



AGENDA

Maniototo Community Board Meeting Thursday, 26 October 2023

Date: Thursday, 26 October 2023

Time: 2.00 pm

Location: Ranfurly Service Centre, 15 Pery Street,
Ranfurly

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

Peter Kelly
Chief Executive Officer

Notice is hereby given that a meeting of the Maniototo Community Board will be held in Ranfurly Service Centre, 15 Pery Street, Ranfurly and live streamed via Microsoft Teams on Thursday, 26 October 2023 at 2.00 pm. The link to the live stream will be available on the Central Otago District Council's website.

Order Of Business

1	Apologies	5
2	Public Forum.....	5
3	Condolences	5
4	Confirmation of Minutes.....	5
	Maniototo Community Board Meeting - 14 September 2023	7
5	Declarations of Interest	12
	23.5.1 Declarations of Interest Register	12
6	Reports	14
	23.5.2 Ranfurly Pool Opening Hours	14
	23.5.3 2024 Meeting Schedule	31
7	Mayor's Report.....	35
	23.5.4 Mayor's Report	35
8	Chair's Report	36
	23.5.5 Chair's Report.....	36
9	Members' Reports.....	37
	23.5.6 Members' Reports	37
10	Status Reports	38
	23.5.7 October 2023 Governance Report	38
11	Date of the Next Meeting	47

Members Mr R Hazlett (Chair), Mr M Harris, Cr S Duncan, Mr D Helm, Ms R McAuley

In Attendance P Kelly (Chief Executive Officer), L van der Voort (Group Manager - Planning and Infrastructure), Q Penniall (Infrastructure Manager), S Righarts (Group Manager - Business Support), D Rushbrook (Group Manager - Community Vision), D Scoones (Group Manager - Community Experience), S Reynolds (Governance Support Officer)

1 APOLOGIES

2 PUBLIC FORUM

3 CONDOLENCES

4 CONFIRMATION OF MINUTES

Maniototo Community Board - 14 September 2023

**MINUTES OF A MEETING OF THE
MANIOTOTO COMMUNITY BOARD
HELD IN THE RANFURLY SERVICE CENTRE, 15 PERY STREET, RANFURLY
AND LIVE STREAMED VIA MICROSOFT TEAMS ON THURSDAY, 14 SEPTEMBER 2023
COMMENCING AT 2.01 PM**

PRESENT: Mr R Hazlett (Chair), Mr M Harris, Cr S Duncan, Mr D Helm, Ms R McAuley

IN ATTENDANCE: T Cadogan (Mayor), P Kelly (Chief Executive Officer), N McLeod (Acting Group Manager - Business Support), D Rushbrook (Group Manager - Community Vision), D Scoones (Group Manager - Community Experience), S Finlay (Chief Financial Officer), P Penno (Community and Engagement Manager), A Mason (Media and Marketing Manager), W McEnteer (Governance Manager)

1 APOLOGIES

There were no apologies.

2 CONDOLENCES

The chair referred to the deaths of Malcolm MacPherson, Graeme Corfield, Rae Paterson and Wally Harrison. Members stood for a moment's silence as a mark of respect.

3 PUBLIC FORUM

Hazel Harrison (Naseby Information and Craft Inc) – Community Grant Application and Road Renaming

Ms Harrison spoke in support of the grant application for Naseby Information and Craft Inc. She also spoke in support of the road re-naming application for Earne Street, Naseby. She noted that her research suggested that the naming came from a Scottish loch and that had no "e" on the end of the name. She then responded to questions.

Eric Swinborne (Naseby Vision) – Promotions Grant Application

Mr Swinbourne spoke in support of the grant application from Naseby Vision for new signage that showed a map of the town. He then responded to questions.

Adrian Hood – Royal Hotel, Naseby – Renaming of Earne Road.

Mr Hood spoke against the proposed name change of Earne Street, Naseby. He noted that either of the names could be wrong and for that reason and the time that had lapsed between the naming, now made the change unnecessary. He also noted that it affected his business as he would need to replace any items that had a street address on them. He then responded to questions.

4 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: McAuley
Seconded: Helm

That the public minutes of the Maniototo Community Board Meeting held on 3 August 2023 be confirmed as a true and correct record.

CARRIED

5 DECLARATIONS OF INTEREST

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

6 REPORTS

23.4.2 2023/24 COMMUNITY AND PROMOTIONS GRANTS APPLICATIONS - 1ST FUNDING ROUND

To consider the first round of the community and promotions grant applications for the 2023/24 financial year.

After discussion it was agreed that some money should remain in the promotions budget for any possible applications that might be lodged in the second round of grants.

COMMITTEE RESOLUTION

Moved: Duncan
Seconded: Harris

That the Maniototo Community Board:

- A. Receives the report and accepts the level of significance.
- B. Allocates \$8,300 to the Maniototo Early Settlers Association Inc. towards annual operating costs from the 2023/24 community grants budget.
- C. Allocates \$4,000 to the Naseby Information and Craft Inc. towards annual expenses from the 2023/24 community grants budget.
- D. Allocated \$2,500 to Naseby Vision Inc toward a new information map in Naseby from the 2023/24 promotions grant budget.

CARRIED

23.4.3 ROAD RENAMING APPROVAL REPORT - EARNE STREET, NASEBY

To consider a request to rename Earne Street in Naseby to Earn Street.

After discussion it was agreed that significant time had lapsed and that the change was unnecessary at this stage.

COMMITTEE RESOLUTION

Moved: Duncan
Seconded: Harris

That the Maniototo Community Board

- A. Receives the report and accepts the level of significance.
- B. Declines the renaming of Earne Street, Naseby.

CARRIED

7 MAYOR'S REPORT

23.4.4 MAYOR'S REPORT

His Worship the Mayor reported on items and issues of interest to the Māniatoto. In particular he noted his attendance at the opening of the Maniototo Area School and mentioned the Governor-General was present at its opening. He also mentioned his membership of a working group examining the Future for Local Government Panel's recommendations.

COMMITTEE RESOLUTION

Moved: Harris
Seconded: Duncan

That the Maniototo Community Board receives the report.

CARRIED

8 CHAIR'S REPORT

23.4.5 CHAIR'S REPORT

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

- Gave a welcome to Peter Kelly, the new Chief Executive Officer of the Council.
 - Attended the opening at Maniototo Area School and noted that the Governor-General was present.
 - Attended the reinterment of graves at Drybread Cemetery.
 - Noted that the house in Derwent Street, Naseby had been moved to another section in town.
 - Noted a drive to Falls Dam and a culvert that needed to be replaced.
 - Noted the desire for a turf at Maniototo Area School.
 - Spoke with Christina Wills for the 125th anniversary for Ranfurly, in particular the signage at the entrances to the town. Noted she had some names of people to possibly assist with signage at Waka Kotahi.
 - Noted that the mountain bike trails in Naseby were being tidied in time for the summer season.
 - Noted the uncertainty around Three Waters arrangements at the moments.
 - Noted that the new pool cover is being installed at the Oturehua Pool.
 - Enquired about the resource consents for the adventure park in Naseby. It was noted that they were being worked through now.
-

COMMITTEE RESOLUTION

Moved: Hazlett
Seconded: Duncan

That the report be received.

CARRIED

9 MEMBERS' REPORTS

23.4.6 MEMBERS' REPORTS

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

Mr Harris reported on the following:

- Had received a complaint that there was not enough play equipment for under 5s at the new playground. It was noted that there would be a phase two of building there and that could be addressed then.

Ms McAuley reported on the following:

- Also noted comment about the playground.
- Noted that the gardens in the main street of Ranfurly were looking great at the moment.
- Noted Vet Ent was closing in Ranfurly.
- Noted the turf at Maniototo Area School. Reported that they would like to have it ready for next season and that grant applications had begun.
- Enquired about the painting at the Ranfurly swimming pool. It was noted that it was being repainted at this time ready for summer.

Mr Helm reported on the following:

- Noted that Vet Ent was closing in Ranfurly.
- Mentioned the 75th jubilee of fire brigade in Ranfurly and noted that Ewen Mason had been part of 50 of those years.
- Noted that the ambulance had been offline recently.
- Noted that roads had been in generally good condition recently.

Cr Duncan reported on the following:

- Attended the opening at Maniototo Area School
- Noted attendance at the last Council meeting and noted that a bridge strategy and roading plan were discussed there.
- Welcomed Peter Kelly as the new Chief Executive Officer.
- Noted that gravelling was taking place at the Styx and the road was currently in good repair.
- Noted that the Naseby Forest was very dry at the moment.
- Noted current issues in farming.

