

Notice is given that an ordinary meeting of the Motueka Community Board will be held on:

Date: Tuesday 17 October 2017
Time: 4.00pm
Meeting Room: Motueka Office
Venue: 7 Hickmott Place
Motueka

Motueka Community Board

AGENDA

MEMBERSHIP

| | |
|---------------------------|--|
| Chairperson | B Maru |
| Deputy Chairperson | R Horrell |
| Members | C Hutt B Dowler Cr P L Canton Cr P H Hawkes Cr D J Ogilvie |

(Quorum 4 members)

Contact Telephone: 03 528 2015
Email: heather.spiers@tasman.govt.nz
Website: www.tasman.govt.nz

AGENDA

1 OPENING, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation

That apologies be accepted.

3 PUBLIC FORUM

4 DECLARATIONS OF INTEREST

5 CONFIRMATION OF MINUTES

That the minutes of the Motueka Community Board meeting held on Tuesday, 19 September 2017 and the minutes of the Extraordinary Motueka Community Board meeting held on Tuesday, 26 September 2017, be confirmed as a true and correct record of the meeting.

6 PRESENTATIONS

Nil

7 REPORTS

| | | |
|-----|--|----|
| 7.1 | Chairman's Report | 5 |
| 7.2 | Motueka Memorial Hall Crockery and Cutlery Hire Fee..... | 9 |
| 7.3 | Motueka Community Board's Special Projects Community Survey Feedback.... | 13 |
| 7.4 | Financial Report..... | 17 |
| 7.5 | Action Sheet | 21 |
| 7.6 | Special Projects Action Sheet..... | 27 |

8 CORRESPONDENCE

| | | |
|-----|----------------------|----|
| 8.1 | Correspondence | 33 |
|-----|----------------------|----|

7 REPORTS

7.1 CHAIRMAN'S REPORT

Information Only - No Decision Required

| | |
|-----------------------|---|
| Report To: | Motueka Community Board |
| Meeting Date: | 17 October 2017 |
| Report Author: | Brent Maru, Chairman, Motueka Community Board |
| Report Number: | RMCB17-10-01 |

1 Summary

1.1 This is the Chairman's regular monthly report.

2 Draft Resolution

That the Motueka Community Board receives the Chairman's Report RMCB17-10-01.

3 Summary

3.1 This is the Motueka Community Board Chair's regular meeting report.

4 Policing

- 4.1 I attended Senior Constable Gerry Tonkin's farewell on 1 September 2017 and would like to take this opportunity to acknowledge his considerable contribution to the Motueka Community and over the past 19 years and his incredible 40 years of Policing.
- 4.2 I have also spoken to Nelson Area Commander Mat Arnold-Kelly. Consultation with his team is now complete and I am pleased to report that the proposed restructure of the Motueka Station is confirmed. This will result in the Motueka staff now reporting directly to two locally based Sergeants. I have thanked and acknowledged Mat for his willingness to openly engage with the Board.

Recommended Action:

Board to Note.

5 Motueka Arts Council

- 5.1 Cr Canton and I attended the Motueka Arts Council "Make a Hold-All Competition" held at the Motueka Memorial Hall on Saturday 19 August. Cr Canton and I had great pleasure tag teaming the presentation of prizes for this competition. There was a good turnout and a pleasing number of children attended the prize giving.

Recommended Action:

Board notes.

6 Motueka Memorial Hall – Crockery Charges

- 6.1 An update will form part of our agenda, as the advice that these charges can be amended by the Board, in fact needs Council ratification of a formal request from the Board.

Recommended Action:

Board notes.

7 Motueka Community Board Special Projects

- 7.1 Bryce Grammer has confirmed that a total of \$126,719 is available to the Board for Special Projects in 2017/18. This is made up of \$75,669 carryover plus \$51,010 for this financial year. As the total of all projects are below this, it is expected we will have carryover funds for the 2018/19 financial year.

| 2016/17 MCB Special Projects | | |
|--|--------------|---------------------|
| Motueka Historical Wharf | \$ 3,000.00 | |
| Salt Water Baths | \$ 5,000.00 | |
| Motueka District Museum | \$ 10,000.00 | |
| Northern End Marahau | * | |
| Newhaven Reserve | \$ 5,000.00 | |
| Wallace Street Footpath | \$ 10,000.00 | |
| Old Wharf Rd – Kerb and Channel | \$ 10,000.00 | |
| 2016/17 Projects to be completed | | \$ 43,000.00 |
| <i>* \$5k to be re-allocated in 2017/18 projects</i> | | |
| 2017/18 MCB Special Projects | | |
| Courtney Street Footpath | \$ 12,155.50 | |
| Thorp Bush Project | \$ 10,000.00 | |
| Playground Upgrade | \$ 10,000.00 | |
| Motueka Arts Council | \$ 10,000.00 | |
| Community Accessible Defibulator | \$ 3,000.00 | |
| Outdoor Exercise Equipment | \$ 10,000.00 | |
| Enhancement of George Quay | \$ 10,000.00 | |
| North Park | \$ 7,000.00 | |
| Enhancement or Marahau | \$ 10,000.00 | |
| Total proposed 2017/18 Projects | | \$ 82,155.50 |
| Total Projects if all to be approved | | \$ 125,155.50 |
| Total Available Funds in Special Projects Fund | | \$ 126,719.00 |
| Remaining Funds if all projects completed | | \$ 1,563.50 |

Recommended Action:

Board to note and we will have feedback from residents to consider at this meeting.

