

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

**Date:** Tuesday 16 April 2024  
**Time:** 4:00 pm  
**Meeting Room:** Motueka Library  
**Venue:** Wallace Street, Motueka  
**Zoom conferencelink:** <https://us02web.zoom.us/j/88498664893?pwd=M3JNcFVYbjkzYVdXbWNTOTBQeXc1dz09>  
Meeting ID: 884 9866 4893  
Meeting Passcode: 663983

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## Motueka Community Board

### Hapori Whānui ō Motueka

# AGENDA

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#### MEMBERSHIP

<b>Chairperson</b>	T Graham
<b>Deputy Chairperson</b>	C Hutt
<b>Members</b>	D Armstrong
	N Hughes
	Cr B Dowler
	Cr B Maru
	Cr T Walker

(Quorum 4 members)

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## AGENDA

**1 OPENING, WELCOME, KARAKIA**

**2 APOLOGIES AND LEAVE OF ABSENCE**

**Recommendation**

**That apologies be accepted.**

**3 PUBLIC FORUM**

Nil

**4 DECLARATIONS OF INTEREST**

**5 LATE ITEMS**

**6 CONFIRMATION OF [MINUTES](#)**

**That the minutes of the Motueka Community Board meeting held on Tuesday, 19 March 2024, be confirmed as a true and correct record of the meeting.**

**7 PRESENTATIONS**

Nil

**8 REPORTS**

8.1 Adoption of Motueka Community Board Code of Conduct 2024 .....	4
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8.3 Chair's Report.....	61
8.4 Financial Summary .....	87
8.5 Special Projects Action List.....	89

**9 CORRESPONDENCE**

Nil

**10 CONFIDENTIAL SESSION**

Nil

**11 CLOSING KARAKIA**

## 8 REPORTS

### 8.2 ADOPTION OF MOTUEKA COMMUNITY BOARD CODE OF CONDUCT 2024

Decision Required

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	16 April 2024
<b>Report Author:</b>	Leith Townshend, Team Leader - Legal
<b>Report Authorisers:</b>	Jennie McFarlane, Legal & Democracy Services Manager
<b>Report Number:</b>	RMCB24-04-1

#### 1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 To adopt the Motueka Community Board Code of Conduct 2024.

#### 2. Summary / Te Tuhinga Whakarāpoto

- 2.1 Any code of conduct adopted by a council or community board must be adopted under Schedule 7, Part 1 Clause 15 of the Local Government Act 2002.
- 2.2 A council is required to have a code of conduct for the Mayor and councillors.
- 2.3 This is optional for community boards, however when community boards have chosen to adopt a code of conduct, the Local Government Act 2002 provisions for codes of conduct will apply and the code of conduct can only then be amended or replaced with a new code by the board or future boards.
- 2.4 A 75% majority of **all members present** is required to adopt, amend, or replace a code of conduct.
- 2.5 Should the proposed replacement draft Motueka Community Board Code of Conduct not be adopted, the Board's existing code of conduct (**Attachment 1**) will remain in place, until amended or replaced.

#### 3. Recommendation/s / Ngā Tūtohunga

**That the Motueka Community Board**

1. **receives the Adoption of Motueka Community Board Code of Conduct 2024 report RMCB24-04-1; and**

**either**

2. **in accordance with Schedule 7, Part 1 Clause 15 of the Local Government Act 2002, adopts the Motueka Community Board Code of Conduct 2024 (Attachment 2 to the agenda report), once Appendix 1 has been replaced with the Local Government New Zealand general explanation of the Local Government and Official Information and Meetings Act 1987 (LGOIMA) and any other enactment or rule of law that affects**

members, AND the code is updated to reference Council's Policy For the Investigation and Ruling on Alleged Breaches of the Code of Conduct;

OR

3. in accordance with Schedule 7, Part 1 Clause 15 of the Local Government Act 2002, adopts the Motueka Community Board Code of Conduct 2024 (Attachment 2 to the agenda report), once Appendix 1 has been replaced with the Local Government New Zealand general explanation of the Local Government and Official Information and Meetings Act 1987 (LGOIMA) and any other enactment or rule of law that affects members;

