

8 May 2024

Agenda

Notice of Meeting

An ordinary meeting will be held at the Featherston Community Centre, 14 Wakefield Street, Featherston on Wednesday 8 May 2024 starting at 7:00pm.

Membership of the Community Board

Tui Rutherford (Chair), John Dennison (Deputy Chair), Warren Maxwell, Annelise Schroeder, Cr Mellissa Sadler-Fuller and Cr Rebecca Gray

Karakia Tīmatanga

*Kia hora te marino
Kia whakapapa pounamu te moana
Hei huarahi mā tatou i te rangi nei
Aroha atu, aroha mai
Tātou i a tātou katoa
Hui e tāiki ē!*

Public Business

- 1. Extraordinary Business**
- 2. Apologies**
- 3. Conflicts of Interest**
- 4. Acknowledgments and Tributes**
- 5. Public Participation**
 - 5.1 Romain Busby – Welcome to Featherston Signs
 - 5.2 Graeme Gray – Cobblestones Museum Trust
 - 5.3 Karen Mikaera - Pae Tū Mōkai O Tauria
 - 5.4 Marc van de Loo – Featherston Sports Hub

5.5 Natasha Micheletti – Balanced Therapy

5.6

6. Actions from Public Participation

As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

7. Community Board Minutes

7.1 Minutes for Approval: Minutes of the Featherston Community Board meeting held on **7 February 2024**. Pages 4 - 8

Proposed Resolution: *That the minutes of the Featherston Community Board meeting held on **7 February 2024** be confirmed as a true and correct record.*

8. Chairperson Report

8.1 Chairperson Report Pages 9 – 11

9. Reports from Chief Executive and Staff

9.1 Representation Review Pages 12 – 15

9.2 Proposed naming of a new private road, at 90-94 Fox Street, in Featherston Pages 16 – 21

9.3 Income & Expenditure Report Pages 22 - 25

9.4 Financial Assistance Report Pages 26 – 29

9.5 Action Items Report Pages 30 - 33

10. Member Reports

10.1 None Advised

Karakia Whakamutunga

*Kua mutu ā mātou mahi mō tēnei wā
Manaakitia mai mātou katoa
Ō mātou hoa
Ō mātou whānau
Āio ki te Aorangi*



Present: Tui Rutherford (Chair), John Dennison (Deputy Chair), Annelise Schroeder, Warren Maxwell, Councillor Rebecca Gray and Deputy Mayor Melissa Sadler-Futter

Apologies:

In Attendance: Janice Smith (Chief Executive Officer, SWDC), Russell O’Leary (Group Manager, Planning & Environment) and Robyn Ramsden (Community governance Advisor, Democracy & Engagement)

Public Participation: Romain Busby, Jo Baldwin

Conduct of Business: The meeting was conducted in public in the Featherston Community Centre, 14 Wakefield Street, Featherston, between 7.04pm and 9:17pm.

Members opened with karakia.

1. EXTRAORDINARY BUSINESS

FCB RESOLVED (FCB 2024/01) to add the Extraordinary Financial Assistance Report to be added to the agenda for consideration under item 9 Reports from Chief Executive and Staff. It was not included in the agenda as it was received late and cannot be delayed as the event is before the next ordinary meeting.

(Moved Schroeder/Seconded Dennison)

Carried

2. APOLOGIES

No apologies.

3. CONFLICTS OF INTEREST

Mr Rutherford and Mr Dennison have items within 9.4 Financial Assistance Report.

4. ACKNOWLEDGMENTS AND TRIBUTES

Members would like to acknowledge the members of the fire service who tirelessly attend to call out. In particular during the windy period where the alarm was going off all the time. Members also welcome SWDC CEO Janice Smith formally to the meeting.

5. PUBLIC PARTICIPATION

Romain Busby – Welcome to Featherston Signs

Ms Busby expressed great concern that the Welcome to Featherston signs were not back in place. The Booktown conference is in March and Booktown in May. Communication from Council on any progress had not been forthcoming. Ms Busby

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queries why the sign at the lake, which was the same design as the original 'Welcome to Featherston' signs was allowed to remain.

6. ACTIONS FROM PUBLIC PARTICIPATION

Members discussed the signs. Agreed on the need of a community update. Discussed the technical explanation they have received. Explained that the difference between the sign at the lake and the ones in Featherston is the jurisdiction. SH2 and SH53 corridors are under the jurisdiction of Waka Kotahi not SWDC.

FCB NOTED:

Action 14: Ms Schroeder to liaise with SWDC CEO on a communication in the Phoenix on the progress of the Welcome to Featherston signs.

7. FEATHERSTON COMMUNITY BOARD MINUTES – 1 NOVEMBER 2023

FCB RESOLVED (FCB 2024/02) that the minutes of the Featherston Community Board meeting held on 1 November 2023 be confirmed as a true and correct record.

(Moved Dennison /Seconded Schroeder) Carried

8. CHAIRPERSONS REPORT

8.1 None Advised

9. REPORTS FROM CHIEF EXECUTIVE AND STAFF

9.1 Appointment to Community Wellbeing Subcommittee

FCB RESOLVED (FCB 2024/03) to receive the Appointment to Community Wellbeing Subcommittee Report.

(Moved Mr Maxwell/Seconded Cr Sadler-Futter) Carried

Members discussed who would represent the Featherston Community Board. Mr Rutherford indicated his interest to be appointed. Ms Schroeder expresses her interest to be the alternative on the committee. Members discussed the source of the funding from the 3Waters Community Wellbeing Fund. Once established the subcommittee will sit and receive applications against large projects.

FCB RECOMMENDED (FCB 2024/04) Mr Rutherford to be appointed as Featherston Community Boards representative to the Community Wellbeing Subcommittee.

(Moved Cr. Gray/Seconded Maxwell) Carried

Rutherford abstained.

FCB RECOMMENDED (FCB 2024/05) Ms Schroeder to be appointed as Featherston Community Boards alternative to the Community Wellbeing Subcommittee.

(Moved Cr. Sadler-Futter/Seconded Cr. Gray) Carried

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9.2 2024 Meeting Schedule of Ordinary Meetings

FCB RESOLVED (FCB 2024/05) to receive the 2024 Meeting Schedule of Ordinary Meetings Report.

(Moved Cr. Gray/Seconded Maxwell) Carried

FCB RESOLVED (FCB 2024/07) to adopt the 2024 Meeting Schedule for the Featherston Community Board.

(Moved Maxwell/Seconded Cr.Gray) Carried

FCB RESOLVED (FCB 2024/08) to delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.

(Moved Cr. Gray/Seconded Mr Dennison) Carried

FCB RESOLVED (FCB 2024/09) to agree to the provisional 12 February 2025 meeting date.

(Moved Cr.Gray/Seconded Schroeder) Carried

9.3 Income & Expenditure Report

FCB RESOLVED (FCB 2024/10) to receive the Income and Expenditure Report.

(Moved Cr.Gray/Seconded Mr. Maxwell) Carried

Members had no questions.

9.4 Financial Assistance Report

FCB RESOLVED (FCB 2024/11) to: Receive the Financial Assistance Report.

(Moved Cr. Gray/Seconded Schroeder) Carried

1. Approve expenditure of \$80 incl GST to John Dennison for printing and distribution of flyers advertising for the Featherston Resilience Workshop, from the operational budget, as per email agreement.

(Moved Cr. Sadler-Futter/Seconded Cr. Gray) Carried

Mr Dennison abstained.

2. Approve \$150 incl GST as koha to the Featherston Foodbank for supply and staffing BBQ at the Featherston Resilience Workshop, from the operational budget, as per email agreement.

(Moved Cr. Sadler-Futter/Seconded Cr. Gray) Carried

Mr Maxwell abstained.

Chairperson vacated Chair at 7:50 pm Deputy Chair lead the meeting.

Members discussed how they use the app and its usefulness and of free alternatives.

Deputy Chair vacated the Chair for Mr Rutherford's returned 8:13pm

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3. Fund \$500 (or a different amount) for Mulled Wine Concerts to support the Cultural Wellbeing event “a recital of classical piano music by Professor Nikolai Saratovsky”, from the community development fund.

(Moved Ms Schroeder/Seconded Cr. Gray)

Amendment to allocate \$250 to Mulled Wine Concerts to support the Cultural Wellbeing event “a recital of classical piano music by Professor Nikolai Saratovsky”, from the community development fund.

(Moved Cr. Sadler-Futter/Second Mr Maxwell)

Carried

Action 25: To direct the organiser to apply for venue hire remission.

4. Amendment to fund eight Featherston children and their caregivers up to \$500 to Nuku Ora for the “Run and Become” event from the Grants Fund.

(Moved Cr Gray/Second Maxwell)

Carried

Members discussed ways of asking grant applicants questions when they are not present.

9.5 Action Items Report

FCB RESOLVED (FCB 2024/12) to receive the Action Items Report.

(Moved Mel/Seconded Rebecca)

Carried

Members discussed open actions and noted further updates.

Action 83: Verbal update from R O’Leary. Further liaison is happening between planners. Seeking approval for southern sign. Northern sign is having issues of frangibility. Frangibility is the ability for a built structure to disintegrate upon impact from a vehicle. R O’Leary will continue to encourage the planners to talk. Agree to provide a community update through social media and Phoenix.

Third sign for SH53. Still ongoing by the Featherston Beautification Group. SH53 is a Waka Kotahi corridor and will have the same issues as SH2.

J Smith: provided a verbal update. SWDC will act on the liaison between NZTA. Will hand over to Featherston Beautification Group once consent has been provided.

Action 27: FCB request to see the action of consent that sits with the Planning Team on the ‘Welcome to Featherston’ signs.

Action 28: request for copies of the applications to NZTA/Waka Kotahi

Action 29: request SWDC improved communication around the project.

Action 30: request confirmation of the fund for the installation.

Mr Rutherford noted that this is a key deliverable for FCB this triennium.

FCB ask that council makes every effort to prioritise.

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Action 550: Invite Bucks Road Working Group to present at the informal meeting. Open update next formal. If Doc have supplied a response to the letter sent on 5 May, then close the action.

Action 554: No update from SWDC at this point.

Mr Maxwell planned a second youth event. Prefer to have youth lead events, which can take longer to set up and meet. Members suggested to invite youth to come and meet the Board. Members agreed the initial action has been actioned and can be closed.

Action 088: The Gazebo has been painted. Solar Light needed consideration from Dark Sky around lighting rules. Action can be closed.

Action 192: Members discussed the new tender process for the Courthouse. The Board seeks clarification in the process. What does a defined result look like? Action still open.

Action 196: update at meeting from R O'Leary. Work on street names will follow the completion of the Māori Policy then circulated to CBs.

Action 212: FCB suggested a Guidance sheet for applicants. Use the Community Wellbeing examples. What information are we gathering. Needs to be fit for purpose for the boards to make better decisions.

Action 476: additional website updates can't be progressed until we have our digital Comms person on board.

10. MEMBERS REPORT

No Members reports received.

Members closed with a karakia

The meeting closed at 9:17 pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

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CHAIRPERSON REPORT

Recommendations

The Chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Consider funding \$2,059.00 ex GST on replacement “Welcome to Featherston” Flags.*
3. *Consider funding \$500.00 plus GST for design of new Featherston/Paetumokai flags.*
4. *Consider funding \$2,188 ex GST on replacing the flags with a new design.*

Topic 1 - Enhanced Annual Plan 2024-25

Featherston Community Board agrees to submit a response to the Enhanced Annual Plan (Enhanced AP), noting:

1. That the Board does not have a recommended option for **Question 1 (How much should we spend on operating and maintaining our water services?)**, but encourages the South Wairarapa District Councillors to exercise prudence at this time, with the uncertainties of the yet to be established government priorities.
 - a. With a recommendation to apply influence with central government ministries, agencies, state-owned enterprises and partners to ensure these organisations are meeting their responsibilities in terms of water management in relation to Featherston.
2. That in regard to **Question 2 (How should we charge for water use?)** the Board will recommend adopting the new water allocation and billing model proposed in Option 2 (reduce allocation, reduced rates, higher charge per volumetric unit).
 - a. With the note to consider impacts on multi-family homes and local businesses.
 - b. With a recommendation to support this change with comprehensive water usage education and tips.
3. With regard to **Question 3 (How should we pay for the replacement of our assets?)**, the Board recommends the proposed change outlined in Option 1, to adopt the new financial treatment of renewals financing,

