



# **AGENDA**

Meeting of the:

**Carters Beach Reserve and Hall  
Subcommittee**

**Wednesday 1 March 2023**

**4.30pm at the**

**Carters Beach Hall**

# Reserve and Hall Subcommittees

**Reports To:** Community, Environment & Services Committee

**Chairperson:** [to be elected by the subcommittee]

**Membership:** [members to be confirmed following process]

**Meeting Frequency:** Twice a year

**Quorum:** A majority of members (including vacancies)

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## **Purpose**

The Reserve and Hall Subcommittee is responsible for:

1. Providing general guidance and support to the Council in the management of specified Buller District Council local reserves and halls.
2. In making these delegations the Council recognises that it is ultimately responsible for the reserves and halls in the district and therefore retains the right to set minimum standards and to review the recommendations of Reserve and Hall Subcommittees associated with the exercise of these delegations.

## **General Terms of Reference:**

The Subcommittees (Local Government Act 2002, s. 30 and 32 Schedule 7) :

1. Are to be formally appointed by Council, which has the power to appoint and discharge members of the Subcommittee or the Subcommittee in its entirety.
2. Are subject in all things to the control of the Council;
3. Must carry out all general and special directions of the Community, Environment and Services committee, and the Council, given in relation to the Subcommittee or its affairs;
4. Are prohibited from the disposing of or purchasing of land or buildings without the express approval of the Community Environment and Services Committee and/or Council, whichever is appropriate; and
5. Are prohibited from appointing any subordinate body.

## **Role and Powers**

The role of Reserve and Halls Subcommittees is to:

1. Work with Council to manage reserves and halls in the district;
2. Develop in partnership with Council Reserve Management Plans where required and within Council's budgets as set out in Council's Annual Plan;
3. Undertake responsibilities set out in individual Reserve and Hall Subcommittee Terms of Reference and Delegations;
4. Make recommendations to Council on property (including land & buildings) acquisitions and disposals in relation to a reserve or hall.

In exercising the delegated powers, the Subcommittee will operate within:

1. Policies, plans, standards, or guidelines that have been established and approved by Council:

2. The approved Council budgets for the activity.

### **Power to delegate**

The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee, or person.

### **Matters which are NOT delegated by Council.**

1. The power to:
  - Make a rate or bylaw.
  - Borrow money, or purchase or dispose of assets.
  - Acquire, hold, or dispose of property.
  - Appoint, suspend, or remove staff.
  - Institute an action for the recovery of any amount.
  - Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like
2. The powers and duties conferred or imposed (on Council) by the Public Works Act 1981 or those powers listed in the Section 34 (2) of the Resource Management Act 1991

### **Membership**

The membership of the Subcommittee consists of:

1. One member elected under the Local Electoral Act 2001; and
2. Appointed members – up to 10 selected by an advertised expressions of interest process.

### **Chairperson**

The Subcommittee must have a chairperson who shall be elected by Subcommittee members at the first meeting of the Subcommittee.

The chairperson is responsible for:

1. The efficient functioning of the Subcommittee.
2. Setting the agenda for Subcommittee meetings.
3. Ensuring that all members of the Subcommittee receive sufficient timely information to enable them to be effective Subcommittee members.
4. Attending Council meetings as required to represent the interests of the Subcommittee.
5. Being the link between the Subcommittee and Council staff.

### **Accountability**

(a) The Subcommittee shall:

- i) Present its proposed Annual Budget and Programme of Works, by the date specified, to the to the Community Environment and Services Committee for endorsement.
- ii) Present its Annual Report and Annual Accounts, by the date specified, to the Community, Environment and Services Committee of Council.
- iii) Present to the Community Environment and Services Committee or to Council any other report it is requested to provide.
- iv) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.

(b) Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Subcommittee or for any debt or other liability lawfully incurred by the Subcommittee.

**Contacts with media and outside agencies**

The Mayor acts as the official spokesperson for the Council with the media and may provide approval to elected members to act as an official spokesperson.

Subcommittee members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of the Council.

