



AGENDA

Meeting of the:

**Springs Junction/Maruia
Reserve and Hall Subcommittee**

Tuesday 6 September 2022

**10:00am at the
Maruia Hall**

Springs Junction/Maruia Reserve & Hall Subcommittee



VENUE: Maruia Hall

06 September 2022 10:00 AM

Agenda Topic	Page
1. Apologies	3
2. Members Interests	4
3. Previous Minutes	5
3.1 Previous Minutes from 19 November 2021	6
4. General Business	14
4.1 Attachment 1: Maruia 2022 Annual Report	16
4.2 Attachment 2: Springs Junction 2022 Annual Return	18

**SPRINGS JUNCTION/MARUIA
RESERVE & HALL SUBCOMMITTEE**

6 SEPTEMBER 2022

AGENDA ITEM 1

Prepared by Krissy Trigg
Acting Group Manager Community Services

APOLOGIES

1. REPORT SUMMARY

That the Springs Junction/Maruia Reserve & 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 Springs Junction/Maruia Reserve & Hall Subcommittee receives an apology from (insert subcommittee members name).

**SPRINGS JUNCTION/MARUIA
RESERVE & HALL SUBCOMMITTEE**

6 SEPTEMBER 2022

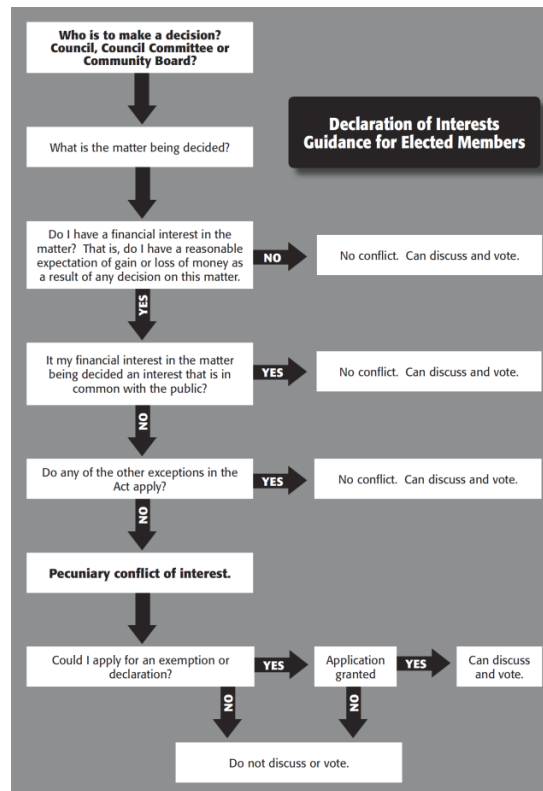
AGENDA ITEM 2

Prepared by Krissy Trigg
Acting Group Manager Community Services

MEMBERS INTEREST

Members of the Springs Junction/Marua Reserve & 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 Springs Junction/Marua Reserve & Hall Subcommittee members disclose any financial or non-financial interest in any of the agenda items.

**SPRINGS JUNCTION/MARUIA
RESERVE & HALL SUBCOMMITTEE**

6 SEPTEMBER 2022

AGENDA ITEM 3

Prepared by Krissy Trigg
Acting Group Manager Community Services

CONFIRMATION OF MINUTES

1. DRAFT RECOMMENDATION

That the Springs Junction/Maruia Reserve & Hall Subcommittee receive and confirm previous minutes from 19 November 2021.



MEETING OF THE SPRINGS JUNCTION/MARUIA RESERVE AND HALL SUBCOMMITTEE AT 10:00AM, 19 NOVEMBER 2021 AT THE SPRINGS JUNCTION FIRST AID ROOMS

PRESENT: Kathleen Bartlett, Peter Brooker (Chair), Margaret Brooker, Natalie Brailey (Secretary). Councillor Dave Hawes

Also present: Jerry Hohneck (FENZ)

APOLOGIES: Alison Candy (Treasurer), Byron Kelly, Bruce Thompson

IN ATTENDANCE: Krissy Trigg (Acting Group Manager Community Services), Bronwyn Little (Policy Advisor), Virginia Hill (Governance Assistant)

MEETING DECLARED OPEN AT 10.26am

1. APOLOGIES (p3)

Discussion:

Apologies were received from Alison Candy (Treasurer), Byron Kelly and Bruce Thompson.

