



AGENDA

Maniototo Community Board Meeting Thursday, 15 September 2022

Date: Thursday, 15 September 2022

Time: 2.00 pm

**Location: Ranfurly Service Centre, 15 Pery Street,
Ranfurly**

(Due to COVID-19 restrictions and limitations of the physical space, public access will be available through a live stream of the meeting.)

The link to the live stream will be available on the Central Otago District Council's website.)

**Sanchia Jacobs
Chief Executive Officer**

Notice is hereby given that a meeting of the Maniototo Community Board will be held in Ranfurly Service Centre, 15 Pery Street, Ranfurly and live streamed via Microsoft Teams on Thursday, 15 September 2022 at 2.00 pm. The link to the live stream will be available on the Central Otago District Council's website.

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- Members** Mr R Hazlett (Chair), Mr M Harris (Deputy Chair), Cr S Duncan, Mr D Helm, Ms S Umbers
- In Attendance** T Cadogan (Mayor), S Jacobs (Chief Executive Officer), Q Penniall (Infrastructure Manager), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Group Manager - Business Support), W McEnteer (Governance Manager), J Harris (Governance Support Officer)

- 1 APOLOGIES**
- 2 PUBLIC FORUM**
- 3 CONDOLENCES**
- 4 CONFIRMATION OF MINUTES**

Maniototo Community Board meeting - 23 June 2022

**MINUTES OF A MEETING OF THE MANIOTOTO COMMUNITY BOARD
HELD IN THE RANFURLY SERVICE CENTRE, 15 PERY STREET, RANFURLY AND LIVE
STREAMED ON MICROSOFT TEAMS
ON THURSDAY, 23 JUNE 2022 COMMENCING AT 2.01 PM**

PRESENT: Mr R Hazlett (Chair), Mr M Harris (Deputy Chair), Cr S Umbers, Mr S Duncan

IN ATTENDANCE: T Cadogan (Mayor), L Macdonald (Executive Manager - Corporate Services),
Q Penniall (Infrastructure Manager), W McEnteer (Governance Manager) and
J Harris (Governance Support Officer)

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Harris
Seconded: Duncan

That the apology received from Cr Helm be accepted.

CARRIED

2 CONDOLENCES

The Chair referred to the death of Merv Murray. Members stood for a moment's silence as a mark of respect.

3 PUBLIC FORUM

There was no public forum.

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Umbers
Seconded: Duncan

That the public minutes of the Maniototo Community Board Meeting held on 12 May 2022 be confirmed as a true and correct record.

CARRIED

5 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. There were no further declarations of interest.

6 REPORTS**22.4.2 MĀNIATOTO FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2022**

To consider the financial performance overview as at 31 March 2022.

COMMITTEE RESOLUTION

Moved: Harris
Seconded: Umbers

That the report be received.

CARRIED

7 MAYOR'S REPORT**22.4.3 MAYOR'S REPORT**

His Worship the Mayor updated members on his current activities and issues of interest in the ward.

COMMITTEE RESOLUTION

Moved: Duncan
Seconded: Harris

That the Maniototo Community Board receives the report.

CARRIED

8 CHAIR'S REPORT**22.4.4 CHAIR'S REPORT**

The Chair gave an update on activities and issues since the last meeting:

- Attended a community meeting in Oturehua.
 - Attended a meeting with a walking group in Ranfurly regarding possible walking tracks in the area.
 - Noted discussions regarding the sundial on the Rail Trail.
 - Noted a number of people that had mentioned the recent spelling changes.
 - Enquired about the opening of the flying fox at Naseby.
 - Noted the recent bridge report at the June Council meeting and discussed several bridges in the Māniatoto and their state of repair.
-

COMMITTEE RESOLUTION

Moved: Hazlett
Seconded: Duncan

That the report be received.

CARRIED

9 MEMBERS' REPORTS**22.4.5 MEMBERS' REPORTS**

Members gave an update on activities and issues since the last meeting:

Ms Umbers reported on the following:

- Received Community feedback regarding the spelling of Māniatoto.
- Enquired about rubbish bin replacements for several people in Ranfurly. Staff advised that affected people could put in a service request for a new one.

Mr Harris reported on the following:

- Observed that there was a quietness now as the election period was about to get underway.

Cr Duncan reported on the following:

- Chaired the Speed Limit Bylaw hearing.
 - Attended the June Council meeting and noted that bridges were discussed.
 - Noted an informal meeting with Kelvin Davis on infrastructure developments in the region and employment.
 - Attended a Ranfurly Business Breakfast meeting.
 - Attended a Fire Brigade meeting.
-

COMMITTEE RESOLUTION

Moved: Umbers
Seconded: Harris

That the report be received.

CARRIED

10 STATUS REPORTS**22.4.6 JUNE 2022 GOVERNANCE REPORT**

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

COMMITTEE RESOLUTION

Moved: Duncan

Seconded: Umbers

That the report be received.

CARRIED

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 4 August 2022.

12 RESOLUTION TO EXCLUDE THE PUBLIC**COMMITTEE RESOLUTION**

Moved: Duncan

Seconded: Harris

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Minutes of Ordinary Board Meeting	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
22.4.7 - Lease of the Ranfurly Lucerne Paddocks - Preferred Proposal	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for

	person who supplied or who is the subject of the information	withholding would exist under section 6 or section 7
22.4.8 - June 2022 Confidential Governance Report	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The public were excluded at 3.17 pm and the meeting closed at 4.02 pm.

5 DECLARATION OF INTEREST

22.5.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 587144

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 - Declarations of Interest [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Stuart Duncan	Penrose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penrose Investments - Dairy Farm at Patearoa (shareholder) Fire and Emergency New Zealand (member) JD Pat Ltd (Shareholder and Director)	Penrose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penrose Investments - Dairy Farm at Patearoa (shareholder)	Otago Regional Transport Committee Patearoa Recreation Reserve Committee Design and Location of the Sun for the Interplanetary Cycle Trail Working Group
Mark Harris	Maniototo Lions (member) Ranfurly Curling Club (member)		Patearoa Water Scheme Liaison Committee
Robert Hazlett	D S Hazlett & Sons (Director)		Taieri Lake Recreation Reserve Committee
Duncan Helm	Maniototo Rugby Club (Life member) Sassenachs Rugby Club (member) Garibaldi Curling Club (member) St John Ambulance (Officer and Committee member) Sheep and beef farm (owner) Gimmerburn Cemetery (Committee member)	Nurse Manager at Maniototo Hospital	
Sue Umbers	Maniototo Health Services		Maniototo Community Arts Council

6 REPORTS

22.5.2 2022/23 COMMUNITY AND PROMOTIONS GRANTS APPLICATIONS

Doc ID: 589843

1. Purpose of Report

To consider the first round of the community and promotions grants applications for the 2022/23 financial year.

Recommendations

That the Maniototo Community Board

- A. Receives the report and accepts the level of significance.
 - B. Decides the grants to be allocated to the applicants of the Community and Promotions Grants.
-

2. Background

The Central Otago District Council contributes to the social, economic, environmental and cultural well-being of the local community through the contestable grants process.

The objectives of the grants process are:

- Enhance well-being in the district (social, economic, environmental and cultural)
- Empower local communities
- Facilitate the delivery of community outcomes
- Promote our regional identity: Central Otago A World of Difference.

There are two types of grants that can be applied for, community grants and promotions grants. Each are funded using different targeted rates, which means that one pool cannot subsidise the other. Each application must be considered on its own merit and its fit with the relevant grant criteria and available budget. One application was received in this round that meets the criteria for both funds, that has been considered as a promotions grant.

The Board considers grant applications in two rounds annually. Applications for the first round closed at the end of July 2022 for a decision at this meeting. Any funds remaining, will be made available for a second round, with applications closing on the 19th of March 2023 for a decision in May 2023.

The Maniototo Community Board is delegated the authority to consider applications for activities and projects within its boundaries.

Annually, there is \$15,000 to distribute in the Maniototo community grants scheme and \$5,000 to distribute in the promotions grants scheme.

3. Discussion

Community Grants

One community grant application has been received in this round, requesting \$8,300. There is \$15,000 to distribute. The details are provided in the table below:

No	Name of Organisation	Name of project / service	Purpose of funding	When does the project start	Total costs	Amount requested
1	Maniototo Early Settlers Association Inc	Annual operating costs	Annual operating costs	1/08/2022	\$20,744	\$8,300

Copies of the applications, supporting documentation and staff assessments are provided to Board members under separate cover.

Promotion Grants

One promotions grant application was received in this round, requesting \$4,000. There is \$5,000 to distribute. The details are provided in the table below:

No	Name of Organisation	Name of project / service	Purpose of funding	When does the project start	Total costs	Amount requested
1	Naseby Information and Craft Inc	Annual Expenses	Power, Insurance, Phone etc.	1/04/2022 to 31/03/2023	\$8,930	\$4,000

Copies of the applications, supporting documentation and staff assessments are provided to Board members under separate cover.

4. Financial Considerations

As detailed above, the Board has \$15,000 to distribute for the 2022/23 Community Grants and \$5,000 to distribute for the 2022/23 Promotion Grants. The Board has the delegated authority to spend within this budget. Any recommendations above these amounts would fall outside of that delegation and would need to be by way of a recommendation to Council.

Should the Board support the applications as requested in full, then this would leave \$6,700 for the second round of the community grants and \$1,000 for the second round of the promotions grants.

Any funds remaining, will be made available for a second funding round, closing on the 19th of March 2023 for a decision in May 2023.

5. Options

The Board is asked to consider each application and determine the appropriate level of funding. There are no other options as the Board has the delegation to allocate grants from the contestable funds.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social, cultural, economic and environmental wellbeing of communities, in the present and for the future by providing a contestable funding pool that enables projects to be delivered in the community that enhance wellbeing.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes, this decision is consistent with the Grants Policy, and other plans and policies that may be impacted by any of the individual grant applications.
Considerations as to sustainability, the environment and climate change impacts	There is no direct impact, some applications may have a positive environmental impact from time to time.
Risks Analysis	No risks have been identified in the funding applications.
Significance, Consultation and Engagement (internal and external)	The funding rounds were advertised in the local newspaper, Council's website and Facebook page, and through combined agency community funding clinics. Discussions with departments of Council have taken place where there impacts arising from the application.

7. Next Steps

Once the Board has made a decision on the level of funding for each organisation, this will be communicated to each applicant and payments made.

8. Attachments

- Appendix 1 - Maniototo Early Settlers Association Grant Assessment (under separate cover) [⇒](#)**
- Appendix 2 - Maniototo Early Settlers Association Grant Application (under separate cover) [⇒](#)**
- Appendix 3 - Maniototo Early Settlers Association Supporting Documentation (under separate cover) [⇒](#)**
- Appendix 4 - Naseby Information and Craft Grant Assessment (under separate cover) [⇒](#)**
- Appendix 5 - Naseby Information and Craft Grant Application (under separate cover) [⇒](#)**
- Appendix 6 - Naseby Information and Craft Supporting Documentation (under separate cover) [⇒](#)**

Report authors:



Alison Mason
Media and Marketing Manager

Reviewed and authorised by:



Rebecca Williams
Community Development Advisor
24/08/2022



Sanchia Jacobs
Chief Executive Officer
29/08/2022

22.5.3 MĀNIATOTO INTERIM FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2022

Doc ID: 588782

1. Purpose

To consider the financial performance overview as at 30 June 2022.

Recommendations

That the report be received.

2. Discussion

These statements are designed to give an overview on the end of financial year performance. It is important to note that as the Annual Report to the 30 June 2022 is compiled, that the figures below may change as required.

The operating statement for the twelve months ending 30 June 2022 shows a favourable variance of \$257k against the revised budget.

2021/22 Full Year Annual Plan \$000	12 MONTHS ENDING 30 JUNE 2022	YTD Actual \$000	YTD Revised Budget \$000	YTD Variance \$000		2021/22 Full Year Revised Budget \$000
	Income					
189	User Fees and Other Income	194	191	3	●	191
28	Internal Interest Revenue	16	29	(13)	●	29
938	Rates	970	938	32	●	938
-	Reserves Contributions	14	12	2	●	12
-	External Interest & Dividends	1	1	-	●	1
2	Other capital contributions	-	2	(2)	●	2
1,157	Total Income	1,195	1,173	22	●	1,173
	Expenditure					
39	Rates Expense	41	43	2	●	43
57	Other Costs	36	60	24	●	60
75	Staff	112	85	(27)	●	85
258	Contracts	230	264	34	●	264
24	Grants	21	25	4	●	25
51	Fuel and Energy	43	51	8	●	51
24	Building Repairs and Mtce	37	30	(7)	●	30
198	Cost Allocations	195	198	3	●	198
15	Internal Interest Expense	6	17	11	●	17
94	Professional fees	-	94	94	●	94
249	Depreciation	164	253	89	●	253
18	Members Remuneration	18	18	-	●	18
1,102	Total Expenses	903	1,138	235	●	1,138
55	Operating Surplus / (Deficit)	292	35	257	●	35

This table has rounding (+/-1)

Income for period ending 30 June 2022

Operating income reflects a favourable variance to the revised budget of \$22k.

- User fees and other income has a favourable variance of \$3k. This is because the invoicing for rental and hires has been up to date and thus in line with budget.
- Internal interest revenue is trending lower than budget due to minimal market interest rates.
- Rates shows a favourable variance of \$32k. This is due to a year to date of Targeted Rates being in line with revised budget.

Expenditure for period ending 30 June 2022

Expenditure has a favourable variance of \$235k compared to the revised budget. The revised budget variances are detailed below.

- Staff has an unfavourable variance of (\$27k). This is due to qualified staff from other pools being required to cover Ranfurly pool resulting from the COVID-19 restriction vaccine compliance and the need to have a double crew for safety requirements.
- Other costs at \$24k, contracts at \$34k and professional fees at \$94k are all favourable year-to-date. These expenses are more needs-based and will vary against budget from time-to-time. The professional fees variance is due to the timing of engineering fees which are for detailed seismic assessments to determine preliminary design work for earthquake strengthening and cost estimate for the physical work.
- Depreciation has a favourable variance of \$89k. This is due to year to date favourable variances in parks and reserves of \$111k. This is offset by the Ranfurly pool's depreciation of (\$18k). The districts' pools were revalued as at 30 June 2020 in the parks and reserves valuation. After the pool values increased significantly, Council elected to phase the increased depreciation over the next three years to reduce the impact of rates.

Capital Expenditure

Capital expenditure (CAPEX) for the period ending 30 June 2022 reflects that CAPEX spending is \$122k behind the revised budget. The actual capital spent ended at 62% of the total revised budget.

Managers are currently working through their carry forward projects from the 2021/22 financial year.

2021/22 Full Year Annual Plan \$000	12 MONTHS ENDING 30 JUNE 2022					2021/22 Full Year Revised Budget \$000
		YTD Actual \$000	YTD Revised Budget \$000	YTD Variance \$000		
	Parks & Reserves:					
143	Other Reserves	50	151	101	●	151
-	Taieri Lake Reserve	-	3	3	●	3
12	Ranfurly Pool	25	25	-	●	25
7	Naseby Dam Reserve	6	7	1	●	7
19	Oturehua Domain	2	6	4	●	6
9	Cemeteries	9	19	10	●	19
190	Total Parks & Reserves	92	211	119	●	211
	Property:					
10	Property General	9	10	1	●	10
12	Community Halls	12	12	-	●	12
40	Maniototo Stadium	50	50	-	●	50
4	Naseby Hall	5	6	1	●	6
6	Ranfurly Hall	6	7	1	●	7
7	Centennial Milk Bar	7	7	-	●	7
-	Ranfurly Railway Station	-	-	-	●	-
18	Ranfurly Arts Centre	21	21	-	●	21
97	Total Property	110	113	3	●	113
287	Total Capital Expenditure	202	324	122	●	324

This table has rounding (+/-1)

The significant variances are:

Parks and Reserves have an overall favourable variance of \$119k

- Other reserves has a favourable variance of \$101k. The Naseby flying fox equipment has arrived in New Zealand, with installation due to commence in June 2022. The procurement plan for the John Street playground project has been submitted for approval at the time of writing this report, this project will be carried forward into the 2022-23 financial year.
- Cemeteries has a favourable variance of \$10k. COVID-19 has caused the Ministry of Health to outline a series of measures to prevent the spread of the virus, hence reducing rate of death.

Property has an overall favourable variance of \$3k.

- The Maniototo Stadium entrance and Naseby Hall ceiling fan and pathway projects have been completed.

Reserve Funds table for Mānīatoto Ward

- As of 30 June 2021, the Mānīatoto ward had an audited closing balance in the Reserve Funds of \$813k. This is the ward-specific reserves and does not factor in the district-wide reserves which are in deficit at (\$16.7M). Refer to Appendix 1.

- Taking the 2020/21 audited Annual Report closing balance and adding 2021/22 income and expenditure, carry forwards and resolutions, the Māniatoto ward is projected to end the 2021/22 financial year with a closing balance of \$898k.

3. Attachments

Appendix 1 - Maniototo Ward Reserves 2021/2022 [↓](#)

Report author:



Donna McKewen
Accountant
24/08/2022

Reviewed and authorised by:



Ann McDowall
Finance Manager
25/08/2022

AUDITED - 2020/21 Annual Report

2021/22 AP

Adjusted 2021/22
AP Closing*Forecast Approved By
Council

MANIOTOTO RESERVES	Opening Balance A	Transfers In B	Transfers Out C	Closing Balance D = A + B - C	Net Transfers In and Out E	AP Closing Balance F = D + E	2021/22 Forecast G	2021/22 Revised Closing Balance H = F + G
Maniototo Recreation and Culture Charge								
5039 - Centennial Milkbar	126,592	1,880	(3,897)	124,574	(7,721)	116,853	376	117,230
5132 - Maniototo Trust Fund	272,412	4,066	-	276,478	(7,079)	269,399	-	269,399
5412 - Maniototo Stadium	201,769	5,061	-	206,830	(19,311)	187,519	(11,126)	176,393
5413 - Otarehua Domain	33,552	8,632	-	42,184	(14,375)	27,809	12,800	40,609
5414 - Maniototo Arts Centre	-	-	-	-	(4,630)	(4,630)	(3,742)	(8,373)
5415 - Ranfurly Public Hall	-	-	-	-	(15,938)	(15,938)	(808)	(16,746)
5416 - Ranfurly Railway Station	(2,741)	3,058	-	317	10,094	10,411	(6,000)	4,411
5417 - Community Halls Maniototo	-	-	-	-	(9,656)	(9,656)	(3,755)	(13,412)
5421 - Naseby Public Hall	-	-	-	-	11,699	11,699	(2,345)	9,354
5441 - Maniototo Hospital Grant	(1,913,383)	1,853,216	-	(60,167)	81,969	21,802	(1,901)	19,901
5462 - Other Reserves Maniototo	78,270	1,097	(44,352)	35,014	(55,111)	(20,097)	(11,235)	(31,332)
5491 - Ranfurly Pool	183,941	5,930	-	189,871	14,437	204,308	(14,884)	189,424
5492 - Naseby Dam Reserve	23,608	445	-	24,053	27,095	51,149	(206)	50,942
	(995,980)	1,883,384	(48,250)	839,154	11,474	850,629	(42,828)	807,801
Maniototo Ward Services Rate								
5111 - General Revenues Maniototo	1,174,489	133,571	(1,876,824)	(568,764)	49,219	(519,545)	1,662	(517,884)
5341 - Forestry Maniototo	-	-	-	-	-	-	-	-
5352 - Farms Hall Wilson Rd Maniototo	55,218	11,113	-	66,330	98,336	164,666	-	164,666
5353 - Farms Park Farm Maniototo	-	-	-	-	-	-	-	-
5355 - Property General Maniototo	23,610	33,501	-	57,110	(8,904)	48,207	(10,934)	37,273
5356 - Endowment Land Income Naseby	72,113	8,769	-	80,881	(6,190)	74,691	-	74,691
5358 - Pioneer Store Naseby	-	-	-	-	-	-	0	0
5451 - Patearoa Recreation Reserve Committee	93,337	1,387	(4,074)	90,650	717	91,367	(3,227)	88,140
5431 - Maniototo Grants	-	-	-	-	-	-	(1,500)	(1,500)
	1,418,766	188,340	(1,880,899)	(273,793)	133,178	(140,615)	(13,999)	(154,614)
Maniototo Promotion Charge								
5033 - Maniototo Promotions	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
Maniototo Ward Services Charge								
5211 - Elected Members Maniototo	-	-	-	-	-	-	-	-
5831 - Ranfurly Cemetery	(1,883)	3,350	-	1,467	(4,699)	(3,232)	(9,993)	(13,226)
5832 - Naseby Cemetery	4,987	4,909	-	9,896	(3,760)	6,137	-	6,137
	3,104	8,260	-	11,363	(8,459)	2,904	(9,993)	(7,089)
Maniototo Ward Specific Reserves								
5125 - Maniototo Land SD Fund	212,789	23,274	-	236,063	4,246	240,309	12,331	252,640
	212,789	23,274	-	236,063	4,246	240,309	12,331	252,640
Grand Total	638,679	2,103,258	(1,929,149)	812,788	140,439	953,227	(54,489)	898,738

* The Annual Plan closing balance has been adjusted to reflect the closing balance of the Annual Report and the Annual Plan movement. This is to enable a running estimate of the total Reserves balance.

7 MAYOR'S REPORT

22.5.4 MAYOR'S REPORT

Doc ID: 587146

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Maniototo Community Board receives the report.

His Worship the Mayor will give a verbal update on activities and issues of interest since the last meeting.

2. Attachments

Nil

Report author:



Tim Cadogan
Mayor
4/08/2022

8 CHAIR'S REPORT

22.5.5 CHAIR'S REPORT

Doc ID: 587362

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

22.5.6 MEMBERS' REPORTS

Doc ID: 587365

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

22.5.7 SEPTEMBER 2022 GOVERNANCE REPORT

Doc ID: 587371

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

Minutes for Maniototo Arts Council

Minutes from the Maniototo Arts Council AGM and ordinary meeting were received (see appendices 1 and 2).

Status Reports

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

3. Attachments

Appendix 1 - MAC AGM minutes 28 July 2022 [↓](#)

Appendix 2 - MAC meeting minutes 28 July 2022 [↓](#)

Appendix 3 - MCB Status report [↓](#)

Report author:

Reviewed and authorised by:



Julie Harris
Governance Support Officer
6/09/2022



Sanchia Jacobs
Chief Executive Officer
6/09/2022

The Maniototo Community Arts Council
Minutes of Annual General Meeting held at Maniototo Arts Centre,
Reade Street at 6.00pm on Thursday 28th July 2022

