



# **AGENDA**

Meeting of the:

**Reefton Reserve Subcommittee**

**22 October 2024**

**10:30AM at the**

**School of Mines, 22 Shiel Street,  
Reefton 7830**

# Reserves And Halls Subcommittees

**Reports to:** Risk and Audit Committee

**Meeting Frequency:** Annually and as required

---

## **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.

# Reefton Reserve Subcommittee

Venue: School of Mines, 22 Shiel Street, Reefton 7830



22 October 2024 10:30 AM

<b>Agenda Topic</b>	<b>Page</b>
<a href="#">Terms of Reference</a>	2
1. <a href="#">Apologies</a>	8
2. <a href="#">Members Interests</a>	9
3. <a href="#">Confirmation of Previous Minutes</a>	10
3.1 <a href="#">Attachment 1 - Reefton Reserve and Hall Subcommittee Minutes 6 March 2023</a>	11
4. <a href="#">Financial Report</a>	15
4.1 <a href="#">Attachment 1 - Reefton Annual Return 2023</a>	16
5. <a href="#">Budgets - Proposed Projects/Expenditure 2024-2025</a>	18
6. <a href="#">Bank Account Signatories</a>	19
7. <a href="#">General Business and Action Points</a>	20
7.1 <a href="#">Attachment 1 - Reefton Action Points List</a>	21

**REEFTON RESERVE SUBCOMMITTEE**

**22 OCTOBER 2024**

**AGENDA ITEM: 1**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**APOLOGIES**

---

**1. REPORT SUMMARY**

That the Reefton Reserve 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 Reefton Reserve Subcommittee receives an apology from (insert subcommittee members name).**



# REEFTON RESERVE SUBCOMMITTEE

22 OCTOBER 2024

AGENDA ITEM: 2

Prepared by Jason Sellaiah  
Subcommittee Liaison Officer

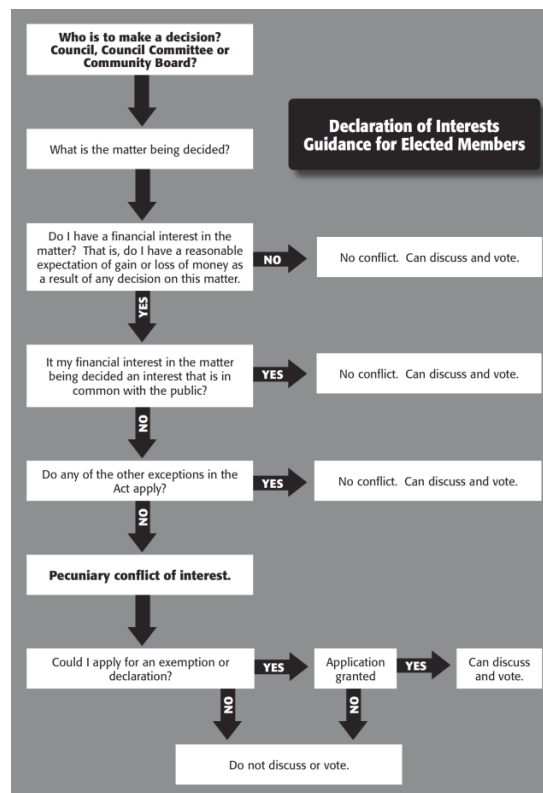
## MEMBERS INTEREST

Members of the Reefton Reserve 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 Reefton Reserve Subcommittee members disclose any financial or non-financial interest in any of the agenda items.**



**REEFTON RESERVE SUBCOMMITTEE**

**22 OCTOBER 2024**

**AGENDA ITEM: 3**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**Attachments** 1. Reefton Reserve Subcommittee Meeting Minutes 6 March  
2023

**CONFIRMATION OF MINUTES**

---

**1. DRAFT RECOMMENDATION**

**That the Reefton Reserve Subcommittee receive and confirm the minutes from 6 March 2023.**



**MEETING OF THE REEFTON RESERVE SUBCOMMITTEE AT 1PM ON MONDAY  
6 MARCH 2023 AT THE WOMEN'S INSTITUTE ROOMS.**

---

**PRESENT:** J Bougen, L Shaw, J Moore, Cr G Neylon

**IN ATTENDANCE:** K Trigg (Group Manager Community Services), G Barrell  
(Governance Secretary)

---

**MEETING DECLARED OPEN AT: 12.58pm**

---

**1. APOLOGIES (Page 5)**

**Discussion:**

Nil

**RESOLVED:**

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

**J Bougen/L Shaw  
4/4**

**CARRIED UNANIMOUSLY**

**2. MEMBERS INTEREST (Page 6)**

**Discussion:**

J Bougen declared an interest due to working at Reefton Inc.

