



Waihopai Toetoe Community Board

OPEN MINUTES

Minutes of a meeting of Waihopai Toetoe Community Board held in the Edendale Presbyterian Church, Corner of Melvin and Brydone Streets, Edendale on Friday, 15 November 2019 at 3.01pm.

PRESENT

Interim Chairperson Pam Yorke
Members Denise Fodie
Pani Grey-Thomas
Melanie Shepherd
Councillor Paul Duffy

APOLOGIES

Gay Munro

IN ATTENDANCE

Mayor Gary Tong
People and Capability Manager – Janet Ellis
Committee Advisor - Fiona Dunlop
Community Partnership Leader - Karen Purdue
Communications Specialist – Kate Buchanan
Policy and Strategy Manager – Michelle Stevenson

1 Apologies

Mayor Gary Tong welcomed all present and advised that there were apologies from Gay Munro.

Moved Denise Fodie, seconded Mel Shepherd **and resolved:**

That the apologies be accepted.

2 Making and Attesting of Members' Declarations

Record No: R/19/10/22617

Mayor Tong was present to witness the declarations from each of the Board members and called each member forward to make their declaration as an elected member of the Waihopai Toetoe Community Board.

I, DENISE MARY FODIE, PANI LEONA GREY-THOMAS, MELANIE JAYNE SHEPHERD, PAMELA JOAN YORKE, and PAUL DUFFY, 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 Waihopai Toetoe 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 were counter signed by Mayor Tong.

Resolution

Moved Pam Yorke, seconded Denise Fodie **and resolved:**

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled "Making and Attesting of Members' Declarations" dated 6 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 Mayor has received and witnessed the declaration of the Waihopai Toetoe Community Board members.**

3 Election of Chair and Deputy Chair

Record No: R/19/10/24025

The Board discussed the issue of not having the full complement of Board members yet and that a by-election is scheduled to be held for the two vacancies. A Board member was also absent and it was agreed that there be an interim chair until the Board is up to its full membership.

Moved Denise Fodie seconded Pam Yorke recommendations a to d which were put and declared CARRIED.

Mayor Tong called for nominations for the Interim Chair the Waihopai Toetoe Community Board.

Moved Denise Fodie that Paul Duffy be the interim chair of the Board until the February 2020 meeting. **There was no seconder for the motion.**

Moved Pani Grey-Thomas that Melanie Shepherd be the interim chair of the Waihopai Toetoe Community Board until the February 2020 meeting. **There was no seconder for the motion.**

Moved Paul Duffy, seconded Melanie Shepherd that Pam Yorke be the interim chair of the Waihopai Toetoe Community Board until the February 2020 meeting. **The motion was put and declared CARRIED.**

Moved Denise Fodie, seconded Pani Grey-Thomas that the Waihopai Toetoe Community Board agrees that the election of a Board member as the Deputy Chair be held over until the February 2020 meeting. The motion was put and declared CARRIED.

Final resolution

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled "Election of Chair and Deputy Chair" dated 5 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 Board member Pam Yorke to be the interim Chair of the Community Board until the February 2020 meeting.**
- ~~f) Elects a Board member to the Deputy Chair of the Community Board for the 2019/2022 triennium.~~
- f) **Agrees that the election of a Board member as the Deputy Chair be held over until the February 2020 meeting.**

Interim Chair Pam Yorke assumed the chair.

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/19/10/24024

People and Capability Manager Janet Ellis was present for this item.

Mrs Ellis advised that 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 Pam Yorke, seconded Denise Fodie **and resolved:**

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled "General Explanation from Chief Executive" dated 4 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/19/10/24026

Committee Advisor – Fiona Dunlop was present for this item.

Miss Dunlop 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 which were 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 Denise Fodie, seconded Melanie Shepherd **and resolved:**

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Terms of Reference and Delegations 2019 - 2022 Governance Structure” dated 4 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 Waihopai Toetoe Community Board

Record No: R/19/10/24027

Committee Advisor – Fiona Dunlop was in attendance for this item.

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

Resolution

Moved Pani Grey-Thomas, seconded Denise Fodie **recommendations a to c and d with a change (as indicated) and resolved:**

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Date and Time of First Meeting of the Waihopai Toetoe Community Board” dated 7 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 Waihopai Toetoe Community Board will be held at 7pm on Tuesday 25 February 2020 in the Lions Hall in Tokanui.**

10 Adoption of 2019 Standing Orders

Record No: R/19/10/22579

People and Capability Manager – Janet Ellis was present for this item.

