

# Methven Community Board

## AGENDA

### Notice of Meeting:

A meeting of the Methven Community Board will be held on:

**Date:** Monday 1 February 2021  
**Time:** 10.30am  
**Venue:** Board Room, Mt Hutt Memorial Hall  
160 Main Street, Methven

### Membership

Chairperson	Dan McLaughlin
Deputy Chairperson	Sonia McAlpine
Members	Kelvin Holmes Ron Smith Richie Owen
Council appointees	Cr Rodger Letham Cr Liz McMillan

27 January 2021

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## Methven Community Board

Timetable	
Time	Item
10.30am	Meeting commences
10.35am	Public Forum: Methven Lions

### ORDER OF BUSINESS

<b>1</b>	<b>Apologies</b>	
<b>2</b>	<b>Extraordinary Business</b>	
<b>3</b>	<b>Declarations of Interest</b>	
<b>4</b>	<b>Confirmation of Minutes</b>	<b>3</b>
	- 9 November 2020	
	<b>Matters for Board decision</b>	
<b>5</b>	<b>Methven Community Board Standing Orders</b>	<b>5</b>
	<b>Activity reports</b>	
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6.1	Open Spaces	
6.2	Economic Development	
<b>7</b>	<b>Strategy &amp; Compliance</b>	<b>8</b>
7.1	Building Services	
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9.4	Discretionary Grants	<b>17</b>

## 4. Minutes –9 November 2020

Minutes of the Methven Community Board meeting held on Monday 9 November 2020, commencing at 10.30am, in the Mt Hutt Memorial Hall Boardroom, 160 Main Street, Methven.

### Present

Dan McLaughlin (Chairman), Kelvin Holmes, Ron Smith, Cr Liz McMillan and Richie Owen, Sonia McAlpine, Cr Rodger Letham.

### In attendance

Mayor Neil Brown, Jane Donaldson (Group Manager - Strategy & Compliance) and Clare Harden (Community Administration Officer).

### 1 Apologies

**That** apologies for absence be received from Sonia McAlpine

Smith/Holmes

Carried

### 2 Extraordinary Business

Nil.

### 3 Declarations of Interest

Kelvin Holmes and Liz McMillan declared an interest in the Discretionary Fund grant application for the Mt Hutt Memorial Hall and gave notice they will refrain from discussion and voting.

### 4 Confirmation of Minutes

**That** the minutes of the Methven Community Board meeting held on 28 September 2020, be taken as read and confirmed.

McMillan/Holmes

Carried

### 5 Activity Reports

**That** the reports be received.

Smith/Owen

Carried

#### • 2021 Meeting Calendar

### Recommendation to Council *[Ratified by Council on 17/11/20]*

**That** the Methven Community Board meetings be included on the Ashburton District Council 2021 meeting Calendar as follows:

(Mondays) 1 February, 15 March, 3 May, 14 June, 26 July, 6 September, 18 October and 29 November.

Smith/Holmes

Carried

- **Discretionary Grants**

***Mt Hutt Memorial Hall***

Kelvin Holmes and Liz McMillan withdrew from debate.

The recommendation to approve funding of \$10,000 to replace old seating in the upstairs area of the Mt Hutt Memorial Hall theatre was not supported.

***Methven Primary Schools – prizegiving vouchers***

Although not on the agenda, the Board gave consideration to the annual provision of vouchers for both the Methven Primary School and Our Lady of the Snows Primary School prizegiving.

**That** the Methven Primary School and Our Lady of the Snows Primary School be gifted two \$50 vouchers each for the schools' annual prizegiving, with the total cost of \$200 to be funded from the Board's discretionary grant fund.

McLaughlin/McMillan

Carried

**Next meeting**

The next meeting of the Methven Community Board will be held on Monday 1 February 2021, commencing at 10.30am in the Mt Hutt Memorial Hall.

The meeting concluded at 11.45pm.

Confirmed 1 February 2021

\_\_\_\_\_ **Chairman**

## ***5. Community Board Standing Orders***

Author *Phillipa Clark, Governance Team Leader*  
GM Responsible *Hamish Riach; Chief Executive*

### **Summary**

- This report seeks agreement from the Methven Community Board (The Board) to adopt a revised set of standing orders.
- The Board's standing orders are based on the 2020 Council Standing Orders, and are aligned to the Local Government NZ template which was reviewed in 2019.

### **Recommendation**

- 1. That** the Methven Community Board adopts the 2020 Standing Orders, as tabled, with the following provisions:
  - i) Casting vote for chairpersons
  - ii) Option B as the default for speaking and moving motions.

### **Appendix 1 MCB Standing Orders**

## Background

1. Council and the Methven Community Board are required to adopt standing orders for the conduct of their meetings and subordinate committees. Both Council's and the Board's standing orders were due for review in early 2020 but were delayed.
2. On 22 October 2020, a workshop was held with elected members on chairing meetings and meeting practices. The workshop was an opportunity to look at the LGNZ standing order template which was reviewed in 2019. Three Board members were able to attend the workshop.
3. On 17 December 2020, Council adopted new Standing Orders with the LGNZ revisions, including the following discretionary clauses:
  - Cl. 13.11-13.16 – Members' right to attend by audio or audio-visual link
  - Cl. 19.3 - Chairperson's casting vote
  - Cl. 22 – The choice of a default option for speaking and moving motions:
    - A – formal (cl 22.2)
    - B – medium (cl 22.3) – *this is Council's default option*
    - C – informal (Cl 22.4)
4. The Board's draft 2020 Standing Orders are appended. While provision for audio-visual attendance hasn't been included, the casting vote and a choice of options for speaking and moving motions have.
5. The provision for the Chair's casting vote enables the Board to conduct and conclude business without the risk that a vote might be tied (*despite some views to the contrary, a casting vote is not limited to supporting the status quo*).
6. The Board can also choose its preferred option for speaking and moving motions and amendments.
  - Option A is the most formal of the three and limits the number of times members can speak and move amendments.
  - Option B is less formal and, while limiting the ability of movers and seconders of motions to move amendments it allows any other members, regardless of whether they have spoken to the motion or substituted motion, to move or second an amendment.
  - Option C provides substantial flexibility by removing the limitations placed on movers and seconders by the other two options.
7. Option B has been the default option but the Board may wish to have the flexibility of Option C. If the Board retains Option B, there is still the option to resolve to adopt either Option A or C at the start of a meeting for the meeting generally, or for any specified items on the agenda if a more formal voting process is required.
8. A further provision, subject to the Board's agreement, is to allow deputations approved by the Chairperson to attend meetings by means of an electronic link (SO 16).

9. Unless specifically included in their terms of reference, these standing orders don't apply to Board workshops, or working parties.

## Options analysis

### **Option 1 – adopt revised Standing Orders (Recommended)**

10. Adopting the updated standing orders, as presented in Appendix 1, will ensure that the Board is compliant with legislation and best practice in the conduct of its meetings.
11. The Board has some discretion as to whether optional provisions are included, such as giving the Chair a casting vote, and deciding the level of formality around a motion.

### **Option 2 – retain existing or further amend the Standing Orders**

12. While it's not an option for the Board to operate without standing orders, the current standing orders could be retained, provided that legislative changes are included.

## Legal/policy implications

13. The Local Government Act 2002, Schedule 7 (27) requires local authorities to adopt standing orders for the conduct of its meetings. Standing orders must not contravene this Act, the Local Government Official Information and Meetings Act 1987, or any other Act.
14. Any statutory references in the standing orders apply throughout the period of a meeting, regardless of whether or not parts or all of the standing orders have been suspended. Reference to "must", unless otherwise stated, identifies a mandatory legislative requirement.
15. Adopting or amending standing orders requires, in every case, a vote of not less than 75% of the members present.

## Financial implications

16. There are no financial implications in amending the standing orders.

## Significance

17. Adopting standing orders is a procedural matter for the Board that doesn't require wider consultation.

# Activity Reports

## 6. Community Services

### 6.1 Open Spaces

Contractors are pricing compliance repairs to action issues highlighted in the Playground audit completed last year.

The race and hedge between the Methven Domain and the A&P showgrounds requires maintenance and plans are in place to action this.

Morgan Street tree replacement planting is planned; we are currently sourcing the trees. Underground services have been located in the Railway Reserve which will assist any planning and placement for any future works.

