

Agenda for a meeting of the Meremere Community Committee to be held in the Meremere Community Hall, Heather Green Ave, Meremere on **THURSDAY, 12 DECEMBER 2019** commencing at **7.00pm**.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

3. DISCLOSURES OF INTEREST

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Meeting held on Thursday, 21 November 2019

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5. REPORTS

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Verbal

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6. GENERAL BUSINESS

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Meremere Community Committee
From	GJ Ion Chief Executive
Date	10 December 2019
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
DWS Document Set #	GOV0510
Report Title	Confirmation of Minutes

I. EXECUTIVE SUMMARY

To confirm the Triennial minutes of the Meremere Community Committee held on Thursday 21 November 2019.

2. RECOMMENDATION

THAT the Triennial minutes of the Meremere Community Committee held on Thursday 21 November be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

MMCC Minutes – 21 November 2019.

MINUTES of a Triennial meeting of the Meremere Community Committee held at the Meremere Community Hall, Heather Green Ave, Meremere on **THURSDAY 21 NOVEMBER 2019** commencing at **7.00pm**.

Present:

James Harman
Angela Dobby
Cecilia Heta
Jim Katu
Lauren Horsfall
Okera Rogers

Attending:

Mr M Balloch (Building Quality Manager)
Mrs L Van Den Bemd (Community Development Advisor)
Mrs P Cooper (Secretary)
Chris Wiseman
Moana Wirihana

The Building Quality Manager welcomed members of the public to the triennium meeting. He opened the meeting and chaired the meeting until the conclusion. He explained the process for the nomination and election of members to the Committee.

NOMINATION AND ELECTION OF MEMBERS

Nominations received:

Mr Harman was nominated by Mr Harman and seconded by Mr Wiseman.

Ms Horsfall was nominated by Ms Horsfall and seconded by Mr Wiseman.

Ms Heta was nominated by Mr Katu and seconded by Ms Wirihana.

Mr Brown was nominated by Mr Harman and seconded by Ms Wirihana.

Mr Katu was nominated by Ms Horsfall and seconded by Mr Harman.

Ms Dobby was nominated by Mr Katu and seconded by Ms Rogers.

Resolved: (Mr Harman/Ms L Horsfall)

THAT nominations for the membership of the Meremere Community Committee be closed.

CARRIED

MMCCI911/01

Resolved: (Ms L Horsfall/ Mr J Harman)

THAT the following nominees be elected as members of the Meremere Community Committee for the 2019-22 triennium:

- **Mr J Harman,**
- **Ms A Dobby,**
- **Mr J Katu,**
- **Ms C Heta**
- **Ms L Horsfall, and**
- **Mr B Brown**

CARRIED

MMCCI911/02

APOLOGIES

Resolved: (Ms Horsfall/ Ms Heta)

THAT apologies be received from Cr JD Sedgwick, Mr B Brown, Mr S Toka (Community Partnerships Manager) and Ms T Van de Wende.

CARRIED

MMCCI911/03

CONFIRMATION OF AGENDA

Resolved: (Mr Katu/Mr Harman)

THAT the agenda for a meeting of the Meremere Community Committee held on Thursday 21 November 2019 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED

MMCCI911/04

DECLARATIONS OF INTEREST

There were no disclosures of interest.

APPOINTMENT OF CHAIRPERSON, DEPUTY CHAIRPERSON AND SECRETARY

The Building Quality Manager called for nominations for the position of Chairperson.

Nomintaions received:

Mr Katu was nominated by Mr Harman and seconded by Ms Horsfall.

Ms Heta was nominated by Ms Heta and seconded by Ms M Wirihana

Resolved: (Mr Wiseman/Mr Harman)

THAT nominations for the position of Chairperson of the Meremere Community Committee be closed.

CARRIED

MMCCI911/05

The Building Quality Manager called for a vote via show of hands

Mr Katu received four votes

Ms Heta received two votes

Resolved: (Mr Wiseman/Mr Harman)

THAT Mr Jim Katu be elected as Chairperson of the Meremere Community Committee.

