

Agenda for a meeting of the Meremere Community Committee to be held at the Meremere Hall, 21 Heather Green Avenue, Meremere on **THURSDAY, 26 NOVEMBER 2025** commencing at **7.00pm**.

1. APOLOGIES AND LEAVE OF ABSENCE

2. TERMS OF REFERENCE AND EXPECTATION OF MEMBERS

- 2.1 An explanation will be provided of the Terms of Reference under the 2025-2028 Governance Structure for Community Committees

3. ELECTION OF COMMITTEE – (MINIMUM 5 MEMBERS; MAXIMUM 12 MEMBERS)

- 3.1 Call for nominations of members (*all nominations must be seconded*)
 3.2 Voting for Committee (*if required – more than 12 nominations*)

4. ELECTION OF OFFICERS – CHAIRPERSON & SECRETARY

- 3.1 Call for nominations of Chairperson (*from elected members only*)

(The elected Chairperson will then assume the Chair for the remainder of the meeting.)

- 3.2 Call for nominations of Secretary (*from elected members only*)

5. CONFIRMATION OF MINUTES (APPROVED UNDER DELEGATED AUTHORITY)

The minutes from the last two meetings prior to the elections held on Thursday, 24 July 2025 and the extraordinary meeting held on Friday, 8 August 2025 will be approved and confirmed under delegation of the Chairperson and Chief Executives delegate as the last minutes prior to elections. A copy of the minutes are attached for your information.

6. DISCRETIONARY FUND REPORT

- 6.1 Discretionary Fund Report – to 17 November 2025

7. DISCRETIONARY FUND APPLICATION

- 7.1 Te Kauwhata Volunteer Fire Brigade – Christmas Lolly Run

8. SCHEDULE OF MEETINGS - 2026

8.1 Approval of Committee Meeting schedule for the 2026 year

9. GENERAL BUSINESS

CL Hobbs
CHIEF EXECUTIVE

To	Meremere Community Committee
Report title	Terms of Reference and Expectations of Members
Author	Gaylene Kanawa, Democracy Manager
Authorised By	Will Gauntlett, General Manager – Strategy & Growth

1. Purpose of the report

Te Take moo te puurongo

To explain the new Terms of Reference for Community Committee as adopted by Council on 10 November 2025, the new process implemented for their triennial elections provide an explanation around expectations of members of the Committee.

2. Executive summary

Whakaraapopototanga matua

Community Committees have historically run under a “charter”, however in the last term of Council it was noted these were at times ambiguous and out of date. There was also differences in their terms and the way in which people were elected to a committee.

To ensure we had consistency of all of the Community Committees that Waikato District Council support it was important to set out a transparent process and expected behaviours of these larger Committees representing their community.

Mayor Aksel Bech also has a view of enabling more participatory democracy and to enable communities to make decisions that affect them directly. To this end, he has developed a set of Terms of Reference, which include delegations to enable this approach and revoked the previous “Charters” that Boards and Committees were operating under.

With increased delegations, comes increased responsibility and Council need to ensure that the Community Committees we support, i.e. Pokeno, Meremere, Te Kauwhata and Tamahere, adhere to Council’s Code of Conduct and meet under the auspices of the Local Government Official Information and Meetings Act 1957.

The new delegations enable the Community Committee, along with their Ward Councillors to sign off road naming, some community leases and over the term the Mayor would like to work through further delegations occurring in the local community.

3. Staff recommendations Tuutohu-aa-kaimahi

That the Meremere Community Committee notes the expectations and requirements of Community Committees and their members for the 2025-2028 term.

4. Background/Discussion Koorero whaimaarama/Matpaki

Council has provided support to four (4) Community Committees over a number of previous terms. In some cases, it was due to a Community Committee being implemented in the place of a Community Board (Meremere/Te Kauwhata) and in other cases it was more to provide support to areas with significant growth in our District that did not have a Community Board.

Council have provided Leadership Team support to these Committees, but they have been and will continue to be required to have a secretary appointed. Noting this is an additional time requirement and the Democracy Team are more than willing to assist the secretary on the requirements for minutes (best practice within 10 working days of the meetings).

Each of these Committees have utilised various methods for their elections and varied in their terms (i.e. some annual, some triennial). Council has managed to get agreement from all the Committees that this should be on par with triennial elections and held as soon as possible following the Local Government Elections, i.e. November/December 2025 and November/December 2028.

There have been a number of concerns raised by both the community and organisation around the way in which the four Community Committees have undertaken elections, run their meetings and the members behaviours in some instances. To enable a more transparent process and align the Committees with the Mayor's desire for more participatory democracy, along with local decision-making Council have set out a process for elections (Attachment 1).

The Mayor has the powers to develop a governance structure for Council to adopt as soon as practicable following an election, which provides for delegations to Committees, Subcommittees and Community Boards. Part of the previous governance structures were "Charters for Community Boards and Committees", which only provided delegations to allocate discretionary funds for some of those communities (it excluded Pokeno and Tamahere).

