



AGENDA

Teviot Valley Community Board Meeting Thursday, 17 June 2021

Date: Thursday, 17 June 2021

Time: 2.00 pm

**Location: Roxburgh Service Centre,
120 Scotland Street, Roxburgh**

(Unless Central Government changes COVID-19 meeting restrictions before then,
in which case it will be held electronically using Microsoft Teams and livestreamed)

**Sanchia Jacobs
Chief Executive Officer**

Notice is hereby given that a meeting of the Teviot Valley Community Board will be held in Roxburgh Service Centre, 120 Scotland Street, Roxburgh on Thursday, 17 June 2021 at 2.00 pm

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Members Mr R Gunn (Chair), Ms S Feinerman (Deputy Chair), Ms C Aitchison, Mr N Dalley, Cr S Jeffery

In Attendance T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), J Muir (Executive Manager - Infrastructure Services), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), R Williams (Governance Manager), W McEnteer (Governance Support Officer)

1 APOLOGIES

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Teviot Valley Community Board meeting - 20 May 2021

**MINUTES OF A MEETING OF THE TEVIOT VALLEY COMMUNITY BOARD
HELD IN THE ROXBURGH SERVICE CENTRE, 120 SCOTLAND STREET, ROXBURGH
ON THURSDAY, 20 MAY 2021 COMMENCING AT 2.00 PM**

PRESENT: Mr R Gunn (Chair), Ms S Feinerman (Deputy Chair), Mr N Dalley, Cr S Jeffery

IN ATTENDANCE: T Cadogan (Mayor), S Jacobs (Chief Executive Officer), S Righarts (Chief Advisor), G Bailey (Parks and Recreation Manager), M De Cort (Communications Coordinator), K McCulloch (Corporate Accountant), E Auchterlonie (Project manager) and W McEnteer (Governance Support Officer)

1 APOLOGIES

COMMITTEE RESOLUTION

Moved: Dalley

Seconded: Jeffery

That apologies from Ms C Aitchison be received and accepted.

CARRIED

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Feinerman

Seconded: Jeffery

That the public minutes of the Teviot Valley Community Board Meeting held on 22 April 2021 be confirmed as a true and correct record.

CARRIED

3 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. Ms Feinerman declared an interest in submissions concerning the pool as the Chair of the Roxburgh Swimming Pool Committee.

4 REPORTS FOR DECISIONS

21.4.2 HEARING SUBMITTERS THAT WISH TO BE HEARD

Individual submitters spoke to their Long-term Plan submission.

Hilary Spedding spoke to the Board about her submission to the draft Long-term Plan and responded to questions from the Board.

Deborah Dons spoke to the Board about her submission to the draft Long-term Plan and responded to questions from the Board.

John Rowley spoke to the Board about his submission to the draft Long-term Plan and responded to questions from the Board.

21.4.3 SUBMISSIONS ON THE LONG-TERM PLAN 2021-31 CONSULTATION DOCUMENT

To consider the submissions to the 2021-31 Long-term Plan Consultation Document on matters relating to the Teviot Valley ward.

The Board considered all submissions and noted the staff comments.

In addition to the formal resolution below, the Board noted the submission regarding the park on the corner of Kelso and Scotland Streets, Roxburgh. It was noted that the budget for work on the park was already included in year one of the Long-term Plan.

COMMITTEE RESOLUTION

Moved: Jeffery
Seconded: Dalley

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Considers and receives all submissions

CARRIED

COMMITTEE RESOLUTION

Moved: Gunn
Seconded: Dalley

Recommends to Council to proceed with the preferred option in the consultation document for the Roxburgh Community Pool.

CARRIED

5 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 17 June 2021.

The Meeting closed at 2.47 pm.

CHAIR / /

4 DECLARATION OF INTEREST

21.5.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 539796

1. Purpose

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

2. Attachments

Appendix 1 - TVCB Declarations of Interest [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Cushla Aitchison	Roxburgh and District Lions Club (member)	Roxburgh and District Lions Club (member)	I and H McPhail Charitable Trust Roxburgh Entertainment Centre Improvement and Promotions Inc. Teviot District Museum Committee
Norman Dalley	Martel International Limited (Sole Director/Shareholder) Gilmour Development Limited (Sole Director/Shareholder) North Hill Limited (Sole Director/Shareholder) Teviot Valley Rest Home Incorporated (Chair) Roxburgh Entertainment Centre Improvement and Promotions Incorporated (Treasurer/Committee member) Dalley Family Trust (trustee) Teviot Prospects (Chair)	217 Scotland Street, Roxburgh (Property Owner) Gilchrist Town Orchard Limited (Shareholder/Director) Roxburgh and Districts Medical Services Trust (trustee) Roxburgh Entertainment Centre Improvement and Promotions Incorporated (committee member)	I and H McPhail Charitable Trust Roxburgh Cemetery Trustee Committee
Sally Feinerman	Feinerman's Ltd, 109 Scotland Street (Owner / Director) New Zealand Motor Caravan Association (NZMCA) Member Roxburgh Pool Committee (Chair)	Breen Construction (employee / builder) NZMCA (member)	Teviot Valley Walkways Committee Ida MacDonald Charitable Trust Tuapeka County Bursary Fund Committee Teviot Prospects

Raymond Gunn	Stonehaven Limited (Director) Stonehaven Trust (Trustee) Roxburgh Gun Club (Secretary) Central Otago Wilding Conifer Control Group (member) Roxburgh Trotting Club (member) Roxburgh A&P Society (member) Coal Creek Cycleway Trust (Trustee) Teviot Valley Resthome Inc (Medical Services Trust delegate)	Stonehaven Trust (Trustee)	Ida MacDonald Charitable Trust Roxburgh and District Medical Services Trust Roxburgh Swimming Pool Redevelopment Committee
Stephen Jeffery	G & S Smith family Trust (Trustee) K & EM Bennett's family Trust (Trustee) Roxburgh Gorge Trail Charitable Trust (Chair) Roxburgh and District Medical Services Trust (Trustee) Central Otago Clutha Trails Ltd (Director) Teviot Prospects (Trustee) Teviot Valley Community Development Scheme Governance Group Central Otago Queenstown Network Trust		

5 REPORTS FOR DECISIONS

21.5.2 ALLOCATION OF TEVIOT VALLEY WALKWAYS RESERVE FUND

Doc ID: 535169

1. Purpose of Report

To consider allocating the balance of the Teviot Valley Walkways Reserve fund to improve the local walkway network in the 2021/2022 financial year.

Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the proposed work programme and expenditure to come from the Teviot Valley Walkways Reserve.
- C. Agrees that any funds left unspent in the Teviot Valley Walkways Reserve account at the end of the 2021/2022 financial year be consolidated with the General Reserves.
- D. Recommend to Council that the delegation from the Teviot Valley Community Board to the Teviot Valley Walkways Committee be rescinded and the Delegation Manual updated.

2. Background

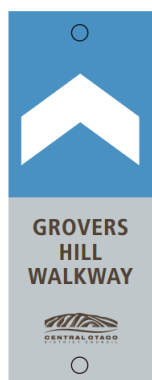
The Teviot Valley Walkways Reserve fund was established to construct a network of walking tracks in the Teviot Valley. The reserve has primarily been funded through grants that the Teviot Valley Walkways Committee made application for.

The Teviot Valley Walkways Committee (TVWC) is a delegated committee of the Teviot Valley Community Board (The Board), with one Board member appointed each term.

There is no definition or terms of reference to further define the membership, role, and responsibilities for the group.

Funding was allocated from the Walkway Reserve fund in the 2018 – 2028 Long-Term Plan to improve walkway signage. In the 2020/2021 year that funding has been allocated to develop new signage for the Grover's Hill walkway, samples of which are shown below.

Panel Size: 300 x 120mm



A member of the TVWC presented to the Board on 22 April 2021 outlining the achievements and ambitions of the group.

The key request was for the release of the Teviot Valley Walkways Reserve fund balance to the 2020/2021 year to continue quality improvements across the network.

The principal purpose is to continue, as far as the funding allows, signage upgrades on the Roxburgh River Track, Horseshoe Bend track, and track surface upgrades on the Roxburgh Rover Track and the Grovers Hill track.

Where that funding falls short, the funding provided in the 2021 – 2031 Long-Term Plan will be utilised to continue the programme.

3. Discussion

The Need for Track Improvement

The walks developed through the Teviot Valley are up to twenty years old. The demand and utilisation for these assets has grown over this period with users now including out-of-district visitors which anecdotally are growing in number.

The quality of the tracks and the information on them to assist with wayfinding and interpretation now no longer meets the needs of either locals or visitors from a best practice perspective.

By making it easy to find, traverse, and exit walking tracks, the better the experience is for track users. The more positive their experience, the more likely users are likely to return and/or recommend the tracks to others.

The release of funding to fast-track improvements in both track surface and signage would allow for this result to be achieved quickly.

Strategic Perspective

The proposal to improve these walkways aligns with Council's Central Otago Outdoor Recreation Strategy 2012-2022.

The strategy was developed to identify future recreation opportunities (including walking) and contains several actions relevant to this report specifically:

- pursuing collaboration between agencies to standardise signage and public information to ensure a quality walking experience
- encouraging appropriate standards to meet user demands, and
- identifying and providing information on key access points.

Therefore, the request from TVWC and the aspirations Council has embraced in its strategy can both be met together should the funding be approved.

Financial Considerations

The forecast Teviot Valley Walkways Reserve fund balance as of 30 June 2021 is expected to be \$10,500.

Based both on quotes received and estimates developed, it is proposed that through allocating this funding across the following projects, the funding will achieve most positive improvements to the asset and best community benefit:

Grovers Hill steps	\$600
River Track surface rebuild and widening	\$5,000
River Track signage	\$1,000
King George sign location	\$1,200
Horseshoe bend signage	\$2,200
Total	\$10,000

Allocating the entire reserve fund balance will negate the need for a stand-alone walkways reserve fund. Any residual at year end (2021/2022) can be transferred to the General Reserve fund.

Future funding required for the maintenance or improvement of existing tracks, and the construction of new ones, would be considered through Long-Term Plans.

Alternatively, retaining the walkways reserve fund, either wholly or partially in terms of balances, would allow for any external funding to be tagged directly to walkway development.

The Future of the Committee

A further matter for consideration is the future of the Teviot Valley Walkways Committee.

If the funding requested is approved and the reserve is no longer required, it may be appropriate to disestablish the fund and rescind the delegation to the committee from the Board.

As mentioned above, the Long-Term Planning processes and Council resource will be used to maintain all walkways and deliver the planning and creation of new ones.

A user group with an informal advisory role could take the place of the current structure.

In the absence of a terms of reference, provided under the delegations, the effect of formally retaining or disbanding the Committee are uncertain for both the current members and the community. There has not been discussion with either the current members or the community on this matter.

4. Options

Option 1 – (Recommended)

Approve the proposed work programme and expenditure to come from the Teviot Valley Walkways Reserve and approve that any unspent funds at the end of the 2021/22 financial year are consolidated with General Reserves.

Advantages:

- Addresses the quality issues in respect to track surface and way finding, consequently improving user experience
- Utilises funding that was grant-sourced for the purpose it was intended
- Future track maintenance and capital upgrades will be provided for in the 2021 – 2031 Long Term Plan
- Residual content of the fund at the conclusion of the 2021/2022 financial year is clearly managed.
- Supports the Central Otago Outdoor Recreation Strategy 2012-2022

Disadvantages:

- Disestablishment of the Teviot Valley Walkways Committee may be perceived as a loss of community leadership.

Option 2

Decline the funding request and retain the Reserve.

Advantages:

- Walkway Reserve fund remains intact and can be drawn down for future requests and projects.
- Fund can be used and replenished as required.
- Fund is explicitly for the walkways network therefore tagging funding for enabling ongoing project opportunities.

Disadvantages:

- Immediate need and opportunity to improve existing assets is slowed down.
- Customer experience is not enhanced.
- Does not directly support the Central Otago Outdoor Recreation Strategy 2012-2022.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social, economic, and environmental wellbeing of communities, in the present and for the future by providing quality assets that enhance the experience of locals and visitors to the Teviot Valley.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	Yes. If approved the request will utilise the reserve balance. Should external funding be sought in the future it can be held in the General Reserve.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes. Council's Central Otago Outdoor Recreation Strategy specifically identifies the need for walkway quality improvements to ensure good visitor experiences. The decision to approve the funding will achieve this outcome.
Considerations as to sustainability, the environment and climate change impacts	The Teviot Valley walkways contribute to the vision for the Sustainability Strategy by providing tourism and employment opportunities and therefore supporting the economy; and to the provision of services that promote well-being.
Risks Analysis	Improving the quality of Teviot Valley walkways addresses health and safety risks such as uneven track surfaces, and their influence on personal safety and Council's reputation.
Significance, Consultation and Engagement (internal and external)	This decision is of low significance when assessed against the Significance and Engagement Policy – there are few people

	impacted, the level of financial commitment is low, and it is unlikely to be controversial. It is considered unnecessary to consult on the matter because of these factors.
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6. Next Steps

Complete the design and quotation process for all sites included in this report and then implement.

Once the physical asset improvements are completed, the various promotion tools such as websites will be updated. It may also be opportune to inform the local community about the improved assets with the intention of increasing usage.

Recommend to Council that the delegation from The Board to the Teviot Valley Walkways Committee be rescinded, the Teviot Valley Walkways Reserve fund disestablished, and the Delegation Manual updated.

7. Attachments

Nil

Report author:



Marie Gordon
Parks Officer - Projects
27/05/2021

Reviewed and authorised by:



Louise van der Voort
Executive Manager - Planning and Environment
8/06/2021

6 REPORTS FOR INFORMATION

21.5.3 TEVIOT VALLEY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2021

Doc ID: 531616

1. Purpose

To consider the financial performance overview as at 31 March 2021.

Recommendations

That the report be received.

2. Discussion

The operating statement for the nine months ending 31 March 2021 shows a favourable variance of \$30k against the revised budget.

	9 MONTHS ENDING 31 MARCH 2021				2020/21	2020/21
	YTD	YTD	YTD		Annual	Full Yr
	Actual	Revised Budget	Variance		Plan	Revised Budget
	\$'000	\$'000	\$'000		\$000	\$000
Income:						
Internal Interest Revenue	16	25	(9)	●	35	35
User Fees & Other	16	17	(1)	●	19	21
Reserves Contributions	11	-	11	●	-	-
Rates	321	321	-	●	416	416
Total Income	364	363	1	●	470	472
Expenditure						
Rates Expense	13	13	-	●	10	13
Cost Allocations	102	102	-	●	136	137
Other Costs	31	54	23	●	66	76
Staff	13	20	7	●	34	31
Fuel & Energy	8	8	-	●	13	13
Contracts	82	78	(4)	●	88	88
Building Repairs and Mtce	18	19	1	●	23	24
Grants	18	19	1	●	19	23
Members Remuneration	13	13	-	●	17	17
Internal Interest Expense	-	1	1	●	1	1
Depreciation	67	67	-	●	89	89
Total Expenses	365	394	29	●	496	512
Operating Surplus / (Deficit)	(1)	(31)	30		(26)	(38)

Income for period ending 31 March 2021:

Operating income reflects no significant variances from budget, although internal interest revenue is trending lower than budget due to low market interest rates, which has been offset by reserve contributions.

Expenditure for period ending 31 March 2021:

Expenditure has a favourable variance of \$29k.

- Other costs show a favourable variance of \$23k against budget. Main causes contributing to the underspend are Roxburgh reserve trees, professional fees, compliance schedule and research projects expenditure.

Capital Expenditure:

Capital expenditure for the period ending 31 March 2021 reflects a CAPEX underspend of \$7k. The actual CAPEX spent ended with a 24% spend against total revised budget.

	9 MONTHS ENDING 31 MARCH 2021				2020/21 Annual Plan \$000	2020/21 Full Year Revised Budget \$000
	YTD	YTD	YTD			
	Actual \$'000	Revised Budget \$'000	Variance \$'000			
Parks & Reserves:						
Roxburgh Reserves - Landscaping & Planting	12	12	-	●	10	17
Community Halls - Furniture & Fittings	3	3	-	●	-	3
Roxburgh Reserves - Bins, Signs, Structures	-	-	-	●	8	8
Roxburgh Reserves - Play Equipment	10	11	1	●	16	16
Millers Flat Recreation Reserve - Tennis Courts	-	2	2	●	12	12
Roxburgh Pool	1	1	-	●	-	1
Total Parks & Reserves:	25	28	3	●	46	57
Property:						
Roxburgh Town Hall	4	8	4	●	-	67
Total Property:	4	8	4	●	-	67
Total Capital Expenditure	30	37	7	●	46	124

Parks and reserves has a favourable variance of \$3k. Work is yet to commence on the Millers Flat tennis courts.

Property has a favourable variance of \$4k. The Roxburgh Town Hall has had an asbestos survey carried out in preparation of the Roxburgh Entertainment Centre improvement project.

Reserve Funds table for Teviot Valley Ward

- As at 30 June 2020 the Teviot Valley Ward had an audited closing reserve funds balance of \$1.28M. This is the ward specific reserves and does not factor in the district-wide reserves which are in deficit at (\$17.7M). Refer to Appendix 1.
- Taking the 2019-20 audited Annual Report closing balance and adding 2020-21 income and expenditure, carry forwards and resolutions, the Teviot Valley Ward is projected to end the 2020-21 financial year with a closing balance of \$1.21M.

3. Attachments

Appendix 1 - 202103 Teviot Valley Ward Reserve Funds table [↓](#)

Report author:



Donna McKewen
Accountant
15/02/2021

Reviewed and authorised by:



Leanne Macdonald
Executive Manager - Corporate Services
16/02/2021

AUDITED - 2019/20 Annual Report					2020/21 AP	2020/21 Forecast	Approved By Council		2020/21 Revised
TEVIOT VALLEY RESERVES	Opening Balance	Transfers In	Transfers Out	Closing Balance	Net Transfers In and Out	Forecast Closing Balance	2020/21 Carry/Fwd	2020/21 Forecast	Closing Balance
	A	B	C	D = A + B - C	E	F = D + E	G	H	I = F + G + H
Teviot Valley Promotion									
7033 - Roxburgh Promotions	11,313	3,370	-	14,683	387	15,070	-	(3,000)	12,070
	11,313	3,370	-	14,683	387	15,070	-	(3,000)	12,070
Teviot Valley Recreation and Culture									
7411 - Community Halls Teviot	-	3,924	-	3,924	-	3,924	-	(708)	3,216
7413 - Roxburgh Memorial Hall	-	-	-	-	-	-	-	(42)	(42)
7414 - Roxburgh Entertainment Centre	198,219	9,021	-	207,240	10,278	217,518	-	(65,347)	152,172
7461 - Reserves Roxburgh (all)	-	-	-	-	-	-	-	(7,105)	(7,105)
7463 - Teviot Valley Walkway Committee	11,522	342	(85)	11,780	(1,241)	10,539	-	-	10,539
7491 - Roxburgh Pool	41,931	3,914	-	45,846	887	46,733	-	(358)	46,375
7492 - Millers Flat Pool	11,703	4,741	-	16,444	3,050	19,494	-	187	19,681
	263,376	21,943	(85)	285,234	12,974	298,209	-	(73,372)	224,837
Teviot Ward Services Rate									
7111 - General Revenues & Development Roxburgh	750,985	22,261	(84,076)	689,170	18,151	707,321	-	-	707,321
7341 - Forestry Roxburgh	-	-	-	-	-	-	-	(19)	(19)
7351 - Endowment Land Roxburgh	173,929	5,165	(7,977)	171,117	(2,716)	168,401	-	-	168,401
7353 - Other Property Roxburgh	-	-	-	-	-	-	-	(1,448)	(1,448)
7431 - Roxburgh Grants	17,698	10,868	-	28,566	864	29,430	-	(14,402)	15,028
7451 - Millers Flat Recreation Reserve Committee	11,127	641	-	11,768	(11,589)	178	-	46	225
	953,738	38,935	(92,053)	900,620	4,709	905,330	-	(15,823)	889,507
Teviot Ward Services Charge									
7211 - Elected Members Teviot Valley	-	-	-	-	-	-	-	2,862	2,862
	-	-	-	-	-	-	-	2,862	2,862
Teviot Ward Specific Reserves									
7130 - CE Horseshoe Bend Fund	57,097	1,720	(57,097)	1,720	-	1,720	-	-	1,720
7131 - Roxburgh Hydro Village Upgrade Fund	(158)	-	(5)	(163)	-	(163)	-	-	(163)
	56,939	1,720	(57,102)	1,557	-	1,557	-	-	1,557
Teviot Ward Development Fund									
7122 - Teviot Valley Reserves Contribution	72,062	5,900	-	77,962	2,275	80,237	-	-	80,237
	72,062	5,900	-	77,962	2,275	80,237	-	-	80,237
Grand Total	1,357,428	71,868	(149,240)	1,280,057	20,346	1,300,402	-	(89,333)	1,211,070

*2020/21 Revised Closing Balance does not factor in the district-wide reserves of \$17.7M

7 MAYOR'S REPORT

21.5.4 MAYOR'S REPORT

Doc ID: 540318

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Teviot Valley Community Board receives the report.

His Worship the Mayor will give a verbal update.

2. Attachments

Nil

Report author:



Tim Cadogan
Mayor
10/06/2021

8 CHAIR'S REPORT

21.5.5 CHAIR'S REPORT

Doc ID: 539800

1. Purpose

The Chair will give an update on activities and issues since the last meeting.

Recommendations

That the report be received.

2. Attachments

Nil

9 MEMBERS' REPORTS

21.5.6 MEMBERS' REPORTS

Doc ID: 539802

1. Purpose

Members will give an update on activities and issues since the last meeting.

Recommendations

That the report be received.

2. Attachments

Nil

10 STATUS REPORTS

21.5.7 JUNE 2021 GOVERNANCE REPORT

Doc ID: 539929

1. Purpose

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

Recommendations

That the report be received.

2. Discussion

Notice of the Millers Flat Water Company AGM

Notice of the AGM for the Millers Flat Water Company was received and distributed to members (see appendix 1).

Status Report

The status reports have been updated with any actions since the previous meeting (see appendix 2).

Legacy Status Report

The legacy status reports have been updated with any actions since the previous meeting (see appendix 3).

3. Attachments

Appendix 1 - Millers Flat Water Company AGM Notice [↓](#)

Appendix 2 - TVCB Status Report [↓](#)

Appendix 3 - TVCB Legacy Status Report [↓](#)

Report author:

Reviewed and authorised by:



Wayne McEnteer
Governance Support Officer
8/06/2021



Sanchia Jacobs
Chief Executive Officer
9/06/2021

P O Box 52
Millers Flat
Central Otago 9544



Telephone: 03 446 6883
Mobile: 0274 798 333
Email: mfwater@gmail.com

NOTICE of the 13th Annual General Meeting of Millers Flat Water Company
10:00 am, Saturday 12 June 2021, Millers Flat Hall

AGENDA

1. Welcome
2. Attendance and apologies
3. Minutes of the 2020 Annual General Meeting
4. Matters arising from the minutes
5. Presentation of the Annual Report for 2020/21
6. Adoption of the Annual Report
7. Presentation of the Accounts for 2020/21
8. Adoption of Accounts
9. Election of three Directors:
Steve Bentley stands down by rotation, Julie Asher has tendered her resignation; and there is one vacancy. Steve has made himself available for re-election. Nominations are required for three directors.
10. Special resolutions:
 - 10.1 ***Opting out of Financial Reporting and Audit Requirements***
 - (i) *That pursuant to clause 31A of the constitution, the company opts out of compliance with the following sections of the Companies Act 1993:*
 - a. *s 201 (preparation of financial statements), and*
 - b. *s 207 (audit requirement).*
 - 10.2 ***Preparation of Financial Accounts***
 - (i) *That pursuant to clause 31B of the constitution, the company prepares financial accounts using professional accountants following NZ Generally Accepted Accounting Practice (NZGAAP).*
 - 10.3 ***Appointment of Independent Person of Good Standing to Review the Accounts***
 - (i) *That pursuant to clause 31.1 of the constitution, the Directors appoint an independent person of good standing to review the financial accounts for the 2021-2022 financial year.*
11. Any other matters.

At the conclusion of the meeting light refreshments will be available.

Tony Dons
Chairman

P O Box 52
Millers Flat
Central Otago 9544



Telephone: 03 446 6883
Mobile: 0274 798 333
Email: mfwater@gmail.com

PROXY FORM – ANNUAL GENERAL MEETING

I/We _____
(Name/s of shareholder/s)

of _____
(Address of shareholder/s)

being a shareholder/shareholders of the above named Company, hereby appoint

(Name & address of proxy)

as my/our proxy to vote for me/us on my/our behalf at an Annual General Meeting of the shareholders to be held in the Millers Flat Hall on Saturday 12 June 2021 and at any adjournment of that meeting.

This form is to be used **in favour of/against** (strike out whichever is not desired) the following resolution:

Opting out of Financial Reporting and Audit Requirements

- (i) *That pursuant to clause 31A of the constitution, the company opts out of compliance with the following sections of the Companies Act 1993:*
- a. *s 201 (preparation of financial statements), and*
 - b. *s 207 (audit requirement).*

This form is to be used **in favour of/against** (strike out whichever is not desired) the following resolution:

Preparation of Financial Accounts

- (ii) *That pursuant to clause 31B of the constitution, the company prepares financial accounts using professional accountants following NZ Generally Accepted Accounting Practice (NZGAAP).*

This form is to be used **in favour of/against** (strike out whichever is not desired) the following resolution:

Appointment of Independent Person of Good Standing to Review the Accounts

- (iii) *That pursuant to clause 31.1 of the constitution, the Directors appoint an independent person of good standing to review the financial accounts for the 2021-2022 financial year.*

Signed:

Date:

P O Box 52
Millers Flat
Central Otago 9544



Telephone: 03 446 6883
Mobile: 0274 798 333
Email: mfwater@gmail.com

**Minutes of the 12th Annual General Meeting of the Millers Flat Water Company
held in the Millers Flat Hall on Saturday 29 August 2020 at 10:00 am**

Present: Tony Dons (Chairman), Alistair McIver, Ken Bain, Steve Bentley, Julie Asher, (Directors), Roger Skevington, Lorna Skevington, Barbara Withington, Wayne Withington, Sue Beel, Joanne Rae, Margaret Shaw, John Shaw, Geoff Peirce, Wendy Gunn, Cally Johnstone, Pat Garden, Jacqui McIver, Murray Nicoll, Judith Nicoll, Sue Johnson, Ric Hunt, Christine Young, Graeme Young, Hilary Paterson, Jude Omond, Tony Omond, Glen Perkins, Juanita Garden, Myles White, Raymond Gunn (CODC).

Welcome: Tony welcomed everyone to the meeting and introduced the other directors. He reiterated the meeting had been delayed from its usual June date due to Covid-19 restrictions. Today's meeting is held under Alert Level 2 rules, that is social distancing of 1 metre seating spacing, everyone required to sign an attendance register and sanitizer available on entry. Morning tea would not be served due to the restrictions.

Apologies: John Asher, Stephen Hill (Fire and Emergency), Gareth Wilson, John Lunn, Greg Delaney (Tuapeka Transport/RTL), Liz Metzgers, Amy Stewart, Geoff Pye, Margaret Pye, Deirdre Coughlan, Phil Bentley (Fire Service), Sue Thomson, Bill Keeler, Hilary Garden, Alan Garden, Tony Culling, Greg Sligo, Philippa Harris, Lyn Owens, Bernard Affleck, Isabelle Affleck, Brian Timpson, Sally Dennison, Lisa Davis, Larry Paterson, John May, Marise May, Millers Flat School, Millers Flat Scouts, Eion Garden, John Rae, Marcelle Garden, Ian Beel.

Move The above apologies be accepted.

T Dons/J Omand
Carried

Previous Minutes from the 11th AGM (8 June 2019)

The above Minutes had been pre-circulated and were taken as read and approved.

T Dons/P Garden
Carried

Matters Arising:

No matters were raised.

Chairman's Report:

Tony tabled, read his Annual Report (attached) and moved its approval.

T Dons/B Withington
Carried

Discussion:

Pat Garden said he had heard 'murmurings' regarding the need for all water supplies to be chlorinated and asked if Tony had any update on that. Tony replied that he was sure there would be a public process before any requirement was enforced and he had only heard similar gossip regarding the possibility. He stated that previously shareholders had raised the issue confirming they did not want the supply chlorinated. There had

P O Box 52
Millers Flat
Central Otago 9544



Telephone: 03 446 6883
Mobile: 0274 798 333
Email: mfwater@gmail.com

never been anything in the water testing results that would require chlorination. Tony assured the meeting that the Board would consult with shareholders before any decision on chlorination was considered.

Financial Report:

The Financial Report for 2019-20 was tabled by Alistair McIver, noting the Company was in a good state with reserves well in hand. Current interest rates of 3 -3.5% had been earned in the past year, but these were likely to fall to 2-2.65% in the coming year.

There was a small drop in income compared to 2018/19 due to only one new connection during the year. Repairs and maintenance costs were lower this last year but reserves were needed given the uncertainty what repairs might be needed in coming years. Alistair acknowledged the great job Steve Bentley does with the maintenance and keeps on at contractor Waterforce to ensure everything is up to date.

Barbara Burton has reviewed accounts previously and was willing to review the current set. Alistair said he was thankful she had accepted to do this.

Tony commented he would like to have seen \$20,000 more expenditure on the balance sheet but there had been considerable delay in achieving the UV treatment upgrade and the communications and monitoring upgrade.

Move The Financial Statements be approved.

A McIver/J Rae
Carried

Election of Directors:

Tony Dons and Alistair McIver stood down by rotation but made themselves available for re-election. There was also a vacancy for another director.

Tony was nominated by Jude Omond, seconded by Pat Garden.

Alistair was nominated by Jude Omond, seconded by Hilary Paterson

There being no further nominations, Tony Dons and Alistair McIver were re-elected unanimously.

Special Resolutions for Financial Reporting and Audit Requirements:

Tony reminded the meeting of the need to discuss and resolve to opt out of audit requirements. Three resolutions had been pre-circulated in the Notice of AGM. Tony noted that 14 proxies had been received all in favour of the all three resolutions. He read each resolution and with no queries raised, each resolution was duly passed unanimously.

Opting out of Financial Reporting and Audit Requirements

- (i) *That pursuant to clause 31A of the constitution, the company opts out of compliance with the following sections of the Companies Act 1993:*

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- a. s 201 (preparation of financial statements), and
- b. s 207 (audit requirement).

Moved that the resolution be accepted

T Dons/J Rae
Carried

Preparation of Financial Accounts

- (i) *That pursuant to clause 31B of the constitution, the company prepares financial accounts using professional accountants following NZ Generally Accepted Accounting Practice (NZGAAP).*

Moved that the resolution be accepted

T Dons/S Johnson
Carried

Appointment of Independent Person of Good Standing to Review the Accounts

- (i) *That pursuant to clause 31.1 of the constitution, the Directors appoint an independent person of good standing to review the financial accounts for the 2019-2020 financial year.*

Moved that the resolution be accepted

T Dons/S Beel
Carried

General Business:

Barbara Withington thanked the Company for the quality of the water, noting that when she had her kitchen registered by the CODC, the fact her water was from the Millers Flat Water Company gave her a good rating.

Alistair thanked Tony for the amount of work he does on behalf of the Company.

The meeting closed at 10:33 am.

Signed..... Date.....
Chairman

Meeting	Report Title	Resolution No	Resolution	Officer	Status
22/04/2021	Roxburgh Entertainment Centre - Stage Upgrade Project	21.3.2	That the Teviot Valley Community Board A. Receives the report and accepts the level of significance. B. Approves the Roxburgh Entertainment Centre Stage Upgrade Project to proceed. Additional funding of \$15,500 to be funded from the Roxburgh Entertainment Centre's depreciated reserves account.	Property and Facilities Officer (Vincent and Teviot Valley)	28 Apr 2021 Action memo sent to the Property and Facilities Officer - Vincent and Teviot Valley 08 Jun 2021 Construction work to be coordinated with the Roxburgh Entertainment Centre Improvement and Promotions Group's install of the new cinema screen. Awaiting installation date from community group.
22/04/2021	Application to Lease Part of the Roxburgh Recreation Reserve	21.3.3	That the Teviot Valley Community Board A. Receives the report and accepts the level of significance. B. Agrees to grant a lease over 4500 square metres of Part Section 181 Block II Teviot Survey District (recreation reserve) to the Applicant on the following terms and conditions: <input type="checkbox"/> Term: Five (5) Years <input type="checkbox"/> Right of Renewal: One (1) of Five (5) Years <input type="checkbox"/> Rent: \$1 (plus GST) per annum, if demanded Subject to: <input type="checkbox"/> The Applicant paying all costs associated with the public advertising in the Central Otago News <input type="checkbox"/> The Applicant fencing the perimeter of the lease area and using the land in conjunction with his own. <input type="checkbox"/> The lease complying with the provisions of Schedule 1 of the Reserves Act 1977. <input type="checkbox"/> The Minister of Conservation's consent. C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.	Property Officer - Statutory	28 Apr 2021 Action memo sent to the Property Officer - Statutory 28 Apr 2021 Applicant advised lease granted subject to consent of Minister of Conservation which will be requested at Council meeting dated 30 June 2021. CLOSED

22/04/2021	Application for Easement Over Section 153 Block I Teviot Survey District	21.3.4	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to grant an easement over Section 153 Block I Teviot Survey District (local purpose (public utility) reserve) for \$1, in favour of Lot 2 Deposited Plan 8721, for the purpose of conveying water, subject to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the Minister of Conservation's consent. <input type="checkbox"/> the applicant obtaining and managing all associated permits and consents associated with the extraction and distribution of groundwater. <input type="checkbox"/> the applicant paying all costs associated with surveying the easement boundaries and with the preparation and registration of the easement agreement. <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>	Property Officer - Statutory	<p>28 Apr 2021 Action memo sent to the Property Officer - Statutory</p> <p>28 Apr 2021 Applicant advised easement granted subject to consent of Minister of Conservation which will be requested at Council meeting dated 05 May 2021. CLOSED</p>
22/04/2021	Ettrick Cemetery Funding Request	21.3.5	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Suggests the Ettrick Cemetery Trustees to apply for funding through the Council contestable grants process.</p>	Parks and Recreation Manager	<p>28 Apr 2021 Action memo sent to the Parks and Recreation Manager</p> <p>30 Apr 2021 Letter has been sent to the applicant advising them of the Boards decision. CLOSED</p>
20/05/2021	Submissions on the Long-term Plan 2021-31 Consultation Document	21.4.3	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Considers and receives all submissions</p>	Chief Advisor	<p>26 May 2021 Action memo sent to the Chief Advisor.</p> <p>27 May 2021 Recommendations to Council were discussed at the 1 June meeting. CLOSED</p>

			Recommends to Council to proceed with the preferred option in the consultation document for the Roxburgh Community Pool.		
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Teviot Valley Community Board Legacy Status Report on Resolutions

Planning and Environment

Resolution 19.9.6 – November 2019

Otago Fish and Game Council Proposal to Construct a Jetty and Walking Track at Pinders Pond, Roxburgh. (COM 07-65-006)

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Agrees** in principle to the proposal to construct a floating pontoon and associated walking track on Pinders Pond Reserve, and to initiate community engagement on the proposal.
- C. **Notes** that a further report will be presented that conveys the findings from the community engagement process and informs a final decision.

STATUS

February – June 2021 – Contact was made with Contact Energy Ltd. prior to Christmas requesting a status update. Awaiting detail design material.

December 2020 – Awaiting detail design material.

November 2020 – Awaiting detail design material. The planned consultation process is likely to be rescheduled into 2021.

September 2020 – Design detail work is progressing.

July 2020 – Design detail has not yet been received.

June 2020 – Initial scoping of the site and advice on the track detail has been completed by Contact Energy Ltd. Awaiting design detail from Otago Fish and Game Council and Contact Energy so that public consultation can be carried out.

April 2020 – Plans have not yet been made available to plan the community engagement process.

January 2020 – Otago Fish and Game Council and Contact Energy are to provide Council with design drawings for the community engagement process.

December 2019 – Action memo sent to the Parks Officer Projects

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 29 July 2021.