

# Terms of Reference

As at November 2025

<b>Elected Members</b>	One councillor determined by Council. His Worship the Mayor as ex officio
<b>External Members</b>	Minimum of four and maximum of ten people with an interest in the Marton Community (excluding the councillor)
<b>Chair</b>	To be elected by the members of the committee
<b>Meeting frequency</b>	Every two months
<b>Reports to</b>	Council

## Purpose

- To provide a local link and point of contact for Council liaison with the Marton community.
- To provide for the exchange of information, communication, and to assist with the Council's consultative processes.
- To exercise delegated authority for the annual allocation of \$3,500 (Plus inflation from 2025/26 financial year) for "defined small local works" in line with the guidelines.
- To help to ensure that any minor remedial or renewal works are brought to Council's attention through the Request for Service procedure in the appropriate manner through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure.

## Terms of Reference (delegations)

- Authority to approve expenditure of the Small Projects Fund.
- Provide recommendations to Council on matters of relevance to the Marton community.

## Process for appointment of external members

The Council will call nominations to the Marton Community Committee following committee re-establishment after the triennial election.

The nomination period will be a minimum of 20 working days.

Where fewer than four nominations are received by the closing date, the Council will issue a further public notice to seek additional nominations for a period of a minimum of 10 working days. If there are insufficient nominations after the further public notice, the Marton Community Committee will be deemed as unformed until the time there is enough interest.

Where more than ten nominations are received, Council will conduct an election at a public meeting by secret ballot.

A minimum of ten eligible voters are required to be present at any public meeting called to elect members to form the Marton Community Committee. Those eligible to vote must be enrolled on the most recent electoral roll and live the Marton Community Committee area.

Nominators (and voters, should that prove necessary) for the Committee should reside within the Marton Community Committee Area.

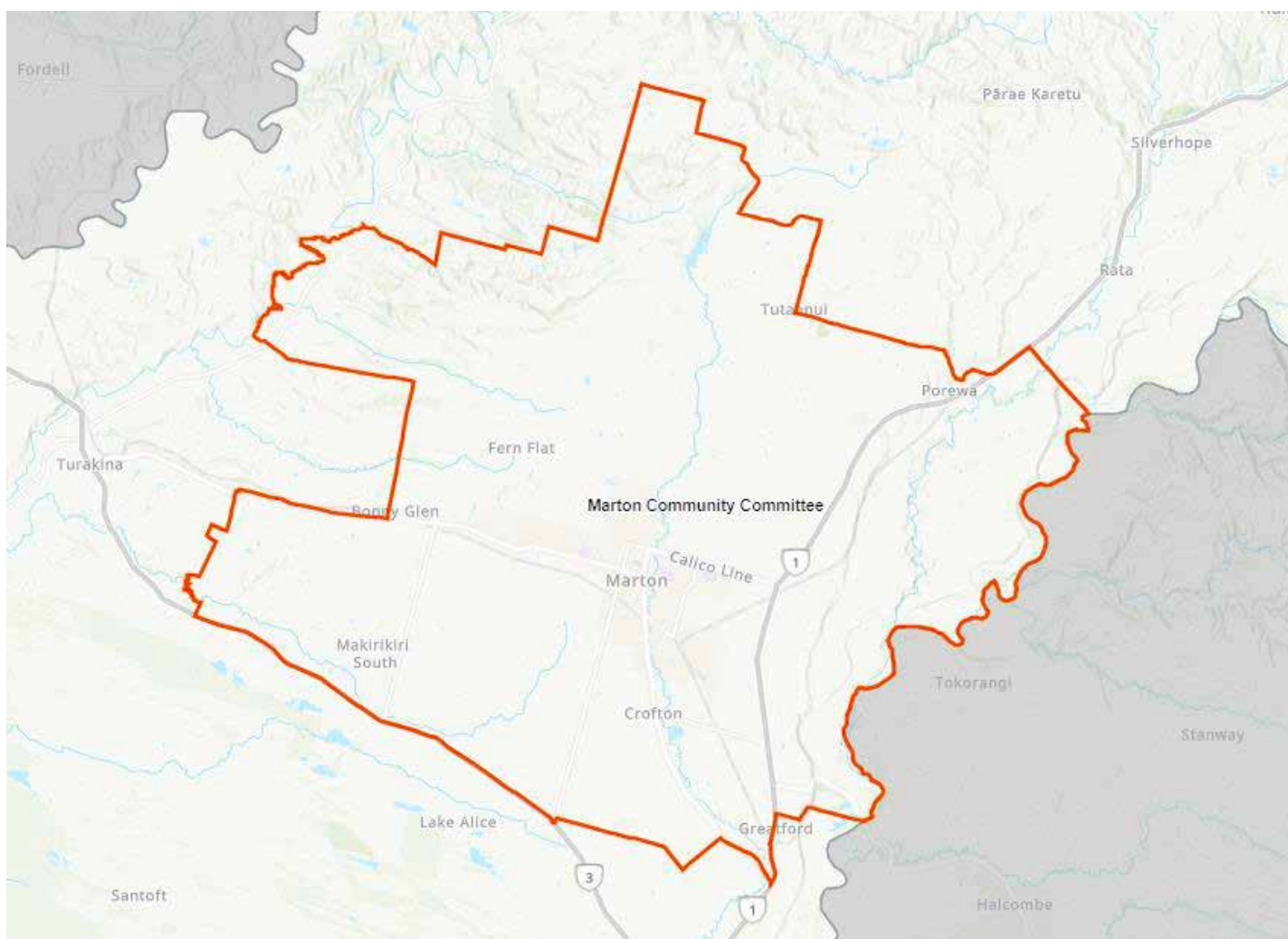
Members are not required to reside within the Marton Community Committee area, but should have an interest in the area.

