



Rangitikei District Council

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Rangitikei
UNSPOILT...

Hunterville Community Committee

Order Paper

Monday 5 December 2016, at 6.30pm

**Library, Hunterville Town Hall, Bruce Street,
Hunterville**

Website: www.rangitikei.govt.nz

Email: info@rangitikei.govt.nz

Chair
TBC

Membership

Sandra Carroll, Maureen Fenton, Trevor O'Connor, Jean Signal,
Lynette Thompson, Erina True, Jane Watson
His Worship the Mayor, Andy Watson, (ex officio)

Councillor Dean McManaway and Cr Ruth Rainey

Please Note: Items in this agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed.

Rangitikei District Council

Huntermville Community Committee Meeting

Order Paper – Monday 5 December 2016 – 6:30 p.m.



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The quorum for the Huntermville Community Committee is 4.

At its meeting of 28 October 2010, Council resolved that "The quorum at any meeting of a standing committee or sub-committee of the Council (including Te Roopu Ahi Kaa, the Community Committees, the Reserve Management Committees and the Rural Water Supply Management Sub-committees) is that required for a meeting of the local authority in SO 2.4.3 and 3.4.3.

1 Welcome

The Mayor or Ward Councillor will welcome the Committee members.

2 Apologies

3 Election of Chair

Clause 25 of Schedule 7 of the Local Government Act 2002, which relates to voting systems for certain appointments (including the election or appointment of the deputy mayor, the election or appointment of the chairperson and deputy chairperson of a committee, and the election or appointment of a representative of the local authority), states that:

(2) ... a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:—

- (a) the voting system in subclause (3) ("system A");
- (b) the voting system in subclause (4) ("system B").

(3) System A—

- (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
- (b) has the following characteristics:—
 - (i) there is a first round of voting for all candidates; and
 - (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
 - (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
 - (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

(4) System B—

- (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
- (b) has the following characteristics:
 - (i) there is only 1 round of voting; and
 - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

Recommendation

That the Hunterville Community Committee, for the purpose of electing or appointing persons under Clause 25, adopt **either** System A, **or** System B.

Recommendation

Thatbe appointed Chair of the Hunterville Community Committee.

The Mayor or Ward Councillor vacates the chair.

4 Election of Deputy Chair

This follows the same process as for electing the Chair.

Recommendation

Thatbe appointed Deputy Chair of the Hunterville Community Committee.

5 Terms of Reference

The relevant section of the Council's Delegation Register is attached for information purposes only.

6 Administrative Processes

The attached draft explanation of administrative processes for the Committee is included in the Council Order Paper for its meeting on 1 December 2016. Any changes to the memo arising from Councillors' discussion will be advised to the meeting.

File ref: 3-CC-1-5

Recommendation

That the memorandum "Guidance for Community Committees" be received and noted.

7 Members' conflict of interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

8 Confirmation of order of business

That, taking into account the explanation provided why the item is not on the meeting agenda, and why the discussion of the item cannot be delayed until a subsequent meeting, be dealt with as a late item at this meeting.

9 Minutes of last meeting

The Minutes of the Hunterville Community Committee meeting held on 15 August 2016 are attached for information only.

File ref: 3-CC-1-2

10 Outstanding matters from the 2013-2016 triennium

A memorandum is attached.

File ref: 3-CC-1-2

Recommendation

That the memorandum "Outstanding matters from the 2013-2016 triennium" be received.

11 Small projects Grant Scheme update – December 2016

A memorandum is attached.

File ref: 3-CC-1-2

Recommendation

That the memorandum 'Small Projects Grant Scheme Update - December 2016' be received.

12 Current Infrastructure projects/upgrades and other Council activities within the ward

This report will be circulated on 12 December 2016.

13 Hunterville Grandstand colour scheme

Cr McManaway will lead discussion on this item. The Grandstand will be painted this summer (2016/17) and Council staff are requesting feedback about the desired colour scheme.

The Committee may wish to resolve the use of a particular colour or to authorise one or members to consider further and liaise with the Community and Leisure Assets Team Leader.

14 Late Items

As accepted in item 8.

15 Next Meeting

Monday 20 February 2017, 6:30pm.

