

Methven Community Board

AGENDA

Notice of Meeting:

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

Date: Monday 2 May 2022

Time: 10.30am

**Venue: Board Room, Mt Hutt Memorial Hall
160 Main Street, Methven**

Membership

Chairperson	Dan McLaughlin
Deputy Chairperson	Kelvin Holmes
Members	Sonia McAlpine Ron Smith Richie Owen

Council appointees	Cr Rodger Letham Cr Liz McMillan
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28 April 2022

Methven Community Board

Timetable	
Time	Item
10.30am	Meeting commences

ORDER OF BUSINESS

1	Apologies	
	- Dan McLaughlin	
2	Extraordinary Business	
3	Declarations of Interest	
4	Confirmation of Minutes	3
	• 14 March 2022	
	Activity reports	
5	Community Services	5
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4. Minutes –14 March 2022

Minutes of the Methven Community Board meeting held on Monday 14 March 2022, commencing at 10.30am, in the Mt Hutt Memorial Hall Boardroom, 160 Main Street, Methven.

Present

Cr Liz McMillan (Chair); Kelvin Holmes, Ron Smith, Richie Owen and Cr Rodger Letham.

In attendance

Jane Donaldson (Group Manager Strategy & Compliance), Toni Durham (Strategy and Policy Manager), Ian Soper (Open Spaces Manager) and Clare Harden (Community Liaison Officer)

1 Appointment of Chair

That Cr Liz McMillan be appointed to Chair the Methven Community Board meeting on 14 March 2022.

Smith/Holmes Carried

2 Apologies

Dan McLaughlin, Sonya McAlpine

Smith/Owen Carried

3 Extraordinary Business

Nil

4 Declarations of Interest

Nil

5 Confirmation of Minutes

That the minutes of the Methven Community Board meeting held on 31 January 2022, be taken as read and confirmed.

Smith/Holmes Carried

Resignation of Deputy Chair

That the Board accepts the resignation of Deputy Chairperson, Sonia McAlpine, noting her intention to remain a Board member until the end of this term.

Smith/Holmes Carried

7 Election of Deputy Chair

That Kelvin Holmes be elected as Deputy Chairperson for the Methven Community Board.

Smith/Letham Carried

8 Activity Reports

That the reports be received.

McMillan/Holmes

Carried

Community Services

Open Spaces

- Ian gave an update on the cemetery work, final quote arrived on Friday for work to reinstate the land where the trees have been taken away.
- The cemetery will need more plants in the future. The Board will wait for the area to be cleared for this.
- Ian explained that there is an area that could be added as a walkway through Camrose Estate to Holmes Road. The Council is working with the developer on this.

9 Infrastructure Services

- An update from Jane Donaldson was given around the high demand for building consents and areas the Building Services team is working on to reduce pressure.

9.1 Strategy & Policy

- Toni Durham gave an update on the Mobile Shops & Hawkers Bylaw
- The Board is happy that the Methven Mall be taken out of the bylaw. This does not exclude fundraising tables like the Red Cross & Daffodil Day.
- The Board would like to see Chambers Park added to the consultation document.
- Also the Board would like to see “not during the hours of darkness” removed.
- One-off applications are still able to come through for areas not designated.
- The Board will submit to the bylaw when submissions open.

Draft Annual Plan 2022-23 – consultation

- There will be community consultation for the 2022 – 23 Annual Plan starting from 7 April.
- MCB would like to have a meeting before the community consultation
- Toni will get back to the Board around a date for this

NZTA Rooding update, Liz has presented petition to James Caygill (NZTA) on the speed limit change.

Discretionary grant requests

Kelvin Holmes and Ron Smith withdrew from debate on the Methven Lions application.

Liz McMillan withdrew from debate on the Walkway festival

That the Methven Community Board approves funding of \$5,000 from the Board’s discretionary fund for the Methven Fire Fighters Support Group.

Letham/Holmes

Carried

That the Methven Community Board approves funding of \$8,500 from the Board’s discretionary fund for the Methven Lions Walkway Project.

Owen/McMillan

Carried

That the Methven Community Board defer the Walking Festival application to the 2022/2023 year, due to the postponement of the majority of this event this year.

Owen/Smith

Carried

The meeting concluded at 12.10pm.

Dated 2 May 2022 _____ Chairman

Activity Reports

5. Community Services

5.1 Open Spaces

- **Reserves**

All maintenance continues around the Methven Township, with no relief for mowing and spraying. Ground conditions are still ideal for growth. Annual bed displays will be changed shortly for their winter/spring display.

- **Methven Cemetery**

Contractor is well under way with ground works at the Methven Cemetery. Extra work had to be approved so grass can be sown. This involved root ripping and disk work.

- **Public Toilets**

Baby changing tables have now been installed in both men's and women's toilets.

