



AGENDA

Teviot Valley Community Board Meeting Friday, 9 September 2022

Date: Friday, 9 September 2022

Time: 2.00 pm

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

(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 Teviot Valley Community Board will be held in Roxburgh Service Centre, 120 Scotland Street, Roxburgh and live streamed via Microsoft Teams on Friday, 9 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 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 van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), W McEnteer (Governance Manager), J Harris (Governance Support Officer)

1 APOLOGIES

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Teviot Valley Community Board meeting - 16 June 2022

**MINUTES OF A MEETING OF THE TEVIOT VALLEY COMMUNITY BOARD
HELD IN THE ROXBURGH SERVICE CENTRE, 120 SCOTLAND STREET, ROXBURGH AND
LIVE STREAMED VIA MICROSOFT TEAMS
ON THURSDAY, 16 JUNE 2022 COMMENCING AT 2.00 PM**

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

IN ATTENDANCE: L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), G Bailey (Parks and Recreation Manager), C Martin (Properties and Facilities Officer – Vincent and Teviot Valley), L Stronach (Team Leader – Statutory Property), N Aaron (Parks Officer – Strategy/Planning), P Penno (Community and Engagement Manager), K McCullough (Corporate Accountant), W McEnteer (Governance Manager) and J Harris (Governance Support Officer)

Note: The Chair referred to the death of Cliff Parker, former Teviot Valley Community Board member. The meeting stood for a moment's silence as a mark of respect.

1 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Jeffery
Seconded: Dalley

That the apology received from Ms Aitchison be accepted.

CARRIED

2 PUBLIC FORUM

Norman Marsh – Roxburgh and Millers Flat RSA

Mr Marsh spoke to their current lease review and a request from the RSA to waive rent on the RSA room at the Roxburgh Service Centre. He then responded to questions.

Richie McNeish – Roxburgh Golf Club

Mr McNeish spoke to the current rent review for the Roxburgh Golf Club that was before the Board at this meeting. He advocated the removal of rent as the club took care of weeds and pest control on what is a council reserve. He then responded to questions.

Prue Brensell – Roxburgh Golf Club

Ms Brensell spoke to a request before the Board for permission to allow overnight camping in the golf course carpark. She then responded to questions.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Dalley
Seconded: Feinerman

That the public minutes of the Teviot Valley Community Board Meeting held on 5 May 2022 be confirmed as a true and correct record.

CARRIED

4 DECLARATION OF INTEREST

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

5 REPORTS

22.4.2 ROXBURGH - MILLERS FLAT RETURNED AND SERVICES' ASSOCIATION INCORPORATED - LEASE RENEWAL

To consider granting a lease to the Roxburgh – Millers Flat Returned and Services' Association Incorporated.

After discussion it was agreed that the RSA should have free access to their room for the entirety of their lease and should not be subject to a rent review.

COMMITTEE RESOLUTION

Moved: Jeffery
Seconded: Gunn

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.

CARRIED

COMMITTEE RESOLUTION

Moved: Jeffery
Seconded: Gunn

- B. Agrees to grant a lease of approximately 49m², as outlined in the report, over the Roxburgh Service Centre, Lot 2 Deposited Plan 4309, to the Roxburgh – Millers Flat Returned and Services' Association Incorporated.

This lease is subject to the Community Leasing and Licensing Policy. The general terms and conditions are as follows:

Commencement Date:	14 August 2021.
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Term:	Fifteen years.
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Rights of Renewal:	One of fifteen years.
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Final Expiry Date:	13 August 2051.
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Annual Rent:	\$1 per annum (if collected).
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Permitted Use:	RSA Meeting room.
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Special Conditions:	The landlord reserves the right to terminate the agreement with six months' notice if it requires part or whole of the occupied area for other activities.
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The tenant reserves the right to terminate the agreement with six months' notice if they do not require part or whole of the occupied areas for the purposes of theatre storage.

Should the Memorial Hall complex ever be removed or destroyed, the Council would not be liable for providing the RSA with new premises.

However, should the complex be rebuilt, provision will be made for an RSA room.

Should the RSA not continue to exist, then the Council (or its successor) will be advised of the RSA's nominated successor to use the room. The Association would have to identify the group to be its successor, and this group would be required to have direct links to the RSA (e.g. Women's Division of the RSA) rather than an unrelated group. The Council would require the successor to be identified by the RSA and meet the approval of the Roxburgh Community Board.

