



# AGENDA

## **Martinborough Community Board**

## **Monday, 2 February 2026**

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

**Date: Monday, 2 February 2026**

**Time: 7:00 pm**

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

**Janice Smith**  
**Chief Executive Officer**



**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 MARTINBOROUGH COMMUNITY BOARD MEETING HELD ON 8 DECEMBER 2025**

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

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

#### **RECOMMENDATIONS**

1. That the minutes of the Martinborough Community Board meeting held on 8 December 2025 are confirmed as a true and correct record.

#### **APPENDICES**

**Appendix 1 Minutes of the Martinborough Community Board Meeting held on 8 December 2025**

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL  
MARTINBOROUGH COMMUNITY BOARD  
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH  
ON MONDAY, 8 DECEMBER 2025 AT 7:00 PM**

**PRESENT:** Mr James Brodie (Chair), Ms Mel Maynard, Ms Nana Boyle (Deputy Chair), Mr Ross Andrew, Cr Chris Archer

**APOLOGIES:** Cr Aidan Ellims, Cr Chris Archer

**IN ATTENDANCE:** Janice Smith (Chief Executive Officer), Shanin Brider (Community Governance Advisor)

**PUBLIC FORUM:** None

**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 is available to view on our YouTube channel. The meeting was held in public under the above provisions from 7.07pm to 7.35pm 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**

Apologies were received from Cr Ellims who could not attend, and Cr Chris Archer who would be a late arrival.

**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**

Ms Maynard acknowledged the passing of Margaret Peek, an active Martinborough community member, and Graeme Clarke, a long time Martinborough business owner. Condolences to the whanau of these community pillars.

**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 Martinborough Community Board.

**COMMITTEE RESOLUTION MCB2025/62****Moved: Mrs N Boyle****Seconded: Mr J Brodie****And resolved:**

That the Martinborough Community Board:

1. Receives the Making and Attesting of Members' Declarations Report dated 8 December 2025.
2. Notes that the mayor has received and witnessed the declarations of James Brodie, Mel Maynard and Nana Boyle as members of the Martinborough Community Board on 29 October 2025.
3. Note that Council appointments to the Martinborough Community Board are Cllr Archer and Cllr Elimms.
4. Notes that the Chief Executive has received and witnessed the declaration of board member Ross Andrew.

**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.

James Brodie received one nomination for chairperson from Ms Maynard.

Nana Boyle received one nomination for deputy chairperson from Ms Maynard.

These nominations were accepted by both parties. With there being no other nominations received, voting was not required.

**COMMITTEE RESOLUTION MCB2025/63****Moved: Ms M Maynard****Seconded: Mr R Andrew****And resolved:**

That the Martinborough Community Board:

1. Note the information in the contained report
2. Adopt ~~System A~~ or **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)
4. Elect **James Brodie** to be the chairperson and **Nana Boyle** to be the deputy chairperson of the Martinborough Community Board.

<b>CARRIED</b>
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Ms Smith vacated the chair and Mr Brodie 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.

Cr Archer arrived at 7.17pm

<b>COMMITTEE RESOLUTION MCB2025/64</b>
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**Moved:** Mr J Brodie

**Seconded:** Ms M Maynard

**And resolved:**

That the Martinborough 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

<b>CARRIED</b>
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### 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.

<b>COMMITTEE RESOLUTION MCB2025/65</b>
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**Moved:** Mr R Andrew

**Seconded:** Mrs N Boyle

**And resolved:**

That the Martinborough Community Board resolve to:

1. Receive the report "Community board meeting schedule 2026"
2. Agree to meetings taking place in the Town Hall Supper Room at 7pm on the following:
  - Monday 2 February
  - Monday 16 March
  - Tuesday 28 April (due to Anzac Day)
  - Monday 8 June

Monday 20 July  
Monday 31 August  
Monday 12 October  
Monday 23 November.

**CARRIED**

#### **8.5 URGENT APPROVAL FOR CHRISTMAS PARADE EXPENDITURE**

Miss Brider spoke to this report where the purpose was to seek approval from the board for the payment of traffic management and advertising costs relating to the 2025 Christmas Parade.

##### **COMMITTEE RESOLUTION MCB2025/66**

**Moved: Ms M Maynard**

**Seconded: Mr R Andrew**

**And resolved:**

That the Martinborough Community Board:

1. Note the information contained in the “Urgent approval for Christmas Parade expenditure” report
2. Approve the payment to A&K Traffic Management Solutions for \$630 + GST, for the costs relating to implementing the traffic management plan and its associated administration costs – invoice attached
3. Approve the payment to Traffic Assist of \$1200 + GST, for the costs associated with event management on Sunday 14 December 2025 – invoice attached
4. Approve a payment to The Martinborough Star of up to \$150 + GST, for the costs associated in advertising the event when the invoice is received.