OR

4. in accordance with Schedule 7, Part 1 Clause 15 of the Local Government Act 2002, adopts the Motueka Community Board Code of Conduct 2024 (Attachment 2 to the agenda report)

#### 4. Background / Horopaki

- 4.1 When the Motueka Community Board voted on adopting an updated Code of Conduct in October 2019, three of the members abstained from voting. This meant that the adoption of the updated code of conduct did not have 75% support from the members present, which is required by schedule 7, clause 15 of the Local Government Act 2002.
- 4.2 That means that the 2019 code was not legally adopted.
- 4.3 However, the 2013 code which was adopted by the Motueka Community Board in 2016 remains in place. A copy of the code is attached to this report (**Attachment 1**).
- 4.4 In February 2024, the Motueka Community Board took part in an externally facilitated session to consider its code of conduct and a draft code of conduct was presented for formal consideration by the Board at its meeting in March 2024 but no decision was made. Four board members held a workshop following the meeting and proposed a further draft Code of Conduct (**Attachment 2**) with minor amendments. The draft code is largely similar to the Board's existing code but better reflects that the code is for a community board and not for a council.

#### 5. Analysis and Advice / Tātaritanga me ngā tohutohu

- 5.1 Staff advise that the Board's draft code requires to be amended to more fully meet the requirements of the Local Government Act 2002.
- 5.2 It is noted that the draft code includes the following wording:  
*For the purpose of this policy the Motueka Community Board acknowledge that Councillors are already subject to the Councils Code of Conduct and are therefore excluded from the Community Boards Code of Conduct.*
- 5.3 This wording does not reflect the actual position as the Councillors are appointed as members of the Community Board and therefore both codes of conduct apply to them. In practice, when conducting Board business, the Boards code will likely apply to Councillors. It is acknowledged that this is not as 'clean' as it could be.
- 5.4 The Act requires that a code of conduct provide members with a general explanation of the Local Government and Official Information and Meetings Act 1987 (LGOIMA), and any other

enactment or rule of law that affects members. Appendix 1 to the proposed Code includes reference to LGOIMA and other key Acts but does not set out all of the Acts considered relevant by Local Government New Zealand (LGNZ).

- 5.5 LGNZ provided a new code of conduct template in October 2022 which contains their suggested legislative information. This was attached to the Council code of conduct and is attached here in (**Attachment 3**). All that is required is for the Board to replace Appendix 1 with the LGNZ suggested appendix in Attachment 3 and the code will then more fully meet the legislative requirements.
- 5.6 The Board’s draft code is based on a version of a previous code of conduct template provided by LGNZ. LGNZ provided a new template for a code of conduct in October 2022, following the triennial elections and a template for a policy in relation to complaints and breaches.
- 5.7 The Board’s draft code of conduct includes a process for dealing with breaches of the code of conduct, with very limited actions for breaches. However, the Council adopted a policy in 2023 for managing Code of Conduct complaints and breaches (based on the LGNZ template) which applies to Council and to the community boards.
- 5.8 The Board needs to be aware that Council’s Policy for the Investigation and Ruling on Alleged breaches of the Code of Conduct will apply to any formal complaints process rather than the process in any Code of Conduct adopted by the two community boards.
- 5.9 This is because in accordance with Council’s Delegations Register, any decisions made by its Community Boards must be consistent with policies, procedures, standards, budgets, or resolutions adopted or made by the Council; and the Community Boards have powers to act in accordance with any statutory powers and the policies, plans and bylaws of the Council.
- 5.10 Having sections on breaches in the Board’s draft code creates confusion, ideally the Council’s Policy should be referenced in the code. However, its inclusion will not invalidate the code as a whole.
- 5.11 It is noted that the Council’s Policy makes provision for the Board Chair to be involved in complaints related to a board member and does not prevent the Chair or members from resolving complaints before any formal process is initiated.

**6. Options / Kōwhiringa**

6.1 The options are outlined in the following table:

Option		Advantage	Disadvantage
1.	Adopt the new code of conduct as attached	The Board will have an updated code of conduct.	Some confusion may remain in relation to breaches and the incomplete explanation of laws leaves the code open to challenge in terms of validity.
2.	Adopt the new code of conduct (with Appendix 1 replaced with the updated LGNZ information)	As above and Appendix 1 will contain a greater list of legislation and fuller explanations.	Still does not address the inconsistency between Board and Council policy on alleged breaches.