The Council, after consultation with the Subcommittee Chair, will manage the formal communications between the Subcommittee and the community in the exercise of its business.

Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff.

**Frequency of meetings**

The Subcommittee shall hold two formal meetings per year. For the avoidance of doubt, this clause does not prevent the Subcommittee holding workshops or working bees outside of the formal meeting schedule.

**Conduct of affairs**

The Subcommittee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, and Council's Standing Orders and Code of Conduct.

**Quorum**

The quorum at a meeting of the Subcommittee shall consist of:

1. Half of the members if the number of members (including vacancies) is even; or
2. A majority of members if the number of members (including vacancies) is odd.

**Remuneration**

No honorarium or meeting allowance will be payable to Subcommittee members.

**Other delegations and responsibilities**

These general provisions and delegations can be superseded by specific Management Plans and Reserve and Hall Subcommittee Terms of Reference and Delegations, following approval by the Community, Environment and Services Committee.

# Carters Beach Reserve and Hall Subcommittee

VENUE: Carters Beach Hall



01 March 2023 04:30 PM

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**CARTERS BEACH RESERVE & HALL SUBCOMMITTEE**

**1 MARCH 2023**

**AGENDA ITEM 1**

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

**APOLOGIES**

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**1. REPORT SUMMARY**

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

# CARTERS BEACH RESERVE & HALL SUBCOMMITTEE

1 MARCH 2023

## AGENDA ITEM 2

Prepared by Krissy Trigg  
Group Manager Community Services

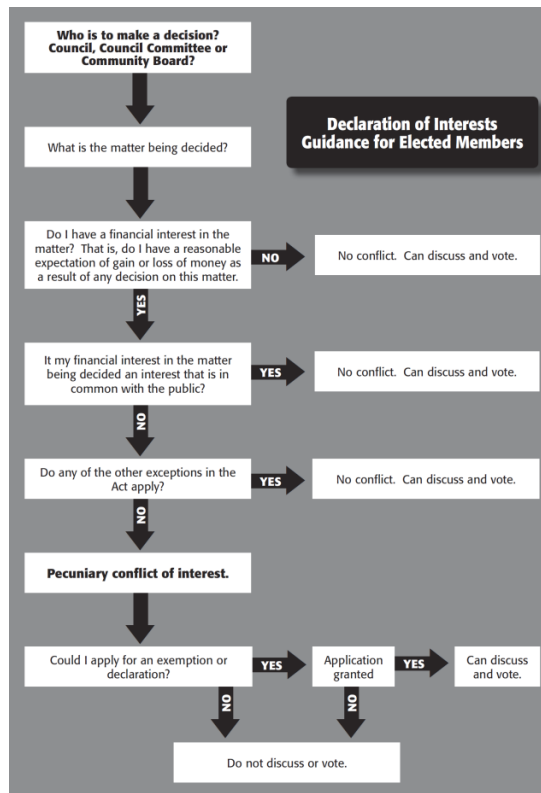
### MEMBERS INTEREST

Members of the Carters Beach Reserve Subcommittee are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

The attached flowchart may assist committee members in making that determination (Appendix A from Code of Conduct).

#### DRAFT RECOMMENDATION:

**That the Carters Beach Reserve and Hall Subcommittee members disclose any financial or non-financial interest in any of the agenda items.**



**CARTERS BEACH RESERVE & HALL SUBCOMMITTEE**

**1 MARCH 2023**

**AGENDA ITEM 3**

**Prepared by** Krissy Trigg  
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 12 July 2022.**





**MEETING OF THE CARTERS BEACH RESERVE AND HALL SUBCOMMITTEE,  
HELD AT 4:30PM ON TUESDAY 12 JULY 2022 AT THE CARTERS BEACH HALL,  
MARINE PARADE, CARTERS BEACH.**

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**PRESENT:** Shayne Barry (Chair), Cody Frewin (Secretary), Pat Dudley (Treasurer),  
Cr G Weston, V de Friez,

**APOLOGIES:** R Nicol, L Walker, J Anderson

**IN ATTENDANCE:** K Trigg (Acting Group Manager Community Services), K Duncan  
(Community Facilities Officer), G Sran (Team Leader Community Facilities), G Barrell  
(Governance Secretary)

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Introductions were made.

