

# Methven Community Board

## AGENDA

### Notice of Meeting:

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

**Date: Monday 29 November 2021**

**Time: 10.30am**

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

### Membership

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

Council appointees	Cr Rodger Letham
	Cr Liz McMillan

24 November 2021

## Methven Community Board

Timetable	
Time	Item
10.30am	Meeting commences

### ORDER OF BUSINESS

<b>1</b>	<b>Apologies</b>	
<b>2</b>	<b>Extraordinary Business</b>	
<b>3</b>	<b>Declarations of Interest</b>	
<b>4</b>	<b>Confirmation of Minutes</b>	<b>3</b>
	• 18 October 2021	
	<b>Matters for Board decision</b>	
<b>5</b>	<b>Methven Cemetery Development Plan</b>	<b>5</b>
	<b>Activity reports</b>	
<b>6</b>	<b>Community Services</b>	<b>20</b>
6.1	Open Spaces	
6.2	Economic Development	
<b>7</b>	<b>Strategy &amp; Compliance</b>	<b>21</b>
7.1	Building Services	
<b>8</b>	<b>Infrastructure Services</b>	<b>22</b>
8.1	Roading	
8.2	Drinking Water	
8.3	Wastewater	
<b>9</b>	<b>Business Support &amp; Governance</b>	<b>22</b>
9.1	Methven Community Board Grant request	
9.2	Customer Request Management	
9.3	Finance Report	
9.4	2022 Meeting Schedule	

## 4. Minutes –18 October 2021

Minutes of the Methven Community Board meeting held on Monday 18 October 2021, commencing at 10.30am, in the Mt Hutt Memorial Hall Theatre, 160 Main Street, Methven.

### Present

Sonia McAlpine (Acting Chair), Kelvin Holmes, Ron Smith, Richie Owen; Crs Liz McMillan and Rodger Letham.

### In attendance

Paul Brake (Group Manager Business Support) Ian Soper (Open Spaces Manager), Ruben Garcia (Communications Manager) and Clare Harden (Community Administration Officer).

### 1 Apologies

Mayor Neil Brown and Dan McLaughlin

Sustained

### 2 Extraordinary Business

Nil.

### 3 Declarations of Interest

Nil.

### 4 Confirmation of Minutes

**That** the minutes of the Methven Community Board meeting held on 20 September 2021, be taken as read and confirmed.

Holmes/Smith

Carried

### 5 Activity Reports

**That** the reports be received.

McMillan/Holmes

Carried

### 6 Community Services

#### Open Spaces

- Ian Soper noted that the town is looking good.
- There is one tree still to be removed at the cemetery which will be undertaken today
- An offer has been received to re-do the gates at the cemetery. Ian is to follow this up.
- A draft cemetery redevelopment plan will be provided at the next meeting.
- Options for the establishment of a domain area at the rear of the Garden of Harmony are to be raised by the Board to Council for inclusion in Year two of the LTP.

#### Communications

- Council's strategy in regard to engaging in social media was explained to the Board.

- The Methven Community Board are encouraged to send in any community stories to the Council.

#### **Business Support & Governance**

- **Methven Lions Club funding request**

**That** the Methven Community Board approves funding of \$1,400, plus gst from the Board's discretionary fund for the Methven Town Clock.

Holmes/Owen

Carried

#### **Finance**

The Board requested a workshop around the 2022/2023 budget.

The meeting concluded at 11.30am.

Next meeting: Monday 29 November 2021

Dated 29 November 2021

\_\_\_\_\_

Chairman



## 5. *Methven Cemetery Development Plan*

Author	<i>Ian Soper; Open Spaces Manager</i>
Activity manager	<i>Ian Soper; Open Spaces Manager</i>
General manager	<i>Steve Fabish, GM Community Services</i>

### Summary

- Staff have pleasure in presenting to the Methven Community Board a draft Development Plan for the Methven Cemetery. The plans have been revised subsequent to the workshop with the Methven Community Board on 4 October 2021.

### Recommendation

1. **That** the report be received.
2. **That** the Methven Community Board adopts the draft Cemetery Development Plan for implementation over time and as funding allows.

### Attachment

**Appendix 1** Draft Methven Cemetery Development Plan

## Background

### The current situation

1. Council Open Spaces planning staff have been working away for some time on a draft plan for the future strategic direction and development of the Methven Cemetery.
2. The recent September red wind warning and subsequent wind event caused massive damage to trees at the site.
3. The cemetery lost several large trees from the eastern treeline and a couple on both the North and South tree belts.
4. This natural weather event has forced the Council's hand in dealing with the aftermath and clean-up, which highlighted the need for the plan - to be expedited. Due to the need to get the cemetery back up and operating, staff have proceeded with the clean-up and removal of trees, as a matter of urgency.
5. The plan for site refurbishment was initially socialised with the Methven Community Board at its workshop on 4 October, the outcomes of which were then factored into the draft plan. At this point, elected members agreed upon a direction for the future, to be brought back to their next meeting for further discussion, consideration, and ultimately adoption.
6. It was accepted that the community wanted confidence in a strategic plan being in place.

### The way forward

7. Workshop discussions navigated the various community requirements and expectations of the site. Primarily the recreational reserve is classified under the Reserves Act 1977 as a reserve for cemetery purposes. The workshop explored the rationale for having such a large portion of the cemetery site planted in trees. Past custodians of the site had the foresight to plant tree species which would allow for a future income from milling. Additionally, with current development in the town and an influx of retired people, the need for capacity of the cemetery also requires consideration.
8. The current timing of the weather event and the overall planning process could be viewed as a pleasant coincidence. Good timber prices and a need to secure the site from a safety perspective, coupled with a future plan developed to a stage with some small tweaks, define the draft plan as a valid option for the future.
9. The major driving force at play is that of safety for site users. Recently there were multiple hazards and risks at play. The resulting damage from the storm event is that there are areas opened up by the wind-felled trees have created large gaps, which posed a high level of risk to cemetery users. Not only is there a risk to people on site but also to infrastructural assets such as privately owned headstones. All of these items were open to further damage should another wind event blow through the site.

10. Staff instigated emergency works to mitigate the risks present. The resultant impact is that the eastern boundary tree line has been completely removed. The decision was based upon sound advice from professional foresters and arborists who provided expert opinions.
11. Along the northern boundary, the back two rows of trees, *Cupressocyparis leylandii* Leighton Green, adjacent to the stock water race, have also been removed. This area can be replanted in native species along with a re-laid walking track. The new native plantings will highlight this area and entice birds back into the site. It is envisaged that once these new native plantings reach approximately ten years of age, the front row of *Thuja plicata* (Western Red Cedar), which will have been re-topped, can be removed from the driveway side, leaving an aesthetically pleasing native treeline as the northern boundary vista. This development shall also mitigate the current damp conditions at that end of the cemetery.
12. Another aspect to the draft plan is that the current tree removal process will also remove the site slash and root ball stumps from both this and the past logging operation. This will clear the site so that aesthetically it will not resemble a forestry worksite, as the far eastern boundary currently does. A desirable option is to chip all of this material onsite, which will leave a good quantity of woodchip available for use on the site around revegetation plantings. However, staff are still working through the options available, being mindful of the cost to be incurred.

### **Historic values**

13. The Community Board has articulated to staff the loss that a sector of the community is feeling at the loss of the Douglas firs in the eastern border. Staff proposes to mitigate this loss by strategically planting a series of *Sequoiadendron Giganteum* (giant redwood or Wellingtonia), about ten in total. These trees will be spaced along the boundary, meandering either side of the path. This species is one that is resilient to wind, and it will perform well in local weather conditions. Being an evergreen conifer, it has a long-term lifespan where the average age is many hundreds of years, as opposed to tens of years. Some specimens have been dated at two and three thousand years of age. It will suitably replace the aesthetic values which have been noted by the community as being recently lost.

### **The outcome**

14. It is often said that one should not lose sight of generating a positive outcome from a crisis. In this instance, there is a grand opportunity for the Methven Community Board to leave an indelible mark on the cemetery landscape for future generations. This project is legacy-making, by design, if embraced.
15. The proposed outcome here will be defined in the long term. In this instance, the Council's hand has been forced by nature. However, with the proposed plan and community support, the Community Board has a once-in-a-lifetime opportunity to set a positive future course for its Methven Cemetery.

16. The draft strategic plan maps out the way forward to set up the cemetery site for a bright future with additional internment capacity, new internment opportunities, realigned driveway, re-laid walking tracks, and new native plantings to highlight the area and entice birds back into the site.

### **Funding**

17. The decision before the Community Board is one of support in principle. Should this draft development plan be adopted, Council officers will factor into future budgets the required funding to implement the plan and its features. Community collaborations' shall also be explored as opportunities to leverage any Council allocated funding. Overall this will benefit the community. At this stage, no timeline has been set.