J Moore declared an interest in MS Moore Contracting.

**RESOLVED** that Reefton Reserve Subcommittee members disclose any financial or non-financial interest in any of the agenda items.

**Cr G Neylon /L Shaw  
4/4**

**CARRIED UNANIMOUSLY**

**3. CONFIRMATION OF MINUTES (Page 7)**

**Discussion:**

Nil

**RESOLVED** that the Reefton Reserve Subcommittee receive and confirm minutes from the meeting of 6 September 2022.

**J Bougen/J Moore**  
2/2

**CARRIED UNANIMOUSLY**

#### **4. APPOINTMENT OF CHAIR (Page 11)**

##### **Discussion:**

L Shaw was nominated as Chair

J Moore was nominated as Secretary/Treasurer

**RESOLVED** That the Reefton Reserve Subcommittee elect L Shaw as Chairperson

**J Bougen/J Moore**  
4/4

**CARRIED UNANIMOUSLY**

#### **5 FINANCE REPORT (Page 12)**

##### **Discussion:**

J Moore advised she received financials of 1 March 2022 - 28 February 2023 from Jed.

K Trigg explained the reason for financial reporting requirements.

Current signatories are J Moore and J Bougen. Happy to leave it with two signatories.

Three of the four members need to approve payments of anything other than ordinary expenses.

There was discussion around wages noting that subcontractors are different.

Wages are for the cleaner and relieving manager.

Jed comes under subcontractor.

K Trigg advised that the subcommittee is not able to employ people; this needs to be done via council. Noting that the subcommittee is unable to employ anyone, and council is the employer of only one employee: the CE.

This area will be tidied up. K Trigg to follow up with the CE to allow for a 'non contractors' agreement and will liaise with the subcommittee.

**ACTION POINT:** Employment agreement to be organised for cleaner and relieving manager. Krissy to liaise with subcommittee.

Explanation for the high PAYE was Shane Guthrie receiving a pay-out when he left his employment and PAYE was large.

K Trigg explained the financial delegations were \$5,000 budgeted and \$2,500 unbudgeted annually. Subcommittee will check in workshop and come back to possibly seek higher level of financial delegations.

Annual budget is required to go through to council for them to provide support.

Asset Management Plan to be put in place.

Reserve Management Plan to be put in place.

Once budget is done from workshop, Terms of Reference (TOR) to be readdressed.

**RESOLVED** that the Reefton Reserve discuss the financial information.

**L Shaw/J Bougen**  
4/4

**CARRIED UNANIMOUSLY**

## **6 GENERAL DISCUSSION (Page 13)**

### **Discussion:**

J Bougen asked if there had been any update on the pending leasing of campground. K Trigg advised this will be in a report that will come to council in April.

K Trigg advised a letter of support, or opposition from the subcommittee for leasing could be put as an appendices to the council report.

Discussion was had around the process going forward for the lease. It needs to go to council first to see where they stand regarding the leasing situation.

J Bougen queried the position with the Pony Club noting they pay \$100 annually to the subcommittee.

**ACTION POINT:** K Trigg to check what land the subcommittee own and if the pony club is part of this?

J Bougen advised he has spoken to a number of locals and was advised the pony club was historically part of the domain board.

J Moore advised there has never been anything done by the camping ground staff at the pony club. They have never maintained it.

**ACTION POINT:** Formal agreement to be put in place over who maintains the pony club and what rights the pony club has etc.

**ACTION POINT:** K Trigg to check contract for Jed regarding fringe benefit tax.

TOR requests are required to be with K Trigg by end of April.

K Trigg advised that council will be responsible for building insurances and subcommittees are requested to invoice council for the past 12 months July-June.

