

## Agenda

---

### Notice of Meeting

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Martinborough on Thursday, 19 October 2023 starting at 7.00pm.

### Membership of the Community Board

Storm Robertson (Chair), Angela Brown (Deputy Chair), Karen Krogh, Mel Maynard, Councillor Pip Maynard and Councillor Aidan Ellims

---

### Karakia Tīmatanga

*Tukua te wairua kia rere ki ngā taumata  
Hai ārahi i ā tātou mahi  
Me tā tātou whai i ngā tikanga a rātou mā  
Kia mau kia ita  
Kia kore ai e ngaro  
Kia pupuri  
Kia whakamaua  
Kia tina! TINA! Hui e! TĀIKI E!*

### Public Business

1. **Extraordinary Business**
2. **Apologies**
3. **Conflicts of Interest**
4. **Acknowledgments and Tributes**
5. **Community Board Minutes**

5.1 Minutes for Approval: Minutes of the Martinborough  
Community Board meeting held on 7 September 2023

Pages 3-7

**Proposed Resolution:** *That the minutes of the Martinborough Community Board meeting held on 7 September 2023 be confirmed as a true and correct record.*

## **6. Public Participation**

- 6.1 Charlotte Harding
- 6.2 Max Stevens – Martinborough Museum Trust
- 6.3 Pat Dette – Martinborough Community Patrol
- 6.4 Martin Freeth

## **7. 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.*

## **8. Chairperson Report**

- 8.1 Chairperson Report Pages 8-9

## **9. Reports from Chief Executive and Staff**

- 9.1 Income and Expenditure Report Pages 10-17
- 9.2 Financial Assistance Report Pages 18-21
- 9.3 Action Items Report Pages 22-25

## **10. Members Report**

- 10.1 Angela Brown Pages 26-27

## **Karakia Whakamutunga**

*Unuhia Unuhia  
Unuhia ki te uru tapu nui  
kia wāteā, kia māmā  
te ngākau, te tinana, te wairua  
i te ara takatū  
Koia rā e Rongo  
Whakairia ake ki runga  
Tūturu whakamaua kia tina. Tina!  
Hui e! Tāiki*



- Present:** Storm Robertson (Chair), Angela Brown, Karen Krogh, Councillor Pip Maynard, Mel Maynard and Councillor Aidan Ellims
- In Attendance:** Stefan Corbett (Group Manager – Partnership & Operations), Nicki Ansell (Lead Advisor – Community Governance), Adam Mattsen & Rory Milne (Wellington Water)
- Public Participation:** Chris Webbley
- Conduct of Business:** This meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough between 7.02pm and 9:02pm and was live streamed on the Council's YouTube Channel.

Members opened with a Karakia

**1. EXTRAORDINARY BUSINESS**

There was no extraordinary business.

**2. APOLOGIES**

There were no apologies

**3. CONFLICTS OF INTEREST**

Ms Brown declared a conflict of interest with the funding application for Wharekaka, to be considered under item 10.1, the Members Report.

Ms Krogh declared a conflict of interest with the funding application for Martinborough Tree Group, to be considered under item 10.2, the Members Report.

**4. ACKNOWLEDGMENTS AND TRIBUTES**

Thank you to Bernie Riley from OneSource who has gifted the Martinborough Community Board some brand new street flags to the value of \$600.

**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.*

**5. MARTINBOROUGH COMMUNITY BOARD MINUTES**

**5.1 Martinborough Community Board Minutes – 15 June 2023**

*MCB RESOLVED (MCB 2023/42)* that the minutes of the Martinborough Community Board meeting held on 27 July 2023 be confirmed as a true and correct record.

*(Moved Cr Maynard/Seconded Brown)*

Carried

**7. PUBLIC PARTICIPATION**

There is no public participation.

**8. ACTIONS FROM PUBLIC PARTICIPATION**

**9. REPORTS FROM CHIEF EXECUTIVE AND STAFF (ITEM MOVED)**

**9.1 Wellington Water, Proposed Planting Day**

*MCB RESOLVED (MCB 2023/43)* to:

1. Receive the Wellington Water, Proposed Planting Day.

*(Moved Cr Maynard/Seconded Krogh)*

Carried

2. Nominate Karen Krogh MCB Member to help plan the planting day event.

*(Moved Brown/Seconded Robertson)*

Carried

Adam Mattsen and Rory Milne talked through the planting day proposal they have been working through with Māori Standing Committee. An update was given on the Māori Standing Committee preferences for the planting day. Members clarified dates, preferred sites and best plants for the environment and restoration.