Option		Advantage	Disadvantage
3.	Amend the proposed code (with Appendix 1 replaced with the correct information) and to remove reference to the sections on breaches of the code and note that Council policy applies.	As above and provides clarity on resolution of breaches.	None identified
4.	Decline to adopt the code of conduct	None identified	The current code remains in force however it does not contain the correct legislation and explanations or reference the Council Policy. The same disadvantages apply as in Option 1.

6.2 Option three is recommended.

## 7. Legal / Ngā ture

7.1 The Local Government Act 2002 requires that a Code of conduct must set out:

(a) understandings and expectations adopted by the local authority about the manner in which members may conduct themselves while acting in their capacity as members, including—

(i) behaviour toward one another, staff, and the public; and

(ii) disclosure of information, including (but not limited to) the provision of any document, to elected members that—

(A) is received by, or is in the possession of, an elected member in his or her capacity as an elected member; and

(B) relates to the ability of the local authority to give effect to any provision of this Act; and

(b) a general explanation of—

(i) the Local Government Official Information and Meetings Act 1987; and

(ii) any other enactment or rule of law applicable to members.

7.2 Staff advice is that the Board’s draft code does currently meet the requirements of the Act, however, as noted above, a more extensive and full explanation of the laws would make the code more legally robust.

## 8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori

8.1 It is noted that the LGNZ template for a code of conduct contains specific references to Te Tiriti o Waitangi. The Council’s Code of Conduct requires members to commit to operate in a

manner that recognises and respects the significance of the principles of Te Tiriti o Waitangi and lists a number of general principles.

- 8.2 The proposed code does not mention Tiriti o Waitangi and no Iwi engagement has been undertaken in relation to this code.

**9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui**

- 9.1 The decision is of moderate significance.

	<b>Issue</b>	<b>Level of Significance</b>	<b>Explanation of Assessment</b>
1.	Is there a high level of public interest, or is decision likely to be controversial?	Moderate	The Board already has a code of conduct and this is simply an updated version.
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	NA	
3.	Is there a significant impact arising from duration of the effects from the decision?	NA	
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	NA	
5.	Does the decision create a substantial change in the level of service provided by Council?	NA	
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	NA	
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	NA	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	NA	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	NA	
10.	Does the proposal require particular consideration of the obligations of Te	NA	



	Issue	Level of Significance	Explanation of Assessment
	Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services?		

#### 10. Communication / Whakawhitiwhiti Kōrero

10.1 If adopted, the new code of conduct will be published on to the Council's website.

#### 11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea

11.1 NA

#### 12. Risks / Ngā Tūraru

12.1 There are no risks associated with this decision.

#### 13. Conclusion / Kupu Whakatepe

13.1 The Motueka Community Board already has a code of conduct. The decision today is whether to replace the current code with an amended version.







13.2 Staff have reviewed the proposed code and advise that it does currently meet the requirements of the Act and it can easily be rectified by using Attachment 3 as Appendix 1 to the code.

13.3 However, it is noted the Tasman District Council Policy for Investigation and Ruling on Alleged Breaches of the Code of Conduct overrides the resolution framework in the proposed code.

#### 14. Next Steps and Timeline / Ngā Mahi Whai Ake

14.1 If adopted, the code will become the Motueka Community Board's current code until it is either amended or replaced and will be published on the Council's website.

#### 15. Attachments / Tuhinga tāpiri

1.  	Attachment One - Mouteka Community Board current code of conduct	10
2.  	Attachment Two - Proposed Code of Conduct	28
3.  	Attachment Three - LGNZ list and explanation of Legislation	39



# Code of Conduct

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Tasman District Council Code of Conduct

















































































### 8.3 TASMAN DISTRICT COUNCIL POLICY ON THE COMMUNITY BOARDS SPECIAL PROJECT FUNDS

Decision Required

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	16 April 2024
<b>Report Author:</b>	Jennie McFarlane, Legal & Democracy Services Manager
<b>Report Authorisers:</b>	Joanna Cranness, People, Safety & Wellbeing Manager
<b>Report Number:</b>	RMCB24-04-2

#### 1. Purpose of the Report / Te Take mō te Pūrongo

- 1.1 To consider a draft Council Policy on the Community Board Special Project Funds which provide criteria for each community board to be able to make decisions on allocation of their funds and recommend the Policy for adoption by Council.

