

Agenda for a meeting of the Meremere Community Committee to be held in the Meremere Community Hall, Heather Green Ave, Meremere on **THURSDAY, 1 APRIL 2021** commencing at **7.00pm**.

- 1. APOLOGIES AND LEAVE OF ABSENCE**
- 2. CONFIRMATION OF STATUS OF AGENDA**
- 3. DISCLOSURES OF INTEREST** 2
- 4. CONFIRMATION OF MINUTES** 4  
 Meeting held on Thursday, 10 December 2020
- 5. REPORTS**
  - 5.1. Meremere Works & Issues Report – 18 February 2021 10
  - 5.2. Councillor’s Report *Verbal*
  - 5.3. Discretionary Fund Report to 22 March 2021 25
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- 6. GENERAL BUSINESS**

GJ Ion  
**CHIEF EXECUTIVE**

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**Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	25 March 2021
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0303
<b>Report Title</b>	Register of Interests

**1. EXECUTIVE SUMMARY**

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A copy of the Register of Interests is attached for the Committee's information. The register will be updated following receipt of information during the year.

**2. RECOMMENDATION**

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**THAT the report from the Chief Executive be received.**

**3. ATTACHMENTS**

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Register of Interests – Meremere Community Committee

Register of Elected Members Interests - Meremere Community Committee

Name	Community Committee	Financial Interests <i>Please refer to Statement Reference here.</i>		Non - Financial Interests								
		1 to 6	With the exception of	Companies		Employment	Other Organisations		Property	Gifts (received since 21 October 2019)	Payments for activities and services (since 21 October 2019)	Debts
				Director/Manager	Financial Interests		Trustee/Beneficiary	Governing Body				
Jim Katu	Meremere	No	N/A	N/A	N/A	N/A	N/A	N/A	1x Meremere (Owner)	N/A	N/A	N/A
James Harman	Meremere	No	N/A	N/A	N/A	N/A	N/A	• Meremere Development Committee incorporated (Chairman) Received community funding	x1 Meremere (Owner)	N/A	N/A	N/A
Melysa Tapiata	Meremere											
Lauren Horsfall	Meremere	No	N/A	N/A	N/A	N/A	N/A	• Meremere Community Development Committee (Find funding for events & programs run in Meremere) <i>Funding: Christmas events in past.</i>	x1 Meremere (Owner)	N/A	N/A	N/A
Cecilia Heta	Meremere	No	N/A	N/A	N/A	N/A	N/A	Meremere Hall Committee (member)	N/A	\$500 gift card each to Cecilia Heta, Trish van der Wende and Okeroa Rogers, all members of the MMCC Hall Committee, on behalf of MMCC, as resolved by email resolution (MMCC2002/04)	N/A	N/A
Ben Brown	Meremere	No	N/A	• Decal Ltd (Director)	N/A	N/A	N/A	• Meremere Development Committee (Secretary)	1x Meremere (Owner)	N/A		

YELLOW INDICATES THAT THE MEMBER DID NOT SUBMIT A COMPLETED FORM

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### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Gavin Ion Chief Executive or General Manager
<b>Date</b>	8 March 2021
<b>Prepared by</b>	Lynette Wainwright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	GOV0510
<b>Report Title</b>	Confirmation of Minutes

### **1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Meremere Community Committee meeting held on Thursday, 10 December 2020.

### **2. RECOMMENDATION**

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**THAT the minutes of the meeting of the Meremere Community Committee held on Thursday, 10 December 2020 be confirmed as a true and correct record of that meeting.**

### **3. ATTACHMENTS**

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MMCC Minutes - 10 December 2020

**MINUTES** of a meeting of the Meremere Community Committee held at the Meremere Community Hall, Heather Green Avenue, Meremere on **THURSDAY, 10 DECEMBER 2020** commencing at **7.02pm**.

**Present:**

Mr J Katu (Chairperson)  
Mr J Harman (Deputy Chairperson)  
Ms M Tapiata (Secretary)  
Mrs A Dobby  
Mrs C Heta [from 7.34pm]  
Mrs L Horsfall  
Mr B Brown [from 7.34pm]  
Cr J Sedgwick

**Attending:**

Ms F Lusby  
Mrs O Rodgers  
Mr S Toka (Iwi and Community Partnerships Manager)  
Mr M Balloch (Building Quality Manager)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Mr Harman/Mrs Horsfall)**

**THAT** an apology for lateness be received from **Mr Brown, Mrs Heta and Mrs Dobby.**

**CARRIED**

**MMCC2012/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Mrs Horsfall/Mr Harman)**

**THAT** the agenda for a meeting of the Meremere Community Committee held on Thursday, 10 December 2020 be confirmed and all items therein be considered in open meeting;

**AND THAT** all reports be received.

**CARRIED**

**MMCC2012/02**

**DISCLOSURES OF INTEREST**

There were no disclosures of interest.

**CONFIRMATION OF MINUTES**

**Resolved: (Mrs Horsfall/Mr Harman)**

**THAT the minutes of a meeting of Meremere Community Committee held on Thursday, 29 October 2020 be confirmed as a true and correct record of that meeting.**

**CARRIED****MMCC2012/03****REPORTS****Meremere Works & Issues Report – 10 December 2020**

Agenda Item 5.1

The report was received and the following items were discussed:

1. \$35k available for development of the old ambulance building from Council facilities fund. Pavillion has asbestos in it not sure on how much so an assessment of that is needed. Merv suggested if the building is not going to be used then it is best to demolish it.

**ACTION:** Staff to obtain a quote for the demolition of the pavilion and report back to the Committee.

2. Library - Please encourage people to use on Saturdays while trial is happening, review of trial will happen next year. Mel is hosting a creative event on the last Saturday to help encourage users.
3. On Kims to do list, but her workload is huge and she will get to it.
4. The committee has requested 5 of each if possible, to be planted in the orchard behind the hall, the orchard by the tennis pavillion and down by the skatepark.
5. Mel to contact Kim on how many palings needed for the repair on the fence where the mural will be painted - James has volunteered to install palings. Mel to talk to owner of the fence in regards to the mural.
6. To be discussed next year.
7. Micky Graham identified as the kaumatua but he has been busy with a tangi. Jim will send contact details to Merv to arrange a time with Micky directly.
8. 8, 9 is down to Kims workload.

9. Footpath is going to be added to the left side of Naho place.
10. Paul wants to meet with someone from the committee to be shown around all the spots that need to be addressed, Jim will contact Paul and arrange a time to meet.
11. Can all expenditures be put in the Discretionary Fund report not in general business.
12. Financial Commitments - if not going to committ or there are no receipts the committee should make a motion to return the money to the pool. James handed his receipts to Jim and Jim claims to have given to Ange. Mel to ask Ange for receipt that James gave for hoses.

### Councillor's Report

#### Agenda Item 5.2

Cr Sedgwick gave a verbal report on the following matters:

- Changes in recycling - it has been advertised on Facebook, all lids are to be taken off plastic and glass.
- Has anyone noticed the long grass on the verges, mainly on Heather Green,. If privately owned nothing can be done about it.
- CCTV cameras who owns them? We own the hall ones and have full control over them. Jan has put Meremere at the top of the list to receive cameras from the CCTV Trust, the amount is yet to be decided but a person will come out to assess suitability and location of the cameras. Huntly have had 20 installed so it would be less than that. Okeroa asked what about our privacy? Jan said the cameras would only face public pathways, e.g footpaths, roads and parks. Mel asked who has access to the footage? Jan said that the police have created a new app so that when they are alerted they can look on their phone and see the camera footage - whoever is closest would be the one to respond.
- Update on Pa site - Mel advised that they are currently having wananga with Ngati Naho to design the carvings and entrance to the Pa.
- Reminder that the Te Kauwhata A&P show is on Saturday and the Pokeno Christmas Parade on Friday.
- Jan presented a project proposal for the Meremere Street number project. Lauren from Toi Ako te Kauwhata and Mel from Creative Meremere to manage and facilitate the project. Jan has the money for it she asked the committee if they all agree to have this project here, everyone agreed. House numbers will be made for the 150 houses in Meremere. (document will be scanned through on a separate email).
- Okeroa asked Jan what was the update on the developers working at the bottom of the mountain. Jan advised that not sure if they have consent. Mel advised that a new development is happening right next to the Pa and is concerned that it doesn't have proper consent due to the proximity to the Pa. Mel has rung and spoken to council and Jan will follow it up.

**ACTION:** Cr Sedgwick to follow on development and report back to the Committee.

- Te Whakaea asked Jan who owns the rest home because they are not looking after the place and with all the good work we are trying to do in the village we have to do something about them and the state of the place. Jan advised that people can buy

houses and do what they want, not much can be done until they are caught doing something illegal and then it becomes a police issue. The perceived owner (Kelly Robinson) has the title of the land under his sisters name.

Discretionary Fund Report to 9 June 2020

Agenda Item 5.3

**Resolved: (Mrs Horsfall/Mr Harman)**

**THAT the Meremere Community Committee approves the:**

- **Reconnection of power for the Tennis Pavilion (Resolution No. MMCC1703/04/2) be removed from the Discretionary Fund commitments.**
- **Sum of \$200.00 (including GST) for 3 trophies for the youth awards (Resolution No. MMCC2010/05) be returned to the pool.**
- **Purchase of petrol vouchers for \$200 including GST (Resolution No. MMCC1912/03) be returned to the pool.**

**CARRIED**

**MMCC2012/04**

**GENERAL BUSINESS**

The following items were discussed:

- Cecilia reported that she did not go through with the youth prize giving as the trophies were too expensive and she ran out of time. She is planning one for next year with the Te Kauwhata College Principal. Print out handed out of letter of support from the principal. Our committee can contribute to the prize giving next year.
- Mel presented a proposal for the end of year skate event for the skate club and asked if the committee could pay for the t-shirts that are prizes for the club. James advised that the Development Committee meeting is on Tuesday and would put it to them instead of using the discretionary fund.
- Fran said she had a meeting with Tainui Group Holdings. They have made it a priority to block off the walking access to the river outlet so no more children can cross over and go for a swim due to the safety issues surrounding that area. Also they intend on doing a soil sample next week to test for asbestos and heavy metals in the areas surrounding the power station, and the watrecare site.
- Cecilia asked for an update on the school pool. James advised that the Development Committee have meet with school principal and they intend on fixing it but it won't be ready until next summer due to the work required on it and the time constraints.



- The committee was advised that the hall AGM had been postponed until 2021. Concern was raised by members of the committee on the process for calling an AGM.

**ACTION:** Staff to report back to the Committee on the process for calling an AGM.

- Te Whakaea had been doing work at the gym. He is an old resident of Meremere and wants to work with youth. He wants to give back to the community and is a boxing trainer and barber so he can add more value to our community.
- Discussion on Pavillion space. We should demolish the place if we have no intentions of ever using again. The options after that are to extend on the old ambulance building and bring some prefab buildings into the space. Antonio can draw up some designs to present at the next meeting. Mel asked if community consultation should be done before designing - consultation can be done next year. This committee is to do the planning and the development committee is to find the funding.

There being no further business the meeting was declared closed at 8.44pm.

J Katu  
CHAIRPERSON

### **Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Sue O’Gorman General Manager Customer Support
<b>Prepared by:</b>	Mervyn Balloch Building Quality Manager
<b>Date</b>	8 February 2021
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0510
<b>Report Title</b>	Meremere Works & Issues Report – 18 February 2021

### **1. EXECUTIVE SUMMARY**

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To update the Committee and provide information on works and issues raised at previous meetings.