The Mayor's direction has also been toward more deliberative participatory democracy which is still in a developmental stage but works towards these four Community Committees having more delegations.

To enable this, it is important that they adhere to the same principles and practices of Councillors and Community Boards, i.e.:

1. Meetings to be in line with Local Government Official Information and Meetings Act (LGOIMA) 1957
2. Members to adhere to Waikato District Council Code of Conduct
3. Members to provide Conflicts of Interest returns as per Local Authority Members Interest Act.

We note that the Committees have been adhering to LGOIMA requirements and the Democracy Team have always published agendas and minutes on our website. However, not all Committee members have agreed to adhere to Code of Conduct and Conflicts of Interest requirements.

It is imperative that members of the committee be willing to adhere to these requirements as they are still elected by their community and will be responsible for allocating public money or making decisions that affect public money and need to be transparent when conflicts arise.

At present the delegations only pertain to road naming requests and specific community leases but work is underway to determine whether further delegations can be made to Community Boards and Committees, which are likely to be implemented when a mid-term review of the governance structure is undertaken by Council in early 2027.

5. Next steps

Ahu whakamua

Once members are elected at this meeting, Council will request a Committee photo and contact details for release on our website.

6. Attachments

Ngaa taapirihanga

Attachment 1 – Election process for Community Committees

Attachment 2 – Terms of Reference for Community Committees



Community Committee Triennial Elections - Process

Introduction

This section sets out the process for undertaking triennial elections for the community committees (partially supported by Council).

- Meremere Community Committee
- Pōkeno Community Committee
- Tamahere Community Committee
- Te Kauwhata Community Committee.

Election and election process

1. Members of community committees shall be elected on a three-year cycle, following the local body elections and after the establishment of a governance structure with TOR.
2. Elections shall be held by public meeting conducted by the chief executive of Council or their nominee, at which candidates will be nominated and elected (the elections meeting). The elections meeting shall be conducted in a manner deemed appropriate by the chief executive.
3. Council will advertise the public meeting and call for nominations to the committee.
4. Any vacancies occurring during the term shall be filled as deemed appropriate by both Council and the committee. The committee may, by resolution, co-opt members to assist as required if the number of members does not exceed the maximum specified in paragraph 1 of the membership of community committee section (see below).
5. Council may assist in filling vacancies as appropriate.
6. All nominated members to the Committee should either reside within the specified community area or have a vested interest in the community.

The Chief Executive (or his delegate) will call for nominations to the committee either:

- Digitally: via the public Council website on the advertised Committee Elections event or Committee Elections Public Notice with the Community Committee Nomination form attached
- In Person: verbally from members of the public on the day of the elections
- All nominations for membership require both a mover (nominator) and a person to second the nomination (*a person may nominate themselves for the committee*)
- A vote for membership of the Committee will only be required if the number of nominations received exceed the maximum of 12 Committee members

Appointment of Committee Officers (Chairperson/Deputy Chairperson and Secretary)

Once all members of the Committee have been elected the Chief Executive (or his delegate) will call for nominations for the Committee Chairperson:

- A nomination can be received by any member of the Committee and must be seconded by another Committee member
- If more than one nomination is received the Committee members will be required to vote for their preferred Chairperson (either verbally or by a show of hands)
- The candidate with the most votes for Chairperson will be duly elected and assume the Chair for the remainder of the meeting.

Note: If only one nomination for Chairperson is received then a vote by the members will not be required and the member nominated will assume the Chair.

The Chairperson will then call for nominations from the members for Deputy Chairperson and the same process will follow.



**Community Boards,
Community Committees
and Ward Councillor
Delegations.**

Introduction

This section of the governance structure sets out the terms of reference (TOR) and delegations for the following community boards and community committees (partially supported by Council), along with the additional delegation to ward councillors in conjunction with smaller representative groups of the community:

- Huntly Community Board
 - Ngaaruawaahia Community Board
 - Raglan Community Board
 - Rural-Port Waikato Community Board
 - Taupiri Community Board
 - Tuakau Community Board
-
- Meremere Community Committee
 - Pōkeno Community Committee
 - Tamahere Community Committee
 - Te Kauwhata Community Committee.

This section also outlines the principles of the relationship between Council and a community board or community committee, and that board or committee and the public.

Community boards are separately constituted as unincorporated bodies and their role is set out under s 52 of the Local Government Act 2002 (LGA). Community boards may have powers delegated to them by Council in accordance with sch 7, cl 32 of the LGA.¹

Council provides additional support to four community committees (listed above), which are established by, and represent, their relevant local community. Community committees do not have any legislated role or powers, though may be delegated powers by Council in accordance with sch 7, cl 32 of the LGA.

Delegations to a community board or community committee shall be exercised with proper regard for Council's strategic direction, policies, plans, standing orders, and Council's interpretation of its statutory obligations (as advised by, or on behalf of, Council staff). Such delegations are based on the following principles:

1. Efficient decision-making should be paramount.
2. Conflicts of interest must be avoided where possible and risks of such conflicts minimised.
3. To ensure processes are free from bias and pre-determination, community boards and community committees must not adjudicate issues on which they have advocated or wish to advocate to Council.

¹ Including, but without limitation refer to s 53(3) and sch 7, cl 32(1) of the LGA.

4. Community boards and community committees should proactively and constructively engage with residents and ratepayers on local matters that affect the community they represent and raise with Council issues raised with them by their community and advocate on behalf of their community.

These delegations:

1. Do not delegate any function, duty or power which legislation (for example s 53(3), and sch 7, cl 32(1) of the LGA) prohibits from being delegated.
2. Are subject to and do not affect any delegation which Council has already made or subsequently makes to any other committee, Council officer or other member of staff.
3. Are subject to any other legislative requirements that may apply to a particular delegation.
4. Are subject to any Council or Council committee resolution, from time to time, to a community board or community committee that a particular issue must be referred to Council for decision.
5. Reflect that decisions with significant implications should be made by Council (or a Council committee with delegated authority).
6. Reflect that all statutory and legal requirements must be met when a community board or community committee makes a decision under its delegations.

Community committee terms of reference

It is noted that the community committee terms of reference (TOR) are being reviewed at present and are likely to be revised again, as part of the representation review, in early 2027. In the interim these TOR apply to the four community committees listed on page 51.

Election and election process

1. Members of community committees shall be elected on a three-year cycle, following the local body elections and after the establishment of a governance structure with TOR.
2. Elections shall be held by public meeting conducted by the chief executive of Council or their nominee, at which candidates will be nominated and elected (the elections meeting). The elections meeting shall be conducted in a manner deemed appropriate by the chief executive.
3. Council will advertise the public meeting and call for nominations to the committee.

4. Any vacancies occurring during the term shall be filled as deemed appropriate by both Council and the committee. The committee may, by resolution, co-opt members to assist as required if the number of members does not exceed the maximum specified in paragraph 1 of the membership of community committee section (see below).
5. Council may assist in filling vacancies as appropriate.

Purpose

The _____ Community Committee (the Community Committee) is set up by the Waikato District Council (Council) to deal with local issues on behalf of Council in the township and surrounds of _____.

Roles and delegations

The community committee's role shall be as follows:

1. Represent and act as an advocate for the interests of its community.
2. The consideration of and reporting on all matters referred by Council or any matter of interest or concern to the community committee.
3. Maintain an overview of services (e.g., road works, parks, recreational facilities, community activities, and traffic management) provided by Council within the community of _____.
4. The preparation of an annual submission to the budgetary process of the Waikato District Council for expenditure within the community of _____.
5. Communication with community organisations and special interest groups within the community of _____.
6. In the event that the committee that doesn't have specific discretionary funding to allocate, the committee can make an application to Council's Rural Ward Discretionary Fund for the funding of specific projects or events. These grants are available for projects and initiatives in rural areas and areas that are not served by a community board or other committee that receives discretionary funding.
7. To work with the elected hall committee to ensure the management and administration of halls within the _____ area.
8. Any other function and duties may be delegated from time to time to the community committee by Council.
 - a. Pursuant to sch 7, cl 32(3) of the LGA, any sub-delegation of these responsibilities, duties and powers by community committee is hereby expressly prohibited.

Membership of community committee

1. The membership of the community committee shall consist of not fewer than three and no more than 12 elected members plus appointed member(s) from Council.

2. In line with representation reviews and any applicable Local Government Commission determinations, councillor(s) elected in the ward representing the community committee area shall be community committee members either by election or appointment.
3. The role of the appointed councillor(s) shall be the liaison link between Council and the community committee.
4. Community Committee members (of the four committees stated on page 51) are expected to act in accordance with Council's code of conduct and standing orders at all times. This includes the obligation to declare any actual, potential, or perceived conflicts of interest in relation to matters under consideration.

Chairperson

1. The community committee shall appoint a chairperson from within its membership.
2. The community committee shall appoint a deputy chairperson from within its membership.
3. The community committee shall appoint a secretary from within its membership.
4. For community committees with the delegation of discretionary funding, they will need to appoint a funding representative to work with council staff.

Meeting procedures

1. The community committee shall follow the general principles of the New Zealand Standards (NZS 9202:2003) Model Standing Orders including Amendment 1 for Meetings of Local Authorities and other public bodies.
2. Any variance to the standing orders can be decided by a simple majority vote of those members present at a meeting.
3. A quorum of members of the committee shall consist of no fewer than five members.
4. The committee will be responsible for completing, and submitting to Council's Democracy team, minutes for each committee meeting in accordance with guidance provided by Council.
5. Members of the public and external presenters (including Council staff) will be treated with respect and courtesy by committee members.
6. All councillors are entitled to attend community committee meetings and are granted speaking rights on agenda items and general matters. Aside from those formally appointed as members of the committee, attending councillors do not hold voting rights.

