

MINUTES for the public excluded section of the meeting of the i-SITE Tender Review Subcommittee of the Waikato District Council held in the Supper Room, Raglan Town Hall, Bow Street, Raglan on **WEDNESDAY, 19 FEBRUARY 2020** at **11.00am**.

Present:

His Worship the Mayor Mr AM Sanson (Chairperson)
Cr JM Gibb
Cr EM Patterson

Attending:

Raglan Community Board Members:

- Mrs G Parsons (Board Chairperson)
- Mr T Oosten
- Mr B Macleod
- Mr D Amoore
- Mr C Rayner
- Cr L Thomson

Mrs J Dolan (Economic and Community Development Manager)
Ms T Tong (Executive Assistant – Mayor)
Mr B Stringer (Democracy Manager)
Ms. G Brady (Democracy Support)

CONFIRMATION OF MINUTES

Resolved: (Cr Gibb/Cr Patterson)

THAT the public excluded minutes of a meeting of the i-SITE Tender Review Subcommittee held on **Wednesday, 18 December 2019** be confirmed as a true and correct record of that meeting.

CARRIED

ITRS2002/04

REPORTS

Raglan i-SITE Update Agenda Item PEX 2.1

The Economic and Community Development Manager provided a background to the Raglan i-Site services and the work undertaken by staff to date, including the tender for those services. The following matters were highlighted:

- Closure of Huntly i-Site following a review in 2018. Raglan i-Site contract extended to end of March 2020 to enable staff to analyse services offered.
- No tenders received for the Raglan i-Site services;
- The Raglan Chamber of Commerce submitted an expression of interest for establishing a Destination Management Organisation; however there was no funding allocated for a DMO.
- National review of i-Sites indicated only one i-Site was profitable; a number of others had been recently closed as not financially sustainable
- Review of Raglan i-Site – 80% of enquiries/services were Raglan-focussed; there had been concern from Councillors as district-wide ratepayer funds were used to support the i-Site.

The following matters were discussed in response to questions from the Raglan Community Board members:

- Tender process – usual tender process was followed, and relevant expert providers were targeted.
- Funding arrangement for Raglan i-Site:
 - financial backing of a Trust, which was losing funds on current operation;
 - funding from the Council was earmarked for i-Site services only; it could not be redirected to an alternative service without public consultation;
 - how current allocated funding would be utilised for other costs if the i-Site services ceased.
 - no rental paid for use of current facilities.
- Functional requirements to operate an i-Site service, including national accreditation. Operational costs made it an unattractive proposition for providers.
- i-Site collects donations for museum – concern expressed on risk of museum closure should an alternative operator not be found.
- Options canvassed on local businesses/stakeholders operating an information centre/community hub at the same location.
 - Would need to be a community-led initiative with a viable proposal in order to re-purpose the site.

- Would need to operate on community-based funding/volunteering and/or seek funding (e.g. from Community Board/Council); a credible operator would be required.
- Agreed that staff of current operator needed to be appropriately supported through any transition.

A viable proposal would need to be presented to the Subcommittee by mid-March 2020.

- If the Subcommittee decided to close the Raglan i-Site, a holding statement would be required to announce closure, how current staff would be supported and exploration of alternative options.

ACTION:

- Economic and Community Development Manager to ask current i-Site operator whether they would continue until end of June 2020 to enable the Raglan community to assess/establish an alternative operator at the site. to June.
- Council Communications team to draft holding statement in preparation for potential closure of the Raglan i-Site.

Resolved: (Cr Gibb/Cr Patterson)

THAT the report from the Economic and Community Development Manager be received.

CARRIED

ITRS2002/05

RESUMPTION OF OPEN MEETING

Resolved: (His Worship the Mayor/Cr Patterson)

THAT the open meeting be resumed.

CARRIED

ITRS2002/06

Public Excluded Minutes approved and confirmed this day of 2020

AM SANSON
CHAIRPERSON