**RESOLVED** That the Reefton Reserve Subcommittee discuss general items.

**Cr G Neylon/L Shaw**

**4/4**

**CARRIED UNANIMOUSLY**

- 
- There being no further business the meeting concluded at 1.50pm
  - **Next meeting:** TBC
- 

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

UNCONFIRMED

**REEFTON RESERVE SUBCOMMITTEE**

**22 OCTOBER 2024**

**AGENDA ITEM: 4**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**Attachments** 1. Reefton Annual Return 2023

**FINANCIAL REPORT**

---

**1. DRAFT RECOMMENDATION**

**That the Reefton Reserve Subcommittee receive the financial report for information.**

**Reefton Reserve Sub-Committee  
Statement of Receipts and Payments  
For the Year Ended 30 June 2023**

<b>RECEIPTS</b>		<b>\$</b>	<b>PAYMENTS</b>		<b>\$</b>
Opening Bank A/c Balance on 1 July 2022		8853.35	Capital:	Camp Design	4690.80
Less Unpresented Cheques				Computer	1817.39
		8853.35		Grinder and Bits	1490.00
Plus Cash on Hand		300.00		Mattresses	3341.00
Plus Investment A/c's		114113.33			
<b>Sub-total</b>		<b>123266.68</b>			
Grants:	Government Council		Operations:	Sub-contractor - Manager	73828.89
				Wages & ACC	27885.54
				Materials & Tools	1840.19
				General Repairs	11707.17
				Power	19234.54
				Fuel/Lawn Mowing/Maintenance	8614.40
				Cleaning	7628.10
Rents:	Lease Rentals			Dump Costs	2536.13
	Hall Hire			Phone	1494.30
	Camping Fees	211958.71	Admin:	Printing, Stationery & Postage	381.45
	Sports Bodies Fees			General/Advertising	251.80
	Insurance BDC	4630.03		GST on Expenses	22202.46
				Insurance	393.50
				Rates	2916.46
Sales:	Fundraising			Bank Fees/RWT	2117.76
	Events			Computer Exp/Subs	3242.00
	GST on Income	32544.28		Licenses/Permits	585.22
	GST Rec			GST Paid to IRD	7562.21
			<b>Sub-total</b>		<b>205761.31</b>
Interest Received	00 A/C	139.20		Closing Bank A/c Balance on 30 June 2023	73966.41
	66 A/C	2950.30			
Donations					
Other				Plus Cash on Hand	300.00
				Plus Investment A/cs	95461.48
<b>TOTAL</b>		<b>375489.20</b>	<b>TOTAL</b>		<b>375489.20</b>

0.00

**Statement of Assets and Liabilities as at 30 June 2023**

<b>LIABILITIES</b>	<b>\$</b>	<b>ASSETS</b>	<b>\$</b>
<b>TOTAL</b>		<b>TOTAL</b>	

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 2023 and of the assets and liabilities at that date.

Dated at: \_\_\_\_\_ 2023 \_\_\_\_\_ 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 2023 and the results of operations for the year ended at that date.

Dated at: \_\_\_\_\_ 2023 \_\_\_\_\_ Accountant

**Annual Report of Operations of the \_\_\_\_\_ Reserve Sub-Committee**

**For the financial year ended 30 June 2023**

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 30/06/2023

**REEFTON RESERVE SUBCOMMITTEE**

**22 OCTOBER 2024**

**AGENDA ITEM: 5**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**BUDGETS – PROPOSED PROJECTS / EXPENDITURE 2024-2025**

---

**1. DRAFT RECOMMENDATION**

**That the Reefton Reserve Subcommittee discuss the Budgets – Proposed Projects / Expenditure 2024-2025**

**REEFTON RESERVE SUBCOMMITTEE**

**22 OCTOBER 2024**

**AGENDA ITEM: 6**

**Prepared by** - Jason Sellaiah  
- Subcommittee Liaison Officer

**BANK ACCOUNT SIGNATORIES**

---

**1. DRAFT RECOMMENDATION**

**That the Reefton Reserve Subcommittee appoint (insert name/s) as the Bank Account Signatories of the Subcommittee.**

**REEFTON RESERVE SUBCOMMITTEE**

**22 OCTOBER 2024**

**AGENDA ITEM: 7**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**GENERAL BUSINESS AND ACTION POINTS**

---

**1. DRAFT RECOMMENDATION**

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

**Reefton Reserve Subcommittee Action Points – CURRENT**

No	Meeting Date / Action Point	Responsible	Update	Date Required By