Communication

1. The objective is to retain quality relationships between Council and the community committee and the community committee and the public.

Responsibilities of Council

1. Council agrees to hold at least one combined workshop per annum, at which Council will participate with all community committees in discussing issues of mutual interest and clarification will be given on future Council direction.
2. Council may accept representations from the community committee at its ordinary meetings on issues of significance contained within the community board minutes.
3. Council employs the chief executive, and the chief executive employs all staff. The chief executive is accountable to Council, not to the community committee.

Winding-up of the committee

1. The committee may be wound up by resolution of Council in consultation with, or as a result of a request from the committee.

**MEREMERE COMMUNITY COMMITTEE
NOMINATION FORM**



**Committee Member Nomination
for Waikato District Council
Triennial Elections at a Public Meeting
held in the Meremere Community Hall
at 7:00 pm on Thursday, 27th November
2025**

I, _____ (full name)
consent to being nominated for a position on the Meremere
Community Committee for a term of three years, for the election
being conducted by the Waikato District Council. I intend to be present
at the meeting convened by the Council for the purpose of conducting the
election.

Signature: _____

Date: _____ 2025

Nominated by: _____

Seconded: _____

Vote result: _____ Elected / Not elected Verified by RO: _____

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at the meeting convened by the Council for the purpose of conducting the
election.

Signature: _____

Date: _____ 2025

Nominated by: _____

Seconded: _____

Vote result: _____ Elected / Not elected Verified by RO: _____

To	Meremere Community Committee
Report title	Appointment of Chairperson
Date:	Friday, 14 November 2025
Report Author:	Elizabeth Saunders, Senior Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. EXECUTIVE SUMMARY

WHAKARAAPOTOTANGA MATUA

At the inaugural election meeting the Community Committee is required to appoint a Chairperson and a Deputy Chairperson. Schedule 7 of the Local Government Act 2002 sets out the process for such appointments.

The Local Government Act 2002 requires that a Chairperson and Deputy Chairperson is appointed at the inaugural meeting following the local authority elections. The members need to decide on nominations for these positions. In the event there is more than one nomination then the Chief Executive, or his nominee, will conduct an election in accordance with the Local Government Act 2002.

All elected members of the Community Committee are eligible for election as Chairperson. It does not matter whether the person was elected or appointed by Council.

Members must decide on whom to elect to the two positions. This must be conducted by way of election and resolution of the Community Committee.

A contested election must be conducted in accordance with clause 25, Schedule 7 of the Local Government Act 2002.

There are two options specified in clause 25:

System A

The candidate will be 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. This system has the following characteristics:

- a. there is a first round of voting for all candidates;
- b. 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
- c. if no candidate is successful in the second round, there is a third, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

System B

The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- a. there is only one round of voting; and
- b. if two or more candidates tie for the most votes, the tie is resolved by lot.

System B is the recommended approach as it is simple and transparent.

2. STAFF RECOMMENDATIONS

TUUTOHU-AA-KAIMAHI

- a. **THAT the Meremere Community Committee resolves to use System B for the election of Chairperson and Deputy Chairperson as detailed in clause 25, Schedule 7 of the Local Government Act 2002;**
- b. **THAT is appointed Chairperson of the Meremere Community Committee.**

3. ATTACHMENTS

NGAA TAAPIRIHANGA

Attachment 1 - Explanation of legislation affecting elected members.

**Meremere Community Committee Minutes – Meeting held on Thursday, 24th July 2025
@7pm**

1. Apologies and Leave of Absence

Chair Person Jim Katu Apologies received.

Moved Cr. Marlene Raumati

Seconded Ben Peters

2. Confirmation of the status of the agenda

Moved Marlene

Seconded Cece

3. Public Forum

Hayden has come to visit the group from Sport Waikato. He discussed funding that is available for the local sports grounds to assist with the operation of specific activities, He clarified the funding was not available for Capital Investment or 1 off events so much, But that sport Waikato look to support activities with things such as nets, equipment, coaching, transport, holiday programs support, All with a focus on children and young people.

4. Disclosures of interest

No new disclosures

Moved Ben

Seconded Cece

5. Confirmation of the minutes

Correction: Correction of the spelling of the Mayors name to JACQUI CHURCH

Moved Lauren Wismans

Seconded Ben Peters

6. Board Reports

6.1 Meremere Community Committee Plan

5.1 Taiao

Jacob Calvert Presented that with the support of Dominique Thurlow he was making connections with Predator Free Pokeno, To look at how Meremere could expand our neighbours anti pest program in to our own community. Jacob spoke of the importance of promoting an anti predator program in Meremere with our geographical location being so close to the river and being surrounded by the Wetlands and patches of native bush, these places which are home to a spectacular array of birdlife but also harbour unwanted pests. Jacob Suggested that an annual investment from the group of \$500 to reduce pest numbers would be of significant benefit to the community, And that he would be making a submission to this regard once all the information had been received and finalized.

