
Nightcaps Community Development Area Subcommittee OPEN MINUTES

Minutes of a meeting of Nightcaps Community Development Area Subcommittee held in the Nightcaps Hall, 13 Johnston Road, Nightcaps on Thursday, 18 May 2017 at 6pm.

PRESENT

Members

Bev Evans
Annette Blackler
Bill Brown
Jamie Shepherd
Wayne Williams
Councillor George Harpur

IN ATTENDANCE

Committee Advisor Community Partnership Leader

Alyson Hamilton
Kelly Tagg

1 Apologies and Welcome

Councillor Harpur opened the meeting and welcomed the Members to the Inaugural meeting of the Nightcaps Community Development Area Subcommittee for the 2016 – 2019 triennium.

Councillor Harpur congratulated the Members present on being elected to the Nightcaps Community Development Area Subcommittee for the ensuing three year term.

Councillor Harpur advised an apology has been received from Councillor Perham and Member McLeod.

Moved Member Blackler, seconded Member Brown and **resolved:**

That the Nightcaps Community Development Area Subcommittee accept the apologies for non-attendance from Councillor Perham and Member McLeod.

2 Election of Chair and Deputy Chair

Record No: R/17/5/9002

Councillor Harpur called for nominations for the position of Chairperson of the Nightcaps Community Development Area Subcommittee.

<u>Nominee</u>	<u>Moved</u>	<u>Seconded</u>
Bev Evans	Wayne Williams	Bill Brown

There were no further nominations.

The nomination of Bev Evans for Chairperson of the Nightcaps Community Development Area Subcommittee for the 2016-2019 term was PUT and declared CARRIED.

Bev Evans was duly elected Chair of the Nightcaps Community Development Area Subcommittee for the 2016-2019 term.

Councillor Harpur then called for nominations for the Deputy Chairperson of Nightcaps Community Development Area Subcommittee.

<u>Nominee</u>	<u>Moved</u>	<u>Seconded</u>
Wayne Williams	Bev Evans	Jamie Shepherd

There were no further nominations.

The nomination of Wayne Williams for Deputy Chairperson of the Nightcaps Community Development Area Subcommittee for the 2016-2019 term was PUT and declared CARRIED.

Wayne Williams was duly elected Deputy Chairperson of the Nightcaps Community Development Area Subcommittee for the 2016-2019 term.

Resolution

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

That the Nightcaps Community Development Area Subcommittee:

- a) **Receives the report titled “Election of Chair and Deputy Chair” dated 1 May 2017.**
- b) **Elects Bev Evans to be Chair of the Subcommittee for the 2016/2019 Triennium.**
- c) **Elects Wayne Williams to be Deputy Chair of the Subcommittee for the 2016/2019 Triennium.**

Councillor Harpur vacated the seat and the Chair, Bev Evans proceeded to chair the meeting from this point.

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 Chairperson Evans, seconded Member Blackler **and resolved:**

That the minutes of Nightcaps Community Development Area Subcommittee meeting held on 14 March 2017 be confirmed as a true and correct record.

Reports

8 General Explanation from Chief Executive

Record No: R/17/5/9011

Committee Advisor, Alyson Hamilton presented the report.

Mrs Hamilton advised that Clause 21(5) of Schedule 7 of the Local Government Act 2002 requires the Chief Executive Officer to provide an explanation to elected members on certain legislation which controls the way in which the Council's business may be conducted and the laws affecting elected members.

The Subcommittee noted the contents of the report and Mrs Hamilton explained the various parts of the legislation that Members of the Nightcaps Community Development Area Subcommittee need be aware of.

Resolution

Moved Member Shepherd, seconded Member Blackler **and resolved:**

That the Nightcaps Community Development Area Subcommittee:

- a) **Receives the report titled “General Explanation from Chief Executive” dated 1 May 2017.**

9 Terms of Reference and Delegations 2017/2020

Record No: R/17/5/9012

Committee Advisor, Alyson Hamilton presented the report.

Mrs Hamilton advised that the Terms of Reference and Delegations that were before the Subcommittee for noting had been approved by Southland District Council at its meeting on Wednesday 26 October 2016.

The Subcommittee noted the roles and responsibilities as delegated by the Southland District Council to CDA members.

Resolution

Moved Deputy Chairperson Williams, seconded Member Brown **and resolved:**

That the Nightcaps Community Development Area Subcommittee:

- a) **Receives the report titled “Terms of Reference and Delegations 2017/2020” dated 1 May 2017.**
- b) **Notes 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/17/5/9013

Committee Advisor, Alyson Hamilton presented the report.

Mrs Hamilton advised that the purpose of the report was to inform the Subcommittee that the Southland District Council adopted Standing Orders at its meeting on Wednesday 26 October 2016.

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

Resolution

Moved Chairperson Evans, seconded Member Blackler **and resolved:**

That the Nightcaps Community Development Area Subcommittee:

- a) **Receives the report titled “Standing Orders” dated 1 May 2017.**
- b) **Notes 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/17/5/9014

Committee Advisor, Alyson Hamilton presented the report.

