

---

**MINUTES**  
of the  
**MOTUEKA COMMUNITY BOARD MEETING**  
held  
**9.30 am, Friday, 21 October 2016**  
at  
**Motueka Office, 7 Hickmott Place, Motueka**

---

**Present:** Board Members R C Horrell, B T Maru, C A Hutt, Councillors P L Canton, P H Hawkes and D J Ogilvie

**In Attendance:** Mayor R G Kempthorne, Chief Executive (L R McKenzie), Corporate Services Manager (M J Drummond) and Executive Assistant (R L Scherer)

**Part Attendance:**

**1 CHIEF EXECUTIVE WELCOME**

Lindsay McKenzie assumed the Chair and welcomed everyone to the inaugural meeting of the Motueka Community Board for this triennium

Board members Richard Horrell, Claire Hutt and Brent Maru read and signed their attestations witnessed by the Chief Executive and the Mayor.

**2 APOLOGIES AND LEAVE OF ABSENCE**

**There were no apologies**

**3 DECLARATION BY MEMBERS**

Nil

---

## 4 REPORTS

### 7.1 Voting System for and the Election of Chair and other appointments

Mr McKenzie outlined the voting system for the election of the Chairperson and the appointment of Ward Councillors to the Motueka Community Board.

He invited the Board Members to elect the Chairperson. Cr Hawkes and Board Member Hutt nominated Board Member Maru as Chairperson and Mr Maru was elected unopposed.

Chair Maru assumed the Chair.

**Moved Cr Hawkes/Cr Canton**

**MCB16-10-1**

**That the Motueka Community Board**

- 1. receives the Voting System for and the Election of Chair and other appointments report RGB16-10-02; and**
- 2. adopts System B, clause 25(4) of the Local Government Act 2002 for the election of a Chairperson and any other appointments as representative of the Motueka Community Board, which requires that a person is elected or appointed if he or she receives more votes than any other candidates during a single round of voting; and**

**Moved Cr Hawkes/Board Member Hutt**

**That the Motueka Community Board**

- 3. elects Board Member Brent Maru as Chairperson of the Motueka Community Board; and**

**Moved Board Member Hutt/Cr Hawkes**

**That the Motueka Community Board**

- 4. elects Board Member Richard Horrell as Deputy Chairperson of the Motueka Community Board.**

**CARRIED**

### 7.2 Standing Orders for Motueka Community Board meetings

The Chief Executive explained the proposed amendments to the Motueka Community Board's Standing Orders. He noted that the new Standing Orders had been prepared by Local Government New Zealand and had been legally reviewed.

However, he noted that some of the wording in the Standing Orders document was ambiguous and did not meet everyone's needs. Mr McKenzie circulated the proposed amendments for the Board's consideration. The amendments were:

*That the Motueka Community Board:*

- 1) receives the Standing Orders for Motueka Community Board meetings report; and*
- 2) adopts the Motueka Community Board Standing Orders 2016 amended as follows:*
  - a) adds the following words to SO 9.13 after the word "discussion"*

*“or to refer the matter to Council staff for consideration or reporting back to the Community Board.”*

b) *amends SO 10.1 by inserting the word “being” before the word “physically” on both occasions it occurs and also changing the heading to “Community Board” by deleting the word “Councils”*

c) *amends SO 10.2 by adding the sentence below after the word “reference”.*

*“The quorum of a committee shall be at least two elected members.”*

*And, deleting the following paragraph*

*In the case of committees (other than subcommittees) at least one member of the quorum must be a member of the community board; **and***

d) *deletes SO 19.12 and 19.13 which appear after the heading to SO23.6 as being repeats of SO 19.7 and 19.8”*

Mr McKenzie noted that the proposed amendments allow the Motueka Community Board to action minor matters that are raised at a meeting including through the public forum.

Mr McKenzie advised the Board that item 10.2 in the Standing Orders had been revised by the Council at its meeting on 20 October 2016 to reflect the quorum constituted by the elected members.

Mr McKenzie referred to the duplication of points 9.12 and 9.13 in the Standing Orders.

**Moved Cr Ogilvie/Deputy Chair Horrell  
MCB16-10-2**

**That the Motueka Community Board:**

**1) receives the Standing Orders for Motueka Community Board meetings report; and**

**2) adopts the Motueka Community Board Standing Orders 2016 amended as follows:**

**a) adds the following words to SO 9.13 after the word “discussion”**

**“or to refer the matter to Council staff for consideration or reporting back to the Community Board.”**

**b) amends SO 10.1 by inserting the word “being” before the word “physically” on both occasions it occurs and also changing the heading to “Community Board” by deleting the word “Councils”**

**c) amends SO 10.2 by adding the sentence below after the word “reference”.**

**“The quorum of a committee shall be at least two elected members.”**

**And, deleting the following paragraph**

**In the case of committees (other than subcommittees) at least one member of the quorum must be a member of the community board; **and****

**e) deletes SO 19.12 and 19.13 which appear after the heading to SO23.6 as being repeats of SO 19.7 and 19.8”**

**CARRIED**

### **7.3 Code of Conduct**

Mr McKenzie explained the minor amendments that had been included in the Code of Conduct noting that reference to the Securities Act had been replaced by the Financial Markets Conduct Act. Mr McKenzie noted that the Financial Markets Conduct Act is unlikely to apply to the Motueka Community Board but that he was obliged to advise the Board about it and to have that advice recorded in the minutes.

**Moved Chair Maru/Cr Hawkes**

**MCB16-10-3**

**That the Motueka Community Board**

- 1. receives the Code of Conduct report RGB16-10-03; and**
- 2. adopts the Code of Conduct 2013.**

**CARRIED**

### **7.4 Explanation of the Laws Affecting Members and their Conduct**

Mr McKenzie spoke to the report contained in the agenda. He referred to the Local Authorities Members Interest Act and explained the two types of interest, pecuniary and non-pecuniary.

Mr McKenzie referred to the system for Official Information Requests and explained how these were actioned by the Council.

Mr McKenzie also outlined the Customer Service Request system used by the Council and urged the Board members to use the system to lodge any issues or complaints about service from their constituents.

**Moved Chair Maru/Cr Canton**

**MCB16-10-4**

**That the Motueka Community Board receives the report outlining the Local Government Official Information and Meetings Act 1987, and other laws affecting members and their conduct.**

**CARRIED**

### **7.5 Date of First Ordinary Meeting**

**Moved Board Member Hutt/Chair Maru**

**MCB16-10-5**

**That the Motueka Community Board**

- 1. receives the Date of First Ordinary Meeting report RGB16-10-05; and**
- 2. sets the date and time of the first meeting as Tuesday 8 November 2016 at 4.00pm.**

**CARRIED**

## **8 MAYORAL ADDRESS**

Mayor Kempthorne addressed the Board Members and congratulated them on their appointment. The Mayor spoke about the role of a community board member and his aim for the Board Members and the Council to work together effectively, to listen to each other, respect each other and to take collective responsibility for their decisions.

Mayor Kempthorne noted the importance of keeping the Tasman District rate increases to a minimum and the debt down.

He also spoke about a sustainable water supply for the Waimea Basin. He encouraged the Board Members to attend the upcoming workshop on water supply so that they can understand the issues and work with the Council to achieve good outcomes.

## **9 CLOSE**

In closing the meeting, Chair Maru thanked the Board Members and spoke about his excitement for the job ahead. He noted that the Board Members and the Ward Councillors have the energy and wisdom to do a great job.

The meeting concluded at 10.00 am

Date Confirmed:

Chair: