



**Report and Minutes of a Meeting of the
PLANNING, FINANCE & COMMUNITY COMMITTEE
held in the Council Chambers, 15 Seymour Street, Blenheim
on THURSDAY, 8 FEBRUARY 2018 commencing at 9.00 am**

Present

Clrs T E Hook (Chairperson), M A Peters, J L Andrews, J A Arbuckle, C J Brooks, B G Dawson, G A Hope, L M Shenfield, N P Taylor and Mayor J C Leggett

Also Present

Clr G I T Evans

In Attendance

Messrs D G Heiford (Manager, Economic, Community & Support Services), M J South (Financial Services Manager) and Nicole Chauval (Committee Secretary)

Apologies

Clrs Hook/Shenfield:

That the apology for absence from Clrs M J Fitzpatrick and D D Oddie be received and sustained.

Carried

PF&C-0218-259 Declaration of Interests -

No interests with items on the agenda were declared.

ATTENDANCE: Kevin Moseley, Chair Marlborough Civic Theatre Trust and Anton James, Trustee were present for the following item.

PF&C-0218-260 Marlborough Civic Theatre

C600-005-C01-01

Messrs Moseley and James updated members on the Marlborough Civic Theatre. To highlight this report a powerpoint presentation was shown (presentation filed in Trim – Record No. 1829607).

Kevin Moseley spoke to the item and noted that the building was officially opened on 15 November. Feedback being received is very positive especially regarding the acoustics of the Main Auditorium and service delivery of staff. It was noted that the transition from TicketDirect to Ticketek is now complete with a noticeable increase in online ticket sales.

Mr James discussed the key financial outcomes for 2017-2018. It was noted that there has been a decrease in the levels of activity in a number of areas offset in part by an increase in community use. Mr Moseley advised that the financial impact of the community users is increasing and the Board is looking at options to balance the impact of the local user subsidy. Members noted that it is important this is addressed to ensure the long term sustainability of the theatre.

Members were advised that the completion of the Anderson Theatre will add to the theatre's ability to assist with smaller community events and touring shows. It was noted that the architects engaged to complete the Anderson Theatre were also engaged for the main theatre. They will project manage the build, and tenders have been sent out. The Board are expecting a report back in the next week.

It was noted that relationships with Clubs of Marlborough (MOU), Convention Centre and Destination Marlborough has improved and once the Richard Jeffrey report is released the board will determine how the theatre can fit into that.

It was advised that long-term future conference bookings are looking strong and in line with the theatre's targets set in the Strategic Plan.

In response to a query on the future direction of the theatre and whether there is potential to grow the business to getting a full calendar. Mr James advised that there is potential for growth in the March and October months as this is the quiet period. He noted that the Trust is looking at functions and the wedding market to potentially fill these gaps. It was reported that following the closure of SH1 there was a noticeable absence of east coast participants but now SH1 is open they are starting to return.

The Mayor/Clr Peters:
That the information be received.

Carried

ATTENDANCE: Katrina Lange, CEO Marlborough 4 Fun was present for the following item.

PF&C-0218-261 Ocean Vine Hop 2017 E100-000-10

Katrina Lange CEO of Marlborough 4 Fun provided an overview to members on the Ocean Vine Hope event which was held in November 2017 and had received Commercial Event funding. To highlight this report a powerpoint presentation and video were shown (presentation filed in Trim – Record No. 1829697 and 1829882).

Ms Lange advised that the event was extremely successful with sponsors indicating that they wish to either continue or increase their sponsorship for the next event. Ms Lange advised that Marlborough 4 Fun is extremely proud of the high quality event that was produced particularly being a new event as well as in a location that they were the first time users of.

Ms Lange noted that although the event broke even on event costs, not including all staff costs and overheads, which is a good achievement with a first event Marlborough 4 Fun would be seeking further Council funding for next year's event. It was queried whether increasing numbers would mean the event could go ahead without Council funding. Ms Lange advised that they are proud of getting 2000 to the first event and feedback from participants is they will definitely be back next year. However, they are still building the event and the entertainment provided needs to be of a high calibre and that by securing Council funding for a further year this would ensure that.

Cirs Taylor/Brooks:
That the information be received.

Carried

ATTENDANCE: Zoe Gray, Project Manager Education Nelson Marlborough and Cathy Ewing, Principal of Nelson Girls College and Chair of Education Nelson Marlborough were present for the following item.

