



# **AGENDA**

Meeting of the:  
**Carters Beach Reserve  
Subcommittee**

**Tuesday 12 July 2022**

**4.30pm at the  
Carters Beach Hall**

# Carters Beach Reserve and Hall Subcommittee

VENUE: Carters Beach Hall



12 July 2022 04:30 PM - 05:30 PM

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**CARTERS BEACH RESERVE SUBCOMMITTEE**

**12 JULY 2022**

**AGENDA ITEM 1**

**Prepared by** Krissy Trigg  
Acting Group Manager Community Services

**APOLOGIES**

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**1. REPORT SUMMARY**

That the Carters Beach Reserve Subcommittee receive any apologies or requests for leave of absence from members.

**2. DRAFT RECOMMENDATION**

**That there are no apologies to be received and no requests for leave of absence.**

**OR**

**That the Carters Beach Reserve Subcommittee receives an apology from (insert subcommittee members name).**



**CARTERS BEACH RESERVE SUBCOMMITTEE**

**12 JULY 2022**

**AGENDA ITEM 3**

**Prepared by** Krissy Trigg  
Acting Group Manager Community Services

**CONFIRMATION OF MINUTES**

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**1. DRAFT RECOMMENDATION**

**That the Carters Beach Reserve & Hall Subcommittee receive and confirm previous minutes from 18 November 2021.**



**MEETING OF THE CARTERS BEACH RESERVE AND HALL SUBCOMMITTEE,  
HELD AT 4:00PM ON THURSDAY 18 NOVEMBER 2021 AT THE CARTERS  
BEACH HALL, MARINE PARADE, CARTERS BEACH.**

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**PRESENT:** Cody Frewin, Jules Anderson, Richard Nichol, Cr G Weston, V de Friez (Treasurer), Lynda Walker (Deputy Chair)

**APOLOGIES:** Shayne Barry (Chair), Pat Dudley

**IN ATTENDANCE:** K Trigg (Acting Group Manager Community Services), Bronwyn Little (Policy Advisor), V Hill (Governance Assistant)

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**MEETING DECLARED OPEN AT 4.03 pm**

**1. APOLOGIES (p2)**

**Discussion:**

Apologies were received from Shayne Barry and Pat Dudley

**RESOLVED** that the Carters Beach Reserve Subcommittee receive apologies from Shayne Barry and Pat Dudley and accepts Shayne Barry and Pat Dudley's request for leave of absence.

**Cody Frewin/Veronica de Friez  
6/6**

**CARRIED UNANIMOUSLY**

**2. MEMBERS INTEREST (p4)**

**Discussion:**

**RESOLVED** that Carters Beach Reserve Subcommittee members disclose any financial or non-financial interest in any of the agenda items.

**Cody Frewin/Lynda Walker  
6/6**

**CARRIED UNANIMOUSLY**

**3. CONFIRMATION OF MINUTES (p5)**

**Discussion:**

Nil

**RESOLVED** that the Carters Beach Reserve Subcommittee receive and confirm minutes from the meeting of 13 October 2021.

**Cody Frewin/Veronica de Freiz**

**6/6**

**CARRIED UNANIMOUSLY**

**4. GENERAL BUSINESS (p13)**

**Discussion:**

**Financial Statements**

The Terms of Reference were agreed upon, except for 3.3. 3.1 and 3.2 have been completed.

Cody Frewin raised the issue of subcommittee management of the reserve and not the hall

Income and Expenditure Statements have been requested but not received.

The liability of rates etc was too great and not a financial option without knowing income and expenditure. Running the hall was difficult for full time workers.

It had been agreed that the subcommittee would not take over running of the hall.

If financial information was available this could perhaps be reviewed in the future and with new subcommittee members on board, this may be possible.

Lynda Walker suggested perhaps Deb Kirkwood would be interested in this role, however Cody Frewin advised this was not the case.

Ms Frewin asked if the subcommittee use the hall if it was necessary to charge the Buller District Council (BDC) for use of the hall if a meeting was held there and if the hall is being used for a public gathering if this should be charged for.