## **Options Analysis**

### **Option One – Status Quo**

18. This involves a do nothing stance. No further clean-up work or future extension work undertaken.

<b>Pros</b>	No additional funding required
<b>Cons</b>	Site will remain open and have the appearance of a forestry site rather than a tidy cemetery and would create unrest within the Methven community

### **Option Two – Adopt the draft Development Plan (Recommended)**

19. This option involves Open Spaces Staff planning the future stages of the Development Plan into work streams and then funding streams via the Asset Management Plan and Long Term Plan processes.

<b>Pros</b>	<p>The development of the site is completed in a transparent manner with timely and defined stages.</p> <p>The Community would support a tidy organised site, replanted and with the reinstated walkway open for use.</p> <p>The Community would be empowered knowing there was a plan in place.</p> <p>The additional expansion works would allow community confidence in knowing future Cemetery capacity and burial styles has been addressed.</p>
<b>Cons</b>	Additional funding required

### **Legal/policy implications**

20. There are no Council policy or legal implications with this recommendation.

### **Financial implications**

21. Financial implications will be addressed in the future through standard Council process.

### **Significance and engagement assessment**

22. Staff do not believe there to be any significance or engagement implication in this report or the recommendations.

# METHVEN CEMETERY

METHVEN CHERTSEY ROAD, METHVEN, CANTERBURY

DEVELOPMENT PLAN - Rev 2

04 OCTOBER 2021





A. GRAVEL DRIVEWAY WITH PONDING AND POT HOLES



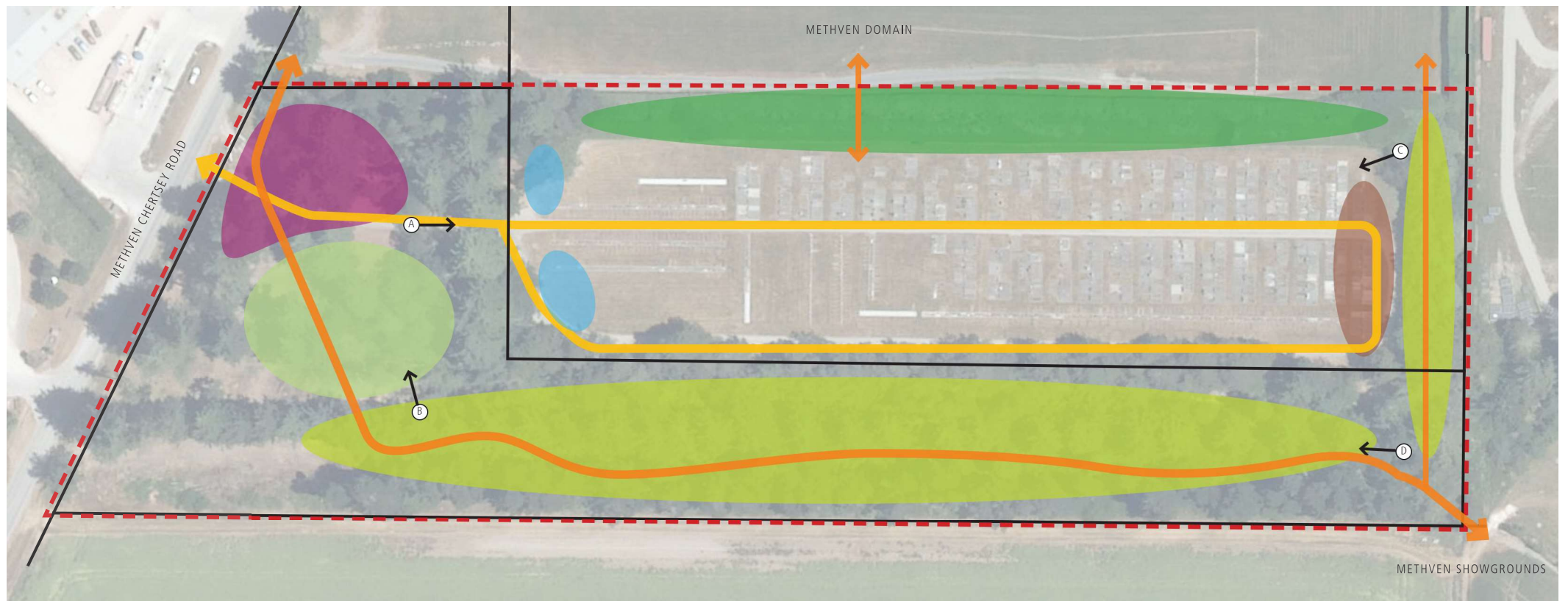
B. CLEARING IN TREES FOR FUTURE AMENITY USE



C. CEMETERY SURROUNDED BY MATURE CONIFER TREES



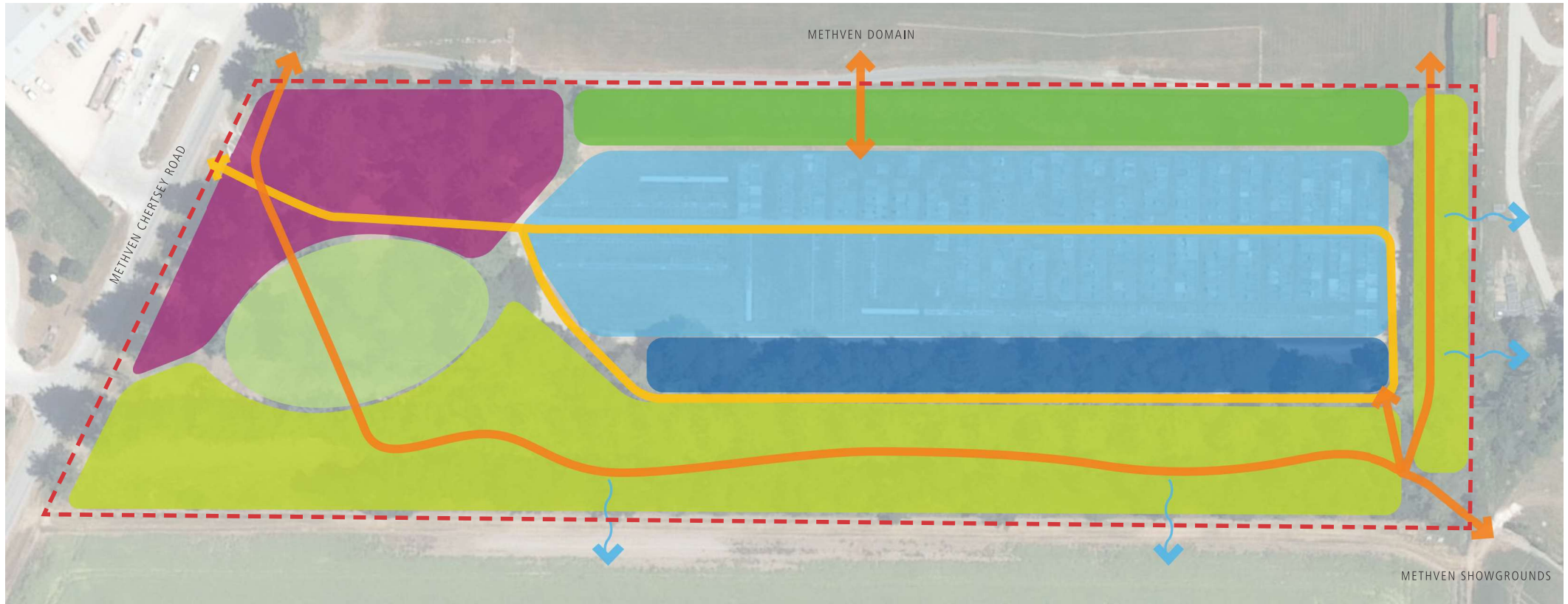
D. NEWLY FORMED WALKING TRACK AND FELLING OF TREES



#### LEGEND

- |  |  |  |  |  |
|--|--|--|--|--|
| <span style="color: red;">---</span> Scope of works      | <span style="color: yellow;">→</span> Vehicular circulation  | <span style="color: purple;">●</span> New native and rhododendron plantings          | <span style="color: blue;">●</span> Ponding issues         | <span style="color: brown;">●</span> Shading over cemetery increasing moss and lichen growth             |
| <span style="color: black;">---</span> Property boundary | <span style="color: orange;">→</span> Pedestrian circulation | <span style="color: lightgreen;">●</span> Clearing in trees with weed control issues | <span style="color: green;">●</span> Existing shelter belt | <span style="color: limegreen;">●</span> Dense, mature conifer trees with limb failure starting to occur |