Jacob Calvert also spoke about the Whangamarino Wetland group and that he would look to increase the connection and support between both groups.

5.2 Kotahitanga

Jacob Calvert recognized Haydn Solomon for his involvement with the meetings and for his support with the committees commitment to foster stronger partnerships with Ngati Naho for the benefit of our people.

Jacob Calvert spoke about the upcoming 10th Anniversary for the Community Centre. Jacob had spoken with the Hall committee who are hosting a community event to celebrate this momentous occasion. Jacob provided the group with an update as to the Hall Groups Progress, And proposed this committee offer additional support and guidance to the Hall Group. Jacob also proposed funding support be made available for the event if the Hall Committee made a submission, Jacob called for support for this incitive which was well received, on that basis he proposed additional Meremere Committee meetings to Discuss funding for the event and potentially receive a submission from the Hall Committees in time for the upcoming event. The group agreed to get together Monday 4th August 2025 to gather the necessary information, Then later meet in a formal setting under the pretense of a “Special meeting” to be held Friday 8th August 6pm.

In the mean time Jacob would meet again with the Hall committee and support their activities to ensure the deadline.

5.3 Engagement

Ben Peters reflected that the aim is to increase community involvement. Notably additional public are present tonight. A post was made on the Meremere Grapevine Facebook page for feedback about the Skatepark, Tennis pavilions and the Sports Field. We received a fantastic response with the community stepping up and sharing their thoughts. Submissions have now been launched for upgrades to these facilities based on the feedback. Submission for Sports field Improve access, Add Seating, Shade, Toilets, Lighting , Bins, Open the space to flexible activity use, Prevent Livestock Damage, maintain the area. A representative from *Waikato* sport spoke to the importance of a plan to use the facilities and spoke to the resources they can provide to assist in the use as defined in Public Forum. Funding for coaching could be made available to assist people to coach and organize and run the events.

Ben Peters shared that Submissions were now made regarding the Skate park, Shading, Seating, Toilets, Water Fountains, Improvement to the Bike track, More Accessible playground equipment for smaller children, Improved lighting, Bins, Signage, Maintain overgrown areas, Additional Planting, Educational Plaques. All locals want the area to feel safer and more inviting,

Ben Peters gave an update on the Tennis Court and Pavilion. It Has been a hub for youth, families and informal sports. A re-seal is planned at District Council Level, We received a great deal of feedback questioning this, Nets, More lighting, At BBQ Picnic Area, Support the return of community events, Explore future user of the tennis pavilion to enquire whether it can be made safe. With the nets done, And a re-seal on the cards, This is an excellent time to prepare the courts for regular use. The group is reminded that some of these areas may be subject to ongoing settlement negotiations.

Ben Peters and Chair Person Jim Katu are working on putting posters up around Meremere promoting these events etc.

Mr Katu suggested reaching out to the community about what activities are of interest to the community and who would like to lead these sports and activities. Ben Peters to action a pole on what activities people would like to get involved with.

Cr. Marlene Raumati suggested connecting with WRC for native plantings at the skatepark. Te Kauwhata Community Committee paid for the Shade cloth their, this funding did not come from the discretionary, But the Development committee may be able to assist in moving that forward. Marlene reminds the committee that the pavilion is subject to a Treaty Claim.

5.4 Successful and Thriving

Bethany Sheppard from the Economic Development team at Waikato District council has is visiting the committee to provide a brief around Takitini and Open Waikato. Open Waikato brand was launched in the last year and is gaining excellent traction. Takitini is designed to improve economic and business development in the area and better promote the Waikato region. A refreshed website has been launched to support the program. The website provides information on the advantages of and promotes doing business in the Waikato region, it has sections showing the districts heritage and culture, there are sections to support local talent, and it also helps businesses to navigate council services.

The 4 pillars of the Waikato District Council Economic Development Team are 1. Investment 2. Business Sustainability and growth 3. Workforce development 4. Support Youth Transition to Work

Cr. Marlene Raumati is actively promoting and advocating for local employment opportunities.

