

15 February 2024

Agenda

Notice of Meeting

An ordinary meeting will be held in the Supper Room, Waihinga Centre, Martinborough on Thursday, 15 February 2024 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

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

Public Business

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

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

Pages 3 - 7

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

6. Public Participation

- 6.1 Steph Jaspers – Martinborough Junior Cricket Club Grant Application

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's Report Pages 8 - 18

9. Reports from Chief Executive and Staff

- 9.1 Appointment to the Community Wellbeing Subcommittee Pages 19 – 20
- 9.2 Income and Expenditure Report Page 21 – 28
- 9.3 Financial Assistance Report Pages 29 – 31
- 9.4 Action Items Report Pages 32 – 25

10. Members Report

- 10.1 Member's Report – Angela Brown re: Christmas flags Pages 36 – 41
- 10.2 Member's Report – Angela Brown re: resilience Pages 42 – 43

Karakia Whakamutunga

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



- Present:** Storm Robertson (Chair), Angela Brown, Karen Krogh, Mel Maynard and Councillor Aidan Ellims.
- Apologies:** Councillor Pip Maynard
- In Attendance:** Nicki Ansell (Lead Policy and Project Advisor), Robyn Ramsden (Community Governance Advisor), Stefan Corbett (Group Manager, Partnership & Operations) Janice Smith (Chief Executive Officer), James O'Connor (Manager Partnership & Operations Group Work), Sarah Pearson-Coats (Project Officer).
- Public Participation:** Mary Tipoki and Anna Warren
- Conduct of Business:** This meeting was conducted in public in the Supper Room, Martinborough Town Hall, Texas Street, Martinborough between 7.02pm and 9:06pm and was live streamed on the Council's YouTube Channel.

Members opened with a Karakia

1. EXTRAORDINARY BUSINESS

MCB RESOLVED (MCB 2023/50) to receive Appendix 3 of the Draft Pain Farm Income and Expenditure Statement for Period Ending 30 June to be added under agenda item 9.4. It was received late and cannot be delayed as contains information related to setting funding levels for Pain Farm.

(Moved Cr Ellims/Seconded Brown)

Carried

2. APOLOGIES

MCB RESOLVED (MCB 2023/51) to receive apologies from Cr Maynard.

(Moved Brown/Seconded Maynard)

Carried

3. CONFLICTS OF INTEREST

Ms Krogh expressed a conflict of interest with the grant for Martinborough Trees Group.

4. ACKNOWLEDGMENTS AND TRIBUTES

No acknowledgement or tributes where given.

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 – 19 October 2023

MCB RESOLVED (MCB 2023/52) that the minutes of the Martinborough Community Board meeting held on 19 October 2023 be confirmed as a true and correct record.

(Moved Brown/Seconded Krogh)

Carried

6. PUBLIC PARTICIPATION

Anna Warren – Martinborough Playcentre

Ms Warren is applying for funding after a recent break-in at the Martinborough Playcentre. Ms Warren confirmed that they have received some discounts and additional funding sources, so confirmed a change in amount being requested.

Members questioned how much damage was done, and how the security system will work and requested to see any written quotes.

Mary Tipoki – Lake Ferry Township

Ms Tipoki talked to the Lake Ferry camp, the history and community involvement including planting. Ms Tipoki discussed her interaction with SWDC Council and her concerns around the trees which have been removed, and the long grass. Ms Tipoki expressed concern for the wetlands and requested that it be looked at.

Members clarified who owned that land and the Lake Ferry wastewater plant. Members acknowledged the mahi and respect for the history of the camp.

7. ACTIONS FROM PUBLIC PARTICIPATION

Members discussed the Lake Ferry wastewater and provided background on this situation. Officers clarified what action had taken place over the last year. Council officers confirmed they will check it again and members discussed if there was a report available to share with residence.

Council officers offered observations on comments made by Ms Tipoki regarding council staff. Members confirmed the length of time that council has worked with the Tipoki's.

Members queried if a manager would be living on site, Council Officers clarified the service level contract currently in place, which is around upgrading the facility. Council Officers confirmed that there is a manager living onsite.

MCB Noted:

ACTION 492: MCB Request that SWDC Officers check out the wastewater plant at Lake Ferry Township for any leaks and overflow to wetlands and report back to the board.

