MARTINBOROUGH
COMMUNITY BOARD
Kia Reretahi Tātau

AGENDA

Martinborough Community Board
Monday, 23 November 2026

I hereby give notice that a Martinborough Community Board will be held on:

Date: **Monday, 23 November 2026**

Time: **7:00 pm**

Location: **Supper Room, Waihinga Centre, Texas Street Martinborough**

Janice Smith

Chief Executive Officer

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1 KARAKIA TIMATANGA – OPENING

Kia hora te marino
Kia whakapapa pounamu te moana
Hei huarahi mā tātou i te rangi nei
Aroha atu, aroha mai
Tātou i ā tātou katoa
Hui ē! Tāiki ē!

May peace be widespread
May the seas be like greenstone
A pathway for us all this day
Let us show respect for each other
For one another
Bind us all together!

2 APOLOGIES

3 CONFLICTS OF INTEREST

4 ACKNOWLEDGEMENTS AND TRIBUTES

5 PUBLIC PARTICIPATION

6 ACTIONS FROM PUBLIC PARTICIPATION

7 URGENT BUSINESS

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE MARTINBOROUGH COMMUNITY BOARD MEETING HELD ON 12 OCTOBER 2026

Author: **Siv Fjaerestad, Advisor, Community Governance**

Authoriser: **Donna McQuaid, Manager, Corporate Services**

File Number:

RECOMMENDATIONS

That the minutes of the Martinborough Community Board meeting held on 12 October 2026 are confirmed as a true and correct record.

APPENDICES

Appendix 1 **Minutes of the Martinborough Community Board Meeting held on 12 October 2026**

MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
MARTINBOROUGH COMMUNITY BOARD
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON MONDAY, 12 OCTOBER 2026 AT 7:00 PM

PRESENT:	Miss Mel Maynard, Mr James Brodie, Mrs Nana Boyle, Cr Chris Archer
APOLOGIES:	Cr Aidan Ellims, Mr Ross Andrew.
IN ATTENDANCE:	Donna McQuaid (Manager, Corporate Support), Siv Fjaerestad (Advisor, Community Governance)
PUBLIC FORUM:	Helen Gray and Noeline Wells (Hato Hone St John), Renee Renata (Hōkai Tahi, online), Ariana Te Whetu (Kahutara School), Shayne Cater and Steve Lewis (Martinborough and Districts Company of Amateur Players, MADCAPS), Philippa Pointon and Debbie Yates (Martinborough Community Garden), Dylan Firth (Martinborough Football Club), Megan Gibson (Martinborough Kindergarten), Vivienne O'Reilly and Sue Harraway (Rotary Club of South Wairarapa), Jane Riddiford (Ruamāhanga Farm), Jane Ross and Holly Jackson (Te Waiwhakaata Wairarapa Film Festival).
CONDUCT OF BUSINESS:	This meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed and is available to view on our YouTube channel. The meeting was held in public under the above provisions from 7.03pm to 9.26pm except where expressly noted.

OPEN SECTION

1 KARAKIA TIMATANGA – OPENING

Mr Brodie welcomed everyone to the meeting and Miss Maynard led the members and meeting participants in a karakia.

2 APOLOGIES

2.1 APOLOGIES

COMMITTEE RESOLUTION MCB2026/30

Moved: Cr Archer
Seconded: Miss Maynard

The Martinborough Community Board resolved to accept apologies from Cr Ellims and Mr Andrew.

CARRIED

3 CONFLICTS OF INTEREST

Mrs Boyle declared a perceived conflict of interest in the Martinborough Kindergarten application because her child attends the kindergarten.

Miss Maynard declared a perceived conflict of interest in the MADCAPS application as a member, noting that she holds no committee or paid role.

Mr Brodie declared a perceived conflict of interest on behalf of the Board in the Rotary Club of South Wairarapa application, arising from discussions about commemorating the Martinborough Fair's 50th anniversary.

4 ACKNOWLEDGEMENTS AND TRIBUTES

Cr Archer acknowledged the passing of community member Garry Dittmer.

Miss Maynard acknowledged the passing of Quentin Karaitiana who was born and raised in Martinborough.

5 PUBLIC PARTICIPATION

With the agreement of the Board, Mr Brodie changed the order of business so that **Item 10.1, Applications to the Board's October 2026 funding round**, would be considered immediately after this item. This would allow the Board to consider the grant applications before returning to the remaining agenda items.

Megan Gibson (Head Teacher, Martinborough Kindergarten) spoke to the application for a vegetable garden upgrade. The project would teach tamariki to grow, care for and harvest vegetables, encourage healthy eating, and provide surplus produce for the community pātaka kai.

Helen Gray and Noleen Wells (Hato Hone St John) spoke to their application for funding to support four Waka Ora Health Shuttles operating across Wairarapa. The accessible vehicles provide free transport to and from health and wellbeing appointments.

Renee Renata (Service Manager, Hōkai Tahi) spoke to their application for funding to support free pregnancy, postnatal and baby-loss services for women and whānau in Martinborough and across Wairarapa. Support is tailored to needs including mental health, trauma, difficult pregnancies, financial pressures and limited support networks.

Ariana Te Whetu (Principal, Kahutara School) spoke to their application for funding for a replacement swimming pool cover. The pool is used by 93 students up to five times daily during the swimming season, and the cover would help manage operating costs while maintaining equitable opportunities for rural tamariki.

Shayne Cater and Steve Lewis (MADCAPS) spoke to their application to fund a mobile stage for the Martinborough Christmas Show. The stage would create a professional performance space and improve visibility, sound quality and audience safety at the inclusive community event.

Philippa Pointon and Debbie Yates (Martinborough Community Garden) spoke to their application for funding for soil, materials and additional raised garden beds. The ten-year-old garden provides a welcoming community space and supplies fresh produce weekly to the Medical Centre community pantry.

Dylan Firth (Martinborough Football Club) spoke to their application for funding a storage container that would be shared with Martinborough Cricket Club. The growing Club currently has no clubrooms or storage facilities and serves almost 100 junior players, as well as women's and men's

teams. The Club has received one off sponsorships and does fundraising, which helps to subsidise junior fees.

Vivienne O'Reilly and Sue Harraway (Rotary Club of South Wairarapa) spoke to their application for funding to support the commissioning of a permanent artwork by Stephen Allwood to mark the Martinborough Fair's 50th anniversary in 2027. The work would recognise the Fair's economic and community contribution, volunteers and community spirit.

Jane Riddiford (Ruamāhanga Farm Foundation) spoke to the application for funding to support Martinborough School's participation in Te Reo ō te Wai. The programme provides Year 5 and 6 classes with field trips and classroom learning about local waterways, wetlands, bush and whenua, with wider programme opportunities for older tamariki and whānau including a Bush Choir.

