

Methven Community Board

AGENDA

Notice of Meeting

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

Date: Monday 27 November 2023
Time: 10.30am
Venue: Mt Hutt Memorial Hall Board Room
Main Street
Methven

Membership

- Kelvin Holmes (Chair)
- Richie Owen (Deputy Chair)
- Megan Fitzgerald
- Robin Jenkinson
- Allan Lock

Council appointees

- Deputy Mayor Liz McMillan
- Councillor Rob Mackle

Methven Community Board

Timetable	
Time	Item
10.30am	Meeting commences
10.35am	Public Forum - Lions Birdsong Initiative (Mac McElwain and Barry Maister)

ORDER OF BUSINESS

1 Apologies

2 Extraordinary Business

3 Declarations of Interest

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

Confirmation of Minutes

- 4 Methven Community Board – 16/10/23 **3**

Activity Reports

- 5.1 Democracy & Engagement **6**
5.2 Business Support **7**
5.3 Compliance & Development **7**
5.4 Infrastructure & Open Spaces **9**

Business with the public excluded

- 6 MCB minutes 16/10/23 **PE 1**
- Discretionary grant applications Section 7(2)(a) Protection of privacy of natural persons

4. *Methven Community Board – 16/10/23*

Minutes of the Methven Community Board meeting held on Monday 16 October 2023, commencing at 9.00am, in the Mt Hutt Memorial Hall Board Room, 160 Main Street, Methven.

Present

Kelvin Holmes (Chair), Megan Fitzgerald, Robin Jenkinson, Richie Owen, Deputy Mayor Liz McMillan and Cr Rob Mackle.

In attendance

Toni Durham (GM Democracy & Engagement), Linda Clarke (Communications Advisor) and Phillipa Clark (Governance Support).

Officers in attendance (for post-meeting discussion) – Mark Low (Strategy & Policy Manager), Femke van der Valk (Policy Advisor), Ian Hyde (Planning Manager) and Shelley Donnelly (Marketing Advisor- District Promotion).

1 Apologies

Mayor Neil Brown and Allan Lock (absence) Sustained

2 Extraordinary Business

Nil.

3 Declarations of Interest

Nil.

4 Confirmation of Minutes

That the minutes of the Methven Community Board meeting held on 4 September 2023 be taken as read and confirmed.

Jenkinson/McMillan Carried

5 Activity Reports

That the reports be received.

Jenkinson/Mackle Carried

5.1 Democracy & Engagement

• Local alcohol policy

The Chair will respond to Council's second round of consultation and advise that the Methven Community Board supports the proposed changes to the Local Alcohol Policy.

• Representation review

Information showing mesh block boundaries for the MCB area will be discussed with the Board after the meeting.

• Economic Development Strategy

The Board asked for the opportunity to view the revised Strategy before it is adopted by Council.

- **Office of the Auditor General**

The Board noted the OAG's advice that the Board members, who are also members of the Lions Club of Methven, are not deemed to have financial conflicts of interest in funding applications submitted by the Club for discretionary funding.

- **2024 Community Board meetings**

Board members agreed that the current schedule is continuing to meet their needs and will allow flexibility to include workshops, when required. Monday meetings will be retained but an earlier start time is proposed.

Recommendation to Council

That the Methven Community Board meeting dates for 2024, as scheduled in Option 1, be confirmed, and that Board meetings continue to be held on Mondays with a 9am start time.

Holmes/Owen

Carried

- **Methven Hockey 5's discretionary grant**

The Methven Hockey 5's committee has written to the Board with an explanation about a small change to the purpose for which grant funding was received in 2022. The funding was used to manufacture sideboards for two hockey 5's courts for a competition that was to have been held last year between Mt Hutt College and Ashburton College. That event was deferred, and for various reasons may not happen as originally proposed, but the sideboards have been successful and the committee is taking the opportunity to introduce the 5's game more informally from this month with the expectation that the sport will attract interest, leading to more organised events.

