

**MINUTES FOR THE INAUGURAL MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD
HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON WEDNESDAY
29 OCTOBER 2025 AT 5.00PM.**

PRESENT

M Paterson (Chairperson), A Thompson (Deputy Chairperson), B Cairns, J McLachlan, M Potter, S Powell and P Stone.

IN ATTENDANCE

Mayor D Gordon, Deputy Mayor P Redmond and Councillor Bartle.

J Millward (Chief Executive), T Kunkel (Governance Team Leader) and K Rabe (Governance Advisor).

Two members of the public were present.

At the commencement of the meeting, the Chief Executive, J Millward, formally opened the meeting and welcomed the newly elected Board members to the inaugural meeting of the fourth term of the Woodend-Sefton Community Board.

1. APOLOGIES

Nil.

2. CONFLICTS OF INTEREST

There were no conflicts declared.

3. BOARD MEMBERS' DECLARATIONS

The Chief Executive invited elected members to read and sign their declarations as required in terms of Schedule 7 of the Local Government Act, 2002, which was witnessed and signed by the Chief Executive.

Declaration by Community Board members:

I, (name), declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Woodend-Sefton community, the powers, authorities, and duties vested in or imposed upon me as Member of the Woodend-Sefton Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at: Rangiora on 29 October 2025

Signature:

Signed in the presence of:

[J Millward]

The Community Board members who read the oath were Brent Cairns, Joal McLachlan, Mark Paterson, Mathew Potter, Shona Powell, Prudence Stone and Andrew Thompson.

To ensure comprehensive representation and effective information sharing across the entire ward, the Chief Executive extended an invitation to the two remaining Kaiapoi-Woodend Ward Councillors to join the Woodend-Sefton Community Board table. The Councillors would have speaking rights at Board meetings but would not hold voting rights.

4. REPORTS

4.1 Appointment of Chairperson and Deputy Chairperson – T Kunkel (Governance Team Leader)

J Millward introduced the report and explained the process for electing the Chairperson and Deputy Chairperson. He then called for nominations for Chairperson.

There were no questions from elected members.

Moved: S Powell

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No: 250702119829.
- (b) **Resolves** to call for nominations of Chairperson and Deputy Chairperson and uses system (A) for voting in the event of more than one member being nominated.
- (c) **Appoints** Board Member M Paterson as Chairperson of the Woodend-Sefton Community Board to take immediate effect from 29 October 2025 until the end of the 2025-2028 triennial term in October 2028.
- (d) **Notes** remuneration will be appropriately adjusted for the Chairperson from 30 October 2025.

CARRIED

The Chief Executive vacated the Chair in favour of the elected Chairperson, M Paterson.

M Paterson called for nominations for Deputy Chairperson

Moved: B Cairns

Seconded: S Powell

- (e) **Appoints** Board Member A Thompson as Deputy Chairperson of the Woodend-Sefton Community Board to take immediate effect from 29 October 2025 until the end of the 2025-2028 triennial term.

CARRIED

4.2 Local Government Act - First Meeting following the Triennial General Election Requirements – J Millward (Chief Executive)

T Kunkel noted that report outlined legislation which members need to be aware of. Members have been provided with copies of various legislation that may have the most impact on Community Boards as part of their induction packs.

There were no questions from elected members.

Moved: A Thompson

Seconded: P Stone

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No 250805144045.
- (b) **Receives** legislative material that has been circulated.

CARRIED

4.3 **Elected Member Code of Conduct and Standing Orders** – T Kunkel (Governance Team Leader)

T Kunkel spoke to the report, noting that under legislation, the Board was required to have a Code of Conduct and Standing Orders in place from its inaugural meeting. The Standing Orders provided guidance for the conduct of Board meetings. The Council's Standing Orders had been adapted to better meet the needs of Community Boards. However, it was noted that the Government, through the Local Government (Systems Improvements) Amendment Bill, was proposing to introduce standardised Codes of Conduct and Standing Orders for all councils. As a result, it was anticipated that the Board's Code of Conduct and Standing Orders would need to be reviewed once further details of the proposed Bill become available in the new year.

There were no questions from elected members.

Moved: J McLachlan

Seconded: P Stone

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 250805143935.
- (b) **Receives** the 2025 Elected Members Code of Conduct document (Trim 230918145779).
- (c) **Receives** the 2025 Community Board Standing Orders (Trim 251013193983).
- (d) **Notes** that both the Code of Conduct and Standing Orders will be reviewed by the Board at either its March or April 2026 meeting.

CARRIED

4.4 **Woodend-Sefton Community Board's Meeting dates from October 2025 to December 2026** – T Kunkel (Governance Team Leader)

T Kunkel introduced the report and took it as read.

A Thompson requested that staff investigate the possibility of holding the April 2026 meeting at the Waikuku Beach Hall.

Moved: P Stone

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 250702119939.
- (b) **Resolves** to hold meetings at the Woodend Community Centre, School Road, Woodend, commencing at 5.30pm, on the following dates:
 - 10 November 2025
 - 8 December 2025
 - 9 February 2026 (*Sefton Hall – provided that the venue was available*)
 - 9 March 2026
 - 14 April 2026
 - 11 May 2026
 - 15 June 2026
 - 13 July 2026
 - 10 August 2026

- 14 September 2026
- 12 October 2026
- 9 November 2026
- 7 December 2026

- (c) **Resolves** to hold a meeting at the Sefton Hall, Earlys Road, Upper Sefton Road, Sefton, commencing at 5.30pm, on 9 February 2026, with the alternative backup venue being the Woodend Community Centre.
- (d) **Notes** that a booking for the Waikuku Beach Community Hall, Park Terrace, Waikuku Beach was unable to be included as a venue due to the Hall being booked for the times required.

CARRIED

5. QUESTIONS UNDER STANDING ORDERS

Nil.

6. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

7. NEXT MEETING

The first ordinary meeting of the Woodend-Sefton Community Board was scheduled for 5:30pm, Monday 10 November 2025 at the Woodend Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 5.19PM.

CONFIRMED

Mark Paterson

Chairperson

10 November 2025

Date