- a. With a note to understand and why the Council that consulted to change away from this model (as noted through second-hand information) did so, what their context was, and what the result of the consultation.
4. With regard the other items mentioned in the Enhance AP:
 - a. WRT animal control, a recommendation to evaluate the current resourcing model, to ensure it is covering all animal control needs, in particular how out-of-hours support is provided, and considerations for support for animals in Victims of Domestic Violence situations.
 - b. That the work programme and planning for Featherston needs to have a robust future growth strategy applied to it, in alignment with the proposed Featherston Master Plan, and developing a more comprehensive infrastructure and housing development plan to support this. This should maximise and leverage central government partners, to ensure the best and most coordinated development.
 - c. Council consider providing lighting for the Featherston War Memorial/
 - d. That FCB, SWDC and the Wairarapa Water Resilience Strategy and Implementation Plan team work together to identify potential projects for Featherston, in particular for flood mitigation and
 - e. That FCB is considering and reviewing feasibility for the potential opportunities for the ringfenced Featherston fund reserve to be potentially used to anchor the purchase of property adjacent the Community Centre. This is intended to help resolve parking and access issues in Featherston retail area and could be an anchor investment for the proposed Featherston Lands Trust.
 - f. That the Council consider the purpose of the Community Boards. The boards are resource-intensive, for Council, Council Staff and the Board members. Boards in other councils have more explicit purposes and mandates, which could potentially be beneficial to SWDC in helping work more effectively with Boards.

Topic 2 – Welcome to Featherston Flags

As per my email from 24 February 2024 outlining the request to the Board to agree to spend \$ \$2059.00 (corrected from initial estimate) excluding GST on replacement 'Welcome to Featherston Flags'.

Note: Warren Maxwell on 24 Feb 2024 suggested "I am in support of replacing flags and looking into a new design. We will just need to consider extra costings for new design. The quote to replace current flag design - \$2059.65ex GST."

Note: All Board members agreed by email on 28 Feb 2024 supported the proposal.

Topic 3 – Welcome to Featherston Flag design

Featherston Community Board has approved the commission of a design for new flags with Cheryl Gallaway (Bower & Book Design) of new 'Featherston / Paetumokai' flags - design cost \$500 ex GST.

Note: Agreed in principle by FCB at informal meeting on 10 March 2024.

Topic 4 – ANZAC Flag Replacements

Featherston Community Board has approved the purchase of replacement ANZAC Day flags, at a cost of \$1902.61 excluding GST. Estimated life of flags is three years.

Note: Agreed in principle by FCB via Messenger chat on 15 April 2024.

Compiled by Tui Rutherford
Featherston Community Board Chairperson

Representation Review

1. Purpose

To inform the Featherston Community Board of the representation review taking place through until April 2025. This paper also provides the timetable for decision-making for Community Board representation.

2. Recommendations

Officers recommend that the *Featherston Community Board*:

1. Receive the *Representation Review Report*.

3. Executive Summary

The next triennial local government elections will be held in October 2025. Under the [Government Electoral Legislation Bill](#) a representation review must be completed every six years. The last representation review for South Wairarapa District Council (SWDC) was in 2018.

In the coming months the Strategic Working Committee will be presented with options for representation in the 2025 local government election. A determination will be required by councillors for their preferred option. Following public consultation using the Special Consultative Procedure (SPC), Council will review their preferred option for representation. The recommendation will then go to the Local Government Commission (LGC), for a final decision.

4. Background

The principles of a representation review are to ensure “fair and effective representation for individuals and communities” in local government.¹

The Local Electoral Act 2001: Part 1A outlines the representation arrangements for elections of territorial authorities, regional councils, local boards, and community boards

¹ LEA Section 4(1) (principles) makes it clear that fairness and effectiveness are equally important. [Representation Review Guidelines 2021 \(lgc.govt.nz\)](#)

Every governing body of a territorial authority is to consist of not fewer than 6 members nor more than 30 members, including the mayor, who are the members of the territorial authority.

[Local Electoral Act 2001 No 35 \(as at 23 December 2023\), Public Act Contents – New Zealand Legislation](#)

Statutory principles of fair and effective representation for all individuals and communities of interest of the district and not limited to reflecting majority community views on particular aspects of arrangement.

From: Local Government Commission: [Representation-Review-Guidelines-2023-v2.pdf \(lgc.govt.nz\)](#)

The Representation Review will consider the following:

- Māori Ward for the 2025 elections
- Total number of councillors
- Whether to have wards, “at-large” or mixture
- Number of councillors per ward, “at-large” or mixture
- Whether to have community boards (and if subdivided)
- Number of elected and appointed members per community board (if applicable)
- Boundaries and names of wards, community boards (subdivisions if applicable)

Council undertook a representation review in 2018, prior to the 2019 election. There were no changes to representation arrangements as a result of the 2018 review.

From the last representation review two submissions out of eight in total, supported moving the Featherston/Greytown ward boundary up to No.1 Line so that the area known as Tauwherenikau would be in the Featherston Ward rather than the Greytown Ward.

Three submissions out of the eight, supported moving the Featherston/Martinborough ward boundary so that the area known as Kahutara would be in the Featherston Ward rather than the Martinborough Ward.

Full details of the last representation review can be found here: [Council Meeting 24 October 2018 - SWDC SWDC](#)

5. Representation Review Timetable

Over the next few months SWDC are requesting information related to the following questions:

- Were there any matters arising from the previous representation review?

- Does the present number of Councillors provide effective representation for communities of interest?
- Have there been significant changes in population in some areas that impacts fair representation.
- Is the current ward system appropriate for our local authority?
- Are the current Community Boards appropriate? If not, is there a need for the establishment of new boards, or the de-establishment or merger of current boards?

