



AGENDA

Cromwell Community Board Meeting Monday, 28 November 2022

Date: Monday, 28 November 2022

Time: 1.00 pm

**Location: Cromwell Service Centre, 42 The Mall,
Cromwell**

(A 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 Cromwell Community Board will be held in Cromwell Service Centre, 42 The Mall, Cromwell and live streamed via Microsoft Teams on Monday, 28 November 2022 at 1.00 pm. The link to the live stream will be available on the Central Otago District Council's website.

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Members Ms A Harrison (Chair), Mr B Scott, Cr S Browne, Cr N Gillespie, Cr C Laws, Ms M McConnell

In Attendance T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L van der Voort (Group Manager - Planning and Infrastructure), S Righarts (Group Manager - Business Support), W McEnteer (Governance Manager), J Harris (Governance Support Officer)

1 APOLOGIES

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Extraordinary Cromwell Community Board Meeting - 10 November 2022

**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.

CARRIED

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

Ms Harrison was unopposed in her nomination.

Note: Ms Harrison assumed the Chair.

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

Mr Scott was unopposed in his nomination.

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.

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.

CARRIED

22.7.4 ADOPTION OF STANDING ORDERS

To adopt a revised version of Standing Orders.

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
 - iii. Endorse option C (informal) as the default for speaking and moving motions.
-

CARRIED

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.

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

22.7.6 COMMUNITY BOARD EXPENDITURE

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

COMMITTEE RESOLUTION

Moved: Browne
Seconded: Laws

That the report be received.

CARRIED

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.

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: Browne

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

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.

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

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.

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.

3 DATE OF THE NEXT MEETING

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

The Meeting closed at 3.18 pm.

.....
CHAIR / /

4 DECLARATION OF INTEREST

22.8.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 603086

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 - CCB Declarations of Interest [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Sarah Browne	Anderson Browne Construction and Development (Director and Shareholder) Infinite Energy Ltd (Shareholder) Central Otago Sports Turf Trust (Trustee) Central Football and Multisport Turf Trust (Trustee)	Anderson Browne Construction and Development (Director and Shareholder) Infinite Energy Ltd (Employee)	Cromwell Youth Trust Tarras Community Plan Group
Neil Gillespie	Contact Energy (Specialist - Community Relations and Environment) Clyde & Districts Emergency Rescue Trust (Secretary and Trustee) Cromwell Volunteer Fire Brigade (Chief Fire Officer) Cromwell Bowling Club (patron) Otago Local Advisory Committee - Fire Emergency New Zealand Returned Services Association (Member)		Pisa District Community Group Tarras Hall Committee
Anna Harrison	Principal Goldfields Primary School Runs the Dunstan Zone swimming championships Cromwell Swim Club past president and club group coach Central Otago Primary School Sport Association (member) Dunstan Zone Sports Group (member) Principal of Goldfields Primary School	Mojo Modern Joinery Cromwell (Owner / Director)	Bannockburn Community Centre Management Committee Inc Cromwell District Museum

Cheryl Laws	The Message (Director) Wishart Family Trust (Trustee) Wooing Tree (Assistant Manager - Cellar Door) Daffodil Day Cromwell Coordinator	Otago Regional Council (Councillor) The Message (Director)	Cromwell Resource Centre Trust Old Cromwell Incorporated
Mary McConnell	Harrison Grierson Ltd (Employee) Contractor to Environmental Protection Authority and QLDC	Southern Lakes Motors (Shareholder and dealer principal)	Cromwell and Districts Community Trust Lowburn Hall Committee
Bob Scott	Cromwell Golf Club (vice-president) Central Football Project Trust (Trustee)		Bannockburn Recreation Reserve Management Committee Inc Cromwell and Districts Promotions Group

5 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
22.8.8 - Cromwell Town Centre Project	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
22.8.9 - November 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

6 RESOLUTION TO READMIT THE PUBLIC

7 REPORTS

22.8.2 2021-22 PROMOTION GRANT FUNDING REPORT BACK_CROMWELL AND DISTRICTS PROMOTIONS GROUP

Doc ID: 602057

1. Purpose of Report

To review the accountability report received from Cromwell and Districts Promotions Group on the 2021-2022 year activities.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees the accountability report meets the grant policy terms and conditions and that the recorded underspend amount of \$2,581 is reimbursed to the promotions cost centre to be made available to applicants at the next funding round closing March 2023.

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.

The Board approved promotion grant funding totalling \$100,643 in the 2021-2022 financial year to Cromwell and Districts Promotions Group. As required by the grant policy an accountability report is to be provided to the Board including end of year financial accounts.

Whilst the annual performance report for the group shows the full year amount of \$100,643 as the full years grant funding, the groups accountability report supplied excludes the \$15,000 grant to the Light Up Winter event 2021 (Resolution 21.3.5) as this has previously been reported back to the Board at its 9 May 2022 meeting.

3. Discussion

In addition to the \$15,000 as a hardship grant for Light Up Winter event 2021, the Board approved funding to the Group in the two publicised funding rounds for 2021-2022 as per the following resolutions:

Resolution: 21.7.2

- B. Approves a promotions grant to Cromwell and Districts Promotions Group:
 - 1. **GRA210739436 Cromwell and Districts Promotions Group – Operational, Staff, Marketing and events as outlined in the application**
 Year 1 LTP 2021/22 applied \$87,143
Approved Total \$64,270 as detailed
 \$17,760 Contractor – Media and Communications
 \$17,760 Contractor – Community Relations
 \$11,250 Advertising
 \$9,000 Operating Expenses (excl bad debts and donations)
 \$3,000 Christmas Parade traffic management
 \$2,000 Cherry Festival 2021
 \$3,500 Street Party and Fireworks 2021

Resolution: 22.3.3

- B. Allocates the grants as follows:

Applicant	Grant Amount
2 Cromwell and Districts Promotions Group for contractors, advertising and operating costs	\$21,373

With regards to the above resolution 22.3.3 – the amount granted is broken down as follows:

\$6,540	Contractor – Media & Communications
\$2,940	Contractor – Community Relations
\$4,500	Marketing / Advertising
\$7,393	Operating Expenses

The accountability report identifies an underspend of \$2,581 in relation to the approved grant. The majority of the underspend (\$2,445) is attributed to a late cancellation of the annual Fireworks event due to the COVID guidelines at the time.

The grant policy states:

Where funds remain unspent following project completion, these must be returned to Council. If the project does not proceed, funding must be returned to Council.

The underspent amount of \$2581 should therefore be returned to Council and made available for applications made to the next funding round closing March 2023.

Copies of the accountability report and supporting documents are provided to Board members under separate cover.

4. Financial Considerations

The Board has budgeted \$106,219 for promotions grants in the 2022-2023 year. It has previously approved grants totalling \$91,520 and currently has an uncommitted budget of \$14,699 available for applications in the 2022-23 year.

An underspent grant amount of \$2,581 is identified in the Groups accountability report and financial performance. As per the grant policy this amount should be returned to Council and therefore would give the Board a total of \$17,280 for the March 2023 funding round.

The Board has the delegated authority to spend within this budget.

