
Otautau Community Board

UNCONFIRMED OPEN MINUTES

Minutes of a meeting of Otautau Community Board held in the SDC Office Otautau on Thursday, 5 November 2015 at 2pm.

PRESENT

Chairperson	Andre Bekhuis
Members	Ken Davidson Peter Gutsell Peter Herrick Amber Joyce

Councillor	Stuart Baird
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IN ATTENDANCE

Area Engineer	Greg Erskine
Manager, Area Offices	Chris Dolan

1 Apologies

An apology for non-attendance was lodged by Member Vincent.

Moved Member Davidson, seconded Member Herrick and **resolved:**
That the Otautau Community Board accept the apology.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There were no members of the public requesting speaking rights in the Public Forum section of the meeting.

5 Extraordinary/Urgent Items

There were no extraordinary/urgent items to consider.

6 Confirmation of Minutes

Resolution

Moved Member Gutsell, seconded Cr Baird

Confirms the minutes of Otautau Community Board meeting held on 1 October 2015.

Reports

7.1 Action Sheet

Record No: R/15/10/19348

The Action Sheet from the Board's previous meetings was tabled.

Issues arising from the Action Sheet included;

Wallace Walkway Signage

It was reported to the meeting that the signs were unveiled on 30 October 2015; this project is now complete.

Otautau Town Hall Disposal

The Chairman reports that he has met with Mr Kevin McNaught (Strategic Property Manager) where he was informed that the tender documents will be released in late January 2016.

Resolution

Moved Member Joyce, seconded Member Herrick

That the Otautau Community Board:

- a) **Receives the report titled “Action Sheet” dated 30 October 2015.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

7.2 Works and Finance Report to Otautau Community Board for the period ended 30 September 2015

Record No: R/15/10/18643

The Works and Finance Report prepared by Mr Greg Erskine (Area Engineer) for the period ending 30 September 2015, was tabled.

The following issues were reported to the Board;

- Work has been completed on the rail crossing on the walkway between Main Street and Slaughterhouse Road. Gratitude was expressed to Member Davidson for his involvement in this project.
- For the year to date there has been no unplanned expenditure exceeding the \$5,000 threshold.

Resolution

Moved Member Joyce, seconded Member Gutsell

That the Otautau Community Board:

- a) **Receives the report titled “Works and Finance Report to Otautau Community Board for the period ended 30 September 2015” dated 28 October 2015.**

7.3 Annual Plan 2016/2017 - Draft Estimates Report

Record No: R/15/10/17972

Tabled before the Board was a report which provided an overview of the forecasted services for the Otautau Community Board in 2016/17.

Staff advised that;

1. Council has streamlined its 2016/17 Annual Plan process and as a result the Board is only required to review the estimates for significant changes. In addition, consideration should be given to funding any significant changes from reserves where appropriate.
2. The draft estimates will be incorporated into the Council's Draft Annual Plan which will be released for consultation in February 2016. Once the plan is finalised (and subject to any changes resulting from submissions), the estimates shown for 2016/17 will be used to set rates for the year beginning 1 July 2016.

Issues of note that were drawn to the attention of the Board included projects which outlined the key variances from what was originally included in year two of the LTP and what is planned now. These key variances are as follows;

Project Variances

Project Description	Annual Plan 2016/17	LTP 2016/17	Variance	Funding
Alderly Street kerb and seal car park at BMX area	\$15,500	-	\$15,500	Reserves
Hulme Street seal complex car park	\$18,000	-	\$18,000	Reserves
Mary Street construct and seal accessways	\$15,000	-	\$15,000	Reserves
SCADA upgrade at four stations	\$80,000	-	\$80,000	District Funding

Other Variances

Business Unit	Account	Annual Plan 2016/17	LTP 2016/17	Variance	Comments
Library	Maint assets under \$1,000	\$750	-	\$750	Two new chairs

The Board confirmed the key variances as listed above and also the 2016/17 projects outlined in the report.

The Board noted the local rate for 2016/17 is proposed for a 0.45% decrease.

Resolution

Moved Member Herrick, seconded Member Gutsell

That the Otautau Community Board:

- a) Receives the report titled “Annual Plan 2016/2017 - Draft Estimates Report” dated 30 October 2015.
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Approves variations in the Otautau estimates from year two of the Long Term Plan as outlined in the report tabled.
- e) Estimates for the year commencing 1 July 2016 be adopted for inclusion in the Council’s Draft Annual Plan.
- f) Requests the levy of the following rates and charges (including GST) for the year commencing 1 July 2016 based on the approved estimates in (e) above.

Rate Description	Rate (GST inc)
Otautau CB - Commercial Rate	\$73,53
Otautau CB - Residential Rate	\$104,22
Otautau CB - Rural Rate	\$10,80
Otautau Hall Rate	\$12,37
Otautau Pool Rate	\$13,49

- g) Identifies the key highlights for the 2016/17 financial year as follows;
 - Footpath upgrades
 - Sealing of Sports Complex carpark
 - New kerb and channel and sealing of carpark adjacent BMX Track on Alderly Street
 - SCADA upgrade for sewerage scheme
 - New sewer pumps
 - Repairs to reservoir

Committee Reports

8.1 Local Liaison Persons Report

Record No: R/15/10/19336

Works

There were no issues identified of a works nature that required follow-up.

Cemeteries

Member Gutsell covered issues relating to:

- Trees
- Awaiting Taskforce to trim trees adjacent Bayswater Road
- Pillars at Bayswater Road entrance to the cemetery
- Old Settlers Cemetery is in good order although broken headstones are a problem
- Area Engineer advised that any work carried out at the two cemeteries must be performed by an approved contractor

Hall

An email from Ms Faimie McGlen requesting approval from the Board for a loan (free of charge if possible) of six trestles for the Otautau Three Churches Flower & Quilt Walk scheduled for 26/27 February 2016, was tabled.

The Board notes that the profits from the event will be supporting the St John Shuttle.

Moved Member Gutsell, seconded Chairperson Bekhuis

resolved that Otautau Community Board resolves to;

- a) Receive the email from Ms F McGlen requesting a loan of the Town Hall trestle tables.**
- b) Approve of the request and that Ms McGlen to liaise with the Hall liaison person, Member Gutsell.**

Promotions

Member Joyce reported that the Street Party is set down for 11 December 2015. The Area Engineer is to ensure the Traffic Management Plan is in place for this event. The meeting was advised the Promotions Group are still working on the entry signs.

8.2 Chairman's Report

Record No: R/15/10/19337

Chairman Bekhuis reported on activities with which he has been involved since the Board's last meeting, these included;

- Installation of Walkway signs
- Governance Review meeting on 25 November
- Meeting with consultant for the camping ground project
- Removal of four plots adjacent to the Presbyterian Church to be included as an agenda item for the next meeting with the Area Engineer to promote costs (two nearest the town centre be retained).

8.3 Councillor's Report

Record No: R/15/10/19338

Councillor Baird reported on matters from the District Council table; these included;

- 2014/15 Annual Report has been released to the public
- Building Consent data
- Reorganisation Proposal

3.30 pm

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE OTAUTAU
COMMUNITY BOARD HELD ON 5 NOVEMBER
2015.

DATE:.....

CHAIRPERSON:.....