



# MINUTES

## Community Services and Development Committee Meeting

29 January 2019

**MINUTES OF WAIMATE DISTRICT COUNCIL  
COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBER, WAIMATE DISTRICT COUNCIL, 125 QUEEN STREET,  
WAIMATE ON TUESDAY 29 JANUARY 2019, COMMENCING AT 9.30AM**

- PRESENT:** Chair: Cr Peter Collins, Cr David Owen, Mayor Craig Rowley, Cr Jakki Guilford, Cr Miriam Morton, Cr Tom O'Connor, Cr Sheila Paul
- APOLOGIES:** Cr David Anderson, Cr Sharyn Cain
- IN ATTENDANCE:** Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Tina Stevenson (Corporate Services Group Manager), Dan Mitchell (Asset Group Manager), Karalyn Reid (Committee Secretary)

## OPENING

### 1 PUBLIC FORUM

There were no members of the public attending the Public Forum.

### 2 APOLOGIES

#### COMMITTEE RESOLUTION 2019/1

Moved: Cr Peter Collins

Seconded: Cr David Owen

That apologies from Cr David Anderson and Cr Sharyn Cain be received and accepted.

**CARRIED**

### 3 VISITORS

10.30am Ivy Johnstone and Tina Stevenson

### 4 CONFLICTS OF INTEREST

There were no Conflicts of Interest declared.

### 5 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

There were no Major or Minor Items not on the agenda identified.

## MINUTES

### 6 CONFIRMATION OF MINUTES

**6.1 MINUTES OF THE COMMUNITY SERVICES AND DEVELOPMENT COMMITTEE  
MEETING HELD ON 6 NOVEMBER 2018**

**COMMITTEE RESOLUTION 2019/2**

Moved: Mayor Craig Rowley

Seconded: Cr Miriam Morton

That the Minutes of the Community Services and Development Committee Meeting held on 6 November 2018 be received and the recommendations therein be adopted.

**CARRIED**

**7 RECEIPT OF MINUTES**

**7.1 RECEIPT OF MINUTES - CREATIVE COMMUNITIES SCHEME COMMITTEE**

**COMMITTEE RESOLUTION 2019/3**

Moved: Mayor Craig Rowley

Seconded: Cr Jakki Guilford

That the Minutes of the Creative Communities Scheme Committee Meeting of 15 May 2018 are received.

**CARRIED**

**7.2 RECEIPT OF MINUTES - SPORT NZ RURAL TRAVEL FUND COMMITTEE**

The minutes of the Sport NZ Rural Travel Fund Committee meeting on 15 May 2018 were tabled and had been distributed prior to the meeting by email, as the incorrect minutes were included in the agenda.

**COMMITTEE RESOLUTION 2019/4**

Moved: Cr Jakki Guilford

Seconded: Mayor Craig Rowley

That the Minutes of the Sport NZ Rural Travel Fund Committee Meeting held on 15 May 2018 are received.

**CARRIED**

**7.3 RECEIPT OF MINUTES - WDC SPORTS FUND**

**COMMITTEE RESOLUTION 2019/5**

Moved: Cr Peter Collins

Seconded: Cr Tom O'Connor

That the Minutes of the WDC Sports Fund Committee meeting held on 15 November 2017 are received.

**CARRIED**

**7.4 RECEIPT OF MINUTES - WAIMATE DISTRICT CIVIC AWARDS COMMITTEE**

**COMMITTEE RESOLUTION 2019/6**

Moved: Mayor Craig Rowley

Seconded: Cr Jakki Guilford

That the unconfirmed Minutes of the Waimate District Civic Awards Committee Meeting held on 13 November 2018 are received.

**CARRIED**

**REPORTS**

**8 COMMUNITY AND STRATEGY GROUP REPORT**

**8.1 MANAGEMENT REPORT - COMMUNITY AND STRATEGY GROUP**

**COMMITTEE RESOLUTION 2019/7**

Moved: Cr Jakki Guilford

Seconded: Cr Tom O'Connor

That the Community Services and Strategy Group Manager's report is accepted.

**CARRIED**

**Note:**

Council are keen to workshop ideas to encourage members of the public to stand for the Local Body Elections, and asked that the Local Body Elections timeline and information on what it means to be a Councillor is to be publicised and promoted in the media over the lead up to the elections.

**9 EXECUTIVE SUPPORT MANAGER REPORT**

**9.1 MANAGEMENT REPORT - EXECUTIVE SUPPORT**

**COMMITTEE RESOLUTION 2019/8**

Moved: Mayor Craig Rowley

Seconded: Cr Jakki Guilford

That the Executive Support Manager's report is accepted.

**CARRIED**

**10 GENERAL REPORTS**

**10.1 ACKNOWLEDGEMENT: GRANTS COMMITTEE SERVICE - 10.30AM**

Chair Peter Collins recognised and thanked two recently-retired grant committee members, **Ivy**

**Johnston** and **Tina Stevenson** for their commitment and service on our Grant Committees. Retiring Iwi Representative, Ivy has served three years from 2015 to 2018 on the

- Waimate District Civic Award Committee
- WDC Sports Grant
- Sport NZ Rural Travel Grant
- Creative Communities NZ Grant.

Tina Stevenson, retiring Community Representative has served four years from 2014 to 2018 on the

- WDC Sports Grant
- Sport NZ Rural Travel Grant

## **MEETING CLOSURE**

There being no further business, the Chair closed the meeting at 10.26am.

The minutes of this meeting are to be confirmed at the Community Services and Development Committee Meeting to be held on 12 March 2019.

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**CHAIRPERSON**