

# **AGENDA**

Meeting of the:

**Mokihinui  
Reserve and Hall Subcommittee**

**10.00 am Tuesday 8 September 2022**

**at the**

**Mokihinui Hall**

## Appendix One

### **GENERAL TERMS AND REFERENCE AND DELEGATION OF ALL RESERVE AND HALL SUBCOMMITTEES:**

#### **PURPOSE:**

1. The purpose of Reserve and Hall Subcommittees is to provide general guidance and support to the Council in the management of 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.

#### **Council Responsibilities:**

1. Provide for and give consideration to Subcommittees input into significant governance decisions affecting the respective reserve or hall.
2. Examine the degree of delegation to an individual Subcommittee according to specific circumstances and objectives.
3. Endeavour to develop Reserve Management Plans, in conjunction with the Subcommittee and local people, to provide clear guidelines for maintenance and development programmes in terms of overall District goals.
4. Formally appoint members of the Subcommittees which will report to the Community, Environment and Services Committee of Council.
5. Allocate funds raised by previous reserve and hall entities or funds raised in the future by a Subcommittee only after consultation with the Subcommittee
6. If disputes arise concerning these terms of reference, determine the interpretation

#### **The Reserves and Halls Subcommittees are delegated the following General Terms of Reference and powers:**

##### **General Terms of Reference:**

##### **Status**

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**

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.

## Appendix One

### **Delegations**

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.

### **Cessation of Subcommittee**

1. The Subcommittee may be terminated by resolution of the Council.
2. If the Subcommittee is terminated, any money raised by the Subcommittee may be allocated to the reserve or hall associated to the terminated Subcommittee, or reallocated to another reserve or hall as the Council sees fit.

### **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 to the Council for endorsement by the date specified to the Community Environment and Services Committee.
- ii) Present its Annual Report and Annual Accounts by the date specified to the Community, Environment and Services Committee of Council.

## Appendix One

- iii) Present to the 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.
  - v) Advise the Chief Executive of its meeting schedule.
- (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 formal meetings quarterly. 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.

# Mokihinui Reserve & Hall Subcommittee Copy

VENUE: Mokihinui Domain Hall



08 September 2022 10:00 AM

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**MOKIHINUI RESERVE AND HALL 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 Mokihinui 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 Mokihinui Reserve and Hall Subcommittee receives an apology from (insert committee members name).**

# MOKIHINUI RESERVE AND HALL SUBCOMMITTEE

8 SEPTEMBER 2022

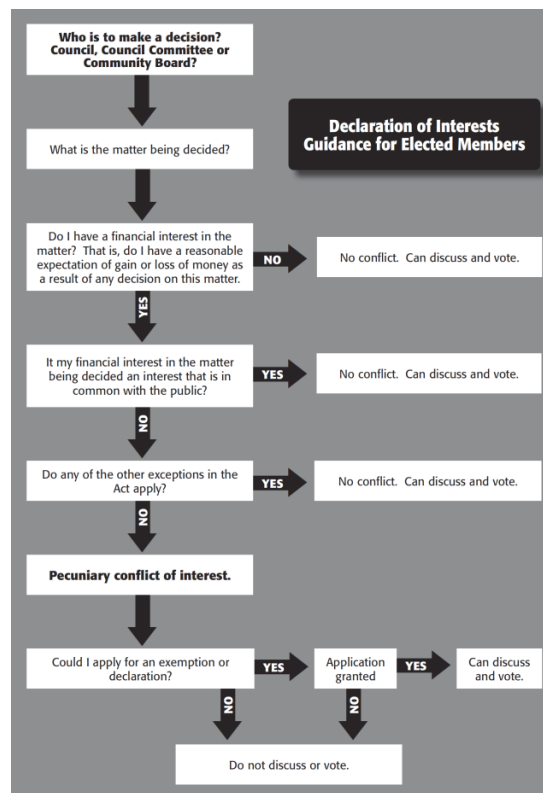
## AGENDA ITEM 2

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

### MEMBERS INTEREST

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

**MOKIHINUI RESERVE AND HALL 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 Mokihinui Reserve and Hall Subcommittee receive and confirm minutes from the previous meeting of 5 October 2021.**





**MEETING OF THE MOKIHINUI RESERVE AND HALL SUBCOMMITTEE AT 5:00PM TUESDAY 05 OCTOBER 2021 AT THE MOKIHINUI HALL**

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**PRESENT:** Kim Cameron, Lorraine Adams, Mandy Coleman, Silas Coleman. Carol Woodward nominated and approved as member of the subcommittee and Chairperson during the meeting.

