

AGENDA

Meeting of the
Waimangaroa
Reserve and Hall Subcommittee

Commencing at 4:00PM
Sunday 10 August 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

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



10 August 2025 04:00 PM

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WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE

10 AUGUST 2025

AGENDA ITEM: 1

Prepared by Jack Hill
Subcommittee Liaison Officer

APOLOGIES

1. **REPORT SUMMARY**
That the Waimangaroa Reserve and Hall Subcommittee receive any apologies from members.

2. **DRAFT RECOMMENDATION**

That there are no apologies to be received.

OR

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

WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE

10 AUGUST 2025

AGENDA ITEM: 2

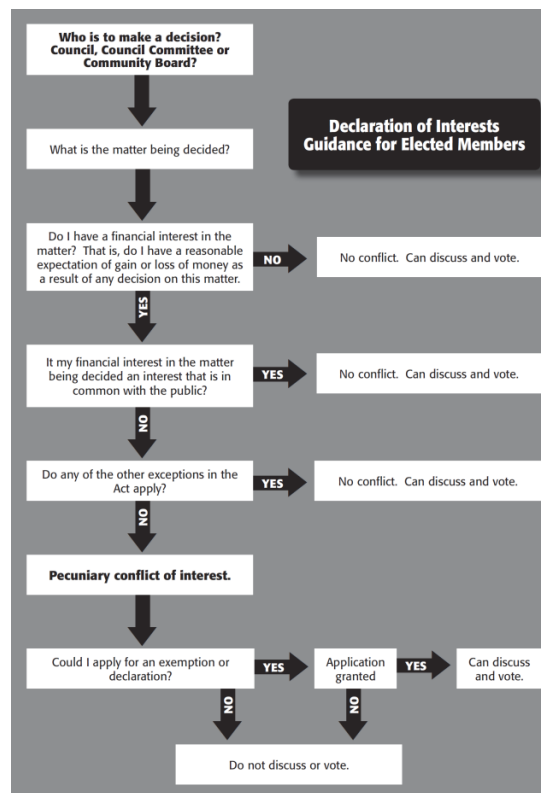
Prepared by Jack Hill
Subcommittee Liaison Officer

MEMBERS INTEREST

1. 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.
2. The attached flowchart may assist committee members in making that determination (Appendix A from Code of Conduct).

3. 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

10 AUGUST 2025

AGENDA ITEM: 3

Prepared by Jack Hill
Subcommittee Liaison Officer

Attachments 1. Waimangaroa Reserve and Hall Subcommittee Minutes 6 April
2025

CONFIRMATION OF MINUTES

1. **DRAFT RECOMMENDATION**

That the Waimangaroa Reserve and Hall Subcommittee receive and confirm the minutes of 6 April 2025.



**MEETING OF THE WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE,
HELD AT 5:00PM ON SUNDAY 6 APRIL 2025 AT THE WAIMANGAROA DOMAIN,
CORNER OF SUNDERLAND STREET AND NEWCASTLE STREET,
WAIMANGAROA**

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

APOLOGIES: S Brown

IN ATTENDANCE: J Hill (Subcommittee Liaison), C Borrell (Governance Assistant), H Hutchison (member of public), A Andrell (member of public)

PUBLIC FORUM:

Heather Hutchinson – Reintroduced herself to the community and is interested in volunteering and in joining the subcommittee.

MEETING DECLARED OPEN AT: 5.08PM

1. APOLOGIES (Page 8)

Discussion:
Apology - S Brown

RESOLVED

That the Waimangaroa Reserve and Hall Subcommittee receives apologies from S Brown.

B Morrow/B Lightbown
7/0

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (Page 9)

Discussion:
Nil

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

Cr T O'Keefe/S Lightbown
7/0

CARRIED UNANIMOUSLY

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

Nil

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

S Lightbown/Cr T O'Keefe

7/0

CARRIED UNANIMOUSLY

4. APPOINTMENT OF TREASURER (Page 16)**Discussion:**

Bank account signatories were discussed. The bank account name is still Waimangaroa Domain Board. Confirmed two approvals are required for all transactions. To be discussed further in General Business.

