



Minutes

Wallace Takitimu Community Board

11 December 2025, 4.02pm

Southland District Council Otautau Office, 176 Main Street, Otautau

PRESENT

Chairperson
Deputy chairperson
Members

Tony Philpott
Colin Lawry
Jaspreet Boparai
Shelley Hitchcock
Edwin Mabonga
Gretchen Wilson
Lester Wilson

APOLOGIES

IN ATTENDANCE

Committee advisor Rachael Poole
Community partnership leader Kelly Tagg

1 Opening

The Chairperson opened the meeting.

2 Apologies

Recommendation

There were no apologies.

3 Leave of absence

Recommendation

There were no requests for leave of absence.

4 Conflict of interest

There were no conflicts of interest declared.

5 Additional Agenda items

There were no additional agenda items.

6 Confirmation of minutes

Resolved

Moved Edwin Mabonga/Lester Wilson

That the Wallace Takitimu Community Board confirms the minutes of the meeting held on 6 November 2025 as a true and correct record of that meeting.

Carried

7 Public participation

There was no public participation.

Reports

8.1 Financial report for the year ended 30 June 2025

Record No: R/25/12/58120

Report presented by finance business partner, Avneet Deo.

The purpose of this report is to present the final financial results and supporting information for the local activities within the Wallace Takitimu Board area for the year ended 30 June 2025.

Resolved

Moved Gretchen Wilson/Edwin Mabonga

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.

Carried

During the above report, Colin Lawry arrived at 4.22pm.

8.2 Draft budgets and rates - Annual Plan 2026/2027

Record No: R/25/11/56829

Report presented by finance business partner, Avneet Deo.

For the community board to consider and recommend the local budgets for the Annual Plan 2026/2027 and the associated local rates for the year commencing 1 July 2026.

Resolved

Moved Gretchen Wilson/Colin Lawry

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as being of some importance based on Council's Significance and Engagement Policy and therefore is not significant. The assessed level of significance indicates that the community is kept informed of the decisions made in this report, rather than engaged prior to this decision being made.
- 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) confirms the local budgets and work programmes attached (including any amendments agreed at the meeting) and recommends to Council these be included in the draft Annual Plan 2026/27
- e) agrees that the following changes be made to the 2025/2026 local community board projects and recommends to Council that these be incorporated into Council's 2025/2026 forecasting process:

Town: Project	Current budget (2025/2026)	Revised budget (2025/2026)	Recommended timing (year) and budget
Nightcaps (P-11201) – Nightcaps – McGregor Park development	\$203,539	\$101,539	\$102,000 moved to 2026/2027.

- f) recommends to Council that for the year commencing 1 July 2026 it recovers the total amount for each rate as follows (subject to resolution (d and e)):

Rate Description	Rate (GST inclusive)
Wallace Takitimu Community Board rate	\$359,729 \$347,286
Nightcaps Hall rate	\$30,459 \$30,429
Ohai Hall rate	\$31,357 \$30,164
Otautau Pool rate	\$21,983 \$24,076
Takitimu Pool rate	\$17,761

- g) recommends to Council the setting of the following fees and charges for the year commencing 1 July 2026:

Fee/Charge Description	Notes	Fee/Charge (GST inclusive)
Nightcaps hall		
Funerals		\$0.00 (100% discount from \$100)
Cabaret, socials, weddings		\$0.00 (100% discount from \$125)
Rifle club	Full season	\$0.00 (100% discount from \$200)
Netball and rugby club	Per hour	\$0.00 (100% discount from \$15)
Meeting room hire	Per hour	\$0.00 (100% discount from \$15)
Hire of kitchen, supper room and meeting room for function	Flat fee	\$0.00 (100% discount from \$80)
Funerals for RSA members and spouses		\$0.00 (100% discount from \$100)
Bond	No GST	\$125.00
Ohai hall		
Wedding dance/cabarets		\$0.00 (100% discount from \$115)
Wedding reception only/banquets		\$0.00 (100% discount from \$100)
Group hire	Hourly	\$0.00 (100% discount from \$15)
Non-profit organisation hire	Per hour	\$0.00 (100% discount from \$10)
Bond	No GST	\$125.00

- h) delegates authority to the board chair to approve any minor changes required to the budgets following this meeting.
- i) agrees the following changes be made to the 2026/2027 budgets:
- remove Otautau Plunket Rooms – Interior repaint (FPROP002A) \$31,273 project.
 - agrees to use interest on reserves of \$1,038 + gst from the Ohai general reserves to reduce the Ohai Hall rate.
 - agrees to use interest on reserves of \$5,152 + gst from Otautau town hall reserves to fund 2025/2026 project P-10786 Otautau Centennial Park playground-equipment renewal.

Carried

Staff recommendations were moved with changes as indicated.

8.3 Delegations to the community board

Record No: R/25/11/57011

Report presented by governance advisor, Jayson Trent.

To provide information to the Wallace Takitimu Community Board (community board) on the delegations from Council that were approved on 12 November 2025.

Resolved

Moved Colin Lawry/Edwin Mabonga

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.

Carried

8.4 Community Partnership Fund applications - August 2025 round

Record No: R/25/11/55748

Report presented by community leadership partner, Kelly Tagg.

The purpose of the report is for the Wallace Takitimu Community Board to allocate funding for the August 2025 round of the Community Partnership Fund.

