



AGENDA

Meeting of the:

Reefton Reserve Subcommittee

2:00 pm, Tuesday 6 September 2022

at the

Women's Institute Rooms

Reefton Reserve Subcommittee Copy

VENUE: Reefton I-Site



06 September 2022 02:00 PM

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REEFTON RESERVE SUBCOMMITTEE

6 SEPTEMBER 2022

AGENDA ITEM 1

Prepared by Krissy Trigg
Acting Group Manager Community Services

APOLOGIES

1. REPORT SUMMARY

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

REEFTON RESERVE SUBCOMMITTEE

6 SEPTEMBER 2022

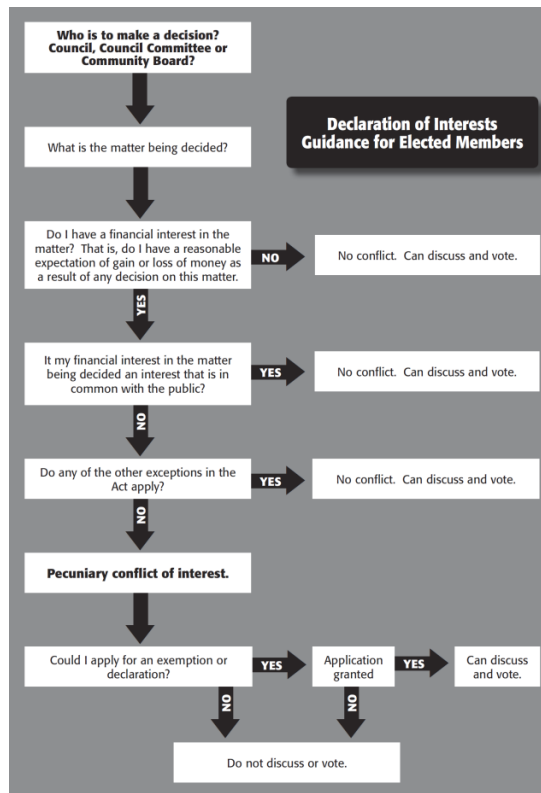
AGENDA ITEM 2

Prepared by Krissy Trigg
Acting Group Manager Community Services

MEMBERS INTEREST

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

REEFTON RESERVE SUBCOMMITTEE

6 SEPTEMBER 2022

AGENDA ITEM 3

Prepared by Krissy Trigg
Acting Group Manager Community Services

CONFIRMATION OF MINUTES

1. DRAFT RECOMMENDATION

That the Reefton Reserve Subcommittee receive and confirm previous minutes from 2 November 2021.



MEETING OF THE REEFTON RESERVE SUBCOMMITTEE AT 5:00PM, 02 NOVEMBER 2021 AT THE REEFTON I-SITE.

PRESENT Carol Jones, May Montgomery, Jan Moore, Councillor John Bougen, Geoff Day, Jodi Scrivens, Peter Nielson

IN ATTENDANCE: Mayor Jamie Cleine, Krissy Trigg (Acting GM Community Services), Bronwyn Little (Policy Advisor), Virginia Hill (Governance Assistant)

MEETING DECLARED OPEN AT 5.14pm

Mayor J Cleine opened meeting

Carol Jones indicated she will be retiring from the subcommittee. The subcommittee members thanked Ms Jones for her exceptional service.

1. APOLOGIES (p3)
Discussion:

RESOLVED that there are no apologies to be received by the Reefton Reserve Subcommittee

Jan Moore/May Montgomery
6/6
CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (p4)
Discussion:

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

Cr John Bougen/Jodi Scrivens
6/6
CARRIED UNANIMOUSLY

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

Discussion:

No corrections were required

RESOLVED that the Reefton Reserve Subcommittee receive and confirm minutes from the meeting of 1 July 2020

Jodi Scrivens/May Montgomery

6/6

CARRIED UNANIMOUSLY

4. **GENERAL BUSINESS (p10)**

Discussion:

4.1 Terms of Reference and meetings

Krissy Trigg (Acting GM Community Services) asked if the subcommittee had been through the Terms of Reference and made decisions regarding delegations and meeting frequency.

