



# **AGENDA**

Meeting of the:  
**Inangahua Junction Hall  
Subcommittee**

**Thursday 2 March 2023**

**11.00am at the**

**Inangahua Junction 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.

# Inangahua Hall Subcommittee

VENUE: Inangahua Hall



02 March 2023 11:00 AM

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**INANGAHUA JUNCTION HALL SUBCOMMITTEE**

**2 MARCH 2023**

**AGENDA ITEM 1**

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

**APOLOGIES**

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**1. REPORT SUMMARY**

That the Inangahua Junction 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 Inangahua Junction Hall Subcommittee receives an apology from (insert subcommittee members name).**

# INANGAHUA JUNCTION HALL SUBCOMMITTEE

2 MARCH 2023

## AGENDA ITEM 2

Prepared by Krissy Trigg  
Group Manager Community Services

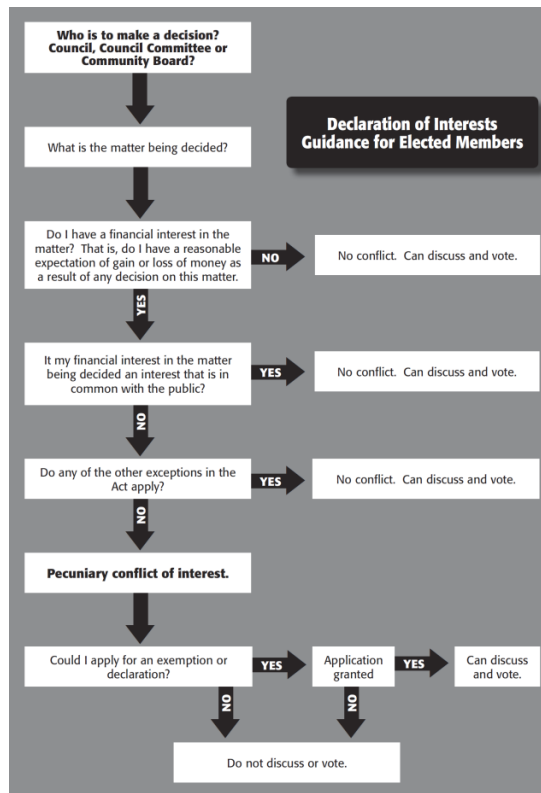
### MEMBERS INTEREST

Members of the Inangahua Junction 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 Inangahua Junction Hall Subcommittee members disclose any financial or non-financial interest in any of the agenda items.



**INANGAHUA JUNCTION HALL SUBCOMMITTEE**

**2 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 Inangahua Junction Hall Subcommittee receive and confirm previous minutes from 19 July 2022.**





**MEETING OF THE INANGAHUA JUNCTION RESERVE AND HALL  
SUBCOMMITTEE AT 1PM, 19 JULY 2022 AT THE INANGAHUA JUNCTION HALL.**

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**PRESENT:** Yvonne Hammond (Chair), Toni McCarthy, Almond Maree

**IN ATTENDANCE:** G Sran, K Duncan, G Barrell

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**MEETING DECLARED OPEN AT 1.02pm**

**1. APOLOGIES (Page 3)**

**Discussion:**

Lorraine Tewi

**RESOLVED:** that the Inangahua Junction Hall Subcommittee receives apologies from Lorraine Tewi.

**A Maree/T McCarthy**

**3/3**

**CARRIED UNANIMOUSLY**

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

**Discussion:**

Nil

**RESOLVED** that Inangahua Junction Hall Subcommittee disclose any financial or non-financial interest in any of the agenda items.

**T McCarthy/A Maree**

**3/3**

**CARRIED UNANIMOUSLY**

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

**Discussion:**

It was noted that it needed to be clarified in the minutes that a number of the items left over from the clean up from the local Fire Board, that were donated to the community and should be named as community assets, not hall assets. These items are merely stored in the hall. *Noted and amended*

There needs to be a document stating the community asset list.

**RESOLVED** that the Inangahua Junction Hall Subcommittee receive and confirm minutes from the meeting of 2 November 2021 pending the above amendments

**A Maree/T McCarthy**

**3/3**

**CARRIED UNANIMOUSLY**

#### **4. GENERAL BUSINESS (Page 10)**

##### **3.1 NECESSARY BUILDING REPAIRS:**

###### **1. Super Room Window and Wall**

Wall rotted out adjacent to fireplace. Either fix this or look at general building improvement, possibly opening/sliding doors. Insulate walls.