5. Options

Option 1

The Board is asked to review the accountability report supplied and agree that the underspend grant amount of \$2581 is returned to Council as required by the grant policy.

Advantages

- The grant recipient is meeting the terms of Councils Grant Policy, identifying the underspend grant amounts to be reimbursed.
- The Board will have an increased amount of grant funding available for its second funding round closing in March 2023.

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, this report is procedural only.
Risks Analysis	No risks have been identified in the accountability report.
Significance, Consultation and Engagement (internal and external)	The accountability report is procedural and includes an approved and signed annual performance report as required by the grant policy. .

7. Next Steps

Communication is provided to the applicant together with confirmation of the requirement to reimburse the underspent grant .

8. Attachments

Appendix 1 - Cromwell & Districts Promotions Group Accountability Report (under separate cover) [⇨](#)

Appendix 2 - Cromwell & Districts Promotions Group Accountability Report - Supporting Documents (under separate cover) [⇨](#)

Report authors:

Reviewed and authorised by:



Alison Mason
Media and Marketing Manager
04/11/2022

Sanchia Jacobs
Chief Executive Officer
4/11/2022

22.8.3 CROMWELL FINANCIAL REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2022

Doc ID: 599753

1. Purpose

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

Recommendations

That the report be received.

2. Background

These statements are designed to give an overview on the end of financial year performance.

The operating statement for the three months ending 30 September 2022 show a favourable variance of \$1.3M against the revised budget.

2022/23 Full Year Annual Plan \$000	AS AT 30 SEPTEMBER 2022					2022/23 Full Year Revised Budget \$000
		YTD Actual \$000	YTD Revised Budget \$000	YTD Variance \$000		
	Income					
443	Internal Interest Revenue	128	111	17	●	443
12,830	Land Sale Proceeds	-	-	-	●	12,830
621	User Fees & Other	154	155	(1)	●	621
-	Reserves Contributions	248	-	248	●	-
-	External Interest & Dividends	1	-	1	●	-
3,219	Rates	785	785	-	●	3,219
17,113	Total Income	1,316	1,051	265	●	17,113
	Expenditure					
136	Rates Expense	120	34	(86)	●	136
10,032	Cost of Sale of Land	-	1,004	1,004	●	10,032
32	Professional Fees	1	8	7	●	32
943	Cost Allocations	236	236	-	●	943
262	Fuel & Energy	69	65	(4)	●	262
197	Grants	116	64	(52)	●	205
244	Other Costs	28	63	35	●	251
577	Contracts	62	144	82	●	577
158	Internal Interest Expense	21	20	(1)	●	158
123	Building Repairs and Mtce.	15	30	15	●	120
750	Staff	148	188	40	●	750
44	Members Remuneration	8	11	3	●	44
843	Depreciation	211	211	-	●	843
14,341	Total Expenses	1,035	2,078	1,043	●	14,353
2,772	Operating Surplus / (Deficit)	281	(1,027)	1,308		2,760

This table has rounding (+/- 1)

Income for period ending 30 September 2022:

Operating income reflects a favourable variance to the revised budget of \$265k.

- Internal interest revenue had a favourable variance of \$17k. This is mainly due to Cromwell memorial hall and Cromwell town centre projects being carried forward to 2022/23, therefore property reserves are higher than planned. The higher surplus reserves and increasing market interest rates are driving this favourable variance.
- Reserves contributions has a favourable variance of \$248k. These are difficult to gauge when setting budgets and are dependent on developers' timeframes.

2022/23 Full Year Annual Plan \$000	User Fees and Other Income			2022/23 Full Year Revised Budget \$000	
		YTD Actual \$000	YTD Revised Budget \$000		YTD Variance \$000
114	Other Misc. Income	17	28	(11) ●	113
238	Rentals & Hires	70	60	10 ●	238
253	Cromwell Pool / Swim School	63	63	- ●	253
16	Cemeteries	4	4	- ●	16
621	Total User Fees Income	154	155	(1)	620

This table has rounding (+/- 1)

Expenditure for period ending 30 September 2022:

Expenditure had a favourable variance of \$1.043M against the revised budget. The variances are detailed below:

- Rates expense shows an unfavourable variance of (\$86k). This is mainly due to Central Otago District Council property annual rates for 2022-23 was paid in full in this period. This will be aligned with budget at the end of the financial year.
- Cost of sales of land had a favourable variance of \$1.004M. This is because there were no land sales during the period. Land sales and the cost of sales move along side with each other.
- Grants have an unfavourable variance of (\$52k) against revised budget. This is due to timing of the promotions grants and the budget. Of the \$205k revised budget, \$90k year-to-date has been allocated for promotional activities, and \$16k has been spent on general grants. A further \$10k has been issued to the Cromwell Museum Trust for payment of services from an annual budget.
- Other costs have a favourable variance of \$35k. These costs are needs-based and will vary against budget from time to time. Of this variance the following are favourable against the year-to-date revised budget: water charges of \$16k, marketing and publicity \$7k, pest eradication of \$2k, weed control of \$4k and compliance schedule of \$3k.
- Contracts has a favourable variance of \$82k against revised budget. These expenses are needs-based, and they will vary against budget from time to time. The contract variance is driven by timing of work carried out for planned maintenance work at Cromwell reserves of \$60k, Tarras community centre of \$6k, Cromwell pool of \$3k and Cromwell community centre of \$10k.

- Staff costs has a favourable variance of \$40k. This is due to the seasonal swimming pool staff, recruitment, and associated costs.

Capital Expenditure:

Capital expenditure (CAPEX) for the period ending 30 September 2022 has a year-to-date favourable variance of \$3.354M. The actual CAPEX spent to date is 2% of the total revised budget.

2022/23 Full Year Annual Plan \$000	AS AT 30 SEPTEMBER 2022	YTD	YTD	YTD	2022/23 Full Year Revised Budget \$000
		Actual	Revised Budget	Variance	
		\$000	\$000	\$000	
	Parks and Reserves:				
80	Cromwell Reserves - Playground equipment	-	-	-	98
38	Cromwell Reserves - Irrigation	7	8	1	64
20	Cromwell Reserves - Landscaping	16	10	(6)	41
-	Cromwell Reserves - Recreation Equipment	-	-	-	40
74	Cromwell Reserves - Fencing & Bins	-	10	10	100
5	Cromwell - Fencing	-	-	-	5
-	Cromwell Cemetery	-	-	-	7
10	Anderson Park - Landscaping	1	10	9	41
15	Anderson Park - Irrigation & Bins	-	7	7	28
-	Anderson Park - Fencing	-	-	-	9
-	Anderson Park - Lighting	-	-	-	46
-	Cromwell - Other	-	9	9	35
242	Total Parks & Reserves	24	54	30	514
	Cromwell Swimming Pool:				
5	Building upgrades	-	1	1	5
20	Machinery & Plant	54	162	108	176
14	Recreation equipment / furniture & fittings	4	4	-	14
39	Total Cromwell Swimming Pool	58	167	109	195
	Property:				
3,262	Cromwell Front Reserve	2	830	828	5,039
7,617	Cromwell Memorial Hall	241	2,451	2,210	9,803
550	Cromwell - Building Improvements	-	177	177	708
35	Tarras Community Centre	-	-	-	140
11,464	Total Property	243	3,458	3,215	15,690
11,745	Total Capital Expenditure	325	3,679	3,354	16,399

This table has rounding (+/- 1)

Parks and Reserves:

- Cromwell parks and reserves has an overall favourable variance of \$30k. Cromwell reserves – landscaping has unfavourable variance of (\$6k). Landscaping upgrade for turf renovation works has been completed. Cromwell Reserves – fencing and bins have a favourable variance of \$10k. This is driven by the timing of project budget, work programme and availability of contractors to perform work.