CARRIED

MMCCI911/06

The Building Quality Manager called for nominations for the position of Deputy Chairperson. Mr Harman was nominated by Mr Katu and seconded by Ms Horsfall

Resolved: (Ms Horsfall/Mr Katu)

THAT nominations for the position of Deputy Chairperson of the Meremere Community Committee be closed.

CARRIED

MMCCI911/07

Resolved: (Mr Katu/Mr Wiseman)

THAT Mr James Harman be elected as Deputy Chairperson of the Meremere Community Committee.

CARRIED

MMCCI911/08

NOMINATION OF SECRETARY

The Building Quality Manager called for nominations for the position of Secretary. Ms Dobby was nominated by Mr Katu and seconded by Mr Wiseman.

Resolved: (Mr Harman/Mr Wiseman)

THAT nominations for the position of Secretary of the Meremere Community Committee be closed.

CARRIED

MMCCI911/08

Resolved: (Ms Horsfall/Mr Katu)

THAT Ms Angela Dobby be elected as Secretary of the Meremere Community Committee.

CARRIED

MMCCI911/09

SCHEDULE OF MEETINGS

Resolved: (Mr Harman/Mr Wiseman)

THAT the Meremere Community Committee approve the following meeting date and time for the balance of the 2019 year:

- **12 December 2019 commencing at 7.00pm.**

AND THAT the Meremere Community Committee notes that a schedule of meetings for 2020 will be presented for approval at the 12 December 2019 meeting.

CARRIED

MMCCI911/10

Reports

Discretionary Funding Guidelines

Agenda Item 7.1

The Community Development Advisor summarised the report and the guidelines for determining discretionary funding applications, and the support available within Council to assist community groups with funding application via external sources.

Discretionary Fund Report to 21 October 2019

Agenda Item 7.2

The report was received [*MMCCI911/4 refers*] and discussion was held.

- The Committee discussed a need for a bus stop sign, to which the Community Development Advisor suggested she would contact the Waikato Regional Council.

There being no further business the meeting was declared closed at 7.39pm.

Minutes approved and confirmed this day of 2020.

Mr J Katu
CHAIRPERSON

Open Meeting

To	Meremere Community Committee
From	Sue O’Gorman General Manager Customer Support
Prepared by:	Mervyn Balloch Building Quality Manager
Date	9 December 2019
Chief Executive Approved	Y
Reference #	GOV0510
Report Title	Meremere Works & Issues Report – December 2019

I. EXECUTIVE SUMMARY

To update the Committee and provide information on works and issues raised at previous meetings.

2. RECOMMENDATION

THAT the report from the **General Manager Customer Support** be received.

3. ATTACHMENTS

- Works and Issues Report

Works and Issues Report

	Issue	Area	Action
1.	Existing library building, what will happen once moved to new library	Service Delivery/Property	The old library building will be leased to an interested party.
2.	Power at the old gym is off again, can someone investigate?	Service Delivery/Gavin B	Merv to provide verbal report.
3.	Still flooding at the bottom of Te Puea Ave, at the base of the hill, by the gate that leads to the back of the old power station. Can someone investigated and report?	Service Delivery/Contracts & Partnering	As at 3 December 2019 the sump and pipes have been cleared and the drainage is now working well.
4.	Fire extinguishers to the hall have expired. Can these be looked at?	Gavin B	A Building Warrant of Fitness (BWOF) inspection was carried out in September 2019 which included fire extinguishers. The BWOF is current expires on 13/9/2020.

Open Meeting

To	Meremere Community Committee
From	Tony Whittaker Chief Operating Officer
Date	09 December 2019
Prepared by	Denise Wilson Intermediate Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0502 / 2413057
Report Title	Discretionary Fund Report to 09 December 2019

1. EXECUTIVE SUMMARY

To update the Committee on the Discretionary Fund Report to 09 December 2019.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Discretionary Fund Report to 09 December 2019