**APOLOGIES:** Marilyn McKinney, Selwyn McKinney and Councillor Martin Hill

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

Carol Woodward and John Woodward (paid employees/caretakers).

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**MEETING DECLARED OPEN AT 5:00pm**

**1. APOLOGIES (p6)**

**Discussion:**

Marilyn McKinney, Selwyn McKinney and Councillor Martin Hill sent their apologies to the meeting.

**RESOLVED** that there are apologies to be received by the Mokihinui Reserve and Hall Subcommittee from Marilyn McKinney, Selwyn McKinney, Councillor Martin Hill

**Mandy Coleman/Kim Cameron**  
4/4

**CARRIED UNANIMOUSLY**

There was discussion about whether or not camp caretakers are automatically on the committee.

**2. MEMBERS INTEREST (p7)**

**Discussion:**

A potential conflict of interest for Mandy Coleman and Silas Coleman regarding the fishermen's cabins was noted.

**RESOLVED** that Members of the Mokihinui Reserve and Hall Subcommittee disclose any financial or non-financial interest in any of the agenda items.

**Kim Cameron/Lorraine Adams**  
4/4

**CARRIED UNANIMOUSLY**

### 3. CONFIRMATION OF MINUTES (p8)

#### Discussion:

Previous minutes from 22 June 2020 were presented.

**RESOLVED** that the Mokihinui Reserve and Hall Subcommittee receive and confirm previous meeting minutes from 22 June 2020.

Mandy/???

4/4

**CARRIED UNANIMOUSLY**

### 4. GENERAL BUSINESS (Item 5 on the agenda, page 16)

#### Draft Financial Statements

The draft financial statements for the year ended 30 June 2021 were distributed and Bronwyn Little (Policy Advisor) provided an overview

The method of collating information for the financial statements was discussed and receipt books and bank statements were the source of data.

The transaction list for July, August and September 2021 were included for information.

A payment to Sound Frames Buildings in July 2021 was queried, with Jeff Woodward saying this payment shouldn't have come out of these funds

Bronwyn Little clarified that this payment was made from grant monies given last year. \$10,000 grant funds had been deposited into the bank account.

Mr Woodward clarified that \$10,000 was received, along with \$87,000.

Ms Little confirmed this saying the \$87,000 was provided from a Provincial Growth Fund grant.

Mr Woodward was of the opinion that \$97,000 was wasted on the hall saying it was far too expensive for the work completed.

Ms Little advised that Provincial Growth Fund monies received were all accounted for in the reporting that went back to the Provincial Growth Fund.

Kim Cameron reported that the subcommittee was not happy that volunteers painted the hall before they knew about the ceiling being replaced and were not told until two weeks later.

Consequently this was considered a waste of time, paint and voluntary hours.

Krissy Trigg (Acting GM Community Services) acknowledged that communication from the Council had not been good enough.

Bronwyn Little reported that the Buller District Council payment was for six months of loan repayment and was a catch up on the year before.

Ms Little suggested the subcommittee should discuss how they would like to manage repayment of the Council loan.

Power seemed to go up and down for no reason, although this was possibly due to some of the readings being estimates.

Jeff Woodward noted that power was still going into the old buildings and that backpackers are still staying there although they do not pay for power. This connection needs to be cut off.

Ms Little asked that any questions regarding the financial statements be directed to her.

Forms would need to be completed for Hailey Brunner to access online banking services. At least two others from the committee would need to be authorised.

Bronwyn Little will work with Hailey Brunner, organise this with Westpac and provide forms to be completed so each individual could go into the bank to formalise the arrangement.

Railings on the outside of the entrance are loose. This was installed by Sound Frames, builder.

Krissy Trigg will discuss this with Pat Jordan.

Jeff Woodward said a new hotplate is required in the kitchen and the new wire to a power point is throwing a fuse. This will be attended to by an electrician and ESL (Electro Services Ltd) are on the case with this.

Kim Cameron noted that traditionally \$600 per year had been given to ratepayers for repairs to the sea wall.

This was two targeted rates of \$300 each per year and hadn't been paid for a couple of years.

Krissy Trigg will follow up with this enquiry.

## **APPOINTMENTS TO THE MOKIHINUI RESERVE AND HALL SUBCOMMITTEE**

It was agreed that a Chairperson would be appointed at the next meeting.

Krissy Trigg suggested a resolution of Chairperson and Treasurer to be appointed at the next meeting

This would be within six months or so. It was pointed out that this would be too long for the required duties for the Treasurer.

