



Rangitikei District Council

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Rangitikei
UNspoilt...

Marton Community Committee

Order Paper

**Wednesday 7 December 2016,
7.00 pm**

Youth Club, Humphrey Street, Marton

Website: www.rangitikei.govt.nz

Email: info@rangitikei.govt.nz

Chair
TBC

Membership

Carolyn Bates, Lyn Duncan, Jennifer Greener, Pip Hancock, Donna Harris,
Belinda Harvey-Larsen, Lynda Hunter, Wendy Wagner
His Worship the Mayor, Andy Watson, (ex officio)

Councillor Lynne Sheridan and Councillor Dave Wilson

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

Marton Community Committee Meeting

Order Paper – Wednesday 7 December 2016 – 7:00 p.m.



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The quorum for the Marton 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 Marton 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 Marton 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 Marton 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 Marton Community Committee meeting held on 21 September 2016 are attached for information only.

File ref: 3-CC-1-3

10 Outstanding matters from the 2013-2016 triennium

A memorandum is attached.

File ref: 3-CC-1-3

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-1-3

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 Late Items

As accepted in item 8.

14 Next Meeting

Tuesday 8 February 2017, 7:00pm

15 Meeting Closed

Attachment 1

Marton 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 provided⁷² • 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 Marton community.</p> <p><i>Membership</i>⁷³:</p> <ul style="list-style-type: none"> • The number of members elected to serve on the Committee shall be a minimum of seven and a maximum of ten. • The Council will call nominations to each Committee within thirty days after each triennial local government election. 	<p>Delegated authority for the annual allocation of \$1.00 per rateable property for “defined small local works” in line with the guidelines provided⁷⁶</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

⁷² Appended to the Delegations Register

⁷³ Resolved Minute Number 04/RDC/404, 16 December 2004

⁷⁶ Appended to the Delegations Register

<ul style="list-style-type: none"> • Where between seven and ten nominations are received by the closing date, those people will be declared elected; • 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 seven 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 seven 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 	<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>within the Committee itself by the Committee members.</p> <p><i>Current membership</i>⁷⁴</p> <p>Chair: His Worship the Mayor, Andy Watson, (ex officio) - Liaison Councillors⁷⁵ Cr ... Cr ...</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. <p>Any such a proposal must be referred to Council for decision.</p>
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⁷⁴ Resolved Minute Number 09/RDC/263, 25 June 2009

⁷⁵ Resolved minute number: 13/RDC/275, 31 October 2013

Attachment 2



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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



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Rangitikei District Council

Marton Community Committee Meeting

Minutes – Wednesday 21 September 2016 – 7:00 p.m.

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Present: Ms Anne George (Chair)
Ms Carolyn Bates
Ms Jennifer Greener
Mr Nathan Kane
Ms Lorraine Pearson
Cr Nigel Belsham
Cr Lynne Sheridan

In attendance: Cr Cath Ash
Ms Laura Richards, Project Marton

1 Welcome

The Chair welcomed everyone to the meeting.

2 Apologies

That the apologies for absence from Ms L Duncan, Ms L Peacock and Mr R Snjiders be received.

Cr Belsham / Mr N Kane. Carried

3 Confirmation of order of business

The Cahir informed the Committee that there would be no change to the order of business from that set out in the agenda.

4 Confirmation of minutes

Resolved minute number	16/MCC/035	File Ref
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That the Minutes of the Marton Community Committee meeting held on 10 August 2016 be taken as read and verified as an accurate and correct record of the meeting.

Ms L Pearson / Mr N Kane. Carried

5 Chair's Report

No verbal report was provided; however, the Chair thanked everyone for what had been achieved (various additions to the Wilson Park Playground, the Map on Countdown wall and assistance to the Tennis Club).

6 Council decisions on recommendations from the Committee

The Committee noted that there were no recommendations from the Committee to Council.

7 Update from the Project Marton Co-ordinator

Cr Ash provided a verbal report to the meeting.

8 Update on the Town Centre Plan Projects

The Chair gave an update on activities of the Placemaking Group, outside Countdown and the Old Post Office.

9 Council responses to queries raised at previous meetings

The Committee noted that there were no queries raised at the previous meeting.