Krissy Trigg (Acting GM Community Services) responded that Council staff do not have the capacity to deal with hall bookings. It had previously been resolved that this was to be the responsibility of the reserve and hall subcommittees.

Ms Trigg said she understood that people are busy with fulltime jobs and asked if there was a group in the community who would be interested in running the hall.

Ms Frewin replied that Market People had been approached however they were not interested.

The subcommittee wanted to see the financial statements and thought Council should appoint someone to run the community halls in Buller. That way there would be uniformity for hall usage and clean ups with one person employed by BDC to oversee this.

The community halls are BDC's assets and someone should be employed to run and monitor these.

Ms Trigg apologised for the lack of communication, saying it was not Rick Barry's fault. This was a resourcing issue and he had not had adequate time available to him in that role to attend to subcommittees in the way he would have liked.

Mr Barry was now working with the flood recovery team. The former position description has been changed in order to appoint someone to facilitate putting asset and reserve management plans in place.

There are many different assets throughout Buller and it wasn't possible to make one ruling for all as there needs to be a local community flavour to management of these assets.

A newly appointed Team Leader Community Facilities would be the point of contact for reserve and hall subcommittees.

Until that person was appointed, Ms Trigg was the to be contacted with any queries or concerns.

Veronica de Friez asked what the solution was if there were no community groups available to assist with running the hall.

Ms Trigg advised that this would need to go back to councillors as this was too much of a community asset to leave it closed however that wouldn't be off the table.

Cody Frewin advised that Deb Kirkwood was a contact point for Ms Trigg to follow up.

Ms Frewin commented that rates and public liability insurance were a huge expense for a small community group.

Ms Trigg informed the subcommittee that this would be addressed as part of a wider body of work assessing insurance requirements across all Council assets, including community halls etc.

Veronica de Freiz queried if there was an option of a paid position to run the hall.

Ms Trigg explained that there is nothing in the kitty at the moment and it was necessary to rely on volunteers.

Bronwyn Little (Policy Advisor) would send financial information on for the subcommittee to consider at a workshop.



It would be a good idea to have a presentation for a submission for the Annual Plan. Funding could be applied for at that stage in the Council process for consideration in next year's Annual Plan.

Krissy Trigg said legal advice was being sought as the subcommittee had no legal authority to employ people. There is no funding budget available for taking on additional staff. It was possible a contractor could provide this service and an invoice be sent to Council.

After confirmation that the contractor had watched a health and safety video, this invoice could then be paid from the repairs and maintenance budget. This could be a way of getting around the employment issue.

This invoicing could be part of the Treasurer's role perhaps.

Lynda asked that an action point be raised for getting the financial statements together and coming up with a long term plan and to consider charging maintenance.

Ms Trigg advised that preparing for the Annual Plan for around March/April 2022 would be a good time.

Bronwyn Little advised reconfirmation of the Chairman and Treasurer were not required.

The possibility of a landscape architecture student assisting with preparing a management plan for the reserve as part of a masters project was discussed.

Once developed, this could be taken back to the community for consultation.

Bronwyn Little noted a budget could then be developed.

Process for payment of invoices was clarified with Ms Trigg advising invoices should be sent directly through a [creditors@bdc.govt.nz](mailto:creditors@bdc.govt.nz) email address. These will then be signed off and paid through Council.

Veronica de Friez will issue an invoice to BDC for reimbursement of a Department of Conservation (DOC) invoice for plants which has already be paid. A copy of the DOC invoice will be attached for supporting documentation.

Cody Frewin asked for assistance regarding a hole that had spontaneously occurred in the park.

Ms Trigg will follow up with a service request.

The use of rocks as part of the development plan for the reserve was detailed and upcoming events were discussed.

Construction of a seat made out of macropcarpa was progressing well and an appropriately skilled person will be contracted to modify the seal sculpture and attend to dead pinetrees.

**Terms of Reference Appendix One is to be updated to specify two formal meetings a year and an addendum will note that the Terms of Reference are only for the reserve at the moment.**

A date for the next formal meeting will be confirmed and this will involve the new appointment to Team Leader Community Facilities.

Cody Frewin suggested March or May would probably be the best time.

