

Late Agenda for a meeting of the Te Kauwhata Community Committee to be held in the St John Hall, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY 4 DECEMBER 2019** commencing at **7.00pm**.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

4. CONFIRMATION OF MINUTES

Inaugural Meeting held on Wednesday 6 November 2019

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5. REPORTS

5.1 Te Kauwhata Works and Issues Report – December 2019
- To be circulated under separate cover

5.2 Schedule of Meetings

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5.3 Councillor's Report

Verbal

5.4 Discretionary Fund Report – 25 November 2019

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5.5 Chairperson's Report

Verbal

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Te Kauwhata Community Committee
From	Gavin Ion Chief Executive
Date	4 December 2019
Prepared by	Petrina Cooper Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0509
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Te Kauwhata Community Committee meeting held on Wednesday 6 November 2019.

2. RECOMMENDATION

THAT the minutes of the meeting of the Te Kauwhata Community Committee held on **Wednesday 6 November 2019** be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

TKCC Minutes – 6 November 2019

MINUTES of a meeting of the Te Kauwhata Community Committee held at the St John Ambulance Rooms, 4 Baird Avenue, Te Kauwhata on **WEDNESDAY, 6 NOVEMBER 2019** commencing at **7.00pm**.

Present:

Ms TM Grace
Cr JD Sedgwick
Mrs CE Berney
Mr JW Cunningham
Mr BMC Weaver
Mr TJ Hinton
Mr CP Howells
Mrs A van de Munckhof

Attending:

Mr V Ramduny (Strategic Projects Manager)

The Strategic Projects Manager opened the meeting and chaired the meeting until the completion of the election of members. He explained the process for the nomination and election of members to the Community Committee.

NOMINATION AND ELECTION OF MEMBERS

Resolved: (Cr Sedgwick/Ms Grace)

THAT nominations for the membership of the Te Kauwhata Community Committee be closed.

CARRIED

TKCCI911/01

Resolved: (Cr Sedgwick/Ms Grace)

THAT the following nominees be elected as members of the Te Kauwhata Community Committee for the 2019-22 triennium:

**Mr Tim Hinton,
Mr John Cunningham,
Ms Angela van de Munckhof,
Mrs Carolyn Berney,
Mr Barry Weaver,
Ms Toni Grace, and
Mr Courtney Howells.**

CARRIED

TKCCI911/02

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Mrs Berney/Cr Sedgwick)

THAT an apology be received from His Worship the Mayor, Mr AM Sanson.

CARRIED

TKCCI911/03

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Weaver/Mr Hinton)

THAT the agenda for a meeting of the Te Kauwhata Community Committee held on Wednesday, 6 November 2019 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

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

- Te Kauwhata College Prizegiving, and
- Councillor's Report.

CARRIED

TKCCI911/04

DECLARATIONS OF INTEREST

Ms Grace advised members of the Board that she would declare a financial conflict of interest in item 8.2 [*Discretionary Fund Report to 21 October 2019*].

ELECTION OF CHAIRPERSON, DEPUTY CHAIRPERSON AND SECRETARY

The Strategic Projects Manager called for nominations for Chairperson. Mrs Toni Grace was nominated by Mrs Berney and Mr Weaver.

Resolved: (Mr Hinton/Mr Cunningham)

THAT nominations for the position of Chairperson of the Te Kauwhata Community Committee be closed.

CARRIED

TKCCI911/05

Resolved: (Mr Hinton/Mr Cunningham)

THAT Ms Toni Grace be elected as Chairperson of the Te Kauwhata Community Committee.

CARRIED

TKCCI911/06

The Strategic Projects Manager called for nominations for Deputy Chairperson. Mr John Cunningham was nominated by Mr Weaver and Mr Howells.

Resolved: (Ms Grace/Mr Hinton)

THAT nominations for the position of Deputy Chairperson of the Te Kauwhata Community Committee be closed.

CARRIED

TKCCI911/07

Resolved: (Ms Grace/Mr Hinton)

THAT Mr John Cunningham be elected as Deputy Chairperson of the Te Kauwhata Community Committee.

CARRIED

TKCCI911/08

The Strategic Projects Manager called for nominations for Secretary. Mrs Carolyn Berney was nominated by Ms Grace and Ms van der Munckhof.

Resolved: (Mr Hinton/Ms Grace)

THAT nominations for the position of Secretary of the Te Kauwhata Community Committee be closed.

CARRIED

TKCCI911/09

Resolved: (Mr Hinton/Ms Grace)

THAT Mrs Carolyn Berney be elected as Secretary of the Te Kauwhata Community Committee.

CARRIED

TKCCI911/10

CONFIRMATION OF MINUTES

THAT the minutes of a meeting of the Te Kauwhata Community Committee held on be confirmed as a true and correct record of that meeting subject to the editing of Resolution No. TKCCI909/03 (*Proposed Road Name List for Lakeside Developments Ltd Subdivision at Te Kauwhata*) from:

“THAT the Te Kauwhata Community Committee receive the report from Lakeside Development and request that Lakeside Development come to the next appropriate meeting to discuss possible street names. The Committee would like the following list of street names to reflect the bicultural blend of Te Kauwhata Village:

- ***White Farm Drive,***
- ***Panewaka Street,***
- ***Pa Ariki Road,***
- ***Kumukumu Road,***
- ***Kai Ika Street,***
- ***Waipapa Street,***
- ***Turau Street,***
- ***Tauanui Road,***
- ***Hirere Street,***
- ***Piharau Way,***
- ***Ringo Lane,***
- ***Puhi Lane,***
- ***Pararua Lane,***
- ***Muruhana Way, and***
- ***Matamata Lane;***

AND THAT the following names be added to the Te Kauwhata Community Committee road name list:

- **Te Whaiti Road,**
- **Kotuku Road,**
- **Pourewa Street,**
- **Kakara Road,**
- **Whakamau Street,**
- **Rahui Street,**
- **Hauhunga Street,**
- **Te Mamae Way,**
- **Heretutu Way,**
- **Parerangi Lane,**
- **Miriama Way, and**
- **Merehiara Lane.”**

to read:

THAT the Te Kauwhata Community Committee receive the report from Lakeside Development and request that Lakeside Development come to the next appropriate meeting to discuss possible street names. The Committee would like the following list of street names to reflect the bicultural blend of Te Kauwhata Village:

- **White Farm Drive,**
- **Panewaka Street,**
- **Pa Ariki Road,**
- **Kumukumu Road,**
- **Kai Ika Street,**
- **Waipapa Street,**
- **Tauanui Road,**
- **Hirere Street,**
- **Piharau Way,**
- **Ringo Lane,**
- **Puhi Lane,**
- **Pararua Lane,**
- **Muruhana Way, and**
- **Matamata Lane;**

AND THAT the following names be added to the Te Kauwhata Community Committee road name list:

- Te Whaiti Road,
- Pourewa Street,
- Kakara Road,
- Whakamau Street,
- Rahui Street,
- Hauhunga Street,
- Te Mamae Way,
- Heretutu Way,
- Parerangi Lane,
- Miriama Way, and
- Merehiara Lane.

CARRIED

TKCC1911/11

SCHEDULE OF MEETINGS

Resolved: (Mr Weaver/Mrs Berney)

THAT the Te Kauwhata Community Committee approve the following meeting date and time for the balance of the 2019 year:

- 4 December 2019 commencing at 7.00pm;

AND THAT the Te Kauwhata Community Committee notes that a schedule of meetings for 2020 will be presented for approval at the December 2019 meeting.

CARRIED

TKCC1911/12

REPORTS

Discretionary Funding Guidelines
Agenda Item 8.1

The report was received [TKCC1911/04 refers].

Discretionary Fund Report to 21 October 2019
Agenda Item 8.2

The report was received [TKCC1911/04 refers].

Ms Grace declared a financial interest in this item, vacated the Chair, withdrew to the public gallery and did not speak to, or vote on this item.

Mr Cunningham assumed the chair for this item.

Open Meeting

To	Te Kauwhata Community Committee
From	Gavin Ion Chief Executive
Date	21 November 2019
Prepared by	Brendan Stringer Democracy Manager
Chief Executive Approved	Y
Reference/Doc Set #	GOV0509
Report Title	Schedule of Meetings

I. EXECUTIVE SUMMARY

It is recommended that the Community Committee agree on a schedule of meetings for 2020, to provide certainty and transparency to both members and the public on when the Committee will meet.

Both the Council and all Community Boards have resolved to move to a six-weekly meeting cycle, commencing in February 2020.

It is recommended that the Community Committee aligns with this six-weekly meeting cycle. This is preferred over a monthly meeting cycle as it enables more time between meetings for actions to be adequately addressed and Council staff, when required, to prepare reports for the next Committee meeting. It is suggested this will result in better, informed decision-making by the Committee and sufficient time for meaningful updates to be provided by staff and other stakeholders, leading to better results for the local community.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Te Kauwhata Community Committee holds its meetings for the remainder of the 2019-22 triennium on a six-weekly cycle commencing at 7.00pm on Wednesday, 12 February 2020, with the remainder of meetings in 2020 to be held at 7.00pm on the following dates:

- **Wednesday, 25 March 2020;**
- **Wednesday, 6 May 2020;**
- **Wednesday, 17 June 2020;**
- **Wednesday, 29 August 2020;**
- **Wednesday, 9 September 2020;**
- **Wednesday, 21 October 2020; and**
- **Wednesday, 2 December 2020.**

3. DISCUSSION AND ANALYSIS OF OPTIONS

3.1 DISCUSSION

For the 2019-22 triennium, a six-weekly meeting cycle has been adopted by Council, Council committees (other than those committees that meet less regularly) and Community Boards.

Staff recommend that this leads to better, informed decision-making by enabling Committee members, Council staff and/or other stakeholders to have adequate time and resource to plan and draft reports between meetings, and for Committee members, particularly Chairs, to address any actions arising from meetings (if required).

It is proposed that the Community Committee's align its meeting cycle for the remainder of the triennium with the schedule of meetings recommended in this report. This will ensure any recommendations made by the Committee to the Council, can be presented on a timely basis. A proposed schedule of meetings for 2020 is attached to this report.

In the event that the Committee needs to meet on an urgent matter outside the proposed six-weekly cycle, this can be achieved by way of an extraordinary Community meeting or, if no decision is required, via a workshop.

3.2 OPTIONS

An alternative to the recommended option above, is for the Committee to continue to meet on a monthly basis. It is not the recommended option for the following reasons:

- Based on recent Council experience, there is a definite risk of insufficient time and resource being available to address actions and present considered, informed reports back to the next Committee meeting. This may adversely impact the quality of decision-making by the Committee and the ability for Council staff and/or Committee members to provide meaningful updates on action points.
- Not aligned to the adopted meeting cycle for Council, Council committees, and Community Boards, which may result in any recommendation from the Community Committee not being able to be addressed in a timely manner.
- It may be difficult for some Council staff to attend Committee meetings if it clashes with a scheduled Community Board meeting.

Further, monthly meetings may not result in more meetings than a six-weekly cycle should the Committee agree not to meet during four months each year, as was the approach in the previous triennium.

4. CONSIDERATION

4.1 FINANCIAL

Not applicable.

4.2 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The proposed time and date for the meetings fits in with the rest of the Council calendar.

5. CONCLUSION

It is recommended that the Community Committee approve a schedule of meetings to provide certainty and transparency to its members and the public. A six-weekly meeting cycle is proposed for the 2019-22 triennium.

6. ATTACHMENTS

Attachment I – Proposed 2020 Community Committee Schedule of Meetings (TKCC)



Te Kauwhata Community Committee - Proposed Schedule of Meetings 2020 (6 weekly)

	January	February	March	April	May	June	July	August	September	October	November	December
Mon												
Tues												
Wed	1 New Years Day			1			1		1			1
Thur	2 Day after New Years			2			2		2	1		2 TKCC
Fri	3			3	1		3		3	2		3
Sat	4	1		4	2		4	1	4	3		4
Sun	5	2	1	5	3		5	2	5	4	1	5
Mon	6	3	2	6 Council & Workshop	4	1 Queens Birthday	6	3	6	5	2 Council & Workshop	6
Tues	7	4	3	7	5	2	7	4	7	6	3	7
Wed	8	5	4	8	6 TKCC	3	8	5	8 TKCC	7	4	8
Thur	9	6 Waitangi Day	5	9	7	4	9	6	9	8	5	9
Fri	10	7	6	10 Good Friday	8	5	10	7	10	9	6	10
Sat	11	8	7	11	9	6	11	8	11	10	7	11
Sun	12	9	8	12	10	7	12	9	12	11	8	12
Mon	13	10	9	13 Easter Monday	11	8	13	10 Council & Workshop	13	12	9	13 Council & Workshop
Tues	14	11	10	14	12	9	14	11	14	13	10	14
Wed	15	12 TKCC	11	15	13	10	15	12	15	14	11	15
Thur	16	13	12	16	14	11	16	13	16	15	12	16
Fri	17	14	13	17	15	12	17	14	17	16	13	17
Sat	18	15	14	18	16	13	18	15	18	17	14	18
Sun	19	16	15	19	17	14	19	16	19	18	15	19
Mon	20	17	16	20	18 Council & Workshop	15	20	17	20	19	16	20
Tues	21	18	17	21	19	16	21	18	21	20	17	21
Wed	22	19	18	22	20	17 TKCC	22	19	22	21 TKCC	18	22
Thur	23	20	19	23	21	18	23	20	23	22	19	23
Fri	24	21	20	24	22	19	24	21	24	23	20	24
Sat	25	22	21	25 Anzac Day	23	20	25	22	25	24	21	25
Sun	26	23	22	26	24	21	26	23	26	25	22	26
Mon	27 Auckland Anniversary	24 Council & Workshop	23	27 Anzac day observed	25	22	27	24	27	26 Labour Day	23	27
Tues	28	25	24	28	26	23	28	25	28	27	24	28
Wed	29	26	25 TKCC	29	27	24 Council - AP	29 TKCC	26	30	28	25	29
Thur	30	27	26	30	28	25	30	27	30	29	26	30
Fri	31	28	27		29	26	31	28		30	27	
Sat		29	28		30	27		29		31	28	
Sun			29		31	28					29	
Mon			30			29 Council & Workshop					30	
Tues			31			30						

KEY	Community Committee	6 weekly
Public Holiday	TKCC	Mon
No Meetings	MCC	Thurs
Council -	TKCC	Wed
Every 6th Monday	PCC	Mon

The Committee meets on the Wednesday every 6 weeks starting 5 February, with meetings scheduled to start at 7.00pm

Open Meeting

To	Te Kauwhata Community Committee
From	Tony Whittaker Chief Operating Officer
Date	25 November 2019
Prepared by	Denise Wilson Intermediate Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0509
Report Title	Discretionary Fund Report to 25 November 2019

1. EXECUTIVE SUMMARY

To update the Committee on the Discretionary Fund Report to 25 November 2019.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Discretionary Fund Report to 25 November 2019

TE KAUWHATA COMMUNITY COMMITTEE DISCRETIONARY FUND 2019/2020

			GL	1.207.1704
Commitments from Committee Meeting Minutes & Other Information				
2019/20 Annual Plan				
				11,506.00
Carry forward from 2018/19				
				34,251.00
Income				
06-Sep-19	Donation from ex Te Kauwhata Business Association - to be used for playground equipment on the Village Green			3,727.75
	Total Funding			<u><u>49,484.75</u></u>
Expenditure				
10-Jul-19	Marion Handcock - reimbursement for sheep pallets for town planter box	TKCCI906/04		36.00
16-Oct-19	Towards the cost of the Christmas Parade	TKCCI908/04		2,021.50
	Total Expenditure			<u>2,057.50</u>
	Net Funding Remaining (excluding commitments)			<u><u>47,427.25</u></u>
Commitments				
13-Feb-19	Further development of playgrounds	TKCCI902/04		5,000.00
04-Sep-19	Playground equipment on the Village Green	TKCCI909/04		3,757.75
04-Sep-19	Reimbursement to Ms Toni Grace for the purchase of two gift baskets	TKCCI909/04		90.00
	Total Commitments			<u><u>8,847.75</u></u>
	Net Funding Remaining (Including commitments) as of 25 November 2019			<u><u>38,579.50</u></u>