

Agenda for a meeting of the Te Kauwhata Community Committee to be held at Te Kauwhata St Johns, 4 Baird Avenue, Te Kauwhata **WEDNESDAY, 3 DECEMBER 2025** commencing at **7.00pm**.

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. TERMS OF REFERENCE AND EXPECTATION OF MEMBERS**

- 2.1 An explanation will be provided of the Terms of Reference under the 2025-2028 Governance Structure for Community Committees

**3. ELECTION OF COMMITTEE – (MINIMUM 5 MEMBERS; MAXIMUM 12 MEMBERS)**

- 3.1 Call for nominations of members (*all nominations must be seconded*)  
3.2 Voting for Committee (*if required – more than 12 nominations*)

**4. ELECTION OF OFFICERS – CHAIRPERSON, DEPUTY CHAIRPERSON & SECRETARY**

- 4.1 Call for nominations of Chairperson (*from members only*)

***(The elected Chairperson will then assume the Chair for the remainder of the meeting.)***

- 4.2 Call for nominations of Deputy Chairperson (*from members only*)  
4.3 Call for nominations of Committee Secretary (*from members only*)

**5. CONFIRMATION OF MINUTES (APPROVED UNDER DELEGATED AUTHORITY)**

*The minutes from the last meeting prior to these elections held on Wednesday, 5 November 2025 will be approved and confirmed under delegation of the Chairperson and Chief Executives delegate as the last minutes prior to elections. A copy of the minutes are attached for your information.*

**6. BOARD REPORTS**

- 6.1 Te Kauwhata Community Committee Plan – November 2025 Update 25

**7. DISCRETIONARY FUND REPORT**

- 7.1 Discretionary Fund Report – to 17 November 2025 31  
7.2 North Waikato Discretionary Fund – to 17 November 2025 32

**8. DISCRETIONARY FUND APPLICATION**

8.1 The Te Kauwhata & Districts Information & Support Centre – *Splash n Dash 2026* 35

**9. SCHEDULE OF MEETINGS - 2026**

9.1 Approval of Committee Meeting schedule for the 2026 year

**10. GENERAL BUSINESS**

CL Hobbs  
**CHIEF EXECUTIVE**

# Te Kauwhata

## COMMUNITY COMMITTEE PLAN

### Connection/ Tuuhononga

Advocating and celebrating events that bring our community together.

### Unity/ Kotahitanga

Relationship building with our community.



### Prosperity - Taurikura

Encouraging growth and investment that benefits our community.

### Engagement / Whakahoahoa

Facilitate opportunities for the community to connect on relevant issues.

**Vision** - Listen to and work with the community, mana whenua, partners and other organisations to protect, grow and enhance the environmental, social, cultural and economic prosperity of the Te Kauwhata area to enable a connected diverse and thriving community.

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<b>To</b>	<b>Te Kauwhata Community Committee</b>
<b>Report title</b>	<b>Terms of Reference and Expectations of Members</b>
<b>Author</b>	Gaylene Kanawa, Democracy Manager
<b>Authorised By</b>	Will Gauntlett, General Manager – Strategy & Growth

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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To explain the new Terms of Reference for the Community Committee as adopted by Council on 10 November 2025, the new process implemented for their triennial elections provide an explanation around expectations of members of the Committee.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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Community Committees have historically run under a “charter”, however in the last term of Council it was noted these were at times ambiguous and out of date. There were also differences in their terms and the way in which people were elected to a committee.

To ensure we had consistency of all of the Community Committees that Waikato District Council support, it was important to set out a transparent process and expected behaviours of these larger Committees representing their community.

Mayor Aksel Bech also has a view of enabling more participatory democracy and to enable communities to make decisions that affect them directly. To this end, he has developed a set of Terms of Reference, which include delegations to enable this approach and revoked the previous “Charters” that Boards and Committees were operating under.

With increased delegations, comes increased responsibility and Council need to ensure that the Community Committees we support, i.e. Pokeno, Meremere, Te Kauwhata and Tamahere, adhere to Council’s Code of Conduct and meet under the auspices of the Local Government Official Information and Meetings Act 1957.

The new delegations enable the Community Committee, along with their Ward Councillors to sign off road naming, some community leases and over the term the Mayor would like to work through further delegations occurring in the local community.

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### 3. Staff recommendations Tuutohu-aa-kaimahi

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**THAT the Te Kauwhata Community Committee notes the expectations and requirements of Community Committees and their members for the 2025-2028 term.**

### 4. Background/Discussion Koorero whaimaarama/Matpaki

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Council has provided support to four (4) Community Committees over a number of previous terms. In some cases, it was due to a Community Committee being implemented in the place of a Community Board (Meremere/Te Kauwhata) and in other cases it was more to provide support to areas with significant growth in our District that did not have a Community Board.

Council have provided Leadership Team support to these Committees, but they have been and will continue to be required to have a secretary appointed. Noting this is an additional time requirement and the Democracy Team are more than willing to assist the secretary on the requirements for minutes (best practice within 10 working days of the meetings).

Each of these Committees have utilised various methods for their elections and varied in their terms (i.e. some annual, some triennial). Council has managed to get agreement from all the Committees that this should be on par with triennial elections and held as soon as possible following the Local Government Elections, i.e. November/December 2025 and November/December 2028.

There have been a number of concerns raised by both the community and organisation around the way in which the four Community Committees have undertaken elections, run their meetings and the members behaviours in some instances. To enable a more transparent process and align the Committees with the Mayor's desire for more participatory democracy, along with local decision-making, Council have set out a process for elections (Attachment 1).

The Mayor has the powers to develop a governance structure for Council to adopt as soon as practicable following an election, which provides for delegations to Committees, Subcommittees and Community Boards. Part of the previous governance structures were "Charters for Community Boards and Committees", which only provided delegations to allocate discretionary funds for some of those communities (it excluded Pokeno and Tamahere).

The Mayor's direction has also been toward more deliberative participatory democracy which is still in a developmental stage but works towards these four Community Committees having more delegations.

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To enable this, it is important that they adhere to the same principles and practices of Councillors and Community Boards, i.e.:

1. Meetings to be in line with Local Government Official Information and Meetings Act (LGOIMA) 1957
2. Members to adhere to Waikato District Council Code of Conduct
3. Members to provide Conflicts of Interest returns as per Local Authority Members Interest Act.

We note that the Committees have been adhering to LGOIMA requirements and the Democracy Team have always published agendas and minutes on our website. However, not all Committee members have agreed to adhere to Code of Conduct and Conflicts of Interest requirements.

It is imperative that members of the committee be willing to adhere to these requirements as they are still elected by their community and will be responsible for allocating public money or making decisions that affect public money and need to be transparent when conflicts arise.

At present the delegations only pertain to road naming requests and specific community leases, but work is underway to determine whether further delegations can be made to Community Boards and Committees, which are likely to be implemented when a mid-term review of the governance structure is undertaken by Council in early 2027.

## **5. Next steps**

### **Ahu whakamua**

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Once members are elected at this meeting, Council will request a Committee photo and contact details for release on our website.

## **6. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – Election process for Community Committees

Attachment 2 – Terms of Reference for Community Committees

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**TE KAUWHATA COMMUNITY COMMITTEE  
NOMINATION FORM**



**Committee Member Nomination  
for Waikato District Council  
Triennial Elections at a Public Meeting  
held in the St Johns Building at 7:00 pm  
on Wednesday, 3rd December 2025**

I, \_\_\_\_\_ (full name)  
consent to being nominated for a position on the Te Kauwhata  
Community Committee for a term of three years, for the election being  
conducted by the Waikato District Council. I intend to be present at the  
meeting convened by the Council for the purpose of conducting the election.

Signature: \_\_\_\_\_

Date: 2025

Nominated by:

Seconded:

Vote result: Elected / Not elected Verified by RO: \_\_\_\_\_

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Seconded:

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# Waikato



## District Council

Te Kaunihera aa Takiwaa o Waikato

# **Community Committee Triennial Elections - Process**

## Introduction

This section sets out the process for undertaking triennial elections for the community committees (partially supported by Council).

- Meremere Community Committee
- Pōkeno Community Committee
- Tamahere Community Committee
- Te Kauwhata Community Committee.

## Election and election process

1. Members of community committees shall be elected on a three-year cycle, following the local body elections and after the establishment of a governance structure with TOR.
2. Elections shall be held by public meeting conducted by the chief executive of Council or their nominee, at which candidates will be nominated and elected (the elections meeting). The elections meeting shall be conducted in a manner deemed appropriate by the chief executive.
3. Council will advertise the public meeting and call for nominations to the committee.
4. Any vacancies occurring during the term shall be filled as deemed appropriate by both Council and the committee. The committee may, by resolution, co-opt members to assist as required if the number of members does not exceed the maximum specified in paragraph 1 of the membership of community committee section (see below).
5. Council may assist in filling vacancies as appropriate.
6. All nominated members should either reside within the specified community area or have a vested interest in the community.

The Chief Executive (or his delegate) will call for nominations to the committee either:

- Digitally: via the public Council website on the advertised Committee Elections event or Committee Elections Public Notice with the Community Committee Nomination form attached
- In Person: verbally from members of the public on the day of the elections
- All nominations for membership require both a mover (nominator) and a person to second the nomination (*a person may nominate themselves for the committee*)
- A vote for membership of the Committee will only be required if the number of nominations received exceed the maximum of 12 Committee members

### **Appointment of Committee Officers (Chairperson/Deputy Chairperson and Secretary)**

Once all members of the Committee have been elected the Chief Executive (or his delegate) will call for nominations for the Committee Chairperson:

- A nomination can be received by any member of the Committee and must be seconded by another Committee member
- If more than one nomination is received the Committee members will be required to vote for their preferred Chairperson (either verbally or by a show of hands)
- The candidate with the most votes for Chairperson will be duly elected and assume the Chair for the remainder of the meeting.

*Note: If only one nomination for Chairperson is received than a vote by the members will not be required and the member nominated will assume the Chair.*

The Chairperson will then call for nominations from the members for the roles of both Deputy Chairperson and Committee Secretary and the same process will follow.

# Waikato



## District Council

Te Kaunihera aa Takiwaa o Waikato

**Community Boards,  
Community Committees  
and Ward Councillor  
Delegations.**

## Introduction

This section of the governance structure sets out the terms of reference (TOR) and delegations for the following community boards and community committees (partially supported by Council), along with the additional delegation to ward councillors in conjunction with smaller representative groups of the community:

- Huntly Community Board
- Ngaaruawaahia Community Board
- Raglan Community Board
- Rural-Port Waikato Community Board
- Taupiri Community Board
- Tuakau Community Board
  
- Meremere Community Committee
- Pōkeno Community Committee
- Tamahere Community Committee
- Te Kauwhata Community Committee.

This section also outlines the principles of the relationship between Council and a community board or community committee, and that board or committee and the public.

Community boards are separately constituted as unincorporated bodies and their role is set out under s 52 of the Local Government Act 2002 (LGA). Community boards may have powers delegated to them by Council in accordance with sch 7, cl 32 of the LGA.<sup>1</sup>

Council provides additional support to four community committees (listed above), which are established by, and represent, their relevant local community. Community committees do not have any legislated role or powers, though may be delegated powers by Council in accordance with sch 7, cl 32 of the LGA.

Delegations to a community board or community committee shall be exercised with proper regard for Council's strategic direction, policies, plans, standing orders, and Council's interpretation of its statutory obligations (as advised by, or on behalf of, Council staff). Such delegations are based on the following principles:

1. Efficient decision-making should be paramount.
2. Conflicts of interest must be avoided where possible and risks of such conflicts minimised.
3. To ensure processes are free from bias and pre-determination, community boards and community committees must not adjudicate issues on which they have advocated or wish to advocate to Council.

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<sup>1</sup> Including, but without limitation refer to s 53(3) and sch 7, cl 32(1) of the LGA.

4. Community boards and community committees should proactively and constructively engage with residents and ratepayers on local matters that affect the community they represent and raise with Council issues raised with them by their community and advocate on behalf of their community.