The financial statements for the year ending 30 June 2021 were discussed and accepted.

**RESOLVED** that the Carters Beach Reserve Subcommittee:

1. Discuss general business items, to be limited to discussions and timelines.
2. Receive the Annual Financial Return for the year ended 30 June 2021 for information.

**Cody Frewin/Lynda Walker**

**6/6**

**CARRIED UNANIMOUSLY**

3. Recommends to the Community, Environment and Services Committee that it:

Appoints **Pat Dudley and Deb Kirkwood** to the subcommittee;  
and

Amends the **Terms of Reference** for the subcommittee to include:

*'Frequency of meetings*

*The Subcommittee shall hold formal meetings two times a year*

**Veronica de Friez/Jules Anderson**

**6/6**

**CARRIED UNANIMOUSLY**

4. Accepts the resignation of **Veronica McCarthy-de Friez** from the position of Treasurer;
5. Appoints **Pat Dudley** to the position of **Treasurer** of the subcommittee: (to be confirmed);

**Cody Frewin/Richard Nichol**

**6/6**

**CARRIED UNANIMOUSLY**

6. Acknowledges and thanks Veronica McCarthy-de Friez for all the work she has undertaken in the role as Treasurer, in particular her efforts on the End of Year financial report and audit;

7. Acknowledges and thanks Ruth Vaega and Lynda Walker for painting the mural on the Carters Beach amenities block;

8. Acknowledges and thanks Pat Dudley and Pete Daily for their work on the reserve;
9. Thanks BDC for the budget assigned to the subcommittee in the last funding round;
10. Acknowledges and thanks Rick Barry for his communication and efforts in getting the subcommittee started and assisting with his expertise; and
11. Acknowledges and thanks Richard Nichol for his efforts in leading the band rotunda facelift project.

**Veronica de Friez/Lynda Walker**  
**6/6**  
**CARRIED UNANIMOUSLY**

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- There being no further business the meeting concluded at 4.39pm
  - **Next meeting:** To be confirmed
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**Confirmed:** ..... **Date:** .....



# CARTERS BEACH HALL AND RESERVE SUBCOMMITTEE

12 JULY 2022

## AGENDA ITEM 4

**Prepared by** Gary Sran  
Team Leader Community Facilities

### GENERAL BUSINESS

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#### 1. BACKGROUND

The Carters Beach Hall and Reserve Subcommittee are to discuss general business in a capacity limited to discussions and timelines. Some matters are outlined below by way of formally putting them before the Subcommittee for consideration at this meeting.

Any other large items requiring discussion are to be discussed outside the meeting with the Chairperson, to be presented to the next meeting through the agenda.

#### 2. RECOMMENDATION

**That the Carters Beach Hall and Reserve Subcommittee discuss general business items.**

#### 3. ISSUES AND DISCUSSION

##### 3.1 Annual Financial Return:

The Annual Financial report to be distributed at the meeting.

##### 3.2 Hall Management:

This matter will be discussed at the meeting. Currently the hall bookings are managed by Council. An email from the Secretary on 9 November requested information on the incoming and outgoing costs associated with the hall, along with details of any required earthquake strengthening work. Unfortunately, this information will need to be collated from council records and will not be ready for consideration at this meeting.

##### 3.3 Other General Business:

The Secretary has forwarded the following for consideration under General Business:

##### 1. Communication With BDC

- i. It would be good to have one contact person to deal with in regard to reserve related matters.

- ii. BDC often want us to provide information for meetings etc in a timely fashion (i.e. a matter of days); we seem to wait weeks and sometimes months for replies to queries.

**2. Leases**

- i. Ongoing issues with getting these sorted in a timely fashion.
- ii. We rely on this funding to pay BDC rates and insurance plus maintenance on plant and equipment.
- iii. Cattle still being driven down the beach and up and over newly planted bund protection areas.

**3. Telecommunications**

- i. Members of the community have approached us regarding poor telecommunications at Carters Beach.
- ii. This caused some issues when flooding happened, and Westport was under State of Emergency.
- iii. It is not a Reserve Subcommittee role to deal with this – but can BDC please advocate for better telecommunications (i.e. 4G) at Carters Beach.