### **2. RECOMMENDATION**

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**THAT the report from the General Manager Customer Support be received.**

### **3. ATTACHMENTS**

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- Works and Issues Report
- The report” New Zealand Agency Proposed Road Safety Changes to Island Block Road/State Highway 1 Intersection” is attached for the Committee’s information. Staff can provide a written response to any questions that may arise.
- Terms of reference for Community Halls FINAL

**Works and Issues Report**

	Issue	Area	Action
1.	<p>A proposal has been presented to reinvigorate the disused Tennis Pavilion. Members of the Committee agreed in principle to look at the proposal but requested that Council provide a report on the state of the Tennis Pavilion for the September meeting before discussing further.</p>	<p>Service Delivery</p>	<p>A request has been made for a detailed report to be undertaken on the building including re-piling, re-wiring / replacement of the power board, a condition assessment on the weatherboard cladding and repainting the interior/ exterior of the building. This report will be available for the October meeting.</p> <p>Costs will also be provided for the re-surfacing of the tennis court and the re-wiring and renewal of the tennis court lighting.</p> <p>Update: Council has had an estimate of \$70 - \$80k to re-pile and upgrade the tennis pavilion building. we require some feedback from the committee as to the appetite to demolish the tennis pavilion building and upgrade the Old Ambulance building to form a multi-functional facility.</p> <p><u>DECEMBER 2020:</u> The report that the Committee refer to above was not completed due to an inspection undertaken by Cushman &amp; Wakefield and advice received from Council building inspectors.</p> <p>Staff have requested seismic and asbestos evaluations to be undertaken on the old ambulance building to ascertain its future life. Reports are expected in December 2020.</p> <p><u>FEBRUARY 2021 - Update:</u> Staff have received the Asbestos report, there are no unexpected concerns regarding asbestos. All asbestos containing products are limited to exterior cladding on the gable ends and soffit linings.</p> <p>A seismic report was requested in November last year, staff are currently following this up.</p>

	Issue	Area	Action
2.	Library to trial swapping a weekday opening for a weekend day.	Brian Cathro	<p>Committed to trial of 4 - 6 weeks duration and currently working on how to resource it. Will work directly with Melissa from the community once we get closer to starting and plan to commence in November. Will continue with updates on Facebook page.</p> <p><u>DECEMBER 2020</u> Recruitment of our new staff is complete Saturday trial is beginning Saturday 5<sup>th</sup> Dec. and will run until Christmas Normal hours resuming from Wednesday 2<sup>nd</sup> Dec. Post was made onto the <b>Meremere Village and surrounding districts</b> Facebook page</p> <p>We will assess how the trial went after Christmas and see what we can learn from it.</p> <p><u>FEBRUARY 2021</u> A trial of Saturday opening has occurred through December 2020. There was very light usage and staff noted that there were not many/any new customers. The customers who came in on Saturday were those who already come during the week.</p>

	Issue	Area	Action
			<p>We can only conclude that the opening hours are not a barrier for customers who want to use the library space. There was no noticeable increase in customers who have not previously visited the library.</p> <p>A follow up online survey was conducted:</p> <ul style="list-style-type: none"> <li>• 21 responded</li> <li>• Approx 50% said they think the current hours are sufficient to meet community needs, 50% did not</li> <li>• Most respondents said they like the additional hours though</li> </ul> <p>Based on the volume of customers and level of change in usage it is difficult to endorse a change in hours at this stage.</p>
3.	Gardens at each entry/exit point at Meremere to be added to the garden maintenance list.	Service Delivery	<p>The gardens will be added into the parks and reserves maintenance contract prior to Christmas.</p> <p><u>FEBRUARY 2021</u> - Update: The gardens have been added to the maintenance schedule.</p>
4.	Council to repair fences surrounding the skatepark.	Service Delivery	<p>Contractor to provide quote for repairs.</p> <p>The contractor is undertaking fence repairs where feasible (replacing palings, repairing wire mesh).</p> <p><u>FEBRUARY 2021</u> - Update: The fences have been repaired where feasible.</p>
5.	Repairs to the water fountain	Service Delivery	<p>Suitability of location and cost to be assessed.</p> <p>This issue has been recorded incorrectly. There is no existing water fountain, the community would like one installed.</p>

	Issue	Area	Action
			<p>Suitability of location and cost to be assessed before the end of year.</p> <p><u>FEBRUARY 2021</u> - Update: The contractor has been asked to provide a quote for installation.</p>
6.	Bush behind the basketball courts would be cleaned up.	Service Delivery	<p>Kaumatua approval required. Work to be programmed for next April, weather dependent.</p> <p>Staff are waiting for the Committee to advise Kaumatua for Open Spaces to liaise with.</p> <p>Chair to advise who the Kaumatua will be at next meeting.</p>
7.	Garden at the front of the Meremere Hall would be added to the maintenance list.	Service Delivery	<p>The gardens will be added into the parks and reserves maintenance contract prior to Christmas.</p> <p><u>FEBRUARY 2021</u> - Update: The gardens have been added to the maintenance schedule.</p>
8.	Steps to be added to the front of the Meremere Hall to enable easier access.	Service Delivery	<p>Suitability of location to be reassessed, this was considered during construction of car park but did not go ahead.</p> <p>Reassessment to be undertaken before the end of the year.</p> <p><u>FEBRUARY 2021</u> - Update: Reassessment is still to be undertaken.</p>
9.	The footpaths where the water meters were put in have sunk and need to be looked at	Service Delivery	<p>Staff have been out and had a look at watermain renewal sites from recent years as well as adjacent streets but did not identify any sunken footpaths. Staff would be happy to meet with the Meremere Community Committee member to identify the problem areas and arrange for any repairs needed.</p>

	Issue	Area	Action
			<p>Contact Paul McPherson, Community Projects Manager, 027 404 1686 or email <a href="mailto:paul.mcpherson@waidc.govt.nz">paul.mcpherson@waidc.govt.nz</a>.</p> <p>Chair to update at next meeting.</p> <p><b><u>FEBRUARY 2021</u></b></p> <p>Staff met with Jim Katu in Meremere. The problem sites were visited and discussed, and two service requests were lodged with WDC water maintenance staff (Watercare) for footpath repairs required at 57 and 89 Te Pua Avenue. These have since been repaired (on 21 December).</p> <p>Another two service requests were lodged with the WDC Roding Maintenance team for faults at 1 Te Pua Avenue and at 18 Kohekohe Crescent. These are still scheduled for repair (as of 14 January).</p>
10.	Staff to report back to the Committee on the process for calling an AGM for the Meremere Hall	Service Delivery	Hall committee to email <a href="mailto:samantha.baker@waidc.govt.nz">samantha.baker@waidc.govt.nz</a> details of when an AGM is to take place, council will do an advertisement in relevant publications at least 14 days before the meeting.

