
MINUTES
of the
MOTUEKA COMMUNITY BOARD MEETING

held
4.00pm, Tuesday, 16 September 2025
at
Motueka Library, Wallace Street, Motueka

The [video recording](#) of this meeting is available on the Council's YouTube channel

Present: Board Members T Graham (Chairperson), N Hughes and C Hutt (Deputy Chairperson), and Councillors B Dowler, B Maru and T Walker

In Attendance: Councillor (J Ellis), Golden Bay Board Members (D Armstrong (Zoom)) and G Knowles), Chief Operating Officer (S Manners), Group Manager Service & Strategy (J Ridd) and Senior Governance Advisor (K McLean)

1 OPENING KARAKIA, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Nil

3 PUBLIC FORUM

3.1 Ian Williamson

Ian Williamson spoke to his tabled speaking notes.

Attachment 1 Tabled Document - Ian Williamson - Speaking Notes

3.2 Christin Schaeffner

Christin Schaeffner spoke about the Motueka Community Board Delegations, staff advice, member and staff turnover, correspondence processes and considerations around value for money.

4 DECLARATIONS OF INTEREST

Councillor Walker declared an interest in item 8.1 - Discretionary Fund Application - Motueka Community Development Trust (MCDT).

5 LATE ITEMS

Nil

6 CONFIRMATION OF MINUTES

Moved Councillor Walker/Deputy Chairperson Hutt
MCB25-09-1

That the minutes of the Motueka Community Board meeting held on Tuesday, 19 August 2025, be confirmed as a true and correct record of the meeting, subject to the action regarding the saltwater bath crack being replaced with the below:

- **Action:** Tony Strange to follow up with Joe Bywater regarding the crack in the concrete on the basketball facility at Decks Reserve and the item will remain until confirmation has been confirmed.

CARRIED

7 PRESENTATIONS

Nil

8 REPORTS**8.1 Discretionary Fund Application - Motueka Community Development Trust (MCDT)**

Ann Martin spoke to the Motueka Community Development Trust Discretionary Fund application and answered questions. She tabled an updated fire safety kit quote.

Councillor Walker had previously declared an interest in this matter and did not participate in discussion or vote on the matter.

Moved Chairperson Graham/Deputy Chairperson Hutt
MCB25-09-2

That the Motueka Community Board

- 1. receives the Discretionary Fund Application - Motueka Community Development Trust (MCDT) report RMCB25-09-1; and**
- 2. grants or declines applications as follows, Attachment 1-2 of the agenda report:**

Applicant	Request	Grant/Decline
Motueka Community Development Trust (MCDT) – 2 first aid courses and 1 first aid kit and safety equipment	\$674	Granted

- 3. notes there are no accountability forms to be received for September 2025; and**
- 4. acknowledges the letter of thanks received from the Wilderness Canoe Trust for funding to facilitate a day out on the water with Motueka High School students**

from The Base (Special Education Department) through the Motueka Community Board Discretionary Funds, Attachment 4 to the agenda report.

CARRIED

Attachment 1 Tabled Document - Updated Fire Safety Kit Quote

8.2 Financial Summary

Group Manager Service and Strategy, John Ridd, presented the report and answered questions.

**Moved Deputy Chairperson Hutt/Councillor Dowler
MCB25-09-3**

That the Motueka Community Board

- 1. receives the Financial Summary – August 2025 RMCB25-09-2.**

CARRIED

8.3 Request for approval to remove the Lawson Cypress tree at Eginton Park

Horticulture Officer, Lynne Hall, presented the report and answered questions.

**Moved Councillor Maru/Deputy Chairperson Hutt
MCB25-09-4**

That the Motueka Community Board

- 1. receives the Request for approval to remove the Lawson Cypress tree at Eginton Park RMCB25-09-3; and**
- 2. grants consent for the removal of the Lawson Cypress tree at Eginton Park; and**
- 3. notes the total removal cost of \$2,987 including GST.**

CARRIED

8.4 Board Report - September 2025

The Chairperson, Terina Graham, presented the report.

Actions - Public forum:

- Officers to report back regarding Parker Street
- Officers to follow up with Emergency Management team regarding sand bags
- Claire Hutt to follow up with the communications through a service request team regarding instructions on how to fill sand bags.

**Moved Deputy Chairperson Hutt/Chairperson Graham
MCB25-09-5**

That the Motueka Community Board

- 1. receives the Board Report - September 2025 RMCB25-09-4; and**

2. **approves the letter written on behalf of the Motueka Community Board to the Tasman Regional Transport Committee regarding support for the Motueka Bridge upgrade options to extend or build a new bridge.**

CARRIED

Attachment 1 Tabled Document - Letter to Joint Regional Transport Committee - Motueka Bridge

8.5 Special Projects Update

Deputy Chairperson, Claire Hutt, presented the report.

Actions:

- Tony Strange to follow up regarding the concrete crack at Decks Reserve being covered under 12 month warranty
- Lynne Hall to provide an update regarding Ted Reed Reserve at the first meeting of the new triennium
- Stephen Richards to provide an update regarding Motueka Quay at the first meeting of the new triennium.

**Moved Deputy Chairperson Hutt/Chairperson Graham
MCB25-09-6**

That the Motueka Community Board

1. **receives the Special Projects Update report RMCB25-09-5.**

CARRIED

9 CORRESPONDENCE

Nil

10 CONFIDENTIAL SESSION

Nil

The meeting concluded at 6.25pm.

CONFIRMED AS A TRUE AND CORRECT RECORD BY THE CHAIRPERSON AND CHIEF EXECUTIVE UNDER STANDING ORDER 26.4:

Terina.G

Chairperson 14 October 2025
Terina Graham

Lee

Chief Executive 14 October 2025
Leonie Rae