

# **Methven Community Board**

## **AGENDA**

### **Notice of Meeting**

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

**Date:** Monday 21 October 2024  
**Time:** 9.00am  
**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
9am	Meeting commences

### ORDER OF BUSINESS

#### 1 Apologies

- Cr Liz McMillan

#### 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 – 9/09/24 | 3 |
|---|-----------------------------------|---|

#### Matters for Decision

- |   |   |    |
|---|---|----|
| 5 | Discretionary grant request – Methven Arts & Growers Market                 | 7  |
| 6 | Discretionary grant request – Methven & Foothills Birdsong Initiative Trust | 15 |
| 7 | Discretionary grant request – Methven Primary School                        | 22 |

#### Activity Reports

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|-----|------------------------------|----|
| 8.1 | Infrastructure & Open Spaces | 28 |
| 8.2 | Democracy & Engagement       | 32 |
| 8.3 | Business Support             | 34 |
| 8.4 | Compliance & Development     | 36 |

#### Business transacted with the public excluded

- |   |  |                                       |
|---|--|---------------------------------------|
| 9 | MCB Minutes 9/09/24  | PE 1                                  |
|   | <ul style="list-style-type: none"><li>Lease matter</li></ul> | Section 7(2)(h) Commercial activities |

#### **4. Methven Community Board – 9/09/24**

Minutes of the Methven Community Board meeting held on Monday 9 September 2024, commencing at 9.00 am, in the Mt Hutt Memorial Hall Board Room, 160 Main Street, Methven.

**Present**

Mayor Neil Brown; Kelvin Holmes (Chair), Megan Fitzgerald, Allan Lock, Richie Owen, Liz McMillan, and Robin Jenkinson.

**In attendance**

Toni Durham (GM Democracy & Engagement), Mark Low (Strategy & Policy Manager), Lou Dunstan (Policy Advisor), Renee Julius (Property Manager), Linda Clarke (Communications Advisor) and Phillipa Clark (Governance Support).

**1 Apologies**

Cr Rob Mackle Sustained

**2 Extraordinary Business**

The Board will receive an update from Richie Owen following his attendance at the LGNZ Community Board Conference.

**3 Declarations of Interest**

Nil.

**4 Confirmation of Minutes**

Noted that KidzMethven skatepark funding is not vested in Council.

**That** the minutes of the Methven Community Board meeting held on 29 July 2024, as amended, be taken as read and confirmed.

Lock/Jenkinson Carried

**5 Discretionary Grant Request – Cancer Society**

**That** the matter be uplifted for discussion.

McMillan/Owen Carried

The Board noted that funding is not for a specific project in Methven.

**That** Methven Community Board declines the request for \$4,000 from its discretionary grant to the Cancer Society for health navigation services in Methven.

Owen/McMillan Carried

**6 Discretionary Grant Request – Methven Rugby Football Club**

**That** the Methven Community Board allocates \$8,000 from its discretionary grant to the Methven Rugby Football Club for the women’s changing room project.

Holmes/Fitzgerald Carried

**7 Discretionary Grant Request – Island Ferry: Mystery of the Rakaia Gorge (book publication)**

**That** Methven Community Board declines the request for \$2,500 from its discretionary grant to publish the “Island Ferry: Mystery of the Rakaia Gorge’ book.

Owen/Fitzgerald Carried

**8 Activity Reports**

**That** the reports be received.

Jenkinson/Lock Carried

**8.1 Infrastructure & Open Spaces**

- **Methven Mall mobility access**

The Board Chair will liaise with the Roading Manager to identify an appropriate space to designate as a mobility park. It was agreed that the suggested end park may not be viable.

- **SH77 trees removed**

Board members were pleased to see that trees encroaching into the carriageway have been removed. The Mayor advised that Council plans to discuss tree maintenance in a workshop to develop a better understanding of Open Spaces’ retention and removal process. Board members will be further advised and invited to attend.

- **Garden of Harmony**

The Chair will circulate a draft concept plan and project brief to Board members.

- **Methven lighting**

Costings are being confirmed to install amenity lighting in the town square. Of the estimated \$20k, the Board will consider contributing \$5k, with the balance to be met from the Open Spaces budget. The Chair is proposing that a public meeting be held and business owners invited to get their buy-in to light up their premises.

- **Methven cemetery**

Officers will be asked to look at an area in need of re-grassing and smoothing out after damage caused by truck movements.

- **Dog park**

The Chair will speak with the Open Spaces Manager about planting more natives in the dog park area. The Board agreed that there should be some consistency between the park and Birdsong Initiative plantings.

Open Spaces will also be asked to mow the area where the 60km speed sign has been placed at the northern approach to the town. Clarification was sought on whether the Camrose developers are required to put a footpath alongside the road and this will be referred to Planning for response.

- **Recycling depot**

Officers were asked to look at moving the signage closer to the site entrance. It was noted that a number of people appear to be missing the message resulting in unwanted dumping and contaminated bins.

## **8.2 Democracy & Engagement**

- **Local Water Done Well**

The Mayor provided a brief update, noting that Canterbury councils are in discussions and looking at options for their water services delivery plans.

- **Stockwater exit**

The Mayor explained that the Stockwater Transition Working Group is the core group to monitor the stockwater exit, but representatives from specific areas will be invited to attend meetings when required. The Board was reminded that Council is exiting water race management but not closing all races.

- **Methven Community Strategic Plan**

Presentation and discussion later in the meeting.

## **8.3 Business Support**

- **Finance**

The Board's discretionary funding balance will be the subject of a carry-over request, to be considered by Council in October.

### **Extraordinary Business**

#### **– LGNZ conference**

Richie Owen thanked the Board for the opportunity to attend the Conference in Wellington, and commented positively on the experience and value gained from meeting with other delegates.

#### **– National Land Transport Plan**

The Mayor took the opportunity to advise the Board that the second Ashburton Bridge has been retained in the NLTP, with a FAR (NZTA) contribution of 51%. Council has advised the Minister that the remaining 49% is unaffordable for the district, and there will be further discussions about funding this project.

Application for a fast track consent has been lodged. Detailed design is to be completed and then construction will be tendered.

The Board also heard that the NLTP hasn't included the funding anticipated for low cost / low risk work. Council is yet to consider the implications of this, after budgeting \$10m for this work.

### **Methven Community Strategic Plan**

Powerpoint presentation (copy to be emailed to Board members)

The Board supported the proposed timeline and agreed to give further consideration to a number of factors, including whether –

- the area covered by the Plan will be wider than just the Community Board area
- the scope of the Plan should be Council projects, community projects – or more
- the timeframe of the Plan should be 3, 5 or 10 years
- the Plan will be Community Board driven (in conjunction with Council), and/or include other community leaders
- funding of \$20k will be used in-house, or include external engagement

The Board agreed that previous Community Plans (2009 and 2014) will be referred to. The Board will have informal discussion and provide officers with a direction, noting that the intention is to have a Community Plan adopted before the 2025 triennial elections.

**Business transacted with the public excluded - 10.38am**

**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:

<b>Item No</b>	<b>General subject of each matter to be considered:</b>	<b>In accordance with Section 48(1) of the Act, the reason for passing this resolution in relation to each matter:</b>	
<b>7</b>	<b>Extraordinary business</b> - Lease agreement	Section 7(2)(h)	Commercial activities

Owen/Jenkinson

Carried

The meeting concluded at 11.18am.

Confirmed 21 October 2024

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Chairman

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## **5. *Discretionary Grant Request – Methven Arts and Growers Market***

Executive Team Member

*Toni Durham: GM Democracy & Engagement*

### **Summary**

- The purpose of this report is for the MCB to consider an application for funding from Jennifer Lalor to establish the Methven Arts & Growers Market.
- A request of \$10,000 has been sought from MCB for the project.

### **Recommendation**

1. **That** Methven Community Board allocates \$3,860 from its discretionary fund to Jennifer Lalor to establish the Methven Arts & Growers Market.

### **Attachment**

**Appendix 1**    Methven Arts and Growers Market Funding Application

## Background

### The current situation

1. Jennifer Lalor is establishing a Methven Arts and Growers Market in Methven.
2. The intention is for the market to operate fortnightly, 12 times per year, with the proposed dates being:
  - **2024** - 27th October, 10th November, 24th November, 8th December, 22nd December
  - **2025** - 2nd February, 16th February, 2nd March, 16th March, 30th March, 13th April
3. The market will be located at 34 Methven Chertsey Road on a privately owned industrial zoned site.
4. The funding request is for \$10,000 from the MCB to support the promotional costs of establishing the market, including professional signage, radio and print advertising and several free sites.
5. MCB has a total grant pool of \$30,232 available to distribute in 2024/25.

### Options analysis

#### Option one – Agree to fund Jennifer Lalor \$3,860 to establish the Methven Arts & Growers Market (Recommended)

6. Officers have based the recommendation value from the budgeted costs for the professional signage, radio and print advertising and several free sites per market

<b>Advantages:</b> Support of a new initiative for Methven	<b>Disadvantages:</b> Loss of grant funding for other possible applicants Funding of an individual operating an event could raise personal gain concerns
<b>Risks:</b> Funds not being spent on the project as allocated	

#### Option two – Do not provide funding for the Methven Arts & Growers Market

<b>Advantages:</b> Retention of grant fund for future applicants	<b>Disadvantages:</b> Missed opportunity to support the new initiative
<b>Risks:</b> Reputational risk to MCB of not supporting the market	



## Legal/policy implications

### Revenue & Financing Policy

- The discretionary grant is funded by the Methven Community Board each year through the Methven Community Board cost centre. This funding therefore should be spent in the year in which it is rated for the best outcome for the community.

### Strategic alignment

- The recommendation relates to Council's vision of a district of choice for lifestyle and opportunity.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		Grant funding for this applicant will enhance the environmental, social and cultural wellbeing of the local community.
Environmental	✓	
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	\$3,860
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Methven Community Board
Are there any future budget implications?	No
Reviewed by Finance	Leanne Macdonald, Group Manager Business Support

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	Not applicable

Level of engagement selected	Inform
Rationale for selecting level of engagement	The community will be informed of the MCB decision through the usual media channels.
Reviewed by Strategy & Policy	<i>Femke van der Valk; acting Strategy &amp; Policy manager</i>

## Appendix one – Methven Arts & Growers Market Funding Application

### Your Organisation's details:

Event name: Methven Arts & Growers Market (not a legal entity)

Applicant name: Jennifer Lalor

Please enter the total amount of funding you require for this project.: \$10,000

Organisation details: I am a local market operator. I have identified that Methven is in need of a local craft and growers market to stimulate activity and tourism over the summer months. Starting these markets it will attract stallholders, community and visitors to Methven.

### Programme Dates

Methven Arts & Growers Market - a fortnightly market operating 12 times a year.

2024 - 27th October, 10th November, 24th November, 8th December, 22nd December

2025 - 2nd February, 16th February, 2nd March, 16th March, 30th March, 13th April

### About your project

Describe your project / programme:: We are a new market to Methven welcoming quality stallholders to our town from across the South Island. It is a new fortnightly Sunday shopping experience and food destination in Methven. Our furthest Vendors are Blenheim, Amberly and Timaru; many from out of the Ashburton District, but several from Methven, Ashburton and surrounding areas. We would ideally like more Methven Vendors to attend and with growth, see this happening organically. Apart from stallholders, we have space for 6 food trucks, all offering foods from pizza, tacos, salads, hot dogs, potatoes on sticks, ice creams and of course coffee for the coffee lovers. We are currently scouting for a local band or musician to perform at the market. Their space will be a donation from us. We are hoping to pay for their costs with part of the funding from this grant & if granted will be asking local bands to join us to create a cool market vibe. Our first market on the 27th October is fully booked. The markets will be held on private land that we have access to. It is zoned light industrial so is perfect for this event. We are seeking to provide a consistent market that people can plan to attend.

Why is the project / programme required, and what evidence do you have of this?:

Methven is in need of attractions that continue the economic activities created by the winter ski season. We need to continue the hype into the summer months. These markets will draw people from the local community and further afield and generate a economic benefit to the local economy. Vendors and other visitors to town, will in turn, support Methven accommodation providers, restaurants, Opuke Hot Pools, other adventure activities and other town establishments. Consumers are not only looking more thoroughly at 'place of origin' but also want to help local growers. Markets give people the opportunity to meet & connect, and when they return home, they will talk about how great the Methven Markets is and what a beautiful place Methven is.

What has been done before? Or what else is happening in the district to address the problem or opportunity?:

There has been several markets over the years that have been successful. They were: Methven Farmers Market - around 2017 operated in front of the Medical Centre by Liz McMillan Methven Market around 2019 - operated behind Primo Cafe by Richard Shephard Methven Market around 2021 at the Methven Resort-operated by Sheridan Whitefield Methven Market 2023 operated at the Methven i-Hub by Jasmin Sturm Various Christmas markets operated by various community members Similarly we have had: Methven High Country Fete operated annually in November at the Methven Racecourse for about 5 years by Denise Dixey but is no longer operating. Methven Play Centre Craft Fair at the Methven Memorial Hall operated by Methven Play Centre for many years, but not 2024. Other things running in the district around the same time are The Christmas fete run by Carol Johns, the Multicultural bite run by Carol Johns, both in Ashburton.

Who will mainly benefit from your project / programme?:

Methven township as a whole will benefit economically. So will the stallholders. The community will have a new tourism destination and a new shopping outlet. I have conversed with people and business leaders in the Methven Community. I have also conversed with senior staff from ADC. I have been shown support and the indication is this is a needed activity that will complement the tourism base of Methven and will be an asset to the district and Methven in particular.

What is the main outcome(s) your project / programme will achieve?:

Our intention is to use profits to not only grow this event but to use the funds earned to be utilised in other areas that would benefit the community. I will use the markets to offer other community groups the opportunity to fundraise via the free stalls I have set aside. Community groups such as the Lions, Scouts, schools, etc will have a place to sell items for the purpose of fundraising for their cause at no cost to them with my continued support. Already, our first market is completed booked out with the 4 following markets filling quickly. Some stallholders have booked and paid for all 11 markets, some for 1, 2, 3, 4, 5, 6, 7 etc. So every fortnight we will have a variety of stallholders. I have

networked with 4 other market managers who have all been extremely supportive.

How will you measure your success, and what data will you use?: The website has visitors No.'s & conversion rate of stall sales. 1st market, 27 Oct, fully booked. A giveaway @ each market collects demographics, & metrics to help guide a marketing strategy for future markets, eg dist. travelled, p/code, audience type eg farmer/vendor/donor/residents/media/eco.

**What other funding are you applying for, for this event?**

Organisation: None

**Voluntary Efforts**

Voluntary Effort: All work done including networking with 4 other market stallholders, Opuke Hot Pools, ADC, Stallholders & Food vendors, Media, website creation, quotes for items needed, has been done by myself.

Donated Material: A local business has donated the use of the site at 34 Methven Chertsey Road for the market. I am currently in discussions with local business operators seeking donations that will encourage the attendance of stall holders.

What will happen to the event if you do not receive the full amount of the grant you have requested, including how you propose to meet any funding shortfall, if applicable?: The event will go ahead as I have committed to it by accepting the minimal stall holder fees to get them here. If funding cannot be granted there will be no professional signage guiding people to it. There will be no radio and print advertising. The offer of donated stalls would need to be reviewed in a bid to generate more revenue. We would have severely restricted marketing power and therefore would expect a smaller event with sites not filled. I can only continue if this is a profitable venture. To date I have expended hundreds of hours in the belief that this is a good thing for Methven. In all likelihood without funding the market will operate at a loss for the first year. I would need to consider my position at the close of the last market for the 2024-2025 season.

## Methven Arts and Growers Market Budget

<b>Income</b>	Stalls Per Market	Pot. Income P/Mkt	Total Est. Income 11 Markets*
Chargeable Stalls	33	1320	14520
Charitable Stalls	2	0	0
Entertainment Stall	<u>1</u>	<u>0</u>	0
	<b>36</b>	<b>1320</b>	<b>14520</b>

### **Expenditure**

Advertising Digital		400
Advertising Print		1000
Advertising Radio**		1347.54
Annual Web Domain		20
Annual Website		572.61
Branding Logo only		100
Musicians Estimate	11 x 300	3300
Vehicle Expenses @ .92c P/km - 1000km		920
Signage Quote		531.87
Tradesman to erect signage		600
Safety Cones, First Aid etc		300
Picnic Tables x 2		580
Sundries		200
Mobile Eftpos Terminal		300
Wages		5500
<b>Total</b>		<b>15672.02</b>
 Est Net Profit		 -1152.02

\* Based on sale of all sites at each and every market. However, given this is a start up the sale of all sites for all markets over the summer period is optimistic and likely not to occur.

\*\*Quote from Sarah Stanaway Hokonui Radio

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## 6. *Discretionary Grant Request – Methven and Foothills Birdsong Initiative Trust*

Executive Team Member      *Toni Durham: GM Democracy & Engagement*

### Summary

- The purpose of this report is for the MCB to consider an application for funding from the Methven and Foothills Birdsong Initiative Trust to develop a Landscape Concept Plan to extend the Garden of Harmony.
- A request of \$9,200 has been sought from MCB for the project.

### Recommendation

1. **That** Methven Community Board allocates \$9,200 from its discretionary grant to the Methven and Foothills Birdsong Initiative Trust for the development of a Landscape Concept Plan.

### Attachment

**Appendix 1**      Methven and Foothills Birdsong Initiative Trust Funding Application

## Background

### The current situation

1. The Methven and Foothills Birdsong Initiative Trust (**Trust**) is leading an initiative to increase the native birdsong in Methven. Doing so will increase the amount of suitable habitat in Methven and protect that habitat from pests and predators.
2. The project the Trust is seeking funding for is to develop a Landscape Concept Plan to extend the Garden of Harmony as a bird-friendly, native-plant sanctuary for community enjoyment and biodiversity education.
3. The land the Trust is hoping to use is Council property, therefore a requirement of the use of the land is to have a plan in place.
4. The Trust believes that without the funding, the project will either not proceed or will be delayed until additional funding can be sourced.
5. The funding request is for \$9,200 (including GST) from the MCB to support the development of the Landscape Concept Plan.
6. MCB has a total grant pool of \$30,232 available to distribute in 2024/25.
7. MCB funded \$10,000 in 2023/24 to the Methven Lions Club for the trapping component of the Birdsong Initiative project. The project was asked to report to the MCB in June and December 2024 on the status of the project.

### Options analysis

#### Option one – Agree to fund the Methven and Foothills Birdsong Initiative Trust \$9,200 towards the development of a Landscape Concept Plan (Recommended)

<b>Advantages:</b> Support of a positive community project that is appealing to the local community.	<b>Disadvantages:</b> Loss of grant funding for other possible applicants.
<b>Risks:</b> Funds not being spent on the project allocated.	

#### Option two – Do not fund the Methven and Foothills Birdsong Initiative Trust project

<b>Advantages:</b> Retention of grant fund for future applicants	<b>Disadvantages:</b> Missed opportunity to support the Trust likely delays to the project
<b>Risks:</b> Reputational risk to MCB of not supporting a well regarded project.	



## Legal/policy implications

### Revenue & Financing Policy

8. The discretionary grant is funded by the Methven Community Board each year through the Methven Community Board cost centre. This funding therefore should be spent in the year in which it is rated for the best outcome for the community.

### Strategic alignment

9. The recommendation relates to Council's vision of a district of choice for lifestyle and opportunity.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental	✓	Grant funding for this applicant will enhance the environmental, social and cultural wellbeing of the local community.
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	\$9,200
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Methven Community Board
Are there any future budget implications?	No
Reviewed by Finance	Leanne Macdonald, Group Manager Business Support

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low

Rationale for selecting level of significance	Not applicable
Level of engagement selected	Inform
Rationale for selecting level of engagement	The community will be informed of the MCB decision through the usual media channels.
Reviewed by Strategy & Policy	<i>Femke van der Valk; acting Strategy &amp; Policy manager</i>

## Appendix one – Methven and Foothills Birdsong Initiative Trust Funding Application

### Your Organisation's details:

Organisation name: Methven and Foothills Birdsong Initiative Trust

Please enter the total amount of funding you require for this project.: \$16,589

Organisation details: The initiative has been set up to increase the amount of native birdsong heard in Methven. To do so, it will: a) increase the amount of suitable habitat in Methven b) protect that habitat from pests and predators The core of (a) above is to extend the current Garden of Harmony and include the unused paddock behind it to create a bird-friendly, native-plant sanctuary for community enjoyment and biodiversity education We are required by ADC to work to an overall design plan. This application is for that plan's costs.

Status (If applicable): Charitable Trust

### Programme Dates

Start Date: Immediate

Completion Date: We envisage a three-year project, so Christmas 2027. It will be developed in stages

### About your project

Describe your project / programme:: We are trying to create native-bird friendly habitat in an extended Garden of Harmony. To enable this, the council requires us to develop a formal overall design and planting plan, to be approved in consultation with key stakeholders and the local community. This funding application is for development of that plan.

Why is the project / programme required, and what evidence do you have of this?: Plentiful native birdsong enhances people's mood and Methven's liveability. Enhancing the biodiversity of Methven will help to achieve this as will the links we make to the foothills where birdsong is much more prevalent. Completing the project will help us to invite those birds into the town

What has been done before? Or what else is happening in the Not aware of any previous initiative to address this

district to address the problem or opportunity?:

Who will mainly benefit from your project / programme?: The whole Methven community

What is the main outcome(s) your project / programme will achieve?: Increased Methven biodiversity through establishment of additional habitat and the control of pests and predators.

How will you measure your success, and what data will you use?: A native plant sanctuary will be established where there is currently bare paddock. Regular bird counts will be carried out using the DoC "5 minute bird count" technique Pest trapping data will be recorded and published on TrapNZ's application

### **Financial Information**

#### **What other funding are you applying for, for this event?**

Organisation: Methven Lions

Amount requested: \$5,000

Date results known: Late October

#### **Voluntary Efforts**

Voluntary Effort: We are a voluntary community group for which the only income is from fund raising. All roles within the trust/initiative are voluntary because we think it's the right thing to do

Donated Material: Once this formal planning process is complete, we envisage that all future progress will eventuate from donations of cash, materials and labour through community-led working bees. This includes seed propagation from eco-sourced seeds and donation of specimen trees and shrubs. It's a community-driven dream with community-wide benefits

What will happen to the event if you do not receive the full amount of the grant you have requested, including how you propose to meet any funding shortfall, if applicable?: The concept and planting plan is a prerequisite for ADC approval before the project can proceed. If this grant application is not successful, the project will either not proceed or will be seriously delayed until alternative funding can be sourced.

### **Budget:**

<b>Project / Programme budget (E.g., tutor fees, tradesmen etc)</b>	<b>Council funding sought</b>	<b>Other funding for project</b>	<b>Total</b>
Concept Plan design	\$8000	\$5000	
		\$4637	\$16589
E-Can planting		\$7200	
Infrastructure, planting, tracks, signage, trapping		TBD	
<b>TOTAL</b>			+/- \$50,000

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## 7. *Discretionary Grant Request – Methven Primary School Prizegiving Funding*

Executive Team Member

*Toni Durham: GM Democracy & Engagement*

### Summary

- The purpose of this report is for the MCB to consider an application for funding from the Methven Primary School for funding of four awards for the school prizegiving.
- A request of \$100 (4 prizes of \$25 each) has been sought from MCB for the project.

### Recommendation

1. **That** Methven Community Board allocates \$100 from its discretionary grant to the Methven Primary School for prizegiving.

### Attachment

**Appendix 1** Methven Primary School Funding Application

## Background

### The current situation

1. The Methven Primary School (**School**) is seeking funding for four prizes for their end of year prizegiving.
2. The School will use the funding to recognise their senior students who have shown the school values..
3. The funding request is for \$100 from the MCB to have four \$25 prizes at the prize-giving.
4. MCB has a total grant pool of \$30,232 available to distribute in 2024/25.

### Options analysis

#### Option one – Agree to fund the Methven Primary School \$100 for the end of year prizegiving. (Recommended)

<b>Advantages:</b> Support of a positive community event that is appealing to the local community and recognises local youth.	<b>Disadvantages:</b> Loss of grant funding for other possible applicants.
<b>Risks:</b> Funds not being spent on the project allocated.	

#### Option two – Do not fund the Methven Primary School for the end of year prizegiving

<b>Advantages:</b> Retention of grant fund for future applicants	<b>Disadvantages:</b> Missed opportunity to support the School.
<b>Risks:</b> Reputational risk to MCB of not supporting local young people	

## Legal/policy implications

### Revenue & Financing Policy

5. The discretionary grant is funded by the Methven Community Board each year through the Methven Community Board cost centre. This funding therefore should be spent in the year in which it is rated for the best outcome for the community.

## Strategic alignment

6. The recommendation relates to Council’s vision of a district of choice for lifestyle and opportunity.

Wellbeing		Reasons why the recommended outcome has an effect on this wellbeing
Economic		
Environmental	✓	Grant funding for this applicant will enhance the environmental, social and cultural wellbeing of the local community.
Cultural	✓	
Social	✓	

## Financial implications

Requirement	Explanation
What is the cost?	\$100
Is there budget available in LTP / AP?	Yes
Where is the funding coming from?	Methven Community Board
Are there any future budget implications?	No
Reviewed by Finance	Leanne Macdonald, Group Manager Business Support

## Significance and engagement assessment

Requirement	Explanation
Is the matter considered significant?	No
Level of significance	Low
Rationale for selecting level of significance	Not applicable
Level of engagement selected	Inform
Rationale for selecting level of engagement	The community will be informed of the MCB decision through the usual media channels.
Reviewed by Strategy & Policy	Femke van der Valk; acting Strategy & Policy manager



## Appendix one – Methven Primary School Funding Application

### Your Organisation's details:

Organisation name: Methven Primary School

Please enter the total amount of funding you require for this project.: \$100

### Primary Contact Person

First Name: Richard

Last Name: Loten

Email Address: [rloten@methven.school.nz](mailto:rloten@methven.school.nz)

Phone (Daytime): 03 302 8500

Organisation details: Primary School

### Programme Dates

Start Date: 18/12/24

Completion Date: 18/12/24

### About your project

Describe your project / programme:: 4 x prizes of \$25 to be awarded at our senior end of year prize giving. To be awarded to those students who have shown our school values the most of the school year from Year 6.

Why is the project / programme required, and what evidence do you have of this?: To show the school's appreciation for those students who are good citizens.

What has been done before? Or what else is happening in the district to address the problem or opportunity?: These prizes have been awarded previously and been supported by the Community Board.

Who will mainly benefit from your project / programme?: Methven Primary School

What is the main outcome(s) your project / programme will achieve?: To show the school's appreciation for those students who are good citizens.

How will you measure your success, and what data will you use?: Evidence of engagement from across the school community for our school values.

**Financial Information**

Attach Budget outline: MPS financial information.docx, type application/vnd.openxmlformats-officedocument.wordprocessingml.document, 15.7 KB

**What other funding are you applying for, for this event?**

Organisation: N/A

Amount requested: N/A

Date results known: N/A

**Voluntary Efforts**

Voluntary Effort: Teachers and staff

Donated Material: Prizes from the community and school board

What will happen to the event if you do not receive the full amount of the grant you have requested, including how you propose to meet any funding shortfall, if applicable?: Discuss with school board to see if we can self-fund

**Completing your application - To ensure that your application is complete, please check that you have attached the following**

A balance sheet from your organisation (Eg. Financial statement) Attach a File: No file uploaded

Confirmation of bank account details (Eg. Pre-printed bank slip) Attach a File: Bank-Deposit-Slip-2.pdf, type application/pdf, 166.8 KB



## 8. Activity Reports

### 8.1 Infrastructure & Open Spaces

#### 8.1.1 Roading

Routine work is being carried out. No projects currently programmed.