8 Extension of Sports Park Motueka

- 8.1 Can the Board please discuss a proposal to purchase land currently leased by the Motueka High School for the extension of Sports Park Motueka. This project was previously included in the Tasman District Council's Long Term Plan (LTP), however it is believed that this has since been removed.
- 8.2 Can the Board start a discussion on their support for this project and a workshop to be organised to formalise a submission from the Board as part of the LTP consultation.

Recommended Action:

Can the Board have a discussion on this project and if it is supported, organise a workshop to formalise a submission on this project.

9 Motueka Maternity Unit

- 9.1 As I write this report, it is still early days in that more information about the future of the Motueka Maternity Unit is required. This is after the decision of the current operator to relinquish their delivery contract. A meeting of interested community members will be held 11am, Monday 16 October 2017, at the Tasman District Council Motueka Office.

Recommended Action:

Board to note.

10 Environment and Planning update

- 10.1 I have emailed Mr Dennis Bush-King, Environment and Planning Manager, to invite him or his appropriate team members to our November meeting to allow discussion on; Freedom camping update, permitted orchard burn-offs and water take consenting process.

Recommended Action:

Board to note.

11 Wakatu Incorporation

- 11.1 Mr Iain Sheves, General Manager - Property, Wakatu has been invited by the Board to provide an opportunity to highlight Wakatu Incorporation's long-term plans for residential and commercial development in Motueka.

12 Consultation and strategic discussion with key organisations

- 12.1 Can the Motueka Community Board please discuss and programme a timetable to invite key organisations to attend monthly community Board meetings. This would enable Board Members to understand the various organisations and their roles in the Community.

Recommended Action:

Board to discuss with a view to the Chair inviting any organisation to future meetings.

13 Items from the Public Forum

- 13.1 Are there any items raised in the Public Forum requiring further discussion?

14 Attachments

Nil

7.2 MOTUEKA MEMORIAL HALL CROCKERY AND CUTLERY HIRE FEE**Decision Required**

| | |
|-----------------------|--|
| Report To: | Motueka Community Board |
| Meeting Date: | 17 October 2017 |
| Report Author: | Heather Spiers, Senior Customer Services Officer - Motueka |
| Report Number: | RMCB17-10-02 |

1 Summary

- 1.1 Community organisations have approached the Board to advise that the cost of hiring the crockery at the Motueka Memorial Hall (\$150) is a considerable financial barrier for them.
- 1.2 It was intended that the Motueka Community Board had the authority to waive this hire charge for community use but it appears this was not provided for when the Council set the fees and charges for the 2017-18 year.
- 1.3 The Motueka Community Board proposes to recommend to the Council that the current \$150 crockery and cutlery hire be waived for all community organisations hiring the Motueka Memorial Hall.

2 Draft Resolution**That the Motueka Community Board**

- 1. receives the Motueka Memorial Hall Crockery and Cutlery Hire Fee report RMCB17-10-02; and**
- 2. recommends to the Full Council that the Council Fees and Charges Schedule be amended to permit the Motueka Memorial Hall crockery and cutlery hire charge to be waived for all community organisations hiring the Hall.**

3 Purpose of the Report

- 3.1 To obtain Board approval to recommend to the Council that the Fees and Charges Schedule be amended to provide for the crockery and cutlery hire to be waived for all community organisations hiring the Motueka Memorial Hall.

4 Background and Discussion

- 4.1 Several community organisations have stated that the cost of hiring the crockery at the Motueka Memorial Hall is a considerable financial barrier when deciding whether or not to hire the Hall.
- 4.2 Chair Maru has had an informal email conversation with Francie Wafer, Reserves & Facilities Administrator, Community Development who advised that the Motueka Community Board supplied the crockery and set the initial price for its use.
- 4.3 The Community Board funds the cost of broken or missing items.
- 4.4 It was intended that the Board had the authority to waive this hire charge for community use but this option was not included in the Fees and Charges Schedule when it was approved by the Council.
- 4.5 The Motueka Community Board proposes that it asks the Council for the current \$150 crockery and cutlery hire be waived for all community organisations hiring the Motueka Memorial Hall.

5 Options

- 5.1 There are two options:
- 5.1.1 Option 1 (recommended). That the Board request the Council to amend the Fees and Charges Schedule to provide for the Motueka Memorial Hall crockery and cutlery hire charge to be waived for all community organisations hiring the Hall.
- 5.1.2 Option 2 – is to maintain the status quo where all organisations are required to pay the crockery and cutlery hire charge. If this option is chosen no further action is required.

6 Strategy and Risks

- 6.1 The decision is not inconsistent with the Council's community outcomes. There is a small risk that the decision could set a precedent for future decisions on charging for equipment hire.
- 6.2 This is considered a very low risk decision given the financial implications are small and it involves a small group of community organisations.

7 Policy / Legal Requirements / Plan

- 7.1 There are no policy or legal implications in making the recommendation to Council.

8 Consideration of Financial or Budgetary Implications

- 8.1 There are minimal financial implications. In the 2016/17 financial year crockery/utensils were hired only once for \$150. In 2015/16 there was no crockery/utensil hire.

9 Significance and Engagement

9.1 <Enter text>

| Issue | Level of Significance | Explanation of Assessment |
|--|-----------------------|---------------------------|
| Is there a high level of public interest, or is decision likely to be controversial? | LOW | |
| Is there a significant impact arising from duration of the effects from the decision? | NO | |
| Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets) | NO | |
| Does the decision create a substantial change in the level of service provided by Council? | NO | |
| Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP? | NO | |
| Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO? | NO | |
| Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities? | NO | |
| Does the proposal or decision involve Council exiting from or entering into a group of activities? | NO | |

10 Conclusion

10.1 This decision is of low significance. The recommendation to Council is primarily a procedural matter and within the power of the Board.

11 Next Steps / Timeline

11.1 The recommendation of the Board will be referred to the Council via the next Corporate Services Quarterly Report to the 14 December 2017 Full Council meeting.

| |
|-----------------------|
| 12 Attachments |
|-----------------------|

Nil

7.3 MOTUEKA COMMUNITY BOARD'S SPECIAL PROJECTS COMMUNITY SURVEY FEEDBACK

Information Only - No Decision Required

Report To: Motueka Community Board
Meeting Date: 17 October 2017
Report Author: Heather Spiers, Senior Customer Services Officer - Motueka
Report Number: RMCB17-10-03

1 Summary

1.1 These are the results calculated from the Special Projects Motueka Ward survey.

2 Draft Resolution

That the Motueka Community Board receives the Motueka Community Board's Special Projects Community Survey Feedback report; RMCB17-10-03

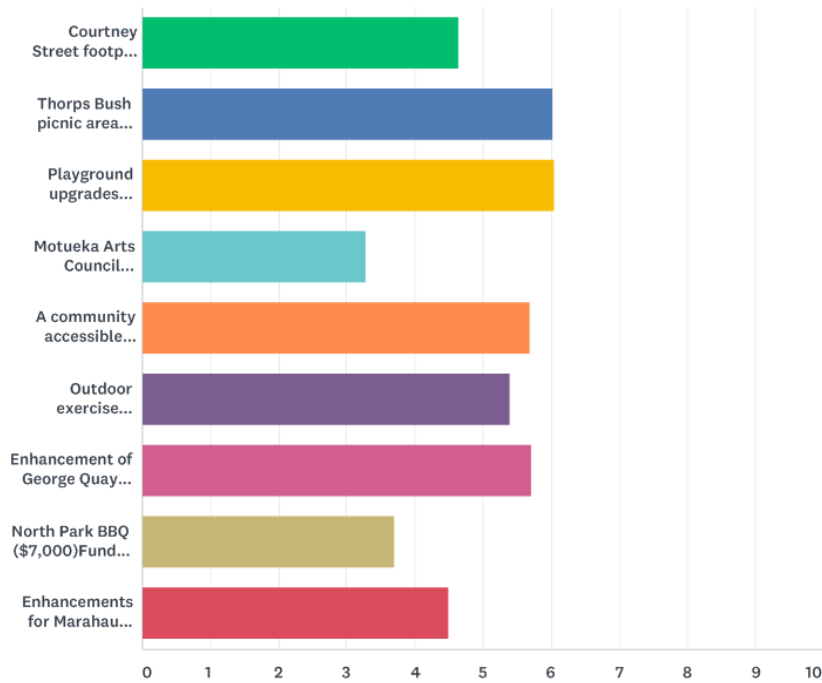
| |
|----------------------|
| 3 Attachments |
|----------------------|

- | | |
|--|----|
| 1. Motueka Community Board Special Projects Survey | 15 |
|--|----|

2017 Special Project Ranking - Motueka Community Board

Q1 Please rank these projects in order of priority. Number 1 is most preferred. To rank the projects, simply drag and drop the items to automatically re-order, or select a number from the drop down list.

Answered: 195 Skipped: 0



| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | TOTAL | SCORE |
|---|--------|-------|-------|--------|-------|-------|--------|--------|--------|-------|-------|
| Courtney Street footpath (\$12,155.50) Along the south side of the street linking the Friendship Hospital to High Street. | 10.77% | 8.72% | 9.23% | 11.28% | 8.21% | 8.72% | 15.38% | 15.90% | 11.79% | 195 | 4.65 |
| | 21 | 17 | 18 | 22 | 16 | 17 | 30 | 31 | 23 | | |

2017 Special Project Ranking - Motueka Community Board

| | | | | | | | | | | | |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-----|------|
| Thorps Bush picnic area enhancement (\$10,000) Match the existing \$10,000 provided by the Motueka Youth Council two years ago for an enhancement plan for the area beside Woodlands Avenue. | 13.85% 27 | 17.95% 35 | 16.41% 32 | 12.31% 24 | 12.82% 25 | 12.31% 24 | 6.15% 12 | 5.13% 10 | 3.08% 6 | 195 | 6.02 |
| Playground upgrades (\$10,000)General upgrades to existing playground, following suggestions from the community. | 12.31% 24 | 18.46% 36 | 13.85% 27 | 17.44% 34 | 12.31% 24 | 13.85% 27 | 5.13% 10 | 5.64% 11 | 1.03% 2 | 195 | 6.05 |
| Motueka Arts Council sculpture (\$10,000)A donation to the fundraising efforts by the Arts Council for the sculpture to be installed at George Quay. | 5.64% 11 | 4.62% 9 | 7.18% 14 | 4.62% 9 | 7.18% 14 | 5.64% 11 | 11.28% 22 | 15.90% 31 | 37.95% 74 | 195 | 3.28 |
| A community accessible defibrillator (\$3,000)A second defibrillator in High Street accessible 24 hours a day. | 18.97% 37 | 10.26% 20 | 14.87% 29 | 12.31% 24 | 10.77% 21 | 8.21% 16 | 10.77% 21 | 6.67% 13 | 7.18% 14 | 195 | 5.70 |
| Outdoor exercise equipment (\$10,000)Contribution towards installation of outdoor fitness equipment, the location to be either Decks Reserve or the Inlet Walkway. | 15.90% 31 | 13.85% 27 | 11.79% 23 | 10.77% 21 | 6.67% 13 | 11.79% 23 | 9.23% 18 | 10.26% 20 | 9.74% 19 | 195 | 5.39 |
| Enhancement of George Quay (\$10,000)Contribution toward further improvement being done by TDC and Keep Motueka Beautiful to the picnic and parking area at the Inlet entranceway, Port Motueka. | 9.23% 18 | 17.95% 35 | 11.28% 22 | 14.87% 29 | 13.85% 27 | 15.90% 31 | 9.74% 19 | 6.67% 13 | 0.51% 1 | 195 | 5.71 |
| North Park BBQ (\$7,000)Funding towards the installation of an outdoor barbecue at North Park. | 1.03% 2 | 3.08% 6 | 5.13% 10 | 8.21% 16 | 18.97% 37 | 10.26% 20 | 24.10% 47 | 14.36% 28 | 14.87% 29 | 195 | 3.71 |
| Enhancements for Marahau (\$10,000)Reallocation of previous funds to the Marahau Residents Association for enhancement of the township. | 12.31% 24 | 5.13% 10 | 10.26% 20 | 8.21% 16 | 9.23% 18 | 13.33% 26 | 8.21% 16 | 19.49% 38 | 13.85% 27 | 195 | 4.50 |