Swimming Pool:

- Machinery and plant have a favourable variance of \$108k. The work on installing the heat pump is in the commissioning phase and this is due to be completed in November 2022.

Property:

- Cromwell Front Reserve (Town Centre upgrade) - investigation and design brief phase commenced in March 2022 and is still underway. The first design investigation workshops were held in February and March 2022 with the project advisory group, mall upgrade group and the Cromwell Community Board and the Council.
- Cromwell Memorial Hall – design phase progressing as planned. The concept plan was presented to Cromwell Community Board and approved on 2 September 2022.
- Cromwell – building improvement has a favourable variance of \$177k. This is budget from Cromwell masterplan associated with the design of a new resource centre in Cromwell as part of the town centre upgrade. The town centre upgrade project including new civic facilities design is behind on original timeframe set in the long-term plan due to further scoping requirements being undertaken.

Reserve Funds table for Cromwell Ward

- As at 30 June 2022 the Cromwell Ward has an unaudited closing reserve funds balance of \$19.560M. This is the ward specific reserves and does not factor in the district-wide reserves which are in deficit at (\$27.8M). Refer to Appendix 1.
- Taking the 2021/22 unaudited Annual Report closing balance and adding 2022/23 income and expenditure, carry forwards and resolutions, the Cromwell Ward is projected to end the 2022/2 financial year with a closing balance of \$17.288M.

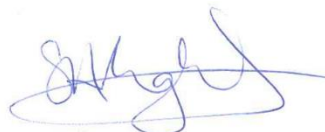
3. Attachments**Appendix 1 - Cromwell Reserves 2022-23** [↓](#)

Report author:



Donna McKewen
Accountant
2/11/2022

Reviewed and authorised by:



Saskia Righarts
Group Manager – Business Support
3/11/2022

	UNAUDITED - 2021/22 Annual Report				2022/23 AP Transfers	Adjusted 2022/23 AP Closing	Forecast 1 including Carry-Forwards FY2022/23		
CROMWELL RESERVES	Opening Balance	Transfers In	Transfers Out	Closing Balance	Transfers In	Transfers Out	Closing Balance	In/Out	Closing Balance
	A	B	C	D = A + B - C	E	F	G = D + E - F	H	I = G + H
Cromwell Recreation and Culture Charge									
3412 - Bannockburn Community Centre	(273,150)	2,925	-	(270,224)	-	(11,754)	(281,978)	-	(281,978)
3414 - Cromwell Memorial Hall	(148,462)	-	(200,644)	(349,106)	21,295	-	(327,811)	(2,186,177)	(2,513,989)
3416 - Cromwell Sports Pavilions	71,269	8,185	-	79,455	5,242	-	84,697	-	84,697
3417 - Tarras Community Centre	11,338	15,237	-	26,575	2,750	(15,720)	13,605	(105,270)	(91,665)
3419 - Cromwell Resource Centre Building	(33,078)	2,742	-	(30,337)	5,808	-	(24,529)	-	(24,529)
3463 - Cromwell Reserves	-	249,462	-	249,462	262	(342,016)	(92,292)	(131,768)	(224,060)
3491 - Cromwell Pool	(383,316)	-	(640,646)	(1,023,962)	55	(294,361)	(1,318,268)	(160,267)	(1,478,535)
3418 - Cromwell Museum	-	-	-	-	-	(5,592)	(5,592)	-	(5,592)
3461 - Anderson Park	73,446	656	(84,365)	(10,264)	40,836	-	30,572	(98,818)	(68,246)
	(681,953)	279,207	(925,656)	(1,328,402)	76,248	(669,443)	(1,921,597)	(2,682,300)	(4,603,898)
Cromwell Ward Services Rate									
3111 - Cromwell General Revenues	4,972,404	170,731	(26,315)	5,116,820	4,249,260	-	9,366,080	-	9,366,080
3341 - Forestry Cromwell	-	-	-	-	-	-	-	-	-
3351 - Property General Cromwell	4,907,376	48,597	(167,264)	4,788,709	61,909	(179,428)	4,671,190	(158,485)	4,512,705
3352 - Endowment Land Cromwell	2,971,859	1,095,044	-	4,066,903	35,119	(44,380)	4,057,642	0	4,057,642
3353 - Medical Centre Cromwell	(122)	-	(1)	(123)	-	-	(123)	-	(123)
3361 - Industrial Estate Cromwell	6,714,810	61,949	(94,429)	6,682,331	159,040	(163,792)	6,677,579	-	6,677,579
3431 - Cromwell Community Grants	-	-	-	-	-	-	-	(8,579)	(8,579)
3451 - Bannockburn Recreation Reserve Committ	13,387	123	(6,748)	6,763	435	-	7,198	-	7,198
3757 - Cromwell Town Centre	(1,437,501)	67,997	-	(1,369,503)	-	(1,222,008)	(2,591,511)	(1,811,153)	(4,402,664)
	18,142,215	1,444,441	(294,756)	19,291,900	4,505,763	(1,609,608)	22,188,055	(1,978,217)	20,209,838
Cromwell Promotion Charge									
3033 - Crom Promotions	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Cromwell Ward Services Charge									
3831 - Cromwell Cemetery	-	14,005	-	14,005	9,102	-	23,107	(7,482)	15,625
3832 - Nevis Cemetery	1,525	24	-	1,549	-	-	1,549	-	1,549
3211 - Elected Members - Cromwell	-	-	-	-	-	-	-	-	-
	1,525	14,029	-	15,554	9,102	-	24,656	(7,482)	17,174
Cromwell Ward Specific Reserves									
3120 - Cromwell Athenaeum Trust	86,079	793	-	86,872	3,663	-	90,535	-	90,535
3122 - CO Sports Turf Trust	24,595	2,233	-	26,828	786	-	27,614	-	27,614
3125 - Cromwell Bowling Club fund	11,186	2,850	-	14,036	390	-	14,426	-	14,426
3135 - Cromwell Golf Club fund	15,222	4,607	-	19,829	952	-	20,781	-	20,781
3139 - Cromwell Land Endowment fund	231,635	2,134	-	233,769	9,859	-	243,628	-	243,628
3150 - Cromwell Speedway Club Fund	5,006	2,058	-	7,064	209	-	7,273	-	7,273
3151 - Cromwell Sports Club Fund	65,969	3,364	-	69,333	2,760	-	72,093	-	72,093
3153 - Cromwell Squash Club Fund	4,521	42	-	4,563	169	-	4,732	-	4,732
3157 - Cromwell Vintage Car Club Fund	4,871	1,418	-	6,289	166	-	6,455	-	6,455
3760 - Cromwell Master Plan	(778,579)	-	(7,348)	(785,927)	-	-	(785,927)	-	(785,927)
	(329,494)	19,498	(7,348)	(317,344)	18,954	-	(298,390)	-	(298,390)
Cromwell Ward Development Fund									
3146 - Cromwell Reserves Contribution	1,770,695	171,819	(44,171)	1,898,343	65,112	-	1,963,455	-	1,963,455
	1,770,695	171,819	(44,171)	1,898,343	65,112	-	1,963,455	-	1,963,455
Grand Total	18,902,988	1,928,993	(1,271,931)	19,560,050	4,675,179	(2,279,051)	21,956,178	(4,667,999)	17,288,179