The subcommittee seemed to be under the impression that they were told by the Council not to have meetings unless the Council told them to.

Ms Trigg advised that the subcommittee was able to have as many workshops as they wanted. Many subcommittees had decided to have two formal meetings a year, when Council staff attended.

Bronwyn Little (Policy Advisor) suggested any decisions made at the workshops such as those around the Terms of Reference could be emailed to Council to be included in future agendas.

Ms Trigg apologised for the delay since the last meeting. Rick Barry had resigned and Council was recruiting for his replacement who would be present at meetings in the future.

The generic Terms of Reference state four formal meetings are to be held a year, however many subcommittees had chosen to have only two.

There was discussion regarding when the Terms of Reference were made available to the subcommittee.

Cr John Bougen noted that the minutes from the previous meeting indicated the intention was for the subcommittee to consider the generic Terms of Reference and customise them to suit.

4.2 Management of Reserve:

A Reserve Management Plan was formally required and delegated authorities were needed to establish spending for the subcommittee.

There was discussion regarding a possible lease arrangement for the campground.

Ms Trigg advised that there had been correspondence sent to May and Shane in regards to the lease. Rick Barry's replacement would be working on this and there would be a fair amount for the committee to work through.

There seemed to be a misunderstanding that the subcommittee would be dissolved.

Which part of the reserve the old domain board was looking after was discussed.

Ms Little would provide a plan of this area.

Jodi Scrivens reported that a recent soccer event had done \$1,000 worth of damage and the campground had repaired that. Mud was a problem during a recent tournament.

Cr Bougen suggested the Council could have been contacted for assistance.

There was a subsequent query around whether or not the area was a public ground and access rights were discussed.

Cr Bougen observed that the key thing was that the domain was a facility for the residents of Reefton and unilateral decisions were not appropriate.

Ms Little responded that a reserve management plan would be able to address all of these issues.

There was a need to prioritise getting a reserve management plan in place which would definitely be subject to public consultation. What was set in place would be what was wanted by the public.

Peter Nielson commented that although there was no freedom camping allowed, it was still possible to pitch a tent on the reserve behind the toilets.

Cr Bougen suggested the camping area would be specified in a reserve management plan.

4.3 Subcommittee role and future:

Jan Moore observed the domain board had been ticking along as a committee for decades, making and spending it's own money. Now it felt like it was in a weird space where they were not sure what was allowed

Ms Trigg acknowledged that when domain boards ceased to exist, Council did not provide the support it should have and apologised for this. The intention was to smooth this path going forward.

Mayor Cleine reminded the subcommittee that the previous arrangements with the domain boards were technically illegal.

The intention was that the subcommittee had local knowledge and would be the best influence over the management plan. Council had to act in the best interests of the public.

Ms Moore reported that the trees need to be pruned along the riverbank and there was an issue with the drive coming off the main road being in bad condition and dangerous.

Ms Little said a budget needed to be created and this references back to the delegated authority.

Mayor Cleine noted each reserve subcommittee had their own balance sheet and bank account.

Ms Trigg summarised saying the formal number of meetings per year needed to be set and that the Terms of Reference are only a guideline. Most subcommittees only have two formal meetings a year. Delegated authority for budgeting purposes was also required. An example was in item 3.1 Terms of Reference in the General Business section

Ms Moore expressed concern that the subcommittee may be terminated by Council and any money may be reallocated as Council saw fit.

Mayor Cleine commented that the overriding thing was that if the subcommittee fell over it was Council's responsibility.

Ms Moore and the subcommittee members believed the subcommittee was being dissolved.

Mayor Cleine agreed that Council had failed to do training at the appointment of the new subcommittees, which are supposed to be enduring.