Jane Ross and Holly Jackson (Te Waiwhakaata Wairarapa Film Festival) spoke to the application for funding towards the Spring Sessions. The programme would feature Indigenous filmmaker Barry Barclay, promote cultural engagement and regional tourism, and build on the festival's six-year record of showcasing Martinborough stories, filmmakers and pop up art installations.

Grant applicant presentations concluded.

Mr Brodie noted that representatives of the Wairarapa Walking Festival were unavailable to speak to their application.

The meeting adjourned for a break at 8.02pm.

The meeting resumed at 8.16pm.

10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 APPLICATIONS TO THE BOARD'S OCTOBER 2026 FUNDING ROUND

Mr Brodie noted that the Board had decided to split the total amount of $20,440 for the 2026-27 financial year into two lots and they would distribute approximately $10,200 for this round.

Members enquired how to consider funding requests if applications also meet criteria for other SWDC grants or grants administered by SWDC. Members also enquired whether or not applicants could be referred to the Community Programmes "pool fund" which is shared between the three Community Boards. It was noted that the Community Programmes fund is not for grant allocations, and that the Board is considering committing funding from the Community Programmes fund towards traffic management for the Christmas Parade.

During the discussion, members were reminded about discussing items and their conflicts of interest.

In considering the applications, members noted the importance of the following priorities:

- Alignment with the fund's criteria and Martinborough ward community wellbeing outcomes.
- Priority for essential services, demonstrated community need and initiatives benefiting a broad or group or individuals who would really benefit from services enabled by funding.
- Long-term value, including sustainable projects, durable assets and initiatives that would continue to grow and benefit the community.
- Readiness and likelihood of success, including co-funding, volunteer support, applicant contributions and realistic delivery plans.

- Value for money and affordability, including whether partial funding could support a specific project component or a lower-cost approach.
- Availability of other funding sources, including other Council, community or sport-specific grants, and whether applicants could return following pursuing co-funding or after providing more information in a later round.
- Accessibility and community reach, including opportunities for children, families and rural communities to participate or benefit.

Members assessed each application individually, made provisional allocations and then reviewed the overall distribution. Given the number and quality of applications, members favoured allocating available funding to projects with the strongest alignment, need, impact and prospects of success.

Members noted that Recommendation 5 contained an administrative error, with the grant amount requested recorded as $4,500 instead of the correct amount of $2,500.

Cr Archer left the meeting at 9.13pm and returned to the meeting at 9.14pm.

COMMITTEE RESOLUTION MCB2026/31

Moved: Miss Maynard
Seconded: Cr Archer

The Martinborough Community Board resolved to receive the "Applications to the Board's October 2026 funding round" report.

CARRIED

COMMITTEE RESOLUTION MCB2026/32

Moved: Miss Maynard
Seconded: Mrs Boyle

The Martinborough Community Board resolved to:

1. Accept in full the application from Hato Hone St John Wairarapa Area Committee for $1,000 to contribute to Waka Ora Health Shuttles.
2. Accept in full the application from Hōkai Tahi for $1,000 to support Martinborough Whānau to Access Hōkai Tahi Services.
3. Accept in full the application from the Wairarapa Walking Festival for $250 to contribute to the Wairarapa Walking Festival 2026.

CARRIED

COMMITTEE RESOLUTION MCB2026/33

Moved: Cr Archer
Seconded: Mr Brodie

The Martinborough Community Board resolved to:

1. Accept in part the application from Kahutara School to the amount of $2,200 to Upgrade the Swimming Pool Cover.

2. Accept in part the application from Martinborough and Districts Company of Amateur Players (MADCAPS) to the amount of for $1,000 for the Martinborough Christmas Show.
3. Accept in part the application from Martinborough Community Garden to the amount of $1,000 to Upgrade and Replace Community Garden Beds.
4. Accept in part the application from Martinborough Kindergarten to the amount of $1,000 for a Vegetable Garden Upgrade.
5. Accept in part the application from the Rotary Club of the South Wairarapa to the amount of $1,000 for the Commemoration of the 50th Rotary Martinborough Fair.
6. Accept in part the application from Ruamāhanga Farm Foundation to the amount of $1,000 for Te Reo ō te Wai.
7. Accept in part the application from Te Waiwhakaata Wairarapa Film Festival to the amount of $750 for the Te Waiwhakaata Wairarapa Film Festival | Spring Sessions.

CARRIED

COMMITTEE RESOLUTION MCB2026/34

Moved: Mrs Boyle
Seconded: Cr Archer

The Martinborough Community Board resolved to:

Decline the application from Martinborough Football Club for $8,000 to purchase a Joint Storage Container for Martinborough Football Club and Martinborough Cricket Club.

CARRIED

Having completed item 10.1, the Chair proceeded with the remainder of the agenda in the following order:

6 ACTIONS FROM PUBLIC PARTICIPATION

There were no actions from public participation.

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE MARTINBOROUGH COMMUNITY BOARD MEETING HELD ON 31 AUGUST 2026

COMMITTEE RESOLUTION MCB2026/35

Moved: Miss Maynard
Seconded: Cr Archer

That the minutes of the Martinborough Community Board meeting held on 31 August 2026 are confirmed as a true and correct record.

CARRIED

7 URGENT BUSINESS

Nil

9 MATTERS ARISING FROM PREVIOUS MEETINGS

Mr Brodie noted that a draft of the Martinborough Community Board submission to the Council's Long Term Plan has been sent to Ms Ansell, Lead Advisor Performance and Strategy. The draft submission will inform the upcoming meeting with Councillors and a final submission will be prepared following this.

10.2 INCOME AND EXPENDITURE REPORT

COMMITTEE RESOLUTION MCB2026/36

Moved: Cr Archer
Seconded: Miss Maynard

The Martinborough Community Board resolved to receive the Income and Expenditure Report.

CARRIED

11 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

11.1 ACTION ITEMS

The Report was taken as read. Members noted that the format of the report was difficult to read and requested that this would be changed for future reports.

Action for Ms Fjaerestad:

To provide future Actions Items report in a different format.

Mr Brodie noted that the next informal meeting for the Board is 29 October.

Ms Fjaerestad advised that the Regulatory Services team will attend to provide an overview on Signage Compliance Programme on district roads.

The last public meeting of the year is scheduled for 23 November.

12 KARAKIA WHAKAMUTUNGA – CLOSING

Mr Brodie closed the meeting with a karakia.

The meeting closed at 9.26pm.

Confirmed as a true and correct record.

…….. (Chair)

…….. (Date)

…….. (Chief Executive)

…….. (Date)

9 MATTERS ARISING FROM PREVIOUS MEETINGS

10 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 SIGNAGE COMPLIANCE PROGRAMME OVERVIEW

Author: **Clare Barton, Group Manager, Planning and Regulatory**

Authoriser: **Stefan Corbett, Group Manager, Corporate Services**

File Number: **N/A**

PURPOSE

The purpose of this report is to:

1. Inform Community Boards about Council's signage compliance programme.
2. Provide an overview of the initial audit findings.
3. Outline Council's proposed education, engagement, and compliance approach.
4. Seek Community Board support in helping communicate the programme to local businesses and landowners.
5. Seek Community Board Support to encourage compliance.

EXECUTIVE SUMMARY

- Council has commenced a district-wide signage compliance programme focusing on advertising signs that do not comply with the signage provisions of the Combined District Plan. An initial audit of key transport routes has identified approximately 34 signs associated with 26 advertisers that do not appear to meet the permitted activity standards for signage. Additional signs may be identified as the programme progresses.
- In most cases, these signs are located within the General Rural Zone and advertise activities occurring on another property. Such off-site advertising signage is generally a discretionary activity and requires resource consent.
- The programme is intended to improve compliance with District Plan provisions, support road safety objectives, maintain visual amenity, and ensure consistent application of planning rules. Council will initially focus on education and engagement before considering enforcement action where necessary. Council officers have joined with Carterton and Masterton to take a region wide approach to the non-compliant signs to ensure there is a consistent approach.

RECOMMENDATIONS

That the Community Board:

1. Receives the Signage Compliance Programme Overview.
2. Notes the findings of the initial signage audit.
3. Supports Council's education and engagement approach to achieving compliance.
4. Notes that further audits will be undertaken within Featherston, Greytown, and Martinborough town centres.

5. Notes that Council will continue engagement with Community Boards, business associations, advertisers, and landowners throughout the programme and work in conjunction with our neighboring Councils to achieve a consistent approach.

BACKGROUND

The Combined District Plan contains provisions that regulate signage. Generally, signs are expected to relate directly to the activities occurring on the site where the sign is located.

Signs that advertise activities occurring elsewhere, commonly referred to as off-site advertising signs, are generally a discretionary activity within the General Rural Zone and require resource consent.

The cumulative impact of off-site signage cause:

- Visual amenity and rural character impacts.
- Increasing proliferation of signage.
- Potential driver distraction and road safety considerations.
- Consistency and fairness in the application of District Plan rules.

For signs that are visible from State Highways, the requirements and expectations of the New Zealand Transport Agency Waka Kotahi are also relevant. NZTA may be considered an affected party in resource consent applications and is unlikely to support signs that do not meet its road safety objectives.

DISCUSSION

Initial Audit Findings

Council has commenced an audit of advertising signs along key transport routes within South Wairarapa.

The first phase of the audit has focused on:

- State Highway 53 between Featherston and Martinborough.
- State Highway 2 between Featherston and Greytown.
- Bidwills Cutting Road between Greytown and Martinborough.

To date, approximately 34 signs representing 26 advertisers have been identified along these routes.

It is anticipated that additional signs may be identified as officers undertake further assessment.

The majority of signage identified to date is located on land zoned General Rural and appears to advertise activities occurring on another property. In many cases, resource consent would be required for these signs to remain in place.

Continuing the Audit Programme

Following completion of the initial transport corridor assessment, officers will undertake further audits within the district's three main urban centres:

- Featherston

- Greytown
- Martinborough

These audits will assess signage against the applicable provisions of the Combined District Plan as well as the Combined Bylaw. Consideration of the Bylaw provisions will include assessing the impacts of sandwich board signs in relation to impeding pedestrian flow on footpaths.

Particular attention may be required within heritage areas, including the Greytown Heritage Precinct, where additional planning considerations may apply to signage and its visual impact.

Proposed Engagement and Education Programme

The initial approach is to achieve compliance through education and engagement.

Planned actions include:

- Providing information through South Wairarapa District Council's website and Antenno. (Completed)
- Preparing guidance material explaining signage requirements and the resource consent process. (Completed)
- Working collaboratively with neighbouring Wairarapa councils to promote a consistent regional approach. This includes a joint approach to communication and engagement. (Ongoing)
- Meeting with local business associations and retail organisations. (Ongoing)
- Informing Community Boards throughout the process. (Ongoing)
- Contacting affected businesses and landowners directly. (Ongoing)

Officers will talk to affected businesses and discuss:

- Relevant District Plan requirements.
- Options available to achieve compliance.
- The resource consent process and associated costs.
- NZTA requirements for signs visible from State Highways.
- Potential heritage considerations where relevant.

Compliance Process

Where a potentially non-compliant sign is identified, Council proposes to:

1. Contact the advertiser and property owner.
2. Provide information regarding the applicable District Plan provisions.
3. Allow time for consideration of available options.
4. Enable sign owners to either:

a. Remove the sign; or

b. Apply for resource consent.

5. Assess any resource consent applications received.

6. Consider further enforcement action where no reasonable steps are taken to address the issue.

Officers will work constructively with owners and advertisers to achieve compliance outcomes.

Community Board Engagement

Officers are providing this update as part of its early engagement programme.

Community Boards can assist by:

- Supporting community awareness of the programme.
- Encouraging people to seek information early.
- Promoting constructive engagement between Council, businesses, and landowners.

COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,

a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and

b) Assess the options in terms of their advantages and disadvantages; and

c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.

2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	**Staff assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with Local Government Act 2002.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori. •
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.

State the possible implications for health and safety	The programme supports road safety objectives and considerations.

APPENDICES

Nil

10.2 COMMUNITY BOARD MEETING SCHEDULE FOR 2027

Author: **Siv Fjaerestad, Advisor, Community Governance**

Authoriser: **Janice Smith, Chief Executive Officer**

File Number:

PURPOSE

To inform members of the Martinborough Community Board of the 2027 meeting schedule of ordinary meetings as approved by Council on 1 October 2026.

EXECUTIVE SUMMARY

Council adopted its schedule of meetings for 2027 on 1 October 2026. The Chair was consulted on proposed meeting dates prior to the schedule being adopted. The schedule for 2027 is attached to this report for the Committee's reference.

DISCUSSION

Once agreed, the calendar will be updated to reflect the correct dates. The meetings will also be made publicly available via the website and set up in Councils agenda management system.

The schedule shows meetings of the Martinborough Community Board are to take place six weekly on a Monday.

Board meetings are held in the Martinborough Town Hall Supper Room and are livestreamed. Meetings have a start time of 7pm.

The following meeting dates for 2027 are proposed for the board to consider and adopt:

Monday 15 February

Monday 5 April

Monday 10 May

Monday 21 June

Monday 9 August

Monday 20 September

Monday 1 November

Monday 6 December

RECOMMENDATIONS

That the Martinborough Community Board resolve to:

1. Receive the report "Community Board Meeting Schedule 2027"
2. Adopt the 2027 meeting schedule of ordinary meetings for the Martinborough Community Board.
3. Delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

CONSIDERATIONS

Financial

There is no financial impact.