8 MAYOR'S REPORT

22.8.4 MAYOR'S REPORT

Doc ID: 596232

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Cromwell 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

28 November 2022

9 CHAIR'S REPORT

22.8.5 CHAIR'S REPORT

Doc ID: 596230

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

28 November 2022

10 MEMBERS' REPORTS

22.8.6 MEMBERS' REPORTS

Doc ID: 596231

1. Purpose

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

Recommendations

That the report be received.

2. Attachments

Nil

11 STATUS REPORTS

22.8.7 NOVEMBER 2022 GOVERNANCE REPORT

Doc ID: 596935

1. Purpose

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

Recommendations

That the report be received.

2. Discussion

Minutes from the Cromwell Museum

Two sets of minutes have been submitted by the Cromwell Museum during the interregnum period. (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 - Cromwell Museum minutes - 15 August 2022 [↓](#)

Appendix 2 - Cromwell Museum minutes - 17 October 2022 [↓](#)

Appendix 3 - CCB Status report [↓](#)

Report author:



Julie Harris
Governance Support Officer
23/11/2022

Reviewed and authorised by:



Saskia Righarts
Group Manager - Business Support
23/11/2022

Cromwell Museum Trust

Minutes of meeting held on 15 August 2022 at 5.30pm
held at the Museum – 47 The Mall, Cromwell

Present Martin Anderson Chairperson, Joan Lawrence, Jim Walton, Wayman Roughan, Peter Mead, Jennifer Hay.

Apologies Rebecca Williams

Resolved that the apologies be received.

M Anderson/J Walton

Carried

Minutes

Resolved that the minutes of the zoom meeting held on 19 July 2022 be approved.

J Walton/M Anderson

Carried

Matters arising from Minutes

Community Board Meeting – Peter Mead and Jennifer Hay will attend the Community Board Meeting 12 September 2022 at 2pm to speak re the Museums Annual Report. Jennifer to confirm venue.

Return of Planes – Marilyn’s husband organising the hire of truck from Hansons.

Bannockburn Post Office – Jim advised that a committee was being formed to further look at this.

Jim will advise when he has further information

Chairperson’s Report

Martin and Jennifer met with Louise and Gareth on 11 August. They showed images of a footprint that the architects have put together for the Cultural Centre project. It appears that the Museum will be part this project. The entire footprint will be over 2000 square metres. 750sq m is allocated for the museum.

Louise will be meeting with Cromwell Community Board on 2 September to discuss funding for the project.

Jessie Sutherland will apply to Lotteries for funding for part of the Cultural Central Project. This is due 7 September. If the application is successful the Museum will be built at the same time. If not the main building will go ahead with the intention that the museum will be added at a later date.

The Memorial garden and statue will be moved to the Melmore Terrace frontage and completed with a landscaped garden.

Interactive Display Technology was also discussed at the their meeting – there is a possibility of this being integrated from the very start of the building.

They advised there is good support from Central Lakes Trust for the project and are looking to start construction in June next year.

Resolved that the Chairperson’s Report be received and approved.

M Anderson/J Walton

Carried

The trustees need to clarify our relationship with the Council re requesting funds from CLT. Martin to send an email to Rebecca Williams regarding this.

Meeting	Report Title	Resolution No	Resolution	Officer	Status
11/05/2020	Request to Renew the Cromwell Golf Club Lease (PRO 62-3048-L1)	20.2.12	<p>That the Board:</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Declines the request for early renewal of the lease held by the Cromwell Golf Club Incorporated Over Section 4 Block XCII Town of Cromwell for a term of 21 years.</p> <p>C. Agrees to the development of a consultation document for the purposes of consulting with the Cromwell Golf Club about the future of the Cromwell Golf Course.</p>	Team Leader - Statutory Property	<p>19 Apr 2022</p> <p>May 2020 – Action memo sent to the Property Officer – Statutory.</p> <p>June 2020 – Golf Club advised of the decision. Chair of CCB and staff will attend a meeting of the Golf Club.</p> <p>July 2020 – Chair of Cromwell Community Board and Executive Manager – Planning & Environment attended a meeting with the Golf Club on 21 July to discuss a way forward.</p> <p>September – December 2020 – NZ Golf working with Golf Club to progress.</p> <p>February 2021 – Awaiting further response from Golf NZ.,</p> <p>April 2021 – Discussions continue with Golf NZ.</p> <p>June 2021 – Awaiting further response from Golf NZ.</p> <p>August - October 2021 – Golf NZ working with Cromwell Golf Club.</p> <p>November 2021 – Staff are working with the club and considering options. No further update is available at this stage.</p> <p>December 2021 – Consultation ongoing.</p> <p>February 2022 – Matter not progressing at this point. Will advise Board if conversations reopen. ON HOLD</p>

8/03/2021	Cromwell Pool Heating Upgrade	21.2.6	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves additional funding of up to \$162,000 for the Cromwell Pool water sourced heating project from the Cromwell Reserves Contribution cost centre.</p>	Parks and Recreation Manager	<p>12 Mar 2021 Action memo sent to the Parks and Recreation Manager</p> <p>09 Apr 2021 The procurement plan is currently being prepared.</p> <p>30 Apr 2021 Request for proposal to engage a suitable contractor was sent out late April with evaluation of tenders received scheduled for late May.</p> <p>02 Jun 2021 The evaluation process for selecting a preferred contractor for undertaking the heat pump upgrade has taken place. Work is continuing on background checks before appointing a preferred contractor. This is expected to occur in early June.</p> <p>19 Jul 2021 Preferred contractor has been identified. Work is now progressing to prepare documentation for this contract.</p> <p>24 Aug 2021 Heat pump ordered, expected to arrive in approximately 6 months' time. In process of preparing detailed design work for pricing by preferred contractor.</p> <p>07 Oct 2021 Hanlons Plumbing have been appointed as contractor for this work. The heat pump is due around Feb 2022</p> <p>10 Nov 2021 Final designs have been prepared and are being priced by the contractor Hanlons. Price is expected mid-November.</p> <p>21 Jan 2022 Formal contract documents are being developed for this work.</p> <p>17 Mar 2022</p>
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					<p>The heat pump is expected this week (14 - 18 March 2022). Work on the installation projected to take place after Easter.</p> <p>28 Apr 2022 Work is currently taking place.</p> <p>08 Jun 2022 Work is well underway on this project. It is anticipated that the pool will reopen 4 July.</p> <p>18 Jul 2022 The pool is now back operating with final commissioning being undertaken.</p> <p>30 Aug 2022 Commissioning work is still being undertaken to ensure the systems are operating efficiently.</p> <p>09 Nov 2022 Project is nearing completion with a few small areas for contractor still to work through prior to handing back to Council.</p>
18/05/2021	Submissions on the Long-term Plan 2021-31 Consultation Document	21.4.3	That the Cromwell Community Board recommends to the Council that staff are requested to investigate the request for a toilet from the Cromwell Bike park further and provide a report for consideration in a future annual or long-term plan.	Property and Facilities Officer (Cromwell)	<p>24 Aug 2021 Cromwell Bike Park committee to undertake a usage study of the toilet facilities at the site in summer to reflect peak usage</p> <p>24 Nov 2021 Property and Facilities Officer - Cromwell has emailed Bike Park committee to follow up and remind them of survey requirements. These should be available end of February 2022.</p> <p>07 Jan 2022 this is a double up</p> <p>17 Mar 2022 The survey has been received and a report is being prepared which will be presented to the Cromwell Community Board on 9 May 2022.</p> <p>17 May 2022</p>

					<p>A verbal report was presented to CCB at their meeting on 9 May 2022 by Garreth Robinson (on behalf of the report writer)with an update plus to advise that a report is being prepared for the September meeting to go to Council requesting funding from the AP 23/24.</p> <p>08 Jun 2022 A report is being prepared to Council for next financial year</p> <p>14 Jul 2022 Report being prepared and is scheduled for the November Council meeting</p> <p>31 Aug 2022 Funding through infrastrucutre to be confirmed September 2022. Back ground investigations (eg checking placement of services, getting quotes) have started to get the project underway.</p> <p>15 Nov 2022 Waiting on Better Off Funding</p>
15/06/2021	Revocation of Part of Greenway Reserve off Waenga Drive	21.5.6	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Recommends Council agrees to progressing the revocation of the Local Purpose (Amenity) Reserve classification from the specified 619m² (subject to survey) area from Lot 201 DP 359519 for the reasons set out in the report.</p> <p>C. Recommends Council publicly notify the proposed revocation in accordance with section 24(2)(b) of the Reserve Act 1977.</p> <p>D. Recommends (following the successful completion of the public notification process, and decision) that the Minister of Conservation is notified in writing of the Council decision and request that the specified</p>	Parks and Recreation Manager	<p>18 Jun 2021 Action memo sent to the Parks and Recreation Manager</p> <p>19 Jul 2021 Report considered by Council to confirm the revocation of part of the reserve.This is now progressing through the public submission stage which closes in August with the Hearing Panel to hear submissions in September..</p> <p>24 Aug 2021 Submissions have closed. 12 submissions were received. Report prepared for Hearings Panel's September meeting.</p> <p>07 Oct 2021 The Hearings Panel have met and their recommendation will go to the November Council meeting.</p> <p>08 Nov 2021</p>

			<p>part of Waenga Drive Greenway Reserve be approved for revocation and notified in the Gazette.</p> <p>E. Recommends that if reserve status of the specified Part of Waenga Drive Greenway Reserve is successfully revoked via <i>Gazette</i> notice, that all affected parties are notified and the underlying land is disposed of, subject to subdivision, to the adjoining landowner being Foodstuffs South Island Properties Limited on behalf of Cromwell New World.</p> <p>F. Recommends that the remainder of Lot 201 DP 359519 of the Waenga Drive Greenway Reserve (excluding the relevant part of Waenga Drive Greenway Reserve in recommendation B above) remain as Local Purpose (Amenity) Reserve.</p>		<p>Council considered a recommendation from the Hearing Panel to revoke the reserve status of the land. Council adopted that recommendation and will ask the Minister of Conservation to formally revoke the reserve status over part of the reserve and notify the revocation in the Gazette. The applicant has asked that Council delay this process until they have obtained the resource consents required for the development.</p> <p>21 Jan 2022 Resource Consent has been lodged.</p> <p>17 Mar 2022 The New World expansion application RC210493 is currently on hold while the applicant considers additional safety improvements to one of the accesses. The applicant has advised that this information is due soon and once received the processing of the application can recommence.</p> <p>28 Apr 2022 Awaiting advice from Department of Conservation.</p> <p>21 Jul 2022 Consultation with Iwi about to begin.</p> <p>31 Aug 2022 No update. Waiting on Iwi.</p> <p>09 Nov 2022 Continuing to work with Iwi on obtaining their consent on this matter prior to lodging this with DOC.</p>
29/07/2021	Cromwell Town Hall/Events Centre Project	21.6.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Receives the project structure.</p> <p>C. Approves the programme of work for the Cromwell Town Hall/Events Centre.</p>	Property and Facilities Manager	<p>04 Aug 2021 Action memo sent to the Property and Facilities Manager and Finance</p> <p>24 Aug 2021</p>

			<p>D. Approves the establishment of an Advisory Group and appoints Anna Harrison and Nigel McKinlay to that group.</p> <p>E. Approves that the Advisory Group determines if an external stakeholder group is required and if so makes such a recommendation to the Cromwell Community Board.</p> <p>F. Agrees to apply for/confirm external funding for the Cromwell Town Hall/Events Centre.</p>		<p>Advisory group established and initial meetings held. Report to be brought to Cromwell Community Board (CCB) regarding External Stakeholder Group at its September meeting.</p> <p>27 Sep 2021 Per CCB resolution 21.7.5, invites for an Expression Of Interest (EOI) to join the External Stakeholder Group have been sent to identified groups.</p> <p>10 Nov 2021 Tenders have gone out for architect. Evaluation is underway.</p> <p>06 Dec 2021 Architect has been engaged.</p> <p>18 Jan 2022 Architects to complete stakeholder engagement with advisory group.</p> <p>17 Mar 2022 In progress.</p> <p>28 Apr 2022 Investigation stage in progress to develop concepts and high level costs.</p> <p>09 Jun 2022 No further update.</p> <p>18 Jul 2022 No further update. Investigations still underway.</p> <p>30 Aug 2022 Report going to CCB meeting on 12 September for Board to approve concept plan, progression to next design phase and demolition of the Hall.</p>
7/09/2021	Promotion Grant Applications 2021 - 22 First Round	21.7.2	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves a promotions grant to Cromwell and Districts Promotions Group and declines a</p>	Media and Marketing Manager	<p>13 Sep 2021 Action memo sent to the Media and Marketing Manager and to Finance</p> <p>27 Sep 2021</p>

