



# AGENDA

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

**Commencing at 5:00PM**  
Sunday 6 April 2025

*To be held at the*  
Waimangaroa Domain  
Corner of Sunderland Street and Newcastle Street  
Waimangaroa

# Reserves And Halls Subcommittees

**Reports to:** Risk and Audit Committee

**Meeting Frequency:** Annually and as required

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## **1. PURPOSE:**

- 1.1 The purpose of Reserve and Hall Subcommittee is to manage the X reserve and hall with the support of Council;
- 1.2 In making these delegations the Council recognises that it is ultimately responsible for the reserves and halls in the district under the Instrument of Delegation for Territorial Authorities dated 12 June 2013 and as the administering body (specific to each reserve) under S.40 Reserves Act 1977.

## **2. COUNCIL RESPONSIBILITIES:**

- 2.1 The Risk and Audit Committee will appoint members of the Subcommittees under Schedule 7 cl31(2) LGA 2002
- 2.2 In partnership with the Subcommittee and local community endeavour to develop Reserve Management Plans in accordance with s41 Reserves Act 1977, to provide clear guidelines for maintenance and development programmes in the best interests of the local community and District and within the provisions of the Reserves Act 1977.
- 2.3 If disputes arise concerning these terms of reference or any other matter concerning the Subcommittee, cooperatively work to find a resolution with all parties adhering to the Principles of Governance as set out in Section 3 of the Council's Code of Conduct;
- 2.4 If a dispute resolution cannot be reached, to use an appropriate independent mediator to mediate between the parties or an arbitrator to help produce a resolution which is acceptable to both parties and does not in any way contradict the provisions and responsibilities of Council as set out in the LGA 2002 or the Reserves Act 1977;
- 2.5 To produce and distribute the Subcommittee Order Paper for the formal annual/biennial subcommittee meeting, give public notice for the meeting and, if required, to provide secretarial support at the meeting;

## **3. GENERAL TERMS OF REFERENCE:**

The Subcommittees

- 3.1 Are to be formally appointed by the Risk and Audit Committee under cl30 (2), Schedule 7 LGA Act 2002, which has the power under cl30(b), Schedule 7 LGA2002 to discharge or reconstitute the subcommittee and under cl31(2) to appoint and discharge members of the Subcommittee
- 3.2 Will be discharged on the coming into office of the members of Council elected at the triennial general election of members unless Council resolves otherwise
- 3.3 Will be formally appointed by Council following the Local Government triennial election of members in the following way:

Following a call for expressions of interest from those living within the local area who have been nominated by at least two residents or ratepayers within the local area and have the skills, attributes, or knowledge that will assist the work of the subcommittee

- 3.4 Is subject in all things to the control of the Risk and Audit Committee (s30 (4) Schedule 7 LGA 2002) and must carry out all general and special directions of the Risk and Audit Committee given in relation to the Subcommittee or its affairs;
- 3.5 Is prohibited from the disposing of or purchasing of land or buildings without the express approval of the Risk and Audit Committee and/or Council, whichever is appropriate; and
- 3.6 Is prohibited from appointing any subordinate body.

**4. The role of Reserve and Halls Subcommittees is to:**

- 4.1 Manage the reserve and hall for the benefit of the local community and wider district (including all that land identified in Appendix 1) in accordance with the Reserves Act 1977 and the Reserve Management Plan when it is completed and approved;
- 4.2 Develop, in partnership with Council, Reserve Management Plans where required and within Council’s budgets as set out in Council’s Annual Plan;
- 4.3 Make recommendations to council on property (including land & buildings) acquisitions and disposals in relation to the reserve or hall.
- 4.4 Develop and approve an annual budget each financial year to achieve 4.1 above

**5. Delegations**

The delegations to the Subcommittee are as follows:

- 5.1 The maintenance and operation of the reserve
- 5.2 The negotiation of Licences to Occupy for the reserve provided such licence shall be temporary in nature (up to 3 years) and capable of being terminated on no more than one month’s notice, and be in accordance with The Reserves Act 1977 Section 74 Licences to Occupy reserves temporarily
- 5.3 The letting of facilities
- 5.4 The setting of fees and charges for the reserve (Council to be advised of fees and charges for each following financial year by February of each year)
- 5.5 The raising and expenditure of finance (in accordance with the financial delegations below)
- 5.6 To enter contracts necessary for the efficient running and suitable use of the reserve in accordance with the financial delegations below;

**6. FINANCIAL**

- 6.1 Invoices  
All invoices for goods and/or services costing no more than \$10,000 for budgeted items, and \$2,000 for non-budgeted items may be authorised for payment by the Treasurer and Secretary of the Subcommittee.  
Approval for the payment of invoices over \$10,000 for budgeted items and \$2,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority.
- 6.2 Contracts  
All contracts for goods and/or services costing no more than \$10,000 for budgeted items, and \$2,000 for non-budgeted items may be authorised by the Treasurer and Secretary of the Subcommittee.  
Approval of contracts over \$10,000 for budgeted items and \$2,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority

**7. EXERCISE OF DELEGATIONS**

In exercising the delegated powers, the Subcommittee will operate within:

- 7.1 Policies, plans, standards or guidelines that have been established and approved by Council;
- 7.2 The annual budget as approved by the Risk and Audit Committee;
- 7.3 All general and special directions of the Risk and Audit Committee and Council given in relation to the Subcommittee.

**8. POWER TO DELEGATE**

The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee or person.

## **9. CESSATION OF SUBCOMMITTEE**

9.1 The Subcommittee may be terminated by resolution of the Risk and Audit Committee or Council;

9.2 If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve associated to the terminated Subcommittee

## **10. Matters which are not delegated by council:**

10.1 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; or
- Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like

10.2 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

## **11. Membership**

The membership of the Subcommittee consists of:

11.1 One Ward member elected under the Local Electoral Act 2001; and

11.2 Appointed members – up to 10 following a call for expressions of interest from those living within the local area who have been nominated by at least two residents or ratepayers within the local area and have the skills, attributes, or knowledge that will assist the work of the subcommittee

## **12. Officers of the Subcommittee**

The Subcommittee must have a chairperson, secretary, and treasurer and up to seven committee members who shall be appointed by Council (as outlined in 3.3 above)

12.1 The Chair's main duty is to guide the meeting so that fair and satisfactory decisions are reached on the various items on the agenda.

12.2 The Secretary shall summon the meetings, co-ordinate the agenda for meetings and workshops, keep a true record of the proceedings and distribute these to members and the Risk and Audit committee as soon as practicable. Noting that the annual or biennial formal meeting will be managed by council staff.

12.3 The Treasurer is responsible for oversight of payments made, and deposits to, the subcommittee's nominated bank account; and to prepare income and expenditure accounts with a balance sheet at the end of the financial year to be audited by Council. The annual balance date for all financial reports shall be June 30th.

## **13 FINANCIAL ACCOUNTABILITY**

13.1 The Subcommittee shall:

- i) Develop and approve an annual budget each financial year
- ii) Provide its Annual budget by the dates specified by Council's Risk and Audit Committee for approval;
- 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) Provide its Annual Report and Annual Accounts to the Council’s Chief Financial Officer, by the date specified by Council for review on the understanding this review will form part of the information Council will present during its overall annual Audit.
- 13.2 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.

**14 CONTACT WITH MEDIA**

Chairperson may speak on behalf of the subcommittee provided that:

- i) media comments must not state or imply that they represent the views of the Council;
- ii) where the chair is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view;
- iii) media comments must observe the other requirements of the Code (of Conduct), e.g. not disclose confidential information; compromise the impartiality or integrity of staff; or avoids aggressive, offensive or abusive comments which reflects adversely on the member or the Council; and
- iv) media comments must not be misleading and should be accurate within the bounds of reasonableness.

All Subcommittee Members are free to express a personal view in the media, at anytime, provided i) to iv) above are observed.

**15 Frequency of meetings**

- 15.1 The Subcommittee shall hold at least one formal meeting per year.
- 15.2 This formal meeting will be administered by Council and follow all requirements for council meetings including agenda compilation (with Chair), advertising, distribution of agenda, secretarial and officer support at meeting if required and preparation and distribution of minutes;
- 15.3 For the avoidance of doubt, this clause does not prevent the Subcommittee holding informal meetings, workshops or working bees outside of the formal meeting schedule

**16 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.

**17 QUORUM**

The quorum at a meeting of the Subcommittee shall consist of:

- Half of the members if the number of members (including vacancies) is even; or
- A majority of members if the number of members (including vacancies) is odd.

