019	AP Greytown School Grant Bike Track Project	500.00
	AP Maths Wairarapa Running Matharapa Competition	300.00
30/06/2019	AP Greytown Little Grant for running after school classes	500.00
	Total Grants	9,883.78
	TOTAL EXPENDITURE	34,213.93
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	9,475.80
LESS: COMMITMENTS		
	Salaries to 30 June 2019	1,153.70
	Mileage to 30 June 2019	-257.44
	Members computing consumables 2018 & 2019	200.00
13/05/2015	Remove old welcome to Greytown signs	1,000.00
22/11/2017	Promotion and support of the hub and civil defence initiatives to promote public awareness	906.76
06/06/18,		
13/03/19	Printing and distribution of leaflets - Kuranui IT project \$250+\$400	438.00
21/11/2018	Conference accommodation, food, petrol costs up to (overspend-SM)	-61.70
21/11/2018	Advertising for meetings December/January for Public consultations for AP submissions	800.00
13/03/2019	Printing of flyers for community event Original commitment \$500	207.00
2/05/2019	Greytown Bowling Club - 2 lighter weight regulation balls	500.00
5/06/2019	Student representative \$50 per meeting until end of triennium - A Clouston	100.00
5/06/2019	Rotary for organising 2019 Greytown Xmas parade	1,500.00
	Total Commitments	6,486.32
	BALANCE TO CARRY FORWARD	2,989.48

Greytown Community Board**Beautification fund For the Period Ended 30 JUNE 2019**

	Balance 1 July 2018	28,468.62
	Annual Plan 2018/19	10,710.00
	TOTAL INCOME	39,178.62
30/08/2018	AP Greytown Croque Plants for estab green boundary	750.00
4/09/2018	AP Design Warehouse Teak 3 seater memory Jan Eagle (Stella B	751.39
10/12/2018	AP Greytown Anglic Notable gum tree funds for St Lukes	2000.00
31/01/2019	AP Greytown Herita GL jnl correction	3000.00
14/05/2019	AP Farmlands Potting Mix & Fertiliser	1208.57
21/05/2019	AP S H Davis GTN Main Street Barrels	120.00
21/05/2019	AP Satellite Desig Greytown Cemetary/ Soldiers Mem Park	300.00
7/06/2019	GCB xfr from Amenities for barrels	-2000.00
	GCB coding corxn Satellite Design cemetery signage	310.87
31/05/2019	AP Satellite Desig Greytown Cemetery/ Soldiers Mem Park	150.00
19/06/2019	AP Mr P J Bennett Construct and install new signage	1420.00
14/05/2019	AP Farmlands Potting Mix & Fertiliser	83.54
	Total Beautification	8,094.37
	TOTAL EXPENDITURE	8,094.37
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	31,084.25
	<u>LESS: COMMITMENTS</u>	
	Bench Plaque	-21.68
10/10/2018	Greytown Tennis Club paint for volley board	169.00
21/11/2018	Dog park programme including gates	2,000.00
2/05/2019	New Signage Cemetery/Soldiers' Memorial Park/Playground	139.13
2/05/2019	Barrel Maintenance etc: \$700+486.08+2860+2000 = Total \$6046.08	4,633.97
5/06/2019	Friends of O'Connor's Bush for plants from Norfolk Road Nursery	200.00
5/06/2019	Trees in the Cemetery (if watering issue resolved)	7,150.00
	Total Commitments	14,270.42
	BALANCE TO CARRY FORWARD	16,813.83

AGENDA ITEM 10.4

APPLICATIONS FOR FINANCIAL ASSISTANCE

Purpose of Report

To present the Community Board with applications received requesting financial assistance.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Applications for Financial Assistance Report.*
2. *Consider the application from Greytown Football Club for funding of \$500 to assist with the costs of purchasing three match balls for each of its team for this years' season.*
3. *Consider the application from Kuranui College for funding of \$500 to assist with the costs of first aid, safety and purchasing ball and bag equipment.*
4. *Consider the application from Greytown Tree Advisory Group for funding of \$2,000 to contribute to the costs of a structural brace for the St Luke's Gum Tree.*
5. *Consider the application from Greytown Tree Advisory Group and O'Connor's Bush Working Group for funding of \$1,450.14 to cover the costs of trees and planting materials for Arbor Day.*
6. *Consider the application from Greytown Menz Shed for funding of \$1,266 to contribute towards to cost of completing the establishment of a dust extraction system and associated housing.*

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget.

The applications received are summarised in the below table. Applications will be provided to members in confidence.

Applicant	Amount Requested
Greytown Football Club	\$500
Kuranui College	\$500
Greytown Tree Advisory Group	\$2,000

Greytown Tree Advisory Group and O'Connor's Bush Working Group	\$1,450.14
Greytown Menz Shed	\$1,266

The applications from Greytown Football Club and Kuranui College were submitted to your April meeting which was cancelled. These applicants have been contacted to confirm if they would like the application to be considered at this meeting in light of COVID-19 or whether the application needs to be withdrawn or amended. Both organisations have confirmed the application can be presented as originally submitted.

1. Criteria

The criteria of the grant are:

To be eligible, applications must be from non-profit organisations for an essential social service or a recreational, cultural, educational or sporting purpose located or operating in the Greytown Ward of the South Wairarapa District. Grants are considered throughout the year.

