

Methven Community Board

AGENDA

Notice of Meeting:

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

Date: Monday 12 December 2022
Time: 10:30am
Venue: Mt Hutt Memorial Hall Board Room
Main Street
Methven

Membership

- Megan Fitzgerald
- Kelvin Holmes
- Robin Jenkinson
- Allan Lock
- Richie Owen

Council appointees

- Councillor Liz McMillan (Deputy Mayor)
- Councillor Rodger Letham

Methven Community Board

Timetable	
Time	Item
10:30am	Meeting commences
10:35am	Public Forum: Matt Claridge, Executive Director Te Araroa / Tumu Whakahaere – Te Araroa

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.

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7 December 2022

4. *Methven Community Board Minutes – 31 October 2022*

Minutes of the Inaugural Methven Community Board meeting held on Monday 31 October 2022, commencing at 10:30am, in the Mt Hutt Memorial Hall Board Room, 160 Main Street, Methven.

Present

Mayor Neil Brown; Members Kelvin Holmes, Richie Owen, Robin Jenkinson, Allan Lock, Megan Fitzgerald; Deputy Mayor Liz McMillan and Cr Rodger Letham.

In attendance

Leanne Macdonald (Group Manager Business Support Services), Clare Harden (Community Liaison Officer), Linda Clarke (Communications Advisor) and Mary Wilson (EA to CE, minutes).

1 Apologies

Nil.

2 Extraordinary Business

Nil.

3 Declaration by Allan Lock

The statutory declaration was made by Allan Lock, as required by cl. 14, Schedule 7 of the Local Government Act 2002, and witnessed by the Mayor and Group Manager Business Support.

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.

Holmes / Fitzgerald Carried

That Kelvin Homes is elected as Chairperson of the Methven Community Board.

Owen / Lock Carried

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

McMillan / Jenkinson Carried

That Megan Fitzgerald is elected as the Methven Community Board representative on the Mt Hutt Memorial Hall Board.

McMillan / Owen Carried

That Allan Lock is elected as the Methven Community Board representative on the Methven Reserve Board.

Owen / Fitzgerald Carried

That Mayor Neil Brown be given speaking rights at meetings of the Methven Community Board for the 2022-25 term.

McMillan / Letham

Carried

6 Activity Reports

That the activity reports be received.

Owen / Lock

Carried

6.1 Community Services

6.1.1 Governance and Business Support

It was agreed that the Board's meeting dates for 2023 will be set as per the draft 2023 Council meeting schedule, with start times continuing at 10:30am.

A workshop to set the Board's 2023/2024 budget will be held at the conclusion of the Methven Community Board meeting on 12 December 2022 and it was suggested that a drive around the Methven township to view projects could also be considered on 12 December.

Post meeting note: A Council bus trip to Methven on 6 December will include the Board members and site visits will incorporate those proposed by the Board

6.1.2 Remuneration / Expenses and Allowances

Council's Elected Members' Expenses & Allowances policy will be reviewed by Council on 23 November. The draft policy has been circulated to the Methven Community Board for feedback.

6.1.3 Terms of Reference

Terms of Reference were discussed with no actions required, other than the change of membership in the new term.

6.1.4 Funding requests

The following applications for funding were considered:

- Methven Touch Rugby Club

Funding of \$3,948.00 was requested. Richie Owen, as a committee member, declared a conflict of interest and refrained from discussion and voting on this application.

That the Methven Community Board approve a grant of \$1,178.50 for the Methven Touch Rugby Club.

Holmes / Letham

Carried

- Mt Hutt College

Funding of \$7,540.00 was requested by Mt Hutt College for travel expenses to the national touch rugby tournament in Rotorua.

The application does not meet the funding criteria and was declined. The school is undertaking significant fundraising and the Methven Community Board agreed to provide a letter of support to external funding providers.

1. That Mt Hutt College's application for funding be declined as it does not meet the criteria.
2. That a letter of support be provided to Mt Hutt College from the Methven Community Board.

Owen / Fitzgerald

Carried

- Methven Lions Club

An application for funding was received from the Methven Lions Club for \$5,164.00 to cover one-off costs to allow the Methven Bike Club rounds to be brought up to standard.

Partial funding was supported, with further clarification on the budget to be sought.

That the Methven Lions Club be granted funding of \$2,000 conditional on a Memorandum of Understanding being formed.

Owen / McMillan

Carried

6.1.5 Customer Request Management (CRM) Report

It was agreed that the CRM reports are useful and the Methven Community Board agreed to this information continuing to be included in the agendas.

It was suggested that the CRM requests are loaded onto a GIS map to show where the water leaks are occurring, etc.

6.2 Community Services

6.2.1 Open Spaces

- Reserves

The annual cost of bedding plants used in the town centre display was discussed.

- Methven Cemetery

After the windstorm in September 2021 the whole eastern treeline and forestry had to be removed, including a park bench that was previously donated to the cemetery. The park bench has now been re-installed, along with extensive re-planting that has carried out.

6.3 Strategy and Compliance

6.3.1 Building Services

- Methven boundary

The boundary of Methven Community Board area was discussed, with members requesting a map is distributed for their information.

It was noted that Council will commence the district's representation review process in 2023, and this will be an opportunity to consider if the current MCB boundary is still relevant.

6.4 Infrastructure Services

6.4.1 Roothing

It was reported that the gravel footpath to the hot pools is scheduled to be built by the end of 2022. There was concern expressed that if drainage isn't sufficient gravel could wash off during heavy rainfall. The Board have since asked that work on the footpath be put on hold until issues around placement are resolved.

The Mayor left the meeting at 11:30am

6.4.2 Drinking water

The progress of the water upgrade was discussed. The first water tank has been installed, with the second tank waiting to be replaced due to wind damage. A replacement tank has been ordered but not yet received.

6.4.3 Wastewater

The wastewater pipes that run through the grounds of Mt Hutt College are being realigned.

Extraordinary business

- Methven Community Board Facebook page

It was reported that a new administrator will be required to take over the Methven Community Board Facebook page. The current administrators are members who did not seek re-election.

That Megan Fitzgerald be appointed as administrator of the Methven Community Board Facebook page.

Owen / Holmes

Carried

- Long Term Strategic Plan

The Long Term Strategic Plan is to be reviewed and it was suggested that this be done in conjunction with Council's Long Term Plan.

Meeting closed: 11:46am

Confirmed 12 December 2022

Chairman

5 Activity Reports

5.1 Governance & Business Support

5.1.1 Elected Members' Allowances and Remuneration Policy

Council has adopted a revised policy which sets out the expenses that may be claimed and the allowances payable to elected members when working in the capacity of Council. The policy review was prompted by the most recent Local Government Members 2022/23 Determination, released by the Remuneration Authority in June 2022.

The updated policy reflects changes to district boundary restrictions and exemptions (specifically sections 11(4) and 12(4) of the Determination). In addition, Council has approved increasing the annual communication allowances for elected members.

The balance of the communications allowance for 2022/23 will be paid to members during December (a percentage of the allowance was paid in the previous term for the Jul-Oct period).

The [Elected Members' Allowances and Reimbursement Policy](#) can be viewed on the web and is attached at *Appendix 1*.

