
MINUTES
of the
MOTUEKA COMMUNITY BOARD MEETING

held
3.00pm Inaugural Meeting, Tuesday, 25 November 2025
at
Motueka Library, Wallace Street, Motueka

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

Present: Board Members C Hutt, J Katene, L Lusk, D Ogilvie, Deputy Mayor B Maru and Councillors K Ferneyhough and T Walker

In Attendance: Councillors (J Ellis) and (D McNamara), Golden Bay Community Board Chairperson (G Knowles), Golden Bay Community Board Member (C Bruning), Chief Operating Officer (S Manners), Group Manager – Customer & Community (J Ridd), General Counsel (L Townshend), Governance Manager (R Byrne) and Governance Officer (R Grover)

The order of items differed from the agenda.

1 OPENING KARAKIA, WELCOME

Group Manager – Customer & Community, John Ridd assumed the chair under Standing Order 4.6 and opened the meeting with karakia.

Board Member Katene joined the meeting at 3.03pm.

2 APOLOGIES AND LEAVE OF ABSENCE

Nil

8.1 Election of Motueka Community Board Chair 2025-2028 and Adoption of the Voting System

Governance Manager, Robyn Byrne presented the report.

The motion was taken in parts.

**Moved Deputy Mayor Maru/Councillor Ferneyhough
MCB25-11-1**

That the Motueka Community Board

- 1. receives the Election of Motueka Community Board Chair 2025-2028 and Adoption of the Voting System Report RMCB25-11-1; and**
- 2. adopts System B, outlined in clause 25(4) of Local Government Act 2002 for the election of a Chairperson and any other appointment as representatives of the Motueka Community Board, which require that a person is elected or appointed.**

CARRIED

Group Manager – Customer & Community, John Ridd called for nominations for the position of Motueka Community Board Chairperson.

Community Board Member, Laura Lusk nominated Community Board Member, Claire Hutt for the position of Chairperson. Seconded by Community Board Member, Katene.

Councillor Walker nominated Board Member David Ogilvie for the position of Chairperson. There was no seconder for the nomination.

No further nominations were received and the motion was put.

**Moved Board Member Lusk/Board Member Katene
MCB25-11-2**

That the Motueka Community Board

- 3. elects Board Member Claire Hutt as the Chairperson of the Motueka Community Board.**

CARRIED

Chairperson, Claire Hutt assumed the chair and called for nominations for the position of Motueka Community Board Deputy Chairperson.

Chairperson, Claire Hutt nominated Community Board Member, Laura Lusk for the position of Deputy Chairperson, seconded by Councillor Ferneyhough.

No further nominations were received and the motion was put.

**Moved Chairperson Hutt/Board Member Katene
MCB25-11-3**

That the Motueka Community Board

- 4. elects Board Member Laura Lusk as Deputy Chairperson of the Motueka Community Board.**

CARRIED

Chairperson, Claire Hutt acknowledged the work of the previous Motueka Community Board Chairperson, Terina Graham and expressed condolences on the recent passing of a respected kuia.

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

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

Moved Chairperson Hutt/Board Member Katene

MCB25-11-4

That the Motueka Community Board

- 1. receives the Explanation of the Laws Affecting Elected Members and their Conduct report RMCB25-11-2.**

CARRIED

8.3 Date of First Ordinary Motueka Community Board Meeting following the Inaugural Meeting 2025

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

Chief Operating Officer, Steve Manners, noted the timing of meetings was set by council unless the delegation had been passed to the Community Board. He advised on this basis council had set a six weekly meeting cycle for the Motueka Community Board and the Golden Bay Community Board. Mr Manners advised there was capability for the Board to run informal drop in sessions with the community in between formal board meetings.

Discussion took place around meeting timing and the frequency of board meetings.

Board Member Ogilvie, seconded by Councillor Walker, moved an amended officer's recommendation with a change to the start time of the first ordinary board meeting from 3.00pm to 4.00pm.

Moved Board Member Ogilvie/Councillor Walker

MCB25-11-5

That the Motueka Community Board

- 1. receives the Date of First Ordinary Motueka Community Board Meeting following the Inaugural Meeting 2025 Report RMCB25-11-3; and**
- 2. sets the date and time of the first ordinary Motueka Community Board meeting as 16 December 2025, commencing at 4.00pm in the Motueka Public Library, 32 Wallace Street, Motueka.**

CARRIED

Note: the start time of the meeting was subsequently changed to 2.00pm due to availability of the meeting room.