### 6.2 Economic Development

#### Youth Council

There are 13 AYC members for the 2021 term. There are a mix of ethnicities and ages range from 12 to 23. Five are from Ashburton College, two from Mt Hutt College, one from Ashburton Intermediate, one from St Josephs, one by correspondence school and three in the workforce.

#### Welcoming Communities

A meeting was held with the coordinator of Wellbeing Opuke on how to further engage with the newcomer and migrant communities in Methven and surrounding areas. We look forward to working together to improve outreach of newcomer services into these areas.

#### Agricultural Portfolio Advisor

The Economic Impact report has been adopted by the Council and circulated widely. It generated a significant response nationally and has prompted the commissioning of a follow up report. This report will be completed by the second quarter of the year. The original report showed that conservatively, the economic impact of the fresh water reforms will reduce farm incomes across the district by over \$57M and overall farm expenditure by \$140m, leading to the loss of 653 jobs. The follow up report will explore the impacts in further detail.

#### My Next Move & Driver Licensing

The Mid-Canterbury Youth and Careers Exchange will be held on 5 May at EA Networks Centre with Mt Hutt College, Ashburton College, Ashburton Christian School and the YMCA students attending.

The aim of this event is for students and parents to learn more about the careers Mid-Canterbury offers and to assist in informing subject choices. Year 10's of the District will use this opportunity to decide which industry they would like to visit on a trip in June. Funding to the sum of \$3000.00 has been achieved through MTFJ to cover the cost of transporting Year 10's to the working environments.

## 7. Strategy & Compliance

### 7.1 Building Services

Month	2019 Consents Issued	2019 Consents Issued YTD	2019 Value of Work	2019 Value of Work YTD
Jan	7 (2)	7 (2)	\$1,116,380 (\$43,500)	\$1,116,380 (\$43,500)



Feb	2 (4)	9 (6)	\$8,241 (\$537,615)	\$1,124,621 (\$581,115)
Mar	3 (7)	12 (13)	\$116,419 (\$1,392,875)	\$1,241,040 (\$1,973,990)
Apr	1 (6)	13 (19)	\$5,000 (\$951,800)	\$1,246,040 (\$2,925,790)
May	6 (7)	19 (26)	\$340,673 (\$1,015,470)	\$1,586,713 (\$3,941,260)
Jun	3 (2)	22 (28)	\$298,329 (\$7,500)	\$1,885,042 (\$3,948,760)
Jul	4 (5)	26 (33)	\$954,698 (\$83,500)	\$2,839,740 (\$4,032,260)
Aug	2 (2)	28 (35)	\$26,000 (\$474,800)	\$2,865,740 (\$4,507,060)
Sep	4 (9)	32 (44)	\$506,500 (\$2,592,230)	\$3,372,240 (\$7,099,290)
Oct	0 (0)	32 (44)	\$0 (\$0)	\$3,372,240 (\$7,099,290)
Nov	5 (2)	37 (46)	\$649,800 (\$341,200)	\$4,022,040 (\$7,440,490)
Dec	1 (4)	38 (50)	\$300,000 (\$605,747)	\$4,322,040 (\$8,046,237)

Month	2020 Consents Issued	2020 Consents Issued YTD	2020 Value of Work	2020 Value of Work YTD
Jan	1 (7)	1 (7)	\$10,000 (\$1,116,380)	\$10,000 (\$1,116,380)
Feb	3 (2)	4 (9)	\$208,500 (\$8,241)	\$218,500 (\$1,124,621)
Mar	1 (3)	5 (12)	\$30,000 (\$116,419)	\$248,500 (\$1,241,040)
Apr	2 (1)	7 (13)	\$355,000 (5,000)	\$603,500 (\$1,246,040)
May	2 (6)	9 (19)	\$324,454 (\$340,673)	\$927,954 (\$1,586,713)
Jun	5 (3)	14 (22)	\$569,846 (\$298,329)	\$1,497,800 (\$1,885,042)
Jul	2 (4)	16 (26)	\$6,500 (\$954,698)	\$1,504,300 (\$2,839,740)
Aug	2 (2)	18 (28)	\$478,922 (\$26,000)	\$1,983,222 (\$2,865,740)
Sep	7 (4)	25 (32)	\$2,241,521 (\$506,500)	\$4,224,743 (\$3,372,240)
Oct	5 (0)	30 (32)	\$2,004,361 (\$0)	\$6,229,104 (\$3,372,240)
Nov	2 (5)	32 (37)	\$660,000 (\$649,800)	\$6,889,104 (\$4,022,040)
Dec	6 (1)	38 (38)	\$669,000 (\$300,000)	\$7,558,104 (\$4,322,040)

Note: figures in brackets are for the corresponding month the previous year.