COMMITTEE RESOLUTION

Moved: Helm
Seconded: McAuley

That the report be received.

CARRIED

Note: Cr Duncan left the meeting at 3.14 pm.

10 STATUS REPORTS**23.4.7 SEPTEMBER 2023 GOVERNANCE REPORT**

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

COMMITTEE RESOLUTION

Moved: McAuley
Seconded: Harris

That the report be received.

CARRIED

Note: Cr Duncan returned to the meeting at 3.15 pm.

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 26 October 2023.

The meeting closed at 3.15 pm.

.....

CHAIR / /

5 DECLARATIONS OF INTEREST

23.5.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 1355285

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 - 20231026 MCB Declarations of Interest.docx [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Stuart Duncan	Penrose Farms - Wedderburn Cottages and Farm at Wedderburn (shareholder) Penrose Investments - Dairy Farm at Patearoa (shareholder) Fire and Emergency New Zealand (member) JD Pat Ltd (Shareholder and Director)	Penrose Farms - Wedderburn Cottages and Farm at Wedderburn (Shareholder) Penrose Investments - Dairy Farm at Patearoa (shareholder)	Otago Regional Transport Committee Maniototo Ice Rink Committee Maniototo Curling International Inc
Mark Harris	Maniototo Lions (member) Ranfurly Curling Club (member)		Patearoa Recreation Reserve Committee
Robert Hazlett	D S Hazlett & Sons (Director)		Taieri Lake Recreation Reserve Committee
Duncan Helm	Maniototo Rugby Club (Life member) Sassenachs Rugby Club (member) Garibaldi Curling Club (member) St John Ambulance (Officer and Committee member) Sheep and beef farm (owner) Gimmerburn Cemetery (Committee member)	Nurse Manager at Maniototo Hospital	
Rebecca McAuley	Maniototo Squash Club (Secretary)		Maniototo Community Arts Council

6 REPORTS

23.5.2 RANFURLY POOL OPENING HOURS

Doc ID: 1201195

1. Purpose of Report

To consider amending the opening hours of the Ranfurly Pool for the 2023/24 season.

Recommendations

That the Maniototo Community Board

- A. Receives the report and accepts the level of significance.
 - B. Notes the opening hours of the Ranfurly Pool for the 2023/24 season:
 - Monday - Friday
7.00am - 6.00pm
 - Saturday - Sunday
Saturday 10:00am – 5:00pm
Sunday 10:00am – 5:00pm.
 - C. Authorises an overspend of up to \$5000 to cover additional staff costs.
-

2. Background

The opening hours of the Ranfurly Pool (the pool) have been discussed by the Maniototo Community Board over the last few months. The Board has requested a report on opening hour options for the coming summer season.

The pool opens typically from mid-November through to early April for its summer season. Over the last few years, the pool has been open the following hours.

Lap Training 7am to 9am (includes non-season pass holders) Monday to Friday.

Aqua Club Monday, Wednesday and Friday 9am to 10am.

Public Supervised Sessions - 3.00pm to 8pm. School term weekdays.

Public Supervised Sessions - 1.30pm to 8pm School Holidays.

Saturday and Sunday

Lap Training 8.30am to 10.30am.

Public Supervised Sessions – 1.30pm to 8pm.

3. Discussion

In recent years, the pool has been open daily during the season. This has included long periods of the day when the pool is closed. This has resulted in staff having to work split shifts. It has been a struggle to attract the required number of staff that can be suitably

trained as Pool Lifeguards to ensure the pool can open. Feedback received from staff has seen the large down time periods between shifts as one of the barriers to recruitment. In 2022 the pool did not open until mid-December due to recruitment and training delays.

Recruitment has already commenced for this season, unlike previous seasons there is some local interest, and it is anticipated the correct number of staff can be employed. The pool will require three full time and a minimum of three part time lifeguards this season.

To ensure the Ranfurly pool is operated safely and in line with the New Zealand Swimming Pool Standard, it is best practice is to have a minimum of 2 staff for each shift available for the season. It should be noted that the Ranfurly pool does not have Pool Safe accreditation due to its seasonal nature and other factors. However, it still needs to be operated safely.

To work as a pool lifeguard in New Zealand, staff need to hold a nationally recognised qualification. The Pool Lifeguard Practising Certificate (PLPC) is the minimum qualification. All Council lifeguards hold this qualification to ensure Council is following best practice for operating its pools. Training is undertaken in-house by suitably qualified Council based assessors.

Prior to February 2023 the scheduled morning lap training session was only open to season pass holders. A trial was undertaken from February until the pool season closed in April, allowing this session to be available for casual pool users as well. This resulted in eleven additional casual swims being purchased.

This season the availability of this option will be promoted to try and increase the numbers of swimmers taking advantage of this option.

In 2021 Council pool admission software Envibe was installed in Ranfurly, this has allowed accurate statistics to be recorded on admissions and sales. A full statistical report detailing the comparisons from 2021 – 2023 can be found in **Appendix 1**.

The *Comparison table – people count per hour of day 2022/23* shows the cumulative numbers of pool users for the corresponding opening hours of the pool. This can be used as a guide to determine most popular times for opening.

The most popular sessions are the morning from 7am to 9am and again from 1pm until 6 pm.

Currently the pool is open a total of 55 hours during school term and 62.5 hours during the holidays. The 3 - 5-hour break when the pool is closed in the middle of the day is not ideal to attract and retain staff.

Staff are paid and additional 30 minutes prior to the pool opening to remove pool covers undertake pool water tests etc and an additional 30 minutes after the pool closes to put the pools covers on and clean-up.

It is proposed to align the pool opening hours to consolidate opening times, but still provide adequate opportunities for most pool users to use the facility. This will also provide an improved continuous, safe, staffing roster. The proposal will see the pool open 69 hours per week.

Staff should be able to have uninterrupted break time and not be disturbed as they are not being paid at this time. For the past few seasons this has not been happening. This season's rosters have been developed to allow this to happen.

There will be bookings such as School and learn to swim lessons when the pool will need to be closed to the public for short periods. These closures will be advertised in advance.

To align the pool opening hours to ensure consistency in rostered shifts for Lifeguards and provide a wider choice of hours to the public it is proposed to implement the following opening hours for the 2023/24 season.

Monday - Friday
7.00am - 6.00pm

Saturday - Sunday

Saturday 10:00am – 5:00pm
Sunday 10:00am – 5:00pm.

With this proposal there will always be at least two lifeguards on duty. Staff can take breaks undisturbed. Staff have regular hours to work rather than split shifts.

Saturday - Sunday

- Saturday and Sunday 10:00am – 5:00pm. Like the other shifts during the week, staff will be rostered on 30 minutes before open and 30 minutes after closing.
- Two lifeguards will be on duty from open to close.
- A part time lifeguard will be rostered to facilitate breaks and cleaning.

To staff the proposed opening hours will require 3 full time and 3 part time lifeguards. The roster will rotate within full time and part time roles to even out the hours for all staff.

4. Financial Considerations

The last two years expenditure budget for the Ranfurly pool is summarised below.

It is anticipated the changes suggested for this season will exceed the personnel costs budget by \$5,000. It is anticipated that with the increase in opening hours there should be an increase in patronage and therefore revenue to offset this predicted overspend.

	2022/23 Budget	2022/23 Actuals June	2023/24 Full Year Budget
Expenses			
Personnel Costs	\$153,369	\$85,884	\$90,504
Depreciation and amortisation expense	\$21,084	\$44,631	\$41,256
Other Expenses	\$77,785	\$74,580	\$86,111
Total Expenses	\$252,958	\$205,095	\$217,871

Due to the late opening date and lack of staff through the 2022/23 season the personal budget was underspent. Qualified lifeguards are paid the living wage and the 2023/24 budgets were prepared prior to the recent increase in the living wage.

5. Options

Option 1 – (Recommended)

Approve the following opening hours for the Ranfurly Pool for the 2023/24 season.

Monday - Friday

7.00am - 6.00pm

Saturday - Sunday

Saturday 10:00am – 5:00pm

Sunday 10:00am – 5:00pm.

Advantages:

- Pool customers experience consistent opening hours.
- The pool is available for an extended period of time.
- Opportunity to offer additional aqua programmes.

Disadvantages:

- Required staffing numbers may be unable to be employed to ensure desired opening hours.
- Additional budget will be required for staffing.
- Customer usage is low at certain opening times.

Option 2

Retain the existing Ranfurly Pool Opening hours for the 2023/24 season.

Advantages:

- Pool customers experience consistent opening hours to previous years.
- Existing budget provision for opening are maintained.

Disadvantages:

- Required staffing numbers are unable to be employed to ensure desired opening hours due to the split shifts required.

Option 3

Close the pool for two days per week – Monday and Tuesday.

Advantages:

- No additional budget will be required for staffing.
- It will be easier to staff the reduced opening hours proposed.

Disadvantages:

- Council may receive negative comments from customers.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the (social/cultural/economic/environmental) wellbeing of communities, in the present and for the future by ensuring the Ranfurly Pool operates to meet the needs of the community.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Long-term Plan 2021 - 2031
Considerations as to sustainability, the environment and climate change impacts	Not relevant for this report.
Risks Analysis	There have been no risks identified that would trigger Councils Risk register.
Significance, Consultation and Engagement (internal and external)	Consultation is not required for this report.

7. Next Steps

The Ranfurly pool opening hours are confirmed and publicly promoted.

8. Attachments

Appendix 1 - Ranfurly Pool Usage Report 2022/23 [↓](#)

Report author:



Gordon Bailey
Parks and Recreation Manager
5/10/2023

Reviewed and authorised by:



David Scoones
Group Manager - Community Experience
10/10/2023



Ranfurly Pool 22-23

Ranfurly Pool Season report 2022- 2023

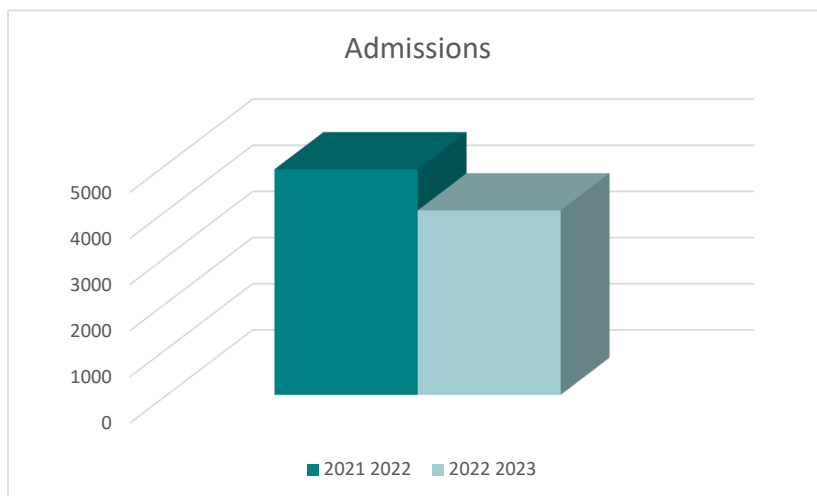
- Ranfurly opened late on 15th of December due to staff availability and staff training.
- Morning lap swimming for all swimmers was trailed from Friday the 10th of February, previously morning lap swimmers was for season pass holders only.
- Other income increased due to the pool selling Aqualine Goggles for the first time.
- The end of the season was extended as a trial to coincide with the school holidays in April. The pool temperature dropped due to unseasonably cold air temperatures during this period. Water quality issues coupled with the cooler temperatures saw the pool close on April 21st 2 days early then planned.
- Central Swim School which is operated by Council took place between the 16th and 20th of January. The 2 teachers from Alexandra pool, had 8 classes a day with 30 enrolments.
- St John School and Maniototo Area School had concentrated swim lesson for one week each with a CODC swim teacher.
- Lange Swim School 26 Dec to 31 Dec 2022 had 70 kids per day.

Admission Count

Nov 22- April 23

22/23

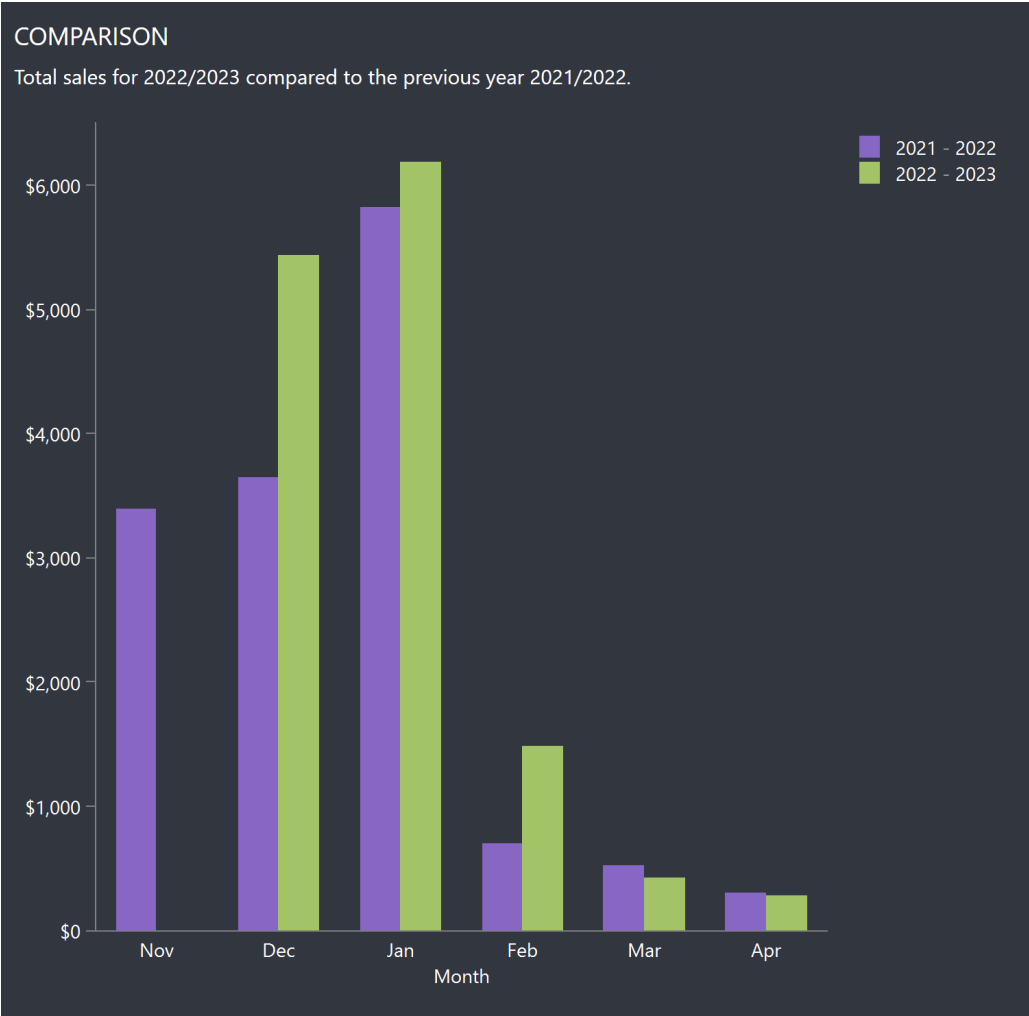
Ranfurly Pool	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	
Casual Entry - Swim		690	1114	400	96	96	
Ranfurly Aqua Club		5	58	82	65	14	
Membership swim		114	292	210	107	53	
Pass - Swim		18	39	13	12		
Holiday lessons			88	432			
Ranfurly Pool Admissions		827	1591	1137	280	163	TOTAL 3998

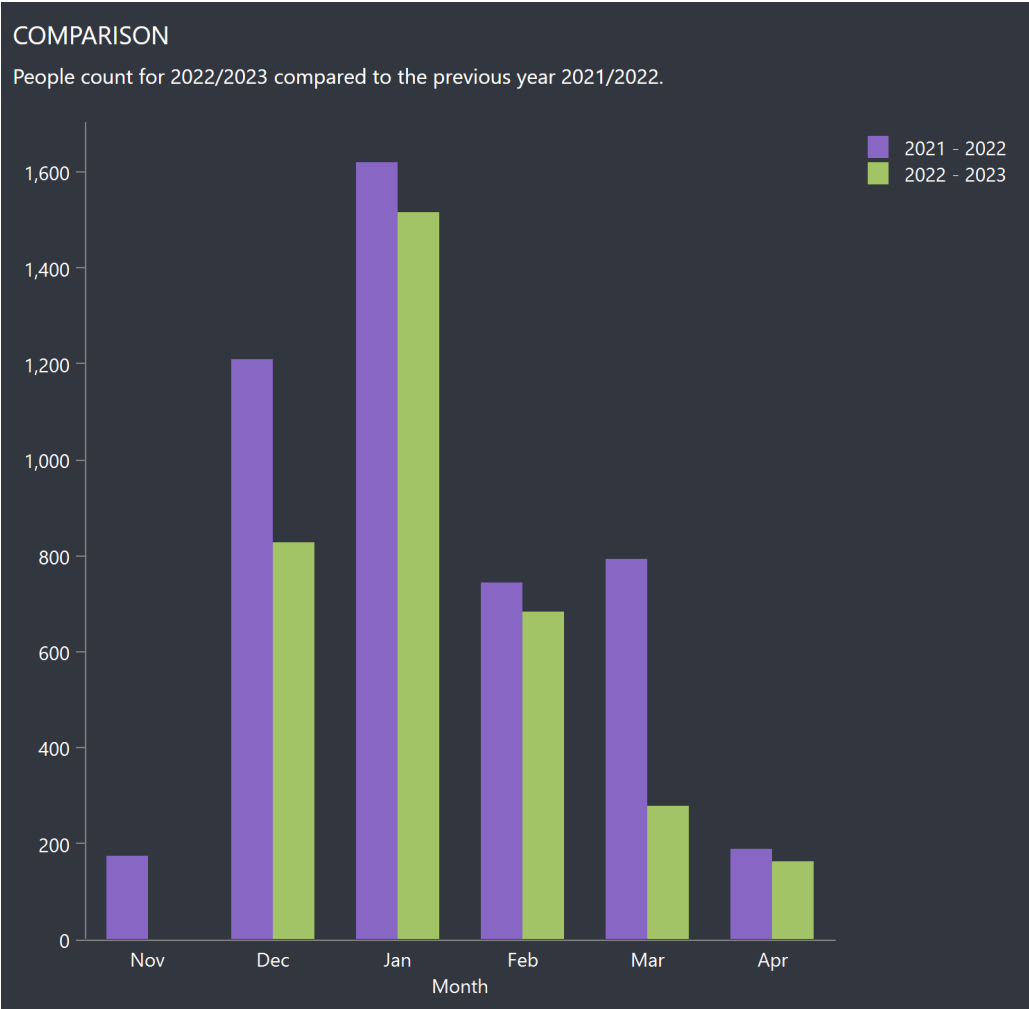


Income Vs Expenditure

Ranfurly Pool	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23
Admissions	\$1,890.51	\$1,876.62	\$3,034.73	\$1,127.59	\$282.46	\$243.22
Swim School			\$1,514.89			
Other Income		\$234.45	\$1,116.15	\$138.09	\$85.75	
Concession Tickets		\$2,617.50	\$690.46	\$21.74		
Pool Income	\$1,890.51	\$4,728.57	\$6,356.23	\$1,287.42	\$368.21	\$243.22
Expenditure	\$8,675	\$36,571	\$32,760	\$26,789	\$23,001	\$20,601

Ranfurly Income Totals	2020-21	2021-22	2022-23
Admissions	\$7,343.98	\$7,138.52	\$8,455.13
Swim School	\$765.00	\$1,790.25	\$1,514.89
Other Income	\$829.26	\$916.66	\$1,574.44
Concession Tickets	\$4,468.74	\$5,322.23	\$3,329.70
	\$13,406.98	\$15,167.66	\$14,874.16