Climate Change

There are no positive or negative effects on climate change from this decision.

COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,

a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and

b) Assess the options in terms of their advantages and disadvantages; and

c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.

2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	**Staff assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with Council Standing Orders, local government legislation and Council policy.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications for Māori.
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	There are no implications for health and safety.

APPENDICES

Appendix 1 Schedule of Council Meetings for the 2027 Calendar Year

2027	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2027
MON		1	1								1 MCB		MON
TUE		2 MPC	2			1					2		TUE
WED		3	3			2 FCB			1		3	1 FCB	WED
THU		4	4	1		3	1		2 Council		4	2 Council	THU
FRI	1 New Years Day	5	5	2		4	2		3	1	5	3	FRI
SAT	2 Public Holiday	6	6	3	1	5	3		4	2	6	4	SAT
SUN	3	7	7	4	2	6	4	1	5	3	7	5	SUN
MON	4	8 Waitangi Day	8	5 MCB	3	7 King's Birthday	5	2	6	4	8	6 MCB	MON
TUE	5	9	9	6	4	8	6	3	7 MPC	5	9	7	TUE
WED	6	10 FCB	10	7 GCB	5 FCB	9	7	4 FCB	8	6 FCB	10 GCB	8	WED
THU	7	11	11 ESC/SRC	8 IC	6 LTP Deliberations	10 ESC/SRC	8	5	9 ESC/SRC	7 Council	11	8	THU
FRI	8	12	12	9	7	11	9	6	10	8	12	10	FRI
SAT	9	13	13	10	8	12	10	7	11	9	13	11	SAT
SUN	10	14	14	11	9	13	11	8	12	10	14	12	SUN
MON	11	15 MCB	15	12	10 MCB	14	12	9 MCB	13	11	15	13	MON
TUE	12	16	16 MPC	13	11	15 MPC	13	10	14	12	16	14	TUE
WED	13	17	17	14 LTP Hearing / FCB	12	16	14	11	15	13	17	15 GCB	WED
THU	14	18 IC	18 EGC / PPC	15 LTP Hearing	13	17 IC / EGC	15	12 IC	16 EGC	14 IC	18 RAC/SRC	16	THU
FRI	15	19	19	16	14	18	16	13	17	15	19	17	FRI
SAT	16	20	20	17	15	19	17	14	18	16	20	18	SAT
SUN	17	21	21	18	16	20	18	15	19	17	21	19	SUN
MON	18	22	22	19	17	21 MCB	19	16	20 MCB	18	22	20	MON
TUE	19	23	23	20	18	22	20 MPC	17	21	19 MPC	23	21	TUE
WED	20	24 Council - Adopt LTP Consultation Document / GCB	24	21	19 GCB	23	21	18 GCB	22	20	24	22	WED
THU	21	25	25 RAC / Council	22	20 RAC / Council	24 Council - Adopt LTP	22 RAC / Council	19	23 RAC / PPC	21 RAC	25 ESC/ EGC	23	THU
FRI	22	26	26 Good Friday	23	21	25 Matariki	23	20	24	22	26	24	FRI
SAT	23	27	27	24	22	26	24	21	25	23	27	25 Christmas Day	SAT
SUN	24	28	28	25	23	27	25	22	26	24	28	26 Boxing Day	SUN
MON	25 Wgtn Anniversary		29 Easter Monday	26 ANZAC Day	24	28	26 LGNZ	23	27	25 Labour Day	29	27	MON
TUE	26		30	27 MPC	25	29	27 LGNZ	24	28	26	30 MPC	28	TUE
WED	27		31	28	26	30 Council LTP Adopt back up day / GCB	28 LGNZ	25	29 GCB	27		29	WED
THU	28			29	27		29 LGNZ	26	30	28 Council Adopt Annual Report		30	THU
FRI	29			30	28		30 LGNZ	27		29		31	FRI
SAT	30				29		31	28		30			SAT
SUN	31				30			29		31			SUN
MON					31			30					MON
TUE								31					TUE

Scheduled as six-weekly:

COUNCIL	Council
MCB	Martinborough Community Board
FCB	Featherston Community Board
GCB	Greytown Community Board
MPC	Māori Partnership Committee

Committees scheduled bi-monthly

IC	Infrastructure Committee
PPC	People and Performance Committee
RAC	Risk & Assurance Committee

Committees scheduled as needed (placeholders entered)

SRC	Social Resilience Committee
EGC	Economic Growth Committee
ESC	Environmental Sustainability Committee

Not scheduled - TBC

RCAG	Rural & Coastal Advisory Group (not scheduled)

Other:

	Public & School Holidays
	Workshops / briefngs for Council and Committees - holding space
LGNZ	Superlocal Conference 2027

10.3 INCOME AND EXPENDITURE REPORT

Author: **Siv Fjaerestad, Advisor, Community Governance**

Authoriser: **Janice Smith, Chief Executive Officer**

File Number: **N/A**

PURPOSE

The purpose of this report is to update the Board on their current financial position.

EXECUTIVE SUMMARY

- The Income and Expenditure Report provides a summary of expenditure for the period ending 31 October 2026.
- The breakdown of expenditure is outlined in the Income and Expenditure Statement, which is attached as Appendix 1. Members may request clarification of any item from the appropriate officer if required.
- The report also considers a contribution towards the cost of the traffic management plan for the 2026 Martinborough Christmas Parade.

RECOMMENDATIONS

That the Martinborough Community Board:

1. Receive the Income and Expenditure Report.
2. Approve a contribution of up to $3,333 towards the cost of the traffic management plan for the 2026 Martinborough Christmas Parade.

BACKGROUND

The update is supplied to the community to ensure clear and transparent use of South Wairarapa District Council funds. Funds are used to support the ordinary operation of the Committee and provide grant funding to the community, through their delegated authority.

Refer to the Terms of Reference for South Wairarapa District Council committees for guidelines in relation to the financial and non-financial delegations of the Board.

DISCUSSION

The Board has operational funding available to support its functions, including general expenses, training and professional development, travel and accommodation, and a community development grants budget.

General Expenses

At 31 October, the funding available in the budget for general expenses, once committed expenditure has been uplifted, is $689.

Training and Professional Development

At 31 October the Board has a budget of $822 available for training and professional development for the 2026-2027 Financial Year.

Travel and Accommodation

At 31 October the Board has a budget of $599 available for travel and accommodation for the 2026-2027 Financial Year.

Swimming Pools Fund

As at 31 October, the Board has $14,174 in its swimming pools fund.

Community Development Grants Budget
At 31 October, the funding available in the community development grants budget, once committed grants have been uplifted, is $10,240.