Resolved

Moved Gretchen Wilson/Lester Wilson

That the Wallace Takitimu 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 and is therefore not significant. The assessed level of significance indicates that the community is kept informed of the decisions made in this report, rather than engaged prior to this decision being made.
- 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. St Andrews Scouts
 - 2. Otautau & Districts Community Charitable Trust
 - 3. Otautau Golf Club

- e) approves a grant of \$3,000 to the St Andrews Scouts group for costs associated with relocating heat pumps, new carpet and operating expenses, subject to the new lease being signed.
- f) approves a grant of \$8,000 to the Otautau & Districts Community Charitable Trust for operating costs.
- g) approves a grant of \$500 to the Otautau Golf Club for mower fuel costs.

Carried

8.5 Otautau Community Pool - uplift of rates 2025/26

Record No: R/25/11/56218

Report presented by community partnership leader, Kelly Tagg

The purpose of this report is for the Wallace Takitimu Community Board to decide whether to approve the request from the Otautau Community Swimming Pool (Otautau Pool) to uplift rates funds.

Resolved

Moved Gretchen Wilson/Edwin Mabonga

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as some importance based on Council's Significance and Engagement Policy and therefore is not significant. The assessed level of significance indicates that no community engagement is necessary to make the decision.
- 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/declines the payment of the grant of \$13,944 to the Otautau Community Swimming Pool from the Otautau community pool rate collected for the 2025/2026 financial year.

Carried

8.6 Otautau Tennis Courts resurfacing project - unbudgeted expenditure request

Record No: R/25/11/54249

Report presented by Community partnership leader, Kelly Tagg.

The purpose of this report is for the Wallace Takitimu Community Board to consider whether it wishes to recommend to Council that unbudgeted expenditure be approved in order to proceed with the resurfacing of four of the Otautau tennis courts.

Resolved

Moved Lester Wilson/ Colin Lawry

That the Wallace Takitimu Community Board:

- a) lay the report on the table.

Staff recommendations were moved with changes as indicated.

8.7 Centennial Park playground upgrade - unbudgeted expenditure approval and new equipment confirmation

Record No: R/25/10/52689

Report presented by Community partnership leader, Kelly Tagg.

The purpose of this report is for the Wallace Takitimu Community Board to consider whether it wishes to increase the project budget from \$125,550 to \$131,996 for the Centennial Park playground equipment replacement project.

This additional expenditure is to be funded by way of the donation of \$6,446 plus GST that was gifted to Council by the former Otautau Toy Library to be used for the purchase of a piece of play equipment for young children.

The board is also being asked to formally confirm the new pieces of play equipment to be installed.

Resolved

Moved Lester Wilson/Shelley Hitchcock

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.
- b) notes that the matter or decision in this report is assessed as being of some importance/administrative based on Southland District Council's Significance and Engagement Policy and is therefore not significant. The assessed level of significance indicates that the community is kept informed of the decisions made in this report, rather than engaged prior to this decision being made.
- 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) confirms the four items of equipment to be installed being the high swing single bay belt, baby swing, the farm scene equipment piece and swinging additions to a current structure.

Carried

8.8 Councillor update

Record No: R/25/11/57009

Councillor Jaspreet Boparai presented this report.

This report is to provide the community board an overview of the matters that have been considered at Council and Finance and Assurance Committee meetings from 30 July 2025 to 12 November 2025.

Resolved

Moved Colin Lawry/Edwin Mabonga

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.

Carried

8.9 Chair's report

Record No: R/25/11/57509

Chair, Tony Philpott spoke to this report.

The purpose of this report is for the chair to update the board on activities they have been involved with since the previous meeting.

Chair Philpott gave a verbal update on the following:

- tree branches around Nightcaps are being cleared up this week
- pump track contractor coming back to fix the new track so that scooters can use the track
- chairs meeting in Winton was well attended
- Kirkland St playground drainage looks to be resolved
- local response in an emergency is a hot topic and is a work in progress.

Resolved

Moved Chair Tony Philpott/Colin Lawry

That the Wallace Takitimu Community Board:

- a) notes the information contained in the report.

Carried

8.10 Adoption schedule of meetings

Record No: R/25/11/55826

Report presented by Committee advisor, Rachael Poole.

The purpose of this report is for the community board to adopt a meeting schedule for the triennium.

Resolved

Moved Gretchen Wilson/Colin Lawry

That the Wallace Takitimu Community Board:

- a) adopts a schedule of meetings for the triennium, the community board will meet at 4pm at Southland District Council Otautau Office on the following dates:
- Thursday 5 February 2026
 - Thursday 2 April 2026
 - Thursday 4 June 2026
 - Thursday 6 August 2026
 - Thursday 1 October 2026
 - Thursday 3 December 2026
 - Thursday 4 February 2027
 - Thursday 8 April 2027
 - Thursday 3 June 2027
 - Thursday 5 August 2027
 - Thursday 7 October 2027
 - Thursday 2 December 2027
 - Thursday 3 February 2028
 - Thursday 6 April 2028
 - Thursday 1 June 2028
 - Thursday 3 August 2028

Carried

Public excluded

Exclusion of the public: Local Government Official Information and Meetings Act 1987

Resolved

Moved Gretchen Wilson/Colin Lawry

That the public be excluded from the following part(s) of the proceedings of this meeting.

- 9.1 Community service award nominations – 2025
- 9.2 Otautau Camping Ground - cabin construction and operating model discussion

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Carried

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Community service award nominations - 2025	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Otautau Camping Ground - cabin construction and operating model discussion	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

The meeting moved into public excluded at 6.31pm.

The meeting closed at 7.06pm.

Confirmed on:

Signed: