



## Martinborough Town Hall Working Group

**Minutes  
7 November 2012**

**Present:** Cr Max Stevens (Chairperson), Winifred Bull, Jim Clark, Pam Colenso, Ian Cresswell (until 8:10pm), Ro Griffiths, David Kershaw, Victoria Read and Cr Julie Riddell.

**In attendance:** Suzanne Clark (Committee Secretary)

**Conduct of Business:** The meeting was held in the South Wairarapa District Council Chambers at 19 Kitchener Street, Martinborough between 7:00pm and 8:35pm.

### 1. INTRODUCTION

Cr Stevens thanked the outgoing Martinborough Town Hall Subcommittee for the work done over the last few years.

### 2. APOLOGIES

Apologies were received from Adi McMaster and Phil Percy. Mr Percy had withdrawn from the Working Group before the first meeting.

### 3. ELECTION OF CHAIR

Cr Stevens called for nominations for the position of Chair for the Martinborough Town Hall Working Group.

*MTHWG RESOLVED (MTHWG2012/01) that Cr Stevens be elected temporary Chair of the Martinborough Town Hall Working Group.*

*(Moved Cresswell/Seconded Griffiths)*

Carried

### 4. ADOPTION OF NZ STANDING ORDERS

*MTHWG RESOLVED (MTHWG2012/02) to adopt the NZ Standard Model Standing Orders for Meetings of Local Authorities and Community Boards NZS 9202:2003.*

*(Moved Colenso/Seconded Bull)*

Carried

### 5. SCHEDULE OF MEETINGS

The Working Group agreed to set a regular series of meetings for 2013 that tied in with the Council meeting schedule. Subcommittee meetings would be held as and when needed.

*MTHWG NOTED:*

1. Action 1: Put together a proposed schedule of meetings for the MTHWG; Secretary

## **6. DISCUSSION OF TERMS OF REFERENCE (TOR)**

The Working Group discussed the MTHWG TOR as adopted by Council noting that secretarial duties consisted of minutes, agendas and associated tasks. Duties such as media releases, applications for financial assistance, and receipting and acceptance of donations would be assigned to members of the Working Group to be progressed in conjunction with officers if and as required.

The Working Group discussed membership and agreed that until the Martinborough Town Hall had been strengthened and refurbished a large committee enabled the workload to be shared. The Working Group identified additional members of the community who were to be approached and invited to join the Working Group. Other community members may be co-opted for specific tasks.

The Working Group agreed that the TOR needed to allow for appointment of a deputy chair as well as establish a term of membership and that the first two identified roles needed strengthening.

*MTHWG RESOLVED (MTHWG2012/03):*

1. That Ro Griffiths redraft the first two roles (as identified in the WTHWG TOR) to make them more specific to duties of the Working Group.

*(Moved Griffiths/Seconded Bull)*

*Carried*

2. Action 2: Provide members of the MTHWG with a copy of the NZ Standard Model Standing Orders; Cr Stevens

## **7. VISION AND OBJECTIVES**

The Working Group agreed to set a vision and 5-6 objectives.

*MTHWG NOTED:*

1. Action 3: Circulate the David Lowe brief to MTHWG members; Secretary
2. Action 4: Propose a vision and objectives for the MTHWG and provide to the Secretary for collation and inclusion in the next meeting agenda; All

## **8. FINANCES**

The Working Group noted that \$29,000 had been received via community donation and agreed that Council should continue to hold these funds, but that an external account may be required in the future to hold limited funds for fundraising purposes.

*MTHWG RESOLVED (MTHWG2012/04):*

1. That Winifred Bull be delegated to receipt and acknowledge MTH refurbishment donations.

*(Moved Cr Stevens/Seconded Riddell)*

*Carried*

2. Action 5: Determine the sum of money the MTHWG need to raise for refurbishments before Council will release funds to commence strengthening; Cr Stevens.

3. Action 6: Determine whether interest is earned and applied to the MTHWG funds held by Council; P Crimp
4. Action 7: Determine why GST returned funds are not applied back to the MTHWG account; P Crimp
5. Action 8: Circulate the MTH Seismic Report to MTHWG members; Cr Stevens
6. Action 9: Circulate already drafted MTH plans to members; Secretary

**9. GENERAL AND OTHER BUSINESS**

The Working Group undertook to bring fundraising ideas to the next meeting which was set for 6 December 2012 at 7pm.