Cr Ellms joined meeting at 7:22pm

**9.2 Representation Review**

*MCB RESOLVED (MCB 2023/44)* to: Receive the Representation Review.

*(Moved Brown/Seconded Maynard)*

Carried

Ms Ansell talked to her report, including the current consultation taking place on Māori Wards and the right for the public to call a poll for voting options in 2025. Members clarified voting options, how the poll works and costs related to a poll.

**9.3 Code of Conduct**

*MCB RESOLVED (MCB 2023/45)* to:

1. receive the Code of Conduct Report.

**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.*

*(Moved Cr Maynard/Seconded Krogh)* Carried

2. Adopt the Code of Conduct - Te Tikanga Whanonga for the 2022-2025 Triennium.

*(Moved Cr Maynard/Seconded Brown)* Carried

3. Adopt the policy as attached in the appendix, for dealing with alleged breaches of the code.

*(Moved Brown/Seconded Maynard)* Carried

Members questioned the length and discussed changes made to the Code of Conduct. Clarification on the background of these changes was given. Further discussion around process and how to deal with a breach of code of conduct.

#### **9.4 Street Flags**

*MCB RESOLVED (MCB 2023/46) to:*

1. Receive the Street Flag Report  
*(Moved Cr Maynard/Seconded Brown )* Carried
2. Agree to the request for Jazz in Martinborough to install street flags from 21 August – 8 September 2023  
*(Moved Cr Maynard/Seconded Brown)* Carried
3. Agree to the request for Toast Martinborough to install street flags from 1-24 November 2023  
*(Moved Cr Maynard/Seconded Brown)* Carried

Members talked about timing for Toast Martinborough and Round the Vines.

#### **9.5 Income and Expenditure Report**

Members questioned financials and sought clarification around Pain Farm.

##### Action 276:

Members have requested some communication on the website for the Pain Farm Funding Grant to help clarification the delay to the public.

##### Action 277:

MCB requested the current unedited accounts to be made available to board members.

#### **9.6 Finance Assistance Report**

*MCB RESOLVED (MCB 2023/47) to:*

1. Receive the Financial Assistance Report  
*(Moved C Maynard/Seconded Brown)* Carried
2. Agree to fund \$600 to Martinborough Playcentre to support the indoor Soft Play Area at Martinborough Playcentre, from the Grant Fund  
*(Moved Krogh/Seconded Maynard)* Carried

#### **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.*

3. Agree to fund \$300 to Wairarapa Mathematics Association to support Wairarapa Maths in School from the Grants Fund with a request for future applications to go through the Community & Youth Grant Fund.  
(Moved Cr Maynard/Seconded Krogh) Carried
4. Agree in principle to fund \$500 to Martinborough Business Association to support Christmas decorations from the Community Development Fund, upon seeing an image of the tree.  
(Moved Brown/Seconded Maynard) Carried
5. Agree to fund \$500 to Charlotte Harding to support Martinborough Community Fireworks, from the Community Development Fund  
(Moved Krogh/Seconded Cr Maynard) Carried

Members requested clarification around MoU, grant funding and the new policy. Members acknowledged the ongoing Christmas Decorations that Martinborough Business Association organises and invited them to reapply each year.

Members acknowledged the work Charlotte Harding does with the community fireworks.

Discussion around Pain Farm funding and Martinborough Community Board Funding. Martinborough Women's Football Club are requested to apply to the Pain Farm funding round when it opens.

Action 279:

To confirm with Kuranui College the use of amenities, to south Wairarapa rate payers as part of the MoU while waiting for the gymnasium is be build.

**9.7 Action Items Report**

*MCB RESOLVED (MCB 2023/48) to Receive the Action Items Report.*

*(Moved Brown/Seconded Krogh)*

Carried

Members discussed open action items and noted further updates.

Action 731: Update for Ms Brown to attend MSC with an update around Bidwell's Cutting signage.

Action 502: Update to Actioned

Action 565: Update on Oak Trees from Cr Ellims. Trees in the Park in Maple Steet have been included in district plan review. Move to Actioned.

Action 030: Update from S Corbett. Lights in square to be installed irrespective of Management Plan.

Action 253: Update to Actioned

Action 254: Still keen on face to face

**10. MEMBER REPORTS**

**10.1 Wharekaka**

*MCB RESOLVED (MCB 2023/49) to:*

**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.*

1. Receive the Angela Brown Member Report.  
(Moved Cr Maynard/Seconded Krogh) Carried
2. Agree to fund up to \$200 to the bowls club from the operations budget to hold an event December.  
(Moved Maynard/Seconded Krogh) Carried  
Brown abstained

Ms Brown spoke to items outlined in the report on the united nations elders day with tea and biscuits with the Mayor. Comments around co-ordination and timing and the value of doing this work.

**10.2 Wharekaka**

MCB RESOLVED (MCB 2023/50) to:

1. Receive the Karen Krogh Member Report.  
(Moved Brown/Seconded Maynard) Carried
2. Agree to fund up to \$50 to the Tree Group from the operations budget to hold an event September.  
(Moved Maynard/Seconded Brown) Carried  
Krogh abstained

Ms Krogh spoke to items outlined in the report.

**6. CHAIRPERSON REPORT (ITEM MOVED)**

**6.1 Chairperson Report**

MCB RESOLVED (MCB 2023/51) to receive the Chairperson Report.

(Moved Brown/Seconded Maynard) Carried

Mr Robertson spoke to his report. Update given to members around the speed review. Members requested to provide feedback to the chair around the lease document for Pain Farm.

**Action 284:**

Guidance requested for placement in Martinborough of the defibrillator.

8:55pm Cr Maynard left the room.

The meeting closed at 9:02pm.

**Confirmed as a true and correct record**

.....Chairperson

.....Date

**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.

---

## **CHAIRPERSON REPORT**

---

### **Recommendations**

The Chairperson recommends that the Community Board:

1. *Resolve to set dates for Pain Farm funding*
2. *Resolve to donate funds towards Community Emergency Hub Open Day*
3. *Resolve to include a submission towards the Rating Review*

### **Topic 1- Pain Farm Grants.**

Discuss setting dates for the grants process for Pain Farm and general update.

### **Topic 2- Christmas Parade**

Provide an update on the Christmas Parade. Discuss preparing a note to Council Officers to reduce charges applied to all three towns to approve Christmas Parade Plans.

### **Topic 3- Donation for Community Emergency Hub Open Day**

Discuss the opportunities to donate \$50 to face painting on resilience day to help cover costs and time.

### **Topic 4- Rate Review Submission**

Discuss and prepare a submission to Council regarding rates revision process and details on what our community would like.

### **Topic 5- Memorial Square Lighting**

Seek feedback on developments for Memorial Square lighting and what is the now the proposed installation date. Particularly addressing the two priority crossings identified



## **Topic 6 – MCB End of Year Report**

Discuss preparation of our MCB Year End Report

**NB Just a note on issues requiring a vote. Each member will get one 5 minute slot to speak on the issue. Once everyone that wants to, has spoken, a vote will be taken on the topic. It will need to be formally introduced before a vote is taken.**

Prepared by: Storm Robertson, Martinborough Community Board Chair

## **Income & Expenditure Report**

---

### **1. Purpose**

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

### **2. Executive Summary**

The Draft Income and Expenditure Statement for the period ending 30 June 2023 is attached in Appendix 1. The Draft Income and Expenditure Statement for Pain Farm for the period ending 30 June 2023 is attached in Appendix 2.

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

### **3. Appendices**

Appendix 1 – Draft Income & Expenditure Statement for the period ending 30 June 2023

Appendix 2 – Draft Pain Farm Income & Expenditure Statement for the period ending 30 June 2023.

Contact Officer: Hayley McDonald, Assistant Accountant

Reviewed By: Karon Ashforth, General Manager Finance

# **Appendix 1 – Draft Income and Expenditure Statement for the Period Ending 30 June 2023**

**Martinborough Community Board**  
**Income & Expenditure for the Period Ended 30 June 2023 (DRAFT)**

\*Please note the Annual report for 2022/23 has not been audited by Audit NZ, therefore these results may be subject to change.