Date	Activity
May	Preliminary engagement and identifying Communities of Interest (Communities of people or places or interests)
June 2024	<p>Elected members look at arrangement options through:</p> <p>Determine effective Representation for Communities of Interest</p> <ul style="list-style-type: none"> • The accessibility, size and configuration of the district • The existence of community boards • Number of members in each ward, mix of single and multi-member wards? • The wider statutory role of local authorities encompassing overall community well-being, sustainability and the interest of future generations. • The diversity of the population and the geographical locations of particular communities of interest. • Number, boundaries and names of each ward. <p>Considering fairness of presentation for electors of constituencies and wards.</p> <ul style="list-style-type: none"> • Identify portion of population per member for each proposed ward/constituency • Compare the ward/constituency ratios calculated with the average population per member for the local authority • Do ward/constituency ratios fall within +/- 10% of the average population per member?
3 July 2024	Strategic Working Committee decide on Representation Option
10 July 2024	TBC: Consultation will run 10 July – 11 August
August	Hearings
4 September 2024	Strategic Working Committee decide on final representation option
September 2024	Any objections or concerns can be raised by the community
November 2024	Submissions sent to Local Government Commission
10 April 2025	Final decision made by Commissioner

6. Options

Officers ask that the Community Boards start thinking about the Representation Review now.

There are two Special Consultative Processes for the Representation Review, and the Featherston Community Board are encouraged to submit as part of the consultation process.

In additional engagement and feedback can be emailed through to:
haveyoursay@swdc.govt.nz

Contact Officer: Nicki Ansell, Lead Policy & Project Advisor

Reviewed By: Paul Gardner, Group Manager Corporate Services

Proposed naming of a new private road, at 90-94 Fox Street, in Featherston

1. Purpose

To seek the Featherston Community Board's consideration and approval of the name "Flynn Way" for a proposed private road/right of way to access a staged 10-lot subdivision by *S & T Developments Limited*.

2. Recommendations

Officers recommend that the *Community Board*:

1. Receive the '*Proposed naming of a new private road, at 90-94 Fox Street, in Featherston*' Report.
2. Consider and approve the proposed naming of 'Flynn Way' for the new private road at 90-94 Fox Street, Featherston.

3. Executive Summary

As part of subdivision consent 190162, the new private road shall be formally named and addressed. Council has authority to accept or reject suggested names of roads/rights of way in the South Wairarapa District pursuant to Section 319(1)(j) of the Local Government Act 1974. The applicant has submitted a road name application form suggesting three unique names for consideration. The preferred name is Flynn Way. Assessment against the road name policy and significance of the name is contained within this report.

4. Background

S & T Developments Limited seek to name a new Private Road which is part of a staged 10-lot residential subdivision (RC 190162) at *90-94 Fox Street, Featherston* (see appended location of subdivision plans within appendices).

There is no pre-approved list of road names for the Featherston area. The applicant submitted a road name application with three options, with the preferred option being use of the name Flynn. The original application selected the suffix 'Place' however once advised the suffix must be either 'Lane' or 'Way' to meet the policy, it was changed to 'Way'. The name represents a local family which have historical significance for the area. The other options have personal significance to the applicant/developer. Council has delegated to community boards the authority to

approve road names. This report is required to give the Featherston Community Board an opportunity to review and approve the proposed road name.

5. Prioritisation

5.1 Te Tiriti obligations

Further engagement is not required in this case with the new proposed name.

5.2 Strategic alignment

Not applicable.

6. Discussion

Under Council's guidelines (Clause 4.2) for road naming, owners are requested to suggest at least three possible road names.

The names are to be listed in order of preference with a brief statement of their significance.

The applicant has requested that the following names are considered for approval;

1. Flynn Way
2. Sophie Way
3. Orkney Way

7. Options

Not applicable.

8. Strategic Drivers and Legislative Requirements

8.1 Significant risk register

Not applicable.

8.2 Policy implications

Council's criteria for Naming of Public Roads, Private Roads and Rights-of-Way (the Policy), includes the following;

4.3.1 There must not be another road with the same name in the South Wairarapa District emergency services area; this includes the same road names with a different suffix. However, existing roads with the same names as of the date of adoption of this Policy are allowed.

No issues identified.

4.3.2 Identical names with different spellings will not be accepted (e.g. Beach, Beech).

No issue identified.

4.3.3 *The name should have significant local content or meaning.*

The application has set out why the preferred names have been selected. The following information has been copied from the road name application.

Flynn Way:

This is our first choice as it is in recognition of Mr David Flynn who was the mayor of Featherston from 1968-1974. It would be nice for his wife, Pat, who turns 100 years old this year to see this finalized before she passes away.

Sophie Way:

This name is in honour of our daughter who passed away at the end of 2022 at the age of 20 years old.

Orkney Way:

This name is in honour of my Scottish ancestry.

4.3.4 *Names are to be selected in proportion to the length of the road. Long names on short cul-de-sac's can be difficult to display on the map*

The proposed name is considered acceptable length.

4.3.5 *The end name for the roadway should be one that most accurately reflects the type of roadway that it is.*

All private roads or rights of way shall have a suffix of either Way or Lane. The proposed option has the suffix Way which has been submitted for approval by the Community Board.

4.3.6 *All private roads and rights-of-ways serving more than four lots are to have the suffix "Lane" or "Way".*

The name being submitted for approval, 'Flynn Way' is consistent with the policy.

4.3.7 *Where the road is continuation of an existing named road, or will in the future link to an existing named road, then the current road name will automatically apply.*

Not applicable.

9. Consultation

9.1 Communications and engagement

Not applicable.

9.2 Partnerships

Not applicable.

10. Financial Considerations

There is no financial impact.