Cr Bougen said of all of the subcommittees this was probably the strongest with members committed with a passion and dedication. It was well operated and had been a great success. It sounded like someone from Council should come to a workshop to give a hand so there was no misunderstanding.

Ms Trigg would follow this up to clarify the position and would get information out to the committee members regarding the outcome of a meeting with Rachel Townrow (Deputy chief Executive).

There was further discussion regarding lease possibilities.

Ms Trigg would set out a process and emphasised that it would take three months at least. Rick Barry's replacement would assist in this process. The committee should continue to have workshops and meetings in the interim. Ms Trigg would get back to the committee with more detail at the end of the week.

There was a need to check if a subcommittee was needed if a lease was in place, what forms the domain and where the boundaries are.

Council need to work on the lease of the motor camp and the pony club.

4.4 Financials

Jan Moore noted that there should be \$100 from the pony club in the sports bodies fees.

Camping fees and rents for permanent residents are separate.

There was a query around payment of the secretary's salary. This was not a salary, it was a volunteer payment and always had been and was not taxed.

Jodi Scrivner bought a truck for the camp for the dump. The value of a Mazda BT needs to be ascertained.

Ms Moore would provide the paperwork.

Bronwyn Little (Policy Advisor) would check the previous audits.

Kitchen refit and carpet for units are combined under assets.

Vinyl was laid in the camp house and also in the kitchen. This should be general maintenance.

4.5 COVID-19

Krissy Trigg advised Ministry of Health guidelines were being followed and policy was updated as required.

There were no mandatory vaccinations for campgrounds and it was inappropriate to tell people to get vaccinated or leave.

All subcommittees would receive an email on the latest advice as per health and safety guidelines.

There was discussion regarding mandatory use of vaccination passports and Ms Trigg said Ministry of Health guidelines must be followed. Until there was a mandate from central government it was not possible to enforce.

Bronwyn Little would send latest guidance for hospitality and outdoor adventure to Ms Montgomery.

Clarification was required to confirm bookings. Ms Trigg assured Ms Montgomery that the Council Health & Safety Advisor would be available to assist. At the moment Council was adhering to the Ministry of Health guidelines.

RESOLVED That the Reefton Reserve Subcommittee:

1. Discuss general business items, to be limited to discussions and timelines.
2. Recommend to the Community Environment and Services Committee the Reefton Reserve Subcommittee Terms of Reference are yet to be confirmed

Jan Moore/Peter Nielsen

6/6

CARRIED UNANIMOUSLY

4.6 General

Krissy Trigg (Acting GM Community Services) would come back to the committee with agreed actions and recommended that the committee hold a workshop and discuss a new Chair and other positions. Annual General Meetings were no longer required for this.

4.7 Thanks to Carol Jones

Cr John Bougen thanked the outgoing Chair saying it needed to be expressed that the departing Chair had held this position for many years and had been on the committee for six or seven years.

The committee all agreed Carol Jones had done a tremendous job and Reefton was the better for it.

Jan Moore addressed Ms Jones saying it had been a pleasure working with her.

- There being no further business the meeting concluded at 6.31pm
- **Next meeting:** *To Be Confirmed*

Confirmed: **Date:**

REEFTON RESERVE SUBCOMMITTEE

6 SEPTEMBER 2022

AGENDA ITEM 4

Prepared by Gary Sran
Team Leader Community Facilities

GENERAL BUSINESS

1. BACKGROUND

The Reefton 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. DRAFT RECOMMENDATION

That the Subcommittee discusses general business items.

3. ISSUES AND DISCUSSION

3.1 Frequency of formal meetings

BDC has asked the committees to explore the idea of having 1 formal meeting per year instead of 2.

3.2 Financials

The Annual Financial report for the year ended 30 June 2022 will be provided by BDC by the end of October.

3.3 Change of Ownership of Camp UTE

It is still under Carol Jones's name. As per NZTA, it cannot be under the campground's name.

3.4 Re-Election of reserve committees after October local elections. BDC shall provide details of the re-election process.

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.