The Board was satisfied that the grant has been used appropriately, and was appreciative of the accountability feedback received.

5.2 Business Support

- **Finance report**

The income and expenditure report for August was received. The Board noted that the carry-over of \$10,034 wasn't shown (approved by Council in September) but will appear in subsequent income and expenditure reports.

Post meeting note: All carry-overs are being entered and going through a detailed checking process. Updates to the MCB income & expenditure will show in the November and subsequent reports.

- **CRM report**

It was reported one of the town centre seats was damaged over the weekend. Officers were asked to check whether a request has been lodged through the CRM process.

Post meeting note: CRM0500142/23 has been actioned. The bench seat will be repaired and placed on concreted pads. The surrounding pavement will also be repaired.

5.3 Compliance and Development

- **Methven Resort**

Three objections have been received to Methven Resort's proposed expansion. A public hearing will be held at the Mt Hutt Hall on 26 October, 10am.

- **Visitor promotion / tourism**

The Board noted that officers are looking to reinstate the 'Experience Mid Canterbury' brand and business case in the coming year.

5.4 Infrastructure & Open Spaces

- **Methven Mall footpath access**

Officers were advised that the way in which the parking area is constructed in the Methven Mall makes it difficult to access the footpath, due to the raised concrete kerb. The Board asked if Roading officers could investigate and report back on options to resolve the issue.

- **Membrane treatment plant**

The Board recorded its appreciation of the community members who turned out to the opening of the new treatment plant on 6 and 7 October. It was noted that approximately 50 members of the public viewed the facility on the Saturday.

- **Water main renewals 2023/24**

Clarification was sought on the programmed completion date which has reportedly moved from October 2023 until next year.

- **Gardens of Harmony and historic pipe site**

The Chair reported on the meeting that the Methven Lions Club held with the Open Spaces Manager. Consideration is being given to the potential for adjoining land to be developed to create a link between the two sites. An additional feature (Highbank turbine runner) may also be able to be relocated to the pipe site which would create further interest. Lions have undertaken to re-shingle the pathways in the garden with Council to meet the cost of the shingle.

Additionally, the Lions are assisting with plants donated for the Methven Cemetery.

- **Methven drop-off yard**

The Board has previously discussed Line Road as an option for a transfer station / cost-neutral operation.

Discussion on the current drop-off site identified concerns about the type of product being left. This site allows whiteware and electrical. Officers were asked to check cctv to identify who dumping what.

Business transacted with the public excluded

That the public be excluded from the following parts of the proceedings of this meeting, namely – the general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No	General subject of each matter to be considered:	In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:	
6	Discretionary grant application	Section 7(2)(a)	Protection of privacy natural persons
7	Discretionary grant application	Section 7(2)(a)	Protection of privacy natural persons

McMillan/Owen

Carried

The Board resumed in open meeting and concluded at 10.02am.

Confirmed on 27 November 2023

Chairman

5. Activity Reports

5.1 Democracy & Engagement

5.1.1 Strategy & Policy updates

- **Local Alcohol Policy consultation**

A Council hearing on the LAP was completed on 9 November, with three speakers. The two proposed changes to the policy were supported, including extending the current one-way door policy across the district and extending footpath hours to 1am. The policy will be formally considered and adopted in December.

- **Long Term Plan 2024-34 development**

Work continues on the development of the 2024-34 Long Term Plan. Council considered responses to the early engagement at a workshop on 11 October, with it to be formally received in December. The LTP budget is being prepared following officer completion of draft budgets and business cases and will be considered by Council in December. Work continues on the various other LTP workstreams, including policy and strategy development which will come to Council over the next few months.

The LTP audit process will commence in January/February, with the formal LTP consultation planned to commence in March. Council is still awaiting final government formation to determine the status of government policy (e.g. Affordable Waters) and how it will be incorporated into the LTP. The LTP is scheduled to be adopted at the end of June 2024.

- **Representation Review**

Work continues on the six yearly representation review, with sessions held with Council and the Methven Community Board. Council approved an early engagement document recently with early engagement to commence 22 November to 17 December. Results will be reported back to Council early next year with the initial (draft) proposal to be consulted on formally in June 2024 (following LTP).

- **Biodiversity Strategy**

A draft Biodiversity Strategy was considered and approved by Council for consultation. This is currently out for consultation until November 26, with a hearing planned for 14 December.

- **Draft Reserve Management Plans**

The first draft of Reserve Management Plan continues to be prepared for a further round of consultation in 2024. When available, information will be under Council's [consultation page](#) and brought to the Board for consideration.

5.2 Business Support

5.2.1 Customer Request Management

The CRM report for the reporting period is appended.

Pages 12-13

5.2.2 Finance Report

September and October 2023 income and expenditure reports are appended. **Pages 14-15**

Please note that the October balances will be adjusted once the Finance team have completed updating all cost centres.

5.3 Compliance & Development

5.3.1 Building Services

Overall in the district, consent levels have dropped back to pre-covid levels but Methven remains reasonably buoyant. In the years prior to the record year of 2022, consent numbers were averaging 49 with a value of \$7m. Since covid the area has been well above that average in terms of value of work, \$12m, \$29m and currently \$16m for this year.

2023 Consents	Issued	Issued YTD	Value of Work	Value of Work YTD
January	5 (8)	5 (8)	\$1,640,000 (\$4,134,800)	\$1,640,000 (\$4,134,800)
February	4 (3)	9 (6)	\$844,150 (\$2,466,550)	\$2,484,150 (\$6,601,350)
March	6 (5)	15 (11)	\$3,434,700 (\$6,586,027)	\$5,918,850 (\$13,187,377)
April	5 (6)	20 (17)	\$811,982 (\$2,043,648)	\$6,730,832 (\$15,231,025)
May	11 (2)	31 (19)	\$1,655,062 (\$644,080)	\$8,385,894 (\$15,875,105)
June	7 (9)	38 (28)	\$1,780,092 (\$5,199,000)	\$10,165,986 (\$21,074,105)
July	10 (2)	48 (30)	\$2,332,200 (\$496,250)	\$12,498,186 (\$21,570,355)
August	1 (3)	49 (33)	\$1,500,000 (\$1,886,198)	\$13,998,186 (\$23,456,553)
September	6 (8)	55 (41)	\$983,106 (\$1,966,144)	\$14,981,292 (\$25,422,697)
October	2 (2)	57 (43)	\$1,295,760 (\$2,932,346)	\$16,277,052 (\$28,355,043)
November	(6)	(49)	(\$725,000)	(\$29,080,043)
December	(2)	(51)	(\$780,000)	(\$29,860,043)

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

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	3 (3)	11 (6)	\$2,466,550 (\$388,500)	\$6,601,350 (\$732,500)
March	15 (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)	\$28,355,043 (\$9,613,890)
November	2 (6)	69 (49)	\$725,000 (\$2,601,103)	\$29,080,043 (\$12,214,993)
December	2 (2)	71 (51)	\$780,000 (\$371,050)	\$29,860,043 (\$12,585,993)

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

5.3.3 Planning

- **Resource Consent Hearing - Methven Resort**

In the previous agenda, it was advised that a hearing into a resource consent proposing to extend the Methven Resort was to be held on 26 October. This hearing included the submitters opposing the application being given the chance to express their concerns.

At the conclusion of the day, the Commissioner adjourned the hearing and subsequently requested clarification on some matters in writing. The timing of a decision is slightly uncertain at the time of writing but the process will be that once the Commissioner is satisfied that he has all information required, the hearing will be closed and he will proceed to writing a decision.

5.4 Infrastructure & Open Spaces

5.4.1 Roading

Construction has started on the new footpath and associated kerb and channel on Dolma Street and Line Road as part of the contract for the Three Waters Better-Off Funding projects awarded to Fulton Hogan.