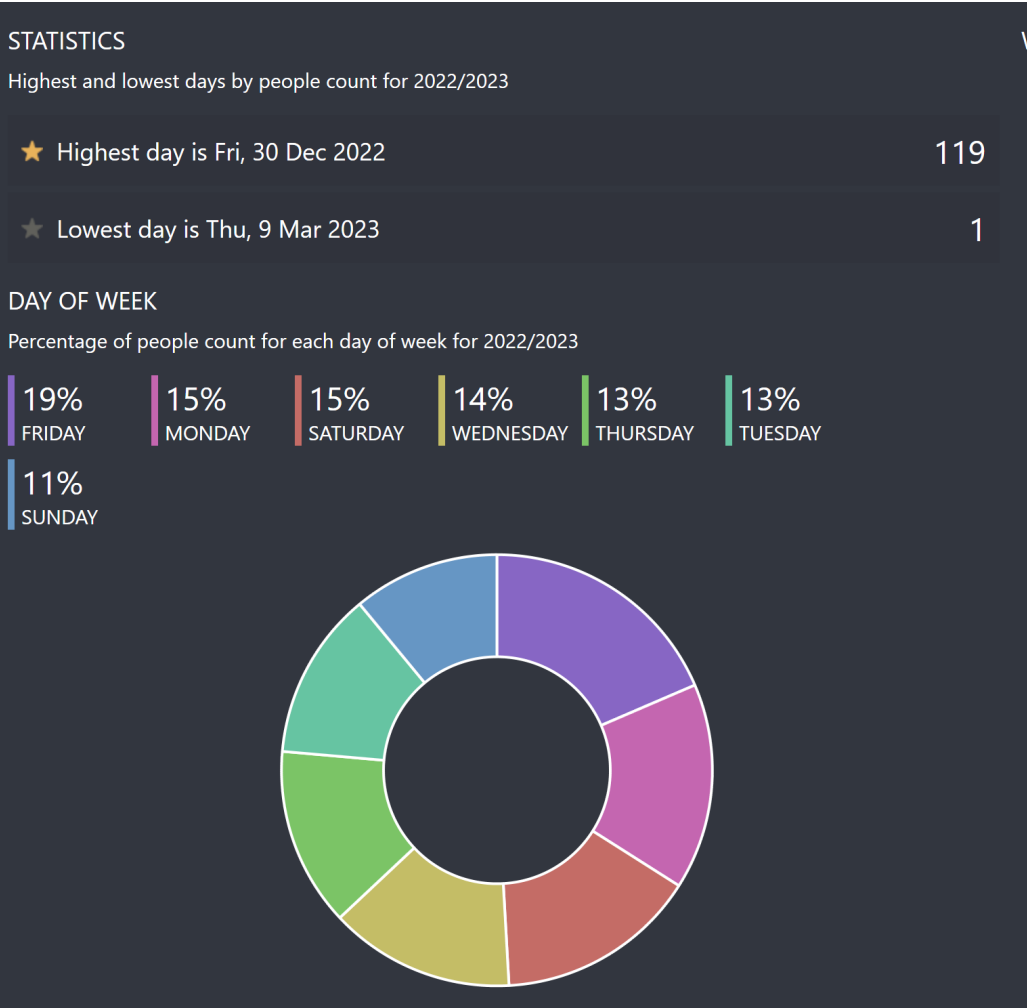


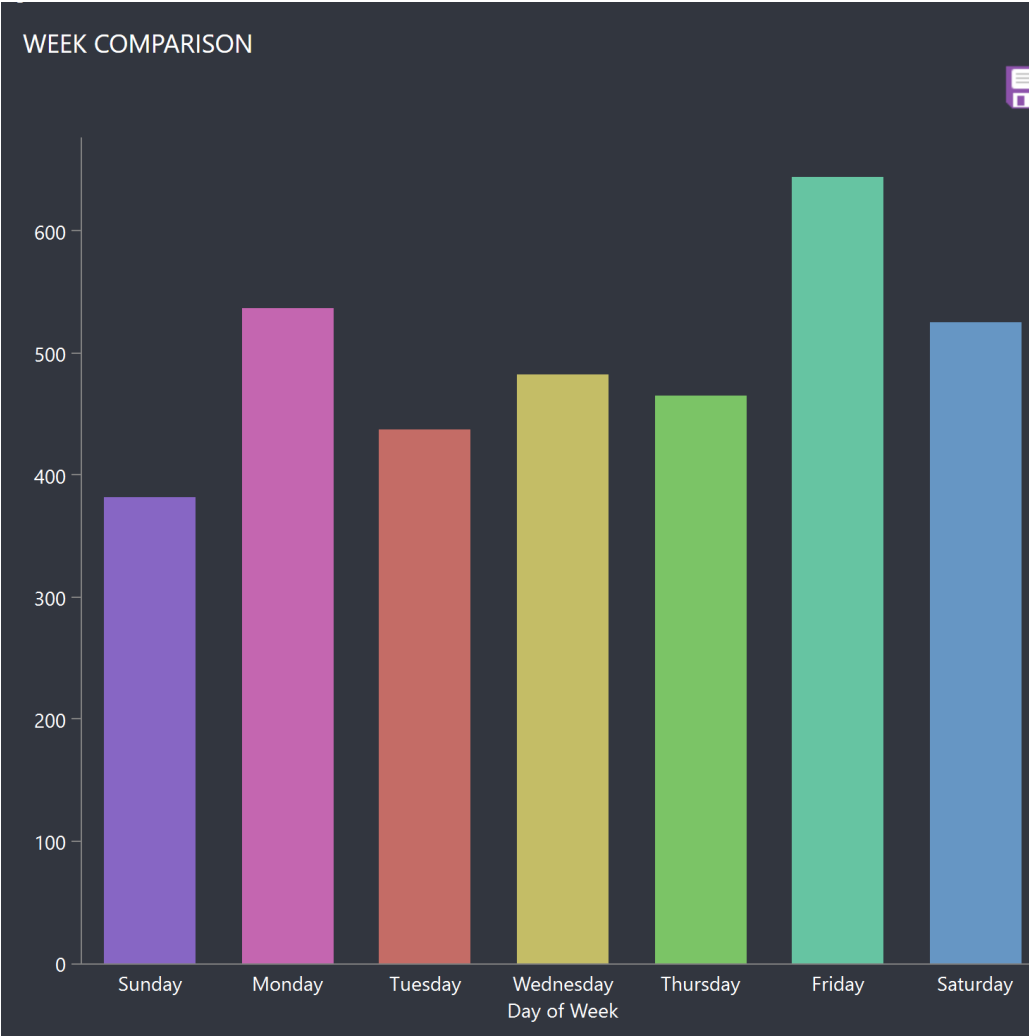


SALES ITEMS

Details for each sales item sold in 2022/2023.

NAME	DEPARTMENT DISBURSEMENT	QUANTITY SOLD	% OF TOTAL SALES	TOTAL SALES	
Ranfurly Admission - Child	Casual Admissions	1646	30%	\$4,115.00	
Ranfurly Admission - Adult	Casual Admissions	688	25%	\$3,440.00	
Ranfurly Season Pass - Single	Membership Sales	19	13%	\$1,805.00	
Ranfurly Season Pass - Family	Membership Sales	13	11%	\$1,534.00	
Ranfurly Holiday Programme	Ranfurly Swim School	113	9.9%	\$1,367.30	
RAN Upfront School Aged	Ranfurly Swim School	26	2.3%	\$314.60	
Ranfurly 11 Swim Card - Child	Membership Sales	12	2.2%	\$300.00	
Oracle	Retail Sales	11	2%	\$275.00	
Ranfurly Season Pass - Additional Child x 1	Membership Sales	19	1.4%	\$190.00	
Funkies	Retail Sales	6	1.1%	\$156.00	
Scope	Retail Sales	4	0.98%	\$136.00	
Aqualine Jellies	Retail Sales	6	0.8%	\$111.00	
Little Swimmers Swim Nappy Size Large	Retail Sales	15	0.28%	\$39.00	
Little Swimmers Swim Nappy Size Small	Retail Sales	9	0.16%	\$23.40	