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8. CHAIRPERSON REPORT

8.1 Chairperson Report

MCB RESOLVED (MCB 2023/53) to:

1. Receive the Chairperson Report.

(Moved Brown/seconded Maynard)

Carried

2. Resolve to set the Pain Farm funding round for 15 January – 29 February 2024 for a grand funding pool of \$50,000 from the Pain Farm account for the Martinborough community in accordance with the deed and the pain farm income distribution policy.

(Moved Cr Ellims/Seconded Brown)

Carried

Members discussed the financials for Pain Farm. Member clarified that the MCB are looking to set dates and funding rounds. Member requested that an additional extra ordinary meeting for MCB around early March, to be resolved at the first meeting of 2024.

Members discussed the Wairarapa Combined District Plan.

Members provided an update on the Christmas Parade and any outstanding invoices and amounts owing. Members acknowledged the work of Storm Robertson and Angela Brown for their hard work getting the Christmas Parade up and running.

Members discussed their end of year report, which will be discussed over the summer break and members will report back in the new year.

MCB noted:

ACTION 501: \$10,000 went out from the Pain Farm account under repairs and maintenance, MCB requested clarification on what that was for.

9. REPORTS FROM CHIEF EXECUTIVE AND STAFF

9.1 Welcoming Communities Findings and Welcome Plan

MCB RESOLVED (MCB 2023/54) to receive the Welcoming Communities Findings and W Report.

(Moved Brown/Seconded Cr Ellims)

Carried

Members acknowledged the great work that MS Lloyd had done and found the report excellent. They clarified the living costs of Wellington versus Martinborough. Officers recommended that members work closely with MS Lloyd to make the program a success. Members discussed aligning activities across the district.

9.2 2024 Meeting Schedule of Ordinary Meetings

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MCB RESOLVED (MCB 2023/55) to

1. Receive the 2024 Meeting Schedule of Ordinary Meetings Report.

(Moved Cr Ellims/Seconded Brown) Carried

2. Adopt the 2024 Meeting Schedule of Ordinary Meetings for Martinborough Community Board.

(Moved Cr Ellims/Seconded Brown) Carried

3. Delegate to the Chief Executive Officer the authority to alter the schedule of ordinary meetings following consultation with the Chair.

(Moved Cr Ellims/Seconded Brown) Carried

Members talked about the frequency of the meetings for 2024, times and days.

9.3 Pain Farm – Partnership & Operations Update Report

MCB RESOLVED (MCB 2023/56) to receive the Pain Farm Report.

(Moved Krogh/Seconded Maynard) Carried

Members queried some terms in the report and why maintenance had not occurred. Members discussed shelter belts and boundary fencing work scheduled for mid-Jan. Council Officers clarified the procurement process for quotes related to the work, and the town water supply to the farm which was damage.

Members discussed the insurance payout and clarified how that will be used.

8:35pm Cr Ellims left the meeting.

9.4 Income & Expenditure Report

MCB RESOLVED (MCB 2023/57) to receive the Income and Expenditure Report.

(Moved Brown/Seconded Krogh) Carried

9.5 Finance Assistance Report

MCB RESOLVED (MCB 2023/58) to:

1. Receive the Financial Assistance Report

(Moved Maynard/Seconded Brown) Carried

2. Agree to fund \$260 to the Trees of Martinborough to support the next stage of development at the golf course, to be funded through the Grants.

(Moved Brown/Seconded Maynard) Carried

Ms Krogh abstained.

3. Agree to fund \$1,000 to the Martinborough Playcentre, provide they supply a detailed quote, to support an upgrade of security, to be funded through the Community Development Fund.

(Moved Brown/Seconded Krogh) Carried

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9.3 Action Items Report

MCB RESOLVED (MCB 2023/59) to receive the Action Item Report.

(Moved Brown/Seconded Maynard)

Carried

Action 284: Can be moved to Actioned.

Action 276: Can be moved to Actioned.

Action 279: James to follow up.

Action 277: Can be moved to Actioned.

Action 254: Update to next week's LTP meeting. Can be moved to Actioned.

Action 030: Can be moved to Actioned.

Action 492: MCB Request the CEO investigate if Officers can check the wastewater plant at Lake Ferry Township for any leaks and overflow to wetlands and report back to the Board.

10. MEMBER REPORTS

10.1 Karen Krogh Members Report

MCB RESOLVED (MCB 2023/60) to receive the Karen Krogh Member Report.