**Personnel & Operating Costs**

**Budget**

Members' salaries	28,043.00
Mileage reimbursements	1,000.00
Operating expenses	7,400.00
<b>Total Personnel &amp; Operating Costs Budget 2022-2023</b>	<b>36,443.00</b>

**Expenses**

**Personnel Costs**

Members' Salaries	34,017.35
Communication allowance	3,123.03
Mileage reimbursements	-

**Total Personnel Costs to 30 June 2023 (DRAFT) 37,140.38**

**Operating Expenses**

28/09/2022 Local Governmen Community Board Levy 2022/23	275.00
2/11/2022 Expenses x Payroll Oct 22 Student Rep MBO - A Mason	50.00

22/12/2022 Lamb Peters Business cards 146.00

**Total Operating Expenses to 30 June 2023 (DRAFT) 471.00**

**Committed funds**

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	28,043.00	37,140.38	(9,097.38)
Mileage reimbursements	1,000.00	-	1,000.00
Honorarium payment to student rep (\$50 per meeting)	200.00	50.00	150.00
<b>Total Commitments</b>			<b>(7,947.38)</b>

**TOTAL OPERATING EXPENSE BUDGET AVAILABLE\***

**6,779.00**

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

**Grants**

**Income**

Annual Plan 2022-23 grant allocation	4,700.00
Other miscellaneous income	-

**Total Income for 2022-2023 4,700.00**

**LESS: Grants paid out**

23/09/2022 Wairarapa Reap	Martinborough Community Board Grant	1,000.00
23/09/2022 Martinborough Squash Club	Martinborough Community Board Grant	1,050.00
21/11/2022 Martinborough Youth Trust	Community fireworks	435.00
29/09/2022 Martinborough School	Get Set Go Programme	1,260.00
5/12/2022 C Harding	Costs toward MBO Xmas Parade	150.00
13/02/2023 MBO Community garden	Seed purchase & maintainence	1,100.00
13/02/2023 MBO Netball club	Junior uniforms	500.00
21/02/2023 Featherston Community centre	support MBO star advertising	632.50
20/06/2023 C Harding	Matariki glow walk	760.00

**Total Grants paid out to 30 June 2023 (DRAFT) 6,887.50**

**LESS: Committed Funds**

Resolution date	Original commitment	Spent to date	Remaining commitment	
11/08/2022 Martinborough Youth Trust	2022 Community fireworks Events	500.00	435.00	65.00
22/09/2022 Martinborough JAB	Tournament attendance	750.00	-	750.00
15/06/2023 Matariki Glow walk		760.00	760.00	-
<b>Total Commitments</b>				<b>815.00</b>

**PLUS: Balance Carried forward from previous year\***

**4,919.23**

\* excludes Swimming Pool funds

**TOTAL GRANTS FUNDS AVAILABLE**

**1,916.73**

**Martinborough Community Board**  
**Community Development Fund for the Period Ended 30 June 2023 (DRAFT)**

*\*Please note the Annual report for 2022/23 has not been audited by Audit NZ, therefore these results may be subject to change.*

Income

Annual Plan 2022-2023 allocation	11,500.00
<b>Total Income 2022-2023</b>	<b>11,500.00</b>

Community Development Fund - operating

25/10/2022 MBO Business Association	Xmas Decorations For Martinborough	1,000.00
<b>Total Community Development Fund - operating to 30 June 2023 (DRAFT)</b>		<b>1,000.00</b>

Community Development Fund - capital

<b>Total Community Development Fund - capital to 30 June 2023 (DRAFT)</b>	<b>-</b>
---	----------

**LESS: Committed Funds**

Resolution date		Original commitment	Spent to date	Remaining commitment
11/08/2022	Martinborough Business Association	1,000.00	1,000.00	-
15/06/2023	Flags for Martinborough business association	640.00		640.00
<b>Total Commitments</b>				<b>640.00</b>