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations which will be fully accountable for any grants they receive, have relevance to the Community and do not qualify for Creative Communities New Zealand funding.
2. Successful applicants are required to expend grants received within six months of payment being made. A request must be made, should an extension of time be needed.
3. An accountability in report form (form will be supplied), together with evidence of the expenditure of a grant received (copies of invoices or receipts) is required within three months of a grant being expended.
4. The maximum grant will be \$500 unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants)

2. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Greytown Football Club	No outstanding accountability form
Kuranui College	No outstanding accountability form
Greytown Tree Advisory Group	No outstanding accountability form
Greytown Tree Advisory Group and O'Connor's Bush Working Group	No outstanding accountability form
Greytown Menz Shed	No outstanding accountability form

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

AGENDA ITEM 10.5

COMMUNITY FUNDING AGREEMENTS

Purpose of Report

To present draft funding partnership agreements with Greytown Trails Trust and Wairarapa Maths Association for consideration by the Board.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Community Funding Agreements Report.*
2. *To approve the funding partnership agreement with Wairarapa Maths Association.*
3. *To approve the funding partnership agreement with Greytown Trails Trust.*

1. Background

Community Boards are provided with an annual budget which may be used to support non-profit organisations benefitting the community through the provision of a community board grant.

Some organisations have applied to the Greytown Community Board each year for the same purpose, which the Community Board has chosen to support. On 19 February 2020, the Board was presented with a proposal to enter into a funding partnership agreement with community organisations that the Community Board supports on an ongoing basis. From a review of all grants over the past five years, two organisations were identified as strong candidates – Greytown Trails Trust and Wairarapa Maths Association.

2. Discussion

On 19 February 2020, the Board agreed to enter a joint funding agreement with all three boards and Wairarapa Maths Association to be finalised at the next meeting after all three boards have discussed the proposal.

The Martinborough and Featherston Community Boards both agreed that a draft joint funding MoU be presented for their consideration.

The Board also agreed that a Memorandum of Understanding (MoU) be prepared with Greytown Trails Trust for the Boards consideration, subject to confirmation from Greytown Trails Trust of their willingness to enter such an agreement (GCB 2020/08).

Greytown Trails Trust confirmed their willingness to enter into such an agreement by email on 18 March 2020.

2.2 Proposed terms of partnership agreements

Wairarapa Maths Association

The proposed agreement with Wairarapa Maths is a grant of \$900 each year (\$300 to be paid from each board) to assist with the costs of the annual Wairarapa Maths competition. The value of the grant from 2015 to 2017 was \$200, increasing to \$300 in 2018 and 2019. The draft agreement is presented in Appendix 1.

Greytown Trails Trust

The proposed agreement with Greytown Trails Trust is for a grant of \$1,000 per year to assist with costs of maintaining and promoting the Greytown Rail Trail. The draft agreement is presented in Appendix 2.

The proposed grant value is consistent with the grant that has been approved year-on-year from 2015 to 2019. We note this amount exceeds the maximum grant of \$500 as specified in the grant criteria, although the current criteria allows for a higher amount where special circumstances are considered to exist.

The proposed term of both agreements is to the end of the 2019-2022 triennium. This gives the newly elected board the opportunity to review the arrangements and decide whether the agreements are still fit for purpose.

The proposed agreements require an accountability form to be completed within three months of the funds being expended. In the case of Wairarapa Maths Association it is proposed they may submit a joint accountability form to all three boards.

2.1 Options

The Board may either approve the draft agreements as they are presented or provide feedback and suggestions for further changes.

2.2 Legal implications

The draft agreements formalise this arrangement through a written Memorandum of Understanding (MoU). The terms of the MoU set out that the relationship between the parties should not be construed as creating a legal relationship or partnership or joint venture.

The proposed agreement recommends both parties agree this is an ongoing relationship for the term of the triennium and any disputes would be worked through in good faith.

2.3 Financial Considerations

The grants would be funded from the Community Board budget and show as a commitment in the Income and Expenditure Statements.

2.4 Consultation

Greytown Trails Trust and Wairarapa Maths Association has reviewed the draft agreements.

The draft agreement with Wairarapa Maths is a combined agreement between all three community boards. Martinborough and Featherston Community Boards will be presented with the draft agreement for consideration at their next meetings.

3. Conclusion

The Board is asked to review the draft agreements, provide feedback or approve the agreements as presented.

4. Appendices

Appendix 1 – Draft agreement with Wairarapa Maths Association

Appendix 2 – Draft agreement with Greytown Trails Trust

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Acting Policy and Governance Manager

Appendix 1 – Draft agreement with Wairarapa Maths Association



**GREYTOWN
COMMUNITY BOARD**
Kia Reretahi Tātau



**FEATHERSTON
COMMUNITY BOARD**
Kia Reretahi Tātau



**MARTINBOROUGH
COMMUNITY BOARD**
Kia Reretahi Tātau

AGREEMENT FOR THE PARTNERSHIP

DRAFT

BETWEEN

SWDC COMMUNITY BOARDS

AND

WAIRARAPA MATHS ASSOCIATION

1 MAY 2020

PARTNERSHIP AGREEMENT

**Between: Greytown Community Board, Featherston Community Board and
Martinborough Community Board (SWDC Community Boards)**

And: Wairarapa Maths Association (WMA)

Terms of partnership agreement

1. Introduction

- 1.1. This Memorandum of Understanding acknowledges the partnership between the South Wairarapa District Council (SWDC) Community Boards (Greytown Community Board, Featherston Community Board and Martinborough Community Board) and Wairarapa Maths Association (WMA) and formalises their respective roles.
- 1.2. It provides the basis for an ongoing partnership between WMA and the SWDC Community Boards through to the end of the 2019-2022 triennium.
- 1.3. The SWDC Community Boards recognise that WMA may have separate accountabilities to other funders and sponsors for matters that are not covered in this agreement.
- 1.4. The parties to this agreement agree that the relationship between them should not be construed as creating a legal relationship of partnership or joint venture.