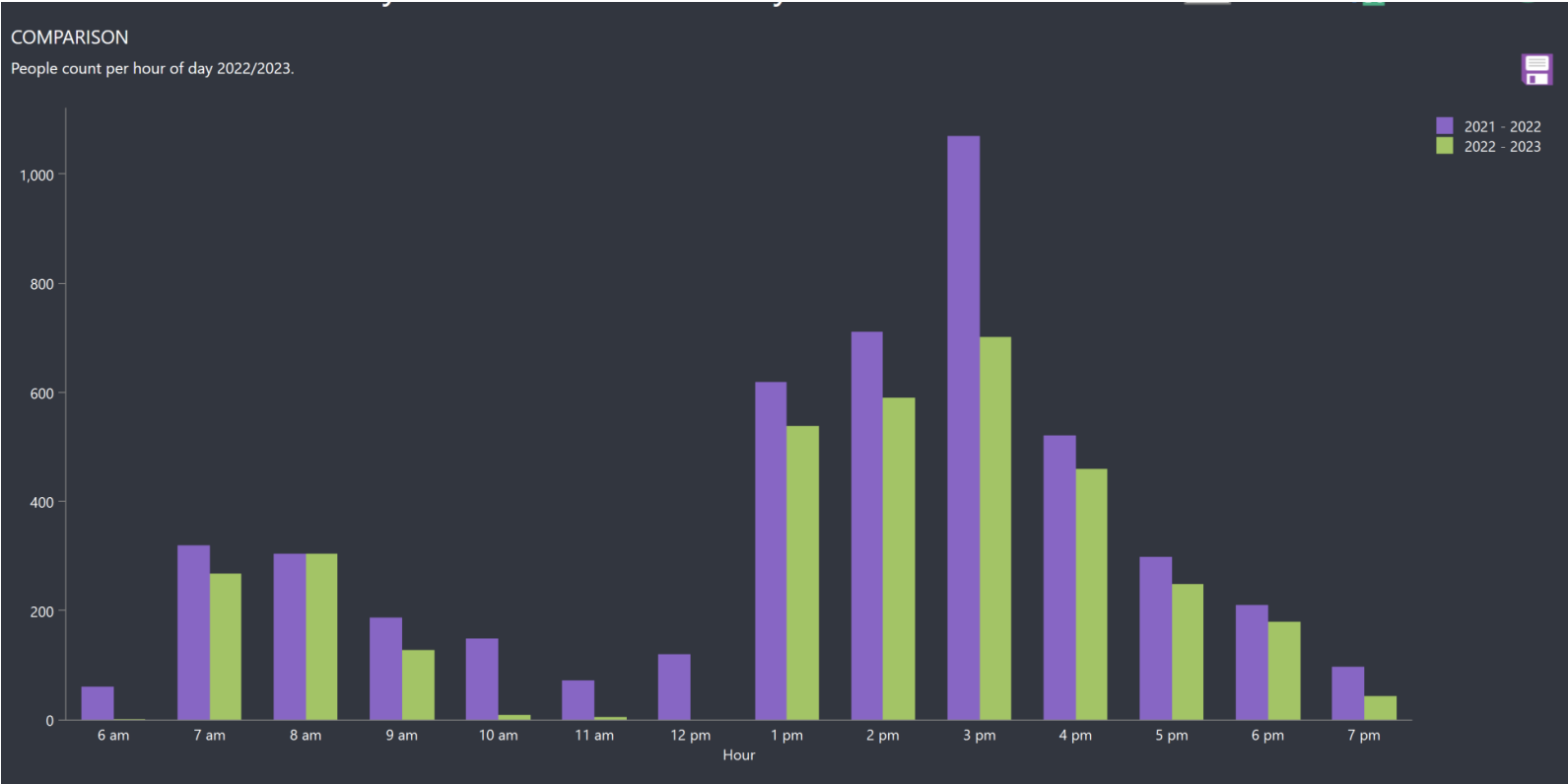


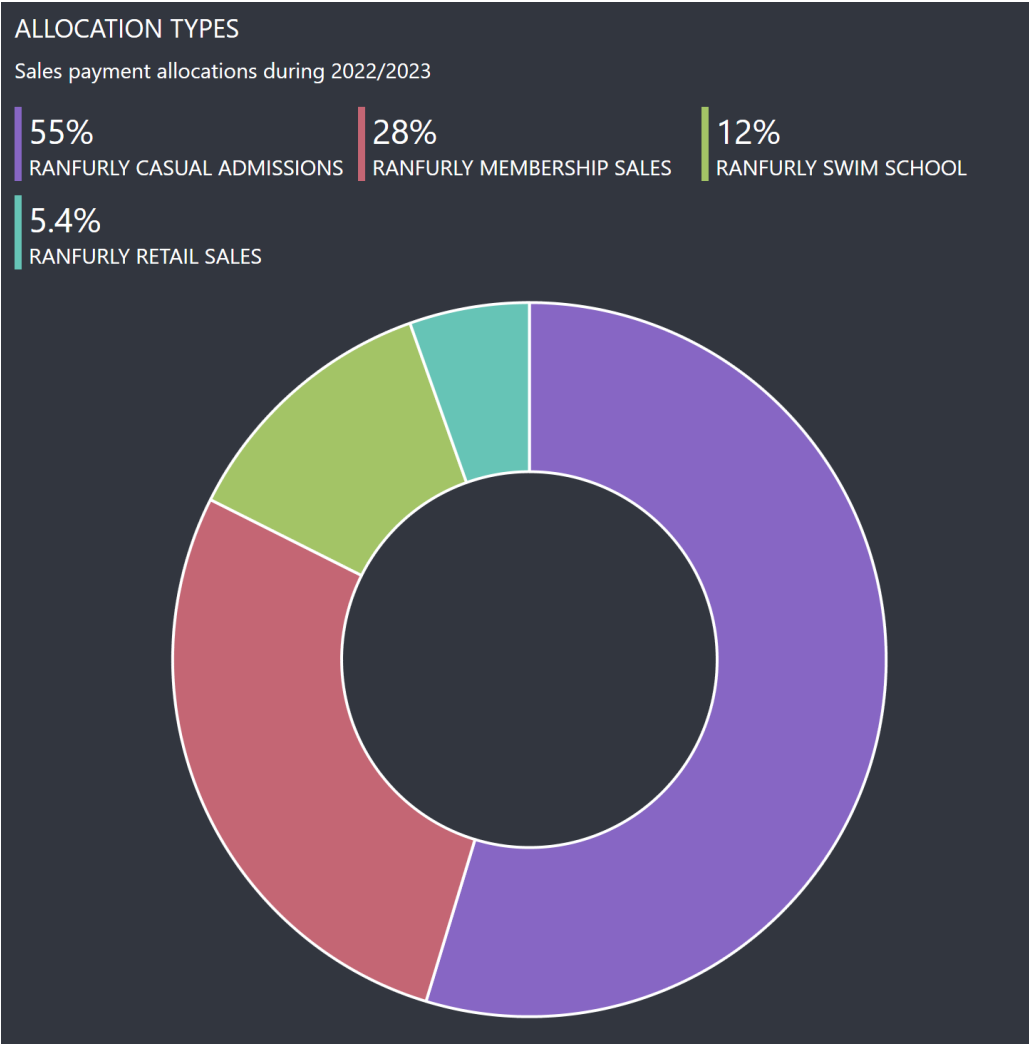


Hourly Admissions

TYPE	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM
Aqua Club	26	96	72	1	1			1		4	3		
Casual Entry	4	5	2	2	3		503	525	593	396	196	143	39
Membership	235	203	54	6			19	49	82	45	41	36	5
Pass	2						16	15	26	14	9		

- From the hourly admission, there were 11 casual swims since opening it up to the public in February. This was less than expected, as it was requested by the community, CODC where hoping to see more casual lap swimmers during this time.





23.5.3 2024 MEETING SCHEDULE

Doc ID: 1217456

1. Purpose of Report

To approve a schedule of Maniototo Community Board meetings for 2024.

Recommendations

That the Maniototo Community Board

- A. Receives the report and accepts the level of significance.
 - B. Adopts the proposed 2024 meeting schedule for the Maniototo Community Board.
-

2. Background

The Local Government Act 2002 Schedule 7 Clause 19 states that a local authority must hold the meetings that are necessary for the good government of its district. The Chief Executive must give notice in writing to each member of the time and place of a meeting not less than 14 days before the meeting or the local authority can adopt a schedule of meetings.

Council and the community boards have in the past adopted a schedule of meetings for the following year, as this provides certainty of dates to members and staff. Having a yearly schedule allows for good forward planning and significantly reduces the administrative workload of advising members for each meeting.

The meeting schedule reflects the terms of reference for committees, Council and boards as well as working towards legislative deadlines such as adopting the 2024-34 Long-term Plan. It also enables scheduling of meetings and workshops to progress significant pieces of work that have elected member input and oversight.

3. Discussion

The proposed meeting schedule continues with a six-weekly cycle of meetings where possible. A meeting schedule, once adopted, can be amended so there is still flexibility to respond to a change of circumstances.

4. Financial Considerations

There are no financial considerations for this decision.

5. Options

Option 1 – (Recommended)

Adopt the proposed 2024 meeting schedule.

Advantages:

- Elected members and staff have certainty of dates for meetings in 2024.

Disadvantages:

- None.

Option 2

Hold meetings on an ad hoc basis.

Advantages:

- High degree of flexibility.

Disadvantages:

- Does not facilitate forward planning.
- May impact on members' ability to attend meetings at shorter notice.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities by having a known schedule of meetings.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This is a procedural decision and therefore has no impact on other plans and policies and is consistent with them.
Considerations as to sustainability, the environment and climate change impacts	There are no implications arising from this decision.
Risks Analysis	There are no risks arising from the recommended option.
Significance, Consultation and Engagement (internal and external)	The proposed meeting schedule was discussed with the various departments to ensure that the proposed dates accommodated different work plans.

7. Next Steps

Once the meeting schedule has been adopted, it will be published on the Central Otago District Council's website and meetings will be publicly notified according to the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

8. Attachments

Appendix 1 - 2024 Proposed Meeting Schedule [↓](#)

Report author:



Wayne McEnteer
Governance Manager
14/09/2023

Reviewed and authorised by:



Saskia Righarts
Group Manager - Business Support
5/10/2023

Calendar 2024

January	February	March	April	May	June	July	August	September	October	November	December
1 Mo New Year's Day	1 Th	1 Fr	1 Mo Easter Monday	1 We	1 Sa	1 Mo	1 Th TVCB	1 Su	1 Tu	1 Fr	1 Su
2 Tu New Year's Day Holiday	2 Fr	2 Sa	2 Tu CCB	2 Th TVCB	2 Su	2 Tu	2 Fr	2 Mo	2 We	2 Sa	2 Mo VCB
3 We	3 Sa	3 Su	3 We	3 Fr	3 Mo King's Birthday	3 We	3 Sa	3 Tu	3 Th	3 Su	3 Tu
4 Th	4 Su	4 Mo	4 Th MCB	4 Sa	4 Tu	4 Th	4 Su	4 We	4 Fr Audit and Risk	4 Mo	4 We
5 Fr	5 Mo VCB	5 Tu	5 Fr	5 Su	5 We	5 Fr	5 Mo	5 Th	5 Sa	5 Tu CCB	5 Th TVCB
6 Sa	6 Tu Waitangi Day	6 We	6 Sa	6 Mo	6 Th	6 Sa	6 Tu CCB	6 Fr	6 Su	6 We	6 Fr Audit and Risk
7 Su	7 We	7 Th	7 Su	7 Tu CCB	7 Fr Audit and Risk	7 Su	7 We	7 Sa	7 Mo	7 Th MCB	7 Sa
8 Mo	8 Th TVCB	8 Fr Audit and Risk	8 Mo	8 We	8 Sa	8 Mo	8 Th MCB	8 Su	8 Tu Hearings	8 Fr	8 Su
9 Tu	9 Fr	9 Sa	9 Tu Hearings	9 Th MCB	9 Su	9 Tu Hearings	9 Fr	9 Mo VCB	9 We	9 Sa	9 Mo CCB
10 We	10 Sa	10 Su	10 We	10 Fr	10 Mo VCB	10 We	10 Sa	10 Tu Hearings	10 Th	10 Su	10 Tu Hearings
11 Th	11 Su	11 Mo	11 Th	11 Sa	11 Tu Hearings	11 Th	11 Su	11 We	11 Fr	11 Mo	11 We
12 Fr	12 Mo CCB	12 Tu Hearings	12 Fr	12 Su	12 We	12 Fr	12 Mo	12 Th TVCB	12 Sa	12 Tu Hearings	12 Th MCB
13 Sa	13 Tu Hearings	13 We	13 Sa	13 Mo	13 Th TVCB	13 Sa	13 Tu Hearings	13 Fr	13 Su	13 We	13 Fr
14 Su	14 We	14 Th	14 Su	14 Tu Hearings	14 Fr	14 Su	14 We	14 Sa	14 Mo	14 Th	14 Sa
15 Mo	15 Th MCB	15 Fr	15 Mo	15 We	15 Sa	15 Mo	15 Th	15 Su	15 Tu	15 Fr	15 Su
16 Tu	16 Fr	16 Sa	16 Tu	16 Th	16 Su	16 Tu	16 Fr	16 Mo Assessment Committee	16 We	16 Sa	16 Mo
17 We	17 Sa	17 Su	17 We	17 Fr	17 Mo	17 We	17 Sa	17 Tu CCB	17 Th	17 Su	17 Tu
18 Th	18 Su	18 Mo Assessment Committee	18 Th	18 Sa	18 Tu CCB	18 Th	18 Su	18 We	18 Fr	18 Mo	18 We Council
19 Fr	19 Mo	19 Tu VCB	19 Fr	19 Su	19 We	19 Fr	19 Mo	19 Th MCB	19 Sa	19 Tu	19 Th
20 Sa	20 Tu	20 We Council	20 Sa	20 Mo MCB/VCB Delibs	20 Th MCB	20 Sa	20 Tu	20 Fr	20 Su	20 We	20 Fr
21 Su	21 We	21 Th TVCB	21 Su	21 Tu CCB/TVCB Delibs	21 Fr	21 Su	21 We	21 Sa	21 Mo	21 Th	21 Sa
22 Mo	22 Th	22 Fr	22 Mo	22 We	22 Sa	22 Mo	22 Th	22 Su	22 Tu	22 Fr	22 Su
23 Tu	23 Fr	23 Sa	23 Tu	23 Th	23 Su	23 Tu	23 Fr	23 Mo	23 We	23 Sa	23 Mo
24 We	24 Sa	24 Su	24 We Council	24 Fr	24 Mo	24 We	24 Sa	24 Tu Assessment Committee	24 Th	24 Su	24 Tu
25 Th	25 Su	25 Mo Otago Ann	25 Th ANZAC Day	25 Sa	25 Tu	25 Th	25 Su	25 We Council	25 Fr	25 Mo	25 We Christmas Day
26 Fr	26 Mo	26 Tu	26 Fr	26 Su	26 We Council	26 Fr	26 Mo	26 Th	26 Sa	26 Tu	26 Th Boxing Day
27 Sa	27 Tu	27 We	27 Sa	27 Mo	27 Th	27 Sa	27 Tu	27 Fr	27 Su	27 We Council	27 Fr
28 Su	28 We Council	28 Th	28 Su	28 Tu	28 Fr Matariki	28 Su	28 We Council	28 Sa	28 Mo Labour Day	28 Th	28 Sa
29 Mo	29 Th	29 Fr Good Friday	29 Mo	29 We Council Delibs	29 Sa	29 Mo	29 Th	29 Su	29 Tu VCB	29 Fr	29 Su
30 Tu		30 Sa	30 Tu VCB	30 Th Council Delibs	30 Su	30 Tu VCB	30 Fr	30 Mo	30 We Council	30 Sa	30 Mo
31 We Council		31 Su		31 Fr Council Delibs		31 We Council	31 Sa		31 Th TVCB		31 Tu