The repair to the 'Welcome to Methven' sign has been completed. Relocation to the start of the 50 km/hr speed limit northeast of Holmes Rd has not yet been actioned.



The Methven Mall footpath access has not yet been assessed. An update will be provided in the new year.

5.4.2 Open Spaces

- **Reserves**

Staff are working hard to keep on top of the Spring growth around the town. Lawns and weeds are in full-on growth mode. Chemical weed control measures are in full swing – as weather conditions allow.

The town centre annual beds have been replanted in anticipation of warm summer. Staff are now delivering aftercare to ensure the plants get off to a good start.

Work on the RDR pipe is progressing. Staff are awaiting the results of a structural assessment commissioned by RDR. The results of this survey will determine the course of action.

Natalie Currie Park in Camrose Estate has had its front fence installed. Construction of its footpath and soil bunds has commenced. Temporary side fencing shall be erected to protect the reserve during surrounding developments once work onsite has concluded.

The recent strong winds did not cause too much damage. There was the usual smaller branches being dislodged with only two tree failures around the District, both outside of Methven.

Staff are still awaiting the delivery of canine enrichment equipment which has been ordered. Staff are working with possible installers in tandem so hopefully when the equipment arrives, we will be ready to get it installed as soon as possible.

Methven Dog Park development has started with a local contractor digging out two areas for canine agility equipment. The excavated material will be turned into mowable grass bunds as features for dogs to run around and over.

Staff are working with a local joiner who will undertake a trial CBD seat slat replacement. If successful, the plan is to progressively replace the seat and litterbin timber slats – as funding allows.

The damage (vandalism) that occurred to concrete work at the Skatepark is scheduled to commence in mid-November.

- **Methven cemetery**

General maintenance continues to be delivered at the cemetery and weed control and spraying is ongoing as is mulching. Staff have also been topping up graves as time allows. Staff have scheduled the hedges to be cut early in the New Year.

- **Public toilets**

These are functioning well. It is pleasing to report minimal recent issues at public toilets in Methven.

5.4.3 Solid Waste Management

- **Methven drop-off yard**

Funding for the development of a transfer station at the Methven drop-off facility was approved in the capital renewals programme of the 2021-2031 Long Term Plan.

A case study will be prepared by staff for the 2024/25 year to investigate all potential locations where the transfer station can be located. Funding for the activity is recommended for 2026/27.

- **Methven drop-off yard CCTV camera**

There is a CCTV camera at the Methven transfer station to monitor activities of residents using the site. If reported, staff may be able to recognise individuals who are dropping large amounts unpermitted items by identifying the registrations numbers of the vehicle used at that time. It would take many staff hours to go through a day's length of recording.

