



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

MARTINBOROUGH COMMUNITY BOARD

Agenda

NOTICE OF MEETING

An ordinary meeting will be held in the Council Chambers, 18 Kitchener Street, Martinborough on Thursday, 2 July 2020 at 7:00pm.

MEMBERSHIP OF THE COMMITTEE

Mel Maynard (Chair), Aidan Ellims, Nathan Fenwick, Michael Honey, Cr Pam Colenso and Cr Pip Maynard.

PUBLIC BUSINESS

- 1. EXTRAORDINARY BUSINESS:**
- 2. APOLOGIES:**
- 3. CONFLICTS OF INTEREST:**
- 4. ACKNOWLEDGEMENTS AND TRIBUTES:**
- 5. PUBLIC PARTICIPATION:**
 - 5.1 Allan Hogg of Martinborough Business Association speaking on matters of Martinborough business community CCTV surveillance cameras

6. ACTIONS FROM PUBLIC PARTICIPATION/PRESENTATIONS:

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.

7. COMMUNITY BOARD MINUTES:

- 7.1 Minutes for Approval: Minutes of the Martinborough Community Board meeting held on 21 May 2020. **Pages 1-5**

Proposed Resolution: *That the minutes of the Martinborough Community Board meeting held on 21 May 2020 be confirmed as a true and correct record.*

8. CHIEF EXECUTIVE AND STAFF REPORTS:

- 8.1 Pain Farm Maintenance Plan and Update Report **Pages 6-10**
- 8.2 Officers' Report **Pages 11-53**
- 8.3 Action Items Report **Pages 54-62**
- 8.4 Income and Expenditure Report **Pages 63-69**
- 8.5 Financial Assistance Report **Pages 70-71**

9. NOTICES OF MOTION:

- 9.1 None advised

10. CHAIRPERSON'S REPORT:

- 10.1 None advised

11. MEMBER REPORTS (INFORMATION):

- 11.1 None advised

12. CORRESPONDENCE:

- 12.1 None



Minutes – 21 May 2020

- Present:** Aidan Ellims, Nathan Fenwick, Michael Honey, Councillor Pam Colenso and Councillor Pip Maynard.
- In Attendance:** Mayor Alex Beijen, Euan Stitt (Group Manager Partnerships and Operations), Suzanne Clark and Steph Dorne (Committee Advisors).
- Conduct of Business:** Due to COVID-19 restrictions it was not possible for Martinborough Community Board to conduct this meeting with members and the public physically present. This meeting was held in accordance with clause 25B of Schedule 7 to the Local Government Act 2002 in accordance with clause 47A of the Local Government Official Information and Meetings Act 1987 and was conducted on 13 May 2020 between 7:00pm and 8.09pm.

1. EXTRAORDINARY BUSINESS

There was no extraordinary business.

2. APOLOGIES

MCB RESOLVED (MCB2020/12) to accept apologies from Mel Maynard and Harry Wilson.

(Moved Ellims/Seconded Cr Maynard)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

On behalf of Chair Mel Maynard, Councillor Maynard acknowledged and thanked the people of Martinborough for their community spirit and care for one another during the Covid-19 lockdown.

Mr Fenwick thanked WaiWaste Wairarapa and Ngāti Kahungunu for distributing food parcels to local families and people in need over the Covid-19 lockdown. Mr Fenwick also thanked local businesses and essential workers that kept the community going.

Mayor Alex Beijen paid tribute to Sandra Prince who had recently passed away and acknowledged the work she did within the Martinborough community.

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.

5. PUBLIC PARTICIPATION

There was no public participation

6. ACTIONS FROM PUBLIC PARTICIPATION

There were no actions from public participation

7. COMMUNITY BOARD MINUTES

7.1 Martinborough Community Board Minutes – 27 February 2020

MCB RESOLVED (MCB2020/13) that the minutes of the Martinborough Community Board meeting held on 27 February be confirmed as a true and correct record.

(Moved Cr Maynard/Seconded Fenwick) Carried

8. CHIEF EXECUTIVE AND STAFF REPORTS

8.1 Income and Expenditure Report

MCB RESOLVED (MCB2020/14) to receive the Income and Expenditure Statement for the period 1 July 2019 – 31 March 2020.

(Moved Cr Colenso/Seconded Fenwick) Carried

8.2 Financial Assistance Report

Mr Ellims provided an update on the applications that had come back to the Board for reconsideration.

Further information was provided by South Wairarapa Neighbourhood Support on the coordinator role and discussions were being had in relation to a service agreement across the whole of the district.

The purchase of uniforms by Martinborough Netball Club does not fit with the Pain Farm Trust Lands Incomes Distribution Policy as the funds are intended to be used for providing, equipping and maintaining sports facilities and a children's playground.

Members discussed the importance of supporting the girls netball team and weighed up how to support the team from a balance of the Martinborough Community Board and Pain Farm funds.

MCB RESOLVED (MCB2020/15):

1. To receive the Applications for Financial Assistance Report.
(Moved Fenwick/Seconded Cr Maynard) Carried
2. To grant South Wairarapa Neighbourhood Support funding of \$200 to assist with the costs of a new promotional flag and collateral
(Moved Cr Maynard/Seconded Fenwick) Carried
3. To grant Martinborough Netball Club funding of \$950 to support the purchase of uniform tops.
(Moved Cr Maynard/Seconded Honey) Carried

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MCB NOTED:

Action 172: To include in the letter advising Martinborough Netball Club of the outcome of their grant application that the grant of \$950 to support the purchase of uniform tops has been provided from the Martinborough Community Board but that funds from the Pain Farm are available for capital equipment if the club requests capital equipment in the future.

8.3 Community Funding Arrangements

Councillor Colenso noted the Martinborough Community Board has supported the Matharapa competition for a long time and it is a great event for children to take part in.

Members discussed that this type of arrangement provides security of funding and makes the process more efficient. It is something the Board would like to do for other groups in the long-term.

Mayor Beijen responded to a question on the timing of the event given the potential impact by Covid-19 restrictions.

MCB RESOLVED (MCB2020/16):

1. To receive the Community Funding Arrangements Report.
(Moved Fenwick/Seconded Cr Maynard) Carried
2. To approve the funding partnership agreement with Wairarapa Maths Association.
(Moved Cr Maynard/Seconded Cr Colenso) Carried

8.4 Community Board Terms of Reference

Mayor Beijen updated members that the Civic Awards delegation has been removed until the process has been clarified but the intention is that the Community Board will be involved.

Councillor Colenso requested an amendment to the membership of the Terms of Reference to include a youth representative to be appointed in an advocacy role with non-voting rights.

MCB RESOLVED (MCB2020/17):

1. To receive the Community Board Terms of Reference Report
2. To recommend to Council the adoption of the Community Board Terms of Reference subject to Greytown and Featherston Community Boards approving in retrospect the following amendment be added to the Terms of Reference under section 9.1.1 Membership: One youth representative may be appointed by the Community Board in an advocacy role with non-voting rights.
(Moved Cr Colenso/Seconded Fenwick) Carried

9. NOTICES OF MOTION

There were no notices of motion.

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10. CHAIRPERSONS REPORT

Members discussed removing the following sentence under Topic 8 Pain Farm of the draft Annual Plan submission: "All estimates for work to be done and receipts for work completed, must come through the MCB for approval, before being passed to Council for release of funds." This removal was made following advice from officers that neither the Pain Farm Policy or the Procuring Goods and Services Policy requires this so it would amend those policies outside of the proper process for review. The Pain Farm policy is due to be reviewed this year and necessary clarification could be incorporated during the review.

Mr Ellims provided an update on the outstanding maintenance work for Pain Farm and members noted good progress is being made.

Mr Ellims proposed additions to the Land Transport section of submission the including:

- The addition of metalling to the sentence "In particular, rural road grading maintenance *and metalling* to be completed promptly..."
- Martinborough Community Board feel that funds for replacing trees under the Emission Trading Scheme should have been set aside when the trees were felled by Council or the organisations who benefitted, therefore the burden of replacing those trees should not be on ratepayers in this term. As an alternative Martinborough Community Board would like funding to be sought from other alternatives, such as the One Billion Trees Scheme to replant these areas.
- Martinborough Community Board support the allocation of maintaining our urban trees and planting new ones but would like to utilise volunteers/Community Groups to plant them, rather than Contractors, so the value is maximised.
- Martinborough Community Board would like to work with Council and the Martinborough Business Association to lobby NZTA to progress replacement of the Waihenga bridge on SH53.

MCB RESOLVED (MCB2020/18):

1. To receive the Chairperson Report

(Moved Cr Maynard/Seconded Fenwick)

Carried

2. To approve the Martinborough Community Board's submission to the Council's Annual Plan 2020/21, subject to the changes discussed above under Topic 3 Land Transport and the removal of the following sentence under Topic 8 Pain Farm: "All estimates for work to be done and receipts for work completed, must come through the MCB for approval, before being passed to Council for release of funds."

(Moved Cr Maynard/Seconded Honey)

Carried

MCB NOTED:

Action 173: To provide a final version of the Martinborough Community Board Annual Plan Submission incorporating the amendments to the Land Transport and Pain Farm topics discussed, A Ellims.

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11. MEMBER REPORTS

There were no member reports.

12. CORRESPONDENCE

There was no correspondence.

The meeting closed at 8.09pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

DISCLAIMER

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MARTINBOROUGH COMMUNITY BOARD

2 JULY 2020

AGENDA ITEM 8.1

PAIN FARM MAINTENANCE PLAN AND UPDATE

Purpose of Report

To inform Martinborough Community Board of progress and the maintenance plan for the Pain Farm Estate.

Recommendations

Officers recommend that the Martinborough Community Board:

1. *Receive the Pain Farm Maintenance Plan and Update Report.*
2. *Approve additional costs estimated at \$12,100 to install Heat Pumps and Rangehoods in both the Homestead and Cottage.*

1. Executive Summary

Martinborough Community Board has asked officers to complete a maintenance programme for Pain farm homestead, cottage and surrounding land. This has been completed and is attached in Appendix 1.

The tenancies for both the Homestead and Cottage expired on 15th May 2020. An update on the current tenancies is provided.

In the September 2019 extraordinary meeting regarding Pain Farm, the Committee resolved that Council review the overhead cost allocation model for the Pain Farm and upon completion of this review Council consider crediting back overhead allocations for the last three years.

2. Discussion

2.1 Tenancies

The head tenants fixed-term tenancy expired on the 15th of May 2020 which left the main homestead empty. This enabled maintenance work to begin on the homestead.

At the same time, after discussion with the MCB a short fixed-term tenancy was established for 6 months with the existing tenant in the cottage to take into account the restrictions under Covid-19 and to give the tenant an opportunity to stay once the rent had been determined.

The tenant in the cottage has agreed to allow maintenance to continue at the cottage over this time.

2.2 Outstanding/under action maintenance

We now have full access to the main homestead and are endeavouring to get all maintenance up to a good standard as quickly as possible. We are completing the more urgent work first. There is minor work still required but this can be completed over a period of time, to allow the property to be tenanted as quickly as possible. The work will be completed in a tradesman-like manner, so no further issues occur.

The following is an update on outstanding maintenance for both the homestead and the cottage. Officers are continuing to actively work with contractors and tenants to ensure this work is completed as quickly as possible.

2.2.1. Homestead

- Sash windows have been serviced and ropes and locks replaced where required. On inspection there were more windows found to be unsatisfactory and in need of repair. The cost for remedying this will increase. Officers will update the Committee when final costs are available.
- Internal doors hardware replaced where needed, under action
- Internal painting, waiting on windows to be completed. Painter booked
- Electrical in bathroom made compliant, under action
- Outside lawns cut and general tidy up, under action
- Install heat pump/s and rangehood, quoted (refer recommendation)
- A working bee has been organised by Nathan Fenwick to tidy gardens and trees
- Carpets will be cleaned once all internal work has been completed

2.2.2. Cottage

- Electrical rewiring awaiting timeframe with electrician
- Painting internal and external. To be confirmed with tenant
- Install heat pump/rangehood in cottage (refer recommendation)

2.2.3. Heating

Under the Residential Tenancy Act the current heating is adequate in both buildings however the homestead is a large house to heat. The cottage also could have a separate heating option as a firewood source is difficult to maintain. Both buildings require rangehoods above the ovens. Estimates of costs are:

Heat pumps x 2 Homestead	\$8,000.00
Heat Pump x 1 Cottage	\$2,500.00
Rangehoods x 2	\$1,600.00

These would be additional costs over and above what has previously been indicated to the MCB.

2.3 Overhead cost allocation

Officers have been asked by the MCB to review the Corporate and In-house Professional Services cost allocations for Pain Farm.

The allocation model is reviewed every three years as part of the Long-Term Plan (LTP) refresh. The next ten-year LTP covers the period from 1st July 2021 to 30th June 2030. Council will be actively starting work on this from July 2020.

The cost allocation model is a complex review that requires officers to identify time spent working on each activity across all of council departments - the Pain Farm is one activity. Any changes to this cost centre will effect the overhead allocation to other cost centres. The majority of overheads occurs in Corporate Services. This covers secretarial, financial, and administrative time as well as an allocation of general office costs to cover stationery, equipment, and depreciation. A much lesser amount is for In-house Professional Services and this apportions officer time for property management of Pain Farm.

Once this review is completed a review will be initiated to recommend if all or part of the Corporate Services and In-house Professional Services costs from the last three years should be credited back to Pain Farm.

3. Recommendation

Officers recommend that one additional rangehood and two heat pumps be installed in the Homestead and one rangehood and one heat pump in the Cottage.

The additional cost for this is estimated at \$12,100.

4. Appendices

Appendix 1 – Pain Farm Annual Maintenance Plan

Contact Officer: Bryce Neems, Amenities & Solid Waste Manager

Reviewed By: Karen Yates, Policy and Governance Manager

Appendix 1 – Pain Farm Annual Maintenance Plan

Pain Farm Maintenance Schedule

The Main Pain Homestead and Pain Cottage

Item	Frequency	Month	Estimate	Contractor	Contact
Gutter Clear	Annual	July	400	Perry	027 4424 245
Smoke detector	3 months	Quarterly Inspection	0	Trish Drury SWDC	027 706 4432
Driveway Repairs	Bi Annual	July	400	Lee Malneek	021 274 6681
Tree Report	Bi Annual	July	500	Paperstreet	02102291586
Fire Place (3)	Annual	February	360	Brett Davis	027 308 9937
Heat Pumps (to be confirmed)	Annual	February	500	Lyn O'Brien	027 442 5022
House Inspection	3 months	TBC	0	Trish Drury SWDC	027 706 4432
Septic Tank Inspection	Bi Annual	November	300	Cotter & Stevens	06 306 9491
Carpet Clean	Bi Annual	November	400	Grant ChemDri	027 706 6491
House washdown	Bi Annual	May	1700	Washrite	022 161 9204
Exterior Painting	5 - 7 Years	March	N/A		
Roof Painting	5 - 7 Years	March	N/A		

Carpet Clean: Carpets should be cleaned prior to a new tenant moving in. When the tenant leaves as part of the Tenancy Agreement they should then clean them after they vacate the dwelling

Heat Pumps to be confirmed

Maintenance checks for both Homestead and the neighbouring cottage are to be done to together

AGENDA ITEM 8.2

OFFICERS' REPORT

Purpose of Report

To report to Community Boards on general activities.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Officers' Report.*

PLANNING AND ENVIRONMENT GROUP REPORT

1. Resource Management

1.1 Planning Summary

1.1.1. General

The Planning Team continues to receive a high number of consent applications, a range of planning enquiries, compliance matters and growing policy project work. Careful application assessment and consent decision making has continued through the months of the Covid 19 pandemic to ensure timely decisions and avoidance of application backlog which is pleasing.

1.1.2. South Wairarapa Spatial Plan

The Draft Spatial Plan Discussion Document looking out to 2050 was presented to Council on 15 May 2019. The integrated work saw the release of the Spatial Plan Discussion Document on 10 July, calling for feedback comments by 16 August. A total of 134 submissions were received in response to the Spatial Plan Discussion Document. An update and options approach on engagement for the South Wairarapa Spatial Plan was presented to Council on 18 March and more recently. A workshop is being scheduled to discuss the form and timeframes for the spatial plan, and taking into account the impact of Covid 19.

1.1.3. District Plan Review

The earlier work on this involved an officers' meeting late January at Carterton between MDC, Carterton District Council (CDC), SWDC and Boffa Miskell staff. Further meeting recently convened to progress this review and topics. Review to be in line with the government/MFE National Planning Standards for future District Plans. WCDP

became operative in 2011, required to be reviewed after 10 years. Review of a District Plan can take around 2 years. Recently, have called for expressions of interest, through manager Dave Gittings CDC. The CE of MDC sought that further expressions of interest for the review work be pursued. Of the ten consultancy firms that responded and put in applications to undertake the review, Boffa Miskell were clearly identified as the preferred provider to support the review of the WCDP.

1.1.4. Dark Sky

A report on the process for a council adopted plan change for review of the SWDC outdoor lighting rules to support a proposed dark sky reserve was presented to Council. Plan change to be based on approach used at Mackenzie DC. Further checking done on the extent of need to change outdoor lighting rules alongside advice from Carterton. Change to lighting on highways a focus, discussion with NZTA. A Memorandum of Understanding (MOU) on the proposed Dark Sky Reserve compiled for commitment by the three Wairarapa Council's. A recent visit by IDSS representatives from USA, and changes to outdoor lighting rules via a Council initiated plan change to the WCDP, by Perception Planning. Wairarapa Dark Sky Society are focused on their need to measure existing night light levels, funding, economic plan, preparing for certification. A draft of the Wairarapa International Dark Sky/Outdoor Artificial Lighting Plan Change has been compiled and is being reviewed for upcoming presentation to the Committee.

1.1.5. Review of Notable Trees Register

Public notification of the updated tree register was extended to 17th May 2019, to allow property owners identified as having listed trees overhanging their properties a chance to make submissions and for consultation on the Planning Maps. Total of 37 submissions were received, summary of the submissions done and was notified. Report done for independent commissioner hearing. Hearing was held in Greytown on 21 November. The Commissioner's decision on plan change to update register was reported to Council in early February 2020. The Commissioners recommendation was adopted and we are currently dealing with an appeal on the listing of one Oak tree.

1.1.6. Greytown Development Area

Following the decision and notification, the area is subject to an Environment Court appeal. Staff have worked with the two appellants to try and reach agreement on respective matters prior to an Environment Court hearing. The two appeals are both being mediated through two memorandums of understanding. One appeal resolved; other appeal awaits trustee signatures on agreement. This has avoided protracted time/related costs of appeal matters within the Environment Court.

1.1.7. Featherston Tiny Homes/Brookside RC

The application has involved multiple meetings. The applicant has been requested to provide further information on urban design and traffic assessment. Number of units proposed has lowered from 120 to approx. 100 dwellings. Once the further information has been independently peer reviewed, then there will be a decision on potential limited notification to surrounding neighbours in line with RMA practice. Applicant, Council planner, independent urban design reviewer meeting 24 Feb to assess this application.

2. Building Services

The building team has continued to field technical enquiries, receive new applications and produce building consent decisions pre and during the Covid 19 pandemic which has been a high level of consistent service delivery. This was together with the provision of ongoing site inspections services and technical checks. The recent procedures audit by IANZ identified a small number of procedure improvements which were updated and quickly resolved, and resulted in recent re-accreditation of our BCA, together with positive praise by the auditors.

3. Environmental Services

The Environmental Services team has provided helpful advice, support and decision making within the realms of food safety, alcohol, bylaws and dog control areas of work. It has been especially pleasing to see a high level of interest, uptake and positive feedback for the recently delivered training, provided through Council on Food Safety Plans to support operators of food premises. A brief presentation on animal control work has been compiled by Rick Mead for providing answers to recently raised questions, and for sharing knowledge on the scope of dog control work with Councillors.

3.1 Resource Management Act - District Plan

SERVICE LEVEL – Council has a Combined District Plan that proves certainty of land-use/environmental outcomes at the local and district levels.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	RESULT	COMMENT SOURCE AND ACTIONS TAKEN TO ACHIEVE TARGET
Ratepayers and residents' image of the closest town centre ranked "satisfied"	80%	89%	NRB 3 Yearly Survey October 2018 (2016: 87%)
The district plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)		-	Consultants have established data to be recorded and stored to enable effective reporting against AER's in WCDP. A final monitoring strategy is still to be completed.

3.2 Resource Management Act - Consents

SERVICE LEVEL – All resource consents will be processed efficiently.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Consent applications completed within statutory timeframes	100%	90%	Total 119/32
		91.9%	57/62 Land Use applications were completed within statutory timeframes. NCS
		88.5%	62/70 Subdivision applications were completed within statutory timeframes. NCS
		100%	8/8 permitted boundary activity applications were completed within statutory timeframes. NCS
		-	
s.223 certificates issued within 10 working days	100%	88.5%	47 of 52 s223 certificates were certified within statutory timeframes. NCS. Impacted by the departure of the Planning Manager and team transition from June to August 2019
s.224 certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	96%	51 out of 53 s224 certificates were certified. NCS.

3.3 Reserves Act – Management Plans

SERVICE LEVEL – Council has a reserve management plan programme.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Council maintains, and updates reserve management plans as required.	Yes	Yes	RMP's are generally current and appropriate. It is therefore not anticipated that any updates will be undertaken this year.

Six Months Trend		
from 1 st December 2019 to 31 st May 2020		
Item	No of applications completed within the time frame over the total number of applications	% of applications processed within time frames
Land use consents	36/38 within 20 working days	94%
Subdivision Consents	40/46 in 20 working days	86.9%
223 Certificates	29/29 in 10 working days	100%
224 Certificates	25/25 in 15 working days	100%

3.4 Local Government Act – LIM’s

SERVICE LEVEL – Land Information Memoranda: It is easy to purchase information on any property in the District.

RESOURCE MANAGEMENT KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
LIMs contain all relevant accurate information (no proven complaints)	100%	100%	G:\LIMs\LIMS PROCESSED 2019-2020
Standard LIMs are processed within 10 days	100%	99.5%	216/217 standard LIMs were completed G:\LIMs\LIMS PROCESSED 2019-2020

TYPE	YTD 1 ST JULY 2019 TO 31 ST MAY 2020	PREVIOUS YTD 1 ST JULY 2018 TO 31 ST MAY 2019	PERIOD 1 ST JAN 2020 TO 31 ST MAY 2020	PREVIOUS PERIOD 1 ST JAN 2019 TO 31 ST MAY 2019
Standard LIMs (Processed within 10 working days)	144	210	69	79
Urgent LIMs (Processed within 5 working)	73	43	35	22
Totals	217	253	94	101

Building Act - Consents and Enforcement

SERVICE LEVEL - Council certifies all consented work complies with the building code, ensuring our communities are safe. The Council processes, inspects, and certifies building work in my district.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Code Compliance Certificate applications are processed within 20 working days	100%	100%	NCS – 305 CCC’s were issued within 20WD YTD
Building consent applications are processed within 20 working days	100%	100%	NCS – 440 consents were issued within 20WD YTD
Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Next accreditation review due January 2022. Council was re-accredited in January 2020
BCA inspects new building works to ensure compliance with the BC issued for the work, Council audits BWOF’s and Swimming Pools	Yes	Yes	Building Consents Council inspects all new work to ensure compliance (May 2020 – 252 inspections) BWOF’s – Total 169 – average of 3 audits per month required, 0 audit carried out May Swimming Pools – Total 279 – average of 7 audits per month required. 2 audits carried out in May
Earthquake prone buildings reports received	100%	N/A	Under the new legislation, 248 buildings were identified as potentially Earthquake Prone Buildings (EPB). Of which 203 have now been eliminated as not being EPB.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
			Of the remaining buildings: 11 - still being assessed by SWDC 14 - identified as EPB 20 - require engineer assessment from owners

	<i>Dec 19</i>	<i>Jan 20</i>	<i>Feb 20</i>	<i>Mar 20</i>	<i>Apr 20</i>	<i>May 20</i>
Monthly Building Consents issued	23	27	24	34	39	39
Monthly CCC issued	31	21	24	31	4	16

Building Consents Processed

TYPE – JAN-MAY 2020	NUMBER	VALUE
Commercial (shops, restaurants, rest home – convalescence, restaurant /bar / cafeteria / tavern, motel, commercial building demolition - other commercial buildings)	17	\$10,974,734.00
Industrial (covered farm yards, building demolition, warehouse and/or storage, factory, processing plant, bottling plant, winery)	1	\$33,000.00
Residential (new dwellings, extensions and alterations, demolition of building, swimming and spa pools, sleep-outs, garages, relocations, heaters, solid fuel heaters).	181	\$15,844,313.00
Other (public facilities - schools, toilets, halls, swimming pools)	4	\$124,521.00
Totals	203	\$26,976,568.00

Environmental Health and Public Protection

Dog Control Act – Registration and Enforcement

SERVICE LEVEL – Dogs don't wander freely in the street or cause menace to humans or stock.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 visits	0	Letter to go out to schools. Adult education is being organised for at "risk groups" who work out in public spaces such as Council staff/ contractors, meter readers etc.
Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	98.5%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 136/137 (unable to locate owner at the time)
Complaints about dog attacks on persons, animals or stock are responded to within 1 hour	100%	100%	25/25

INCIDENTS REPORTED FOR PERIOD 1 JAN 2020 TO 31 MAY 2020	FEATHERSTON	GREYTOWN	MARTINBOROUGH
Attack on Pets	1	-	-
Attack on Person	-	2	3
Attack on Stock	2	-	-
Barking and whining	3	5	1
Lost Dogs	2	1	2
Found Dogs	2	1	2
Rushing Aggressive	3	4	2
Wandering	24	7	10
Welfare	-	-	-
Fouling	-	-	-
Uncontrolled (off leash urban)	2	1	1

	<i>Dec 19</i>	<i>Jan 20</i>	<i>Feb 20</i>	<i>Mar 20</i>	<i>Apr 20</i>	<i>May 20</i>
Nuisance dogs	11	17	17	18	11	12
Attended to within 4 hours	11	17	18	18	11	12
Attack totals	3	0	3	2	3	0
Attacks attended within 4 hours	3	0	3	2	3	0

Public Places Bylaw 2012 - Stock Control

SERVICE LEVEL – Stock don't wander on roads, farmers are aware of their responsibilities.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Stock causing a traffic hazard is responded to within 1 hour	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 20/20
In cases where multiple stock escapes (more than 1 occasion) have occurred from a property taking compliance or enforcement or prosecution action against the property owner	100%	-	No incidents
Council responds to complaints regarding animals within 48 hours.	100%	100%	K:\resource\Bylaw Officers\Registers\AC Service Requests.xls 13/13

INCIDENTS REPORTED	TOTAL FOR PERIOD 1 JAN 2020 TO 31 MAY 2020
Stock	14

Resource Management Act – afterhours Noise Control

SERVICE LEVEL – The Council will respond when I need some help with noise control.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
% of calls received by Council that have been responded to within 1.5 hours	100%	98.8%	K:\resource\Health\Resource Management\Noise Control Complaints 165/167 attended within timeframe

AFTER HOURS NOISE CONTROL COMPLAINTS RECEIVED	YTD 1 JULY 2019 TO 31MAY 2020	PREVIOUS YTD 1 JULY 2018 TO 31MAY 2019	PERIOD 1 JAN 2020 TO 31 MAY 2020	PREVIOUS PERIOD 1 JAN 2019 TO 31 MAY 2019
Total	167	104	84	50

	<i>Dec 19</i>	<i>Jan 20</i>	<i>Feb 20</i>	<i>Mar 20</i>	<i>Apr 20</i>	<i>May 20</i>
Calls	9	8	28	27	7	14
Attended to within 1.5 hours	100%	100%	100%	100%	100%	100%

Sale and Supply of Alcohol Act - Licensing

SERVICE LEVEL – The supply of alcohol is controlled by promoting responsible drinking.

	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises are inspected as part of licence renewals or applications for new licences.	100%	78.7% YTD	<p>MAGIQ data. All premises inspected at new or renewal application stage (48/61*).</p> <p>*Number of inspections completed or licences coming up for renewal within the YTD period.</p> <p>For this reporting period (Jan to May) 10 premises are expected to have been completed to align with the 2019/20 target.</p> <p>We have undertaken 12 in this period</p> <p>Total number of licences is subject to change month by month as new businesses open and existing premises close.</p>
Premises that are high risk are inspected annually, while low or medium risk premises are audited no less than once every three years.	100%	85.7% YTD	<p>MAGIQ data. There are no high risk premises in the district. Low and medium risk premises are inspected every 3 years as part of the renewal process. There are currently 35 low and medium licenses due for renewal or new inspections in this financial year.</p> <p>For this reporting period (Jan to May) 6 premises are expected to have been completed. We have undertaken 12 premises inspections.</p> <p>As at 31 May 20, 30 inspections have been done YTD.</p> <p>Total number of licenses is subject to change month by month as new businesses open and existing premises close. 30/35</p>
Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement.	100%	100%	<p>1 Controlled purchase Operation has been undertaken this year. All premises in SWDC were compliant</p> <p>10 Compliance inspections undertaken at 10 licensed premises</p>

ALCOHOL LICENCE APPLICATIONS PROCESSED	YTD 1 JULY 2019 TO 31 MAY 2020	PREVIOUS YTD 1 JULY 2018 TO 31 MAY 2019	PERIOD 1 JAN 2020 TO 31 MAY 2020	PREVIOUS PERIOD 1 JAN 2019 TO 31 MAY 2019
On Licence	29	15	10	6
Off Licence	37	18	12	5
Club Licence	7	7	1	4
Manager's Certificate	150	115	45	73
Special Licence	65	55	12	29
Temporary Authority	4	5	1	1
Total	292	215	81	118

Health Act - Safe Food

SERVICE LEVEL – Food services used by the public are safe.