Mrs Ellis advised that the purpose of the report was to recommend that the Waihopai Toetoe Community Board adopts the set of Standing Orders as attached to the officer’s report.

Resolution

Moved Melanie Shepherd, seconded Pam Yorke **and resolved:**

That Waihopai Toetoe Community Board:

- a) **Receives the report titled “Adoption of 2019 Standing Orders” dated 6 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/19/10/24023

People and Capability Manager – Janet Ellis was present for this item.

Mrs Ellis 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 1 November 2019.

Resolution

Moved Melanie Shepherd, seconded Pam Yorke **and resolved:**

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Elected Members Code of Conduct” dated 4 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 Playground Update

Record No: R/19/10/24145

Community Facilities Contracts Manager – Angie Hopkinson was present for this item.

Ms Hopkinson advised that 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 Melanie Shepherd, seconded Pani Grey-Thomas **and resolved:**

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Playground Update” dated 31 October 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.**

13 Direction-setting for Annual Plan 2020/2021

Record No: R/19/10/23448

Strategy and Policy Manager – Michelle Stevenson advised that the purpose of the report was to confirm the direction determined for the third year of the 2018-2028 Long Term Plan.

The Board considered the information in the report and made several changes which are reflected in the resolutions below.

Resolution

Moved Pam Yorke, seconded Denise Fodie **recommendations a to c, d with changes (as indicated), e with changes (as indicated) and f with changes (as indicated) and a new g (as indicated).**

That the Waihopai Toetoe 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 with the following changes:**
 - (i) Requests that the \$7,690 for a scoping project report from the former Edendale/Wyndham Community boundary rating areas beautification to be included in the costs and funding for the Waihopai Toetoe Community Board.**
 - (ii) Requests that the business unit 27850 – Tokanui Hall general maintenance budget ensure that there is an allowance for the borer control of approximately \$400 and note that this will have an impact on rates.**
 - (iii) Request that the Tokanui business units be clarified for Ward contribution and overall impact on rates and amended accordingly.**
- 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 with a change to the Edendale/Wyndham Community Board Rate.**

Rate Description	Rate (GST Incl)
Edendale/Wyndham Community Board Rate	\$189,889 \$197,579 (Noting that this is the 2019/2020 amount)
Edendale/Wyndham Hall Rate	\$15,094
Gorge Road Community Development Area Rate	\$6,141
Tokanui Community Development Area Rate	\$14,571
Tokanui/Quarry Hills Hall Rate	\$9,601
Woodlands Community Development Area Rate	\$14,380
Woodlands Septic Tank Cleaning Rate	\$3,502

- f) **Recommends to Council the setting of the following hall fees and charges (including GST) for the year commencing 1 July 2020, for inclusion in Council’s Draft 2020/2021 Annual Plan with changes to the Tokanui-Quarry Hills Hall fees and charge description.**

Fee/Charge Description	Fee/Charge
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	(GST Incl)
Edendale-Wyndham Hall	
All day hire (8 hours)	\$80.00
Day and night hire (Main Hall)	\$150.00 - \$240.00
Committee Room	\$30.00
Supper Room	\$30.00
Kitchen and Supper Room	\$40.00
Kitchen and Committee Room	\$40.00
Bond may be imposed at the discretion of the Custodian (No GST)	\$1,000.00
Tokanui-Quarry Hills Hall	
All day hire (8 hours)	\$55.00
All day & night hire	\$70.00
Regular sports team	\$12.00
Occasional sports team	\$15.00
Lounge/Supper room	\$15.00
Supper room and kitchen	\$25.00
Chair hire (each)	\$0.20
Table hire (each)	\$0.10
All day hire	\$70
Half day hire	\$30
Supper room	\$20
Supper room with kitchen/catering	\$30
Sports clubs regular	\$15
Sports clubs occasional	\$20
Funerals	No charge
Trestles	\$10
Chairs	\$1
Pie warmer	\$10
Cups	\$10 a drawer (approx. 45 cups)

New g) Agrees to grant a delegated authority to the Interim chair of the Board and Ward appointed councillor to ensure that rating information numbers are appropriate for inclusion in the 2020/2021 annual plan.

The meeting concluded at 6pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE WAIHOPAI TOETOE COMMUNITY BOARD HELD ON FRIDAY 15 NOVEMBER 2019.

DATE:.....

CHAIRPERSON:.....