RESOLVED that the Springs Junction/Maruia Reserve and Hall Subcommittee receive and accept apologies from Alison Candy, Byron Kelly and Bruce Thompson.

Margaret Brooker/Natalie Brailey
5/5

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (p4)

Discussion:

Nil

RESOLVED that Springs Junction/Maruia Reserve and Hall Subcommittee members disclose any financial or non-financial interest in any of the agenda items.

Peter Brooker/Natalie Brailey
5/5

CARRIED UNANIMOUSLY

3. CONFIRMATION OF MINUTES (p5)

Discussion:

3.1 Minutes

The minutes from the 15 July 2021 meeting were to be approved at the next formal meeting as these were not currently available.

The minutes of this meeting were taken by local members as Council staff were unable to attend the meeting due to weather conditions.

RESOLVED that the Springs Junction/Maruia Reserve and Hall Subcommittee receive and confirm minutes from the meeting of 15 July 2021 at the next formal meeting.

Kathleen Bartlett/Margaret Brooker

5/5

CARRIED UNANIMOUSLY

3.2 Council resources and support:

Krissy Trigg (Acting GM Community Services) informed the subcommittee that there had been a change to Rick Barry's former role and acknowledged that there had been under-resourcing of reserve and hall subcommittees.

Ms Trigg apologised for the subsequent lack of communication and an effort would be made to do better.

An appointment would be made to a focused role as the result of a directive from Sharon Mason (Chief Executive Officer) who wanted to ensure reserve and hall subcommittees were adequately supported.

In the interim, Ms Trigg would be a direct link into Council until the Team Leader Community Facilities was appointed. There would also be an assistant role who will communicate with subcommittees in order to ensure continuity.

3.3 Meetings and budgets

Ms Trigg indicated formal meeting frequency were generally twice a year and as many workshops as necessary could also be held.

A meeting would be required to set up annual budgets and another to check in to see if any assistance was needed.

The Team Leader Community Facilities would be completing reserve management and asset management plans, as well as looking after anything else that was required.

There would be much more Council assistance with annual budgets, health and safety and management and asset plans etc.

The timing of meetings in relation to the completion of audited account was discussed.

K Trigg advised that the Annual Plan was scheduled for around March and April 2022 and there was a new financial year on 01 July 2022.

Bronwyn Little (Policy Advisor) asked that financial information be given to Council by the end of July and August so reports could be completed by September.

A meeting could be held in September or October after the audit was done and potentially a meeting could be held earlier in the year to discuss budgets.

Budgets were usually set in workshops, rather than formal meetings.

Ms Little reminded the subcommittee that submissions for the Annual Plan need to be completed around March or April 2022.

Other grants were available as well, and it would be good to have a formal meeting to approve any submissions to the Annual Plan in March. These need to be drafted, go to consultation and adopted by the end of July.

Peter Brooker commented that September/October was not a good time and suggested September or even August would be better.

Krissy Trigg pointed out that this would depend on when the final audit was available and the target would be the first week in August.

4. GENERAL BUSINESS (p7)

Discussion:

4.1 Terms of Reference

Krissy Trigg (Acting GM Community Services) asked for confirmation that the Terms of Reference should include two formal meetings per year so this could be put before the Community, Environment & Services Committee for approval.

Financial delegations had been set at a previous meeting.

4.2 Leases and Licences to Occupy

License to occupy and lease and access agreements were discussed. It was noted that the fences and water troughs on the reserve land were owned by Natalie Brailey.

There was an existing Fire and Emergency NZ (FENZ) agreement which was established last year. Ms Little would provide this to the subcommittee.

This was part of a larger package of FENZ agreements throughout the Council area.