#### 2. Summary / Te Tuhinga Whakarāpototo

- 2.1 Both the Motueka and the Golden Bay Community Boards receive funding, primarily from a targeted rate. Part of this funding is allocated to the Boards' Special Project Funds which they use to support projects and community initiatives.
- 2.2 As both community boards have Special Project Funds it is considered appropriate to have a joint policy which will apply to both the boards rather than separate policies. The funding is derived from rates which means that any policy is required to be in accordance with the Council's Revenue and Financing Policy and to be approved by the Council. This was the same approach taken with the Council Policy on Community Board Discretionary Funds.
- 2.3 The Community Boards held a joint workshop in 2023 where they reviewed the Motueka Community Board Special Project Fund Criteria and developed their own criteria for the allocation of their Special Project Funds to be included in a joint draft policy.
- 2.4 A draft Tasman District Council Policy on the Community Boards Special Project Funds policy (incorporating the criteria and changes requested by the Boards) has been prepared (Attachment 1), which covers the purpose of the policy and the criteria which apply for the allocation of the funds.

#### 3. Recommendation/s / Ngā Tūtohunga

##### That the Motueka Community Board

1. receives the Tasman District Council Policy on the Community Boards Special Project Funds report 24-04-2; and
2. recommends the draft Tasman District Council Policy for Community Board Special Project Funds, in Attachment 1 to the agenda report, to Council for adoption.



#### 4. Background / Horopaki

- 4.1 The Motueka Community Board has had a special project fund for longer than the Golden Bay Community Board and Council approved the Motueka Community Board Special Project Fund Criteria in July 2015. No criteria for the Golden Bay Community Board have been formally approved until now.
- 4.2 The Motueka Community Board funding is primarily from a targeted rate. The annual revenue for the financial year 2023/2024 year is \$139,132 and the annual budget for the special projects fund is \$57,139. The Board’s balance for the Special Projects Fund in February 2024 is \$158,139.

#### 5. Analysis and Advice / Tātāritanga me ngā tohutohu

- 5.1 The purpose of the draft Tasman District Council Policy on Community Board Discretionary Funds is to enable the boards to allocate funding to support Council infrastructure related projects of a high priority for the Motueka Ward, but not high enough in relation to district-wide priorities to gain direct Council funding, and for community projects and initiatives in their respective ward areas.
- 5.2 The draft Policy includes generic criteria applicable to both Community Boards for the allocation of the funds and then specific criteria requested by each Community Board.

#### 6. Options / Kōwhiringa

- 6.1 The options are outlined in the following table:

Option	Advantage	Disadvantage
1.	Recommend the draft policy to Council for adoption (subject to any changes either Community Board proposes before referral to Council)	Ensures there is one Council policy covering the needs of both the community boards and addresses the lack of current formalised policy and criteria for the Golden Bay Community Board. Reflects the same process as for the community Boards’ Discretionary Funds process.
		None identified.

Option		Advantage	Disadvantage
2.	Does not recommend the draft policy to Council for adoption (subject to any changes either Community Board proposes before referral to Council)	None identified.	Does not ensure there is one Council policy covering the needs of both the community boards and does not address the lack of current formalised policy and criteria for the Golden Bay Community Board. Does not follow the same process as for the community Boards' Discretionary Funds process.

6.2 Option One is recommended.

**7. Legal / Ngā ture**

1.1 There is no legal requirement to have a Council Policy for the Community Board Special Project Funds however it is good practice to have some consistent and transparent policy on the purpose and allocation of the funding. This also ensures there is oversight by the Council of the funds, given they derive from rates and alignment with the Revenue and Funding Policy.

