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**MINUTES** of a meeting of the Raglan Community Board held in the Raglan House, 45 Bow Street, Raglan on **WEDNESDAY 13 NOVEMBER 2019** commencing at **1.35pm**.

**Present:**

Mr D Amooore  
Mr S Bains  
Mr R MacLeod  
Mr AM Oosten  
Mrs GA Parson  
Mr C Rayner  
Cr LR Thomson

**Attending:**

His Worship the Mayor, Mr AM Sanson

Mr GJ Ion (Chief Executive)  
Mrs Alison Diaz (Chief Financial Officer)  
Mr S Toka (Iwi and Community Partnerships Manager)  
Mrs T Hancock (Senior Communications & Engagement Advisor)  
Mr B Stringer (Democracy Manager)  
Mrs P Cooper (Committee Secretary)

5 members of the public

The Chief Executive opened the meeting in accordance with clause 21, Schedule 7 of the Local Government Act 2002, and welcomed the elected members.

The Iwi and Community Partnership Manager welcomed Board members-elect, the Mayor, Councillors, staff and guests with a karakia and whakatau.

The Chief Executive chaired the meeting until the completion of the declarations. He confirmed the process for the first meeting.

**DECLARATION OF MEMBERS**

Each elected and appointed member present read and signed the declaration required under clause 14, Schedule 7 of the Local Government Act 2002.

**APOLOGIES AND LEAVE OF ABSENCE**

All members were present.

## **CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Mr Oosten/Cr Thomson)**

**THAT the agenda for a meeting of the Raglan Community Board held on Wednesday 13 November 2019 be confirmed and all items therein be considered in open meeting;**

**AND FURTHER THAT the following item(s) be discussed at an appropriate time during the course of the meeting:**

- **Strategic Planning workshop**

**CARRIED**

**RCBI911/01**

## **DECLARATIONS OF INTEREST**

There were no disclosures of interest.

## **APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

The Chief Executive called for nominations for Chairperson. Mrs G Parsons was nominated by Mr R MacLeod and Mr C Rayner.

**Resolved: (Mr Bains/ Mr Amooore)**

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

**CARRIED**

**RCBI911/02**

**Resolved: (Mr MacLeod/Mr Rayner)**

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

**AND THAT Mrs Gabrielle Parsons is appointed Chairperson of the Raglan Community Board.**

**CARRIED**

**RCBI911/03**

The Chief Executive called for nominations for Deputy Chairperson. Mr R MacLeod was nominated by Mr D Amooore and Mrs G Parsons.

**Resolved: (Cr Thomson/Mr Amoores)**

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

**CARRIED**

**RCBI911/04**

**Resolved: (Mr Amoores/Mrs Parsons)**

**THAT Mr Robert MacLeod is appointed Deputy Chairperson of the Raglan Community Board.**

**CARRIED**

**RCBI911/05**

### **DECLARATION OF CHAIRPERSON**

Mrs Gabrielle Parsons, as elected Chairperson, read and signed the declaration required under clauses 14 and 21, Schedule 7 of the Local Government Act 2002.

### **PRESENTATION BY THE MAYOR**

His Worship the Mayor welcomed guests and addressed the Board and members of the public. He congratulated the Board for their prior achievements, and welcomed the new Board members.

His Worship the Mayor encouraged:

- the Chair and Deputy Chair to continue the strong links with the Council; and
- the Board to arrange an informal meeting to get to know each other and create a plan for the triennium.

### **SCHEDULE OF MEETINGS**

The Chief Executive introduced the report and explained the rationale for the six-weekly meeting cycle to achieve better results for the community.

The following issues were discussed:

- Instead of a formal meeting in December 2019, the Board could hold a strategic planning workshop. The Board members could decide whether to invite members of the public to such a workshop.
- Use of media channels (The Chronicle, Raglan Radio) to update the community on this meeting and future Board events and decisions.

**Resolved: (Mr MacLeod/Mr Amoores)**

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

**AND THAT the Raglan Community Board holds its meetings for the remainder of the 2019-22 triennium on a six-weekly cycle commencing at 1:30pm on Wednesday, 19 February 2020, with the remainder of meetings in 2020 to be held at 1.30pm on the following dates:**

- **Wednesday, 1 April 2020;**
- **Wednesday, 13 May 2020;**
- **Wednesday, 24 June 2020;**
- **Wednesday, 5 August 2020;**
- **Wednesday, 16 September 2020;**
- **Wednesday, 28 October 2020; and**
- **Wednesday, 9 December 2020.**

**CARRIED**

**RCBI911/06**

## **REPORTS**

Explanation of Statutory Matters affecting Elected Members  
Agenda Item 8.1

The Democracy Manager and Chief Executive summarised the report. The Democracy Manager advised Board members of upcoming induction programmes, for which email invitations had been circulated.

**Resolved: (Mr Bains/Mr Oosten)**

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

**CARRIED**

**RCBI911/07**

Discretionary Funding Guidelines  
Agenda Item 8.2

The Chief Executive summarised the report and the guidelines for determining discretionary funding applications, and the support available within Council to assist community groups with funding application via external sources.

Board members suggested it would be useful to notify the community that the Board would be considering the next round of funding applications at its February 2020 meeting.

**Resolved: (Mr MacLeod/Mr Rayner)**

**THAT the report from the General Manager Community Growth be received.**

**CARRIED**

**RCBI911/08**

Discretionary Fund Report to 21 October 2019  
Agenda Item 8.3

The Chief Executive and Chief Financial Officer spoke to this item. The following matters were discussed:

- The 'funding pool' available to the Board was for the 1 July-30 June financial year. It was reviewed as part of the Long Term Plan/Annual Plan process.
- It was best practice for any items of expenditure requiring Board approval to be included in the agenda circulated prior to the meeting.
- The Council would arrange payment of the invoices from Raglan House for the September and November 2019 Board meetings.

**ACTION:** Cr Thomson to send the Raglan House invoices to the Chief Financial Officer for processing payment.

**Resolved: (Mr Bains/Mr Amooore)**

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

**CARRIED**

**RCB1911/09**

Raglan Naturally Update  
Agenda Item 8.4

Mrs G Parsons provided an update to the Board:

- Mrs Parsons attended the first workshop. The second workshop was scheduled for 25 November 2019, 6:00pm – 8:30pm in the Raglan Hall supper room.
- Mrs Parsons attended a Department of Internal Affairs workshop in Wellington that discussed similar issues.

**Resolved: (Cr Thomson/Mr Oosten)**

**THAT the report from Raglan Naturally be received.**

**CARRIED**

**RCB1911/10**

Member's Report – Raglan Climate Action  
Agenda Item 8.5

Mrs G Parson presented the Climate Action report, inviting a Board member to be a representative on the Climate Action Group. It was agreed that the Board members would discuss this as part of its strategic planning workshop in December 2019.

Resolved: (Mr Rayner/Cr Thomson)

THAT the report be received;

AND THAT the Community Board continues to work with the Raglan community and the Council to support climate action.

CARRIED

RCBI911/11

Other Business

Add. Agenda Item 8.6

The following items were discussed:

- i. Board strategic planning workshop – to be scheduled for Wednesday, December 11 2019 at 1:30pm for Board members only.
- ii. The Long Term Plan workshops commence in January 2020. Board members were welcome to attend these; invitations would follow shortly. Staff would also be presenting to Community Boards and Community Committees. The Board was encouraged to recommend any issues to be included in the Long Term Plan.
- iii. Wastewater Treatment – the Board members were updated on the Council’s resource application for an interim three-year consent for Raglan’s wastewater treatment.
  - The interim consent time period was based on expert advice received by the Council;
  - Discussion on initial consultation undertaken by the Council (including hapuu);
  - Public stakeholder meeting was scheduled for Wednesday, 27 November 2019. The Council wanted to work with the Raglan community to find a long-term solution.

**ACTION:** The Chief Financial Officer to circulate the communication information that would be provided at the stakeholder meeting to Board members prior to that meeting, together with information to explain the rationale of the interim consent application.

There being no further business the meeting was declared closed at 3:16pm.

Minutes approved and confirmed this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Mrs G Parsons  
**CHAIRPERSON**