#### KEY MOVES

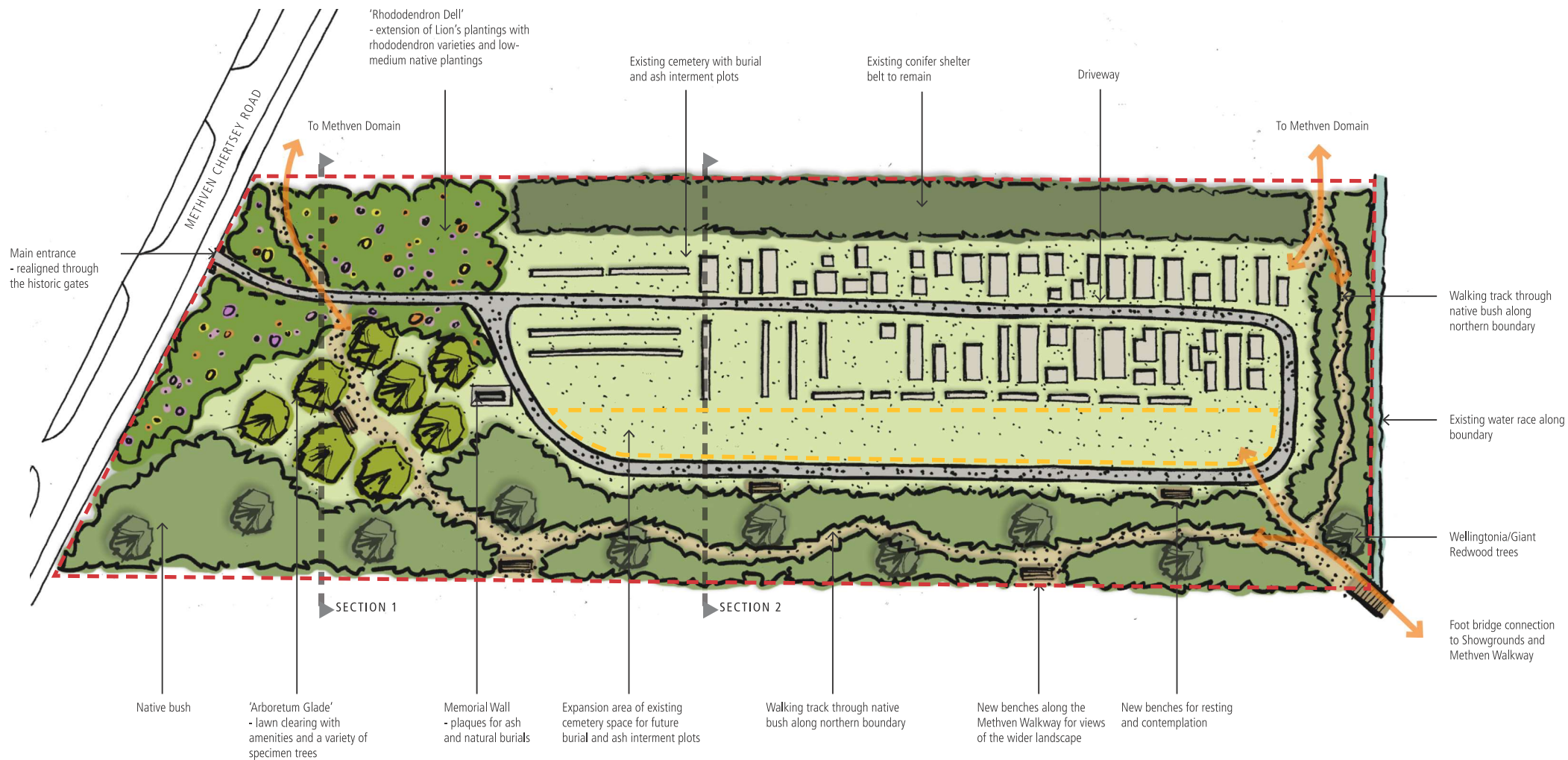
- Encourage people to visit and stay longer by enhancing amenity through an 'Arboretum Glade' and 'Rhododendron Dell'.
- Expand the area for burial and ash interment plots along the eastern side of the cemetery.
- Wrap the northern and eastern sides with native bush to connect people with nature, create a wildlife habitat and for natural burials to occur.
- Connect with the wider landscape through views and local ecosystem plantings.

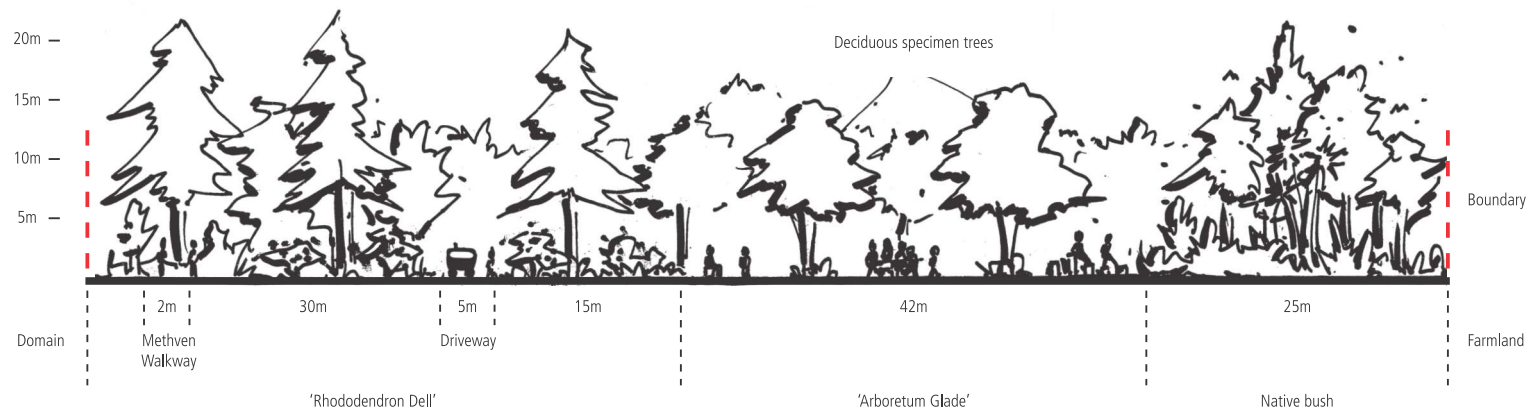
#### LEGEND

- Scope of works
- 'Rhododendron Dell' - a variety of rhododendron species with native plantings
- 'Arboretum Glade' area - sunny, lawn clearing with amenities and a variety of specimen trees
- Existing cemetery - contains approx. 1,000m<sup>2</sup> space for future burial and ash interment plots
- Cemetery expansion - 4,000m<sup>2</sup> for burial and ash interment plots
- Shelter belt - to remain
- Native bush - wrapping the cemetery in nature and wildlife and opportunity for natural burials
- Vehicular circulation
- Pedestrian circulation
- Views to wider landscape

