



Minutes

Waihōpai Toetoe Community Board

Monday, 3 November 2025, 6.30pm.
Memorial Hall Wyndham, 44 Balaclava Street, Wyndham

PRESENT

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

IN ATTENDANCE

Mayor Rob Scott	
Councillor Paul Duffy	
Chief executive	Cameron McIntosh
GM strategy and partnerships	Vibhuti Chopra
Committee advisor	Fiona Dunlop
Community partnership leader	Karen Purdue

1 Opening

Mayor Scott opened the meeting and extended a welcome and congratulated the new board.

2 Apologies

Chief executive Cameron McIntosh advised that there were no apologies.

3.1 Declarations

Record No: R/25/10/52049

Mayor Rob Scott invited each of the board members forward to make their declaration which was then signed by him.

I, Emily Jean Butters, Denise Mary Fodie, Fiona Mavis McCabe, Melanie Jayne McIntyre, George Vernon Stevenson, Andrea Nova Straith, Pamela Joan Yorke and Julie Ann Keast 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 the Waihōpai Toetoe Community, the powers, authorities, and duties vested in, or imposed upon me as a member of the Waihōpai Toetoe Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Amanda Reedy a member of the Northern Community Board also made her declaration at the meeting. She was unable to attend her own Community Board meeting.

I, Amanda Lee Reedy 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 the Northern Community, the powers, authorities, and duties vested in, or imposed upon me as a member of the Northern Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

3.2 Explanation of legislation that affects elected members

Record No: R/25/10/52051

Report presented by chief executive, Cameron McIntosh

The purpose of the report was to provide the community board members with a general explanation of key legislation relevant to their roles. The explanation is a requirement of the Local Government Act 2002.

Resolved

Moved George Stevenson, seconded Andrea Straith

That the Waihōpai Toetoe Community Board:

- a) notes the information provided by the chief executive.

Carried

3.3 Electing chairperson and deputy chairperson

Record No: R/25/10/52094

Report presented by GM strategy and partnerships – Vibhuti Chopra and democracy advisor Michal Gray.

The purpose of the report was for the community board to decide on the process it would use to elect its chairperson and deputy chairperson. The board would then use that process to undertake the election of chair and deputy chair.

Chief executive – Cameron McIntosh undertook the process to elect the chair and deputy chair.

The voting for the chair and deputy chair is prescribed in the Local Government Act 2002 and systems A and B were explained to the Board.

Resolved

Moved Deputy chairperson Butters, seconded Chairperson Yorke

That the Waihōpai Toetoe Community Board:

- a) notes the information contained in the report.
- b) resolves that it will use **System A** to elect a chairperson or deputy chairperson.

Carried

When voting for a chair or deputy chair and there is a tie in the number of votes each nominee receives, there is the option to determine the outcome of the vote by either a toss of a coin or drawing the name from a hat.

Resolved

Moved George Stevenson, seconded Fiona McCabe

That the Waihōpai Toetoe Community Board:

- c) agrees that in the event of a tie, the selection will be by way of **a toss of a coin**.

Carried

Nominations were called for the chair of the board.

Pam Yorke was nominated for Chair.

As there was only one nomination Mrs Yorke was the successful nominee.

Nominations were called for deputy chair of the board.

Denise Fodie and Emily Butters were nominated.

After a round of voting for deputy chair , Emily Butters was the successful nominee.

Resolved

Moved Andrea Straith, seconded George Stevenson

That the Waihōpai Toetoe Community Board:

- d) elects Pam Yorke to be the chairperson and Emily Butters to be the deputy chairperson of the Waihōpai Toetoe Community Board.

Carried

Pam Yorke assumed the chair.

(The meeting adjourned at 7pm for a Board photo and reconvened at 7.03pm.)

3.4 Standing Orders and Code of Conduct

Record No: R/25/10/52052

Report presented by GM strategy and partnerships – Vibhuti Chopra.

The purpose of the report was to present the community board with revised Standing Orders for it to consider and adopt. It also provides the board with information on a Code of Conduct that continues to apply to board members.

Resolved

Moved Andrea Straith, seconded Deputy chairperson Butters

That the Waihōpai Toetoe Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as being administrative based on Council's Significance and Engagement Policy.
- c) adopts the Standing Orders included with this report as Attachment A (of the officer's report) which includes amendments to allow members attending a meeting virtually to count towards the quorum.

Carried

3.5 Setting first ordinary meeting

Record No: R/25/10/52054

Report presented by committee advisor, Fiona Dunlop.

This report sets the time and date for the first ordinary community board meeting of the 2025-2028 triennium.

Resolved

Moved Cr Keast, seconded George Stevenson

That the Waihōpai Toetoe Community Board:

- a) resolves that the first ordinary meeting of the Waihōpai Toetoe Community Board for the 2025-2028 triennium be held at 7pm on 16 December 2025 at Memorial Hall Wyndham, 44 Balaclava Street, Wyndham.

Carried

The meeting closed at 7.10pm.

Confirmed on:

Signed on: