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# **Waihopai Toetoe Community Board**

## **OPEN MINUTES**

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Minutes of a meeting of Waihopai Toetoe Community Board held in the Tokanui Toi Tois Lions Hall, 42 Tokanui Haldane Road, Tokanui on Tuesday, 25 February 2020 at 7.03pm.

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### **PRESENT**

<b>Chairperson</b>	Pam Yorke
<b>Deputy Chairperson</b>	Denise Fodie
<b>Members</b>	Pani Grey-Thomas
	Gay Munro
	Melanie Shepherd
	George Stevenson
	Andrea Straith
	Councillor Paul Duffy

### **IN ATTENDANCE**

Mayor Tong (7.03pm – 8.03pm)  
Councillor Keast  
Committee Advisor - Fiona Dunlop  
Community Partnership Leader - Karen Purdue  
Community Liaison Officer – Tina Harvey

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**1 Apologies**

There were no apologies.

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

**Record No: R/20/2/3502**

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, KATHRYN GAY MUNRO, GEORGE VERNON STEVENSON AND ANDREA NOVA STRAITH, 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 Denise Fodie, seconded Melanie Shepherd **and resolved:**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled "Making and Attesting of Members' Declarations" dated 12 February 2020.**
- 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 declarations of the Waihopai Toetoe Community Board members.**

**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 Denise Fodie, seconded Melanie Shepherd **and resolved:**

**That the Waihopai Toetoe Community Board confirms the minutes of the held on 15 November 2019 as a true and correct record of that meeting.**

**Reports**

**8 Election of Chair and Deputy Chair**

**Record No: R/19/11/26843**

Committee Advisor – Fiona Dunlop and Mayor Tong took the Board through the process of electing a chair and deputy chair.

Moved Cr Duffy, seconded Pam Yorke the motion recommendations a to d.

The motion was put and declared carried.

Nominations for a Chair were called for.

Pam Yorke was nominated by Mel Shepherd and the nomination was seconded by Denise Fodie.

No more nominations were received and the motion for Pam Yorke to be chair was put and declared carried.

Nominations for Deputy Chair were called for.

Denise Fodie was nominated by Pam Yorke and the nomination was seconded by Andrea Straith.

No more nominations were received and the motion for Denise Fodie to be deputy chair was put and declared carried.

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**Resolutions**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled "Election of Chair and Deputy Chair" dated 12 February 2020.**
- 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 Pam Yorke to be the Chair of the Community Board for the 2019/2022 triennium.**
- f) **Elects Denise Fodie to be the Deputy Chair of the Community Board for the 2019/2022 triennium.**

**9 Community Leadership Report for Waihopai Toetoe Community Board**

**Record No: R/20/2/3351**

Community Partnership Leader – Karen Purdue and Community Liaison Officer – Tina Harvey were present for this item.

The main points of the report highlighted were the community partnership fund, deadlines for funding rounds and community board plans.

The Board were appreciative of the report.

**Resolution**

Moved Melanie Shepherd, seconded Andrea Straith **and resolved:**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled "Community Leadership Report for Waihopai Toetoe Community Board" dated 12 February 2020.**

**10 Operational Report for Waihopai Toetoe Community Board**

**Record No: R/20/1/2860**

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

Mrs Ellis took the Board through the report.

**Resolution**

Moved Melanie Shepherd, seconded Gay Munro **and resolved:**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled “Operational Report for Waihopai Toetoe Community Board” dated 17 February 2020.**

**11 Chairperson's report**

**Record No: R/20/2/3806**

Chairperson Yorke introduced her report.

Mel Shepherd thanked Mrs Yorke for the work that she and others had undertaken during the recent flood event to ensure that Wyndham was evacuated.

Mayor Tong also thanked Mrs Yorke for the work she had done to ensure the safety of the residents of Wyndham during the February 2020 flood event.

Chairperson Yorke advised that there had been a report considered at the Community and Strategy Committee meeting on 11 February 2020 regarding the “use of the Fonterra contribution fund interest”. A recommendation in the report agreed to liaise with the Waihopai Toetoe Community Board and Fonterra on proposed criteria and the use of the funds.

Chairperson Yorke suggested that herself and Board members Mel Shepherd, Denise Fodie and Cr Duffy be the liaison team with Council to discuss the development of criteria for the use of the Fonterra contribution fund interest.

**Resolution**

Moved Interim Chair Yorke, seconded Melanie Shepherd **recommendation a and new b and c and resolved:**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled “Chairperson's report” dated 17 February 2020.**

**New b) Expresses its thanks to the Southland District Council staff and Fulton Hogan staff during and post the February 2020 flood event.**

**New c) Agree that Chairperson Yorke, Mel Shepherd, Denise Fodie and Cr Paul Duffy be the liaison team with Council to discuss the development of criteria for the use of the Fonterra contribution fund interest.**

**12 Council Report**

**Record No: R/20/1/2457**

Councillor Duffy took the Board through the Council report.

The Waste minimisation levy, libraries and speed limits were particular highlights during discussion.