2. SWDC Community Board Responsibilities

- 2.1. SWDC Community Boards are provided with an annual budget which may be used to support non-profit organisations benefitting the local community through the provision of a community board grant.
- 2.2. Each Community Board assess applications and decides which organisations to fund in accordance with its own agreed criteria.
- 2.3. A community board grant of \$300.00 shall be paid by each of the three SWDC Community Boards to WMA annually, providing a collective grant of \$900.00 annually, on a multi-year basis to the end of the term in accordance with clause 4.1.
- 2.4. The money shall be paid to WMA annually in July following email notification from WMA that the event will be taking place and the proposed date of the event.

3. Wairarapa Maths Association Responsibilities

- 3.1. To provide an annual Maths competition for Wairarapa students in year 5 – year 10, with invitations to attend extend to all schools in the Greytown, Featherston and Martinborough wards.
- 3.2. To notify SWDC via email that the event will be taking place and the proposed date of the event.
- 3.3. To inform SWDC if the annual Maths competition does not go ahead.
- 3.4. To submit one grant accountability form within three months of the completion of each funded competition.

4. Term

- 4.1. The term of this MOU is to the end of the 2019-2022 triennium, unless terminated in accordance with clause 5.1.

5. Termination

- 5.1. Termination may occur by mutual agreement between the parties.
- 5.2. Both parties recognise this is an ongoing relationship and any disputes will be worked through in good faith.

Dated this _____ day of _____ 2020

Signed:

.....

ANN RAINFORD, CHAIR, GREYTOWN COMMUNITY BOARD

DRAFT

.....

MARK SHEPHERD, CHAIR, FEATHERSTON COMMUNITY BOARD

.....

MEL MAYNARD, CHAIR, MARTINBOROUGH COMMUNITY BOARD

.....

MIKE VAN WOERKOM, for and on behalf of

WAIRARAPA MATHS ASSOCIATION

Appendix 2 – Draft agreement with Greytown Trails Trust



**GREYTOWN
COMMUNITY BOARD**
Kia Reretahi Tātau

AGREEMENT FOR THE PARTNERSHIP

DRAFT

BETWEEN

GREYTOWN COMMUNITY BOARD

AND

GREYTOWN TRAILS TRUST

1 MAY 2020

PARTNERSHIP AGREEMENT

Between: Greytown Community Board

And: Greytown Trails Trust

Terms of partnership agreement

1. Introduction

- 1.1. This Memorandum of Understanding acknowledges the partnership between Greytown Community Board and Greytown Trails Trust and formalises their respective roles.
- 1.2. It provides the basis for an ongoing partnership between Greytown Trails Trust and the Greytown Community Board through to the end of the 2019-2022 triennium.
- 1.3. The Greytown Community Board recognise that Greytown Trails Trust may have separate accountabilities to other funders and sponsors for matters that are not covered in this agreement.
- 1.4. The parties to this agreement agree that the relationship between them should not be construed as creating a legal relationship of partnership or joint venture.

2. Greytown Community Board Responsibilities

- 2.1. Greytown Community Board is provided with an annual budget which may be used to support non-profit organisations benefitting the local community through the provision of a community board grant.
- 2.2. The Greytown Community Board assesses applications and decides which organisations to fund in accordance with its own agreed criteria.
- 2.3. A community board grant of \$1,000.00 shall be paid by the Greytown Community Board to Greytown Trails Trust annually, on a multi-year basis to the end of the term in accordance with clause 4.1.
- 2.4. The money shall be paid to Greytown Trails Trust annually in August following email notification from Greytown Trails Trust that the maintenance and promotion of the rail trail is planned to occur.

3. Greytown Trails Trust Responsibilities

- 3.1. To maintain and promote the rail trail from Greytown to Woodside.
- 3.2. To notify SWDC via email that maintenance and promotion of the rail trail is planned to occur.
- 3.3. To inform SWDC if the maintenance and promotion of the rail trail does not occur.
- 3.4. To submit a grant accountability form within three months of the funds being expended.

4. Term

- 4.1. The term of this MOU is to the end of the 2019-2022 triennium, unless terminated in accordance with clause 5.1.

5. Termination

- 5.1. Termination may occur by mutual agreement between the parties.
- 5.2. Both parties recognise this is an ongoing relationship and any disputes will be worked through in good faith.

DRAFT

Dated this _____ day of _____ 2020

Signed:

.....

ANN RAINFORD, CHAIR, GREYTOWN COMMUNITY BOARD

DRAFT

.....