Community Boards Pool Fund
At 31 October, the funding available to the Board from the Community Board Pool Fund is $3,333.

At this meeting, the Board will consider a contribution towards the traffic management plan for the 2026 Martinborough Christmas Parade, pending confirmation of the quote and plans.

COMPLIANCE SCHEDULE

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process:

a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and

b) Assess the options in terms of their advantages and disadvantages; and

c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.

2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	**Staff assessment**
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the Long Term Plan) that relate to this decision.	This report complies with South Wairarapa District Council Financial Policy.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision	There are no implications for Māori.

making if this decision is significant and relates to land and/or any body of water.	
Chief Financial Officer review	The Chief Financial Officer has not reviewed this report.
State the possible implications for health and safety	There are no health and safety considerations.

APPENDICES

Appendix 1 Statement of Income and Expenditure at 31 October 2026

Martinborough Community Board

Community Development fund for the Period Ended 31 October 2026

Allocation Grants Annual Budget 2026-27	**$ 20,440**
Less Expenditure 2026/27 (Funds Uplifted)	
Oct-26	
MCB2026/32 - Hokai Tahi	$ 1,000
MCB2026/33 - Ruamahanga Farm	$ 1,000
MCB2026/33 - Te Waiwhakaata Wairarapa Film Festival	$ 750
Less funds granted and uplifted to 31 October 2026	**$ 2,750**
Balance as at 31 October 2026	**$ 17,690**
Less funds not uplifted from previous Community meetings as at 31 October 2026	
MCB2026/32 - Hato Hone Waka Ora Health shuttles - Meeting 12/10/26	$ 1,000
MCB2026/32 - Wairarapa Walking Festival - Meeting 12/10/26	$ 250
MCB2026/33 - Kahutara School pool cover- Meeting 12/10/26	$ 2,200
MCB2026/33 - MADCAPS- Meeting 12/10/26	$ 1,000
MCB2026/33 - Martinborough Community Garden- Meeting 12/10/26	$ 1,000
MCB2026/33 - Martinborough Kindergarten - Meeting 12/10/26	$ 1,000
MCB2026/33 - Rotary Club of the South Wairarapa - Meeting 12/10/26	$ 1,000
Less committed funds not uplifted from previous community meetings	**$ 7,450**
Community Fund Account balance as at 31 October 2026	**$ 10,240**

Martinborough Community Board
Operational Expenditure for the Period Ended 31 October 2026

Annual Budget 2026-27	**$ 2,099**
Less Expenditure 31 October 2026	
Jul-26	
Local Governmen 109526/03 CBEC Levy 2026/27	$ 290
The Martinborough Star	$ 470
Sep-26	
J S Brodie Stationery/printing costs MCB2026/16	$ 187
Oct-26	
Pain & Kershaw MCB2026/27	$ 14
Less expenditure uplifted to 31 October 2026	**$ 961**
Balance as at 31 October 2026	**$ 1,138**
Less committed expenditure not uplifted from previous Community meetings as at 31 October 2026	
MCB2026/16 - Consultation costs - Meeting 22/06/26	$ 263
MCB2026/27 - Refreshments for public meetings - Meeting 31/08/26	$ 186
Less committed expenditure not uplifted from previous community meetings	**$ 449**
Operational Account balance as at 31 October 2026	**$ 689**

Martinborough Community Board
Training expenditure for the Period Ended 31 October 2026

Annual Budget 2026-27	**$ 1,050**
Less Expenditure 31 October 2026	
Sep-26	
LGNZ Induction J Brodie	$ 228
Less expenditure uplifted to 31 October 2026	**$ 228**
Balance as at 31 October 2026	**$ 822**

Martinborough Community Board
Travel and Accommodation for Period Ended 31 October 2026

Annual Budget 2026-27	**$ 599**
Less Expenditure 31 October 2026	
Less expenditure uplifted to 31 October 2026	**$ -**
Balance as at 31 October 2026	**$ 599**

Martinborough Community Board

Community Board Pool fund for the Period Ended 31 October 2026

Allocation Grants Annual Budget 2026-27	**$**	**3,333**
Less Expenditure 2026/27 (Funds Uplifted)		
	$	-
Less funds granted and uplifted to 31 October 2026	**$**	**-**
Balance as at 31 October 2026	$	3,333
Less funds not uplifted from previous Community meetings as at 31 October 2026		
Less funds not uplifted from previous community meetings	**$**	**-**
Community Fund Account balance as at 31 October 2026	**$**	**3,333**

Martinborough Community Board
Swimming Pools fund for the Period Ended 31 October 2026

Unused funds from Martinborough Swimming Club	**$**	**14,174**
Less Expenditure 2026/27 (Funds Uplifted)		
	$	-
Less funds granted and uplifted to 31 October 2026	**$**	**-**
Balance as at 30 June 2027	$	14,174
Less funds not uplifted from previous Community meetings as at 31 October 2026		
	$	-
Less committed funds not uplifted from previous community meetings	**$**	**-**
Swimming Pools Fund Account balance as at 31 October 2026	**$**	**14,174**

11 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

11.1 ACTION ITEMS

Author: **Siv Fjaerestad, Advisor, Community Governance**

Authoriser: **Janice Smith, Chief Executive Officer**

File Number: **Not applicable**

PURPOSE

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

EXECUTIVE SUMMARY

Action items from recent meetings are presented to the Board for information.

BACKGROUND

The Chair may ask the Chief Executive for comment and all members may ask the Chief Executive 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 be remain in a master register but no longer reported on. Procedural resolutions are not reported on.

DISCUSSION

Please refer to the report appendix.