Hamish Riach
Chief Executive

Methven CRM report

Application ID	Received On	Source	Full Details	Stage/Decision
CRM0100621/23	19/10/2023 7:49 AM	Internet	Dog control matter Mackie Street, Methven:	Complete, Y
CRM0100643/23	30/10/2023 7:11 PM	Internet	Dog control matter, dog picked up roaming in Methven.	Complete, Y
CRM0100649/23	05/11/2023 6:45 PM	PNCC	Dog control matter, dog picked up roaming in Methven.	Complete, Y
CRM0100651/23	06/11/2023 1:36 PM	Phone	Dog control matter at Mackie Street	Complete, Y
CRM0100657/23	09/11/2023 10:18 AM	Phone,	Dog control matter Mackie Street in Methven	Received, Received, Y
CRM0100663/23	10/11/2023 10:00 PM	Internet, Internet,	Dog control matter Colcord Place, Methven	Received, Received, Y
CRM0300027/23	30/10/2023 10:54 AM	Snap Send Solve,	Potholes, Location: 194A Main Street, Methven	Complete, Y
CRM0500142/23	17/10/2023 12:10 PM	Snap Send Solve,	Trip Hazard, Location: Shop 4 The Mall, 30 McMillan Street.	Received, Y
CRM0500144/23	24/10/2023 11:21 AM	Snap Send Solve,	Trip Hazard - Dolma Street	Received, Y
CRM0500145/23	25/10/2023 9:05 AM	Phone,	Contractors did not fill in hole, Dolma Street.	Complete, Y
CRM1000279/23	04/11/2023 12:07 AM	PNCC	Excessive noise, Main Street,	Complete, Y
CRM1000298/23	14/11/2023 7:00 PM	Internet	Excessive noise Mackie Street,	Complete, Y
CRM1000300/23	15/11/2023 6:40 PM	Internet	Excessive noise Mackie St.	Complete, Y
CRM100939/23	25/10/2023 3:00 PM	Snap Send Solve	Leak/Burst pipe - As per images that were sent in.	Complete, Y
CRM100953/23	29/10/2023 11:01 AM	PNCC	Leaking fire hydrant Spaxton Street	Received, Y
CRM101005/23	13/11/2023 11:58 AM	Snap Send Solve	Leak/Burst pipe - Footpath/Toby Spaxton Street,	Received, Y
CRM101046/23	22/11/2023 10:37 AM	Snap Send Solve	No Water - Main Street,	Received, Y
CRM1200106/23	07/11/2023 2:07 PM	Snap Send Solve	Playground Safety- Racecourse Avenue	Complete, Y
CRM1200117/23	22/11/2023 10:21 AM	Snap Send Solve	Weeds - Overgrown Vegetation, paving stones around Methven looking very untidy with weeds	Received, Y
CRM1601218/23	18/10/2023 8:21 AM	Snap Send Solve	Roadworks or Road Closure Main Street, contractors working on Main Street, complaint about mess.	Complete, Y
CRM1601228/23	19/10/2023 4:33 PM	Snap Send Solve	Drainage - Allens Street Methven. Vegetation in the drains and shingle from road works	Complete, Y
CRM1601240/23	24/10/2023 3:22 PM	Snap Send Solve	Parking Sign located Main Street, needs to be secured.	Complete, Y
CRM1601245/23	25/10/2023 1:01 PM	Snap Send Solve	Signs – complaint sent image only.	Complete, Y
CRM1601246/23	25/10/2023 3:14 PM	Snap Send Solve,	Signs – complaint sent image only.	Complete, Y
CRM1601248/23	27/10/2023 8:21 AM	Snap Send Solve	Pot Holes - Patton Street.	Complete, Y
CRM1601249/23	27/10/2023 1:08 PM	Snap Send Solve	Drainage problem - Main Street	Complete, Y
CRM1601256/23	30/10/2023 9:01 AM	Snap Send Solve,	Structures - Guardrails Damaged Road, Spaxton Street,	Received, Y
CRM1601257/23	30/10/2023 9:24 AM	Snap Send Solve	Road Markings complaint Main Street:	Complete, Y
CRM1601262/23	30/10/2023 3:23 PM	Snap Send Solve	Drainage – Culverts, Flooding Hobbs Road	Complete, Y
CRM1601366/23	16/11/2023 10:11 AM	Snap Send Solve	Street gutters/ storm water Main Street	Complete, Y
CRM2000326/23	06/11/2023 7:41 PM	PNCC	ACL big crack in the water races needs attention so so they can continue work on the water mains at the intersection of Forest Drive and State Highway 77.	Complete, Y

