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# Mossburn Community Development Area Subcommittee OPEN MINUTES

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Minutes of a meeting of Mossburn Community Development Area Subcommittee held in the Mossburn Fire Station,, 45 Devon Street, Mossburn, Mossburn on Monday, 22 May 2017 at 6.30pm.

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## PRESENT

<b>Chairperson</b>	Jim Guyton
<b>Deputy Chairperson</b>	Lance Hellewell
<b>Members</b>	Alister Macdonald John MacKenzie Ged Newlands Bruce Taylor

<b>Councillor</b>	John Douglas
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## IN ATTENDANCE

<b>Committee Advisor</b>	Rose Knowles
<b>Community Partnership Leader</b>	Kelly Tagg

**1 Apologies**

There were no apologies received.

**2 Election of Chair and Deputy Chair**

**Record No: R/17/4/7353**

Cr Douglas called for nominations for Chair of the Mossburn Community Development Area Subcommittee.

John McKenzie nominated Jim Guyton and Lance Hellewell seconded the nomination.

There were no other nominations and the nomination of Jim Guyton for the Chair of the Mossburn Community Development Area Subcommittee was PUT and declared CARRIED.

Cr Douglas call for nominations for Deputy Chair of the Mossburn Community Development Area Subcommittee.

Bruce Taylor nominated Ged Newlands and Lance Hellewell seconded the nomination.

Ged Newlands nominated Lance Hellewell and Alister Macdonald seconded the nomination.

There being two nominations for the one position an election was necessary.

Councillor Douglas called for nominations for scrutineers of the voting papers.

Moved Jim Guyton, seconded Bruce Taylor  
and **resolved that Kelly Tagg and Lance Hellewell be appointed as the scrutineers.**

Councillor Douglas advised that the successful nominee for Deputy Chair of the Mossburn Community Development Area Subcommittee is Lance Hellewell.

Moved Jim Guyton, seconded John MacKenzie  
and **resolved the voting papers be destroyed.**

**Resolution**

Moved Member Smith, seconded Member Williams **and resolved:**

**That the Mossburn Community Development Area Subcommittee:**

- a) Receives the report titled “Election of Chair and Deputy Chair” dated 3 April 2017.**
- b) Elects a Jim Guyton to be Chair of the Subcommittee for the 2017/2020 Triennium.**

**c) Elects a Lance Hellewell to be Deputy Chair of the Subcommittee for the 2017/2020 Triennium.**

At this point Councillor Douglas handed the chairing of the meeting over to Jim Guyton.

**3 Leave of absence**

There were no requests for leave of absence.

**4 Conflict of Interest**

There were no conflicts of interest declared.

**5 Public Forum**

There was no public forum.

**6 Extraordinary/Urgent Items**

There were no Extraordinary/Urgent items.

**7 Confirmation of Minutes**

**Resolution**

Moved Member MacKenzie, seconded Member Hellewell

**That the Mossburn Community Development Area Subcommittee confirms the minutes of Mossburn Community Development Area Subcommittee meeting held on 13 March 2017 as a true and correct record of that meeting.**

**Reports**

**8 General Explanation from Chief Executive**

**Record No: R/17/4/7354**

Community Partnership Leader – Kelly Tagg was in attendance for this item. She advised that the content of the report explained the various parts of the legislation that as a Member of the Mossburn Community Development Area Subcommittee need to be aware of.

**Resolution**

Moved Member Newlands, seconded Member Hellewell **and resolved:**

**That the Mossburn Community Development Area Subcommittee:**

- 1. Receives the report titled “General Explanation from Chief Executive” dated 3 April 2017.**

**9 Terms of Reference and Delegations 2017/2020**

**Record No: R/17/4/7355**

Community Partnership Leader – Kelly Tagg was in attendance for this item. She advised that the Terms of Reference and Delegations that were before the Subcommittee for noting had been approved by the Southland District Council at its meeting on Wednesday 26 October 2016.

**Resolution**

Moved Member MacKenzie seconded Member Macdonald

**That the Mossburn Community Development Area Subcommittee:**

- a) **Receives the report titled “Terms of Reference and Delegations 2017/2020” dated 3 April 2017.**
- b) **Note the Terms of Reference and Delegations for Community Development Area Subcommittee approved by Council at its meeting on Wednesday 26 October 2016.**

**10 Standing Orders**

**Record No: R/17/4/7356**

Community Partnership Leader – Kelly Tagg was in attendance for this item. She advised that the purpose of the report was to advise the Subcommittee that the Standing Orders were adopted by Southland District Council at its meeting on Wednesday 26 October 2016.

The Subcommittee noted that the Standing Orders have been adopted by Council for use at all meetings of the Council, Committees, Subcommittee, Community Board and Community Development Area Subcommittees.