Council also approved rolling over the guidelines for elected members' attendance at conferences and training courses. These guidelines set the process for attendance and provide criteria for Council to consider when approving attendance. The Board, by resolution, would approve attendance for a member attending a conference, training course or seminar. Where attendance falls outside of the budgeted allowance, the Board would be required to make a recommendation to Council.

5.1.2 Community Board Executive Elections

Nominations have been called for representatives on the NZ Community Boards' Executive Committee (CBEC), an advisory committee to Local Government NZ that represents and advocates for all the community boards in NZ. The Committee is made up of six representatives, one from each of the six LGNZ zones. Ashburton District is a member of LGNZ's Zone 5 sector. The Committee meets three times a year in Wellington.

Nominations closed on Tuesday 6 December. At the time of this report being written, the number of nominations received was not known. If an election is required then voting papers will be distributed. An update will be provided on the status of nominations on 12 December and the Board may be asked to make provision for voting.

Recommendation

That the Methven Community Board Chairman be delegated to vote on behalf of the Board for the Zone 5 representative on the NZ Community Boards' Executive Committee.

5.1.3 2023 Meeting Schedule

Council adopted the 2023 meeting schedule at its meeting on 23 November 2022. Methven Community Board will continue to meet on a six weekly cycle. The meeting schedule is subject to amendments and additions. Should the Board need to cancel a scheduled meeting, all reasonable effort will be taken to notify elected members and the public of the cancellation. Upcoming meeting dates will be published on Council's website and in the media (Council Briefs and Snowfed).

5.1.4 Funding requests

For a full assessment of the funding applications please see *Appendix 2*.

Discretionary fund expenditure guidelines are attached as *Appendix 3*.

- Methven Primary School

Funding of \$100 sought to purchase vouchers for the 2022 prize-giving.

- Methven & Foothills Walking Festival

Funding of \$2,500 sought to support marketing of the festival.

- Our Lady of the Snows School

Funding of \$50 sought to purchase vouchers for the 2022 prize-giving.

5.1.5 Customer Request Management

Please see *Appendix 4* to view the CRM report for September/October 2022.

5.1.6 Finance Report

The draft financial report to 30 September 2022 is attached as *Appendix 5*.

The draft financial report to 31 October 2022 is attached as *Appendix 6*.

5.2 Community Services

5.2.1 Open Spaces

- Reserves

Parks and reserve maintenance tasks continue around the Methven Township. Keeping on top of weed growth is currently the challenge for staff. Spraying is helping weed control where it can be safely undertaken.

Annual bedding displays in the middle of town have just been replanted and are already looking great. Staff shall continue to nurture these planting schemes as they mature.

Grass growth on turf areas is still in full swing with regular rainfall maintaining the growth cycle for all plants. At this point in the year the turf teams are conscious of getting on top of the growth to make it easier to manage over the pending festive period. Township mowing is currently being kept under control. Our amended methodology of having a contractor mow larger areas is proving to be beneficial. The elderly persons housing lawns continue to be hand mown.

A number of street tree stumps have been ground out and re-grassed.

Two large trees on the grounds of the Methven Preschool have had dead wood removed by arborists and a general health check undertaken. They found the trees to be in good health.

From a reserve planning perspective, staff continue to work with subdivision developers on matters relating to developments and vested sites.

The CBD playground is awaiting some repairs to edging which contains the bark softfall. Currently when it rains heavily, we are experiencing the softfall flowing out of where it is required.

A four-year-old spring mounted play item in the Camrose playground has broken and a replacement rocker spring purchased from the manufacturer. Unfortunately, the equipment was out of its warranty period, so the Council has to fund the replacement from maintenance budgets.

- Methven cemetery

Methven Cemetery is looking good. Recently, arborists have been asked prune dead wood and lift trees as necessary, especially over the new location of the donated seat which has now been relocated.

The new grass area is starting to grow and has had two mows with a flail mower. This methodology will break up any wood and sticks which will work their way out of the ground over time.

Methven Lions helped Council staff plant native species on the eastern cemetery bund on Wednesday 26h October. This was a good collaborative day with great results. It should be noted that this is only the start of plantings as there are a lot more to go in next year. Specifically, this will occur around the track so that the plantings will ultimately shield the operational cemetery from the view of those using the walkway.

Some of the new plantings have already been watered by staff and this will continue over the summer.

- Public toilets

These are functioning well. Recent issues include staff seeing more vandalism now more than ever before - mainly graffiti. Staff are quick to remove it when it appears as this is something that, if left, quickly grows in volume as the culprits seek to out-do one another.

At the time of writing, staff and contractors are working on the installation of new public toilets at Taylors and Awa Awa Rata Reserves. While these new facilities are not in the Methven Community Board area, they are nearby and will cater for summer travellers in the district.

5.3 Strategy & Compliance

5.3.1 Building Services

Nothing of significance to report except that we are very busy at present.

2022 Consents	Issued	Issued YTD	Value of Work	Value of Work YTD
January	8 (3)	8 (3)	\$4,134,800 (\$344,000)	\$4,134,800 (\$344,000)
February	4 (3)	12 (6)	\$2,466,550 (\$388,500)	\$6,601,350 (\$732,500)
March	16 (5)	28 (11)	\$6,586,027 (\$429,650)	\$13,187,377 (\$1,162,150)
April	6 (6)	34 (17)	\$2,043,648 (\$313,000)	\$15,231,025 (\$1,475,150)
May	2 (2)	36 (19)	\$644,080 (\$392,524)	\$15,875,105 (\$1,867,674)
June	9 (9)	45 (28)	\$5,199,000 (\$2,180,610)	\$21,074,105 (\$4,048,284)
July	2 (2)	47 (30)	\$496,250 (\$743,000)	\$21,570,355 (\$4,791,284)
August	5 (3)	52 (33)	\$1,886,198 (\$1,497,820)	\$23,456,553 (\$6,289,104)
September	8 (8)	60 (41)	\$1,966,144 (\$2,489,786)	\$25,422,697 (\$8,778,890)
October	7 (2)	67 (43)	\$2,932,346 (\$835,000)	\$28,355,042 (\$9,613,890)

Note:

(figures in brackets are for the corresponding month the previous year)

2021 Consents	Issued	Issued YTD	Value of Work	Value of Work YTD
January	3 (3)	3 (3)	\$344,000 (\$819,608)	\$344,000 (\$819,608)
February	3 (4)	6 (7)	\$388,500 (\$518,500)	\$732,500 (\$1,338,108)
March	5 (1)	11 (8)	\$429,650 (\$30,000)	\$1,162,150 (\$1,368,108)
April	6 (2)	17 (10)	\$313,000 (\$355,000)	\$1,475,150 (\$1,723,108)
May	2 (2)	19 (12)	\$392,524 (\$324,454)	\$1,867,674 (\$2,047,562)
June	9 (5)	28 (17)	\$2,180,610 (\$569,846)	\$4,048,284 (\$2,617,408)
July	2 (2)	30 (19)	\$743,000 (\$6,500)	\$4,791,284 (\$2,623,908)
August	3 (2)	33 (21)	\$1,497,820 (\$478,922)	\$6,289,104 (\$3,102,830)
September	8 (4)	41 (25)	\$2,489,786 (\$1,121,913)	\$8,778,890 (\$4,224,743)
October	2 (5)	43 (30)	\$835,000 (\$2,004,361)	\$9,613,890 (\$6,229,104)
January	6 (3)	49 (33)	\$2,601,103 (\$1,055,330)	\$12,214,993 (\$7,284,434)
February	2 (6)	51 (39)	\$371,000 (\$669,000)	\$12,585,993 (\$7,953,434)
March	6 (2)	17 (10)	\$313,000 (\$355,000)	\$1,475,150 (\$1,723,108)

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

5.4 Infrastructure Services

5.4.1 Roothing

The construction of an unsealed footpath on SH77 to the Ōpuke thermal pools and walkway has been awarded to Fulton Hogan with completion before Christmas 2022.