**18 REMUNERATION**

No honorarium or meeting allowance will be payable to Subcommittee members unless first agreed by formal resolution of the Risk and Audit Committee.

**19 OTHER DELEGATIONS AND RESPONSIBILITIES**

These general provisions and delegations can be superseded by specific Reserve Management Plans and Reserve and Hall Subcommittee Terms of Reference and Delegations in consultation with the subcommittee and as resolved by the Risk and Audit Committee.

# Waimangaroa Reserve & Hall Subcommittee

Venue: Waimangaroa Domain, Corner of Sunderland and Newcastle Street, Waimangaroa



06 April 2025 02:30 PM

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**WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE**

**6 APRIL 2025**

**AGENDA ITEM: 1**

**Prepared by** Jack Hill  
Subcommittee Liaison Officer

**APOLOGIES**

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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**

**6 APRIL 2025**

**AGENDA ITEM: 3**

**Prepared by** Jack Hill  
Subcommittee Liaison Officer

**Attachments** 1. Waimangaroa Reserve and Hall Subcommittee Minutes 11  
October 2024

**CONFIRMATION OF MINUTES**

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1. **DRAFT RECOMMENDATION**

**That the Waimangaroa Reserve and Hall Subcommittee receive and confirm the minutes of 11 October 2024.**



**MEETING OF THE WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE,  
HELD AT 5:30PM ON FRIDAY 11 OCTOBER 2024 AT THE WAIMANGAROA FIRE  
STATION, 64 MCGILL STREET, WAIMANGAROA**

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**PRESENT:** S Lightbown, B Lightbown, D Orchard, Cr T O'Keefe, B Morrow (Chair)

**APOLOGIES:** A Waghorn, S Brown, A Wiseman

**IN ATTENDANCE:** J Sellaiah (Subcommittee Liaison Officer), C McDonald  
(Governance Secretary)

**PUBLIC FORUM:** N/A

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**MEETING DECLARED OPEN AT: 5:33PM**

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**1. APOLOGIES (Page 8)**

**Discussion:**

Apologies – A Waghorn, S Brown and A Wiseman.  
A Perry, J McDonald and C Woodward did not tender any apologies or  
request a leave of absence.

**RESOLVED:**

That the Waimangaroa Reserve and Hall Subcommittee receives apologies  
from A Waghorn, S Brown and A Wiseman.

**D Orchard/Cr T O'Keefe**

**5/5**

**CARRIED UNANIMOUSLY**

**2. MEMBERS INTEREST (Page 9)**

**Discussion:**

B Lightbown – Purchased through staff discount at versatile homes the spouting  
for the domain. Will be billing the Council as Barry has paid for it and wishes to  
be reimbursed.

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

**Cr T O'Keefe / B Morrow**

**5/5**

**CARRIED UNANIMOUSLY**

**3. CONFIRMATION OF PREVIOUS MINUTES (Page 10)**

**Discussion:**

Nil

**RESOLVED** That the Waimangaroa Reserve and Hall Subcommittee receive and confirm previous minutes from 12 May 2024.

**D Orchard / Cr T O'Keefe**

**5/5**

**CARRIED UNANIMOUSLY**

**4. FINANCE REPORT (Page 15)**

**Discussion:**

The primary use for the Hall was confirmed as a Community Facility. The subcommittee went through the Finance Report and filled it out during the meeting. Jason will provide this to Finance.

**RESOLVED** That the Waimangaroa Reserve and Hall Subcommittee receive the finance report for information.

**B Morrow / D Lightbown**

**5/5**

**CARRIED UNANIMOUSLY**

**5. BUDGETS – PROPOSED PROJECTS / EXPENDITURE 2024-2025 (Page 18)**

**Discussion:**

There is still a workshop to be held in regard to the Proposed Projects/Expenditure.

The workshop is resolved to happen on Sunday 10 November 2024 with the location to be confirmed.

**RESOLVED** That the Waimangaroa Reserve and Hall Subcommittee discuss the Budgets – Proposed Projects / Expenditure 2024-2025

**Cr T O'Keefe / S Lightbown**

**5/5**

**CARRIED UNANIMOUSLY**

**6. REMOVAL OF BANK ACCOUNT SIGNATORIES AND CLOSURE OF ACCOUNT (Page 19)**

**Discussion:**

B Morrow, D Orchard and B Lightbown were identified as the signatories on the NBS Bank Account.