G Sran noted to speak to Mira for advice on who could provide funding and apply to community grants for this.

If there is money in Subcommittee account, then they wouldn't have to wait for funding, but as there is no money available in hall account, they would need to wait for funding.

###### **2. Front Verandah**

Yvonne noted the corrugated iron on roof of veranda

G Sran advised this may be possible in with post boxes.

Council is currently looking at the condition of halls etc but are unable to fund. They can advise what needs done but are not able to provide funding.

##### **3.2 TOILET FACILITY:**

###### **1. Improve Toilet & Hot Water Facility**

Yvonne advised that council employs a cleaner and IJSC provides the cleaner. The cleaner would like to use hot water to mop the floor and clean. If hot water goes on, public can use it and this adds costs on the power bill.

There was a suggestion of maybe rerouting the tub/sink that is in one of the toilets, to the kitchen. Or installing a removable tap

G Sran advised it may be possible to ask if council can reimburse some of their power bill, possibly paying every second bill etc.

It was noted also that the cleaners' cupboard gets vandalised and would like to know if there was a way to improve the cupboard security.

ACTION POINT: G Sran will follow up if able to do something with the power bill

## **2. Toilet Signs**

G Sran advised these have been passed onto Transport team.

ACTION POINT: G Sran to follow up with transport team and let committee know

Committee to remove existing public toilet sign once new ones are up.

## **3. Cleaner Contract**

Cleaner asked council to pay for vacuum, mop, products etc.

Committee advised by Rick that council will pay for cleaning supplies.

ACTION POINT: G Sran will advise when contract is ready

It was clarified that the cleaner was to purchase items and seek reimbursement.

## **4. Boundary Line**

If wanting to check where the boundary is it would require hiring a surveyor. Approx 1.5m either side.

G Sran advised not to worry unless the neighbour was selling, as this is not a straightforward answer.

## **5. NZ Post**

G Sran advised that NZ Post decided to put in front next to main entrance. They later realised no approval from the subcommittee had been made.

It was agreed that the room next to the Civil Defence room could be a better place for this. This has been passed onto NZ Post. A new quote will be required due to the sizing of the window.

Rental is approximately \$1000/pa which will go to the subcommittee. The subcommittee members are adamant that they do not want this money spent on cleaning products.

ACTION POINT: G Sran to check who NZ Post contract is with; the subcommittee or council.

## **6. Insurance**

Council has insured the hall at Council cost at present. Once it has been correctly measured etc, this will be amended.

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

G Sran advised of the process.

**RESOLVED** that the Inangahua Junction Hall Subcommittee discuss general business items

**A Maree/T McCarthy**  
3/3

**CARRIED UNANIMOUSLY**

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- There being no further business the meeting concluded 1.43pm
  - **Next meeting:** *To Be Confirmed*
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**Confirmed:** ..... **Date:** .....

**INANGAHUA JUNCTION 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 Inangahua Junction Subcommittee receive the Action Point report for information.**

**INANGAHUA JUNCTION HALL SUBCOMMITTEE  
ACTION POINTS**

<b>No.</b>	<b>Details</b>	<b>Responsible</b>	<b>Update</b>	<b>Required by:</b>
1	<b>19 July 2022</b> Follow up to see if able to do anything with power bill due to cleaner wanting to use hot water but this would mean public use of hot water also	G Sran		August 2022
2	<b>19 July 2022</b> Follow up on public toilet signs	G Sran		August 2022
3	<b>19 July 2022</b> Advise when cleaner contract is ready	G Sran		August 2022
4	<b>19 July 2022</b> Check to see if NZ Post contract is with subcommittee or council	G Sran		August 2022

**INANGAHUA JUNCTION HALL SUBCOMMITTEE**

**2 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 Inangahua Junction Hall Subcommittee elect a Chairperson**

**INANGAHUA JUNCTION HALL SUBCOMMITTEE**

**2 MARCH 2023**

**AGENDA ITEM 6**

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

**FINANCE REPORT**

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**1. DRAFT RECOMMENDATION**

**That the Inangahua Junction Hall Subcommittee receive the financial report for information.**



**INANGAHUA JUNCTION HALL SUBCOMMITTEE**

**2 MARCH 2023**

**AGENDA ITEM 7**

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

**GENERAL DISCUSSION**

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**1. DRAFT RECOMMENDATION**

**That the Inangahua Junction Hall Subcommittee discuss general items**