If there is no apparent successor for using the room will revert to the control of the Council.

CARRIED

22.4.3 ROXBURGH GOLF CLUB LEASE - RENT REVIEW

To consider the Roxburgh Golf Club Lease rent review and a request for additional land incorporated into the Lease.

After discussion it was agreed that the lease could not be finalised until the review of the Leasing and Licensing policy was completed.

COMMITTEE RESOLUTION

Moved: Gunn
Seconded: Jeffery

That the item is left on the table pending the finalisation of the Leasing and Licensing policy review

CARRIED

22.4.4 ROXBURGH GOLF CLUB CAMPING PROPOSAL

To consider a request from the Roxburgh Golf Club to allow paid camping at the Roxburgh Recreation Reserve carpark.

COMMITTEE RESOLUTION

Moved: Jeffery
Seconded: Dalley

That the Teviot Valley Community Board:

- A. Receives the report and accepts the level of significance.
- B. Declines a request from the Roxburgh Golf Club to allow regular paid camping on the carpark used by the club.

CARRIED

22.4.5 NEW BANNERS FOR ROXBURGH'S MAIN STREET

To consider options for the development of new street banners for Roxburgh's main street.

COMMITTEE RESOLUTION

Moved: Feinerman
Seconded: Dalley

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Directs staff to talk with community groups to discuss community grant options.
- C. Agrees in principle, subject to further work and support from Council staff, for community representatives to proceed with the design and manufacture of street banners for the main street of Roxburgh.
- D. Investigates increasing its annual funding allocation for street banner replacements through Council's annual and long-term planning process.

CARRIED

22.4.6 TEVIOT VALLEY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2022

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

COMMITTEE RESOLUTION

Moved: Jeffery
Seconded: Gunn

That the report be received.

CARRIED

6 MAYOR'S REPORT**22.4.7 MAYOR'S REPORT**

His Worship the Mayor was not present at this meeting.

7 CHAIR'S REPORT**22.4.8 CHAIR'S REPORT**

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

- Attended Medical Services Trust meetings.
 - Attended Teviot Valley Rest Home meeting.
 - Attended Swimming Pool meeting.
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- Attended Combined Community Board meeting with Teviot Prospects to discuss options for further community consultation for the Preliminary Social Impact assessment for the Lake Onslow project.
 - Had a site visit to old Health camp with Neville Hills from Forest Management Ltd to discuss access and potential for firewood for the Community.
 - Attended several Zoom meetings with the Project Reference Group for the Lake Onslow project.
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COMMITTEE RESOLUTION

Moved: Feinerman
Seconded: Jeffery

That the report be received.

CARRIED

8 MEMBERS' REPORTS

22.4.9 MEMBERS' REPORTS

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

Ms Feinerman gave an update on the following:

- Attended a meeting to discuss Teviot prospects.
- Attended a pool fundraising meeting
- Attended an interview of a candidate for the Teviot Valley Community Hub.
- Attended a Teviot Walkways meeting
- Attended a meeting of the Swimming Pool committee.
- Attended a meeting with the Board and Teviot Prospects regarding proposed work at Lake Onslow.
- Attended a Ministry of Primary Industries grant meeting.
- Attended a meeting with Bill Kaye-Blake regarding extra support for an Ministry of Primary Industries grant.

Cr Jeffery gave an update on the following:

- Has attended multiple meetings of the Medical Services Trust.
 - Attended a meeting regarding aquatic weed control in Lake Dunstan.
 - Attended a meeting of the Careers Progression Managers Governance group.
 - Attended and spoke at Cliff Parker's funeral.
-

- Attended Central Otago Labour Market Governance Group meeting.
- Attended the June Council meeting.
- Attended the Audit and Risk meeting.

Mr Dalley gave an update on the following:

- Attended multiple meetings of the Teviot Valley Rest Home.
- Met with Ngāi Tahu to discuss a retirement village that they have at the feasibility stage currently.

COMMITTEE RESOLUTION

Moved: Feinerman

Seconded: Gunn

That the report be received.

CARRIED

9 STATUS REPORTS

22.4.10 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: Jeffery

Seconded: Feinerman

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 28 July 2022.

