



# **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**

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#### **COMMITTEE RESOLUTION**

**Moved:** Jeffery

**Seconded:** Dalley

That the apology received from Ms Aitchison be accepted.

**CARRIED**

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## **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**

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#### **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.

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**CARRIED**

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#### 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.

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#### COMMITTEE RESOLUTION

**Moved:** Jeffery  
**Seconded:** Gunn

That the Teviot Valley Community Board

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

**CARRIED**

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#### COMMITTEE RESOLUTION

**Moved:** Jeffery  
**Seconded:** Gunn

- B. Agrees to grant a lease of approximately 49m<sup>2</sup>, 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.
Term:	Fifteen years.
Rights of Renewal:	One of fifteen years.
Final Expiry Date:	13 August 2051.
Annual Rent:	\$1 per annum (if collected).
Permitted Use:	RSA Meeting room.
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.  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.

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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.

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**CARRIED**

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#### **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.

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#### **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**

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#### **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.

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#### **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**

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#### **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.

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**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**

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**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.

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**COMMITTEE RESOLUTION**

**Moved:** Jeffery  
**Seconded:** Gunn

That the report be received.

**CARRIED**

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

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His Worship the Mayor was not present at this meeting.

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**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**

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## 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.
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- 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.

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#### COMMITTEE RESOLUTION

Moved: Feinerman

Seconded: Gunn

That the report be received.

CARRIED

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### 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.

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#### COMMITTEE RESOLUTION

Moved: Jeffery

Seconded: Feinerman

That the report be received.

CARRIED

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### 10 DATE OF THE NEXT MEETING

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

### 11 RESOLUTION TO EXCLUDE THE PUBLIC

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#### 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
<b>22.4.11 - Proposal to Mine Section 92 Block VIII Bengier Survey District being the Millers Flat Green Waste Site. (PRO: 65-7023-00)</b>	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**

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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	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)	Stonehaven Trust (Trustee)	Ida MacDonald Charitable Trust Roxburgh and District Medical Services Trust Roxburgh Swimming Pool Redevelopment Committee
Stephen Jeffery	G & S Smith family Trust (Trustee) K & EM Bennett's family Trust (Trustee) Roxburgh Gorge Trail Charitable Trust (Chair) Roxburgh and District Medical Services Trust (Trustee) Central Otago Clutha Trails Ltd (Director) Teviot Prospects (Trustee) Teviot Valley Community Development Scheme Governance Group Central Otago Queenstown Network Trust		



## 5 REPORTS

### 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.

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#### 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.
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#### 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 19<sup>th</sup> 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

<b>Local Government Act 2002 Purpose Provisions</b>	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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<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	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.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	There is no direct impact, some applications may have a positive environmental impact from time to time.
<b>Risks Analysis</b>	No risks have been identified in the funding applications.
<b>Significance, Consultation and Engagement (internal and external)</b>	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.

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#### 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

<b>Local Government Act 2002 Purpose Provisions</b>	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.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy, etc.</b>	The recommendation is consistent with the Community Leasing and Licencing Policy and the 2014 Teviot Valley Ward Reserve Management Plan.
<b>Considerations as to sustainability, the environment, and climate change impacts</b>	There is no sustainability, environmental, or climate impacts associated with the recommendation.
<b>Risks Analysis</b>	<p>There are no risks to Council associated with the recommendation.</p> <p>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 Licensing Policy.</p>
<b>Significance, Consultation, and Engagement (internal and external)</b>	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

Louise van der Voort

Property and Facilities Officer (Vincent and  
Teviot Valley)

Executive Manager - Planning and Environment

9/08/2022

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.

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The Golf Club was approached for comment. In email correspondence the treasurer of the Club advised that the Golf Club has not been charged for ground rent due to a "historical" agreement with the Council whereby the lease payment was waived provided the club did additional spraying of gorse and broom. The amount in question was believed to be \$1,200.00 however no written agreement could be located. The treasurer located correspondence in 2016 that indicated that Council had waived the fee and from that date on they did not appear to have received any further accounts.

A search of Council files found the following resolution by the Teviot Valley Community Board in 2004.

04.6.11 ROXBURGH GOLF CLUB GRANT (20/7/24/2)

A REPORT FROM THE Elected Members Support Officer, considering a requirement from the Roxburgh Club Incorporated for the Board to refund its annual lease cost, has been circulated.

RESOLVED THAT:

1. The report be received.
2. The Roxburgh Golf Club's 2004/05 lease rental of \$1,570.23 (inc GST) be refunded to control pest plants on the Golf Course.
3. The Parks and Recreation Manager be requested to certify weed control measurers annual
4. Subject to the approval of the Parks and Recreation Manager, the Chief Executive Officer be authorized to annually refund an amount equal to the annual Lease payable by the Golf Club.