(Moved Maynard/Seconded Brown)

Carried

Ms Krogh, talked to her report and commented on the mitigation that is taking place for the Street Lighting process and provided an update on the tender process. Members queried the cost of GETS and officers confirmed that local suppliers are also notified.

Members discussed belisha lights for the square and Jellicoe Street. Members thanked officers for their work on this mitigation.

Members thanked the CEO being at the meeting and closed with a Karakia.

The meeting closed at 9:06pm.

Confirmed as a true and correct record

.....Chairperson

.....Date

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CHAIRPERSON REPORT

Recommendations

The Chairperson recommends that the Community Board:

1. *Receive the Chairperson Report.*
2. *Feedback from meeting with SWDC CEO, 10th Feb*
3. *Discuss Pain Farm Funding and ongoing issues.*
4. *Pedestrian Crossings for Martinborough*
5. *Community Wellbeing Fund*
6. *Ward Councillors Input*
7. *MCB Plan for Year*

Topic 1- Feedback from meeting with SWDC CEO, 10th Feb

To review and discuss items raised with the CEO and outcomes of our meeting.

Topic 2- Discuss Pain Farm Funding and ongoing issues

Discuss any outstanding issue relating to Pain Farm, confirm activities leading into funding requests. Set review meeting date, suggestion is Tuesday 5th March. TBC.

Discuss Insurance payout relating to damage of Pain Farm property. Has money been allocated to anything or any project.

Topic 3- Community Wellbeing Fund

Request input to and discuss opportunities for what we could use Wellbeing funds for.

Topic 4- Pedestrian Crossings for Martinborough

Discuss the Pedestrian Street Lighting project and request an indication of costs to date. Discuss the temporary options installed and how effective they have been. Do we raise a request for an update on the situation and progress of the project.

Topic 5- Ward Councillors Input

One new item will become a permanent part of the MCB meeting and that is requesting from the Martinborough Ward Councillors to provide for each meeting a short summary of activities they are working on on behalf of the Martinborough community.

Topic 6- MCB Plan for Year

Discuss and review our first year and start putting together our plan for year 2 and beyond.

Prepared by: Storm Robertson, Martinborough Community Board Chair

Appendix 1: Martinborough Community Board Plan January 2023 – June 2024



MARTINBOROUGH COMMUNITY BOARD PLAN

January 2023 – June 2024



MARTINBOROUGH
COMMUNITY BOARD
Kia Reretahi Tātau

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Message from the Chair

At the end of 2022 a new Martinborough Community Board was established with 75% of the members new to the requirements and function of a Community Board. Our first actions were to get in touch with the community to find out what their concerns were and how do we best collect those concerns. It was decided that we will run an ongoing series of community drop-ins, and that has been a very successfully process. We thank the community for their ongoing input. We set about to create a vision and then determine how we could best deliver on that vision.

In brief that vision is;

"Work to engage with our community, both urban and rural, to gain trust and to form a mutually respectful and collaborative relationship with the council."

With that in mind we set out a broad plan of action we trust will help us deliver;

1. Year One, listen and understand just what the community had to say and what did they expect from us, their board?
2. Year Two, review the collection of comments and desires of the community and formulate a priority list of actions to deliver.
3. Year Three, prepare action plans to deliver on these priorities and develop a tightly managed process to measure progress.

We also realised that two bequests to the township and community needed greater focus from the board. We have established working groups to determine how best to make these two very valuable assets deliver to the intent and for the benefit of the community. We invite

you to monitor our progress on both Pain Farm and Considine Park.

There are four features of our focus on delivery, they are Social, Economic, Environmental and Cultural Wellbeing, and we will keep those in mind as we work to improve things in the community.

We plan to keep the community fully informed on the progress we make and welcome your continued input into that process.

Storm Robertson

Martinborough Community Board Chair

Meet the Martinborough Community Board



Back row left to right
Cllr Pip Maynard
Karen Krogh
Mel Maynard

Front row left to right
Storm Robertson – Chair
Angela Brown – Deputy Chair
Cllr Aidan Ellims

The Role of the Martinborough Community Board can be found on the SWDC website.

Together with contact information
<https://swdc.govt.nz/your-council/martinborough-community-board-2/>

Community Board Vision

Work to engage with our community both urban and rural to gain trust and to form a mutually respectful collaborative relationship with the council.

