



AGENDA

Meeting of the:

**Mokihinui Reserve and Hall
Subcommittee**

Monday 23 February 2023

2.00pm at the

Mokihinui Hall

Reserve and Hall Subcommittees

Reports To:	Community, Environment & Services Committee
Chairperson:	[to be elected by the subcommittee]
Membership:	As appointed by the Community Environment and Services Committee
Meeting Frequency:	Twice a year
Quorum:	A majority of members (including vacancies)

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.

Mokihinui Reserve & Hall Subcommittee

VENUE: Mokihinui Domain Hall



23 February 2023 02:00 PM

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MOKIHINUI RESERVE AND HALL SUBCOMMITTEE

23 FEBRUARY 2023

AGENDA ITEM 1

Prepared by Krissy Trigg
Group Manager Community Services

APOLOGIES

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

23 FEBRUARY 2023

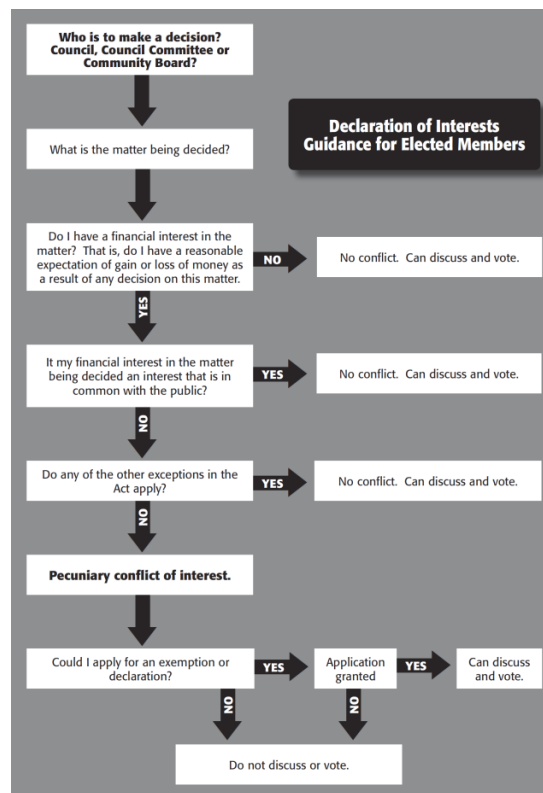
AGENDA ITEM 2

Prepared by Krissy Trigg
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

23 FEBRUARY 2023

AGENDA ITEM 3

Prepared by Krissy Trigg
Group Manager Community Services

CONFIRMATION OF MINUTES

1. DRAFT RECOMMENDATION

That the Mokihinui Reserve and Hall Subcommittee receive and confirm minutes from the previous meeting of 8 September 2022.

**MEETING OF THE MOKIHINUI RESERVE AND HALL SUBCOMMITTEE AT
10.00AM, 8 SEPTEMBER 2022 AT THE MOKIHINUI HALL**

PRESENT: C Woodward (Chair), K Cameron, M Coleman, R Sampson (Councillor)

IN ATTENDANCE: G Sran (Team Leader Community Facilities)

MEETING DECLARED OPEN AT 4.45pm

1. APOLOGIES (Page 6)

Discussion:

S Coleman, M McKinney and S McKinney

RESOLVED that the Mokihinui Reserve and Hall Subcommittee receive apologies from S Coleman, M McKinney and S McKinney

K Cameron / C Woodward

4/4

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (Page 7)

Discussion:

There was discussion as to whether J Woodward had an interest but as he is not a subcommittee member, he does not have speaking rights or voting rights. So, it is not necessary to have any declaration from him.

Nil

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

M Coleman / K Cameron

4/4

CARRIED UNANIMOUSLY

3. CONFIRMATION OF MINUTES (Page 8)

Discussion:

Nil

RESOLVED that the Mokihinui Reserve and Hall Subcommittee receive and confirm previous minutes from 10 October 2021.