The current leases signed in 2009 hold no reference to the above rent reduction, and in addition to the rental, the leases noted that the Golf Club will be responsible for keeping vermin and noxious growths under control. See extract of the Lease below:

11. THAT the Lessee will at all times during the said term maintain and at the expiration thereof deliver up the said golf course and all buildings, fences, gates, drains, greens, bunkers and other works and improvements now or at any time hereafter to be erected or made upon the said Golf Course in good and clean order, condition and repair and that without requiring payment of any kind for the same will during the currency of this lease at the proper time and season in each year cut and trim all live fences or hedges upon or around the said Golf Links and will keep the same clear and free from furze, gorse, broom, manuka and noxious growths and will also keep the same clear of rabbits and noxious vermin.

Two site meetings were held with Golf Club committee members to discuss the matter. The rental calculation under the current lease terms of 2.5% of gross revenue and under the Community Leasing and Licencing Policy 2021 was tabled.

Calculation via policy:	2020	2019	2018	2017	2016
Subscriptions	20,451	20,917	20,483	19,039	18,252
Green fees	15,102	11,436	10,797	18,084	14,949
less Affiliation (levies) fees	3,074	3,232	3,121	2,991	2,670
Balance	32,479	29,121	28,159	34,132	30,531

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Average	30,884
2.5%	772

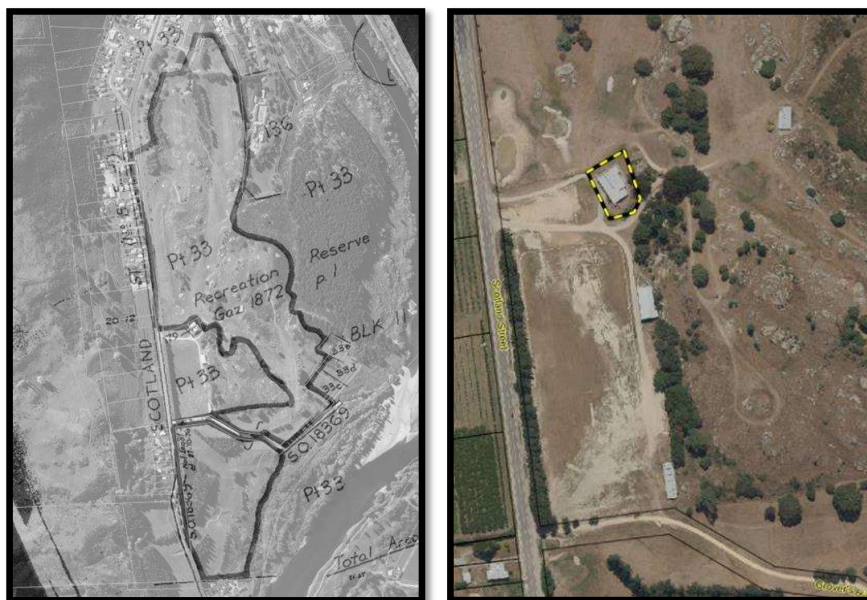
Calculation via lease clause:	2020	2019	2018	2017	2016
Gross revenue (excl. bar sales)	66,132	94,017	54,840	63,725	64,546
2.50%	1,653	2,350	1,371	1,593	1,614
Average rental	1,716				

These discussions concluded with the Golf Club's taking the position that they do not believe they should be liable for any rental charges because of the resolution passed in 2004. See **Appendix 1** for a copy of their formal response.

Additional land request

As part of their correspondence the Golf Club requested the incorporation of the Golf Club's car park into their lease.

The Golf Club's leased areas are outlined in black and black-yellow below.



The neighbouring Roxburgh Community Events Centre Lease area is outlined in yellow below:



The land requested to be a part of the Lease is below.



### 3. Discussion

#### Legal Opinion

The Council's lawyer reviewed the Golf Club's lease agreement and the 2004 resolution above. They advised that the 2004 resolution is outdated and cannot be relied on. Their recommendation is that the matter be taken back to the Board for consideration.

#### Central Otago Golf Club's Leases

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The Community Leasing and Licencing Policy 2021 states the purpose of the Policy is "to provide a consistent and equitable framework for community leases and licenses", and the "the provision of this policy will be applied to existing agreements where they allow, at rent review or where aspects of the agreement are silent or ambiguous."

To defer from the provisions of the Community Leasing and Licensing Policy will negate the objects of the Policy, which are as follows:

- To ensure that the granting of occupancy is fair, accessible, and responsive to community needs.
- To establish consistent guidelines by which community groups may occupy council land and buildings for sporting, recreational, community services and educational purposes.
- To strengthen communities through offering land and buildings at concessional rentals (e.g. less than market rate).