APPENDICES

Appendix 1 **Detailed MCB Actions Items Update for November 2026**

Number/Item	Meeting Date Raised	Members / Assigned Officers	Action or Task details	Status	Notes
Action : MCB 2026/6	22 June 2026	Janice Smith	Request an updated traffic count and a review of the 2022 dataset to compare trends and confirm current conditions	Open	22.06.2026: Request discussed with Janice Smith, CE, at meeting. 30.06.2026: Ms Fjaerestad requested information via e-mail to Ms Smith. 20.08.2026: Reminder e-mail to Ms Smith and Mr Langley, Principal Advisor, Roading. 11.11.2026: Reminder e-mail to Ms Smith. Ms Smith recommended to contact the Principal Advisor, Roading for feedback. 16.11.2026: A follow up e-mail was sent to Principal Advisor for Roading.
Action : MCB 2026/6	22 June 2026	Siv Fjaerestad	Ask Council officers if there are any areas that are potentially available for off leash dog walking.	**Actioned**	22.07.2026: Ms Fjaerestad enquired with Mr O'Connor, GM Infrastructure and Community Operations and Ms Stockley, Manager, Community Operations. Councillors recommended to wait until land audit is completed. 20.08.2026: Asked if there is an approximate date for completion of land audit: There is no indicative timeframe, but more information may result from LTP discussions.
Action : MCB 2026/6	22 June 2026	Siv Fjaerestad	Request information on how many dogs are registered in Martinborough.	**Actioned**	22.07.2026: Ms Fjærestad, Advisor, Community Governance, provided an update to Members from Mr McEwan, Lead Regulatory Officer confirming that the Martinborough ward currently has a total of 1056 dogs, 259 Urban Dogs and 797 Rural/Working Dogs.
Action : MCB 2026/6	22 June 2026	Siv Fjaerestad	Request information on how many dogs are registered in Martinborough. (Additional Request at 22.07.2026.)	Open	22.07.2026: Members requested that the Board is given an opportunity to meet with Community Operations officers once land audit has been completed, with regards to identifying potential areas available for off leash dog walking.
Action : MCB 2026/10.1	22 June 2026	Siv Fjaerestad/Hayley McDonald	Full and updated income expense / funds / budget report, following AP adoption, at next available meeting	**Actioned**	20.07.2026: A full report was provided for the 20 July meeting.
Action MCB 2026/10.1	22 June 2026	Lina McManus	The Board requested to be consulted on the revised Pain Farm policy, including clarity on timelines and funding levels, and expressed interest in future opportunities to support income generation from the asset. The Board requested an update from Council once Pain Farm policy is reviewed.	Open	13.08.2026: Mr Brodie highlighted that concerns had been voiced by Martinborough community members with regards to any impact to Pain Farm Trust Fund as a result of amalgamation. Ms Fjaerestad followed up with Ms McManus, Policy, Engagement and Funding Advisor, to request a meeting with regards to concerns. 11.11.2026: Ms Smith advised that a revised policy has been drafted and is awaiting legal review by Simpson Grierson. It will be shared with MCB once the review is received, then go to the December Council meeting.
Action : MCB 2026/10.1	22 June 2026	Lina McManus	Provide a statement for the Members to respond to any community members enquiring about Pain Farm funding rounds.	Open	13.08.2026: Ms Fjaerestad followed up with Ms McManus, Policy, Engagement and Funding Advisor. 11.11.2026: Ms Smith advised that we can't advise on the funding round until we have the new policy.
Action : MCB 2026/10.1	22 June 2026	Members	In relation to the Waihinga Reserve Trust Fund, the Board noted a previous recommendation regarding fencing may no longer be required and agreed to review future use of the remaining funds at a forthcoming informal meeting.	Open	10.11.2026: Mr Brodie confirmed that the Board are yet to consider future use of funds.
Resolution : MCB 2026/15	22 June 2026	Members	**COMMITTEE RESOLUTION MCB2026/15** **Moved: Mr Brodie** **Seconded: Cr Ellims** The Martinborough Community Board resolved to: 2. Approve an appropriate funding round for the Martinborough Swimming Pool Fund. **CARRIED**	Open	07.10.2026: Mr Brodie confirmed that the Board has not approved a funding round for the Martinborough Swimming Pool Fund.
Action : MCB 2026/10.1	22 June 2026	Siv Fjaerestad / Hayley McDonald	Follow up on overview of expenditure or Waihinga Trust funds between 2025 and 31 May 2025 Review recommendations at an informal meeting for the remainder of the fund.	**Actioned**	22.07.2026: An overview of expenditure was provided on 20 July 2026 MBC meeting.
Action : MCB 2026/11.1	22 June 2026	Members/officers	Members to collaborate with MARG regarding recommendations on pedestrian safety for children on Jellico, Dublin and Venice Streets.	Open	
Action : MCB 2026/11.1	22 June 2026	Members/officers	Members to collaborate with MARG regarding recommendations on pedestrian	**Actioned**	10.11.2026: Mr Brodie queried whether pedestrian safety concerns for children are reflected in the Martinborough Accessibility Reference Group (MARG) recommendations. He identified three priority locations where safety improvements may be required for children travelling to and from

Number/Item	Meeting Date Raised	Members / Assigned Officers	Action or Task details	Status	Notes
			safety for children on Jellico, Dublin and Venice Streets. (Additional Request at 10.11.2026.)		school and recreational facilities: (1) a safer crossing between Princess Street and Venice Street, (2) upgrades to the existing pedestrian crossing at the Venice Street/Jellicoe Street intersection to improve driver awareness and pedestrian safety, and (3) consideration of a new crossing and associated traffic-calming measures at the Dublin Street/Jellicoe Street intersection. Suggested improvements include enhanced crossing infrastructure, traffic calming, improved visibility, and safer pedestrian access. 11.11.2026: Ms Fjaerestad followed up with Manager, Community Operations on whether the MARG recommendations reflect pedestrian safety concerns for children. The MARG report addresses general pedestrian safety and "school traffic impacts". It recommends undertaking detailed reviews of pedestrian safety and school traffic impacts at Dublin/Princess Streets intersection and a safety assessment of the Jellicoe Street/Venice Street crossing, as well as identifying low-cost engineering improvements to improve visibility and pedestrian safety of the latter intersection. It does not specifically identify children travelling to school or recreational facilities.
Resolution : MCB 2026/16	22 June 2026	Siv Fjaerestad	**COMMITTEE RESOLUTION MCB2026/16** **Moved: Mrs Boyle** **Seconded: Mr Andrew** The Martinborough Community Board resolved to allocate a budget of $450 from general operating expenses for the purpose of consultation costs for the FY 2026-27, pending Annual Plan adoption 25 June 2026. **CARRIED**	**Actioned**	22. 06.2026: Mr Brodie to arrange to send invoice, once obtained. 14.07.2026: Martinborough STAR invoice for full page add in the Martinborough Star received. 22.07.2026: Purchase Order raised. 20.08.2026: Payment processed.
Action : MCB 2026/11.1	22 June 2026	Lina McManus	Council officers can provide a privacy statement for collecting data from survey	**Actioned**	30.06.2026: Draft Privacy Statement provided by Ms McManus, Advisor, Grants and Funding. 01.07.2026: Privacy review provided by Mr Atkins, Lead Advisor, Business Transformation & Privacy Officer.
Action : MCB 2026/11.1	22 June 2026	James Brodie	Enquire about reimbursement process.	**Actioned**	28.08.2026: Ms Fjaerestad provided information about reimbursement process, including claim forms to Mr Brodie.
Action : MCB 2026/11.1	22 June 2026	Members (all/any)	E-mail council to let them know if and what lights have been damaged from the storm, so that they can address and repair these. Any further assessment and recommendations are to be managed through the MARG process.	**Actioned**	20.08.2026: Mr Brodie confirmed that Cotter and Stevens have fixed a third; the rest is waiting for parts. 11.11.2026: Lead Advisor, Projects, Community Operations, confirmed that "lights were replaced last year to meet the Dark Sky requirements. We recently experienced some issues with the old electrical connection joints retaining moisture after heavy rainfall. These were repaired by Cotter and Stevens, and as far as we are aware, they have advised that all the lights are now working correctly. They are also continuing to monitor the situation in case the issue reoccurs.
Action : MCB 2026/11.1	22 June 2026	James Brodie	Respond to community member who enquired about quality or strength of Martinborough Square lighting, noting dark skies.	Open	20.08.2026: Mr Brodie planned to write a letter to Cynthia Maynard to provide her with an update on the lights in the Martinborough Square. 10.11.2026: Mr Brodie has not responded to Ms Maynard.
Action : MCB 2026/11.1	22 June 2026	Community Operations	Respond to community member who enquired about quality or strength of Martinborough Square lighting, noting dark skies. (Additional Request at 10.11.2026.)	**Actioned**	10.11.2026: Mr Brodie queried whether all lights have been replaced, whether all lights are working, and whether the MARG Report considers lighting in the Square. 11.11.2026: Lead Advisor, Projects, Community Operations, confirmed that "lights were replaced last year to meet the Dark Sky requirements. We recently experienced some issues with the old electrical connection joints retaining moisture after heavy rainfall. These were repaired by Cotter and Stevens, and as far as we are aware, they have advised that all the lights are now working correctly. They are also continuing to monitor the situation in case the issue reoccurs.
Action : MCB 2026/6	20 July 2026	Members (all)	Board will read and consider the information provided by Ms Lyster at their next informal meeting	**Actioned**	24.07.2026: Ms Fjaerestad received an updated version of Ms Lyster's submission. Members will consider at next informal meeting whether the recommendation that Council reseals the bypass roads as part of the MCB LTP submission 31.08.2026: Members noted that the Board's position on Louise Lyster's proposal for noise reduction on busy roads in Martinborough will be considered as part of their LTP review and feedback process.
Action : MCB 2026/10.2	20 July 2026	Siv Fjaerestad	Include Policy and Schedule in the minutes	**Actioned**	31.08.2026: Additional request by Mr Brodie: Review the flag schedule process at next meeting and propose to review the schedule annually. 21.09.2026: Meeting minutes were updated and circulated.