**MEETING DECLARED OPEN AT 4.28pm**

**1. APOLOGIES (Page 3)**  
**Discussion:**

Peter Archibald asked that his apology be made. Mr Archibald is requesting  
to be a new member of the subcommittee.

**RESOLVED** that the Carters Beach Reserve Subcommittee receives an  
apology from P Archibald, R Nicol, L Walker and J Anderson.

**V de Friez/C Frewin**  
**5/5**

**CARRIED UNANIMOUSLY**

**2. MEMBERS INTEREST (Page 4)**  
**Discussion:**

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

**S Barry/P Dudley**  
**5/5**

**CARRIED UNANIMOUSLY**

**3. CONFIRMATION OF MINUTES (Page 5)**

**Discussion:**

Nil

**RESOLVED** that the Carters Beach Reserve Subcommittee receive and confirm minutes from the meeting of 18 November 2021.

**Cr G Weston/C Frewin**

**5/5**

**CARRIED UNANIMOUSLY**

**4. GENERAL BUSINESS (Page 12)**

**Discussion:**

**3.1 Annual Financial Return:**

P Dudley noted the Return is not due until 20 July 2022 and will be sent out.

S Barry found it interesting that in the 2021 full financial report, the income was \$230 and queried if the hall is being invoiced.

K Trigg replied the hall is currently booked through customer services and in turn there are a number of steps to go through to get to invoicing. She noted the frustration with this process and advised that the invoicing system is currently being updated and that it is a big job.

**3.2 Hall Management**

Ms Barry noted that there are no figures on this. They do not do fundraising and they do not accept liability for the power, rates and insurance on a Council owned building. She noted that Council advised they may close, and that the community needs to be advised of this and should go through the AP

Ms Trigg replied that there are changes coming within the Council in that they will likely be covering insurances for halls. This could be profitable business and be more open to the community.

Ms Barry noted the addition of custodial care of the building, damages etc and it is very hard to find anyone keen to take care of this.

K Duncan noted that Charlie Brunning knew of two people interested in running the hall.

Ms Barry furthered that it is important that Council provides a management plan of the hall that outlays what is required for anyone interested.

This person would need to be part of the Subcommittee. It may not necessarily mean that person does all the work but could filter out jobs where necessary.

V de Friez noted she would like to know what is on this management plan before putting her hand up for new subcommittee.

Ms Barry noted that Carters Beach is a recreation area for the whole of Westport. They are keen to do things properly but would like Council to know there is a lot of work in this.

Ms Trigg acknowledged that it is not utilised as much by the community as it could be and that to be able to use it to its potential would require a management plan in place to ensure bookings, cleaning, maintenance etc.

Ms Barry noted as a subcommittee of Council, that there are no external funding avenues available to them. She asked where they apply for funding.

Ms Trigg advised Mira Schwill is the new Team Leader for Communications and Community Engagement. Council is working to give people the necessary advice as to where they can go to apply for funding and to encourage them to apply themselves for these outside fundings.

K Trigg acknowledged that previously there had been poor contact from Council to the sub-committees which is why a team had now been brought on rather than it falling to one individual staff member and they had several direct links into Council. There would always be someone available to them.

G Sran requested that communication be within the Facilities Department. Anyone within that team is able to assist. He requested patience as the team members are still quite new so they may need to seek answers, but they will always endeavour to ensure questions are answered.

**ACTION POINT:** K Trigg to send G Sran and K Duncan contact details to C Frewin.

### **3.3 Other General Business**

#### **1 Communication with BDC**

As above

#### **2 Leases**

S Barry noted the leases and that this has been difficult for P Dudley.

G Sran noted that both leases have been renewed. The process is that Council will advise what the amount of the lease was every six-months, the subcommittee in turn will invoice for that amount and Council will pay that bill into the subcommittee account.

Mr Sran mentioned these payments are to pay for lease and that there is a separate payment for the management of the Reserve as well. He queried where the money from these leases is spent.

