

Agenda

Notice of Meeting

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Martinborough on Thursday, 23 March 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

Public Business

1. Extraordinary Business
2. Apologies
3. Conflicts of Interest
4. Acknowledgments and Tributes
5. Public Participation
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 Martinborough Community Board meeting held on 9 February 2023 Pages 1-4

Proposed Resolution: *That the minutes of the Martinborough Community Board meeting held on 9 February 2023 be confirmed as a true and correct record.*

8. Chairperson Report

8.1 Chairperson Report Pages 5-6

9. Reports from Chief Executive and Staff

9.1 Introduction to the Welcoming Communities Programme Pages 7-14

9.2 Income & Expenditure Report Pages 15-19

9.3 Actions Items Report Pages 20-24



Minutes – 9 February 2023

- Present:** Storm Robertson (Chair), Mel Maynard, Angela Brown, Karen Krogh and Councillor Pip Maynard
- In Attendance:** Stefan Corbett (Group Manager, Partnership and Operations), Sheil Priest (General Manager, Communications & Engagement), Nigel Carter (Health, Safety & Emergency Management Advisor) and Kaitlyn Carmichael (Committee Advisor)
- Public Participation:** Jane Mills and Vivienne Bryner (WREMO)
- Conduct of Business:** This meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough between 7.00pm and 9.15pm and was live streamed on the Council's YouTube Channel.

1. EXTRAORDINARY BUSINESS

There was no extraordinary business.

2. APOLOGIES

MCB RESOLVED (MCB 2023/01) to receive apologies from Councillor Aidan Ellims.

(Moved Robertson/Secoded Brown)

Carried

3. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

4. ACKNOWLEDGMENTS AND TRIBUTES

Ms Maynard acknowledged the artwork created by Violet Edwards and Sam Ludden recently installed in the Waihinga Centre.

5. PUBLIC PARTICIPATION

There was no public participation.

6. ACTIONS FROM PUBLIC PARTICIPATION

There was no actions from public participation.

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.

7. MARTINBOROUGH COMMUNITY BOARD MINUTES

7.1 Martinborough Community Board Minutes – 30 November 2022

MCB RESOLVED (MCB 2023/02) that the minutes of the Martinborough Community Board meeting held on 30 November 2022 be confirmed as a true and correct record.

(Moved Cr Maynard/Seconded Maynard) Carried

9. CHAIRPERSON REPORT (*item moved*)

7.1 Chairperson Report

MCB RESOLVED (MCB 2023/03) to receive the Chairperson Report.

(Moved Maynard/Seconded Brown) Carried

Mr Robertson spoke to items outlined in the report and queried the governing body responsible for the Memorial Square Development Plan. Members noted that Pam Colenso will be invited to a meeting to speak about the plans development process in 2011.

Mr Corbett provided an update on Memorial Square lighting and pedestrian crossings in Martinborough. Members requested the upcoming report to Council on the topic be provided to the board.

Members discussed roading safety and traffic calming measures in the ward and Mr Corbett noted that could be further discussed at the roading briefing. Members queried the Pain Farm income and expenditure statement and financial records and noted a workshop on Martinborough CCTV Cameras with potential stakeholders would be held.

Members discussed the development of a Martinborough Community Board Plan and noted that community drop-in sessions are being held Saturday mornings through to the end of March 2023.

MCB NOTED:

Action 030: Request a workshop with officers to discuss the process of reviewing the Memorial Square Development Plan, S Corbett.

Action 031: Request a workshop with officers to discuss the performance and management of Pain Farm, S Corbett/K Ashforth

8. REPORTS FROM CHIEF EXECUTIVE AND STAFF

8.1 Introduction to Civil Defence Emergency Management Report

MCB RESOLVED (MCB 2023/04) to receive the Introduction to Civil Defence Emergency Management Report

(Moved Maynard/Seconded Krogh) Carried

DISCLAIMER

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Mr Carter spoke about ways the board could incorporate community resilience into their community board plan and Ms Mills provided an overview of the Wellington Region Emergency Management Office (WREMO) and the Civil Defence Emergency Management Arrangements currently in place.

Members noted the importance of raising community awareness of civil defence emergency management arrangements through the community board plan.

8.2 Street Flag Request Report

MCB RESOLVED (MCB 2023/05) to:

1. Receive the Street Flag Request Report.
(Moved Cr Maynard/Seconded Maynard) Carried
2. Approve the request from the coalition of Olive Growers to instal street flags from 15 May 2023 to 30 June 2023 during olive harvest season.
(Moved Cr Maynard/Seconded Maynard) Carried
3. Nominate Angela Brown to coordinate the installation of the street flags in the Martinborough ward.
(Moved Krogh/Seconded Robertson) Carried

8.3 Income and Expenditure Report

MCB RESOLVED (MCB 2023/06) to:

1. Receive the Income & Expenditure Statement for the period ending 31 December 2022.
2. Receive the Pain Farm Income & Expenditure Statement for the period ending 31 December 2022.
(Moved Maynard/Seconded Krogh) Carried

Members discussed items outlined in the report and requested a briefing to discuss the four identified grant funds. Members discussed potential options for use of the Pain Farm, beautification and swimming pool funds.

8.4 Financial Assistance Report

MCB RESOLVED (MCB 2023/07) to:

1. Receive the Financial Assistance Report.
(Moved Cr Maynard/Seconded Maynard) Carried
2. Grant Martinborough Netball Club \$500 to contribute to junior uniforms, to be funded through the grants fund.
(Moved Cr Maynard/Seconded Krogh) Carried
3. Grant Martinborough community garden \$1,100 to support seed purchase and garden maintenance, to be funded through the grant fund.
(Moved Maynard/Seconded Brown) Carried
4. Grant Featherston Charitable Trust \$632.50 to support advertising, to be funded through the grant fund.
(Moved Brown/Seconded Maynard) Carried

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Members discussed applications for financial assistance and requested that all recipients present on the use of the grant at a future meeting. Ms Carmichael undertook adding the request to a the funding letters.

8.5 Action Items Report

*MCB RESOLVED (MCB 2023/08) to receive the Action Items Report.
(Moved Cr Maynard/Seconded Krogh)*

Carried

Members discussed open action items and noted further updates. Cr Maynard noted that action 176 has been open since September 2019 and requested that the overhead cost allocation for the last 6 years be provided in a report at the next Community Board meeting and that Council look at any overhead allocations for the last six years be credited back into the Pain Farm account.

Members noted the desire to be involved in the implementation of Action 502.

The meeting closed at 9.15pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

DISCLAIMER

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CHAIRPERSON REPORT

Recommendations

The Chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Discuss outcomes of Pain Farm Workshop*
3. *Discuss options for Hinekura Road and determine, in our opinion, what is the best solution. Present our solution at next Council Meeting*
4. *Provide an overview of our community input and what should be incorporated in our Community Plan*
5. *Discuss the option around current and future trees in Martinborough and whether a Tree Advocacy committee could be of value.*
6. *Discuss the way in which we manage Flag displays in Martinborough and what options should we consider.*

Topic 1 – Pain Farm Review

Following on from the Pain Farm Review briefing (held prior to the MCB meeting of 23 March) we will discuss the review and determine the next steps. Have we a full picture of the Pain Farm operation and are there clear guidelines of funding spend, activities and management.

Topic 2 – Hinekura Road Options

Following on from the workshop on 9 March 2023 we plan to discuss the options offered and determine what the MCB considers the best option. We would make this decision and propose to present to Council on our selected option.



Topic 3(a) – Community Feedback

Following on from our community feedback meetings we propose to review all suggested actions and prioritise what action have most support or impact. Understand how we plan to deal with such issues and has the been any common actions emerging.

Topic 3(b) – Community Feedback

This is to discuss the option available to the MCB as to how we best provide feedback to the community on outcomes.

Topic 4 – Community Business Plan

Having received significant feedback from members of the community we now have a better idea of what should be entered into our community business plan. Discussion will be about what are the key priorities versus longer term options.

Topic 5 – Tree Advocacy

Plan to discuss the topic of Trees in Martinborough, looking at historic trees labelling, new plantings and setting up a community committee to provide input and guidance on how to manage an overall plan and action process.

