



Methven Community Board

AGENDA

Notice of Meeting:

The meeting of the **Methven Community Board** will be held on:

Date: **Monday 26 January 2026**

Time: **9.00am**

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

Membership

- Megan Fitzgerald (Chair)
- Richie Owen (Deputy Chair)
- Faye Barrand
- Robin Jenkinson
- Simon Wareing

Council appointees

- Councillor Deb Gilkison
- Councillor Jeanette Maxwell

Methven Community Board

Timetable	
Time	Item
9.00am	Meeting commences

ORDER OF BUSINESS

- 1 Apologies**
- 2 Extraordinary Business**
- 3 Declarations of Interest**

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

Confirmation of Minutes

4	Methven Community Board Inaugural Meeting – 3/11/25	3
----------	---	----------

Matters for Decision

5	Methven Community Board Discretionary Grant	6
6	Methven Community Board Livestreaming of Meetings	11

7 Activity Reports

7.1	Legal & Democracy	26
7.2	Infrastructure	27
7.3	Community & Open Spaces	30
7.4	Compliance & Development	37
7.5	Business Support	36

Business transacted with the public excluded

8	Short-term Visitor Accommodation	PE 1
	Section 7(2)(a) Protection of privacy of natural persons	

3. *Methven Community Board Inaugural Meeting* – 3 November 2025

Minutes of the Inaugural Methven Community Board meeting held on Monday 3 November 2025, commencing at 9.00am, in the Mt Hutt Memorial Hall Board Room, Main Street, Methven.

Present

Mayor Liz McMillan; Councillors Deb Gilkison and Jeanette Maxwell; and Faye Barrand, Megan Fitzgerald, Richie Owen, Robin Jenkinson and Simon Wareing.

In attendance

Toni Durham (GM Community & Open Spaces), Neil McCann (GM Infrastructure), Mark Chamberlain (Roading Manager), Dan Huismann (Acting Communications Manager), Linda Clarke (Communications Advisor) and Carol McAtamney (Governance Support).

1 Apologies

Nil.

2 Extraordinary Business

Nil.

4 Introduction and explanation of statutory requirements

Received for information purposes.

5 Election of Chair, Deputy Chair and Board Appointments

That System B is the method used to elect the Chair and Deputy Chair.

Fitzgerald/Owen	Carried
-----------------	---------

That Megan Fitzgerald is elected as Chairperson of the Methven Community Board.

Owen/Jenkinson	Carried
----------------	---------

That Richie Owen is elected as Deputy Chairperson of the Methven Community Board.

Jenkinson/Barrand	Carried
-------------------	---------

That Robin Jenkinson is elected as the Methven Community Board representative on the Mt Hutt Memorial Hall Board.

Owen/Wareing	Carried
--------------	---------

That Simon Wareing is elected as the Methven Community Board representative on the Methven Reserve Board.

Jenkinson/Owen	Carried
----------------	---------

That Richie Owen be appointed as Methven Community Board's representative on the Methven & Foothills Birdsong Initiative Trust.

Jenkinson/Barrand	Carried
-------------------	---------

The Chair expressed thanks and appreciation, on behalf of the Board, to the Board's former Chair Kelvin Holmes and Board member Allan Lock for their contributions over the previous term.

Mayor Speaking Rights

That Mayor Liz McMillan be granted speaking rights at the Methven Community Board meetings.

Owen/Maxwell

Carried

6 Methven Community Board Recordings of Meetings

That investigations be undertaken into the costs involved with livestreaming of meetings and an update to be provided at the next meeting

Owen/Jenkinson

Carried

7 Activity Reports

That the activity reports be received.

Owen/Wareing

Carried

7.1 Legal & Democracy

- 2026 meeting dates**

That the Methven Community Board's meeting schedule retains the status quo of a six weekly cycle, with meetings commencing at 9am.

Wareing/Owen

Carried

Democracy

- 2025 Local Elections**

The Chair extended congratulations to newly elected Mayor Liz McMillan and the new Western Ward Councillors Deb Gilkison and Jeanette Maxwell.

A bus trip around the Methven district for Community Board members is to be arranged.

- Methven Reserve Board - Helipad**

A joint letter from the Methven Community Board and the Methven Reserve Board has been sent to the Ministers of Transport and the South Island to see a review of the Civil Aviation Act, part 139: Subpart I – Operating requirements – non-certificated aerodromes.

No response has been received to date. A copy of the letter is to be forwarded to members.

7.2 Infrastructure

- Pedestrian crossing outside Methven Central**

Council officers have been undertaking investigations on the possible layout of a loading zone, pedestrian crossing point and parking spaces on Methven Chertsey Road outside Methven Central.

The Board agreed that discussion should be deferred until Council officers and Board members have had the opportunity to meet with representatives from Methven Central. It was further agreed that this will be followed up with a workshop, to include representatives from Methven Primary and the Preschool on Methven Chertsey Road.

That the matter lies on the table pending a meeting with Methven Central and a workshop with the schools.

Fitzgerald/Owen

Carried

- **CRM Report**

It was agreed that rather than providing a list of individual CRM requests, future reports will include a summary of each category and the status of the request to be provided.

- **Solid Waste Management and Collection**

The high number of gross contaminations in kerbside collection bins was noted. An education advertising campaign is to be undertaken.

7.3 Community & Open Spaces

- **Methven CBD Lighting Project**

Members requested specific details on the status of the Methven CBD lighting project – when are the suppliers expected to correct the quality and brightness issues?

7.5 Business Support

- **Discretionary Grant**

Council officers are currently investigating the options of establishing a system that will call for grant applications on a quarterly basis. This will be discussed at the upcoming budget workshop.

7.6 Birdsong Trust Report – Garden of Harmony project

The naming ceremony formally accepting the Arowhenua gifted named for the site (Ka koroti a te manu ‘the chattering of the birds’) has been undertaken. The ceremony was well attended by members of the Community.

It was noted that the Trust have undertaken some extensive pruning to tidy up the area.

8 Mt Hutt Memorial Hall Board/Methven Reserve Board

That the Mt Hutt Memorial Hall Board and Methven Reserve board representatives be requested to provide a report on a quarterly basis to update the Methven Community Board on the activities of their respective Boards.

Owen/Barrand

Carried

The meeting closed at 9.46am

Chairperson

5. *Methven Community Board Discretionary Grant*

Author *Toni Durham: GM Community & Open Spaces*
Executive Team Member *Hamish Riach: Chief Executive*

Summary

- The purpose of this report is for the Methven Community Board to consider whether to maintain the current approach of accepting discretionary grant applications year-round or adopt a structured schedule of funding rounds for the annual grant allocation.
- The grant is currently open continuously, providing flexibility but limiting transparency and strategic decision-making. Applications are assessed individually, which makes it difficult to compare projects and manage opportunity costs.
- Introducing defined funding rounds aligned with MCB meeting dates would improve transparency, accountability, and fairness, while enabling better prioritisation of community projects. However, this approach reduces flexibility for time-sensitive applications and requires clear communication to avoid missed deadlines

Recommendation

1. **That** the Methven Community Board introduces funding rounds for the administration of the Methven Discretionary Grant.