RESOLVED

1. That the B Morrow and S Lightbown nominate Sue Callaghan as a subcommittee member

Cr T O'Keefe/A Waghorn

7/0

CARRIED UNANIMOUSLY

2. That the Waimangaroa Reserve and Hall Subcommittee accept the resignation of David Orchard as treasurer.

3. That the Waimangaroa Reserve and Hall Subcommittee appoint Sue Callaghan as treasurer.

S Lightbown/A Wiseman

7/0

CARRIED UNANIMOUSLY

5. GENERAL BUSINESS AND ACTION POINTS (Page 17)**Discussion:**

1. Subscribing to Xero – S Callaghan to subscribe to Xero as soon as practical to take advantage of introductory discount (added to action list).
2. Boundary moving to allow Northern Buller residents to join the subcommittee – Discussion around removing boundaries completely as location of the resident is less important than being an active member of the committee. Cr T O'Keefe to liaise with K Trigg to arrange this (added to action list).
3. Fundraising – J Thompson is to manage fundraising efforts. Booking is increasing and the RSA breakfast for ANZAC day will be held at the hall.

4. Long-Term Plan – Hall fees and charges to be submitted for the Long-Term Plan. J Hill to follow up and complete if required (added to action list).
5. Road sign - Directing to Waimangaroa Hall. J Hill will arrange this with roading (added to action list).
6. Formation of website offer - T Davis to investigate setting up a website with minimal costs (added to action list).
7. Non-active members – Discussion around several non-active members and lack of attendance of those members at the monthly workshop affecting progress. There is currently a wait list for the subcommittee. J Hill to confirm all members wish to be active. (added to action list).
8. Removal and appointment of Subcommittee Members (Action Point) – covered above in number 7.
9. Bank Account changes – Discussion around which committee members to be added as bank account signatories. Resolution made (number 3 below).
10. Deep-Fryer – A second deep fryer would be beneficial. Resolution made (number 4 below), (added to action list).
11. Supplier Accounts – to be set up with regular suppliers like supermarket, cleaners, hospitality suppliers. There is a shopping list for the next event. An end of event up checklist to be hung in the kitchen and main room.
12. Friday Nights – Jam night to be held once a month, with a roster for helping, cleaning, rubbish. Koha can be given to those that go above and beyond. The other 3 Friday nights of the month need ideas – movie night, karaoke night, open mic night, bingo night, nacho night, car boot sale, dessert night, pizza night.

Waimangaroa Reserve and Hall Subcommittee Action Points – CURRENT

| No | Meeting Date / Action Point | Responsible | Update | Date Required By |
|----|--|--------------|--------|---------------------------------------|
| 1 | 6 April 2025 Subscribe to Xero. | S Callaghan | | As soon as practical |
| 2 | 6 April 2025 Cr T O'Keefe to liaise with K Trigg and submit a paper to Risk and Audit Committee to: a. remove the boundaries to be a subcommittee member. | Cr T O'Keefe | | June Risk and Audit Committee meeting |

| | | | | |
|----------|--|-----------------------------------|--|----------------------------------|
| | b. grant the ability to remove non-active members. | | | |
| 3 | 6 April 2025 J Hill to confirm if hall fees and charges have been submitted for the Long-Term Plan. Submit if required. | J Hill | | ASAP |
| 4 | 6 April 2025 Next committee workshop (Sunday 4 May) to focus on the Long-Term Plan. | Subcommittee J Hill | | First Sunday in May |
| 5 | 6 April 2025 Hall bookings: a. J Hill to distribute a template in the interim. b. Subcommittee to investigate a website to be set up for minimal cost. | J Hill T Davis Subcommittee | | As soon as practical |
| 6 | 6 April 2025 Road sign directing to the Domain and Hall. | J Hill | | As soon as practical |
| 7 | 6 April 2025 Non-active members to be identified and approached for resignations. | J Hill | | Prior to next meeting |
| 8 | 6 April 2025 Glass recycling bins to be supplied by Council. | J Hill | | Prior to next event if possible. |
| 9 | 6 April 2025 Whiteboard to be hung in kitchen and main room with a checklist. | A Waghorn | | Prior to next event if possible. |

RESOLVED

1. The Waimangaroa Reserve and Hall Subcommittee discuss general business and advise of any action points to be completed or updated.
2. That the Waimangaroa Reserve and Hall Subcommittee bank account name be corrected to: Waimangaroa Reserve and Hall Subcommittee
3. That Ben Norton be removed as a signatory and Sue Callaghan and Barry Lightbown be added as signing authorities to the bank account.

