

MINUTES of the Triennial Meeting of the Raglan Community Board held in the Supper Room, Town Hall, Bow Street, Raglan on **TUESDAY 8 NOVEMBER 2016** commencing at **2.01pm**.

Present:

Mr R MacLeod (Chairperson)
Cr L Thomson
Mr PJ Haworth
Mrs R Kereopa
Mr A Oosten
Mrs G Parson
Mr A Vink

Attending:

Mr AM Sanson (His Worship the Mayor)
Mr GJ Ion (Chief Executive)
Mr TG Whittaker (General Manager Strategy & Support)
Mrs R Gray (Council Support Manager)
Mrs L van den Bemd (Community Development Officer)
Mrs I Huirama (Team Administrator)
Mr D De Ruysscher (Raglan Mountain Bike Club)
Mrs J Penn (Whaingaroa Environment Centre)
Mr C Young (Raglan Lions Club)
Mr R Gemmell (Raglan Community Arts Council)
Mrs S Prinz (Raglan Community Arts Council)
Mr R Gallagher (Raglan Community Arts Council)
Mr D Hannah (Raglan Chamber of Commerce)
16 Members of the public

The Chief Executive opened the meeting and welcomed Community Board Members to the meeting. He explained that as this was the first triennial meeting of the Board following the 2016 Elections, he would Chair the meeting until agenda item 11 where members would appoint a new Chairperson. Once he had undertaken those duties he would hand over to the new chairperson.

DECLARATION BY MEMBERS' PURSUANT TO SCHEDULE 7 CLAUSE 14 OF THE LOCAL GOVERNMENT ACTS 2002

Agenda Item 1

Members made and signed their declarations in accordance with Schedule 7 Clause 14 of the Local Government Act 2002.

APOLOGIES AND LEAVE OF ABSENCE

Agenda Item 2

There were no apologies.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Agenda Item 3

Resolved: (Cr Thomson/Mr MacLeod)

THAT the agenda for the triennial meeting of the Raglan Community Board held on Tuesday 8 November 2016 be confirmed and all items therein be considered in open meeting;

AND THAT the Board resolves that the following item be added to the agenda as a matter of urgency as advised by the Chief Executive:

- Inspiring Communities/LGNZ Workshop;

AND FURTHER THAT the Board resolves that the following item be withdrawn from the agenda:

- Item No 12.8 [*Appointment for Funding – ZU Entertainment Ltd*].

CARRIED on the voices

RCBI611/01

DISCLOSURES OF INTEREST

Agenda Item 4

Mr MacLeod advised members of the Board that he would declare a non financial conflict of interest in item 12.5 [*Application for Funding – Raglan Lions Club*].

Cr Thomson advised members of the Board that she would declare a non financial conflict of interest in item 12.3 [*Application for Funding – Raglan Mountain Bike Club*] and item 12.6 [*Application for Funding – Raglan Chamber of Commerce*].

STATUTORY REQUIREMENTS

Agenda Item 5

Resolved: (Mr MacLeod/Mr Haworth)

THAT the report from the Chief Executive be received;

AND THAT the Raglan Community Board acknowledge the report as a general explanation of the statutory requirements under schedule 7 clause 21 of the Local Government Act 2002.

CARRIED on the voices

RCBI611/02

STANDING ORDERS FOR MEETINGS OF LOCAL AUTHORITIES AND COMMUNITY BOARDS

Agenda Item 6

Resolved: (Cr Thomson/Mr MacLeod)

THAT the report from the Chief Executive be received;

AND THAT the Raglan Community Board cease conducting its meetings under the NZ Model Standing Orders NZS 9202:2003 incorporating Amendment No. 1;

AND FURTHER THAT the Raglan Community Board adopt the new Waikato District Council Standing Orders (Community Boards) with the amendment to clause 21.3 Option B, fourth bullet point to read: *'Members can speak to any amendment.'* and conduct its meetings using those Standing Orders.

CARRIED on the voices

RCBI611/03

APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON

Agenda Item 7

Prior to calling for nominations, the Chief Executive clarified that Community Board members and Councillors were eligible to stand for the role of Chairperson and that a member could nominate, second and vote for themselves. He explained that if there was more than one nomination, an election by show of hands would be held.

One nomination was received; Mr MacLeod was nominated by Mr Oosten and seconded by Mrs Kereopa.

Resolved: (Cr Thomson/Mr Haworth)

THAT nominations for the position of Chairperson of the Raglan Community Board be closed.

CARRIED on the voices

RCBI611/04

The Chief Executive duly declared Mr MacLeod elected as Chairperson of the Raglan Community Board.