7 MAYOR'S REPORT

23.5.4 MAYOR'S REPORT

Doc ID: 1355286

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Maniototo Community Board receives the report.

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

2. Attachments

Nil

8 CHAIR'S REPORT

23.5.5 CHAIR'S REPORT

Doc ID: 1355289

1. Purpose

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

Recommendations

That the report be received.

2. Attachments

Nil

9 MEMBERS' REPORTS

23.5.6 MEMBERS' REPORTS

Doc ID: 1355291

1. Purpose

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

Recommendations

That the report be received.

2. Attachments

Nil

10 STATUS REPORTS

23.5.7 OCTOBER 2023 GOVERNANCE REPORT

Doc ID: 1355299

1. Purpose

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

Recommendations

That the report be received.

2. Discussion

Status Reports

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

Minutes for the Mānīatoto Community Arts Council

Minutes were received from the Mānīatoto Community Arts Council for their 28th September 2023 meeting (Appendix 2).

3. Attachments

Appendix 1 - 20231026 MCB Status Updates.docx [↓](#)

Appendix 2 - 20230928 Mānīatoto Arts Council Meeting Minutes.docx [↓](#)

Report author:



Sarah Reynolds
Governance Support Officer
10/10/2023

Reviewed and authorised by:



Saskia Righarts
Group Manager - Business Support
10/10/2023

Status Updates		Committee: Maniototo Community Board			
Meeting	Report Title	Resolution No	Resolution	Officer	Status
14/09/2023	Road Renaming Approval Report - Earne Street, Naseby	23.4.3	That the Maniototo Community Board A. Receives the report and accepts the level of significance. B. Declines the renaming of Earne Street, Naseby.	Roading Administration Assistant	03 Oct 2023 Relevant parties have been informed that there is no change to the name. MATTER CLOSED.
14/09/2023	2023/24 Community and Promotions Grants Applications - 1st Funding Round	23.4.2	That the Maniototo Community Board: A. Receives the report and accepts the level of significance. B. Allocates \$8,300 to the Maniototo Early Settlers Association Inc. towards annual operating costs from the 2023/24 community grants budget. C. Allocates \$4,000 to the Naseby Information and Craft Inc. towards annual expenses from the 2023/24 community grants budget. D. Allocated \$2,500 to Naseby Vision Inc toward a new information map in Naseby from the 2023/24 promotions grant budget.	Community Development Advisor/ Media and Marketing Manager	29 Sep 2023 All Applicants advised of Board decision and supplied with details on how to uplift grant.
16/03/2023	Request to Fill the Former Ranfurly Ice Rink with Water	23.1.4	That the Maniototo Community Board A. Receives the report and accepts the level of significance. B. Declines the request for filling the former Ranfurly Ice Rink with water, add plantings and create walkways around the site. C. The Maniototo Rugby Club is approached to determine their interest in leasing the site for additional cropping.	Parks and Recreation Manager	10 Oct 2023 No change 22 Aug 2023 Several attempts have been made to follow up on this with the Rugby Club. No response has been received. It is now proposed that the area be advertised for grazing from interested parties. 21 Jul 2023 No update. 01 Jun 2023 No response received from Rugby Club. 18 Apr 2023 Letter sent to Rugby club to ascertain if they would like to lease the area for cropping, no response received to date.

					27 Mar 2023 Action memo sent to staff.
25/06/2020	Lease of Kyebrun Reserve	20.3.6	<p>That the Maniototo Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to formally acknowledge that the Kyebrun Hall is owned by the Kyebrun Hall Committee.</p> <p>C. Agrees to recommend that Council grants the Committee a lease pursuant to Section 61 (2A) of the Reserves Act 1977, on the following terms:</p> <ol style="list-style-type: none"> 1. Permitted use: Community Hall 2. Term: 33 years 3. Rights of Renewal: None 4. Land Description: Sec 20 Blk VII Maniototo SD 5. Area: 0.4837 hectares 6. Rent: \$1.00 per annum if requested <p>Subject to the Kyebrun Hall Committee:</p> <ol style="list-style-type: none"> 1. Becoming an Incorporated Society 2. Being responsible for all outgoings, including utilities, electricity telephone, rubbish collection, rates and ground maintenance. 	Asset Management Team Leader - Property	<p>06 Oct No change.</p> <p>22 Aug 2023 No change.</p> <p>18 Jul 2023 No change.</p> <p>01 Jun 2023 No change.</p> <p>27 Apr 2023 On hold , no change.</p> <p>28 Feb 2023 No Change</p> <p>19 Jan 2023 On hold. No change.</p> <p>15 Nov 2022 Further informal discussions have taken place regarding an existing entity taking up the lease. Awaiting feedback from the committee.</p> <p>29 Aug 2022 On hold. No change.</p> <p>08 Jun 2022 On hold - no change.</p> <p>29 Apr 2022 No further update at this stage.</p> <p>August 2021 On hold until meeting able to take place. On Hold.</p> <p>July 2021 The Committee requested that the meeting be delayed until July, due to an illness.</p> <p>May 2021 due to delays, Property and Facilities Officer – Ranfurly to discuss next steps with Committee in June.</p> <p>February - April 2021 Property and Facilities Officer - Ranfurly to meet Committee in May 2021 and discuss next steps.</p> <p>24 July 2020 Council ratified the lease. Waiting for confirmation from the Hall Committee of their Incorporated status to issue the lease.</p> <p>25 June 2020</p>