K Cameron / M Coleman
4/4

CARRIED UNANIMOUSLY

4. ACTION POINT LIST (Page 16)
Discussion

Cr R Sampson requested that the subcommittee members advise her when there are issues as opposed to waiting for the meetings to find out that things are not right.

Each of the items were addressed.

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

Not moved

5. GENERAL BUSINESS (Page 18)
Discussion

Signatories: Decided to keep status quo until after the election.

Funding: Subcommittee members were reminded of the required processes and details for requesting funding from Council.

Insurance: Council will be paying hall insurances for the subcommittees. Possible reimbursement to come.

Frequency of Formal Meetings: It was agreed to wait until after the election.

Eftpos Machine: Would like this to be up and working. Members to decide on a plan and contact bank to organise.

Coin Operated Shower: Quote provided for coin operated timers. This quote does not include the price for the Plumber. There was a difference of opinion between present members as to whether this should go ahead or not.

An email is to be sent to subcommittee members to see who would agree to having timers put in and who would be against it in order to get an indication as to whether this should be pursued.

There was a list of prioritised items presented and members agreed to view and discuss this as a group outside the formal meeting and bring it back to a formal meeting with Council.

Subcommittee members are requested to provide quotes for the works that are required.

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

Not Moved

-
- There being no further business the meeting concluded at
 - **Next meeting:** TBA.
-

Confirmed: **Date:**

MOKIHINUI RESERVE AND HALL SUBCOMMITTEE

23 FEBRUARY 2023

AGENDA ITEM 4

Prepared by Krissy Trigg
Group Manager Community Services

ACTION POINT LIST

1. 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	Motel unit block: Contact Micky Adams regarding completing and tidying up new kitchen, toilets and ablution block.	Jeff	<ul style="list-style-type: none"> Financed out of loan. Breather pipe installed and kitchen is finished. Needs to be signed off More funds required, Micky Adams to provide quote <p>Break down of Subcommittee account required including insurance claims and pay outs. This could be used for the motel units.</p>	February 2022 February 2023	
5.	17 May 2020	Caretakers salary: who is to now pay the caretakers salary and is he now considered an employee of Council?	Acting GM Community Services	<p>Legal advice required on contract. Bonus of a % of takings</p> <p>Council working on this. J Woodward to pass copy of current contract on to all committee members for discussion and approval</p>	June 2022 February 2023	
6.	17 May 2020	Leasing of campground as a private business: was discussed, the possibility of this is to be asked of Council.	Acting GM Community Services	<p>Bigger issue to be looked at in relation to all other campgrounds</p> <p>Carried over to next meeting</p>	June 2022 February 2023	

MOKIHINUI RESERVE AND HALL SUBCOMMITTEE

23 FEBRUARY 2023

AGENDA ITEM 5

Prepared by Krissy Trigg
Group Manager Community Services

APPOINTMENT OF CHAIR AND VOTING IN OF SUBCOMMITTEE MEMBERS

1. DRAFT RECOMMENDATION

- a) That the Mokihinui Reserve and Hall Subcommittee elect a Chairperson**

- b) That the Mokihinui Reserve and Hall Subcommittee elect the following people onto the subcommittee: Faye Spilanne, Sailas Coleman, Kim Camron, Hayley Brunner**

MOKIHINUI RESERVE AND HALL SUBCOMMITTEE

23 FEBRUARY 2023

AGENDA ITEM 6

Prepared by Krissy Trigg
Group Manager Community Services

FINANCE REPORT

1. DRAFT RECOMMENDATION

That the Mokihinui Reserve and Hall Subcommittee receive the financial report for information.

MOKIHINUI RESERVE AND HALL SUBCOMMITTEE

23 FEBRUARY 2023

AGENDA ITEM 7

Prepared by Krissy Trigg
Group Manager Community Services

GENERAL DISCUSSION

1. DRAFT RECOMMENDATION

That the Mokihinui Reserve and Hall Subcommittee discuss general items