11 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: Feinerman

Seconded: Jeffery

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

1. 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
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 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
22.4.11 - Proposal to Mine Section 92 Block VIII Benger Survey District being the Millers Flat Green Waste Site. (PRO: 65-7023-00)	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

2. That Simon Johnstone from Hawkswood Mining is permitted to remain at this meeting after the public has been excluded because of his knowledge of the mining proposal at Millers Flat.

CARRIED

The public were excluded at 4.20 pm and the meeting closed at 4.53 pm.

4 DECLARATION OF INTEREST

22.5.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 586965

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
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 (member) Teviot Valley Rest Home Ltd (Director)	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	<p>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) Teviot Valley Water Care Group (Committee Member) NZ Battery Project Technical Reference Group (TRG) (member)</p>	Stonehaven Trust (Trustee)	<p>Ida MacDonald Charitable Trust Roxburgh and District Medical Services Trust Roxburgh Swimming Pool Redevelopment Committee</p>
Stephen Jeffery	<p>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</p>		

5 REPORTS

22.5.2 2022/23 COMMUNITY AND PROMOTIONS GRANTS APPLICATIONS

Doc ID: 589860

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 Teviot Valley 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.

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

Annually, there is \$5,000 to distribute in the Teviot Valley community grants scheme and \$2,000 to distribute in the promotions grants scheme.

3. Discussion

Community Grants

Two community grants applications have been received in this round, requesting a total of \$3,786. There is a total of \$5,000 to distribute over the two rounds. 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	Roxburgh Pioneer Energy Brass Band Inc	Operational costs	Power, Insurance and Rates	1/07/2022	\$7,974	\$2,000
2	Teviot District Museum Inc	Teviot Lodge Museum Project	CODC rates	23/12/2022	\$10,042 (total operating costs)	\$1,786

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

Promotion Grants

No promotions grant applications have been received in this round.

4. Financial Considerations

As detailed above, the Board has \$5,000 to distribute for the 2022/23 Community Grants and \$2,000 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 \$1,214 for the second round of the community grants and \$2,000 for the second round of the promotions grants.

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.
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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 - Roxburgh Pioneer Energy Brass Band Inc Grant Assessment (under separate cover) [⇒](#)

Appendix 2 - Roxburgh Pioneer Energy Brass Band Inc Grant Application (under separate cover) [⇒](#)

Appendix 3 - Roxburgh Pioneer Energy Brass Band Inc Supporting Documentation (under separate cover) [⇒](#)

Appendix 4 - Teviot District Museum Inc Grant Assessment (under separate cover) [⇒](#)

Appendix 5 - Teviot District Museum Inc Grant Application (under separate cover) [⇒](#)

Appendix 6 - Teviot District Museum Inc Supporting Documentation (under separate cover) [⇒](#)

Report authors:



Rebecca Williams
Community Development Advisor
16/08/2022

Reviewed and authorised by:



Sanchia Jacobs
Chief Executive Officer
26/08/2022

22.5.3 ROXBURGH GOLF CLUB LEASE - RENT REVIEW.

Doc ID: 590200

1. Purpose of Report

To consider the Roxburgh Golf Club Lease rent review and a request for additional land to be incorporated into the Lease.

Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
 - B. Agrees to recommend to Council:
 1. That for the five years commencing 01 July 2021, the rent payable under the lease held by the Roxburgh Golf Club shall be assessed in accordance with the (original version of) Council's 2019 Leasing and Licensing Policy, at \$772 per annum plus GST.
 2. To vary the lease by increasing the area by 0.3000 hectares to approximately 45.3000 hectares by including the land containing the car park.
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2. Background

At their meeting of 16 June 2022, the Teviot Valley Community Board (the Board), considered a report regarding the lease held by the Roxburgh Golf Club (the Club).

The report recommended that the Club's rent be reviewed, and the lease be varied to include an additional land area.

A copy of the report dated 16 June 2022 is attached as **Appendix 1**.

Representatives of the Club spoke to the report during the public session of the meeting. During their presentation, the representatives advised the Board that they believed the Club should not be charged any rental as:

- their course is in a rural area,
- the costs associated with controlling noxious weeds and rabbits are high, and,
- they have a smaller volunteer base than other larger golf clubs.

On consideration, the Board resolved to leave the report on the table pending the completion of the review of the Council's Community Leasing and Licensing Policy.

At their meeting of 06 July 2022, the Council considered the review of the Community Leasing and Licensing Policy (the Policy). At that time, the Policy had been operating for about one year.

The purpose of the review was to identify and address any issues or challenges arising during the first year of applying the Policy.

The review identified several areas of the Policy as needing reconsideration. These included:

1. The definition of income (for the purpose of determining rent).
2. Some wording changes (to clarify the definition of 'affiliation fees').
3. How rent is charged to groups with no memberships, and,
4. The simplification of the process for granting licenses to adjacent landowners.

The report also noted that there had been historical instances of decision-making that did not align with some other Council policies, such as Reserve Management Plans.

The Council accepted the recommendations outlined in the report and resolved to update the Policy accordingly.

Updated Policy

The following is an extract from the revised policy as it relates to fee determination and the definition of income.

Community leases or licences are offered at a concessional rate, set significantly below potential market rent. Council is able to support community groups and achieve community outcomes through this policy. The concessional rate is charged to assist in offsetting related property and other costs.

Annual rentals are calculated at 2.5% of the tenant's income less any affiliation fees.

For the purposes of this policy, income is calculated from any income related to the use of the facility. This includes subscription or membership fees, casual entry, green fees, and other income derived from the use of the facility (such as room or venue hire). It does not include member derived income, other than subscriptions.

Income is calculated over the most recent 5 year period for which the group has filed financial accounts. Where a group does not have 5 years of financial accounts, the rental fee will be calculated as an average over the financial statements that are available. This rental fee shall apply for the first 5 years of the lease or licence or until a rent review is completed.

In exceptional circumstances where there are ongoing or direct costs involved with the property or lease, the tenants and Council may agree to an alternative method of determining rent if it is considered that the standard method will produce an unjust outcome.

Rent reviews occur every 5 years. The same assessment criteria is applied, based on the most recent 5 years of financial accounts. Rent reviews are authorised by the Chief Executive Officer.

Income: Any income derived by a community group or tenant through the use of a facility. This includes:

- *any subscription income (money paid by permanent or casual members of a group on a periodic basis to belong to the group),*
- *casual memberships (including green fees, entry fees, charges by the group for use of parts of a facility)*
- *and other types of income derived from the use of the facility. Groups without members may still derive an income from the use of the facility.*

Applying the previous policy results in a \$772 rental per annum for the Club. This equates to approximately \$15 per week.

Applying the revised policy results in a \$994 per annum rental for the Club. This equates to approximately \$20 per week. The difference being the inclusion of entry fees from tournaments within this calculation as per the revised definition of income.

Applying either amount to the Club is consistent with that which is occurring to golf clubs throughout the district as their lease comes due. The sizes of various clubs are already considered in the Policy as the fee determination is a percentage of the clubs' income.

However, as the Board decided to leave the previous report recommending the \$772 rental per annum lie on the table while Council reviewed the Policy, and this revision has led to an increase in rental per annum for the Club, then this would be a case in which the Board could recommend to Council to reduce the rental due to these exceptional circumstances.

Proposed Variation of Lease

As noted in the report attached as Appendix 1, the Club have applied to vary their lease.

The purpose of the variation is to allow the footprint of the lease area to be increased to include the area which contains the Club's car park. A plan of the additional area is outlined in blue below:



The area of the car park is approximately 0.3000 hectares. Varying the lease to include the car park will take the Club's overall area of occupation to approximately 45.3000 hectares.

3. Financial Considerations

The rental will be paid to the Roxburgh Reserves account.

The Club is also responsible for all outgoings associated with the leasing of the land, including rates.

4. Options

Option 1 – (Recommended)

To agree:

1. Recommends to Council that for the five-year period commencing 01 July 2021, the rent payable under the lease held by the Roxburgh Golf Club shall be assessed at a reduced rental of \$772 per annum plus GST.
2. To vary the lease by increasing the area by 0.3000 hectares to approximately 45.3000 hectares, by including the land containing the car park.

Advantages:

- Does not disadvantage the Club because of the Board decision to wait for Council's review of the Policy.
- Legalises the Club's occupation of the car parking area.

Disadvantages:

- Will require Council approval.