CRM200116/23	24/10/2023 6:30 PM	Received by ACL	Blockage & Overflow - Footpath - Lampard Street.	Complete, Y
CRM200117/23	26/10/2023 3:15 PM	Phone	Blockage & sewage Overflow Dolma St	Complete, Y
	07/11/2023 1:49 PM	Phone	Blockage & Overflow - Methven Camping Ground at Barkers Road	Complete, Y
CRM200120/23				
CRM2300148/23	27/10/2023 8:27 AM	Phone	Overhanging trees - in the high winds landing on property at and requests the trees be trimmed or removed. Main Street	Complete, Y
CRM2300159/23	20/11/2023 10:24 AM	Phone	Fallen branch South Belt	Received, Y
	20/10/2023 8:22 AM	Snap Send Solve	Bylaw Complaint -mobile room that overlooks resident at Racecourse Avenue	Complete, Y
CRM3300044/23				
CRM3901951/23	16/10/2023 11:53 AM	eMail,	Additional Bins – Lampard Street Methven	Completed, Y
CRM3902005/23	24/10/2023 11:01 AM	Phone	Missing/Stolen Bin - Forest Drive, (subsequently turned up).	Cancelled, Y
CRM3902007/23	24/10/2023 11:18 AM	Phone,	Missed Collection - Lilley Place	Complete, Y
CRM3902009/23	24/10/2023 11:38 AM	Snap Send Solve	Litterbins - Broken - Forest Drive	Complete, Y
CRM3902021/23	25/10/2023 10:42 AM	Phone	Missing/Stolen Bins (both) Mackie Street	Complete, Y
CRM3902045/23	27/10/2023 8:58 AM	eMail	Additional Bins - Red Bin 240L Jackson Street	Completed, Y
CRM3902048/23	27/10/2023 10:00 AM	Phone	Request new Bin - Both - Racecourse Road - new dwelling	Completed, Y
CRM3902050/23	27/10/2023 12:35 PM	Phone	Request new Bin – Both	Completed, Y
CRM3902091/23	03/11/2023 12:20 PM	Phone	Request new Bin - Both Barkers Road.	Completed, Y
CRM3902108/23	06/11/2023 4:22 PM	Phone	Missed Red Bin Collection - Main Street	Complete, Y
CRM3902184/23	14/11/2023 4:46 PM	eMail	Request new Bin - Gleniffer Place	Completed, Y
	15/11/2023 11:14 AM	Phone	Missed Collection - Red Bin (property address not provided - only email address)	Complete, Y
CRM3902194/23				
CRM3902202/23	16/11/2023 10:23 AM	Phone	Missing/Stolen Bin - Red Bin Spaxton Street	Complete, Y
CRM3902226/23	20/11/2023 12:52 PM	Phone	Yellow Bin - TAKEN - Gross Contamination - Chapman Street	Bins Retracted, Y
CRM3902236/23	21/11/2023 9:57 AM	Phone	Request new Bin - Cameron Street	Cancelled, Y
CRM3902251/23	22/11/2023 10:06 AM	Phone	Additional Bins 1 x 80L RED and 1 x 240L YELLOW Two dwellings at the same property but not subdivided, these bins are for the property at the rear, they have agreed to pay for the glass bin (No address provided)	Processing, Y
CRM400048/23	06/11/2023 4:06 PM	Phone	Water problem because of tree roots. Person provided email address	Received, Y
CRM410019/23	16/10/2023 11:12 AM	Phone	Pre-Application for subdivision of existing land to accommodate construction of new 20 room workers accommodation block and facilities	Processing, Y
CRM500065/23	30/10/2023 11:03 AM	Snap Send Solve	Water - Damaged Road: Main Street, Methven	Complete, Y
CRM500070/23	01/11/2023 12:20 PM	Phone	Water - Remove water restrictor. Undertake pressure and flow test once restrictor removed.	Received, Y