**DOUG FERGUSON, for and on behalf of
GREYTOWN TRAILS TRUST**

AGENDA ITEM 10.6

COMMUNITY BOARD TERMS OF REFERENCE

Purpose of Report

For community boards to review the revised Community Board Terms of Reference (TOR) and recommend to Council its adoption.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Community Board Terms of Reference Report.*
2. *To recommend to Council the adoption of the Community Board Terms of Reference.*

1. Executive Summary

Mayor Beijen has stated a desire to review community board delegations with a view to enhancing these delegations. Section 32 (6) of the Local Government Act 2002 states that *“a territorial authority must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.”*

In February, the community boards were asked to review the Community Board TOR, particularly the revised delegations, and recommend adoption to Council. During this review further clarification and some minor amendments were requested by the Boards before proceeding with making a recommendation to Council. The proposed TOR have been revised to reflect this feedback. Community boards are now being asked to review the changes and recommend to Council the adoption.

2. Discussion

The proposed Community Board TOR are included in Appendix 1. The proposed TOR include the power to make decisions with respect to the naming of roads; discretionary and beautification funding. Following feedback from community boards the civic awards power has been removed from the proposed TOR as while it is intended Community Boards will have involved in civic awards, officers need to undertake further work before specifying the delegation. Community Boards will be involved in reviewing the process once this work has been progressed.

The scope of the power to make recommendations about the beautification or development of reserves, amenities and main streets has been extended out from urban reserves and urban amenities to all reserves and amenities following feedback from the community boards. The delegation specifies that consultation with officers is necessary to ensure that statutory requirements and Council policies and plans are considered.

The revised proposed TOR also clarifies who the 'Council' is under 'Raising Concerns' as clarification was sought whether this referred to SWDC staff or elected members. The TOR have also been amended to clarify the role of Community Boards in interacting with WREMO.

2.1 Options

The Community Board may either adopt the TOR as it is presented or provide feedback and suggestions for further changes.

2.2 Legal Implications

In considering this report Council and community boards are complying with s32(6) of the LGA 2002.

The proposed delegations to the community boards are powers that may be delegated by Council.

2.3 Financial Considerations

Financial considerations in relation to civic awards will be worked through with community boards once officers have progressed work that allows the delegation to be specified. There are no other financial implications.

2.4 Existing Policy

The Naming of Public and Private Roads and Rights of Way Policy will need to be amended to reflect the proposed delegations.

The Pain Farm Estate Policy is incorrectly titled 'Pain Farm Trust Lands Income Distribution Policy' and is due for review. The TOR includes the proposed new title of the Policy.

2.5 Council Committee TOR Review

It is expected that Council committee TOR documents will be reviewed after the adoption of a new annual plan document. SWDC committees have recommendation powers only which is appropriate given legacy projects approved by a former Council. Recommendation powers will remain in place until the current Council has adopted a new Annual Plan.

3. Conclusion

Community boards are asked to consider the delegations as proposed, provided feedback and a recommendation to Council to adopt the TOR.

4. Appendices

Appendix 1 – Community Board Terms of Reference

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Karen Yates, Policy and Governance Manager

Appendix 1 – Community Board Terms of Reference

TERMS OF REFERENCE FOR SOUTH WAIRARAPA DISTRICT COUNCIL COMMUNITY BOARDS

1. Purpose

To outline the roles, responsibilities, and expectations for the South Wairarapa district community boards.

2. Overview

Community boards provide an important conduit between the Council and the community. To do this they must engage with their communities of interest and put in place mechanisms and protocols to ensure the regular exchange of information with the Council and the broader community.

Community boards can help set the strategic direction for their communities. They provide core local representation and work in partnership with the community.

One of the key differences between the Council and a community board is that a community board advocates for its specific community while the Council must balance the needs of and make decisions in the interest of the whole district.

Community board members are elected under the Local Electoral Act 2001 or appointed by the local authority under that same Act. A community board is not a committee of the relevant territorial authority.

2.1 Definition of a Community

Each community board represents their corresponding ward. This includes the town and the rural area within that ward. A map of the ward boundaries is included as Appendix One.

2.2 Working with Community Groups

There are many people who are interested in the Council reserves and amenities in their area. These people often want to form or be part of community groups to provide ideas and do work on those assets. Community boards play an important role in identifying how a community group can best contribute to the management of a reserve and amenity. Suggestions on working with community groups are in Appendix Three.

3. Role

The purpose of local government is to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future.

Community boards are a key component of local government in the South Wairarapa and have a role in contributing to and supporting that purpose. Community boards are also a way for local government to help achieve its other purpose which is to enable democratic local decision-making and action by, and on behalf of, communities.

The specific role of a community board as outlined in the Local Government Act Pt 4, 52 a to f is to:

- represent, and act as an advocate for, the interests of its community; and
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- maintain an overview of services provided by the territorial authority within the community; and
- prepare an annual submission to the territorial authority for expenditure within the community; and
- communicate with community organisations and special interest groups within the community; and
- undertake any other responsibilities that are delegated to it by the territorial authority.

Community board chairs, and in some cases community board members, will be members of other council committees as determined by the Mayor or Council.