PF&C-0218-262 Education Nelson Marlborough – Annual Report 2017 E100-005-008-02

Ms Gray, Project Manager Education Nelson Marlborough provided the Committee with the Annual Report for the second year of operation of the Nelson Marlborough project. A copy of the report was attached to the agenda for members' information.

Members were aware that the Education Nelson Marlborough-Tasman group had made a submission to the 2015 LTP for funding to help facilitate the increase of international fee paying secondary and tertiary students studying in the Top of the South. The group was successful in obtaining Council funding of \$10,000 per year from 2015/16 – 2017/18.

It was reported that there are a total of twelve schools/colleges participating in the partnership.

Members were advised that Education Nelson-Marlborough are currently working on a January – December calendar of activity and are continuing towards their goal of doubling the value to the region of international students by 2025 with a focus on developing relationships with agents in China, Japan and South Korea.

Ms Gray advised members that the year 2 plan of activity was developed and approved by the Governance Group. It was noted that funding for Year 2 activity was received from Education New Zealand half way

through the year therefore resources could not be committed to the plan and some activities have been scaled down, merged or put on hold as a result.

Ms Gray outlined the Education Nelson Marlborough's business plan which consists of three main aims being delivery, marketing and capability.

Ms Gray reported that engaging agents and key influencers was a major strand of this year's activities. It was noted that not only has there been a significant growth in our agent and key influences database, but they have engaged in a number of activities to foster and deepen these relationships. It was noted that they are also finalising a strategy to increase the RPP to include primary and intermediate schools.

Members were advised that in conjunction with other providers they have coordinated two regional student welcomes and hosted a 'Student for the Day' tertiary experience. The group is continuing to build a strong brand as an education destination by developing marketing material, updating the website and developing social media channels.

Ms Gray reported that there has been a year to date increase in VSV (Valid Student Visa) numbers across the region from China, Japan, Germany and Thailand.

Cirs Brooks/Dawson:
That the information be received.

Carried

ATTENDANCE: Meg Martin, Manager Volunteer Marlborough was present for the following item.

PF&C-0218-263 Volunteer Marlborough

C315-16-78

The report to the Committee sought to provide information regarding the services of Volunteer Marlborough and the relationship with Council. The Final Report 2016/2017: Minor Services Engagement Agreement for Volunteer Sector Services was attached to the agenda for members' information.

Members were aware that Volunteer Marlborough (VM) has a partnership agreement with Council for the provision of training for volunteer organisations in Marlborough. It was noted that the focus of this partnership is to build capacity of the volunteer sector to better respond to the growing need in the community and to the increasing compliance requirements that boards and committees are now responsible for including HR practices, Health & Safety, financial management.

Ms Martin discussed that VM provides for the community and also how they assist their volunteers. It was reported that VM has 700 volunteers on its database and this does not include those that volunteer at schools or help with local sports teams. It was reported that Red Cross has 250 volunteers alone and that they wouldn't be able to provide a service if it wasn't for the volunteers.

In response to a query on whether it would be possible for the database to quantify volunteer hours. It was noted that it doesn't but Ms Martin advised that she would further investigate and provide a report back to members.

Ms Martin advised members that VM has coordinated delivery of three workshops and two lunchtime forums to meet the demands of the sector for training as identified by an annual survey that was conducted of the local sector organisations. It was reported that a second member of staff has been employed which will assist in the ability of the group to run further workshops

It was reported that the feedback received across the sector indicates satisfaction with what the group has been able to provide thus far with comments received being taken into consideration when planning future workshops.

Ms Martin advised that VM have begun to look into how best to encourage the older members of the community to get involved in volunteering. A research project will get underway that will involve Grey Power and members of the general public in an effort to gain a snapshot of how that sector of the community volunteers or wishes to volunteer, this will allow VM to develop a programme in conjunction with Grey Power that will be beneficial to all.

It was queried whether there was any drive towards providing civil defence volunteers. Ms Martin noted that they are currently in talks with Civil Defence to provide volunteers with the right skills that will be able to assist in major events in the future.

Members were advised that the Trust Power Community Awards has changed direction and going to a regional awards system which does not fit with Council's focus for the partnership which is local celebration of volunteer organisations and their contribution to our community. The Mayor in consultation with staff had decided not to continue this partnership and instead enter into discussions with VM for holding an event in future.