2. **That** the funding rounds for 2026 are:

2025/26 Round 1 – Closes 16 February for MCB meeting on 9 March

2025/26 Round 2 – Closes 4 May for MCB meeting on 25 May

2026/27 Round 1 – Closes 27 July for MCB meeting on 17 August

2026/27 Round 2 – Closes 19 October for MCB meeting on the 9 November

Background

The current situation

1. The purpose of this report is for the Methven Community Board (MCB) to consider introducing funding rounds for the management and distribution of the Methven Discretionary Grant.
2. The Methven Community Board has annual discretionary grant funding of \$30,750 (2025/26) available to support Methven community initiatives and projects.
3. The grant does not have formal criteria; however, in the past, MCB has applied the principle that projects should fall within the MCB rating boundary. Allocation of this funding is delegated to the Methven Community Board by Council, meaning MCB does not require Council approval for its decisions.
4. Currently, the grant is open year-round, allowing applications to be submitted at any time. While this provides flexibility, decisions are still tied to the Board's six-week meeting cycle. This approach also means the Board does not see applications grouped together, limiting its ability to assess trade-offs and opportunity costs between projects.
5. Officers propose introducing defined funding rounds to improve transparency and accountability with the community.
6. The following is the proposed grant round schedule for 2026, aligned with the MCB meeting calendar:

Funding Round	Applications Close	MCB Meeting
2025/26 Round 1	16 February	9 March
2025/26 Round 2	4 May	25 May
2026/27 Round 1	27 July	17 August
2026/27 Round 2	19 October	9 November

Options analysis

Option one – MCB continues with the status quo where grant applications can be received all year round.

7. This option would mean the community is able to apply for funding at any time (as long as there are still funds available), with decision made during the Board's regular six-weekly meetings.

<p>Advantages:</p> <p>Flexibility for applicants: Community groups can apply when ready, without waiting for a funding round.</p> <p>Continuous support: Enables timely funding for urgent or time-sensitive projects.</p> <p>Simple administration: No need to manage application deadlines or rounds</p>	<p>Disadvantages:</p> <p>Limited strategic view: Applications are considered individually, making it harder to compare projects and assess trade-offs.</p> <p>Potential inequity: Early applicants may consume funds before later projects are considered.</p> <p>Less transparency: Community may perceive decisions as ad hoc rather than structured.</p>
<p>Risks:</p> <p>Financial - Budget depletion early in the year: Leaving no funds for later projects.</p> <p>Reputational - Perception of favouritism or inconsistency: Without clear cycles, decisions may appear less accountable.</p> <p>Operational - Administrative inefficiency: Frequent small reports to MCB is an inefficient and ineffective use of officers time.</p>	

Option two – MCB introduces funding rounds for the administration of the Methven Discretionary Grant (recommended option)

8. This option introduces defined funding rounds aligned with the MCB meeting dates, as shown in point 6 of the report.

<p>Advantages:</p> <p>Improved transparency and accountability: Clear timelines and structured process for the community.</p> <p>Better decision-making: Ability to compare applications within a round and consider opportunity costs.</p> <p>Predictability: Applicants know when decisions will be made, aiding planning.</p>	<p>Disadvantages:</p> <p>Reduced flexibility: Applicants must wait for the next round, which may delay urgent projects.</p> <p>Administrative complexity: Requires communication of deadlines and monitoring compliance.</p>
<p>Risks:</p> <p>Reputational: Missed opportunities: Time-sensitive projects may not align with funding rounds.</p> <p>Operational: Implementation risk: Requires clear processes and communication to avoid confusion for the community.</p>	

Legal/policy implications

Local Government Act, 2002

9. The provision of the community grant by the Methven Community Board aligns with the purpose and principles of the Local Government Act 2002. Section 10 of the Act states that local government exists to enable democratic local decision-making and to promote the social, economic, environmental, and cultural well-being of communities. Community grants directly support these objectives by empowering local groups to deliver initiatives that enhance community well-being. Furthermore, Section 14 requires local authorities to act transparently, accountably, and in a financially prudent manner. Introducing structured funding rounds strengthens these principles by providing clarity, fairness, and accountability in the allocation of public funds.

ADC Community Grants & Funding Policy 2025

10. The Methven Community Board's discretionary grant process aligns with the Ashburton District Council's 2025 Community Grants and Funding Policy in its focus on supporting community initiatives within the district and promoting fairness and accountability. While the current open-ended approach meets the policy's intent for discretionary funding, introducing defined funding rounds would strengthen compliance by creating a contestable process with clear timelines, improving transparency, and enabling more equitable decision-making. This change would also support the policy's principles of accessibility, structured processes, and prudent financial management.

Climate change

11. The decision in this report will not directly impact climate change or sustainability outcomes. The MCB may decide to focus allocation of the funding on projects that do, as per their discretion.

Review of legal / policy implications

Reviewed by In-house Counsel

Tania Paddock; GM Legal & Democracy

Strategic alignment

12. The recommendation relates to Council's community vision of *Ashburton District – The District of choice for lifestyle and opportunity* because community funding enables groups and organisations in the community to meet local wants and needs.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Community funding supports a range of community projects that impact across all wellbeings.
Environmental	✓	
Cultural	✓	
Social	✓	

Financial implications

Requirement	Explanation
What is the cost?	No costs associated with this report as administration of funding is from within existing resource. 2025/26 Methven Discretionary funding of \$30,750
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Methven Targeted rate
Are there any future budget implications?	No
Reviewed by Finance	Gordon Cruickshank, Financial Performance Manager

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	N/A
Level of engagement selected	1. Inform – one-way communication
Rationale for selecting level of engagement	If the recommendation is supported, the community will be informed of the change of approach through the usual media channels. The funding cycles will be promoted regularly online and in print.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager

6. *Methven Community Board Livestreaming of Meetings*

Activity Manager
Executive Team Member

*Janice McKay, Communications Manager
Toni Durham, Group Manager Community and Open Spaces*

Summary

- The purpose of the report is to present an update on the cost and viability of audio and visual livestreaming of Community Board meetings.
- This follows a report presented to the Methven Community Board on 3 November 2025 with initial audio and visual recording and livestream options.

Recommendation

1. **That** the Methven Community Board trials livestreaming of its meetings.

Attachment

Appendix 1 Copy of 3 November report to MCB - Digital Recordings of Meetings

Background

The current situation

1. At the time of writing the initial audio-visual recordings of meetings options report on 3 November, the estimated cost of livestreaming was not brought to the Methven Community Board, as it exceeded existing Council budgets and would therefore be Council's decision.
2. The Methven Community Board requested a report presenting livestreaming costs before making a decision on its options.
3. The initial report showed that community board livestreaming is becoming a more common practice.
4. Since then, Council has purchased mobile equipment that would enable livestreaming on one social media channel for the same cost as audio and/or visual recordings and which can now be met within existing budgets.
5. The one-off set up cost for audio recording, visual recording and livestreaming is now all estimated at around \$1,000.
6. With regard to staff time, livestreaming can be undertaken by a Communications Officer who is already in attendance at the meeting.
7. Troubleshooting can be undertaken by Communications Officers within the existing work programme.

Options analysis

Option one – continue to not provide streaming or recordings of Methven Community Board meetings for public access (status quo)

8. This option would mean meetings will continue with the same public access as they do now.

Advantages: <ul style="list-style-type: none">• No further investment or effort to change required.	Disadvantages: <ul style="list-style-type: none">• Relies on MCB members, minutes, agenda, Council communications staff and media to communicate decisions of the board.• When discussion and debate is not accessible, or heard, the public have less context on a decision, and this can lead to misunderstanding and misinformation.
Risks: <ul style="list-style-type: none">• The work and decisions Methven Community Board may not be as visible as they could be.• A community perception that the Methven Community Board are not transparent, or effective may emerge, given a growing climate of distrust in New Zealand.	

Option two – provide audio only recordings of Methven Community Board meetings for public access

9. This option would provide the opportunity for members of the public and media to hear discussion and debate on issues online via our website and social media channels (probably the Methven Community Board Facebook Page).

<p>Advantages:</p> <ul style="list-style-type: none">• Offers a good starting point with a view to explore other options as time goes on.• Enables improved public access to Methven Community Board meetings.• Could lead to improved transparency, trust and engagement from the Methven community and beyond.• By making meetings more publicly available, boards are held more accountable to the community they serve.• People can refer to recordings for accuracy and at their own convenience.• Audio provision is more affordable than the provision of visual recording/streaming.• Audio files are much smaller than video files and easier to store and share.• Without visual distractions, listeners can focus more on the spoken content.• This can occur with one microphone in the centre of the table which captures real time conversational flow, as opposed to multi-microphone setups.• It's the easiest technology for staff to manage than other options.	<p>Disadvantages:</p> <ul style="list-style-type: none">• There is a slight increase in effort and investment required to use this technology.• Without video non-verbal cues like body language and facial expressions are missing, which can assist context understanding.• Audio-only content might be less engaging for some people leading to reduced attention.• Does not provide for those with hearing disabilities.• It can be harder to verify who is speaking without visual confirmation.
<p>Risks:</p> <ul style="list-style-type: none">• Some may believe that audio only doesn't go far enough in making information accessible given the technology available.	

Option three – provide audio and visual recordings of Methven Community Board meetings

10. This option would provide the opportunity for members of the public and media to see and hear discussion and debate on issues online.

<p>Advantages:</p> <ul style="list-style-type: none"> • Video recordings capture both audio and visual information, providing a fuller context of the meeting. • Non-verbal cues such as body language and facial expressions can help with understanding the full picture. • It's easier to verify who is speaking and their reactions. 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • Requires more equipment and technical know-how. • Video files are larger requiring more storage space and bandwidth. • Visuals can sometimes be a distraction. • Recordings still do not show interactions in real time.
<p>Risks:</p> <ul style="list-style-type: none"> • Some may believe that recordings don't go far enough in capturing the meeting. 	

Option four – provide audio and visual livestreaming of Methven Community Board meetings (recommended option)

11. This option would provide the opportunity for members of the public and media to see and hear discussion and debate on issues online in real time.

<p>Advantages:</p> <ul style="list-style-type: none"> • Real time viewing is unedited and raw, which can create a more genuine connection with the audience. • Livestreaming provides an immediacy which is useful for urgent or time-sensitive information. • The livestreaming can be undertaken by a Communications Officer who is already in attendance. 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • Livestreams are susceptible to technical glitches such as connectivity issues, which can disrupt the presentation. • Livestreams must be scheduled at a specific time which has less flexibility than recording.
<p>Risks:</p> <ul style="list-style-type: none"> • The investment may be seen as a wasteful use of council resources. • May need to consider physical layout and configuration of Methven Community Board meetings. • May lead to increased demand for more technical equipment and software such as presentation screens, software, and improved virtual meeting capability. 	

Legal/policy implications

Local Government Official Information and Meetings Act 1987¹

12. The Act allows for the public to request access to official information, which can include audio and visual recordings of meetings.
13. Local authorities are required to make their meetings accessible to the public, which can include providing audio or visual recordings.

¹ <https://www.legislation.govt.nz/act/public/1987/0174/latest/DLM122242.html>

14. These provisions ensure transparency and public access to local government proceedings.

Ombudsmen Act 1975²

15. The Ombudsman has the authority to investigate complaints about the administrative conduct of local authorities, including community boards.
16. This can include how recordings of meetings are handled, ensuring they comply with legal and procedural standards. These standards include public access, or privacy and confidentiality.
17. Under the Act, the Ombudsmen can request access to information, including audio and visual recordings of meetings, to carry out their investigations.

Climate change

18. This report should have no effect on climate change.

Review of legal / policy implications

Reviewed by In-house Counsel

Tania Paddock; GM Legal & Democracy

Strategic alignment

19. The recommendation relates to Council's community outcome of 'Residents are well represented, included and have a voice' because recordings may lead to community members being more actively engaged in decision-making processes and feeling heard.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Recordings and livestreaming can reduce the need for physical attendance, saving travel costs and time for both officials and the public.
Environmental	✓	By enabling remote access to meetings, recordings can reduce the need for travel, thereby lowering carbon emissions.
Cultural	✓	Recordings can help preserve cultural discussions and decisions, providing a historical record for future generations. Recordings can increase engagement with local government processes, fostering a sense of community and cultural identity.
Social	✓	Recordings make meetings accessible to a wider audience, including those who cannot attend in person, promoting inclusivity. They enhance transparency by allowing the public to see and hear the discussions and decisions made by their local government.

² <https://www.legislation.govt.nz/act/public/1975/0009/latest/DLM430984.html>

Financial implications

Requirement	Explanation
What is the cost?	For option 2, 3 and 4: Approximately one-off \$1,000 to install a centre table microphone, minimal licensing fees + staff time to implement.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	293 – Communications purchases
Are there any future budget implications?	No
Reviewed by Finance	Erin Register; Finance Manager.

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	N/A
Level of engagement selected	1. Inform – one way communication
Rationale for selecting level of engagement	No wider engagement is required, as decision is of low significance. The community will be informed of the final decision the Board makes.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager

Methven Community Board Recordings of Meetings

Activity Manager

Janice McKay, Communications Manager

Executive Team Member

Toni Durham, Group Manager Community and Open Spaces

Summary

1. The purpose of the report is to consider options for improving public engagement with Methven Community Board meetings via the provision of digital recordings.
2. It's recommended that the Methven Community Board provides audio recordings to be publicly accessible.
3. Recordings could be hosted on Council's website and promoted on social media channels.

Recommendation(s)

1. **That** Methven Community Board approves its meetings to be audio recorded and made publicly accessible.

Attachment

Appendix 1 Desktop review of other Community Board recordings

Background

The current situation

4. Currently the Methven Community Board does not livestream or provide recordings of their meetings for public access (visual or audio).
5. Members of the public can join Methven Community Board meetings in-person, and read agenda and minutes posted to the ashburtondc.govt.nz website.
6. The public may hear about meetings and decisions through board members, media or if a news story is covered by Council staff.
7. The Ombudsman's '[Good practice for meetings and workshops guide](#)' states that, Councils should take all practicable steps to remove barriers to full participation in their processes.
8. The guide says that public meetings and workshops should be made as accessible as possible to the public, both physically and virtually, keeping in mind those people with disabilities as well those with other challenges to attending meetings.
9. This year, the annual [Edelman Trust Barometer](#) showed New Zealanders are feeling overlooked by those in power and disillusioned as a result.
10. Due to this decline in trust, many organisations like councils and community boards are taking extra steps to build and maintain trust through transparency.

Previous Council decisions or direction

11. The recently adopted Methven Community Strategic Plan 2025 sets out Goal Three: Methven is a well informed and participating community.
12. Relevant aspirations from the plan include: Methven Community Board effectively provides local representation, and Methven is a well-informed and welcoming community.

Māori and tangata whenua participation

13. Provision of digital recordings may welcome more engagement and participation from the Māori community on Methven issues.

Interested and affected parties

14. Methven Community Board, Council staff, Methven community, media.

What do others do?

1. It's now becoming common practice for community boards to provide audio or visual recordings of their meetings to the public and media.
2. See Appendix 1 for more information.

Options analysis

Option one – continue to not provide streaming or recordings of Methven Community Board meetings for public access (status quo)

15. This option would mean meetings will continue with the same public access as they do now.

Advantages: <ul style="list-style-type: none">• No further investment or effort to change required.	Disadvantages: <ul style="list-style-type: none">• Relies on MCB members, minutes, agenda, Council communications staff and media to communicate decisions of the board.• When discussion and debate is not accessible, or heard, the public have less context on a decision, and this can lead to misunderstanding and misinformation.
Risks: <ul style="list-style-type: none">• The work and decisions Methven Community Board may not be as visible as they could be.• A community perception that the Methven Community Board are not transparent, or effective may emerge, given a growing climate of distrust in New Zealand.	

Option two – provide audio only recordings of Methven Community Board meetings for public access (recommended)

16. This option would provide the opportunity for members of the public and media to hear discussion and debate on issues online via our website and social media channels (probably the Methven Community Board Facebook Page).

<p>Advantages:</p> <ul style="list-style-type: none"> • Offers a good starting point with a view to explore other options as time goes on. • Enables improved public access to Methven Community Board meetings. • Could lead to improved transparency, trust and engagement from the Methven community and beyond. • By making meetings more publicly available, boards are held more accountable to the community they serve. • People can refer to recordings for accuracy and at their own convenience. • Audio provision is more affordable than the provision of visual recording/streaming. • Audio files are much smaller than video files and easier to store and share. • Without visual distractions, listeners can focus more on the spoken content. • This can occur with one microphone in the centre of the table which captures real time conversational flow, as opposed to multi-microphone setups. • It's the easiest technology for staff to manage than other options. 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • There is a slight increase in effort and investment required to use this technology. • Without video non-verbal cues like body language and facial expressions are missing, which can assist context understanding. • Audio-only content might be less engaging for some people leading to reduced attention. • Does not provide for those with hearing disabilities. • It can be harder to verify who is speaking without visual confirmation.
<p>Risks:</p> <ul style="list-style-type: none"> • Some may believe that audio only doesn't go far enough in making information accessible given the technology available. 	

Option three – provide audio and visual recordings of Methven Community Board meetings

17. This option would provide the opportunity for members of the public and media to see and hear discussion and debate on issues online.

<p>Advantages:</p> <ul style="list-style-type: none"> • Video recordings capture both audio and visual information, providing a fuller context of the meeting. • Non-verbal cues such as body language and facial expressions can help with understanding the full picture. • It's easier to verify who is speaking and their reactions. 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • Requires more equipment and technical know-how. • Costs more to visually record than audio capture only. • Video files are larger requiring more storage space and bandwidth. • Visuals can sometimes be a distraction. • Recordings still do not show interactions in real time.
<p>Risks:</p> <ul style="list-style-type: none"> • Some may believe that recordings don't go far enough in capturing the meeting. 	

Option four – provide audio and visual livestreaming of Methven Community Board meetings

18. This option would provide the opportunity for members of the public and media to see and hear discussion and debate on issues online in real time.

<p>Advantages:</p> <ul style="list-style-type: none"> • Real time viewing is unedited and raw, which can create a more genuine connection with the audience. • Livestreaming provides an immediacy which is useful for urgent or time-sensitive information. • Visual livestreaming on You Tube provides transcription which is more accessible for the hearing impaired. 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • Requires significant additional investment than other options. • Livestreams are susceptible to technical glitches such as connectivity issues, which can disrupt the presentation. • Would require the resource and effort of Communications, Information Services and Governance teams. • There is no current budget or personnel capacity to undertake this. • Livestreams must be scheduled at a specific time which has less flexibility than recording.
<p>Risks:</p> <ul style="list-style-type: none"> • The increased investment may be seen as a wasteful use of council resources. • May need to consider moving the location of Methven Community Board meetings. • May lead to increased demand for more technical equipment and software such as presentation screens, software, and improved virtual meeting capability. 	

Legal/policy implications

Local Government Official Information and Meetings Act 1987¹

19. The Act allows for the public to request access to official information, which can include audio and visual recordings of meetings.
20. Local authorities are required to make their meetings accessible to the public, which can include providing audio or visual recordings.
21. These provisions ensure transparency and public access to local government proceedings.

Ombudsmen Act 1975²

22. The Ombudsman has the authority to investigate complaints about the administrative conduct of local authorities, including community boards.
23. This can include how recordings of meetings are handled, ensuring they comply with legal and procedural standards. These standards include public access, or privacy and confidentiality.
24. Under the Act, the Ombudsmen can request access to information, including audio and visual recordings of meetings, to carry out their investigations.

Climate change

25. This report should have no effect on climate change.

Review of legal / policy implications

Reviewed by In-house Counsel

Tania Paddock; General Counsel

Strategic alignment

26. The recommendation relates to Council's community outcome of 'Residents are well represented, included and have a voice" because recordings may lead to community members being more actively engaged in decision-making processes and feeling heard.

¹ <https://www.legislation.govt.nz/act/public/1987/0174/latest/DLM122242.html>

² <https://www.legislation.govt.nz/act/public/1975/0009/latest/DLM430984.html>

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic	✓	Recordings can reduce the need for physical attendance, saving travel costs and time for both officials and the public.
Environmental	✓	By enabling remote access to meetings, recordings can reduce the need for travel, thereby lowering carbon emissions.
Cultural	✓	Recordings can help preserve cultural discussions and decisions, providing a historical record for future generations. Recordings can increase engagement with local government processes, fostering a sense of community and cultural identity.
Social	✓	Recordings make meetings accessible to a wider audience, including those who cannot attend in person, promoting inclusivity. They enhance transparency by allowing the public to see and hear the discussions and decisions made by their local government.

Financial implications

Requirement	Explanation
What is the cost?	For option 2: Approximately one-off \$1,000 to install a centre table microphone, minimal licensing fees + staff time to implement. For option 3: Approximately one-off \$3,000 to install a centre table microphone, one fixed camera, minimal licensing fees + staff time to implement.
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	293 – Communications purchases
Are there any future budget implications?	No, unless the board chooses option 4, which would need further investigation.
Reviewed by Finance	Erin Register; Finance Manager.

Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	N/A
Level of engagement selected	1. Inform – one way communication

Rationale for selecting level of engagement	No wider engagement is required, as decision is of low significance. The community will be informed of the final decision the Board makes.
Reviewed by Strategy & Policy	Mark Low; Strategy and Policy Manager

Copy of report 3/11/2025

Appendix one – desktop review of other Community Board recordings

Options

[Audio podcast example](#) (Kaiapoi-Tuahiwi Community Board)

[Visual livestream example](#) (Wānaka-Upper Clutha Community Board)

Community board audio visual options

	Livestream	Podcast	Single - camera	Multi-camera	Single-microphone	Multi-microphone	Presentation ability
Waipapa Papanui-Innes-Central	Y		Y			Y	Y
Malvern	Y		Y			Y	
Kaikohe-Hokianga	Y		Y		Y		
Dannevirke	Y			Y		Y	
Wānaka-Upper Clutha	Y		Y		Y		
Kaiapoi-Tuahiwi (recommended)		Y			Y		

7. *Activity Reports*

7.1 *Legal & Democracy*

7.1.1 *2026 meeting dates*

At the 5 November 2025 Council meeting, Council adopted the 2026 meeting calendar which included the following dates for MCB meetings:

- 26 January 2026
- 9 March 2026
- 20 April 2026
- 25 May 2026
- 6 July 2026
- 17 August 2026
- 28 September 2026
- 9 November 2026

7.1.2 *Methven Bus Trip*

A Methven / Mt Somers bus trip for Councillors is scheduled for either Tuesday 10 or Tuesday 17 March. MCB members are welcome to join the Councillors for the Methven component of this trip. Locations and timings will be confirmed closer to the date.