Topic 6 – Flags

We will discuss the current procedure for Flags, installation, product management and should we open access to the tracks for general business, to use when no planned event is in place.

Prepared by Storm Robertson,
Martinborough Community Board Chair

Introduction to the Welcoming Communities Programme

1. Purpose

To present the Martinborough Community Board with an introduction on the Welcoming Communities programme.

2. Recommendations

Officers recommend that the Community Board:

1. *Receives the Introduction to the Welcoming Communities Programme Report.*
2. *Considers how the Community Board wishes to be involved in, and support, the Welcoming Communities programme over the next three years.*

3. Executive Summary

This report provides an introduction to the Welcoming Communities programme and will discuss what the programme is, why it is relevant to this Board and what the programme aims to achieve in Martinborough and South Wairarapa.

- how you can shape or inform the outcomes of the programme, and
- how you can support the programme in achieving quality outcomes for our community

4. Background

South Wairarapa District Council have joined Welcoming Communities; a three-year programme led, and largely funded, by Ministry of Business, Innovation and Employment in partnership with Immigration New Zealand, the Ministry for Ethnic Communities and the NZ Human Rights Commission.

Welcoming Communities is an initiative that aims to help new community members live, work and thrive in our communities. It aims to increase inclusion, accessibility and belonging for new members of the community – from former refugees and migrants, to international student and relocating citizens.

At the heart of it, it's about bringing the community (and communities) together, celebrating who we are and where we come from, and creating a community that everyone feels safe and happy to belong in.

South Wairarapa, as well as Martinborough specifically, will be assessed against the Welcoming Communities Standard, which includes having:

1. Inclusive leadership and leadership opportunities
2. Welcoming and inclusive communications
3. Equitable access for all community members
4. Connected and inclusive communities
5. Inclusive engagement and participation in civic processes
6. Equitable access to business and employment opportunities
7. Welcoming and inclusive public spaces
8. Different cultures and identities celebrated and supported

A more detailed description of each is included in the Appendix.

Once we have completed the assessment and understand what the challenges and opportunities are, a Welcoming Plan will be developed to address how we can increase the social and cultural well-being of our new, and current, community members to become a “Welcoming Community”.

Through this programme there is an opportunity for the Martinborough community to be positively impacted by this programme and with the Community Board’s support and championing, it’s intended outcomes are much more likely to be achieved.

There is also the potential that some of the intended outcomes will further or support the work the Community Board is intending to achieve in this triennium; in which case, collaboration and information-sharing could be highly beneficial.

5. Discussion

There are many ways you can support and add value to Welcoming Communities. The programme itself is attempting to achieve aspirational outcomes with appropriately modest means, so the support of enthusiastic and knowledgeable community members is the most valued resource.

Examples of how you can support Welcoming Communities are:

- **Become champions of the programme.** Talk about it, tell others about it and promote it through your networks and platforms.
- **Invite community members to engage in the programme.** Direct people to the newcomer survey or invite them to talk with me directly to share ideas, feedback or willingness to support the programme and it’s associated activities,
- **Share any knowledge, ideas, contacts or personal feedback** you think would help me gain a better understanding of our community or help the outcomes of this programme.
- **Be a role model of inclusion and kindness**, and encourage others in our community to do the same.

Some questions for the Community Board to consider:

- What individuals, groups or organisations should I be talking to in the Martinborough community?

- Is there anything I should be mindful of, or consider, when engaging with the Martinborough community?
- What are some effective and appropriate ways to engage with the Martinborough community?
- How do you wish to be involved in the programme (either individually or as a group)?
- Do you have any questions about the programme?

6. Appendices

Appendix 1 – Welcoming Communities (Te waharoa ki ngā hapori) Standard for New Zealand

Contact Officer: Michaela Lloyd, Welcoming Communities Coordinator

Reviewed By: Stefan Corbett, Group Manager, Partnerships & Operations

Appendix 1 – Welcoming Communities (Te waharoa ki ngā hāpori) Standard for New Zealand

The Welcoming Communities Standard for New Zealand



1. Inclusive Leadership

Overarching outcome statement – what success looks like

Local government, tangata whenua and other community leaders work together to create, advocate for and continue to foster a welcoming and inclusive community. They lead a shared plan to increase connections between newcomers and existing residents.

