



7 February 2024

Agenda

Notice of Meeting

An ordinary meeting will be held at the Featherston Community Centre, 14 Wakefield Street, Featherston on Wednesday 7 February 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

Public Business

- 1. Extraordinary Business**
- 2. Apologies**
- 3. Conflicts of Interest**
- 4. Acknowledgments and Tributes**
- 5. Public Participation**
 - 5.1 Mary Gow – Mulled Wine Concerts
- 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 1 November 2023. Pages 3 - 8

***Proposed Resolution:** That the minutes of the Featherston Community Board meeting held on 1 November 2023 be confirmed as a true and correct record.*

8. Chairperson Report

- 8.1 None Advised

9. Reports from Chief Executive and Staff

- 9.1 Appointment to Community Wellbeing Subcommittee Pages 9 – 10
- 9.2 2024 Meeting Schedule of Ordinary Meetings Pages 11 – 14
- 9.3 Income & Expenditure Report Pages 15 – 18
- 9.4 Financial Assistance Report Pages 19 – 21
- 9.5 Action Items Report Pages 22 – 25

10. Member Reports

- 10.1 None Advised



- Present:** Tui Rutherford (Chair), John Dennison (Deputy Chair), Annelise Schroeder and Councillor Rebecca Gray.
- Apologies:** Warren Maxwell, Cr Melissa Sadler-Futter
- In Attendance:** Russell O’Leary (Group Manager, Planning & Environment) and Nicki Ansell (Lead Advisor – Community Governance)
- Public Participation:** Daniel Millar, Lisa Birrell, Robbie Taylor, Anne Hynds, Jo Baldwin and Mary Biggs.
- Conduct of Business:** The meeting was conducted in public in the Featherston Community Centre, 14 Wakefield Street, Featherston, between 7.02pm and 9:26pm.
-

Members opened with a karakia.

1. EXTRAORDINARY BUSINESS

FCB RESOLVED (FCB 2023/33) to add the Extraordinary Report: 2024 Meeting Schedule for Ordinary Meetings to be added to the agenda for consideration under item 8.4 Reports from Chief Executive and Staff. It was not included in the agenda as it was received late and cannot be delayed as this is the final Featherston Community Board meeting for 2023.

(Moved Cr Gray/Seconded Schroeder)

Carried

2. APOLOGIES

FCB RESOLVED (FCB 2023/34) to accept apologies from Mr Maxwell and Cr Sadler-Futter

(Moved Rutherford/Seconded Dennison)

Carried

3. CONFLICTS OF INTEREST

Members queried if the RSA grant was a conflict of interest, and requested it be noted that all Community Board members had utilised the local RSA, but no conflict of interest was declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

Members acknowledged the work currently taking place by Fire and Emergency NZ, for the annual foodbank collection.

Members acknowledged the work of the Joy Cowley playground group, community board members and the skate park group for the renaming of the Featherston playground to the Joy Cowley playground.

Members acknowledged the extensive work that Mr Maxwell does for the community.

5. PUBLIC PARTICIPATION

Daniel Millar – Predator Free Featherston

Mr Millar updated the Community Board on the work that has taken place following the Community Board grant. The grant has enabled 40 trap boxes to be sourced for Featherston. A database of 93 households has been started, some of which have already started trapping. Strong community engaging and starting to work further out of Featherston as well.

Members questioned the volunteer work undertaken and how that works long-term.

Mr Rutherford & Ms Schroeder left the room 7:24pm

Mr Rutherford & Ms Schroeder returned to the room 7:26pm

Lisa Birrell – Divine River

Ms Birrell talked about the work taking place in the community to upskill and provide reusable personal care.

Ms Birrell talked through the pilot workshop hoping to take place in Featherston around sewing for Christmas. Looking to involve local schools and youth to help with after school care that is free or minimal.

Members questioned what the grant application would be spent on and commented on the environmental benefits of the programme.

Robbie Taylor – Featherston RSA

Mr Taylor talked about his aim for the Featherston RSA building to be a community building, given the history of the town and the strong military focus. Mr Taylor confirmed the Featherston RSA had recently become a charity.

Members discussed the community good of the Featherston RSA and acknowledge the work that had gone into fundraising for the building.

Anne Hynds and Mary Biggs – Featherston Booktown Trust

Ms Hynds talked through the sign, the graphics, and translations and the blessing event on 8 December to acknowledge Joy Cowley. Ms Hynds and Ms Biggs talked about the long-term plan to include information on Joy Cowley inside the playground, so that future generations remember her.

Members noted the grant application amount specified for the event is for the event and installation costs of the sign.

Members also noted effort on the project and the overwhelming positive community response to Joy Cowley’s love letter in the Phoenix.

Jo Baldwin – Featherston Phoenix

Ms Baldwin gave an update on the Phoenix and talked through a positive couple of months for the Phoenix.

Members discussed the direct relevance of the Phoenix to Featherston and the future growth of South Wairarapa.

Ms Baldwin talked through the Community Board sponsorship over the last six months and thanked the community board. Members acknowledged the mahi and the strong identity for Featherston of the Phoenix.

6. ACTIONS FROM PUBLIC PARTICIPATION

Members were keen for an update on the Christmas Parade.

FCB RESOLVED (FCB 2023/35) resolved to suspend standing orders for reconciliation of financials situation prior to decision making.

(Moved Mr Rutherford/Seconded Cr Gray) Carried.

Standing orders suspended 8:06pm

Standing order resumed 8:20pm

(Moved Mr Rutherford/Seconded Dennison) Carried.

Members noted the strong focus of community work presented tonight.

FCB NOTED:

Action 473: N Ansell to check if \$500 has been paid to Claire Bleakley for a grant application and a check on the process upon which conditional grants are approved.

7. FEATHERSTON COMMUNITY BOARD MINUTES –17 MAY 2023

FCB RESOLVED (FCB 2023/36) that the minutes of the Featherston Community Board meeting held on 9 August 2023 be confirmed as a true and correct record.

(Moved Schroeder /Seconded Dennison) Carried

8. REPORTS FROM CHIEF EXECUTIVE AND STAFF

8.1 Income & Expenditure Report

FCB RESOLVED (FCB 2023/37) to receive the Income and Expenditure Report.

(Moved Cr Gray/Seconded Schroeder) Carried

Members discussed the grant funding and the amount of funds available. Members noted the lack of consultation with community boards when referring grants from the Community & Youth Grant application.

FCB NOTED:

Action 476: Update website to include strategic plans for the Featherston community board as part of the grant application.

8.2 Financial Assistance Report

FCB RESOLVED (FCB 2023/38) to:

1. Receive the Financial Assistance Report.

(Moved Cr Gray/Seconded Schroeder) Carried

2. Approve \$1,815.17 incl GST for 15 Te Wiki o Te Reo Māori flags for Māori language week, as per email agreement.

(Moved Cr Gray/Seconded Schroeder) Carried

3. Approve \$1,500 to Featherston Booktown Trust from community development fund to support the renaming of our local playground to “Joy Cowley Childrens Playground”.

(Moved Dennison/Seconded Cr Gray) Carried

4. Approve \$500 to The Featherston Memorial RSA from grants funds to support ongoing repairs and modernisation.

(Moved Cr Gray/Seconded Dennison) Carried

5. Approve \$495 to Divine River from community development to support workshops and programmes for youth.

(Moved Schroeder/Seconded Dennison) Carried

Members queried the Fell Locomotive grant around the need and reason for the grant

8.3 Action Items Report

FCB RESOLVED (FCB 2023/39) to receive the Action Items Report.

(Moved Cr Gray/Seconded Schroeder) Carried

Members discussed open actions and noted further updates.

Action 554: Update from Mr Waxwell provided. Youth Workshop requested.

Action 550: Update to now sit under J O'Conner

Action 522: Move to actioned.

Action 82: Update requested from J O'Connor with reason for the delay and what work there is to be done.

Action 553: moved to actioned.

Action 191: Information back from J O'Connor. Moved to action.

Action 192: Mr Rutherford discussed the tender process for the courthouse following a response from J O'Connor. FCB asking for further clarification on the process.

Action 198: moved to actioned.

Members discussed ways for the Community Boards to receive more communication and updates from Council Officers to enable them to become part of the conversation.

8.4 2024 Meeting Schedule of Ordinary Meetings

FCB RESOLVED (FCB 2023/40) to:

1. Receive the 2024 Meeting Schedule of Ordinary Meeting Report

(Moved Cr Gray/Seconded Schroeder) Carried

2. Adopt the first meeting date for 7 February 2024 for Featherston Community Board in 2024.

(Moved Cr Gray/Seconded Rutherford) Carried

Featherston Community Board request council officers propose date and recommend cycle for the 2024 meeting schedule of ordinary meetings.