7.4 FINANCIAL REPORT**Information Only - No Decision Required**

| | |
|-----------------------|--|
| Report To: | Motueka Community Board |
| Meeting Date: | 17 October 2017 |
| Report Author: | Liz Cameron, Assistant Management Accountant |
| Report Number: | RMCB17-10-04 |

1 Summary

- 1.1 The financial report for the period ending 30 September 2017 is attached (Attachment 1).
- 1.2 The net financial position for the year is a surplus of \$1,494.
- 1.3 The cost of the Wallace Street Footpaths work, (\$7,585), has come to charge this month.
- 1.4 Overall expenditure is 20% of budget, which is slightly below the year to date averaged budgeted spend of 25%.
- 1.5 Closed account interest has been earned on the positive Motueka Community Board opening balance. This rate was adjusted to 2% for the quarter beginning 1 July 2017, as per the Council's Treasury Risk Management Policy. So far this year \$512 has been credited to the Closed Account.
- 1.6 The income from the Motueka Sunday Market is currently below budget due to the time of the year. The majority of the income from the market is received over the summer months.
- 1.7 The net position of the Community Board's overall funds as at 30 September 2017 is a surplus balance of \$105,570.

2 Draft Resolution

That the Motueka Community Board receives the Financial Report RMCB17-10-04.

3 Attachments

- | | |
|----------------------|----|
| 1. Financial Summary | 19 |
|----------------------|----|

| | | | | | | |
|--------------------------------|--|--|--|--|--|--|
| TASMAN DISTRICT COUNCIL | | | | | | |
| Motueka Community Board | | | | | | |
| September 2017 | | | | | | |

| | Month Actual | Month Budget | Month Budget % | YTD Actual | Annual Budget | YTD Budget % |
|------------------------------------|-----------------|-----------------|-------------------|------------------|------------------|-----------------|
| Charges | | | | | | |
| <i>Remuneration</i> | | | | | | |
| Chairperson Monthly Salary | \$1,156 | \$1,176 | 98% | \$3,468 | \$14,108 | 25% |
| Members(3) | \$1,734 | \$1,802 | 96% | \$5,202 | \$21,627 | 24% |
| Member Reimbursements | \$51 | \$357 | 0% | \$51 | \$4,288 | 1% |
| <i>Miscellaneous</i> | | | | | | |
| | <i>pages</i> | <i>rate</i> | | | | |
| Photocopying | 0 | 0.1 | 0% | \$0 | \$1,532 | 0% |
| Community Board discretionary fund | \$0 | \$465 | 0% | \$0 | \$5,577 | 0% |
| Youth Development Fund | \$0 | \$88 | 0% | \$0 | \$1,060 | 0% |
| Litter Cart | \$0 | \$417 | 0% | \$5,000 | \$5,000 | 100% |
| Community Board Expenses | \$68 | \$43 | 158% | \$68 | \$511 | 13% |
| Cost of Elections | \$107 | \$107 | 100% | \$321 | \$1,279 | 25% |
| Special Projects | \$7,585 | \$4,254 | 178% | \$7,585 | \$51,050 | 15% |
| Total Charges | \$10,701 | \$8,837 | 121% | \$21,695 | \$106,032 | 20% |
| <i>Less</i> | | | | | | |
| CCB Rate | -\$7,213 | -\$7,254 | 99% | -\$21,639 | -\$87,044 | 25% |
| Sunday Market Income | -\$388 | -\$1,020 | 38% | -\$1,038 | -\$12,240 | 8% |
| Closed Account Interest | -\$166 | -\$146 | 114% | -\$512 | -\$1,747 | 29% |
| Net Charges Aug 2017 | \$ 2,934 | \$ 417 | | -\$ 1,494 | \$ 5,001 | |

Equity

| | |
|--|------------|
| Opening Credit Balance 1 July 2017 | \$ 104,076 |
| Net Surplus Sep 2017 | \$ 1,494 |
| Closing Credit Balance 30 September 2017 | \$ 105,570 |

Notes to the accounts

A) Discretionary Fund

| | |
|--------------------------------------|------------------------|
| Balance brought forward from 2016/17 | \$ 2,685 |
| Plus Budget Allocation | <u>\$ 5,577</u> |
| Available Funds | \$ 8,262 |
| Less Expenditure | \$ - |
| Less Commitments | \$ - |
| Remaining Balance | <u><u>\$ 8,262</u></u> |

