



**Minutes of a Meeting of the
Marlborough District Council
held in the Committee Room and via Zoom, 15 Seymour Street, Blenheim
on THURSDAY 2 APRIL 2020 commencing at 9.00 am**

Present in the Committee Room

The Mayor J C Leggett (in the Chair) and Cllr M A Peters.

Present via Zoom

Cllrs J L Andrews, J A Arbuckle, C J Brooks, J D N Croad, B G Dawson, B A Faulks, M J Fitzpatrick, G A Hope, F D Maher, D D Oddie, T P Sowman and N P Taylor.

In Attendance in the Committee Room

Mr M S Wheeler (Chief Executive), Mr M F Fletcher (Chief Financial Officer), Mr A J Lyall (Property and Community Facilities Manager) and Mr M J Porter (Democratic Services Manager).

In Attendance via Zoom

Mr D G Heiford (Manager Economic, Community & Support Services), Mr H R Versteegh (Environmental Science & Policy Group Manager), Ms G M Ferguson (Consents & Compliance Group Manager), Mr D G Walters (Communications Manager), Mr N P Henry (Strategic Planning & Economic Development Manager), Mr A D Johnson (Environmental Science & Monitoring Manager), Ms S J Boswell (Communication Advisor), Ms J P Crossman (Executive Assistant to the Mayor), Ms N J Chauval (Support Services Administrator) and Ms C Ranford (Local Democracy Reporter).

Karakia

The meeting opened with a karakia.

The Mayor welcomed all to the meeting, whether present in the Committee Room or via Audio Visual link (Zoom) as per Standing Orders and the *COVID-19 Response (Urgent Management Measures) Legislation Act 2020*. The Mayor also advised the meeting was being recorded and that a link to the recording would be loaded to Council's website as soon as practicable following the meeting in accordance with the *COVID-19 Response (Urgent Management Measures) Legislation Act 2020*.

Cncl-0420-357 Declaration of Interests -

Members were reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

A number of declarations were noted in the agenda:

- The various interests as declared under Minute Nos. Cncl-0220-264;
- The interest as declared by Cllr C J Brooks under Minute No. Grnt-0320-309 (Creative Kids Trust).

Cncl-0420-358 Confirmation of Minutes -

The Mayor/Cllr Taylor:

That the Minutes of the Council Meeting held on 27 February 2020 (Minute Nos. Cncl-0220-264 to Cncl-0220-294) be taken as read and confirmed.

Carried

Committee Reports

Cncl-0420-359 **Assets & Services Committee**

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Members discussed the recommendation under Minute No. A&S-0320-312 (Pine Valley Outdoor Centre - New Storage Shed). It was proposed that whilst there was support for the purchase and installation of the storage shed that the funding could come from the Land Subdivision Account.

Cllrs Brooks/Taylor:

That the purchase and installation of a 3-bay implement/storage shed for the Pine Valley Outdoor Centre be deferred to the 2020-21 Land Subdivision Account process for funding consideration.

Carried

It was noted that Minute No. A&S-0320-297 (McBryde Access Tom Canes Bay) has still to be dealt with therefore the issue is to still lie of the table.

Mr Lyall gave an update on Minute No. A&S-0320-301 (Lansdowne Park-Turf on Number One Field) – a contract has been established with Turf Professionals.

Cllrs Taylor/Brooks:

That the Committee report contained within Minute Nos. A&S-0320-295 to A&S-0320-305 be received and the recommendations, as amended above, adopted.

Carried

Cncl-0420-360 **Environment Committee**

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Clr Oddie spoke on Minute No. Env-0320-314 (Adoption of Climate Change Action Plan 2020) and advised that Council will be having more debate on Climate Change in due course.

The Mayor/Clr Oddie:

That the Committee report contained within Minute Nos. Env-0320-310 to Env-0320-325 be received and the recommendations adopted.

Carried

Cncl-0420-361 **Road Name Request - DeLuxe Property Group Limited**

U19091, U200167

Members noted that the decision under Minute No. Env-0320-323 was that “the issue lie on the table”. Members further discussed the issue at this meeting.

Cllrs Peters/Fitzpatrick:

That Council approve the road naming request as submitted:

That the following road names to take effect upon the vesting of the Roads in Council ownership. The road names apply to the roads (as depicted on Attachment 1 to the report to the Assets & Services Committee meeting on 12 March 2020).