Please be aware that there are building consents that have been issued that are not recorded in the tables above because the properties are outside the Methven Township boundary. For example, the Opuke Hot Pools consent was issued in May 2020 for a value of \$6,500,000 and Thyme Stream subdivision has had \$1,914,000 of consents issued to date.

## 7.2 Strategy & Policy

### Current projects

Brief Project Description	Start Date	Estimated Completion Date	On track	Comments
<b>Long-Term Plan 2021-31</b>	October 2019	30 June 2021	Yes	Financial Policies under review, Pre-engagement complete, budgets workshops to be held January, key issues affecting the LTP assumptions.
<b>Annual Report 2019-20</b>	June 2020	30 December	Yes	Annual Report adopted 23 December.

<b>Aoraki Environmental Consultancy (AEC)</b>	July 2018	Ongoing	Yes	Officers continue to meet regularly with AEC. Current topics of discussion include water race network, Library and Civic Centre, three waters projects, policy reviews.
<b>Annual Residents Survey</b>	August 2019	July 2021	Yes	Round 2 of the 2020/21 survey has completed. Have not heard of response rate
<b>Consultation</b>	August 2019	June 2021	No	Walking & Cycling Strategy – hearings and deliberations 20 January.

## 8 Infrastructure Services

### 8.1 Solid waste

- **Recycling drop-off yard**

No issues to report.

- **Wheelie bin auditing**

A follow up programme is now in place to monitor problem properties. Kerbside collected recycling is going to the Christchurch sorting plant. The drop off site recycling is going to the Timaru plant for sorting. We had a rate of 4% contamination for December 2020.

- **The green waste drop-off**

The leased area of site has been cleaned up and leased to a new lease for light grazing (sheep).

## 9 Business Support and Governance

### 9.1 NZ Community Board Conference 2021

The NZ Community Board Conference will this year be held in Gore from 22 to 24 April. The Biennial conference brings together the community boards of New Zealand to share practice and to help improve the understanding and work of community boards.

In 2019 the Board sent four representatives to the conference, including Council's representative on the Board, Liz McMillan. The Board has funding of \$4,500 from profits after the 2017 conference held in Methven. That money is available to meet the cost of this year's conference attendance. The cost of full registration for each delegate is \$755 (early-bird) or \$855, and \$425 for one day. Prices exclude gst and accommodation.

The Community Board Executive Committee is inviting all community boards to take a digital snapshot of a community project to share with participants at the conference. These are short videos or a powerpoint (no longer than 7 minutes) which give a profile of a project undertaken or supported by a community board and showing the board engaging with its community. All snapshots received will be played at the conference where delegates will be invited to choose their favourite.

#### **Recommendation**

**That** *[insert Board member names]* be the Methven Community Board representatives attending the 2021 NZ Community Boards Conference.

## **9.2 Commercial Property – Methven Roads Board building**

On Monday 1 February, Historic Places Mid Canterbury will be unveiling the blue heritage plaque on the historic former Roads Board building, on Main Street. Members of the Methven Community Board have been invited to attend this ceremony at 9.30am.

## **9.3 Customer request management**

The CRM report for November/December is appended.

**Appendix 2**

## **9.4 Finance**

The draft financial report to 31 December 2020 is appended.

**Appendix 3**

## **9.5 Discretionary grants**

A request is being made by Bike Methven for funding of \$1,378 for the maintenance of the Methven Skills Park. A summary of the application and its eligibility assessment is attached.

