



Notice is hereby given that a Meeting of the Milford Community Trust will be held on:

Date: Friday, 19 May 2017
Time: 9.00am
Meeting Room: Distinction Hotel & Villas
Venue: 64 Lakefront Dr
Te Anau

Milford Community Trust Agenda

OPEN

MEMBERSHIP

Chairperson	Mike Schuck
Members	Rosco Gaudin Tim Holland Brad Johnstone Mike McConachie Jason Steele
Councillor	Ebel Kremer

IN ATTENDANCE

Group Manager Community & Futures	Rex Capil
Committee Advisor	Jenny Labruyere
Community Partnership Leader	Simon Moran

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Full agendas are available on Council's Website
www.southlanddc.govt.nz

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

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1 Apologies

At the close of the agenda no apologies had been received.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of Interest

Committee Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Public Forum

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

6 Confirmation of Minutes

- 6.1 Minutes of the Milford Community Trust Meeting held, 20 February 2017.



Milford Community Trust

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Milford Community Trust held in the Real Journeys Fiordland Community Events Centre, 20 Luxmore Drive, Te Anau on Monday, 20 February 2017 at 9.30am.

PRESENT

Chairperson	Mike Schuck
Members	Rosco Gaudin Tim Holland Mike McConachie
Councillor	Jason Steele Ebel Kremer

IN ATTENDANCE

Committee Advisor	Jenny Labruyere
Community Partnership Leader	Simon Moran
Team Leader	Ray Hamilton
Community Engineer Department of Conservation	Abby Wangeman

1 Apologies

An apology for non-attendance was lodged by Trustee Johnstone.

Moved Trustee Gaudin, seconded Trustee Steele and **resolved:**

That the Milford Community Trust accept the apology for non-attendance lodged by Trustee Johnstone.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

No members of the public were present in public forum .

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Cr Kremer, seconded Trustee Holland

That the minutes of Milford Community Trust meeting, held on 7 December 2016 be confirmed as a true and correct record.

Reports

7.1 Action Sheet - February 2017

Record No: R/17/2/2586

Milford Roding

Downer's completed immediate repairs required to several large potholes to roading within the Milford village as requested by the Trustee's. Further to these discussions Trustees requested a roading budget for such as ongoing maintenance repairs be added to the Statement of Intent and budgeted for the long term plan.

Trustees also agreed for this issue to be discussed at the strategic workshop.

Recreation Pad

Trustees were advised that due to the poor weather conditions the concrete pour for the recreational pad had been delayed however as conditions were on the improve it is expected this project to be completed in the coming week.

Community Centre

Trustees agreed for draft concept designs to be prepared and initially presented to Trustees for consideration prior to the seeking of funding options.

Resolution

Moved Trustee McConachie, seconded Trustee Steele

That the Milford Community Trust:

- a) **Receives the report titled “Action Sheet - February 2017” dated 14 February 2017.**

7.2 Financial Report to 31 December 2016

Record No: R/17/2/2504

Financial report prepared by B Du Mez (Graduate Accountant) for the period ended 31 December 2016, was tabled.

Trustees were advised of the following;

- Concessionaire’s income for the first two quarters has been invoiced in January.
- Cleddau Village Recreation Reserve costs are currently at \$18K with the first progress claim being received for site levelling and preparation work completed in December. The total estimated final cost is \$55k.
- General expenses are currently negative due to actual audit disbursement costs coming in below the \$500 estimate accrued at 30 June 2016.
- Trustee Indemnity Insurance costs are \$2,455 for the year, \$735 over budget. This cost is the same as the 2015/16 year. This has been reflected in the 2017/2018 year budget as per the Statement of Intent.
- The Trust continues to have a strong cash position with \$156K across the call and current accounts. With the strong cash balance and high anticipated receivables for the remainder of the year, sufficient cash will be available to cover future operating and project costs.
- The previous six month term deposit of \$70,000 matured in late December, this was invested at 3.15% per annum, generating \$1,099 interest over the period. The interest rate for the savings account is currently 0.35%. As resolved at the previous Trust meeting a new term deposit of \$110,000 will be undertaken in due course.

In discussing the report Trustee’s expressed disappointment that the concessionaire’s fees for the first two quarters being invoiced late and issued as one invoice and believed this is unfair and requested a more timely invoicing in future suggesting this should be an automated system.

Resolution

Moved Trustee Holland, seconded Cr Kremer

That the Milford Community Trust:

- a) **Receives the report titled “Financial Report to 31 December 2016” dated 14 February 2017.**

7.3 Milford Community Trust - Draft Half Yearly Report for the Six Monthly Period to 31 December 2016.

Record No: R/17/2/2592

The Draft Half Yearly Report for the Six Monthly Period to 31 December 2016, was tabled.

In discussing the report members requested the performance report section in regard to Milford community newsletters section show that the face book page is up and running and has a number of viewings with 31 members to date registered on the page.

Resolution

Moved Trustee Gaudin, seconded Trustee Steele

That the Milford Community Trust:

- a) **Receives the report titled “Milford Community Trust - Draft Half Yearly Report for the Six Monthly Period to 31 December 2017.dated 15 February 2017.**
- b) **Approves the draft half yearly report for the six monthly period to 31 December 2016, and the report be submitted to the Southland District Council for information purposes and subsequently distributed to the Trust’s stakeholders.**

7.4 Final Statement of Intent 2017-2020

The Trust Secretary advised that the draft Statement of Intent 2017-2020 was circulated to the Trust stakeholders namely Southland District Council and Environment Southland for comment.