			<p>promotions grant to Central Otago District Arts Trust:</p> <p>1. GRA210739436 Cromwell and Districts Promotions Group – Operational, Staff, Marketing and events as outlined in the application Year 1 LTP 2021/22 applied \$87,143 Approved Total \$64,270 as detailed</p> <p style="padding-left: 40px;">\$17,760 Contractor – Media and Communications</p> <p style="padding-left: 40px;">\$17,760 Contractor – Community Relations</p> <p style="padding-left: 40px;">\$11,250 Advertising</p> <p style="padding-left: 40px;">\$9,000 Operating Expenses (excl bad debts and donations)</p> <p style="padding-left: 40px;">\$3,000 Christmas Parade traffic management</p> <p style="padding-left: 40px;">\$2,000 Cherry Festival 2021</p> <p style="padding-left: 40px;">\$3,500 Street Party and Fireworks 2021</p> <p>Year 2 LTP 2022/23 applied \$104,000 \$0 declined</p> <p>Year 3 LTP 2023/24 applied \$106,000 \$0 declined</p> <p>2. GRA210750451 Central Otago District Arts Trust – Cover to Cover events</p>	<p>Correspondence sent to applicants confirming grants decisions - both approve and decline. For approved grant purchase order raised and provided for invoicing.</p> <p>08 Nov 2021 No further update available.</p> <p>01 Feb 2022 Group's activities continue to be affected by COVID settings. Fireworks event deferred to March may not proceed until settings are changed. Christmas event and Cherry Events did take place.</p> <p>11 Mar 2022 No further update anticipated until end of financial year when report back will be required.</p> <p>27 Apr 2022 As per March update - no further update expected until after end of financial year.</p> <p>02 Jun 2022 Group reminded that report back will be due in July 2022 following end of financial year. Staff will continue to follow up to ensure timelines do not slip</p> <p>13 Jul 2022 Further reminder regarding reporting back timeframes given to promotion group</p> <p>07 Nov 2022 Report back received and on agenda for 28 November CCB meeting. MATTER CLOSED</p>
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			<p>Year 1 LTP 2021/22 applied \$1,600 \$0 declined</p> <p>Year 2 LTP 2022/23 applied \$3,200 \$0 declined</p> <p>Year 3 LTP 2023/24 applied \$4,800 \$0 declined</p>		
19/10/2021	Cromwell Community Board Community Grant Applications 2021-24 Financial Year	21.8.2	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to withhold any grant funding for years beyond year one until the conclusion of the Grant Policy Review in November 2021</p> <p>C. Approves a community grant for Lake Dunstan Charitable Trust for a community tool shed dependent on permission and consents from LINZ for the cost of the container and the fitout of the container.</p> <p style="text-align: right;">2021/22 Requested: \$20,088.44 Approve: \$8580</p> <p>D. Declines a community grant for Central Otago Motorcycle Club to cover the cost of their lease. The lease payment to be rebated in accordance with conditions of the lease.</p> <p style="text-align: right;">2021/22 Requested: \$23,000 Decline: \$0</p> <p>E. Declines a community grant for Cromwell Speedway for operational expenses.</p> <p style="text-align: right;">2021/22 Requested: \$20,000 Decline: \$0</p>	Community Development Advisor	<p>26 Oct 2021 Action memo sent to the Community Development Officer and to Finance.</p> <p>08 Nov 2021 Applicants have been contacted and notified of the outcome of their applications. No further update at this time.</p> <p>10 Jan 2022 All applicants have been contacted and notified of the outcome of their applications. Some recipients have not yet uplifted their grant.</p> <p>17 Mar 2022 Cromwell Lions, Rotary and St Johns House have uplifted their grants. Awaiting invoice from Lake Dunstan Charitable Trust to uplift their grant.</p> <p>28 Apr 2022 Lake Dunstan Charitable Trust have not yet uplifted their grant.</p> <p>31 May 2022 The Lake Dunstan Charitable Trust have provided an update on their project, advising that resource consent is required prior to positioning the container on site. Staff are working with the Trust to ensure the grant is available when required.</p> <p>19 Jul 2022</p>

			<p>F. Declines a community grant for Cromwell Youth Trust salary costs for a youth worker.</p> <p>2021/22 Requested: \$60,000 Decline: \$0</p> <p>2022/23 Requested: \$60,000 Decline: \$0</p> <p>2023/24 Requested: \$60,000 Decline: \$0</p> <p>G. Approves a community grant for Cromwell Rotary and Cromwell Lions for the St John House Build Resource Consent Fees.</p> <p>2021/22 Requested: \$4,937 Approve: \$4,937</p>		<p>No further update at this time, at the last point of contact, the Trust were waiting for the appropriate permissions to apply for resource consent.</p> <p>26 Aug 2022 Work continues on obtaining a resource consent for the toolshed. Grant remains ring fenced until appropriate approvals have been received.</p>
15/02/2022	Cromwell Cemetery Development Plan	22.1.2	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Subject to any land currently under contract for disposal, classify the remainder of Lot 3 Deposit Plan 505292 as Local Purpose – (Cemetery) Reserve under the provisions of the Reserves Act 1977.</p> <p>Subject to</p> <ul style="list-style-type: none"> <input type="checkbox"/> Public consultation in accordance with the Reserves Act 1977. <input type="checkbox"/> The consent of the Minister of Conservation <p>C. Extend designation 200 (subject to the process under the Resource Management Act 1991) to include the newly classified area above.</p> <p>D. Approves the proposed Cromwell Cemetery Development Plan 2021.</p>	Parks Officer - Projects	<p>21 Feb 2022 Action memo sent to the Parks Officer - Projects.</p> <p>17 Mar 2022 The process for the design and classification of the Cemetery Reserve is underway.</p> <p>28 Apr 2022 Status updates on hold while the classification process takes place.</p> <p>30 Aug 2022 Status updates on hold while the classification process takes place.</p> <p>09 Nov 2022 Status updates on hold while the reserve classification process takes place.</p>

			<p>E. That funding be included in future long-term plans to provide for implementation of the plan.</p> <p>F. Authorises the Chief Executive Officer to do all that is necessary to give effect to the resolution.</p> <p style="text-align: center;">ith Mr Murray recording his vote against</p>						
15/02/2022	Appointments to External Bodies	22.1.4	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees that the delegations register is updated to:</p> <p>(i) reflect that the Cromwell Resource Centre Trust is known as Cromwell Community House,</p> <p>(ii) reflect the increase in the number of liaison positions to the Cromwell District Museum from one to two,</p> <p>(iii) reflect the role of the Board in the facilitation of the appointment of representatives to the Central Otago Sports Trust and the Cromwell Resource Centre Trust.</p> <p>C. That a liaison position to the Cromwell and Districts Promotions Group is added to the list of external appointments.</p> <p>D. That the Board work with the committee of Old Cromwell Inc to change its representative role to a liaison position.</p>	Governance Manager	<p>21 Feb 2022 Action memo sent to the Governance Manager.</p> <p>16 Mar 2022 Currently working with the various group to make the required changes.</p> <p>28 Apr 2022 Work continues on this.</p> <p>09 Jun 2022 No change.</p> <p>11 Jul 2022 Old Cromwell Inc will be considering the letter advising the change at their next meeting.</p>				
9/05/2022	March 2022 Promotions Grants Applications	22.3.3	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Allocates the grants as follows:</p> <table border="1" data-bbox="721 1353 1429 1406"> <tr> <td></td> <td>Grant Amount</td> </tr> <tr> <td></td> <td></td> </tr> </table>		Grant Amount			Media and Marketing Manager	<p>16 May 2022 Action memo sent to the Media Marketing Manager and to Finance.</p> <p>02 Jun 2022 Promotion Group provided with confirmation of approved grant and details on when and how to uplift the grant. Grant to be uplifted prior to 30 June 2022.</p>
	Grant Amount								

		2	Cromwell and Districts Promotions Group for contractors, advertising and operating costs	\$21,373		13 Jul 2022 Approved grants uplifted by both promotion group and community arts group.
		3	Cromwell and Districts Community Arts Trust for advertising, promotions and sound and light for four chamber music concerts during 2022.	\$2,240		07 Nov 2022 Promotions Group Report Back received and on agenda for 28 November Meeting. , Cromwell Community Arts report back will not be due until year end 30 June 2023
9/05/2022	Approval of the Draft Bannockburn Domain Reserve Management Plan 2022	22.3.4	That the Cromwell Community Board A. Receives the report and accepts the level of significance. B. Agrees to approve the draft Bannockburn Domain Reserve Management Plan 2022 and notify the plan for public submission. C. Agree that the Cromwell Community Board hear submissions received on the draft plan.		Parks Officer - Planning and Strategy	16 May 2022 Action memo sent to the Park Officer - Strategy 26 May 2022 Draft Bannockburn Domain Reserve Management Plan is open for submissions. 15 Jul 2022 Submissions are open until 12noon on Monday 25 July 2022. 30 Aug 2022 Board will consider submissions and recommend final draft to council for adoption at its September meeting. 15 Nov 2022 Adopted by Council. MATTER CLOSED
21/06/2022	Road Naming Approval - Wooing Tree Development	22.4.2	That the item lies of the table until the next meeting to enable more information to come to hand and for the Board to have more time to consider these name options.		Roading Administration Assistant	11 Aug 2022 Report left lying on table to consider new information and revisited at 2/8/22 meeting. MATTER CLOSED
21/06/2022	Clarification of the terms of the Cromwell Menz Shed lease	22.4.5	That the Cromwell Community Board A. Receives the report and accepts the level of significance. B. Agrees to clarify the provisions of the lease granted to the Cromwell Menz Shed Charitable Trust by updating the terms and conditions of the lease as follow: Commencement: 01 July 2023 Area: 1023 square metres more or less as shown in figure 5, being		Team Leader - Statutory Property	18 Jul 2022 Applicants advised of outcome, leased drafted and forwarded to the group for consideration. 30 Aug 2022 Group advised of outcome. 15 Sep 2022 Lease drafted and nearing finalisation. 27 Oct 2022

			<p style="text-align: right;">the 'Revised</p> <p>Lease Area'</p> <p>Term: Five (5) Years</p> <p>Rights of renewal: Two (2) of Five (5) Years each</p> <p>Expiry: 30 June 2038</p> <p>Rent: To be assessed in accordance with Council's Community Leasing and Licensing Policy (as adopted post review).</p> <p>Rent Review: On renewal</p> <p>Rent Review Methodology: In accordance with the Community Leasing and Licensing Policy</p> <p>Permitted Use: The operations of a Menz Shed</p> <p>Outgoings: Lessee pays 100% of the outgoings</p> <p>Termination: In accordance with Council's Community Leasing and Licensing Policy or as provided for in the Deed of Lease</p> <p>Other terms/conditions: In accordance with Council's Community Leasing and Licensing Policy or as provided for in the Deed of Lease</p> <p>Subject to the Cromwell Menz Shed Charitable Trust:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting all costs associated with their occupation of the land and the construction of the group's new facility. <input type="checkbox"/> Funding and erecting security (deer) fencing along the boundaries marked 'B2', 'B3', and 'B4', as shown above in figure 5. <input type="checkbox"/> Funding and installing a pair of security (deer) gates in the existing fence identified as B1 below in figure 5. <input type="checkbox"/> The fencing and gates being erected to the satisfaction of Council's Infrastructure Manager. 		<p>Issue identified regarding the possibility of noxious gas leaching from the adjacent closed landfill. Environmental Engineers are working with a consultant to understand the impact of any such leaching.</p>
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			<ul style="list-style-type: none"> <input type="checkbox"/> Meeting all costs associated with connecting to the utility networks. <input type="checkbox"/> Providing a tap for the sole purpose of supplying an unrestricted quantity of water to the existing structure as shown in figure 2, (if required). <input type="checkbox"/> That the tap referred to above be located inside the existing structure to the satisfaction of Council's Planning and Regulatory Services Manager. <input type="checkbox"/> Vacating their current site on the Cromwell Equestrian Centre within 12 months of the commencement of the lease. <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>		
21/06/2022	Cromwell Bike Park Funding Request	22.4.7	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees that the Cromwell Bike Park request for financial assistance is an exceptional circumstance under the Grants Policy.</p> <p>C. Agrees to allocate \$49,330 to the Cromwell Bike Park Inc for stage three of the upgrade to the Cromwell bike park to be funded from the Cromwell Reserve Contribution Account (3146).</p>	Community Development Advisor	<p>19 Jul 2022 The Bike Park have been informed of the decision. Waiting for an invoice to be sent.</p> <p>24 Aug 2022 No update for this meeting. Continue to wait for the Bike Park to send in an invoice.</p>
21/06/2022	Cromwell and Districts Promotions Group Promotions Grant Application	22.4.8	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Allocates the promotion grant of \$90,000 to the Cromwell and Districts Promotions group for delivery of projects as outlined in the funding application for the 2022/2023 financial year.</p>	Media and Marketing Manager	<p>13 Jul 2022 Group advised in writing of Board funding decision together with details to uplift grant and reporting requirements. Group also advised there will be discussions about expected outcomes prior to applications to 2023-2024 funding rounds.</p> <p>07 Nov 2022</p>

			C. Notes that staff will discuss the outcomes expected for funding for the 2023/2024 funding year onwards.		No further update expected until report back is due after year end June 2023. Group advises they require till late September to finalise year end accounts in order to complete report to the Board.
2/08/2022	McNulty Shed proposal	22.5.2	That the Cromwell Community Board A. Receives the report and accepts the level of significance. B. Approve as Lessor, the adaptive reuse of the existing McNulty Shed and a new build on the south end of the carpark to be a maintenance shed for Old Cromwell Incorporated. C. Authorises Old Cromwell Incorporated to sub-lease to Pinot Junction Ltd the existing McNulty Shed under terms and conditions that are satisfactory to the Chief Executive Officer.	Property and Facilities Officer (Cromwell)	10 Aug 2022 Action memo sent to report writer. 31 Aug 2022 Old Cromwell Inc and Pinot Junction Ltd have been advised of the decision. Pinot Junction Ltd is applying for Resource Consent. 15 Nov 2022 Applying for Resource Consent.
2/08/2022	Road Naming Approval - Wooing Tree Development	22.5.3	A. Receives the report and accepts the level of significance. B. Agrees to approve eleven road names as shown in appendix 2 of the report: Road one to be named Wooing Tree Avenue Road two to be named Dotterel Lane Road three to be named Bragato Way Road four to be named Sandstorm Way Road five to be named Booth Drive Road six to be named Pouākai Drive Road seven to be named Tussock Way Road eight to be named Kawariki Court Road nine to be named Plover Court Road ten to be named Hadley Place Road eleven to be named Finla Terrace	Roading Administration Assistant	10 Aug 2022 Action memo sent to report writer. 11 Aug 2022 Road naming information will be passed to LINZ. CLOSED.