MEREMERE COMMUNITY COMMITTEE DISCRETIONARY FUND 2019/2020

	GL	I.209.1704
Commitments from Committee Meeting Minutes & Other Information		
2019/20 Annual Plan (including Salaries)		6,578.00
Carry forward from 2018/19		15,257.00
Total Funding		21,835.00
Expenditure		
04-Sep-19 Purchase waterbalster from Mr Brown	MMCCI906/03	1,900.00
Total Expenditure		1,900.00
Net Funding Remaining (Excluding commitments)		19,935.00
Commitments		
09-Mar-17 Reconnection of power for the Tennis Pavillion	MMCCI703/04/2	to be confirmed
08-Aug-19 Purchase of a gift for Mr Creed in acknowledgment of his services to the community	MMCCI906/04	200.00
Total Commitments		200.00
Net Funding Remaining (Including commitments) as of 09 December 2019		19,735.00

Open Meeting

To	Meremere Community Committee
From	Gavin Ion Chief Executive
Date	21 November 2019
Prepared by	Brendan Stringer Democracy Manager
Chief Executive Approved	Y
Reference/Doc Set #	GOV0510
Report Title	Schedule of Meetings

I. EXECUTIVE SUMMARY

It is recommended that the Community Committee agree on a schedule of meetings for 2020, to provide certainty and transparency to both members and the public on when the Committee will meet.

Both the Council and all Community Boards have resolved to move to a six-weekly meeting cycle, commencing in February 2020.

It is recommended that the Community Committee aligns with this six-weekly meeting cycle. This is preferred over a monthly meeting cycle as it enables more time between meetings for actions to be adequately addressed and Council staff, when required, to prepare reports for the next Committee meeting. It is suggested this will result in better, informed decision-making by the Committee and sufficient time for meaningful updates to be provided by staff and other stakeholders, leading to better results for the local community.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Meremere Community Committee holds its meetings for the remainder of the 2019-22 triennium on a six-weekly cycle commencing at 7.00pm on Thursday, 20 February 2020, with the remainder of meetings in 2020 to be held at 7.00pm on the following dates:

- **Thursday, 2 April 2020;**
- **Thursday, 14 May 2020;**
- **Thursday, 25 June 2020;**
- **Thursday, 6 August 2020;**
- **Thursday, 17 September 2020;**
- **Thursday, 29 October 2020; and**
- **Thursday, 10 December 2020.**

3. DISCUSSION AND ANALYSIS OF OPTIONS

3.1 DISCUSSION

For the 2019-22 triennium, a six-weekly meeting cycle has been adopted by Council, Council committees (other than those committees that meet less regularly) and Community Boards.

Staff recommend that this leads to better, informed decision-making by enabling Committee members, Council staff and/or other stakeholders to have adequate time and resource to plan and draft reports between meetings, and for Committee members, particularly Chairs, to address any actions arising from meetings (if required).

It is proposed that the Community Committee's align its meeting cycle for the remainder of the triennium with the schedule of meetings recommended in this report. This will ensure any recommendations made by the Committee to the Council, can be presented on a timely basis. A proposed schedule of meetings for 2020 is attached to this report.

In the event that the Committee needs to meet on an urgent matter outside the proposed six-weekly cycle, this can be achieved by way of an extraordinary Community meeting or, if no decision is required, via a workshop.

3.2 OPTIONS

An alternative to the recommended option above, is for the Committee to continue to meet on a monthly basis. It is not the recommended option for the following reasons:

- Based on recent Council experience, there is a definite risk of insufficient time and resource being available to address actions and present considered, informed reports back to the next Committee meeting. This may adversely impact the quality of decision-making by the Committee and the ability for Council staff and/or Committee members to provide meaningful updates on action points.
- Not aligned to the adopted meeting cycle for Council, Council committees, and Community Boards, which may result in any recommendation from the Community Committee not being able to be addressed in a timely manner.
- It may be difficult for some Council staff to attend Committee meetings if it clashes with a scheduled Community Board meeting.

Further, monthly meetings may not result in more meetings than a six-weekly cycle should the Committee agree not to meet during four months each year, as was the approach in the previous triennium.

4. CONSIDERATION

4.1 FINANCIAL

Not applicable.

4.2 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The proposed time and date for the meetings fits in with the rest of the Council calendar.

5. CONCLUSION

It is recommended that the Communtiy Committee approve a schedule of meetings to provide certainty and transparency to its members and the public. A six-weekly meeting cycle is proposed for the 2019-22 triennium.