BUSINESS		ACTION
PRESENT	A Pont, T Weir, L Anthony, J Greig, K Mulholland, K Wills, K Gibson, Marcanui, C Murphy, L Scott, C Rosser, R Kinney	
APOLOGIES	M Swinbourn, T Canning, R Weir, A Garthwaite, S Umbers APOLOGIES ACCEPTED	A Pont/ K Munro
PREVIOUS MINUTES	Minutes of the previous AGM held on the 3 rd June 2021 were read ACCEPTED AS TRUE AND CORRECT	K Gibson/ K Mulholland
MATTERS ARISING	Nil	
CORRESPONDENCE	Nil CORRESPONDENCE APPROVED	T Weir/ R Kinney
CHAIR'S REPORT	Attached Read and Accepted	L Anthony/ K Gibson
FINANCIAL REPORT	Financial Report up to 31.3.2022 (see attached) Bank Balance: Cheque Account - \$2,925.04 Savings Account - \$11,878.56 Total Club Funds - \$14,803.60 Treasurer's Report – Overall, the club is in good financial health, groups using the Arts Centre have continued to pay rent even when unable to meet. Power is a big expense. Currently, we are covering costs, but going forward we may have to consider fundraising or applying for grants.	R Kinney/ A Pont
ELECTION OF OFFICERS	Chair – A Pont T Weir/J Greig Carried Secretary – R Kinney J Greig/A Pont Carried Treasurer – T Weir R Kinney/J Greig Carried Bookings – K Wills K Gibson/K Mulholland Carried Housekeeping – to continue on a roster system * (Roster needs updating) Key drop off and money collection point – K Munro, Stafford Street Examiner of Statements – Ewan Kirk (T Weir to confirm)	
	A moment's silence observed in memory of Robin Moore, Examiner of Statements, and Barry Becker, Chair of the Maniototo Community Board. Chloe Rosser introduced as new contact person for the Friday morning art Group at the Arts Centre AGM closed at 6.50pm Followed by General Meeting – minutes below	

	<p>Meeting closed at pm</p>	
	<p>Next Meeting date:</p> <p>Signed:</p>	

The Maniototo Community Arts Council
Minutes of meeting held at Maniototo Arts Centre, Reade Street at
6.00pm on Thursday 28th July 2022

BUSINESS		ACTION
PRESENT	As for AGM	
APOLOGIES	As for AGM APOLOGIES ACCEPTED	
PREVIOUS MINUTES	Previous general meeting minutes from 12.8.21 read ACCEPTED AS TRUE AND CORRECT	K Munro/ K Mulholland
MATTERS ARISING	<p>Heating in toilets to eliminate the need to draining water pipes in winter, ensuring Arts Centre is as user-friendly as possible. R Kinney contacted J Remnant re this (email 9.6.21). Reply (email 14.6.21) Toilet heating would not prevent water lines elsewhere in the building freezing and bursting in heavy frosts, therefore water drainage is the only solution at present. Feedback from the Embroidery Group that only 2 members are physically capable of kneeling to operate the outside tap. <i>Plan: L Anthony to design a long-handled gadget to assist with this</i></p> <p>Men's Shed - Marcanui raised point of dis-inclusive terminology, suggesting the name "Community Workshop". A possible site could be in the grounds around the Arts Centre. This space could also be used for growing harakeke.</p> <p>Winnie-the-Pooh's 100th Birthday Celebration will be in 2026.</p> <p>Key Lock Box is working well. K Gibson raised the question of what will happen if/when the 9V battery goes flat. <i>Plan: To keep the instruction booklet in the Arts Centre filing cabinet (front room) and make a point of changing the battery at every AGM.</i></p> <p>Arts Council to become Incorporated Society? J Greig to investigate what is involved in this process.</p>	
CORRESPONDENCE	<p>20.4.22 – emails re use of Te Reo spelling of Maniatoto given investment of public money into installation</p> <p>June/July – various emails re kiln to manufacturer</p> <p>26.7.22 - emails from J Remnant re proposed toilet block and lights/sliding door</p> <p>Letter re \$2000.00 funding for Kapa Haka and Te Reo from Community Trust of Maniatoto</p> <p>Letter from Naseby Vision with donation – R Kinney to reply with receipt</p> <p>CORRESPONDENCE APPROVED</p>	K Mulholland /L Anthony
FINANCIAL REPORT	<p>Financial Report attached</p> <p>Bank balance</p> <p>Cheque Account - \$2,800.54</p> <p>Savings Account - \$11,884.34</p> <p>Outstanding Invoices - \$548.39 Insurance premium</p>	K Munro/ K Gibson

GENERAL BUSINESS	<p>Art Centre's 40th Birthday March 2023 – discussion to celebrate with an Open Day. We will contact sponsors, families, and original Arts Council members. T Weir is working on repairing the damaged wool bale installation.</p> <p>CCS Application for harakeke weaving class – applications for next funding round close on 12th August 2022 <i>Plan: - A Pont and R Kinney liaise re application</i></p> <p>Hosting a Show in Ranfurly? Discussion around any possible Show or concert suitable for Maniototo audience. Nothing is in the pipeline at present. Marcanui can connect us with the driver of a St John's minivan who could possibly bring out of town folk to an event.</p> <p>Maniototo Mural – has stalled at the installation phase. <i>Plan: R Kinney to liaise with R Weir re where the process is at, and support if necessary</i></p> <p>Arts Centre/Council name change – A Pont proposed a change of name to Maniototo Arts Centre/Council, in line with the CODC spelling. Appropriate as this is a CODC building. <i>Plan: A Pont to communicate with J Remnant re this change</i></p> <p>Council's New Public Toilet project – to be discussed at breakfast meeting 4th August 2022. A Pont to attend.</p> <p>Progress on Sun project – A Pont reported significant action by Rail Trail Trust re installation of something interactive (with seating and lighting and featuring the Art Deco sunburst), between the ICL building and the Art Deco Gallery. Perfect place for new public toilets?</p> <p>Council's 4 year plan re maintenance of Arts Centre – Not acceptable to leave replacement of slider door until 2024. The small front door is deteriorating due to increased use. J Remnant has been approached re bringing this forward (email 26.7.22) and replied that she has reprioritised the replacement sliding door which will be fitted as soon as it's been made. We can expect delays due to material shortages. The fixing of the front door is a matter of urgency. Window catches on the slider door are broken, compromising the building's security. <i>Plan: R Kinney to let J Remnant know re condition of the small door and window catches</i></p> <p>Glass tube broken in Zip – requiring alternative hot water system, eg Rinnai electric callifont. <i>Plan: R Kinney to price out</i></p> <p>Request for Whiteboard on wheels – large size <i>Plan: R Kinney to price at Warehouse Stationery</i></p> <p>Wall Mirrors for dancing class – Gemma happy to let us progress on this. Also, would like another barre to be installed on the opposite wall.</p>	
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we could apply for a grant for running this project.