**8. Iwi Engagement / Whakawhitiwhiti ā-Hapori Māori**

8.1 There is requirement for engagement with iwi in relation to the Policy.

**9. Significance and Engagement / Hiranga me te Whakawhitiwhiti ā-Hapori Whānui**

9.1 The proposed Policy is not considered to be significant or require public consultation.

	Issue	Level of Significance	Explanation of Assessment
1.	Is there a high level of public interest, or is decision likely to be controversial?	Low	
2.	Are there impacts on the social, economic, environmental or cultural aspects of well-being of the community in the present or future?	Yes	Funds support community projects and initiatives
3.	Is there a significant impact arising from duration of the effects from the decision?	No	
4.	Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	N/A	

	Issue	Level of Significance	Explanation of Assessment
5.	Does the decision create a substantial change in the level of service provided by Council?	No	
6.	Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	No	
7.	Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
8.	Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
9.	Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	
10.	Does the proposal require particular consideration of the obligations of Te Mana O Te Wai (TMOTW) relating to freshwater and Affordable Waters services?	No	

**10. Communication / Whakawhitiwhiti Kōrero**

10.1 If the Policy is adopted by the Council, a copy will be made available on the Council website.

**11. Financial or Budgetary Implications / Ngā Ritenga ā-Pūtea**

11.1 There are no financial or budgetary implications to consider.

**12. Risks / Ngā Tūraru**

12.1 The adoption of a Policy by Council will reduce risk relating to lack of clarity about Council and the community boards' policy and criteria for the Special Project Funds.

**13. Climate Change Considerations / Whakaaro Whakaaweawe Āhuarangi**

13.1 There are no considerations to address in relation to Climate Change although the community boards may choose to support projects that are related.

**14. Alignment with Policy and Strategic Plans / Te Hangai ki ngā aupapa Here me ngā Mahere Rautaki Tūraru**

14.1 As mentioned, the draft Policy requires to align with the Council's Revenue and Financing Policy, as rate funding is involved. It will also align with Council's Policy on Community Board Discretionary Funds.


**15. Conclusion / Kupu Whakatepe**

15.1 The adoption of a Policy by Council which covers the needs of both the Community Boards and the criteria to apply for allocation of their funds is in line with the approach used for their Discretionary Funds and provides certainty for the community as to how the special project funds are administered and allocated.

**16. Next Steps and Timeline / Ngā Mahi Whai Ake**

16.1 Once both Community Boards have considered the draft Policy and recommended it to the Council for adoption, a referral report will be prepared for Council.

**17. Attachments / Tuhinga tāpiri**

1.  Draft Policy on Community Boards Special Project Fund

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### 8.3 CHAIR'S REPORT

Information Only - No Decision Required

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	16 April 2024
<b>Report Author:</b>	Terina Graham, Chair
<b>Report Authorisers:</b>	Richard Kirby, Group Manager - Community Infrastructure
<b>Report Number:</b>	RMCB24-04-3

#### 1. Summary / Te Tuhinga Whakarāpoto

- 1.1 This is the Motueka Community Board Chairperson's regular monthly report.
- 1.2 *He tina ki runga, he tāmōre ki raro.* In order to flourish above, one must be firmly rooted below.
- 1.3 Relating this whakatauki (saying) to the Board: we all draw from our own experiences, knowledge, and perspectives, and must remain grounded, open to learn and grow. Our individual journeys have led us here together at this time, to represent and serve a greater purpose for our community.

#### 2. Recommendation/s / Ngā Tūtohunga

**That the Motueka Community Board**

1. **receives the Chair's Report RMCB24-04-3; and**
2. **endorses the attached Motueka Community Board submission on the Tasman District Council's Long Term Plan 2024 – 2034, in Attachment 1 to the agenda report; and**
3. **delegates to the Chair of the Motueka Community Board the authority to submit and speak to the Motueka Community Board submission as part of the Long Term Plan 2024 – 2034 consultation process; and**
4. **agrees/declines to amend the Motueka Community Board meeting frequency from monthly to six-weekly meetings, to commence with the first meeting following the 16 April 2024 meeting.**

#### 3. Updates from Chair

- 3.1 I acknowledge Board members have had a busy start to the year with two packed Board meetings for February and March. Discussing matters of importance for our community and the Board is an essential part of the democratic process that elected, and staff members should do as public servants. Thank you for your continued cooperation, patience, diligence, and respectful conduct to address all matters fairly.
- 3.2 Unfortunately, the Board no longer has a dedicated secretary, which has been challenging. I take this opportunity to thank Emma Gee for all her support and effort over the years

providing the Board with essential services. It is not a simple role, but she has performed it with professionalism and grace. On behalf of the Board our sincere thanks to you Emma.