11. Appendices

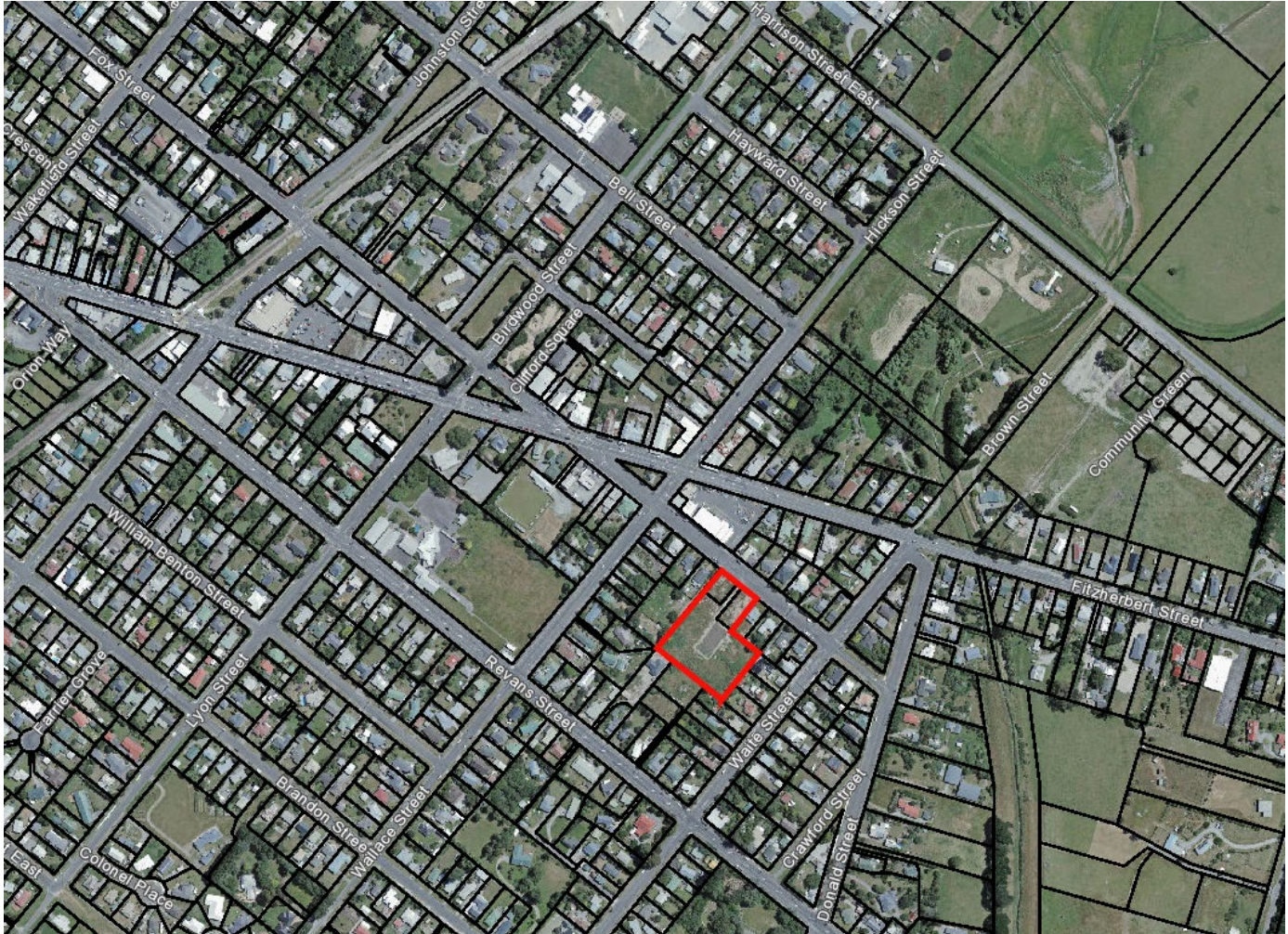
Appendix 1 – Site location diagram

Appendix 2 – Subdivision scheme plan

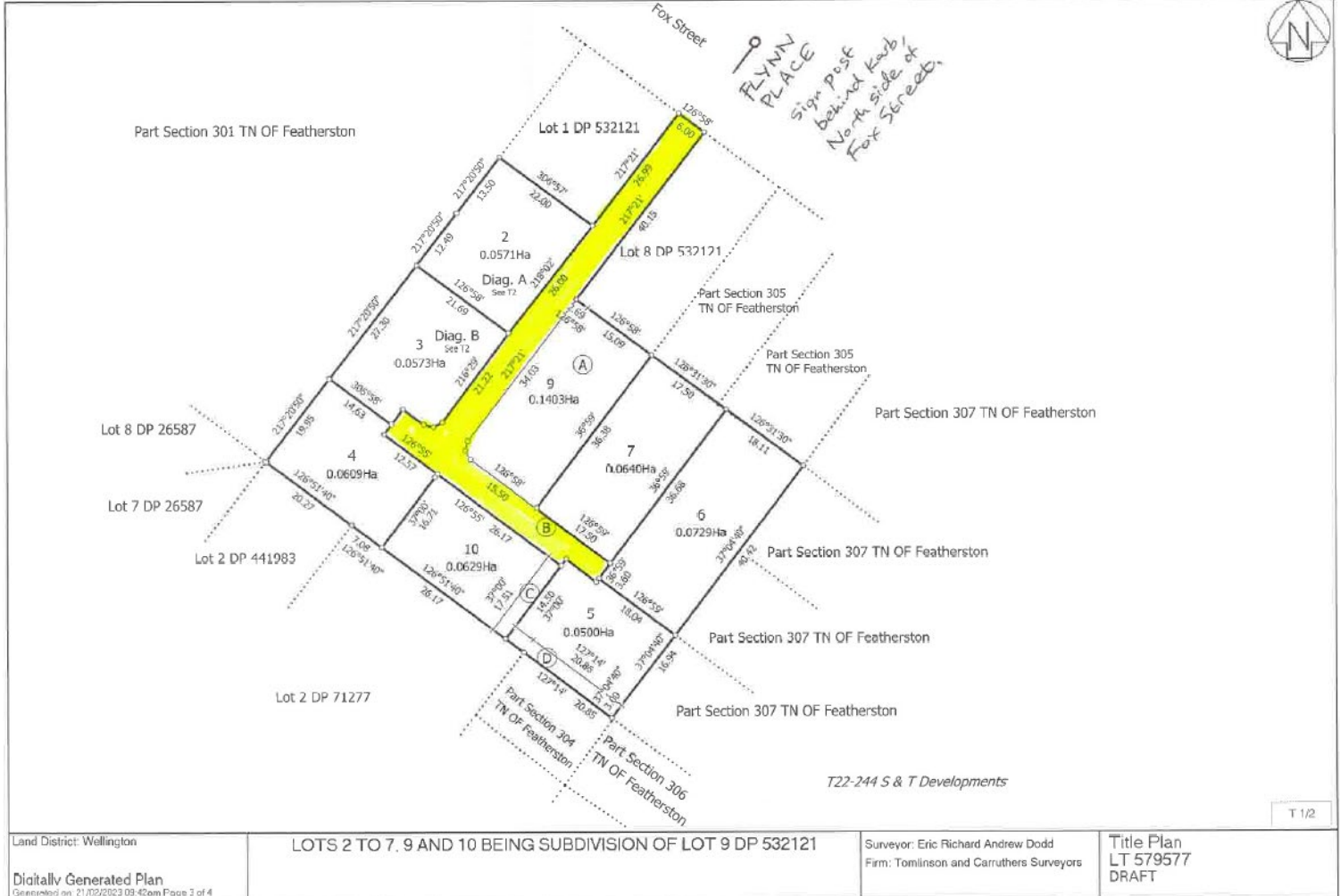
Contact Officer: Harriet Barber, Planner