The following members were nominated for these roles and have accepted the positions:

- Chairperson – No Chairperson appointed at this time
- Mandy Coleman (Secretary)
- Hailey Brunner (Treasurer)

It was not possible to contact Hailey Brunner, however it was agreed this nomination would be accepted subject to Hailey's written agreement.

**RESOLVED** that the Mokihinui Reserve and Hall Subcommittee approve the nomination of **Hailey Brunner** to the role of **Treasurer**, subject to her written agreement

**Lorraine Adams/Kim Cameron**  
4/4

**CARRIED UNANIMOUSLY**

**RESOLVED** that the Mokihinui Reserve and Hall Subcommittee approve the nomination of **Amanda Coleman** to the role of **Secretary**.

**Kim Cameron/Lorraine Adams**  
4/4

**CARRIED UNANIMOUSLY**

Clarification of the employment of the caretakers was discussed.

Mandy Coleman suggested that if it is Jeff who is paid as caretaker, then Carol could be on the committee.

Hailey Brunner is also being paid by the subcommittee.

Bronwyn Little acknowledged that as there were not many options for subcommittee members, the appointment of Hailey Brunner as Treasurer and Carol Woodward as a subcommittee member would be acceptable. This would be on the proviso that there are two other people available to authorise payments directed toward Hailey.

**RESOLVED** that the Mokihinui Reserve & Hall Subcommittee approve the nomination of Carol Woodward to the subcommittee.

**Kim Cameron/Mandy Coleman**  
4/4

**CARRIED UNANIMOUSLY**

**RESOLVED** that the Mokihinui Reserve & Hall Subcommittee approve the nomination of **Carol Woodward** to be **Chairperson**.

**Mandy Coleman/Kim Cameron**  
5/5

**CARRIED UNANIMOUSLY**

Krissy Trigg spoke about the buildings with mould and flood damage.

The mould is considered to be historic damage and insurance will not pay.

TLT Builders has provided a scope of work for flood damage to take to the insurer to bring flood damaged buildings back up to standard.

The insurer has come back with questions, not disputing the price but rather a need for further understanding.

A cash settlement should soon be available and a probable solution would be to knock the buildings down and the cash settlement could be used for mould remediation in the mould damaged cabins.

Any funds left over could go to the portable units.

Demolition costs could come out of the insurance money, which should be a sizeable amount and the cash settlement could address the mould issue. The exact amount of the settlement is not currently known.

This proposal to use the money for new cabins would need to go before the Community, Environment & Services Committee, which will be meeting in November.

Responding to a question from Kim Cameron, Bronwyn Little advised that the term deposit of \$27,000 will be available in January and July 2022

Portable cabins are available locally for \$15,000 each. Jeff Woodward informed the subcommittee that these are 10 square metres in size with a double bed bunk in each unit.

Ms Trigg suggested these cabins be purchased out of the subcommittee money and to put in a request to Council to spend that money on cabins.

Whatever is left out of the insurance money from the demolition of the old buildings could go towards remediation of the mould problem in the other cabins.

Jeff Woodward had a quote for remediation of the other cabins and will send the quote to Ms Trigg.

Ms Trigg will follow up with an updated scope of work.

Mandy Coleman clarified that with the cash settlement from insurance the old cabins could be removed cheaply and safely and the balance of money could be spent on other items.

Ms Trigg confirmed that insurance money gets paid into Council and then it can be distributed as required. It will be available only for the domain.

It has been difficult to obtain quotes as builders in town are very busy.

Bronwyn Little (Policy Advisor) confirmed the current signatories on bank accounts are Rick Barry, Mel Blundell, Bronwyn Little and Wendy Thompson.

These will need to be updated with the bank and the bank account name will need to be changed.

Hailey Brunner, Kim Cameron, Carol Woodward and Silas are to be the new signatories.

#### **TERMS OF REFERENCE**

Bronwyn Little (Policy Advisor) said the subcommittee needs to set delegated authority and also the frequency of meetings.

An example of delegations and responsibilities was provided in the agenda.

A budget needs to be set for the year for normal spending and any purchases and any improvements that are planned.

Setting a maximum amount was discussed and Krissy Trigg explained that this will need to be accepted by the Community, Environment & Services Committee and must be a realistic and reasonable amount.

The budget amounts can be set in a workshop and then taken back to the Community, Environment & Services Committee.

Any amounts to be spent outside of the budget would require approval from authorised Council staff.

Krissy Trigg (Acting GM Community Services) apologised for the lack of council representation. Part of the new job description for the Team Leader Community facilities will be to maintain communication with the subcommittee.