#### Review of the Community Leasing and Licensing Policy

Earlier this year, a review of the Policy was commenced. The review aims to consider any unintended consequences associated with implementing the Policy.

To date, the most significant challenge associated with implementing the Policy (for staff) has been determining what equates to income.

The review of the policy is to be finalised shortly. It is recommended that if the provisions of the revised Policy (once adopted) result in a more favourable rental for the Golf Club, then an earlier rent review is actioned.

#### Additional land request

All stakeholders involved support the addition of the land to the Golf Club's lease. The Parks and Recreation Manager also supports the inclusion of this land.

The matter of the land being used as an area for a New Zealand Motorhome Caravan park-over-property will be considered in a separate paper to the Board.

## **4. Financial Considerations**

Rental income is not budgeted for the Golf Club Lease. While not significant, this additional income will increase the Teviot Valley ward's revenue.

## **5. Options**

### Rent Review

#### Option 1 – (Recommended)

To agree to the rent review as determined by the Community Leasing and Licencing Policy 2022, being \$772 per annum with the next rent review in 5 years.

Instructs staff that if the provisions of the revised Community Leasing and Licensing Policy (if adopted) result in a more favourable rental for the Golf Club then an earlier rent review is to be undertaken.

Advantages:

- The relevant Council's Policy supports this option.

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- The rent is less than if it was calculated as per the lease rent review clause.
- This option considers the review of the Community Leasing and Licencing Policy.

## Disadvantages:

- The Golf Club does not support this option.
- The Golf Club has indicated that paying rent will pressure their financial ability to finance future capital projects.
- This option does not consider the 2004 resolution above.

Option 2

To agree to the rent review as determined by the rent review clause of the leases being \$1,716, with rent reviews every year.

## Advantages:

- The rent review is per the terms of the lease agreement.

## Disadvantages:

- The rent is more than if the Community Leasing and Licencing Policy 2021 is applied.
- The Golf Club does not support this option.
- The Golf Club has indicated that paying rent will pressure their financial ability to finance future capital projects.
- This option does not consider the terms of the 2004 resolution above.

Option 3

To agree to a rent review as determined by the Board.

## Advantages:

- The Golf Club prefers nil rental to remain, and this option allows the Board to consider this option.

## Disadvantages:

- The option is not supported by the Community Leasing and Licencing Policy 2021.
- This option may set a precedent for other local community groups to request reductions in rental below what is provided for within the Community Leasing and Licencing Policy 2021.
- The terms of the Lease do not support this option.
- This option considers the 2004 resolution above.

Additional LandOption 1 – (Recommended)

To agree to incorporate the additional land outlined above into the Golf Club's lease.

## Advantages:

- Supports the request from the Golf Club.

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- Provides clarity for reserve users outlining who can operate on this land and who is responsible for the maintenance of the area.

Disadvantages:

- None.

#### Option 2

To decline the Golf Club's request for additional land, as outlined above, to be incorporated into their ground lease.

Advantages:

- None.

Disadvantages:

- The Golf Club does not support this option.
- Poor clarity on who uses and maintains this area of the recreational reserve.

## 6. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision enables democratic local decision-making and action by and on behalf of communities by determining the rental charge and occupation on a Teviot Valley Recreational Reserve of a community group.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Yes, the recommended options are consistent with the 2021 Community Leasing and Licencing Policy and the 2014 Teviot Valley Ward Reserve Management Plan.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	This decision does not impact the sustainability and climate change of the district.
<b>Risks Analysis</b>	<p>If the Board decides not to go with an option supported by either the lease agreement or the Community Leasing and Licencing Policy 2021, then there is a risk that it will set a precedent for other community groups to seek a rental that is outside these parameters also.</p> <p>The Policy was created with the aim of resolving the historical issue of community groups being charged inconsistent rentals across the region.</p> <p>There is also a risk that if rental is charged to the Golf Club, it will put pressure on their finances and their ability to build funds for future capital projects. This could then put pressure on Council grant funding in the future.</p>



<b>Significance, Consultation and Engagement (internal and external)</b>	None of the thresholds/criteria in the Significance and Engagement Policy have been met or exceeded, so the proposal is not considered significant.
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#### 7. Next Steps

- The Golf Club receives the notification of the Board's resolution.
- Deed of variation to the Lease for the rent review and the increase to the demised land area of the Lease is executed.

#### 8. Attachments

##### Appendix 1 - Roxburgh Golf Club letter dated 27 Jan 2022 [↓](#)

Report author:

Reviewed and authorised by:



Christina Martin  
Property and Facilities Officer (Vincent and Teviot Valley)  
25/05/2022

Louise van der Voort  
Executive Manager - Planning and Environment  
1/06/2022

27/1/22

**ROXBURGH GOLF CLUB INC.**

To The Teviot Valley Community Board  
From The Roxburgh Golf Club

Matters to be addressed

1. Rent
2. No man's land

1. We have been most gratified for the remission of lease rent in the past as it has enabled us to control the weeds and enhance the golf course, making this green area a real asset to the Teviot Valley.

We pay \$1995 in rates plus water rates and it is not affordable to pay an extra rent of \$772 for the next 5 years, on top of what we already pay.

Voluntary work amounts to approximately 738 hours. Christina made the comment that our yearly balance sheet showed a credit of \$7,000 and that we were in a strong financial position. If the voluntary work had to be paid for this would not be the case.

**Voluntary Hours**

Rabbits – Night Shooting	7 people 3 hrs	21 hrs x 10 shoots	210 hrs
Poisoning	4 people 4 hrs	16 x 4	64 hrs
Gas	2 people 2 hrs	4 x 10	60 hrs
Fence Inspection		¾ x 12	9 hrs
Spray Broom etc.	1 person 600 ltr	5 ½ hrs x 4 tanks	22 hrs
Contract cost \$120 per hr vehicle mounted retract reel			
Spray rocks, surrounds, fairways, greens			80 hrs
Voluntary mowing			200 hrs
General work – bunkers, trees, water, r & m			120 hrs
			<u>765 hrs</u>

We are always having the rabbit problem (which was not there in the past), machinery repairs and replacement costs. We need to be financial to deal with these. There has to be incentive for this voluntary work to continue as without it we would not survive. The membership of the club has declined to 65 as has the age of our older members.

We believe that we are not only maintaining the course for our members but also maintaining and beautifying this important green area for the benefit of the whole community. We provide two outside toilets at a cost to us; they are used by the general public, school children who walk through the course to sports practices and school events, which in some cases are held on the course. We also offer tuition for school children at no cost, to learn how to play golf.

The course is used by the general public to walk and run dogs, and for individuals walking and running. Where else would you find a mown area for these activities?

**Rabbit Control**

This was not a problem in past years as it was controlled by rabbit boards O.R.C. but now out of control.



We have put up a rabbit netting fence and cattle stop on the river side from the bowling green to main road by Don Hamilton's house. There is a problem with the rough land behind the A & P Pavilion being a breeding ground for rabbits which then cause destruction burrowing on the playing areas.

Rabbit control methods being used each year are pindone, gassing, night shooting, fence inspection. Cats and dogs also play a part. This is mainly been done on a voluntary basis. You may have noticed no rabbits in the children's playground. A contract cost for this work would be \$9,000 - \$12,000. There is always going to be a rabbit problem as no control is happening around us.

Gun laws and the local police don't help with control.

#### **Weeds**

The main problem is broom, also blackberry, old man's beard and gorse – this has been a yearly problem. If contracted, cost would be \$4,000 - \$5,000. Done voluntary cost is only chemical. You will have noticed how clear the southern entrance is now. Also, around the Returned Services Monument has had the broom sprayed around by the club.

It looks relaxing driving into Roxburgh from the southern end.

The problem with the weeds is they are in areas not used for golf.

The creek going through the golf course at the southern end has been an on going problem with flooding and bank erosion. Seems to be an on going cost every year.

#### **Grass and Tree Control**

This has high maintenance cost due to the rocky terrain which damages mowing machinery. Once again we are lucky with voluntary help in this area. Spraying around rocks has helped in this area.

Clearing branches under trees has helped take some rabbit environment away which is good for the area.

#### **2. No Man's Land**

The area of the golf club's car park has turned up as "No Man's Land". This area has been maintained by the golf club as long as I can remember. It is needed by the golf club for a car park. We ask that it be added to the golf club lease to remain the same as it has been – seems to have worked well.

#### **Conclusion**

The Roxburgh Golf Course is becoming a show case course with a weed and rabbit problem. It is becoming known N.Z. wide for it's appeal. It has had John Key and Russell Coutts as players in recent times.

We ask that it be viewed by the board as exceptional circumstances because of the reasons given, showing good faith in the voluntary work being done by members to make a strong community. If we had to pay wages for all the work done voluntarily we would not be able to maintain this community facility. We are a small club with a majority of elderly members who are unable to contribute to maintenance.

Member or members may wish to speak to this.

Attached is the Golf Report from the Roxburgh Area School Newsletter - 4<sup>th</sup> November Term 4 Week 3

Ritchie McNeish

On behalf of the Executive Committee RGC

On Tuesday we had a team of Year 9 & 10 students playing in the annual Central Otago Touch tournament in Cromwell. This tournament involves students from throughout Central Otago including Wakatipu, Mount Aspiring, Cromwell and Dunstan. Many thanks to Mr Kairaoi for coaching the team.

The team had a great time and gained valuable game experience which saw their skills improve throughout the day.