Discretionary Fund Expenditure

B) Youth Development Fund

| | |
|--------------------------------------|------------------------|
| Balance brought forward from 2016/17 | \$ 845 |
| Plus Budget Allocation | <u>\$ 1,060</u> |
| Available Funds | \$ 1,905 |
| Less Expenditure | \$ - |
| Less Commitments | \$ - |
| Remaining Balance | <u><u>\$ 1,905</u></u> |

Youth Development Fund Expenditure

| | |
|--------------------------------------|--------------------|
| Total Expenditure to Sep 2017 | <u><u>\$ -</u></u> |
|--------------------------------------|--------------------|

C) Special Projects

| | |
|--------------------------------------|--------------------------|
| Balance brought forward from 2016/17 | \$ 75,669 |
| Plus Budget Allocation | <u>\$ 51,050</u> |
| Available Funds | \$ 126,719 |
| Less Expenditure | \$ 7,585 |
| Less Commitments | \$ - |
| Remaining Balance | <u><u>\$ 119,134</u></u> |

Special Projects Expenditure

| | |
|-------------------------|----------|
| Wallace Street Footpath | \$ 7,585 |
|-------------------------|----------|

| | |
|--------------------------------------|--------------------|
| Total Expenditure to Sep 2017 | <u><u>\$ -</u></u> |
|--------------------------------------|--------------------|

| |
|------------------------|
| <u><u>\$ 7,585</u></u> |
|------------------------|

7.5 ACTION SHEET

Decision Required

Report To: Motueka Community Board
Meeting Date: 17 October 2017
Report Author: Heather Spiers, Senior Customer Services Officer - Motueka
Report Number: RMCB17-10-05

1 Summary

1.1 Attached is the Action Sheet for the Motueka Community Board to review.

2 Draft Resolution

That the Motueka Community Board receives the Action Sheet report RMCB17-10-05.

| |
|----------------------|
| 3 Attachments |
|----------------------|

1. Action Sheet

23

Note – updated from the Board meeting of 15th August 2017

| Item | Minute/Action | Accountable Officer | Status |
|-----------|---|---------------------|--|
| July 2015 | Drain at the intersection of Whakarewa and Queen Victoria Streets | Steve Elkington | <p>Steve has spoken to David Ogilvie regarding extending the piped drain. When the intersection was upgraded the open drain was piped back a sufficient safe distance. There are no plans to extend the pipe further however, Chris Pawson will be asked to review the site and if recommended, the work will be included in the Council's Minor Improvement Matrix for future construction.</p> <p>8 November 2016 – The Board considers that this drain is dangerous and asks that the Engineering Services staff give it urgent consideration</p> <p>21/3 Richard Kirby reported this has been noted. It will be put on the priority list and staff will work their way through it.</p> <p>16/05/17: Board to continue to monitor action item.</p> |
| | Examine trees on High Street and report back to the Board | Beryl Wilkes | <p>Beryl has asked an arborist to review the trees and she will liaise with Engineering staff about any proposed upgrades to High Street.</p> <p>13/02 – Beryl advised this is a work in progress.</p> <p>21/02/17 – The Board asked for a progress report on this review and that the trees at Memorial Park be included.</p> <p>21/03/17 – Beryl to advise.</p> <p>16/05/17 - Ask Beryl and Engineering staff for status report on serious concerns over drainage and visibility issues.</p> <p>20/05/17: Emailed Beryl requesting status report</p> <p>20/06/2017: NZTA involved in High Street upgrade study.</p> |

| Item | Minute/Action | Accountable Officer | Status |
|---------------|--|---------------------------|---|
| | | | 18-07-17: The Board decided to remove the Greenwood St tree, which Cr Ogilvie is totally against. It was agreed to trim the High Street trees back very well. |
| December 2016 | Investigate criteria for friendly town status on the Motorhome Caravan Association website and report back to the Board | Board Members Hutt/Dowler | We do not currently meet all their criteria. Board Member Hutt keen to progress further and will obtain more information. Claire Hutt to report back at April meeting. Cr Ogilvie stated that a 2 nd dump station is needed. Barry Dowler to investigate. 17/05/17 – Board Member Hutt to report back June meeting. 20/06/17: Board Members Hutt & Dowler to investigate potential dump station sites. 18/07/17 – Jeff Cuthbertson will come to Motueka to look at potential sites. 15/08/17 – To be monitored |
| April 2017 | Motueka Community Board to be represented at future workshops and that the Board will continue to be included in the consultation process with the NZTA (including reviewing submissions). | Anna Gerraty/Beryl Wilkes | 15/08/17 - Chair Maru to get update. |
| June 2017 | Available sections in the Motueka Ward | Chair Maru | See attachment 18/07/17 – This was a little hard to read but Cr Ogilvie interpreted it for the Board. Chair Maru to write to Iain Sheves, Property Manager, Wakatu. For September meeting. |

| Item | Minute/Action | Accountable Officer | Status |
|-------------|---|---------------------|--|
| July 2017 | Write a letter to the owners of the site where the Janie Seddon is resting | Chair Maru | 15/08/17 – Chair Maru emailed Chris Choat and Barbara McDonald voicing the MCB's concerns. |
| | A letter to be written to Dennis Bush-King requesting a response to Greypower and Mr Rowse's submission on 10 Teece Drive copying Lindsay McKenzie and Mayor Kempthorne in. | Chair Maru | 15/08/17 – Unsure if response has gone to Mr Rowse. Chair Maru will follow-up on this. |
| August 2017 | Brent to meet with Francie and discuss Motueka Memorial Hall account finances and have a discussion about crockery and cutlery hire. | Chair Maru | |
| | Litter cart sponsorship. | Cr Hawkes | |
| | Get clarification of exact figure for spending of Special Projects fund 2017/18 | Heather Spiers | Attached to Chair's Report. |

