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**MINUTES**  
of the  
**GOLDEN BAY COMMUNITY BOARD MEETING**

held  
**1.00pm Inaugural Meeting, Monday, 17 November 2025**  
at  
**Tākaka Office, 78 Commercial Street, Takaka**

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

**Present:** Board Members C Bruning, H Dixon, A Downward-Wilke, G Knowles and Councillor C Butler

**In Attendance:** Deputy Mayor B Maru, Motueka Community Board Member C Hutt, Chief Operating Officer (S Manners), Kaihautū (R Thomas), General Counsel (L Townshend), Governance Manager (R Byrne), Team Leader – Management Accounting (Paul Egan, via Zoom) and Governance Officer (K Myburg)

The order of items differed from the agenda.

## **1 OPENING KARAKIA, WELCOME**

The inaugural meeting commenced at 1.00pm. Chief Operating Officer Steve Manners assumed the chair under Standing Order 4.6 and opened the meeting with karakia.

Mr Manners welcomed returning members and incoming Board Members Clarissa Bruning and Axel Downward-Wilke.

## **2 APOLOGIES AND LEAVE OF ABSENCE**

**Moved Councillor Butler/Board Member Bruning**  
**GBCB25-11-1**

**That the apology from Councillor Hume be accepted.**  
**CARRIED**

### **8.1 Election of Golden Bay Community Board Chair 2025-2028 and Adoption of Voting System**

Governance Manager, Robyn Byrne, presented the report.

The motion was taken in parts.

**Moved Board Member Bruning/Board Member Knowles  
GBCB25-11-2**

**That the Golden Bay Community Board**

- 1. receives the Election of Golden Bay Community Board Chair 2025-2028 and Adoption of Voting System RGBCB25-11-1; and**
- 2. adopts System B, outlined in clause 25(4) of the Local Government Act 2002 for the election of a Chairperson and any other appointment as representatives of the Golden Bay Community Board, which require that a person is elected or appointed.**

**CARRIED**

Chief Operating Officer Steve Manners called for nominations for the position of Golden Bay Community Board Chairperson.

Community Board Member Axel Downward-Wilke nominated Community Board Member Grant Knowles for the position of Chairperson. No further nominations were received and the motion was put.

**Moved Board Member Downard-Wilke/Councillor Butler  
GBCB25-11-3**

**That the Golden Bay Community Board**

- 3. elects Grant Knowles as Chairperson of the Golden Bay Community Board.**

**CARRIED**

Chairperson Grant Knowles assumed the chair and called for nominations for the position of Golden Bay Community Board Deputy Chairperson.

Members discussed the preference that there be two Deputy Chairpersons for the term, each for an 18 month period. In order to achieve this two members were nominated and the first deputy chairperson chosen by lot.

Councillor Butler nominated Community Board Member Axel Downward-Wilke for the position of Deputy Chairperson, seconded by Community Board Member Henry Dixon.

Chairperson Grant Knowles nominated Community Board Member Clarissa Bruning for the position of Deputy Chairperson, seconded proforma by Community Board Member Henry Dixon to progress the nomination.

With the agreement of the meeting, an additional clause was added to the motion to reflect a review of Deputy Chairperson after 18 months.

The Chairperson put the motion and each nomination received two votes on the voices. As the votes were equal the position of Deputy Chairperson was drawn by lot with Community Board Member Axel Downward-Wilke winning the toss.

**Moved Councillor Butler/Board Member Dixon  
GBCB25-11-4**

**That the Golden Bay Community Board**

- 4. elects Axel Downward-Wilke As Deputy Chairperson of the Golden Bay Community Board; and**
- 5. notes that the position of Deputy Chairperson of the Golden Bay Community be reviewed in 18 months.**

**CARRIED**

**4 DECLARATIONS OF INTEREST**

Nil

**5 LATE ITEMS**

Nil

**6 CONFIRMATION OF MINUTES**

Nil

**7 PRESENTATIONS**

Nil

**8 REPORTS**

**8.2 Explanation of the Laws Affecting Elected Members and their Conduct**

Legal Counsel Leith Townshend, presented the report and took it as read.