1. Road 1 - Albert Grove
2. Road 2 - Oakley Avenue
3. Road 3 - Whitehall Drive
4. Road 4 - Chapel Close
5. Road 5 - Bond Street
6. Road 6 - Granville Close
7. Road 7 - Arlington Close
8. Rose Manor Drive be extended
9. Rembrandt Drive be extended
10. Spencer Place be extended.

Carried

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A question was asked as to whether there was a change to the timeline to the process as outlined under Minute No. PF&C-0320-336 (Access to Marlborough's East Coast). Staff advised that they are still working to the same timeline.

The Chair of the Committee stated that in terms of economic recovery, Council is ahead of the game as it has been very proactive in this area.

Cirs Peters/Croad:

That the Committee report contained within Minute Nos. PF&C-0320-326 to PF&C-0320-343 be received and the recommendations adopted.

Carried

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The Chair of the Committee advised that the two key projects that the Committee impressed on the Waka Kotahi NZ Transport Agency representatives were the Weld Pass and Grove Road projects.

The Chair of the Committee also advised that a number of “shovel ready” projects are being organised for when the recovery from the current COVID-19 situation commences.

Clrs Maher/Taylor:

That the Committee report contained within Minute Nos. RTC-0220-260 to RTC-0220-263 be received and the recommendations adopted.

Carried

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The Chair of the Sub-Committee advised that the new Sub-Committee worked together well in its first meeting.

Clrs Andrews/Brooks:

That the Sub-Committee report contained within Minute Nos. Grnt-0320-306 to Grnt-0320-309 be received and the recommendations adopted.

Carried

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Clr Peters spoke on the meeting of the Sub-Committee and impressed on the meeting the strong balance sheet of Council. Mr Fletcher spoke on the one recommendation for improvement outlined in the audit report and asked for elected members to be accurate in identifying the interests advised to staff.

Clrs Peters/Oddie:

That the Sub-Committee report contained within Minute Nos. A&R-0320-344 to A&R-0320-356 be received and the recommendations adopted.

Carried

F230-A20-03

Mr Fletcher reported that the purpose of the report was to establish a budget allocation for the support of Community facility providers; and to increase the budget allocation for Community Grants and approve the funding criteria. Mr Fletcher advised that this report was a joint paper with Ms Lyne Reeves.

It was reported that in Marlborough many community facilities are either provided or administered by independent organisations, generally Trusts. Two of the advantages of this means of delivery is that these

Trusts can access funding sources Council cannot and the level of focus that can be applied. Under COVID-19, these community facilities have been closed, thereby denying them the opportunity to generate revenue to cover costs. Unfortunately, while revenue ceases, core operating/fixed costs do not. As a result, staff proposed that a budget allocation of up to \$1M to meet shortfalls in core/fixed operating costs be established. Applications for funding would need to be supported by appropriate financial statements, budgets and forecasts.

It was also reported that the smaller community organisations, that are such a key element in the fabric of Marlborough's society, are facing related challenges. Many of those organisations will be unable to conduct their normal fundraising activities. To ensure those organisations remain viable staff proposed that the funding for Community Grants be increased from \$300,000 to \$500,000. Until a better understanding of the level of demand can be achieved it was further proposed to restrict applications to covering shortfalls in core operating, i.e. no new initiative or projects. A copy of the proposed criteria was attached to the agenda as Appendix 6.1.

Mr Fletcher proposed a new recommendation at the meeting; to appoint the Chair of the Planning, Finance and Community Committee, Cllr M A Peters, to the Grants Committee. Members agreed with this recommendation.

Members discussed the proposal at length and were in favour of it. Members noted that it signalled to the wider community the support of Council to community organisations and Council's preparedness to use the Emergency Events Reserve for financial support. Members noted that Council will soon be moving from response to recovery; staff are already working on this and will come back to Council with ideas.

The Mayor/Cllr Andrews:

1. That Council agree to establish a Community Facilities Emergency budget of up to \$1M from the Emergency Events Reserve.
2. That Council agree to increase the Community Grants budget from \$300,000 to \$500,000 with funding from the Emergency Events Reserve.
3. That Council agree the proposed criteria for Community Grants – COVID-19 Support be as follows:.

Community Grants – COVID-19 Support

Purpose

Council acknowledges the impact of the COVID-19 restrictions on not for profit organisations to maintain their existing and continuing service provision for the benefit of the Marlborough community.

Scope of the Funding

Council has decided to change the focus of the 2020/2021 Community Grants to ensure that not for profit services are able to maintain staff and deliver services. Funding will be available to support organisations to maintain their current level of service and for some a need for an increase in capacity for a short time to respond to COVID-19 recovery.

