



AGENDA

Meeting of the:
**Waimangaroa
Reserve and Hall Subcommittee**

**Monday 7 March 2022 at
5:00pm**

**This meeting is to be held via ZOOM
in order to comply with COVID-19
health guidelines**



Waimangaroa Reserve & Hall Subcommittee

Venue: Waimangaroa Reserve Hall

07 March 2022 05:00 PM - 07:00 PM

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WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE

7 MARCH 2022

AGENDA ITEM 1

Prepared by - Krissy Trigg
- Acting Group Manager Community Services

APOLOGIES

1. REPORT SUMMARY

That the Waimangaroa 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 Waimangaroa Reserve and Hall Subcommittee receives an apology from (insert committee members name).

WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE

7 MARCH 2022

AGENDA ITEM 2

Prepared by - Krissy Trigg
- Acting Group Manager Community Services

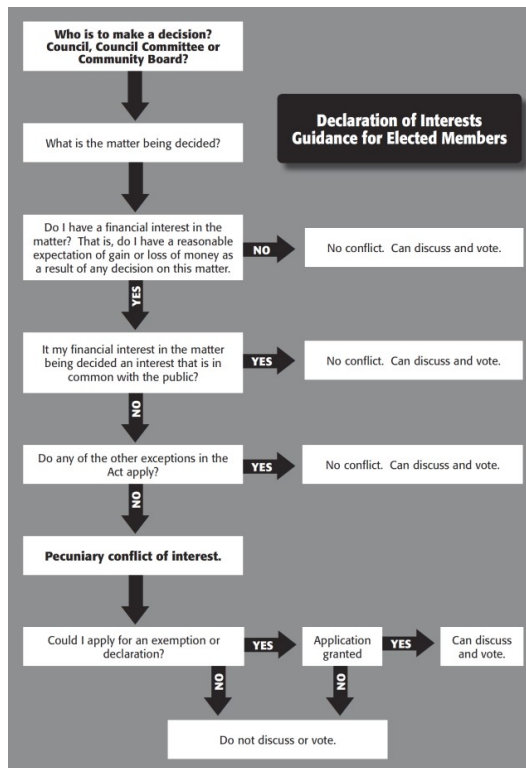
MEMBERS INTEREST

Members of the Waimangaroa 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 Waimangaroa reserve and hall subcommittee members disclose any financial or non-financial interest in any of the agenda items.



WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE

7 MARCH 2022

AGENDA ITEM 3

Prepared by - Krissy Trigg
- Acting Group Manager Community Services

CONFIRMATION OF MINUTES

1. DRAFT RECOMMENDATION

That the Waimangaroa Reserve and Hall Subcommittee receive and confirm previous minutes from 25 June 2020.



MEETING OF THE WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE AT 5.30PM, THURSDAY 25 JUNE 2020 AT THE WAIMANGAROA RESERVE HALL.

PRESENT: Susan Lightbown, Barry Lightbown, Allan Brown, Pamila Brown, Beverley Morrow, David Orchard, Carmel Whittle

IN ATTENDANCE: Mary Wilson (Executive Assistant Commercial & Corporate Services)

APOLOGIES: Tyler Croft

MEETING DECLARED OPEN AT 5:45Pm

1. APOLOGIES (p3)

Discussion

An apology was received from Tyler Croft.

RESOLVED that the Waimangaroa Reserve and Hall Subcommittee receive and accept apologies from Tyler Croft.

Bev Morrow/Sue Lightbown

7/7

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (p4)

Discussion

Nil

RESOLVED that Members of the **Waimangaroa Reserve and Hall Subcommittee** did not disclose any financial or non-financial interests relating to agenda items.

CARRIED UNANIMOUSLY

3. ACKNOWLEDGEMENT AND RECOGNITION OF PREVIOUS BOARD (p5)

Discussion

Previous members are to be recognised.

RESOLVED that the **Waimangaroa Reserve and Hall Subcommittee** agree to recognise the dedication and level of contribution from past committee members of the Waimangaroa Reserve Board and thanks them for their effort.

Bev Morrow/Carmel Whittle

7/7

CARRIED UNANIMOUSLY

4. APPOINTMENTS TO THE WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE (p6)

Discussion

The subcommittee are to decide on a voting system, then make appointments to the Chairperson, Deputy Chairperson, Secretary and Treasurer roles.

RESOLVED that the Waimangaroa Reserve and Hall Subcommittee:

1. Refer to clause 5.6 of Buller District Council's Standing Orders to choose either System A or System B to determine a voting system to appoint the chairperson, deputy chairperson, secretary and treasurer; and
2. Accept nominations for the positions of chairperson, deputy chairperson, secretary and treasurer and use the above agreed voting system to appoint these positions.

Barry Lightbown/Sue Lightbown

7/7

CARRIED UNANIMOUSLY

System B voting system as per the Buller District Council Standing Orders was agreed upon.

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

Chairperson

Appointed: Beverley Morrow

Deputy Chairperson

Appointed: Barry Lightbown

Secretary

Appointed: David Orchard

Treasurer

Appointed: David Orchard

RESOLVED that the Waimangaroa Reserve and Hall Subcommittee approve the nomination of **Beverley Morrow** to the role of **Chairperson**.

David Orchard/Barry Lightbown

7/7

CARRIED UNANIMOUSLY

RESOLVED that the Waimangaroa Reserve and Hall Subcommittee approve the nomination of **Barry Lightbown** to the role of **Deputy Chairperson**.

David Orchard/Bev Morrow

7/7

CARRIED UNANIMOUSLY

RESOLVED that the Waimangaroa Reserve and Hall Subcommittee approve the nomination of **David Orchard** to the role of **Secretary**.

Barry Lightbown/Sue Lightbown

7/7

CARRIED UNANIMOUSLY

RESOLVED that the Waimangaroa Reserve and Hall Subcommittee approve the nomination of **David Orchard** the role of **Treasurer**.

Bev Morrow/Allan Brown

7/7

CARRIED UNANIMOUSLY

5. TERMS OF REFERENCE (p8)

Discussion

General Terms of Reference including delegated authorities were presented to the meeting for discussion and information.

The Subcommittee were instructed to discuss the TOR further at a workshop and decide on the levels of delegated authority, meeting frequency, etc, that would be suitable for their situation. This will then go back to Council as a recommendation to adopt.

A workshop would be arranged to decide delegated authority and the frequency of meetings etc.

RESOLVED that the Waimangaroa Reserve and Hall Subcommittee receive the Terms of Reference for information.

Allan Brown/Sue Lightbown

7/7

CARRIED UNANIMOUSLY

6. CONFIRMATION OF MINUTES (p12)

Discussion

Minutes from 12 March 2020 were tabled.

RESOLVED that the Waimangaroa Reserve and Hall Subcommittee receive minutes from the Waimangaroa Reserve Board from 12 March 2020

David Orchard/Bev Morrow
7/7

CARRIED UNANIMOUSLY

7. FINANCIAL AND GOVERNANCE RESPONSIBILITIES (p16)

Discussion

An overview of the process was given, with a video shown. How to apply for external funding was discussed.

RESOLVED that the Waimangaroa Reserve and Hall Subcommittee discuss financial and governance responsibilities of being a subcommittee of Buller District Council.

Allan Brown/Carmel Whittle
7/7

CARRIED UNANIMOUSLY

8. GENERAL BUSINESS (p17)

Discussion

The Reserve Management Plan was briefly discussed.

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

Carmel Whittle/Sue Lightbown
7/7

CARRIED UNANIMOUSLY

-
- There being no further business the meeting concluded at 6.29pm.
 - **Next meeting:** To be confirmed
-

Confirmed: **Date:**

WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE

7 MARCH 2022

AGENDA ITEM 4

Prepared by Krissy Trigg
Acting Group Manager Community Services

GENERAL BUSINESS

1. BACKGROUND

The Waimangaroa Reserve and Hall Subcommittee are 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 Waimangaroa Reserve and Hall 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 the Waimangaroa Reserve and Hall Subcommittee Terms of Reference: *(to be confirmed)***
- 3. Receive the Annual Financial Return for the year ended 30 June 2021 for information**

3. ISSUES AND DISCUSSION

3.1 Terms of Reference

General terms of reference for all reserve and hall subcommittees were drafted and presented at the April 2020 full Council meeting. They were based on legislative provisions and requirements, examples from other councils and the terms of reference and delegations for the Inangahua Community Board. It was recommended that Council adopt these terms of reference as a starting point, to apply to all reserve and hall subcommittees. They included responsibilities and powers of both the subcommittees and Council.

More specific terms of reference, along with associated delegations, will be

needed to enable the subcommittees to carry out their responsibilities and powers. The subcommittee may wish to hold a workshop to discuss the terms of reference as other subcommittees have done.