Each Wednesday we have a senior team playing touch in Cromwell. Each week the team receives a coaching session from Touch Otago followed by a couple of rounds of games. Many thanks to Mr Kairaoi for taking and coaching this team.

#### Golf

We currently have a large number of very keen golfers who play for the Roxburgh Golf Club.

On Tuesday 2 teams entered the annual Melbourne Cup Day Golf Tournament which was held at the Roxburgh Course. Congratulations to all the teams that competed and special congratulations to Jakhiya, Eru and Eru Senior on winning the tournament and to Ben, Tyler, Caleb K and Brayden who were second overall.



The Winners! Eru Senior, Eru and Jakhiya



Ben, Tyler, Brayden and Caleb

Many of the students are attending the free weekly golf coaching sessions being offered by Cromwell Golf Professional Willie Moore in Cromwell on a Wednesday afternoon which has received lots of positive feedback from students and parents.

The students are also playing regularly in the Roxburgh Golf Club Saturday competition and achieving some great results and improving their skill set. We would like to thank the Roxburgh Golf Club members for supporting, encouraging and coaching these students.

## 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	YTD Actual \$000	YTD Revised Budget \$000	YTD Variance \$000		2021/22 Full Year Revised Budget \$000
	<b>Income:</b>					
23	Internal Interest Revenue	12	23	(11)	●	23
18	User Fees & Other	297	19	278	●	19
-	Reserves Contributions	11	1	10	●	1
503	Rates	507	503	4	●	503
<b>544</b>	<b>Total Income</b>	<b>827</b>	<b>546</b>	<b>281</b>	●	<b>547</b>
	<b>Expenditure</b>					
11	Rates Expense	13	14	1	●	14
142	Cost Allocations	142	142	-	●	142
82	Other Costs	20	82	62	●	82
-	Cost of Sales	196	-	(196)	●	-
10	Staff	16	14	(2)	●	14
14	Fuel & Energy	9	14	5	●	14
167	Contracts	171	171	-	●	171
24	Building Repairs and Mtce	21	24	3	●	24
22	Grants	19	22	3	●	22
18	Members Remuneration	18	18	-	●	18
98	Depreciation	81	101	20	●	101
<b>586</b>	<b>Total Expenses</b>	<b>706</b>	<b>602</b>	<b>(104)</b>	●	<b>602</b>
<b>(42)</b>	<b>Operating Surplus / (Deficit)</b>	<b>121</b>	<b>(56)</b>	<b>177</b>		<b>(55)</b>

### 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		
	<b>Parks &amp; Reserves</b>					
7	Roxburgh Reserves - Landscaping & Planting	7	8	1	●	8
12	Roxburgh Reserves - Bins, Signs, Structures	11	25	14	●	25
3	Millers Flat Recreation Reserve - Tennis Courts	2	6	4	●	6
500	Roxburgh Pool	-	500	500	●	500
<b>521</b>	<b>Total Parks &amp; Reserves</b>	<b>20</b>	<b>539</b>	<b>519</b>	●	<b>539</b>
	<b>Property</b>					
-	Roxburgh Town Hall	1	72	71	●	72
-	<b>Total Property</b>	<b>1</b>	<b>72</b>	<b>71</b>	●	<b>72</b>
<b>521</b>	<b>Total Capital Expenditure</b>	<b>21</b>	<b>611</b>	<b>590</b>	●	<b>611</b>

*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:

Reviewed and authorised by:



Donna McKewen  
Accountant  
24/08/2022

Ann McDowall  
Finance Manager  
25/08/2022

AUDITED - 2020/21 Annual Report					2021/22 AP	Adjusted 2021/22 AP Closing*	Forecast Approved By Council	
TEVIOT VALLEY RESERVES					Net Transfers In and Out	AP Closing Balance	2021/22 Forecast	2021/22 Revised Closing Balance
	Opening Balance A	Transfers In B	Transfers Out C	Closing Balance D = A + B - C	E	F = D + E	G	H = F + G
<b>Teviot Valley Promotion</b>								
7033 - Roxburgh Promotions	14,683	213	-	14,897	234	15,130	(500)	14,630
	<b>14,683</b>	<b>213</b>	-	<b>14,897</b>	<b>234</b>	<b>15,130</b>	<b>(500)</b>	<b>14,630</b>
<b>Teviot Valley Recreation and Culture</b>								
7411 - Community Halls Teviot	3,924	5,772	-	9,697	(6,000)	3,697	(143)	3,553
7413 - Roxburgh Memorial Hall	-	-	-	-	-	-	(210)	(210)
7414 - Roxburgh Entertainment Centre	207,240	5,719	-	212,959	17,360	230,319	(72,288)	158,031
7461 - Reserves Roxburgh (all)	-	-	-	-	71	71	(9,335)	(9,263)
7463 - Teviot Valley Walkway Committee	11,780	175	(1,447)	10,509	1,955	12,463	(10,000)	2,463
7491 - Roxburgh Pool	45,846	4,813	-	50,659	(249,141)	(198,481)	-	(198,481)
7492 - Millers Flat Pool	16,444	3,371	-	19,815	3,167	22,981	(2,432)	20,549
	<b>285,234</b>	<b>19,851</b>	<b>(1,447)</b>	<b>303,639</b>	<b>(232,588)</b>	<b>71,051</b>	<b>(94,408)</b>	<b>(23,358)</b>
<b>Teviot Ward Services Rate</b>								
7111 - General Revenues & Development Roxburgh	689,170	34,307	-	723,477	42,610	766,087	-	766,087
7341 - Forestry Roxburgh	-	-	-	-	-	-	(122)	(122)
7351 - Endowment Land Roxburgh	171,117	2,558	(7,537)	166,137	(4,656)	161,482	0	161,482
7353 - Other Property Roxburgh	-	-	-	-	-	-	(11,025)	(11,025)
7431 - Roxburgh Grants	28,566	407	(13,595)	15,378	290	15,668	-	15,668
7451 - Millers Flat Recreation Reserve Committee	11,768	174	(8,324)	3,618	(2,981)	637	(3,319)	(2,682)
	<b>900,620</b>	<b>37,447</b>	<b>(29,457)</b>	<b>908,610</b>	<b>35,264</b>	<b>943,874</b>	<b>(14,466)</b>	<b>929,408</b>
<b>Teviot Ward Services Charge</b>								
7211 - Elected Members Teviot Valley	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-
<b>Teviot Ward Specific Reserves</b>								
7130 - CE Horseshoe Bend Fund	1,720	116	(1,836)	-	-	-	-	-
7131 - Roxburgh Hydro Village Upgrade Fund	(163)	-	(2)	(165)	-	(165)	-	(165)
	<b>1,557</b>	<b>116</b>	<b>(1,838)</b>	<b>(165)</b>	-	<b>(165)</b>	-	<b>(165)</b>
<b>Teviot Ward Development Fund</b>								
7122 - Teviot Valley Reserves Contribution	77,962	12,667	(903)	89,726	1,554	91,280	955	92,235
	<b>77,962</b>	<b>12,667</b>	<b>(903)</b>	<b>89,726</b>	<b>1,554</b>	<b>91,280</b>	<b>955</b>	<b>92,235</b>
<b>Grand Total</b>	<b>1,280,057</b>	<b>70,293</b>	<b>(33,644)</b>	<b>1,316,706</b>	<b>(195,536)</b>	<b>1,121,170</b>	<b>(108,419)</b>	<b>1,012,751</b>

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



## **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.

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

#### **2. Attachments**

**Nil**

## **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.

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#### **Recommendations**

That the report be received.

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#### **2. Attachments**

**Nil**

## **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.

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#### **Recommendations**

That the report be received.

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#### **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.

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#### Recommendations

That the report be received.

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#### 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

Status Updates		Committee: Teviot Valley Community Board			
Meeting	Report Title	Resolution No	Resolution	Officer	Status
28/11/2019	Otago Fish and Game Council Proposal to Construct a Jetty and Walking Track at Pinders Pond, Roxburgh (COM 07-65-006)	19.9.6	<p>A. <b>Receives</b> the report and accepts the level of significance.</p> <p>B. <b>Agrees</b> in principle to the proposal to construct a floating pontoon and associated walking track on Pinders Pond Reserve, and to initiate community engagement on the proposal.</p> <p>C. <b>Notes</b> that a further report will be presented that conveys the findings from the community engagement process and informs a final decision.</p>	Parks Officer - Projects	<p>December 2019 – Action memo sent to the Parks Officer Projects.</p> <p>January 2020 – Otago Fish and Game Council and Contact Energy are to provide Council with design drawings for the community engagement process.</p> <p>April 2020 – Plans have not yet been made available to plan the community engagement process.</p> <p>June 2020 – Initial scoping of the site and advice on the track detail has been completed by Contact Energy Ltd. Awaiting design detail from Otago Fish and Game Council and Contact Energy so that public consultation can be carried out.</p> <p>July 2020 – Design detail has not yet been received.</p> <p>September 2020 – Design detail work is progressing.</p> <p>November 2020 – Awaiting detail design material. The planned consultation process is likely to be rescheduled into 2021.</p> <p>December 2020 - Awaiting detail design material.</p> <p>February – July 2021 – Contact was made with Contact Energy Ltd. prior to Christmas requesting a status update. Awaiting detail design material.</p> <p>August 2021 – Further correspondence sent attempting to progress project. Project unable to progress until able to engage with Contact Energy. ON HOLD</p>