**PLUS: Balance Carried forward from previous year** **13,429.57**

**TOTAL COMMUNITY DEVELOPMENT FUNDS AVAILABLE** **23,289.57**

*\*Please note the Annual report for 2022/23 has not been audited by Audit NZ, therefore these results may be subject to change.*

**Martinborough Community Board**  
**Swimming Pools Fund for the Period Ended 30 June 2023 (DRAFT)**

Income

Funds from Martinborough Swimming Club

15,268.80  
**15,268.80**

Expenditure

**Total Expenditure**

-  
**-**

**Net Surplus/(Deficit) Year to Date**

**15,268.80**

**LESS: Committed Funds**

Resolution  
date

Original  
commitment

Spent to date

Remaining  
commitment

-

**TOTAL FUNDS AVAILABLE**

**15,268.80**

\*Please note the Annual report for 2022/23 has not been audited by Audit NZ, therefore these results may be subject to change.

\*Please note the Annual report for 2022/23 has not been audited by Audit NZ, therefore these results may be subject to change.

# **Appendix 2 – Draft Pain Farm Income and Expenditure Statement for Period Ending 30 June 2023**



**\*DRAFT REPORT\***

**Pain Farm - Statement of Financial Performance**

**For the Period Ended 30 June 2023**

*\*Please note the Annual report for 2022/23 has not been audited by Audit NZ, therefore these results may be subject to change.*

Description	2022/23 YTD Actuals June	2022/23 YTD Budgets June	2022/23 YTD Variance June	2022/23 Full Year Budget
<b>Income</b>				
Rent received*	118,360	110,000	(8,360)	110,000
Interest income	-	-	0	-
Miscellaneous Income	36,160			-
<b>Total Income 2022-23 to date</b>	<b>154,521</b>	<b>110,000</b>	<b>(44,521)</b>	<b>110,000</b>
<b>Expenditure</b>				
Consultants	932	-	(932)	-
General expenses	75	3,000	2,925	3,000
Interest expense	-	-	0	-
Depreciation expense	-	-	0	-
Legal expenses	-	1,000	1,000	1,000
Repairs & maintenance (other)	8,556	10,000	1,444	10,000
Grounds maintenance	9,811	3,000	(6,811)	3,000
Repairs & maintenance (Buildings)	2,434	5,000	2,566	5,000
Telephone expenses	169	-	(169)	-
Insurance	2,856	2,900	44	2,900
Overhead allocation	29,192	26,397	(2,795)	26,397
Rates payable	9,916	11,500	1,584	11,500
Personnel costs	22,043	23,628	1,585	23,628
<b>Total Expenditure 2022-23 to date</b>	<b>85,983</b>	<b>86,425</b>	<b>442</b>	<b>86,425</b>
<b>Net Surplus/(Deficit) Year to Date</b>	<b>68,537</b>	<b>23,575</b>	<b>44,962</b>	<b>23,575</b>
<b><u>Pain Farm - Statement of Accumulated Funds</u></b>				
<b>As at 30 June 2023</b>				
Opening balance 1 July 2022	116,203			
Total surplus/(deficit) year to date	68,537			
Transfers from reserves (capital spend)	29,630			
<b>Closing balance 30 June 2023</b>	<b>155,111</b>			
Less committed funds	-			
<b>Total funds available</b>	<b>155,110.74</b>			
<p>* Insurance claim Income of \$36,106.19 received in December has been included in Income and ringfenced for replacement garage.</p> <p>* Total shown as information is sensitive to the tenants. Could be included in a publicly excluded report if requested.</p> <p>* Rates include the full year</p> <p>* Income for the Landfill Lease included in this report.</p> <p>* Capital spend of \$27,491.00 is remaining deposit for fencing</p>				

## Financial Assistance Report

---

### 1. Purpose

To present the Martinborough 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 The Wairarapa 4WD Club Inc for \$1,000 to support a NZ National Trials Event in Pirinoa.*
3. *Consider the application from Martinborough Community Patrol for \$5,000 to support an electric vehicle.*
4. *Consider the application from Martinborough Museum for \$2,000 to support ongoing operations.*

### 3. Executive Summary

The Martinborough Community Board has received three funding applications 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

- 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 Application from Wairarapa 4WD Club Inc

The application Wairarapa 4WD Club meets the criteria for funding. The organisation has no outstanding grant accountability forms. The application will be provided to members in confidence.