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 2023

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
Income				
Targeted Rates	12,755.38	38,266.14	148,349.00	110,082.86
Treasury Internal Recoveries	82.23	375.67	0.00	-375.67
Total Income	<u>12,837.61</u>	<u>38,641.81</u>	<u>148,349.00</u>	<u>109,707.19</u>
Expenditure				
Salary / Wages	1,329.26	3,978.65	17,378.00	13,399.35
Staff Training	0.00	0.00	1,042.96	1,042.96
Allowances	0.00	0.00	3,099.96	3,099.96
Indemnity Insurance	1,990.01	1,990.01	1,720.95	-269.06
Conference Expenses	0.00	317.50	1,042.96	725.46
Staff Travel Costs	0.00	0.00	312.90	312.90
Telephone / Tolls	1,550.00	1,550.00	0.00	-1,550.00
Subscriptions / Periodicals	275.00	275.00	286.83	11.83
Suppers & Receptions	254.00	345.31	328.55	-16.76
Grants	0.00	0.00	15,645.00	15,645.00
Donations	0.00	0.00	500.00	500.00
Sundry Expenditure	0.00	0.00	26,074.96	26,074.96
Rents / Leases	0.00	0.00	521.50	521.50
Internal Rental	158.25	474.75	1,899.00	1,424.25
Executive Team	1,047.24	3,088.84	12,468.79	9,379.95
Treasury	179.28	329.02	1,269.50	940.48
Rates	86.48	317.49	865.03	547.54
Communication	406.32	1,062.54	5,148.32	4,085.78
Community Services	4,285.66	8,363.86	58,743.30	50,379.44
Total Expenditure	<u>11,561.50</u>	<u>22,092.97</u>	<u>148,348.51</u>	<u>126,255.54</u>
Net Surplus/(Deficit)	<u>1,276.11</u>	<u>16,548.84</u>	<u>0.49</u>	<u>-16,548.35</u>
Capital Expenditure				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Cash Movement	<u>1,276.11</u>	<u>16,548.84</u>	<u>0.49</u>	<u>-16,548.35</u>
Cash Reserves				
Plus Net Surplus/(Deficit)		16,548.84		
Less Capital Expenditure		0.00		
Closing Cash Reserves		<u>16,548.84</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 2023

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
Income				
Targeted Rates	12,564.68	50,830.82	148,349.00	97,518.18
Treasury Internal Recoveries	516.13	891.80	0.00	-891.80
Total Income	<u>13,080.81</u>	<u>51,722.62</u>	<u>148,349.00</u>	<u>96,626.38</u>
Expenditure				
Salary / Wages	1,993.89	5,972.54	17,378.00	11,405.46
Staff Training	0.00	0.00	1,042.96	1,042.96
Allowances	0.00	0.00	3,099.96	3,099.96
Indemnity Insurance	0.00	1,990.01	1,720.95	-269.06
Conference Expenses	0.00	317.50	1,042.96	725.46
Staff Travel Costs	0.00	0.00	312.90	312.90
Telephone / Tolls	0.00	1,550.00	0.00	-1,550.00
Subscriptions / Periodicals	0.00	275.00	286.83	11.83
Suppers & Receptions	0.00	345.31	328.55	-16.76
Grants	0.00	0.00	15,645.00	15,645.00
Donations	0.00	0.00	500.00	500.00
Sundry Expenditure	0.00	0.00	26,074.96	26,074.96
Rents / Leases	0.00	0.00	521.50	521.50
Internal Rental	0.00	474.75	1,899.00	1,424.25
Executive Team	1,302.45	4,497.19	12,468.79	7,971.60
Treasury	336.91	666.52	1,269.50	602.98
Rates	210.29	527.78	865.03	337.25
Communication	475.00	1,539.72	5,148.32	3,608.60
Community Services	5,043.59	13,414.21	58,743.30	45,329.09
Total Expenditure	<u>9,362.13</u>	<u>31,570.53</u>	<u>148,348.51</u>	<u>116,777.98</u>
Net Surplus/(Deficit)	<u>3,718.68</u>	<u>20,152.09</u>	<u>0.49</u>	<u>-20,151.60</u>
Capital Expenditure				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Cash Movement	<u>3,718.68</u>	<u>20,152.09</u>	<u>0.49</u>	<u>-20,151.60</u>
Cash Reserves				
Plus Net Surplus/(Deficit)		20,152.09		
Less Capital Expenditure		0.00		
Closing Cash Reserves		<u>20,152.09</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 Rob Mackle (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 October 2022]