Community Board three-year overview

Year One – To Listen and to Be Heard. To understand and to initiate

Year Two – To review Plan and Action

Year Three – to Consolidate and Prepare for handover to ensure projects completed or continued.

Our Priorities

Pain Farm Estate



George Pain, known as Tiny Pain or Hura Rorere (king of the road) born 1847 Wellington died 1937. A “pioneer” shepherd/farmworker, hawker, hotelier, storekeeper, landlord, run-holder/farmer and wool baron. George Pain in 1932 made a will bequeathing the 210 acre property known as the Pain Farm to the then Borough Council (now the SWDC) with this wife having a life interest.

In 1960 Mrs Pain died and the land was handed to the Martinborough Borough Council. The land that was bequeathed ‘to be held on behalf of the inhabitants of Martinborough and he particularly desired that the property should as far as possible be made available as a sports ground for the residents of Martinborough and as a playground for the children’ In 1965 due to the practicality, uncertainty (the farm being held in a 21 year lease), location and the Borough Council already having a number of under utilised reserves, resolved to apply to the Supreme Court for a judgement on a scheme for the use of the income from the Pain Farm.

Under provisions of the Charitable Trust Act 1957 in February 1966 the Court directed:

“That the income from the Trust Lands should be used, in maintaining and improving the borough’s parks, sports grounds, camping ground, swimming baths, providing equipping and maintaining sports facilities and a children’s playground in such manner and in such proportion as the Council may from time to time decide.”

The Martinborough Community Board under the guidance of Council has a governance role of the Pain Farm Trust Lands and the recommendation of the expenditure of the income.

- To ensure that all financial records relating to Pain Farm Estate are up to date and correct.
- To ensure there is a maintenance schedule in place/funding kept available for this purpose.
- To ensure all rents/leases are set at a fair market rate. To distribute funds available as set out in the terms of the deed.

We intend to do this with collaboration and support of the council finance and amenities teams. Regular reports in appropriate format, timeline of leases and renewals.

Community Engagement

- Regular Drop in sessions
- MCB Facebook page
- Local newspaper
- Involvement with local community groups and associations

What we have learned so far – what are our priorities

Social Wellbeing

Residents are safe, active, healthy, resilient, optimistic and connected.

- Strengthen and encourage new social connections within the community.

Eg. Santa Parade Collaboration – Martinborough business association, MADCAPS, Toy Library and CB

Coffee groups – working alongside Welcoming Communities and Community coordinator – supporting new initiatives eg Martinborough Social Seniors at Wharekaka
- Promote better use of public facilities – Waihinga Centre, how can this be used as a Community Hub.
- Footpaths – poor condition of our footpaths is an important concern across the community for prams, wheelchairs, mobility scooters, children’s scooters.
- Resilience – preparedness for emergency response – Educate and support, co

ordinate Training exercises and Emergency Response event with Council and WREMO

- Poor lighting around pedestrian crossings to be addressed later this year – raised to previous CB

Economic Wellbeing

Support business community safety requirements use of CCTV cameras. Look at how they currently function, engagement with key stakeholders.

Rural Roding – Major concerns effecting our farming community and from a tourism perspective.

Environmental Wellbeing

Protect and promote greenspaces – eg Considine Park, Memorial Square

Formation of Tree Advocacy Group – protection of existing trees and to look at new plantings.

Cultural Wellbeing

Support for events that embrace our whole diverse community.

Events such as Santa Parade give everyone opportunity to celebrate diversity.

Matariki to support events around this new festival- installation of flags to mark this event.

Install new sign at Bidwills Cutting with input from MSC.

How Well Have We Done

Engagement with community for feedback and looking over what we have achieved will be recorded when this report is updated in 2024

South Wairarapa District Council
19 Kitchener Street, Martinborough 5711 | PO Box 6, Martinborough 5741
Ph 06 306 9611 | enquiries@swdc.govt.nz | www.swdc.govt.nz



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Appointments to Community Wellbeing Subcommittee

1. Purpose

To present the Martinborough 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 Community Board:

1. Receive the Appointments to the Community Wellbeing Subcommittee paper.
2. Recommend _____ to be appointed as Martinborough Community Boards representative to the Community Wellbeing Subcommittee.
3. Recommend _____ to be appointed as Martinborough 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 Martinborough Community Board who represent the Martinborough 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.

4.1 Committee Structure

The Martinborough 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.

Noting, the alternative is the ability to have a second member replace the Chair/appointee, should that be needed.

The Martinborough Community Board has the option to appoint **one** representative vote to the Community Wellbeing Subcommittee to govern and oversee the disbursement of \$1.38m, which is part of Tranche 1 of the Three Waters Reform Better Off Funding received by SWDC.

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.

5. Options

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

7. Financial Consideration

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, Committee Advisor

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

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 31 December 2023 is attached in Appendix 1.

The Draft Income and Expenditure Statement for Pain Farm for the period ending 31 December 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 31 December 2023

Appendix 2 – Draft Pain Farm 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 and Expenditure Statement for the Period Ending 31 December 2023

Martinborough 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	599.00
Operating expenses	2,575.00
Total Personnel & Operating Costs Budget 2023-2024	42,319.00

Expenses

Personnel Costs

Members' Salaries	17,022.50
Communication allowance	1,467.44
Mileage reimbursements	-

Total Personnel Costs to 31 December 2023

18,489.94

Operating Expenses

30/06/2023	Lamb Peters		66.00
6/10/2023	Martinborough tree group	Tree group planting day event	50.00
20/09/2023	LGNZ	Community board levy	275.00
31/12/2023	Resolution MCB 2023/41	Reimbursement	53.51

Total Operating Expenses to 31 December 2023

444.51

Committed funds

Resolution date

	Original commitment	Spent to date	Remaining commitment
Members' Salaries	39,145.00	18,489.94	20,655.06
Mileage reimbursements	599.00	-	599.00
Honorarium payment to student rep (\$50 per meeting)	200.00	50.00	150.00
27/07/2023 September Event	150.00		150.00
7/09/2023 Bowls club	200.00		200.00
7/09/2023 Martinborough Tree group	50.00	50.00	-
Total Commitments			21,754.06

TOTAL OPERATING EXPENSE BUDGET AVAILABLE*

1,630.99

* 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 2023-2024

4,700.00

LESS: Grants paid out

13/09/2023	Martinborough Playcentre	Soft play area	600.00
14/09/2023	Wairarapa Mathematics	Maths week	300.00
16/11/2023	Wairarapa 4WD Club Inc	Wairarapa 4WD Club NZ National Trials	500.00
9/12/2023	Traffic Assist	Traffic management for Christmas parade	960.00

Total Grants paid out to 31 December 2023

2,360.00

LESS: Committed Funds

Resolution date

	Original commitment	Spent to date	Remaining commitment
11/08/2022 Martinborough Youth Trust	500.00	435.00	65.00
22/09/2022 Martinborough JAB	750.00		750.00
19/10/2023 MBO Christmas parade	2,000.00	960.00	1,040.00
7/12/2023 Trees of Martinborough	260.00		260.00

Total Commitments

2,115.00

PLUS: Balance Carried forward from previous year*

2,731.73

* excludes Swimming Pool funds

TOTAL GRANTS FUNDS AVAILABLE

2,956.73

Martinborough 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

2/08/2023	Martinborough Tree group	Purchase of trees	1,000.00
13/09/2023	A P Harding	Community fireworks	500.00
17/11/2023	Martinborough Community Patrol	Electric vehicle support	4,000.00
17/11/2023	Martinborough Museum	Ongoing operations	2,000.00

Total Community Development Fund - operating to 31 December 2023 **7,500.00**

Community Development Fund - capital

Total Community Development Fund - capital to 31 December 2023 **-**

LESS: Committed Funds

Resolution date		Original commitment	Spent to date	Remaining commitment
15/06/2023	Flags for Martinborough business association	640.00		640.00
27/07/2023	Martinborough Tree group	1,000.00	1,000.00	-
27/07/2023	Bidwills cutting Sign	3,000.00		3,000.00
7/09/2023	MBO business association	500.00		500.00
7/12/2023	Martinborough Playcentre	1,000.00		1,000.00
				-

Total Commitments **5,140.00**

PLUS: Balance Carried forward from previous year **23,929.57**

TOTAL COMMUNITY DEVELOPMENT FUNDS AVAILABLE **22,789.57**

Martinborough Community Board
Swimming Pools Fund for the Period Ended 31 December 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