Reviewed By: Russell O’Leary, Group Manager Planning and Environment

Appendix 1 – Site location



Appendix 2 – Title Plan and location of road



Income & Expenditure Report

1. Purpose

To present the Featherston Community Board with the most recent income and expenditure report.

2. Recommendations

Officers recommend that the Featherston Community Board:

1. *Receive the Income & Expenditure Report.*

3. Executive Summary

The Draft Income and Expenditure Statement for the period ending 29 February 2024 is attached in Appendix 1.

The Chair may ask Council officers for comment and all members may ask the Council officers for clarification and information through the Chair.

4. Appendices

Appendix 1 – Draft Income & Expenditure Statement for the period ending 29 February 2024.

Contact Officer: Hayley McDonald, Assistant Accountant
Reviewed By: Charly Clarke, Acting General Manager Finance

**Appendix 1 – Draft Income &
Expenditure Statement for the
period ending 29 February 2024**

Featherston Community Board

Income & Expenditure for the Period Ended 29 February 2024

Personnel & Operating Costs

Budget

Members' salaries	35,956.00
Non-taxable allowances	3,189.00
Mileage reimbursements	515.00
Operating expenses	2,575.00
Total Personnel & Operating Costs Budget 2023-2024	42,235.00

Expenses

Personnel Costs

Members' Salaries	22,566.72
Communication Allowance	2,145.90
Mileage reimbursements	-
Total Personnel Costs to 29 February 2024	24,712.62

Operating Expenses

31/07/2023 Meeting Room hire	69.57
30/08/2023 Meeting Room hire	34.78
20/09/2023 Community board Levy	275.00
30/09/2023 Meeting Room hire	34.78
31/10/2023 Meeting Room hire	34.78
30/11/2023 Meeting Room hire	34.78
31/12/2023 Meeting Room hire	69.57
31/01/2024 Meeting Room hire	34.78
29/02/2024 Meeting Room hire	34.78
Total Operating Expenses to 29 February 2024	622.82

Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	39,145.00	24,712.62	14,432.38
Mileage reimbursements	515.00	-	515.00
30/11/2022 Venue Hire	960.00	669.55	290.45
22/02/2023 Featherston community board sign	200.00		200.00
22/02/2023 Refreshments - meetings	150.00		150.00
17/05/2023 Community board sign	410.00		410.00
7/02/2024 Printing/distribution of flyers	69.57		69.57
7/02/2024 Featherston Foodbank Koha	130.43		130.43
			-
Total Commitments			16,197.83

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

701.73

* remaining budget for personnel and operating expenses does not carry over into subsequent financial years

Grants

Income

Annual Plan 2023-24 grant allocation	4,700.00
Total Income for 2023-2024	4,700.00

LESS: Grants paid out

17/07/2023 Winter Jacket credit		(43.48)
24/08/2023 Wairarapa mathematics Association	Annual maths competition	300.00
17/08/2023 Featherston Christmas parade	Featherston Christmas parade	500.00
16/02/2024 Nuku Ora	Run and Become event	500.00
Total Grants paid out to 29 February 2024		1,256.52

LESS: Committed Funds

Resolution date	Original commitment	Spent to date	Remaining commitment
19/05/2020 Wairarapa Maths Association	300.00	400.00	(100.00)
3/08/2022 Featherston Christmas Parade	500.00	484.35	15.65
1/11/2023 Maori Language week	1,578.58	-	1,578.58
Total Commitments			1,494.23

PLUS: Balance Carried forward from previous year

2,891.21

TOTAL GRANTS FUNDS AVAILABLE

4,840.46

Featherston Community Board

Community Development Fund for the Period Ended 29 February 2024

Income

	Annual Plan 2023-2024 allocation	11,500.00
Total Income 2023-2024		11,500.00

Community Development Fund - operating

16/08/2023	Wai Wheels Featherston	Wai wheels November event	440.00
16/08/2023	Predator Free Featherston	Elimination of pests from Featherston	1,000.00
1/09/2023	Maxwell W	Matariki celebration	1,000.00
7/09/2023	Flagmakers	Te Wiki o Te Reo Maori flags	1,578.40
12/12/2023	Featherston Memorial RSA	Repairs and modernisation	500.00
18/12/2023	Featherston Booktown Trust	Grant application	1,500.00
31/01/2024	Featherston Phoenix	advertising	1,539.13
Total Community Development Fund - operating to 29 February 2024			7,557.53

Community Development Fund - capital

	Local Government Community Board Levy 2022/23	-
Total Community Development Fund - capital to 29 February 2024		-