					<b>29 Aug 2022</b> No communication from either external party so the project has not progressed from the last report.
17/06/2021	Allocation of Teviot Valley Walkways Reserve Fund	21.5.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the proposed work programme and expenditure to come from the Teviot Valley Walkways Reserve.</p> <p>C. Agrees to retain the Teviot Valley Walkways Reserve account.</p> <p>D. Recommend to Council that the delegation from the Teviot Valley Community Board to the Teviot Valley Walkways Committee be reviewed as part of the next delegation manual update.</p>	Parks Officer - Projects	<p><b>21 Jun 2021</b> Action memo sent to Parks Officer - Projects and Finance</p> <p><b>19 Jul 2021</b> Signage design being completed on a site-by-site basis, starting with the River Track. Improvements on Grovers Hill will wait until the wind-blown forestry damage is removed.</p> <p><b>24 Aug 2021</b> Staff working with Walkways Committee to implement signage and track improvements</p> <p><b>08 Oct 2021</b> Staff continue to work with Walkways Committee to implement signage and track improvements</p> <p><b>10 Nov 2021</b> Staff are working with the Walkways Committee to implement signage and track improvements.</p> <p><b>10 Jan 2022</b> Teviot Walkways Committee have applied to Council for additional funding to contribute to the project cost to upgrade the Roxburgh River Track. Awaiting tree removal on Grovers Hill before completing signage install.</p> <p><b>14 Mar 2022</b> Waiting for trees to be removed on the Grovers Hill reserve. Work is now focussed on the Roxburgh River Track. The river track work due to be completed in June.</p> <p><b>21 Apr 2022</b> Walkway development on Grovers Hill and the Roxburgh River track is unlikely to be completed before the end of the financial year due to the time delays caused by the pine tree removal on Grovers Hill and the funding application and swimming pool</p>

					demolition not yet progressed for the River Track. <b>30 Aug 22</b> Walkway development focus is the length adjacent to the swimming pool project. Work was stalled while the pool demolition was carried out. This is now complete and track construction imminent. The balance of the work is subject to a trail funding application to Council.
21/10/2021	Promotion Grant Applications 2021 - 22 First Round	21.8.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Declines a promotions grant for the Central Otago District Arts Trust.</p> <p><b>GRA210750614 Central Otago District Arts Trust – Cover to Cover events – graphic design</b></p> <p>Year 1 LTP 2021/22 applied \$700 Decline: \$0</p> <p>C. Approves a promotions grant for Cavalcade Host Town Committee of \$2,500 to be funded from the Roxburgh Promotions Reserve (7033) for marquee hire.</p> <p><b>GRA210925282 The Cavalcade Host Town Committee Inc. - Millers Flat Cavalcade 2022</b></p> <p>Year 1 LTP 2021/2022 applied \$10,304 Approve: \$2,500</p> <p>D. Approves a promotions grant of \$500 to be funded from the Teviot Valley Promotions budget for marketing and promotions costs.</p> <p><b>GRA210804641 Teviot Prospects Cherry Chaos Event Management and Marketing</b></p> <p>Year 1 LTP 2021/22 applied \$2,000 Approve: \$500</p> <p>Year 2 LTP 2022/23 applied \$2,000 Decline: \$0</p>	Media and Marketing Manager	<p><b>28 Oct 2021</b> Action memo sent to the Media and Marketing Manager and to Finance.</p> <p><b>08 Nov 2021</b> Applicants advised of Board decision with details on when and how to draw down approved grants</p> <p><b>19 Jan 2022</b> Cavalcade grant was uplifted in December. The Cherry Chaos event has been cancelled so the grant has not be uplifted.</p> <p><b>02 Feb 2022</b> Email received from Cherry Chaos Event Manager confirming that the approved grant will not be uplifted due to the event not proceeding. Grant will therefore remain available for applications in next funding round.</p> <p><b>14 Mar 2022</b> Cavalcade to retrain their promotion grant for their postponed event, now to be held March 2023. Discussed and agreed by Board at February 2022 meeting. On hold until the report back post-event in 2023. ON HOLD</p> <p><b>02 Jun 2022</b> No further update expected until after Cavalcade event in February 2023</p> <p><b>26 Aug 2022</b> No further update until the event has taken place February/March 2022</p>

