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# Wallace Takitimu Community Board

## OPEN MINUTES

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Minutes of a meeting of Wallace Takitimu Community Board held in the Southland District Council Otautau Office Meeting Room, First Floor, 176 Main Street, Otautau on Wednesday, 20 November 2019 at 3pm.

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### **PRESENT**

<b>Chairperson</b>	André Bekhuis
<b>Deputy Chair</b>	David Cowie
<b>Members</b>	Kelly Day
	Bev Evans
	Peter Gutsell
	Maureen Johnston
	Councillor Don Byars

### **IN ATTENDANCE**

Deputy Mayor – Ebel Kremer  
People and Capability Manager – Janet Ellis  
Committee Advisor - Fiona Dunlop  
Community Partnership Leader - Kelly Tagg  
Community Liaison Officer - Kathryn Cowie

Deputy Mayor Ebel Kremer opened the meeting and welcomed all present.

**1 Apologies**

There were no apologies.

**2 Making and Attesting of Members' Declarations**

**Record No: R/19/11/25699**

Deputy Mayor Councillor Kremer 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 Wallace Takitimu Community Board.

I, ANDRÉ JOHN HENRY BEKHUIS, DAVID AARON COWIE, KELLY JEAN DAY, BEVERLEY MAY EVANS, PETER FORDYCE GUTSELL, MAUREEN THERESE JOHNSTON and DONALD JAMES BYARS, 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 Wallace Takitimu 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 which were counter signed by Deputy Mayor Kremer.

**Resolution**

Moved André Bekhuis, seconded Peter Gutsell **and resolved:**

**That the Wallace Takitimu 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 7 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 Wallace Takitimu Community Board members.**

### 3 Election of Chair and Deputy Chair

**Record No: R/19/11/25765**

Deputy Mayor Kremer introduced the report to elect a chair and deputy chair.

**Moved Andre Bekhuis, seconded Peter Gutsell recommendations a to d which were put and CARRIED.**

Nominations were called for Chair and Deputy Chair.

Moved Maureen Johnston that Bev Evans be the Chair of the Wallace Takitimu Community Board. **There was no seconder for the motion.**

Moved Peter Gutsell, seconded Kelly Day that André Bekhuis be Chair of the Wallace Takitimu Community Board. **The motion was put and declared CARRIED.**

Moved Kelly Day that Maureen Johnston be Deputy Chair of the Wallace Takitimu Community Board. **Mrs Johnston declined the nomination.**

Moved André Bekhuis that Peter Gutsell be the Deputy Chair of the Wallace Takitimu Community Board. **There was no seconder for the motion.**

Moved Kelly Day seconded Bev Evans that Maureen Johnston be the Deputy Chair of the Wallace Takitimu Community Board. **The motion was put and declared CARRIED.**

#### **Final Resolution:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled "Election of Chair and Deputy Chair" 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) **Agrees to use system A the election of the Chair and Deputy Chair.**
- e) **Elects André Bekhuis to be the Chair of the Community Board for the 2019/2022 triennium.**
- f) **Elects Maureen Johnston to be the Deputy Chair of the Community Board for the 2019/2022 triennium.**

André Bekhuis 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.

**7 General Explanation from Chief Executive**

**Record No: R/19/11/25700**

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 Maureen Johnston, seconded Bev Evans **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled "General Explanation from Chief Executive" 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.**

## **8 Terms of Reference and Delegations 2019 - 2022 Governance Structure**

**Record No: R/19/11/25721**

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 Kelly Day, seconded Peter Gutsell **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Terms of Reference and Delegations 2019 - 2022 Governance Structure” 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 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 Wallace Takitimu Community Board**

**Record No: R/19/11/25766**

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 Maureen Johnston, seconded Bev Evans **recommendations a to c and d with a change (as indicated with underline and ~~strikethrough~~) and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Date and Time of First Meeting of the Wallace Takitimu Community Board” 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 that the first meeting of the Wallace Takitimu Community Board will be held at 5pm 2pm on Wednesday 5 February 2020 in the Meeting room at the Southland District Council office in Otautau.**

## 10 Adoption of 2019 Standing Orders

**Record No: R/19/11/25768**

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 Wallace Takitimu Community Board adopts the set of Standing Orders as attached to the officer’s report.