### Open Meeting

<b>To</b>	Infrastructure Committee
<b>From</b>	Roger MacCulloch General Manager Service Delivery
<b>Date</b>	10 February 2021
<b>Prepared by</b>	Gareth Bellamy Senior Transportation Engineer
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	INF2021 / 2996225
<b>Report Title</b>	New Zealand Transport Agency Proposed Road Safety changes to Island Block Road /State Highway 1 Intersection

## 1. EXECUTIVE SUMMARY

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The purpose of this report is to seek Council's support as a key stake holder for Waka Kotahi's proposal to make safety improvements to the Island Block Road Intersection.

## 2. RECOMMENDATION

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**THAT** the report of the **General Manager Service Delivery** be received;

**AND THAT** the **Infrastructure Committee** supports **Waka Kotahi's** proposal to change the **Island Block Road/State Highway 1** intersection to a left in, left out movement (**LILO**), and interim changes such as improved signage and markings while the process is ongoing.

## 3. BACKGROUND

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The intersection of Island Block Road has an ongoing significant crash history, predominantly caused by right turning vehicles failing to give way while exiting and entering Island Block Road.



There have been 10 reported crashes associated with the intersection in the past 5 years. Five involved right turn against right side, three of these resulted in serious injuries, the remaining two resulted in minor injuries.

<b>Crash Severity</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>Grand Total</b>
Minor Crash		2		1	3
Non-Injury Crash		3		1	4
Serious Crash	1	1	1		3
<b>Grand Total</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>10</b>

Council staff have been working with Waka Kotahi and believe the proposed changes will reduce death and serious harm at a high-risk intersection. New Zealand Police have also provided support for the changes.

#### **4. PROPOSAL**

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Waka Kotahi proposes to change the intersection to a left in, left out movement (LILO), and interim changes such as improved signage and markings while the process is ongoing.

The effect of these changes is that traffic travelling on Island Block Road wishing to access SH1 will be required to access via Meremere and adjoin SH1 at the Mercer Intersection. The same applies to vehicles wishing to turn right on to Island Block Road from SH1.

Traffic utilising Island Block Road are from rural areas to the north and east of Te Kauwhata local as an alternative route to the Te Kauwhata Interchange. Island Block Road is somewhat described as a 'back road' route to adjoin SH1.

Waka Kotahi have completed a short report (memo) which is attached to this report (Attachment 1).

#### **5. CONSIDERATION**

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##### **5.1 FINANCIAL**

It is not envisaged that the changes proposed by Waka Kotahi will require any funding over that which is currently provided in operational budgets.

Identification of additional safety improvements required on the local road will have a very minor cost implication but will be covered by existing budget.

##### **5.2 LEGAL**

Waka Kotahi will be required to follow (closure/restrictions) requirements set out in Transport (Vehicular Traffic Road Closure) Regulations 1965. Waka Kotahi must still consider the views of interested or affected persons.

At the time of writing, Waka Kotahi are only seeking key stake holder support.

## **6. CONCLUSION**

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Council staff support the proposed improvements which will reduce the risk of death and serious injury. The impact of traffic needing to make a minor detour is considered minimal when compared to the crash risk reduction benefits.

## **7. ATTACHMENTS**

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WWN NOC Safety Initiative Memo

COPY

# TERMS OF REFERENCE

## Management of Halls

### HALL COMMITTEES

Halls in the Waikato District are managed by locally elected Hall Committees. The following provisions shall apply to the management of all halls in the Waikato District not managed directly by Council.

#### 1. Composition of Hall Committee

It is recommended that the number of members of the Committee shall be:

- (a) Not less than 5, or no more than 10, members elected at a public meeting. This number excludes any Council appointed representative. Notwithstanding the above, a quorum of at least 3 members is required.

#### 2. Annual General Meeting of Hall Committee

Annually, the Committee will from its members elect:

- (a) a Chairperson
- (b) a Secretary
- (c) a Treasurer

#### 3. Duties of Hall Committee

Each hall will be administered by the Committee as an advisory committee in liaison with Council's Cemetery and Halls Officer. That is, the Committee will be responsible for the day to day operations of the hall.

The Committee shall arrange maintenance and improvement works for approved budgeted works.

All contracted work for halls must comply with Council's Procurement Policy. All contractors must also be registered on Council's approved Zero Harm Register prior to any works being undertaken or contract being entered into.

#### **The Hall Committee:**

- (a) Will represent the local community in respect of a particular hall.
- (b) Must manage the bookings for the hall by regular and casual users, and collect and bank income received in accordance with Council's requirements.
- (c) Must arrange for its hall to be kept clean, tidy and adequately maintained.
- (d) Must arrange for the surrounding grounds of its hall to be regularly and properly maintained.