Number/Item	Meeting Date Raised	Members / Assigned Officers	Action or Task details	Status	Notes
					03.11.2026: Discussion with officers and the Chair confirmed that MCB's needs could be met more simply by reformatting the flag schedule, incorporating the policy notes and making it available in the Elected Members Lounge, without conducting an organisation-wide policy review involving all Community Boards at this time. 09.11.2026: The schedule and policy notes were combined into an editable Excel spreadsheet, uploaded to a dedicated folder in the Elected Members Lounge and sent to Mr Brodie for review.
Resolution : MCB 2026/20.2	20 July 2026	Siv Fjaerestad / Lina McManus	**COMMITTEE RESOLUTION MCB2026/20** **Moved: Miss Maynard** **Seconded: Mr Andrew** The *Martinborough Community Board resolved to:* 2. Agree to allocate up to $290 (gst excl) from General Operating Expenses for the purpose of engagement resources for the community consultation on the Community Board Plan. **CARRIED**	**Actioned**	28.08.2026: Ms Fjaerestad provided claim process information to Mr Brodie. 10.09.2026: Mr Brodie provided claim and receipts. 14.09.2026: Claim was authorised.
Resolution : MCB 2026/20.4			**COMMITTEE RESOLUTION MCB2026/20** **Moved: Miss Maynard** **Seconded: Mr Andrew** The *Martinborough Community Board resolved to:* 4. Agree to divide the community development funding available in 2026-2027 financial year, into multiple rounds, pending advise from the Advisor, Grants and Funding. **CARRIED**	**Actioned**	20.08.2026: Ms Fjaerestad updated Mr Brodie on funding rounds. 28.09.2026 and 02.10.2026: Ms Fjaerestad and Ms McManus, Advisor Policy, Engagement and Funding, discussed the Community Boards' grants assessment matrix to support further advise to the Boards. 07.10.2026: Officers discussed grants assessment with Mr Brodie and Ms Boyle.
Resolution : MCB 2026/21	20 July 2026	Siv Fjaerestad	**COMMITTEE RESOLUTION MCB2026/21** **Moved: Cr Archer** **Seconded: Miss Maynard** That *the Martinborough Community Board:* 2. Approve the application from for South Wairarapa Rotary - Martinborough Fair Committee for the installation of 11 flags in Martinborough from 5 January 2027 to 5 March 2027 for the Martinborough Fair. **CARRIED**	**Actioned**	4.08.2026: Outcome of the decision was communicated to SW Rotary via e-mail and phone. 31.08.2026: Updated action: Check the dates and number of flags listed in the July 20 2026 minutes for the MCB 2026/10.2 Resolution. 21.09.2026: Meeting minutes were updated and circulated with the updated information.
Action : MCB 2026/11.1	20 July 2026	Siv Fjaerestad	Enquire with the Council's Youth Development Advisor on whether or not the SW Youth Council may be interested in providing feedback	**Actioned**	24.07.2026: Enquired with Alex Taia-Lehmstedt, Youth Development Advisor. 20.08.2026: Followed up with Youth Development Advisor. 31.08.2026: Update to action: Establish the time for the engagement with the Youth Council and provide to Mr Brodie, who will send members an invite. 15.09.2026: Members of the Board met with the Youth Council.
Action : MCB 2026/11.1	20 July 2026	Siv Fjaerestad	Enquire with Council officers if the incident at Considine Park exercise machines has been reported and to check the equipment to prevent further incidents	**Actioned**	30.07.2026: Elisa Romani, Lead Advisor Projects, Community Operations, confirmed that all of the equipment has been inspected and no faults were identified. 31.08.2026: Additional request by James Brodie: to explore whether or not Instructions for use machine may need to be reviewed. 11.11.2026: Lead Advisor, Community Operations confirmed that "the exercise machines, the instructions displayed on the machines are the manufacturer's instructions that come with each piece of equipment and are intended to explain how that specific model is designed to be used."
Action : MCB 2026/8.1	31 August 2026	Siv Fjaerestad	Members noted the need for review of flag maintenance and that this can be discussed as part of a paper on the display of banner or flag policy at the next meeting. Following this, there would be an opportunity to include the flag schedule and any maintenance as a fixed agenda item at the start of every year.	**Actioned**	03.11.2026: Discussion with officers and the Chair confirmed that MCB's needs could be met more simply by reformatting the flag schedule, incorporating the policy notes and making it available in the Elected Members Lounge, without conducting an organisation-wide policy review involving all Community Boards at this time. 09.11.2026: The schedule and policy notes were combined into an editable Excel spreadsheet, uploaded to a dedicated folder in the Elected Members Lounge and sent to Mr Brodie for review.

