



# **AGENDA**

Meeting of the:

**Seddonville  
Reserve Subcommittee**

**1.00 pm Tuesday 8 September 2022**

**at the**

**Seddonville Campground**

# Seddonville Reserve Subcommittee Copy

Venue: Seddonville Campground



08 September 2022 01:00 PM

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**SEDDONVILLE RESERVE SUBCOMMITTEE**

**8 SEPTEMBER 2022**

**AGENDA ITEM 1**

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

**APOLOGIES**

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**1. REPORT SUMMARY**

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

# SEDDONVILLE RESERVE SUBCOMMITTEE

8 SEPTEMBER 2022

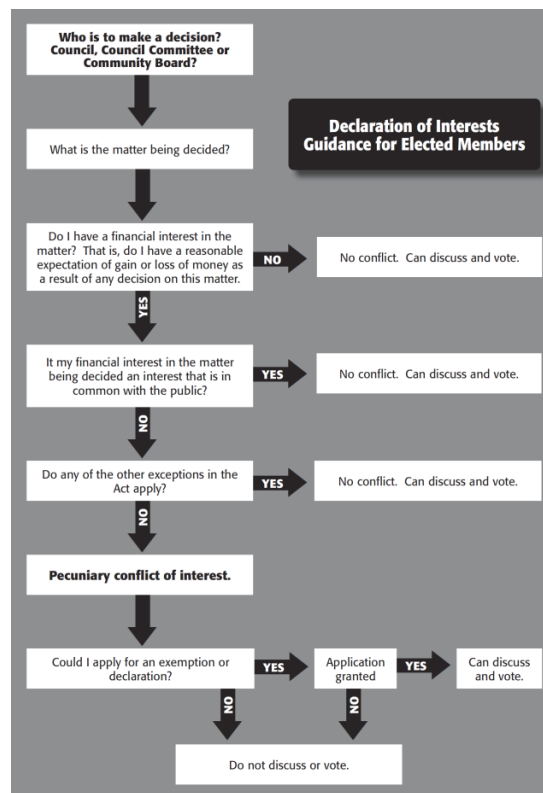
## AGENDA ITEM 2

Prepared by Krissy Trigg  
Acting Group Manager Community Services

### MEMBERS INTEREST

Members of the Seddonville 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 Seddonville Reserve Subcommittee members disclose any financial or non-financial interest in any of the agenda items.**

**SEDDONVILLE RESERVE SUBCOMMITTEE**

**8 SEPTEMBER 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 Seddonville Reserve Subcommittee receive and confirm previous minutes from 11 November 2021.**



**MEETING OF THE SEDDONVILLE RESERVE SUBCOMMITTEE AT 9.30am, 04 NOVEMBER 2021 AT THE SEDDONVILLE HOTEL.**

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**PRESENT CR** Rosalie Sampson, Aroha Commons, Karen Mulholland, Betty & Dave Watson, Lorraine Zielinsky

**APOLOGIES:** Graeme McKenzie, Wayne Mulholland

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

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**MEETING DECLARED OPEN AT 9.45am by Karen Mulholland**

**1. APOLOGIES (p3)**

**Discussion:**

Graeme McKenzie and Wayne Mulholland provided apologies to the meeting.

**RESOLVED** that the Seddonville Reserve Subcommittee receives apologies from Graeme McKenzie and Wayne Mulholland.

**Cr Rosalie Sampson/Aroha Commons**

**6/6**

**CARRIED UNANIMOUSLY**

**2. MEMBERS INTEREST (p4)**

**Discussion:**

Nil

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

**Karen Mulholland/Dave Watson**

**6/6**

**CARRIED UNANIMOUSLY**

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

**Discussion:**

The unconfirmed minutes of the meeting held 13 September 2020 were discussed.

A short video clip relating to financial and governance responsibilities was not presented by Council staff.

The meeting finished at 12.50pm

**RESOLVED** that the Seddonville Reserve Subcommittee receive and confirm minutes from the meeting of 13 September 2020 with amendments noted.

**Aroha Commons/Lorraine Zielinsky**  
**6/6**  
**CARRIED UNANIMOUSLY**

#### **4. GENERAL BUSINESS (p10)**

Krissy Trigg (Acting GM Community Services) apologised for the lack of communication from Buller District Council (BDC) and subsequent lack of formal meetings. BDC had not provided adequate support to the reserve and hall subcommittees.