LESS: Committed Funds

Resolution date			Original commitment	Spent to date	Remaining commitment
28/06/2022	FCB 2022/31 - Flooding Events	400 Sandbags for flooding	500.00	359.95	140.05
3/08/2022	FCB 2022/38 - NZ Storage Box	NZ Storage Box	7,845.00	7,990.16	(145.16)
29/09/2022	FCB 2022/42 - Beautification Group	Subject to confrimation of quotes received		-	4,200.00
22/02/2023	FCB 2023/08 - Berm planting	Design & guidelines for berm planting	500.00	-	500.00
22/02/2023	FCB 2023/08 - Building painting	Intiate building painting Main st	500.00	-	500.00
1/11/2023	FCB 2023/38 - Featherston Booktown trust	Joy Cowley Featherston playground	1,500.00	1,500.00	-
1/11/2023	FCB 2023/38 - Divine River	Workshops and programmes for youth	495.00	-	495.00
1/11/2023	FCB2023/41 - Featherston Phoenix	full page advertising	1,770.00	1,539.13	230.87
7/02/2024	FCB2024/11 - Mulled wine concert	Cultural wellbeing event	250.00		250.00
Total Commitments					6,170.76

PLUS: Balance Carried forward from previous year

25,733.94

TOTAL COMMUNITY DEVELOPMENT FUNDS AVAILABLE

23,505.65

Financial Assistance Report

1. Purpose

To present the Featherston Community Board with applications received requesting financial assistance.

2. Recommendations

Officers recommend that the Community Board

1. *Receive the Financial Assistance Report.*
2. *Consider the application from Bhartiya Samaj Lower North Island for funds of \$1,000.00 for the purpose of running wellbeing workshops, to come from the Community Development fund.*
3. *Consider the application from Featherston MenzShed for funds of \$250.00 for the purpose of building little libraries in the Featherston Community, to come from the Community Development fund.*
4. *Consider the application from Cobblestone Museum for funds of \$868.00 for the purpose of cleaning out the guttering on heritage buildings, to come from the Community Development fund.*
5. *Consider the application from Wairarapa Mathematics Association for funds of \$300.00 for the purpose of running the annual event Matharapa, to come from the Community Development fund.*
6. *Consider the application from Pae Tū Mōkai O Tauria for funds of \$2,489.43 for the purpose of purchasing steel bench sets for the seed raising house, to come from the Community Development fund.*
7. *Consider the application from Featherston Sports Hub for funds of \$6,600.00 for the purpose of replacing the food fridges at the Sports Hub, to come from the Community Development fund.*
8. *Consider the application from Balanced Therapy for funds of 13,400 for the purpose of running the Circle of Security Parenting Program from the Community Development fund.*

3. Executive Summary

The Featherston Community Board has received one funding application for consideration in the current funding round. This report presents the board with applications received requesting financial assistance.

4. Background

The Board has delegated authority to make financial decisions within the confines of the allocated and available budget and the Board operates its grant fund in accordance with the Council's [Grants Policy](#).

Community boards are allocated funding for grants through the Long-Term Plan/ Annual Plan. The current funding amount is available on the Income & Expenditure Statement.

5. Prioritisation

5.1 Te Tiriti obligations

Engagement considered not required in this case.

5.2 Strategic alignment

How does this align with strategic outcomes?

- Spatial Plan
- Long Term Plan
- Annual Plan

Allocation for Grant funding is approved through the Annual Plan/Long Term Plan and supports the social, environmental, economic, and cultural outcomes.

6. Discussion

Under the current [Grants Policy](#) the key eligibility criteria for Community Board grants are as follows:

- Non-profit community organisations with a formed legal structure or a group of individuals who have come together for a common purpose but who do not have a legal structure may apply.
- The applicant does not need to be based in the South Wairarapa or the ward from where the funds are being sought but the applicant must be able to demonstrate that the activity benefits the ward where the funds are being sought.

The Grants Policy sets out further criteria.

6.1.1. Application from Bhartiya Samaj Lower North Island Trust

The application from Bhartiya Samaj Lower North Island Trust meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

6.1.2. Application from Featherston MenzShed

The application from Featherston MenzShed meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

6.1.3. Application from Cobblestone Museum

The application from Cobblestone Museum meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

6.1.4. Application from Wairarapa Mathematics Association

The application from Wairarapa Mathematics Association meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

6.1.5. Application from Pae Tū Mōkai O Tauria

The application from Pae Tū Mōkai O Tauria meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

6.1.6. Application from Featherston Sports Hub

The application from Featherston Sports Hub meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

6.1.7. Application from Balanced Therapy

The application from Balanced Therapy may not meet the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

7. Options

	Option 1	Option 2
Description	Approve a/the funding applications for the amount requested or a lesser amount.	Decline a/the funding applications.
Advantages	Support community organisations and align with the social, environmental, economic and/or cultural outcomes of Council.	Maintain the available fund for allocation to future applications.
Disadvantages	Decrease the available fund for allocation to future applications.	Does not support community organisations.

8. Strategic Drivers and Legislative Requirements

8.1 Significant risk register

There are no significant risks identified.

8.2 Policy implications

Allocation decisions are made in accordance with Councils [Grants Policy](#).

8.3 Communications and engagement

The decisions are considered as low significance as determined by the Councils Significance and Engagement Policy.

8.4 Partnerships

Have you completed a communications plan for the work described/project to engage/communicate with partners/key stakeholders e.g. Waka Kotahi, Kainga Ora, community groups, particular individuals etc?

Yes No

If no, is a communications plan required?

Yes No

9. Financial Considerations

The available funding amounts are provided in the Income & Expenditure Report. In accordance with the Financial Delegations Policy, a resolution is required to allocate this fund.

Contact Officer: Robyn Ramsden, Community Democracy Advisor

Reviewed By: Nicki Ansell, Lead Policy & Project Advisor



Action Items Report

1. Purpose

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

2. Recommendations

Officers recommend that the Community Board:

1. Receive the Action Items Report.

3. Executive Summary

Action items from recent meetings are presented to the Featherston Community Board for information. The Chair may ask Council officers for comment and all members may ask Council officers 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.