PUBLIC PROTECTION KEY PERFORMANCE INDICATORS	TARGET 19/20	YTD RESULT	COMMENT SOURCE, AND ACTIONS TAKEN TO ACHIEVE TARGET
Premises have appropriate FMP in place and meet the risk based standards set out in the Plan.	100%	100%	FHR – 0 FCP (Food Act) – 105 NP – 63 The changes in the Food Act 2014 require that businesses have an appropriate Risk Based Measure in place by end of transition period (Feb 2019). Total number of premises is subject to change month by month as new businesses open and existing premises close.
Premises are inspected in accord with regulatory requirements.	100%	41.9%	FCP verifications – 44/105 An EHO has been newly appointed. Aim is to complete 2 verifications per week to remove backlog. Jan to May 21 verifications were undertaken *Total number of premises is subject to change month by month as new businesses open and existing premises close.

<i>Verifications</i>	<i>Dec 19</i>	<i>Jan 20</i>	<i>Feb 20</i>	<i>Mar 20</i>	<i>Apr 20</i>	<i>May 20</i>
	7	4	9	2	0	6

Bylaws

Between 1 July 2019 and 31 May 2020 there were

Trees & Hedges

- 18 notices were sent by council requesting the owner/occupier to remove the obstruction from the public space.

Litter

- 26 litter incidents were recorded and from this, council sent 15 notices to the identifiable people associated with these incidents.

Abandoned vehicles

- There were 21 abandoned vehicles located in the SWDC area, of which 11 were removed by their owners and the remaining 10 vehicles were removed by councils' contractor.

Contact Officer: Russell O'Leary, Group Manager – Planning & Environment

PARTNERSHIPS AND OPERATIONS REPORT

4. Group Manager Commentary

This report is different to the usual reports provided to the Committee due to the impact on Council operations during the recent lockdown period. It outlines:

- the key issues encountered through the COVID-19 response and lockdown efforts,
- our return to Business as Usual,
- the progress made on key projects, including the Drinking Water Standard compliance work programme, and
- the future work programmes.

The focus during the previous period has been on continuing to provide core services to ratepayers and businesses as New Zealand progressed through the COVID-19 Levels and still ensuring the Health and Safety of those involved and the public. In doing so, SWDC has been pro-actively engaging with the other Wairarapa Councils and Central Government Agencies, as well as providing resourcing to the Emergency Operations Centre. As a result of this, the following report does not outline performance against our KPIs, but rather details what has been provided and achieved by the team through this time. Reporting on KPIs will resume at the next Committee meeting.

Of course, we have continued to deliver key infrastructure projects, including the Manganese Reduction Plant (MRP) in Martinborough and to progress other initiatives, such as addressing coastal erosion issues. This report provides an update on these items too.

Since October, Wellington Water (WWL) have been progressing the programme of work towards ensuring SWDC Drinking Water is compliant. Significant progress has been made and work continues. Also, as agreed at the last A&S Committee meeting, WWL have developed a similar programme of activity for Wastewater and initial discussion have been held on a similar review of SWDC Stormwater.

It is worth noting here the considerable efforts of Council staff and our contractor partners through the lockdown period.

5. Land Transport

5.1 Health & Safety

There were no major incidences for the period of January to April.

Site audits were undertaken by Fulton Hogan and Council totalling as below:

- One Council audit was done noting minor traffic management issues to rectify.

- Fulton Hogan (FH) had completed 12 safety or traffic management audits identifying minor traffic management issues that were discussed and actioned on site. There was one safety action from the audits where a lone worker was doing inspections on a level 1 road without a spotter. FH will provide the procedure to mitigate the risk for these inspections on a level 1 road without a spotter for RCA approval.

6. Work Programme

6.1 Work Completed

The following major items of work completed for the period.

- Annual pavement road marking across both Districts.
- The 4 towns: Carterton, Greytown, Featherston & Martinborough, were allocated 1 day a week for each town to complete basic house-keeping for safety and network functioning during lockdown such as sump grate cleaning, sign maintenance, litter removal potholes and emergency works from climate events.
- High cut vegetation trimming in both Districts.
- Footpath repairs commenced in Featherston Greytown & Martinborough.
- Wearing course metalling Eringa, Marshalls, Matarawa, Perry's and Te Wharau Road.
- Cape Palliser Road storm damage repairs at Johnson Hill and DoC station
- Pavement re White Rock Road at Whakapuni Hill.
- Pavement rehabilitation on Lake Ferry, Kourarau hill Te Wharau and White Rock Road.
- Pre-seal repairs to 2020/21 reseal sites.
- Unsealed Road Grading
- Chemical control around signs and bridges
- Rip-Rap boulder supply to Cape Palliser Road.
- Culvert, sign, carriageway and bridge inspections
- All SWDC Reseals are completed.

6.2 Outstanding Work

Item No.	location	Description	Planned completion date
1	Carterton	Footpath resurfacing.	By end July 20
2	Carterton	Lincoln Road Kerb & Channel between Pembroke and Victoria	By end of June 20

3	SWDC	Footpath repairs and maintenance 3 towns	By the end of June 20
4	SWDC	East Street Kerb & Channel	By the end of June 20
5	SWDC	High vegetation trimming	By the end of June 20

6.3 Work Programmed for Current Month

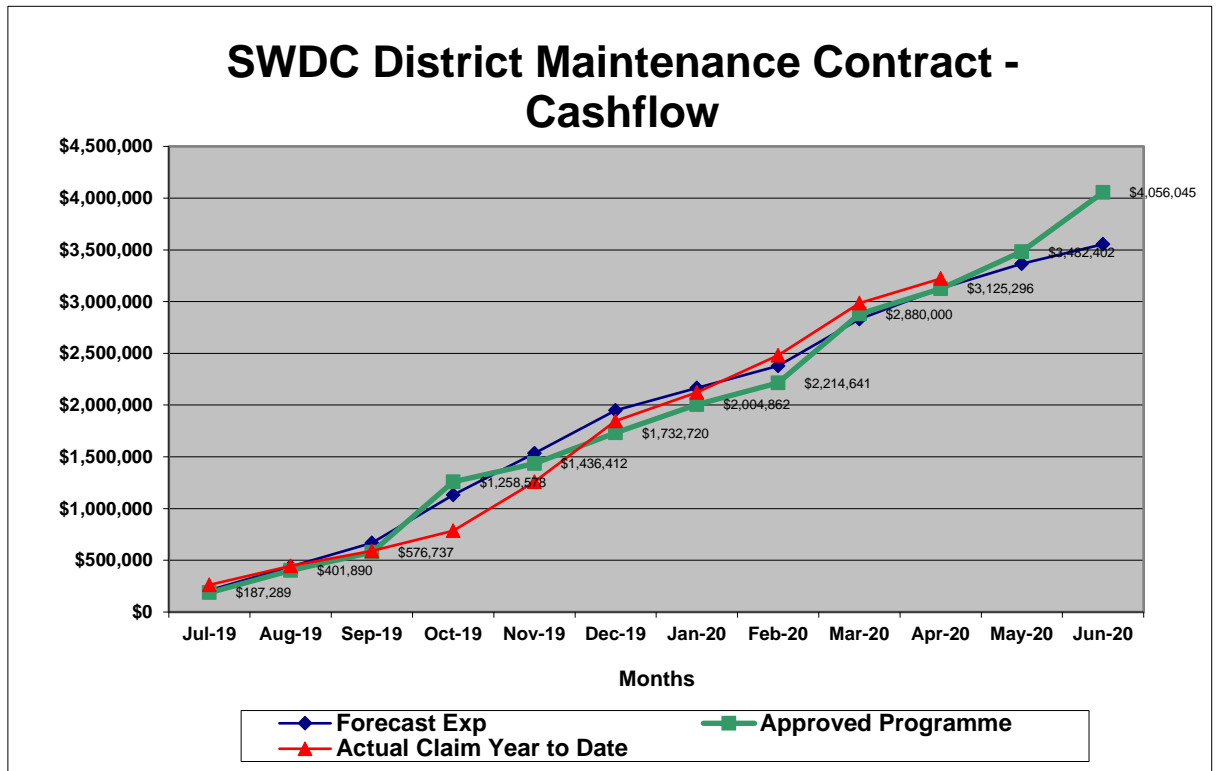
The following major items of work planned for June.

- Ongoing Martinborough, Featherston & Greytown footpath maintenance repairs.
- Culvert replacement and extensions Lincoln Road and install Kerb and Channel between Pembroke & Victoria Streets.
- Cape Palliser Road storm damage repairs.
- Completion of East Street, Greytown Kerb & Channel up-grade.
- Rural Chemical vegetation control.
- Rural Berm mowing
- Completion of the pre-seal repairs.
- Ongoing asset inspections.

Works by third party engagement:

- WSP OPUS high definition drone survey and Geotechnical report for Cape Palliser Rd from DoC station through to Whatarangi Cliffs.
- ECO REEF resource consent variation (coastal erosion protection)
- Tree removal at Lake Ferry settlement
- Fitzherbert Street and Revans St Railway crossing pedestrian upgrade along with associated stormwater improvements.

6.4 Financial overview



The forecast expenditure was set at July 2019 and does not yet include additional budget for: Ruakokoputuna Road Seal Extension, Additional funding for Greytown, Featherston and Martinborough footpath maintenance and Cape Palliser Road emergency works.

7. Network Management Section

7.1 Network Activities

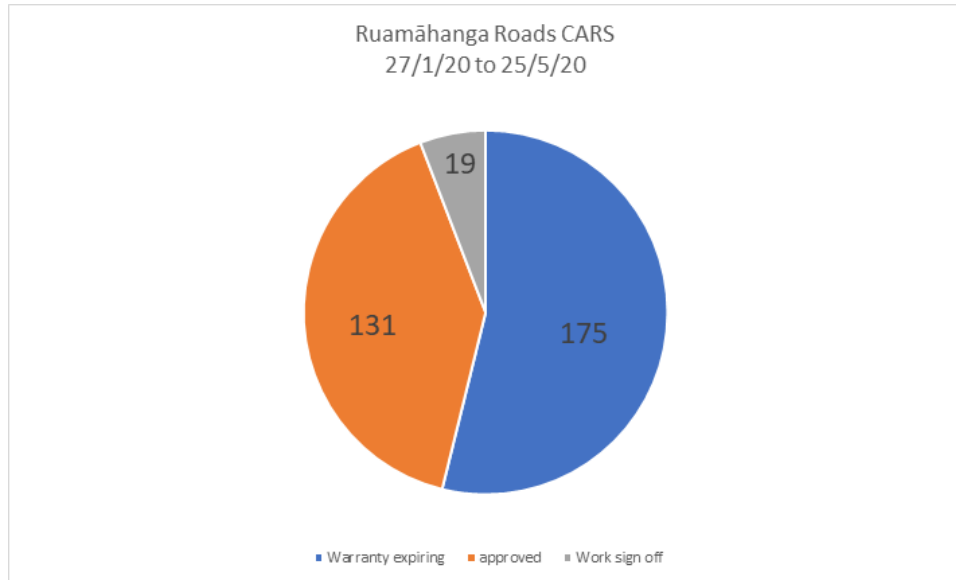
Road Asset Management Plan

The joint Road Asset Management/Activity Plan is being developed for the RLTP as required by NZTA. The structure of this document is being prepared through Resolve Consultancy with Council officers providing the additional information and document outcomes. The first review of the draft has been completed, which identified improvements needed.

The work in progress document is intended to be available by early August.

Corridor Management

Council officers are managing the corridor access requests for both Districts which includes reviewing and approving traffic management plans. The number of Corridor Access Requests (CAR) processed for the reporting period is shown below:



Overweight and High Productivity Vehicle permits

Council officers have reviewed and process the following number of permits for the reporting period. 26 Overweight permits were issued.

96 High Productivity Motor Vehicle (HPMV) Permits issued by NZTA, were reviewed and approved for network access

7.2 Low Cost Low Risk (LCLR)

The LCLR improvements undertaken consisted of:

- Completion of Tora Farm Bridge.
- Resilience works on Cape Pallier Road at Johnson Hill.
- Installation of Raised Pavement Markers on Cape Palliser Road

8. Performance Monitoring

A Performance and Contractor Evaluation (PACE) for monitoring the Ruamāhunga Roads Network maintenance contract was not undertaken for this reporting period.

Once the influence of Covid-19 disruptions are non-existent a PACE will be performed.

9. Water

9.1 Wellington Water Performance Reporting

All the client Councils for Wellington Water, including SWDC, agreed to suspend the performance reporting for Q3, to allow operational staff to focus on the maintenance of the key water infrastructure through the Lockdown period. Q3 and Q4 performance reporting will be provided to the Committee at its next meeting.

9.2 Water Restrictions

Water restrictions across the District have been lifted.

9.3 Key Projects update

Updates on the following projects were provided under separate agenda items for the 17 June Assets and Services Committee meeting:

- Drinking Water programme
- Proposed Wastewater risk reduction programme
- Manganese Reduction Plant and Water Treatment Plant upgrade
- Featherston Wastewater Treatment Plant plans

The agenda can be found at <https://www.swdc.govt.nz/assets-and-services-committee-agenda-and-minutes-2020>

10. Amenities

The Amenities team is responsible for the management of Council's parks, reserves and other amenities. The team looks after:

- 12 parks,
- 31 reserves,
- 42 buildings,
- 11 public toilets
- five sports facilities,
- four cemeteries, and
- 22 other properties.

10.1 COVID-19 Lockdown Services

As noted previously, significant effort was used in managing the appropriate level of Council service across all amenities. A summary of activity is provided below:

Level 4:

Parks and Reserves:

Placed Covid-19 signs in all parks/reserves
Closed all Playgrounds and taped up those that are not fenced
Closed all Toilets
Citycare unable to maintain mowing or Gardening

Libraries

Closed all 3 Libraries
Staff working on planning and Facebook events for each Library at home

Venues

All venues closed and have given rent relief to all business in the buildings

Cemeteries

Cemetery gates locked as per Government recommendation
Burials happening under Government Covid-19 standards
Advised and worked with City Care Sextons on burial procedure and PPE

Solid Waste

Greytown and Featherston Recycling stations closed
Martinborough open for essential services only
Opened Martinborough up for rural waste only and monitored
Community liaison with rural ratepayers over limited services
Some Fly Tipping was evident and fines were sent out.