Number/Item	Meeting Date Raised	Members / Assigned Officers	Action or Task details	Status	Notes
Action : MCB 2026/10.1	31 August 2026	Action for Mr Brodie and Mrs Boyle	Promote the current funding round on the Board's social media page and request to share on other community social media pages.	**Actioned**	09.09.2026: The funding round was promoted on the Board's social media page.
Resolution : MCB 2026/27	31 August 2026	Siv Fjaerestad	**COMMITTEE RESOLUTION MCB2026/27** **Moved: Mr Brodie** **Seconded: Cr Archer** The Martinborough Community Board resolves to ringfence a small budget of up to $200 for purposes of providing refreshments at public meetings. **CARRIED**	**Actioned**	12.10.2026: A purchase order for the 12 October meeting was raised for the provision of refreshments for the meeting. 11.11.2027: A purchase order for provision of refreshments for the remaining meetings was raised.
Action : MCB 2026/11	31 August 2026	Siv Fjaerestad	Request from the Roading Team an overview of what work on footpaths in Martinborough is forecast in the 2028-2029 period.	Open	10.11.2026: Information requested via e-mail to Mr Langley, Principal Roading Advisor. 16.11.2026: The Principal Roading Advisor provided a update that: "At this stage budgets are not set, so we cannot answer with any confidence until the LTP is approved."
Action : MCB 2026/11	31 August 2026	Members	To prepare a recommendation for an early 2027 MCB meeting, to submit, as part of the formal process of consultation on the Long Term Plan 2027-37. The recommendation should include what the Board will submit on, who will write the submission and who is nominated to speak at the hearings.	Open	
Resolution : MCB 2026/28	31 August 2026	Members	**COMMITTEE RESOLUTION MCB2026/28** **Moved: Mr Brodie** **Seconded: Cr Archer** The Martinborough Community Board resolved to: 2) Agree to review the current project plan for years 4-9 of the existing LTP and provide feedback to officers by the end of September 2026. **CARRIED**	**Actioned**	30.09.2026: The Board provided feedback to officers through the draft Long Term Plan submission.
Resolution : MCB 2026/29	31 August 2026	Members	**COMMITTEE RESOLUTION MCB2026/29** **Moved: Mr Brodie** **Seconded: Cr Ellims** The Martinborough Community Board resolved to: 2. Consider the request from Louise Lyster regarding busy roads in Martinborough.	**Actioned**	30.09.2026: The Board considered Ms Lyster's request and included this in the Long Term Plan submission provided to Council via the Lead Advisor Strategy and Performance.
Resolution : MCB 2026/32	12 Oct 2026	Ms Fjaerestad	**COMMITTEE RESOLUTION MCB2026/32** **Moved: Miss Maynard** **Seconded: Mrs Boyle** The Martinborough Community Board resolved to: 1. Accept in full the application from Hato Hone St John Wairarapa Area Committee for $1,000 to contribute to Waka Ora Health Shuttles. 2. Accept in full the application from Hōkai Tahi for $1,000 to support Martinborough Whānau to Access Hōkai Tahi Services. 3. Accept in full the application from the Wairarapa Walking Festival for $250 to contribute to the Wairarapa Walking Festival 2026. **CARRIED**	Open	21.10.2026: Outcome communicated to applicants. 27.10.2026-02.11.2026: Purchase Orders raised 09.10.2026: Statement of Income and Expenditure for 31 October provided by Finance team, showing that grants have been uplifted by Hōkai Tahi. An update of grants uplifted will be provided to the Board by first week of December via e-mail as there are no further meetings until February 2027.
Resolution : MCB 2026/33	12 Oct 2026	Ms Fjaerestad	**COMMITTEE RESOLUTION MCB2026/33** **Moved: Cr Archer** **Seconded: Mr Brodie** The Martinborough Community Board resolved to:	Open	21.10.2026: Outcome communicated to applicants. 27.10.2026-02.11.2026: Purchase Orders raised 09.10.2026: Statement of Income and Expenditure for 31 October provided by Finance team, showing that grants have been uplifted by Ruamahanga Farm and Te Waiwhakaata Wairarapa Film Festival.

Number/Item	Meeting Date Raised	Members / Assigned Officers	Action or Task details	Status	Notes
			1. Accept in part the application from Kahutara School to the amount of $2,200 to Upgrade the Swimming Pool Cover. 2. Accept in part the application from Martinborough and Districts Company of Amateur Players (MADCAPS) to the amount of for $1,000 for the Martinborough Christmas Show. 3. Accept in part the application from Martinborough Community Garden to the amount of $1,000 to Upgrade and Replace Community Garden Beds. 4. Accept in part the application from Martinborough Kindergarten to the amount of $1,000 for a Vegetable Garden Upgrade. 5. Accept in part the application from the Rotary Club of the South Wairarapa to the amount of $1,000 for the Commemoration of the 50th Rotary Martinborough Fair. 6. Accept in part the application from Ruamāhanga Farm Foundation to the amount of $1,000 for Te Reo ō te Wai. 7. Accept in part the application from Te Waiwhakaata Wairarapa Film Festival to the amount of $750 for the Te Waiwhakaata Wairarapa Film Festival | Spring Sessions. **CARRIED**		An update of grants uplifted will be provided to the Board by first week of December via e-mail, as there are no further meetings until February 2027.
Resolution : MCB 2026/34	12 Oct 2026	Ms Fjaerestad	**COMMITTEE RESOLUTION MCB2026/34** **Moved: Mrs Boyle** **Seconded: Cr Archer** The Martinborough Community Board resolved to: Decline the application from Martinborough Football Club for $8,000 to purchase a Joint Storage Container for Martinborough Football Club and Martinborough Cricket Club. **CARRIED**	**Actioned**	21.10.2026: Outcome communicated to applicant, as well as feedback and recommendations for alternative funding opportunities. 05.11.2026: Outcome letter sent to applicant, and an e-mail with links provided to funding opportunities.
Action : MCB 2026/11.1	12 Oct 2026	Ms Fjaerestad, Ms McQuaid	The Report was taken as read. Members noted that the format of the report was difficult to read and requested that this would be changed for future reports. To provide future Actions Items report in a different format.	Open	10.11.2026: Ms McQuaid, Corporate Support Manager, is in the process of developing an improved system for action reporting. In the meantime, Ms Fjaerestad will send actions items report to members via e-mail so that the document is easier to read.

12 KARAKIA WHAKAMUTUNGA – CLOSING

Kua mutu ā mātou mahi
Mō tēnei wā
Manaakitia mai mātou katoa
O mātou hoa
O mātou whānau
Aio ki te Aorangi

Our work is finished
For the moment
Blessing upon us all
Our friends
Our families
Peace to the Universe