6. Strategy & Compliance

6.1 Building Services

Month	2021 Consents Issued	2021 Consents Issued YTD	2021 Value of Work	2021 Value of Work YTD
Jan	3 (1)	3 (1)	\$344,000 (\$10,000)	\$344,000 (\$10,000)
Feb	3 (3)	6 (4)	\$388,500 (\$208,500)	\$732,500 (\$218,500)
Mar	4 (1)	10 (5)	\$394,650 (\$30,000)	\$1,127,150 (\$248,500)
Apr	6 (2)	16 (7)	\$313,000 (\$355,000)	\$1,440,150 (\$603,500)
May	2 (2)	18 (9)	\$392,524 (\$324,454)	\$1,832,674 (\$927,954)
Jun	8 (5)	26 (14)	\$1,480,610 (\$569,846)	\$3,313,284 (\$1,497,800)
Jul	1 (2)	27 (16)	\$250,000 (\$6,500)	\$3,563,284 (\$1,504,300)
Aug	2 (2)	29 (18)	\$1,097,820 (\$478,922)	\$4,661,104 (\$1,938,222)
Sep	12 (7)	41 (25)	\$4,117,786 (\$2,241,521)	\$8,778,890 (\$4,224,743)
Oct	2 (5)	43 (30)	\$835,000 (\$2,004,361)	\$9,613,890 (\$6,229,104)
Nov	6 (2)	49 (32)	\$2,601,103 (\$660,000)	\$12,214,993 (\$6,889,104)
Dec	2 (6)	51 (38)	\$371,000 (\$669,000)	\$12,585,993 (\$7,558,104)

Month	2022 Consents Issued	2022 Consents Issued YTD	2022 Value of Work	2022 Value of Work YTD
Jan	8 (3)	8 (3)	\$4,134,800 (\$344,000)	\$4,134,800 (\$344,000)
Feb	4 (3)	12 (6)	\$2,466,550 (\$388,500)	\$6,601,350 (\$732,500)
Mar	16 (4)	28 (10)	\$6,586,027 (\$394,650)	\$13,187,377 (\$1,127,150)

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 Ōpuke Hot Pools consent was issued in May 2020 for a value of \$6,500,000 and Thyme Stream subdivision has had \$3,214,000 of consents issued to the end of 2021. Thyme Stream this year has been \$580,000.

7 Infrastructure Services

7.1 Roading

A discussion with Waka Kotahi has resulted in approval in principle to construct a footpath on SH77 down to the Ōpuke Thermal Pools. A meeting of interested parties is to be arranged to discuss, design, location and funding for the project.

Cleaning of the pavers is programmed to be carried out in June.

7.2 Water services

- **Reservoir Construction**

The concrete foundations have been constructed and the contractor is installing the in-ground pipework at present. This includes modifications and blank connections to allow for the new plant to be connected more easily when it is constructed, without interfering with the operation of the current plant.

The reservoir panels are expected to arrive in May and then construction of the reservoirs themselves will begin.

Upon completion of the new reservoirs, the old concrete reservoir will be inspected internally and structurally, to help us decide on the best way to rehabilitate it and maximise its life and the storage available to Methven.

- **Water Metering Trial**

The contractor is out in Methven surveying the manifolds and toby boxes to confirm which need to be upgraded and the scope of work required. In May the work to replace older boxes will begin, after which meters can be installed.

The meters themselves are still in transit but expected to arrive soon. We have a reserve of meters on hand to begin the installation process.

- **Membrane Treatment Plant**

The contract for the treatment equipment has been awarded and initial discussions have been held with the successful contractor.

Beca consultants are working on finalising the process designs which will inform the building sizes and layouts. These will then be reviewed at a series of workshops involving officers and operational staff to identify any potential issues before we proceed to detailed structural and civil design.

Test pits have been dug and infiltration testing carried out to estimate the size of the soakage basins required for disposal of backwash water. This sets the amount of land needed for the final plant.

- **Exploratory Bore Drilling**

Land-owner approval is still being sought. There are implications to the landowner on their farming operation if the bore was proven successful and able to be used as a drinking water supply source. The landowner is currently considering independent advice on the matter.

8 Business Support and Governance

8.1 Customer request management

The CRM report for March is appended.

Appendix 1

8.2 Finance

The draft financial report to 31 March 2022 is appended.

Appendix 2

8.3 Funding Requests

The April 2022 funding request report is appended.

Appendix 3

8.4 MCB LTO document Walkway update

See the new LTO for the Methven walkway, this has been updated from the Methven Community Board to the Methven Lions Club.

Appendix 3

Organisation detail		Eligibility					About the project					Financials				Council involvement			Points to consider		
Organisation	Previous funding requests + reporting	Located in Methven district?	Legal entity	Non profit org	Indiv, School, Serv G	Central Gov	Project - what will the funds be used for?	Evidence of need	Target population	Number of people who benefit	What is the main outcome?	Measurable outputs	Org bank account?	Other funders	Voluntary / donations	\$ requested	Project total	Effect of not funding	Reputational risk	Discrete / ongoing	Points to consider
Methven Rugby Football Club	N/A	Y	Y	Y	N	N	The Methven Rugby Club is upgrading the lights on the field at the domain	The existing lights are now past their optimal operating life.	Primarily all people that play rugby, children and adults at Methven and other rugby clubs in Mid Canterbury. Secondly other members of the community that use the public Methven Domain have access to the fields and the lights.	150 juniors and seniors players being able to play night games over the 2022 season and beyond.	We are aiming for higher participation in rugby from both juniors and seniors in rugby in Methven	Participation numbers of players able to play night games as scheduled by the rugby union.	Y	Lion Foundation,	Members of the club have been involved in scoping the work and obtaining quotes	\$5,000	\$40,000	The club still needs to install the lights to provide for night games for juniors and seniors so will fund the project from cash reserves. This will mean that we won't have funds left over for other projects that the club is undertaking over the next 1-2 years	N	Discrete	
Methven Cricket Club	N/A	Y	Y	Y	Y	N	Methven Cricket Club is needing another Cricket net	We are a growing club, with new players wanting to join all season long. We are now having to train on 2 separate nights so teams have access to our existing Cricket nets	All Cricket players of Mid Canterbury will benefit both Adults and Kids. Methven Domain is used for Mid Canterbury Representative teams for trainings as well.	Over 100 kids and Adults each week	Will give the players of Methven and the community more opportunities to practice and receive more coaching during practices during the week or extra trainings.	With our numbers increasing each year	Y	N/A	The Club Committee are available to help assemble the cage for the nets and the netting. We have netting available at the Club to be used.	\$3,000	\$5,999	The project will take a little longer to achieve but we can always find a way. Likely Fundraiser? Or look for sponsorship?	N	Discrete	