Water Meter Reading

Completed water meter reading for sale and purchase of property
Organised staff to walk the three towns to check meters and capture readings where they could

Level 3:

Parks and Reserves

City Care resumed mowing and clean up

Playgrounds remained closed

Opened a toilet in each town for essential workers and organised cleaning twice a day

Libraries

Staff only returned to Library to sort work and general tidy up preparing for Level 2

Strict rules apply including Contact tracing

Cemeteries

No change other than bubble is allowed to be 10

Solid Waste

All three stations allowed to open for recycling and green waste, hours extended, although Pirinoa was still closed

Contact tracing required and bubble distance monitored

Traffic Management set up for three days at Martinborough to handle volume

Set up Contact Paywave in Libraries and Refuse stations

Level 2:

Open essential public toilets, including enhanced cleaning schedule

Protective screens installed for all libraries and head office

Set up contact tracing in Libraries and venues

Open and sanitise all 4 playgrounds

Level 1:

Since moving to Level 1, we have restarted all our Business as Usual and, in addition new are:

- Working on Pain Farm upgrades
- Installing 31 Air conditioning units into Senior Housing starting 30th June
- Five ovens installed into senior housing units
- Upgraded some drapes and net curtains in Senior housing
- Refresh of Featherston Playground, including playground for toddlers
- Reopening Martinborough Toilets on Rugby Ground, water blast and painting
- Quoting Stella bull park lights to work off street lighting for Health and Safety/security
- Work has begun on the maintenance plans for all SWDC buildings
- Sports ground line marking completed where required
- Greytown swimming pool easy access ramp arrived for next season
- Park Bench for Featherston cemetery has been ordered
- Cemetery database update still a work in progress
- Natural Burial cemetery in Featherston being tidied

- SWDC Lease system review also ongoing
- Inspected Featherston stadium to plan refurbishment in new FY
- Refuse stations monitored
- Replaced torn netting above Martinborough refuse dip

11. Library Activity Update

Updates from our Libraries are attached as separate documents.

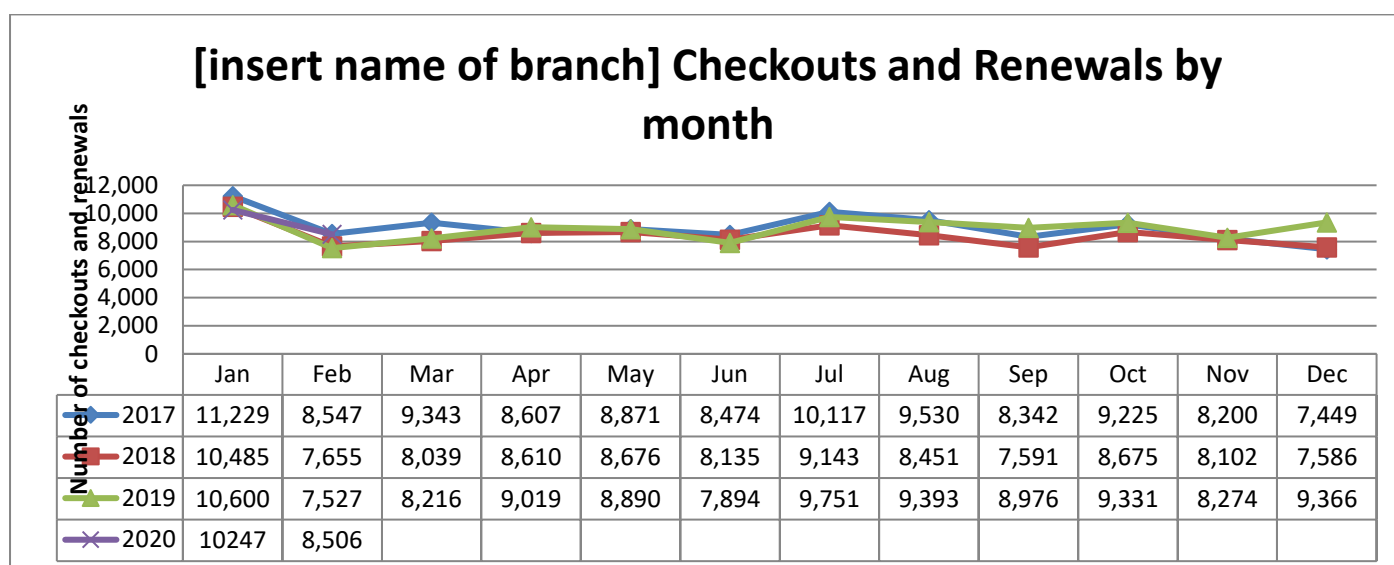
FP/MTP/GTP Monthly Report for February 2020

Statistics

Issues and renewals:

Physical items:

	Featherston	Martinborough	Greytown
Number of issues and renewals for January	2673	2789	3044



New Members

New library members for February 2020:

Name of library	Featherston	Martinborough	Greytown
TOTAL	11	26	19

Computer and Wi-Fi access

Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	226	173	276

Please note that these statistics are for January, not February. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	2387	2033	1958

Featherston

Displays

Adult Displays	Teen Displays	Junior Displays
First Lines	Reach for a book	Reach for a book

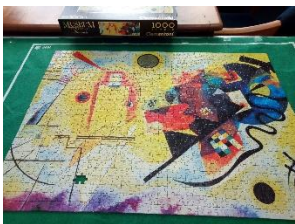


Events

Book Bugs has an attendance of 16 children and 12 Adults regularly. Topics covered were, Camping, Unicorns, Apples and Kisses.



The Jigsaw puzzle that has kept the tourists entertained through summer, was finally completed. Visitors have come from France, Colombia, Germany, England and the USA.



Martinborough

Displays

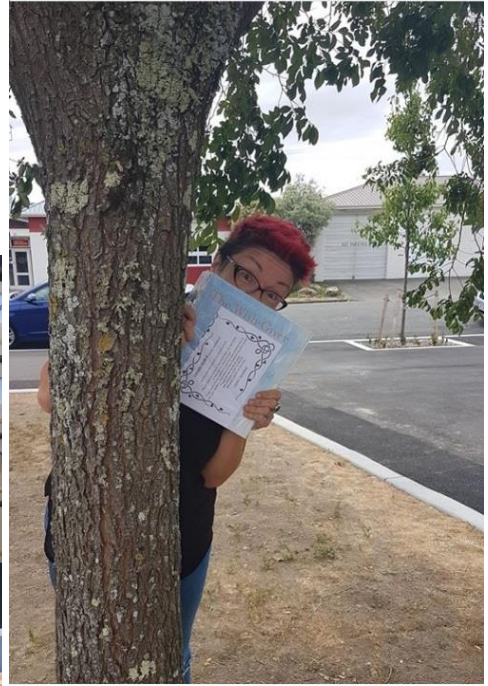
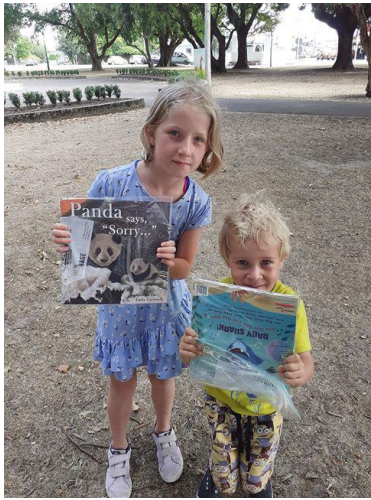
Adult Displays	Teen Displays	Junior Displays
Love books display	New book series	Author birthday
New books		New books

Events

- A “teaser” Facebook post advertising our “Dinovember” event in November reached over 4,500 people and garnered a lot of engagement.



- Valentine’s Day was also “International Book-giving Day” – library staff prepared craft materials for customers to make their own “Love Books” bookmark. Following the lead of the Facebook group “Look 4 a book”, staff hid donated children’s books around Martinborough, including an info sheet and directions on how to read, sign and re-hide the book once found. We had a very positive response (see picture below). Some more donated books were also gifted to Martinborough Kindergarten, Dot Kids and Bell Street early learning centres, Martinborough School and Pirinoa School.



1,232 People reached 123 Engagements Boost Unavailable

Other initiatives

- The Library now hosts a weekly parent-led “Music & Movement” session for babies, every Friday. This is very popular.
- School visits are increasing – in addition to a weekly visit from Martinborough School, we also now host two classes from Pirinoa School; one class come in weekly to issue books and another class asked for an in-depth information session. Topics included parts of a book, how to care for a book and a craft session supporting this was offered, which the class then took back to school. We are looking forward to hosting them for another session in March.

Greytown

Tuesday Late Nights

Numbers have been steady over the month, but we are rarely seeing more than ten people per night.

Library Use

We have many visitors from all parts of the world in the library this month. Many have commented favourably on the building, the library space and our collection.

New Books

A steady stream of books has been arriving and we have a good selection of new fiction and nonfiction books covered, loaded into the system and out on display over the month.

Displays

Adult Displays	Teen Displays	Junior Displays

Events

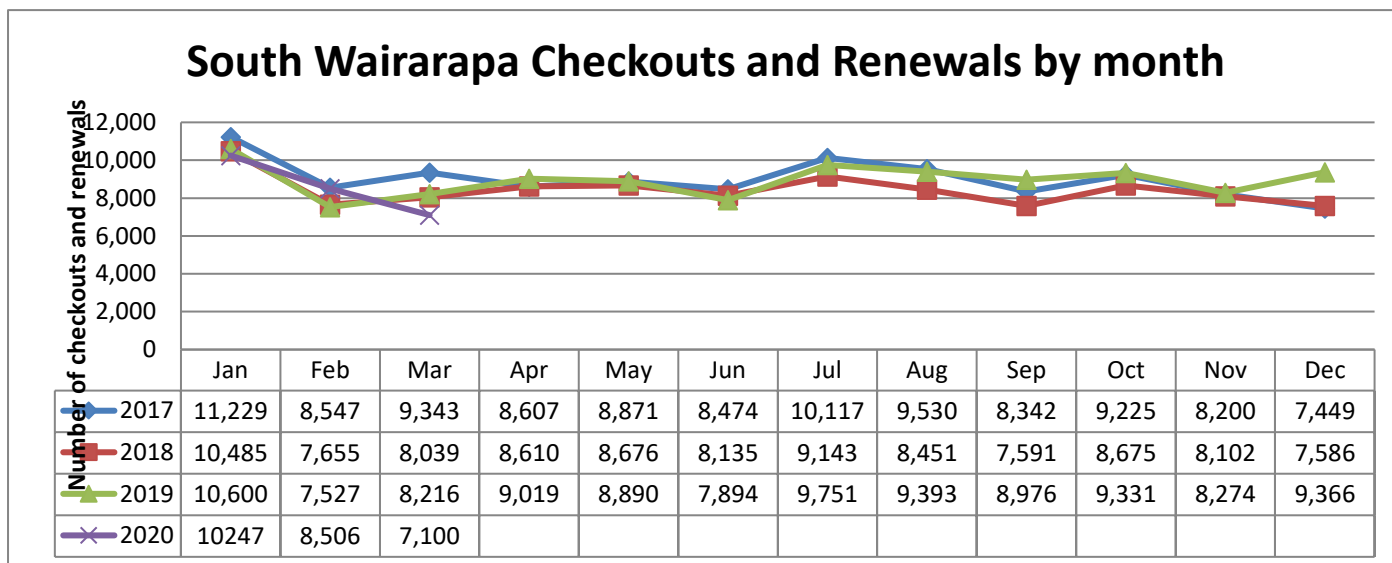
FP/MTP/GTP Monthly Report for March 2020

Statistics

Issues and renewals:

Physical items:

	Featherston	Martinborough	Greytown
Number of issues and renewals for March	2157	2244	2699



New Members

New library members for March 2020:

Name of library	Featherston	Martinborough	Greytown
TOTAL	14	14	18

Computer and Wi-Fi access

Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	123	149	142

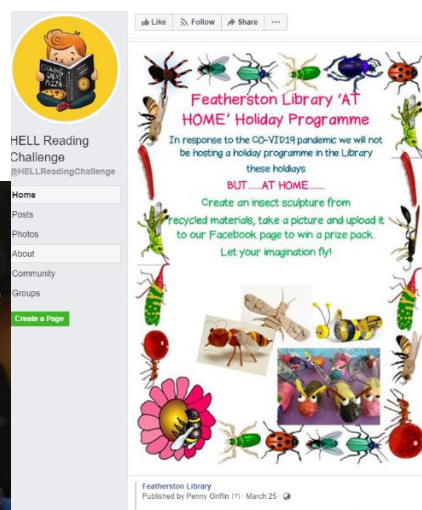
Please note that these statistics are for February, not March. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	2518	1337	2089

Featherston

Displays

Adult Displays	Teen Displays	Junior Displays
Book Tasting Menu	Humour	Dr Seuss/Humour



Events

Preschool Programme ran up until Lockdown, we made a Fairy Garden including stem science activities and studied The five senses with a hilarious blind tasting activity. Most of them loved the lemons!

We started our Facebook Storytime on March 24th in conjunction with the Coalition for Books. We recorded the titles from publishers that permitted their books to be read during lockdown. These will be removed shortly.

We also held an online 'Holiday Programme' creating an insect sculpture. It was great to find us mentioned on the Hell Pizza Challenge Page!

Martinborough

Displays

Adult Displays	Teen Displays	Junior Displays
International Womens Day	New Books	Harry Potter

Events

- The Tri-wizard Tournament was held at the Waihinga Centre in conjunction with the worldwide Harry Potter Book Night celebrating Harry Potter & the Goblet of Fire; tasks included a summoning charm, transfiguration, and “last quizzard standing”. Martinborough Library was listed on the worldwide Events map. The event was well-attended and we received very favourable feedback.
- A weekly Music & Movement programme run by community parents is being held in the Plunket area on Fridays; the Library provides musical instruments and music resources to the programme facilitators.
- The Library began a social media competition “Elf in shelf-isolation” which ran through to April and continued to build on our virtual presence to customers. The premise is to post a picture of the elf with clues to a particular book title.

Other initiatives

- A meeting was held with members of the Friends of the Library to initiate collaboration/planning for the Library’s upcoming Dinovember event in November.



Greytown

(please contact Greytown Branch Librarian for this month's details)

Displays

Adult Displays	Teen Displays	Junior Displays

Events

Other initiatives

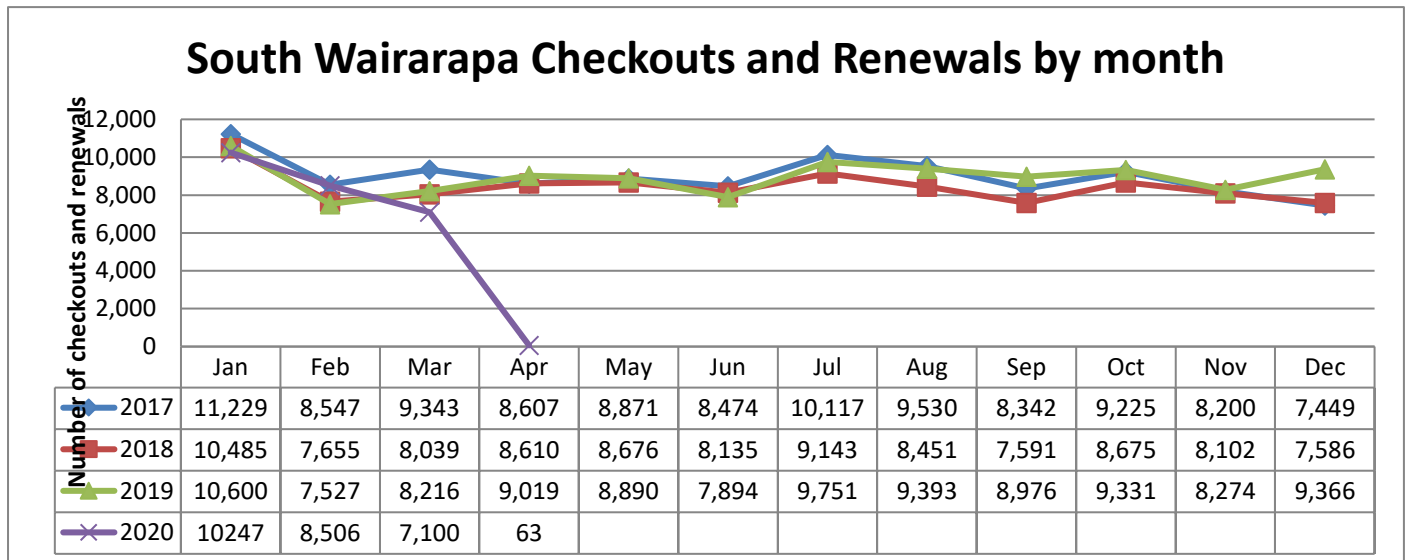
FP/MTP/GTP Monthly Report for April 2020

Statistics

Issues and renewals:

Physical items:

	Featherston	Martinborough	Greytown
Number of issues and renewals for April	39	16	8



New Members

New library members for April 2020:

Name of library	Featherston	Martinborough	Greytown
TOTAL	1	2	1

Computer and Wi-Fi access

Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	1	3	0

Please note that these statistics are for March, not April. Due to the large number of missing data points it will not be possible to look at annual or monthly trends or comparisons yet.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	60	631	693

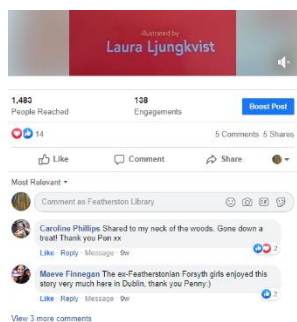
Featherston

Displays

Adult Displays	Teen Displays	Junior Displays
Closed Lockdown same as March		

Events

Continued to read stories daily on our Facebook page. The reach for this was very wide, we had listeners from Ireland and Canada who commented on them.



We held an Anzac Biscuit Baking Competition won by Wendy Pos.



Merle created a video on how to use the Libby App for e books to which she added a hilarious blooper out takes



Martinborough

Displays

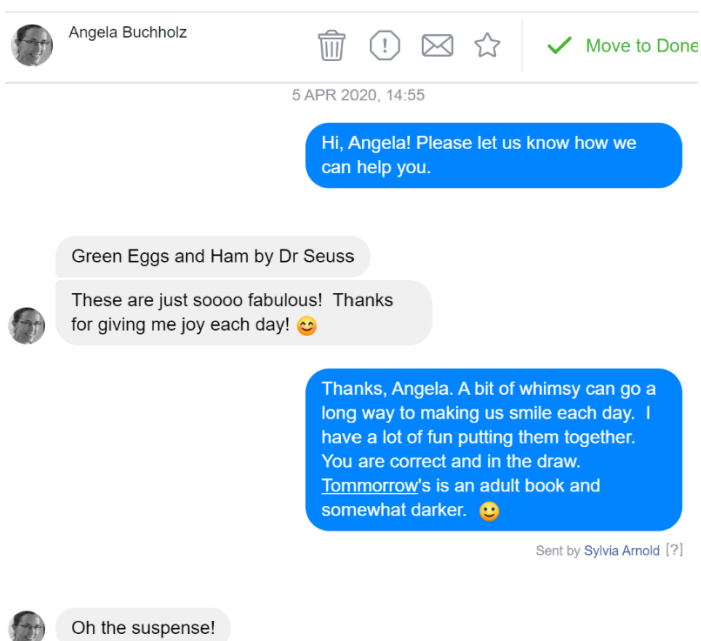
Adult Displays	Teen Displays	Junior Displays
Closed during lockdown		

Events

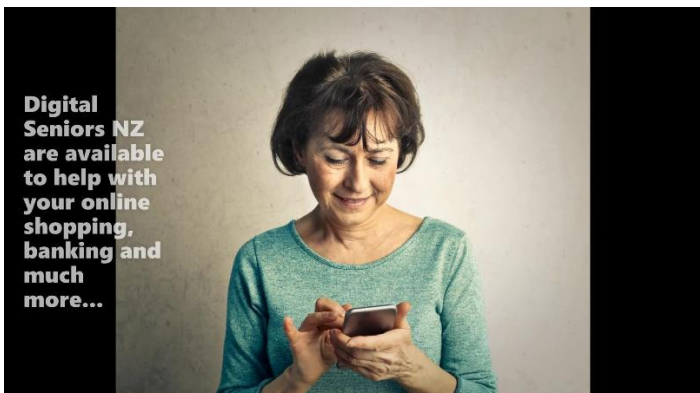
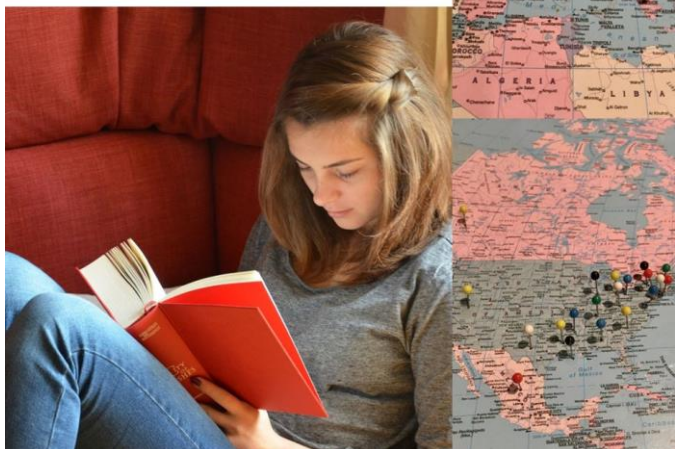
Other initiatives

- Due to the library Co-Vid closedown, we focused on our social media presence - we have been working hard to raise our Facebook profile in the community; it is a good way to engage our customers. Some of our initiatives included:
 - Continuation of “Elf in shelf-isolation”:

A total of 135 entries for the 19 books. The first to guess each book, online, went in the draw to win a “support local” prize package. The most popular book was ‘Green Eggs and Ham’, with the highest number of entries and interactions on Facebook.
 - The premise of the April Armchair Traveller was sharing the worldwide locations of the books the community were reading.
 - We posted a reminder to promote Digital Seniors and promoted the Libby App.
 - **Book talks for Children and Young Adults (no picture)**
 - Grace Hancox provided two video book talks on series that can transtion junior fiction readers to young adult books: The Percy Jackson Series, The Ranger’s Apprentice Series and one YA series – The Great Library Series.



#ARMCHAIR TRAVELLERS



Greytown

(please contact Greytown Branch Librarian for this month's details)

Displays

Adult Displays	Teen Displays	Junior Displays

Events

Other initiatives

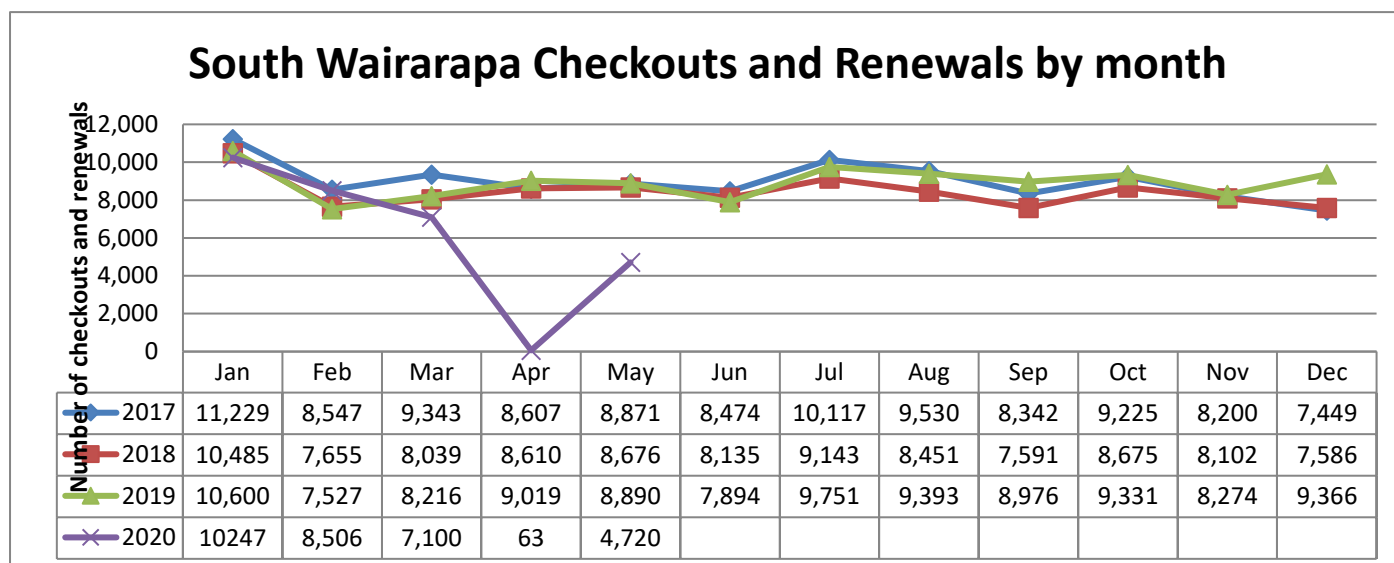
FP/MTP/GTP Monthly Report for MAY 2020

Statistics

Issues and renewals:

Physical items:

	Featherston	Martinborough	Greytown
Number of issues and renewals for May	1540	1466	1714



New Members

New library members for May 2020:

Name of library	Featherston	Martinborough	Greytown
TOTAL	2	7	19

Computer and Wi-Fi access

Public Computer Use	Featherston	Martinborough	Greytown
APNK Public Access PCs	0	4	0

Please note that these statistics are for April, not May. Wifi access was disconnected for April, due to Covid lockdown.

Public Wi-Fi Use	Featherston	Martinborough	Greytown
Number of time WiFi accessed	0	0	0

Featherston

Displays

Adult Displays	Teen Displays	Junior Displays
Same Display as March		

Events

We continued through May with our Storytime on Facebook. Penny recorded stories and Merle used her children to read and perform alongside her readings.

We posted the free reading of James and the Giant Peach with Taika Waititi as they were published on you tube.



We participated on our new You Tube Channel Our reading of Chicken Diva’s for the National Simultaneous Storytime and read live on a Zoom meeting to St. Teresa’s School. Both events were **fabulous darling!**



The Library re-opened with a hiss and a roar! Rates payments were easy as many had paid online. The Library has subsequently returned rapidly to normal business. We have only had two people decline to give their details upon entering.

Martinborough

Displays

Adult Displays	Teen Displays	Junior Displays
New books	New books	Chickens

Events

Our big event for May was the National Simultaneous Storytime – the book this year was “Chicken Divas”. Our activities included:

Craft packs: Make your own tiara etc, available in the library with 14 given out

Visit (following covid rules) to Dot Kids, Bell St Early Learning Centre and Martinborough Kindergarten- packs dropped off and invitations to watch facebook live video.

Photos, dress-ups and punny captions were taken of members of the community to post on Facebook and in the Library, in a countdown to the Storytime day.

Facebook Live reading of Chicken Divas reached over 150 viewers.

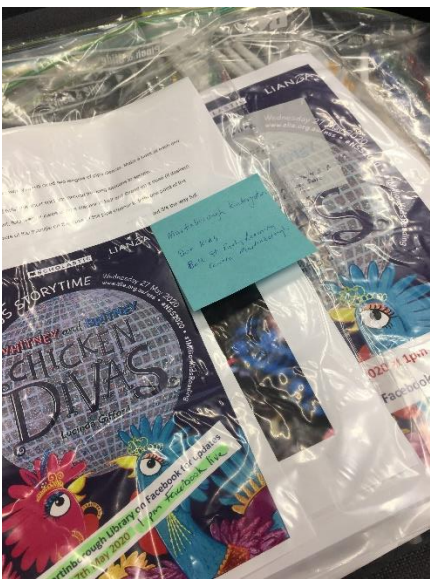
Other initiatives

Book Chatbot Facebook posts: we started a series of regular posts, answering questions customers have about library services, or providing information regarding the Libby App and the benefits of the WLS.

Consultation with community is in progress regarding the renaming of our preschool storytime programme.

Reach: Organic/Paid Post clicks Reactions, comments & shares

Published	Post	Type	Targeting	Reach	Engagement
26/05/2020 20:00	 ONE SLEEP TO GO UNTIL CHICKEN DIVAS STORYTIME! Wednesday 27th May 1 pm on Facebook	📄	🌐	294	26 25
25/05/2020 20:00	 <u>Beak-a-boo, who's this? Ana, looking happy and regal, counts us down to two 'sleeps' until our Chicken Divas</u>	📄	🌐	616	97 44
25/05/2020 13:38	 You are not alone, people loading the Libby App search for their local library (for example, Martinborough Library)	📄	🌐	329	16 9
23/05/2020 18:00	 Without 'feather' ado, it's the lovely Alix taking us to 4 more 'sleeps' until 'Whitney and Britney Chicken Divas'.	📄	🌐	344	22 26
22/05/2020 17:54	 It's Andy looking 'hensome' in his tiara! There are 5 MORE 'SLEEPS' UNTIL 'Whitney and Britney Chicken	📄	🌐	664	50 57



Your library on Libby:

When searching for your library, enter *Wairarapa Library Service*



Greytown

Displays

Adult Displays	Teen Displays	Junior Displays
Travel within New Zealand		

Events

Covid-19 Level Three

At Level three we were back in the building for a few hours each day. One of our focus areas during this time was preparing the library for re-opening under the Level two guidelines. Furniture was removed, stacked, labelled etc. We also started an inventory of all the books in the library. This is still on-going as at the end of May. It has proved a useful exercise. Our catalogue is being tidied up and we have relocated a few books in the process.

Covid-19 Level Two

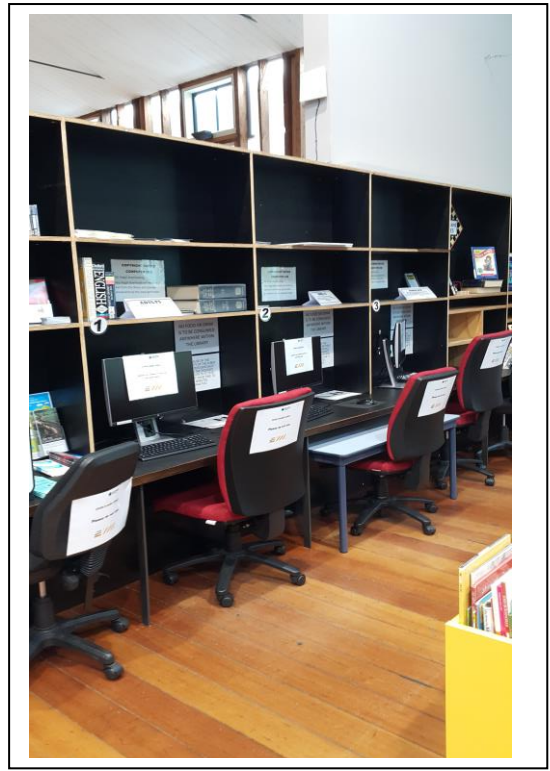
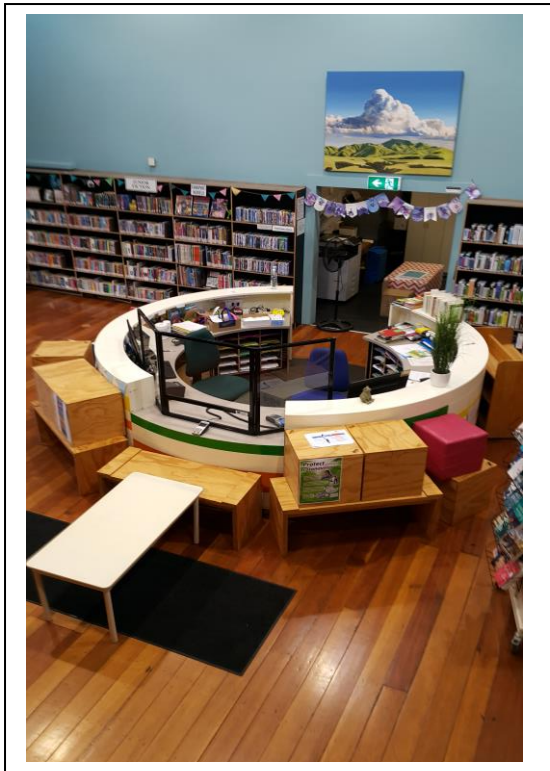
Reopening on 14th May 2020 saw a steady stream of customers pleased to see us back and open. Many commented on how much they had missed us, and all were desperate for some new books to read. Customer numbers have continued to be steady.

Rates

The last rates instalment for the current financial year were due on the 20th May. While a lot of people are now paying via direct debit, automatic payment or online, over the counter payments were steady leading up to the 20th.

Display

With travel restrictions around the country being removed we thought it was timely to put up a display featuring travel around New Zealand. This has created quite a bit of interest.



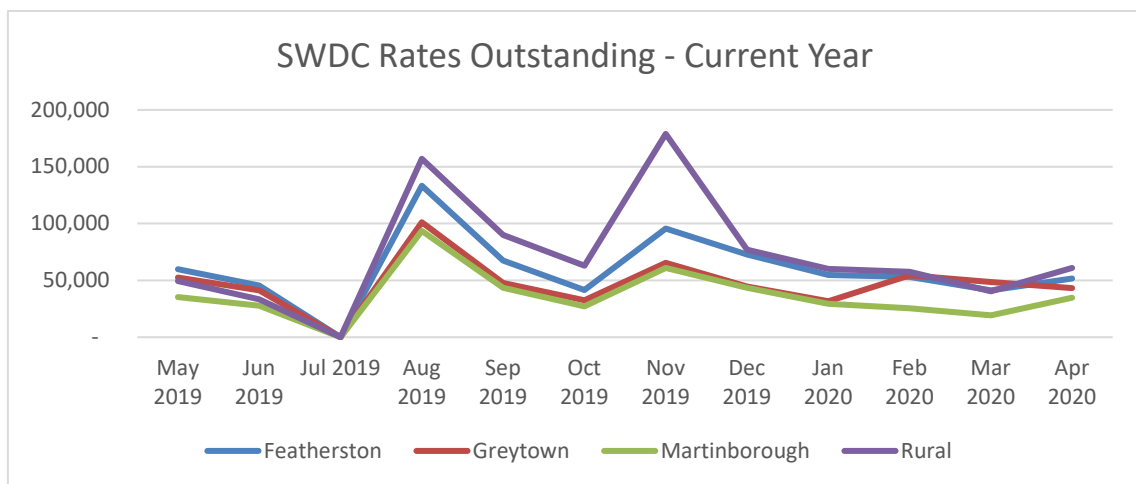
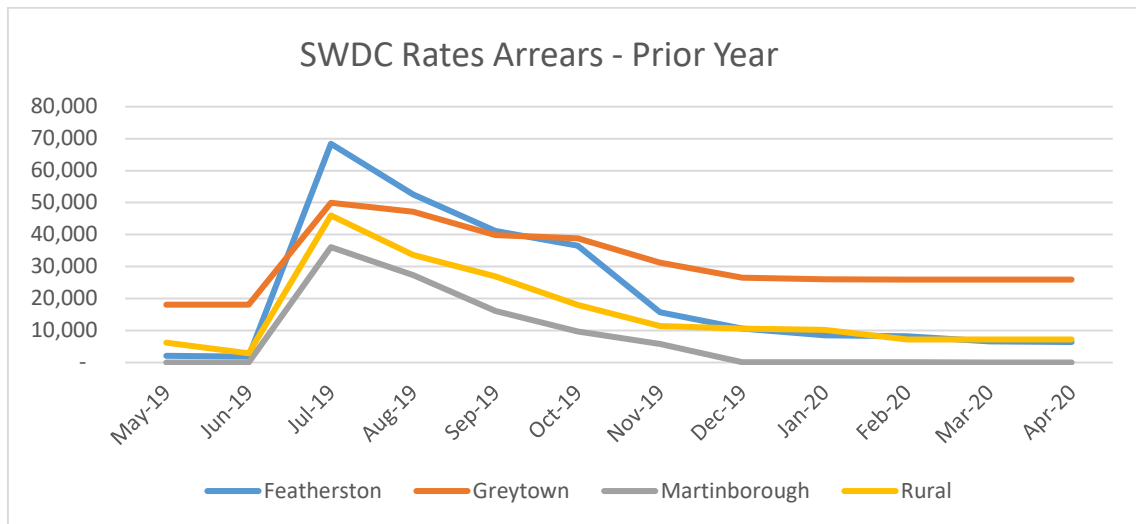
Other initiatives

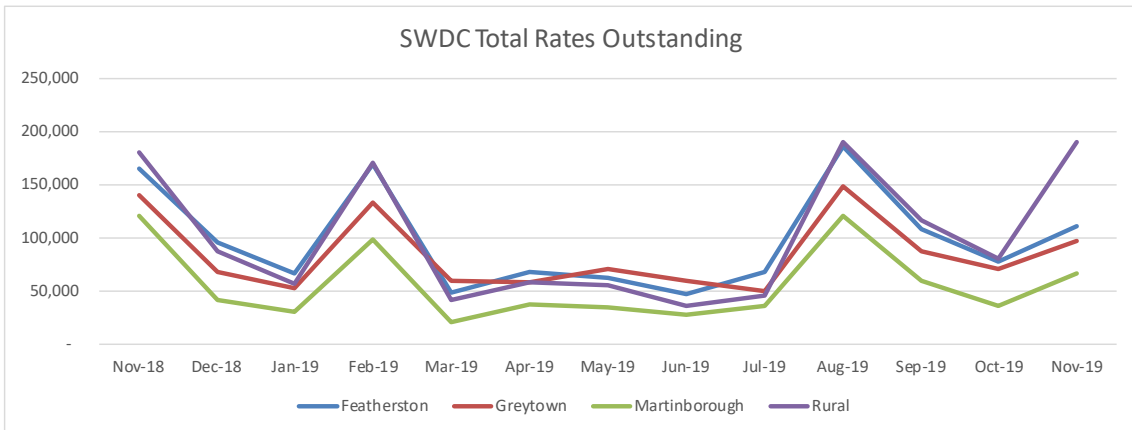
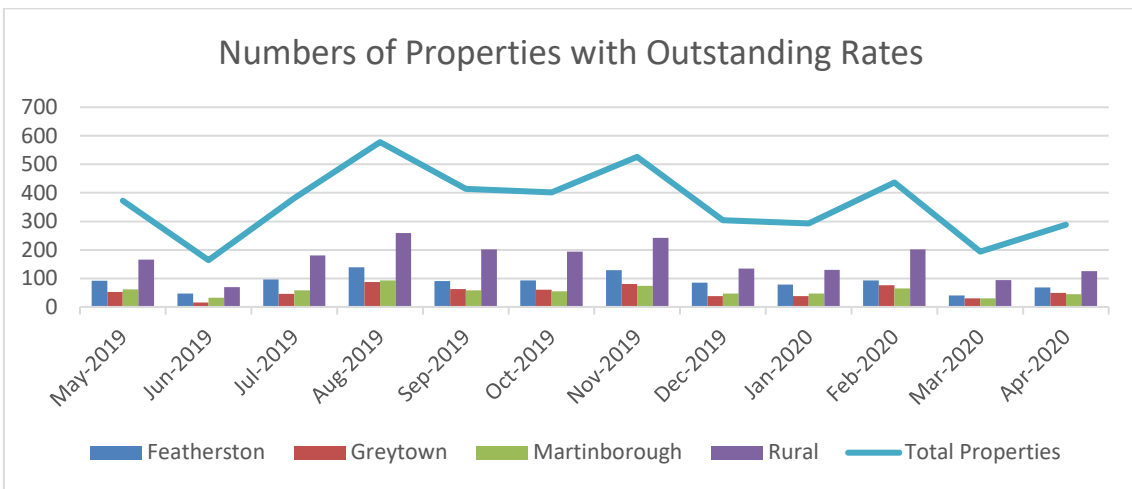
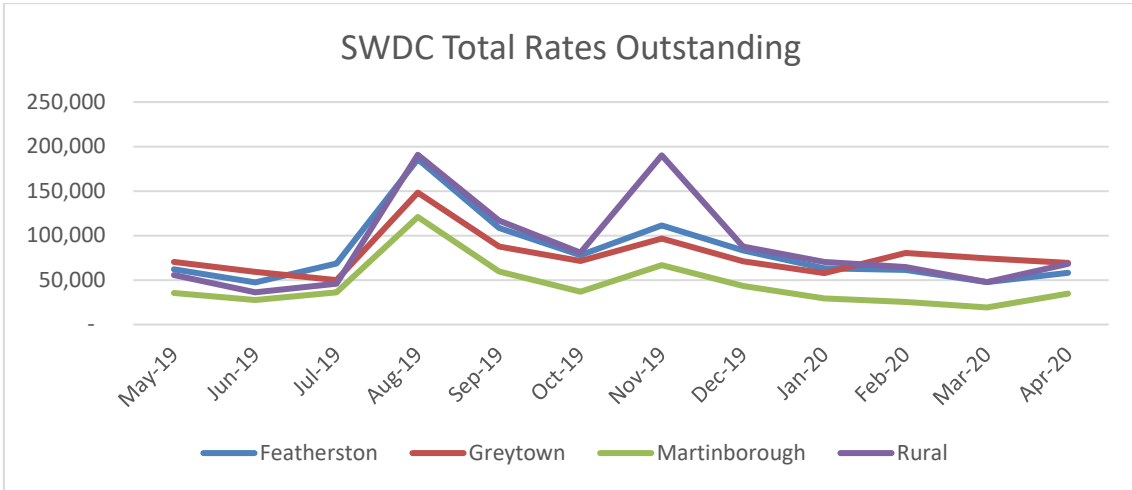
CORPORATE SERVICES REPORT

Rates Arrears

The rates arrears graphs below show continued improvement in the recovery of overdue rates which is due to a consistent approach to dealing with our overdue debtors.

Please see below the graphs as at 30 April 2020.





At the end of April 2020, the arrears amount was \$39k.

There are now only five ratepayers with arrears dating back to the 2018 year and earlier. Of these 2 have issues with the title of their property and are pending sale, one is bankrupt and we are working with the official assignee, and 2 are lodged with debt collectors.

We have had a good response to the rates rebate scheme already this year with 328 rebates processed to date. Last years total was 369 rebates, so we have processed 89% of the likely rebates to date.

We now have 37% of ratepayers paying by Direct debit, and will continue to work on increasing this percentage as this reduces administration costs considerably.

Contact Officer: Katrina Neems, Chief Financial Officer

MARTINBOROUGH COMMUNITY BOARD

2 JULY 2020

AGENDA ITEM 8.3

ACTION ITEMS REPORT

Purpose of Report

To present the Community Board with updates on actions and resolutions.

Recommendations

Officers recommend that the Community Board:

1. *Receive the Action Items Report.*

1. Executive Summary

Action items from recent meetings are presented to the Community Board for information. The Chair may ask Council officers for comment and all members may ask Council officers for clarification and information through the Chair.

If the action has been completed between meetings it will be shown as 'actioned' for one meeting and then will remain in a master register but no longer reported on.

2. Appendices

Appendix 1 - Action Items to 23 June 2020

Contact Officer: Steph Dorne, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

Appendix 1 – Action Items to 23 June 2020

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Status	Notes
584	MCB	9-Oct-17	Resolution	Cr Colenso		MCB2017/96	MCB RESOLVED (MCB 2017/96) 1. To receive the Greater Wellington Regional Council (GWRC) Bus Shelter on Ohio Street report 2. To defer further discussion on potential artists and murals at the next MCB workshop. (Moved Cornelissen/Secoded Roy) Carried	Parked	12/3/18: Cr Colenso undertook to put an artist's brief together. 6/6/19: Cr Colenso has been in contact with Jo Deans, Waste Management Officer. She is keen to do something to reflect saving the planet/saving out towns. MCB supported the idea noting it was a good fit with the plastic bag free approach. Also in discussion with GWRC. 18/7/19: Progressing, Cr Colenso still working on. 22/8/19: To park for the new Board.
556	MCB	27-Aug-18	Resolution	Harry		MCB2018/60	MCB RESOLVED (MCB 2018/60): 1. To receive the Martinborough School Parking Report. 2. To defer a decision until the Footpath Strategy has been viewed by the Community Board. (Moved Cornelissen/Secoded Beattie) Carried	Actioned	24/10/18: School looking at centralising parking. 31/1/19: Mark to make contact early in school year. 7/2/19: Mark talked to school today and will visit Principal when free. 6/6/19: MCB requested an update on the footpath strategy for the next meeting. 17/7/19 : Survey has been done - no-one wants parking. 18/7/19: Requested update for July meeting, further request that an update is provided for the next meeting. 9/8/19: A coordinator will be brought on post-election to review the footpath plans incorporating trails. The current renewals list has been passed to the community boards with works expected to begin in October/November 22/8/19: To request that the survey results and renewals list be distributed to the MCB as members do not recall seeing these. 29/8/19: Renewals list resent to MCB members. The survey results referred to were regarding parking in Martinborough town not outside the school and were presented to Board in Dec 18. 09/09/19 After discussions with the school the footpath on the western side of the road was considered a safety issue as it encourages parents to park to pick up and drop off children. With children running over the road to meet caregivers and cars packed on both sides this is considered a hazard. Under councils one footpath on one side of the road policy it is officers suggest this in a poor option in safety, and in narrowing the road. 19/03/20: Superseded by MCB action from 27 Feb 20 meeting (action number 102)
53	MCB	31-Jan-19	Action	Maisie/Cr Colenso			Request three design concepts in rough form for the skatepark, liaise with Fiona Beattie when the designs are ready so a student survey can be organised, send the costs to Lisa Cornelissen	Parked	6/6/19: Maisie still looking at options. Will ask for assistance if required to progress. 18/7/19: Progressing. Lisa to liaise further with Maisie. 12/8/19: No further update at this stage, parked for new Board.
148	MCB	14-Mar-19	Action	Lisa Cornelissen			Work with Cr Pam Colenso and Council's Amenities Manager to review signage in Martinborough Square	Parked	6/6/19: ongoing 18/7/19: Unable to progress within timeframe so agreed to park for new Community Board to address.

