



Ardlussa Community Board

OPEN MINUTES

Unconfirmed

Minutes of a meeting of Ardlussa Community Board held in the Balfour Hall, 68 Queen Street, Balfour on Monday, 18 November 2019 at 5pm.

PRESENT

Members

Richard Clarkson
Ray Dickson
Chris Dillon
Clarke Horrell
Hilary Kelso
Councillor Rob Scott

IN ATTENDANCE

Deputy Mayor	Abel Kremer
Committee	Rose Knowles
Advisor/Customer	
Partner	
Community Partnership Leader	Kelly Tagg
Councillor	John Douglas
Chief Financial Officer	Anne Robson
Systems Accountant	Matthew Denton
Community Facilities Manager	Mark Day
Communications Specialist	Kate Buchanan

1 Welcome and Apologies

Deputy Mayor Kremer opened the meeting and welcomed the Members to the Inaugural meeting of the Ardlussa Community Board for the 2019-2022 triennium.

Deputy Mayor Kremer congratulated the Members present on being elected to the Ardlussa Community Board for the ensuing three year term and advised that the role is one of governance and management. Deputy Mayor Kremer added that the Southland District Council had appointed Councillor Scott to the Board.

There were no apologies.

2 Making and Attesting of Members' Declarations

Record No: R/19/11/25975

Deputy Mayor Kremer proceeded to have each member elect to read the required declaration under the Local Government Act, and the Councillor witnessed each declaration. Members, as follows, read their declaration;

I, RICHARD CLARKSON, RAY DICKSON, CHRISTOPHER DILLON, CLARKE HORRELL, HILARY KELSO AND ROBIN SCOTT, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of Southland District, the powers, authorities, and duties vested in, or imposed upon me as member of the Oreti Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Each of the members signed their declaration and counter signed by Deputy Mayor Kremer.

Resolution

Moved Deputy Mayor Kremer, seconded Ray Dickson **and resolved:**

That the Ardlussa Community Board:

- a) Receives the report titled "Making and Attesting of Members' Declarations" dated 8 November 2019.**
- b) Determines that this matter or decision be recognised 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 that the Deputy Mayor has received and witnessed the declaration of the Ardlussa Community Board members.**

3 Election of Chair and Deputy Chair

Record No: R/19/11/25983

Deputy Mayor Kremer called for nominations for the position of Chairperson of the Ardlussa Community Board.

<u>Nominee</u>	<u>1st Nominator</u>	<u>2nd Nominator</u>
Richard Clarkson	Hilary Kelso	Christopher Dillon

There were no further nominations.

The nomination of Richard Clarkson for Chairperson of the Ardlussa Community Board for the 2019-2022 term was PUT and declared CARRIED.

Richard Clarkson was duly elected Chair of the Ardlussa Community Board.

Deputy Mayor Kremer then called for nominations for the Deputy Chairperson of Ardlussa Community Board.

<u>Nominee</u>	<u>1st Nominator</u>	<u>2nd Nominator</u>
Ray Dickson	Clarke Horrell	Christopher Dillon

There were no further nominations.

The nomination of Ray Dickson for Deputy Chairperson of the Ardlussa Community Board for the 2019-2022 term was PUT and declared CARRIED.

Ray Dickson was duly elected Deputy Chairperson of the Ardlussa Community Board.

Resolution

Moved Christopher Dillon, seconded Clarke Horrell **and resolved:**

That the Ardlussa Community Board:

- a) **Receives the report titled "Election of Chair and Deputy Chair" dated 8 November 2019.**
- b) **Determines that this matter or decision be recognised 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 use system A the election of the Chair and Deputy Chair.**
- e) Elects Richard Clarkson to the Chair of the Community Board for the 2019/2022 triennium.**
- f) Elects Ray Dickson to the Deputy Chair of the Community Board for the 2019/2022 triennium.**

Deputy Mayor Kremer vacated the seat and the Chair, Richard Clarkson proceeded to chair the meeting from this point.

4 Leave of absence

There were no requests for leave of absence.

5 Conflict of interest

There were no conflicts of interest declared.

6 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

Reports

7 General Explanation from Chief Executive

Record No: R/19/11/25985

Chief Financial Officer, Anne Robson was present for this item.

Ms Robson advised the purpose of the report was to provide elected members with a general explanation of the laws affecting them in their role.

The Board noted that the Chief Executive of a local authority is bound by clause 21(5) of schedule 7 of the Local Government Act 2002 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 way in which elected members are required to undertake their duties.

Resolution

Moved Ray Dickson, seconded Hilary Kelso **and resolved:**

That the Ardlussa Community Board:

- a) **Receives the report titled “General Explanation from Chief Executive” dated 8 November 2019.**
- b) **Determines that this matter or decision be recognised 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.**

8 Terms of Reference and Delegations 2019 - 2022 Governance Structure

Record No: R/19/11/25988

Chief Financial Officer, Anne Robson was present for this item.

Ms Robson advised that the purpose of the report was to advise the Community Board of the Terms of Reference and Delegations for Southland District Council Community Boards for the 2019/2022 Triennium has been approved by Council at its meeting on Friday 1 November 2019.