The alignment of the footpath on the boundary side of the swale was confirmed on site.

Trimming of the trees to as close as possible to the boundary/fence has been priced and agreed with Fulton Hogan. Staples and Kidd are the subcontractor with Fulton Hogan removing all the trimmed material.

A new footpath on Mackie St is included in a footpath contract to be awarded before Christmas and construction commencing in the New Year.

At a utility collaboration meeting we were informed of a future water main upgrade on Mackie St with the water main to be in line with the proposed footpath. In discussion with the assets team the water main upgrade is being brought forward to early 2023 so the footpath construction can be completed after that and before the end of the 2022/23 year.

5.4.2 Drinking Water

- Reservoir

The commissioning of Tank No 1 for the Methven reservoir project is completed. ACL is in the process of connecting the tank to the existing water treatment plant. Once the connection is installed, Tank 1 can be used and investigation to assess the structural integrity of the existing concrete tank will then commence. Delivery and installation of Tank No 2 is programmed to be on the last week of November. Both Tank 1 and Tank 2 are programmed to be operational by February 2023.

- Treatment Plant Upgrade

Design work for the new membrane treatment plant is substantially complete. Negotiations are underway with preferred contractors to carry out the remainder of the work, including new pipelines to connect the Methven Springfield scheme, the new building, the remaining pumps, tanks and equipment, and the settling ponds and soakage fields.

In parallel, applications have been lodged for the necessary resource consents and alterations to designations, and a building consent exemption has been granted to cover the building.

- Fluoridation

Council's 3Ws maintenance contractor has alerted officers to an impending issue in relation to fluoride supply.

The current Methven water treatment plant uses Sodium Fluoride (NaF). We have sufficient supply of this product to operate until April/May next year. To obtain additional product requires a minimum order of two tonnes and has a lead time of eight months (assuming current shipping constraints). Under normal operation this is approximately three years supply.

The new membrane water treatment plant is being designed to fluoridate using Hydrofluorosilicic Acid (H₂SiF₆) which is now the widely used alternative. This means, there is a need to find an alternate method of fluoridating the Methven water supply for the period between the time when the existing supply of Sodium Fluoride is exhausted, and the new plant and fluoridation system is commissioned. Note: Council is legally required to continue to fluoridate the supply – refer legislation here.

Officers explored leasing and/or purchase of new treatment equipment that would allow for fluoridating using Hydrofluorosilicic Acid. This approach would mean that once in place, we could continue to run out the existing supplies of Sodium Fluoride, then cut over to the new temporary equipment. This would mean that any Hydrofluorosilicic Acid purchased would simply then be used in the new plant once it was commissioned.

Unfortunately, the suppliers approached were not able to offer a leasing option due to the bespoke nature of the equipment. The purchase option has the cost ranging from \$100,000 - \$267,000. However, even if Council wanted to contemplate purchase; the lead time for equipment onsite is an unguaranteed timeframe of 6 months.

In light of these circumstances, the Assets Manager has written to the Director General of Health seeking relief from the requirement to fluoridate during the period in question. This correspondence was sent on 4 November. At the time of preparing this report, no response has been received.

5.4.3 Wastewater

- Pipeline renewals

Renewal of the sewermain between McDonald Street and Dolma Street, through Mt Hutt College, is expected to be completed during the first week of November. The contractor will come back again during the school holidays to complete necessary additional work outside the original contract scope. The pipe passing through one of Mt Hutt College's buildings and the tennis court has to be realigned which will entail two new manholes being installed.

- Compliance

In response to a recent monitoring report from ECan on the wastewater treatment plant (WWTP) discharge consent, some minor works are being carried out at the plant. These include adding a flowmeter, dissolved oxygen monitoring, renovation of the distribution channels in the infiltration basins and general site tidy-up work. These changes will allow us to better monitor the site's performance, and be better assured that it is working as intended.

5.4.4 Stormwater

- Methven Discharge Consent

An application for the Methven and Rakaia Network-wide Stormwater Discharge Resource Consent is well advanced with a draft application and AEE currently under review by officers. The draft documents have been provided to Aoraki Environmental Consultancy Limited for review, comment and input on behalf of Te Rūnanga o Arowhenua.

It should be noted that the deadline for lodgement of these applications to Environment Canterbury has passed. Officers have been in contact with Environment Canterbury in regard to lodgement and advised of the current status and intention to lodge the application following engagement with rūnanga. No further advice has been received at this time.

HAMISH RIACH
Chief Executive

Policy

ELECTED MEMBERS' ALLOWANCES AND REIMBURSEMENT

TEAM:	Governance
RESPONSIBILITY:	Chief Executive
ADOPTED:	23 November 2022
REVIEW:	Every year, in line with the release of the Remuneration Authority Determination
CONSULTATION:	None required
RELATED DOCUMENTS:	ADC Conference Attendance Guidelines (Elected Members), ADC Elected Members Code of Conduct, ADC Sensitive Expenditure Policy, Local Government Act 2002, Remuneration Authority Act 1977, Local Government Elected Members Determination 2022/23.

Policy Objective

This policy provides details of the allowances and expenses available to elected members during their term of office and details the process for reimbursement. The objective is to avoid unjustified expenditure and ensure transparency in the process for reimbursement.

Definitions

Actual means as evidenced by the original tax receipt attached to the claim form.

Council means Ashburton District Council.

Council business is elected members' attendance at meetings/events that have been authorised through resolution of Council (i.e. adopting the Council meeting calendar and appointments schedule). This includes:

- Official meetings of the Council, including:
 - any committee/subcommittee
 - working groups
 - Council workshops
- Seminars, training courses and conferences*
- Statutory hearings
- Any fact-finding or investigative travel outside of New Zealand to inspect or evaluate initiatives, facilities or operations which may benefit Ashburton District
- Any travel as part of a Sister/Friendship City Delegation, where the host city does not wholly cover the cost of such travel.

Council business also includes the mayor attending external meetings/events where the Council has a business interest. The mayor may also invite other elected members to attend, either on behalf of or in addition to their attendance. Attendance at such external meetings/events does not require a resolution of Council.

Council business shall be performed in accordance with all other relevant Council policies and guidelines. Meetings/events which are primarily a social activity, such as recreational events including concerts or sporting games, are specifically excluded from the Council business definition.

**The Methven Community Board (MCB) Chair approves attendance for MCB members through resolution to the Board.*

Elected member means the mayor, any councillor or Methven Community Board member.

Family member of the member has the same meaning as s.14(2) of the Remuneration Authority Determination 2022/23 and means a spouse, civil union partner, or de facto partner.

Reasonable means that it is appropriate, fair, moderate, sensible, and within the amount specified by this policy or as deemed reasonable by the mayor and/or chief executive.

Remuneration Authority is a body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

Policy Statement

1. Introduction

1.1 From time to time elected members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of Council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

1.2 This policy applies to all elected members. It is intended to be read alongside the Council's Sensitive Expenditure Policy which states the specific limits for accommodation and meal expenses.

1.3 Elected members are expected to exercise proper and prudent behaviour in relation to expenditure. This includes being honest and accountable, and complying with expenditure controls. Relevant principles are:

- there must be a justifiable business purpose,
- expenditure decisions must preserve impartiality,
- expenditure must be moderate and conservative, having regard to the circumstances, and
- the process must be transparent and appropriate in all respects, it should be able to withstand public scrutiny and have appropriate approvals.

1.4 Claims must be considered reasonable. Any concerns regarding whether a claim is reasonable should be discussed with the Governance Team prior to submitting a claim.

1.5 Council officers will ensure good financial controls and scrutiny of expenditure in the administration of this policy and elected members are expected to exercise sound judgment and integrity.

1.6 Details of allowance and expense claims are discoverable under the Local Government Official Information and Meetings Act (LGOIMA) 1987, and subject to Council's LGOIMA Policy.

2. Authentication of expense reimbursements and allowances

2.1 The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis,
- expense claims are approved by the Chief Executive, via the Governance Team,
- full original receipts are required for all claims, and
- cost reimbursements will be made via the payroll system.

2.2 In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

2.3 In the case of a mayoral vehicle, vehicle mileage, travel time, communications and childcare allowance, no limits set in this document exceed the Remuneration Authority's Determination.

2.4 As recommended by the Remuneration Authority, the Council's internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.

2.5 All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

3. Allowances and expenses

3.1 Communications equipment

Position	Entitlement
Mayor	Provision of a cell phone which includes full payment of the base rental and Council-related usage. The mayor identifies and reimburses Council for personal usage over and above Council's plan.
Councillors	<p>Provision of a tablet computer. Full technical support is provided.</p> <p>Provision of an annual allowance for any or all equipment provided by the elected member, as follows:</p> <ul style="list-style-type: none"> • \$150 for a telephone (mobile or handset) • \$450 for mobile telephone service • \$800 for internet service <p>Total - \$1,400.00</p>

Position	Entitlement
Methven Community Board Chair	Provision of a tablet computer. Full technical support is provided. 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 a tablet computer. Full technical support is provided. 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 • \$400 for internet service Total - \$600.00

3.2 Vehicle mileage

In the first instance, elected members (excluding the mayor if the mayor has opted for a mayoral vehicle) should request usage of a Council vehicle for attendance at Council business. Where a vehicle is unavailable, or it would be unreasonable to use a Council vehicle, elected members may use their own vehicles and claim mileage.

Mileage for approved Council business by an elected member will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority Determination. Mileage may be claimed for either a petrol/diesel vehicle or an electric vehicle.

The maximum mileage per kilometre payable to a member is for the first 14,000km of eligible travel in the determination term. For any distance over 14,000km of eligible travel in the determination term, the lower payment per kilometre applies.

As per clause 11(4) the determination, if a member resides outside of the local authority area, then the member's eligibility for vehicle mileage allowance begins after they enter the district boundary.

Under clause 11(5), a member may apply to the Authority for an exemption on the boundary restrictions, if:

- The member's primary place of residence was outside the local authority at the time of the local election; or
- An exceptional circumstance beyond the member's control requires them to move outside of the local authority area.

The application must then go to the mayor, and the mayor will make a recommendation to the Authority.

The application will only be accepted if the Authority determines, on application from the member and having considered the recommendation of the mayor, that the restriction does not apply.

Vehicle mileage will not be paid to the mayor, where the mayor is travelling to the Council office from their personal residence. It would not be considered reasonable to reimburse for a daily trip to/from the office.

Mileage will be paid to eligible members on receipt of a completed and signed mileage claim, and approved by the Governance Team of Council.

3.3 Mayoral vehicle

The mayor will have the option to be provided with a vehicle that will also be available for private use, provided the following conditions of use and eligibility are met:

- The mayor will not be able to claim for vehicle mileage if a vehicle is provided.
- The mayor must use the mayoral vehicle for travel to and from Council business.
- The mayor may suggest a vehicle for purchase but the vehicle must satisfy Council's Plant Purchasing Policy requirements. The maximum purchase price is available as per the Determination: (a) Petrol or diesel vehicle - \$55,000, or (b) Electric or hybrid vehicle - \$68,500. These prices are inclusive of goods and services tax and any on-road costs.
- Appropriate adjustments will be made for the Government Clean Car Discount whereby the rebate a council may receive can be deducted from the purchase price of the eligible vehicle (including on road costs and GST) before calculating the deduction to the mayor's remuneration for the full or partial private use of the vehicle.
- The mayor will be provided with a fuel card to cover fuel costs. The mayor is expected to act prudently with the use of this card.
- If the mayor opts for an electric vehicle, the cost of electricity to charge the vehicle will be reimbursed. However, to ensure the accuracy of the reimbursement, a monitor will be purchased to record exact electricity usage at the mayor's personal residence. The cost of the monitor will be counted towards the total vehicle purchasing cost. Reimbursements must be submitted with a copy of the mayor's power bill stating the electricity rates for that month, and details of the actual electricity used to charge the vehicle (produced from the monitor).
- An electric charging station will be provided in the new Council building. However, Council is unable to provide a charging station at the current Council workplace of 5 Baring Square West. Given the Council will soon be shifting to a new building, it is not considered reasonable to install such a station for temporary use.
- If the mayor wishes to have an electric charging station installed at their own residence, they must do so at their own cost as this is a permanent feature.

Usage type

The mayor must determine the type of usage prior to the provision of the mayoral vehicle. The Determination sets out three types of usage:

Full private use – the vehicle:

- is usually driven home and securely parked by the mayor;
- is available for the mayor's unrestricted personal use; and

- is used by the mayor for a mix of Council business; private use; and may also be used by other elected members or staff on Council business, with the permission of the mayor.

There will be a salary deduction as required by the Determination for this type of usage.

Partial private use – the vehicle:

- is usually driven home and securely parked by the mayor;
- is used by the mayor for a mix of Council business and private purposes;
- may also be used by other local authority members or staff on Council business, with the permission of the mayor;
- is used for private purposes accounting for no more than 10% of the vehicle's annual mileage; and
- all travel in the vehicle is recorded in a logbook.

There will be a salary deduction as required by the Determination for this type of usage.

Restricted private use – the vehicle:

- is usually driven home and securely parked by the mayor;
- is otherwise generally available for use by other elected members or staff on Council business;
- is used solely for Council business; and
- all travel in the vehicle is recorded in a logbook.

There is no deduction from the annual remuneration if the mayor opts for restricted private use.

3.4 Travel time

As per the Sensitive Expenditure Policy, elected members are expected to consider the cost implications of travel. The most economical mode of transport, taking into account the cost of travel allowance, should be pursued.

Elected members are entitled to reimbursement at \$40.00 per hour for travel time (including travel to and from the member's residence) for travel undertaken on any one day to attend Council business with a minimum threshold of one hour of time travelled. Only time in excess of this threshold will qualify for payment and only if the travel is by the quickest form of transport reasonable in the circumstances.

As per clause 12(4) the determination, if a member resides outside of the local authority area, then the member's eligibility for vehicle mileage allowance begins after they enter the district boundary.

Under clause 12(4A), a member may apply to the Authority for an exemption on the boundary restrictions, if:

- The member's primary place of residence was outside the local authority at the time of the local election; or
- An exceptional circumstance beyond the member's control requires them to move outside of the local authority area.

The application must then go to the mayor, and the mayor will make a recommendation to the Authority.

The application will only be accepted if the Authority determines, on application from the member and having considered the recommendation of the mayor, that the restriction does not apply.

3.5 Childcare allowance

Council will pay a childcare allowance to eligible elected members as per the Remuneration Authority determination. This allowance is claims based, and claims must be submitted as soon as possible following the childcare. This allowance is intended as a contribution towards childcare costs for qualifying members when they are attending Council business.

Elected members will be paid a contribution that does not exceed \$20.00 per hour incurred by the member for childcare provided while the member is engaged on Council business, provided the following conditions are met:

- The member is a parent or guardian of the child, or is the person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis).
- The child is aged under 14 years of age.
- The childcare is provided by a person who is not a family member of the member (see definitions section), and does not ordinarily reside with the member.
- The member provides evidence to Council of: the amount paid for childcare and the hours claimed, who (person or organisation) has provided the childcare, and the age of the child requiring care.

No more than \$6,000 per annum per child, up to a maximum of \$12,000 per family will be paid in childcare allowances.

The claim for reimbursement may include the time taken for the elected member to travel to the location of business, provided this is the time the childcare began/finished.

Appendix 1 – Reimbursement of mileage

Councillors and the Mayor (if no mayoral vehicle)

Type of meeting/function	Mileage	
	Paid	Not paid
Official meetings of Council (any committee/subcommittee reporting directly to Council)*	✓	
Working groups (only paid to members of the working group)	✓	
Community Board meetings (other than the Council appointees)		✓
Reserve board meetings (other than the Council appointees)		✓
Community consultation meetings**	✓	
Constituency “meetings” (either with individuals or organisations)**		✓
Briefings and discussions with the mayor, chief executive, managers and officers	✓	
Statutory hearings (only if attendance requested)	✓	
Field trips or site visits/inspections (including site visits for resource consent hearings where approved by mayor or Committee Chairperson)	✓	
Where councillors officiate at “official” functions as determined by the mayor	✓	
Conferences/seminars/training within New Zealand (if an appointed representative)	✓	
Social events – including concerts, shows and sporting events		✓

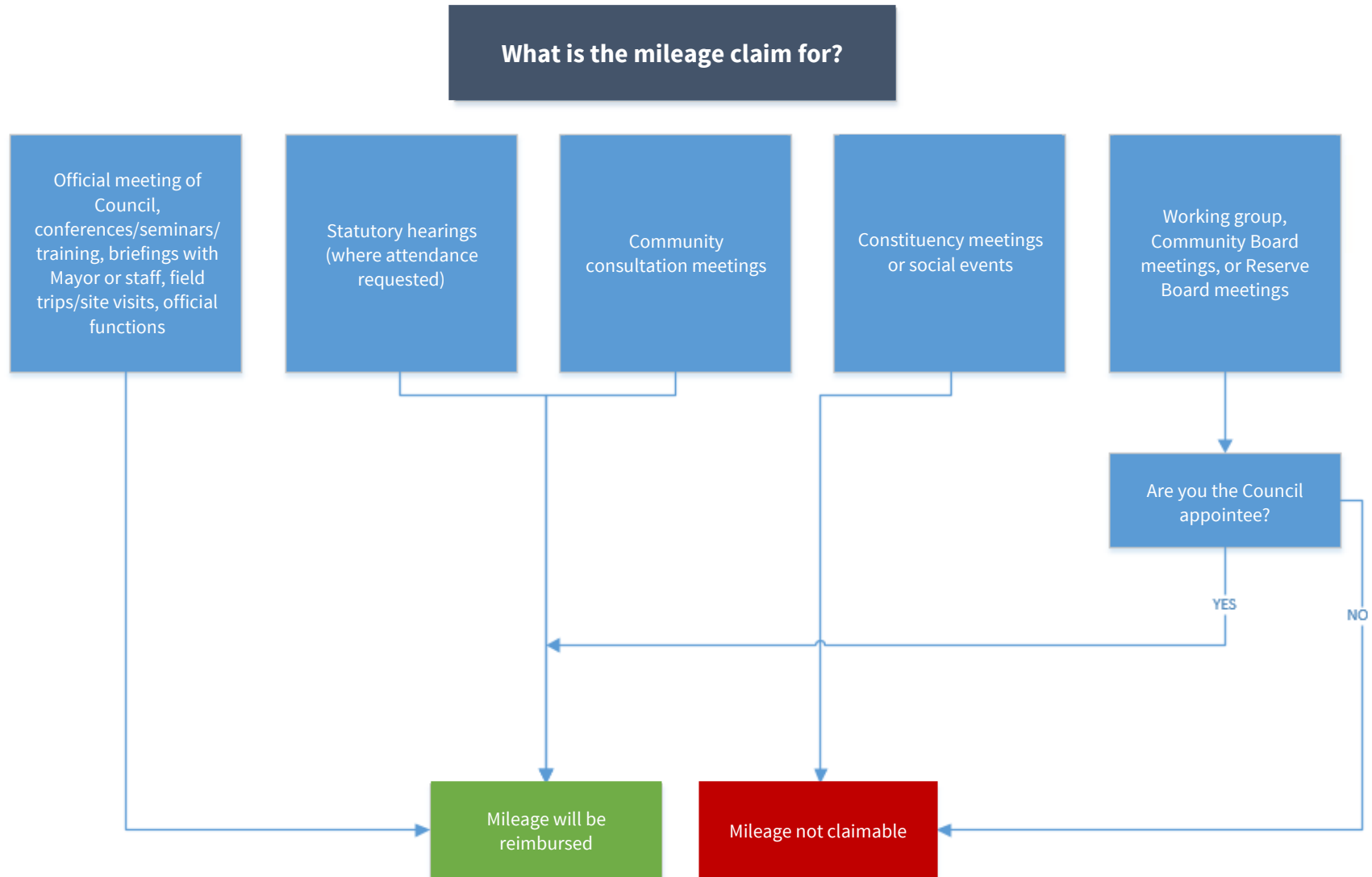
Community Board members

Type of meeting/function	Mileage	
	Paid	Not paid
Council meetings (ordinary, extra-ordinary and emergency)**		✓
Community Board meetings	✓	
Community consultation meetings (only if attendance requested)	✓	
Constituency “meetings” (either with individuals or organisations)**		✓
Briefings and discussions with the mayor, chief executive, managers and officers	✓	
Conferences/seminars/training within New Zealand (if an appointed representative)	✓	
Social events – including concerts, shows and sporting events		✓

