



# **AGENDA**

## **Greytown Community Board Wednesday, 4 February 2026**

**I hereby give notice that a Greytown Community Board meeting will be held on:**

**Date: Wednesday, 4 February 2026**

**Time: 7:00 pm**

**Location: Greytown Pavilion, Kuratawhiti Street  
Greytown**

**Janice Smith  
Chief Executive**



## Order Of Business

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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 GREYTOWN COMMUNITY BOARD MEETING 10 DECEMBER 2025**

**Author:** Shanin Brider, Advisor, Community Governance

**Authoriser:** Matt Vins, Manager, Corporate Support

#### **RECOMMENDATIONS**

1. That the minutes of the Greytown Community Board meeting held on 10 December 2025 are confirmed as a true and correct record.

#### **APPENDICES**

**Appendix 1 Minutes of the Greytown Community Board Meeting held on 10 December 2025**

**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 Bridger (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 Ms Brown 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 Martinborough 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.**

## **9 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF**

### **10.1 INCOME AND EXPENDITURE UPDATE**

**Author:** Shanin Brider, Advisor, Community Governance

**Authoriser:** Matt Vins, Manager, Corporate Support

#### **PURPOSE**

The purpose of this report is to update the board on current income and expenditure activities and to provide an explanation of the funding and budgets available to the board.

#### **BACKGROUND**

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

The Terms of Reference for South Wairarapa District Council community boards outlines, within their community area, boards have the power to approve community grants within the allocated budgets and guidelines.

See the boards terms of reference for other non-financial delegations.

#### **EXECUTIVE SUMMARY**

The income and expenditure report is to period ending 31 December 2025.

##### **Community development fund budget**

There were a number of grants outstanding from previous financial years which have been followed up and paid where necessary. There are still several grants that are yet to be uplifted or have surplus funding available.

Greytown Pool was awarded \$2,000 in 2022 for murals to be painted on the premises. These murals have been painted without the funds being uplifted from the community development fund.

Lions have been contacted regarding the painting of polls in Soldier Memorial Park, where \$200 was allocated for this work in 2022. The work has been completed. Lions have advised Council that the work was completed with some left-over paint and they don't believe paint was purchased. Lions cannot account for the purchase of paint for this project.

The Menz Shed had two applications to the community board in 2022, both for \$1000 each and both for the purchase of new tools. One of the grants was allocated and accountability provided. The other is still outstanding and receipting is not available for the further purchase of tools. The applicant is not aware of a second purchase.

The Greytown Foodbank (The Social Crust) applied for funding in 20205 and were successful. There is \$308 surplus funding remaining as the price changed between requesting the funds and purchasing the freezer.

##### **Operational budget**

The board was allocated \$2,054 in operational expenditure this financial year. Each year, council's that have community boards pay a levy to the Community Board Executive Committee. This cost

is split across the operational budget of the Martinborough, Greytown and Featherston community boards of \$290 per board.

This budget is to be used for the operational expenses of the board in the financial year. Such expenses might include any room hire or catering costs, advertising in local publications, costs relating to community engagement and other incidentals. Surplus funds within the year's budget do not roll over to the following financial year.

### **Training budget**

Each year, the board is allocated a budget for training expenses. The board currently has \$1,027 available for the purposes of training its members. With boards now being delegated responsibilities for community activation and preparedness, it is recommended the board consider using this funding for training in relation to community emergency management. Surplus funds within the year's budget do not roll over to the following financial year.

### **Community development fund surplus**

The Greytown Community Board carries a substantial surplus rolled over from previous years. This amounts to \$21,207. This amount includes the funding not uplifted from previous years mentioned in this report.

With the fund no longer rolling over into future years, the board is asked to consider ringfencing the total surplus for allocation for other projects within the Greytown community in collaboration with Council.

It has been identified that graffiti is an issue at the newly developed skatepark and there is a requirement for painting in this area with a plan to deter such activities continuing. This work can be completed with funding provided via this avenue.

Council will work with the board to determine the best use of ringfenced funds.

### **RECOMMENDATIONS**

That the Greytown Community Board resolve to:

- 1 Receive the Income and Expenditure update
- 2 Move the carryover of \$17,699 from the community development fund and ringfence for future allocation and projects in Greytown in collaboration with Council
- 3 Move the following funds totalling \$3,508 not uplifted by applicants to the same ringfenced fund:  
Greytown Pool \$2,000, Lions \$200, Menz Shed \$1,000, Greytown Foodbank surplus \$308.

