

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
GREYTOWN COMMUNITY BOARD
HELD AT THE WBS ROOM, GREYTOWN TOWN CENTRE, 89 MAIN STREET, GREYTOWN
ON WEDNESDAY, 10 DECEMBER 2025 AT 7:00 PM**

- PRESENT:** Ms Louise Brown (Chair), Mrs Jo Woodcock, Mr Neil Morison,
Cr Martin Bosley, Cr Simone Baker, Mrs Diane Mackenzie
- APOLOGIES:** Nil
- IN ATTENDANCE:** Janice Smith (Chief Executive Officer), Shanin Brider (Community
Governance Advisor)
- PUBLIC FORUM:** Nil
- CONDUCT OF BUSINESS:** This meeting was held in the WBS Room, Greytown Town Centre, 89
Main Street, Greytown and via audio-visual conference. The meeting
was held in public under the above provisions from 7pm to 7.25pm
except where expressly noted.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

Chief Executive, Janice Smith welcomed everyone to the meeting, and chaired the meeting until the appointment report was ratified. Ms Smith explained the health and safety procedures, and all members opened the meeting with a karakia.

2 APOLOGIES

Nil

3 CONFLICTS OF INTEREST

No interests were disclosed relating to items on the agenda or interests not already recorded on a relevant register.

4 ACKNOWLEDGEMENTS AND TRIBUTES

Mrs Woodcock paid tribute to Peter Russell, the Greytown rugby team coach who had recently passed.

Mr Morison also acknowledged the passing of Peter Gray and Chair Brown acknowledged the passing of David Thompson. Both well-known Greytown residents.

Condolences to the families of these community members.

5 PUBLIC PARTICIPATION

No public participation at this meeting.

6 ACTIONS FROM PUBLIC PARTICIPATION

No actions from public participation.

7 URGENT BUSINESS

No urgent business was tabled at the meeting.

8 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

8.1 MAKING AND ATTESTING OF MEMBERS' DECLARATIONS

Ms Smith spoke to this report, where the purpose was to ratify the making and attesting of declarations of the members of the Greytown Community Board.

COMMITTEE RESOLUTION GCB2025/45
Moved: Mrs J Woodcock
Seconded: Ms L Brown
And resolved:

That the Greytown Community Board:

1. Receives the Making and Attesting of Members' Declarations Report dated 10 December 2025.
2. Notes that the mayor has received and witnessed the declarations of Louise Brown, Neil Morison, Jo Woodcock and Diane MacKenzie as members of the Greytown Community Board on 29 October 2025.
3. Note that Council appointments to the Greytown Community Board are Cr Bosley and Cr Baker.

CARRIED

8.2 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

Miss Brider spoke to this report where the purpose was for the community board to decide on the process it will use to elect its chairperson and deputy chairperson. The board would then use the adopted process to make its elections.

COMMITTEE RESOLUTION GCB2025/46
Moved: Cr M Bosley
Seconded: Ms L Brown
And resolved:

That the Greytown Community Board:

1. Note the information in the contained report
2. Adopt ~~System A~~ **System B** to elect its chairperson and deputy chairperson if voting is required in its elections
3. Agree that in the event of a tie, the selection will be by way of toss of coin or drawing of names from a hat (by lot)

CARRIED

Ms Brown self nominated for the position of chairperson. With no other candidates for this position, voting was not required.

Mr Morison and Mrs Woodcock both self nominated for the position of deputy chairperson. The selection for this position was made by lot, with each member of the board casting a vote for the person they wanted to elect. Ms Smith counted these votes.

COMMITTEE RESOLUTION GCB2025/47

Moved: Cr S Baker

Seconded: Mrs D Mackenzie

And resolved:

That the Greytown Community Board:

4. Elect **Louise Brown** to be the chairperson and **Neil Morison** to be the deputy chairperson of the Greytown Community Board.

CARRIED

Ms Smith vacated the chair and Ms Brown resumed the remainder of the meeting.

8.3 GENERAL EXPLANATION FROM CHIEF EXECUTIVE

Ms Smith spoke to this report where the purpose was to provide an explanation of the laws affecting members in their role. Ms Smith went through details of various acts and provided details relative to the role of a member on a community board.

COMMITTEE RESOLUTION GCB2025/48

Moved: Cr M Bosley

Seconded: Mr N Morison

And resolved:

That the Greytown Community Board:

1. Receives the General Explanation from Chief Executive report.
2. Receives information provided by the Chief Executive on:
 - The Local Government Act 2002
 - The Local Government Official Information and Meetings Act 1987
 - The appropriate provisions of the Local Authority (Members' Interests) Act 1968
 - The Crimes Act 1961: sections 99, 105, and 105A
 - The Secret Commissions Act 1910
 - The Protected Disclosures Act 2000
 - Personal liability of Elected Members
 - The Health and Safety at Work Act 2015

CARRIED

8.4 COMMUNITY BOARD MEETING SCHEDULE FOR 2026

Miss Brider spoke to this report, where the purpose was for the community board to agree on and adopt a schedule of meetings for the 2026 calendar year.

Cr Bosley advised he would be an apology to the meeting dated Wednesday 4 February.

COMMITTEE RESOLUTION GCB2025/49

Moved: Mr N Morison

Seconded: Cr S Baker

And resolved:

That the Greytown Community Board:

1. Receive the report "Community board meeting schedule 2026"
2. Agree to meetings taking place at the Greytown Town Hall at 7pm on the following dates:
 Wednesday 4 February
 Wednesday 18 March
 Thursday 30 April (due to Anzac Day)
 Wednesday 10 June
 Wednesday 22 July
 Wednesday 2 September
 Wednesday 14 October
 Wednesday 25 November.

CARRIED

9 KARAKIA WHAKAMUTUNGA – CLOSING

The group closed the meeting with a karakia.

The meeting closed at 7.25pm

Confirmed as a true and correct record.

..... (Chair)

..... (Date)

..... (Chief Executive)

..... (Date)