**Appendix 4**

### **Recommendation**

<b>That</b> the Methven Community Board approve funding of \$1,378 to clean up the Methven Skills Park area.
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## Methven CRM Report February 2021

Application ID	Received On	Completion Date	Details	Street	Primary Group
CRM2300114/20	02/11/2020	01/12/2020	Overhanging Roads/Footpaths	Morgan Street	crmTrees
CRM100115/20	02/11/2020		burst water main	Wayne Place	crmWater2
CRM0800413/20	02/11/2020	03/11/2020	Property File Information	Lampard Street	crmInform
CRM1601000/20	02/11/2020	05/11/2020	Signs Non-Regulatory	Methven Township	crmRoading
CRM1601001/20	02/11/2020		Signs Regulatory - Roads/Footpaths	Methven Township	crmRoading
CRM3800728/20	02/11/2020	24/12/2020	General Enquiry request for a clip for both bins.	Forest Drive	crmKerbCln
CRM0500143/20	03/11/2020		Incident Type: Roads/Footpaths	Methven Mall	crmFootpat
CRM100122/20	03/11/2020		Leak/Burst pipe	Barkers Road	crmWater2
CRM3700013/20	03/11/2020		2 dwelling, unauthorised building work	Jackson Street	crmBuild
CRM100126/20	04/11/2020		Leak/Burst pipe - Footpath/Toby	Dolma Street	crmWater2
CRM1601009/20	04/11/2020	03/12/2020	Signs Non-Regulatory	Talbot Place	crmRoading
CRM0500148/20	05/11/2020		Others - grass berm	Lampard Street	crmFootpat
CRM0100714/20	05/11/2020	03/12/2020	Lost dog	Chapman Street	crmAnimals
CRM3800766/20	09/11/2020	11/11/2020	Bin Damage - Red Bin	Spaxton Street	crmKerbCln
CRM3800771/20	10/11/2020	16/11/2020	Missing/Stolen Bin	South Belt	crmKerbCln
CRM100140/20	10/11/2020		Leak/Burst pipe - Footpath/Toby	Farquhar Place	crmWater2
CRM3800773/20	10/11/2020	23/11/2020	Additional Bins	South Belt	crmKerbCln
CRM100141/20	10/11/2020		Footpath/Toby	Forest Drive	crmWater2
CRM1601043/20	11/11/2020	03/12/2020	Road Markings	Mcdonald Street	crmRoading
CRM0100723/20	11/11/2020	07/12/2020	Reported - LOST DOG:	Carr Street	crmAnimals
CRM1601044/20	12/11/2020	12/11/2020	Road Surface Faults - Sealed Roads	Alington Street	crmRoading
CRM100166/20	17/11/2020		Leak/Burst pipe - Footpath/Toby	Lochhead Crescent	crmWater2
CRM1601060/20	17/11/2020	03/12/2020	Road Markings	Mcmillan Street	crmRoading
CRM3800803/20	18/11/2020	23/11/2020	Missed Collection	Spaxton Street	crmKerbCln
CRM100175/20	18/11/2020		Leak/Burst pipe	Main Street	crmWater2
CRM100178/20	20/11/2020		Leak/Burst pipe	Main Street	crmWater2
CRM500077/20	20/11/2020		Water - Low P4	Methven Township	crmWtrMain

