

**MINUTES OF AN EXTRAORDINARY MEETING OF THE  
CROMWELL COMMUNITY BOARD  
HELD IN THE CROMWELL SERVICE CENTRE, 42 THE MALL, CROMWELL  
AND LIVE STEAMED VIA MICROSOFT TEAMS ON THURSDAY, 10 NOVEMBER 2022  
COMMENCING AT 2.00 PM**

**PRESENT:** Cr S Browne, Cr N Gillespie, Ms A Harrison, Cr C Laws, Ms M McConnell, Mr B Scott

**IN ATTENDANCE:** S Jacobs (Chief Executive Officer), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Group Manager - Business Support), G Robinson (Property and Facilities Manager), R Williams (Community Development Advisor), M Tohill (Communications Support), W McEnteer (Governance Manager), J Harris (Governance Support Officer)

Note: The Chief Executive Officer assumed to Chair to begin the meeting.

**1 APOLOGIES**

NO APOLOGIES WERE RECEIVED.

THE CHIEF EXECUTIVE OFFICER WELCOMED EVERYONE TO THE FIRST MEETING OF THE TRIENNium.

**2 REPORTS**

**22.7.1 DECLARATION OF OFFICE**

Each member will be required to take a declaration of office.

The Chief Executive Officer asked Cr Gillespie as Deputy Mayor to give his declaration. The Chief Executive Officer then asked the Deputy Mayor to invite members to give their declaration of office. Each member then made their declaration of office.

**22.7.2 APPOINTMENT OF CHAIR AND DEPUTY CHAIR**

To select a voting system and to appoint the Chair and Deputy Chair.

**COMMITTEE RESOLUTION**

**Moved: Browne**  
**Seconded: Harrison**

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Selects System B for the appointment of the Chair and Deputy Chair of the Board, or a representative of the Board.

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**CARRIED**

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Ms Harrison was nominated for Chair by Cr Gillespie and seconded by Cr Laws.

Ms Harrison was unopposed in her nomination.

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Note: Ms Harrison assumed the Chair.

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Mr Scott was nominated for Deputy Chair by Cr Laws and Mr Scott seconded himself.

Mr Scott was unopposed in his nomination.

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### **22.7.3 STATUTORY ADVICE AND CODE OF CONDUCT**

To provide advice concerning legislation relevant to the role of members and to adopt a code of conduct.

Members were provided with information on the legislative framework for members and their responsibilities as members when they are acting in their official capacity.

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#### **COMMITTEE RESOLUTION**

**Moved:           Laws**  
**Seconded:       Scott**

That the Cromwell Community Board

- A.   Receives the report and accepts the level of significance.
  - B.   Notes the advice given on relevant legislation.
  - C.   Adopts the Code of Conduct.
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**CARRIED**

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### **22.7.4 ADOPTION OF STANDING ORDERS**

To adopt a revised version of Standing Orders.

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#### **COMMITTEE RESOLUTION**

**Moved:           Browne**  
**Seconded:       McConnell**

That the Cromwell Community Board

- A.   Receives the report and accepts the level of significance.
  - B.   Adopts the revised Local Government New Zealand Standing Orders with the following amendments:
    - i.   Enable provisions for meetings by audio visual link
    - ii.  Enable a casting vote for the chairperson
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iii. Endorse option C (informal) as the default for speaking and moving motions.

**CARRIED**

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### **22.7.5 COUNCIL ORGANISATIONS AND POLICY ON APPOINTMENT OF DIRECTORS**

To advise of the effect of appointing members to serve on its behalf in outside organisations and to receive the Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.

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#### **COMMITTEE RESOLUTION**

**Moved: Scott**  
**Seconded: Laws**

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Makes appointments as recommended elsewhere in the agenda in light of the contents of this report.
- C. Receives the Policy on Appointment and Remuneration of Directors to Council Controlled Organisations and Council Organisations.

**CARRIED**

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### **22.7.6 COMMUNITY BOARD EXPENDITURE**

To inform members of their responsibilities in relation to incurring expenditure on behalf of the Board.

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#### **COMMITTEE RESOLUTION**

**Moved: Browne**  
**Seconded: Laws**

That the report be received.

**CARRIED**

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### **22.7.7 APPOINTMENTS TO SUB-COMMITTEES AND OTHER COMMUNITY ORGANISATIONS**

To appoint community board representatives to sub-committees and other community organisations where necessary.

After discussion it was noted that the Board appoints members of the Cromwell College Charitable Trust and Central Otago Sport Turf Trust, but does not sit on those groups themselves.

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#### **COMMITTEE RESOLUTION**

**Moved: Gillespie**  
**Seconded: Browne**

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That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Appoints representatives to community organisations as follows:
- Bannockburn Community Centre Management Committee Inc – Ms Harrison
  - Bannockburn Recreation Reserve Management Committee Inc – Mr Scott
  - Cromwell and Districts Community Trust – Ms McConnell
  - Cromwell District Museum – Ms Harrison
  - Cromwell Resource Centre Trust (known as Cromwell Community House) – The appointment of 5 representatives as per the Trust Deed - Cr Laws
  - Cromwell Youth Trust – Cr Browne
  - Central Otago Sports Turf Trust – No appointee as this was made in the last triennium.
  - Old Cromwell Incorporated – Cr Laws
  - Lowburn Hall Committee – Ms McConnell
  - Pisa District Community Group – Cr Gillespie
  - Ripponvale Hall Committee – no appointee
  - Tarras Community Plan Group – Cr Browne
  - Tarras Hall Committee – Cr Gillespie
  - Cromwell and Districts Promotions Group – Mr Scott

**CARRIED**

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#### **22.7.8 PROPOSED MEETING SCHEDULE FOR THE REMAINDER OF 2022 AND 2023**

To approve a schedule of meetings for the remainder of 2022 and 2023.

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#### **COMMITTEE RESOLUTION**

**Moved:           Laws**  
**Seconded:       McConnell**

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Adopts the proposed meeting schedule.

**CARRIED**

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#### **22.7.9 APPOINTMENTS TO PROJECT ADVISORY GROUPS**

To consider appointments of representatives for the project advisory groups for the Cromwell Memorial Hall and Cromwell Mall.

After discussion it was decided that Cr McKinlay should remain on the project group for the memorial hall, while Ms McConnell would be the Boards' representative for the advisory group for the town centre.

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**COMMITTEE RESOLUTION**

**Moved:** Gillespie  
**Seconded:** Laws

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees that Councillor Nigel McKinlay remain on the Cromwell Memorial Hall Project Advisory Group, in his capacity as a Cromwell Ward Councillor.
- C. Agrees that Community Board member Anna Harrison remain on the Cromwell Memorial Hall Project Advisory Group.
- D. Agrees that Ms McConnell is the representative from the Cromwell Community Board to the Cromwell Mall Project Advisory Group.

**CARRIED** with Mr Scott recording his vote against resolution B.

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**3 DATE OF THE NEXT MEETING**

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

**The Meeting closed at 3.18 pm.**

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**CHAIR / /**