7.1.3 *Elected Members' Allowances and Reimbursement Policy*

At the 17 December 2025 Council meeting, Council adopted an updated version of the Elected Members' Allowances and Reimbursement Policy. The key changes are:

- References to specific dollar amounts were generally removed from the Policy, and replaced with reference to “*as set out in the current Remuneration Authority Determination*” to reflect the annual changes to the Determination.
- The ability for elected members to claim the travel-time allowance was removed from the Policy.
- The Policy enables elected members to claim an allowance for a home security system. However, eligibility for this allowance is contingent on an independent security threat and risk assessment authorised by the Council determining that the home security is required for the elected member.

The Communications / ICT equipment allowance for MCB remains unchanged as follows:

Position	Entitlement
Methven Community Board Chair	Provision of an annual allowance for any of the following equipment provided by the Community Board Chair, as follows: <ul style="list-style-type: none">○ \$100 for a telephone (mobile or handset)○ \$200 for mobile telephone service○ \$400 for internet service Total - \$700.00
Methven Community Board members	Provision of an annual allowance for any of the following equipment provided by the Community Board member, as follows: <ul style="list-style-type: none">○ \$100 for a telephone (mobile or handset)○ \$100 for mobile telephone service

	<ul style="list-style-type: none"> ○ \$400 for internet service <p>Total - \$600.00</p>
--	--

More information on the Policy can be found in the Council agenda at item #11 [here](#) and the updated Policy is available [here](#).

7.1.4 Community Board Executive Elections

Nominations for the NZ Community Boards' Executive Committee (CBEC) closed on 16 January. Local Government NZ will advise whether more than one nomination was received and whether an election is required.

The CBEC is a subcommittee of the National Council of LGNZ. With representatives from each of LGNZ's geographical zones, the CBEC provides support and guidance to members and advises LGNZ's National Council on issues that matter at a local level.

Board members will be updated on the process and, if an election is required, will be included in discussion to identify a preferred candidate. The Methven Community Board Chair would vote on behalf of the Board for the Zone 5 representative.

7.2 Infrastructure

7.2.1 Roading

The new road maintenance contract with Fulton Hogan started on 1 December 2025 with routine work continuing.

The no stopping and loading zone markings on Methven Chertsey Road outside Methven Central (as agreed at the onsite meeting of 5 December) are with the contractor to complete. It was hoped to be done before Christmas but the marking resources were not available. Now planned to be completed within the first two weeks of the New Year.

CRM Category	Quantity Received	Status
Pavement	5	5 Completed
Footpaths/Kerbs/Entranceways	6	0 Completed/5 Dispatched
Signs	3	1 Completed/2 Dispatched
Drainage/Flooding	3	2 Completed/1 Dispatched

7.2.2 Three Waters

There is a need to replace the six aerators at the Methven Wastewater Treatment Plant (WWTP) due to the current aerators reaching the end of life. The six aerators will be replaced by two aerodisc direction aerators. The contract to replace the aerators has been awarded to Aeris Global Limited. They are the same company who installed seven directional aerators at the Wilkins Road, Ashburton WWTP in 2024. The aerators will be installed and commissioned by mid-April 2026.

A Request for Proposal (RFP) was advertised seeking proposals to install a receiving screen at the Methven wastewater treatment plant. We sought suppliers who are competent in supplying and installing the screen. The RFP closed on 12 December 2025 with four suppliers submitting. The contract was awarded to the partnership of ARC Projects and Brown Brothers. The receiving screen will be installed by end of April 2026.

A problem with the control system at the Methven water treatment plant occurred on 10 January 2026 around 7:00 am causing the tanks to drop to critical levels. Plant operators did not receive the critical alarms that should have enabled them to respond to issues that stop the plant operating properly. The incident was not discovered until no water alarms on the water quality pillars activated and calls from the public were received.

A notice to conserve water was immediately issued while the contractors carried out the necessary repairs. Water supply was restored at 11:00am and the conserve water notice was lifted. The duration of the loss of water for Methven town was approximately 3 hours.

CRM Category	Quantity Received	Status
Water leak/burst pipe	20	20/12 Assigned/Rectified
No water	1	1/1 Assigned/Rectified
Final meter read	2	2/1 Assigned/Rectified
Sewer blockage	1	1/1 Assigned/Rectified

7.2.3 Solid Waste Management and Collection

An assessment of the existing Methven recycling facility at Line Road and a proposed site at Pudding Hill Road was carried out by Tonkin and Taylor in October 2025. The purpose of the assessment is to determine which site would be the most suitable site to host the Methven refuse transfer (RTS) station with integrated green waste collection facility. The Tonkin and Taylor report is circulated with this agenda [**\(Supplemental Document\)**](#)

Based on the assessment, the existing Line Road site is identified as most suitable to host the Methven RTS. The site presents:

- Lower contamination risk and remediation cost
- Favourable geotechnical conditions
- More existing service infrastructure
- Fewer transport-related challenges
- A more straightforward planning and consenting pathway.

The Line Road site's current use as a recycling centre and its location within a business zone further supports its suitability, reducing potential amenity and social perception issues. In contrast, the Pudding Hill Road site poses more development challenges and higher establishment costs.

Officers seek feedback from the Board whether to pursue the development of the Methven Refuse transfer station (including costings) on the current location or move the station to the proposed site.

The funding of the development of the Methven Refuse transfer station will be included in the next Long-Term Plan.

CRM Category	Quantity Received	Status
Yellow bin – gross contamination	9	9/1 Assigned/Rectified
Overweight bins – not collected	4	4/4 Assigned/Rectified
Damaged bins	4	4/4 Assigned/Rectified
Missing/replacement bins	4	4/4 Assigned/Rectified
New bin request	8	8/8 Assigned/Rectified
Additional bin request	5	5/5 Assigned/Rectified
Returned bins	3	3/3 Assigned/Rectified

7.2.4 Stockwater Exit Update

Council resolved, on 17 December 2025, to partially close the Pudding Hill Intake network. This will see the races connecting to the network at Scarness Gate and Draytons Gate being closed off on 30 September 2026. The Pudding Hill intake structure will remain operational and continue to convey stockwater down Mt Harding Stream. A decision on the future of the intake itself will be subject to further discussions and consideration by Council over the next few months.

All affected properties have been advised of the impending Pudding Hill closure. A Heads of Agreement has been signed between Council and BCI who will potentially provide an alternative stockwater supply to some of the affected properties. Council officers and Council's consultant will continue to ascertain what alternative supply will be available to each identified property that still requires stockwater following the race closure.

The investigation work for the Methven Auxiliary intake has been completed, and a closure report will be considered by the Stockwater Transition Working Group and Council this year.

Both the Pudding Hill and Methven Auxiliary closures are running six months behind the initial programme. This is due to delays with external investigations/reporting taking longer than was initially envisaged.