Plan: R Kinney to liaise with Gemma re size of mirror and specifics of barre - price mirror at Otago Glass. Check date of next funding round

Full replacement of Arts Centre Curtains and blinds in the back room (3 windows and back door), plus toilet windows.

Plan: R Kinney to check with Janice re this proposal

Lighting – the fluorescent tubes in the big room do not provide optimum working light for artists -“Good light at table level for fine work”- and are no longer being manufactured. Proposal to replace these with 10 LED tubes. (New mirror would also increase light in the room.)

Outside safety lighting required down the left-hand side of the building. A timer light could be added to the existing system.

Plan: R Kinney to liaise with J Remnant and Graham Electrical re installation of above

Kiln – Graham Electrical is not willing to sign off on the kiln in its present condition. The damage from age and deterioration in storage will cost \$4915 to repair and is not covered by insurance.

Discussion re purchase of a new kiln, as there is high local demand to re-start pottery classes. Could the kiln be multi-purpose, eg ceramics as well as pottery?

Plan: A Pont to obtain formal quote for a new Cobcraft Kiln

Arts Centre Storage space – the spare room adjacent to toilets is currently filled with chemicals for pottery. J Greer is going to sort through these to check usability.

Marcanui reported that Reap is willing build a storage shed for the Maniototo Arts Centre. Maybe this can be used to storing paints and chemicals out of the building, which would free up space for Kapa Haka equipment and Harakeke weaving supplies.

Karate could be given a designated storage space for their equipment, as currently in the way under the kitchen bench.

Plan: R Kinney to clear this with Janice

Future project – sorting out storage at Art Centre

Using smaller room if group numbers are low – Spinners and Knitters (and other groups) can use the small front room instead of heating the big room. We require 2 new safe heaters for this purpose.

Plan: T Weir to purchase these from Graham Electrical

Unflushed toilet on a regular basis after dance classes

Plan: R Kinney to draw Gemma's attention to this problem

Groups/AC Users update for Facebook

Plan: K Wills to drive this

	Meeting closed at 8.45pm	
	Next Meeting date: 20 th October 2022	
	Signed:	

Meeting	Report Title	Resolution No	Resolution	Officer	Status
12/09/2019	Ex Patearoa School Building - Consent to Sublease (PRO 64-5111-L1)	19.5.9	<p>A. <u>RESOLVED</u> that the report be received and the level of significance accepted.</p> <p>B. <u>RESOLVED</u> that the Board consent to the Patearoa Community Trust Incorporated subleasing the school building to Dairy Farm Partnership for a term expiring 31 December 2021, subject to the Chief Executive Officer being satisfied with the sublease agreement.</p> <p>C. <u>RESOLVED</u> that the Board consent to a variation of the lease between the Patearoa Community Trust Incorporated and Council by amending clause 3.2 to refer specifically to any future income from “a camping ground”, when the Trust income from the reserve is greater than operating costs.</p>	Property and Facilities Officer (Māniatoto)	<p>October 2019 – Action memo sent to the Property and Facilities Officer – Maniototo.</p> <p>November 2019 – Council's Property and Facilities Officer – Maniototo has followed up with the Patearoa Community Trust and is waiting to view the agreement between the Trust and Dairy Farm Partnership.</p> <p>January 2020 - Patearoa Community Trust have advised that they are on hold with the proposed sub-lease with Dairy Farm Partnership.</p> <p>March 2020 – As per the below. Resolution to be placed on hold until the agreement has been received.</p> <p>May – July 2020 – No further progress to date.</p> <p>September 2020 – Updates to resume once matter no longer on hold.</p> <p>June 2021 - Letter sent to Patearoa Community Trust chairman (Hunter Stevenson), requesting a copy of the sub lease given it is understood Dairy Farm Partnership continue to occupy the school building on an exclusive, permanent basis for which the Trust is receiving payment. Letter copied to Max Paterson.</p> <p>July 2021 – Formally emailed the Chair of the Patearoa Community Trust to progress matters, but have not yet received a reply.</p>