The Chief Executive then called for nominations for the position of Deputy Chairperson.

One nomination was received; Mrs Parson was nominated by Cr Thomson and seconded by Mr MacLeod.

Resolved: (Mr Oosten/Mrs Kereopa)

THAT nominations for the position of Deputy Chairperson of the Raglan Community Board be closed.

CARRIED on the voices

RCBI611/05

The Chief Executive duly declared Mrs Parson elected as Deputy Chairperson of the Raglan Community Board.

Resolved: (Mr Oosten/Mrs Kereopa)

THAT the report from the Chief Executive be received;

AND THAT Mr MacLeod be appointed Chairperson of the Raglan Community Board;

AND FURTHER THAT Mrs Parson be appointed Deputy Chairperson of the Raglan Community Board.

CARRIED on the voices

RCBI611/06

COMMUNITY COMMITTEE CHARTER

Agenda Item 8

His Worship the Mayor spoke of his expectations of the Board in prioritising up to three projects for completion over the next three to six years. These could be considered at a workshop and focus be given to what can be achieved for the community.

Resolved: (Mr MacLeod/Mrs Parson)

THAT the report from the Chief Executive be received;

AND THAT the Raglan Community Board confirms the Community Committee Charter as attached to the agenda report;

AND FURTHER THAT the charter be customised to include the name of Raglan Community Board.

CARRIED on the voices

RCBI611/07

CODE OF CONDUCT

Agenda Item 9

Resolved: (Mr MacLeod/Mr Vink)

THAT the report from the Chief Executive be received.

CARRIED on the voices

RCBI611/08

USE OF COMMUNITY BOARD AND COMMUNITY COMMITTEE DISCRETIONARY FUNDS

Agenda Item 10

Resolved: (Mr Vink/Mr Haworth)

THAT the report from the Chief Executive be received.

CARRIED on the voices

RCBI611/09

DATE AND TIME OF MEETINGS

Agenda Item 11

Resolved: (Mr MacLeod/Mrs Parson)

THAT the report from the Chief Executive be received;

AND THAT the Raglan Community Board holds its meetings on the second Tuesday of each month commencing at 2.00pm with a Public Forum commencing at 1.30pm prior to each meeting;

AND FURTHER THAT it is suggested no meeting be held in the months of January, April, July and October in line with Council practice.

CARRIED on the voices

RCBI611/10

REPORTS

Discretionary Funding Guidelines

Agenda Item 12.1

Resolved: (Mr MacLeod/Cr Thomson)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

RCBI611/11/1

The Chief Executive vacated the Chair and Mr MacLeod presided.

His Worship the Mayor and the Chief Executive retired from the meeting at 2.54pm.

Discretionary Fund Report to 25 October 2016

Agenda Item 12.2

Resolved: (Mr MacLeod/Mr Oosten)

THAT the report from the General Manager Strategy & Support be received.

CARRIED on the voices

RCB1611/11/2

Application for Funding – Raglan Mountain Bike Club

Agenda Item 12.3

Cr Thomson declared a conflict of interest, withdrew to the gallery and took no part in discussion or voting on this item.

Mr De Ruyscher provided an overview and answered questions of the members. Consideration was to be given for the Community Board logo to be included on the map and entrance sign.

Resolved: (Mr MacLeod/Mr Vink)

THAT the report from the General Manager Strategy & Support be received;

AND THAT an allocation of \$787.75 be made to the Raglan Mountain Bike Club towards the cost of Wainui Reserve mountain bike track maps.

CARRIED on the voices

RCB1611/11/3

Application for Funding – Whaingaroa Environment Centre

Agenda Item 12.4

Mrs Penn provided an overview and answered questions of the members.

Resolved: (Mr Oosten/Mr Haworth)

THAT the report from the General Manager Strategy & Support be received;

THAT an allocation of \$3,137.00 be made to the Whaingaroa Environment Centre towards the cost of Plastic Free Raglan project.

CARRIED on the voices

RCB1611/11/4

As the Chair, Mr MacLeod, declared a conflict of interest in the following item he vacated the chair and the Deputy Chair, Mrs Parson presided for the item.

Application for Funding – Raglan Lions Club
Agenda Item 12.5

Mr MacLeod disclosed a conflict of interest, withdrew to the gallery and took no part in discussion or voting on this item.

Mr Young provided an overview and answered questions of the members.

Resolved: (Mr Haworth/Mrs Kereopa)

THAT the report from the General Manager Strategy & Support be received;

AND THAT an allocation of \$1,775.00 be made to the Raglan Lions Club towards the cost of the 2016 New Year's Eve parade.