### **These delegations:**

1. Do not delegate any function, duty or power which legislation (for example s 53(3), and sch 7, cl 32(1) of the LGA) prohibits from being delegated.
2. Are subject to and do not affect any delegation which Council has already made or subsequently makes to any other committee, Council officer or other member of staff.
3. Are subject to any other legislative requirements that may apply to a particular delegation.
4. Are subject to any Council or Council committee resolution, from time to time, to a community board or community committee that a particular issue must be referred to Council for decision.
5. Reflect that decisions with significant implications should be made by Council (or a Council committee with delegated authority).
6. Reflect that all statutory and legal requirements must be met when a community board or community committee makes a decision under its delegations.

## **Community committee terms of reference**

It is noted that the community committee terms of reference (TOR) are being reviewed at present and are likely to be revised again, as part of the representation review, in early 2027. In the interim these TOR apply to the four community committees listed on page 51.

### **Election and election process**

1. Members of community committees shall be elected on a three-year cycle, following the local body elections and after the establishment of a governance structure with TOR.
2. Elections shall be held by public meeting conducted by the chief executive of Council or their nominee, at which candidates will be nominated and elected (the elections meeting). The elections meeting shall be conducted in a manner deemed appropriate by the chief executive.
3. Council will advertise the public meeting and call for nominations to the committee.

4. Any vacancies occurring during the term shall be filled as deemed appropriate by both Council and the committee. The committee may, by resolution, co-opt members to assist as required if the number of members does not exceed the maximum specified in paragraph 1 of the membership of community committee section (see below).
5. Council may assist in filling vacancies as appropriate.

### **Purpose**

The \_\_\_\_\_ Community Committee (the Community Committee) is set up by the Waikato District Council (Council) to deal with local issues on behalf of Council in the township and surrounds of \_\_\_\_\_.

### **Roles and delegations**

The community committee's role shall be as follows:

1. Represent and act as an advocate for the interests of its community.
2. The consideration of and reporting on all matters referred by Council or any matter of interest or concern to the community committee.
3. Maintain an overview of services (e.g., road works, parks, recreational facilities, community activities, and traffic management) provided by Council within the community of \_\_\_\_\_.
4. The preparation of an annual submission to the budgetary process of the Waikato District Council for expenditure within the community of \_\_\_\_\_.
5. Communication with community organisations and special interest groups within the community of \_\_\_\_\_.
6. In the event that the committee that doesn't have specific discretionary funding to allocate, the committee can make an application to Council's Rural Ward Discretionary Fund for the funding of specific projects or events. These grants are available for projects and initiatives in rural areas and areas that are not served by a community board or other committee that receives discretionary funding.
7. To work with the elected hall committee to ensure the management and administration of halls within the \_\_\_\_\_ area.
8. Any other function and duties may be delegated from time to time to the community committee by Council.
  - a. Pursuant to sch 7, cl 32(3) of the LGA, any sub-delegation of these responsibilities, duties and powers by community committee is hereby expressly prohibited.

### **Membership of community committee**

1. The membership of the community committee shall consist of not fewer than three and no more than 12 elected members plus appointed member(s) from Council.

2. In line with representation reviews and any applicable Local Government Commission determinations, councillor(s) elected in the ward representing the community committee area shall be community committee members either by election or appointment.
3. The role of the appointed councillor(s) shall be the liaison link between Council and the community committee.
4. Community Committee members (of the four committees stated on page 51) are expected to act in accordance with Council's code of conduct and standing orders at all times. This includes the obligation to declare any actual, potential, or perceived conflicts of interest in relation to matters under consideration.

### **Chairperson**

1. The community committee shall appoint a chairperson from within its membership.
2. The community committee shall appoint a deputy chairperson from within its membership.
3. The community committee shall appoint a secretary from within its membership.
4. For community committees with the delegation of discretionary funding, they will need to appoint a funding representative to work with council staff.

### **Meeting procedures**

1. The community committee shall follow the general principles of the New Zealand Standards (NZS 9202:2003) Model Standing Orders including Amendment 1 for Meetings of Local Authorities and other public bodies.
2. Any variance to the standing orders can be decided by a simple majority vote of those members present at a meeting.
3. A quorum of members of the committee shall consist of no fewer than five members.
4. The committee will be responsible for completing, and submitting to Council's Democracy team, minutes for each committee meeting in accordance with guidance provided by Council.
5. Members of the public and external presenters (including Council staff) will be treated with respect and courtesy by committee members.
6. All councillors are entitled to attend community committee meetings and are granted speaking rights on agenda items and general matters. Aside from those formally appointed as members of the committee, attending councillors do not hold voting rights.

### **Communication**

1. The objective is to retain quality relationships between Council and the community committee and the community committee and the public.

### **Responsibilities of Council**

1. Council agrees to hold at least one combined workshop per annum, at which Council will participate with all community committees in discussing issues of mutual interest and clarification will be given on future Council direction.
2. Council may accept representations from the community committee at its ordinary meetings on issues of significance contained within the community board minutes.
3. Council employs the chief executive, and the chief executive employs all staff. The chief executive is accountable to Council, not to the community committee.

### **Winding-up of the committee**

1. The committee may be wound up by resolution of Council in consultation with, or as a result of a request from the committee.

<b>To</b>	<b>Te Kauwhata Community Committee</b>
<b>Report title</b>	<b>Appointment of Chairperson &amp; Deputy Chairperson</b>
Date:	Friday, 14 November 2025
Report Author:	Elizabeth Saunders, Senior Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

## 1. EXECUTIVE SUMMARY

### WHAKARAAPOTOTANGA MATUA

At the inaugural election meeting the Community Committee is required to appoint a Chairperson and a Deputy Chairperson. Schedule 7 of the Local Government Act 2002 sets out the process for such appointments.

The Local Government Act 2002 requires that a Chairperson and Deputy Chairperson is appointed at the inaugural meeting following the local authority elections. The members need to decide on nominations for these positions. In the event there is more than one nomination then the Chief Executive, or his nominee, will conduct an election in accordance with the Local Government Act 2002.

All elected members of the Community Committee are eligible for election as Chairperson. It does not matter whether the person was elected or appointed by Council.