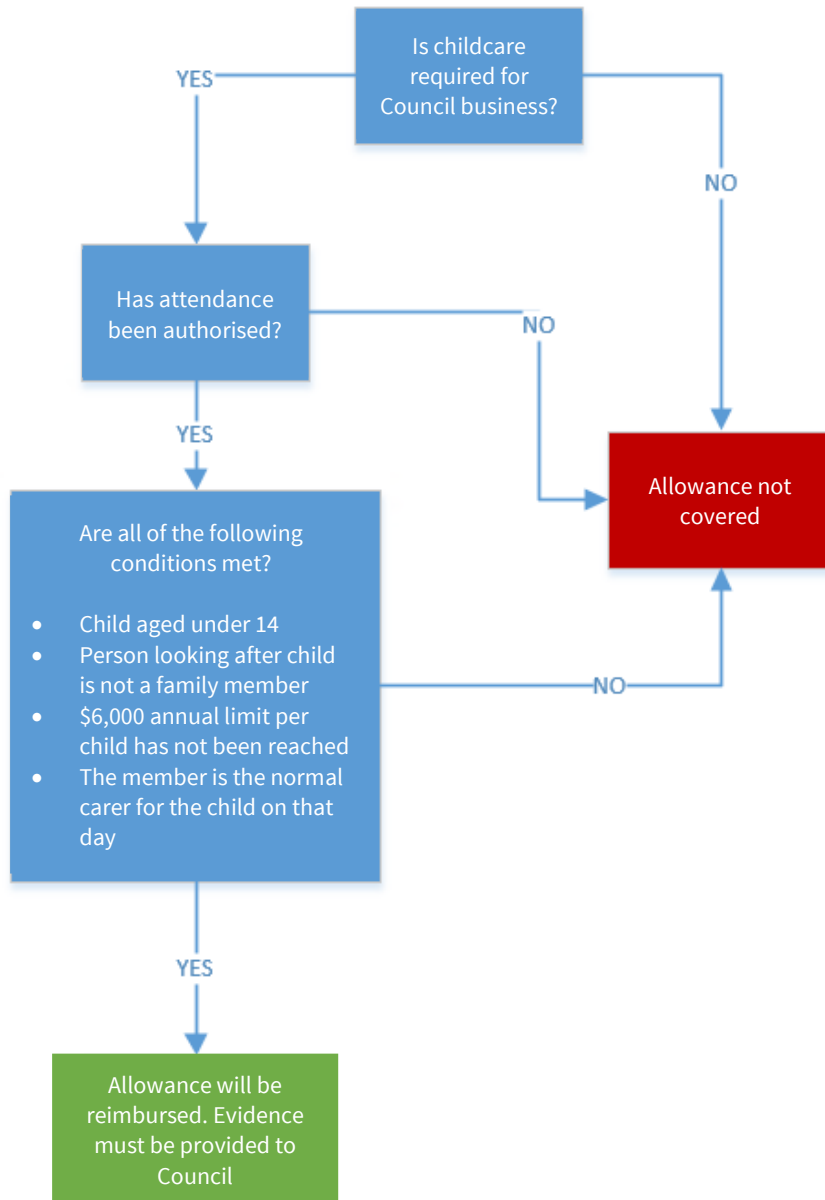
*All councillors are permitted to claim mileage, regardless of their membership

**Unless attendance has been requested by the mayor or granted by resolution of Council.

Appendix 2 - Mileage approval process for councillors and the mayor (if no mayoral vehicle)



Appendix 3 – Childcare allowance reimbursement



Community Development - Methven Community Board Fund

Organisation info		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
Methven Primary School	2021 \$100	Y	Y	N	School	N	fund gift vouchers for our Year 6 Prize giving. The Methven Community Board would be sponsoring our four STAR award recipients. (Sporting, Trustworthy, Accepting, Responsible). Each student would receive a \$25 gift voucher	Celebration of students time at Methven Primary School / Farewell to students as they leave to Mount Hutt College.	Methven School Community	4+	Supporting our students prize giving.	N/A	Y	Methven Lions Club \$50	N/A	\$100		We have 22 award categories in total at our senior prize giving. The rest of the awards are supported by local businesses, individuals, MPS Board, and Friends of Methven Primary School.	Low	Ongoing
Methven & Foothills Walking Festival	N/A	Y	Y	Y	N	N	A 9 day Festival of Walks around the Methven and surrounding District.	With increasing numbers of visitors returning to the district again, looking for activities, we feel this is a great opportunity to showcase the many and varied walking and historical trails in the area.		All who participate, plus the community as a whole.	Our aim is to provide a fun, informative and enjoyable event for all ages and levels of ability. The hope is to regenerate the festival to become a regular event, which will steadily grow subsequent to it's success.	Registration numbers/Feedback Forms/Data Base/Community Revenue Figures	Y	Regional Event Fund \$4,000	All committee and event organisers are unpaid volunteers. There are 8 individual trails throughout the festival, any persons involved are on a voluntary basis.	\$2,500	\$6,500	We will be unable to market the event to the standard we would prefer. Sponsorship and fundraising will need to be undertaken.	Low	Ongoing
Our Lady of the Snows School	2020 \$50	Y	Y	N	School	N	Prize giving Vouchers	To celebrate the achievement of students at our school	Methven School Community	The student who receives the prize	This encourages students to be the best student they can be	N/A	Y		N/A	\$50		Our school would provide the voucher if we didn't receive funding	Low	On going

Methven Community Board Funding 2022/2023	Project	Reporting complete	Amount Granted
Methven Public Library	Signs		\$4,000
Mt Hutt College OPC Trip	Leadership Trip		\$2,000
Methven Ecological Garden	Garden set up		\$1,480
Methven Hockey	hockey competition		\$1,500
Methven Touch Rugby			\$1,179
Methven Lions Club Inc.	Skills Park Maintenance		\$2,000
Methven pool	Pool Grant		\$15,435
Total funding given			\$27,594

Income:			
Funds returned	Mt Hutt Garden Project		\$26
MCB Grant budget			\$25,000
MCB Pool funding			\$15,435
Carryover			\$5,315
Left in Budget			\$18,182

Dec-22	Requested	Project total	Approved	
Methven Primary School	\$100	\$100		
Methven & Foothills Walking Festival	\$2,500	\$6,500		
Our Lady of the Snows School	\$50	\$50		
Total	\$2,650	\$6,650		

Discretionary Fund Expenditure Guidelines

Ashburton District Council provides the Methven Community Board with an annual discretionary fund for the purpose of supporting projects and initiatives that benefit the Methven community and to support the operation of the Methven Community Board and its members. Provision of funds should be in line with Council's Community Grants and Funding Policy.