CARRIED on the voices

RCB1611/11/5

The Deputy Chair, Mrs Parson, vacated the Chair. Mr MacLeod assumed the Chair and presided for the remainder of the meeting.

Application for Funding – Raglan Community Arts Council
Agenda Item 12.6

Mr Gemmell, Ms S Prinz and Mr Gallagher provided an overview and answered questions of the members.

Resolved: (Mr Vink/Mr MacLeod)

THAT the report from the General Manager Strategy & Support be received;

AND THAT the board supports an allocation of \$2,500 towards the creative space upgrade;

AND FURTHER THAT a further \$5,000 commitment be made to the project subject to funding available from Council.

CARRIED on the voices

RCB1611/11/6

Application for Funding – Raglan Chamber of Commerce
Agenda Item 12.7

Ms Thomson declared a conflict of interest, withdrew to the gallery and took no part in discussion or voting on this item.

Mr Hannah provided an overview and answered questions of the members.

Resolved: (Mr MacLeod/Mr Vink)

THAT the report from the General Manager Strategy & Support be received;

AND THAT the amount previously allocated for the Matariki Festival of \$1,000.00 be returned to the pool [RCB1605/07/3 refers];

AND FURTHER THAT an allocation of \$1,000.00 be made to the Raglan Chamber of Commerce towards the cost of the Christmas light competition for the community of Raglan.

CARRIED on the voices

RCB1611/11/7

Application for Funding – ZU Entertainment Ltd
Agenda Item 12.8

This item was withdrawn from the agenda.

Project Accountability Form
Agenda Item 12.9

Resolved: (Mr MacLeod/Cr Thomson)

THAT the report from the General Manager Strategy & Support be received;

AND THAT the Board notes that the following amounts have been spent:

- \$5,548.75 Whaingaroa Environment Centre – Plastic Bag Free Raglan project;**
- \$3,500.00 funded, \$2,921.46 spent Whaingaroa Environment Centre – Tool Library Project.**

CARRIED on the voices

RCB1611/11/8

Service Requests
Agenda Item 12.10

Cr Thomson agreed to include an article in the Raglan Chronicle to inform the public of the process to request a service via the Council website. Other options were to phone in or advise the Raglan Office.

Resolved: (Mr MacLeod/Mr Oosten)

THAT the report from the Chief Executive be received.

CARRIED on the voices

RCB1611/11/9

Works & Issues Report November 2016
Agenda Item 12.11

Additional items discussed:

- berm mowing zones – board wanted to understand the exemption process and how often the berms would get mown particularly in those public profile areas. Staff to attend the next meeting and provide a report to explain.
- Maintenance of Christmas Lighting - some lights not working.

Resolved: (Mr MacLeod/Mr Haworth)

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

CARRIED on the voices

RCB1611/11/10

Waters Performance Dashboard
Agenda Item 12.12

It was agreed that the Infrastructure Report for November would be provided to the board for their next meeting.

Resolved: (Mr MacLeod/Mr Vink)

THAT the report of the General Manager Service Delivery be received.

CARRIED on the voices

RCB1611/11/11

Placemaking in the District
Agenda Item 12.13

Cr Thomson spoke briefly on the proposed hand rail at the wharf and provided a draft design for the members to view of the seating and bike racks.

Resolved: (Mr MacLeod/Mr Oosten)

THAT the report of the General Manager Customer Support be received.

CARRIED on the voices

RCB1611/11/12

Raglan Naturally Interim Steering Group
Agenda Item 12.14

Cr Thomson advised that Tony Mayow provided a presentation on Raglan Naturally to the steering group today and those members were enthused at moving forward with re-establishing the relationship with Council. A presentation will be made to the December meeting from a member of the Interim Steering Group.

Resolved: (Mr MacLeod/Cr Thomson)

THAT the report from the General Manager Strategy & Support be received;

AND THAT Rangi Kereopa represent the Raglan Community Board on the Raglan Naturally Interim Steering Group.

CARRIED on the voices

RCB1611/11/13

Inspiring Communities/LGNZ Workshop

Add.Item

It was agreed that a member of the board would be available to attend as required.

Resolved: (Mr MacLeod/Cr Thomson)

THAT Cr Thomson and a board member be representatives at any future Inspiring Communities discussions.

CARRIED on the voices

RCB1611/11/14

There being no further business the meeting was declared closed at 4.46pm.

Minutes approved and confirmed this

day of

2016.

RJ MacLeod

CHAIRPERSON

Minutes2016/RCB/161108 RCB Triennial Minutes