Haydn Solomon shared that an announcement is planned in 2 months regarding a plan for the use of the Meremere Power Station

5.5 Inclusive

Cecilia Heta spoke to the awesome work that her, Dominique Thurlow and Ben Peters have been achieving. On the 18th June they visited the Te kauwhata Community House to see what Te Kauwhata offers to their community. They shared pamphlet which shows what services are on offer through Te Kauwhata. The main purpose of the visit was to information gather and to see how we can meet and support the needs of our community within this Pillar. Angela the Chair person, Lauren the General Manager, Cr. Marlene Raumati, Cecilia Heta, Dominique Thurlow and Ben Peters then caught up to go over the details of the visit, and further discuss how to meet community needs with a particular interest in social services. Cecilia asked how we can take action, in response Ben Peters put together a pamphlet, which was read to the group (Submitted with the minutes). With regards to the Community Garden, Cecilia put together some notes with an update (Submitted with the minutes). Cecilia encouraged a working Bee for the Gardens. – Action Cecilia to promote a “Call to Action” on Facebook to see who would be interested in helping with the Garden.

Cecilia Heta confirmed that a “Welcome Pack” has been designed and is on the way, To be delivered moving forwards to incumbent members of the community.

Cr. Marlene Raumati Championed the community’s Mana and spoke to a need for businesses who engage with this community, To do more to give back for this community. Haydn Solomon ‘looked to echo’ Cr. Marlene’s comments and the points she had made around what has been happening to Meremere.

*Moved Marlene
Seconder Lauren*

7. Reports

7.1 Discretionary Fund Report

All Correct. Strong Position.

Cr. Marlene Raumati raised that the maximum commitment for the TK community response group is \$1500. The chairperson called for a Voted which passed unanimously.

*Moved Cr. Marlene Raumati
Seconded Cecilia Heta*

7.2 Meremere Works and Issues Report

Update on the CCTV work. They are working thro9ught the installation of the cameras tender at the moment. And working with the utilities company for the enabling works.

7.3 Councilors Report

Submitted as read

8. General Business

Cr. Marlene Raumati raised that the Waikato District Council had put out a call for minutes which were not presently held on file. The Secretary Jacob Calvert clarified that he had been absent from the meetings in question so another person would have taken the minutes in his absence, for transparency Jacob Calvert shared the proof of texts of his apologies given for these meetings.

A Community member raised that at present people in Pokeno travel to Cox's Bay Auckland to play touch rugby and that this could be an opportunity for the community sports fields.

Cr. Marlene Raumati suggested that we provide written reports on the Community Committee Plans and updates in place of verbal reports. This was well received by the group and Chairperson Mr Katu made this part of standing orders.

Ben Peters – Email from Sherryl Regarding Rubbish. Not heaps missed in Meremere, Most people are following the new System. Committee agreed Ben to Correspond with Sherryl regarding community success with this campaign and further matter that arise.

'Casual' non-public meeting to be held August 4th 7pm to discuss funding and pathway for Hall 10th Anniversary. More detail in Kotahitanga.

Special Meeting of the Meremere Community Committee to be held Friday August 8th 6pm 2025 to support Hall Anniversary Celebrations. More details in Kotahitanga.

MEREMERE COMMUNITY COMMITTEE MINUTES – for an Extraordinary Meeting held on Friday, 8 August 2025 @6pm

1. Apologies and Leave of Absence

Received from; Chairperson Mr. Jim Katu, Lauren Wismans, Cr Marlene Raumati, Dominique Thurlow & Kirsty Wellington.

Moved - Ben Brown (Deputy Chair)

Seconded - Ben Peters

2. Confirmation of the Status of the Agenda

Moved - Ben Brown (Deputy Chair)

Seconded - Ben Peters

3. Disclosures of Interest

No new disclosures raised.

Moved - Ben Brown (Deputy Chair)

Seconded - Ben Peters

4. Reports

7.1 Discretionary Fund Application

Deeza Climo Chairperson of the Meremere Hall Committee joined the meeting to submit a proposal that requests funding support for the upcoming 10th Anniversary of the Meremere Community Events Centre.

The celebration is to be a free community event, promoting community spirit and wellbeing, with an aim to highlight the positive work being done within Meremere by committees, groups and council.

The Hall Committee submission requested a total \$1812 in support.

Ben Brown Deputy chair Raised a vote to support and approve this submission for funding from the Hall Committee in its entirety.

The vote passed unanimously.

The submission from hall committee is included with the minutes, As well

as a funding Submission from the Meremere Community Committee to District Council to approve the use of the Meremere Community Committee's Discretionary funds to support the community event.

Moved - Ben Brown (Deputy Chair)

Seconded - Ben Peters

5. General Business

- Ben Brown (Deputy Chairperson)- Raised the Issue of the Sale of the Meremere Playground and Church at 66 Te Puea Avenue, currently owned by District Council. Mr Brown included in this matter the removal of a second playground being the Karr Memorial Playground.

All committee members present agreed they are unanimously and without reservation opposed to the District Council sale of the property at 66 Te Puea and the removal of the Karr Playground. The committee members are opposed on the basis that we cannot see how selling the property and removing the playgrounds is in the best interest of the Meremere Community, Although it may be in the interest of the wider district.