CRM100188/20	21/11/2020		Footpath/Toby	Talbot Place	crmWater2
CRM3800820/20	23/11/2020		Missing/Stolen Bin - Both	Barkers Road	crmKerbCln
CRM3800823/20	23/11/2020	08/12/2020	Missed Collection - Red Bin	Jackson Street	crmKerbCln
CRM100192/20	23/11/2020		Leak/Burst pipe	Morgan Street	crmWater2
CRM0800440/20	23/11/2020	24/11/2020	Property File Information	McMillan Street	crmInform
CRM3800829/20	24/11/2020		Yellow Bin - Bin removed contamination	Main Street	crmKerbCln
CRM1601102/20	24/11/2020	03/12/2020	Road Surface Faults - Sealed Roads	Dolma Street	crmRoothing
CRM200016/20	26/11/2020		Sewer blocked at street	Barkers Road	crmSewer2
CRM100206/20	26/11/2020		Leak/Burst pipe - CRM Roads	Barkers Road	crmWater2
CRM100207/20	26/11/2020		Leak/Burst pipe	Morgan Street	crmWater2
CRM100208/20	26/11/2020		No Water Public Toilets on Main Street	Main Street	crmWater2
CRM1601110/20	27/11/2020		Flooding Roothing	Morgan Street	crmRoothing
CRM0100762/20	27/11/2020	08/12/2020	Found or Wandering Animal	Chambers Lane	crmAnimals
CRM3800851/20	30/11/2020	07/12/2020	Request new Bin - Both	Barkers Road	crmKerbCln
CRM3300079/20	30/11/2020	30/11/2020	Bylaw Complaint - overgrown section	Jackson Street	crmByLaw
CRM3800852/20	30/11/2020	03/12/2020	Missing/Stolen Bin	Memorial Crescent	crmKerbCln
CRM3800853/20	30/11/2020	03/12/2020	Missed Collection	Hobbs Road	crmKerbCln
CRM1601128/20	01/12/2020		Drainage - Urban Kerbs or Drains	Main Street	crmRoothing
CRM3800854/20	01/12/2020	07/12/2020	Request new Bin	Forest Drive	crmKerbCln
CRM1200108/20	01/12/2020	08/12/2020	Playgrounds and Walkways-: Flooding	Methven Township	crmParksSp
CRM100227/20	01/12/2020		Leak/Burst pipe	Barkers Road	crmWater2
CRM1200109/20	02/12/2020	03/12/2020	Mowing - Grass at park	Spaxton Street	crmParksSp
CRM1601138/20	02/12/2020	03/12/2020	Signs Regulatory	Camrose Avenue	crmRoothing
CRM3800857/20	02/12/2020	03/12/2020	Missed Collection - Red Bin	McMillan Street	crmKerbCln
CRM400016/20	02/12/2020		Water - Low P4	Barkers Road	crmWtrInv
CRM500087/20	03/12/2020		Footpath/Toby	Barkers Road	crmWtrMain
CRM500088/20	03/12/2020		Water - Low P4	Barkers Road	crmWtrMain
CRM3800865/20	03/12/2020	24/12/2020	Request new Bins	Memorial Crescent	crmKerbCln
CRM3800879/20	07/12/2020		Yellow Bin bin removed contamination	Carr Street	crmKerbCln
CRM3800869/20	07/12/2020	24/12/2020	Request new Bin	Spaxton Street	crmKerbCln
CRM3800870/20	07/12/2020	21/12/2020	Bin Request	South Belt	crmKerbCln
CRM3300082/20	08/12/2020		Bylaw Complaint	Spaxton Street	crmByLaw
CRM100261/20	09/12/2020		burst water main	Cameron Street	crmWater2

CRM1200111/20	09/12/2020	16/12/2020	Vandalism - Roads/Footpaths	Main Street	crmParksSp
CRM0900180/20	11/12/2020		Parking of Heavy Commcl Vehicle on Res	Morgan Street	crmRoadCor
CRM100270/20	11/12/2020		Leak/Burst pipe - Footpath/Toby	Dolma Street	crmWater2
CRM100271/20	11/12/2020		Leak/Burst pipe	Macphail Place	crmWater2
CRM1601219/20	14/12/2020		Drainage - Culverts Report	Main Street	crmRoading
CRM1601220/20	14/12/2020		Incident Type: Roads/Footpaths	Mackie Street	crmRoading
CRM1200112/20	14/12/2020	14/12/2020	Mowing	Main Street	crmParksSp
CRM1200113/20	14/12/2020		Mowing	Barkers Road	crmParksSp
CRM500098/20	14/12/2020		Water - Low P5	Methven Township	crmWtrMain
CRM500100/20	14/12/2020		Water - Low P4	Methven Township	crmWtrMain
CRM3200016/20	15/12/2020	15/12/2020	Maintenance -Gardens	Main Street	crmStrGdns
CRM3200017/20	15/12/2020	15/12/2020	Maintenance - Trees	Cushmor Drive	crmStrGdns
CRM3800900/20	15/12/2020	18/12/2020	Missing/Stolen Bin - Red Bin	Patton Street	crmKerbCln
CRM1601255/20	17/12/2020		Pot Holes - Roads/Footpaths	McMillan Street	crmRoading
CRM100291/20	18/12/2020		Leak/Burst pipe	Jackson Street	crmWater2
CRM0500173/20	21/12/2020		Incident Type: Roads/Footpaths	Shearer Place	crmFootpat
CRM1601272/20	22/12/2020		Road signs down	Lampard Street	crmRoading
CRM0800473/20	22/12/2020		Bulk Property File Information	Barkers Road	crmInform
CRM100305/20	22/12/2020		Leak/Burst pipe - Footpath/Toby	Camrose Avenue	crmWater2
CRM0800474/20	23/12/2020	23/12/2020	Bulk Property File Information	Barkers Road	crmInform
CRM100310/20	23/12/2020		Leak/Burst pipe - Footpath/Toby	Mackie Street	crmWater2
CRM2000221/20	30/12/2020	06/01/2021	No Water	Dolma Street	crmStockw
CRM1601125/20	30/12/2020	03/12/2020	Drainage - Rural Swales or Drains	Memorial Crescent	crmRoading
CRM1000021/21	04/01/2021		Noise complaint - loud music	Chapman Street	crmNoise
CRM1600012/21	05/01/2021	19/01/2021	Road Surface Faults - Sealed Roads	Mckerrow Street	crmRoading
CRM1600019/21	05/01/2021	11/01/2021	Signs Regulatory	Forest Drive	crmRoading
CRM100035/21	07/01/2021		Leak/Burst pipe - Footpath/Toby	Mackie Street	crmWater2
CRM1000025/21	07/01/2021	11/01/2021	Noise complaint	McMillan Street	crmNoise
CRM1600040/21	08/01/2021		Drainage - Urban Kerbs or Drains	South Belt	crmRoading
CRM0800005/21	08/01/2021	19/01/2021	Property File Information	Forest Drive	crmInform
CRM1000028/21	09/01/2021	13/01/2021	Noise complaint - loud music	Carr Street	crmNoise
CRM0500006/21	11/01/2021		Trip Hazard	Methven Mall	crmFootpat
CRM2300005/21	12/01/2021	12/01/2021	Fallen: Parks/Trees	Main Street	crmTrees