10. Members Report

10.1 Members Report – John Dennison

FCB RESOLVED (FCB 2023/41) to:

1. Receive the Member Report.

(Moved Schroeder/Seconded Cr Gray) Carried

2. Approve \$1,770 + GST to Featherston Phoenix from Community Development to provide full-page advertising.

(Moved Cr Gray /Seconded Schroeder) Carried

DISCLAIMER

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The meeting closed at 9:26pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

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Appointment to Community Wellbeing Subcommittee

1. Purpose

To present the Featherston Community Board with information on the new Community Wellbeing Subcommittee for the 2022-2025 triennium and provide an opportunity for the appointment of members to the subcommittee.

2. Recommendations

Officers recommend that the *Featherston Community Board*:

1. Receive the Appointments to the Community Wellbeing Subcommittee paper.
2. Recommend _____ to be appointed as Featherston Community Boards representative to the Community Wellbeing Subcommittee.
3. Recommend _____ to be appointed as Featherston Community Boards alternative to the Community Wellbeing Subcommittee.

3. Background

On 27 September 2023 the Council appointed a new governance subcommittee to Council for the Community Wellbeing Fund, to approve projects up to \$50,000 for Council. The governance structure of this subcommittee includes the Chairs from each of the community boards as representatives.

[See our website for the Council Meeting Agenda Pack 1, Community Wellbeing Fund Report pages 386-455 for details and recording.](#)

4. Committee Establishment

The Mayor has the power to establish committees and appoint the chairperson of each committee under section 41A of the Local Government Act 2002. Council can appoint a representative from the Featherston Community Board who represent the Featherston community on the committee. This appointee would undertake the same preparatory duties as Councillors and contribute to discussions with their expertise and knowledge.

The appointment from the community board would receive full voting rights on the Community Wellbeing Subcommittee, to increase the authenticity of the appointment and strengthen participation in decision making processes. Being an appointee would require dedicated resource over the triennium, including preparation for and attendance at regular meetings.

5. Committee Structure

The Featherston Community Board may appoint the Chair (or a representative) and an alternative, with voting rights, to the following subcommittee.

- a. Community Wellbeing Fund Subcommittee
 - i. Meeting dates to be advised.

At the first meeting for the Community Wellbeing Fund Subcommittee a Terms of Reference (ToR) will need to be approved, include the purpose of the subcommittee, key responsibilities, delegations, membership, quorum, and meeting frequency.

6. Options

The Featherston Community board has the option to appoint or not appoint a representative to the Community Wellbeing Fund Subcommittee.

7. Financial Considerations

Remuneration will be set by Council as part of their Members Remuneration and Allowances Policy, section 5.2.

<https://swdc.govt.nz/wp-content/uploads/PI-GLS-001-Members-Remuneration-and-Allowances-Policy-Oct22-once-gazetted-1.pdf>

Contact Officer: Nicki Ansell, Lead Policy & Project Advisor

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

2024 Meeting Schedule of Ordinary Meetings

1. Purpose

To present the Featherston Community Board with 2024 Meeting Schedule of Ordinary Meetings.

2. Recommendations

Officers recommend that the Community Board:

1. *Receive the 2024 Meeting Schedule of Ordinary Meeting report.*
2. *Adopt the 2024 Meeting Schedule for Featherston Community Board.*
3. *Delegate to the Chief Executive the authority to alter the schedule of ordinary meetings following consultation with the Chair.*
4. *Agree to a meeting date in the beginning of 2025.*

3. Executive Summary

Each year Council adopts a schedule of Council, Committee, and Community Board meetings for the following calendar year in accordance with schedule 7 cl19 of the Local Government Act 2002. This report provides the board with the 2024 schedule of ordinary meetings for consideration.

At the Council meeting 22 November 2023, Council adopted a four-weekly cycle for the 2024 Meeting Schedule of Ordinary Meetings. Following that process all community boards will need to adopt their meeting calendars for 2024.

4. Discussion

Council Officers request the need to stagger the three community boards, so that they do not fall in the same week and have applied regular intervals between meetings (where possible) to provide consistency and transparency.

Consideration to avoid scheduling meetings during school holidays was given.