					<p>August 2021 – No response from Chairman of the Patearoa Community Trust, the lease is up for review in 2022 with the process commencing in January 2022. On hold until lease is reviewed in 2022.</p> <p>February 2022 – The Patearoa Community Trust have informally contacted staff regarding the lease. Discussions continue with the Trust. The January 2022 review is a rent review.</p> <p>March 2022 – No further update at this time. ON HOLD</p> <p>29 Apr 2022 No further update at this stage.</p> <p>08 Jun 2022 No further update.</p> <p>29 Aug 2022 The Patearoa Community Trust have passed back the lease of the Patearoa School Section to Council where the sub lease was to be issued. Dairy Farm Partnership entity no longer occupy the building. The Patearoa Community Trust will be issued with a variation of lease for the remaining section 66 Blk Upper Taieri SD (Tennis Pavilion and Courts), permitted use being not for profit recreational activities.</p>
25/06/2020	Lease of Kyeburn Reserve	20.3.6	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to formally acknowledge that the Kyeburn Hall is owned by the Kyeburn Hall Committee.</p> <p>C. Agrees to recommend that Council grants the Committee a lease pursuant to Section 61 (2A) of the Reserves Act 1977, on the following terms:</p> <p>1. Permitted use: Community Hall</p>	Property and Facilities Officer (Māniatoto)	<p>une 2020 – Action memo sent to Property and Facilities Officer - Ranfurly.</p> <p>June 2020 – Kyeburn Hall Committee advised of Board's resolution. Report for ratification of Lease going to Council on 15 July 2020.</p>

			<p>2. Term: 33 years</p> <p>3. Rights of Renewal: None</p> <p>4. Land Description: Sec 20 Blk VII Maniototo SD</p> <p>5. Area: 0.4837 hectares</p> <p>6. Rent: \$1.00 per annum if requested</p> <p>Subject to the Kyeburn Hall Committee:</p> <p>1. Becoming an Incorporated Society</p> <p>2. Being responsible for all outgoings, including utilities, electricity telephone, rubbish collection, rates and ground maintenance.</p>		<p>July 2020 – Council ratified the lease. Waiting for confirmation from the Hall Committee of their Incorporated status to issue the lease.</p> <p>February - April 2021 – Property and Facilities Officer - Ranfurly to meet Committee in May 2021 and discuss next steps.</p> <p>May 2021 – due to delays, Property and Facilities Officer – Ranfurly to discuss next steps with Committee in June.</p> <p>July 2021 – The Committee requested that the meeting be delayed until July, due to an illness.</p> <p>August – On hold until meeting able to take place. ON HOLD</p> <p>29 Apr 2022 No further update at this stage.</p> <p>08 Jun 2022 On hold - no change.</p> <p>29 Aug 2022 On hold. No change.</p>
12/05/2022	2022-23 Annual Plan Budget and Fees and Charges Schedule	22.3.2	<p>That the Maniototo Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees the final Māniatoto ward 2022-23 Annual Plan budget and recommend to Council for inclusion in the 2022-23 Annual Plan.</p> <p>C. Agrees to accept the Māniatoto ward 2022-23 fees and charges schedule and recommend to Council for inclusion in the 2022-23 Annual Plan.</p>	Finance Manager	<p>10 Jun 2022 Annual Plan was adopted by Council at their June meeting. MATTER CLOSED</p>

12/05/2022	March 2022 Promotions Grants Applications	22.3.3	<p>That the Maniototo Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Allocates the grants as follows:</p> <table><tr><td></td><td>Applicant</td><td>Grant Amount</td></tr><tr><td>1</td><td>Rural Art Deco Maniototo Inc for brochures</td><td>\$711.57</td></tr></table>		Applicant	Grant Amount	1	Rural Art Deco Maniototo Inc for brochures	\$711.57	Media and Marketing Manager	<p>20 May 2022 Action memo sent to Media Marketing Manager and to Finance</p> <p>02 Jun 2022 Applicant advised of board decision and approval of grant. Details on when and how to uplift also supplied. Grant to be uplifted prior to 30 June 2022.</p> <p>13 Jul 2022 Rural Art Deco grant uplifted. Staff to follow up to ensure report back is complete.</p> <p>09 Sep 2022 Copy of invoice supplied confirming brochure printed as per resolution. MATTER CLOSED</p>
	Applicant	Grant Amount									
1	Rural Art Deco Maniototo Inc for brochures	\$711.57									

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 3 November 2022.

12 RESOLUTION TO EXCLUDE THE PUBLIC

Recommendations

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Minutes of Ordinary Board Meeting	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
22.5.8 - June 2022 Confidential Governance Report	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