- (e) In the case of any land or building that is not maintained under the Council maintenance contracts, the Committee will be responsible for ensuring that:
- i. Fences are kept in good order;
  - ii. Grass is mown;
  - iii. Buildings are cared for;
  - iv. Car parks are maintained;
  - v. Organised sports bodies which use the grounds contribute a reasonable sum to provide for the cost of maintenance;
  - vi. Where the land is not being used by the public and is suitable for grazing, may recommend to the Council's Cemetery and Halls Officer that the land be let or leased for such purpose. The contract arrangements for any such lease, once approved, are the responsibility of the Council.
- (f) For significant works (over \$5,000), prior to entering into contracts the Chairman must contact the Cemetery and Halls Officer to discuss the project to ensure Council's Procurement and Zero Harm Policies have been complied with prior to any works being approved.
- (g) Will be responsible for controlling the use of the hall by any club, sports body or any other person using the premises.
- (h) Must ensure that "Conditions of Hall Hire" are adhered to by the users of the hall and may make such recommendations to the Council from time to time, in this regard.
- (i) Will be responsible for the security of the hall at all times.
- (j) It is recommended that all Committees are incorporated under the Incorporated Societies Act 1908.
- (k) Must consult with Council's Cemetery and Halls Officer on matters relating to the management of the hall, giving effect to any policies applying to the management of the hall.
- (l) Will not take out a loan without the prior written approval of Council.
- (m) Must be GST registered if they are likely to receive income of \$60,000pa or more.

#### 4. **Reporting**

The Committee must submit accounts to Council annually. Accounts must be reviewed by an independent person with suitable accounting knowledge.

Where a Hall Committee has annual income from Council of over \$20,000 the Committee must submit audited accounts every 3 years.

Accounts must be submitted within four months of the end of Council's financial year (being 30 June).

It is required that Hall Committees align their financial years to coincide with Council's. Council's financial year is 1 July – 30 June.

## **5. Duties of Secretary**

The Secretary shall:

- (a) Advise the Cemetery and Halls Officer of the name and contact details of the officers of the Committee as soon as they are elected, but not later than 1 month from the date of the AGM.
- (b) Record the minutes of all meetings of the Committee.

## **6. Duties of Treasurer**

The Treasurer shall:

- (a) Ensure that the annual expenditure for the halls does not exceed the estimated income and funds in hand unless prior approval is given by the Council.
- (b) A separate bank account must be set up and a minimum of two signatories for cheques are approved at the Annual General Meeting (AGM) and advised to Council within one month of the AGM. To facilitate internet banking two persons must be able to log into the account online. A set limit must be in place for larger payments to be approved by the Committee. This should be included in the AGM minutes.
- (c) Record all bookings showing the name and address of the hirer and the amount charged. It is recommended that this be done electronically where possible.
- (d) Deposit all monies received into the Committee bank account and record details in an appropriate manner (for example, deposit book, invoice book or in computerised cash book).
- (e) Report at each Committee meeting details of the Hall Committees financial position, including:
  - all income received and expenditure for the period
  - details of any assets disposed of or purchased during that period
- (f) Ensure that fees and charges are appropriately set and collected. A copy of the AGM minutes must be forwarded to Council for information purposes only.

## **7. Other Duties**

- (a) All records including correspondence, invoices etc. must be maintained at all times.
- (b) The Committee has no power to dispose of assets (with a cost greater than \$2,000) without agreement from Council's Cemetery and Halls Officer, in line with Council's Delegations Register.
- (c) The Committee shall submit to the Cemetery and Halls Officer for approval all proposals for major (over \$10,000) renovations, improvements and additions other than ordinary maintenance, together with a plan for financing the proposals. Plans and specifications must be submitted to the Cemetery and Halls Officer where appropriate.
- (d) The Committee shall ensure that the contents of the buildings are adequately insured. If the Hall building is owned by the Community (not Council) the Committee should also insure the Hall

building. Where there is any doubt the Committee should liaise with the Cemetery and Halls Officer.

- (e) The Committee shall be responsible for the implementation of health and safety and emergency procedures.
- (f) In extraordinary circumstances, the Committee may recommend that the targeted rate levied per property be adjusted. Such recommendation must be requested by the Committee, and must reach the Council prior to 30 September each year. These recommendations must be included in the AGM minutes. Please note that recommended changes to targeted rates are subject to consultation with affected parties and approval by Council.

## **8. Other Matters**

The Hall Committee shall meet a minimum of two times each year, with Council's Cemetery and Halls Officer being invited to the AGM.

Except for extraordinary reasons, (which in all cases will be formally recorded in the minutes of the meeting) meetings of the Committee shall be held in a recognised place of public assembly, preferably a public hall.

Any disputes arising between Committee members must be referred in the first instance to the Cemetery and Halls Officer.

All correspondence from the Committee to the Council should be addressed to the Cemetery and Halls Officer.

The Cemetery and Halls Officer will send any correspondence to the Secretary of the Committee.

## **9. Duties of Council**

- (a) Council will provide each year the estimated income from rates for the next financial year, as part of the Long Term/Annual Plan.
- (b) Council will levy and collect hall rates and forward these to the Committee on or after the 20<sup>th</sup> of October, February and June of each rating year.
- (c) It is intended that the targeted rate levied per property will be set at each Long Term Plan. Council may amend the targeted rate on recommendation by the Committee as outlined in clause 7(f).
- (d) If owned by Council, or if otherwise required due to historical reasons, Council will insure hall buildings through Council's insurer. The premium will be deducted from the rates instalment monies payable to the Committee. Any insurance claims must be made through the Council.
- (e) Council's Cemetery and Halls Officer is the point of contact for all Hall Committees with regards to any issues related to the management of the halls.

## **10. Definitions**

"Council" means the Waikato District Council.

“Cemetery and Halls Officer” means the Cemetery and Halls Officer of the Council for the time being, his/her deputy or any person appointed specially or generally by the Council to perform the duties.

“Financial Year” means 1 July to 30 June.

“Hall” includes the hall building and associated land or reserve

“Owned by Council” includes property vested in Council

“Public Notice” means a notice published in some newspaper circulating in the district, or where there is no such newspaper in general circulation, means a notice on printed placards and exhibited in public places in the District.

## **II. Terms of Reference**

These Terms of Reference have been prepared with reference to relevant Council Policies and Procedures. In particular, with Council’s Delegations Register, which refers to this Terms of Reference.