Cllrs Brooks/Taylor:
That the report be received.

Carried

ATTENDANCE: Lyne Reeves, Community Development Officer was present for the following item.

PF&C-0218-264 Youth Action Plan 2017 – Report C150-002-018-01

The report to the Committee provided an update on the progress of the Youth Council's Action Plan implementation of 2017. The progress report was attached to the agenda for members' information.

Ms Reeves reported that the highlights for 2017 were Youth Civic Awards with six young people receiving an award, Pop Up Movie Night held in October in the car park building with 140 youth attending, Upgrade of the My Voice youth website which will be launched in February 2018. It was noted that the My Voice Youth Website and Facebook page are effective tools for promoting information to young people. It was noted that the ongoing challenge is to ensure the information is current and relevant to young people.

In response to query on the outcome of the 24/7 Youth Trust application to the Youth Council for funding following a submission to the Annual Plan. Ms Reeves advised that the Youth Council considered their request very seriously and asked them to present to the Council for them to consider their request. The Council saw the worth in the programme and agreed to fund a programme at the Boys College but also indicated that they would like to include QCC but would focus on MBC initially.

It was noted that this was a really good exercise on governance and leadership and provided a good opportunity for robust debate.

Members were advised that a review of the structure of the Youth Council took place this year resulting in a different process for membership which will include an interview for screening members to ensure they understand their role and have the time to commit to achieve the outcomes expected. It was noted that there will be more focus on governance and leadership skill development.

The Mayor/Cllr Andrews:
That the Youth Plan Report for 2017 be received.

Carried

PF&C-0218-265 Sister City Sub-committee D050-001-S02

The minutes of the Sister City Sub-Committee meeting held on 7 November 2017 were presented for ratification by the Committee.

Cllr Hope advised members that 10 applications were received to attend the 2018 Education Exchange to Japan. Interviews were conducted in December 2017 with four applicants being selected (Jessica Ashworth, Katherine Thompson, Kaleb Donald and Harry Jackson). The students will visit Japan in July of this year.

Cllrs Hope/Shenfield:
That the Minutes of the Sister City Sub-committee meeting held on 7 November 2017 be ratified.

Carried

PF&C-0218-266 LTP Working Group

F230-L18-06

The minutes of the LTP Working Group meeting held on 1 December 2017 were presented for ratification by the Committee.

It was noted that a further LTP Working Group meeting was held on 30 January 2018. The minutes for this will be included in the agenda for the next Planning, Finance & Community meeting. It was reported that the amended version of the Vision Statement was tabled at this meeting and is close to being finalised.

Cllrs Peters/Arbuckle:

That the Minutes of the LTP Working Group meeting held on 1 December 2017 be ratified.

Carried

PF&C-0218-267 Financial Report for Council – Period Ended 31 December 2017

F275-002-17

Murray South, Financial Services Officer presented Council's financial report for the period ended 31 December 2017.

Members were advised that included in the report was a simplified Source and Disposition of Funds Statement showing movement in receipts, payments, borrowings and investments for the same period.

The Income Statement reported an operating surplus of \$3.17M for the year to date. This is a \$2.93M improvement on the \$0.24M budgeted. Total operating expenditure is less than budgeted by \$0.82M (2%).

Total MDC income for the December year to date is ahead of budget by \$2.11M (4%). Mr South advised members on the major variances for revenue, expenditure and capital expenditure.

Budgeted capital expenditure for the year is \$95.98M including \$38.77M of carryovers from the 2016-17 financial year. Total capital expenditure of \$29.98M less disposals of \$10.43M has resulted in net expenditure of \$19.55M for the six months year to date. Whilst total capital expenditure is \$14.13M ahead of the same period last year (\$15.85M) it is still less than budget by \$23.05M.

It was noted that investment activities both actual and forecast include the expected costs for development of Stages 4 and 6 Boulevard Park on Taylor brought forward to the 2017-18 financial year and net of stage 4 sales.

Members were advised that there is likely to be deferrals and carryovers to 2018-2019 of approximately \$17.51M. It was reported that there will be savings of \$8.21M where projects have been rebudgeted to future years.