16 Meeting Closed

Attachment 1

Huntermville Community Committee

Establishment	Delegations
<p><i>Purpose:</i></p> <ul style="list-style-type: none"> To provide a local link and point of contact for Council liaison with the community. To also 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 \$1.00 per rateable property for "defined small local works" in line with the guidelines provided⁶⁸ Particularly, 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 <p><i>Field of Activity:</i> Community liaison between the Council and Huntermville community.</p> <p><i>Membership</i>⁶⁹:</p> <ul style="list-style-type: none"> The number of members elected to serve on the Committee shall be a minimum of five and a maximum of ten. The Council will call nominations to each Committee within thirty days after each triennial local government election. Where between five and ten nominations are received by the 	<p>Delegated authority for the annual allocation of \$1.00 per rateable property for "defined small local works" in line with the guidelines provided⁷¹</p> <p><i>Terms of Reference:</i> Committees will generally follow the Terms of Reference as listed below:</p> <ul style="list-style-type: none"> The term of membership of each Committee shall generally coincide with Local Government terms of office, i.e. three years. The Committees shall be disestablished at each triennial election, the same as all other Committees of Council. The Council will call public meetings in each Ward in order to elect Committees as soon as practicable after each general Local Government election. Each Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups. One/Two liaison Councillor(s) is/are to be appointed by the Council to serve on each Committee, in order to provide a formal link with the Council at an elected member level. Committees will have sole discretion as to when the Committee meets, how often, and its administrative procedures. The minutes of Committee meetings shall be made and maintained in accordance with the requirements set out in NZS 9202:2003 Model

⁶⁸ Appended to the Delegations Register

⁶⁹ Resolved Minute Number, 04/RDC/404, 16 December 2004

⁷¹ Appended to the Delegations Register

<p>closing date, those people will be declared elected;</p> <ul style="list-style-type: none"> • Where more than ten nominations are received by the closing date, the Council will call a public meeting and conduct an election by secret ballot; • Where fewer than five nominations are received by the closing date, the Council will call a public meeting to seek additional nominations. If the total nominations received prior to and at the public meeting exceed nine, the Council will conduct an election at the public meeting by secret ballot; • Where fewer than five nominations have been received at the public meeting called to seek additional nominations, the Council will declare the Community Committee unformed for the triennium. • A minimum of 10 eligible voters are required to be present at any public meeting called to seek further nominations, or to elect members, to form a Community Committee. • The Committee, once formed, has the power to co-opt additional members provided that the total elected membership does not exceed ten. • The Council will publicly notify the results of the call for nominations within seven days after the close of nominations and (if applicable) after the public meeting called to form the Committee. • Procedures for election will generally follow those laid down in the Local Electoral Act 2001. Elections will be the responsibility of the Council's Deputy Electoral Officer. • The Chairperson of each Community Committee to be appointed from within the Committee itself by the Committee members. <p><i>Current membership:</i></p>	<p>Standing Orders for territorial authorities and any subsequent amendment, having regard for current statutory provisions for recordkeeping. Council staff will aid in the preparation of minutes to this standard.</p> <p>Guidelines for Delegation to Community Committees in committing the \$1.00 per rateable property for "defined small local works"</p> <ol style="list-style-type: none"> 1. The objective of the delegation is to allow Community Committees to fund purchases of small items or additional services which are not included in Council's operating budgets and which will benefit the local community. Examples would be signage, park furniture, plants, paint, a leaflet or other publication or an event, including implementing community-led place-making initiatives identified as priorities through the Town Centre Plan process (or some similar community consultation). 2. Proposed expenditure must be approved – <ul style="list-style-type: none"> • by resolution at a publicly notified meeting (and at a time when the public is not excluded from proceedings), or • (for urgent matters) by documented communication to all Committee members and appropriate staff for discussion and tabled at the next available meeting so that a clear audit trail is evident. 3. Where the proposed expenditure will be paid to a community organisation, Council's reporting requirements for its Community Initiatives Fund must be met. 4. The delegation does not extend to proposed expenditure which –
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<p>Chair: His Worship the Mayor, Andy Watson, (ex officio) - Liaison Councillors⁷⁰ Cr ... and any one other councillor</p> <p><i>Meeting Frequency</i> Monthly or bi-monthly, as determined by the Committee</p>	<ul style="list-style-type: none"> • provides training or conference attendance for one or more members, or • constitutes an additional payment to an individual or organisation for goods or services subject to a contract with the Council, or • exceeds the annual allocation. Any such a proposal must be referred to Council for decision.
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⁷⁰ Resolved Minute Number 13/RDC/275, 31 October 2013

Attachment 2



Rangitikei
UNDISPUTED...