**Appendix One****Halls (receiving Targeted Rate income) Covered by these Terms of Reference**

- Aka Aka Hall
- Eureka Hall
- Glen Murray Hall
- Gordonton District Hall
- Horsham Downs Hall
- Kariaotahi Hall
- Mangatangi Hall
- Mangatawhiri Hall
- Maramarua Hall
- Matangi Hall
- Meremere Hall
- Naike Hall
- Ohinewai Hall
- Opuatia Hall
- Orini Hall
- Otua Hall
- Pokeno Hall
- Port Waikato Hall
- Pukekawa Hall
- Puketaha Hall
- Raglan Hall
- Ruawaro Hall
- Tamahere Hall
- Taupiri Settlers Hall
- Tauwhare Hall
- Te Akau Hall
- Te Hoe Hall
- Te Kohanga Hall
- Te Kowhai Hall
- Te Mata Hall
- Waikaretu Hall
- Whangarata Hall
- Whitikahu Hall



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**Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Alison Diaz Chief Financial Officer
<b>Date</b>	22 March 2021
<b>Prepared by</b>	Julie Kelly Support Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0510
<b>Report Title</b>	Discretionary Fund Report to 22 March 2021

**1. EXECUTIVE SUMMARY**

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To update the Committee on the Discretionary Fund Report to 22 March 2021.

**2. RECOMMENDATION**

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**THAT** the report from the Chief Financial Officer be received.

**3. ATTACHMENTS**

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Discretionary Fund Report to 22 March 2021

<b>MEREMERE COMMUNITY COMMITTEE DISCRETIONARY FUND REPORT 2020/21 (July 2020 - June 2021)</b>
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<b>As at Date: 22-Mar-2021</b>
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	GL	1.209.1704
<b>2020/21 Annual Plan (including Salaries)</b>		1,550.00
<b>Carry forward from 2019/20</b>		15,247.00
<b>Total Funding</b>		<u><u>16,797.00</u></u>
<b>Income</b>		
<b>Total Income</b>		<u><u>-</u></u>
<b>Expenditure</b>		
01-Sep-20     Payment to A Plus Security for CCTV maintenance at the Meremere Library     MMCC2010/04		2,050.00
<b>Total Expenditure</b>		<u><u>2,050.00</u></u>
<b>Net Funding Remaining (Excluding commitments)</b>		<u><u>14,747.00</u></u>
<b>Commitments</b>		
08-Aug-19     Purchase of a gift for Mr Creed in acknowledgment of his services to the community     MMCC1906/04		200.00
17-Sep-20     Reimburse Mr James Harmen for the amount of \$69.96 including GST, for the purchase of two new 30 metre hoses and attachments from Mitre 10 MEGA Hamilton for the Committees water blaster.     MMCC2009/04		69.96
29-Oct-20     Meremere Community Committee commits the sum of \$1,500.00 (including GST) for the purchase of a laptop for the Committee.     MMCC2010/06		1,304.35
<b>Total Commitments</b>		<u><u>1,574.31</u></u>
<b>Net Funding Remaining (Including commitments)</b>		<u><u>13,172.69</u></u>

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**Open Meeting**

<b>To</b>	Meremere Community Committee
<b>From</b>	Tony Whittaker Chief Operating Officer
<b>Date</b>	8 March 2021
<b>Prepared by</b>	Sharlene Jenkins Executive Assistant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0510
<b>Report Title</b>	Year to Date Service Request Report

**1. EXECUTIVE SUMMARY**

---

To update the Committee on the Year to Date Service Request Report to 31 December 2020.