Methven Community Board Funding 2021/2022	Project	Amount requested	Amount Granted
Skate Park	Sign		\$30
Methven Lions	Town Clock		\$1,610
Scarecrow trail	Marketing		\$2,000
Methven Tennis	Line marking		\$4,206
Methven Primary School	Prize giving		\$97
Llama	Events calendar		\$4,100
Mt Hutt Memorial Hall	Digger upgrade		\$2,910
Methven fire Fighters Support group	Display cabinets		\$5,000
Methven Lions Club	Walkway		\$8,500
Methven pool	Pool Grant		\$15,000
Total funding given			\$43,453
MCB Grant budget			\$25,000
MCB Pool funding			\$15,000
Carryover			\$17,000
Left in Budget			\$13,547

Mar-22	Requested	Project total	Approved
Methven Rugby Football Club	\$5,000	\$40,000	
Methven Cricket Club	\$3,000	\$5,999	
Total	\$8,000	\$45,999	

Appendix 2

Methven CRM's March/April 2022						
Application ID	Received On	Completion	Full Details	Primary Address		Primary Group
CRM0100142/22	20/03/2022	08/04/2022	Barking dog	Chapman Street	Internet, Internet, Y	crmAnimals
CRM0100167/22	06/04/2022	14/04/2022	Barking dog	Colcord Place	Phone, Received over the Phone, Y	crmAnimals
CRM0100182/22	19/04/2022		Barking dog	Chapman Street	Phone, Received over the Phone, Y	crmAnimals
CRM0800085/22	09/03/2022	09/03/2022	Property File Information	Alington Street	Counter, Front Counter, Y	crmInform
CRM0800104/22	18/03/2022	21/03/2022	Property File Information	Spaxton Street	eMail, Received by eMail, Y	crmInform
CRM0800110/22	23/03/2022	23/03/2022	Property File Information	Carr Street	eMail, Received by eMail, Y	crmInform
CRM0800129/22	30/03/2022	31/03/2022	Property File Information	Barkers Road	Phone, Received over the Phone, Y	crmInform
CRM0800132/22	31/03/2022	31/03/2022	Property File Information	Barkers Road	eMail, Received by eMail, Y	crmInform
CRM0800143/22	06/04/2022	06/04/2022	Property File Information	Hobbs Road	eMail, Received by eMail, Y	crmInform
CRM0800147/22	08/04/2022	12/04/2022	Property File Information	Racecourse Avenue	eMail, Received by eMail, Y	crmInform
CRM1000130/22	13/03/2022	15/03/2022	Noise complaint	Colcord Place	Internet, Internet, Y	crmNoise
CRM1000149/22	25/03/2022	29/03/2022	Noise complaint	Barkers Road	Phone, Received over the Phone, Y	crmNoise
CRM1000161/22	04/04/2022	04/04/2022	Noise complaint	Colcord Place	TAS	crmNoise
CRM1000162/22	02/04/2022	05/04/2022	Noise complaint	Colcord Place	TAS	crmNoise
CRM1000173/22	20/04/2022	21/04/2022	Noise complaint	Barkers Road	Internet, Internet, Y	crmNoise
CRM100299/22	07/03/2022		Leak/Burst pipe - CRM Roads	Jackson Street	Phone, Received over the Phone, Y	crmWater2
CRM100305/22	08/03/2022		Leak/Burst pipe - Footpath/Toby	Camrose Avenue	Counter, Front Counter, Y	crmWater2
CRM100310/22	09/03/2022		Leak/Burst pipe - Footpath/Toby	Camrose Avenue	Phone, Received over the Phone, Y	crmWater2
CRM100315/22	10/03/2022	10/03/2022	Leak/Burst pipe - Footpath/Toby	Camrose Avenue	Phone, Received over the Phone, Y	crmWater2
CRM100320/22	11/03/2022		Leak/Burst pipe - Footpath/Toby	South Belt	Phone, Received over the Phone, Y	crmWater2
CRM100339/22	16/03/2022		Leak/Burst pipe - Footpath/Toby	South Belt	Phone, Received over the Phone, Y	crmWater2
CRM100347/22	18/03/2022		Leak/Burst pipe - Footpath/Toby	South Belt	Snap Send, Snap Send Solve, Y	crmWater2
CRM100351/22	19/03/2022		Leak/Burst pipe - CRM Roads	Cameron Street	TAS	crmWater2
CRM100356/22	19/03/2022		Leak/Burst pipe - CRM Roads	Cameron Street	Snap Send, Snap Send Solve, Y	crmWater2
CRM100372/22	22/03/2022		Leak/Burst pipe - Footpath/Toby	Main Street	eMail, Received by eMail, Y	crmWater2
CRM100386/22	28/03/2022		Leak/Burst pipe - Footpath/Toby	Forest Drive	Phone, Received over the Phone, Y	crmWater2
CRM100423/22	04/04/2022		Leak/Burst pipe - Footpath/Toby	Main Street	Phone, Received over the Phone, Y	crmWater2
CRM100424/22	05/04/2022		Leak/Burst pipe - CRM Roads	Main Street	Snap Send, Snap Send Solve, Y	crmWater2
CRM100435/22	08/04/2022		Leak/Burst pipe - Footpath/Toby	Cameron Street	Phone, Received over the Phone, Y	crmWater2
CRM100451/22	13/04/2022		Leak/Burst pipe - Footpath/Toby	Cameron Street	Phone, Received over the Phone, Y	crmWater2
CRM1200041/22	14/04/2022	19/04/2022	Playgrounds and Walkways	Township	Phone, Received over the Phone, Y	crmParksSp
CRM1600415/22	07/03/2022		Road Markings	Township	eMail, Received by eMail, Y	crmRoading
CRM1600418/22	07/03/2022		Clean or Clear - Detritus	Main Street	Snap Send, Snap Send Solve, Y	crmRoading
CRM1600453/22	14/03/2022		Road Signs	Hobbs Road	Snap Send, Snap Send Solve, Y	crmRoading
CRM1600456/22	14/03/2022		Road Signs	Allen Street	Snap Send, Snap Send Solve, Y	crmRoading
CRM1600457/22	14/03/2022		Road Signs	Allen Street	Snap Send, Snap Send Solve, Y	crmRoading