It is noted that the main issue discussed to date by other subcommittees has been the matter of financial delegations. This subcommittee may wish to determine the financial delegations at this meeting for simplicity.

An example of a specific financial delegation is as follows:

“Other delegations and responsibilities:

- *All invoices for goods and/or services costing no more than \$5,000 for budgeted items, and \$1,000 for non-budgeted items may be authorised for payment by the Chairperson or Secretary of the Subcommittee.*
- *Approval for the payment of invoices over \$5,000 for budgeted items and \$1,000 for non-budgeted item must be authorised by a Council staff member with appropriate delegated authority*

As the subcommittees are formally and legally part of Council there must be approval by Council of any changes to the terms of reference. This is simply done with a report to Council seeking confirmation of any new provisions.

3.2 Annual Financial Return:

The Annual Financial report for the year ended 30 June 2021 is attached for information (Appendix 2).

3.3 Hall Upgrade

Discuss the work being undertaken on the Hall (funding provided through Council from the Halls and Memorials funding under the Provincial Growth Fund).

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 Focused, 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.

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 fund associated to the terminated Subcommittee, or reallocated to another reserve or fund 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.

Waimangaroa Reserve Sub-Committee

**Statement of Receipts and Payments
For the Year Ended 30 June 2021**

| RECEIPTS | | \$ | PAYMENTS | | \$ |
|---|----------------------------|-----------|--|--------------------------------|-----------|
| Opening Bank A/c Balance on 1 July 2020 | | 726.63 | Capital: | Buildings/Fencing | |
| Less Unpresented Cheques | | | | Drainage | |
| | | 726.63 | | Grass & Sports Fields | |
| Plus Rent Outstanding | | 600.00 | | Plant/Tools | |
| Plus Investment A/c's | | 0.52 | | | |
| Sub-total | | 1327.15 | | | |
| Grants: | Government Council | | Operations: | Wages & ACC | |
| | | | | Materials & Tools | |
| | | | | General Repairs | |
| | | | | Power | 811.67 |
| | | | | Fuel/Lawn Mowing | |
| Rents: | Lease Rentals | | | Fundraising - Trees | |
| | Hall Hire | 100.00 | | Unrecoverable Rent | |
| | Camping Fees | | Admin: | Printing, Stationery & Postage | |
| | Sports Bodies Fees | | | Advertising | |
| | Rent Owing - unrecoverable | -600.00 | | Secretary Salary | |
| | | | | Insurance | |
| Sales: | Fundraising | | | Rates | |
| | Events - Car Boot Sales | 20.00 | | Bank Fees/RWT | |
| | | | | | |
| Interest Received | | | Sub-total | | 811.67 |
| Donations | | | Closing Bank A/c Balance on 30 June 2021 | | 34.96 |
| Other | | | Less Unpresented Cheques | | |
| | | | Plus Cash on Hand | | |
| | | | Plus Investment A/cs | | 0.52 |
| TOTAL | | 847.15 | TOTAL | | 847.15 |

Statement of Assets and Liabilities as at 30 June 2021

| LIABILITIES | \$ | ASSETS | \$ |
|--------------------|-----------|---------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL | | TOTAL | |

I declare that the information in this report is correct, and that it provides a true and complete account of both the receipts and payments of the Reserve Sub-Committee for the year ended 30 June 2021 and of the assets and liabilities at that date.

Dated at: _____ 2021 _____ Chairperson

The Buller District Council having performed an audit of this annual report is of the opinion that it presents a true and fair view of the Reserve Sub-Committee's financial position as at 30 June 2021 and the results of operations for the year ended at that date.

Dated at: _____ 2021 _____ Accountant

Annual Report of Operations of the _____ Reserve Sub-Committee

For the financial year ended 30 June 2021

Presented in accordance of section 88 of the Reserves Act 1977, at the Annual Meeting of the Reserve Sub-Committee.

Members of the Reserve Sub-Committee:

Name and address of Secretary:

Bank:

Branch:

Classification of Reserve/Hall and its principal use (e.g. camping, sports):

Number of days on which charges were made for admission:

Work done during the year (either completed or in progress):

Permanent improvements now existing on Reserve / in Hall:

Proposed work and operations for next year:

Total Area of Reserve:

Reserve Leases:

| Name of Tenant | Area Leased | Term (years) | Date Lease Expires | Annual Rental | Rent Paid during Year | Rent Arrears 30/06/2021 |
|----------------|-------------|--------------|--------------------|---------------|-----------------------|-------------------------|
| | | | | | | |
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