Following discussion in response to a query raised regarding the Treasury Management report contained in the Information Package, Mr South advised that under the title 'Cash Flow – Term Deposits <60 Days' he will amend the description of the source of investments to 'surplus cash flow'. It was agreed that this would better reflect the information detailed.

Cllrs Peters/Shenfield:

That the financial report for the period ended 31 December 2017 be received.

Carried

ATTENDANCE: Carrie England, Economic Development Officer, Adi James, Community Advisor, Marlborough Townships, and Sam Young, Regional Events Advisor were present for the following item.

PF&C-0218-268 Economic Development and Events Update

E100-001-01

The report to the Committee provided an update on the activities of the economic development and commercial events team. To highlight this report a powerpoint presentation was shown (presentation filed in Trim – Record No. 1830034).

Ms England advised members that the Harmony Working Group continue to work on a Balanced Scorecard. This will be shared with communities highlighting actions/improvements on social/cultural and environment impacts of the aquaculture industry. Details are being finalised for a Blenheim pop-up event which is being staged as part of the expanded Marine Farming Aquaculture Week / Havelock Mussel Festival.

It was noted that the Value & Innovation Working Group held a Polyculture Forum on 1 December 2017. The forum looked at the commercial and environmental possibilities of extracting greater value and sustainability from the water space currently used to farm a single species ie; mussels. It was noted an article had appeared in the Marlborough Express entitled 'The Lucrative Bottom Feeder' 29 January 2018 featuring sea cucumbers on the menu.

Ms England noted that there are steps currently underway to develop a signature dish involving either mussels, or salmon or possibly both, paired with Sauvignon Blanc. It was noted that there is an opportunity to create a provenance 'stamp' in Marlborough to highlight the aquaculture industry. Members were advised that the Value & Innovation Working Group meeting will focus on how to involve the community in the initiative with the most popular suggestion being that of a 'Marlborough Dish' competition with proposed winners being announced at the Aquaculture NZ Conference in September.

Ms James advised members that the Havelock Community Association has meet for the first time this year and are currently entering into a memorandum of understanding with Pelorus Promotions to jointly plan and implement strategies that promote Havelock. They are also working with Destination Marlborough on how businesses can best promote each other.

New banners have been designed with the first one reflecting the towns Greenshell Mussel Capital status and will be installed in March to help celebrate the Mussel Festival. The second banner will focus on Havelock as the Heart of the Pelorus Sound. It was reported that Picton have also installed new banners which have been very well received.

Members were advised that planning is well underway for the Matariki Festival in July. Funding has been sought for a series of heritage plaques of key buildings and S+C Arts & Culture are assisting the reserves team on a heritage walk around Picton.

Ms James advised that the S+C Bike Walk Picton are the project managers for the Marina 2 Marina track upgrade with Crafar Crouch donating their time. It was noted there are three sections to go with completion expected by the end of summer. Reserves are managing signage.

Members were advised that plans for the final stage of the Renwick Commons has been completed which includes the Pause Park on High Street. It was noted that this is designed to encourage people to pause – rest – reflect while living or visiting Renwick.

Ms James advised that the process to establish a Seddon and Awatere group is well underway with very good attendance at public meetings held in November.

Ms Young noted that the 'Get Your Skates On' event surpassed all expectations with great community feedback.

Members were advised on upcoming key events – Wine & Food Festival, Havelock Mussel Festival, Grape Ride and Feast Marlborough and St Clair Half Marathon.

Clr Brooks noted that the Renwick Community would really like to be connected with the upcoming Grape Ride event and requested that Ms Young assist the community to do this.

Members noted that they would like to see a much greater emphasis by event organisers to acknowledge the sponsorship of Council at future events.

Clrs Brooks/Shenfield:
That the information be received.

Carried

ATTENDANCE: The Mayor withdrew at 11.24 am noted he would be back in 15 minutes.

PF&C-0218-269 Information Package

Cllrs Arbuckle/Taylor:

That the Planning, Finance & Community Information Package dated 8 February 2018 be received and noted.

Carried

PF&C-0218-270 Decision to Conduct Business with the Public Excluded

Cllrs Taylor/Shenfield:

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

- Trustee Appointment
- Rural Broadband

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
Trustee Appointment	In order to protect the privacy of natural persons, as provided for under Section 7(2)(a).	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.
Rural Broadband	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) as 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 11.45 am.

Record No: 1829591