Outcomes – what ‘Inclusive Leadership’ looks like on the ground

- 1.1 As the indigenous peoples of Aotearoa New Zealand, Māori – represented by tangata whenua, mana whenua, iwi and hapū and/or other hapori Māori – have a prominent role in Welcoming Plan activities.
- 1.2 Leaders – both designated and unofficial – reflect the diversity in the local community, as does the council workforce.
- 1.3 Leaders model the principles of inclusiveness, openness, tolerance, respect and acceptance of all cultures in the community.
- 1.4 There are clear roles, responsibilities and ownership within council and in the wider community for the Welcoming Communities programme.
- 1.5 Council internal and external policies, services, programmes and activities recognise and address cultural diversity.
- 1.6 A range of leadership opportunities in the council and the wider community are available to and taken up by newcomers.



2. Welcoming Communications

Overarching outcome statement – what success looks like

People of all cultures and backgrounds feel included, listened to and well informed through a range of ways that take into account their different communication needs.

Outcomes – what ‘Welcoming Communications’ looks like on the ground

- 2.1 The community is well informed about the local benefits of immigration and the Welcoming Communities programme, including success stories.
- 2.2 The council is well informed about newcomers to their region and pro-actively seeks data about newcomers from relevant sources.
- 2.3 The council’s engagement with all residents is two-way, culturally appropriate and fit for purpose.
- 2.4 Council communication materials and messages are inclusive and reflect the diversity of the local community. Council encourages other agencies, businesses and organisations to follow this model.



3. Equitable Access

Overarching outcome statement – what success looks like

Opportunities to access services and activities and to participate in the community are available to all, including newcomers.

Outcomes – what ‘Equitable Access’ looks like on the ground

- 3.1 Council partners with local businesses, organisations and sectors to identify and address barriers for newcomers to accessing services and participating in the community.
- 3.2 Council and other organisations in the community research, design and deliver services that take account of the different circumstances (for example rural/urban) and cultural backgrounds of all service users, including newcomers.
- 3.3 All community members are well informed about the services available in the community. Newcomers are made aware of, and are using these services.



4. Connected and Inclusive Communities

Overarching outcome statement – what success looks like

People feel safe in their identity and that they are connected with and belong in the community. There are high levels of trust and understanding between members of the receiving community and newcomers.

Outcomes – what ‘Connected and Inclusive Communities’ looks like on the ground

- 4.1 Coordinated, comprehensive and appropriate initial welcoming support services are available from council, other agencies and community organisations.
- 4.2 The receiving community is well equipped and supported to welcome and interact with newcomers.
- 4.3 Members of the receiving community and newcomers build relationships and are at ease with connecting and learning about and from each other.
- 4.4 Different cultures are celebrated and people are supported to express their cultural beliefs and customs, including language and religious practices.



5. Economic Development, Business and Employment

Overarching outcome statement – what success looks like

Communities maximise and harness the economic development opportunities that newcomers can offer. Councils work with business associations to promote the contribution that newcomer business owners and skilled migrants make to the region’s economy.

Outcomes – what ‘Economic Development, Business and Employment’ looks like on the ground

- 5.1 Newcomers, including international students, are supported to access local employment information, services and networks.
- 5.2 Newcomers, including international students, are supported with the local knowledge and skills to ensure they can operate successfully in the New Zealand work environment, either as a business owner or an employee.
- 5.3 The receiving community recognises the value of diversity in the workplace, of newcomers’ contribution to the region’s growth and of the resulting wider economic benefits.
- 5.4 Local employers and workforces develop their intercultural competency.
- 5.5 Mutually beneficial connections and initiatives are set up with migrant business people by local business community and professional networks.



6. Civic Engagement and Participation

Overarching outcome statement – what success looks like

Newcomers feel welcome to fully participate in the community. Newcomers are active in all forms of civic participation.

Outcomes – what ‘Civic Engagement and Participation’ looks like on the ground

- 6.1 The council’s elected members and staff effectively communicate with newcomers to promote their engagement in local government processes.
- 6.2 Newcomers are encouraged and enabled to get involved in local government and civil society.
- 6.3 Newcomers’ efforts and achievements in civic participation and community life are acknowledged and celebrated.



