



Otorohanga Community Board

MINUTES

31 October 2013

OTOROHANGA COMMUNITY BOARD

31 October 2013

Minutes of the first ordinary meeting of the triennium for the Otorohanga Community Board held in the Council Chambers, Maniapoto St, Otorohanga on Thursday 31 October 2013 commencing at 4.00pm.

MINUTES

Minutes are unconfirmed and subject to amendment at the next meeting of the Board.

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PRESENT

Mr R Prescott (Chair), Mr NS Chetty, Mrs EM Cowan, Mrs AC Laws, Mr PD Tindle and Mr DR Williams.

IN ATTENDANCE

His Worship the Mayor, Mr MM Baxter (attended 4.02pm), Deputy Mayor Mrs DM Pilkington (attended 4.02pm), Messrs DC Clibbery (Chief Executive & Engineering Manager) and CA Tutty (Governance Supervisor).

The Chief Executive declared the meeting open and welcomed those present.

CONFIRMATION OF MINUTES – 12 SEPTEMBER 2013

Resolved that the minutes of the meeting of the Otorohanga Community Board held on 12 September 2013, as previously circulated, be approved as a true and correct record of that meeting.

Mr Williams / Chair

MATTERS ARISING

PROPOSED INSTALLATION OF FIBRE OPTIC CABLE

The Chief Executive reported that Chorus has confirmed the sum of \$51,600 plus GST for the installation of a fibre optic cable along Progress Drive, part of Huiputea Drive and the lower section of Main North Road. He said Chorus have indicated that should Council approve the work, the cable will be installed prior to the end of the calendar year. The Chief Executive advised that Chorus does not provide a detailed plan of the work however, this has to be completed to a functional standard.

REPORTS

Item 1 DECLARATION BY MEMBERS

Discussion

Each Member completed their oral and written declarations pursuant to Clause 14 of Schedule 7 of the Local Government Act 2002.

Item 2 ELECTION OF CHAIRPERSON

Discussion

The Chief Executive presented a report informing Members that under Clause 37 of Schedule 7 of the Local Government Act 2002 this requires every Community Board to elect one member to be Chairperson. He said the Schedule also specifies two alternative systems of voting, one of which must be adopted by resolution of the Board prior to any appointment being made. The Chief Executive advised that the Community Board is not a Committee of Council.

Resolved

That the voting system to be used for the election of Chairperson of the Otorohanga Community Board shall be System A, as detailed in the Chief Executives report dated 31 October 2013.

Mrs Cowan / Mrs Laws

The Chief Executive then called for nominations for the office of Chairperson for the Otorohanga Community Board for the ensuing three years. Mrs Cowan nominated Mr Robert Prescott. Mr

Williams seconded the nomination. There being no other nominations Mr Prescott was declared elected.

The Chief Executive vacated the chair and the newly elected Chairperson assumed the chair.

Item 3 ELECTION OF DEPUTY CHAIRPERSON

Discussion

The Chief Executive presented a report advising Members that the Board may elect or otherwise appoint a Deputy Chairperson if it wishes to do so. He said there is no requirement for a Community Board to have a Deputy Chairperson, and specific remuneration for such a position is not defined by the Remuneration Authority. The Chief Executive advised that should the Board wish to appoint a Deputy Chairperson, it could use the same process as was employed to appoint the Chairperson. He said Schedule 7 specifies two alternative systems of voting, one of which is to be adopted by resolution of the Board prior to any appointment being made.

The Chair queried whether the Board really required a Deputy Chair as should he be unable to attend any meeting/event, it would be easy to appoint another Member of the Board to attend on his behalf. Mrs Cowan said the Board has always had a Deputy Chair and she would prefer to see the status quo remain. The Chief Executive confirmed that the practice to date has been for the Board to appoint a Deputy Chair. Mr Williams said he could see advantages in having a Deputy Chair in place.

Resolved

That the voting system to be used for the election of Deputy Chairperson of the Otorohanga Community Board shall be System A, as detailed in the Chief Executives report dated 31 October 2013.

Mrs Laws / Mr Williams

The Chair called for nominations for the office of Deputy Chairperson of the Otorohanga Community Board for the ensuing three years.

Mr Tindle nominated Mrs Cowan. The Chair seconded the nomination.

There being no other nominations, the Chair declared Mrs Cowan elected to the position of Deputy Chairperson.