					Kyeburn Hall Committee advised of Board's resolution. Report for ratification of Lease going to Council on 15 July 2020. June 2020 Action memo sent to Property and Facilities Officer - Ranfurly.
12/09/2019	Ex Patearoa School Building - Consent to Sublease (PRO 64-5111-L1)	19.5.9	<p>That the Maniototo Community Board</p> <p>A. <u>RESOLVED</u> that the report be received, and the level of significance accepted.</p> <p>B. <u>RESOLVED</u> that the Board consent to the Patearoa Community Trust Incorporated subleasing the school building to Dairy Farm Partnership for a term expiring 31 December 2021, subject to the Chief Executive Officer being satisfied with the sublease agreement.</p> <p>C. <u>RESOLVED</u> that the Board consent to a variation of the lease between the Patearoa Community Trust Incorporated and Council by amending clause 3.2 to refer specifically to any future income from "a camping ground", when the Trust income from the reserve is greater than operating costs.</p>	Asset Management Team Leader - Property	<p>03 Oct 2023 No Change.</p> <p>22 Aug 2023 No change.</p> <p>18 Jul 2023 No change.</p> <p>01 Jun 2023 No change.</p> <p>27 Apr 2023 No change.</p> <p>28 Feb 2023 No Change</p> <p>19 Jan 2023 December 22 – Licence to Occupy has been issued to Taiki Maniototo for .9ha. A proposal to formalise a lease for the school building will be brought to the Board in 2023</p> <p>15 Nov 2022 A Licence to Occupy is being worked on for 9ha, including the decommissioned swimming pool with Tiaki Maniototo, it has been publicly advertised calling for submissions. A proposal to lease the school building will be brought back to the Board in 2023.</p> <p>29 Aug 2022 The Patearoa Community Trust have passed back the lease of the Patearoa School Section to Council where the sub lease was to be issued. Dairy Farm Partnership entity no longer occupy the building. The Patearoa Community Trust will be issued with a variation of lease for the remaining section 66 Blk Upper Taieri SD (Tennis Pavilion and Courts), permitted use being not for profit recreational activities.</p> <p>08 Jun 2022 No further update.</p> <p>29 Apr 2022 No further update at this stage.</p>

					<p>29 Apr 2022 No further update at this stage.</p> <p>March 2022 No further update currently.</p> <p>February 2022 The Patearoa Community Trust have informally contacted staff regarding the lease. Discussions continue with the Trust. The January 2022 review is a rent review.</p> <p>August 2021 No response from Chairman of the Patearoa Community Trust, the lease is up for review in 2022 with the process commencing in January 2022. On hold until lease is reviewed in 2022.</p> <p>July 2021 Formally emailed the Chair of the Patearoa Community Trust to progress matters but have not yet received a reply.</p> <p>June 2021 Letter sent to Patearoa Community Trust chairman (Hunter Stevenson), requesting a copy of the sub lease given it is understood Dairy Farm Partnership continue to occupy the school building on an exclusive, permanent basis for which the Trust is receiving payment. Letter copied to Max Paterson.</p> <p>September 2020 Updates to resume once matter no longer on hold.</p> <p>May – July 2020 No further progress to date</p> <p>March 2020 As per the below. Resolution to be placed on hold until the agreement has been received.</p> <p>January 2020 Patearoa Community Trust have advised that they are on hold with the proposed sub-lease with Dairy Farm Partnership.</p> <p>November 2019</p>
--	--	--	--	--	--

					<p>Council's Property and Facilities Officer – Maniototo has followed up with the Patearoa Community Trust and is waiting to view the agreement between the Trust and Dairy Farm Partnership.</p> <p>October 2019</p> <p>Action memo sent to the Property and Facilities Officer – Maniototo.</p>
--	--	--	--	--	--

The Māniatoto Community Arts Council*Minutes of meeting held at Māniatoto Arts Centre, Reade Street at**6.00pm on Thursday 15th June 2023*

BUSINESS		ACTION
PRESENT	A Pont, J Greig, L Anthony, K Mulholland, N Willis, K Wills, K Munro, T Weir, R Kinney	
APOLOGIES	C Rosser, K Gibson, R Albert, A Garthwaite APOLOGIES ACCEPTED	KM/KM
PREVIOUS MINUTES	ACCEPTED AS TRUE AND CORRECT	AP/JG
MATTERS ARISING	<p>Arts Centre Open Day – 18.3.23: The day went well! A vote of thanks to T Weir for putting together the beautiful raffle baskets, preparing and delivering the invitations, providing flowers for the tables, and making delicious sandwiches for the helpers. Vote of thanks for J Greig for making an amazing cake which raised \$84 when sold with hot drinks.</p> <p>Plan: We learnt for future reference that scones have had their day - a quality cake sells easily!</p> <p>Mural: Plan: To create an information board to be installed next to mural.</p> <p>Becoming an Incorporated Society: Plan: A Pont and R Kinney to draft mission statement, rules and constitution prior to filling in online application.</p> <p>Pottery progress: Natalie Willis reported that she has spoken with Kathi Maclean re introducing pottery back into the Arts Centre. Kathi is willing to help, and to be a tutor if necessary. She suggested setting up a small club, maybe on a weekend, once a month. Kathi said optimum is small numbers (6) for 3 hour sessions.</p> <p>T Weir reported that there is \$5,000 in MCAC account which belonged to former Pottery and Ceramics Clubs and has been kept in reserve for a new group.</p> <p>Plan: A Pont, L Anthony and N Willis to inventory equipment and to liaise with Kathi re what needs to be done to begin classes.</p>	
CORRESPONDENCE	<p>Emails between J Remnant and A Pont re back fence 16.5.23 giving council approval to fix and relocate back fence at the Arts Centre and plant harakeke</p> <p>CORRESPONDENCE APPROVED</p>	R K/ K Munro

FINANCIAL REPORT	<p>See attached 9th Feb – 14th June</p> <p>Bank balance</p> <p>Cheque \$3,017</p> <p>Savings \$12,053.30</p> <p>Expenditure exceeded income by \$2,412.76 due to deposits paid on ballet mirror and curtain for sliding door</p>	KW/RK
GENERAL BUSINESS	<p>James Buchan Design Ltd sponsorship of sign for the Arts Centre when we have confirmed our group status/name.</p> <p>Moving and mending of back fence has been given the ok by J Remnant. Marcanui's Community Service people to assist, with Jeff Pont and Mat Kinney. Then harakeke can be planted. J Remnant said we may have to pay for the water if the bill increases too much.</p> <p>Issues with toilet flushing – J Greig has offered to donate a new toilet cistern, capable of a more effective flush.</p> <p>Lighting in the big room- has been installed by Graham Electrical. J Greig has suggested replacing the bulbs in the 7 spotlights with white LED ones. <u>Plan:</u> J Greig to purchase these for reimbursement</p> <p>Curtains – The sliding door curtain has been installed. Salesperson Karina Dollman advised that it would be more economical to install the rest of the blinds together, as separate trips incur more travel costs. <u>Plan:</u> To apply for grant to pay for the remaining window treatments</p> <p>Monster Garage Sale- date set for Saturday 7th October, the middle Saturday of the school holidays. From 10am – 1pm To include a cake stall as well as selling hot drinks and yummy cake to customers to maximize the fund-raising opportunity. <u>Plan:</u> R Kinney to put notice in Positively Māniatoto. R Kinney to email user groups re the date and time</p> <p>Ballet Barre – teacher Jemma has requested that the second barre is installed at a higher level for her older students. Ballet mirror installed 16th June <u>Plan:</u> R Kinney to ask Barry Flamank what is required. Needs to be done by next Thursday's class.</p> <p>Gill Allen's weekend workshop, 16th/17th September – The Abstracted Landscape in pastel/mixed media. PANZ subsidizes travel and accommodation. Out of the 10 spaces for the class, there are 3 still available. Participants will put money into the MCAC account. <u>Plan:</u> J Greig to advertise in PM</p>	

	<p>Blue Sky Perspectives – an exhibition of 12 contemporary local artists, held at the Arts Centre 1st – 3rd December as part of the Ranfurly 125th celebrations.</p> <p>The opening (Friday night 7.30 - 9.30) will be a ticketed event with canapes and cocktails, music (Paul Foulds) and guest speaker (Grahame Sydney).</p> <p>Discussion re a banner “Art Exhibition” for the front of the Arts Centre, which can be used for future events. Depending on the success of this exhibition, this could become an annual event.</p> <p>James Buchan’s quote \$615.25 and Lisa Baines (Mollske Design) is under \$150.</p> <p><u>Plan:</u> R Kinney to email Lisa for a firm quote</p> <p>R Kinney and A Pont to put in an application to the council (ratified at the meeting up to \$500).</p> <p>R Kinney to email Jenny Worth re which fund to apply for jenny.worth@codc.govt.nz</p> <p>R Kinney to ring FMG re contents insurance for the weekend.</p> <p>Storage for Embroidery Group- K Munro reported that the Embroidery group are happy to contribute to the cost of a new storage cupboard.</p> <p><u>Plan:</u> for the group to purchase a cupboard to suit their requirements.</p> <p>Recent passing of early Arts Council member – reflection to honour the memory of Joyce Greer, in appreciation of everything she has done over the years.</p> <p>Meeting closed at 7.43 pm</p>	
	<p>Next Meeting date: AGM 17th August 2023</p> <p>Signed:</p>	

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 30 November 2023.