Ben Brown felt that the communication from district council had been limited at best regarding the sale of 66, and the removal of Karr playground

Jacob Calvert - Agreed with Ben Brown. Jacob noted that district council through a representative had early in 2024 asked the committee for feedback regarding the Sale of 66, At that time all except 1 committee member declared their opposition to the sale. The committee discussed that when this feedback reached council, It must have been lost in translation. At the time the Meremere Community Committee understood further information was being sort and returned to the committee to discuss further, This did not transpire.

Jacob also noted the matter had gone to public submission in November 2024, Submissions were likely limited due to low public engagement, But that does not mean there is a mandate or a hunger to sell the property.

Ben Peters - Clarified that the matter had been raised by District Council as a point of discussion, but that they had not asked officially asked the committee for a directive or the communities position,

Only brief general discussions had been had.

Cecilia Heta - Stated that both playgrounds are extensively used by local children. There is hardly a time that you drive past and don't see children using the facilities. The church is also in regular use.

Jacob - Called for the committee to vote to take immediate action to prevent the Sale of the Church and Playground at 66 Te Puea, and prevent the removal of Karr Playground across the road.

Ben Brown - As Deputy Chairperson formally raised Mr Calverts Vote. The committee members then voted unanimously to take immediate action to prevent the Sale of the Church and Playground at 66 Te Puea, and prevent the removal of Karr Playground across the road.

Meeting Closed.

Moved - Ben Brown (Deputy Chair)

Seconded - Ben Peters

To	Meremere Community Committee
Report title	Discretionary Fund Report to 17 November 2025
Date:	27 November 2025
Report Author:	J Schimanski, Support Accountant
Authorised by:	Paul Conder, Chief Financial Officer

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to update the Meremere Community Committee on the Discretionary fund spend to date, commitments and balance as at 17 November 2025.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Meremere Community Committee receives the Discretionary Fund report to 17 November 2025.

3. Attachments

Ngaa taapirihanga

Attachment 1 – Discretionary Fund report to 17 November 2025

MEREMERE COMMUNITY COMMITTEE DISCRETIONARY FUND REPORT 2025/26 (July 2025- June 2026)
As at Date: 17-Nov-2025

	GL	10-2090-0000-00-25904
2025/26 Annual Plan		1,550.00
Carry forward from 2024/25		14,498.61
Total Funding		16,048.61
Income		
Total Income		-
Expenditure		<i>excl GST</i>
23-Aug-25 Payment to Meremere Hall Committee to celebrate hall opening - 10th Anniversary inv 1099 23/08/2025	MMCC250//01	1,812.00
Total Expenditure		1,812.00
Net Funding Remaining (Excluding commitments)		14,236.61
Commitments		<i>excl GST</i>
01-Aug-23 Commitment of \$500.00 to the Community Response Group per year (maximum amount \$1,500.00)	MMCC2308/01	1,500.00
18-Oct-24 less \$500.00 transferred 18/10/2024 for FY2025		(500.00)
Total Commitments		1,000.00
Net Funding Remaining (Including commitments)		13,236.61

Open - Information Only

To	Meremere Community Committee
Report title	Discretionary Fund Application
Date:	Wednesday, 19 November 2025
Report Author:	Elizabeth Saunders, Senior Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Purpose of the report Te Take moo te puurongo

The purpose of this report is to provide the Discretionary Funding application received for consideration by the Meremere Community Committee.

2. Executive summary Whakaraapopototanga matua

The Meremere Community Committee has received one application for Discretionary Funding from:

1. Te Kauwhata Volunteer Fire Brigade.

3. Staff recommendations Tuutohu-aa-kaimahi

THAT the Meremere Community Committee:

- a. approves/partially approves/declines an allocation of \$600.00 (plus GST if any) from their Discretionary Funding account to:
 - i. Te Kauwhata Volunteer Fire Brigade,
 - ii. for the Christmas Lolly Run.

4. Background/Discussion

Koorero whaimaarama/Matapaki

Waikato District Council provides funding to the Meremere Community Committee to assist community groups, non-commercial groups and voluntary organisations operating within their district for events and projects.

5. Next Steps

Ahu whakamua

Provide the applicants with outcome of their discretionary fund application and provide guidance on timeframes for the completion of funding accountability forms.

6. Attachments

Ngaa taapirihanga

- Discretionary Funding Application – Te Kauwhata Volunteer Fire Brigade
- Discretionary Funding Application – Te Kauwhata Volunteer Fire Brigade (FULL TEXT)

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COMMUNITY BOARD/COMMITTEE FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Chair/Funding Representative, to discuss your application requirements and confirm that your application meets the eligibility criteria
- Application form must be completed in full and can be emailed to the Chair/Funding Representative
- All parts of the application need to be completed and all supporting information supplied

Huntly

Meremere

Ngaruawahia

Raglan

Rural-Port Waikato

Taupiri

Te Kauwhata

Tuakau

Section 1 – Your Details:

Name of your organisation and contact person

What is your organisation's purpose/background (who are you? what do you do?)