6. ATTACHMENTS

Attachment I – Proposed 2020 Community Committee Schedule of Meetings (MCC)

Meremere Community Committee - Proposed Schedule of Meetings 2020 (6 weekly)

	January	February	March	April	May	June		July	August	September	October	November	December	
Mon							Mon							Mon
Tues							Tues			1			1	Tues
Wed	1 New Years Day			1			Wed	1		2			2	Wed
Thur	2 Day after New Years			2 MCC			Thur	2		3	1		3	Thur
Fri	3			3	1		Fri	3		4	2		4	Fri
Sat	4	1		4	2		Sat	4	1	5	3		5	Sat
Sun	5	2	1	5	3		Sun	5	2	6	4	1	6	Sun
Mon	6	3	2	6 Council & Workshop	4	1 Queens Birthday	Mon	6	3	7	5	2 Council & Workshop	7	Mon
Tues	7	4	3	7	5	2	Tues	7	4	8	6	3	8	Tues
Wed	8	5	4	8	6	3	Wed	8	5	9	7	4	9	Wed
Thur	9	6 Waitangi Day	5	9	7	4	Thur	9	6 MCC	10	8	5	10 MCC	Thur
Fri	10	7	6	10 Good Friday	8	5	Fri	10	7	11	9	6	11	Fri
Sat	11	8	7	11	9	6	Sat	11	8	12	10	7	12	Sat
Sun	12	9	8	12	10	7	Sun	12	9	13	11	8	13	Sun
Mon	13	10	9	13 Easter Monday	11	8	Mon	13	10 Council & Workshop	14	12	9	14 Council & Workshop	Mon
Tues	14	11	10	14	12	9	Tues	14	11	15	13	10	15	Tues
Wed	15	12	11	15	13	10	Wed	15	12	16	14	11	16	Wed
Thur	16	13	12	16	14 MCC	11	Thur	16	13	17 MCC	15	12	17	Thur
Fri	17	14	13	17	15	12	Fri	17	14	18	16	13	18	Fri
Sat	18	15	14	18	16	13	Sat	18	15	19	17	14	19	Sat
Sun	19	16	15	19	17	14	Sun	19	16	20	18	15	20	Sun
Mon	20	17	16	20	18 Council & Workshop	15	Mon	20	17	21 Council & Workshop	19	16	21	Mon
Tues	21	18	17	21	19	16	Tues	21	18	22	20	17	22	Tues
Wed	22	19	18	22	20	17	Wed	22	19	23	21	18	23	Wed
Thur	23	20 MCC	19	23	21	18	Thur	23	20	24	22	19	24	Thur
Fri	24	21	20	24	22	19	Fri	24	21	25	23	20	25 Xmas day	Fri
Sat	25	22	21	25 Anzac Day	23	20	Sat	25	22	26	24	21	26 Boxing Day	Sat
Sun	26	23	22	26	24	21	Sun	26	23	27	25	22	27	Sun
Mon	27 Auckland Anniversary	24 Council & Workshop	23	27 Anzac day observed	25	22 TCC	Mon	27	24	28	26 Labour Day	23	28 Boxing day observed	Mon
Tues	28	25	24	28	26	23	Tues	28	25	29	27	24	29	Tues
Wed	29	26	25	29	27	24 Council - AP	Wed	29	26	30	28	25	30	Wed
Thur	30	27	26	30	28	25 MCC	Thur	30	27		29 MCC	26	31	Thur
Fri	31	28	27		29	26	Fri	31	28		30	27		Fri
Sat		29	28		30	27	Sat		29		31	28		Sat
Sun			29		31	28	Sun		30			29		Sun
Mon			30			29 Council & Workshop	Mon		31			30		Mon
Tues			31			30	Tues							Tues
	January	February	March	April	May	June		July	August	September	October	November	December	

KEY	Community Committee	6 weekly
Public Holiday	TCC	Mon
No Meetings	MCC	Thurs
Council -	TKCC	Wed
Every 6th Monday	PCC	Mon

The Committee meets on the Thursday every 6 weeks starting 13 February, with meetings scheduled to start at 7.00pm