CRM1600459/22	14/03/2022		Road Signs	Main Street	Staff, ADC Staff Member, Y	crmRoading
CRM1600460/22	14/03/2022		Road Signs	Allen Street	Snap Send, Snap Send Solve, Y	crmRoading
CRM1600482/22	18/03/2022		Road Signs	Main Street	Phone, Received over the Phone, Y	crmRoading
CRM1600496/22	22/03/2022		Road Signs	Barkers Road	Snap Send, Snap Send Solve, Y	crmRoading
CRM1600497/22	22/03/2022		Drainage - Urban Kerbs or Drains	Main Street	Snap Send, Snap Send Solve, Y	crmRoading
CRM1600498/22	22/03/2022		Drainage - Urban Kerbs or Drains	Mcmillan Street	Snap Send, Snap Send Solve, Y	crmRoading
CRM1600512/22	25/03/2022		Pot Holes	Mcdonald Street	Snap Send, Snap Send Solve, Y	crmRoading
CRM1600545/22	04/04/2022		Signs Regulatory	Lochhead Crescent	Snap Send, Snap Send Solve, Y	crmRoading
CRM1600562/22	11/04/2022		Signs Regulatory	Main Street	Snap Send, Snap Send Solve, Y	crmRoading
CRM1600567/22	12/04/2022		Drainage - Urban Kerbs or Drains	Dolma Street	Internet, Internet, Y	crmRoading
CRM1600573/22	13/04/2022		Drainage - Urban Kerbs or Drains	Main Street	Snap Send, Snap Send Solve, Y	crmRoading
CRM1600581/22	19/04/2022		Drainage - Urban Kerbs or Drains	South Belt	Snap Send, Snap Send Solve, Y	crmRoading
CRM2200007/22	21/03/2022		Overhead Streetlights	Carr Street	Phone, Received over the Phone, Y	crmStreetl
CRM2200011/22	13/04/2022		Overhead Streetlights	Barkers Road	eMail, Received by eMail, Y	crmStreetl
CRM2200012/22	21/04/2022		Overhead Streetlights	Barkers Road	Snap Send, Snap Send Solve, Y	crmStreetl
CRM2300057/22	18/03/2022	21/03/2022	Roots - Footpath	Mckerrow Street	Snap Send, Snap Send Solve, Y	crmTrees
CRM2300059/22	22/03/2022		Overhanging - Vegetation	Main Street	Snap Send, Snap Send Solve, Y	crmTrees
CRM2300060/22	22/03/2022	08/04/2022	Pavement - Damaged	Main Street	Snap Send, Snap Send Solve, Y	crmTrees
CRM2300062/22	29/03/2022	06/04/2022	Overhanging - Vegetation	Main Street	Phone, Received over the Phone, Y	crmTrees
CRM2300066/22	06/04/2022	06/04/2022	Pavement - Damaged	Mckerrow Street	Snap Send, Snap Send Solve, Y	crmTrees
CRM2700048/22	05/03/2022	08/03/2022	Pensioner unit - Support	Chapman Street	TAS	crmPropM
CRM2700065/22	04/04/2022		Pensioner unit - Support	Chapman Street	Phone, Received over the Phone, Y	crmPropM
CRM2700066/22	05/04/2022	05/04/2022	Pensioner unit - Support	Chapman Street	Phone, Received over the Phone, Y	crmPropM
CRM3700009/22	09/03/2022		Unauthorised Regulatory	Spaxton Street	Staff, ADC Staff Member, Y	crmBuild
CRM3800228/22	07/03/2022	21/03/2022	Return of bins	Main Street	Phone, Received over the Phone, Y	crmKerbCl3
CRM3900010/22	11/03/2022		Bin Damage - Red Bin	Lampard Street	Phone, Received over the Phone, Y	crmKerbCl3
CRM3900013/22	14/03/2022	23/03/2022	Kerbside Collection - Request new Bin	Memorial Crescent	Phone, Received over the Phone, Y	crmKerbCl3
CRM3900022/22	16/03/2022	29/03/2022	Kerbside Collection - Request new Bin	Memorial Crescent	Phone, Received over the Phone, Y	crmKerbCl3
CRM3900043/22	23/03/2022	31/03/2022	Kerbside Collection - Request new Bin	Lochhead Crescent	Phone, Received over the Phone, Y	crmKerbCl3
CRM3900050/22	28/03/2022		Bin Damage - Yellow Bin	Mcmillan Street	Phone, Received over the Phone, Y	crmKerbCl3
CRM3900063/22	04/04/2022	08/04/2022	Request new Bin - Both	Allen Street	Phone, Received over the Phone, Y	crmKerbCl3
CRM3900066/22	05/04/2022		Missed Collection - Red Bin	Cameron Street	Phone, Received over the Phone, Y	crmKerbCl3
CRM3900074/22	11/04/2022		Kerbside Collection - Additional Bins	Spaxton Street	Phone, Received over the Phone, Y	crmKerbCl3
CRM3900081/22	12/04/2022		Kerbside Collection - Additional Bins	Gleniffer Place	Phone, Received over the Phone, Y	crmKerbCl3
CRM3900082/22	12/04/2022		Missed Collection - Red Bin	Main Street	Phone, Received over the Phone, Y	crmKerbCl3
CRM3900084/22	12/04/2022		Return of bins	Forest Drive	Phone, Received over the Phone, Y	crmKerbCl3
CRM3900090/22	13/04/2022		Missed Collection	Mcmillan Street	Phone, Received over the Phone, Y	crmKerbCl3
CRM3900107/22	21/04/2022		Request new Bin	Carr Street	Phone, Received over the Phone, Y	crmKerbCl3