Council Officers note the flow of meetings to run Māori Standing Committee, Community Boards, Committees, and Council meetings where possible. Thus, allowing

information to flow through from Community Boards to Committees or Council where necessary.

The following is proposed for the schedule of ordinary meetings for Featherston Community Board in 2024.

2024 Featherston Community Board Ordinary Meetings
Wednesday 8 May 2024
Wednesday 7 August 2024
Wednesday 6 November 2024
Wednesday 5 February 2025 or Wednesday 12 February 2025

Additional ordinary, extraordinary, or emergency meetings may be scheduled from time to time in consultation with the Chief Executive.

A date is proposed in the beginning of 2025 because the Last Council meeting is scheduled after the last 2024 meeting.

4.1 Meeting Time and Venue

The proposed start time for meetings of the Featherston Community Board for 2024 is 7.00pm.

The preferred venue is the Kauri Room, Featherston Community Centre, 14 Wakefield Street, Featherston. If the preferred venue is not available at the time of the scheduled meeting an alternative venue will be secured and members will be notified.

5. Appendices

Appendix 1 – 2024 Meeting Schedule of Ordinary Meetings.

Contact Officer: Robyn Ramsden, Committee Advisor

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

Appendix 1 – 2024 Schedule of Ordinary Meetings

2024	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	2024
MON	1 New Years Day			1 Easter Monday			1						MON
TUE	2 Day after NY Day			2			2			1			TUE
WED	3			3 SWC Featherston Masterplan Hearing and Deliberations	1 Workshop (hold)		3 Strategy Working Committee			2 Strategy Working Committee			WED
THU	4	1		4 MCB (meeting)	2		4	1		3			THU
FRI	5	2	1	5	3		5	2		4	1		FRI
SAT	6	3	2	6	4	1	6	3		5	2		SAT
SUN	7	4	3	7	5	2	7	4	1	6	3	1	SUN
MON	8	5	4	8	6	3 King's Birthday	8	5	2	7	4	2	MON
TUE	9	6 Waitangi Day	5	9	7	4	9	6	3	8	5	3	TUE
WED	10	7 FCB (meeting)	6 CEO	10 Strategy Working Committee	8 Strategy Working Committee / FCB	5 Strategy Working Committee / LTP Final Doc Workshop (TBC)	10 COUNCIL	7 COUNCIL / FCB (meeting)	4 Strategy Working Committee	9 COUNCIL	6 CCF / FCB (meeting)	4	WED
THU	11	8 Workshop (hold)	7	11	9	6	11 MCB (meeting)	8	5	10	7	5 MCB (meeting)	THU
FRI	12	9	8	12	10	7	12	9	6	11	8	6	FRI
SAT	13	10	9	13	11	8	13	10	7	12	9	7	SAT
SUN	14	11	10	14	12	9	14	11	8	13	10	8	SUN
MON	15	12	11	15	13	10	15	12	9	14	11	9	MON
TUE	16	13	12	16	14	11	16	13	10	15	12	10	TUE
WED	17	14 Strategy Working Committee	13 Strategy Working Committee	17 COUNCIL	15 LTP Hearing	12 COUNCIL	17 Workshop (hold)	14 ARF	11 CEO / COUNCIL	16 Workshop (hold)	13 Strategy Working Committee	11 Workshop (hold)	WED
THU	18 Workshop (hold)	15 MCB (meeting)	14	18	16 LTP Hearing	13	18	15	12	17 MCB (Meeting)	14	12	THU
FRI	19	16	15	19	17	14	19	16	13	18	15	13	FRI
SAT	20	17	16	20	18	15	20	17	14	19	16	14	SAT
SUN	21	18	17	21	19	16	21	18	15	20	17	15	SUN
MON	22 Wgtn Anniversary	19	18	22	20	17	22	19	16	21	18	16	MON
TUE	23	20	19	23	21	18	23	20	17	22	19	17	TUE
WED	24	21 ARF & COUNCIL/ GCB	20 CCF / COUNCIL	24 Workshop (hold)	22 LTP Deliberations / GCB (meeting)	19 Workshop (hold)	24 Workshop (hold)	21 LGNZ conference / GCB (Meeting)	18 Workshop (hold)	23 ARF	20 COUNCIL/ GCB (Meeting)	18	WED
THU	25	22	21	25 ANZAC Day	23 MCB Meeting	20	25	22 LGNZ conference	19	24	21	19	THU
FRI	26	23	22	26	24	21	26	23 LGNZ conference	20	25	22	20	FRI
SAT	27	24	23	27	25	22	27	24	21	26	23	21	SAT
SUN	28	25	24	28	26	23	28	25	22	27	24	22	SUN
MON	29	26	25	29	27	24	29	26	23	28 Labour Day	25	23	MON
TUE	30 MSC (meeting)	27	26	30 MSC (meeting)	28	25	30 MSC (Meeting)	27	24	29 MSC (Meeting)	26	24	TUE
WED	31 Workshop (hold)	28 Workshop (hold)	27 COUNCIL ADOPT LTP Consultation document		29 CCF / ARF	26 COUNCIL LTP Adoption	31 Strategy Working Committee	28 CCF (SWDC host)	25 Workshop (hold)	30 COUNCIL Annual Report Adoption	25 Workshop (hold)	25 Christmas Day	WED
THU		29	28		30	27		29 MCB (meeting)	26	31	28	26 Boxing Day	THU
FRI			29 Good Friday		31	28 Matariki		30	27		29	27	FRI
SAT			30			29		31	28		30	28	SAT
SUN			31			30			29			29	SUN
MON									30			30	MON
TUE									31			31	TUE

Strategy Working Committee	Strategy Working Committee
COUNCIL	District Council meeting
MCB	Martinborough Community Board
FCB	Featherston Community Board
GCB	Greytown Community Board
MSC	Māori Standing Committee
CEO	CEO Employment Review Committee
ARF	Assurance, Risk & Finance Committee
	Public & School Holidays
CCF	Combined Council Forum
Workshop (hold)	Workshops for Council and Committees - holding space

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 31 December 2023 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 31 December 2023

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

**Appendix 1 – Draft Income &
Expenditure Statement for the
period ending 31 December 2023**

Featherston Community Board

Income & Expenditure for the Period Ended 31 December 2023

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	17,022.50
Communication Allowance	1,629.88
Mileage reimbursements	-
Total Personnel Costs to 31 December 2023	18,652.38

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
Total Operating Expenses to 31 December 2023	553.26

Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	39,145.00	18,652.38	20,492.62
Mileage reimbursements	515.00	-	515.00
30/11/2022 Venue Hire	960.00	495.64	464.36
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
			-
Total Commitments			22,231.98

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

797.38

* 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
Total Grants paid out to 31 December 2023		756.52

LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
19/05/2020 Wairarapa Maths Association	Annual maths competition 2019-20	300.00	400.00	(100.00)
3/08/2022 Featherston Christmas Parade	Christmas Parade	500.00	484.35	15.65
1/11/2023 Maori Language week	15 Te Wiki o Te Reo Maori flags	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

5,340.46

Featherston Community Board

Community Development Fund for the Period Ended 31 December 2023

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

Total Community Development Fund - operating to 31 December 2023		4,518.40
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Community Development Fund - capital

Local Government Community Board
Levy 2022/23

Total Community Development Fund - capital to 31 December 2023		-
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LESS: Committed Funds

Resolution date			Original commitment	Spent to date	Remaining commitment
28/06/2022	Flooding Events	400 Sandbags for flooding	500.00	359.95	140.05
3/08/2022	NZ Storage Box	NZ Storage Box	7,845.00	7,990.16	(145.16)
29/09/2022	Beautification Group			-	4,200.00
22/02/2023	Design & guidelines for berm planting		500.00	-	500.00
22/02/2023	Intiate building painting		500.00	-	500.00
1/11/2023	Featherston Booktown trust	Joy Cowley Featherston playground	1,500.00	-	1,500.00
1/11/2023	Divine River	Workshops and programmes for youth	495.00	-	495.00

Total Commitments		7,189.89
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PLUS: Balance Carried forward from previous year

25,733.94

TOTAL COMMUNITY DEVELOPMENT FUNDS AVAILABLE

25,525.65

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. *Approve expenditure for \$80 incl GST to John Dennison for the purpose of printing and distribution of flyers around Featherston for the Featherston Resilience Workshop, as per email agreement. From the operational fund.*
3. *Approve expenditure for \$150 incl GST as koha for supply and staffing bbq at the Featherston Resilience Workshop, as per email agreement.*
4. *Approve expenditure for \$150 incl GST to as budget for bbq good items at the Featherston Resilience Workshop, as per email agreement.*
5. *Approve expenditure from the operational budget for \$456 per annum to a total of \$1,368 to Tui Rutherford, for hosting an online productivity app called "Smartsheet" for the collective use of the Featherston Community Board over the duration of the triennium.*
6. *Consider the application from Mulled Wine Concerts for \$500 to support the Cultural Wellbeing event "a recital of classical piano music by Professor Nikolai Saratovsky.*