1. The Board may use this fund at any time during the financial year to:
 - a. Support community projects that directly benefit the Methven community.
 - b. Support projects suggested by community members or Board Members.
 - c. Upskill the Methven Community (e.g. by having community speakers and/or workshops).
2. Discretionary funds cannot be used to:
 - a. Fund a commercial organisation.
 - b. Support a project already receiving a Council grant.
 - c. Fund any capital works or projects.
 - d. Support retrospective requests.
3. Requests for and decisions on funding shall be discussed at each Board meeting and outcomes recorded in Board minutes. Updates (e.g. receipts) are to be provided once the money is spent and recorded in Board minutes.

Methven CRM's - October to December 2022

Application ID	Received	Completed	Details	Address	Source	Primary Group
CRM0100486/22	26 Oct 2022	27 Oct 2022	Wandering dog	Memorial Crescent	Website	Animal
CRM3300042/22	30 Oct 2022	01 Nov 2022	Fly dumping	Lilley Place	Website	Bylaw
CRM0300022/22	31 Oct 2022		Dirty marks on driveway	Memorial Crescent	Email	Complaint
CRM0500163/22	07 Nov 2022		Pot holes	Spaxton Street	Snap, send, solve	Footpath
CRM3200041/22	26 Oct 2022	27 Oct 2022	Overgrown vegetation	McMillan Street	Phone	Gardens
CRM0700005/22	28 Nov 2022		Unsanitary house	Dolma Street	Phone	Housing
CRM0800464/22	04 Nov 2022	04 Nov 2022	Property file request	Main Street	Email	Information
CRM0800469/22	07 Nov 2022	09 Nov 2022	Property file request	Lockhead Crescent	Email	Information
CRM0800478/22	16 Nov 2022	17 Nov 2022	Property file request	South Belt	Email	Information
CRM0800479/22	16 Nov 2022	16 Nov 2022	Property file request	South Belt	Email	Information
CRM0800495/22	24 Nov 2022	29 Nov 2022	Property file request	Barkers Road	Email	Information
CRM0800505/22	29 Nov 2022		Property file request	Chapman Street	In person	Information
CRM0800514/22	01 Dec 2022	01 Dec 2022	Property file request	Racecourse Avenue	Email	Information
CRM3900704/22	24 Oct 2022		Replacement red bin - missing	Spaxton Street	Website	Kerb/channeling
CRM3900705/22	25 Oct 2022		Replacement red bin - missing	Spaxton Street	Snap, send, solve	Kerb/channeling
CRM3900721/22	26 Oct 2022		Litter bin needs maintenance	McMillan Street	Snap, send, solve	Kerb/channeling
CRM3900725/22	27 Oct 2022	09 Oct 2022	Additional red bin			
CRM3900732/22	31 Oct 2022		Replacement bin stickers	Spaxton Street	Website	Kerb/channeling
CRM3900733/22	31 Oct 2022	09 Nov 2022	New bin request	Forest Drive	Phone	Kerb/channeling
CRM3900734/22	31 Oct 2022		Bin not emptied	Spaxton Street	Phone	Kerb/channeling
CRM3900736/22	01 Nov 2022		Replacement red bin - damaged	Lampard Street	Phone	Kerb/channeling
CRM3900738/22	01 Nov 2022		Bin not emptied	McMillan Street	Email	Kerb/channeling
CRM3900740/22	01 Nov 2022		Bin not emptied	Memorial Crescent	Phone	Kerb/channeling
CRM3900745/22	02 Nov 2022		Replacement red bin - missing	Forest Drive	Phone	Kerb/channeling
CRM3900750/22	04 Nov 2022	09 Nov 2022	New bin request	Racecourse Avenue	Phone	Kerb/channeling
CRM3900752/22	04 Nov 2022	09 Nov 2022	New bin request	Barkers Road	Phone	Kerb/channeling
CRM3900756/22	04 Nov 2022		Bin maintenance - lid missing	Spaxton Street	Phone	Kerb/channeling
CRM3900761/22	07 Nov 2022		Bin maintenance - wheel missing	Morgan Street	In person	Kerb/channeling
CRM3900773/22	09 Nov 2022		Bin maintenance - lid and handle damaged	Memorial Crescent	Phone	Kerb/channeling
CRM3900794/22	17 Nov 2022	29 Nov 2022	Bins to be reinstated	Farquhar Place	Phone	Kerb/channeling
CRM3900797/22	17 Nov 2022	21 Nov 2022	New bin request	Memorial Crescent	Phone	Kerb/channeling
CRM3900803/22	21 Nov 2022		Bin maintenance - hinge damaged	Memorial Crescent	Phone	Kerb/channeling
CRM3900805/22	21 Nov 2022		Replacement red bin - missing	McKerrow Street	Phone	Kerb/channeling
CRM3900816/22	23 Nov 2022	28 Nov 2022	New bin request	Burbank Place	Website	Kerb/channeling
CRM3900837/22	28 Nov 2022		Additional red bin	Barkers Road	Email	Kerb/channeling

Application ID	Received	Completed	Details	Address	Source	Primary Group
CRM3900845/22	28 Nov 2022		Bin maintenance - lid missing (again) replace or repair	Spaxton Street	Phone	Kerb/channeling
CRM3900861/22	02 Dec 2022		New bin request	Inky Lord Lane	Email	Kerb/channeling
CRM1000327/22	23 Oct 2022	25 Oct 2022	Noise complaint	Colcord Place	Website	Noise
CRM1000328/22	23 Oct 2022	27 Oct 2022	Noise complaint	Colcord Place	Website	Noise
CRM1000330/22	23 Oct 2022	27 Oct 2022	Noise complaint	Colcord Place	Website	Noise
CRM1000331/22	23 Oct 2022	27 Oct 2022	Noise complaint	Colcord Place	Website	Noise
CRM1000341/22	04 Nov 2022	08 Nov 2022	Noise complaint	Mackie Street	Website	Noise
CRM1000361/22	24 Nov 2022	02 Dec 2022	Noise complaint	Barkers Road	Phone	Noise
CRM1000373/22	02 Dec 2022		Noise complaint	Lilley Place	Website	Noise
CRM2700218/22	07 Nov 2022	15 Nov 2022	Elderly pensioner housing - assistance	Chapman Street	Phone	Property
CRM1601610/22	25 Oct 2022		Signage	Forest Drive	Email	Roading
CRM1601618/22	26 Oct 2022		Drainage	Main Street	Snap, send, solve	Roading
CRM1601633/22	01 Nov 2022		Signage	Inky Lord Lane	Phone	Roading
CRM1601703/22	18 Nov 2022		Overgrown vegetation	South Belt	Snap, send, solve	Roading
CRM1601707/22	19 Nov 2022		Drainage	Main Street	Website	Roading
CRM1601713/22	19 Nov 2022		Drainage	Barkers Road	Website	Roading
CRM1601727/22	21 Nov 2022		Pot holes	Methven Township	Website	Roading
CRM1601762/22	28 Nov 2022		Overgrown vegetation	Morgan Street	Phone	Roading
CRM2000325/22	21 Oct 2022		Stockwater race clearing	Forest Drive	Website	Stockwater
CRM2300160/22	24 Oct 2022	27 Oct 2022	Vandalism - tree	South Belt	Website	Trees
CRM2300161/22	25 Oct 2022	23 Nov 2022	Vandalism - tree	South Belt	Snap, send, solve	Trees
CRM2300178/22	18 Nov 2022	23 Nov 2022	Tree roots to be removed	Morgan Street	Phone	Trees
CRM100891/22	19 Oct 2022		Final water reading	Lampard Street	Email	Water
CRM400040/22	31 Oct 2022		Upgrade to 20mm ID water connection	Dolma Street	Phone	Water
CRM100974/22	16 Nov 2022		Leak/burst pipe	Forest Drive	Phone	Water
CRM100978/22	16 Nov 2022		Leak/burst pipe	McMillan Street	Phone	Water
CRM100980/22	16 Nov 2022		Final water reading	Forest Drive	Email	Water
CRM100981/22	16 Nov 2022		Leak/burst pipe	McMillan Street	Phone	Water
CRM100993/22	21 Nov 2022		Leak/burst pipe	Spaxton Street	Phone	Water
CRM101017/22	25 Nov 2022		Leak/burst pipe	Alington Street	Phone	Water
CRM101018/22	25 Nov 2022		Leak/burst pipe	Alington Street	Phone	Water
CRM101024/22	29 Nov 2022		Leak/burst pipe	Main Street	Phone	Water