A meeting with ECan to discuss the future of the Pudding Hill intake is to be programmed. It is anticipated this will be held in late February/early March.

The Pudding Hill race partial closure as currently approved will have negligible to no impact on the Methven Township. The future of the intakes that feed Mt Harding Stream, and the possible ongoing augmentation of the stream itself will be discussed and considered by Council this year. The feedback provided by the Methven community during the public consultation on the intakes and streams will form part of the discussions/consideration.

7.3 Community & Open Spaces

7.3.1 Strategy & Policy updates

- **Annual Report 2024/25**

Council adopted the final Annual Report 2024/25 on 3 December with an unmodified (clear) audit opinion. The report can be found [here](#).

- **Annual Plan 2026/27**

Work to date has included preparation of draft budgets, fees and charges and work programme. ET budget workshops have commenced, with an Annual Plan induction workshop with Council held on 3 December. The first 2026 Council workshop is scheduled for 3 February. Consultation, if required is planned for April 2026.

- **Arts, Heritage and Culture Strategy**

A stakeholder workshop was held at Rokowhiria (Ashburton Art Gallery and Museum) on November 6, with a Council workshop in December presenting results of early engagement and a draft strategy structure. Work has now commenced on drafting the strategy.

- **Open Spaces Strategy**

Following information gathering, research and some stakeholder engagement, a draft strategy is being prepared and will be workshopped with Council in January 2026. Consultation is planned alongside Bylaw review Tranche 1 in March 2026.

- **Policy Reviews/Development**

Hearings and deliberations were held on the [Gambling Venue Policy and Dangerous and Insanitary Buildings Policy](#) on 25 November, with 4 submitters speaking. Minor changes were made to the Gambling Policy, with both policies adopted by Council on 17 December. Final policies can be found here – [Dangerous, Affected and Insanitary Buildings Policy](#), [Gambling Venue Policy](#).

Council also finalised the reviews of the [Elected Members Allowances and Reimbursement Policy](#) and [Community Grants and Funding Policy](#) on 17 December.

Work continues on other policy reviews, including the Sports fields and Domain Use Policy, Privacy Policy and Communications Policy.

Council confirmed the next stages of the work programme for the review of the Development Contributions policy at a workshop in December. This will include a review of specific aspects of the policy in 2026 and a wider review for the 2027 -37 LTP.

Work continues on the elderly housing and forestry reviews, with Council workshops held on next steps in November 2025.

- **Bylaw Reviews**

A workshop with Council in December introduced the bylaw review work programme before October 2026. The first tranche includes the Open Spaces and Brothel Location bylaws with consultation planned for March 2026. The second tranche includes the Keeping of Animals, Bees and Poultry and Dog Control Policy/Bylaw with formal consultation planned for June 2026.

Work on all 2026 bylaw reviews is underway, including an early public engagement on our dog control bylaw. This can be found [here](#).

Several other bylaws come up for review this triennium, including the Water Services (Water Supply, Wastewater, Trade Waste, Stormwater) bylaws, Cemeteries, Advertising Signage, Public Places and Water Races.

- **Local Government Reform Programme**

Government released a number of Local government reform pieces in the weeks before Christmas. A reform workshop with Council was held in December with a further workshop planned for January. Submission deadlines for many of these close by 20 February 2026.

The diagram below shows a summary of the key reform pieces:



A summary is provided below:

	Topic	Summary	Links	Submission Closing Date
1.	Simplifying Local Government	<p>Proposal to simplify local government through two steps, including:</p> <ul style="list-style-type: none"> Step 1: Establishment of a Combined Territories Board (CTB), including all regional Mayors, that will lead regional issues and govern the regional Council Step 2: CTB creation of a regional reorganisation plan within two years, approved by the Minister of Local Government. 	<ul style="list-style-type: none"> Simplifying Local Government – website Simplifying Local Government-a draft proposal – Proposal document 	20 Feb
2.	Resource Management Act (RMA) reform	Replacement of RMA with two new Bills – the Planning Bill and the Natural Environment Bill.	<ul style="list-style-type: none"> New Planning System - Ministry for the Environment – website New Planning System – Fact Sheets Planning Bill – Legislation Natural Environment Bill – Legislation 	13 Feb
3.	Development Levies	Suite of reforms aimed at improving how infrastructure is funded and financed to support housing and growth across New Zealand. This will replace the existing Development Contributions system with a Development Levies system.	<ul style="list-style-type: none"> Development Levies consultation – website Supporting Growth through a Development Levies System – Consultation document Local Government (Infrastructure Funding) Amendment Bill - Partial Exposure Draft of the Bill 	20 Feb
4.	Rates Capping	Government announcement around introduction of a rates cap to keep Council rates increases under control. Model sets a target for annual rates increases based on long-term economic indicators like inflation at the lower end	<ul style="list-style-type: none"> Rates Capping – Government press release 	4 Feb

	Topic	Summary	Links	Submission Closing Date
		and GDP growth at the higher end. The proposal sets a target range of between 2-4% per capita per year.		
5.	Emergency Management reform	New Emergency Management Bill which implements parts of the government response to the enquiry into the response to the North Island severe weather events and other reviews, aiming to achieve a whole of society approach to emergency management. This Bill builds on the legislative framework established by the Civil Defence Emergency Management Act.	<ul style="list-style-type: none"> • Emergency Management Bill – website • Emergency Management Bill – legislation 	3 Feb
6.	Local Government (Systems Improvement) Amendment Bill	This includes a range of reforms proposed as part of the Local Government (Systems Improvement) Bill, covering statutory purpose of local government, prioritising core services, new financial performance measures for councils, mandatory disclosure of contractor and consultant spending and stronger transparency and accountability requirements	<ul style="list-style-type: none"> • Refocusing Local Government – original press release • Local Government (Systems Improvement) Amendment Bill - Select Committee Report 	N/A. Awaiting final passage through Parliament
7.	Local Water Done Well	The government's Local Water Done Well programme has been completed, with the legislative framework established and most Councils now confirming their delivery model based on the DIA review of Water Services Delivery Plans. The ADC WSDP was approved by DIA and work is now progressing on implementation.	<ul style="list-style-type: none"> • Local Water Done Well - website 	N/A
8.	Building Consent System Reform	Government have announced reforms to the building consent system alongside several other building related reforms over the last year. The main reform relates to the building consent system, and includes: <ul style="list-style-type: none"> • Building Consent Authority (BCA) consolidation – introducing the ability of BCAs to voluntarily consolidate, potential for regional BCAs and a national point of contact for building consent applications. • The scope of building work exempt from a building consent 	<ul style="list-style-type: none"> • Future of the Building Consent System - website • Building Consent System Reform – media release 	TBC

	Topic	Summary	Links	Submission Closing Date
		<ul style="list-style-type: none"> Proportionate liability, scrapping the current and joint and several liability model. Proportionate liability means each party will only be responsible for the part of the work they completed. 		
9.	Public Works Act	Government have released the Public Works Act Amendment Bill that proposes changes to the Act focused on improving efficiency, effectiveness and clarity of land acquisition.	<ul style="list-style-type: none"> Public Works Act Reform – website Summary of changes - website 	27 Jan

- ADC Submissions**

Submissions have been made since the last meeting on:

Organisation	Submission Summary	Type	Due Date	Status
Commerce Commission	Economic Regulation of Water Services – Information Disclosure	Technical	20 October	Lodged

7.3.2 Open Spaces

- Reserves**

Staff are into Summer maintenance mode now. Mowing is in full swing with some areas starting to dry off. This will mean less frequent mowing of some areas. Chemical vegetation control is underway on all fence lines and edges around town.

The CBD annual beds are looking great with plenty of colour on display. All neighbourhood reserves were reviewed just prior to Christmas and all were looking good, ready for community use over the festive season. The Methven Townsperson reports no issues of concern in the town.

Playground inspections continue on a weekly cycle throughout the District and maintenance as required. Staff report that all Methven playgrounds are functioning as designed.

The Methven CBD lighting project is ongoing. Staff are awaiting contractors, EA Networks, to undertake the agreed remedial changes – following a site visit from the suppliers' representatives from Auckland.

Local builders will be replacing the wooden seat slats in the CBD litter bins. This work will progress, as budget allows, until complete.

Broadleaf spraying of CBD, Cemetery and Parks has occurred. It is currently evident in turf areas where dying weeds are withering away.

- **Methven Cemetery**

General maintenance is ongoing at the cemetery. Mowing and edging continues on all turf areas. The bund has had weed control undertaken. Staff have given cemetery maintenance a big push in the leadup to Christmas, traditionally a busy time in Cemeteries.

- **Public toilets**

These are functioning well with no recent issues compromising service delivery.

- **CRM Summary**

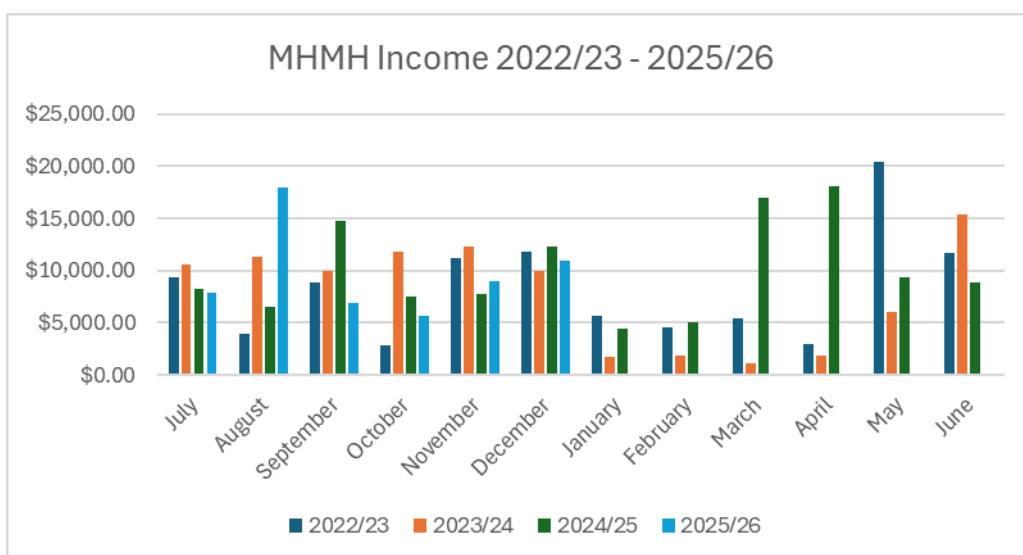
CRM Category	Quantity Received	Status
Cemetery	1	1/1 Assigned/Rectified
Public Conveniences	0	N/A
Parks & Reserves	10	10/10 Assigned/Rectified

7.3.3 Mt Hutt Memorial Hall

Mt Hutt Memorial Hall has had a steady year to date. Usage of the facility has remained stable with the team consistently focused on attracting new users to the facility.

A community-oriented marketing campaign will launch in the current quarter focused on the local community and promoting the range of spaces available within the facility. Alongside this will be targeted marketing to commercial / conference providers. The website is being refreshed to ensure it is modern and cohesive.

The increased diversity in the range of offerings available to purchase through the iHub has made a noticeable difference to sales.



Facility maintenance for the year to date has included a system and computer upgrade of the computer management system, convenience repairs in the male bathroom, incidental repairs and replacements of light fittings etc.

Completed Bookings for November - December

Customer	Room	Date	Catering	Community / Business rate
MCB	Board	10 Nov	Y	Biz
Lions	Board	12	N	Comm
Wedding	Hall,Func,Kitch,Foyer	28	N	Wedd Package
Workshop Vet	Func,Kitch	17,18	Y	Biz
Meeting Med	Board	20	N	Biz
Training	Func, Kitch	1	N	Biz
Workshop Yoga	Func	2	N	Biz
ADC Shelley workshop	Func,kitch, Board	4	N	Biz
MCB	Func,Board	3	N	Biz
BCI meeting	Func	5	N	Biz
MHC	Board	6	Y	Biz
MCB	Theatrette	17	N	Biz
Group visit	Encounter	9	N	/person
Exhibition opening	Art Gallery	23	N	n/a
ECAN and ADC	Func, Kitch	25	Y	Biz
Civil Defense	Board	26	N	Comm
Ecan	Func	2 Dec	N	Biz
Dance recital	Hall, Func	3	N	Comm
Funeral	Hall,Func, Kitch	5	N	Comm
MCT	Func	8	N	Comm
MCB	Board	8	N	Biz
Lions	Board	17	N	Comm
MCB	Board	21	N	Biz
Yoga	Func	Weekly	N	Biz

Forward Bookings for MHHM January – June 2025

Customer	Room	Date	Catering	Community / Business rate
Morris Dancers	Encounter	13 Jan	N	Biz
Kids workshop	Func	20	N	Comm
MCB	Board	26	Y	Biz
Church group	Hall, kitch	7,14,21,28 Feb	N	Comm
School group	Encounter	2	N	School group
Memorial	Hall,Func,Kitch	12	N	Comm
Workshop	Func	14	N	Biz
MCB – 6 weekly	Board	All year	Y	
ADC meeting	Func	19	N	Biz
Workshop	Func	22	N	Biz
Family Party	Func, Kitch	7 March	N	Comm
Group visit	Encounter	12	N	Per/pax
Wedding	Hall,Func,Kitch	4 April	N	Package
Scarecrow Trial	Ihub	April	N	Per/pax
Party	Hall,Func,Kitch	29 May	N	Comm

7.4 Compliance & Development

7.4.1 CRMs

CRM Category	Quantity Received	Status
Animals	1	1/1 Assigned/Rectified
Noise	0	0
Parking	0	0
Bylaws	0	0
District Plan	0	0
Building	1	1/1 Assigned/Rectified

7.4.2 Building Services

The table shows 81 consents have been issued, 36 of which have been new housing (last year 37 of the consents were for houses). Methven numbers represent 14% of the new housing consents in the district. No CRMs were received in this reporting period for the building team.

2024 Consents	Issued	Issued YTD	Value of Work	Value of Work YTD
January	3 (5)	3 (5)	\$1,571,500 (\$1,640,000)	\$1,571,500 (\$1,640,000)
February	3 (4)	6 (9)	\$1,950,000 (\$844,150)	\$3,521,500 (\$2,484,150)
March	4 (6)	10 (15)	\$1,246,000 (\$3,434,700)	\$4,767,500 (\$5,918,850)
April	8 (5)	18 (20)	\$1,932,750 (\$811,982)	\$6,700,250 (\$6,730,832)
May	5 (11)	23 (31)	\$1,911,445 (\$1,655,062)	\$8,611,695 (\$8,385,894)
June	3 (7)	26 (38)	\$111,500 (\$1,780,092)	\$8,723,195 (\$10,165,986)
July	4 (10)	30 (48)	\$895,000 (\$2,332,200)	\$9,618,195 (\$12,498,186)
August	11 (1)	41 (49)	\$7,961,000 (\$1,500,000)	\$17,579,195 (\$13,998,186)
September	7 (6)	48 (55)	\$2,392,000 (\$983,106)	\$19,971,195 (\$14,981,292)
October	2 (2)	50 (57)	\$943,000 (\$1,295,760)	\$20,914,195 (\$16,277,052)
November	9 (3)	59 (60)	\$3,252,000 (\$1,721,884)	\$24,166,195 (\$17,998,936)
December	3 (6)	62 (66)	\$2,550,000 (\$1,438,721)	\$26,716,195 (\$19,437,657)

2025 Consents	Issued	Issued YTD	Value of Work	Value of Work YTD
January	10 (3)	10 (8)	\$3,341,750 (\$1,571,500)	\$3,341,750 (\$1,571,500)
February	3 (3)	13 (6)	\$515,000 (\$1,950,000)	\$3,856,750 (\$3,521,500)
March	6 (4)	19 (10)	\$1,619,000 (\$1,246,000)	\$5,475,750 (\$4,767,500)
April	5 (8)	24 (18)	\$811,000 (\$1,932,000)	\$6,286,750 (\$6,700,250)
May	8 (5)	32 (23)	\$2,144,000 (\$1,911,445)	\$8,430,750 (\$8,611,695)
June	6 (3)	38 (26)	\$1,177,896 (\$111,500)	\$9,608,646 (\$8,723,195)
July	8 (4)	46 (30)	\$2,998,000 (\$895,000)	\$12,606,646 (\$9,618,195)
August	6 (11)	52 (41)	\$1,686,500 (\$7,961,000)	\$14,293,146 (\$17,579,195)
September	5 (7)	57 (48)	\$2,086,000 (\$2,392,000)	\$16,379,146 (\$19,971,195)
October	9 (2)	66 (50)	\$3,736,000 (\$943,000)	\$20,115,146 (\$20,914,195)
November	10 (9)	76 (59)	\$2,525,000 (\$3,252,000)	\$22,640,146 (\$24,166,195)
December	5 (3)	81 (62)	\$2,364,000 (\$2,550,000)	\$25,004,146 (\$26,716,195)

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

7.5 Business Support

7.5.1 Finance Report

Income and expenditure report for the months ended 30 November and 31 December 2025.

Appendix 1 & 2

Appendix 1 November 2025 financials

Monthly Income and Expenditure Report - 139 - Methven Community Board

For the Month Ended 30 November 2025

*Note reserve opening balances will be entered after Audit sign off

	Month Actual	Year To Date Actual	Full Year Revised Budget	Remaining Full Year Budget
Income				
Targeted Rates	10,976.97	54,684.50	129,512.04	74,827.54
Total Income	10,976.97	54,684.50	129,512.04	74,827.54
Expenditure				
Salary / Wages	1,240.10	7,603.24	21,048.96	13,445.72
Staff Training	438.26	438.26	5,124.96	4,686.70
Allowances	0.00	1,675.00	3,587.52	1,912.52
Indemnity Insurance	0.00	1,219.88	6,189.00	4,969.12
Conference Expenses	0.00	0.00	1,025.04	1,025.04
Staff Travel Costs	0.00	0.00	512.52	512.52
Stationery	0.00	43.48	0.00	-43.48
Subscriptions / Periodicals	0.00	0.00	307.50	307.50
Suppers & Receptions	0.00	0.00	615.00	615.00
Grants	0.00	25,000.00	24,999.75	-0.25
Donations	0.00	0.00	512.50	512.50
Sundry Expenditure	0.00	1,180.00	30,750.00	29,570.00
Room Hire	0.00	600.44	0.00	-600.44
Executive Team	1,037.15	6,257.27	14,324.04	8,066.77
People and Capability	243.33	1,582.47	4,304.59	2,722.12
Treasury	132.33	572.40	1,583.99	1,011.59
Rates	-138.47	365.25	1,240.04	874.79
Business Support	139.36	769.31	2,112.57	1,343.26
Communication	878.87	4,372.08	11,435.75	7,063.67
Total Expenditure	3,970.93	51,679.08	129,673.73	77,994.65
Net Surplus/(Deficit)	7,006.04	3,005.42	-161.69	-3,167.11
Capital Expenditure				
	0.00	0.00	0.00	0.00
Net Cash Movement	7,006.04	3,005.42	-161.69	-3,167.11
Cash Reserves				
Separate Reserves	0.00	0.00	-162.00	
Plus Net Surplus/(Deficit)		3,005.42		
Less Capital Expenditure		0.00		
Closing Cash Reserves		3,005.42		

Appendix 2 December 2025 financials

Monthly Income and Expenditure Report - 139 - Methven Community Board For the Month Ended 31 December 2025

	Month Actual	Year To Date Actual	Full Year Revised Budget	Remaining Full Year Budget
Income				
Targeted Rates	10,976.96	65,661.46	129,512.04	63,850.58
Total Income	10,976.96	65,661.46	129,512.04	63,850.58
Expenditure				
Salary / Wages	1,674.10	9,277.34	21,048.96	11,771.62
Staff Training	0.00	438.26	5,124.96	4,686.70
Allowances	209.92	1,884.92	3,587.52	1,702.60
Indemnity Insurance	0.00	1,219.88	6,189.00	4,969.12
Conference Expenses	0.00	0.00	1,025.04	1,025.04
Staff Travel Costs	407.71	407.71	512.52	104.81
Stationery	0.00	43.48	0.00	-43.48
Subscriptions / Periodicals	0.00	0.00	307.50	307.50
Suppers & Receptions	0.00	0.00	615.00	615.00
Grants (<i>Swimming Pool</i>)	0.00	25,000.00	24,999.75	-0.25
Donations	0.00	0.00	512.50	512.50
Sundry Expenditure (<i>Discretionary Grant</i>)	0.00	1,180.00	30,750.00	29,570.00
Room Hire	332.18	932.62	0.00	-932.62
Executive Team	998.96	7,280.68	14,324.04	7,043.36
People and Capability	280.58	1,872.18	4,304.59	2,432.41
Treasury	105.57	680.17	1,583.99	903.82
Rates	197.90	563.15	1,240.04	676.89
Business Support	145.28	921.12	2,112.57	1,191.45
Communication	793.88	5,182.23	11,435.75	6,253.52
Total Expenditure	5,146.08	56,883.74	129,673.73	72,789.99
Net Surplus/(Deficit)	5,830.88	8,777.72	-161.69	-8,939.41
Capital Expenditure				
	0.00	0.00	0.00	0.00
Net Cash Movement	5,830.88	8,777.72	-161.69	-8,939.41
Cash Reserves				
Separate Reserves	0.00	0.00	-162.00	
Plus Net Surplus/(Deficit)		8,777.72		
Less Capital Expenditure		0.00		
Closing Cash Reserves		8,777.72		

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:

- Megan Fitzgerald (Chair)
- Richie Owen (Deputy Chair)
- Faye Barrand
- Robin Jenkinson
- Simon Wareing
- Cr Deb Gilkison (Western Ward Councillor)
- Cr Jeanette Maxwell (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

29/10/20