Memorandum

To: Community Committees
From: Samantha Kett
Date: 24 November 2016
Subject: **Guidance for Community Committees**
File: 3-CC-1-5

1 Purpose of the Community Committee

- 1.1 The purpose of Community Committees is to provide a local link and point of contact for Council liaison with the community, and provide for the exchange of information, communication, and to assist with the Council's consultative processes.
- 1.2 Community Committees are also charged with the delegated authority for the annual allocation of \$1.00 per rateable property for "defined small local works".
- 1.3 Community Committees also 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. It is not the role of the Committee to provide details of a Request for Service through their minutes, this needs to be done through direct contact with Council staff.

2 Terms of Reference

- 2.1 Committees will generally follow the Terms of Reference as listed below:
 - The term of membership of each Committee shall generally coincide with Local Government terms of office, i.e. three years. The Committees shall be disestablished at each triennial election, the same as all other Committees of Council. The Council will call public meetings in each Ward in order to elect Committees as soon as practicable after each general Local Government election.
 - Each Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups.
 - One/Two liaison Councillor(s) is/are to be appointed by the Council to serve on each Committee, in order to provide a formal link with the Council at an elected member level.
 - Committees will have sole discretion as to when the Committee meets, how often, and its administrative procedures.
 - The minutes of Committee meetings shall be made and maintained in accordance with the requirements set out in Rangitikei District Council's Standing Orders, adopted 3 November 2016, and any subsequent amendment,

having regard for current statutory provisions for recordkeeping. Council staff will aid in the preparation of minutes to this standard.

3 Meeting Frequency

- 3.1 Meetings will generally be held bi-monthly.
- 3.2 Committees can elect to hold informal workshop sessions at any point. These meetings will not be publically advertised and staff will not prepare an order paper for these workshop sessions. Workshop sessions may be held to discuss information relating to an item identified for a future agenda or to prepare a submission to any of Councils public consultation processes. Workshop sessions are discussion opportunities only, no decisions can be made at these sessions.
- 3.3 The Committee can elect to amend the date or time of any meeting.

4 Role of the Chair

- 4.1 The Chair of a Community Committee is appointed at the first meeting of the triennium.
- 4.2 It is the role of the Chair to ensure that meetings are productive and processes are followed.
- 4.3 Community Committees provide a link between Council and the community, and it is the Chair's role to ensure that the issues facing the community are brought to Council's attention through the correct avenues. The Chair can request at any time any item to be included on the agenda for a meeting of the Committee.
- 4.4 It is also the role of the Chair to obtain purchase order numbers from the Governance Administrator for the purchase of any goods or services through the Small Projects Grant Scheme from any of Council's suppliers. This means that invoices are sent directly to Council.

5 Role of the Secretary

- 5.1 At the start of the triennium, the Committee should elect a Secretary to take notes at the meetings and provide a set of minutes to the Governance Administrator as soon as possible after the meeting.
- 5.2 Details of the required format for minutes of Community Committees are attached In Appendix 1.

6 Role of Committee Member

- 6.1 The role of a Committee member is to engage in productive discussion during meetings and act as a liaison for the rest of the community with Council.
- 6.2 Committee members should bring to the Chair's attention any issues identified through the community that should be discussed at a Committee meeting and potentially referred onto Council for further discussion.