**RESOLVED** The Waimangaroa Reserve and Hall Subcommittee remove all of the signatories of the Waimangaroa Domain Board ANZ bank account and close the bank account with any remaining funds deposited into the Waimangaroa Domain Board NBS bank account.

Cr T O'Keefe / B Morrow

5/5

**CARRIED UNANIMOUSLY**

**7. GENERAL BUSINESS AND ACTION POINTS (Page 20)**

**Discussion:**

- J Sellaiah read a memo from K Trigg (Group Manager Community Services) regarding the Waimangaroa Domain Hall and the community.
- A query was raised around circulation of the memo to members of the subcommittee.

B Morrow left the meeting at 6:04PM

B Morrow returned at 6:05PM

- The memo is to be added to the minutes for confirmation at the next meeting.
- A care plan has been created for the planting that was done previously (Flora Project)
- A fundraising person is needed to write letters and ask for fundraising for Subcommittee projects.
- A quote from ROSCOS for \$22,000.00 was tabled for a War Memorial Walkway.
- A member of the community has asked about a kids park and is currently doing a survey in the community to identify support for this project.
- LANDSAR has expressed interest in helping out with the Hall and are excited about the space.
- J Sellaiah to distribute a template for hall hire.
- Domain Hall Update: Carpets, heat pumps, drains 90%, gibbing and plastering is done, painting to be finished this weekend. B Lightbown to work through the list of things to do to obtain a Certificate of Public Use. The floor, toilets, rail, carpark, spouting are still to be finished.
- The Draft Reserve Management Plan is due to go out for consultation and Subcommittee members were encouraged to get the local community involved.
- 

**RESOLVED** That the Waimangaroa Reserve and Hall Subcommittee discuss general business and advise of any action points to be completed or updated.

Cr T O'Keefe / S Lightbown

5/5

**CARRIED UNANIMOUSLY**

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- There being no further business the meeting concluded at 6:41PM
- **Next meeting: TBC**

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**Confirmed:** ..... **Date:** .....

UNCONFIRMED

## Memo

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To: Waimangaroa Reserve and Hall Subcommittee

From: Krissy Trigg

Date 01/10/2024

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### **RE: Assessment of invoices for Waimangaroa Community Hall refurbishment**

Following several complaints regarding the Waimangaroa Hall upgrade project, the Council can confirm that all invoices related to the expenditure for the Waimangaroa Community Hall refurbishment have been thoroughly assessed. Each item of plant and equipment purchased for the refurbishment was identified and confirmed to have been installed at the Waimangaroa Community Hall.

The Council appreciates the community's interest in this matter and for bringing it to officers' attention.

The Council would like to acknowledge and thank the subcommittee members for their ongoing work on the Waimangaroa Upgrade project and acknowledge them for their continuing commitment to their community.

## **WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE**

**6 APRIL 2025**

**AGENDA ITEM: 4**

**Prepared by** Jack Hill  
Subcommittee Liaison Officer

### **APPOINTMENT OF TREASURER**

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**1. DRAFT RECOMMENDATION**

- 1. That the Waimangaroa Reserve and Hall Subcommittee accept the resignation of David Orchard as treasurer.**
- 2. That the Waimangaroa Reserve and Hall Subcommittee appoint Sue Callahan as treasurer.**



## WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE

6 APRIL 2025

**AGENDA ITEM: 5**

**Prepared by** Jack Hill  
Subcommittee Liaison Officer

**Attachments** 1. Waimangaroa Action Points List

### **GENERAL BUSINESS AND ACTION POINTS**

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#### **1. DRAFT RECOMMENDATION**

**That the Waimangaroa Reserve and Hall Subcommittee discuss general business and advise of any action points to be completed or updated.**

1. Subscribing to Xero
2. Boundary moving to allow Northern Buller to join
3. Fundraising
4. Long-Term Plan
5. Road sign
6. Formation of website offer
7. Non-active members
8. Removal and appointment of Subcommittee Members (Action Point)

**Waimangaroa Reserve and Hall Subcommittee Action Points – CURRENT**

No	Meeting Date / Action Point	Responsible	Update	Date Required By

**Waimangaroa Reserve and Hall Subcommittee Action Points - COMPLETED**

Item	Issue	CLOSED ACTIONS	Progress	Assigned	Completion Date