4. Delegations

South Wairarapa community boards have the following powers of recommendation:

- To consult with officers and make recommendations to the Assets and Services Committee on beautification or development matters relating to ~~urban~~ reserves, ~~urban~~ amenities and town main streets.
- To make recommendations to Council on the governance of the Pain Farm Estate, and on the distribution of income from the Pain Farm Estate in accordance with the Pain Farm Estate Policy (Martinborough Community Board only).

South Wairarapa community boards have the following powers of delegations:

- The delegation to name and to alter the name of any road (including private roads and rights of way) under section 319A of the Local Government Act 1974 and in accordance with Council policy
- The delegation for discretionary spend on projects and community grants.
- The delegation for determination of priorities for town beautification and expenditure of the town beautification fund.

Commented [SC-CA1]: The current Policy is titled 'Pain Farm Trust Lands Income Distribution Policy' and needs renaming as Pain Farm is not a Trust. The proposed name would allow the policy to be developed to cover both the farm and the dwellings, governance and income distribution. This work is due to be undertaken, and to avoid rework of this TOR it is recommended that the new Policy title be included here.

• ~~To run a ward based civic awards application and ceremony process~~

Commented [SD2]: It is intended that Community Boards will have involvement in Civic Awards but officers need to undertake further work on Civic Awards before specifying the delegation. Community Boards will be involved in reviewing the process once this work has been progressed.

To ensure the appropriate process is followed for approval of projects that fall within those delegations, contact will be through the community board Chairs to the Chief Executive Officer.

5. Responsibilities

A community board's role is mainly advocacy, but it also has powers to make some decisions about issues within its boundaries. Community boards can make submissions to Council and other statutory agencies. They control local funds for making grants to individuals and groups for community purposes.

South Wairarapa community boards have some responsibilities and delegations relating to urban reserves, urban amenities, and town main streets and have a key role to play with the community groups associated with those reserves and amenities.

Community boards can also advocate and be involved in matters outside of Council responsibilities. They can provide a point of contact for people seeking to improve and support their community and may identify and support community development projects.

6. Fulfilling the Roles and Responsibilities

The Terms of Reference does not prescribe the mechanisms and protocols for the community boards fulfilling their roles and responsibilities. It is up to each community board to determine how they can best achieve meaningful engagement with the community and the Council. It will vary depending on the specific matter that is being considered and the decisions that are being made. Some ideas are provided in Appendix Two.

7. Accountability and Reporting

- A chairperson may provide recommendations and reports to meetings as per standing orders.
- There is an opportunity for a community board member (normally the chair) to provide an update to Council on community board matters at all ordinary Council meetings. This report may be written or verbal.

8. Raising Concerns

Where a person has a concern about whether the community board is acting in accordance with its Terms of Reference they should raise the matter with the community board in the first instance. If they feel their concerns have not been addressed, they should raise the matter with the Chief Executive if it is a management matter or the Mayor if it is a governance matter.

9. Operating Model

9.1 Meetings

9.1.1. Membership

- Four ward members elected by the community.
- Two councillors appointed by the Council.

9.1.2. Chairperson

An elected member elected by community board members.

9.1.3. Quorum

Three members will constitute a quorum.

9.1.4. Timing and Frequency

6-weekly, dates as per an adopted schedule of meetings. Extraordinary meetings may be held on occasions.