Mrs Hamilton advised that the Elected Members Code of Conduct (the Code) was adopted by the Southland District 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 members (Councillors, Community Board and Community Development Area Subcommittees) when they are acting under Council delegations.

Resolution

Moved Deputy Chairperson Williams, seconded Member Brown **and resolved:**

That the Nightcaps Community Development Area Subcommittee:

- a) **Receives the report titled “Elected Members Code of Conduct” dated 1 May 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 Board is acting under its delegations approved by Council at its meeting on 26 October 2016.**

12 Council Report

Record No: R/17/5/8966

Kelly Tagg (Community Partnerships Leader) presented the report.

Mrs Tagg advised the purpose of the report is to provide an overview of key issues across the Southland District, as well as high level local issues from various Council units.

Mrs Tagg informed the report highlighted various issues of interest. Particular highlights included:

- Te Anau Wastewater Discharge project
 - Fresh Water Management
 - Digitisation Project
 - New Dog Registration Discounts
 - Freedom Camping
 - Leadership Plan Workshops
-
- Community Governance Project and Representation Review Project update
Mrs Tagg commented the representation review project is aimed at ensuring there is fair and effective representation across the district.
 - Community Conversations update
Mrs Tagg advised over the months of May and June Mayor Tong, Councillors and staff will be continuing conversations with the community. Mrs Tagg added these conversations as an opportunity to update the community on what has been going on across Council, and to hear from communities about some of the big picture challenges and opportunities coming up for the district.

In regard to finances Mrs Tagg advised income for Nightcaps is up \$10,000 due to grants received from the Community Initiatives fund and higher than budgeted rental income for McGregor Park. Mrs Tagg added the amount is correct however the budget needs to be increased going forward to reflect the correct amount of income being received.

Mrs Tagg informed overall expenditure is tracking below budget however there have been some overspends in the areas of operating costs and street works. This is due to the installation of the sign at the butchers shop corner, building of a fence, repairs to a seat and increased demand for the emptying of litter bins in the township.

The subcommittee was advised the capital expenditure budget is for the acquisition of books for the Nightcaps library but as this is now closing will no longer be required.

Resolution

Moved Chairperson Evans, seconded Deputy Chairperson Williams **and resolved:**

That the Nightcaps Community Development Area Subcommittee:

- a) **Receives the report titled “Council Report” dated 11 May 2017.**

13 Recently Adopted Policies

Record No: R/17/3/4052

Committee Advisor, Alyson Hamilton presented the report.

Mrs Hamilton advised that the purpose of the report was to inform the subcommittee of policies that had been adopted by the Southland District Council.

The subcommittee noted the bylaws referred to include the Easter Sunday Shop Trading Policy, the Stewart Island/Rakiura Visitor Levy Policy and the Remission and Postponement of Rates on Maori Freehold Land Policy.

Resolution

Moved Member Shepherd, seconded Deputy Chairperson Williams **and resolved:**

That the Nightcaps Community Development Area Subcommittee:

- a) **Receives the report titled “Recently Adopted Policies” dated 12 May 2017.**
- b) **Notes Easter Sunday Shop Trading Policy and the Stewart Island/Rakiura Visitor Levy Policy came into effect on the 23rd of February 2017.**
- c) **Notes that the Remission and Postponement of Rates on Maori Freehold Land Policy will come into effect on 1 July 2017.**

14 Chairperson's Report

The Chairperson, Member Evans, reported on activities with which she has been involved since the Subcommittee's last meeting. These included:

- Update on progress of cemetery information panels
- Update on progress of “Butchers Corner” Heritage area
- Suggestion to laminate and place an anti-tagging cover over the information panels to be placed at the Cemetery and Heritage corner
- Advice of disestablishment of Nightcaps library situated at the Takitimu Primary School, trial visits by the Library bookbus for a six month period commencing in June 2017. Request for letter of appreciation to be forwarded to the Manager of Library Services and support staff for covering the library over the years at the School
- Advice of increase to Hall Hire fees
- Advice of Hall sprayed for cluster flies
- Advice of Dray to be repaired
- Suggestion of forming committee with members of the community with the view of encouraging activities at the Hall for children, adults and senior citizens.
- Concern expressed at neglected empty sections and houses within the Township and the lack of staff control through Bylaws

15 Councillors Report

Councillor Harpur reported on issues from the Council table which included;

- Working together with other CDA's and CB's
- Hall Hire
- Te Anau waste water update
- Representation Review update

The meeting concluded at 7pm.

CONFIRMED AS A TRUE AND CORRECT
RECORD AT A MEETING OF THE NIGHTCAPS
COMMUNITY DEVELOPMENT AREA
SUBCOMMITTEE HELD ON THURSDAY, 18
MAY 2017.

DATE:.....

CHAIRPERSON:.....