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Status	Notes
336	MCB	6-Jun-19	Resolution	Harry	Anna	MCB2019/36	<p>MCB RESOLVED (MCB 2019/36):</p> <p>1. To request that officers investigate (when time and funding allow) listing the Waihinga Centre on eventfinder or updating the old Town Hall venue and provide an event board within the centre. (Moved Cr Colenso/ Seconded Cornelissen) Carried</p>	Actioned	<p>Awaiting on Code of Compliance for the whole building before full on advertising 10/07/19: Under action. 7/8/19: Still waiting on Code of Compliance. To progress once available. 29/1/20: All SWDC venues for hire have been listed under venues section on EventFinda. Venue information (incl. photos) has been updated on SWDC website. Costing underway for "What's on" event board to place in Town Hall foyer, with view to purchase next financial year.</p> <p>6/03/20: MCB sought clarification on the status of the Code of Compliance before closing this action. This was issued in October 2019.</p>
478	MCB	18-Jul-19	Resolution	Jennie/Bryce	Karen	MCB 2019/41	<p>PAIN FARM ESTATE. MCB RESOLVED MCB 2019/41):</p> <p>1. To receive the Pain Farm Report. (Moved Cr Colenso/Seconded Cornelissen) Carried</p> <p>2. To recommend to Council that Pain Farm Estate fund up to \$5,000 for the repair of damaged water pipes and troughs on a cost share basis with the Pain Farm lessee on the proviso that effort is made to recoup costs from the previous lessee.</p> <p>3. Recommends to Council that Pain Farm Estate fund the Pain Estate Tender and Lease Agreement, which includes the inspection of Pain Estate report dated 7 May 2019 at a cost of \$6,281 plus GST. (Moved Cornelissen/Seconded Read) Carried</p> <p>4. That Officers seek a full assessment of the House and Cottage and obtain 2 quotes, one to restore the buildings to a suitable standard for rental purposes, the other to undertake a full restoration to secure the property for the long term. (Moved Cr Colenso/Seconded Read) Carried</p> <p>5. That Officers report back to MCB answering all questions raised by both the Community Board and all speakers today. (Moved Cr Maynard/Seconded Roy) Carried</p> <p>6. Report to the Community Board once the quotes have been received for maintenance work with options and analysis outlining the implications for the long-term financial position of the Pain Estate and suggested priorities for undertaking the work (Moved Cr Colenso/Seconded Cornelissen) Carried</p> <p>7. That up to \$40,000 be made available immediately for urgent maintenance work to be undertaken. (Moved Read/Seconded Cr Maynard) Carried</p> <p>8. Note for the record that once full information is available from the reports outlined above, it is highly likely that Council will need to undertake a full consultation process with the Martinborough Community on the options available for Pain Farm Estate. (Moved Cornelissen/Seconded Read) Carried</p> <p>9. That Officers prepare a full briefing for newly elected and existing Community Board and SWDC elected members on the background, history and significance of the Pain Estate, its purpose and the Community Board role and Council role in administering it as part of the induction process</p>	Actioned	<p>1 - Done</p> <p>No.2 – Done</p> <p>No 3 - Paid</p> <p>No. 4 – Report to extraordinary meeting on 19 Sept 19</p> <p>No 5 - Report to extraordinary meeting on 19 Sept 19</p> <p>No 6 – Report to extraordinary meeting on 19 Sept 19</p> <p>No 7 - 5/7/19: Energy Smart booked for August to complete investigation of House and Cottage. Builder organised to inspect leakage and quote on Sash window repairs. 17/02/20 - maintenance work being undertaken and Board reported to Council on 18 March 2020.</p> <p>No 8 – Noted</p> <p>No 9 – Briefed through induction</p>

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Status	Notes
							following local government elections. (Moved Cornelissen/Seconded Cr Maynard) Carried		
71	MCB	22-Aug-19	Action	Harry			That the role of the Community Board in relation to Footpaths is not explicitly clear and needs to be clarified and added into delegations.	Actioned	6/03/20: Power of delegation covering this in proposed TOR so can be closed once TOR are adopted. 8/06/20: TOR adopted by Council subject to FCB/GCB approving retrospective change regarding youth membership.
176	MCB	19-Sep-19	Resolution	Bryce	Karen	MCB2019/70	<p>MCB RESOLVED (MCB 2019/70) that:</p> <p>1b. Officers report to the next full Community Board with a maintenance schedule for the homestead, cottage and surrounding land. (Moved Cr Maynard/Seconded Roy) Carried</p> <p>1c. Whilst work is being undertaken on the house and cottage, that officers report to the Board at each meeting (6 weekly) on the progress of maintenance until the work is completed, and Thereafter, officers report 6 monthly on the condition of the homestead, cottage, surrounding land, and farm. (Moved Cr Colenso/Seconded Beattie) Carried</p> <p>2. The repairs and maintenance work to bring the homestead and cottage up to an acceptable standard for rental purposes be undertaken as a matter of priority. (Moved Cr Colenso/Seconded Beattie) Carried</p> <p>3. The exterior painting of the homestead be undertaken as the next priority and that the Board recommends Council approves up to \$30,000 for this work. (Moved Cornelissen/Seconded Cr Colenso) Carried</p> <p>4. That Council review the overhead cost allocation model for the Pain Farm.</p> <p>5. That following this review, that Council consider whether any overhead allocations for the last three years should be credited back to the Pain Farm account. (Moved Read/Seconded Cornelissen) Carried</p>	Open	<p>1b – Superseded by resolution MCB2019/78 (point 3)</p> <p>1c – Ongoing - officers reporting to MCB at 6-weekly meetings.</p> <p>2 – Council undertaking as noted in resolution MSC2019/78 (point 2).</p> <p>3 – Done and has been reported to Council on 18 March 2020</p> <p>4 – Update reported on in report to MCB meeting 2 July 2020.</p> <p>5 – See point 4 above</p>

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Status	Notes
285	MCB	5-Dec-19	Resolution	Harry	Karen	MCB2019/78	<p>MCB RESOLVED (MCB 2019/78):</p> <p>1. To receive the Pain Farm Report (Moved Cr Colenso/Seconded Fenwick) Carried</p> <p>2. Note that council is undertaking a maintenance and repair programme that is in place to bring the Pain Farm to a standard that meets current rental tenancy requirements. (Moved Cr Maynard/Seconded Ellims) Carried.</p> <p>3. Officers report to the Board with a maintenance schedule for the homestead, cottage and surrounding land once further information on the future of the properties has been received. (Moved Cr Maynard/Seconded Fenwick) Carried</p> <p>4. Board consider an additional sixth option that considers the future leasing of the farm, cottage and homestead together. (Moved Ellims/Seconded Cr Colenso) Carried</p> <p>5. Officers to consider Options 1 – 6 and report to the Martinborough Community Board in February 2020 on these options and with a consultation plan that seeks community feedback on the six options and provides an opportunity for the community to identify additional options as part of the consultation.</p> <p>6. Note that option five should clearly state the Local Government Act 2002 requirements regarding the sale of endowment property. (Moved Cr Colenso/Seconded Maynard) Carried</p>	Open	<p>1 – No action required</p> <p>2 – Noted</p> <p>3 – There is a report on the maintenance schedule to the MCB meeting on 2 Jul 20.</p> <p>4 – Done - Included as option in the Pain Farm report to MCB meeting on 27 Feb 20.</p> <p>5 - Done - Included in the Pain Farm report to MCB meeting on 27 Feb 20.</p> <p>6 – No action required</p>
287	MCB	5-Dec-19	Resolution	Karen		MCB2019/80	<p>MCB RESOLVED (MCB 2019/80):</p> <p>1. To receive the Establishment of and Appointments to Committees Report. (Moved Cr Maynard/Seconded Ellims) Carried</p> <p>2. To create a Considine Park User Group and appoint Cr Colenso and Michael Honey as the Martinborough Community Board representatives. (Moved Maynard/Seconded Ellims) Carried</p> <p>3. To agree the need for a youth representative and defer a decision on the selection process to the next Martinborough Community Board meeting. (Moved Ellims/Seconded Fenwick) Carried</p>	Open	<p>1 – Done</p> <p>2 – 18/6/20: A report on Considine Park User Group TOR and appointing remaining members will come to a future MCB meeting.</p> <p>3 – 27/2/20: MCB will look at this again in a years' time. MCB requested leaving action open and will discuss throughout the year.</p>
293	MCB	5-Dec-19	Action	Harry	Euan		To request officers investigate lessons learned for the Waihinga Centre project.	Open	23/06/20: Not yet started
294	MCB	5-Dec-19	Action	Harry	Karen		Officers to report to the Martinborough Community Board on opportunities to maximise the revenue of the Pain Farm by looking at options for different land use.	Open	18/06/20: Officers to report on this at a future MCB meeting
86	MCB	27-Feb-20	Resolution	Karen		MCB 2020/03	<p>MCB RESOLVED (MCB 2020/03):</p> <p>1. To receive the Pain Farm Report. (Moved Ellims/Seconded Fenwick) Carried</p> <p>2. To agree to report to Council on the maintenance undertaken at Pain Farm since July 2019 and associated expenditure. (Moved Fenwick/Seconded Ellims) Carried</p> <p>3. To agree that the Board recommends to Council Option 2 - separately rent the cottage for residential purposes as the preferred approach for the long-term future of the Pain Farm homestead, cottage and surrounds. (Moved Ellims/Seconded Fenwick) Carried</p>	Actioned	Reported to Council on 18 March 2020 and Council agreed with the recommendation and support Option 2.

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Status	Notes
91	MCB	27-Feb-20	Resolution	Katrina	Katrina	MCB 2020/08	<p>MCB RESOLVED (MCB 2020/08):</p> <p>1. To receive the Applications for Financial Assistance Report. (Moved Cr Maynard/Seconded Honey) Carried</p> <p>2. To defer the decision on the grant South Wairarapa Neighbourhood Support funding of \$200 to assist with the costs of a new promotional flag and collateral pending further discussions with South Wairarapa Neighbour Support on the service. (Moved Honey/Seconded Fenwick) Carried</p> <p>3. To grant Anglican Parish of South Wairarapa funding of \$600 to assist with the costs of the St Andrews Breakfast and Homework clubs over the 2020 school year. (Moved Cr Maynard/Seconded Honey) Carried</p> <p>4. To grant Kuranui College funding of \$500 to assist with the costs of first aid, safety and equipment balls and bags. (Moved Honey/Seconded Cr Maynard) Carried Mr Fenwick abstained from the vote</p> <p>5. To grant Martinborough Music Festival Trust funding of \$500 to assist with the costs of the Martinborough Music Festival. (Moved Fenwick/Seconded Honey) Carried</p> <p>6. To defer a decision on granting Martinborough Netball Club funding of \$1,350 to support its junior girls club pending investigation of whether this funding fits with the Pain Estate policy. (Moved Honey/Seconded Fenwick) Carried</p>	Actioned	<p>HM: \$600 Anglican parish added to I & E report, \$500 Kuranui added to I & E report, \$500 MBO Music Festival.</p> <p>Grants from South Wairarapa Neighbourhood Support and Martinborough Netball Club reconsidered at meeting on 21 May 2020.</p>
92	MCB	27-Feb-20	Resolution	Euan		MCB 2020/09	<p>MCB RESOLVED (MCB 2020/09):</p> <p>1. To receive the Martinborough Wastewater Treatment Plant (WWTP) Community Liaison Group Report. (Moved Fenwick/Seconded Cr Maynard) Carried</p> <p>2. To appoint Mel Maynard as the Martinborough Community Board representative to the Martinborough WWTP Community Liaison Group. (Moved Cr Maynard/Seconded Fenwick) Carried</p>	Actioned	Notified Euan and Mel's contact details sent.
93	MCB	27-Feb-20	Resolution	Karen	Steph	MCB 2020/10	<p>MCB RESOLVED (MCB 2020/10):</p> <p>1. To receive the Community Funding Arrangements Proposal Report. (Moved Cr Maynard/Seconded Fenwick) Carried</p> <p>2. To agree that officers prepare a joint funding MoU with Wairarapa Maths and other community boards for our consideration at the next Martinborough Community Board meeting. (Moved Honey/Seconded Cr Maynard) Carried</p>	Actioned	Draft agreement presented to May MCB meeting.
94	MCB	27-Feb-20	Resolution	Karen	Steph	MCB 2020/11	<p>MCB RESOLVED (MCB 2020/11):</p> <p>1. To receive the Community Board Terms of Reference Report (Moved Cr Maynard/Seconded Fenwick) Carried</p> <p>2. To defer a decision on recommending to Council the adoption of the Community Board Terms of Reference pending clarification on the scope of urban. (Moved Honey/Seconded Cr Maynard) Carried</p>	Actioned	Revised TOR with clarification presented to May MCB meeting
95	MCB	27-Feb-20	Action	MCB			Investigate forming a Martinborough Tree Group with representatives from the community and the Martinborough Community Board.	Open	

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Status	Notes
96	MCB	27-Feb-20	Action	Russell			Obtain a copy of the Business Precinct Re-designation Proposal Paper from Ted Preston and submit this to the Planning and Regulatory Committee for formal consideration or referral to Council.	Open	13/3/20: Obtained Proposal from Ted Preston and sent to Russell for referral to P&R Committee. 19/6/20: To go to next P&R Committee meeting on 1 July.
97	MCB	27-Feb-20	Action	MCB	Mel / Michael		Request officers add '150 years of Wharekaka' as an agenda item for the foreseeable future and the public is invited to participate with ideas	Open	6/3/20: Officers suggest a representative from MCB take this on and present views back to Board. 10/3/20: Mel and Michael going to talk further with Mr Higginson about the 150 Anniversary and report back at next MCB meeting.
98	MCB	27-Feb-20	Action	Euan	Bryce		Officers to investigate if 150 trees could be planted at Pain Farm Estate to celebrate 150 years of Wharekaka.	Actioned	12/03/20: There are options for planting trees at Pain Farm. MCB to liaise with Bryce.
99	MCB	27-Feb-20	Action	Euan			To provide the Martinborough Community Board with information about the work Wellington Water Ltd is undertaking on staff training and to confirm the drop in the level of the primary pond.	Open	
100	MCB	27-Feb-20	Action	Euan			Officers to confirm what recent testing of the river Greater Wellington Regional Council has been done at Pukio.	Actioned	Greater Wellington advised that their testing is only used for longer term trend analysis, not real time public info. The delay is often a month or so. The last reading was done on the 26th Feb and was well within acceptable bounds
102	MCB	27-Feb-20	Action	Euan	Tim		Officers to report to the new Martinborough Community Board on options for a path on Roberts Street adjacent to Martinborough School	Open	Note: Refer to Resolution MCB 2018/60 for background context.
103	MCB	27-Feb-20	Action	Euan	Bryce		To investigate pricing of the doggy do bins in Carterton so that options for Martinborough can be considered.	Actioned	12/03/20: Dog bins in Carterton are not user friendly or hygienic for emptying and Masterton have also replaced them because of this
104	MCB	27-Feb-20	Action	Euan	Bryce		Investigate if the Waiyinga Centre venue fee could be waived for the Martinborough Music Festival.	Actioned	12/03/20: The venue fee cannot be waived under the venue hire policy.
168	MCB	21-May-20	Resolution	Katrina	Charly	MCB2020/15	MCB RESOLVED (MCB2020/15): 1. To receive the Applications for Financial Assistance Report. (Moved Fenwick/Seconded Cr Maynard) Carried 2. To grant South Wairarapa Neighbourhood Support funding of \$200 to assist with the costs of a new promotional flag and collateral (Moved Cr Maynard/Seconded Fenwick) Carried 3. To grant Martinborough Netball Club funding of \$950 to support the purchase of uniform tops. (Moved Cr Maynard/Seconded Honey) Carried	Actioned	Commitments added to I&E
169	MCB	21-May-20	Resolution	Karen	Steph	MCB2020/16	MCB RESOLVED (MCB2020/16): 1. To receive the Community Funding Arrangements Report. (Moved Fenwick/Seconded Cr Maynard) Carried 2. To approve the funding partnership agreement with Wairarapa Maths Association. (Moved Cr Maynard/Seconded Cr Colenso) Carried	Open	Commitment added to I&E statement, copy of agreement to be countersigned by CB Chairs