7.6 SPECIAL PROJECTS ACTION SHEET

Decision Required

Report To: Motueka Community Board
Meeting Date: 17 October 2017
Report Author: Heather Spiers, Senior Customer Services Officer - Motueka
Report Number: RMCB17-10-06

1 Summary

1.1 Attached is the Special Projects Action List for the Motueka Community Board to review.

2 Draft Resolution

That the Motueka Community Board receives the Special Projects Action Sheet report RMCB17-10-06.

| |
|----------------------|
| 3 Attachments |
|----------------------|

- | | |
|---------------------------------------|----|
| 1. Special Projects Fund Action Sheet | 29 |
|---------------------------------------|----|

Note – updated from the Board meeting of 15th August 2017

| Approved Projects | Funds Awarded | Status |
|--|---------------|--|
| Motueka Historic Wharf landscaping | \$3000 | <p>Emailed confirmation to Beryl that MCB Special Projects Fund covering costs up to \$3000.</p> <p>Update 05/05/17: This is on Reserves & Facilities work programme to be carried out.</p> <p>18/07/17: In progress</p> |
| Saltwater Baths Flood Gate | \$5000 | <p>Emailed confirmation to Beryl that Special Projects Fund to pay for this. Beryl waiting on invoice to put towards GL code.</p> <p>Beryl Wilkes to follow up with Bob Cook requesting an invoice for this work, which is now complete.</p> <p>18/07/17: Still waiting. Beryl chasing them constantly.</p> |
| Motueka District Museum | \$10,000 | Email correspondence ongoing. |
| Entranceway to the Northern end of Marahau Beach | \$5000 | <p>This is on unformed legal road. Not Council land.</p> <p>Letter/email sent to Marahau Sandy Bay Ratepayers & Residents Association advising them of approved grant and asking them to send invoice also to send Accountability paperwork within nine months.</p> <p>This email has been received and confirmation given by John Ayling that the terms and conditions of this grant are acknowledged and understood.</p> <p>Beryl still waiting to hear from Marahau/Sandy Bay R.A</p> <p>20/06/17 - Chair Maru to respond to letter from John Ayling.</p> <p>18/07/17 – The Board is encouraging the move to put money aside to assist the Marahau RA to develop this site.</p> |

| Approved Projects | Funds Awarded | Status |
|--|--|---|
| Play equipment for the Newhaven Reserve | \$5000 | <p>Beryl Wilkes waiting on Marahau Residents Association to contact her.</p> <p>Beryl still waiting to hear from Marahau/Sandy Bay R.A 18/07/17 – The Marahau community have sent TDC the designs and Beryl has Glenn Thorn looking at them.</p> |
| Wallace Street footpath – Staff estimate this will cost between \$10,000 and \$15,000. | Beryl Wilkes/Steve Elkington/Richard Kirby | <p>Steve Elkington noted Beryl was concerned about tree roots but he and Steve Richards are looking again at it on 23/03/17. Beryl will update.</p> <p>Update 03/04/17: Beryl and Steve looking into designs. Request staff to report to next meeting.</p> <p>Update 05/05/2017: Still working on options so the roots of the trees that are there won't be disturbed during any construction. We may need to look at alternative options for providing all weather access along this portion of the route.</p> <p>Board members to have further discussions with staff with quotes from CJ Industries.</p> <p>Board Member Dowler to ask for new quotes from CJ Industries and Concrete Metals.</p> <p>18/07/17 – Beryl will look into the Wallace-Wilkinson link. The Board agreed to move forward with CJ Industries in getting the path started. \$7,375.00 was approved.</p> <p>4/8/17 – Update from Steve Elkington: "I met with Arne of C J's and we have confirmed extent of work as to concrete and gravel. Arne thought they may be able to get started this month but I will leave that to Arne to confirm. Lynne Hall will do a stand-over while CJ's are excavating around the trees. The gravel will be a Limestone mix that gives a White appearance. Not sure if Arne, has allowed for this".</p> <p>15/08/17 - This is underway.</p> |

| DEFERRED PROJECTS | Accountable Officer | Status |
|--|---------------------|---|
| Kerb and channel Old Wharf Road | | Note, staff estimate this work will cost approximately \$15,000. |
| Welcome to Motueka sign | Cr Ogilvie | Defer until ongoing maintenance costs, location of signage and roading health & safety issues are resolved. Chair Maru will follow up with Jamie McPherson to identify where this is up to. 16/05/17 Chair Maru to report back to next meeting 15/08/17 – Cr Ogilvie working on quotes. |
| Footpath on the southern side of Courtney Street | | Staff estimate this work will cost approximately \$15,000. Update from Steve Elkington 04/05/17: It is envisaged, that a standard width path ideally in concrete would be constructed from the hospital entrance in Courtney St to High St. Concrete can be the most cost effective material and while more expensive possibly by a third over Asphalt, its longevity far outweighs it. The new path could be procured from local contractors who have approved H&S status with the council. Or, alternatively, when a contract is let this year for similar work, this site could be added. While this work could be done in Winter, the re-sowing of the affected berm would better suited to Spring. A Quotation method of procuring for a small job of this value would be considered appropriate with at least 3 contractors pricing however, it would be advisable to request a quotation from all of those contractors on Council's Suppliers Panel for "Small Civil Works". 22/05/17 – Board Member Dowler received quote from CJ Industries for pathway (to TDC specifications) to be laid totalling \$12,155.50. 18/07/17 – For discussion at workshop |

| DEFERRED PROJECTS | Accountable Officer | Status |
|-------------------|---------------------|---|
| | | 15/08/17 – About to go out for consultation. Ad to be drafted for the Guardian. |