7 Small Projects Grant Scheme

- 7.1 Community Committees are provided with an allocation for defined small local works. This grant is known as the Small Projects Grant Scheme and is funded through rates on a \$1 per rateable property basis. Committees are given an annual allocation and can carry-over up to 100% of that years allocation to the following year, but no more than that.
- 7.1 The objective of the Scheme is to allow Community Committees to fund purchases of small items or additional services which are not included in Council's operating budgets and which will benefit the local community. Examples would be signage, park furniture, plants, paint, a leaflet or other publication or an event, including implementing community-led place-making initiatives identified as priorities through the Town Centre Plan process (or some similar community consultation).
- 7.2 Proposed expenditure must be approved –
- by resolution at a publicly notified meeting (and at a time when the public is not excluded from proceedings), or
 - (for urgent matters) by documented communication to all Committee members and appropriate staff for discussion and tabled at the next available meeting so that a clear audit trail is evident.
- 7.3 Where the proposed expenditure will be paid to a community organisation, Council's reporting requirements for its Community Initiatives Fund must be met.
- 7.4 The delegation does not extend to proposed expenditure which –
- provides training or conference attendance for one or more members, or
 - constitutes an additional payment to an individual or organisation for goods or services subject to a contract with the Council, or
 - exceeds the annual allocation.
- Any such a proposal must be referred to Council for decision.
- 7.5 If expenditure is to be through one of Council's suppliers, the Secretary will need to contact the Governance Administrator who will supply a purchase order number for the expenditure. Committee members can also opt to pay for materials etc. themselves and be reimbursed. In this case the details of the reimbursement will need to be provided to the Governance Administrator to action.

Samantha Kett
Governance Administrator

Attachment 3

Rangitikei District Council

Huntermville Community Committee Meeting

Minutes – Monday 15 August 2016 – 6:30 p.m.

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The quorum for the Huntermville Community Committee is 4.

At its meeting of 28 October 2010, Council resolved that “The quorum at any meeting of a standing committee or sub-committee of the Council (including Te Roopu Ahi Kaa, the Community Committees, the Reserve Management Committees and the Rural Water Supply Management Sub-committees) is that required for a meeting of the local authority in SO 2.4.3 and 3.4.3.

Present: Ms Jane Watson (Chair)
 Ms Maureen Fenton
 Ms Karen Kennedy
 Ms Jean Signal
 Ms Erina True
 Cr Dean McManaway (Acting Mayor)

1 Welcome

The Chair welcomed everyone to the meeting.

2 Apologies

Nil.

3 Confirmation of minutes

Resolved minute number

16/HCC/013

File Ref 3-CC-1-2

That the Minutes of the Hunterville Community Committee meeting held on 20 June 2016 be taken as read and verified as an accurate and correct record of the meeting.

Ms True / Ms Watson. Carried.

4 Matters arising not elsewhere on the agenda

Cr McManaway wanted an update on the Computer Hub, and whether there was any interest. Ms True informed the meeting that Kathy Kitson from the Hunterville Take Note bookshop is in communication with Angela Coleman (Marton ICT Hub) and it will go ahead.

5 Council decisions on recommendations from the Committee

The Committee noted that there were no recommendations from Committee presented to Council's meeting on 30 June 2016.

6 Council responses to queries raised at previous meetings

The Committee noted that there were no queries raised at the previous meeting the required a response from Council staff.

7 Issues raised at previous meeting for further discussion

Potential Hunterville Computer Hub was discussed as noted above.

8 Small projects Grant Scheme update

Ms Kathy Kitson forwarded a letter to the Committee requesting a grant towards paper to print The Bulletin, the local newspaper. Cr McManaway will approach Ms Kitson to discuss this matter.

9 Current Infrastructure projects/upgrades and other Council activities within the ward

Cr McManaway briefly discussed the items on the memorandum. The Committee queried the Roothing and Footpaths Group of Activities, as Milne Street is listed as being due for footpath renewal, but the Committee believes it should be Onga Road.

It was noted that the Rangatira Cemetery situation has been resolved and is being run by Council workers. Cr McManaway suggested the Committee should visit the cemetery. Ms Kennedy wished to pass on congratulations of a job well done from Mr Gary Hurley.

Resolved minute number **16/HCC/014** **File Ref 3-CC-1-5**

That the memorandum 'Current Infrastructure projects/upgrades and other Council activities within the Ward' be received.

Ms Kennedy / Ms True

10 Implementation of Place-making initiatives in Rangitikei 2016/17 and 2017/18

Concerns were expressed that Council is distancing itself from the Place-making Steering Group and is pushing the Community Committee into its place. The Committee noted appreciation of extra money available for projects, but requested that applications be forwarded to the Place-making Steering Group. Clarification is sought from Council regarding this matter.