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 Mulled Wine Concerts*

The application from Mulled Wine Concerts meets 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 Governance Advisor

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



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 7 February 2024

Contact Officer: Robyn Ramsden, Community Governance Advisor

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

Appendix 1 – Action Items to 7 February 2024

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
83	25-Feb-20	Action	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>
522	29-Sept-22	Action	A Bradley	For the new community board to consider the re-naming of the Featherston Public Playground to Joy Cowley Children's Playground.	Actioned	<p>30/11/22: Further exploration required.</p> <p>5/5/2023 Naming and/or renaming of parks and other assets across the district is being explored through the development of a Naming and Sponsorship of Council Assets Policy. This policy will ensure consistency across the district but will take several months to develop.</p> <p>17/5/23: Further information requested on the playground renaming process following Ms Hynds public presentation.</p>

Number	Raised Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
550	30-Nov-22	Action	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.
553	30-Nov-22	Action	S Corbett	Council Officers to provide further information in relation to the Card Reserve User Group and Market Reserve User Group, prior to their next formal meeting on 22 February 2022 to support appointment of FCB representative.	Actioned	6/3/23: Council is responsible for maintaining the reserves and does not have resources to run user groups. This responsibility could be taken up by the relevant Community Board. 1/11/23 moved to Actioned.
554	30-Nov-22	Action	A Bradley	Council Officers to support the development and promotion of an Expression of interest for the Featherston Community Board's youth advisory position.	Open	18/01/23: Ms Fjaerestad has been in contact with all community boards to discuss the community boards youth advisory position and next steps. 5/5/2023 Ms Fjaerestad is working on a consistent approach for youth representation as part of the adoption of the Wairarapa Rangitahi Strategy. 10/5/23: Workshop with community boards scheduled for 31 May 2023 to discuss this. 9/8/23: W Maxwell provided update meeting with youth for the Youth Advisory Position. 1/11/23 Mr Maxwell met with youth to discuss youth aspirations.
088	22-Feb-23	Action	FCB	To work on prioritization of Mainstreet buildings for painting, T Rutherford.	Open	9/8/23: Painting the gazebo & pricing sola lighting currently happening, and then will come back to FCB for funding.
191	19-May-23	Action	J O'Conner	Action 191: To request from Council the timeline for the next opportunity to input into City Care levels of service.	Actioned	8/4/23 J O'Conner: <ul style="list-style-type: none"> The City Care contract expires in October 2026 If Council chooses to alter levels of service, this would need to be considered as part of the LTP 8/9/23: Request update on when city care levels of services are coming up for review. 1/11/23 moved to actioned.
192	19-May-23	Action	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'Conner, 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.
196	19-May-23	Action	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.
198	19-May-23	Action	K Ashforth	Action 198: To request clarification on why the value recorded against member salaries in the Income and Expenditure Report is higher than expected.	Actioned	8/4/2023: <ul style="list-style-type: none"> The I&E Report shows there is 28,043.00 in the budget for members' salaries. Can you confirm the duration for this? They were trying to do the math on how this would break down and couldn't work it out. This includes Community board salaries, communication allowance and 20% of personnel costs. The budget was set in June before the strategic pay (approved by council) was in place. 1/11/23 moved to actioned.
203	9-Aug-23	Action	A Bradley	Action 203: N Ansell to provide proof of records and summary of documentation of payment for Featherston Christmas parade 2022.	Actioned	15/11/2023 - email sent to Tui Rutherford with further details, form N Ansell.
212	9-Aug-23	Action	A Bradley	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	
473	1-Nov-23	Action	A Bradley	Action 473: N Ansell to check if \$500 has been paid to Claire Bleakley for a grant application and a check on the process upon which conditional grants are approved.	Actioned	15/11/2023 - email sent to Tui Rutherford with further details, form N Ansell.
476	1-Nov-23	Action	A Bradley	Action 476: Update website to include strategic plans for the Featherston community board as part of the grant application.	Open	