Natalie Brailey owned the service station and the public toilets were on land which is covered by a licence to occupy. Council toilets were on this land and the service station did the cleaning of this facility.

Once the Team Leader Community Facilities was appointed, leases and licenses would be a part of their job description and they would be able to negotiate with Natalie as the service station toilets were on their land.

There was further discussion regarding the use of the reserve land which was primarily used to cut and bale hay twice a year.

Health and safety aspects were discussed.

The agreement to cut the grass would run for another two years.

There was a conversation regarding whether the reserve should be subject to a license to occupy or an access agreement.

Ms Little noted that as hay was only being cut twice a year and the property was not being used every day, a property agreement may be an appropriate way to go. Ms Little would come back to the committee with more detail.

Peter Bailey suggested that an access agreement to cut baleage would need appropriate health and safety signage regarding machinery operating and this would be a simple procedure.

Cr Dave Hawes said there was an agreement to cut the grass for another two years and there was a need to put a correct procedure place.

The Fire and Emergency NZ (FENZ) lease arrangement was discussed

Jerry Hohnneck reported that FENZ had spent \$250,000 setting up trucks, the fire station and asphaltting. This was a community service and Search & Rescue shouldn't be paying for use of this facility for a first aid room and a shared agreement was needed.

When first set up, that building was gifted and this was not through the Council. FENZ was paying the power bill, had set up a UV system for clean water and paid for a gen set for use when the power goes off for Search & Rescue and St Johns ambulance.

There was discussion regarding the payment of charges on the Council land and facilities..

Ms Little advised that FENZ had approached Council to settle all licences and leases etc.

Jerry Hohnneck clarified that there was the old fire station and the first aid room next door which were on two different titles.

Ms Trigg indicated Rick Barry's replacement would be tidying this up and there were many aspects to be considered. As it fell on Buller District Council (BDC) as owner of that land, Council were liable and it was important that this be done properly.

Appropriate agreements and leases were necessary and this was a whole body of work to be completed. BDC would stay in communication in this regard.

Cr Dave Hawes agreed saying all health and safety and financial liabilities cascade to BDC.

It was important that this went through the filter of Council to make sure there was continuity, otherwise there was fragmentation.

Ms Trigg said consistency through the district was required and Council relied on subcommittees to make sure the “flavour” of the community was retained, however there must be oversight.

This process had not been resourced adequately in the past and this would change with the appointment of the Team Leader Community Facilities and their support officer.

Discussion continued regarding agreements (or lack thereof) currently in place.

It was agreed that formal agreements were needed as soon as possible. Jerry Hohneck noted that the first aid room was being used a lot with radio communication equipment etc and this area needed to be protected for the community. He asked for clarification of this process.

Ms Trigg noted that insurance was another issue which needed to be assessed and the Finance team at BDC were working on this.

Ms Little will review the agreement with FENZ in the interim and Jerry Hohneck would contact Ms Little to ensure requirements were made known.

There was a need to have certainty as FENZ wanted to install a heat pump and were currently not allowed.

RESOLVED that the Springs Junction/Maruia Reserve & Hall Subcommittee recommend that Buller District Council provide a formal access agreement for Fire & Emergency New Zealand (FENZ) for use of the first aid rooms.

Peter Brooker/Natalie Brailey
5/5
CARRIED UNANIMOUSLY

Cr Dave Hawes established that the facility was also used by St Johns Ambulance and said this was why an operational plan and long term operational plan incorporating all user groups was implemented.

JerryHohneck had discussions with Rick Barry in 2017 regarding transfer of the first aid building. Conditions were signed off by the Council in a letter which was read out. The basis of the agreement was in that letter and could be used as a template.

Ms Little took a photograph and would continue development of the document with Jerry Hohneck.

RESOLVED that the Springs Junction/Maruia 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 Springs Junction/Maruia Halls and Reserves Subcommittee Terms of Reference:
*'Frequency of meetings
The Subcommittee shall hold formal meetings 2 times a year'*

Peter Brooker/Natalie Brailey
5/5

CARRIED UNANIMOUSLY

3. Receive the Annual Financial Return for Springs Junction Domain & Hall Board for the year ended 30 June 2021 for information.