### 6.2 Application from Martinborough Community Patrol

The application from meets the criteria for funding, although the amount exceeds the typical grant limit of \$1,000. Note they have not received funding through Community & Youth Grants, as the Finance Committee referred them to Martinborough Community Board. The organisation has no outstanding grant accountability forms, and the application will be provided to members in confidence.

### 6.3 Application from Martinborough Museum

The application from meets the criteria for funding, although the amount exceeds the typical grant limit of \$1,000. Note they have not received funding through Community & Youth Grants, as the Finance Committee referred them to Martinborough Community Board. The organisation has no outstanding grant accountability forms, and 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](#).

## 9. Consultation

### 9.1 Communications and engagement

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

### 9.2 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

## 10. 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.

	Grant Funding 2023/2024 budget \$4,700 pa	Community Development Budget 2023/2024 \$11,500 pa
MCB meeting 27 July 2023: Financial allocation		Martinborough Tree Group \$1000 (MCB2023/39) <i>Agreement in principle for up to \$3000 for sign at Bidwell's Cutting (MCB2023/40)</i>
MCB Meeting 7 September 2023: Financial allocation	\$600 to Martinborough Playcentre. (MCB 2023/47) \$300 for Wairarapa Mathematics Association. (MCB 2023/47)	\$500 to Martinborough Business Association for Christmas Decorations (MCB 2023/47) \$500 to Charlotte Harding for Community Fireworks. (MCB 2023/47)

Contact Officer: Nicki Ansell, Lead Advisor – Community Governance

Reviewed By: Amanda Bradley, General Manager, Policy & Governance

## **Action Items Report**

---

### **1. Purpose**

To present the Martinborough 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 Martinborough 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 16 October 2023

Contact Officer: Nicki Ansell, Lead Advisor – Community Governance

Reviewed By: Amanda Bradley, General Manager, Policy & Governance

# **Appendix 1 – Action Items to 16 October 2023**

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
497	24-Sep-20	MCB	To continuing working with mana whenua on a Martinborough town sign entrance	Open	19/05/22: MCB undertook holding a workshop to progress this. 23/3/23: MCB to follow up on status of this with previous board members.
731	17-Dec-20	MCB	Investigate who originally designed the historical information sign at Bidwill's Cutting	Open	29/4/21: Still work in progress 08/7/21: Local graphic designer, Andy Shaw, expressed interest in designing the Bidwill's Cutting sign. Martinborough Automotive Ltd would fund the design drafting costs which would then be presented to the Board. 25/11/21: Ongoing 24/02/22: Project undertaken by N Fenwick 7/04/22: Mr Fenwick provided an update on the Bidwill's Cutting sign and undertook presenting the draft to the Māori Standing Committee. 23/3/23: MCB to follow up on status of this with previous board members. 15/6/23: Cr Maynard to speak at the next MSC Meeting. Discussion around putting notice in the local Star around the sign. 27/7/23: Cr Maynard provided an update on the progress of the sign and members discussed the funding of the sign. 7/9/23: Update for Ms Brown to attend MSC with an update around Bidwell's Cutting signage
502	22-Sept-22	S Corbett	To request an update be provided to the board and Māori Standing Committee on the status of restorative planting along the Rumahunga River, committed from the waste water overflow in Martinborough (Wellington Water)	Actioned	09/02/23: Mr Corbett provided an update and noted that the planting has been actioned and is on the work plan. 06/3/23: Paul Clarke from WWL Ltd to update MSC once the project has commenced. 14/6/23: Adam Mattsen met with MSC on Who is WWL, Background & Context of 2020 wastewater overflow. Planting day suggested to be symbolic undertaking to restore balance to Mauri of the Ruamāhanga river. MSC wanted time to discuss and had a number of wider issues. 20/7/23: Adam Mattsen asked to present at the next MCB meeting to provide update.
565	30-Nov-22	MCB	MCB RESOLVED (MCB 2022/48) to make a submission to the Combined District Plan asking that the Oak Trees in Huangarua Park be listed on the Notable Tree Register. (Moved Cr Ellims/Secoded Robertson) Carried	Actioned	7/9/23: Update on Oak Trees from Cr Ellims. Trees in the Park in Maple Steet have been included in district plan review. Move to Actioned
030	9-Feb-23	S Corbett	Action 030: Request a workshop with officers to discuss the process of reviewing the Memorial Square Development Plan, S Corbett.	Open	23/3/23: S Corbett provided an update on the process for review of the Reserve Management Plans at MCB meeting. 15/6/23: Update the Action to meet with James to discuss further. 27/7/23: Request update of meeting 23/8/23: Officers had included budget in the draft AP for a full review of reserve management (and development) plans across the district. As a result of cost pressures, this was subsequently removed from the budget. Work will not progress with these plans and it will be considered again in the LTP. 7/9/23: S Corbett: Lights to be installed irrespective of Management Plan being done. 5/10/23: a review of all RMP's is being proposed into the LTP. This has been mentioning to a number of groups across the district, including the Considine Park user group meeting which is chaired by Storm and Angela also attends.
253	15-June-23	A Bradley	Action 253: To get details of the approval from council meeting to a 100% increase of Pain Farm overhead.	Actioned	7/6/2023 Further information around court ruling and action items around increase of fee sent to MCB. 27/7/23: Members requested clarification on the email provided, requested action be re-open
254	15-June-23	A Bradley	Action 254: To organise a workshop of LTP & AP, with an outcome on MCB AP for 2023/2024 with clear focus on priorities.	Open	10/8/23 Zoom session with CB and MSC and further information sent through to members around what is an LTP involves. 7/9/23: MCB confirmed still keen on face to face
276	7-Sept-23	N Ansell	Members have requested some communication on the website for the Pain Farm Funding Grant to help clarification the delay to the public.	Open	
277	7-Sept-23	K Ashforth	MCB requested the current unedited accounts to be made available to board members.	Open	



Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
279		S Corbett	Reaching out to Kuranui College for use of the use of the turf to rate payers before gymnasium is build based upon the MoU.		5/10/23: sports clubs already do this with Kuranui, I'm not sure this is a Council function to perform. The MoU doesn't speak to grounds use and is specific to the gym so I'm unsure of the comment "based upon the MoU."
284	7-Sept-23	S Corbett	Guidance requested for placement in Martinborough of the defibrillator.	Open	5/10/23: I've been discussing this with Nigel who is leading this work. We've agreed it won't be put onto the Waihinga building, especially the frontage.

## Members Report

---

<b>Member Name</b>	Angela Brown
<b>Committee/Working Group/Appointment Name</b>	Community Emergency Hub Open Day and Practice Event.
<b>Meeting Date</b>	Saturday 30 September 2023
<b>Key issues from meeting</b>	<p>We held a very successful Martinborough Community Emergency Hub Open Day and Practice Event on Saturday 30<sup>th</sup> September – I would like to thank Mel Maynard, Councillor McAuley, Warren Maxwell and Storm Robertson for coming along and taking part in this event.</p> <p>Over 70 people attended, we had representatives from various community groups – including the foodbank, Mens Shed, Lions, Toy Library, Community Markets, business association. We had a volunteer face painter and a community tearoom, sausages were cooked by members of the Bowls Club – Neighbourhood Support, came along to assist. A great community effort.</p> <p>We had a delegation of Emergency support people from Hawkes Bay who are looking at adopting the WREMO Emergency Hub model into their own communities, we have had offers for them to come and talk to our community about what happened during their real emergency response earlier this year. We hope to get them back next year to share their experiences.</p> <p>Big Thank you also to Vivienne from WREMO for facilitating this and the previous two events we have hosted over the last few months, and Nigel from SWDC has been really on board ensuring the success of this Resilience Series.</p>

<p><b>Specific item(s) for consideration</b></p>	<p>Moving forward we have a strong number of very engaged members of our community who want to continue to engage and work collaboratively with the Community Board on a Martinborough Resilience Project.</p>
<p><b>General</b></p>	<p>The defibrillator should have now been installed outside of the ambulance station and I am working with Wellington Free Ambulance to offer Heartbeat workshop for the community – incorporating CPR and Defibrillator Training.</p> <p>I feel this has been a strong and successful start to one of the objectives we set as part of our Community Board Plan</p>