### Resolution

Moved Peter Gutsell, seconded Bev Evans **and resolved:**

**That Wallace Takitimu 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/19/11/25722**

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 André Bekhuis, seconded Maureen Johnston **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled "Elected Members Code of Conduct" 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 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 Unbudgeted Expenditure Approval - Nightcaps Event Sign

**Record No: R/19/11/25836**

Community Liaison Officer – Kathryn Cowie was in attendance for this item.

Mrs Cowie advised that the purpose of this report is to gain approval from the Wallace Takitimu Community Board for the unbudgeted expenditure for the installation of an events sign in Nightcaps.

The Board noted that the former Nightcaps Community Development Area Subcommittee were granted funds from the Ohai Railway Fund to install an events sign in the town and that these funds have been credited to the operating costs business unit of the new Wallace Takitimu Community.

### Resolution

Moved Maureen Johnston, seconded Bev Evans **recommendations a to c with an addition to d (as indicated) and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled “Unbudgeted Expenditure Approval - Nightcaps Event Sign” dated 10 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.**
- d) **Approves the unbudgeted expenditure of \$3,650 for the Nightcaps event sign to be funded from the Nightcaps Community Development Area operating costs.**

## 13 Playground Update

**Record No: R/19/10/24154**

Community Partnership Leader – Kelly Tagg was present for this item.

Mrs Tagg 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 David Cowie, seconded Peter Gutsell **and resolved:**

**That the Wallace Takitimu Community Board:**

- a) **Receives the report titled "Playground Update" dated 5 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.**

**14 Direction-setting for Annual Plan 2020/2021**

**Record No: R/19/10/23544**

Corporate Performance Lead – Chantelle Subritzky was in attendance for this item.

Miss Subritzky 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 no changes to it.

**Resolution**

Moved Bev Evans, seconded David Cowie **and resolved:**

**That the Wallace Takitimu 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.**
- 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.**

<b><u>Rate Description</u></b>	<b><u>Rate (GST Incl)</u></b>
Drummond Village Local Rate	\$2,892
Nightcaps Community Development Area Rate	\$46,498
Nightcaps Hall Rate	\$18,960
Ohai Community Development Area Rate	\$56,281
Ohai Hall Rate	\$15,992
Otautau Community Board Rate	\$193,999
Otautau Pool Rate	\$14,904
Takitimu Pool Rate	\$14,330

- f) **Recommends to Council the setting of the hall fees and charges (including GST) for the year commencing 1 July 2020, as below, for inclusion in Council's Draft 2020/2021 Annual Plan.**

<b><u>Nightcaps Hall Fees and Charges</u></b>	<b><u>Rate (GST Incl)</u></b>
Funerals	\$100.00
Cabaret, Socials, Weddings	\$125.00
Rifle Club (Full Season)	\$200.00
Netball and Rugby Club (per Hour)	\$15.00
Meetings (per hour)	\$15.00
Hire of kitchen, supper room and meeting room for function	\$80.00
RSA Members and spouse funerals	No Charge
Bond (no GST)	\$125.00

<b><u>Ohai Hall Fees and Charges</u></b>	<b><u>Rate (GST Incl)</u></b>
Wedding Dance/ Cabarets	\$115.00
Wedding Reception only/ Banquets	\$100.00
Hall Group Hire (hourly)	\$15.00
Non-Profit Organisation Hire (hourly)	\$10.00
Bond (no GST)	\$250.00

The meeting concluded at 4.43pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE WALLACE TAKITIMU COMMUNITY BOARD HELD ON WEDNESDAY 20 NOVEMBER 2019.

**DATE:**.....

**CHAIRPERSON:**.....