8 CORRESPONDENCE

8.1 CORRESPONDENCE

Information Only - No Decision Required

| | |
|-----------------------|--|
| Report To: | Motueka Community Board |
| Meeting Date: | 17 October 2017 |
| Report Author: | Heather Spiers, Senior Customer Services Officer - Motueka |
| Report Number: | RMCB17-10-07 |

1 Summary

1.1 This report includes incoming and outgoing correspondence during September 2017

2 Draft Resolution

That the Motueka Community Board receives the Correspondence report RMCB17-10-07

3 Attachments

- | | | |
|----|--|----|
| 1. | Accountability Letter - Our Kai Motueka | 35 |
| 2. | Second Accountability Letter - Our Kai Motueka | 43 |



Motueka Community Board Accountability Form

Name of Organisation: Our kai Motueka

We, being Officers/Accountant of the above organisation hereby certify that we received a grant from the Motueka Community Board Discretionary Fund.

The grant was spent as follows and we attach evidence of expenditure (receipts, invoices or statement signed by the organisation):

| | |
|---|---|
| • <u>prints (through Bell Stephenson)</u> | \$ <u>154.10</u> |
| • <u>venue hire Community House</u> | \$ <u>90.-</u> |
| • <u>venue hire Memorial Hall TDC</u> | \$ <u>230.-</u> |
| • <u>tutor reimbursements x2</u> | \$ <u>100.-</u> |
| Amount allocated: \$ <u>490.-</u> | 1/2 contribution participants 1/2 \$ <u>223.-</u> |
| Amount unspent: \$ <u>138.90</u> | |
| | \$ <u>351.10</u> |

With this grant we were able to deliver the following benefits to the community:

A total of 14 different workshops were offered in the week leading up to kai Fest 2017. Approx. 90 people attended. The committee has done in-depth evaluation of last year's Our kai and is continuing its volunteer work with planning courses throughout the year as well as preparing for workshops around the kai Fest 2018.

Name and signature: Irma Jager
 Signature: Jager
 Position: treasurer
 Telephone: 03 526 8080
 Date: 17/9/17

Please return this form when your project is finished or within 9 months of receiving the grant to:
 Motueka Community Board Secretary
 Tasman District Council
 PO Box 123
 Motueka 7143
 (Please use a separate form for each grant received)

May we suggest to carry the \$138.90 unspent to this next Our kai?

Tax Invoice



91 Trewavas Street
 Motueka, 7120
 03 5287370
 www.bellstephenson.co.nz

To
 Our Kai Motueka

Invoice No. 547
 Tax Date 30/04/2017
 Due Date 15/05/2017
 GST # 108-553-128

| Description | Qty | Price | Amount |
|---|-----|-------|--------|
| A3 colour posters | 4 | 5.00 | 20.00 |
| A4 colour, 9x A4 posters for shops, library, community house, l-site and 3 folders with 14 colour sheets each | 51 | 2.00 | 102.00 |
| A4 workshop sheets with no photos 8 x 3 folders | 24 | 0.50 | 12.00 |

Roger

| | |
|-----------------|----------|
| Subtotal | \$134.00 |
| Tax | \$20.10 |
| Total | \$154.10 |

Please deposit your payment into our account at Nelson Building Society, 03-1354-0281123-00.
 Thank you

This invoice has been carefully calculated in accordance with our agreement, but we are in the profession to serve our clients. If you are dissatisfied with our services or this invoice in any way, please call us and we can discuss it.

Motueka Community House
 Deck's Reserve
 Wallace Street
 P O Box 350
 Motueka

Phone/Fax: (03) 528 0404 Email: motuekach@xtra.co.nz

TAX INVOICE

0275141434

Our Kai Motueka
 C/- Petra Stephenson

Tax Invoice #: 00003308
Date: 2/05/2017

| Description | Amount |
|--|---------------|
| Bookings at Community House on the following dates: 2/4/17 \$20, 4/4 \$10, 5/4 \$10, 7/4 \$10, 9/4 Use of room and hire of chairs \$20 | \$70.00 |



Please feel to pay by Direct Credit
 Our bank account number is 03 0693 0143513 00

| | | |
|---|-------------------|----------------|
| Please make payment to Motueka Community House | Sub Total: | \$70.00 |
| | GST: | \$0.00 |
| Tax Invoice #: 00003308 | Total Due: | \$70.00 |

Motueka Community House
 Deck's Reserve
 Wallace Street
 P O Box 350
 Motueka

Phone/Fax: (03) 528 0404 Email: motuekach@xtra.co.nz

TAX INVOICE

0275141434

Our Kai Motueka
 C/- Petra Stephenson

Tax Invoice #: 00003311
Date: 30/04/2017

| Description | Amount |
|--------------------------------------|---------|
| Lynda Hannah's Herbal session 7/4/17 | \$20.00 |

Please feel to pay by Direct Credit
 Our bank account number is 03 0693 0143513 00

| | | |
|---|-------------------|-------------------|
| Please make payment to Motueka Community House | Sub Total: | \$20.00 |
| | GST: | \$0.00 |
| Tax Invoice #: | 00003311 | Total Due: |
| | | \$20.00 |

Tax Invoice

Tutoring for "Lacto-Fermentation", "Nuts about Nuts" and
"Dehydrate to Preserve your Precious Harvest" Workshops
Our Kai 2017

To: Our Kai Motueka

17 September 2017

Agreed Tutor Reimbursement

\$ 50.00

TOTAL

\$ 50.00

Please pay into the following account:

JA Droppers & IR Jager
NBS Motueka
03 1354 0428332 00



The Garden of Eden

P O Box 140
 Motueka 7143
 03 528 5220

Invoice #029
 20.9.17

Our Kai Motueka
 Motueka

| Date | Product | Total \$ |
|------|----------|----------|
| 3.17 | Tutoring | \$50.00 |
| | | \$50.00 |

Tutoring for beekeeping and herb workshops.