There is a directive from Sharon Mason, chief Executive Officer (CEO) that this needs to be corrected.

Rick Barry had moved onto flood recovery within Council and his role was being advertised. The person who is appointed will help with asset management plans and reserve management plans. This would be a part of their job description.

For maintenance schedules etc, Ms Trigg would be the point of contact and she wanted to keep the lines of communication open.

BDC were looking at policy and how COVID-19 restrictions will change rules, risk assessment etc.

The Terms of Reference were presented at the last meeting and have been added to the agenda for the meeting today.

Appendix One was a generic terms of reference which was sent to all subcommittees.

Once financial delegations and meeting frequency are established, the Terms of Reference would be taken to the Community, Environment and Services Committee for confirmation.

Only two formal meetings a year would be needed and any number of workshops could be held in between.

The subcommittee agreed that two formal meetings would be held per year.

Aroha Commons asked who would be the contact person if purchases over the financial delegation were needed for urgent repairs.

Ms Trigg advised that she would be the contact person until Rick Barry's appointment was made and suggested that the repairs and maintenance level could be set in the budget.

Dave and Betty Watson commented on all of the fund raising etc that had been done by the domain board in the past. After 25 years it didn't seem right that this was going to the BDC.

Mr Watson said the subcommittee should be left to run the reserve and campground and the new processes seemed very limiting.

Ms Trigg informed the subcommittee throughout the district reserve and hall subcommittees were set up because the previous domain boards were not legal.

Although the reserve is a Council asset it was important for the community to add a local flavour and Council relied on the subcommittee to inject this aspect into the running of these facilities.

The subcommittee can set their budget and then this will be taken to the Community, environment & Services Committee for approval.

Maintenance plans can incorporate repairs and development.

Aroha Commons pointed out that the Ministry of Education gifted the school to the community as long as the closure of the school was accepted.

Fundraising had been considerable and this is what had made the facility what it is today.

The reserve was then gazetted and this is when the old board became the Seddonville Domain Board. This is the community's money and that it is being taken over is a concern.

Ms Trigg said she would like to see the associated maps and paperwork. At the moment this is a Council asset however she will definitely look into the situation.

Cr Rosalie Sampson agreed saying this happened in 1986 and Little Wanganui is the same. Land was gifted and the community raised money to build halls etc.

Dave Watson said it feels as though the council is taking control.

Ms Trigg reminded the subcommittee that with health and safety things need to be done properly as there are liability issues.

Aroha Commons informed the Council representatives that the septic tank is inadequate and needs to be fixed and finished.

Ms Trigg acknowledged this and said every effort will be made to resolve this issue. Money in the bank account is still to be used for the community.

Control of the community funds was discussed further, along with health and safety requirements.

Cr Sampson agreed with David Watson, saying the subcommittee should capitalise on the reserve being a Council asset and if things need doing it was necessary to organise plans and put submissions to Council to fund through the reserves contribution in the Annual Plan, rather than from fundraising.



If it is a Council asset, then let Council pay for it. Every year the Annual Plan is the time to take upgrades and put these forward to the Annual Plan to be addressed.

Painting, reroofing etc could go to Council to pay for instead of the community.

35 years ago this sort of work was all done by the community because locals have done volunteer work. Now all of a sudden council have opened roadside parking spots against policy. The Ngakawau free camping area was opened despite opposition from the Mokihinui and Seddonville campgrounds. Council ignored this and approved it anyway.

Ms Trigg responded that all subcommittees are in a similar position. Requirements are put on budgets to prevent uncontrolled spending by individuals within communities.

Budgets are set and the reserve is a Council asset on paper only. Funds in the bank are still the community's money and there is no intention for Council to take this away.

Karen Mulholland noted that there would be compliance with financial requirements when the books are taken to the Council.

Assistance is needed with the toilet blocks. Council used to provide toilet paper, cleaner and bins and this needs to be reinstated.

Aroha Commons pointed out that this is the end of the Ghost Road and there are no public toilets or rubbish bins etc.

K Trigg said she would follow this up.

David Watson commented that sometimes there is no caretaker at the campground and it was preferable to people did not have an excuse to go there because of the public toilet.

The function of public toilets and showers etc was discussed.

A workshop is needed to set delegations, and also look at plans for painting, toilets repair and upgrade etc.

David said the community contribution needs to be supported and listened to.

Cr Sampson agreed, saying there were the same issues in Karamea and Little Wanganui.