Ms Barry replied that the mowing money covers the mowing and toilets.

She furthered that the lease money pays for the maintenance on machinery, rates and insurances. Any leftover goes towards the replacement of plant / equipment. Without the lease, there is no income for repairs and maintenance.

The subcommittee are not accumulating funds. They want to maintain that amount for when they need to buy a new tractor, for example.

Ms Barry noted that they sometimes donate towards events eg; mid-winter swim – a donation to Surf Life Saving was made as a thank you for voluntary services.

K Trigg reiterated the effort Council is putting in to improve systems for the subcommittees.

V de Friez queried requested Council look to include input from the subcommittee regarding clauses and conditions on leases as they currently have none. Specifically noting the movement of stock through the planting along the beach road.

Mr Sran acknowledged this and advised they will definitely look at consulting with them.

Ms Barry noted the risk of erosion due to moving of stock and thus seeking the requirement for consultation.

If a leasee has any issues, they should be referred to Council.

Ms Barry mentioned also the branches coming off in paddocks, this also being an additional cost.

### **3 Telecommunications**

S Barry spoke to the issues telecommunications constantly cutting out and that it could possibly create a Civil Defence issue.

She requested that Council speak to the provider as this was never an issue with the previous provider (Holcim).

ACTION POINT – Community Facilities Team to look into it and follow up

### **4 Appointments / Resignations**

**RESOLVED** that Pete Archibald be appointed as a member of the Carters Beach Reserve and Hall Subcommittee.

**S Barry/C Frewin**

**5/5**

**MOVED UNANIMOUSLY**

**RESOLVED** that the resignation of Deb Kirkwood from the Carters Beach Reserve and Hall Subcommittee be accepted.

**S Barry/P Dudley**

**5/5**

**MOVED UNANIMOUSLY**

**5 Rates / Insurances**

S Barry mentioned that the insurances will be picked up in general rates and questioned why not rates and insurances? This diminishes anything extra they would like to do.

ACTION POINT - K Trigg will check with Finance for understanding

K Trigg noted that other subcommittees will fundraise for rates and grants come from different places.

**6 Expenditure**

S Barry stated that the expenditure was power, maintenance of equipment, insurance and annual rates. If able to get rid of insurance would be good

K Trigg noted there is a huge excess for insurance.

Ms Trigg thanked the subcommittee for working effectively as a subcommittee.

Ms Barry queried whether Council had an appetite for more projects from the Reserves Funding.

Ms Trigg replied that it depends on the eligibility criteria; wider community benefit, new capital project. She furthered that the Annual Plan (AP) and Long Term Plan (LTP) is when you make submissions for funding for those items.

Ms Barry asked if they should give a heads up to council that they are keen to do things then to put forward for AP or LTP, noting that there could be possible partner funding (20k from one place and 20k from council).

Ms Trigg noted that seeking other sources of funding could be looked on favourably by Council. She reminded that based on allocation history and need, other areas may be further up the list.

**7 Carters Beach Hall**

S Barry noted there is no checklist for users of hall. Seeking a generic email address for hall communications etc for follow on subcommittees to be able to see.

K Trigg suggested that once new committee appointed this will be the time to put things like this out to the public via the media to advise that it's available and the contact information etc.

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

S Barry noted this was from the Reserves Funding. They have since become over budget of between \$5k-\$15k due to floods etc. She said the subcommittee would like to complete the project and pay for it from their funds. They will need a formal meeting for this.

**RESOLVED** that if additional expenditure of enhancement exceeds \$5k, this will be approved by the Community Facilities Team be taken it out of the Subcommittee bank account.

**S Barry/C Frewin**

**5/5**

**MOVED UNANIMOUSLY**

**9 Reserves Funding / Revitalisation Funding**

C Frewin stated they had purchased an outdoor shower that was in Part B of the Reserves fund application. However, the subcommittee only received approval for Part A of their Reserves fund application, which was \$40k.

The Outdoor Shower was invoiced directly to council and there is no Reserves funding to cover the cost.

The sub-committee agreed that they would need to refund council for the shower from their sub-committee bank account.