Resolved minute number **16/HCC/015** **File Ref 1-CP-7-5**

That the memorandum 'Implementation of Place-making initiatives in Rangitikei 2016/17 and 2017/18' be received.

Cr McManaway / Ms Kennedy

11 Parks Upgrade Partnership Programme

No comments were noted by the Committee.

12 Update on proposed District Plan Change

No comments were noted by the Committee.

13 View on the number and location of public rubbish bins in Hunterville

The Committee is happy with the positioning of rubbish bins; however, there is one listed outside Hunterville Service Centre, which they pay to be serviced. The Committee would appreciate clarification on this inclusion from Council, and will approach a local contractor to request feedback.

14 Earthquake-prone buildings

This was discussed by the Committee.

15 Elections 2016: disestablishment and re-establishment of the Committee

No comment was noted by the Committee.

16 General Business

Nil.

17 Late Items

Nil.

18 Next Meeting

A new Committee will be formed after the Local Elections on 8 October 2016.

19 Meeting Closed

8.00 pm

Confirmed/Chair: _____

Confirmed/Chief Executive: _____

Date:

Attachment 4

Memorandum

To: Hunterville Community Committee

From: Samantha Kett

Date: 28 November 2016

Subject: Outstanding matters from the 2013-16 triennium

File: 3-CC-1-5

1 Summary

- 1.1 This memorandum provides an overview of the outstanding matters from the previous triennium, along with a response from staff where appropriate.

2 Potential Computer Hub

- 2.1 Discussions are taking place between the Hub and representatives from the Hunterville 'Take Note' bookshop.

3 Ownership of the rubbish bin outside the Service Station

- 3.1 The rubbish bin located outside the Hunterville Service Station is not owned or maintained by Council. It is assumed that this rubbish bin is included in Council's asset register as a way of keeping note it is not owned by Council should complaints be received.

4 Responsibility for Place-Making Initiatives

- 4.1 At their 15 August 2016 meeting, the Hunterville Community Committee received an update of the implementation of placemaking initiatives in the Rangitikei for 2016/17 and 2017/18. This same memorandum was provided to all Community Committees and Boards. The Hunterville Community Committee expressed concern that Council was passing the responsibility to approving the place-making initiatives proposed by the steering group to the HCC and that the Committee was not comfortable with this arrangement.
- 4.2 In Hunterville the co-ordination of placemaking was identified to be through the Steering Group and operating as a "working bee". Council did not have the intention that the Hunterville Community Committee would take over this function. However, Council did want the Hunterville Community Committee to be aware of the new protocols in place to access funding and undertake placemaking activities on Council owned land or properties.
- 4.3 Since this meeting the Chair of the Steering Group has indicated that the Steering Group does not wish to continue undertaking placemaking projects. Therefore, the

Committee is asked for feedback about whether they are able to assist the formation of another group to carry on the placemaking projects in conjunction with the Lions Club.

5 Recommendation

- 5.1 That the memorandum 'Outstanding matters from the 2013-16 triennium' be received.

Samantha Kett
Governance Administrator

Attachment 5

MEMORANDUM

TO: Hunternville Community Committee

FROM: Samantha Kett, Governance Administrator

DATE: 24 November 2016

SUBJECT: **Small Projects Grant Scheme Update - December 2016**

FILE: 3-CC-1-5

1 Allocation

- 1.1 The 2016/17 Small Projects Grant Scheme for the Hunternville Ward is \$809.
- 1.2 The allocation of the Small Projects Grant Scheme is for the period 1 July to 30 June each year. At its meeting on 29 February 2016, Council resolved to allow carry-forward from one financial year to the next of up to 100% of the annual allocation for any Committee's Small Projects Grant Fund, with the proviso that this be a specific resolution of the Committee.
- 1.3 At its last meeting for the 2015/16 year the Committee did not resolve to carry-over any outstanding amount from the Scheme.

2 Breakdown

- 2.1 For the 2016/17 year the following amounts have been used by the Committee:

-

3 Remaining Budget

- 3.1 This leaves a remaining budget for the 2016/17 financial year of \$809.

Samantha Whitcombe
Governance Administrator