Reseal is programmed for Spaxton St from SH77 to Blackford St.

The footpath from Camrose subdivision out to SH77 through the reserve ends at the road boundary fence. NZTA has been approached about having a connection onto SH77 and have responded as follows:

*Given the recent changes in the posted speed limit we don't have any particular issue with ADC providing this small linkage. We would want either a gate or maze (at or within the development boundary) to prevent people/bikes/kids being able to proceed out to the highway if distracted.*

There is currently no specific funding for this but can be considered with the approvals of Council's share of the funding not matched by subsidy for the low cost low risk projects.

CRM Request	Received	Summary details	Status
CRM1600899/24	19/08/2024	Flooding Forest Dr	Completed
CRM1600912/24	21/08/2024	Gravel from truck Pudding Hill Rd	Completed
CRM1600922/24	26/08/2024	Edge break Forest Dr	Completed
CRM0500103/24	27/08/2024	Footpath condition Racecourse Ave	Under Investigation
CRM1600931/24	27/08/2024	Inadequate drainage Forest Dr	Under Investigation
CRM1600936/24	29/08/2024	Sign maintenance South Belt	Completed
CRM1600943/24	30/08/2024	Accessway repair Racecourse Ave	Under Investigation
CRM1600954/24	03/09/2024	Fallen tree Line Rd	Completed
CRM2200069/24	04/09/2024	Streetlight, Methven	Under Investigation
CRM1600974/24	05/09/2024	Road Marking, Methven	Completed
CRM1600994/24	11/09/2024	Road Marking, Forest Dr	No action required
CRM1601000/24	16/09/2024	Pothole, Shearer Pl	Completed
CRM1601001/24	16/09/2024	Street Signs, Cameron St	With contractor
CRM1601043/24	25/09/2024	Pothole Barkers Rd	Completed

#### 8.1.2 Open Spaces

- **Reserves**

The annual beds in the centre of town are looking great with plenty of colour. Tulips are already growing up through the annuals and these will add another dimension of colour as Spring goes on.

As we progress through Spring with increasing ground temperatures, growth is taking off in all aspects of Parks and Open Spaces. A Spring-growth flush on the lawns is evident to all as is weed growth. These tasks are now front and foremost in staff minds and work schedules.

Playground inspections and maintenance continues on a weekly cycle around the district. Some remedial path work is underway at the Railway Reserve playground.

Staff continue to work with the Methven CBD lighting project community members. Currently awaiting a quotation from EA Networks Centre for inground under-tree lighting in the CBD. This component of the project will be progressed in line with the Council approved and funded plan.

The Reserve Management Plan process is now in its latter stages with overall adoption scheduled for a November Council meeting.

Staff are working with the Methven Birdsong Initiative to progress a landscape concept plan for the whole site.

Restoration work on the RDR pipe is scheduled to begin 7 October 2024.

Main Street trees have been pruned and one tree removed at the arborist's recommendation due to serious decline.

Methven Dog Park has had a new solar powered LED light installed at its entrance. Staff are now planning to replant the Dolma Road frontage with a native species once the heavily pruned conifers are removed in summer. This planting shall occur next winter.

- **Methven Cemetery**

General maintenance continues to be delivered at the cemetery. Mowing activities have now ramped up – in alignment with other town lawns. Planted bunds and cemetery edges and berms have been sprayed.

- **Public toilets**

These are functioning well with no recent issues.

CRM Request	Received	Summary details	Status
CRM1200101/24	16/09/2024	Damaged Equipment Methven Dog Park Water tap is leaking.	Completed
CRM1600921/24	26/08/2024	Clean or Clear - Vegetation - Entrance into Methven by racecourse where new 50km signs are from a distance you can't see information 500m sign as covered with trees as driving in. Garden could be weeded and chipped both sides would make it look more attractive when driving into Methven.	Complete
CRM2300139/24	27/08/2024	Overhanging Raised before that the tree on berm is too big, blocking the sun to his house and making the lawn all mossy.	Complete

CRM2300147/24	09/09/2024	Vandalism - Methven Preschool someone has climbed up them and placed 2 road cones on top of the trees	Complete
CRM2300154/24	23/09/2024	Fallen branches Racecourse Ave	Complete
CRM3400073/24	10/09/2024	Nuisance Litter - Multiple bags of dog shit littered through the walkway	Complete

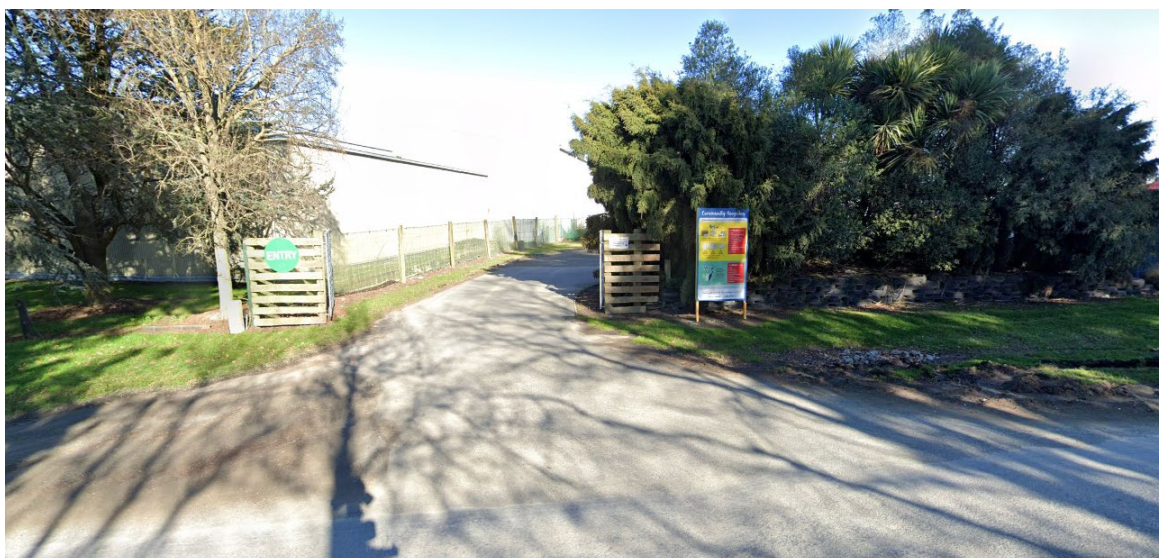
### 8.1.3 Three Waters

CRM Request	Received	Summary details	Status
CRM100844/24	05/08/2024	Can you please advise if this property is part of the warmer homes scheme?	Complete
CRM100846/24	06/08/2024	Leak on the footpath	Current
CRM100847/24	07/08/2024	Footpath/Toby Leak in toby - pooling in toby yesterday and now flooded in garden front lawn.	Complete
CRM100848/24	07/08/2024	The tap on the water main valve has broken off.	Complete
CRM100907/24	26/08/2024	Leak on the footpath/Gutter	Complete
CRM100921/24	30/08/2024	a water leak in the gutter	Complete
CRM100924/24	30/08/2024	Leaking Toby box	Complete
CRM100929/24	02/09/2024	a leak in the Toby (Blue Lid) on the Berm is leaking water with a Puddle on top grass.	Complete
CRM100972/24	19/09/2024	water leak on road, same place repaired 4 months ago but opposite where fix was done last week	Complete
CRM100983/24	24/09/2024	Water leaking from footpath.	Complete
CRM100984/24	24/09/2024	Water leak right in middle of the track, quite getting wet and causing issues with them driving over it.	Complete
CRM200089/24	20/09/2024	Toilet backing up and not draining when flushed	Complete

### 8.1.4 Solid Waste Management and Collection

- **Recycling depot**

Officers followed up on the request to look at moving the signage closer to the site entrance and would not recommend relocation. The sign is already two metres away from the entrance (as shown below). Should it be moved another metre closer to the entrance, there is possibility that large vehicles will run over the sign.