*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 31 December 2023

Pain Farm - Statement of Financial Performance

For the Period Ended 31 December 2023

Description	2023/24 YTD Actuals December	2023/24 YTD Budgets December	2023/24 YTD Variance December	2023/24 Full Year Budget
Income				
Cottage and house rental income	24,050	51,346	(2,323)	113,300
Farm rental and rates contribution	29,619			
Interest income	-	-	-	-
Total Income 2023-24 year to date	53,669	51,346	(2,323)	113,300
Expenditure				
Consultants	10,000	2,316	(7,684)	4,635
General expenses	2,756	1,912	(844)	3,090
Interest expense	-	-	-	-
Depreciation expense	-	-	-	-
Legal expenses	1,000	-	(1,000)	-
Repairs & maintenance	4,609	7,130	2,522	16,892
Demolition of Garage	5,928	-	(5,928)	-
Grounds maintenance	2,822	1,548	1,274	3,090
Repairs & maintenance (Buildings)	2,948	2,574	(374)	5,150
Telephone expenses	-	-	-	-
Insurance	4,458	3,605	(853)	3,605
Overhead allocation	15,332	17,090	1,758	34,616
Rates payable	11,314	11,845	531	11,845
Personnel costs	15,215	17,370	2,155	34,751
Total Expenditure 2023-24 year to date	76,381	65,390	(10,991)	117,674
Net Surplus/(Deficit) Year to Date	(22,712)	(14,044)	(8,668)	(4,374)
<u>Pain Farm - Statement of Accumulated Funds</u>				
As at 31 December 2023				
Opening balance 1 July 2023	155,111			
Total surplus/(deficit) year to date	(22,712)			
Transfers from reserves (capital spend)	-			
Closing balance 31 December 2023	132,398			
Less committed funds	-			
Insurance claim Income ringfenced for improvements	30,232			
Total funds available	102,167			
Commentary				
* Demolition of garage is offset with Insurance claim received in 22/23.				
* Higher than expected costs in repairs & maintenance due to driveway improvements.				
* Higher than expected costs in consultants due to open tender.				
* Rates include the full year.				
* Income for the Landfill Lease will be included in Q4 report.				
* Totals shown as information is sensitive to the tenants. Could be included in a publicly excluded report if requested.				

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 Martinborough Junior Cricket Club for \$10,000 to support funding costs for a new artificial cricket pitch.*

3. Executive Summary

The Martinborough Community Board has received one funding application for consideration in the current funding round. This report presents the board with a application 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 Martinborough Junior Cricket Club

The application from Martinborough Junior Cricket Club 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](#).

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 7 September 2023: Financial allocation		\$500 to Martinborough Business Association for Christmas Decorations (MCB 2023/47) \$500 to Charlotte Harding for Community Fireworks. (MCB 2023/47)
MCB Meeting 19 October 2023: Financial allocation	\$500 to Wairarapa 4WD Club. (MCB2023/48)	\$4,000 to Martinborough Community Patrol. (MCB2023/48) \$2,000 to Martinborough Museum.
MCB Meeting 7 December 2023: Financial allocation	\$260 to Trees of Martinborough. (MCB2023/58)	\$1,000 to Martinborough Playcentre. (MCB2023/58)

Contact Officer: Robyn Ramsden, Community Governance Advisor

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 15 February 2024

Contact Officer: Robyn Ramsden, Community Governance Advisor

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

Appendix 1 – Action Items to 14 February 2024

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
030	9-Feb-23	S Corbett	Request a workshop with officers to discuss the process of reviewing the Memorial Square Development Plan.	Actioned	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. 7/12/23 Moved to actioned.

254	15-June-23	A Bradley	To organise a workshop of LTP & AP, with an outcome on MCB AP for 2023/2024 with clear focus on priorities.	Actioned	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 7/12/23 LTP meeting scheduled for 13/12/23 with CB Chair included. Moved to actioned.
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.	Actioned	17/11/23: updated to - Funding for the Pain Farm Fund will be available early 2024. More details coming shortly 7/12/2023: Website updated and moved to actioned.
277	7-Sept-23	K Ashforth	MCB requested the current unedited accounts to be made available to board members.	Actioned	7/12/23 Moved to actioned.
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.	Open	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." 12/12/23 J O'Conner I checked with the three towns football clubs (junior and senior) and some haven't used the grounds, those that have used the grounds have not been charged. Interestingly (and quite cool) Greytown Football have an arrangement where they coach the school players.
284	7-Sep-23	S Corbett	Guidance requested for placement in Martinborough of the defibrillator.	Actioned	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. 7/12/23 Moved to Actioned
492	7-Dec-23	S Corbett	MCB Request that SWDC Officers check out the waste water plant at Lake Ferry Township for any leaks and overflow to wet lands and report back to the board .	Open	
501	7-Dec-23	C Clark	\$10,000 went out from the Pain Farm account under repairs and maintenance, MCB requested clarification on what that was for.	Open	

