



Waihopai Toetoe Community Board

OPEN MINUTES

Minutes of a meeting of Waihopai Toetoe Community Board held in the Memorial Hall Wyndham, 44 Balaclava Street, Wyndham on Tuesday, 24 June 2025 at 7.03pm. (7.03pm – 7.04pm, 7.47pm – 8.54pm)

PRESENT

Chairperson	Pam Yorke
Deputy chairperson	Denise Fodie
Members	Emily Butters
	Fiona McCabe
	John McIntyre
	George Stevenson
	Andrea Straith
	Councillor Julie Keast

IN ATTENDANCE

Committee advisor	Fiona Dunlop
Community leadership manager	Jared Cappie

Adjournment of meeting

Chair Yorke opened the meeting at 7.03pm.

Moved Cr Keast, seconded Deputy Chairperson Fodie and **resolved:**

That the Waihopai Toetoe Community Board adjourns until 7.30pm.

The meeting adjourned at 7.04pm.

The meeting reconvened at 7.47pm.

1 Apologies

There were no apologies.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of interest

There were no conflicts of interest declared.

4 Extraordinary/urgent items

There were no extraordinary/urgent items.

5 Confirmation of minutes

Resolution

Moved Cr Keast, seconded Deputy Chairperson Fodie and **resolved:**

That the Waihopai Toetoe Community Board confirms the minutes of the meeting held on 29 April 2025 as a true and correct record of that meeting.

6 Public participation

There was no public participation.

Reports

7.1 Community partnership fund - funding applications March 2025 funding round

Record No: R/25/5/19361

Community liaison officer – Gordon Crombie was in attendance for this item.

The purpose of the report is for the board to consider and allocate funding for the March 2025 round of the Waihopai Toetoe Community Partnership Fund

Resolution

Moved Chairperson Yorke, seconded Andrea Straith **recommendations a to d, e to h (with changes as indicated with underline and ~~strike through~~) and resolved:**

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Community partnership fund - funding applications March 2025 funding round”.**
- 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) **Receives applications from the following:**
 - 1. **Southern Cancer Society Trust**
 - 2. **Wyndham Pony Club**
 - 3. **Miharo Murihiku Trust**
 - 4. **Menzies College**
- e) **~~Approves/Declines~~ a grant of \$700 to the Southern Cancer Society Trust for assistance with costs of the voucher assistance for cancer patients programme.**
- f) **~~Approves/declines~~ a grant of \$2,000 to the Wyndham Pony Club for assistance with cost of games equipment.**
- g) **~~Approves/declines~~ a grant of \$2,500 ~~\$5,000~~ to the Miharo Murihiku Trust for assistance with costs of volunteer uniforms.**
- h) **~~Approves/declines~~ a grant of \$3,000 to Menzies College for assistance with costs of the ‘See Me’ mural project.**

7.2 Community pools - request for allocation of grant

Record No: R/25/5/19402

Community liaison officer – Gordon Crombie was in attendance for this item.

The purpose of the report is for the Waihopai Toetoe Community Board to consider and make a decision on requests from the five pools in their area for grants from the Waihopai Toetoe community pool reserve.

Resolution

Moved Andrea Straith, seconded Fiona McCabe ~~recommendations a to d, e to i~~ (with changes as indicated with underline and ~~strikethrough~~) and resolved:

That the Waihopai Toetoe Community Board:

- a) **Receives the report titled “Community pools - request for allocation of grant”.**
- 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) **Receives requests from the following:**
 - 1. **Wyndham District Community Pool**
 - 2. **Edendale Community Pool Society.**
 - 3. **Gorge Road and Districts Swimming Pool**
 - 4. **Woodlands Swimming Pool**
 - 5. **Tokanui Pool.**
- e) **Approves/~~declines~~ a grant of \$5,000 ~~\$14,106~~ to the Wyndham & District Community Pool to assist with the costs of pump repairs, heat exchange pumps, painting, and electronic door repairs.**
- f) **Approves/~~declines~~ a grant of \$5,000 to the Edendale Community Pool Society to assist with the costs of automated chemical controllers.**
- g) **Approves/~~declines~~ a grant of \$5,000 to the Gorge Road and Districts Swimming Pool to assist with the costs of a water testing kit and repainting of the pool surface.**

- h) Approves/~~declines~~ a grant of \$5,000 to the Woodlands Swimming Pool to assist with the costs of improvements and upgrades – reseal/repaint.
- i) Approves/~~declines~~ a grant of \$2,650.47 to Tokanui Pool to assist with the costs of painting, replacing purlins and coat hooks on the presentation of an additional quote regarding purlins replacement that \$5,000 in total may be uplifted.

7.3 Contract renewal agreed levels of service

Record No: R/25/4/14348

Contracts and Programme Lead – Lance Spencer was in attendance for this item.

The purpose of the report was to seek approval from the Waihopai Toetoe Community Board for the levels of service and areas to be included in the future mowing, toilet cleaning and gardening contracts.