The Bank account details are: 38-9006-0325392-00, Garden of Eden Enterprises.

Please email enquiries to Lynda@gardenofeden.co.nz.

Thanks



Unfortunately the invoice for \$230.00 for Memorial Hall Hire, from Tasman District Council has been misplaced (due to moving house from one of our committee members).

Attached

We did not want to hold up the accountability form process and decided that it would probably be easy for TDC to check the existence & payment of this invoice in their own system.

Thanks in advance for your understanding.

Irma Jager
Treasurer



***** COPY COPY COPY *****

Ms P Stevenson
 2395 The Coastal Highway
 RD 2
 Upper Moutere 7175

Tax Invoice/ Credit Note

GST Reg No: 51076806
 Invoice Date: 2/05/17
ACCOUNT NUMBER: 31603
 Tax Invoice Number: 28311
 Order Number:

| QTY | Description | Rate | Amount |
|-----|---|------|----------|
| | Memorial Hall Hire Booking for 11.5 hours @ \$20p/hr 1st, 2nd, 4th & 7th April | | 230.00 * |

(* Incl GST \$30.00)

Invoices are due 20th of month following invoice date.

****Please pay on invoice as no Statement will be sent****

| | |
|--------------------------|-----------------|
| INVOICE TOTAL DUE | \$230.00 |
|--------------------------|-----------------|

Tasman District Council Email debtors@tasman.govt.nz Website www.tasman.govt.nz

| | | | |
|------------------|--|--------------------------|------------------------|
| Richmond | 189 Queen Street, Private Bag 4, Richmond, Nelson 7050 New Zealand | Phone 03 543 8400 | Fax 03 543 9524 |
| Murchison | 92 Fairfax Street, Murchison 7007, New Zealand | Phone 03 523 1013 | Fax 03 523 1012 |
| Motueka | 7 Hickmott Place, PO Box 123, Motueka 7143, New Zealand | Phone 03 528 2022 | Fax 03 528 9751 |
| Takaka | 78 Commercial Street, PO Box 74, Takaka 7142, New Zealand | Phone 03 525 0020 | Fax 03 525 9972 |



| | | | |
|---------------|----------------|----------------------|-----------------|
| Account Name: | Ms P Stevenson | Account Number: | 31603 |
| Tax Invoice: | 28311 | Total Due (inc GST): | \$230.00 |
| Invoice Date: | 2/05/17 | Amount Paid: | \$ _____ |

Telephone/Internet Banking payments can be made to bank account 12-3193-0002048-03.

Please quote 31603 as reference.



Motueka Community Board Accountability Form

Name of Organisation: Our kai Motueka

We, being Officers/Accountant of the above organisation hereby certify that we received a grant from the Motueka Community Board Discretionary Fund.

The grant was spent as follows and we attach evidence of expenditure (receipts, invoices or statement signed by the organisation):

- print of hand-outs \$ 2.-
 - kitchen hire MOTEC • koha \$ 20.-
 - 24 hrs milk R'side machine \$ 48.-
 - reimbursement tutor \$ 200.-
- Amount allocated: \$ 280.- • other ingredients \$ 5.- total
- Amount unspent: \$ 75.- • contribution participants 7.- \$ 70.- \$ 205.-

With this grant we were able to deliver the following benefits to the community:

A group of 7 young people independently made their own mozzarella cheese. This gave them skills around nutrition, recipe reading, preparing food, local food resilience as well as social skills by working in pairs. Two adults were watching and one of them will take these skills to a local school for further sharing. Thus potentially reaching another 20 pupils

Name and signature: Irma Jager
 Signature: [Signature]
 Position: treasurer
 Telephone: 03 526 8080
 Date: 17/9/17

Please return this form when your project is finished or within 9 months of receiving the grant to:
 Motueka Community Board Secretary
 Tasman District Council
 PO Box 123
 Motueka 7143
 (Please use a separate form for each grant received)

May we suggest to carry \$75.- over to continue our work? Ongoing workshops are being organised and we intend to subsidise attending youth from this funding.

Tax Invoice

Mozzarella Making Workshop for Youth
9 September 2017 @ MoTEC

To: Our Kai Motueka

17 September 2017

| | | |
|---|-----|-----------------|
| Print of hand-outs | | \$ 2.00 |
| Kitchen Hire MoTEC ~ Koha | | \$ 20.00 |
| 24 litres of milk, Riverside Community Raw Milk Vending Machine | | \$ 48.00 |
| Other ingredients (rennet, citric acid) | | \$ 5.00 |
| Reimbursement tutor, 5 hours @ \$40 | | \$ 200.00 |
| | | ----- |
| Sub-total | | \$275.00 |
| -/- registrations paid to tutor 7 @ \$10 | -/- | \$ 70.00 |
| | | ----- |
| TOTAL | | \$205.00 |

Please pay into the following account:

JA Droppers & IR Jager
NBS Motueka
03 1354 0428332 00

RECEIPT Date 15/9/17 0062726

Received from Ima Tager TAX INVOICE

the sum of Twenty dollars G.S.T. No.

Cheese Making **49 - 702 - 302**

Workshop at Motec

G.S.T. No. _____

per Thuygasanta

| | | | |
|--------|----|----|------|
| Eftpos | \$ | : | : |
| Cheque | \$ | : | : |
| Cash | \$ | 20 | : 00 |
| Total | \$ | 20 | : 00 |