### **APPENDICES**

#### **Appendix 1 Greytown Community Board financials as at 31 December 2025**

## Greytown Community Board

### Community Development fund for the Period Ended 31 December 2025

<b>Allocation Grants Annual Budget 2025-26</b>	<b>\$</b>	<b>15,405</b>
<b>Unused funds from 2024-25</b>	<b>\$</b>	<b>28,438</b>
<b>Less Expenditure 2025/26 (Funds Uplifted)</b>		
<b>Jul-25</b>		
GCB2025/19 - Flagmakers Arbour day costs	\$	2,055
GCB2025/31 - Divine River	\$	500
GCB2025/30 - Kuranui College	\$	1,000
GCB2025/19 - Stuff Ltd Arbour day advertising	\$	231
GCB2025/19 - Open all hours Arbour Day	\$	21
GCB2025/19 - Open all hours Arbour Day	\$	25
<b>Aug-25</b>		
GCB2025/43 - Cobble stones	\$	1,177
GCB2025/44 - Rotary Club	\$	1,000
<b>Sept-25</b>		
GCB2025/16 Country Village	\$	2,500
GCB2025/21 Expo costs	\$	41
<b>Oct-25</b>		
GCB2025/19 3BL Limited 106995/01 Arbour Day costs	\$	139
GCB2025/43 The Social Crust	\$	2,050
<b>Less funds granted and uplifted to 31 December 2025</b>	<b>\$</b>	<b>10,739</b>
<b>Balance as at 31 December 2025</b>	<b>\$</b>	<b>33,105</b>
<b>Less funds not uplifted from previous Community meetings as at 31 December 2025</b>		
GCB2022/13 - Greytown Pool - Second set of three Murals - Meeting 30/03/22	\$	2,000
GCB2022/13 - Lions to Paint Polls - Soldier Memorial Park - Meeting 30/03/22	\$	200
GCB2022/51 - Menz shed - Purchase of new equipment - Meeting 13/09/22	\$	1,000
GCB2025/43 - Greytown Foodbank new freezer - Meeting 30/07/25 - (Remaining funds)	\$	308
<b>Less committed funds not uplifted from previous community meetings</b>	<b>\$</b>	<b>3,508</b>
<b>Community Fund Account balance as at 31 December 2025</b>	<b>\$</b>	<b>29,597</b>

## Greytown Community Board

### Operational Expenditure for the Period Ended 31 December 2025

<b>Annual Budget 2025-26</b>	<b>\$ 2,054</b>
Less Expenditure 31 December 2025	
<b>Jul-25</b>	
Local Government 107281/01 CBEC Levy	\$ 290
<b>Dec-25</b>	
Lamb-Peters Pri 108320/02 Business Cards for GCB	\$ 34
<b>Less expenditure uplifted to 31 December 2025</b>	<b>\$ 324</b>
<b>Balance as at 31 December 2025</b>	<b>\$ 1,730</b>
Less committed expenditure not uplifted from previous Community meetings as at 31 December 2025	\$ -
<b>Less committed expenditure not uplifted from previous community meetings</b>	<b>\$ -</b>
<b>Operational Account balance as at 31 December 2025</b>	<b>\$ 1,730</b>

## Greytown Community Board

### Training expenditure for the Period Ended 31 December 2025

<b>Annual Budget 2025-26</b>	<b>\$ 1,027</b>
Less Expenditure 31 December 2025	\$ -
<b>Less expenditure uplifted to 31 December 2025</b>	<b>\$ -</b>
<b>Balance as at 31 December 2025</b>	<b>\$ 1,027</b>

## 10.2 2026 COMMUNITY BOARD FUNDING

**Author:** Shanin Brider, Advisor, Community Governance

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

### PURPOSE

The purpose of this report is for the Greytown Community Board to confirm and agree funding rounds for 2026

### EXECUTIVE SUMMARY

- In the 2025/2026 financial year, the board was allocated \$15,000 to fund community grants. The 2025/2026 funding needs to be allocated before the end of the financial year.
- From the 2026/2027 financial year, this amount increases to \$20,000 to fund grants in the community.
- Grant allocations must be made within the guidelines of the Grants and Funding Policy adopted by Council in December 2025.

### RECOMMENDATIONS

That the Greytown Community Board resolve to:

- 1 Receive the “2026 Community Board Funding” report.
- 2 Set one funding round in the 2025/2026 financial year for \$15,405 with applications to open 22 February and close 5 April 2026.
- 3 Consider and decide upon allocation of these grants at the board’s 30 April 2026 meeting.
- 4 Set the first of two funding rounds in the 2026/2027 financial year for \$10,000, with the first opening 10 August and closing 20 September 2026.
- 5 Consider and decide upon allocation of these grants at the board’s 14 October 2026 meeting.
- 6 Agree to determine future funding rounds once the 2027 meeting schedule and been ratified.

### BACKGROUND

The Greytown Community Board has the power to approve community grants within their allocated budgets, and within the guidelines of the Grants and Funding Policy.

Historically, boards have accepted applications throughout the year and made decisions on these applications as they come in. Funding not allocated from previous years has rolled over to the next financial year. From the 2026/2027 financial year, the board will be operating under a “use it or lose it” policy. Because of this change, its important the board accepts applications as a group,

so all applications are assessed against the same contestable fund reducing surplus at the end of the financial year.

The Community Governance Advisor receives applications for funding and checks to determine they meet the criteria and have provided enough information in their applications to be put forward to the board for consideration.

## DISCUSSION

The Community Governance Advisor met with the community board chairs in January to discuss issues and options for funding throughout 2026 and 2027 which they would then take back to their board members for oversight to prepare for decisions to be made at this meeting.

Discussions included:

- The need to assess applications as a group, to ensure we have little to no surplus funding remaining, and to ensure funding was going to the most appropriate groups in the community
- Appropriate timeframes for applications to be open, giving community groups enough time to prepare and submit applications
- How the funding opportunities will be advertised and communicated
- Providing information in advance to communities on future funding rounds to allow them to prepare to apply for funding at the right time

Community feedback was also discussed, where some community groups and individuals found the online application process difficult, and would prefer to have documents that can be printed or filled in online.

The board is asked to consider and discuss the recommendations in this report. Once agreed, the Community Governance Advisor will start the implementation process for funding to start and advise the community of the boards plans for funding over the next 18 months.

## 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 <a href="#">Council's Significance and Engagement Policy</a>	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 policy and appropriate legislative requirements.
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 with healthy and safety matters.

## APPENDICES

Nil



## **10 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