Cr Dave Hawes/Kathleen Bartlett
5/5

CARRIED UNANIMOUSLY

4.3 Financials

Natalie Brailey advised there had been difficulty sitting up bank accounts as the bank would not accept the financial return. This was working now however.

Peter Brooker noted the financial statements were only from the old domain board and that this was what was sent to Jenny Collins at Buller District Council (BDC).

There was no financial information available from the Springs Junction/Maruia Reserve & Hall Subcommittee.

The previous Treasurer for the domain board for the Maruia Hall Board was Annette Marr and Ruth Thompson had done some work as Treasurer.

ACTION POINT:

Krissy Trigg will follow up Maruia Hall Board financial accounts to complete the financial report for the new entity Springs Junction/Maruia Reserve & Hall Subcommittee.

Peter Brooker would send contact details as this had been an ongoing issue. The cheque account was still live and had no money in it but needs to be signed off from Annette Marr to close the account.

Mr Brooker would get Ruth to contact Krissy Trigg.

It was agreed that a new term deposit would be opened in the new entity name and the term would be decided at a later date.

RESOLVED that term deposit funds to be reinvested once they have been transferred over into the new entity name, Springs Junction/Maruia Reserve & Hall Subcommittee. The term was to be decided at a later date.

Kathleen Bartlett/Cr Dave Hawes

5/5

CARRIED UNANIMOUSLY

4.4 Development plans and maintenance:

Peter Brooker noted the rest area development needed a site inspection to proceed.

Mowing and spraying of the walkway had been discussed with regards to spraying chemicals. Recently the Department of Conservation (DOC) had been doing the annual gorse and broom control and they would take care of the domain area. The extent of ongoing maintenance required was not yet known.

Health and safety requirements for spraying and mowing need to be assessed or perhaps the work should be contracted out.

Ms Trigg indicated that if this work was done by a contractor they would have their own health and safety plan. If anyone else was doing it and charging the committee, they would need to watch the health and safety video to make sure it was being done in a safe manner.

Mr Brooker said it had been suggested by Byron Kelly and if doing the rest area development then there should be a conversation with DOC. Maruia was a key special area with relatively little gorse and broom and it would be good to use the DOC resource for some maintenance perhaps.

Jerry Hohneck commented that some spraying needed to be done. Two and a half thousand plants were planted in the native reserve and the aim was to grow more so the area requiring mowing could be decreased.

This was evolving over time. There were still some willows popping up but not a lot of spraying was needed just some regular spot spraying.

Cr Dave Hawes commented that it was necessary to watch the health and safety video to offset the health and safety risk.

Bronwyn Little (Policy Advisor) said there was a form to complete to confirm the video had been watched.

Cr Hawes wanted to make sure the community intent was kept on track as this was really important.

As an interim measure Council could take care of spraying and use of the safety video and planting etc should be facilitated through planning.

There was a need to nail this down so whoever came into the group had the same access to this information. This is the way it would succeed.

The site plan had been discussed however Cr Hawes had not seen it.

Peter Brooker said there were no real site plans for the kiosk. Planting would be a part of that area.

Cr Hawes suggested Jerry Hohneck had a lot of this information and will get a plan and mark it down so there are drawings of what was intended.

Ms Trigg advised these plans would need to be bought to Council to be presented for approval.

-
- There being no further business the meeting concluded at 11.34am
 - **Next meeting:** TBC
-

Confirmed: **Date:**

**SPRINGS JUNCTION/MARUIA
HALLS AND RESERVES SUBCOMMITTEE**

6 SEPTEMBER 2022

AGENDA ITEM 4

Prepared by Gary Sran
Team Leader Community Facilities

Attachment 1 Maruia 2022 Annual Return

Attachment 2 Springs Junction Return

GENERAL BUSINESS

1. BACKGROUND

The Springs Junction/Maruia Halls and Reserves 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. RECOMMENDATION

That the Springs Junction/Maruia Halls and Reserves Subcommittee discusses general business items, to be limited to discussions and timelines.

