



AGENDA

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

1.00pm, Tuesday 19 July 2022

at the

Inangahua Junction Hall

Inangahua Hall Subcommittee Copy

VENUE: Inangahua Hall



19 July 2022 01:00 PM

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INANGAHUA JUNCTION HALL SUBCOMMITTEE

19 JULY 2022

AGENDA ITEM 1

Prepared by Krissy Trigg
Acting Group Manager Community Services

APOLOGIES

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

19 JULY 2022

AGENDA ITEM 2

Prepared by Krissy Trigg
Acting Group Manager Community Services

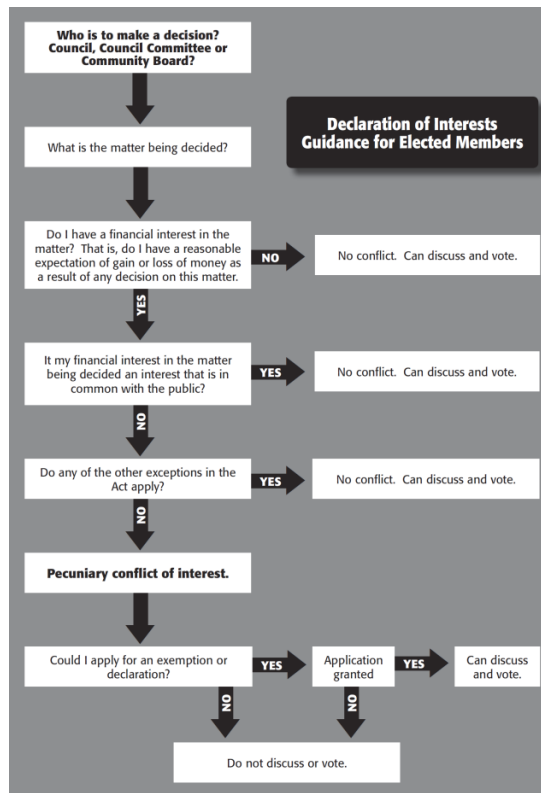
MEMBERS INTEREST

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

19 JULY 2022

AGENDA ITEM 3

Prepared by Krissy Trigg
Acting Group Manager Community Services

CONFIRMATION OF MINUTES

1. DRAFT RECOMMENDATION

That the Inangahua Junction Hall Subcommittee receive and confirm previous minutes from 2 November 2021.



MEETING OF THE INANGAHUA JUNCTION RESERVE AND HALL SUBCOMMITTEE AT 3PM, 02 NOVEMBER 2021 AT THE INANGAHUA JUNCTION HALL.

PRESENT: Yvonne Hammond (Chair), Toni McCarthy, Karma White, Lorraine Tewi. Almond Marree joined the meeting at 3.06pm

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

MEETING DECLARED OPEN AT 3.02am

1. APOLOGIES (p3)

Discussion:

RESOLVED:

That there are no apologies to be received and no requests for leave of absence.

Toni McCarthy/Lorraine Tewi

4/4

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (p4)

Discussion:

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

Lorraine Tewi/Yvonne Hammond

4/4

CARRIED UNANIMOUSLY

3. CONFIRMATION OF MINUTES (p5)

Discussion:

Yvonne said there should be an alteration to page 8 as Almond was Treasurer not Secretary.

Video to do with duties and funding didn't happen. Krissy to follow up.

Lorraine Tewi noted a donation paid not was not reflected in the financial statements.

The Inangahua Junction volunteer rural firefighting force had donated \$500 which was put forward for electricity for the defibrillator.

Chairs and a fridge donated by community for the community are to be held at the hall. The financials do not reflect that. Assets donations are made as resource to the community hall, including the bbq which is to go into assets

In the funding line, there should be a donation.

RESOLVED that the Inangahua Junction Hall Subcommittee receive and confirm minutes from the meeting of 11 July 2020

Lorraine Tewi/Yvonne Hammond

5/5

CARRIED UNANIMOUSLY

4. GENERAL BUSINESS (p10)

Discussion:

Changes in membership were noted. Changes are to be formally agreed to by Community Environment & Services Committee for approval.