**Resolution**

Moved Melanie Shepherd, seconded Andrea Straith **and resolved:**

**That the Waihopai Toetoe Community Board:**

- a) Receives the report titled "Council Report" dated 29 January 2020.**

(Mayor Tong left the meeting at 8.03pm.)

**13 Waihopai Toetoe Community Board Health and Safety update**

**Record No: R/20/1/2735**

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

Robust discussion was had during the update and the Board noted the content of the presentation.

**Resolution**

Moved Pani Grey-Thomas, seconded Deputy Chairperson Fodie **and resolved:**

**That the Waihopai Toetoe Community Board:**

- a) Receives the report titled "Waihopai Toetoe Community Board Health and Safety update" dated 30 January 2020.**

**14 Unbudgeted Expenditure - Gorge Road Recreation Reserve**

**Record No: R/20/1/1452**

Community Facilities Manager – Mark Day was in attendance for this item.

Mr Day advised that the purpose of the report was to discuss and approve unbudgeted expenditure for tree work in the area of the Gorge Road recreation reserve.

The Board noted that the report was being considered to assist the work that has been achieved in this area over many years by both the former Gorge Road and Districts Community Development Area Subcommittee and other stakeholders.

**Resolution**

Moved Gay Munro, seconded Andrea Straith **and resolved:**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled “Unbudgeted Expenditure - Gorge Road Recreation Reserve” dated 19 February 2020.**
- 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 up to \$9,340 plus GST from the Gorge Road general reserve for tree work within the Gorge Road recreation reserve.**

**15 Unbudgeted Expenditure – Wyndham Memorial Archway**

**Record No: R/19/12/29623**

Community Facilities Manager – Mark Day was in attendance for this item.

Mr Day advised that the purpose of the report was to agree to unbudgeted expenditure of \$15,000 to refurbish the Wyndham Memorial Archway.

The Board noted that the Councillors of the former Waihopai Toetoes Ward had previously allocated \$10,000 towards the refurbishment of the Wyndham Memorial Archway and is not identified in the Long Term Plan.

During discussion on the matter, the Board identified various other sources to apply to for funding.

**Resolution**

Moved Deputy Chairperson Fodie, seconded Chairperson Yorke **recommendations a to c, new d (as indicated) and e (formerly d) with changes(as indicated) and resolved:**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled “Unbudgeted Expenditure – Wyndham Memorial Archway” dated 14 February 2020.**
- 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.**

**New d) Agrees to apply to the following internal/external grants funds:**

- (i) Southland District Council community initiatives fund**
  - (ii) Maitara Licensing Trust**
  - (iii) Southland Regional Heritage Fund**
  - (iv) Community Trust Southland**
  - (v) Trusts Charitable Foundation**
  - (vi) Fonterra contribution fund interest.**
- e) **Approves the unbudgeted expenditure of up to \$15,000 to come from the Edendale Wyndham General Reserve subject to internal/external funding being unavailable as identified above in (d).**

**16 Community Facilities Update**

**Record No: R/20/1/2752**

Community Facilities Manager – Mark Day was in attendance for this item.

Mr Day advised that the purpose of the report was to share information on locally funded community facility assets throughout the district.

The Board noted that the report was a generic overview for all nine community board areas with specific attachments to the Board area in which the report has addressed.

**Resolution**

Moved Andrea Straith, seconded Gay Munro **and resolved:**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled “Community Facilities Update” dated 11 February 2020.**
- 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.**



**17 Schedule of Meetings up to October 2022**

**Record No: R/20/1/926**

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

Miss Dunlop advised that the purpose of the report was to approve a schedule of meeting dates up to October 2022.

The Board agreed to the schedule of meetings and only approved a venue for the April 2020 meeting.

**Resolution**

Moved Chairperson Yorke, seconded Melanie Shepherd **recommendations a to c and d with changes (as indicated) and resolved:**

**That the Waihopai Toetoe Community Board:**

- a) **Receives the report titled “Schedule of Meetings up to October 2022” dated 15 January 2020.**
- b) **Determines that this matter or decision be recognised not 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) **Agree to meet at 7pm on the following dates at various locations across the Waihopai Toetoe Ward:**
  - **Tuesday 28 April 2020 – Edendale Presbyterian Church, Corner Melvin and Brydone Streets Edendale**
  - **Tuesday 30 June 2020 - TBC**
  - **Tuesday 25 August 2020 - TBC**
  - **Tuesday 27 October 2020 - TBC**
  - **Tuesday 15 December 2020 - TBC**
  - **Tuesday 23 February 2021 - TBC**
  - **Tuesday 27 April 2021 - TBC**
  - **Tuesday 29 June 2021 - TBC**
  - **Tuesday 31 August 2021 - TBC**
  - **Tuesday 26 October 2021 - TBC**
  - **Tuesday 14 December 2021 - TBC**
  - **Tuesday 22 February 2022 - TBC**
  - **Tuesday 26 April 2022 - TBC**
  - **Tuesday 28 June 2022 - TBC**
  - **Tuesday 30 August 2022 - TBC**

The meeting concluded at 9.57pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE WAIHOPAI TOETOE COMMUNITY  
BOARD HELD ON TUESDAY 25 FEBRUARY 2020.

**DATE:**.....

**CHAIRPERSON:**.....