Resolution

Moved Andrea Straith, seconded Emily Butters **recommendations a to c, d (with an addition), e and a new f (as indicated) and resolved:**

That the Waihopai Toetoe Community Board:

- a) Receives the report titled “Contract renewal agreed levels of service”.
- 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) Agree to the staff request that the Waihopai Toetoe Community Board provide the contact details of any contractors who may be interested in the upcoming contract renewal or carrying out general maintenance and improvement works for Council
- e) agrees to approve the areas and levels of service identified in the attachments to this report:
 - Contract renewal map – Waihopai Toetoe community board towns
 - Waihopai Toetoe community board area analysis
 - Levels of Service for Contract Renewal 2025
 - Contract renewal timeline.

New f agrees to the additional inclusion of levels of service at Slope Point, Tokanui and Wyndham.

7.4 Update on 2025 triennial election

Record No: R/25/5/23267

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

The purpose of the report was to provide an update and general information on the upcoming local government 2025 elections.

The report highlighted key dates in the process.

The Board made comment regarding the number of candidate information nights and that there are none in the Eastern Southland area.

Resolution

Moved George Stevenson, seconded John McIntyre **and resolved:**

That the Waihopai Toetoe Community Board:

- a) receives the report titled “Update on 2025 triennial election”.
- b) notes the following key dates in relation to the 2025 triennial election:
 - 4 July 2025 – nominations open
 - 15 July 2025 – candidate information session
 - 16 July 2025 – candidate information session
 - 1 August 2025 – nominations close at 12 noon
 - 9 to 22 September 2025 – delivery of voting documents
 - 11 October 2025 – election day (voting closes at 12 noon)
- c) notes the Local Government Commission determination for the Southland District, released on 29 January 2025, will apply from the commencement of the 2025-2028 triennium.
- d) notes that, the elected members of the 2022-2025 triennium will cease to hold office on the day after the day the official results of the 2025-2028 election are declared by public notice, unless they are re-elected

7.5 Community board reporting

Record No: R/25/6/25638

Community Leadership Manager – Jared Cappie was in attendance for this item.

The purpose of the report was to inform the board of the community leadership, operational and Council activities in the board area and across the district.

Resolution

Moved Andrea Straith, seconded Deputy Chairperson Fodie **and resolved:**

That the Waihopa Toetoe Community Board:

- a) receives the report titled “Community board reporting”.

7.6 Councillor update

Record No: R/25/6/25589

Councillor Keast took the Board through the Councillor update and highlighted the items that Council and the Finance and Assurance Committee had considered at their meetings from 2 April 2025 to 14 May 2025.

Resolution

Moved Cr Keast, seconded Emily Butters **and resolved:**

That the Waihopa Toetoe Community Board:

- a) receives the report titled “Councillor update”.

7.7 Chairperson's report

Record No: R/25/5/23739

Chair Yorke spoke to her chair's report and updated the Board on the following:

Wyndham Camping Ground - still working away on trying to get the best outcomes for the Camping ground. There has been a lot of work done to date, painting, tidying, electrical work, tree maintenance etc.

Wheelie bin pickups in Tui Place (Edendale) are now being undertaken following a request from the residents.

Street light installation - Tui Place and George Street (Edendale) have had their streetlights installed.

Local Water Done Well – The Board did not submit to the Local Waters Done well consultation, as there not enough replies from Board members for a considered submission.

Wyndham Museum - demolition is underway.

Doctors' Square – Wyndham - The square beside the Evangelical Church has been completed, with only the signage to be completed, and is very impressive. Thank you to the local Wyndham Lions for instigating this.

Fonterra Edendale - new electrode boiler at Fonterra opened and there are another 2 electrode boilers to be commissioned. The development of the new cream UHT plant is well under way which will be a great asset for our area.

Community Partnership Fund and Local Pools grant fund – heard from the applicants and approved grants.

Tokanui and Wyndham Playgrounds – the Make IT stick engagement was successful regarding the Tokanui and Wyndham Playgrounds.

Updates on speed signs and Curio Bay Masterplan would be appreciated on:

- the speed signs as they have gone out for tender;
- footpaths what was the plan around these and when;
- progress on the Curio Bay Masterplan.

Resolution

Moved Chairperson Yorke, seconded Deputy Chairperson Fodie **recommendation a and a new b (as indicated) and resolved:**

That the Waihopai Toetoe Community Board:

- a) receives the report titled “Chairperson's report”.

New b) agree to submit on the Dog Control policy and bylaw which is open for consultation.

7.8 Next meeting

Record No: R/25/5/23632

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

Resolution

Moved Chairperson Yorke, seconded Deputy Chairperson Fodie **and resolved:**

That the Waihopai Toetoe Community Board:

- a) receives the report titled “Next meeting”.
- b) **confirms that the next meeting of the Board is at 7pm on Tuesday 29 August 2025 to be held in the Memorial Hall Wyndham, 44 Balaclava Street, Wyndham.**

The meeting concluded at 8.54pm.

CONFIRMED AS A TRUE AND CORRECT RECORD OF A
MEETING OF THE WAIHOPAI TOETOE COMMUNITY
BOARD HELD ON TUESDAY 24 JUNE 2025.

DATE:.....

CHAIRPERSON:.....