3. ISSUES AND DISCUSSION

3.1 Annual Financial Return:

The Annual Financial report for the year ended 30 June 2022 is attached for information.

3.2 Clarification of the existing Lease Agreements

3.3 Maintenance at the Domain

3.4 Removal of the dead trees at the Domain

3.5 Development of the Rest Area

3.6 Re-Election of reserve committees after October local elections. BDC shall provide details of the re-election process.

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 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.

Maruia Reserve Sub-Committee

**Statement of Receipts and Payments
For the Year Ended 30 June 2022**

RECEIPTS		\$	PAYMENTS		\$
Opening Bank A/c Balance on 1 July 2021		1431.4	Capital:	Buildings/Fencing	
Less Creditors				Drainage	
		1431.4		Grass & Sports Fields	
Plus Sundry Debtors		2000.00		Plant/Tools	
Plus Investment A/c's		965.52			
Sub-total		4396.92			
Grants:	Government Council		Operations:	Wages & ACC	
				Materials & Tools	
				General Repairs	1045.67
				Power & Gas	1144.45
				Fuel/Lawn Mowing	151.56
Rents:	Lease Rentals	1650.00			
	Hall Hire	150.00			
	Hall Casual Rental				
	Sports Bodies Fees		Admin:	Printing, Stationery & Postage	
				Advertising	
				Xero Subscription	165.60
				Insurance	
Sales:	Fundraising			Rates	
	Equipment Hire			Bank Fees/RWT	0.15
Interest Received		1.24	Sub-total		2507.43
Donations			Closing Bank A/c Balance on 30 June 2022		724.12
Other - Less Sundry Debtor W/O		-2000	Less Sundry Debtor W/O		
			Plus Sundry Debtors		
			Plus Cash on Hand		
			Plus Investment A/cs		966.61
TOTAL		4198.16	TOTAL		4198.16

Statement of Assets and Liabilities as at 30 June 2022

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 2022 and of the assets and liabilities at that date.

Dated at: _____ 2022 _____ 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 2022 and the results of operations for the year ended at that date.

Dated at: _____ 2022 _____ Accountant

For the financial year ended 30 June 2022

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	Rent Arrears 30/06/2022

Springs Junction Reserve Sub-Committee

**Statement of Receipts and Payments
For the Year Ended 30 June 2022**

RECEIPTS		\$	PAYMENTS		\$
Opening Bank A/c Balance on 1 July 2021		26001.48	Capital:	Buildings/Fencing	
Less Unpresented Cheques				Drainage	
				Grass & Sports Fields	
Plus Cash on Hand				Plant/Tools	984.40
Plus Investment A/c's		31509.92			
Sub-total		57511.40			
Grants:	Government Council		Operations:	Wages & ACC	776.10
				Materials & Tools	
				General Repairs	549.73
				Power	343.49
				Fuel/Lawn Mowing	206.80
				Freight	
Rents:	Lease Rentals	5435.25			
	Hall Hire	1440.00			
	Camping Fees				
	Sports Bodies Fees		Admin:	Honararium	
	Baleage from Domain	4680.00		Advertising	
	Grazing	2500.00		Secretary Salary	
				Insurance	6355.15
Sales:	Fundraising			Rates	
	Events			Donation	
				Telephone	
			Sub-total		9215.67
Interest Received		331.03		Closing Bank A/c Balance on 30 June 2022	30841.06
Donations				Less Unpresented Cheques	
Other					
				Plus Cash on Hand	
				Plus Investment A/c's	31840.95
TOTAL		71897.68	TOTAL		71897.68

Statement of Assets and Liabilities as at 30 June 2022

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 2022 and of the assets and liabilities at that date.

Dated at: _____ 2022 _____ 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 2022 and the results of operations for the year ended at that date.

Dated at: _____ 2022 _____ Accountant

Annual Report of Operations of the _____ Reserve Sub-Committee

For the financial year ended 30 June 2022
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	Rent Arrears 30/06/2022