**CARRIED**

#### **8 KARAKIA WHAKAMUTUNGA – CLOSING**

The group closed the meeting with a karakia.

The meeting closed at 7.35pm.

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

#### **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 several community grants yet to be uplifted from prior financial years which have now all been allocated leaving no funding unallocated for follow up.

The invoice from the Martinborough Star has just been received for Christmas Parade advertising and will be reflected in the financials at our next meeting. This invoice was for a total of \$65, so the full amount ringfenced for this cost will not be used. It is recommended that the board resolve to move this surplus back to the community development fund for reallocation when paid.

Future invoicing for advertising is to come from the operational budget.

##### **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.

### **Swimming pools fund**

The board currently has delegated authority for allocation of swimming pool funding, and the balance is currently \$14,174. This is a historical fund that is not replenished. Once exhausted, the fund will close. The board is asked to consider using this fund as an alternative to allocating funding to the swimming pool before allocating money from the community development fund.

### **RECOMMENDATIONS**

That the Martinborough Community Board resolve to:

- 1 Receive the Income and Expenditure update
- 2 Move the surplus \$85 ringfenced for Christmas Parade advertising back to the community development fund for reallocation.

### **APPENDICES**

#### **Appendix 1      Martinborough Community Board financial reports as at 31 December 2025**

**Martinborough Community Board**  
**Community Development fund for the Period Ended 31 December 2025**

Allocation Grants Annual Budget 2025-26	\$ 15,405
Unused funds from 2024-25	\$ 3,037
Grant refund K Krogh - Sep 2025	\$ 209

**Less Expenditure 2025/26 (Funds Uplifted)**

**Jul-25**

MCB2025/40 - Heritage buildings	\$ 1,177
MCB2025/22 - WaiDark sky light meter	\$ 825

**Dec-25**

MCB2025/57 - Kuranui College 105168/01 MCB Kuranui Kapahaka	\$ 1,000
MCB2025/66 - A&K Traffic solutions Christmas Parade	\$ 630
MCB2025/66 Traffic Assistance Christmas Parade	\$ 1,200

<b>Less funds granted and uplifted to 31 December 2025</b>	\$ 4,832
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<b>Balance as at 31 December 2025</b>	\$ 13,819
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**Less funds not uplifted from previous Community meetings as at 31 December 2025**

MCB2025/66 - The Martinborough Star advertisement - Meeting 08/12/25	\$ 150
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<b>Less committed funds not uplifted from previous community meetings</b>	\$ 150
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<b>Community Fund Account balance as at 31 December 2025</b>	\$ 13,669
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**Martinborough Community Board**  
**Operational Expenditure for the Period Ended 31 December 2025**

<b>Annual Budget 2025-26</b>	<b>\$ 2,054</b>
<b>Less Expenditure 31 December 2025</b>	
Jul-25 Local Government 107281/01 CBEC Levy	\$ 290
Aug-25 Printing & laminating (A Brown) 10(A4) x.30c 4(A3)	\$ 3
Dec-25 Lamb-Peters Pri 108320/03 Business Cards for MCB	\$ 34
<b>Less expenditure uplifted to 31 December 2025</b>	<b>\$ 327</b>
<b>Balance as at 31 December 2025</b>	<b>\$ 1,727</b>
<b>Less committed expenditure not uplifted from previous Community meetings as at 31 December 2025</b>	
MCB2025/11 - AED Map printing and morning tea	\$ 150
<b>Less committed expenditure not uplifted from previous community meetings</b>	<b>\$ 150</b>
<b>Operational Account balance as at 31 December 2025</b>	<b>\$ 1,577</b>

**Martinborough Community Board**  
**Training expenditure for the Period Ended 31 December 2025**

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

**Martinborough Community Board**  
**Swimming Pools fund for the Period Ended 31 December 2025**

<b>Unused funds from Martinborough Swimming Club</b>	\$ 15,269
<b>Less Expenditure 2025/26 (Funds Uplifted)</b>	
Aug-25 MCB2025/49 - C Harding - additional mats	\$ 1,095
<b>Less funds granted and uplifted to 31 December 2025</b>	\$ 1,095
<b>Balance as at 31 December 2025</b>	\$ 14,174
<b>Less funds not uplifted from previous Community meetings as at 31 December 2025</b>	
	\$ -
<b>Less committed funds not uplifted from previous community meetings</b>	\$ -
<b>Swimming Pools Fund Account balance as at 31 December 2025</b>	<b>\$ 14,174</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 Martinborough 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 Martinborough Community Board resolve to:

- 1 Receive the “2026 Community Board Funding” report.
- 2 Set one funding round in the 2025/2026 financial year for \$13,819 with applications to open 22 February and close 5 April 2026.
- 3 Consider and decide upon allocation of these grants at the board’s 28 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 12 October 2026 meeting.
- 6 Agree to determine future funding rounds once the 2027 meeting schedule and been ratified.

### BACKGROUND

The Martinborough 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.

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