- 3.3 I suggest we rename Chair's Report to 'Board Report', like Golden Bay Community Board.
- 3.4 Board member representation at various committee meetings and community engagement.
- 3.5 **Long Term Plan drop-in session** great turnout from staff and elected members, including the Mayor. Sadly, a poor turnout from community, which could be due to a few factors, late confirmation of session, date and venue changes, promotion. There's room for improvement.
- 3.6 **Long Term Plan Board submission.** Thank you, Board Member Armstrong for preparation and guidance and the four elected members input to complete the submission. Board to ratify as per item 2, **Attachment 1**.
- 3.7 Points covered in March meeting with National MP Maureen Pugh:
  - Cost of living, housing and homelessness crisis impacting our community.
  - Mental health and wellbeing concerns increase, and services being impacted.
  - Motueka bridge or By-pass for improved access and safety between Motueka, Riwaka and isolated regions such as Golden Bay.
  - Review of cost benefit and necessity of security resourcing across MSD offices nationwide.
  - Feedback of the positive presence and contribution with having a Community Constable.
- 3.8 I acknowledge Board Member Hughes for his tireless commitment supporting community member concerns with enforcement measures against alternative living options (caravans/tiny homes). The review of the 8-week rule before Council has come about from Board Member Hughes persistence and the support of the majority of Board members.

#### 4. Committee Updates

- 4.1 **Arts Council** - Chair Graham: Judging took place 3 April with dozens of amazing artworks and twenty being selected for print to adorn the flagtrax managed by Our Town Motueka.
- 4.2 **Te Awhina Marae** - Board Member Armstrong: The Chair will invite a representative to May Board meeting to highlight what activity is happening at the marae.

#### 5. National Community Boards – Board Member Armstrong

- 5.1 Board Member Armstrong will provide an overview of his attendance to the online meeting alongside 60 other Board members around the country.
- 5.2 Also refer to attached document: Better Support for Community Boards, **Attachment 2**.

#### 6. Community Concerns

- 6.1 **Overflowing bins at Decks Reserve area.** It is not a good look to have overflowing bins at the entrances to an otherwise well-maintained public area, but many mornings and late evenings I have noticed overflowing bins. Over the New Year period I'm aware local businesses had their bins filled with excess rubbish. Between Deputy Chair Hutt and Councillor Maru this thankfully got resolved. At the February meeting **Smart Bins** were raised as a suggestion at Public Forum. Perhaps Council looks at investing in these or at least larger bins that can withstand the volume until it is emptied, which I understand is daily.
- 6.2 **Inappropriate comments:** As this has been a matter of discussion for the Board from Public Forum, I wish to acknowledge the stress Mr Hellyer and Mr Stevens have been through due to incorrect and inappropriate comments from former staff members at Council;

referring to them in emails on 2 November 2021: “part of the ongoing fantasy, they have created.” Insinuating that “Hellyer tells people that Council gave permission for people to bury cars..” On 20 February 2024 Council CEO sent an apology on behalf of the Council for any distress stating: “these comments were unprofessional and should not have been written”. To help form closure for these comments I met with Group managers Mr Kirby, Mr Manners and Mr Ridd, and separately with Mr Hellyer and Mr Stevens. The following actions are agreed as acceptable recourse.

6.2.1 Statement of Correction placed on the file, referencing the emails concerned so that future searches identify the subject email and statement of correction.