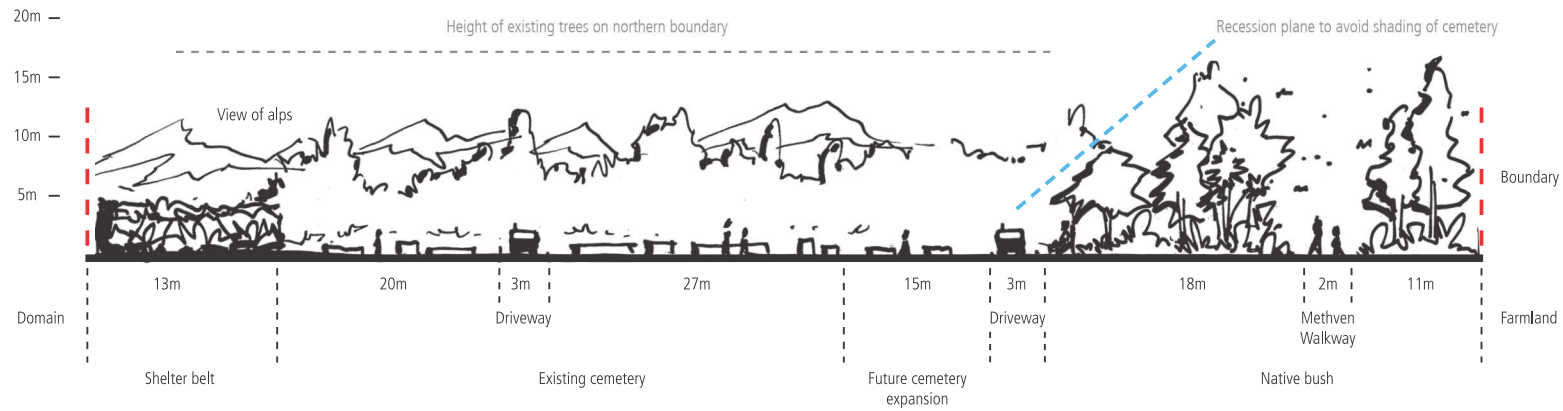






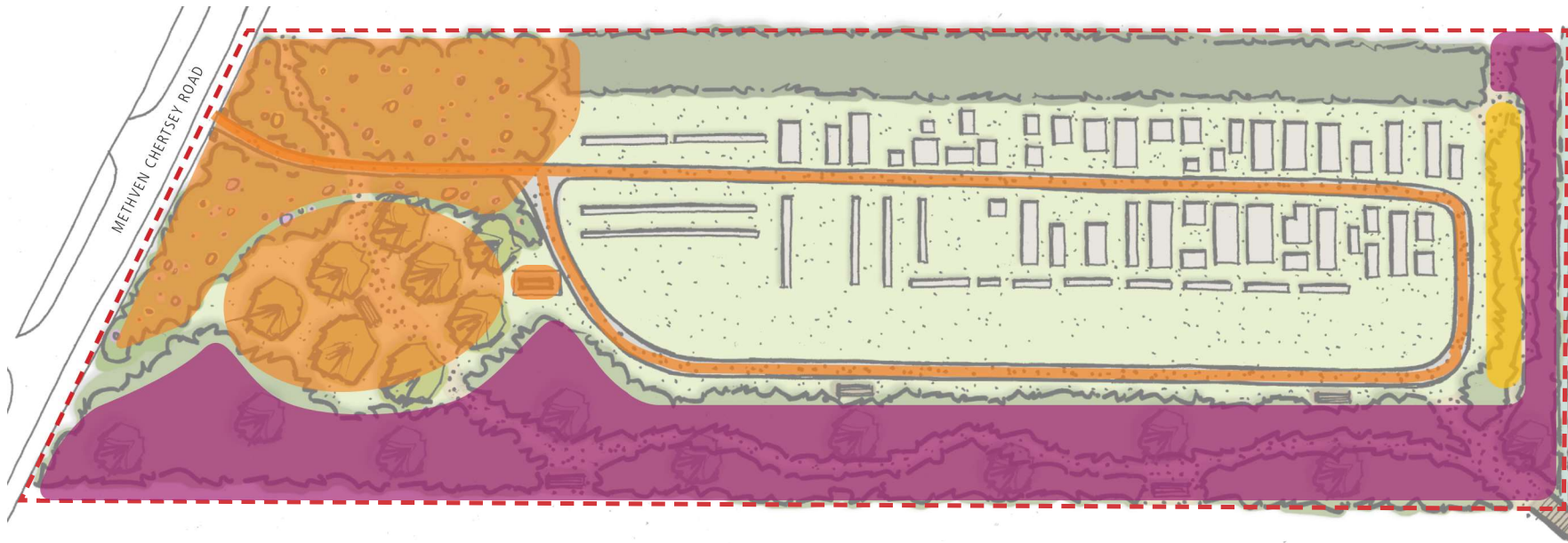


SECTION 1 - AMENITY AREAS  
View looking north



SECTION 2 - CEMETERY  
View looking north

# METHVEN DOMAIN



METHVEN SHOWGROUNDS

## NORTHERN PLANTINGS



**Short term**  
Retain and trim inner row of conifer trees  
Replace outer two rows of conifer trees with native plantings  
Create a walking track centrally in the native plantings



**Long term**  
Replace inner row of conifer trees with native plantings (or lawn)  
Previous plantings now establishing



**Final**  
Native bush now formed with canopy over walking track

### SHORT TERM

- Replace the outer two rows of existing conifer trees along the northern boundary with a native bush using species from the local ecosystem. Leave the inside row of conifers and trim the overall height to 5m so they don't shade the cemetery. Any new trees are to be medium height and provide views to the peaks of the Southern Alps. During the works, clear any invasive plantings and chip the felled branches for mulch. Integrate the walking track with the plantings and the existing macrocarpa tree can remain as a play element.
- Establish a native bush along the eastern boundary by removing the remaining existing conifer trees and planting species from the local ecosystem and Wellingtonia trees. Larger trees can be used along the boundary edge and medium trees set back from the cemetery to avoid shading. Integrate the Methven Walkway track and provide viewing spots overlooking the farmland to the distant Southern Alps.
- Mitigate areas of surface ponding through stormwater solutions such as a subsurface drain. Repair any potholes in the existing driveway.
- Continue to fill the remaining approx. 1000m<sup>2</sup> spare space within the cemetery for burial and ash interment plots. The approx. 12,000m<sup>2</sup> new native bush can be used for natural burials as either individual trees or collective plantings.

### MEDIUM TERM

- Expand the cemetery space for burial and ash interment plots by realigning the existing driveway and extending it east. This will create an additional approx. 4000m<sup>2</sup> additional cemetery space for plots. Ensure the driveway edge is offset 4m from the native bush to allow for informal angled parking.
- Establish the 'Arboretum Glade' amenity area as a recreation asset for visitors and the community. Steps include removing the remaining conifer trees and invasive weeds in the clearing, planting new specimen trees, seeding the ground in lawn, connecting the Methven Walkway through the space and adding amenity elements. Such amenities could include benches, rubbish bins and a water station. Naming tags for the tree species could be added to each specimen.
- Continue to establish the 'Rhododendron Dell' to wrap around the 'Arboretum Glade' area and along the driveway and road frontage. Selectively remove some of the existing mature conifer trees and inter-plant with a variety of rhododendron species and small to medium native plantings.
- Add a Memorial Wall for plaques to be attached for natural and ash burials.
- Add bench seating along the native bush edge.
- The new specimen trees and Rhododendron Dell plantings can be used for natural burials as either individual trees or collective plantings.

### LONG TERM

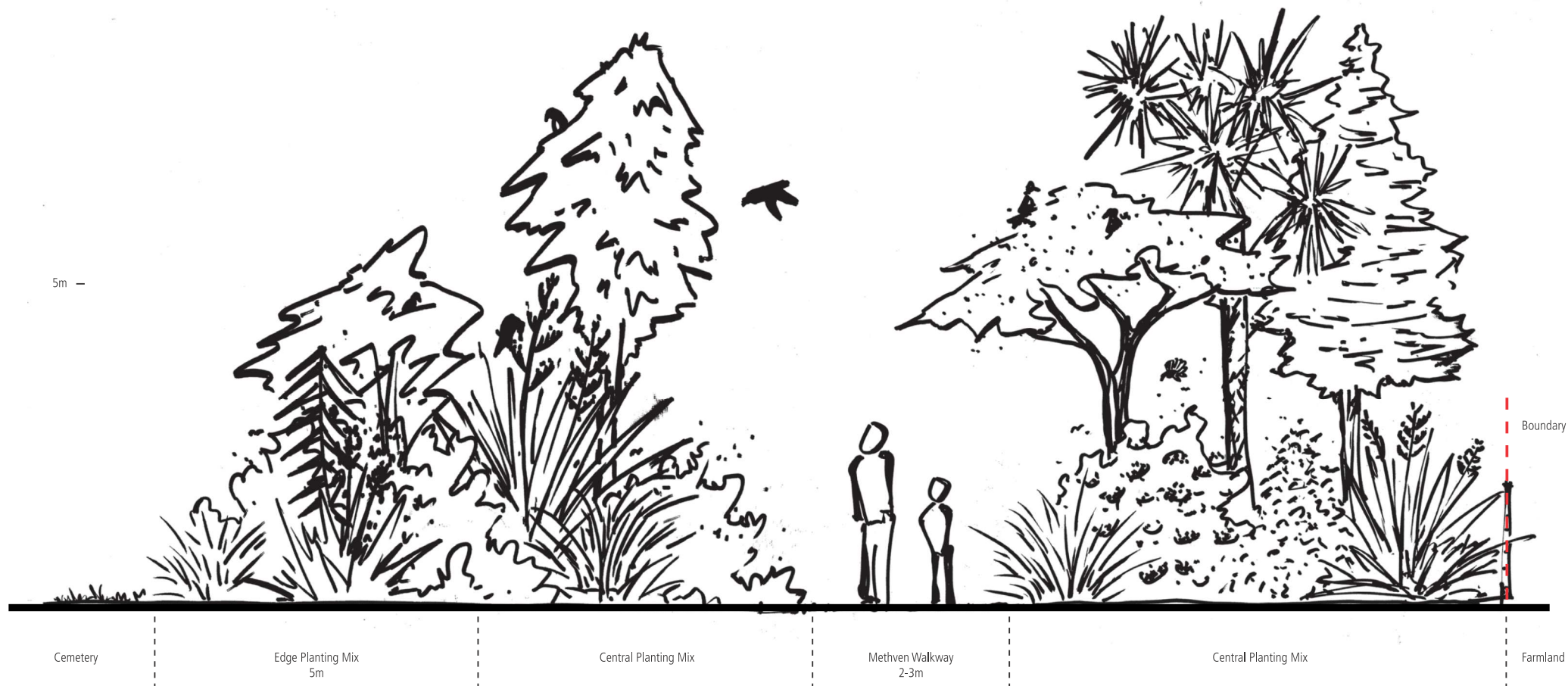
- Remove the existing conifers along the northern edge and either convert to lawn for an additional approx. 800m<sup>2</sup> of cemetery plot space or revegetate as native bush. At this stage the native bush along the northern boundary will have been establishing and provide an immediate planted edge to the cemetery.





10m —

5m —



#### PLANTING CONCEPT

- Use locally sourced native plants that reinforce local ecology, sense of place and are resilient to local conditions.
- Use exotic species to provide accents with the native plantings such as the Wellingtonia trees, arboretum specimen trees and rhododendrons.
- Encourage wildlife corridors to form and pull nature through the town by using a high proportion of fruit and seed producing plants, which birds and insects will flourish upon.
- Use a range of different shaped and textured plants to compose interesting and appealing planting mixes.

#### PLANTING MIXES

- **EDGE MIX** - Create a dense 5m native planting strip around the cemetery edge to provide shelter, screening to the Methven Walkway and an appealing backdrop. Use small to large shrubs and smaller trees, with species that have dense foliage such as coprosma, phormium and hebe. Planting heights to not exceed 5m high to ensure a light recession plane.
- **CENTRAL MIX** - Create a full height native bush using small to large shrubs and a variety of trees. Form a forest canopy with the Methven Walkway meandering through it. Locate Wellingtonia trees along the eastern side as a reference to the former conifer trees which will be removed.
- **ARBORETUM GLADE** - A variety of specimen trees which have seasonal and botanical interest. All trees to be exotic, medium height and deciduous to provide summer shade and winter light.
- **RHODODENDRON DELL** - Continue integrating rhododendron bushes with the new native plantings through the mature conifer trees along the street frontage and entrance.

PLANTING PALETTE - EDGE MIX

NZ NATIVE TREES - SMALL



*Pseudopanax arboreus*  
whauwhaupaku, five finger



*Pseudopanax crassifolius*,  
horoeaka, lancewood

NZ NATIVE SHRUBS - LARGE



*Coprosma lucida*  
shining karamu



*Coprosma propinqua*  
mingimingi



*Coprosma robusta*  
karamu



*Hebe salicifolia*  
koromiko



*Melicope simplex*  
poataniwha



*Olearia avicenniaefolia*  
mountain akeake



*Phormium tenax*  
harakeke, NZ flax

NZ NATIVE SHRUBS - MEDIUM



*Coprosma rhmnoides*  
twiggy coprosma, mingimingi



*Phormium cookianum*  
wharariki, mountain flax



*Hebe traversii*  
hebe

NZ NATIVE SHRUBS - SMALL



*Carex buechananii*  
matirewa, cutty grass



*Carex tenuiculmis*  
hair sedge



*Carex virgata*  
swamp sedge



*Uncinia rubra*  
red hook sedge

All native plants are selected from the DOC Native plants of the Canterbury foothills forests list



PLANTING PALETTE - CENTRAL MIX

NZ NATIVE TREES



*Cordyline australis*  
ti kouka, cabbage tree



*Dacrycarpus dacrydiodes*  
kahikatea



*Dacrydium cupressinum*  
rimu



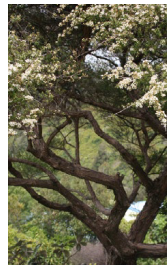
*Elaeocarpus hookerianus*  
pokaka



*Fuscospora fusca*  
red beech



*Fuscospora solandri*  
black beech



*Kunzea ericoides*  
kanuka



*Leptospermum scoparium*  
manuka



*Podocarpus totara*  
totara



*Podocarpus totara* 'Aurea'  
golden totara

NZ NATIVE TREES



*Pittosporum eugenioides*  
tarata, lemonwood



*Sophora microphylla*  
South Island kowhai



*Sophora tetraptera*  
large leaved kowhai

EXOTIC SPECIMEN TREES



*Sequoiadendron giganteum*  
wellingtonia, giant redwood

NZ NATIVE SHRUBS - LARGE



*Hebe salicifolia*  
koromiko



*Melicope simplex*  
poataniwha



*Olearia avicenniaefolia*  
mountain akeake



*Phormium tenax*  
harakeke, NZ flax

NZ NATIVE SHRUBS - MEDIUM



*Coprosma rhamnoides*  
twiggy coprosma, mingimingi

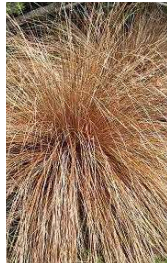


*Phormium cookianum*  
wharariki, mountain flax



*Hebe traversii*  
hebe

NZ NATIVE SHRUBS - SMALL



*Carex buchananii*  
matirewa, cutty grass



*Carex tenuiculmis*  
hair sedge



*Carex virgata*  
swamp sedge



*Uncinia rubra*  
red hook sedge

All native plants are selected from the DOC Native plants of the Canterbury foothills forests list

PLANTING PALETTE - ARBORETUM

EXOTIC SPECIMEN TREES



*Acer freemanii* 'Jeffersred'  
maple



*Acer griseum*  
paperbark maple



*Acer rubrum* 'Autumn Glory'  
red maple



*Amelanchier canadensis*  
shad bush



*Cornus* 'Greenvale'  
flowering dogwood



*Fraxinus ornus*  
manna ash



*Liquidambar styraciflua*  
'Worplesdon'  
liquidambar

EXOTIC SPECIMEN TREES



*Magnolia* 'Leonard Messel'  
leobneri magnolia



*Prunus serrula*  
birch bark cherry



*Prunus yedoensis*  
'Mountain Ice'  
flowering cherry



*Pyrus calleryana*  
'Aristocrat'  
ornamental pear



*Styrax japonica*  
Japanese snowbell tree



*Ulmus parvifolia*  
'Frontier'  
Chinese lacbark elm



*Zelkova serrata*  
Japanese zelkova

An indicative selection of specimen trees with seasonal and botanical interest



# Activity Reports

## 6. Community Services

### 6.1 Open Spaces

- **Reserves**

Open Spaces staff continue undertaking Spring maintenance around the town. Spraying of weeds around fence lines and trees has occurred with good results. The flower beds are performing well, putting on a vibrant display. Mowing is up to date and work is continuing on berm replanting and mulching.

Staff have received confirmation from the Mt Hutt Hall committee that it has accepted the plans as submitted. The purpose was driven by a need to allow contractors access for building maintenance purposes. Subsequent to that decision, Open Spaces management met with staff onsite to confirm the required works. This work is now scheduled into the staff work plan.

- **Methven Cemetery**

Staff have been in discussions with the Methven Lions Club. Agreement has been reached for the Club to tidy up the historic cemetery gates and pillars. It also intends to install new fencing along the frontage. This will align with the style being applied to other district cemeteries.

Operationally, staff have been delivering the required maintenance in and around the other contracted tree operations. Funerals have occurred with an additional layer of planning and management.

- **Public Toilets**

Staff report that it is business as usual at the public conveniences around Methven. Installation of the baby change tables has been contracted out due to workload and the need for structural connection to the internal walls.

### 6.2 Economic Development

- **Welcoming Communities**

A mini stocktake and review of migrant settlement services provided in Ashburton District was completed. A discussion on next steps to address issues is now underway. The new Welcoming Plan is now in a draft state. Other work such as: advocacy for services, advisory in other departments of Council, community support, a cultural proficiency app project and refugee resettlement all continue to progress as planned.

- **Agriculture Portfolio**

The proposal for the Changing Land Use and Climate Change project has been approved by the Rural Professional's Fund from 'Our Land and Water' (Agresearch). The project will run from 1 October 2021 – 30 June 2022.

The Changing Land Use and Climate Change project aims to empower farmers to explore new and alternative land use options by helping them build a clearer understanding of opportunities emerging through climate change. The project will first be approached with a desktop analysis. The results of the analysis will then be tested and refined with farmer and community stakeholder focus groups to ensure the findings support farmer agency.

The follow up nitrate report is completed and accepted by the Council. The report includes farm system and budget analysis with an economic impact analysis of the Ashburton District.