10 Issues raised at previous meeting for further consideration

Promotional signage for and within Marton (Mr Robert Snijders)

- Mr Snijders had emailed an update to members which advised four surveys were in Marton, one in Hunterville and two were in Bulls. Of over 200 comments <10 wanted to keep the existing sign, and there were fundamentally good comments. There were some which called to recycle the current "heart" locations.
- Ms Laura Richards felt that there had been a misinterpretation of information from the meeting with Project Marton, she raised four areas of concern which included: Signage, directions, a request to keep the Project Marton logo on signage that an official website was to be included. There had been a request that concepts be provided to both the Community Committee and Project Marton prior to anything going ahead. She also stated that Project Marton had not been made aware that surveys would be provided to any locations.
- Mr Snijders is requested to: (i) provide the current Community Committee and Project Marton with an update/details of where surveys are, (ii) ensure Project Marton are included and (iii) to prepare a report for the incoming committee and collaborate with the Chair(s) of Project Marton.

Balance Beam (Mr N Kane)

- Mr Kane has discussed options with Mr Sanson.

Wilson Park Fence

- The fence had been damaged and has since been repaired. The Chair will arrange for the repair to be painted.

11 Receipt of Committee minutes

The Committee noted to due date for minutes to be received by Council.

12 Small Projects Grant Scheme Updated

Resolved minute number **16/MM/036** **File Ref** **3-CC-1-3**

That the memorandum 'Small Projects Grant Scheme – update September 2016' be received.

Mr N Kane / Cr Sheridan. Carried

13 Marton Youth Club Report

An update was given by Nathan Kane.

- A Movie Night was held; all who attended had a good night.
- Youth Club in its present form is scheduled to cease at the end of September.
- The new form will depend on tenders to be put out.

14 Proposed District Plan Change – Update September 2016

The Committee noted the update on the proposed District Plan Change

15 Current infrastructure projects/upgrades and other Council activities within the ward

The Committee were pleased to be able to read the report before the meeting.

Resolved minute number **16/MCC/037** **File Ref** **3-CC-1-5**

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

Mr N Kane / Ms C Bates. Carried

16 View on number and location of rubbish bins in Marton

The Committee noted that the feedback provided will be incorporated into a report for subsequent consideration by Council.

17 Marton Park Management Plan update

Committee members noted that submissions for the draft Marton Park Management Plan closes on 7 October 2016 and the public workshop to discuss feedback received is scheduled for 12 October 2016.

18 General Business

Door knocking at Council Flats

Committee members were concerned that residents had not been directly contacted by a staff member to alert them that people were posing as council staff. Cr Belsham will follow this up.

End of Triennium

Mrs Bates requested that any correspondence written during the term of this Committee needed to be received ASAP to ensure it is provided to the Council for archive purposes.

Upcoming Events

- The Marton Arts and Crafts Centre will be holding a Christmas Market on 12 November from 10am-2pm.
- At the Youth Club on 30 September (10am until noon) an Anti-Gambling Video will be shown.

Thanks

- Cr Belsham thanked everyone for the work they done while on the Committee.
- Mrs Pearson thanked Mr Kane for setting up the centre ready for meetings each month.

Resolved minute number

16/MCC/038

File Ref

The Marton Community Committee recommends that written guidelines are provided for incoming Committees and Boards for the creation and taking of the minutes, communication, timelines and other relevant activates which will affect those entities.

Ms Bates / Ms George. Carried

19 Late Items

Nil

20 Next Meeting

The composition of the new Committee and the time for its first meeting will be determined following the triennial election on 8 October 2016.

21 Meeting Closed – 8.20 pm

Confirmed/Chair: _____

Date: _____

Attachment 4



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Memorandum

To: Marton 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 Promotional signage

2.1 This work was being undertaken by Mr Robert Snijders, a former member of the Committee. Council staff do not have any further information on this project, but the Committee may wish to invite Mr Snijders to provide further information.

3 Balance beam at Wilson Park

3.1 Mr Athol Sanson has had some discussions with Mr Nathan Kane (a previous member of the Committee) about the placement of the balance beam at Wilson Park. They have agreed that the best place for this new instalment will be within an existing structure. However the structure needs to have the mulch removed and replaced so that it can be classed as a compliant fall zone. Both Mr Sanson and Mr Kane thought this should happen in summer as the park is too wet to access at present. Once Council has removed the old mulch Mr Kane can install the beam. Council will then supply and install new mulch.

4 Recommendation

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

Samantha Kett
Governance Administrator

Attachment 5



Rangitikei
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MEMORANDUM

TO: Marton Community Committee

FROM: Samantha Kett, Governance Administrator

DATE: 24 November 2016

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

FILE: 3-CC-1-3

1 Allocation

- 1.1 The 2016/17 Small Projects Grant Scheme for the Marton Ward is \$3,232.
- 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 resolved to carry-over \$504.20, giving a total allocation for the 2016/17 year of \$3,736.20.

2 Breakdown

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

3 Remaining Budget

- 3.1 This leaves a remaining budget for the 2016/17 financial year of \$3,736.20.

Samantha Kett
Governance Administrator