Item 4 ELECTED MEMBERS GENERAL EXPLANATION

Discussion

The Chief Executive gave a General Explanation of the -

- a. A General Explanation to Elected Members, including
 - i. Local Government Official Information and Meetings Act 1987;
 - ii. Local Authorities (Members Interests) Act 1968;
 - iii. Crimes Act 1961, Sections 99, 105 and 105A;
 - iv. Secret Commissions Act 1910;
 - v. Securities Act 1978;
- b. The Otorohanga District Council Code of Conduct;
- c. The role and employment of the Chief Executive.
- d. Standing Orders adopted by Council NZS9202.2003
- e. Key documents and processes of Council

Mrs Cowan referred to Council's funding policy/reviews and queried whether it was intended that Community Board Members be included in this process. Cr Pilkington replied, Council has always invited Board Members to attend funding reviews and that she did not see any reason for departure from this.

Item 5 DELEGATIONS FROM OTOROHANGA DISTRICT COUNCIL

Discussion

The Chief Executive presented a report outlining the delegations to the Board. He said the role of Community Boards is stated in Section 52 of the Local Government Act 2002, as follows –

- a. Represent, and act as an advocate for the interests of its Community; and
- b. Consider and report on all matters referred to it by the Territorial Authority, or any matter of interest or concern to the Community Board; and
- c. Maintain an overview of services provided by the Territorial Authority within the Community; and
- d. Prepare an annual submission to the Territorial Authority for expenditure within the Community; and
- e. Communicate with Community organisations and special interest groups within the Community; and
- f. Undertake any other responsibilities that are delegated to it by the Territorial Authority.

The Chief Executive confirmed that a Community Board only has the powers that are delegated to it by the Council.

The Chief Executive referred Members to the functions and duties of Community Boards, in particular to that of swimming pools and advised that, as this is District funding, it will be removed from the list and replaced with cemeteries.

Resolved

That the Chief Executive's report be received.

Mr Tindle / Mrs Cowan

Item 6 APPOINTMENTS TO COMMITTEES

Discussion

The Chief Executive presented a report informing Members that under Clause 30 of Schedule 7 of the Local Government Act 2002 this allows Community Boards to appoint such committees, sub-committees, joint committees or other subordinate decision-making bodies as it considers appropriate.

The Chief Executive reported that the following Committees of the Board have however, existed at various times in the past, as the perceived need arose –

- Parks & Reserves Committee
- Works & Water Committee
- General Purposes Committee
- Residential Subdivision Committee
- Housing for the Elderly Committee

Mr Tindle expressed the opinion it may be desirable for Members to be given portfolios which would encourage them to be proactive in these areas. He said previously the Board did not have Committees and felt this could be an appropriate time to introduce portfolios. Mrs Cowan agreed that Mr Tindle has a valid point. She advised that should an issue arise affecting a certain area, then this comes through a staff member and is taken up with the Committee concerned. Mr

Tindle said that Board Members need to attempt to encourage growth within the Community and to enhance any opportunities. Mrs Cowan felt that the establishment of Committees allows Members to get a 'feel' for what is happening. The Chair said that should an issue arise, then this could be brought to the next meeting of the Board to be dealt with. He said Board Members are very accessible. His Worship felt that it would be desirable to introduce Committees/portfolios for a trial period for Members to focus on which areas need to be considered. He felt otherwise the Board could just drift along. Mr Tindle expressed the opinion that with the creation of committees this forces Members to take an interest in a certain area and to try and understand this. He felt there would be more value in the creation of committees than not. The Chief Executive suggested that Members give this matter further consideration.

Resolved

That the Chief Executive's report be received

Mrs Cowan / Mr Williams

Item 7 OCB PROPOSED SCHEDULE OF MEETING DATES NOVEMBER 2013 – DECEMBER 2014

Discussion

The Chief Executive presented a schedule of meeting dates for the forthcoming year. He referred Members to two schedule options, one being four weekly and the other being six weekly. Cr Pilkington reported that the Kawhia Community Board meet on a two monthly schedule and this appears to work satisfactorily. She said the Kawhia Community Board does not have any committee meetings. Mr Tindle queried whether there is a need to have set dates for workshops and suggested that if an extra meeting is required, then this be arranged as and when required.

Resolved

Pursuant to Clause 19 of the Seventh Schedule to the Local Government Act 2002, I hereby give notice of the time and date for the ordinary meetings of the Otorohanga Community Board on a 6 weekly schedule, with workshops as required –

PROPOSED SCHEDULE OF ORDINARY MEETING DATES NOVEMBER 2013 - DECEMBER 2014

Ordinary Meetings	Workshops
Thursdays 12 December 2013	Wednesdays As required
13 February 2014 - Budget Estimates	
27 March 2014	
8 May 2014	
19 June 2014	
31 July 2014	
11 September 2014	
23 October 2014	
4 December 2014	

Times: Board Meetings will commence at **4.00pm**. Workshop meetings will commence at **5.00pm**.