Members must decide on whom to elect to the two positions. This must be conducted by way of election and resolution of the Community Committee.

A contested election must be conducted in accordance with clause 25, Schedule 7 of the Local Government Act 2002.

There are two options specified in clause 25:

#### **System A**

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting. This system has the following characteristics:

- a. there is a first round of voting for all candidates;
- b. if no candidate is successful in that round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- c. if no candidate is successful in the second round, there is a third, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

### **System B**

The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- a. there is only one round of voting; and
- b. if two or more candidates tie for the most votes, the tie is resolved by lot.

System B is the recommended approach as it is simple and transparent.

## **2. STAFF RECOMMENDATIONS**

### **TUUTOHU-AA-KAIMAHI**

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- a. **THAT the Te Kauwhata Community Committee resolves to use System B for the election of Chairperson and Deputy Chairperson as detailed in clause 25, Schedule 7 of the Local Government Act 2002;**
- b. **THAT ..... is appointed Chairperson of the Te Kauwhata Community Committee for the 2025 - 2028 triennium; and**
- c. **THAT ..... is appointed Deputy Chairperson of the Te Kauwhata Community Committee for the 2025 - 2028 triennium.**

## **3. ATTACHMENTS**

### **NGAA TAAPIRIHANGA**

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None

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**MINUTES** of a meeting of the Te Kauwhata Community Committee held at St John's Ambulance Rooms, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY, 5 November 2025** commencing at **7.02pm**.

**Present:**

John Cunningham (Chair)  
Tim Hinton  
Ian Wrigley  
Lauren Hughes  
Courtney Howells  
Estelle Jonathon  
Liz Tupuhi  
Angela van de Munchkof

**Apologies:**

Cr Marlene Raumati  
Kuiarangi Paki

**Staff attending:**

Dominique Thurlow  
Vishal Ramduny (and daughter)

**Public attending:**

Tony Hall  
Harjeet Kaur  
Christine Lyons  
Ivan Marino  
Derek Peel  
Mike Peters  
Jan Sedgwick

**1. APOLOGIES AND LEAVE OF ABSENCE**

**RESOLVED: (JOHN CUNNINGHAM / IAN WRIGLEY)**

**THAT the Te Kauwhata Community Committee accepts the apologies from Cr Marlene Raumati & Kuiarangi Paki for non-attendance.**

**CARRIED**

**TKCC2511/1**

**2. CONFIRMATION OF STATUS OF AGENDA ITEMS**

**RESOLVED: ( JOHN CUNNINGHAM / LAUREN HUGHES )**

**THAT the agenda for the meeting of the Te Kauwhata Community Committee held on Wednesday, 5 November 2025 be confirmed; and**

- a. with all items therein being considered in open meeting; and**
- b. all reports be received.**

**CARRIED**

**TKCC2511/2**

**3. DISCLOSURES OF INTEREST**

**RESOLVED: (LAUREN HUGHES / TIM HINTON )**

- There were no disclosures of interests.**

**CARRIED**

**TKCC2511/3**

#### **4. CONFIRMATION OF MINUTES**

**RESOLVED: (JOHN CUNNINGHAM / TIM HINTON)**

**THAT the Te Kauwhata Community Committee confirms the minutes of the meeting of the Te Kauwhata Community Committee held on Wednesday, 3 September 2025 be confirmed as a true and correct record.**

**CARRIED**

**TKCC2511/4**

#### **5. PUBLIC FORUM**

Ivan Marino thanked the committee for its support and reported that his Kapa Haka camp held over the school holidays was successful. 45 people attended and asked for another camp in the future.

#### **6. BOARD REPORTS**

Refer to 7. Reports.

#### **7. REPORTS**

##### **7.1 Works and Issues Report**

**CCTV** – The server funded by TKCC has been installed. John will connect Ian with the provider to discuss the precise components. The committee confirmed that the payment for this should be drawn from the Discretionary Fund.

**Saleyard Road** – John has met with Delilah at Kiwirail. Documentation is being prepared for the committee to consider.

**Te Kauwhata Domain** – Tim advised that there is a Domain Users Meeting scheduled on Tuesday 11 November at 5.30pm in the Rugby Club. Tim is also working with Council staff to progress a park bench in the dog park and the feasibility of a nature park.

**Whangamarino and Lake Waikare** – The WRC initiated action plan is on target for completion by Jun 2026. Liz reported good attendance at the recent public workshop in the

RSA Hall. The group discussed water quality and management of koi carp. The next area of focus will be the water level of the lake.

**Lakeside** – Liz reported that the new children’s playground is scheduled to open either 6 or 13 December. This is aimed at young children and themed around Matariki. There are also a number of new footpaths being constructed around Lakeside at present.

## **7.2. DISCRETIONARY FUND REPORT**

**RESOLVED: (TIM HINTON / LIZ TUPUHI )**

**THAT the Te Kauwhata Community:**

- a. accept the Te Kauwhata Community Committee Discretionary Fund Report 2024/25 (July 2024-July 2025) as at 20 Oct 2025; and**
- b. accept the North Waikato Development Fund Report Fund Report 2024/25 (July 2024-July 2025) Te Kauwhata Allocation as at 20 Oct 2025; and**
- c. request the expenditure on 17 April 2025 of \$1,717.16 for the purchase of a CCTV camera be moved from the Development Fund to the Discretionary Fund.**

**CARRIED**

**TKCC2511/5**

The Chairperson tabled two funding requests from Te Kauwhata Events Committee which had been submitted prior to the events, but never received or added to the agenda. The Community Led Development Advisor will follow up any glitches in the online or internal process.

**RESOLVED: (TIM HINTON / IAM WRIGLEY )**

**THAT the The Kauwhata Community Committee approve funding of:**

- \$1000.00 (plus GST if any) towards Diwali Celebrations for the Te Kauwhata Events Committee; and**
- \$1950.00 (plus GST if any) towards traffic control for the 2025 Christmas Parade for Independent Traffic control Ltd.**

**CARRIED**

**TKCC2511/6**

### **7.3. Councillors Report**

There was no Councillors report for this meeting.

