

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
FEATHERSTON COMMUNITY BOARD
HELD AT THE SUPPER ROOM, ANZAC HALL, BELL STREET, FEATHERSTON
ON TUESDAY, 9 DECEMBER 2025 AT 7:30 PM**

- PRESENT:** Mr Tui Rutherford (Chair), Mr Warren Maxwell, Cr Rupert Watson, Cr Rachel Clarke, Mrs Tanja Schubert-McArthur (Deputy Chair), Mrs Anne Hynds
- APOLOGIES:** None
- IN ATTENDANCE:** Janice Smith (Chief Executive Officer), Shanin Bridger (Community Governance Advisor)
- PUBLIC FORUM:** Dr John McDowell and Jean McDowell
- CONDUCT OF BUSINESS:** This meeting was held in the Supper Room, Anzac Hall, Bell Street, Featherston and via audio-visual conference. The meeting was held in public under the above provisions from 7.30pm to 8.12pm 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

Mr Rutherford acknowledged the previous board for their efforts in the last triennium.

5 PUBLIC PARTICIPATION

Dr John McDowell, accompanied by his wife Jean spoke to the board regarding the Inaugural Featherston Heritage Festival, and presented their report of the event. A copy of this report is attached to these minutes.

A correction was made regarding the mention of the Featherston Anzac Hall Committee which should be the Featherston Anzac Club Society.

The event was a huge success and was well supported. Special mention to The Featherston Engine, Booktown, Peter Biggs and Tana Klaracich.

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 Featherston Community Board.

COMMITTEE RESOLUTION FCB2025/39

Moved: Mr T Rutherford

Seconded: Mrs A Hynds

And resolved:

That the Featherston Community Board:

1. Receives the Making and Attesting of Members' Declarations Report dated 9 December 2025.
2. Notes that the mayor has received and witnessed the declarations of Tui Rutherford, Warren Maxwell, and Anne Hynds as members of the Featherston Community Board on 29 October 2025.
3. Note that Council appointments to the Featherston Community Board are Cr Watson and Cr Clarke
4. Notes that the Chief Executive has received and witnessed the declaration of board member Tanja Schubert-McArthur which was read in both English and Te Reo.

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 its adopted process to make its elections.

COMMITTEE RESOLUTION FCB2025/40

Moved: Mr T Rutherford

Seconded: Cr R Clarke

And resolved:

That the Featherston 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

Mr Rutherford self nominated for the position of chairperson, and nominated Tanja Schubert-McArthur for the deputy chair position which was accepted.

With no other nominations received , voting was not required.

COMMITTEE RESOLUTION FCB2025/41

Moved: Cr R Clarke

Seconded: Cr R Watson

And resolved:

That the Featherston Community Board:

4. Elect **Tui Rutherford** to be the chairperson and **Tanja Schubert-McArthur** to be the deputy chairperson of the Featherston Community Board.

CARRIED

Ms Smith vacated the chair and Mr Rutherford 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 FCB2025/42

Moved: Mr W Maxwell

Seconded: Mrs A Hynds

And resolved:

That the Featherston 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. Mr Rutherford made a request via the Chief Executive to adjust the calendar schedule for 2026, and to move meetings to an eight weekly cycle on a Wednesday evening where possible.

Ms Smith approved the calendar schedule as per resolution below.

COMMITTEE RESOLUTION FCB2025/43

Moved: Mr W Maxwell

Seconded: Mrs T Schubert-McArthur

And resolved:

That the Featherston Community Board:

1. Receive the report "Community board meeting schedule 2026"
2. Agree to meetings taking place at the Featherston Community Centre/Anzac Hall depending on availability with a start time of 7pm on the following dates:

Tuesday 3 February

~~Tuesday 17 March~~ **Wednesday 1 April**

~~Wednesday 29 April (due to Anzac Day)~~ **Wednesday June 3**

~~Tuesday 9 June~~ **Wednesday August 5**

~~Tuesday 21 July~~ **Wednesday October 7**

~~Tuesday 1 September~~ **Wednesday December 2**

~~Tuesday 13 October~~

~~Tuesday 24 November.~~

CARRIED

9 KARAKIA WHAKAMUTUNGA – CLOSING

The group closed the meeting with a karakia.

The meeting closed at 8.12pm.

A copy of the Inaugural Featherston Heritage Festival Report 2025 is attached to these minutes.

Confirmed as a true and correct record.

..... (Chair)

..... (Date)

..... (Chief Executive)

..... (Date)