6.2.2 Acknowledgement in the Chair’s Report as formal record (as above).

## **7. Items from Board Members**

7.1 Deputy Chair Hutt will provide an update in the Special Projects section of the agenda.

7.2 Board Member Hughes wishes it to be noted in the minutes that some Board members do not agree with Council’s position that we automatically adhere to a Code of Conduct without sighting and agreeing to it. The Board confirm the Code of Conduct was never presented to the Board during induction. On 7 August 2023 the Board secretary sent the code of conducts via email to Board members in preparation for a proposed workshop that was later cancelled by Council. In February 2024 a Board driven workshop with an external facilitator was conducted where the Board had opportunity to review and create a Board code of conduct.

## **8. Meeting Frequency**

8.1 The Community Boards have been asked to consider their current meeting frequency and if this could be extended from the current monthly rotation to a six- weekly one. Council and Committees meet six-weekly.

8.2 The Democracy Services team is currently seriously under-resourced to support the Boards, and Council and Committees.

8.3 One option is to have Board meetings occur every six weeks, to better coincide with Council and Committee meetings.

8.4 The Board could consider meeting two-monthly if there are a limited number of decision reports.

8.5 Increasing the timing between meetings would reduce the costs to the Board with staff time for Agenda and meeting preparation and enable better use of the Elected Members time.

## **9. Any other items from Public Forum**

9.1 Discussion on items from today’s Public Forum session.

9.2 Communicate outcomes and actions.

## **10. Action List**







10.1 The Action List is attached for review, Attachment 3.

## 11. Correspondence

### 11.1 Correspondence list:

Date	From	Subject
12/03/2024	N Hughes (Board Member)	Interesting reading
14/03/2024	N Hughes (Board Member)	Aerodrome activities
18/03/2024	D Huelsmeyer	Motueka Aerodrome - Old Drums
18/03/2024	N Hughes (Board Member)	Transparency in dealings with LGNZ
19/03/2024	D Horn	Cycle lanes: A case of crash and learn
22/03/2024	N Hughes (Board Member)	Unreasonable complainant
22/03/2024	N Hughes (Board Member)	TDC digs up buried cars !
23/03/2024	S Thompson (Motueka RDA)	Funding
28/03/2024	Dr M Reid (LGNZ)	Motueka Community Board code of conduct
04/04/2024	D Hayes (Alliance Manager)	Tasman Alliance - Planned Major Road Resurfacing Treatments
04/04/2024	P Dempsey on behalf of Mayor King	Minister of Local Government to Councils that have resolved to establish Maori wards
08/04/2024	Heather	Big bike film night
09/04/2024	N Hughes (Board Member)	Eight week definition? Enforcement requirements

## 12. Attachments / Tuhinga tāpiri

1.  	Board LTP Submission	65
2.  	Better Support for Community Boards	66
3.  	Action List	83



















































## 8.4 FINANCIAL SUMMARY

Information Only - No Decision Required

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	16 April 2024
<b>Report Author:</b>	Liz Cameron, Assistant Management Accountant
<b>Report Authorisers:</b>	Kurt Clayworth, Management Accountant
<b>Report Number:</b>	RMCB24-04-4


### 1. Summary / Te Tuhinga Whakarāpotō

- 1.1 The financial report for the period ending 31 March 2024 is attached (**Attachment 1**).
- 1.2 The net financial position as at 31 March is a deficit of \$2,354.
- 1.3 Community Board expenses during March were workshop food and training.
- 1.4 The net position of the Motueka Community Board's overall funds as at 31 March 2024 is a surplus balance of \$191,693.

### 2. Recommendation/s / Ngā Tūtohunga

**That the Motueka Community Board receives the Financial Summary report RMCB24-4-4**

### 3. Attachments / Tuhinga tāpiri

1.   Financial Summary

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## 8.5 SPECIAL PROJECTS ACTION LIST

Information Only - No Decision Required

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	16 April 2024
<b>Report Author:</b>	Emma Gee, Team Leader - Customer Services (Motueka)
<b>Report Authorisers:</b>	
<b>Report Number:</b>	RMCB24-04-5

### 1. Summary / Te Tuhinga Whakarāpoto

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

### 2. Recommendation/s / Ngā Tūtohunga

**That the Motueka Community Board receives the Special Projects Action List report RMCB24-04-5**

### 3. Attachments / Tuhinga tāpiri

1.   Special Projects Action List

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