Ref #	Meeting	Raised Date	Action Type	Responsible Manager	Assigned to	Resolution Number	Action or Task details	Status	Notes
170	MCB	21-May-20	Resolution	Karen	Steph	MCB2020/17	MCB RESOLVED (MCB 2020/17): 1. To receive the Community Board Terms of Reference Report 2. To recommend to Council the adoption of the Community Board Terms of Reference subject to Greytown and Featherston Community Boards approving in retrospect the following amendment be added to the Terms of Reference under section 9.1.1 Membership: One youth representative may be appointed by the Community Board in an advocacy role with non-voting rights. (Moved Cr Colenso/Seconded Fenwick) Carried	Open	Council approved, TOR are being presented to GCB and FCB in June to seek retrospect approval of the amendment requested.
171	MCB	21-May-20	Resolution	Karen	Steph	MCB2020/18	MCB RESOLVED (MCB2020/18): 1. To receive the Chairperson Report (Moved Cr Maynard/Seconded Fenwick) Carried 2. To approve the Martinborough Community Board's submission to the Council's Annual Plan 2020/21, subject to the changes discussed above under Topic 3 Land Transport and the removal of the following sentence under Topic 8 Pain Farm: "All estimates for work to be done and receipts for work completed, must come through the MCB for approval, before being passed to Council for release of funds." (Moved Cr Maynard/Seconded Honey) Carried	Actioned	MCB submission included with submissions to Council
172	MCB	21-May-20	Action	Karen	Steph		To include in the letter advising Martinborough Netball Club of the outcome of their grant application that the grant of \$950 to support the purchase of uniform tops has been provided from the Martinborough Community Board but that funds from the Pain Farm are available for capital equipment if the club requests capital equipment in the future.	Actioned	Letter sent
173	MCB	21-May-20	Action	MCB	Aidan Ellims		To provide a final version of the Martinborough Community Board Annual Plan Submission incorporating the amendments to the Land Transport and Pain Farm topics	Actioned	Revisions to submission provided by A Ellims on 26/5/20

AGENDA ITEM 8.4

INCOME AND EXPENDITURE STATEMENTS

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 May 2020.*
2. *Consider releasing the \$450 remaining for the commitment from 21 November 2017 relating to bike racks including installation back to the beautification fund. This commitment is highlighted in the Beautification Fund Income and Expenditure Statement for the period 1 July 2019 – 31 May 2020.*

1. Executive Summary

The Income and Expenditure Statement for 1 July 2019 – 31 May 2020 is attached in Appendix 1. There is \$450 remaining from a commitment relating to Bike racks including installation from 21 November 2017 that the Board may like to consider releasing back to its beautification fund. This is highlighted in the Income and Expenditure Statement 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 May 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 May 2020**

Martinborough Community Board						
Income & Expenditure for the Period Ended 31 May 2020						
Income						
		Annual Plan 2019/20 allocation				28,053.00
		Total Income 2019/20				28,053.00
Expenditure						
		Members' Salaries				15,603.36
		Mileage reimbursements				111.00
		Total Personnel Costs				13,003.38
General Expenses						
31/7/2019		Survey Monkey				178.26
31/7/2019		Conference Expenses				40.87
12/08/2019		Pirinoa Hall	Donation to the Hall in Lieu of Hireage			100.00
10/01/2019		Maisie Arnold-Barron	Student Member			100.00
11/05/2019		Office Max	Stationery			10.89
1/07/2020		Sundry expenses ex payroll				27.83
		Total General Expenses				457.85
Grants						
6/09/2019		Epilepsy Foundation	Field Service Programme			500.00
11/09/2019		Bombora Events	Tora Bombora running costs			1,000.00
25/10/2019		Martinborough T	Fireworks			300.00
1/02/2020		Mad Caps	Christmas Parade			2,000.00
27/1/2020		Kuranui College	Matariki Celebration			1,000.00
20/12/2019		Waiwaste Martinborough	Fridge freezer			898.00
13/03/2020		Mad Caps	Music Festival			500.00
		Total Grants				6,198.00
Capital Expenditure						
		Total Capital Expenditure				-
Total Expenditure						19,659.23
Net Surplus/(Deficit) Year to Date						8,393.77
LESS: Committed Funds						
	Resolution date			Original commitment	Spent to date	Remaining commitment
		Salaries to 30 June 2020	Remaining balance	16,266.00	15,603.36	662.64
		Mileage to 30 June 2020	Remaining balance	500.00	111.00	389.00
		Student Rep Honorarium	Remaining balance	400.00	350.00	50.00
27/11/2017		Grant - MBA Basketball	Backboards and Posts	500.00		500.00
27/2/2020		Grant - Anglican Parish	Breakfast and Homework club	600.00		600.00
27/2/2020		Grant - Kuranui College	First Aid, safety equipment, balls & bags	500.00		500.00
21/05/2020		Wairarapa Maths Association	Annual maths competition	300.00		300.00
21/05/2020		Neighbourhood Support	Promotional flag & collateral	200.00		200.00
21/05/2020		Martinborough Netball Club	Uniform tops	950.00		950.00
		Total Commitments				4,151.64
Current Year Surplus/(Deficit)						4,242.13
PLUS: Balance Carried forward from previous year (excludes Swimming Pool funds)						6,881.14
TOTAL FUNDS AVAILABLE						11,123.27

Martinborough Community Board						
Beautification Fund for the Period Ended 31 May 2020						
Income						
		Annual Plan 2019/20 allocation				10,710.00
		Total Income 2019/20				10,710.00
Expenditure						
19/09/2019	Souness Developments	Flag trax				9,000.00
24/10/2019	One Source	Happy Holidays flag trax				948.50
		Total Capital Expenditure - Beautification				9,948.50
Total Expenditure						9,948.50
Net Surplus/(Deficit) Year to Date						761.50
LESS: Committed Funds						
	Resolution date			Original commitment	Spent to date	Remaining commitment
13/03/2017	Waihinga Centre			30,000.00		30,000.00
27/11/2017	Bike racks including installation			3,450.50	3,000.50	450.00
12/03/2018	Water fountain (\$17,500 less 3,222.15 2018-19)			17,500.00	3,222.15	14,277.85
18/07/2019	Purchase of Flags for flagtrax (\$2,000 commitment)			2,000.00	948.50	1,051.50
	Total Commitments					45,779.35
Current Year Surplus/(Deficit)						(45,017.85)
PLUS: Balance Carried forward from previous year						52,564.77
TOTAL FUNDS AVAILABLE						7,546.92

Martinborough Community Board						
Swimming Pools Fund for the Period Ended 31 May 2020						
Income						
		Funds from Martinborough Swimming Club				17,678.80
		Total Income 2019/20				17,678.80
Expenditure						
		Total Expenditure				-
Net Surplus/(Deficit) Year to Date						17,678.80
LESS: Committed Funds						
	Resolution date			Original commitment	Spent to date	Remaining commitment
6/06/2019	Outdoor Clock			250.00		250.00
22/08/2019	Fred Cooper Estate			3,000.00		3,000.00
	Total Commitments					3,250.00
TOTAL FUNDS AVAILABLE						14,428.80

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

1 July 2018 – 30 June 2019

Martinborough Community Board		
Income & Expenditure For the Period Ended 30 JUNE 2019		
	INCOME	
	Balance 1 July 2018	7,861.03
	Annual Plan 2018/19	27,639.00
	Funds from Martinborough Swimming Club	17,678.80
	TOTAL INCOME	53,178.83
	EXPENDITURE	
	Members' Salaries	15,948.84
	Mileage reimbursements	0.00
	Total Personnel Costs	15,948.84
30/06/2018	AP Local Governmen CBEC levy for 2018/19	216.68
13/07/2018	Survey Monkey	101.74
20/07/2018	Wood and Screws for Anzac project	84.70
24/10/2018	OfficeMax Stationery	3.94
31/10/2018	AP Magic in Martin Christmas event in Mbo Square-MCB grant	1,000.00
27/11/2018	Student Member	250.00
15/02/2019	AP NZ Community Bo CB conference 2019 L Cornelissen	656.52
20/02/2019	AP House of Travel L Cornelissen Wn-NP-WN 11/4/19	188.70
13/04/2019	AP The Devon Hotel MBO CB 19 Conference L Cornelissen	318.26
	Total General Expenses	2,820.54
29/08/2018	AP Bombora Events MCB grant 2018 Festival in tora Jan 19	500.00
29/08/2018	AP Life Education Trust - Deliver life skills mobile classroom pgm	500.00
29/08/2018	AP Martinborough Squash Club - Leaf protection system in gutters	1,000.00
29/08/2018	AP Martinborough Toy library Software to online version with website	300.00
29/08/2018	AP Citizens Advice Towards costs with running service	350.00
31/10/2018	AP Traffic Safe Ne TMP ref 241017004 Mbo Madcaps Xmas parad	400.00
12/12/2018	AP Traffic Safe Ne Madcaps Xmas parade 2018	950.00
25/03/2019	Martinborough Community Garden operating costs	800.00
26/03/2019	Wairarapa Rape and Sexual Abuse Collective: say no to rape campaign	200.00
25/03/2019	AP Martinborough M Student Workshops/Open Rehearsals	1,000.00
13/06/2019	AP Hooper N MCB Grant - June 2019	500.00
13/06/2019	AP Maths Wairarapa Costs for running 'Matharapa'	300.00
21/06/2019	AP Martinborough B CCTV Camera Project	1,000.00
26/06/2019	AP Masterton Safe MBO Celebrations & MBO Community Connect	80.02
27/05/2019	AP South Wairarapa Equipment for Homework & Breakfast Club	600.00
26/10/2018	GL Correction MadCaps Mbo xmas	250.00
	Total Grants	8,730.02
	TOTAL EXPENDITURE	27,499.40
	Capex Spending	
	Dog Poo Bin - Palliser Walkway	1,119.49
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE (inc Mbo Swimming club funds)	24,559.94
	LESS: COMMITMENTS	
	Salaries to 30 June 2019	236.16
	Mileage to 30 June 2019	500.00
	Student rep honorarium \$50 per meeting - remaining balance from \$400 (8 Meetings)	150.00
27/11/2017	Martinborough basketball backboards and posts	500.00
6/06/2019	Hire of Pirinoa Hall for MCB Meeting - to be donated to Pirinoa Hall as uninvoiced	100.00
6/06/2019	South Wairarapa Kahui Ako (if balance of funds achieved for Matariki @Hau Ariki Marae	1,000.00
6/06/2019	Large outdoor clock for Mbo Swimming Pool	250.00
6/06/2019	from 2019/20 budget for fireworks event in November	300.00
	Total Commitments	2,736.16
	BALANCE TO CARRY FORWARD	21,823.78

Martinborough Community Board		
Beautification fund For the Period Ended 30 JUNE 2019		
	Balance 1 July 2018 - Beautification	45,076.92
	Annual Plan 2018/19 - Beautification	10,710.00
	TOTAL INCOME	55,786.92
8/02/2019	Comm Board Corrections Water Fountain urban Effect	3,222.15
	Total Beautification	3,222.15
	TOTAL EXPENDITURE	3,222.15
	ACTUAL NET SURPLUS/(DEFICIT) YEAR TO DATE	52,564.77
	<u>LESS: COMMITMENTS</u>	
13/03/2017	Waihinga Centre	30,000.00
27/11/2017	Bike racks including installation	450.00
12/03/2018	Water fountain	14,277.85
12/12/2018	FlagTrax System (50% of costs - remaining 50% to be funded by SWDC)	7,000.00
	Total Commitments	51,727.85
2019-2020		
18/07/2019	Flagtrax system	2,000.00
18/07/2019	Purchase of Flags	2,000.00
		4,000.00
	BALANCE TO CARRY FORWARD	836.92

AGENDA ITEM 8.5

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 Wairarapa Pony Club Inc for funding of \$1,335.51 to assist with costs of the core materials for renovating the arena at Considine Park.*
3. *Consider the application from Martinborough Business Association for funding of \$1,426.60 to assist with the design and purchase of a set of flags for the FlagTrax system with the 'love local' messaging.*

1. Executive Summary

The Community Board has delegated authority to make financial decisions within the confines of the allocated and available budget. Applications will be provided to members in confidence.

Applicant	Amount Requested
Wairarapa Pony Club Inc	\$1,335.51
Martinborough Business Association	\$1,426.60

2. Criteria

The criteria of the grant are:

1. Applicants need not be incorporated bodies, but the Board must be satisfied that they are responsible organisations that will be fully accountable for any grants received.

2. Successful applicants are required to draw down grants within 6 months of the award and expend grants received within twelve months of payment being made. Any extension must be approved by MCB.
3. Successful applicants must provide a quarterly report to the MCB detailing progress, with a final report, including evidence of the grant expenditure (copies of invoices or receipts), to be provided within 3 months of a grant being expended.
4. The MCB Strategic Grant application form must be completed in full and include the latest financial statements for the applicant. MCB may also request further detailed financial analysis for larger grant applications (\$1,000 or higher).
5. Applications for strategic grants must reach Council by the stated close date.
6. The maximum grant available will be equal to the available grant pool unless special circumstances are considered to exist. (GST will be added to grants approved for GST registered applicants).
7. Grant applications may be considered at other times of year at the discretion of the MCB if exceptional circumstances are deemed to exist.

3. Accountability Reports

Applicant	Status of Accountability Forms for Previous Grants
Wairarapa Pony Club	No outstanding accountability forms
Martinborough Business Association	No outstanding accountability forms

Contact Officer: Steph Dorne, Committee Advisor
 Reviewed By: Harry Wilson, Chief Executive