Officers want to emphasize that each bin inside the site also has a sticker telling resident the same message. If they miss the sign at the entrance, they should not miss the sign on the bins.

CRM Request	Received	Summary Details	Status
CRM3901671/24	02/08/2024	Litterbins - Broken - Report Number: 4955517	Past
CRM3901683/24	05/08/2024	Request new Bin - Both Red and Yellow	Past
CRM3901706/24	06/08/2024	Missed Collection - Crate (Green bin) - Bin was missed	Past
CRM3901745/24	12/08/2024	Request new Bin - Both - has moved into new build	Past
CRM3901750/24	12/08/2024	Missed Collection - Yellow Bin	Past
CRM3901828/24	22/08/2024	Just moved into a new build and would like to get some rubbish/recycling bins	Past
CRM3901833/24	22/08/2024	Kerbside Collection–Missing/Replacement Bins both	Past
CRM3901875/24	28/08/2024	Request new Bin - Both Red and Yellow	Past
CRM3901904/24	02/09/2024	Request new Bin - Both Red and Yellow	Past
CRM3901915/24	02/09/2024	Bin Damage - Yellow Bin has broken, bins are behind a fence where the vehicles are kept	Past
CRM3901964/24	09/09/2024	Non-compliant Presentation - Recycling Bin removed from the property	Current
CRM3902047/24	19/09/2024	Litterbins - Broken - Report Number: 5161342	Current
CRM3902054/24	20/09/2024	Additional Bins Requested	Current

## 8.2 Democracy & Engagement

### 8.2.1 Strategy & Policy updates

- **ADC Representation Review**

Appeals/Objections on the Representation Review closed on 12 October. No appeals or objections were received, which means that the Final Proposal will be used for the 2025 local elections. This includes the boundary extension to the Methven Community Board area.

A final information only report is planned for Council on the 30 October. This concludes the 2024 Representation review process.

- **Love Your Parks - Draft Reserve Management Plans consultation**

The Reserve Management Plan hearing occurred on Thursday 5 September, with around 10 speakers. The Lake Camp issue was subject to a separate report in mid-September, at which Council decided not to pursue obtaining a resource consent. The final plan is being prepared for likely adoption in November.

- **Solid Waste Bylaw review**

Consultation closed on the Solid Waste Bylaw review on 29 September, with 58 submissions. The hearing and deliberation is planned for Wednesday 16 October. Consultation material can be found here – [Solid Waste Bylaw consultation](#).

- **Methven Community Strategic Plan**

The Board is progressing this project with staff support. An overall approach has been approved with work underway in preparation for this. Two stakeholder and community workshops are planned for November 21/24 and a broader consultation with the community using online tools. Further discussion will occur following the Board meeting.

- **Policy and Strategy Reviews/Development**

Work continues on several policy reviews, including the Procurement Policy and LGOIMA policy. The Sensitive Expenditure and Local Approved Products Policy review have been completed.

Work is also being scoped around potential development of a Forestry strategy, and other strategy reviews planned for this year.

- **Local Water Done Well**

Council is working on progressing the requirements of the Local Government (Water Services Preliminary Arrangements) Bill. This requires Council to develop a Water Services Delivery Plan which must be lodged by 3 September 2025. The plans are prepared considering the service delivery model proposed for future delivery of water services. Council must consult on at least two options for service delivery as part of this process. Work has commenced on project planning, plan preparation, and consideration of various service delivery options.



- **Stockwater exit**

Council have approved the terms of reference for the Stockwater Transition Working Group, with the Group now established. It has had its first meeting and is working towards the development of the Transition plan.

- **ADC Submissions**

Submissions have been made since the last meeting on:

Organisation	Submission Summary	Type	Due Date	Status
NZTA	<a href="#">Christchurch Southern Motorway Speed Limit review</a>	Council	1 October	Lodged
Environment Canterbury	<a href="#">Draft Dangerous Dams Policy</a>	Council	5 October	Lodged

### 8.2.2 2025 Meetings

A meeting schedule for 2025 is being prepared for Council’s consideration on 30 October. The schedule has the same structure and meeting frequency as the 2024 calendar and includes dates for the Methven Community Board which are on the same (six-weekly) frequency as 2024. Early feedback from the Board has shown the current schedule is still working for members.

The draft MCB meeting schedule proposes eight meetings held 6-7 weekly (status quo) on 27 January, 10 March, 14 April, 26 May, 30 June, 11 August and 22 September. Monday 3 November is a tentative date for the inaugural Board meeting (following the triennial elections on 11 October).

While there’s no statutory requirement for the Board meeting dates to be adopted, having a schedule is more efficient and provides members the ability to plan their commitments over the year. Adopting a schedule doesn’t prevent it being amended from time to time and if it becomes necessary to cancel a scheduled meeting, all reasonable effort will be taken to publicly notify the reasons for the cancellation.

The proposed Methven Community Board meeting dates appended. **Appendix 1**

#### Recommendation to Council

**That** the Methven Community meeting dates for 2025, as scheduled, be confirmed.

### 8.2.3 Birdsong Project – Botanic Landscape Architects Offer of Service

As described in the Methven and Foothills Birdsong Initiative Trust’s request for discretionary funding, a landscape concept plan is to be developed to extend the Garden of Harmony for the Trust’s Birdsong Initiative.

At the Board’s instruction, a project brief was prepared by Council officers and Botanic Landscape Architects were invited to submit a proposal for the landscape architectural services. The Offer of Service from Botanics has been received for the Board’s consideration.

The approximate timeframe will see the draft concept plan available for the Community Board meeting on 2 December 2024.

In short, the purpose of the landscape concept plan is to ensure the project takes a planned and integrated approach to the development of the whole site to ensure that the existing values and potential of the site are maximised.

Subject to the agreement of the Board, Botanic Landscape Architects will be engaged to undertake this work.

The Offer of Service is appended (with fees redacted for commercial reasons).

## Recommendation

1. **That** the Methven Community Board Chair be authorised to sign the Offer of Service on behalf of the Board.