The Board noted that the terms of reference and declarations for the community boards reflect the new structure and the representative leadership pillar supporting the community governance concept that Council has progressed.

Resolution

Moved Clarke Horrell, seconded Ray Dickson **and resolved:**

That the Ardlussa Community Board:

- a) **Receives the report titled “Terms of Reference and Delegations 2019 - 2022 Governance Structure” dated 8 November 2019.**
- b) **Determines that this matter or decision be recognised 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 that the Delegations Manual containing terms of reference and delegations for the governance structure including Community boards was adopted by Council at its meeting on Friday 1 November 2019.**

9 Date and Time of First Meeting of the Ardlussa Community Board

Record No: R/19/11/25989

Committee Advisor, Rose Knowles was present for this item.

Mrs Knowles advised the purpose of the report recommends the setting of the date for the first Community board meeting of the 2019/2022 triennium.

The Board noted that Local Government Act 2002 (Schedule 7, Clause 21(5)(d) requires the Board, at its first meeting following a triennial election, to fix the date and time of the first meeting of the Board, or to adopt a schedule of meetings.

Resolution

Moved Ray Dickson, seconded Clarke Horrell **and resolved:**

That the Ardlussa Community Board:

- a) **Receives the report titled "Date and Time of First Meeting of the Ardlussa Community Board" dated 8 November 2019.**
- b) **Determines that this matter or decision be recognised 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 that the first meeting of the Ardlussa Community Board will be held at 6pm on Monday 10 February 2020 at the Waikaia Community Centre.**

10 Adoption of 2019 Standing Orders

Record No: R/19/11/25990

Chief Financial Officer, Anne Robson was present for this item.

Ms Robson advised that the purpose of the report was to recommend that the Ardlussa Community Board adopts the set of Standing Orders as attached to the officer's report.

Resolution

Moved Hilary Kelso, seconded Richard Clarkson **and resolved:**

That Ardlussa Community Board:

- a) **Receives the report titled "Adoption of 2019 Standing Orders" dated 8 November 2019.**

- b) **Determines that this matter or decision be recognised as 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 adopt the Standing Orders (attachment a to the officer's report) and**
 - i. **That the Chair of the Community Board has both a deliberative and casting vote (s.o.19.3)**
 - ii) **That members have the right to attend by an audio or audio-visual link (s.o.13.7)**
 - iii. **That Option C (s.o.22.4) be the default option for speaking and moving motions.**

11 Elected Members Code of Conduct

Record No: R/19/11/25991

Committee Advisor, Rose Knowles presented the report.

Mrs Knowles advised that the purpose of the report was to present the Elected Members Code of Conduct to the Community Boards for information which was approved by Council at its meeting on Friday, 1 November 2019.

Resolution

Moved Christopher Dillon, seconded Clarke Horrell **and resolved:**

That the Ardlussa Community Board:

- a) **Receives the report titled "Elected Members Code of Conduct" dated 8 November 2019.**
- b) **Determines that this matter or decision be recognised 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 agreed to by Council at its meeting on 1 November 2019 for the Mayor and Councillors and members of the Community Boards, all Committees and Subcommittees of the Southland District Council.**

12 Direction-setting for Annual Plan 2020/2021

Record No: R/19/10/23573

Systems Accountant, Matthew Denton was in attendance for the item.

Mr Denton advised the purpose of the report is to confirm the direction determined for the third year of the Long Term Plan 2018-2028.

The Board considered the information in the report and made no changes.

Board members requested Council staff to report back to them on reinstating the street lighting project along the footpaths in Riversdale and the procedure going forward for the maintenance of the Riversdale fire bores.

Resolution

Moved Ray Dickson, seconded Christopher Dillon **and resolved:**

That the Ardlussa Community Board:

- a) **Receives the report titled "Direction-setting for Annual Plan 2020/2021"**
- b) **Determines that this matter or decision be recognised 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) **Recommends that the budgets for the year commencing 1 July 2020 be adopted for inclusion in Council's Draft 2020/2021 Annual Plan (subject to any amendments made at this meeting).**
- e) **Recommends to Council the setting of the following rates and charges (including GST) for the year commencing 1 July 2020 based on the approved budgets in (d) above.**

Rate Description	Rate (GST Incl)
Balfour Community Development Area	\$22,335
Riversdale Community Development Area	\$42,685
Waikaia Community Development Area	\$29,466

13 Playground Update

Record No: R/19/10/24151

Community Facilities Manager, Mark Day was present for the item.

Mr Day advised the purpose of the report was to share information in regards to the management of the Council playgrounds throughout the district as well as the recent playground audit.

Resolution

Moved Ray Dickson, seconded Richard Clarkson **and resolved:**

That the Ardlussa Community Board:

- a) **Receives the report titled "Playground Update" dated 1 November 2019.**
- 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.**

The meeting concluded at 6.45pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE ARDLUSSA COMMUNITY BOARD
HELD ON 18 NOVEMBER 2019

DATE:.....

CHAIRPERSON:.....