



# **AGENDA**

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

**Sunday 12 May 2024**

**5:00pm at the**

**Waimangaroa Domain  
Corner of Sunderland 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



12 May 2024 05:00 PM

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**WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE**

**12 MAY 2024**

**AGENDA ITEM: 1**

**Prepared by** Jason Sellaiah  
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

12 MAY 2024

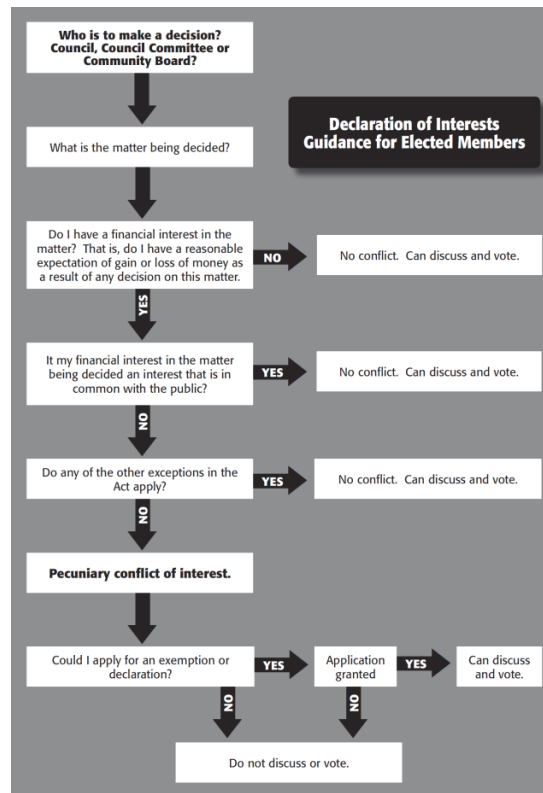
## AGENDA ITEM: 2

Prepared by Jason Sellaiah  
Subcommittee Liaison Officer

### MEMBERS INTEREST

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.

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



### 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**

**15 MAY 2024**

**AGENDA ITEM: 3**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**Attachments** 1. Waimangaroa RHS Minutes 8 March 2023 Unconfirmed.

**CONFIRMATION OF MINUTES**

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**1. DRAFT RECOMMENDATION**

**That the Waimangaroa Reserve and Hall Subcommittee receive and confirm previous minutes from 8 March 2023.**



**MEETING OF THE WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE, HELD AT 5PM ON WEDNESDAY 8 MARCH 2023 AT THE WAIMANGAROA HALL**

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**PRESENT:** S Lightbown, B Lightbown, D Orchard, J McDonald, A Perry, Cr T O'Keefe, Cr R Sampson, B Morrow from 5.40pm

**APOLOGIES:** Sally Brown

**IN ATTENDANCE:** A Whiteman, K Trigg (GM Community Services), J Sellaiah (Subcommittee Community Liaison Officer), G Barrell (Governance Secretary)

**MEETING DECLARED OPEN AT: 5:03pm**

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Application received from Andrew Wiseman to be formally appointed.

K Trigg opened the meeting and introductions were made.

**1. APOLOGIES (Page 6)**

**Discussion:**

Sally Brown, Bev Morrow (late), Carmel Whittle (absent)

**RESOLVED** that the Waimangaroa Reserve Subcommittee receives apologies from Sally Brown and noting that Bev Morrow will be late.

**Cr T O'Keefe/B Lightbown**  
6/6

**CARRIED UNANIMOUSLY**

**2. MEMBERS INTEREST (Page 7)**

**Discussion:**

Nil

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

**S Lightbown/A Perry**  
6/6

**CARRIED UNANIMOUSLY**

**3. CONFIRMATION OF MINUTES (Page 8)****Discussion:**

Replace Inangahua Hall as location - completed.

Action Point regarding carpet should be Bev Morrow speaking to Ross Forsyth - completed.

**RESOLVED** that the Waimangaroa Reserve Subcommittee receive and confirm minutes from the meeting of 31 August 2022.

**S Lightbown/J McDonald**  
6/6

**CARRIED UNANIMOUSLY**

**4. ACTION POINTS (Page 12)****Discussion:**

1: Does Council charge for consent work for its own building? - Completed

2: Check other flooring quote to see which is preferable - Completed

3: Bev to speak with Ross re carpet squares - To continue till next meeting.

**RESOLVED** that the Waimangaroa Reserve Subcommittee receive and Action Point report for information.

**B Lightbown/S Lightbown**  
6/6

**CARRIED UNANIMOUSLY**

**5. APPOINTMENT OF CHAIR (Page 14)**

The following resolutions were made:

**RESOLVED** That the Waimangaroa Reserve Subcommittee elect B Morrow as Chairperson.

**B Lightbown/S Lightbown**  
6/6

**CARRIED UNANIMOUSLY**

**RESOLVED** That the Waimangaroa Reserve Subcommittee elect D Orchard as Secretary.

**S Lightbown/A Perry**  
6/6

**CARRIED UNANIMOUSLY**

**RESOLVED** That the Waimangaroa Reserve Subcommittee elect D Orchard as Treasurer.

**B Lightbown/J McDonald**  
6/6

**CARRIED UNANIMOUSLY**

**RESOLVED** That the Waimangaroa Reserve Subcommittee elect B Lightbown as Deputy Chairperson.

**Cr T O'Keefe/S Lightbown**  
6/6

**CARRIED UNANIMOUSLY**

**6. NEW ITEM: GRANTING SPEAKING RIGHTS:**

**RESOLVED** that Waimangaroa Reserve Subcommittee grant speaking rights to Cr R Sampson and Andrew Wiseman

**A Perry/S Lightbown**  
6/6

**CARRIED UNANIMOUSLY**

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

K Trigg advised of the requirements for the finance report to be presented at subcommittee meetings.