### **7.4. Chairperson's Report**

- John Cunningham thanked Vishal for his service to TKCC and presented him with a token of thanks.
- John advised that the Bottle O appeal was heard at the High Court in September and well supported by 15 or more locals. The court has reserved their decision for a further 3-6 months.
- The LAP has been operative since 15 September which will prevent any new bottle stores opening on our main street.
- John confirmed that the new CEO Craig Hobbs and new councillors are affecting rapid change in WDC and the ELT has been reduced from 11 to 7.
- John Cunningham advised the committee that he is retiring as Chair and committee member. He will not stand for re-election in December.
- TKCC Elections are confirmed for Wed 3 Dec at 7pm. We can elect a maximum of 12 members. The members will then appoint a new chairperson and deputy.

### **7. Any other business**

- Liz confirmed that there is a meeting happening this week to progress the idea of a Lakeside Christmas celebration but she cannot be in attendance this year. Lauren to stay connected to Josh for updates.
- Tim reminded all that we usually have a shared supper after our December TKCC meeting. Please bring something to share.

## **8. Close of Meeting**

*The meeting closed at 7.45pm*

Minutes confirmed by the Chairperson on 3 December 2025 for approval at the next Committee meeting.

**JOHN CUNNINGHAM**  
**CHAIRPERSON**

## Open - Information Only

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<b>To</b>	<b>Te Kauwhata Community Committee</b>
<b>Report title</b>	<b>Te Kauwhata Community Committee Plan update - December 2025</b>
<b>Date:</b>	Wednesday, 3 December 2025
<b>Report Author:</b>	Elizabeth Saunders, Senior Democracy Advisor
<b>Authorised by:</b>	Gaylene Kanawa, Democracy Manager

### 1. Purpose of the report Te Take moo te puurongo

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Providing an opportunity for the Te Kauwhata Community Committee to report back on the delivery of their action plan.

To provide organisational updates that tie in with the actions/outcomes within the Te Kauwhata Community Committee Plan.

### 2. Executive summary Whakaraapopotanga matua

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The Te Kauwhata Community Committee adopted their Community Committee Plan in January 2025, which outlined their vision for the following two (2) years. Following the adoption of the plan, the Community Led Development Advisor continued to work with the board on the action plan which would determine the outputs for which the Board could report on and measure achievements.

The Democracy Team have worked with the Community Led Development Advisor to create a report template which would provide each of the actions and for future reports will request updates from members prior to the agenda closing to enable these to be placed against the action plan. This report also provides an opportunity for the organisation to provide updates on activities/initiatives they are involved with that tie into the plan.

This will enable the community to see prior to the meeting whether there is something they would like to provide the board with feedback on and provide another mechanism for the community to engage with the Board at their six-weekly meetings.

### 3. Staff recommendations

#### Tuutohu-aa-kaimahi

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**THAT the Kauwhata Community Committee receives the Te Kauwhata Action Plan update for December 2025.**

### 4. Background

#### Koorero whaimaarama

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In June 2023, Mrs JA Church invited Community Board and Committee members to meet with her and Councillors to workshop how the partnership with Council could be improved and strengthened, to drive better outcomes for communities. Follow up meetings between Board and Committee members with Council Managers from Democracy and Economic and Community Led Development agreed that Boards and Committees would focus on leadership on the 4 Wellbeing's, Economic, Social, Cultural and Environmental.

In November 2023, a dedicated Council staff resource to this work programme was identified and has been working closely with members of Boards and Committees to develop their framework and future work programme of focus.

It could also enable more regular updates from the organisation that tie in with board priorities. As a result, a number of hui have been held with the Community Board to identify to establish its direction and priorities for the next two (2) years. To this end, it has developed a plan for a two year period that outlines its goals and aspirations that it is wanting to achieve under each of the 4 well-beings, including goals around engagement.

### 5. Community Board Priorities

#### Ngaa Whakaarotau o te Poari Hapori

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The Te Kauwhata Community Committees five (5) priorities are as follows:

1. Taiao – Protection, enhancement and education about our taonga
2. Prosperity (*Taurikura*) – Growth, investment, and tourism are encouraged, and the dollar is spent in Te Kauwhata
3. Unity (*Kotahitanga*) – *Grow and strengthen our partnerships with Ngaa Muka, Ngā Muka Development Trust, Waikato District Council and the local community to build enduring relationships*
4. Connection – Improve social cohesion to ensure communities are connected and feel a sense of belonging.
5. Engagement (*Tuuhononga*) – We are committed to citizen-led decision making

## 5.1 Taiao

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5.1.1 *We have a unique environment with the Whangamarino Wetland, which covers 7,000 hectares. It has major recreational, historical and economic values and has been designated an international Ramsar site in recognition of its status as an area of outstanding biodiversity. With the recent fire that destroyed over 1000 hectares of this wetland the Community Committees will gain an understanding of the role it can play in its recovery.*

### December Update

No December update provided - members may have verbal update to add.

## 5.2 Prosperity Taurikura

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5.2.1 *A thriving economy is dependent on growth, investment and tourism and all have a considerable positive impact on Te Kauwhata. As such, the Community Committee, in partnership with others will explore opportunities to attract visitors to the village.*

5.2.2 *In partnership with others, a stocktake of existing events and visitor attractions will be undertaken. Upon completion these events and attractions will be promoted through a variety of communication channels.*

### December Update

No December update provided – members may have verbal update to add.

## 5.3 Unity Kotahitanga

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5.3.1 *As a Community Committee we are committed to deepening our connection and growing a greater awareness of our local history. To do this we will work alongside Ngaa Muka to explore and create this awareness*

5.3.2 *A Rongoa garden promoting wellbeing of the person, the whenua, the soil, and the water flowing through the whenua is created.*

### December Update

No December update provided - members may have verbal update to add.