Venue: Otorohanga District Council building, Maniapoto Street, Otorohanga.

Mr Tindle / Mrs Laws

Item 8 MANAGEMENT ACCOUNTS TO 30 SEPTEMBER 2013

Discussion

The District Accountant attended the meeting and presented the Management Accounts for the Otorohanga Community Board for the period ended 30 September 2013.

The Chief Executive informed Members that within a number of the accounts the total sum for rates and insurance is allocated at the beginning of the financial year.

WATER TREATMENT PLANT UPGRADE

The Engineering Manager advised that to date all the relevant water tests of the Waipa River have been clear with just one more test to be undertaken. He said should this also be clear, it may not be necessary for Council to carry out any further upgrade to the Water Treatment Plant. In reply to the Chair, the Engineering Manager confirmed that by bringing the Water Services in-house this is definitely providing a better service.

Staff were requested to include a summary page of activities at the conclusion of the accounts.

Resolved

That the Management Accounts for the Otorohanga Community Board for the period ended 30 September 2013 be received.

Mrs Laws / Mrs Cowan

Item 9 ANNUAL COMMUNITY GARDEN COMPETITION

Discussion

The Governance Supervisor presented a report requesting Members to give consideration to the holding of the Annual Community Garden Competition.

Mrs Cowan said she would like to see the Competition perhaps become a three yearly event and suggested whether this could be organised under the Beattie Home Rose Show Committee. The budget of \$1,000 for this competition could be handed over to this committee to assist in holding the event.

The Chair felt that the Board needs to continue with the competition this year. Members agreed that discussions be held with the Beattie Home Rose Show Committee to see if they would be interested in carrying out the competition annually.

Following further discussion it was agreed that this years competition be judged on Friday 8 November commencing at 9.00am. Members and staff to act as judges be – R Prescott, D Williams, N Chetty, C Tutty and D Tautari.

Members requested that this matter be placed on Matters Referred.

Resolved

That the Governance Supervisors report be received.

Mr Tindle / Mrs Laws

Item 10 OCB MATTERS REFERRED FROM 12 SEPTEMBER 2013

Discussion

The Governance Supervisor took Members through Matters Referred.

OTOROHANGA RESERVE/VILLAGE GREEN

The Chair reported that he and Council's Community Facilities Officer and a local electrician have visited the dimly lit area on the Otorohanga Reserve. He said, as a result it has been agreed to install a couple of lights off the Ronnie's Café side to improve the lighting situation.

GENERAL

COMMITTEES/PORTFOLIOS

Mr Tindle requested that the matter of establishing Committees/portfolios be placed on Matters Referred for further consideration.

WAIKATO REGIONAL COUNCIL (WRC) REPRESENTATIVE

Mrs Cowan reported that at a recent meeting she attended a representative of the WRC, Bill Vant, made a very interesting presentation on water quality and the health of rivers, etc. She suggested whether Mr Vant's presentation could be of general interest to elected members. Members agreed that the Waipa River is a very important part of the Community therefore perhaps this presentation could be included along with the Chief Executive's Flood Management presentation.

BOB HORSFALL RESERVE

Mr Williams reported that the mountain bike track is in place for the digger to come in.

RIVER CONTROL RESERVE STOPBANKS

The Engineering Manager extended an invitation for Members to attend the annual inspection of the Stopbanks and pumping sheds. The following Members indicated their interest to attend the inspection – R Prescott, D Williams, L Cowan and Cr D Pilkington.

KIWI RAIL 150TH ANNIVERSARY OF RAIL IN NZ

The Chair referred to a letter and conversation he has had with a local resident regarding the forthcoming KiwiRail 150th Anniversary of rail in NZ. He said it is proposed to bring an exhibit express into Otorohanga on 1 December 2013. It has been suggested that public engagement be encouraged. The Chair outlined the activities that may be available to coordinate with the event. Members were informed that the local resident requests the Board to form a committee to organise the event. Members agreed that they would be happy for Council to process a road closure if necessary but felt it was not up to the Community Board to promote the event. Mr Tindle expressed the opinion that such an event will require a driver and coordinator. Members were advised that the local resident is encouraging KiwiRail to bring the event to Otorohanga but he is looking for someone else to organise it, not himself. Cr Pilkington said that the Otorohanga District Development Board could perhaps provide a budget for advertising the event. Following further discussion it was agreed that the Chair take the matter back to the local resident.

MEETING CLOSURE

The meeting concluded at 6.20pm.

CHAIRMAN:

DATE: 12 December 2013