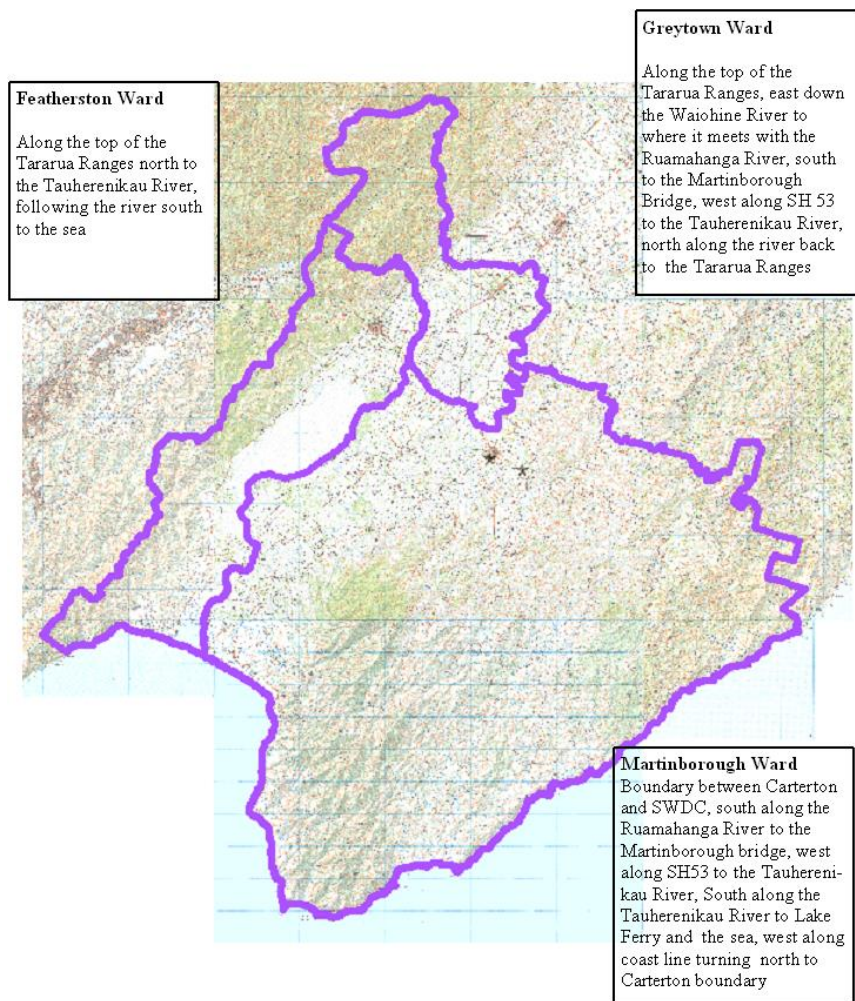
9.1.5. Meeting Order

Conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

9.1.6. Secretariat

The Chief Executive will provide secretariat services for all formally notified meetings.

APPENDIX ONE – WARD BOUNDARIES



APPENDIX TWO – HOW COMMUNITY BOARDS CAN FULFIL THEIR ROLES AND RESPONSIBILITIES

1. Engagement – Communicate, Collaborate, Coordinate

To adequately fulfil the role community boards need to engage with their communities. Engagement is an ongoing and dynamic process. It is great to use existing networks and opportunities and is also important to identify and try and engage with the “silent majority” – people who usually don’t get involved in local matters or networks.

Community boards may wish to find ways to better represent and engage with youth in their communities. These people have the greatest stake in the future of the district but are often the most disaffected or disengaged from local government processes.

2. Working with Community Groups

Community boards have a key role to play with the community groups associated with Council reserves and amenities. They can help ensure that any work the community group does, supports the approved strategic and operational objectives for that reserve or amenity. Community boards can help connect people to relevant community groups. They may also identify where it is useful to consolidate several groups working on the same reserve to minimise any confusion or overlap.

3. Discretionary Spend

The community boards are allocated money each year for discretionary spending. The community Boards decide how this money is spent within the community. It may be spent on projects relating to Council reserves and amenities, on the main street, or on other matters.

4. Long Term Plan and Annual Plan Process

Community boards can identify the priorities for their community and prepare a submission to the Annual Plan process. Any submission made should be approved at a formal meeting of the community board before being submitted. The community board can maintain an interest in the progress of relevant projects that are included in the Annual Plan. community board Chairs will be members of the Long Term Plan/Annual Plan Working Party.

5. Community Strategic Plans and Town Centre Plans

Community boards may develop a strategic plan identifying priorities for the improvement of their community. The plan may include Council and non-Council related matters.

6. Responding to Operational Matters and Identifying Unplanned Works

If matters arise during the year in urban reserves or with urban amenities that need attention, the community board chair can identify these to Council officers. Where they are minor matters community board members should contact "Get it sorted" on the Council website.

For more significant issues that may require additional spending the community board should discuss the matter and agree at a meeting that the matter be referred to Council staff or Council (if appropriate). Council and/or staff will consider how the request can be balanced with other priorities or demands identified across the district and if there is sufficient budget to get the work done.

7. Civil Defence Emergency Management

Although there is no formal role for community boards in an emergency event, community board members may have useful knowledge about their community and existing networks, and may also be able to respond as individuals (if available) in the case of a natural disaster. ~~If community boards choose to take an active role w~~With regards to building resilience and preparedness in the community, community boards ~~may choose to~~ need to work alongside the Wellington Region Emergency Management Office (WREMO) to assist.

APPENDIX THREE – COMMUNITY BOARDS WORKING WITH COMMUNITY GROUPS

1. Working with Community Groups

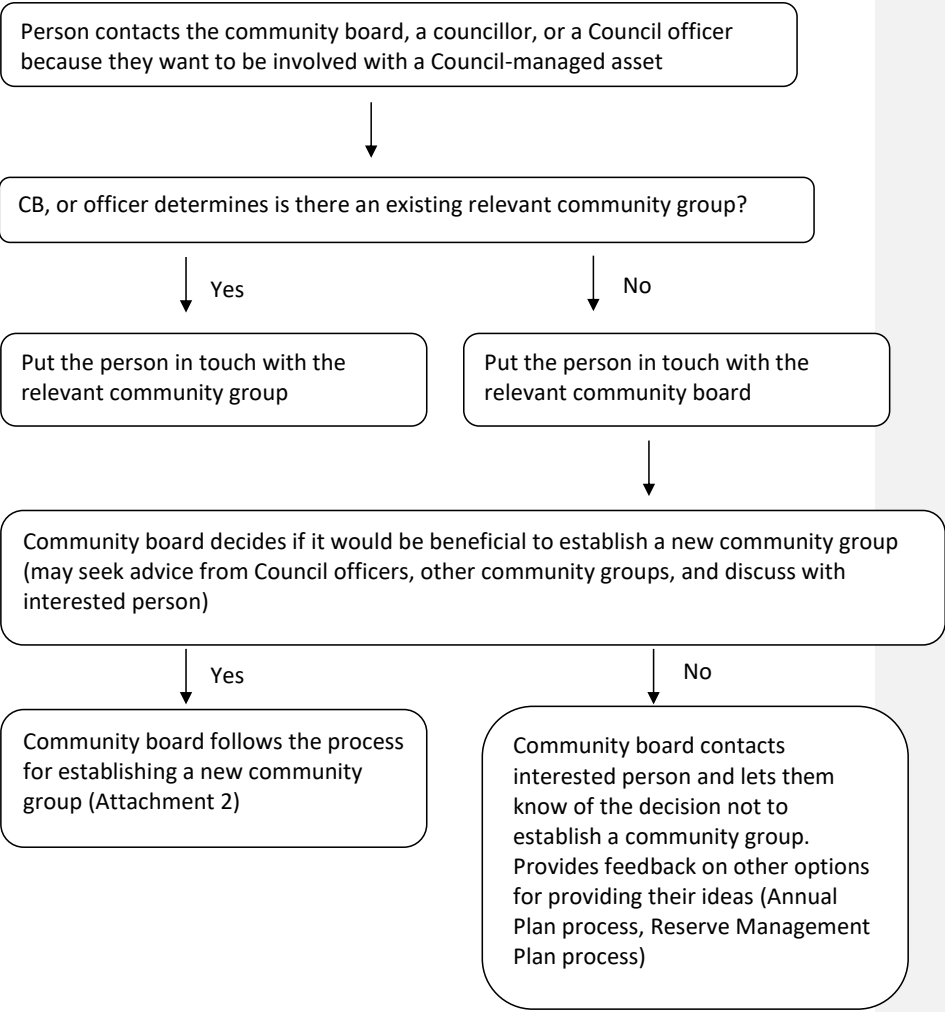
Below are some suggestions on how community boards and community groups can effectively work together. Generally, these suggestions relate to reserves and facilities owned and managed by the Council.