4. Appendices

Appendix 1 – Action Items to 8 May 2024

Contact Officer: Robyn Ramsden, Community Governance Advisor

Reviewed By: Amanda Bradley, General Manager, Democracy & Engagement

Appendix 1 – Action Items to 8 May 2024

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
83	25-Feb-20	S Corbett	Investigate a solution for the “Welcome to Featherston” signs on State Highway 2 following notification that the location of these signs presents a risk to motorists and keep the community informed through communications.	Open	<p>Signs removed 16th/17th March due to unresolved safety concerns. Meeting onsite on 23rd March with SWDC/NZTA/FCB/Featherston Beautification Group to agree location, materials and design of supports for the signs.</p> <p>30/06/20: Progress is being made on a licence to occupy the proposed location of the signs.</p> <p>30/07/20: This is still with NZTA for a licence to occupy.</p> <p>15/10/20: Still working through the solution with NZTA.</p> <p>8/12/20: Awaiting final drawings from FBG to proceed.</p> <p>15/02/21: Progress made as per chairs report to FCB 23 Feb 21</p> <p>16/04/21: SWDC to pay for reinstatement of signs. We also need to allow for ongoing maintenance in our plans. NZTA have been provided all the info and are asking us to agree an MOU rather than a licence to occupy. Awaiting draft from them, which we'll share with the Beautification Group. Also now have approval we can reinstall the signs under the existing Resource Consent from the Planning team.</p> <p>04/06/2021: Agreement reached with NZTA, awaiting counter signing it. Quotes being sought for reinstall through FBG.</p> <p>15/06/21: Members requested an update of when the signs would be completed.</p> <p>23/07/21: The agreement with NZTA has been counter signed. Featherston Beautification Group is still seeking quotes which is taking time due to the availability of tradesmen.</p> <p>24/9/21: To be picked up by Stefan Corbett, new Group Manager Partnerships and Operations, once he starts 27/9/21.</p> <p>24/11/21: To be picked up in the New Year due to competing priorities.</p> <p>23/03/22: Council officers are in dialogue with FCB and FBS about a prompt resolution to this longstanding issue.</p> <p>13/06/22: Council is actively working with FBS and FCB on the reinstatement of the Welcome to Featherston signs and they are in the process of being reinstalled - action closed</p> <p>28/06/22: Action re-opened at the request of FCB as project is not yet complete.</p> <p>30/11/22: Mr Maxwell undertook to liaise with Stefan Corbett (SWDC, Group Manager Partnerships and Operations) Mark Shepherd (2019-22 Featherston Community Board Chair) and Rhonda Jones (Featherston Beautification Group) for updates in relation to action 83 - Welcome to Featherston signage.</p> <p>8/4/23: (reported to ICSC):</p> <ul style="list-style-type: none"> • New resource consent has been lodged with the Planning Team who will liaise with Waka Kotahi • Discussions with engineer on frangibility options for the northern sign to then advise Waka Kotahi • Once resource consent has been provided the community group will project manage the build <p>17/5/23: Request clarification on if the ringfenced funds for the sign will be carried over to the new financial year. Mr Maxwell undertook working with officers on this project.</p> <p>1/11/23 update from James O'Conner given.</p> <p>7/2/24: Verbal update from R O'Leary. Further liaison is happening between planners.</p> <p>Seeking approval for southern sign. Northern sign is having issues of frangibility. Frangibility is the ability for a built structure to disintegrate upon impact from a vehicle. R O'Leary will continue to encourage the planners to talk. Agree to provide a community update through</p>

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
					social media and Phoenix.
550	30-Nov-22	J O'Connor	a) To write a letter to the Department of Conservation regarding the conditions at Bucks Road Reserve in support of upgrades to the campground and include an invite to present on this subject at the next FCB meeting to be held on 22 February 2023; and b) invite mana whenua to be involved in this presentation.	Open	5/5/2023 Letter sent 5 May, waiting for a response. 1/11/23 updated to now sit with James.
192	19-May-23	T Rutherford	Action 192: To request an update on the tender process and request the applications be provided to the board for consideration.	Open	8/4/2023: Further clarification requested by J O'Connor, what does this relate to? 8/9/23: T Rutherford to pick this up. 1/11/23 Mr Rutherford discussed the tender process for the courthouse following a response from J O'Connor. FCB asking for further clarification on the process. 7/2/24: Members discussed the new tender process for the Courthouse. The Board seeks clarification in the process. What does a defined result look like?
196	19-May-23	R O'Leary	Action 196: For the board to work with planning officers to develop criteria for suitable road names in the Featherston ward.	Open	8/9/23: FCB to be included in development of Road Naming Policy. 7/2/24: update at meeting from R O'Leary. Work on street names will follow the completion of the Māori Policy then circulated to CBs.
212	9-Aug-23	N Ansell	Action 212: more detailed reporting of grants in the Financial Assistance Report required and reconsider a funding modification for grants to be changed from \$500.	Open	7/2/24: FCB suggested a Guidance sheet for applicants. Use the Community Wellbeing examples. What information are we gathering. Needs to be fit for purpose for the boards to make better decisions. 20/03/24: Financial reporting on grants is currently being reviewed.
476	1-Nov-23	N Ansell	Action 476: Update website to include strategic plans for the Featherston community board as part of the grant application.	Open	19/4/24: Digital Communications person has started.
14	7-Feb-24	FCB	Action 14: Ms Schroeder to liaise with SWDC CEO on a communication in the Phoenix on the progress of the Welcome to Featherston signs	Open	
25	7-Feb-24	N Ansell	Action 25: To direct the organiser of Mulled Wine Concerts to apply for venue hire remission	Actioned	16/02/24: email sent advising applicant of venue remission opportunity.
27	7-Feb-24	R O'Leary	Action 27: FCB request to see the action of consent that sits with the Planning Team on the 'Welcome to Featherston' signs	Open	
28	7-Feb-24	R O'Leary	Action 28: FCB request for copies of the applications to NZTA/Waka Kotahi	Open	
29	7-Feb-24	N Ansell	Action 29: FCB request SWDC improved communication around the project (Welcome to Featherston Signs)	Open	
30	7-Feb-24	N Ansell	Action 30: FCB request confirmation of the fund for the installation	Open	