The legal requirement for the formation of reserve and hall subcommittees to supersede the domain boards was discussed and Ms Trigg said Council was committed to empowering the committee and assisting as required.

Ms Trigg acknowledged all of the volunteer work involved with running the reserve and hall.

The Chief Executive Officer, Sharon Mason believed Council need to get this right and has made resourcing the reserve and hall subcommittees a priority.

**RESOLVED** that the Mokihinui Reserve & Hall Subcommittee hold formal meetings twice a year.

**Mandy Coleman/Carol Woodward**  
**5/5**

**CARRIED UNANIMOUSLY**

Krissy Trigg reiterated that the subcommittee could hold as many informal workshops as required.

Budgets will be set in an upcoming workshop.

**5. ACTION POINT LIST** (Agenda Item 4 page 13)

Jeff Woodward ran through the Action List Items.

Kim Cameron noted that although Council is saying the domain is their asset, really it is the community's asset.

Krissy Trigg (Acting GM Community Services) said the method of payment to the caretaker Jeff Woodward needs to be done properly and legal advice is being sought regarding an employment contract etc.

Everything will continue as it is for now and the bonus needs to be calculated.

Bronwyn Little said communication will continue and this matter will be ongoing until it is resolved as certainty is required.

The possible leasing of the campground was discussed. This will be part of a larger property rationalisation project.

**RESOLVED** that the Mokihinui Reserve and Hall Subcommittee receive the action list for information.

**Kim Cameron/Carol Woodward**

**5/5**

**CARRIED UNANIMOUSLY**

The local fishing competition was discussed.

A date was set for the budget workshop, tentatively Saturday 16 October 2021 at 1pm.

Bronwyn Little will check if government funds will be available for a Covid-19 shutdown.

**RESOLVED** that the Mokihinui Reserve and Hall Subcommittee discuss general business items, to be limited to discussions and timelines.

**Carol Woodward/Mandy Coleman**

**5/5**

**CARRIED UNANIMOUSLY**

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- There being no further business the meeting concluded at 6.30pm.
  - **Next meeting:** To be confirmed. Mokihinui Hall.
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**Confirmed:** ..... **Date:** .....

**MOKIHINUI RESERVE AND HALL SUBCOMMITTEE**

**8 OCTOBER 2022**

**AGENDA ITEM 4**

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

**ACTION POINT LIST**

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**1. REPORT SUMMARY**

A summary of council resolutions requiring actions.

**2. DRAFT RECOMMENDATION**

**That the Mokihinui Reserve and Hall Subcommittee receive the action list for information.**



## Mokihinui Reserve and Hall Subcommittee

### - Outstanding action points

No.	Meeting of:	Action Point	Person Responsible	Progress:	Meeting update expected:	Date required to be completed:
1.	17 May 2020	<b>Motel unit block:</b> Contact Micky Adams regarding completing and tidying up new kitchen, toilets and ablution block.	Jeff	<ul style="list-style-type: none"> <li>Financed out of loan. Breather pipe installed and kitchen is finished. Needs to be signed off</li> <li>More funds required, Micky Adams to provide quote</li> </ul>	February 2022	
2.	17 May 2020	<b>Water tank:</b> Committee to discuss purchasing another water tank with Cr Martin Hill	Jeff	<ul style="list-style-type: none"> <li>30,000L tank cost \$3,800 plus plumbing</li> <li>Approval required</li> </ul>	December 2021	
4.	17 May 2020	<b>An arborist is required:</b> an arborist is to be found and a quote provided.	Jeff	<ul style="list-style-type: none"> <li>Arborist wanted cash payment.</li> <li>Pine tree needs attention</li> </ul>	June 2022	
5.	17 May 2020	<b>Caretakers salary:</b> who is to now pay the caretakers salary and is he now considered an employee of Council?	Acting GM Community Services	<ul style="list-style-type: none"> <li>Legal advice required on contract. Bonus of a % of takings</li> </ul>	June 2022	
6.	17 May 2020	<b>Leasing of campground as a private business:</b> was discussed, the possibility of this is to be asked of Council.	Acting GM Community Services	<ul style="list-style-type: none"> <li>Bigger issue to be looked at in relation to all other campgrounds</li> </ul>	June 2022	

## **MOKIHINUI RESERVE & HALL SUBCOMMITTEE**

**08 SEPTEMBER 2022**

### **AGENDA ITEM 5**

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

#### **GENERAL BUSINESS**

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##### **1. BACKGROUND**

The Mokihinui Reserve & Hall 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.