## 7. Strategy & Compliance

### 7.1 Building Services

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

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)

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

Please be aware that there are building consents that have been issued that are not recorded in the tables above because the properties are outside the Methven Township boundary. For example, the Opuke Hot Pools consent was issued in May 2020 for a value of \$6,500,000 and Thyme Stream subdivision has had \$1,914,000 of consents issued to the end of 2020. Thyme Stream this year so far \$1,950,000.

## 8. Infrastructure Services

### 8.1 Roothing

- Temporary wooden railing has been reinstated at the RDR Bridge on Pudding Hill Road. Design of Armco guardrail is being finalised by WSP and ADC.
- Flood damage repairs are now complete at Methven Chertsey Road and Ashburton River Road. There is outstanding flood work still to be completed on O'Briens Road and Marrs Road. Flood work on these two roads is expected to be completed by Christmas.
- The Pudding Hill Stream bridge work is now completed, with guardrail installed and road surface sealed.

### 8.2 Drinking Water

- **Reservoir project**

The contract to construct two reservoirs was awarded to Reliant Solutions Limited. The design has been completed the contractor has placed the order for the reservoir panels, which are expected to arrive in the country by March 2022. Pot-holing to locate services has been completed and new fences will be constructed in November.

- **Water treatment plant upgrade**

Five registrations of interest were received for the supply and installation of the membrane filters. The three short-listed potential suppliers are Mason Engineers (NZ) Limited, Pall Marshall Water Consortium and Filtec Limited. Once the specifications are finalised, a price-quality tender will be let to procure and install the membrane filters. A separate tender may be let for the civil and building portion of the project.

## 9. Business Support and Governance

### 9.1 Methven Community Board Grant Requests

Requests for grant funding have been received from the Methven Lions Club – funding of \$3,800 for an audio-visual system for the upcoming conference, the Methven Tennis Club - \$4,206 for new line marking, and the Methven Scarecrow Trail – \$4,500 for event marketing. A summary of the grant analysis report is attached.

**Appendix 1**

#### **Recommendation**

**That** the Methven Community Board approves the following funding requests:

- 1) Methven Lions audio-visual system –\$3,800;
- 2) Methven Tennis Club line marking - \$4,206; and
- 3) Methven Scarecrow Trail marketing - \$4,500.

### 9.2 Customer request management

The CRM report for October is appended.

**Appendix 2**

### 9.3 Finance

The draft financial report to 31 September 2021 is appended.

**Appendix 3**

#### **9.4 2022 meeting schedule**

Council has adopted a schedule of meetings for 2022.

#### **Appendix 4**

The draft schedule was prepared on the same basis as the 2021 meeting calendar with the Methven Community Board retaining a six weekly cycle of meetings on Mondays. The calendar provides for two meeting-free periods from 5 to 21 January, and from 6 to 22 July. Meetings proposed after the triennial elections on 8 October are subject to confirmation by the new Council and Community Board.

The meeting schedule is subject to amendments and additions which the Council's business dictates. If it is necessary to cancel a scheduled meeting, all reasonable effort will be taken to notify elected members and the public as soon as practicable of the cancellation and the reasons for the cancellation.

Organisation details		Eligibility					About the project						Financials				Council involvement				
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 Lions Club	On Going	Y	Y	Y	Y	No	fund an audio visual system for the Lions Convention	The main reason for the convention is to host a business session on Saturday which includes an AGM. Extensive networking and social interaction goes on from Friday to Sunday with several keynote speakers. The main funding request is to fund an audio visual system. In my original budget I allocated \$1500 but the quote from the event centre is \$3800.	Lions clubs from Rakaia to Mosgiel, and the local community tourism sector	1200 +	We need to provide our speakers with quality IT. Most speakers use PowerPoints and we need a technician who can ensure we have no problems with poorly maintained equipment. The \$1500 I budgeted, as seen by the Event Centre quote, is not enough.	Feedback from Members after the event	Y	ADC Regional Tourism Event Fund \$2,500, BNZ Advertising (Declined)	We have an organizing committee involving Methven Lions and will involve all Ashburton District Lions Clubs during the weekend.	\$3,800	\$10,150	We will have to scale back our plans and seek financial support from Methven Lions.	N	Discrete	This project is looking to use another local not for profit business. This event will bust the local economy. Recommend funding.
Methven Tennis	N/A	Y	No	Y	No	No	The tennis and netball court lines require repainting.	The Methven Tennis Club are proud of their facility and it is their goal to maintain the courts so that they can continue to be used for training and competitive sport. Visible lines are required for netball and tennis games.	The club members of both tennis and netball who utilise the courts for their coaching/traini ng and competitive games. The community who use the courts for social tennis will also		The courts are maintained for use to a high standard for competitive and social sport.	Lines on courts enables the continuation of the two sports in Methven.	Y	No	The lines will be water blasted by the committee members prior to painting.	\$4,206	\$4,206	The project will be delayed until sufficient funds are acquired.	N	Discrete	This is a well managed community asset. This group have not had MCB funding in the past.
Methven Scarecrow Trail	Y	Y	N	Y	Y	No	Signage, Printed materials, Online promotion Of the 2022 Methven Scarecrow Trail	<p>The event attracts around 2000 people and many of these are from outside the township - indeed from around the country and (normally) international visitors.</p> <p>The event can run at Lockdown Levels 1-2 because it is an outdoor event with small family groups sharing a Trail Map and social distancing can be easily managed at the Methven iHub Information Centre where the Trail Maps are obtained. A modified event could also be run at Level 3.</p> <p>All proceeds after costs go to the Methven Primary School. All proceeds after costs go to the Methven Primary School. In 2021 that amount was \$3530.</p>	Increased or at least maintained participation numbers and a wider geographical spread of participants, especially from Christchurch, Rolleston and Geraldine.	2000+	Increasing capacity The difference this year is that once again numbers may well be down due to Covid restrictions - it is hard to predict the pattern of visitors from out of the district. The organisers are increasing marketing to try to address this and increase capacity, particularly in Christchurch and Rolleston where numbers of visitors have been lower than optimal.	Feedback is gathered from the entry form, from verbal feedback to the iSite (now iHub) Information Centre staff. The greatest source of feedback is from the Methven Scarecrow Trail facebook page which currently has a reach of 2030	Y	No	The whole event is based around the voluntary effort. From our time in organising and marketing the event, the amazing community volunteers who build the Scarecrows and the wonderful local businesses who donate time, machinery, straw bales for signage and the donation of prizes at the completion of the trail.	\$4,500		The event will go ahead regardless of funding. We would not let down the community expectations. We would have to reduce our marketing budget and therefore could not expect to grow the event or even maintain current numbers.	N	Ongoing	There is very good data management for this event. They have a good understanding of growth potential. Profits go back into the community.

## Appendix 2

CRM Reporting October 2021					
Application ID	Received On	Completion Date	Full Details	Primary Address	Primary Group
CRM0500159/21	26/10/2021		Trip Hazard - Pavement - General	Allen Street	crmFootpat
CRM0500160/21	27/10/2021		Others - Burm Weeds	Forest Drive	crmFootpat
CRM0500152/21	20/10/2021		Trip Hazard - Pavement - General	Main Street	crmFootpat
CRM0500156/21	26/10/2021		Urgent repairs - Lights	Main Street	crmFootpat
CRM0500158/21	26/10/2021		Trip Hazard - Pavement - General	Main Street	crmFootpat
CRM0500155/21	26/10/2021		Trip Hazard - Pavement - General	Mcmillan Street	crmFootpat
CRM0500162/21	01/11/2021	16/11/2021	Others - Burm rocks	Spaxton Street	crmFootpat
CRM0700004/21	16/11/2021		Over grown section	Forest Drive	crmHousing
CRM0800468/21	02/11/2021	04/11/2021	Property File Information	Chapman Street	crmInform
CRM0800454/21	19/10/2021	19/10/2021	Property File Information	Dolma Street	crmInform
CRM0800455/21	21/10/2021	21/10/2021	Property File Information	Farquhar Place	crmInform
CRM0800473/21	03/11/2021	03/11/2021	Property File Information	Spaxton Street	crmInform
CRM0800486/21	10/11/2021	11/11/2021	Property File Information	Spaxton Street	crmInform
CRM0800445/21	14/10/2021	14/10/2021	Property File Information	Barkers Road	crmInform
CRM0800489/21	11/11/2021	16/11/2021	Property File Information	Main Street	crmInform
CRM0800436/21	08/10/2021	08/10/2021	Property File Information	Nuffield Drive	crmInform
CRM0800491/21	15/11/2021	16/11/2021	Property File Information	Racecourse Avenue	crmInform
CRM3800832/21	11/10/2021		Yellow Bin - Bin Removed due to continued contamination	Colcord Place	crmKerbCln
CRM3800891/21	28/10/2021	09/11/2021	Bin request	Farquhar Place	crmKerbCln
CRM3800833/21	11/10/2021		Yellow Bin - bin removed due to continued contamination	Main Street	crmKerbCln
CRM3800846/21	15/10/2021	21/10/2021	Bin Damage - Red Bin	Main Street	crmKerbCln
CRM3800847/21	15/10/2021	04/11/2021	Bin request	Main Street	crmKerbCln
CRM3800831/21	11/10/2021	14/10/2021	Yellow Bin - bin removed due to continued contamination	Colcord Place	crmKerbCln
CRM3800889/21	27/10/2021	10/11/2021	Bin request	Main Street	crmKerbCln
CRM3800922/21	09/11/2021		Bin request	Chapman Street	crmKerbCln
CRM3800829/21	11/10/2021	14/10/2021	Bin Clips request	Allen Street	crmKerbCln

CRM3800837/21	13/10/2021	18/10/2021	Bin Clips request	Morgan Street	crmKerbCln
CRM3800834/21	11/10/2021		Yellow Bin - bin removed due to continued contamination	Spaxton Street	crmKerbCln
CRM1000311/21	26/10/2021		Noise complaint	Jackson Street	crmNoise
CRM1000312/21	26/10/2021	26/10/2021	Noise complaint	Jackson Street	crmNoise
CRM2600023/21	26/10/2021	08/11/2021	Parking and Cars - General	Spaxton Street	crmParking
CRM2600025/21	08/11/2021	08/11/2021	Parking and Cars - General	Spaxton Street	crmParking
CRM1200088/21	10/11/2021	15/11/2021	Mowing	Township	crmParksSp
CRM1200086/21	05/11/2021	09/11/2021	AS PER SSS - Street Gardens	Forest Drive	crmParksSp
CRM1200081/21	26/10/2021	27/10/2021	Vandalism - Park Benches	Main Street	crmParksSp
CRM3200020/21	26/10/2021	27/10/2021	Rubbish and Bins - General	Township	crmParksSp
CRM3200023/21	08/11/2021	15/11/2021	Street gardens question	Camrose Avenue	crmParksSp
CRM3200021/21	26/10/2021		Pavement - Weeds General	Main Street	crmParksSp
CRM2300198/21	08/11/2021		Trees - Root issue	South Belt	crmParksSp
CRM2300196/21	05/11/2021	05/11/2021	Overhanging - Trees	Spaxton Street	crmParksSp
CRM2700222/21	29/10/2021	29/10/2021	Elderly Pensioner Housing	Chapman Street	crmPropM
CRM2700233/21	16/11/2021	17/11/2021	Elderly Pensioner Housing	Chapman Street	crmPropM
CRM1601686/21	21/10/2021		Road Surface Faults - Sealed Roads	Camrose Avenue	crmRoding
CRM1601666/21	19/10/2021		Signs Non-Regulatory	Memorial Crescent	crmRoding
CRM1601676/21	20/10/2021		Drainage - Urban Kerbs or Drains blocked	Spaxton Street	crmRoding
CRM1601795/21	13/11/2021		Flooding Storm water	Dolma Street	crmRoding
CRM1601805/21	17/11/2021		Road Surface Faults - Sealed Roads	Memorial Crescent	crmRoding
CRM1601756/21	08/11/2021		Pot Holes	Spaxton Street	crmRoding
CRM1601751/21	05/11/2021		Street Gutters / Storm Water	Forest Drive	crmRoding
CRM1601594/21	08/10/2021		Pot Holes	Forest Drive	crmRoding
CRM1601770/21	10/11/2021		Signs Non-Regulatory	Alford Street	crmRoding
CRM1601664/21	19/10/2021		Drainage - Urban Kerbs or Drains	Forest Drive	crmRoding
CRM1601749/21	05/11/2021		Road Surface Faults - Sealed Roads	Forest Drive	crmRoding
CRM1601685/21	21/10/2021		Signs Non-Regulatory	Gleniffer Place	crmRoding

CRM1601771/21	10/11/2021		Signs Non-Regulatory	Lampard Street	crmRoding
CRM1601772/21	10/11/2021		Signs Non-Regulatory	Lampard Street	crmRoding
CRM1601775/21	10/11/2021		Signs Non-Regulatory	Lochhead Crescent	crmRoding
CRM1200091/21	10/11/2021		Damaged Street Sign	Lochhead Crescent	crmRoding
CRM1601706/21	27/10/2021		Open Spaces - Park Bench clean	Main Street	crmRoding
CRM1601750/21	05/11/2021		Poles and Signage - General	Main Street	crmRoding
CRM1601753/21	08/11/2021		Pot Holes	Main Street	crmRoding
CRM1601801/21	16/11/2021		Signs Regulatory	Main Street	crmRoding
CRM1601752/21	05/11/2021		Pot Holes	Mcmillan Street	crmRoding
CRM1601724/21	01/11/2021		Poles and Signage - General	Spaxton Street	crmRoding
CRM200085/21	09/10/2021	10/10/2021	Slow draining sewer system.	Mackie Street	crmSewer2
CRM200089/21	26/10/2021		Blockage & Overflow - Blocked sewer	Barkers Road	crmSewer2
CRM3600006/21	11/10/2021	12/10/2021	Resource Recovery Park - Full Bins	Township	crmSWM
CRM3600007/21	27/10/2021	28/10/2021	Damaged Rubbish bin outside Blue Pub	Main Street	crmSWM
CRM100804/21	08/10/2021		Leak/Burst pipe - Footpath/Toby	Spaxton Street	crmWater2
CRM100886/21	03/11/2021		Leak/Burst pipe - Footpath/Toby	Macphail Place	crmWater2
CRM100829/21	19/10/2021		Leak/Burst pipe - Footpath/Toby	Lampard Street	crmWater2
CRM100803/21	08/10/2021	08/10/2021	Leak/Burst pipe - Footpath/Toby	Main Street	crmWater2
CRM100868/21	29/10/2021		Leak/Burst pipe - Footpath/Toby	Main Street	crmWater2
CRM100847/21	23/10/2021		Leak/Burst pipe - Footpath/Toby	Jackson Street	crmWater2
CRM100892/21	04/11/2021		Leak/Burst pipe - Footpath/Toby	Dolma Street	crmWater2
CRM100925/21	13/11/2021		Leak/Burst pipe - Footpath/Toby	Barkers Road	crmWater2
CRM500230/21	28/10/2021		Water - Low P4	Township	crmWtrMain
CRM500240/21	15/11/2021		Water - Low P4	Township	crmWtrMain

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## Appendix 3

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

For the Month Ended 30 September 2021

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
<b>Income</b>				
General Rates	0.00	0.00	40,000.00	40,000.00
Targeted Rates	10,813.07	32,439.21	88,875.00	56,435.79
Treasury Internal Recoveries	571.41	574.29	0.00	-574.29
<b>Total Income</b>	<b>11,384.48</b>	<b>33,013.50</b>	<b>128,875.00</b>	<b>95,861.50</b>
<b>Expenditure</b>				
Salary / Wages	1,260.32	3,779.00	15,529.02	11,750.02
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
Subscriptions / Periodicals	275.00	275.00	0.00	-275.00
Insurance	0.00	141.66	102.00	-39.66
Suppers & Receptions	0.00	0.00	300.00	300.00
Grants	0.00	0.00	0.00	0.00
Donations	0.00	0.00	500.00	500.00
Cleaning	0.00	0.00	0.00	0.00
Sundry Expenditure	0.00	4,129.90	25,000.00	20,870.10
Rents / Leases	0.00	0.00	500.00	500.00
Internal Rental	150.00	450.00	1,800.00	1,350.00
Executive Team	854.56	2,581.70	11,272.03	8,690.33
People and Capability	0.00	107.23	0.00	-107.23
Treasury	130.08	181.25	1,054.54	873.29
Rates	0.00	357.58	695.71	338.13
Community Relations	0.00	0.59	0.00	-0.59
Business Support	0.00	417.31	0.00	-417.31
Communication	0.00	0.99	3,624.71	3,623.72
Community Services	695.00	2,329.31	46,214.03	43,884.72
<b>Total Expenditure</b>	<b>3,364.96</b>	<b>16,303.30</b>	<b>113,718.00</b>	<b>97,414.70</b>
<b>Net Surplus/(Deficit)</b>	<b>8,019.52</b>	<b>16,710.20</b>	<b>15,157.00</b>	<b>-1,553.20</b>
<b>Capital Expenditure</b>				
	0.00	0.00	0.00	0.00
<b>Net Cash Movement</b>	<b>8,019.52</b>	<b>16,710.20</b>	<b>15,157.00</b>	<b>-1,553.20</b>
<b>Cash Reserves</b>				
Separate Reserves	0.00	0.00	156.96	
Plus Net Surplus/(Deficit)		16,710.20		
Less Capital Expenditure		0.00		
<b>Closing Cash Reserves</b>		<b>16,710.20</b>		