Monthly Income and Expenditure Report - 139 - Methven Community Board

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

For the Month Ended 30 September 2022

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
Income				
Targeted Rates	12,583.18	36,010.41	128,874.96	92,864.55
Treasury Internal Recoveries	243.73	249.66	0.00	-249.66
Total Income	<u>12,826.91</u>	<u>36,260.07</u>	<u>128,874.96</u>	<u>92,614.89</u>
Expenditure				
Salary / Wages	1,278.22	3,832.09	15,529.02	11,696.93
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	1,575.36	1,575.36	3,969.96	2,394.60
Conference Expenses	0.00	0.00	258.00	258.00
Staff Travel Costs	0.00	0.00	155.04	155.04
Telephone / Tolls	0.00	500.00	0.00	-500.00
Insurance	0.00	0.00	102.00	102.00
Suppers & Receptions	182.62	182.62	300.00	117.38
Grants	0.00	15,435.00	15,000.00	-435.00
Donations	0.00	0.00	500.00	500.00
Sundry Expenditure	0.00	7,480.00	42,000.04	34,520.04
Rents / Leases	0.00	0.00	500.00	500.00
Internal Rental	473.00	473.00	1,800.00	1,327.00
Leadership Team	1,107.74	2,668.30	11,272.00	8,603.70
Treasury	8.24	31.06	1,054.54	1,023.48
Rates	169.95	484.34	695.71	211.37
Communication	401.71	948.42	3,624.71	2,676.29
Community Services	2,041.90	7,381.54	46,214.00	38,832.46
Total Expenditure	<u>7,238.74</u>	<u>40,991.73</u>	<u>145,717.98</u>	<u>104,726.25</u>
Net Surplus/(Deficit)	<u>5,588.17</u>	<u>-4,731.66</u>	<u>-16,843.02</u>	<u>-12,111.36</u>
Capital Expenditure				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Cash Movement	<u>5,588.17</u>	<u>-4,731.66</u>	<u>-16,843.02</u>	<u>-12,111.36</u>
Cash Reserves				
Separate Reserves	0.00	0.00	17,157.00	
Plus Net Surplus/(Deficit)		-4,731.66		
Less Capital Expenditure		0.00		
Closing Cash Reserves		<u>-4,731.66</u>		

Monthly Income and Expenditure Report - 139 - Methven Community Board

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

For the Month Ended 31 October 2022

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
Income				
Targeted Rates	12,583.18	48,593.59	145,179.04	96,585.45
Treasury Internal Recoveries	405.43	655.09	0.00	-655.09
Total Income	<u>12,988.61</u>	<u>49,248.68</u>	<u>145,179.04</u>	<u>95,930.36</u>
Expenditure				
Salary / Wages	1,787.95	5,620.04	17,171.04	11,551.00
Staff Training	0.00	0.00	500.04	500.04
Allowances	0.00	0.00	1,576.68	1,576.68
Indemnity Insurance	0.00	1,575.36	1,650.00	74.64
Conference Expenses	0.00	0.00	525.60	525.60
Staff Travel Costs	0.00	0.00	315.36	315.36
Telephone / Tolls	0.00	500.00	0.00	-500.00
Subscriptions / Periodicals	275.00	275.00	0.00	-275.00
Insurance	0.00	0.00	107.04	107.04
Suppers & Receptions	0.00	182.62	315.00	132.38
Grants	0.00	15,435.00	15,435.00	0.00
Sundry Expenditure	-25.69	7,454.31	30,315.26	22,860.95
Rents / Leases	0.00	0.00	525.00	525.00
Internal Rental	157.67	630.67	1,891.80	1,261.13
Leadership Team	1,154.60	3,888.98	12,187.74	8,298.76
Treasury	202.67	234.53	1,226.63	992.10
Rates	204.47	688.81	729.51	40.70
Communication	433.20	1,384.16	5,090.01	3,705.85
Community Services	2,755.26	10,168.25	60,770.79	50,602.54
Total Expenditure	<u>6,945.13</u>	<u>48,037.73</u>	<u>150,332.50</u>	<u>102,294.77</u>
Net Surplus/(Deficit)	<u>6,043.48</u>	<u>1,210.95</u>	<u>-5,153.46</u>	<u>-6,364.41</u>
Capital Expenditure				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Cash Movement	<u>6,043.48</u>	<u>1,210.95</u>	<u>-5,153.46</u>	<u>-6,364.41</u>
Cash Reserves				
Separate Reserves	0.00	0.00	5,477.30	
Plus Net Surplus/(Deficit)		1,210.95		
Less Capital Expenditure		0.00		
Closing Cash Reserves		<u>1,210.95</u>		

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:

- Kelvin Holmes (Chair)
- Richie Owen (Deputy Chair)
- Megan Fitzgerald
- Robin Jenkinson
- Allan Lock
- Cr Liz McMillan (Western Ward Councillor)
- Cr Rodger Letham (Western Ward Councillor)

The quorum is four members.

Meeting Frequency

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

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

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

Roles and Function

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

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

Delegation

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

This will include:

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

Communications

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

Reporting

The Methven Community Board will report to Council.

Adopted

Adopted by Council 29/10/20

[updated Board membership 31/10/22]



- Notes:
1. Coordinates are in terms of New Zealand Transverse Mercator 2000 (NZTM).
 2. Where a boundary is shown along a river or road it follows the middle line of the physical river or legal road unless otherwise shown.
 3. Where a boundary is shown along a railway it follows the middle line of the cadastral railway unless otherwise shown.

Land District: Canterbury
 File IZ049800

ASHBURTON DISTRICT
METHVEN COMMUNITY

TERRITORIAL AUTHORITY: Ashburton District
 Compiled by Jacobs New Zealand Limited
 Scale 1:12,500 at A3 Date: August 2019

LG-063-2019-Com-1