			Year 3 LTP 2023/24 applied \$2,000 Decline: \$0		
25/11/2021	Roxburgh Cemetery Trustees	21.9.3	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to accept the administration, management and operation of the Roxburgh Cemetery from the Roxburgh Cemetery Trustees to the Central Otago District Council, subject to the land encroachment of the Cemetery being resolved.</p>	Parks and Recreation Manager	<p><b>30 Nov 2021</b> Action memo sent to the Parks and Recreation Manager and to Finance.</p> <p><b>14 Jan 2022</b> The Department of Conservation and the Ministry of Health have been advised of the Board's decision. We are now waiting for DOC to complete the survey and land transfer requirements for the cemetery.</p> <p><b>14 Mar 2022</b> Still waiting for DOC to complete the survey and land transfer requirements for the cemetery.</p> <p><b>21 Apr 2022</b> There have been no changes since the last advisory.</p> <p><b>08 Jun 2022</b> The neighbouring property has now been surveyed. DOC have yet to update Council on next steps.</p> <p><b>25 Aug 2022</b> The issue is waiting for DOC to undertake land transfer. Multiple attempts have been made to DOC to progress this work.</p>
5/05/2022	2022-23 Annual Plan Budget and Fees and Charges Schedule	22.3.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to accept the Teviot Valley ward final 2022-23 Annual Plan budgets and recommend to Council for inclusion in the 2022-23 Annual Plan.</p> <p>C. Agrees to accept the Teviot Valley ward 2022-23 Fees and Charges schedule and recommend to Council for inclusion in the 2022-23 Annual Plan.</p>	Management Accountant	<p><b>16 May 2022</b> Action was sent to Finance.</p> <p><b>29 Aug 2022</b> Annual Plan adopted by Council. MATTER CLOSED</p>
16/06/2022	Roxburgh - Millers Flat	22.4.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of</p>	Property and	<p><b>28 Jun 2022</b> Action Memo sent to report writer.</p>



	Returned and Services' Association Incorporated - Lease Renewal	<p>significance.</p> <p>B. Agrees to grant a lease of approximately 49m<sup>2</sup>, 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.</p> <p>This lease is subject to the Community Leasing and Licensing Policy. The general terms and conditions are as follows:</p> <table><tr><td>Commencement Date:</td><td>14 August 2021.</td></tr><tr><td>Term:</td><td>Fifteen years.</td></tr><tr><td>Rights of Renewal:</td><td>One of fifteen years.</td></tr><tr><td>Final Expiry Date:</td><td>13 August 2051.</td></tr><tr><td>Annual Rent:</td><td>\$1 per annum (if collected).</td></tr><tr><td>Permitted Use:</td><td>RSA Meeting room.</td></tr><tr><td>Special Conditions:</td><td><p>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.</p><p>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.</p><p>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.</p><p>Should the RSA not continue to exist, then the Council (or its successor) will be advised of the RSA's nominated</p></td></tr></table>	Commencement Date:	14 August 2021.	Term:	Fifteen years.	Rights of Renewal:	One of fifteen years.	Final Expiry Date:	13 August 2051.	Annual Rent:	\$1 per annum (if collected).	Permitted Use:	RSA Meeting room.	Special Conditions:	<p>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.</p> <p>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.</p> <p>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.</p> <p>Should the RSA not continue to exist, then the Council (or its successor) will be advised of the RSA's nominated</p>	Facilities Officer (Vincent and Teviot Valley)	<p><b>24 Aug 2022</b></p> <p>Lease agreement issued to the RSA. Following up on signature.</p>
Commencement Date:	14 August 2021.																	
Term:	Fifteen years.																	
Rights of Renewal:	One of fifteen years.																	
Final Expiry Date:	13 August 2051.																	
Annual Rent:	\$1 per annum (if collected).																	
Permitted Use:	RSA Meeting room.																	
Special Conditions:	<p>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.</p> <p>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.</p> <p>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.</p> <p>Should the RSA not continue to exist, then the Council (or its successor) will be advised of the RSA's nominated</p>																	

			<p>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.</p> <p>If there is no apparent successor for using the room will revert to the control of the Council.</p>		
16/06/2022	Roxburgh Golf Club Camping Proposal	22.4.4	<p>That the Teviot Valley Community Board:</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Declines a request from the Roxburgh Golf Club to allow regular paid camping on the carpark used by the club.</p>	Parks Officer - Planning and Strategy	<b>11 Jul 2022</b> Letter of outcome sent to group 4/7/2022 – MATTER CLOSED
16/06/2022	New banners for Roxburgh's main street	22.4.5	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Directs staff to talk with community groups to discuss community grant options.</p> <p>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.</p> <p>D. Investigates increasing its annual funding allocation for street banner replacements through Council's</p>	Community and Engagement Manager	<b>29 Aug 2022</b> The banner project has been discussed with Teviot Prospects. MATTER CLOSED.

**10            DATE OF THE NEXT MEETING**

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

## 11 RESOLUTION TO EXCLUDE THE PUBLIC

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### 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
<b>Confidential Minutes of Ordinary Board Meeting</b>	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
<b>22.5.9 - September 2022 Confidential Governance Report</b>	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

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