Members Report

Member Name	Angela Brown
Committee/Working Group/Appointment Name	
Meeting Date	
Key issues from meeting	
Specific item(s) for consideration	Replacement of 8 Happy Holiday Flags which have deteriorated.
General	<p>Flags are damaged at the edges and no longer suitable for use.</p> <p>Options 1 – purchase 8 flags to replace damaged ones. (\$89 each plus gst = \$818.80 approx)</p> <p>Option 2 – replace all 12 flags, Select new design from brochure. (\$1224 approx)</p> <p>Option 3 – Have custom designed flags made (artwork designed for Santa Parade/Magic in Martinborough could be utilised) (\$1500 approx)</p>

Appendix 1: OneSource Christmas Flags Order Form.

Digitally Printed Street Flag Image Options

1A



1B



1C



1D



1E



1F



2A



2B



2C



2D



2E



2F



Supplying Images?

Important:

If you require colour matching for your brand or logo you'll need to supply the artwork as vector art, we can't match colours in a jpeg logo. If you're supplying your own images make sure they're at least 150dpi when at full size (900 x 1800m)

- ☐ Vector artwork
- ☐ Pantone Numbers
- ☐ 150dpi full size images

Digitally Printed Street Flag Image Options

3A



3B



4



5



6



7



8



9



10



11



12



13



14



15



16



Digitally Printed Street Flag Image Options

17



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Supplying Images?

Important:

If you require colour matching for your brand or logo you'll need to supply the artwork as vector art, we can't match colours in a jpeg logo. If you're supplying your own images make sure they're at least 150dpi when at full size (900 x 1800in)

- ☐ Vector artwork
- ☐ Pantone Numbers
- ☐ 150dpi full size images



** Please provide eyelet spacing (mm)*

System:

Flag Trax ☐

Standard ☐

Quantity:

Left Hanging ☐

Right Hanging ☐

Header Colour:

Black ☐

White ☐

Accessories:

Snap Shackles ☐

Xmas Tree Plugs ☐

Text Options:

Merry Christmas ☐

Seasons Greetings ☐

Happy Holidays ☐

Your Message

** Please provide loop length (mm)*

Location of text is denoted on image example. If changes to fonts, position, colour of text or logo is required please note these changes in the special instructions below.

Special Instructions:

L

Left Hanging



R

Right Hanging

Members Report

Member Name	Angela Brown
Committee/Working Group/Appointment Name	
Meeting Date	
Key issues from meeting	
Specific item(s) for consideration	Martinborough Resilience Project incorporating Waihenga Bridge
General	<p>Last year we facilitated 3 events with WREMO and 2 CPR classes with Wellington Free Ambulance as well as a feedback session. The community were very engaged, and we plan to continue to encourage and promote activities for 2024. We have a navigating Stress in Disaster and Recovery Workshop set for 13th March 7-9pm. Later in the year we will look at inviting Hawkes Bay Fenz workers who were involved in their regions rescue and recovery efforts to come and share their experiences; we also hope to host another open/practice day. Clearer guidelines would be welcomed to understand the roles and responsibilities of council and WREMO in relation to the Community Emergency Hub – a list of outstanding requests is currently being prepared.</p>

	<ul style="list-style-type: none"> - Request that Community Board members and Martinborough councillors attend and support Emergency Response/Resilience project meetings and workshops, whenever possible. <p>Recommend the Martinborough Community Board put aside \$300 for the purpose of covering incidental expenses eg. Refreshments related to Community resilience meetings/workshops paid out only when a completed Expense Claim and receipts are returned.</p> <p>The Waihenga Bridge is a critical entry point into Martinborough – it has long been a point of concern for the community. From a resilience perspective we need the bridge to function in order to allow access for emergency vehicles in the case of an emergency situation. This needs to be back on the agenda for discussion with Waka Kotahi as a matter of urgency. Councillor Ellims has done work in this area that we now need to support and develop.</p> <ul style="list-style-type: none"> - Waihenga Bridge – is there support to create a plan of action, do Members of the Community Board want to support this?
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