This will be done by providing funding assistance by way of provision of operating grants in the following categories:

- Up to \$5,000 for small organisations with a gross income of under \$100,000
- Up to \$10,000 for medium organisations with a gross income of under \$200,000
- Up to \$20,000 for large organisations with a gross income of over \$200,000

These limits are guidelines with the Grants Sub-committee having the ability to exceed these levels as required particularly for organisations that also evidence the need for increased services due to demand directly associated with COVID-19 recovery.

Funding allocation

A fund of \$500,000 will be available to allocate over two funding rounds:

- Round 1 opening April/May – timing to be confirmed
- Round 2 date to be confirmed to enable response to need

All applications are to be completed online with the Council Grants Sub-committee given delegated authority to allocate grants.

Sectors Eligible for Funding

Council will consider requests for funding from community organisations providing services in the following categories in no order of priority:

- Arts & Culture
- Community Welfare and Social Services
- Environment
- Heritage
- Sport and Recreation

Each application is considered on its merits using the criteria set out below with decisions made in the best interests of the local community.

Who Can Apply?

Organisations wanting to apply for funding assistance must meet the following criteria:

- Be a not for profit organisation
- Provide services to the wider community or specific sectors in the community
- Be able to supply verified Annual Accounts
- Provide a budget showing the shortfall in expected funding and any predicted demands on future services in relation to COVID-19 recovery
- Account for expenditure of funds specifically for grant received (this will affect eligibility for any future grants)

What can be funded

These grants are for costs associated with:

- Overhead costs including:
 - Administration and Office costs
 - Rent
 - Insurance
 - Rates
 - Electricity
 - Phone/Internet costs
- Wages/salaries – applicants will be encouraged to seek support through government assistance
- Loss of income - not being able to undertake fundraising activities, subscriptions not being paid etc
- Predicted increase in demand specifically relating to COVID-19 recovery

Other Conditions

- One application per organisation can be considered for funding.
- Services must be of direct benefit to people of the Marlborough district.
- Grants will not be considered for organisations that are already getting assistance through other COVID-19 Council funding.
- Grants will not be considered for costs associated with provision of events or previous debt servicing.

4. That the Chair of the Planning, Finance and Community Committee, Cllr Mark Peters, be appointed as a member on the Grants Sub-Committee.

Carried

Cncl-0420-367 2020-21 Annual Plan Update - Have Your Say document

F230-A20-03

Mr Fletcher reported that the purpose of the report was to adopt Council's 2020-21 Annual Plan, consultation document, called the *2020-21 Annual Plan Update - Have Your Say*. The document was attached to the agenda and an amended document was circulated prior the meeting.

It was reported that aside from the impacts of COVID-19, there was no significant variation from the Council's 2018-28 Long Term Plan (LTP). The *2020-21 Annual Plan Update - Have Your Say* is a high-level summary

which identifies Council's signalled intention to have a rates increase of less than 2.2%, the impact that has on levels of service and major capital budgets/projects proposed for the 2020-21 year, and the subsequent three years. It also includes a message from the Mayor and how to make a submission. The *2020-21 Annual Plan Update - Have Your Say* will be published on Council's website and can be printed off from there. It can also be made available via the Blenheim Sun and the Marlborough Midweek should the COVID-19 lock down be lifted in sufficient time.

In addition, a number of articles and media releases on this year's Annual Plan projects and programmes will continue to be published on our website, Facebook and Twitter during April. A small number of printed copies of the *2020-21 Annual Plan Update - Have Your Say* will be made available from council offices and libraries once the COVID-19 lock down has been lifted. Council's website will contain supporting information about the Annual Plan, including the agenda from the 27 February Council meeting, which included all the new projects, the budget summary, LTP activity statements, capital expenditure and general financial content at that time.

Members agreed that clear concise messaging was needed at this time.

The Mayor/Clr Taylor:

That Council adopt the 2020-21 Annual Plan Update – Have Your Say.

Carried

Cncl-0420-368 COVID-19 Emergency Committee C500-005-010-03

Mr Wheeler reported that the purpose of the report was to establish an Emergency Committee to deal with any matters of urgency that may arise due to the COVID-19 (novel coronavirus) situation.

In summary Mr Wheeler reported that it may prove impossible over the upcoming weeks to have at least seven members available to attend emergency Council meetings due to unforeseen circumstances surrounding the COVID-19 (novel coronavirus) situation (for example illness, internet/power outages etc). To enable the Council to keep operating it is proposed to establish an Emergency Committee with a membership of three, consisting of the Mayor, Chair of Assets and Services Committee and Chair of Planning, Finance and Community Committee to undertake the powers, duties, and responsibilities that the Council can lawfully delegate to a committee. In the event that the Council or Emergency Committee is unable to meet due to illness or any other matter preventing a lawful meeting it is further proposed that the powers delegated to that Emergency Committee will then be delegated to the Chief Executive or Acting Chief Executive.

Clrs Oddie/Andrews:

That Council:

- 1. The Council establishes an Emergency Committee with a membership of three, consisting of the Mayor, Chair of Assets and Services Committee and Chair of Planning, Finance and Community Committee.**
- 2. Agrees that a quorum for the meeting of the Emergency Committee shall be two members;**
- 3. For the purpose of the COVID-19 emergency, delegates to any member of the Committee, the authority to activate the Emergency Committee and by resolution of the Emergency Committee, suspend all other core committees of the Council.**
- 4. The Council delegates to the Emergency Committee all of the Council's powers, duties, and responsibilities that the Council can lawfully delegate to a committee; and**
- 5. The Emergency Committee and the Chief Executive then report any decisions made by the Emergency Committee to the next Council meeting; and**
- 6. The delegations to the Emergency Committee may be revoked by the Council at any time;**
- 7. These delegations may be exercised only in circumstances where the Council is unable or unavailable to hold meetings that comply with the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.**
- 8. In the event that the Council or Emergency Committee is unable to meet due to illness or any other matter preventing a lawful meeting the powers delegated to that Committee above will then be delegated to the Chief Executive or Acting Chief Executive.**

Carried

Cncl-0420-369 Committee/Sub-Committee Quorum Requirement

D050-001-00

Mr Porter reported that the purpose of the report was to review the quorum requirement of both Committees and Sub-Committees of Council.

In summary it was reported that Council's current policy for the quorum of Committee (and Sub-Committees) is half the members, physically present, where the number of members is even; or a majority, physically present, where the number of members is odd. Under Council's current Standing Orders, the quorums of Committees and Sub-Committees may be set by resolution. Committees must have at least one member of the quorum being a member of Council. Under Standing Orders it should be noted that the quorum for Sub-Committees is two members unless otherwise stated (can be more but must be no less than two).

Following discussion members agreed that the quorum of Committees should be set at four, and that Committees will need to set the quorum of its sub-committees as required.

The Mayor/Clr Taylor:

That Council set the quorum for the Assets & Services Committee, the Environment Committee and the Planning, Finance & Community Committee at four (physically present) with the proviso that at least three members of the quorum must be members of Council.

Carried

Cncl-0420-370 Extension of Contract for Picton Cemetery and Open Spaces Maintenance Services c315-013-02-01

Ms Craighead reported that the purpose of the report was to seek approval from the Council to extend the Picton Cemetery and Open Spaces Maintenance Services Contract (2013/02) by 12 months.

Ms Craighead further reported that the current contract for the maintenance of the parks and reserves, cemetery, tracks and trails, sports parks and other open spaces in the Picton and Waikawa areas expires on 20 June 2020 having been in place since 2013. The contract is held by Downer New Zealand Limited (Downer). The open space contracts are normally in place for a maximum of seven years.

The report covered in detail the Background and an Assessment/Analysis; and gave Council two options (either extend the Picton Cemetery and Open Spaces Maintenance Services Contract (2013/02) by 12 months to 30 June 2031 or the status quo which was to progress the review of the current contract due to be in place by 30 June 2020). Members agreed to go with the extension option.

Clrs Brooks/Andrews:

That Council approve the extension of the Picton Cemetery and Open Spaces Maintenance Services Contract (2013/02) by 12 months to 30 June 2021.

Carried

Cncl-0420-371 Decision to Conduct Business with the Public Excluded

The Mayor/Clr Taylor:

That the public be excluded from the following parts of the proceedings of this meeting, namely:

- Confirmation of Public Excluded Minutes
- Blenheim Library and Art Gallery
- Leases and Licences

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Confirmation of Public Excluded Minutes	As set out in the Minutes	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.
Blenheim Library and Art Gallery Leases and Licences	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) provided for under Section 7(2)(i)	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.

Carried

The meeting closed at 11.15 am.

Confirmed this 14th day of May 2020

J C LEGGETT

MAYOR

Record No. 2072952