7. Welcoming Public Spaces

Overarching outcome statement – what success looks like

Newcomers and receiving communities feel welcome in and comfortable using public spaces.

Outcomes – what ‘Welcoming Public Spaces’ looks like on the ground

- 7.1 The design and operation of public spaces and facilities are culturally appropriate and reflect the diversity of the community.
- 7.2 Welcoming public spaces provide opportunities to build trust and relationships between newcomers and members of the receiving community.
- 7.3 Public spaces and buildings create a sense of community ownership and inclusion for all, including newcomers.



8. Culture and Identity

Overarching outcome statement – what success looks like

There is a shared sense of pride in being part of a culturally rich and vibrant community. People feel their culture is respected and valued by other members of the community. There are opportunities to learn about each other’s cultures.

Outcomes – what ‘Culture and Identity’ looks like on the ground

- 8.1 Receiving communities and newcomers share and celebrate their cultures with each other, facilitated by the council and others in the community.
- 8.2 Newcomers and the receiving community understand what values they each hold dear.

Income & Expenditure Report

1. Purpose

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

2. Recommendations

Officers recommend that the Community Board:

1. *Receive the Income & Expenditure Statement for the period ending 28 February 2023*

3. Executive Summary

The Income and Expenditure Statement for the period ending 28 February 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 – Income & Expenditure Statement for the period ending 28 February 2023

Contact Officer: Hayley McDonald, Assistant Accountant

Reviewed By: Karon Ashforth, General Manager Finance

**Appendix 1 – Income and Expenditure
Statement for the Period Ending 28
February 2023**

Martinborough Community Board
Income & Expenditure for the Period Ended 28 Feb 2023

Personnel & Operating Costs

Budget

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

Expenses

Personnel Costs

Members' Salaries	24,808.17
Mileage reimbursements	-
Total Personnel Costs to 28 Feb 2023	24,808.17

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 28 Feb 2023	471.00

Committed funds

Resolution date	Original commitment	Spent to date	Remaining commitment
Members' Salaries	28,043.00	24,808.17	3,234.83
Mileage reimbursements	1,000.00	-	1,000.00
Honorarium payment to student rep (\$50 per meeting)	200.00	50.00	150.00
Total Commitments			4,384.83

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

Total Grants paid out to 28 Feb 2023

6,127.50

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 South Wairarapa Community	Covid Essential Survival kits	1,000.00	1,000.00	-
22/09/2022 Martinborough School	Get Set Go	1,260.00	1,260.00	-
22/09/2022 Martinborough Squash Club	Uniform & tournament entry fees	1,050.00	1,050.00	-
22/09/2022 Martinborough JAB	Tournament attendance	750.00	-	750.00
30/11/2022 Charlotte Harding	Christmas Events	150.00	150.00	-
13/02/2023 MBO Community garden	Seed purchase & maintainence	1,100.00	1,100.00	-
13/02/2023 MBO Netball club	Junior uniforms	500.00	500.00	-
21/02/2023 Featherston Community centre	support MBO star advertising	632.50	632.50	-
Total Commitments				815.00

PLUS: Balance Carried forward from previous year*

4,919.23

* excludes Swimming Pool funds

TOTAL GRANTS FUNDS AVAILABLE

2,676.73

Martinborough Community Board
Community Development Fund for the Period Ended 28 Feb 2023

Income

Annual Plan 2022-2023 allocation 11,500.00

Total Income 2022-2023 11,500.00

Community Development Fund - operating

25/10/2022 MBO Business Association Xmas Decorations For Martinborough 1,000.00

Total Community Development Fund - operating to 28 Feb 2023 1,000.00

Community Development Fund - capital

Total Community Development Fund - capital to 28 Feb 2023 -

LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
11/08/2022	Martinborough Business Association Christmas Garland decorations	1,000.00	1,000.00	-

Total Commitments -

PLUS: Balance Carried forward from previous year 13,429.57

TOTAL COMMUNITY DEVELOPMENT FUNDS AVAILABLE 23,929.57

* An adjustment was made to record this spend in the final accounts of June 2020 after the August report had already been completed.

** There are further fountain invoices to be accounted for but will need to manually collate these in the year end process.

Martinborough Community Board
Swimming Pools Fund for the Period Ended 28 Feb 2023

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

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 March 2023

Contact Officer: Kaity Carmichael, Committee Advisor

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

Appendix 1 – Action Items to 16 March 2023

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
176	19-Sep-19	K Ashforth	<p>MCB RESOLVED (MCB 2019/70) that:</p> <p>1b. Officers report to the next full Community Board with a maintenance schedule for the homestead, cottage and surrounding land. (Moved Cr Maynard/Seconded Roy) Carried</p> <p>1c. Whilst work is being undertaken on the house and cottage, that officers report to the Board at each meeting (6 weekly) on the progress of maintenance until the work is completed, and Thereafter, officers report 6 monthly on the condition of the homestead, cottage, surrounding land, and farm. (Moved Cr Colenso/Seconded Beattie) Carried</p> <p>2. The repairs and maintenance work to bring the homestead and cottage up to an acceptable standard for rental purposes be undertaken as a matter of priority. (Moved Cr Colenso/Seconded Beattie) Carried</p> <p>3. The exterior painting of the homestead be undertaken as the next priority and that the Board recommends Council approves up to \$30,000 for this work. (Moved Cornelissen/Seconded Cr Colenso) Carried</p> <p>4. That Council review the overhead cost allocation model for the Pain Farm. (Moved Read/Seconded Cornelissen) Carried</p> <p>5. That following this review, that Council consider whether any overhead allocations for the last three years should be credited back to the Pain Farm account. (Moved Read/Seconded Cornelissen) Carried</p>	Actioned	<p>Review of the overhead cost allocation model to be done as part of the Long-Term Plan.</p> <p>05/11/20: Members discussed timeframes of the cost allocation model review, scope of original request and sought an update to clarify the connection between the overhead cost allocation model and crediting of funds back to the Pain Farm account.</p> <p>08/12/20:—It is considered efficient to look at the review of the costs at the same time as the allocation model is reviewed for the LTP. Due to resourcing constraints this has been pushed to early next year. As mentioned in a previous report it is unlikely any Corporate Support costs will be credited as they cover governance and secretarial duties, financial accounts, debt collection, internal administrative time etc for the residential accommodation, refuse station, and farm. The portion of the Professional Services which covers property management for these three income streams will form the basis of the review. The time taken for Officers to project manage the entire property including the recent upgrade to the house and farm fencing will also be taken into account.</p> <p>29/4/21: Awaiting confirmation of LTP.</p> <p>29/6/21: Report to be presented to FAR for discussion 11/08/21.</p> <p>09/8/21: Due to resourcing constraints report is to be presented to the next FAR meeting 27/10/21.</p> <p>25/11/21: Update requested by MCB.</p> <p>24/02/22: Update requested by MCB.</p> <p>28/03/22: Officers will factor this review into be completed by 30 June 2022.</p> <p>6/5/22: Update from Finance Manager. Waiting for new General Manager, Finance to start and this will be taken up in the near future with her.</p> <p>16/06/22: The Pain Farm Policy will be reviewed in the next policy review and will include a process for setting overhead costs.</p> <p>9/02/23: Members are requesting that the overhead cost allocation for the last 6 years be provided in a report at the next Community Board meeting and that Council look at any overhead allocations for the last six years be credited back into the Pain Farm account.</p> <p>6/3/23: Subject of workshop on 23 March 2023; finance is preparing materials.</p>
95	27-Feb-20	MCB	Investigate forming a Martinborough Tree Group with representatives from the community and the Martinborough Community Board.	Open	<p>02/7/20: Mayor Beijen and Michael Honey have started the process of establishing a Martinborough Tree Group.</p> <p>14/8/20: Four representatives identified but group not yet established.</p> <p>24/9/20: Still in progress of forming group.</p> <p>17/12/20: Mayor Beijen updated members progress has been made and invitations would be sent within the coming weeks.</p> <p>29/4/21: Work in progress.</p> <p>25/11/21: Michael Honey undertook continuing this project.</p> <p>24/02/22: M Honey progressing with this project.</p>
429	13-Aug-20	MCB	Investigate entering into a funding partnership agreement with Martinborough Community Garden for the remainder of the triennium.	Open	<p>24/8/20: Funding partnership offered through correspondence on grant. Martinborough Community Garden has requested to meet with MCB first and this request has been forwarded to the Chair.</p> <p>27/10/20: Chair of MCB met with Martinborough Community Garden who has requested relocation options first be considered (refer to action 489).</p> <p>27/10/20: A potential site behind the Cecily Martin Housing for Seniors area on the corner of Venice and Regent Street has been identified.</p> <p>05/11/20: Members discussed the proposed location for the Martinborough Community Garden at the Cecily Martin Housing for Seniors area on the corner of Venice and Regent Street and sought clarification on the land available before members discussed the proposed location with the Martinborough Community Garden (refer Action 617)</p> <p>8/12/20: The land area is approximately 1270m2 and maps of the area were provided in Appendix 3 of the Action Items Report to the meeting on 17/12/20. It is suggested if the Board wants to explore this that a community board representatives works with the Martinborough Community Garden to present a proposal to officers for consideration.</p> <p>07/04/22: Action re-opened at request of MCB. Report requested outlining potential sites for the Community Garden.</p> <p>20/05/22: Email sent to MCB on behalf of officers - very little council owned land available; alternative suggestions made</p>

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.
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.
127	29-Apr-21	MCB	Investigate the process for submitting an application to South Wairarapa Rotary Club for funding of new FlagTrax in Martinborough subject to confirmation that the Martinborough Community Board is able to apply for external funding	Open	27/5/21: The Board is able to apply externally for funds. Cr Colenso updated members an application would be presented to the next MCB meeting for consideration. 25/11/21: Cr Colenso drafting application
317	8-July-21	S Corbett	Liaise with Council officers to investigate purchasing suitable BBQ options for coastal reserves	Open	26/7/21: The costs of a single gas operated BBQ for the public is \$10,000 + GST plus concrete pad. There are also ongoing cleaning and maintenance costs. 13/06/22: Travel and cleaning time is a key cost on the BBQ, Officers biggest concern is vandalism and theft. Summer period from Labour Weekend till Easter being the busy period 26 weeks x 3 times a week possibly conservative x 120km round trip \$9,500.00 26 weeks x 2 times a week x 120km \$6,500.00 Cleaning time and material \$6,500.00 Total \$22,500.00 BBQ \$10,000.00 Concrete \$600.00.00 plus travel to install Overall total approx. \$ 33,100.00 This does not take into account gas bottle swaps. We find that the Waihinga playground BBQ requires cleaning twice a week now since the weather has been so good. This is done on the weekly playground equipment checks Monday and Friday. We currently have a cleaner based at Ngawi but he is well passed retirement age so there is an opportunity to utilise him in the short term which will reduce travel, we only clean the toilets twice a week and daily over the centre of the Xmas period. Even cutting out some travel approx. cost of \$ 20,000.00 with yearly costs of \$10,000. As you can see great to have it but expensive having them so far away at a cost that this council currently cannot cover. 30/06/22: Ms Maynard undertook following up with Tora residents on this update.
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)	Open	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.
504	22-Sept-22	A Bradley	Request the incoming board have the available grant funds and conditions of use clearly explained (Swimming Pool Fund; Pain Farm Fund; Grant Fund; Beautification Fund).	Actioned	6/3/23: Briefing scheduled for 23 March 23.
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/Seconded Robertson) Carried	Open	
572	30-Nov-22	S Corbett	To provide a rough breakdown of overhead allocation costs for Pain Farm.	Actioned	6/3/23: Subject of workshop on 23 March 2023; finance is preparing materials.

Number	Raised Date	Responsible Manager	Action or Task details	Status	Notes
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	
031	9-Feb-23	S Corbett	Action 031: Request a workshop with officers to discuss the performance and management of Pain Farm, S Corbett/K Ashforth	Actioned	6/3/23: J O'Connor to attend the briefing on 23 March to address any queries.