8.4 Motueka Community Board Appointments

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

Moved Deputy Chairperson Lusk/Board Member Katene MCB25-11-6

That the Motueka Community Board

1. receives the Motueka Community Board Appointments Report RMCB25-11-4; and
2. agrees that the following Community Board members will be the liaison for Council and Council Standing Committee meetings; and

Council Standing Committee	Liaison representative
Council	Chairperson Hutt
Strategy Finance and Performance Committee	Deputy Chairperson Lusk
Environment Regulatory and Operations Committee	Board Member Katene
Information Forum	Board Member Ogilvie

3. appoints the following representatives to community organisations for the three years of the 2025 – 2028 triennium; and

Community Organisation	Liaison representative
Riwaka Hall	Board Member Ogilvie
Lower Moutere Recreation Reserve	Deputy Chairperson Lusk
Lower Moutere Hall	Deputy Chairperson Lusk
Our Town Motueka	Board Member Katene
Keep Motueka Beautiful Committee	Board Member Ogilvie
Motueka and District Museum Trust Board (Councillor)	Councillor Ferneyhough
Coastal Cycle Group	Board Member Ogilvie
Motueka Port Users Committee	Board Member Ogilvie
Regional Accessibility Forum (previously Accessibility for All (A4A))	Deputy Chairperson Lusk
Motueka Arts Council	Chairperson Hutt
Tasman Area Community Association	Councillor Walker
Marahau Sandy Bay Ratepayers and Residents Association (2)	Councillor Walker Board Member Ogilvie
Motueka Valley Association	Chairperson Hutt

Motueka Aerodrome Health & Safety and Operational Group	Chairperson Hutt
Tasman Bay Promotions Association	Councillor Walker
Motueka Youth Council	Chairperson Hutt
Special Olympics Committee	Councillor Walker
Te Awhina Marae	Deputy Chairperson Lusk Board Member Katene

4. requests staff to advise the Council, the management committees and other organisations of the liaison appointments made at the 25 November 2025 meeting; and
5. notes that all previous appointments to external organisations and committees cease from the date of this inaugural meeting, 25 November 2025.

CARRIED

8.5 Adoption of Motueka Community Board Standing Orders

Governance Manager, Robyn Byrne, presented the report, confirmed that it was a requirement of the Board's Terms of Reference that they adopt Standing Orders at the inaugural meeting, and noted minor changes.

Ms Byrne advised that the Local Government (System Improvements) Amendment Bill was currently progressing through its second reading in Parliament. She noted that the Bill proposes a mandatory provision requiring all councils, including community boards, to adopt a single set of standing orders. Ms Byrne advised that the same requirement applied to the Code of Conduct and noted that these would be provided to the Community Board for adoption next year.

Moved Board Member Ogilvie/Chairperson Hutt
MCB25-11-7

That the Motueka Community Board

1. receives the Adoption of Motueka Community Board Standing Orders Report RMCB25-11-5; and
2. in accordance with Clause 27, Schedule 7 of the Local Government Act 2002, adopts the Motueka 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 (SO19.3); and
 - 2.2 the choice of Option B as the default option for speaking and moving motions (SO 22.1); and
3. In accordance with Clause 23, Schedule 7 of the Local Government Act, amends Standing Orders by removing the wording 'physically' to allow for members attending remotely to count towards quorum.

CARRIED

8.6 Financial Summary Report - October 2025

Group Manager – Customer & Community, John Ridd presented the report on behalf of Team Leader, Management Accountant, Paul Egan

Action: Paul Egan to respond to Board Member Ogilvie's query regarding community board expense items and community board member training coming out of community board costs and whether this is correct or not under the legislation.

Moved Chairperson Hutt/Councillor Ferneyhough
MCB25-11-8

That the Motueka Community Board

- 1. receives for information the Financial Summary Report - October 2025 RMCB25-11-6.**

CARRIED

9 CORRESPONDENCE

Nil

10 CONFIDENTIAL SESSION

The meeting concluded at 3.55pm.

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