CRM400010/22	29/03/2022		Water - Medium P2	Spaxton Street	Phone, Received over the Phone, Y	crmWtrInv
CRM500027/22	06/04/2022		Water - Medium P2	Lilley Place	Phone, Received over the Phone, Y	crmWtrMain

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Appendix 3

Monthly Income and Expenditure Report - 139 - Methven Community Board

For the Month Ended 31 March 2022

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
Income				
Targeted Rates	10,813.07	97,317.63	128,874.96	31,557.33
Treasury Internal Recoveries	90.77	1,008.82	0.00	-1,008.82
Total Income	<u>10,903.84</u>	<u>98,326.45</u>	<u>128,874.96</u>	<u>30,548.51</u>
Expenditure				
Salary / Wages	1,260.32	11,971.08	15,529.02	3,557.94
Staff Training	0.00	0.00	1,242.96	1,242.96
Allowances	0.00	0.00	1,500.00	1,500.00
Indemnity Insurance	0.00	1,551.78	3,969.96	2,418.18
Conference Expenses	0.00	0.00	258.00	258.00
Staff Travel Costs	0.00	0.00	155.04	155.04
Telephone / Tolls	0.00	2,000.00	0.00	-2,000.00
Subscriptions / Periodicals	0.00	275.00	0.00	-275.00
Insurance	0.00	141.66	102.00	-39.66
Suppers & Receptions	70.00	300.00	300.00	0.00
Grants	15,000.00	15,000.00	15,000.00	0.00
Donations	0.00	0.00	500.00	500.00
Sundry Expenditure	11,775.00	28,228.21	42,000.04	13,771.83
Rents / Leases	0.00	0.00	500.00	500.00
Internal Rental	150.00	1,350.00	1,800.00	450.00
Leadership Team	849.84	8,207.67	11,272.00	3,064.33
Treasury	73.94	708.76	1,054.54	345.78
Rates	86.86	1,056.50	695.71	-360.79
Communication	0.00	2,635.17	3,624.71	989.54
Community Services	1,618.64	9,857.02	46,214.00	36,356.98
Total Expenditure	<u>30,884.60</u>	<u>83,282.85</u>	<u>145,717.98</u>	<u>62,435.13</u>
Net Surplus/(Deficit)	<u>-19,980.76</u>	<u>15,043.60</u>	<u>-16,843.02</u>	<u>-31,886.62</u>
Capital Expenditure				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Cash Movement	<u>-19,980.76</u>	<u>15,043.60</u>	<u>-16,843.02</u>	<u>-31,886.62</u>
Cash Reserves				
Separate Reserves	0.00	0.00	17,157.00	
Plus Net Surplus/(Deficit)		15,043.60		
Less Capital Expenditure		0.00		
Closing Cash Reserves		<u>15,043.60</u>		

12 April 2022

Methven Community Board
C/- Clare Harden
Ashburton District Council

Dear Sir/Madam,

Cancellation of Licence to Occupy for Methven Walkway – Mt Harding Road

As presented to the Methven Community Board, the Methven Lions are proposing a 3 stage development of the 'Methven Walkway' over a three year period. To facilitate their plans, Council has issued them with a Licence to Occupy for all Council owned land within the walkway. As a result, Council is cancelling the Licence to Occupy for Mt Harding Road which was issued on the 29th November 2018 effective immediately.

We would like to thank you for your contribution to the Walkway over the past couple of years

Yours faithfully



Colin Windleborn
Commercial Manager

12 April 2022

Methven Lions
488 Highbank Cairnbrae Road
PO BOX 88
Methven 7745

Email: macmcelwain@hotmail.co.nz

Dear Sir/Madam,

Methven Walkway - Letter of Exchange (Licence to Occupy) for Council Land

This letter serves as a formal agreement between Council and the Methven branch of the Lions Club in lieu of a formal Licence to Occupy Agreement.

The following information is provided for your information:

Licensee:	Methven Lions
Location:	'Methven Walkway' between Barkers Road to the Rangitata Diversion Race, Mt Harding Road and portion of the Methven Cemetery, Methven Chertsey Road, Methven
Legally Description:	PT RS 30312 METHVEN TSHIP-CEMETERY RES PT RT 17229 and Pt RS 17230
Leased Area (Land):	As outlined in red on the Attachment 1- Plan
Rent:	\$1 plus GST per annum (if demanded)
Period:	3 Years
Commencement Date:	01 April 2022
Expiry Date:	31 March 2025
Purpose:	Installation and ongoing maintenance of Methven Walkway

- This Licence is non-transferrable.
- The Licensee may be required to 'make good' at the termination of this agreement.
- Any structures associated with the development are no to exceed the permitted location as outlined on the attached Plan. Any structures are to be approved by Council prior to them being installed.
- The Licensee is required to abide and implement the approved Health and Safety Documentation as per the Official Minutes of Boards of Directors Meeting Methven Lions Club (May 2021), General Business Point 3 and associated documentation approved by Ashburton District Council. This is conditional of the Licence to Occupy.
- Maintenance of the track is the responsibility of the Methven Lions.
- Approval has been given for a walkway to be constructed in the area outlined in red on the plan attached. The track is to be formed to the satisfaction of the Roading and Open Spaces Departments of Council.

- The Licensee is to inform the Open Spaces Manger prior (24 hours' notice minimum) to commencing any work on the site given the proximity to an operational cemetery for health and safety reasons.

Provided you accept the above conditions please sign this letter (in duplicate) returning one copy to the Council and retain one copy for your records.

Yours faithfully

Colin Windleborn

Colin Windleborn
Commercial Manager

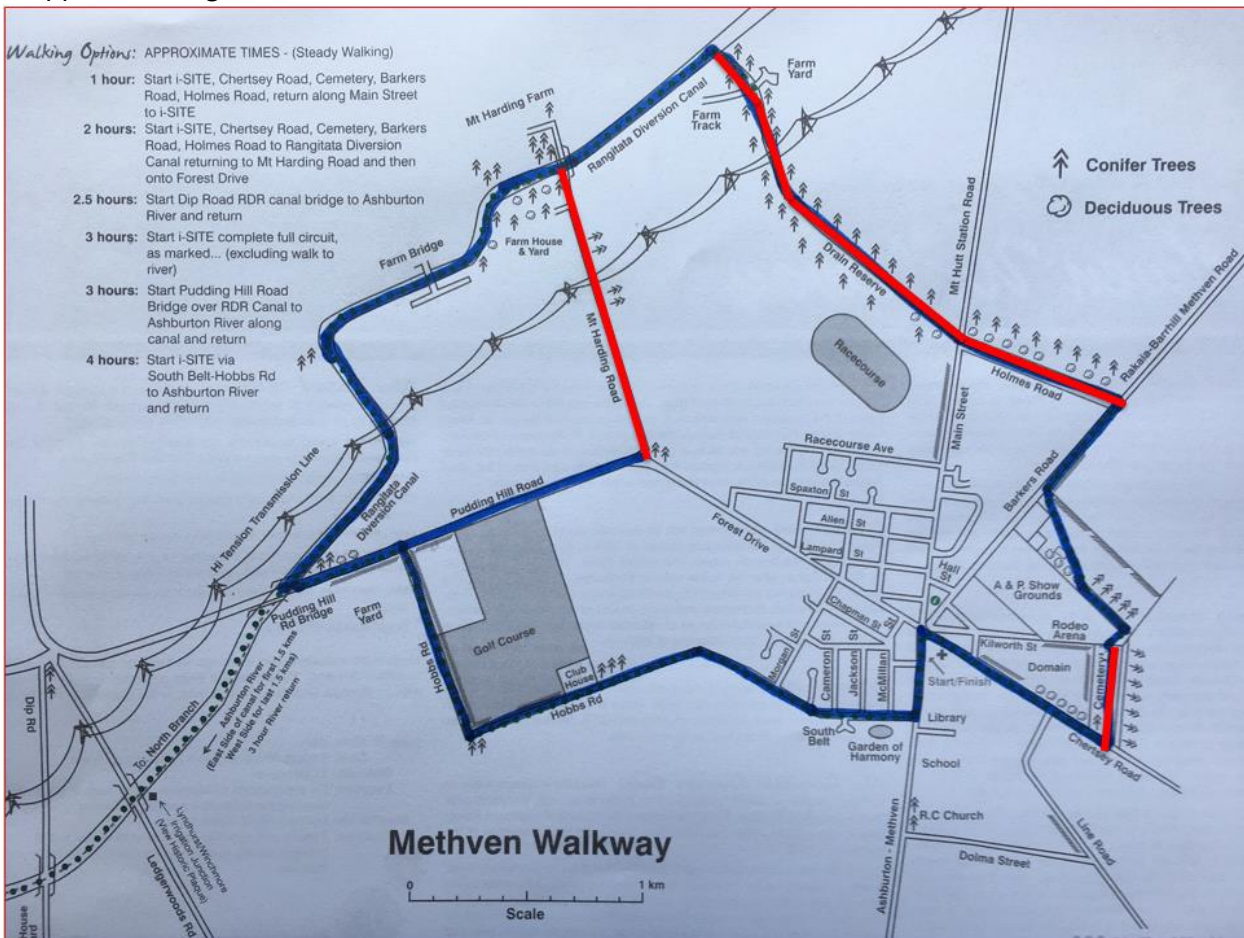
Signed by on behalf of Methven Lions
in acceptance of the conditions above;

Signature _____

Name (Print) _____

Date: _____

Attachment 1 - Plan
Approved designated area





Health and Safety Policy and Procedures

Introduction

The Methven Lions Club (the Club) is committed to ensure that: Lions club members (Lions), non-member volunteers, visitors and any other person's associated with Club activities remain safe while PARTICIPATING in Club activities.

Club activities can be diverse and include the likes of: business meetings, dinner meetings, social gatherings, Lions organised events and events organised by other parties where the Club undertakes specified duties.

This document outlines the steps the Club takes to prevent harm during Club activities and supports the implementation of a safety management system which complies with the Health & Safety at Work Act 2015.

The Club is affiliated with Lions International and through this other clubs within our District, New Zealand and the World. This document is intended for the Club; other clubs and levels within Lions International will have their own policy and procedures.

Administration of this document

This document needs to be approved and implemented by the Club President at a Club business meeting, and also by all Trustees at a Trustee meeting. It is expected that changes will be made from time to time and these likewise require approval and implementation at Club and Trustee meetings.

Statement of Intent

The Club is, so far as is reasonably practicable, committed to the health and safety of everyone involved in or affected by its activities thereby providing:

- a) A positive safety culture;
- b) A safe and healthy environment;
- c) Safe systems of work;
- d) Appropriate information, training, instruction and supervision; and
- e) Meaningful consultation on health and safety matters.



Health and Safety Policy and Procedures

Health and Safety Procedures

1. Health and Safety Management

The Club will elect a Health and Safety Officer to oversee the items listed in the above "Statement of Intent" and the Policy and procedures contained in this document.

The Health and Safety Officer will periodically review, minute and report activity to the Club via a standing "Health and Safety Review" item on the agenda of the regular business meetings.

2. Engagement and Communication

Health and Safety is the collective responsibility of all Lions. Lions need to be familiar with the Clubs Health and Safety Policy and Procedures and be proactive in abiding by them at all times.

It is expected that there will be regular discussion regarding safety issues in our Club to:

- (a) Identifying Hazards;
- (b) Assessing risks; and
- (c) Find ways to mitigate (eliminate, manage or minimise) those risks.

3. Member Induction

New members to be made aware of the Health and Safety Policy and Procedures and a copy of this document to be included as part of their induction. Induction should be followed up with support from the new members Sponsor, Health and Safety Officer and Lions in general.

4. Safety Representative and Safety Action Plan

All Club activities/events have a Project Leader/Manager/Organiser. This leader will ensure that Health and Safety for the activity / event is covered either by the H & S Officer / or appoint a H & S Representative for the activity/event. The Safety Representative must be in attendance at the event and will coordinate any safety briefings, safety reports and/or items listed in the activity/event **SAFETY ACTION PLAN.**

A **SAFETY ACTION PLAN** is required when an activity involves members of the public or activities outside of regular Club meetings. For example: cooking at a BBQ, facilitating a Fun Run or holding an Auction. The **SAFETY ACTION PLAN** needs to be presented at a business meeting for consultation and approval by the Club. Discussion and approval will be included in the minutes of the meeting and kept on file.

Where the activity/event is organised by an outside party, for example the Fishing Competition and Auction, the **SAFETY ACTION PLAN** will cover the specific tasks assigned to the Club. A copy of the Club **SAFETY ACTION PLAN** will be given to the outside party.

Post the activity/event a report will be made to the Club as to any Health and Safety issues that arose. The report may be written or verbal. This will be included in meeting minutes.

For regular Club meetings or social events the Charmain/Organiser/H&S Officer will be the Safety Representative and will be required to give a briefing as to emergency procedures for the facility at which the meeting/social event is held. This is particularly important where visitors/guests are in attendance of where attendees are not familiar with the facility, specific hazards, emergency marshal points etc.



Health and Safety Policy and Procedures

5. Hazards and Risk Management

The H & S Officer or Safety Representative and project crew should identify, where practicable, all foreseeable hazards/risks, assess these and record how they will be managed/mitigated on the **SAFETY ACTION PLAN**. Management/mitigation is typically by:

- a) Eliminating the hazard/risk and thereby removing chances of death, injury or illness etc.;
- b) Minimising the hazard/risk where it cannot be eliminated by thereby reducing chances of death, injury or illness etc.; and
- c) Providing tools such as First Aid Equipment; Fire Extinguishers; Hi-Viz Vests etc.