**2. RECOMMENDATION**

---

**THAT** the report from the Chief Operating Officer be received.

**3. ATTACHMENTS**

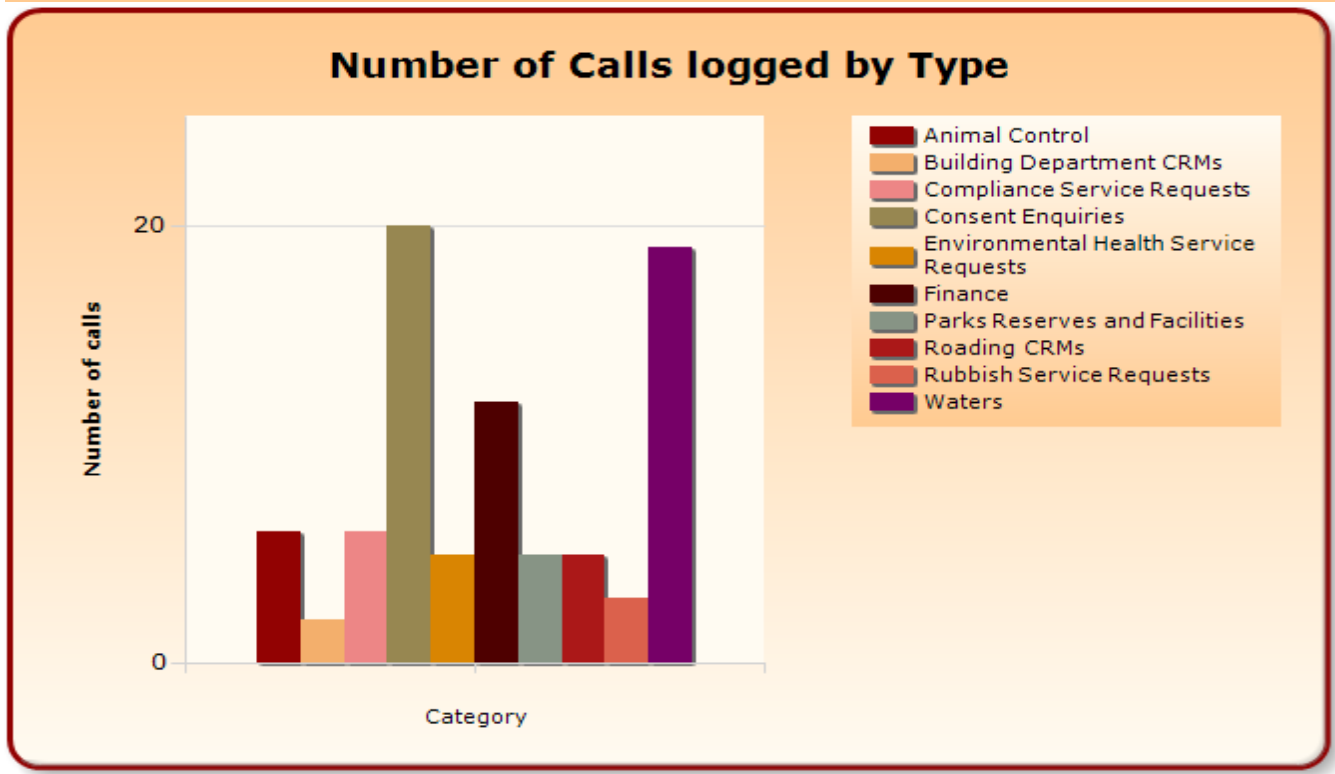
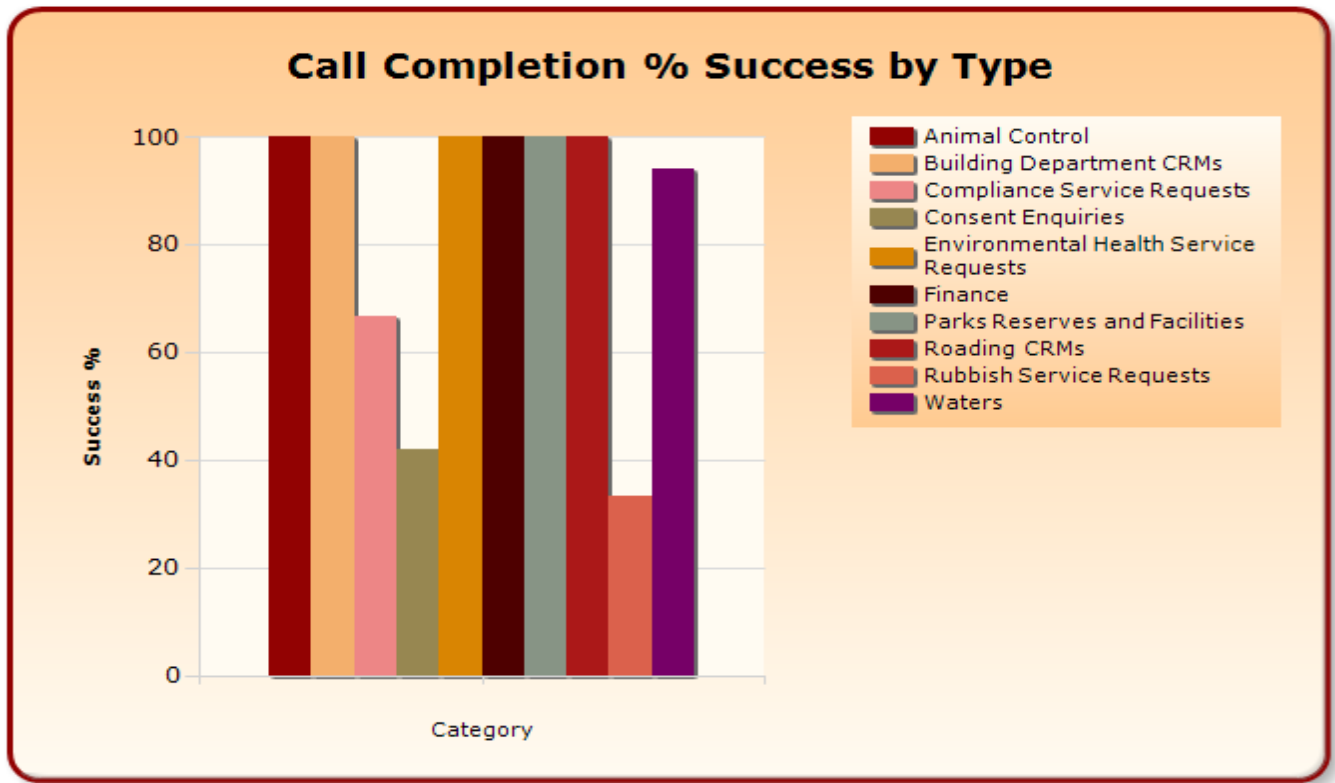
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Year to Date Service Request Report for Meremere Community Committee

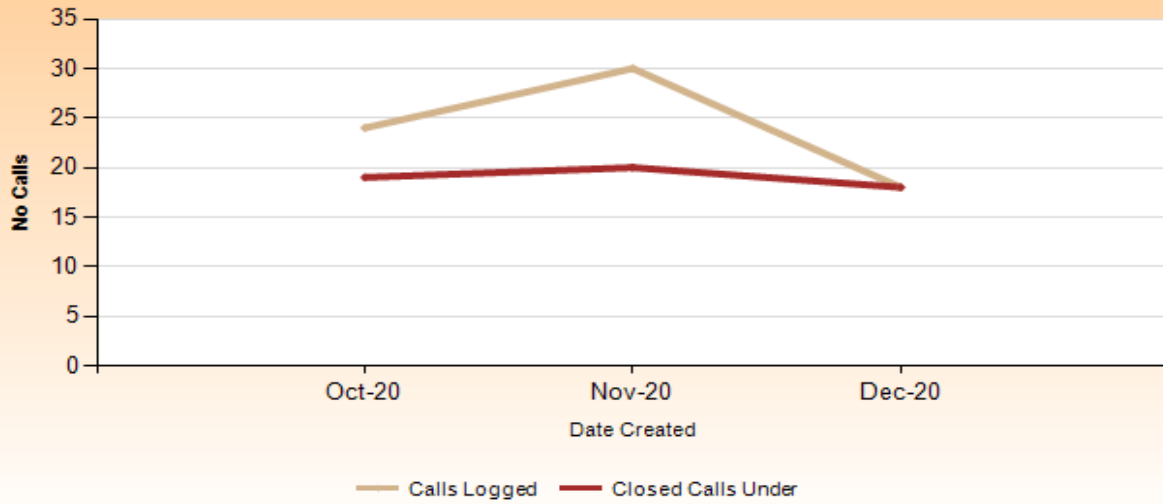
Date Range: 01/10/2020 to 31/12/2020

The success rate excludes Open Calls as outcome is not yet known.