## 5.4 Connection Tuuhononga

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- 5.4.1 *We will promote and celebrate cultural events that reflect who Te Kauwhata is, such as the A&P Show, the Christmas Parade, ANZAC day.*
- 5.4.2 *Our Domain is a central hub for our community. Therefore, we will promote the various activities that take place in this hub that bring our community together and advocate for the enhancement of the existing facilities.*
- 5.4.3 *Development of the Te Kauwhata dog park to make it an enjoyable space for both dogs and people.*
- 5.4.4 *Development of a walkway on Saleyard Road*
- 5.4.5 *Develop a walkway and fitness trail in the Te Kauwhata Domain to support and enhance the health and wellbeing of our community.*

### December Update

No December update provided - members may have verbal update to add.

## 5.5 Engagement Tuuhononga

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- 5.5.1 *The voice of our community matters. We will encourage the voice of our community through engagement on Long Term Plans, Policy reviews and other matters Council is engaging on.*
- 5.5.2 *We are committed to communicating the issues and outcomes, in plain English, out to our communities using a variety of communication channels.*
- 5.5.3 *Oversee the Community Identity Strategy*

### December Update

Election of the new Te Kauwhata Community Committee will take place on the 3<sup>rd</sup> of December 2025. The engagement with both the community and the new Te Kauwhata Community Committee members will be undertaken.

The Community Committee plan can be reviewed by the new members after the elections and any feedback can be provided to the Democracy Team or the Community Led Development Advisor.

## **6. Next Steps**

### **Ahu whakamua**

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The Board will report back at the next meeting with its updated reports on the delivery of its action.

## **7. Attachments**

### **Ngaa taapirihanga**

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None

<b>To</b>	<b>Te Kauwhata Community Committee</b>
<b>Report title</b>	<b>Discretionary Fund Report to 17 November 2025</b>
Date:	03 December 2025
Report Author:	Jen Schimanski Support Accountant
Authorised by:	Paul Conder, Chief Financial Officer

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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The purpose of this report is to update the Te Kauwhata Community Committee on the Discretionary fund spend to date, commitments and balance as at 17 November 2025

## **2. Staff recommendations**

### **Tuutohu-aa-kaimahi**

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**THAT the Te Kauwhata Community Committee:**

- a. receives the report for the Te Kauwhata Discretionary Fund and the North Waikato Development Funding report, and**
- b. notes the resolution to shift the transaction from NWDF to TKCC DF has been requested within the finance team.**

## **3. Attachments**

### **Ngaa taapirihanga**

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Attachment 1 – Discretionary Fund report to 17 November 2025

Attachment 2 – North Waikato Development Fund report to 17 November 2025

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<b>TE KAUWHATA COMMUNITY COMMITTEE DISCRETIONARY FUND REPORT 2025/26 (July 2025 - June 2026)</b>
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As at Date: 17-Nov-2025
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		<b>GL</b>	10-2070-0000-00-25904
<b>2025/26 Annual Plan</b>			4,198.00
<b>Carry forward from 2024/25</b>			21,483.89
<b>Total Funding</b>			<u><u>25,681.89</u></u>
<b>Income</b>			
<b>Total Income</b>			<u>-</u>
<b>Expenditure</b>			
			<i>excl GST</i>
01-Aug-25	Payment of \$5,457.60 (plus GST, if any) towards to cost of the CCTV cameras at the Te Kauwhata Library inv I 1899 15/09/2025	TKCC2508/05	5,457.60
<b>Total Expenditure</b>			<u><u>5,457.60</u></u>
<b>Net Funding Remaining (excluding commitments)</b>			<u><u>20,224.29</u></u>
<b>Commitments</b>			
			<i>excl GST</i>
06-Mar-24	Commitment of \$500.00 per annum for subsequent financial years on the understanding that these (combined) will be a total commitment to draw upon when needed by the Te Kauwhata Community Emergency Response Group. A maximum commitment of \$1,500.00.	TKCC2403/05	1,500.00
18-Oct-24	<i>Less payment \$500.00 resolution TKCC2403/05</i>	TKCC2403/05	<u>(500.00)</u>
05-Nov-25	Commitment of \$1,000.00 (plus GST, if any) towards Diwali Celebrations for the Te Kauwhata Events Committee	TKCC2511/06	1,000.00
05-Nov-25	Commitment of \$1,950.00 (plus GST, if any) towards the costs of traffic control for the 2025 Christmas Parade for Independent Traffic Control Ltd.	TKCC2511/07	1,950.00
<b>Total Commitments</b>			<u><u>3,950.00</u></u>
<b>Net Funding Remaining (Including commitments)</b>			<u><u>16,274.29</u></u>

**NORTH WAIKATO DEVELOPMENT FUND (NWDF) REPORT 2025/26 (July 2025 - June 2026)****Te Kauwhata Allocation****As at Date: 17-Nov-2025**

		RS	18356	
<b>Resolutions from TKCC Committee Meeting Minutes &amp; Other Information</b>				
<b>2025/26</b>				
<b>Reserve Opening Balance</b>			231,998.99	
<b>Total Funding</b>			<u><u>231,998.99</u></u>	
<b>Income</b>				
Interest July 2025 to October 2025			2,856.23	
<b>Total Income</b>			<u><u>2,856.23</u></u>	
<b>Expenditure</b>				
31 July 2025 Payment of \$1,717.16 (incl GST) for repairs to the CCTV security camera in Te Kauwhata inv I1361 from NWDF 17/4/2025		TKCC2505/06	1,493.18	
<b>Total Expenditure</b>			<u><u>1,493.18</u></u>	
<b>Net Funding Remaining (excluding commitments)</b>			<u><u>233,362.04</u></u>	
<b>Commitments</b>				
Date	Description	Resolution no	breakdown of monies spent	Amount remaining
03-Feb-21	Te Kauwhata Committee supports the use of \$150,000 from the North Waikato Development Fund (NWDF) to assist in funding the construction of the <b>Te Kauwhata Blunt Road Walkway</b> ; (Note: The Committee may not use all the \$150,000 commitment for the Blunt Road walkway).	TKCC2102/03	150,000.00	
03-Nov-21	(Note: that the Committee subsequently at 3 Nov 2021 meeting adjusted this commitment to \$100,000 as part of a discussion the Works and Issues report). As advised by Management Accountant this reduction is to show against Blunt Road Walkway 22.10.2024		(50,000.00)	100,000.00
08-Aug-23	North Waikato Development Fund to get Stage 1 and Stage 2 of the Dog Exercise Park project implemented. <b>(resolution required to return \$88.35 to pool of funds).</b>	TKCC2308/09	7,738.00	
30-May-24	less payment to Barakat Contractors to supply and install shade cloth poles at the dog park inv 15287 30/05/24	TKCC2308/09	(3,875.65)	
12-Nov-24	less payment to Fletchs Covers & Trims to supply and install shade cloths at the dog park inv 0427 12.11.2024	TKCC2308/08	(3,774.00)	88.35
<b>Total Commitments</b>				<u><u>100,088.35</u></u>
<b>Net Funding Remaining (Including commitments)</b>				<u><u>133,273.69</u></u>