Ms Trigg advised that she would arrange for council to send an invoice for the shower to the Carters Beach sub-committee.

ACTION POINT - K Trigg to organise invoice to be sent to S Barry

**RESOLVED** that the Subcommittee agrees to pay the invoice for \$2,982.32 excl. GST out of the Subcommittee funds

**C Frewin/V de Vries**

**5/5**

**MOVED UNANIMOUSLY**

**10 Mid-Winter Swim Report**

S Barry noted this was a great success with an excellent turnout and great atmosphere. She acknowledged Surf Life Saving for their contribution and moved that they be send a donation of \$100.

**RESOLVED** that the Subcommittee pay a donation of \$100 to the Surf Life Saving Club.

**V de Vries/P Dudley**

**5/5**

**MOVED UNANIMOUSLY**

**11 Donation of Old Architect Plans**

S Barry said these look great.

ACTION POINT - C Frewin to write a letter of thanks to Wendy.

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

S Barry said the Subcommittee has purchased two macrocarpa and steel picnic tables from the Revitalisation Fund. This will be great for the community.

Next workshop to discuss securing of other tables.

V de Vries noted we should thank those places for their support. S Barry to send out thank you cards.

Ms Barry noted the planting also looks great and thanked Council for funding

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

GS explained process

**RESOLVED** that the Carters Beach Reserve Subcommittee discuss general business items.

**P Dudley/S Barry  
5/5**

**CARRIED UNANIMOUSLY**

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- There being no further business the meeting concluded **5.35PM**
  - **Next meeting:** To be confirmed
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**Confirmed:** ..... **Date:** .....

**CARTERS BEACH RESERVE & HALL SUBCOMMITTEE**

**1 MARCH 2023**

**AGENDA ITEM 4**

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

**ACTION POINTS**

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**1. RECOMMENDATION**

**That the Carters Beach Reserve & Hall Subcommittee receive the Action Point report for information.**



**CARTERS BEACH RESERVE AND HALL SUBCOMMITTEE  
ACTION POINTS**

<b>No.</b>	<b>Details</b>	<b>Responsible</b>	<b>Update</b>	<b>Required by:</b>
1	<b>12 July 2022</b> Send contact details for G Sran and K Duncan through to C Frewin	K Trigg		August 2022
2	<b>12 July 2022</b> Speak to telecommunications provider regarding connectivity issues for Carters Beach	CFT		August 2022
3	<b>12 July 2022</b> Check with Finance for understanding regarding rates/insurance	K Trigg		August 2022
4	<b>12 July 2022</b> Organise invoice from Council to go to S Barry for \$2982.32 excl. GST	K Trigg		August 2022
5	<b>12 July 2022</b> Send letter of thanks to Wendy for old architect plans	C Frewin		August 2022

**CARTERS BEACH RESERVE & HALL SUBCOMMITTEE**

**1 MARCH 2023**

**AGENDA ITEM 5**

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

**APPOINTMENT OF CHAIR**

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**1. DRAFT RECOMMENDATION**

**That the Carters Beach Reserve and Hall Subcommittee elect a  
Chairperson**

**CARTERS BEACH RESERVE & HALL SUBCOMMITTEE**

**1 MARCH 2023**

**AGENDA ITEM 6**

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

**FINANCE REPORT**

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**1. DRAFT RECOMMENDATION**

**That the Carters Beach Reserve and Hall Subcommittee receive the financial report for information.**

## **CARTERS BEACH RESERVE & HALL SUBCOMMITTEE**

**1 MARCH 2023**

### **AGENDA ITEM 7**

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

#### **GENERAL DISCUSSION**

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##### **1. DRAFT RECOMMENDATION**

**That the Carters Beach Reserve & Hall Subcommittee discuss general items**

Items from subcommittee

- Vehicle/safety concerns on beach and domain
- Confirm checking and repair schedule for playground
- Carters Beach picture sign – needs updating; subcommittee would like to be involved in choosing of new photo; something that better represents Carters Beach; what is the policy/process to change sign
- Hall proposal