The implications of the Three Waters reforms were discussed with regards to being classed as suppliers. K Trigg commented that this is a big issue and will be addressed

K Trigg advised a video will be provided including a financial video showing best practices. This is not too technical or heavy.

Karen Mulholland and Aroha Commons will organise a financial workshop.

Ms Trigg indicated money had been put aside for insurance.

Aroha Commons reported that the subcommittee had to enter into a financial arrangement for insurance and had tried four times to get assistance from Council and had no choice but to do so.

Ms Commons will email details to Ms Trigg.

Ms Trigg advised that all of Council's insurance was being look at wholistically and this is part of a larger body of work.

Cr R Sampson noted \$4,000 seemed a lot and Ms Trigg will follow up with Ms Commons with regards to insurance and budgeted amount.

The effluent system was discussed and Ms Commons reported that recent work done by WestReef was incomplete. Trucks smashed concrete on the lid and this needs to be repaired. Finishing work is also required.

K Trigg would organise a service request with WestReef.

David Watson wanted to confirm permission to paint the hall as paint has been provided and extra money has been raised by Graeme McKenzie with weekly raffles at the hotel. There would be no cost involved.

**RESOLVED** that the Seddonville Reserve Subcommittee proceed with painting the camp ground building with donated paint and fundraised money.

**David Watson/Karen Mulholland**

**6/6**

**CARRIED UNANIMOUSLY**

There was discussion regarding use of available funds to do something else the community wants, rather than spending money on a council Asset.

Cr Rosalie Sampson noted this is something that should have come out of the reserves contributions fund.

Betty Watson suggested advertising in Wings Campsaver, and this was agreed.

Signage was discussed and also possible reimbursement of lost revenue due to COVID-19 restrictions.

Krissy Trigg will check and see if this is a possibility.

It was agreed that an application for funding from the Development West Coast fund would be submitted next time.

The West Coast Community Trust would also be approached for funding.

Mandatory vaccinations were discussed and Krissy Trigg advised that currently the Ministry of Health guidelines were being implemented and this is an issue for all campgrounds.

There will be further guidance on the requirement for mandatory vaccine passes.

Dave Watson commented that information on All Campers website needs to be updated.

Aroha Commons agreed, saying the site needs to be maintained and have someone looking after it.

David Watson would like the subcommittee to write to the Department of Conservation (DOC) regarding the Chasm Creek walkway. The walkway has been closed for some time and it is a very popular walk.

Nothing has been done with the money given to the community group associated with the track and it needs to be reopened.

Aroha Commons advised this is Land Information New Zealand (LINZ) land, rather than DOC.

There was further discussion and it was suggested that the Old Ghost Road trust may be interested in maintaining the track and directing cyclists from the public road.

Ms Commons suggested Phil Rossiter from the Old Ghost Road trust and Council could be invited to a public meeting.

Cr Rosalie Sampson suggested a submission be made to the Annual Plan suggesting the track needs to be maintained to remove cyclists off the public road as a matter of safety. This will need to be prepared in the first week of February.

Ownership of the track and what is required needs to be established as this is a health and safety issue.

**RESOLVED** That the Seddonville Reserve Subcommittee:

1. Discuss general business items, to be limited to discussions and timelines.
2. Recommend to the Community Environment and Services Committee the following to be included in Seddonville Subcommittee Terms of Reference: (to be confirmed)
3. Agree to accept financial statement provided

**Karen Mulholland/Aroha Commons**  
6/6

**CARRIED UNANIMOUSLY**

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- There being no further business the meeting concluded at 11.12am
  - **Next meeting:** *To Be Confirmed*
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**Confirmed:** ..... **Date:** .....

## SEDDONVILLE RESERVE SUBCOMMITTEE

08 SEPTEMBER 2022

### AGENDA ITEM 4

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

#### GENERAL BUSINESS

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##### 1. BACKGROUND

The Seddonville Reserve Subcommittee is 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 Subcommittee discusses general business items.**

##### 3. ISSUES AND DISCUSSION

**3.1 Re-election of Reserve Committees after October local elections. BDC shall provide details of the Re-election process.**

##### 3.2 Other General Business:

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

**1. The frequency of formal meetings.**

## **4. CONSIDERATIONS**

### **4.1 Strategic Impact**

The appointment of reserve and hall subcommittees ensures that the running of reserves is aligned with 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.