**4. Appointments / Resignations**

- i. Appoint Pete Archibald
- ii. Resignation of Deb Kirkwood.

**5. Rates / Insurances**

- i. Reserve subcommittee pay rates and insurances on BDC owned buildings/land.
- ii. We do not get any separate funding for this.
- iii. This severely depletes our funds (that we only get from leases). It is one of the reasons we do not wish to take on the CB Hall.

**6. Expenditure**

- i. Power.
- ii. Maintenance of equipment.
- iii. Plant/replacing equipment.
- iv. All this comes out of our funds so that volunteers maintain BDC property. We do not get any extra funding from BDC for this.

**7. Carters Beach Hall**

- i. We do not manage the hall. We get complaints from hall users.
- ii. BDC need to supply appropriate cleaning products for the Hall and keep toilet rolls filled etc.
- iii. BDC to create a checklist for hall users
  - 1. Removing rubbish
  - 2. Clean-up after use
  - 3. Reporting damage or issues
  - 4. Not nailing, stapling, taping to walls
  - 5. Instructions on how to use oven, fridge, sterilizer
- iv. Suggest appointment of custodian for hall (rather than CB Reserve Subcommittee 'taking over' management/running of hall).

**8. Approval of Extra Expenditure for Amenities Shed**

- i. This project has been delayed due to Covid and floods, however materials have been ordered and design work is underway.
- ii. We seek prior approval to spend over \$5000 and use CB Reserve Subcommittee funds to pay any extra (in case of shortfall in budget allotted by BDC).

**9. Reserves Funding / Revitalisation Funding**

- i. Money for outdoor shower came out of revitalisation funding pool instead of Reserves Funding pool.
- ii. This needs to be amended by BDC and refunded back to revitalisation funding.

**10. Mid-Winter Swim Report**

- i. Approximately 70 swimmers.
- ii. Thanks to Surf Life Saving for their support.
- iii. Thanks to family members of subcommittee that donated their time and energy to the event.
- iv. Thanks to the committee members that made/served soups and bagels to feed the swimmers/support people after the swim.

**11. Donation of Old Architect Plans**

- i. Thanks to Wendy Duncan. Plans were from Wendy's mother, Dell Griffiths (dec.)
- ii. Plans framed and paid for by CB Reserve Subcommittee.

**12. Concrete Pad for Picnic Table from Apollo Industries Christchurch**

- i. Pete Archibald will box up.
- ii. WestReef will do concreting.
- iii. This is part of revitalisation funding.

**13. Clarification of Process for Future Appointment of Reserve Sub Committee After October Local Elections**

- i. Does it just roll over? If so, how long for?
- ii. Do we need to resubmit expression of interest to remain on subcommittee?

**4. CONSIDERATIONS**

**4.1 Strategic Impact**

The appointment of reserve and hall subcommittees ensures that the running of reserves is aligned to Council's policy and direction. Terms of reference and delegations mean that the subcommittees are able to carry out their functions, duties and powers.

**4.2 Significance Assessment**

The decisions to be made in this report are not deemed significant under Council's Significance and Engagement Policy.

**4.3 Values**

The Buller District Values are: Community Driven, One Team, Future Focussed, Integrity and We Care. The decisions to be made in this report are consistent with these values.

**4.4 Risk Analysis**

The key risk identified from the matters discussed in this report relate to compliance with statutory requirements. Where relevant these have been discussed above with information and recommendations given to help mitigate this risk.

**4.5 Policy/Legal Considerations**

- Local Government Act 2002
- Reserves Act 1977

**4.6 Tangata Whenua Considerations**

No specific considerations have been identified.

**4.7 Views of Those Affected**

No affected persons have been identified, based on the information available at the time of writing this report.

**4.8 Costs**

No additional costs have been identified, based on the information available at the time of writing this report.

**4.9 Benefits**

Through this report the Subcommittee can discuss and make decisions on the matters outlined above, to enable it to carry out its business.

**4.10 Media / Publicity**

There is likely to be some local interest in the activities of the Subcommittee.