## 8.3 Compliance & Development

### 8.3.1 Building Services

The table shows 42 consents have been issued, 24 of which have been new housing (last year 27 of the consents were for houses). Please note that this report might be under-reporting consent numbers and values. Work is being undertaken to include areas of new subdivisions that were previously outside the 'Methven' area but are now considered part of Methven, for example parts of Camrose Estate.

2024 Consents	Issued	Issued YTD	Value of Work	Value of Work YTD
January	2 (5)	2 (5)	\$1,371,500 (\$1,640,000)	\$1,371,500 (\$1,640,000)
February	2 (4)	4 (9)	\$1,050,000 (\$844,150)	\$2,421,500 (\$2,484,150)
March	4 (6)	8 (15)	\$1,246,000 (\$3,434,700)	\$3,667,500 (\$5,918,850)
April	8 (5)	16 (20)	\$1,932,750 (\$811,982)	\$5,600,250 (\$6,730,832)
May	4 (11)	20 (31)	\$1,067,000 (\$1,655,062)	\$6,669,450 (\$8,385,894)
June	3 (7)	23 (38)	\$111,500 (\$1,780,092)	\$6,780,950 (\$10,165,986)
July	3 (10)	26 (48)	\$495,000 (\$2,332,200)	\$7,275,950 (\$12,498,186)
August	9 (3)	35 (33)	\$5,076,000 (\$1,886,198)	\$12,351,950 (\$23,456,553)
September	7 (8)	42 (41)	\$2,392,000 (\$1,966,144)	\$14,742,950 (\$25,422,697)
October	(2)	(43)	(\$2,932,346)	(\$28,355,043)
November	(6)	(49)	(\$725,000)	(\$29,080,043)
December	(2)	(51)	(\$780,000)	(\$29,860,043)

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	3 (6)	60 (49)	\$1,721,884 (\$725,000)	\$17,998,936 (\$29,080,043)
December	6 (2)	66 (51)	\$1,438,721 (\$780,000)	\$19,437,657 (\$29,860,043)

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

CRM Request	Received	Summary details	Status
CRM3700010/24	11/07/2024	Unconsented building, SFH and house alterations	Resolved and completed
CRM3700012/24	06/08/2024	Unconsented building	Second Notice to Fix issued
7 more	various	Properties being investigated as breaching visitor accommodation rules	3 closed (no breach) the rest under investigation

### 8.3.2 Environmental monitoring

CRM Request	Received	Summary details	Status
CRM0100689/24	17/09/2024	Found dog	Completed - owner located
CRM0100695/24	21/09/2024	Lost dog	Under Investigation
CRM0100702/24	23/09/2024	Barking dogs	Under Investigation
CRM0100714/24	28/09/2024	Barking dogs	Under Investigation
CRM1000215/24	2/09/2024	Excessive noise	Completed, contractor attended
CRM1000219/24	1/09/2024	Excessive noise	Completed – contractor attended
CRM1000223/24	7/09/2024	Excessive noise	Completed – contractor attended
CRM1000236/24	15/09/2024	Excessive noise	Completed – contractor attended
CRM1000249/24	22/09/2024	Excessive noise	Completed – contractor attended
CRM1000250/24	22/09/2024	Excessive noise	Completed – contractor attended
CRM1000251/24	25/09/2024	Excessive noise	Completed – contractor attended
CRM3300054/24	27/09/2024	Bylaw complaint – Advertising signage	Under investigation
CRM2600096/24	18/09/2024	Inconsiderate parking	Under investigation

## 8.4 Business Support

### 8.4.1 Property

CRM Request	Received	Summary details	Status
CRM2700148/28	20/08/2024	EPH –back door won't open, and window on door is cracked	Complete

### 8.4.2 Finance Report

July, August and September 2024 income and expenditure reports **Appendix 2**

Hamish Riach  
**Chief Executive**

**MCB MEETING CALENDAR 2025**

**DRAFT**

	January	February	March	April	May	June	July	August	September	October	November	December	
MON	1								1				MON
TUE				1			1		2			2	TUE
WED	1-Closed			2			2		3	1		3	WED
THU	2-Closed			3	1		3		4	2		4	THU
FRI	3			4	2		4	1	5	3		5	FRI
SAT	4	1	1	5	3		5	2	6	4	1	6	SAT
SUN	5	2	2	6	4	1	6	3	7	5	2	7	SUN
MON	6	3	3	7	5	2-King's Birthday	7	4	8	6	3-MCB	8	MON
TUE	7	4	4	8	6	3	8	5	9	7	4	9	TUE
WED	8	5	5	9	7	4	9	6	10	8	5	10	WED
THU	9	6-Waitangi	6	10	8	5	10	7	11	9	6	11	THU
FRI	10	7	7	11	9	6	11	8	12	10	7	12	FRI
SAT	11	8	8	12	10	7	12	9	13	11-Elections	8	13	SAT
SUN	12	9	9	13	11	8	13	10	14	12	9	14	SUN
MON	13	10	10-MCB	14-MCB	12	9	14	11-MCB	15	13	10	15	MON
TUE	14	11	11	15	13	10	15	12	16	14	11	16	TUE
WED	15	12	12	16	14	11	16	13	17	15	12	17	WED
THU	16	13	13	17	15	12	17	14	18	16	13	18	THU
FRI	17	14	14	18-Easter	16	13	18	15	19	17	14-Canterbury Anniversary	19	FRI
SAT	18	15	15	19	17	14	19	16	20	18	15	20	SAT
SUN	19	16	16	20	18	15	20	17	21	19	16	21	SUN
MON	20	17	17	21-Easter	19	16	21	18	22-MCB	20	17	22	MON
TUE	21	18	18	22	20	17	22	19	23	21	18	23	TUE
WED	22	19	19	23	21	18	23	20	24	22	19	24	WED
THU	23	20	20	24	22	19	24	21	25	23	20	25-Closed	THU
FRI	24	21	21	25-ANZAC	23	20-Matariki	25	22	26	24	21	26-Closed	FRI
SAT	25	22	22	26	24	21	26	23	27	25	22	27	SAT
SUN	26	23	23	27	25	22	27	24	28	26	23	28	SUN
MON	27-MCB	24	24	28	26-MCB	23	28	25	29	27-Labour	24	29-Closed	MON
TUE	28	25	25	29	27	24	29	26	30	28	25	30-Closed	TUE
WED	29	26	26	30	28	25	30	27		29	26	31-Closed	WED
THU	30	27	27		29	26	31	28		30	27		THU
FRI	31	28	28		30	27		29		31	28		FRI
SAT			29		31	28		30			29		SAT
SUN			30			29		31			30		SUN
MON			31			30-MCB							MON
TUE													TUE

<b>MCB</b>	Methven Community Board meetings--Mondays, 9am start--generally 6 weekly
	Meeting free for Council--January and July
	Meeting dates (post-election) to be confirmed

## Appendix 2

### Monthly Income and Expenditure Report - 139 - Methven Community Board For the Month Ended 31 July 2024

	Month Actual	Year To Date Actual	Full Year Budget	Remaining Full Year Budget
<b>Income</b>				
Targeted Rates	10,718.97	10,718.97	119,736.96	109,017.99
Treasury Internal Recoveries	3.06	3.06	0.00	-3.06
<b>Total Income</b>	<u>10,722.03</u>	<u>10,722.03</u>	<u>119,736.96</u>	<u>109,014.93</u>
<b>Expenditure</b>				
Salary / Wages	1,366.24	1,366.24	21,661.00	20,294.76
Staff Training	0.00	0.00	999.96	999.96
Allowances	0.00	0.00	3,500.04	3,500.04
Indemnity Insurance	0.00	0.00	2,075.04	2,075.04
Conference Expenses	0.00	0.00	999.96	999.96
Staff Travel Costs	0.00	0.00	500.04	500.04
Subscriptions / Periodicals	275.00	275.00	300.00	25.00
Suppers & Receptions	0.00	0.00	600.00	600.00
Grants	0.00	0.00	25,000.00	25,000.00
Donations	0.00	0.00	500.00	500.00
Sundry Expenditure	0.00	0.00	30,000.00	30,000.00
Executive Team	1,065.50	1,065.50	12,508.72	11,443.22
People and Capability	384.35	384.35	4,233.68	3,849.33
Treasury	98.28	98.28	1,481.45	1,383.17
Rates	266.27	266.27	1,004.12	737.85
Business Support	300.47	300.47	3,401.01	3,100.54
Communication	631.13	631.13	10,810.44	10,179.31
<b>Total Expenditure</b>	<u>4,387.24</u>	<u>4,387.24</u>	<u>119,575.46</u>	<u>115,188.22</u>
<b>Net Surplus/(Deficit)</b>	<u>6,334.79</u>	<u>6,334.79</u>	<u>161.50</u>	<u>-6,173.29</u>
<b>Capital Expenditure</b>				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Cash Movement</b>	<u>6,334.79</u>	<u>6,334.79</u>	<u>161.50</u>	<u>-6,173.29</u>
<b>Cash Reserves</b>				
Separate Reserves	0.00	0.00	162.00	
Plus Net Surplus/(Deficit)		6,334.79		
Less Capital Expenditure		0.00		
<b>Closing Cash Reserves</b>		<u>6,334.79</u>		

**Monthly Income and Expenditure Report - 139 - Methven Community Board**  
**For the Month Ended 31 August 2024**

	<b>Month Actual</b>	<b>Year To Date Actual</b>	<b>Full Year Budget</b>	<b>Remaining Full Year Budget</b>
<b>Income</b>				
Targeted Rates	10,718.97	21,437.94	119,736.96	98,299.02
Treasury Internal Recoveries	952.66	955.72	0.00	-955.72
<b>Total Income</b>	<u>11,671.63</u>	<u>22,393.66</u>	<u>119,736.96</u>	<u>97,343.30</u>
<b>Expenditure</b>				
Salary / Wages	1,378.54	2,744.78	21,661.00	18,916.22
Staff Training	0.00	0.00	999.96	999.96
Allowances	0.00	0.00	3,500.04	3,500.04
Indemnity Insurance	0.00	0.00	2,075.04	2,075.04
Conference Expenses	0.00	0.00	999.96	999.96
Staff Travel Costs	0.00	0.00	500.04	500.04
Subscriptions / Periodicals	0.00	275.00	300.00	25.00
Suppers & Receptions	0.00	0.00	600.00	600.00
Grants	0.00	0.00	25,000.00	25,000.00
Donations	0.00	0.00	500.00	500.00
Sundry Expenditure	0.00	0.00	30,000.00	30,000.00
Executive Team	1,513.66	2,383.22	12,508.72	10,125.50
People and Capability	256.71	604.40	4,233.68	3,629.28
Treasury	117.78	194.40	1,481.45	1,287.05
Rates	348.44	614.71	1,004.12	389.41
Business Support	236.89	393.69	3,401.01	3,007.32
Communication	810.08	1,321.80	10,810.44	9,488.64
<b>Total Expenditure</b>	<u>4,662.10</u>	<u>8,532.00</u>	<u>119,575.46</u>	<u>111,043.46</u>
<b>Net Surplus/(Deficit)</b>	<u>7,009.53</u>	<u>13,861.66</u>	<u>161.50</u>	<u>-13,700.16</u>
<b>Capital Expenditure</b>				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Cash Movement</b>	<u>7,009.53</u>	<u>13,861.66</u>	<u>161.50</u>	<u>-13,700.16</u>
<b>Cash Reserves</b>				
Separate Reserves	0.00	0.00	162.00	
Plus Net Surplus/(Deficit)		13,861.66		
Less Capital Expenditure		0.00		
<b>Closing Cash Reserves</b>		<u>13,861.66</u>		

**Monthly Income and Expenditure Report - 139 - Methven Community Board**  
**For the Month Ended 30 September 2024**

	<b>Month Actual</b>	<b>Year To Date Actual</b>	<b>Full Year Budget</b>	<b>Remaining Full Year Budget</b>
<b>Income</b>				
Targeted Rates	10,718.97	32,156.91	119,736.96	87,580.05
Treasury Internal Recoveries	171.92	1,127.64	0.00	-1,127.64
<b>Total Income</b>	<u>10,890.89</u>	<u>33,284.55</u>	<u>119,736.96</u>	<u>86,452.41</u>
<b>Expenditure</b>				
Salary / Wages	2,067.81	4,812.59	21,661.00	16,848.41
Staff Training	0.00	0.00	999.96	999.96
Allowances	1,550.00	1,550.00	3,500.04	1,950.04
Indemnity Insurance	0.00	0.00	2,075.04	2,075.04
Conference Expenses	153.04	153.04	999.96	846.92
Staff Travel Costs	185.48	185.48	500.04	314.56
Subscriptions / Periodicals	0.00	275.00	300.00	25.00
Suppers & Receptions	0.00	0.00	600.00	600.00
Grants	0.00	0.00	25,000.00	25,000.00
Donations	0.00	0.00	500.00	500.00
Sundry Expenditure	8,000.00	8,000.00	30,000.00	22,000.00
Executive Team	1,223.59	3,605.48	12,508.72	8,903.24
People and Capability	388.99	929.29	4,233.68	3,304.39
Treasury	146.49	305.12	1,481.45	1,176.33
Rates	246.50	828.78	1,004.12	175.34
Business Support	321.57	724.91	3,401.01	2,676.10
Communication	1,103.79	2,449.54	10,810.44	8,360.90
<b>Total Expenditure</b>	<u>15,387.26</u>	<u>23,819.23</u>	<u>119,575.46</u>	<u>95,756.23</u>
<b>Net Surplus/(Deficit)</b>	<u>-4,496.37</u>	<u>9,465.32</u>	<u>161.50</u>	<u>-9,303.82</u>
<b>Capital Expenditure</b>				
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Net Cash Movement</b>	<u>-4,496.37</u>	<u>9,465.32</u>	<u>161.50</u>	<u>-9,303.82</u>
<b>Cash Reserves</b>				
Separate Reserves	0.00	0.00	162.00	
Plus Net Surplus/(Deficit)		9,465.32		
Less Capital Expenditure		0.00		
<b>Closing Cash Reserves</b>		<u>9,465.32</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 Board membership May 2023]*