CRM100053/21	12/01/2021		Footpath/Toby	Chapman Street	crmWater2
CRM500006/21	12/01/2021		Footpath/Toby	Colcord Place	crmWtrMain
CRM2300006/21	14/01/2021	14/01/2021	Overhanging - Trees	Forest Drive	crmTrees
CRM1000034/21	14/01/2021	20/01/2021	Noise complaint - loud stereo	Porter Street	crmNoise
CRM100075/21	17/01/2021		Footpath/Toby	Forest Drive	crmWater2
CRM3800049/21	18/01/2021		Request New Bin - Red Bin	Morgan Street	crmKerbCln
CRM200004/21	18/01/2021		Blockage & Overflow	Allen Street	crmSewer2
CRM1600092/21	19/01/2021		Signs Regulatory	Barkers Road	crmRoothing
CRM0800019/21	19/01/2021	20/01/2021	Property File Information	Main Street	crmInform
CRM1600099/21	20/01/2021		Signs Non-Regulatory	Barkers Road	crmRoothing
CRM0800024/21	20/01/2021	21/01/2021	Property File Information	Talbot Place	crmInform
CRM1600118/21	22/01/2021		Signs Non-Regulatory	Methven Mall	crmRoothing
CRM1600119/21	22/01/2021		Footpath/Toby	Main Street	crmRoothing

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## Monthly Income and Expenditure Report - 139 Methven Community Board

For the Month ended 31 December 2020

	Month Actual	Year to Date Actual	Full Year Budget	Remaining Full Year Budget
Income				
Targeted Rates	8514	59505	98223	38718
Treasury Internal Recoveries	2	406	706	300
<b>Total Revenue</b>	<b>8516</b>	<b>59911</b>	<b>98929</b>	<b>39018</b>

Salary and Wages	1035	7244	16679	9435
Allowances	0	0	1299	1299
Indemnity Insurance	79	804	208	-596
Telephone/tolls	0	830	0	-830
Subscriptions	0	275	0	-275
Insurances	0	97	102	5
Suppers and Receptions	0	157	313	156
Advertising	0	0	522	522
Grants - Discretionary	0	539	0	-539
Donations	0	0	500	500
Sundry Expenditure	0	590	40000	39410
Rents/Leases	0	122	0	-122
Depreciation	14	95	162	67
Internal Rental	61	139	0	-139
People and capability	1371	9911	22650	12739
Treasury	40	233	636	403
Rates	271	719	1186	467
Community Relations	16	94	228	134
Business Support	515	7766	14300	6534
Communication	17	88	185	97
<b>Total Expenditure</b>	<b>3419</b>	<b>29703</b>	<b>98970</b>	<b>69267</b>