**Resolution**

Moved Member Macdonald, seconded Member MacKenzie **and resolved:**

**That the Mossburn Community Development Area Subcommittee:**

- a) **Receives the report titled “Standing Orders” dated 7 April 2017.**
- b) **Note that Southland District Council at its meeting on Wednesday 26 October 2016 adopted Standing Orders for use at all Council, Committee, Subcommittee, Community Board and Community Development Area Subcommittee meetings of the Southland District Council and that it is required to operate in accordance with the Standing Orders so adopted.**

**11 Elected Members Code of Conduct**

**Record No: R/17/4/7357**

Community Partnership Leader – Kelly Tagg was in attendance for this item. She advised that the Code of Conduct was adopted by Council at its meeting on Wednesday 26 October 2016.

The Subcommittee noted that the Code acts as a guide to ensure a standard of behaviour that is expected by all elected member (Councillors, Community Board and Community Development area Subcommittees when they are acting under Council delegations.

### Resolution

Moved Member Newlands, seconded Member Hellewell

**That the Mossburn Community Development Area Subcommittee:**

- a) **Receives the report titled “Elected Members Code of Conduct” dated 5 April 2017.**
- 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) **Notes the Elected Members Code of Conduct for Councillors and members of the Community Boards and Community Development Area Subcommittees of the Southland District Council which was adopted by Council at its meeting on 26 October 2016.**
- e) **Adopts the Elected Members Code of Conduct when acting under its statutory powers as provided for in the Local Government Act 2002.**
- f) **Notes that the Elected Members Code of Conduct must be complied with when the Subcommittee is acting under its delegations approved by Council at its meeting on 26 October 2016.**

## 12 Schedule of Meetings for 2017

**Record No: R/17/4/7358**

Committee Advisor – Rose Knowles was in attendance for this item. She advised that the purpose of the report is to approve a schedule of meeting dates for 2017 so that meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987.

The adoption of a meeting schedule allows for reasonable public notice preparation and planning for meeting agendas. The Local Government Official Information and Meetings Act 1987 which has requirements for Local Authorities to follow for public notification of meetings.

Southland District Council approved the Terms of Reference for the Community Development Area Subcommittees at its meeting on 26 October 2016. In the approved terms of reference was the frequency of meetings was noted as being the same as the 2014/2017 triennium.

### Resolution

Moved Member MacKenzie seconded Member Taylor

**That the Mossburn Community Development Area Subcommittee:**

- a) **Receives the report titled “Schedule of Meetings for 2017” dated 4 April 2017.**
- 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) **Agrees to meet at the Mossburn Fire Station, Mossburn at 6.30pm on the following dates in 2017:**
  - **Monday, 7 August 2017**
  - **Monday, 20 November 2017**

### 13 Council Report

**Record No: R/17/3/6878**

Community Partnerships Leader – Kelly Tagg was in attendance for this item.

Mrs Tagg took the Subcommittee through the Council report and particularly highlighted the following:

- Around the Mountain Cycle Trail
- Southland Regional Development Strategy
- Fresh water management
- New dog registration discounts
- Freedom camping
- Community Governance and Representation Review
- Community Leadership Plan workshops
- Community Conversations
- People and Capability
- Claycrete Trail
- Finances

### Resolution

Moved Member Mackenzie, seconded Member Macdonald

**That the Lumsden Community Development Area Subcommittee:**

- a) **Receives the report titled “Council Report” dated 5 April 2017.**

**14 Community Liaison Persons**

**Record No: R/17/5/9179**

Committee Advisor – Rose Knowles was in attendance for this item.

Mrs Knowles advised that the purpose of the report is to appoint Mossburn Community Development Area Subcommittee members as liaison persons to numerous entities in the Mossburn Community.

**Resolution**

Moved Member Taylor, seconded Member Macdonald

**That the Mossburn Community Development Area Subcommittee:**

- a) **Receives the report titled “Community Liaison Persons” dated 17 May 2017.**
- b) **Agrees to appoint Subcommittee members for the 2016/2019 triennium as liaison persons for the following:**
  - **Works - Members Macdonald, Hellewell, Newlands**
  - **Cemetery – Members Newlands, Chairman Guyton**
  - **Community Centre – Members Taylor, MacKenzie**
  - **N S Development Fund Allocation – Members Hellewell, Chairman Guyton**
  - **N S Development Charitable Trust – Chairman Guyton**

**15 Updates**

**15.1 Councillor’s Report**

Councillor Douglas reported on matters from the District Council table. These included;

- Cycle trail update
- Te Anau Wastewater update
- CDA Elections
- Claycrete trials
- Maternity Home Lumsden update
- Tourist Funding

The meeting concluded at 8.30pm

CONFIRMED AS A TRUE AND CORRECT  
RECORD AT A MEETING OF THE MOSSBURN  
COMMUNITY DEVELOPMENT AREA  
SUBCOMMITTEE HELD ON 22 MAY2017

**DATE:.....**

**CHAIRPERSON:.....**