Option 2

To agree:

1. That for the five years commencing 01 July 2021, the rent payable under the lease held by the Roxburgh Golf Club shall be assessed at \$994 per annum plus GST. This is calculated by applying the Council's 2022 Leasing and Licensing Policy.
2. To vary the lease by increasing the area by 0.3000 hectares to approximately 45.3000 hectares, by including the land containing the car park.

Advantages:

- Is consistent with the revised Policy.
- Legalises the Club's occupation of the car parking area.

Disadvantages:

- Does not recognise disadvantage to the Club as a result of waiting for Council to revise the Policy.

Option 3

That the Board agrees to review the rent and/or vary the lease on other terms or conditions and makes a recommendation to Council.

Advantages:

- The Board may consider a different rental or variation of the lease to be appropriate.

Disadvantages:

- Will likely be inconsistent with Council's Leasing and Licencing Policy.
- Will likely require Council approval.
- The other terms and conditions may not be agreeable to the Club.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision-making and action by and on behalf of communities by determining the terms and conditions on which a sports club will occupy a part of the Roxburgh Recreation Reserve.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy, etc.	The recommendation is consistent with the Community Leasing and Licencing Policy and the 2014 Teviot Valley Ward Reserve Management Plan.
Considerations as to sustainability, the environment, and climate change impacts	There is no sustainability, environmental, or climate impacts associated with the recommendation.
Risks Analysis	There are no risks to Council associated with the recommendation. If the Board decides to review the rent and/or vary the lease on other terms or conditions, it could undermine the provisions of Council's 2022 Lease and Licencing Policy.
Significance, Consultation, and Engagement (internal and external)	The Significance and Engagement Policy has been considered with none of the criteria being met or exceeded.

6. Next Steps

1. Club notified of the Board's resolution.
2. Report to the Council to ratify the Board's recommendation.
3. Deed of Variation of Lease drafted, then executed.

7. Attachments

Appendix 1 - Copy of the Report to the Board dated 16 June 2022. [↓](#)

Report author:

Reviewed and authorised by:



Christina Martin
Property and Facilities Officer (Vincent and
Teviot Valley)
9/08/2022

Louise van der Voort
Executive Manager - Planning and Environment
1/09/2022

16 June 2022



22.4.3 ROXBURGH GOLF CLUB LEASE - RENT REVIEW

Doc ID: 583455

1. Purpose of Report

To consider the Roxburgh Golf Club Lease rent review and a request for additional land incorporated into the Lease.

Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
 - B. Approves the 2021 rent review of the Roxburgh Golf Club lease which has been assessed in accordance with the Community Leasing and Licencing Policy 2021, being \$772 per annum (plus GST) with a rent review in 5 years.
 - C. Approves an early rent review of the lease if adopting the revised Community Leasing and Licencing Policy leads to a more favourable rental to the Roxburgh Golf Club.
 - D. Approves the request for the additional land as outlined in the report to be incorporated into the Roxburgh Golf Club's Lease.
-

2. Background

Rent Review

The Roxburgh Golf Club (the Golf Club) Incorporated holds two leases over Council land as follows.

Clubrooms	179 Block Two Teviot Survey District	Council freehold land
Golf course	181 Block Two Teviot Survey District	Recreational reserve

These leases commenced on 1 July 2009 and are for 33 years.

Both lease agreements state the following rent calculation clause.

1. THAT the Lessee shall pay unto the Lessor or other authority for the time being having charge of the said land the annual rent of 2.5% of the gross revenue received by the lessee, excluding gross revenue from the operations of the lessee's ancillary liquor licence, as shown by the balance sheet or accounts for the year immediately preceding the current year in which the rent becomes payable PROVIDED ALWAYS the lessor may agree to accept a lesser rent than that payable in terms of this clause free of exchange and all other deductions and shall also pay and discharge all rates, taxes, or other charges whatsoever now or hereafter to become payable for or in respect of the said land or any part or parts thereof.

After adopting the Community Leasing and Licencing Policy 2021, a review of all Council's community leases began. When the Golf Club's leases were reviewed, it was found that the Golf Club had received no rental charges since their leases commenced.

9 September 2022

22.5.4 TEVIOT VALLEY INTERIM FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2022

Doc ID: 589284

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 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 \$177k against the revised budget.