Net surplus to December 2020

30208



Organisation details		Eligibili Development or maintenance	About the project					Financials				Council involvement						
Organisation	Previous funding requests + reporting		Project details	Funding use	Evidence of need	Number of people who benefit	Main Outcome	Org bank acc?	Other funders	Voluntary / donations	\$ requested	Project total	Effect of not funding	Reputational risk	Discrete / ongoing	Points to consider	Officer recommendation	Methven Community Board Recommendation
Bike Methven	No funding has been given from the Council for the Methven Skills Park.	Y	To tidy up the Methven Skill Park, Bike Methven & the Methven Lions Hope to have a working Bee in the winter months to do native planting in this area. We would also like to have this area tidy for the SIS MTB Champs in March. The Committee is spending all volunteer time at the Mt Hutt Forest Bike Park at the moment and are unable to get the skill park up to scrach.	Mowing, Spraying, weed eating	The skills Park will look untidy if this work is not completed.	The whole community, people that bike and visitors to Methven	To bring this space up to a level that we would all like to see for the Methven area.	Y	N/A	A working bee will be held to plant Natives in the winter months	\$1,378	\$1,378	This area will stay as is until the Committee have the time. This may not be for 6to 12 months.	Low	Discrete	Eligible project	\$1,378	

# Methven Community Board

## Terms of Reference

### Purpose

The purpose of the Methven Community Board is to represent the Methven community's interests in Council decision-making in a manner that promotes the current and future interests of the community. The Board's role is as set out in Section 52 of the Local Government Act 2002, to give effect to the purpose of local government in Section 10 of the Local Government Act 2002.

### Membership

Membership of the Committee comprises:

- Dan McLaughlin (Chair)
- Sonia McAlpine (Deputy Chair)
- Kelvin Holmes
- Ron Smith
- Richie Owen
- Cr Liz McMillan (Western Ward Councillor)
- Cr Rodger Letham (Western Ward Councillor)

The quorum is four members.

### Meeting Frequency

The Methven Community Board will meet on a six (6) weekly cycle, or more frequently on an as-required basis as determined by the Board and Council.

Committee members shall be given not less than 5 working days' notice of meetings.

Meeting and administrative support will be provided by Council's governance and community services staff.

### Roles and Function

The Methven Community Board's functions, duties and powers are set by statute as well as delegated by Council. The Board's delegations are as set out in the Local Government Act 2002 (s52) –

- represent, and act as an advocate for, the interests of its community
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board
- maintain an overview of services provided by the territorial authority within the community
- prepare an annual submission to the territorial authority for expenditure within the community
- communicate with community organisations and special interest groups within the community
- undertake any other responsibilities that are delegated to it by the territorial authority.

## Delegation

1. Council shall consult with the Board on issues that impact on Methven community's area and allow sufficient time for the Board's comments to be considered before a decision is made.
2. Consider matters referred by Council officers, and Council, including reports relating to the provision of Council services within the Methven Community Board area, and make submissions or recommendations in response to those matters as appropriate.
3. Represent the interests of the Methven Community at Council, committee or subcommittee meetings when a motion under debate relates to a matter that the Board considers being of particular interest to Methven residents.
4. Monitor the Board's budget and approve criteria for, and disbursement of, discretionary funding as approved through the LTP or annual plan.
5. Promote and identify opportunities for Methven to support economic growth.
6. Appoint representatives to the Mt Hutt Memorial Hall Board and the Methven Reserve Board.

This will include:

- a) monitoring and keeping Council informed of Methven community aspirations and the level of satisfaction with Council provided services through proactive engagement with residents;
- b) providing input in to Council's Long Term Plan and Annual Plan, giving a local perspective on the levels of service, expenditure, rate impacts and priorities;
- c) providing input into strategies, policies, bylaws and plans that impact on the Board's area;
- d) providing input into proposed District Plan changes.

## Communications

- The Methven Community Board Chair will, on behalf of the Board, undertake to meet regularly with the Mayor and/or Council's Chief Executive (or nominated officer) to provide two-way updates on what the Council and the Board have been and propose to be involved in.
- All information released to the media on behalf of the Methven Community Board shall be through the Chair, or his nominee, with assistance from Council's Communications resources.

## Reporting

The Methven Community Board will report to Council.

## Adopted

**Adopted by Council 29/10/20**