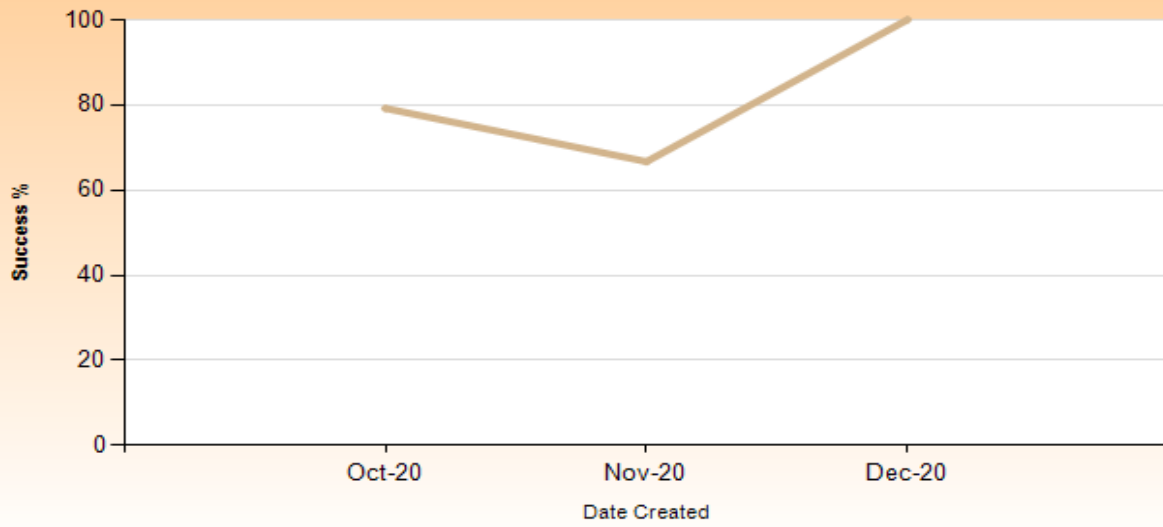
1/12/2021 11:51:00 AM



### Volume of Calls Closed vs Calls Closed in Time



### Completion Success per month



			Open		Closed		
<b>Closed Calls</b> are those calls logged during the time period that are now closed.	<b>Open Calls</b> are all the calls open and may have been logged at any time.	<b>Number of Calls</b>	<b>Open Calls Over</b>	<b>Open Calls Under</b>	<b>Closed Calls Over</b>	<b>Closed Calls Under</b>	<b>Success Rate</b>
<b>Animal Control</b>							
	<b>Summary</b>	<b>6</b>		<b>2</b>		<b>4</b>	<b>100.00%</b>
	Animal Charges	1				1	100.00%
	Dog Surrender	1				1	100.00%
	Dog/Animal Missing	2		2			0%
	Dogs Aggression - Historic	1				1	100.00%
	Dogs Barking Nuisance	1				1	100.00%
<b>Building Department CRMs</b>							
	<b>Summary</b>	<b>2</b>				<b>2</b>	<b>100.00%</b>
	Building near any Pipe/Infrastructure may req CCTV	1				1	100.00%
	PEO General Enquiry	1				1	100.00%
<b>Compliance Service Requests</b>							
	<b>Summary</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>66.67%</b>
	Compliance - Unauthorised Activity	6	1	2	1	2	66.67%
<b>Consent Enquiries</b>							
	<b>Summary</b>	<b>20</b>		<b>1</b>	<b>11</b>	<b>8</b>	<b>42.11%</b>
	Planning Process	1			1		0%
	Property Information Request	5			4	1	20.00%
	Zoning and District Plan Enquiries	14		1	6	7	53.85%
<b>Environmental Health Service Requests</b>							
	<b>Summary</b>	<b>5</b>	<b>1</b>			<b>4</b>	<b>100.00%</b>
	Noise complaints straight to contractor	5	1			4	100.00%
<b>Finance</b>							
	<b>Summary</b>	<b>12</b>				<b>12</b>	<b>100.00%</b>
	Rates query	12				12	100.00%
<b>Parks Reserves and Facilities</b>							
	<b>Summary</b>	<b>5</b>				<b>5</b>	<b>100.00%</b>
	Parks & Reserves - Buildings	1				1	100.00%
	Parks & Reserves - Reserve Issues	4				4	100.00%
<b>Roading CRMs</b>							
	<b>Summary</b>	<b>5</b>		<b>2</b>		<b>3</b>	<b>100.00%</b>
	New Vehicle Entrance Request	1		1			0%
	Request 4 new street light path sign etc	2		1		1	100.00%
	Road Marking Sign & Barrier Maint Marker Posts	1				1	100.00%
	Roading Work Assessment Required - OnSite 5WD	1				1	100.00%
<b>Rubbish Service Requests</b>							
	<b>Summary</b>	<b>3</b>			<b>2</b>	<b>1</b>	<b>33.33%</b>
	Abandoned Vehicle	1			1		0%
	Illegal Rubbish Dumping	2			1	1	50.00%

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<b>Waters</b>							
	<b>Summary</b>	<b>19</b>		<b>2</b>	<b>1</b>	<b>16</b>	<b>94.12%</b>
	3 Waters Enquiry	5				5	100.00%
	Drinking water billing	1				1	100.00%
	Drinking Water Final Meter Read	7		1	1	5	83.33%
	Drinking Water minor leak	1				1	100.00%
	Drinking Water Quantity/Pressure	2				2	100.00%
	New Drinking Storm Waste water connections	1				1	100.00%
	Stormwater Blocked pipe	1		1			0%
	Wastewater Overflow or Blocked Pipe	1				1	100.00%
<b>Total</b>		<b>83</b>	<b>2</b>	<b>9</b>	<b>15</b>	<b>57</b>	<b>79.17%</b>