Lions should not assume that the SAFETY ACTION PLAN will include all possible hazards/risks. Lions need to remain vigilant proactive in managing any unforeseen circumstances.

6. Reporting and Investigating Accidents, Incidents and Hazards

All accidents, incidents and hazards are to be recorded and reported to the Health and Safety Officer for investigation. This will be done on the ACCIDENT, INCIDENT AND HAZARD INVESTIGATION FORM. Following investigation the accident/incident/hazard will be reported to the next Club business meeting. All incidents and copies of reports to be forwarded to the District Risk and Alert Co-ordinator for review and to be registered.

The first priority in the event of accident or injury is to preserve life, provide first aid and if required call emergency services. This should be done by any and all Lions at the scene of the event. Subsequently and as soon as is practicable the event Project Manager/Leader and Safety Representative should be contacted. They will fill out an ACCIDENT, INCIDENT AND HAZARD INVESTIGATION FORM.

Club First Aid Kits should be on hand at all events.

7. Information, Training and Supervision

If the Health and Safety Officer deems training to be necessary on any occasion, this to be discussed at a Club Business meeting, documented and any recommendations / actions to be carried out.

Where training or lack of it is identified as a contributing factor to any accidents or incidents then this should be discussed at the Club Business meeting, and any changes or recommendations implemented as soon as possible.

It is recommended that all members periodically attend St. John First Aid Course or similar.

8. Hazardous Substances

It is not anticipated that hazardous substances (e.g. firearms, explosive, flammable, toxic, environmentally dangerous) will be present at Club events. Should they be required then they must be under the supervision of individuals and/organisations licensed to handle these.

The exception may be for the likes a BBQ where household items such as sharp knives, BBQ gas bottles and hot BBQ are in operation. These should be managed by diligence and skilled operation of the Lions involved. At a minimum the BBQ area should not be directly accessible to the public and safety items such as a fire extinguisher bucket of water/sand and first aid kit should be accessible.



LIONS SAFETY ACTION PLAN

Activity: Methven Cemetery – Walkway Linkage **Date:** 5 May 2021 **Safety Officer:** P Garde

Project Leader: R Smith **No. of Lions:** TBA **Location:** Methven Cemetery

Event start N/A **Event finish** N/A **Approved by (Lion):** W Ensor

Possible Hazards		Risk	Control
1	Power tools	Serious Injury, Hospital, damage to tools	<ul style="list-style-type: none"> • Safety briefing on use of power tools before work commences. • Tools only to be used by appropriately trained • Tools put away when not in use • Correct PPE to be worn • Awareness of other workers with proximity of work
2	Uneven ground, branches, stones	Minor injury, sprain or strains	<ul style="list-style-type: none"> • Check work area • Clear debris before starting work • Wear appropriate footwear • Communicate trip hazards with other volunteers.
3	Heavy loads	Back injury, strains or sprains	<ul style="list-style-type: none"> • Two person lift for heavy objects • Cut branches into smaller size for easier lifts • Use of wheelbarrow or other carrying device to reduce carrying objects long distances.
4	Repetitive work	Moderate injuries requiring visit to Medical centre, Strains or sprains, fatigue	<ul style="list-style-type: none"> • Take breaks • Stretch and warm up prior to commencing work • Share work activities where possible.
5	Vehicles	Serious injury, hospital, damage to vehicle	<ul style="list-style-type: none"> • Vehicles not required should be parked away from work area. • Motorised wheelbarrows to be operated by trained volunteers. • Designated access points for vehicles, with traffic marshals on duty.
6	Animals (Dogs)	Minor injury, strains or sprains	<ul style="list-style-type: none"> • People walking with dogs should be asked to stay clear of area until work is completed. • Do not get between a dog and its owners. Request do be put back their lead. • Volunteers advised not to bring their dogs • Do not approach dogs off the lead. • Contact Animal Control for stray dogs that are acting aggressively.

7	Environment/Weather	Minor injury, slip trips or falls, hypothermia, sunburn	<ul style="list-style-type: none"> • Monitor weather forecasts • Wear appropriate clothing & PPE • Modify activities to suit conditions • Consider rescheduling work if conditions suitable. • Drink plenty of water. • Use sunscreen on hot days.
8	Visitors to cemetery	Aggressive or abusive persons	<ul style="list-style-type: none"> • Signage up while work is underway • Show respect to those visiting family graves. • Request those trying to use walkway to stay clear until work is complete • Coordinate work around burial services (done through Council)



Health and Safety Policy and Procedures

Methven Cemetery Walkway Project.

At a meeting held on 5/5/2021 the Methven Lions Club appointed Mr P Garde as the safety officer for the Cemetery Walkway Project. He will be responsible for ensuring that all persons assisting with this endeavour are aware of the Club Safety Policy, and that procedures laid out in the policy are adhered to. He will also ensure that the following issues have been attended to where applicable:

Any permits required
First aid available
Fire Extinguisher
Power Cables and Boxes (certified)
Water
Hi Viz Jackets
Traffic Management Plan
Volunteers names and contact numbers
Volunteers requiring special consideration

Signed:

W Ensor, President.

A handwritten signature in blue ink, appearing to read 'W Ensor'.

R Henderson, Health and Safety Officer.

A handwritten signature in blue ink, appearing to read 'R B Henderson'.