12/09/2022	2022/23 Community and Promotions Grants Applications	22.6.3	<p>That the Cromwell Community Board:</p> <ul style="list-style-type: none"> A. Receives the report and accepts the level of significance. B. Allocates \$11,270 to the Bannockburn Community Centre Management Committee Inc. towards floor resurfacing and refurbishment of the bell tower from the 2022/23 community grants budget. C. Allocates \$5,000 to the Tarras School towards resurfacing the school pool from the 2022/23 community grants budget. D. Allocates \$13,903.50 to the Cromwell Menz Shed Charitable Trust towards building security fencing from the 2022/23 community grants budget, subject to the land being suitable for development. E. Allocates \$1,520 to the Cromwell and Districts Community Arts Council Inc. for venue hire for the annual arts exhibition from the promotions grants budget in the 2022/23 financial year. 	Community Developme nt Advisor	<p>07 Nov 2022 Grants to the Bannockburn Community Centre Management Committee and the Tarras School have been paid. , There has been a delay in the payment of the grant to the Cromwell Menz Shed as Council engaged a consultant to provide guidance around the requirements for the construction of a shed in the vicinity of the closed landfill. The consultant's report identified that further investigation around potential gas risk is required to determine what mitigations need to be included with the construction.</p>
12/09/2022	2022/23 Community and Promotions Grants Applications	22.6.3	<p>That the Cromwell Community Board:</p> <ul style="list-style-type: none"> A. Receives the report and accepts the level of significance. B. Allocates \$11,270 to the Bannockburn Community Centre Management Committee Inc. towards floor resurfacing and refurbishment of the bell tower from the 2022/23 community grants budget. C. Allocates \$5,000 to the Tarras School towards resurfacing the school pool from the 2022/23 community grants budget. D. Allocates \$13,903.50 to the Cromwell Menz Shed Charitable Trust towards building security fencing from the 2022/23 community grants budget, subject to the land being suitable for development. 	Media and Marketing Manager	<p>07 Nov 2022 Cromwell Community Arts advised of approved grant. Purchase order raised. Grant not yet uplifted.</p>

			E. Allocates \$1,520 to the Cromwell and Districts Community Arts Council Inc. for venue hire for the annual arts exhibition from the promotions grants budget in the 2022/23 financial year.		
12/09/2022	Draft Bannockburn Domain Reserve Management Plan 2022	22.6.4	That the Cromwell Community Board: A. Receives the report and accepts the level of significance. B. Resolves that the submissions be received. C. Recommends that the suggested amendments and changes to the draft plan, including those to amend the maps, are approved by the Board. D. Recommends to Council adoption of the amended Bannockburn Domain Reserve Management Plan 2022.	Parks Officer - Planning and Strategy	15 Nov 2022 Adopted by Council. MATTER CLOSED
12/09/2022	Cromwell Memorial Hall/Events Centre - Design Concept Approval	22.6.5	That the Cromwell Community Board: A. Receives the report and accepts the level of significance. B. Notes the costs associated with the building (\$37,891,202) presented at the meeting. C. Approves the concept design of the Cromwell Memorial Hall/Event Centre and approves the project to move into the design phase. D. Approves investigation of salvage and repurpose options for materials from within the memorial hall. E. Agrees to progress applications to funding agencies.	Property and Facilities Manager	23 Nov 2022 Following concept approval, preliminary design has commenced.

12/09/2022	Proposal to extend lease held by Otago Metal Industries Limited over Lot 4 Deposited Plan 526140.	22.6.6	<p>That the Cromwell Community Board:</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees that:</p> <ol style="list-style-type: none"> 1. On expiry of the current lease, Phoenix Metal Recyclers New Zealand Limited will be granted a new short term lease over part of Lot 4 Deposited Plan 526140, being approximately 9,552 square metres, on the following terms and conditions: <ul style="list-style-type: none"> <input type="checkbox"/> Commencement 01 July 2024 <input type="checkbox"/> Term Two (2) Years <input type="checkbox"/> Right of Renewal One (1) of Two (2) Years <input type="checkbox"/> Rental Market Rental <input type="checkbox"/> Rent Review Date 01 July 2026 <input type="checkbox"/> Rent Review Methodology Market Rental <input type="checkbox"/> Expiry 30 June 2028 <input type="checkbox"/> Cancellation Clause On transfer (by agreement, post subdivision) 2. If Plan Change 18 is approved, consideration will be given to including the lease area of 9,552 square metres (as shown in figure 1) as a separate Lot in the development, to enable the land to be: <ol style="list-style-type: none"> a. Offered to the lessee at market valuation on approval of the subdivision plan (resource consent approval), subject to title; or, b. Retained as an ongoing investment, with a new lease being granted on terms and conditions to be determined at that time. 	Team Leader - Statutory Property	<p>15 Nov 2022</p> <p>Applicants advised of outcome. New lease to be drafted on expiry of current lease.</p> <p>MATTER CLOSED</p>
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			C. Authorises the Chief Executive to all that is necessary to give effect to the resolution.		
10/11/2022	Statutory Advice and Code of Conduct	22.7.3	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.	Governance Manager	23 Nov 2022 Code of Conduct has been placed on the website. MATTER CLOSED
10/11/2022	Adoption of Standing Orders	22.7.4	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 iii. Endorse option C (informal) as the default for speaking and moving motions.	Governance Manager	23 Nov 2022 Standing Orders have been placed on the website. MATTER CLOSED
10/11/2022	Appointments to Sub-committees and Other Community Organisations	22.7.7	That the Cromwell Community Board A. Receives the report and accepts the level of significance. B. Appoints representatives to community organisations as follows: <ul style="list-style-type: none">• Bannockburn Community Centre Management Committee Inc – Ms Harrison• Bannockburn Recreation Reserve Management Committee Inc – Mr Scott	Governance Manager	23 Nov 2022 Organisations will be informed of their liaison from the Board.

			<ul style="list-style-type: none"> • 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 		
10/11/2022	Proposed Meeting Schedule for the Remainder of 2022 and 2023	22.7.8	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Adopts the proposed meeting schedule.</p>	Governance Manager	23 Nov 2022 Meetings uploaded into members' calendars. MATTER CLOSED
10/11/2022	Appointments to Project Advisory Groups	22.7.9	<p>That the Cromwell Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees that Councillor Nigel McKinlay remain on the Cromwell Memorial Hall Project Advisory Group, in his capacity as a Cromwell Ward Councillor.</p>	Governance Manager	23 Nov 2022 Appointees will be informed of their role. MATTER CLOSED

			<p>C. Agrees that Community Board member Anna Harrison remain on the Cromwell Memorial Hall Project Advisory Group.</p> <p>D. Agrees that Ms McConnell is the representative from the Cromwell Community Board to the Cromwell Mall Project Advisory Group.</p>		
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12 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 9 February 2023.