Phone number/s:

Email/address:

Section 2 – Your event / project

What is your event / project, including date and location? (please describe in full the project details)

How will the wider community benefit from this event/project?

Are you GST registered?

No ☐ Yes ☐

GST Number

PLEASE NOTE: The following documentation MUST be supplied with your application:

- Include copies of written quotes and any other additional information that may assist the board/committee to make an informed decision on your application
- How much your event/project will cost
- How much you are seeking from the Waikato District Council
- How much you are seeking from other providers
- Details of other funding and donated materials/resources being sourced
- **IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)**

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the total cost of your project/event	\$	\$
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc. Total A	\$	\$

Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$	\$

Has / will funding been sought from other funders? Yes ☐ No ☐

If 'Yes', please list the funding organisation(s) and the amount of funding sought

	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from other funders Total C	\$	\$

Describe any donated material / resources provided for the event/project:

I certify that the funding information provided in this application is correct.

Name: _____

Position in Organisation: _____

Signature: _____ Date: _____

MEREMERE COMMUNITY COMMITTEE DISCRETIONARY FUND APPLICATION

Te Kauwhata Volunteer Fire Brigade

Full text from the application form:

SECTION 1:

What is your organisations purpose/background (who are you? What do you do?)

We are a team of volunteer fire fighters who provide first responder and emergency services to Te Kauwhata and the surrounds, including Meremere.

SECTION 2:

What is your event/project, including date and location? (please describe in full the project details).

Every year we provide a free Christmas Lolly Run to the Te Kauwhata and Meremere communities with up to a dozen volunteer fire fighters, acting as Santa's little helpers, and Santa, who dispense of the lollies as we drive through the community.

We advertise the lolly run, prior to the day, to encourage families and children to anticipate Santa's arrival.

Weather permitting, we have scheduled the Meremere Christmas Lolly Run for Thursday December 18, 2025. starting at 6pm. The route will commence on Te Puea Ave and gradually make it's way through the community following a pre-planned route.

How will the wider community benefit from this event/project?

As a volunteer organisation, that services Meremere, we have come to learn that quite often, Meremere as a community is overlooked. We provide other free services to the community such as free fire alarms, and fire electric blanket checks.

The brigade Christmas lolly run, was an initiative of one of our Senior Fire Fighters, Katie Prattely, which we started several years ago in Te Kauwhata. Eventually, it became apparent, that given the services we provide in Meremere, they too, would appreciate being thought of at Christmas time.

We started the lolly run in Meremere two years ago, and the community truly enjoy it. It lifts their spirits and it gives the children something to look forward to at Christmas time.

SECTION 3:***Describe any donated material/resources provided for the event/project?***

Up until last year, the brigade fully funded the Christmas lolly run. We were advised of the discretionary fund and made our first application, last year, through the Te Kauwhata Community Committee.

That application was successful and we determined, that given that fund serviced Meremere as well, that this year we would apply to the Meremere Community Committee for funding, in the interests of equity.

We provide the fire trucks, Santa and Santa's helpers, for free. We travel to Meremere, paying for the petrol and diesel out of our own funds, for which we don't seek funding for, and we decorate our trucks with Christmas tinsel, all at our own expense.

We are only seeking funding for the lollies.

To	Meremere Community Committee
Report title	Schedule of Meetings 2026
Date:	Wednesday, 19 November 2025
Report Author:	Elizabeth Saunders, Senior Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to seek the Committee's approval to a proposed schedule of meetings for 2026.

2. Executive summary

Whakaraapopototanga matua

The Meremere Community Committee agreed to a meeting schedule whereby the Committee meets on a six-weekly meeting cycle (which aligned with the Council schedule of meetings).

This meeting cycle will enable staff to have sufficient time between meetings to address actions and fully report back to the next Committee meeting.

Following confirmation of availability of Committee members in 2026 it is proposed to meet from 7:00pm on the following dates:

- Thursday, 19 February,
 - Thursday, 2 April,
 - Thursday, 14 May,
 - Thursday, 25 June,
 - Thursday, 17 September,
 - Thursday, 29 October, and
 - Thursday, 10 December.
-

If approved, staff will arrange for meeting invitations to be circulated to Committee members and other stakeholders.

3. Staff recommendations **Tuutohu-aa-kaimahi**

THAT the Meremere Community Committee approves the schedule of Committee meetings for 2026 as follows:

- **Thursday, 19 February,**
- **Thursday, 2 April,**
- **Thursday, 14 May,**
- **Thursday, 25 June,**
- **Thursday, 17 September,**
- **Thursday, 29 October, and**
- **Thursday, 10 December.**

noting that each meeting will be scheduled to commence at 7.00pm.

4. Attachments **Ngaa taapirihanga**

Nil