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The membership will be notified on Council's website.

The Marton Community Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups provide the maximum number of members is not exceeded.

In accordance with Schedule 7, Clause 30(7) of the Local Government Act 2002, the Committee will be discharged at the end of the triennium.



## Small Projects Fund

The Committee holds delegated authority to allocate the annual Small Projects Fund. Eligible uses may include minor improvements such as:

- Small beautification works.
- Minor repairs or enhancements to public spaces.
- Supporting community groups with events or projects

All decisions to allocate funds must be made through a formal Committee resolution, with a record of the purpose and amount allocated included in the minutes.

It is noted that while the majority of grants may be provided within the Committee's area, if there are projects of interest outside the Marton Community Committee area (but within the Rangitikei District boundaries), the Committee has discretion to approve funding.

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## Roles and Responsibilities

### Committee Members

Members are expected to:

- Attend meetings and participate constructively.
- Represent the interests of the whole Marton community.
- Declare any conflicts of interest.
- Support and uphold the Committee's decisions.

### Chair

The Chair is responsible for:

- Chairing the Committee meeting in accordance with Standing Orders.
- Representing the Committee to a high standard.
- Promoting and supporting good governance of the Committee.
- Ensuring all members have the opportunity to contribute to the meeting.
- Providing leadership to the Committee in helping to form consensus that is representative of the Marton community.
- Acting as the primary point of contact for the Governance Advisor and the Committee Support Officer.

## Reporting and Accountability

In July each year, the Committee will provide Council with a short summary outlining:

- Highlights and achievements.
- Support provided for Council consultations and communication of local issues.
- Funding allocations for small works.
- Recommendations or priorities for the coming year.

The Governance Advisor and the Committee Support Officer will provide support to the Marton Community Committee to complete the accountability reporting.

## Code of Conduct and Conflicts of Interest

Members must act in accordance with the Community Committee Code of Conduct

Any conflict of interest must be declared and recorded.

Members with a conflict must abstain from related decisions unless otherwise agreed by the Committee.

## Secretariat support

Council will produce and distribute the Committee Order Paper. The Order Papers are uploaded to the Council website [www.rangitikei.govt.nz](http://www.rangitikei.govt.nz) and are available for the public to read at all Council offices and libraries.

The Order Paper will be sent to each committee member by electronic means at least two clear working days before the day of the meeting (in accordance with standing orders). If requested, Council will consider providing staff for secretarial support on the basis that frequency of meetings being normally not more than every second month, and that the meetings start time are negotiated with Council and finish formally within two hours.