There are lots of people with enthusiasm, energy, and interest in Council reserves and amenities. Unclear working relationships can cause frustrations for community groups, elected representatives, and council officers.

Attachment 1 shows how people can make the most of the energy and enthusiasm of volunteers within the structure and requirements of local government. The steps are explained in more detail below.

Attachment 2 provides a basic term of reference for the community group and memorandum of understanding between the community group and the community board.

ATTACHMENT ONE – PROCESS FOR A PERSON WHO WANTS TO BE INVOLVED WITH A COUNCIL MANAGED ASSET



ATTACHMENT TWO – ESTABLISHING A NEW COMMUNITY GROUP OR CONSOLIDATING EXISTING COMMUNITY GROUPS

Once a community board has decided that a community group should be established for a Council-managed asset they should work through this form to make sure the key issues have been addressed. This form serves as a basic term of reference for the community group and memorandum of understanding between the community group and the community board. This copy of the form includes instructions for filling it in (shaded). A blank copy follows.

Name:	For consistency and to avoid any confusion, groups will be called “Friends of” or “.....working group” or “.....community group”. The term subcommittee, advisory committee or committee will be avoided.
Purpose:	Explain in a few sentences. It may include advocacy, engagement, on-the-ground works, expertise. Perhaps refer back to the community board’s strategic plan or specific reserve management or development plans. For example – To support the implementation of the Park development plan and
Point of contact:	Name, email address, postal address
The point of contact will:	<ul style="list-style-type: none"> - work with the community board and members of the community group to identify priorities for the community group for the coming year - provide a written update to the community board on progress on priorities at least once during and at the end of the year - provide feedback to the community board prior to the Annual Plan process - Welcome other members of the community to be part of the community group - Let members of the group know where responsibility for decision-making in relation to different projects. [For example there are some decisions that need to be made by Council, others that have been delegated to community boards, and some decisions that can be made by Council officers. It is important that these requirements are understood and implemented].
The Community Board will:	<ul style="list-style-type: none"> - Seek the views of the community group when preparing a strategic plan - Seek feedback from the community group prior to preparing their submission as part of the Annual Plan process - Maintain an overview of the work of the community group to ensure it is aligned with the community board and Council’s strategic and operational objectives. [This does not mean CB members will need to have a permanent representative on the group or attend every working bee] - Provide advice and guidance to the group about Council processes, delegated responsibilities, and any other relevant requirements. [Community board members will direct the community group to or will seek advice from staff for answers to any operational requirements]

Adopted: 10 August 2011
Review: August 2021

10

A/1200

Review:	This agreement will be reviewed every two years to ensure it continues to be relevant and it is up to date.
Signed on behalf of the community group:	
Signed on behalf of the Community Board:	

*Adopted: 10 August 2011
Review: August 2021*

**ESTABLISHING A NEW COMMUNITY GROUP OR
CONSOLIDATING EXISTING COMMUNITY GROUPS
FORM**

Name:	
Purpose:	
Point of contact:	
The point of contact will:	
The Community Board will:	
Review:	
Signed on behalf of the community group:	
Signed on behalf of the Community Board:	

*Adopted: 10 August 2011
Review: August 2021*

12

A/1200

AGENDA ITEM 12.1

CHAIRPERSON REPORT

Recommendations

The chairperson recommends that the Community Board:

1. *Receive the information.*
2. *Accept the following suggestions regarding Papawai and Tauherenikau Military Camps:*
 - a) *To request officers provide the Community Board landowner details for both sites*
 - b) *That members of the Community Board discuss the lay by proposal with affected landowners and the Featherston Community Board.*
 - c) *Request officers liaise with Transit NZ, and Greater Wellington Regional Council to determine the feasibility of a lay by at both sites; and*
 - d) *Provide a report the Community Board outlining the process for creating a lay by at both sites and associated costs, including pricing for appropriate sized signs advising motorists of the lay by to be created and erected.*
3. *Approve the Greytown Community Board submission to the Annual Plan 2020/21 (submission to be tabled)*
4. *Agree to provide feedback on the Greytown Community Board Annual Plan submission to Kuranui College,*
5. *Agree to meet with Kuranui College at least twice yearly and through Aimee Clouston encourage senior students to attend and report to the Community Board.*
6. *Approve the cost of \$400 to provide a marquee inscribed with the community board logo.*
7. *Note the report back of the Stella Bull Park meeting on 18 February 2020, including the agreed action points.*
8. *Approve that a sum of \$1,900 be approved from the beautification budget for the maintenance of the Main Street barrels April-September 2020.*

9. *Approve that a sum of \$4073 from the beautification budget be agreed to replace the flags on Main Street, Greytown.*
10. *Agree not to become a party to proceedings held by the Environmental Court relating to an appeal for an oak tree to remain on the list of scheduled trees for protection following a request from Greytown Tree Advisory Group.*

1. Papawai and Tauherenikau Military Camps

Following an initial meeting with Annabelle O’Leary Neil Francis and myself and the presentation by Neil Francis, I would like to recommend the following course of action:-

1. To request that Officers provide a report as to who owns the land on both sites
2. Then members of the Board discuss with both farmers
3. Providing they are amenable ask officers to liaise with Transit NZ and Regional Council to determine the feasibility of a lay bye at both sites.
4. Investigate the costs of signs for both sites.

2. Working with Youth

Given the highly successful meeting with Kuranui College and their contribution towards Greytown’s submission to the SWDC Annual Plan I would like to recommend that the GCB:-

1. Provide feedback to the College on Greytown Community Board’s Annual Plan submission
2. Approve the Greytown Community Board submission to the Annual Plan 2020/21 (to be tabled)
3. Hold a minimum of two meetings per year with senior students at the College
4. Through Aimee encourage senior students to attend and submit their ideas to the Community Board.

3. In order to increase contact with the public

Recommend that a sum of \$400 be set aside to provide a marquee inscribed with the Community Board logo.

4. Stella Bull Park Users Group

At the Greytown Community Board meeting on 19th February 2020 I provided a verbal report back from the Stella Bull Park Users Group Meeting on 18th February 2020. This report provides an update to the action items agreed at that meeting. The Community

Board would like to thank Bryce Neems (Amenities Manager of SWDC) for his report on the meeting and for his prompt action on the matters discussed.

Action items agreed at the meeting:

1. The painting of the Old Library (Last years list Completed)
2. The removal of the metal paths from the park walkways (Completed since the meeting)
3. The installation of two further taps in the centre garden and Orchard Park (Completed from last year's list)
4. Lift the branches of trees in Stella Bull so that on market days country market can place gazebos/stalls underneath (Completed since the meeting)
5. Car parking on market days (Since the meeting Bryce has discussed with Lois Pitt and the problem has been addressed)
6. The installation of a new rubbish bin at the East Street end of Stella Bull Park (Under action)
7. Extra picnic table (Graeme Grey is liaising with seating providers)
8. The lettering on the plaque on the Kouka sculpture has faded (this has been further investigated and considered it is not needed)
9. Additional street lighting in the park (Bryce to further following the approved plan for street lighting)
10. Permanent tree markers. Further discussion needed as to the type of markers required. Following contact with Ruth Evans it was agreed not to provide the markers this year.

5. Main Street Barrels

We are at a difficult period to recommend a yearly contract but given the history of the main street barrels and the successful planting and maintenance of the barrels last year suggest that we approve a sum of \$1900 to enable Steve Davies to fertilise, replant and maintain the High Street Barrels during April to September 2020. This sum would be approved from the beautification budget.

6. Main Street Flags

The flags on Greytown's Main Street are rotten and will need to be replaced urgently. Unfortunately traffic management costs have rocketed so the cost of replacement has greatly increased.

Flag costs \$873

Installation costs \$3,200

The full cost of replacement this year will be \$4,073.

The cost of installing flagtrax would be \$13,000 plus \$7,000 installation costs. In the past Council agreed to fund the installation costs for Martinborough. If we decided that we wanted to do this at a later date then we would need to put this in the Greytown submission to the SWDC Annual Plan.

I recommend that we agree the cost of \$4,073 to be taken from the Beautification Budget.

7. Environment Court Proceedings

GCB received a request from the Tree Advisory Group (TAG) to become a party to proceedings, by supporting TAG in opposing the appeal for Plan change 10 Wairarapa District Plan- notable tree register Harvey v South Wairarapa District Council. The appeal by Harvey is to remove an oak tree on his property. The oak tree is listed in the SWDC Trees Plan Change.

The appeal is already with the environmental court.

The cost to join the appeal proceedings is \$100.

GTAG are requesting that GCB give approval for TAG to join the Appeal proceedings and agree to reimburse the \$100 which is the cost of joining the proceedings. After advice from the mayor GCB were contacted by email or phone and asked if they wished to become a party to these proceedings. GCB were unanimous in stating that they did not wish to be involved in these proceedings at this late stage.

Ann Rainford
Chair
Greytown Community Board