Comment was received from the Department of Conservation advising the following;

- The Department does not consider the Trust has a role in regard to advocating and monitoring camping ground facilities on the Milford side of the Homer Tunnel.
- The Department and Southland District Council have indicated that in 2019/20 a \$130,000 second coat reseal will be required on the Village and Deepwater Basin Roads. Funding grants for these roads are yet to be confirmed, however it would be considered wise for the Trust to acknowledge this in the planned activities/services for 2019/20 and include it in the draft budget for 2019/20.

Resolution

Moved Chairperson Schuck, seconded Trustee Steele

- a) **Receives the report titled “Milford Community Trust – Final Statement of Intent 2017-2020.**
- b) **Approves the Final Statement of Intent 2017-2020 and the report be submitted to the Southland District Council for information purposes and subsequently distributed to stakeholders.**

7.5 Department of Conservation Report

Ms Wangeman (DoC) updated the Trustees on the Department activities. These included;

- The Department has no appetite to extend out into native land areas used by commercial businesses in Milford for any future growth and commented that the Department and Council will to work together to develop a vision for the existing area and what sort of capacity Milford will be able to cater for.
- Trust to ensure it has input into the Department’s Management Plan particularly in regard to infrastructure for Milford.
- Car parking issues are of major concern for future planning
- A contract for flood protection sensors for monitoring for the Cleddau River is due out in the near future.
- Demolition of the “Whitehouse” is due to be started.

10.35am

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE MILFORD COMMUNITY TRUST HELD ON 20 FEBRUARY 2017.

DATE:.....

CHAIRPERSON:.....

Milford Community Trust - Action Sheet - May 2017

Record No: R/17/5/9766

Author: Jenny Labruyere, Committee Advisor/Customer Support Partner

Approved by: Jenny Labruyere, Committee Advisor/Customer Support Partner

Decision

Recommendation

Information

Action Sheet

- 1 The Action Sheet from the previous Trust meeting is circulated for Trustees information.

Recommendation

That the Milford Community Trust:

- a) **Receives the report titled “Milford Community Trust - Action Sheet - May 2017” dated 11 May 2017.**

Attachments

- A Milford Community Trust -Action Sheet- 19 May 2017 [↓](#)

Milford Community Trust Action Sheet – May 2017

Open Action Items

Author	Due Date	Subject	Notes
Anne Robson	17/05/17	Milford Rating:	<p>Trust proposes a boundary change that Milford be excluded from the Te Anau Community Board rating boundary and such change to be proposed in the 2018/28 LTP.</p> <p>Confirmation is sought that the Trust wishes a change to be proposed to Council to exclude Milford from the Mararoa-Waimea rating boundary.</p> <p>Letter to be sent to Council requesting the Te Anau Community Board Boundary Rate be removed from the Milford Community Trust rate.</p> <p>Letter sent 12 January 2017 advising a report will be prepared to Council for consideration as part of the 2018-2028 Ten Year Plan. Additionally Council will liaise with the Te Anau Community Board to seek their input into the process as appropriate.</p>
I Marshall	17/05/2017	Milford Roading	<p>Group Manager (Services & Assets), to report to the next Trust meeting.</p> <p>Council funded repair/maintenance work for the roads (Sinbad Dr, Pembroke Dr, Deep Water Basin) completed in December 16 in the meantime NZTA, DOC & SDC to profess discussion on future responsibilities.</p>
All Trustees	7/02/2017	Strategic Workshop	<p>Trustees to submit subject/issues to the Trust Manager for the proposed strategic workshop, also submit suggest facilitator for the workshop.</p> <p>Trust agreed that concessionaires be invited to attend the first part of the workshop.</p> <p>Comment Workshop to be held 19 May 2017.</p>
Cr Kremer	26/10/2016	MERT	<p>M Grant (SRFA) to arrange meeting with, Councillor Kremer and S Moran (Community Partnership Leader) to clarify expectations for support roles requirement for next season.</p> <p>This item to be a subject for discussion at workshop.</p> <p>Letter to be sent to Fiordland Medical</p>

			<p>Centre Trust seeking clinical support service be progress for Milford.</p> <p>Comment For discussion at 19 May 2017 Workshop.</p>
Nick Lewis Simon Moran Megan Nunn	7/02/2017	Recreational Pad Equipment	<p>It was agreed that the Milford Community Association representative Trustee Johnstone and the Community Engineer liaise insofar as the provision of suitable recreational equipment to be available for users of the recreational pad.</p> <p>Comment Chair to discuss options for of funding for equipment and storage for the recreation pad with Association Member.</p>
Trustee Holland	May 2017	Community Centre	<p>Trust agrees to the formation of a subcommittee comprising Trustees Steele, Holland along with DOC Representative and the Community Engineer to drive the initial stages for the erection of a Community Centre, in this regard approach a qualified draftsmen/architect to prepare a concept plan for the Trust and committee to consider.</p> <p>Comment Subcommittee to pursue further concept plans prior to further considerations.</p> <p>Report on Agenda</p>

Exclusion of the Public: Local Government Official Information and Meetings Act 1987

Recommendation

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

C8.1 Cleddau Village Community Centre

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Cleddau Village Community Centre	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. Discussions around potential costs and implications for the Trust.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.