Cr T O'Keefe/A Waghorn
7/0

CARRIED UNANIMOUSLY

4. That a second deep fryer be purchased for the hall kitchen.

S Lightbown/A Waghorn
7/0

CARRIED UNANIMOUSLY

There being no further business the meeting concluded at 6.09PM

- **Next meeting:** To be confirmed

Confirmed: **Date:**

Unconfirmed

WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE

10 AUGUST 2025

AGENDA ITEM: 4

Prepared by Jack Hill
Subcommittee Liaison Officer

RESIGNATIONS AND APPOINTMENTS TO THE SUBCOMMITTEE

1. DRAFT RECOMMENDATION

- 1. That the Waimangaroa Reserve and Hall Subcommittee accept the resignations of the following members (insert names).**
- 2. That the Waimangaroa Reserve and Hall Subcommittee appoint the following as subcommittee members (insert names).**
- 3. That the Waimangaroa Reserve and Hall Subcommittee appoint (insert name) as Secretary.**

WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE

10 AUGUST 2025

AGENDA ITEM: 5

Prepared by Jack Hill
Subcommittee Liaison Officer

BANK ACCOUNT SIGNATORIES

1. DRAFT RECOMMENDATION

- 1. That the Waimangaroa Reserve and Hall Subcommittee remove (insert name/s) as Bank Account Signatories of the Subcommittee.**
- 2. That the Waimangaroa Reserve and Hall Subcommittee appoint (insert name/s) as Bank Account Signatories of the Subcommittee.**

WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE

10 AUGUST 2025

AGENDA ITEM: 6

Prepared by Jack Hill
Subcommittee Liaison Officer

Attachments 1. Continuation of Subcommittees Report Council Meeting 25 June 2025
2. Council Resolution

SUBCOMMITTEE CONTINUATION FOLLOWING 2025 LOCAL BODY ELECTION

1. DRAFT RECOMMENDATION

That the Waimangaroa Reserve and Hall Subcommittee discuss the “Continuation of Subcommittees Report” presented to Council at the 25 June 2025 Meeting and resulting Council resolution.

BULLER DISTRICT COUNCIL

25 JUNE 2025

AGENDA ITEM: 5

Prepared by Bronwyn Little
Senior Policy Advisor

Reviewed by Krissy Trigg
Group Manager Community Services

Public Excluded: No

CONTINUATION OF SUBCOMMITTEES

1. **EXECUTIVE SUMMARY**
Eleven Reserves and Halls Subcommittees were originally established in April 2020 as subcommittees of the Community, Environment and Services Committee.
2. The Creative Communities Subcommittee was established as a way of distributing external funding to our arts community via a governance structure.
3. All subcommittees were re-established after the October 2022 election as subcommittees of the Community, Environment and Services Committee and after dissolution of this committee in 2024 to the Risk and Audit Committee.
4. Re-establishing the subcommittees requires a full public process calling for nominations and Council must then make appointments to each subcommittee which can take up to 3 months. Some of these subcommittees have high operational needs (such as the campgrounds) and this process can be quite disruptive to their business as usual.
5. This report recommends that Council resolves to not discharge the eleven Reserves and Halls Subcommittees after the next election in line with Clause 30(7) and Clause 31(5) Schedule 7 LGA 2002.
6. Noting that Council may replace individual members of the committee and subcommittees after the election.

7. **DRAFT RECOMMENDATION**

That Council:

1. **Receives this report;**
2. **Resolves to not discharge the eleven Reserves and Halls Subcommittees, and the Creative Communities Subcommittee, following, the triennial general election of members on 11 October 2025 under Clause 30(7), Schedule 7 Local Government Act 2002.**

8. **ISSUES & DISCUSSION**

9. **BACKGROUND**

In April 2018 Council became aware that the groups managing reserves and halls around the district had not been established under the proper legal process. Council staff researched options and sought legal advice to find a way forward that would meet the legal requirements. It was important to council that any solution still allowed for volunteer groups from the community to manage their reserves and halls – which was the expressed preference of the community for the continued operation of the reserves in question.

10. In May 2019 Council agreed to follow the committee/subcommittee process which is allowed for by the Local Government Act 2002 (LGA2002) as the appropriate legal process. This enabled Council to appoint groups of community members to manage halls and reserves, and to give them delegated authority to carry out that management in partnership with the Council.
11. In April 2020 the full Council approved the establishment of subcommittees under the Community Environment and Services Committee for each of the reserves and/or halls. In total there were 12 subcommittees established however the Mawheraiti Reserve subcommittee was disestablished due to a lack of membership. The first subcommittees were appointed after an Expressions of Interest process. In the months that followed, further appointments were made to some subcommittees and a number of individual resignations were received.
12. Under the LGA2002, all committees and subcommittees of councils are automatically dissolved following each council election and must be reappointed following the election unless there is a specific resolution for them to continue. In November 2022, following the election of the new Council, the Community Environment and Services Committee—along with its subcommittees—was re-established. A second Expressions of Interest process was undertaken and in December 2022 appointments were once again made to each of the subcommittees. In 2024 the subcommittee became part of the Risk and Audit Committee.

13. The Creative Communities subcommittee was established in 2019 to distribute funding from the Creative Communities Scheme (CCS) which is part of Creative New Zealand. It was also established under the Community, Environment and Services Committee originally and responsibility transferred to the Risk and Audit Committee in 2024.
14. **Discharge of committees and subcommittees**
As noted above all committees and subcommittees of councils are automatically discharged following each council election and must be reappointed following the election unless there is a specific resolution to not be discharged. If a committee is discharged then the subcommittees under it are also discharged.
15. In order to retain a committee or subcommittee Council must resolve to not discharge the committee or subcommittee.
16. Clause 30(7), Schedule 7 Local Government Act 2002
'A committee, subcommittee, or other subordinate decision-making body is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the triennial general election of members next after the appointment of the committee, subcommittee, or other subordinate decision-making body.'
17. If a committee or subcommittee is not discharged the members of that committee or subcommittee can be replaced in the new triennium:
18. Clause 31(5) Schedule 7 Local Government Act 2002
'If a local authority resolves that a committee, subcommittee, or other decision-making body is not to be discharged under clause 30(7), the local authority may replace the members of that committee, subcommittee, or other subordinate decision-making body after the next triennial general election of members.'
19. It should be noted that because these clauses refer specifically to subcommittees they can be retained by way of resolution even if the committee they report to has been discharged.
20. **Implications:**
As a consequence of the discharging of the subcommittees after the last election, a call for expressions of interest and nominations for places on the subcommittees process had to be undertaken. In the interim period between the discharge of the subcommittee and re-appointment the work of the subcommittees was suspended. This means that workshops and meetings could not be held, bank accounts could not be accessed or invoices paid.
21. For subcommittees responsible for the more operational aspects of their reserves—such as campgrounds and high-use halls—the process has proven to be highly disruptive. For all the subcommittees, including Creative Communities, a

full public process for appointing new members is required to re-appoint members. It has been noted that many of the same individuals consistently apply for membership, and feedback indicates that they find the process frustrating.

22. **OPTIONS**

23. **Option 1 – Status Quo**

No action required - all subcommittees are discharged at the end of the triennium.

24. **Advantages**

- A refresh of subcommittee membership after the elections

25. **Disadvantages**

- Work of subcommittees suspended for 2-3 months
- Difficulty using bank accounts and paying invoices without appointed subcommittee members and executive positions in place
- Serving members may not want to go through the expression of interest process again and as a result experience could be lost

26. **Option 2 – Resolve to not discharge the committee and subcommittees**

Council resolves to not discharge the eleven Reserves and Halls Subcommittees or the Creative Communities subcommittee allowing the subcommittees to effectively function over the two trienniums.

27. **Advantages**

- Work of subcommittees can continue over the two trienniums
- Bank accounts can be accessed and invoices paid by existing subcommittee members
- Appointed members do not have to re-apply for positions

28. **Disadvantages**

- No disadvantages have been identified.

29. **PREFERRED OPTION**

The preferred option is Option 2 which provides for the operation of the Reserves and Halls subcommittees and the Creative Communities Subcommittee over the period of the two elections.

30. **NEXT STEPS**

- Resolution to not discharge the Reserves and Halls subcommittees.
- Advise the subcommittees of the decision.
- Incoming Council will determine which committee the subcommittees will be overseen by and will include this in the identified committee's Terms of Reference.
- At any time, Council can review the committee and subcommittee structure.

31. **CONSIDERATIONS**

32. **Strategic Impact**

The appointment of members to subcommittees ensures that the management and maintenance of reserves and halls are aligned to the Council's policy and direction. Subcommittees made up of local community members allow for decisions to be made at a more localised level.

33. **Significance Assessment**

This report is assessed as being low significance. "Reserves" are listed as a strategic asset in Council's Significance and Engagement Policy. Appointing reserve and/or hall subcommittees is not considered to be transferring control of these assets as they are subcommittees of Council itself, and the ultimate responsibility, liability and control sits with Council.

34. In addition, there is provision under Clause 31(5) Schedule 7 LGA2002 to reassess subcommittees and/or appoint new members after the new Council comes into office.

35. **Risk Management Implications / Opportunities**

The following risks or opportunities are identified with the issues identified in this report.

36. **Engagement - external**

Feedback from the subcommittees has consistently been that the need to reappoint subcommittees at the beginning of a new triennium is problematic and creates difficulties in the smooth running of the halls and reserves.

37. **Engagement – internal**

Discussions regarding this matter has taken place within the Community Services and Infrastructure teams.

38. **Policy & Legislative Considerations**

Legal considerations have been outlined in the body of this report.

39. It is noted that the Creative Communities Subcommittee was established as a way of distributing external funding from Creative New Zealand to our arts community via a governance structure.

40. **Māori Impact Statement**

The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Tangata Whenua, their culture and traditions.

41. **Financial Considerations**

There is no financial implication relevant to this decision.

42. **Communication Internal / External**

The decision of Council on this matter will be communicated with all the Reserves and Halls subcommittees and the members of the Creative Communities subcommittee.



5. CONTINUATION OF SUBCOMMITTEES (Page 44)

Discussion:

K Trigg spoke to the report and answered questions.

Cr L Webb returned to the meeting at 3:59pm

RESOLVED That Council:

1. Receives this report;
2. Resolves to not discharge the eleven Reserves and Halls Subcommittees, and the Creative Communities Subcommittee, following, the triennial general election of members on 11 October 2025 under Clause 30(7), Schedule 7 Local Government Act 2002.

Cr C Reidy/Cr R Sampson

10/1

MOTION CARRIED

WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE

10 AUGUST 2025

AGENDA ITEM: 7

Prepared by Jack Hill
Subcommittee Liaison Officer

Attachments 1. Waimangaroa Action Points List

GENERAL BUSINESS AND ACTION POINTS

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. Confirm new windows
2. Apply for recycling bins
3. Festival to organize
4. Insulation for ceiling
5. Opening accounts at FreshChoice and Service Foods

Waimangaroa Reserve and Hall Subcommittee Action Points – CURRENT

| No | Meeting Date / Action Point | Responsible | Update | Date Required By |
|----|--|-----------------------------------|--|---------------------------------------|
| 1 | 6 April 2025 Subscribe to Xero. | S Lightbown | Organising non-profit discount. J Hill looking for documentation that states Subcommittee (S/C) as a non-profit. | As soon as practical |
| 2 | 6 April 2025 Cr T O'Keefe to liaise with K Trigg and submit a paper to Risk and Audit Committee to: a. remove the boundaries to be a subcommittee member. b. grant the ability to remove non-active members. | Cr T O'Keefe | In progress. J Hill and K Trigg are working through this with Council and Risk and Audit Committee (RAC). Will likely be resolved following elections and integrated with updated (Terms of Reference) TOR as per new council. | June Risk and Audit Committee meeting |
| 3 | 6 April 2025 J Hill to confirm if hall fees and charges have been submitted for the Long-Term Plan. Submit if required. | J Hill | Follow up with S/C in next meeting. | ASAP |
| 4 | 6 April 2025 Next committee workshop (Sunday 4 May) to focus on the Long-Term Plan. | Subcommittee J Hill | Follow up with S/C in next meeting. (J Hill) | First Sunday in May |
| 5 | 6 April 2025 Hall bookings: a. J Hill to distribute a template in the interim. b. Subcommittee to investigate a website to be set up for minimal cost. | J Hill T Davis Subcommittee | Template made by J Hill. | As soon as practical |
| 6 | 6 April 2025 Road sign directing to the Domain and Hall. | J Hill | Contacted roading and have yet to receive any updates. Will follow up again. | As soon as practical |
| 7 | 6 April 2025 Non-active members to be identified and approached for resignations. | J Hill | Non-active members have resigned. | COMPLETE |
| 8 | 6 April 2025 Glass recycling bins to be supplied by Council. | J Hill | No update from BDC. Will follow up with relevant team. | Prior to next event if possible. |
| 9 | 6 April 2025 Whiteboard to be hung in kitchen and main room with a checklist. | A Waghorn | | COMPLETE |