	January	February	March	April	May	June	July	August	September	October	November	December	
MON								1 <i>CE Forum</i>					MON
TUE		1 <i>ADRSCC</i> + Biodiversity	1					2 <i>ADRSCC</i> + Biodiversity			1 <i>ADRSCC</i> + Biodiversity		TUE
WED		2 <i>Council</i>	2 <i>Council</i>			1 <i>Council</i>		3 <i>Council</i>			2 <i>Council</i>		WED
THU		3	3			2 <i>A/Plan</i> contingency		4	1		3	1	THU
FRI		4	4	1		3	1	5	2		4	2	FRI
SAT	1	5	5	2		4	2	6	3	1	5	3	SAT
SUN	2	6	6	3	1	5	3	7	4	2	6	4	SUN
MON	3 <i>Closed</i>	7 <i>Waitangi</i>	7	4	2 <i>MCB</i> <i>CE Forum</i>	6 <i>Q B/day</i>	4	8	5 <i>MCB</i>	3	7	5	MON
TUE	4 <i>Closed</i>	8 <i>PCG</i> Youth Cncl	8 <i>PCG</i> Youth Cncl	5 Biodiversity	3 <i>ADRSCC</i>	7 Biodiversity	5 <i>PCG</i>	9 <i>PCG</i> Youth Cncl	6	4	8 <i>PCG</i> Youth Cncl	6	TUE
WED	5	9 <i>Briefings</i> <i>Audit &amp; Risk</i>	9	6 <i>Council</i>	4 <i>Council</i>	8 <i>Workshop</i> <i>place-holder</i>	6	10 <i>Briefings</i> <i>Audit &amp; Risk</i>	7 <i>Council</i>	5 <i>Council</i>	9 <i>Briefings</i> <i>Audit &amp; Risk</i>	7 <i>Council</i>	WED
THU	6	10	10	7	5	9	7	11	8	6	10	8	THU
FRI	7	11	11	8	6	10	8	12	9	7	11 <i>Canty Ann</i>	9	FRI
SAT	8	12	12	9	7	11	9	13	10	8 <i>ELECTION</i>	12	10	SAT
SUN	9	13	13	10	8	12	10	14	11	9	13	11	SUN
MON	10	14	14 <i>MCB</i>	11	9	13 <i>MCB</i>	11	15	12	10	14	12 <i>MCB</i>	MON
TUE	11	15	15	12 <i>PCG</i> Youth Cncl	10 <i>PCG</i> Youth Cncl	14 <i>PCG</i> Youth Cncl	12 Yth Cncl	16	13 <i>PCG</i> Youth Cncl	11 <i>PCG</i> Youth Cncl	15	13 <i>PCG</i> Youth Cncl	TUE
WED	12	16 <i>Council</i>	16 <i>Council</i>	13 <i>Workshop</i> <i>place-holder</i>	11 <i>Briefings</i> <i>Audit &amp; Risk</i>	15 <i>A/Plan</i> <i>Council</i>	13	17 <i>Council</i>	14 <i>Agencies</i>	12 <i>Workshop</i> <i>place-holder</i>	16 <i>Council</i>	14 <i>Workshop</i> <i>place-holder</i>	WED
THU	13	17	17	14	12	16	14	18	15	13	17	15	THU
FRI	14	18 <i>M/Forum</i>	18	15 <i>Easter</i>	13	17	15	19	16	14	18	16	FRI
SAT	15	19	19	16	14	18	16	20	17	15	19	17	SAT
SUN	16	20	20	17	15	19	17	21	18	16	20	18	SUN
MON	17	21	21	18 <i>Easter</i>	16	20	18	22	19	17	21	19	MON
TUE	18 <i>Youth Cnl</i> <i>(induction)</i>	22 <i>Water</i> <i>Zone</i>	22 <i>Water</i> <i>Zone</i>	19	17	21	19	23 <i>Water</i> <i>Zone</i>	20	18	22 <i>Water</i> <i>Zone</i>	20	TUE
WED	19	23 <i>Agencies</i> <i>Budget W/S</i>	23 <i>Briefings</i> <i>Audit &amp; Risk</i>	20 <i>Council</i>	18 <i>Council</i>	22 <i>Briefings</i> <i>Audit &amp; Risk</i>	20	24 <i>Workshop</i> <i>place-holder</i>	21 <i>Council</i>	19	23 <i>Workshop</i> <i>place-holder</i>	21 <i>Council</i>	WED
THU	20	24 <i>Mayoral</i>	24 <i>A/Plan</i> <i>Workshop</i>	21	19	23	21 <i>LGNZ</i>	25	22	20	24 <i>Mayoral</i>	22	THU
FRI	21	25 <i>Forum</i>	25	22	20	24 <i>Matariki</i>	22 <i>LGNZ</i>	26	23	21	25 <i>Forum</i>	23	FRI
SAT	22	26	26	23	21	25	23 <i>LGNZ</i>	27	24	22	26	24	SAT
SUN	23	27	27	24	22	26	24	28	25	23	27	25 <i>Closed</i>	SUN
MON	24	28	28	25 <i>Anzac</i>	23	27	25 <i>MCB</i>	29	26	24 <i>Labour</i>	28	26 <i>Closed</i>	MON
TUE	25 <i>Youth Cnl</i> <i>(induction)</i>		29	26 <i>Water</i> <i>Zone</i>	24 <i>A/Plan</i> submissions <i>Water Zone</i>	28 <i>Water Zone</i>	26 <i>Water</i> <i>Zone</i>	30	27 <i>Water</i> <i>Zone</i>	25 <i>Water</i> <i>Zone</i>	29	27 <i>Closed</i>	TUE
WED	26 <i>Budget</i> <i>Workshop</i>		30 <i>Workshop</i> <i>place-holder</i>	27 <i>Workshop</i> <i>place-holder</i>	25 <i>A/Plan</i> submissions	29 <i>Council</i>	27 <i>Council</i>	31 <i>Workshop</i> <i>place-holder</i>	28 <i>Briefings</i> <i>Audit &amp; Risk</i>	26 <i>Inaugural</i> <i>Council Mtg</i>	30	28 <i>Closed</i>	WED
THU	27 <i>Budget</i> <i>Workshop r</i>		31	28	26 <i>Mayoral</i>	30	28		29	27		29 <i>Closed</i>	THU
FRI	28			29	27 <i>Forum</i>		29		30	28		30 <i>Closed</i>	FRI
SAT	29			30	28		30			29		31 <i>Closed</i>	SAT
SUN	30				29		31			30			SUN
MON	31 <i>MCB</i> <i>CE Forum</i>				30					31 <i>CE Forum</i> <i>Inaugural MCB</i>			MON
TUE					31								TUE
	January	February	March	April	May	June	July	August	September	October	November	December	

Meeting	Start time	
Council	9.30am	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays each month (except July – in 4 <sup>th</sup> week only)
Council Briefings	9.30am	Wednesday, 6-7 weekly
Audit & Risk Committee	1.00pm	Wednesday, 6-7 weekly (same day as activity briefings)
Council Workshops	<i>am/pm</i>	Wednesdays (when free) / Thursday (contingency) (Place-holders x 11)
Youth Council	4.00pm	2nd Tuesday each month
Library & Civic Centre PCG	9.30am	2 <sup>nd</sup> Tuesday, each month ( <i>except July</i> )
Biodiversity Advisory	1.00pm	1 <sup>st</sup> Tuesday x 5 per year
Road Safety Committee	9.30am	1 <sup>st</sup> Tuesday x 4 per year
Methven Community Board	10.30am	Mondays, 6-weekly (x 8 meetings)
Water Zone Committee	1.00pm	4 <sup>th</sup> Tuesday (monthly)
Meetings scheduled after Election Day (8 October) are subject to change / confirmation by new Council. Inaugural meeting tentatively Wed 26 October		

Dates to Note	
Christmas/New Year Closure	25 Dec 21– 4 Jan 22
Office re-opens	Wed 5 January 2022
Waitangi Day	Mon 7 February
Adopt draft Annual Plan	6 April
Good Friday	15 April
Easter Monday	18 April
Anzac Day	Mon 25 April
Queens Birthday	Mon 7 June
Matariki	Fri 24 June
Meeting-free period 5-21 January & 6-22 July	
LGNZ Conference	21-23 July
Labour Day	Mon 24 October
Canterbury Anniversary Day	Fri 11 November
Council Agencies (6 month reports)	23 Feb & 14 Sep
<i>CE Forum &amp; Mayoral Forum dates tbc</i>	