Terms of Reference financial

RESOLVED That the Inangahua Junction Hall Subcommittee:

1. Discuss general business items, to be limited to discussions and timelines.
2. Recommend to the Community, Environment and Services Committee that Toni McCarthy be appointed to the subcommittee;
3. Recommend to the Community, Environment and Services Committee that Deano Parker be removed from the subcommittee;
4. Advise the Community, Environment and Services Committee that Deborah Davey has resigned from the subcommittee;
5. Recommend to the Community Environment and Services Committee the following to be included in the Inangahua Hall Subcommittee Terms of Reference:
“Other delegations and responsibilities:
 - *All invoices for goods and/or services costing no more than \$5,000 for budgeted items and \$500.00 for non-budgeted items may be authorised for payment by the Chairperson and the Subcommittee.*
 - *Approval for the payment of invoices over \$5,000.00 for budgeted items and \$500.00 for non-budgeted items must also be authorised by a Council staff member with appropriate delegated authority.”*
6. Receive the Annual Financial Return for the year ended 30 June 2021 for information

Public Toilets

Krissy Trigg (Acting GM Community Services) provided a verbal update on the toilet facilities, apologising for the delay.

Setting up a contractor to maintain the toilet facilities was discussed. This was supposed to have been part of the development of the hall and the subcommittee had been working with Rick Barry.

Communication had since been a problem and Karma did not want to undertake the work due to administration requirements.

There was further discussion regarding funding of the toilets.

Ms Trigg would send a link to Toni for an application to the Annual Plan, along with the health and safety video. Confirmation that this video had been watched would be needed.

Invoices for cleaning equipment and labour could be sent to Council.

The hours of operation were discussed.

Ms Trigg would provide information and suggested a workshop be held to make a decision. There were also questions regarding how often the toilets needed to be cleaned etc.

Provision of rubbish bins and sanitary units was also necessary.

Meetings:

Frequency of formal meetings was twice a year and as many workshops as needed could be held.

Bronwyn Little (Policy Advisor) noted budgets needed to be worked through in a workshop.

A formal meeting to tick off the financial statements would be necessary.

Krissy Trigg would be the point of contact at Council until Rick Barry's replacement was appointed.

Support

Ms Trigg noted that Sharon Mason (Chief Executive Officer) had mandated that hall and reserve subcommittees needed to be resourced adequately and that this was important to Council.

Funding

Mayor J Cleine suggested meetings would be necessary around grant applications and Mira Schwill (Communications & Community Services Officer) would be able to assist with funding rounds.

Ms Trigg would put Ms Schwill in contact with Yvonne Hammond (Chair) and Lorraine Tewi (Deputy Chair).

Community, Environment and Services Committee meetings were held every second month and grant funding was considered then. Ms Trigg would ask Ms Schwill to forward details.

Revitalisation funding closed two weeks ago and the next round was in February. There are many different funding streams available.

Ms Hammond mentioned local interest matters including the Inangahua School and the local Post Shop.

NZ Post

Ms Trigg advised that Council had been approached by NZ Post to move post boxes over to the hall. No proposals were on the table and these would be forwarded to the subcommittee when the time comes.

Yvonne Hammond/Toni McCarthy
5/5
CARRIED UNANIMOUSLY

The next meeting would be confirmed when grants and funding was known.

- There being no further business the meeting concluded at 3.36 pm
- **Next meeting:** *To Be Confirmed*

Confirmed: **Date:**

INANGAHUA JUNCTION HALL SUBCOMMITTEE

19 JULY 2022

AGENDA ITEM 4

Prepared by Gary Sran
Team Leader Community Facilities

GENERAL BUSINESS

1. BACKGROUND

The Inangahua Junction 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 Necessary Building Repairs:

1. Super Room Window and Wall
2. Front Verandah

3.2 Toilet Facility:

1. Improve Toilet & Hot Water Facility
2. Toilet Signs
3. Cleaner Contract

3.3 Clarification of process for future appointment of reserve committee after October local elections.

3.4 Other General Business:

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

1. Review Boundary Lines

2. NZ Post

- i. Room Development
- ii. Rental Income

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.