## Open - Information Only

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<b>To</b>	<b>Te Kauwhata Community Committee</b>
<b>Report title</b>	<b>Discretionary Fund Application</b>
<b>Date:</b>	Wednesday, 19 November 2025
<b>Report Author:</b>	Elizabeth Saunders, Senior Democracy Advisor
<b>Authorised by:</b>	Gaylene Kanawa, Democracy Manager

### 1. Purpose of the report Te Take moo te puurongo

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The purpose of this report is to provide the Discretionary Funding application received for consideration by the Te Kauwhata Community Committee.

### 2. Executive summary Whakaraapopotanga matua

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The Te Kauwhata Community Committee has received one application for Discretionary Funding from:

1. Te Kauwhata & Districts Information & Support Centre.

### 3. Staff recommendations Tuutohu-aa-kaimahi

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**THAT the Te Kauwhata Community Committee:**

- a. approves/partially approves/declines an allocation of \$900.00 (plus GST if any) from their Discretionary Funding account to:**
  - i. Te Kauwhata & Districts Information & Support Centre,**
  - ii. for the Splash'n Dash Event in March 2026.**

## **4. Background/Discussion**

### **Koorero whaimaarama/Matapaki**

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Waikato District Council provides funding to the Te Kauwhata Community Committee to assist community groups, non-commercial groups and voluntary organisations operating within their district for events and projects.

## **5. Next Steps**

### **Ahu whakamua**

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Provide the applicants with outcome of their discretionary fund application and provide guidance on timeframes for the completion of funding accountability forms.

## **6. Attachments**

### **Ngaa taipirihanga**

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- Funding Application – Splash'n Dash Event March 2026
- Splash'n Dash Event Project Budget
- Fun Solutions – Quote for Splash'n Dash Event



**First name:** Lauren

**Last name:** Hughes

**Organisation:**

**The Te Kauwhata & Districts Information & Support Centre**

**Email:** lauren@tekauwhata.org.nz

**Daytime Phone:** 0212225682

I have read the Rural Ward funding guidelines:  
Yes

Section 1 – Your Details:

Position in organisation:

General Manager

What is your organisation's purpose/background (who are you? what do you do?)

Our charitable organisation has been serving our community since 1996. Our vision is "a connected community encouraging wellness in people and place." We work towards this through our operational arms Te Kauwhata Community House and the Toi Ako Artspace. At the Community House we provide core services including food bank, community transport, counselling, financial mentoring, law clinic, support groups, CV support, luncheon club for seniors and community garden At Toi Ako we bring the community together through creativity delivering 10 weekly clubs and classes, termly art in the community, whaanau art nights and holiday programmes and family and youth-focussed community events.

Section 2 – Your event / project

What is your event / project, including date and location? (please describe in full the project details)

Splash'n Dash is TK's much loved Children's Day celebration, held at Te Kauwhata Domain on the first Sunday in March from 10am to 2pm. The event is entirely free and nothing is for sale This has been central to the kaupapa from the very beginning to ensure there are no barriers to participation, and that all families have equitable access to the fun. We attract 600-800 people each year. Splash'n Dash has been held regularly since 2013. A whole generation of kids have grown up with this event and it often draws past residents back to town to relive happy days.

How will the rural area where the project/event is being taking place benefit?

Our domain will become a watery wonderland that delights the families of Te Kauwhata and districts. The community will come together to celebrate our children and whaanau.

Who else in the community is involved in the project?

The event is a huge community collaboration involving volunteers from Community House (Producers), Toi Ako (Art Station and Games), TK Fire Service (Water Slides and Foam), TK Lions (BBQs & Parking), TK Community Patrol (Volunteers / Supervision), TK Playcentre (Pre School Area), TK Scouts (Volunteers), Churches (set up/clean up), TK Primary (tents) and more. The event has also enjoyed funding support from Te Kauwhata Water Association, TK Lions and Tindall Rural Events. We need many partners to make this happen. We also bring in inflatables from Event Fun. This year's Splash'n Dash also coincides with the 30th Anniversary of the Community House so we are hoping it is bigger and better than ever.

Describe any donated material / resources provided for the event/project:

Wattle Contracting donate polythene for rides, Nelson Lifestyle Services donate barrels, pegs and transport, we try to source sponsors for sausages and iceblocks. These have not been secured for 2026 yet but in previous years Kainga Ora and local businesses. Art supplies have been provided by Toi Ako, tents and bbqs are sourced from the community.

Are you GST registered?

Yes

GST Number:  
065-845-008

Section 3 – Project/Event Costs & Details

PLEASE NOTE: Council generally only partially funds projects/events

<b>Please complete all of the following sections</b>	<b>GST Inclusive Costs</b> (use this column if you are NOT GST registered)	<b>GST Exclusive Costs</b> (use this column if you are GST registered)
<b>What is the total cost of your project/event</b>	\$	<b>\$13000</b>
<b>Existing funds available for the project.</b> (Include any projected income i.e. ticket sales, merchandise etc)	\$	<b>\$2180</b>
<b>Total A</b>		

Only include the Funding being sought from Waikato District Council below:

<b>Project Breakdown (itemised costs of funding being sought)</b>	<b>GST Inclusive Costs</b> (use this column if you are NOT GST registered)	<b>GST Exclusive Costs</b> (use this column if you are GST registered)
Contribution to hire of inflatables	\$	<b>\$900</b>
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total Funds being sought from WDC</b>	\$	<b>\$900</b>
<b>Total B</b>		

Funding been sought from other funders?