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	
	Income:			
23	12	23	(11)	23
18	297	19	278	19
-	11	1	10	1
503	507	503	4	503
544	827	546	281	547
	Expenditure			
11	13	14	1	14
142	142	142	-	142
82	20	82	62	82
-	196	-	(196)	-
10	16	14	(2)	14
14	9	14	5	14
167	171	171	-	171
24	21	24	3	24
22	19	22	3	22
18	18	18	-	18
98	81	101	20	101
586	706	602	(104)	602
(42)	121	(56)	177	(55)

Income for period ending 30 June 2022

Operating income has a favourable variance of \$281k to the revised budget.

- User fees and other has a favourable variance of \$278k. Of which \$276k has been received from the logging of the Roxburgh forestry block, this is offset in cost of sales.
- Internal interest revenue is trending lower than budget due to low market interest rates.
- Reserves Contribution shows a favourable variance of \$10k as against revised budget. The developers' timeframe is always difficult to establish and thus makes the information unavailable to input into budget.

Expenditure for period ending 30 June 2022

Expenditure has an unfavourable variance of (\$104k) to revised budget.

- Other costs has a favourable variance of \$62k against budget. Main contributors to the underspend are maintenance, professional fees and compliance schedule expenditure. These expenses are more needs based and will vary against budget from time to time, both in timing and actual costs.
- Cost of sales has an unfavourable variance of (\$196k). This is due to the cost of logging the Roxburgh forestry block, this is offset in other income.
- Depreciation has a favourable variance of \$20k. Parks and reserves is \$27k favourable against budget. This is offset by the Millers Flat Pool depreciation of (\$6k).

Capital Expenditure

Capital expenditure (CAPEX) for the period ending 30 June 2022 reflects that CAPEX spending is \$590k favourable to revised budget. The actual capital spent for the quarter ended at 3% 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			
7	Roxburgh Reserves - Landscaping & Planting	7	8	1 ●
12	Roxburgh Reserves - Bins, Signs, Structures	11	25	14 ●
3	Millers Flat Recreation Reserve - Tennis Courts	2	6	4 ●
500	Roxburgh Pool	-	500	500 ●
521	Total Parks & Reserves	20	539	519 ●
	Property			
-	Roxburgh Town Hall	1	72	71 ●
-	Total Property	1	72	71 ●
521	Total Capital Expenditure	21	611	590 ●

This table has rounding (+/-1)

Parks and reserves – has an overall favourable variance of \$519k. This is due to the contribution towards the development of the Roxburgh community pool upgrade (which is additional to the operational grant already uplifted). The \$500k capital contribution has been invoiced in August 2022.

Property - Roxburgh Town Hall – Lighting/Rigging Strengthening. Main Construction of the project is on hold as the work will be done in conjunction with the community project to replace the cinema screen. This has been carried forward in 2022/23 financial year.

Reserve Funds table for Teviot Valley Ward

- As at 30 June 2021 the Teviot Valley Ward has an audited closing reserve funds balance of \$1.3M. 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 Teviot Valley Ward is projected to end the 2021/22 financial year with a closing balance of \$1.0M.

3. Attachments

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

Report author:



Donna McKewen
Accountant
24/08/2022

Reviewed and authorised by:



Ann McDowall
Finance Manager
25/08/2022

9 September 2022

6 MAYOR'S REPORT

22.5.5 MAYOR'S REPORT

Doc ID: 586487

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 on activities and issues of interest since the last meeting.

2. Attachments

Nil

9 September 2022

7 CHAIR'S REPORT

22.5.6 CHAIR'S REPORT

Doc ID: 586492

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 September 2022

8 MEMBERS' REPORTS

22.5.7 MEMBERS' REPORTS

Doc ID: 586493

1. Purpose

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

Recommendations

That the report be received.

2. Attachments

Nil

9 STATUS REPORTS

22.5.8 SEPTEMBER 2022 GOVERNANCE REPORT

Doc ID: 586496

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

Status Report

The status reports have been updated with any actions since the previous meeting (see appendix 1).

3. Attachments

Appendix 1 - TVCB Status report [↓](#)

Report author:

Reviewed and authorised by:



Julie Harris
Governance Support Officer
29/08/2022

Sanchia Jacobs
Chief Executive Officer
29/08/2022

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 2 November 2022.

11 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
22.5.9 - September 2022 Confidential Governance Report	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