Currently council pays the bills and once the hall starts making money, the subcommittee will begin paying.

K Trigg advised of the necessity to have bank account owners and not just signatories.

Signatories are currently B Morrow, B Lightbown and D Orchard.

**RESOLVED** That the Waimangaroa Reserve Subcommittee discuss the Finance Report

**S Lightbown/A Perry**  
6/6

**CARRIED UNANIMOUSLY**

**7. GENERAL BUSINESS (Page 16)**

**Discussion:**

D Orchard expressed concern around the Terms of Reference (TOR) and asked who had adopted these.

K Trigg advised that all subcommittees had these adopted by CESC.

Subcommittee members were reminded that the meeting was an official council meeting and of the requirement to follow speaking processes within council meetings.

Discussion was had regarding the subcommittee members and the number of members and requirements.

The subcommittee was reminded that there is a fair process in place for the selection of the members.

B Lightbown spoke regarding the hall and scope of works. He would like the communication to improve as he needs to know what is happening to allow him to manage things and get work done.

**ACTION POINT:** B Lightbown to be included as Project Manager in correspondence with building inspector and builder. Phone call initially if able to, and then followed up with email.

He updated the subcommittee on the renovations on the hall.

They are keen to go to council funding for garage carpet and heatpumps.

There was a question as to whether fireproof floor coverings were a requirement.

**ACTION POINT:** K Trigg to check with R Knudsen and advise.

K Trigg advised that the grants timeline has closed. Kieron is trying to see what the remaining budget requirements are.

**ACTION POINT:** B Lightbown to send through quotes for completion.

Currently coming out the repairs and maintenance budget within the Reserves & Halls budgets.

K Trigg clarified that council was only seeking input for Asset Management Plan not suggestions specifically. This will help to understand where the reserves contribution fund can be accessed.

B Morrow arrived at 5.40pm.

K Trigg assured the subcommittee that the hall will be completed.

**ACTION POINTS:** J Sellaiah will send through the link for the subcommittee to be able to access information for the funding rounds.

**RESOLVED** That the Waimangaroa Reserve Subcommittee discuss general business items

**S Lightbown/A Perry**  
7/7  
**CARRIED UNANIMOUSLY**

- There being no further business the meeting concluded at 5.45pm
- **Next meeting:**

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

**WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE**

**12 MAY 2024**

**AGENDA ITEM: 4**

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

**NEW MEMBER APPOINTMENT**

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**1. DRAFT RECOMMENDATION**

**That the Waimangaroa Reserve & Hall Subcommittee accept the following new member/members**

**WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE**

**12 MAY 2024**

**AGENDA ITEM: 5**

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

**Attachments** 1. Waimangaroa 2023 Annual Return

**FINANCE REPORT**

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**1. DRAFT RECOMMENDATION**

**That the Waimangaroa Reserve & Hall Subcommittee receive the financial report for information.**



**Waimangaroa 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		34.96	Capital:	Buildings/Fencing	
Less Unpresented Cheques				Drainage	
				Grass & Sports Fields	
Plus Cash on Hand				Plant/Tools	
Plus Investment A/c's		0.52			
<b>Sub-total</b>		<b>35.48</b>			
Grants:	Government Council		Operations:	Wages & ACC	
				Materials & Tools	
				General Repairs	
				Power	
				Fuel/Lawn Mowing	
Rents:	Lease Rentals		Admin:	Printing, Stationery & Postage	
	Hall Hire			Advertising	
	Camping Fees			Secretary Salary	
	Sports Bodies Fees			Insurance	
				Rates	
Sales:	Fundraising Events			Bank Fees/RWT	
			<b>Sub-total</b>		
Interest Received			Closing Bank A/c Balance on 30 June 2023		34.96
Donations			Less Unpresented Cheques		
Other			Plus Cash on Hand		
			Plus Investment A/cs		0.52
<b>TOTAL</b>		<b>35.48</b>	<b>TOTAL</b>		<b>35.48</b>

**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

**WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE**

**12 MAY 2024**

**AGENDA ITEM: 6**

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

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

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**1. DRAFT RECOMMENDATION**

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

**WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE**

**12 MAY 2024**

**AGENDA ITEM: 8**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**ENHANCED ANNUAL PLAN SUBMISSION**

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**1. DRAFT RECOMMENDATION**

**That the Waimangaroa Reserve and Hall Subcommittee discuss the Enhanced Annual Plan Submission**

**WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE**

**12 MAY 2024**

**AGENDA ITEM: 9**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**TERMS OF REFERENCE**

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**1. DRAFT RECOMMENDATION**

**That the Waimangaroa Reserve and Hall Subcommittee discuss the Terms of Reference.**

**WAIMANGAROA RESERVE AND HALL SUBCOMMITTEE**

**12 MAY 2024**

**AGENDA ITEM: 7**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**GENERAL BUSINESS**

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**1. DRAFT RECOMMENDATION**

**That the Waimangaroa Reserve and Hall Subcommittee discuss general business**