**Moved Councillor Butler/Board Member Downard-Wilke  
GBCB25-11-5**

**That the Golden Bay Community Board**

- 1. receives the Explanation of the Laws Affecting Elected Members and their Conduct report RGBCB25-11-2.**

**CARRIED**

**8.3 Date of First Ordinary Golden Bay Community Board Meeting following the Inaugural Meeting 2025**

Governance Manager, Robyn Byrne, presented the report and took it as read.

**Moved Board Member Bruning/Board Member Downard-Wilke  
GBCB25-11-6**

**That the Golden Bay Community Board**

- 1. receives the Date of First Ordinary Golden Bay Community Board Meeting following the Inaugural Meeting 2025 RGBCB25-11-3; and**
- 2. sets the date and time of the first ordinary Golden Bay Community Board meeting as Monday 15 December 2025, commencing at 1.00pm in the Golden Bay Service Centre, 78 Commercial Street, Tākaka.**

**CARRIED**

#### **8.4 Golden Bay Community Board Appointments**

Governance Manager, Robyn Byrne, presented the report and took it as read

After discussion, it was agreed that this item be left to lie on the table for Community Board Members to discuss appointments and bring the report back to the 15th December meeting.

**Action:** Renee Thomas to provide Golden Bay Community Board the schedule of meetings for Manawhenua ki Mohua.

**That the Golden Bay Community Board**

- 1. Leaves the Golden Bay Community Board Appointment report to lie on the table and be considered at the meeting on 15 December 2025.**

#### **8.5 Adoption of Golden Bay Community Board Standing Orders**

Governance Manager, Robyn Byrne, presented the report and took it as read.

**Moved Board Member Knowles/Board Member Dixon**  
**GBCB25-11-7**

**That the Golden Bay Community Board**

- 1. receives the Adoption of Golden Bay Community Board Standing Orders RGBCB25-11-5; and**
- 2. in accordance with Clause 27, Schedule 7 of the Local Government Act 2002, adopts the Golden Bay Community Board Standing Orders as contained in Attachment 1 of the agenda report, with the following options and amendments:**
  - 2.1 no provision of a casting vote for the Chairperson (Clause 18.3)**
  - 2.2 the choice of Option B as the default option for speaking and moving motions (Clause 21)**
  - 2.3 amends Clause 10.1 (a) and (b) by removing 'physically' to allow for members attending remotely to count towards quorum**

**CARRIED**

#### **8.6 Financial Summary**

Team Leader – Management Accounting Paul Egan presented the report and took it as read.

**Action:** Paul Egan to meet with the Golden Bay Community Board to discuss special projects and expenses, and to schedule a workshop at a mutually suitable time.

**Moved Councillor Butler/Board Member Bruning**  
**GBCB25-11-8**

**That the Golden Bay Community Board**

- 1. receives the Financial Summary report RGBCB25-11-6.**

**CARRIED**

**8.7 Discretionary Fund Application**

**Moved Board Member Downard-Wilke/Board Member Bruning**  
**GBCB25-11-9**

**That the Golden Bay Community Board**

- 1. receives the Discretionary Fund Application RGB25-11-7; and**
- 2. grants or declines the Golden Bay Community Board Discretionary Fund applications as follows:**

<b>Applicant</b>	<b>Request</b>	<b>Grant/Decline</b>
<b>Golden Bay Riding for the Disabled</b>	<b>\$500.00</b>	<b>Grant</b>
<b>Golden Bay High School</b>	<b>\$500.00</b>	<b>Grant</b>

- 3. notes there are no accountability forms to be received for November 2025; and**
- 4. notes that should the applications be successful, to comply with clause 6.5 of the Discretionary Fund Policy, the applicants are required to report back to the Golden Bay Community Board on the project and how the funding was used, within 6 months.**
- 5. CARRIED**

**8.8 Anaweka Waka Group**

The Anaweka Waka Group invited members to view the Anaweka Waka after the meeting.

**9 CORRESPONDENCE**

Nil

**10 CONFIDENTIAL SESSION**

Nil

The meeting concluded at 2:03pm.

Confirmed as a correct record of proceedings by resolution on Enter date .