Yes

If 'Yes' please list the funding organisation(s) and the amount of funding sought,

Kainga Ora - lodged but unconfirmed	\$	\$ 2500
TK Water Association - confirmed	\$	\$ 3500
TK Lions - confirmed	\$	\$ 1000
Tindall Rural Fund - lodged but unconfirmed	\$	\$ 500
<b>Total Funds being sought from other funders</b>		
<b>Total C</b>	\$	\$ 7500

I certify that the funding information provided in this application is correct.

Yes

Name
Quote QU0420.pdf 
Performance Statement 2025.pdf
Splash n Dash Project Budget.pdf 

**Children's Day: Splash'n Dash 2026**

Suggested Date	Sunday 1 March
Duration	10am to 2pm
Venue	Te Kauwhata Domain
History	Held successfully for over a decade
Estimated attendance	600-800ish
Activity	Water slides, inflatables, team games, art station, preschool area, foaming, music
Age	Whaanau friendly
Attendance Fee	All FREE

Expenses	Amount	Hours	Total	Notes
Domain Site Fee	500	1	500	WDC seeking \$4500 bond, in negotiation
Event planning	40	30	1200	Pre & post liaison with council, talent, volunteers, suppliers, community. Marketing & comms.
Event Director	30	8	240	Event day set up, leadership, pack up
Art Station Lead	30	8	240	Event day set up, leadership, pack up
Event volunteers	0	80	0	Fire service, playcentre & play group, Lions, others supervising children and activities, serving food
First Aid	0	1	0	Donated by TK Health
Inflatables	6930	1	6930	Event Fun quote
Food - sausage sizzle	1600	1	1600	
Treat - Iceblocks or calciyum	1	600	600	
Team games reqipment & prizes	500	1	500	
Foam	140	1	140	For fire services spray
Polythene	500	1	500	Donated by Wattle Contracting
Miscellaneous	200	1	200	
Art Station materials	300	1	300	
Promotional Materials	50	1	50	Printing of posters etc
<b>Total Expenses</b>			<b>13000</b>	
Income	Amount	Hours	Total	
Lions Club	1000	1	1000	Secured
Tindall Rural	500	1	500	Awaiting round
TK Water Association	3500	1	3500	Secured
TKCC	900	1	900	Under consideration
Kainga Ora	2500	1	2500	Under consideration
Fundraising	1000	1	1000	
Treat - calciyum	600	1	600	Declined by Fonterra
Food - sausages	800	1	800	To approach Cobb Vantress
Event planning	40	30	1200	Staffed internally
Event Director	30	8	240	Staffed internally
Art Station Lead	30	8	240	Staffed internally
Polythene Sponsorship	500	1	500	Wattle Contracting
<b>Total Income</b>			<b>12980</b>	
<b>Shortfall</b>			<b>-20</b>	



# QUOTE

Te Kauwhata Community House  
 1 Waerenga Road  
 Te Kauwhata  
 Te Kauwhata 3710  
 NEW ZEALAND

**Date**  
 13 Aug 2025

**Expiry**  
 12 Sep 2025

**Quote Number**  
 QU-0420

**Reference**  
 20th October 2024

Fun Solutions  
 PO BOX 5677  
 Hamilton  
 0508 4283386  
 0274383687

Description	Quantity	Unit Price	Amount NZD
Dunk Tank With Operator	1.00	550.00	550.00
Ultimate Obstacle Course With Operator.	1.00	1,800.00	1,800.00
Tiger Combo	1.00	450.00	450.00
Generators	2.00	250.00	500.00
Delivery Costs per vehicle	2.00	90.00	180.00
Vertical Bungy With Operator	1.00	1,800.00	1,800.00
Ninja Wall with Operator	1.00	1,650.00	1,650.00
Event Date: 1st March 2026 Event Adress: Te Kauwhata Domain Event Start: 10am - 2pm - set up by 7.30 Event Contact - Lauren 021 222 5682			
			Subtotal 6,930.00
			TOTAL NO GST 0.00
			<b>TOTAL NZD 6,930.00</b>

<b>To</b>	<b>Te Kauwhata Community Committee</b>
<b>Report title</b>	<b>Schedule of Meetings 2026</b>
Date:	Friday, 14 November 2025
Report Author:	Elizabeth Saunders, Senior Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

## **1. Purpose of the report**

### **Te Take moo te puurongo**

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The purpose of this report is to seek the Committee’s approval to a proposed schedule of meetings for 2026.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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The Te Kauwhata Community Committee agreed to a meeting schedule whereby the Committee meets on a monthly basis, rather than a six-weekly meeting cycle (which aligned with the Council schedule of meetings). No Committee meetings are held in January April, July or October.

This meeting cycle will enable staff to have sufficient time between meetings to address actions and fully report back to the next Committee meeting.

Following confirmation of availability of Committee members in 2026 it is proposed to meet from 7:00pm on the following dates:

- Wednesday, 4 February 2026,
  - Wednesday, 4 March 2026,
  - Wednesday, 6 May 2026,
  - Wednesday, 3 June 2026,
  - Wednesday, 5 August 2026,
  - Wednesday, 2 September 2026,
  - Wednesday, 4 November 2026, and
  - Wednesday, 2 December 2026.
-

If approved, staff will arrange for meeting invitations to be circulated to Committee members and other stakeholders.

### **3. Staff recommendations**

#### **Tuutohu-aa-kaimahi**

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**THAT the Te Kauwhata Community Committee approves the schedule of Committee meetings for 2026 as follows:**

- **Wednesday, 4 February 2026,**
- **Wednesday, 4 March 2026,**
- **Wednesday, 6 May 2026,**
- **Wednesday, 3 June 2026,**
- **Wednesday, 5 August 2026,**
- **Wednesday, 2 September 2026,**
- **Wednesday, 4 November 2026, and**
- **Wednesday, 2 December 2026.**

**noting that each meeting will be scheduled to commence at 7.00pm.**

### **4. Attachments**

#### **Ngaa taapirihanga**

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Nil

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