

**MINUTES OF THE INAUGURAL MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE A&P ROOM OF THE OXFORD TOWN HALL, 34 MAIN STREET, OXFORD, ON WEDNESDAY 5 NOVEMBER AT 6.36PM.**

**PRESENT**

S Barkle (Chairperson), T Robson (Deputy Chairperson), M Brown, T Fulton, R Harpur, N Mealings and P Merrifield.

**IN ATTENDANCE**

J Millward (Chief Executive) and K Rabe (Governance Advisor).

There was one member of public present.

*At the commencement of the meeting, the Chief Executive, J Millward, took the Chair and welcomed the newly elected Board members to the inaugural meeting of the fourth term of the Oxford-Ohoka Community Board. He extended Mayor Gordon and G Cleary's apologies for not being able to attend the Board's inaugural meeting.*

**1 APOLOGIES**

Moved: M Brown

Seconded: P Merrifield

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives and sustained** a request for leave of W Godfrey.

**CARRIED**

**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 Sarah Barkle, Mark Brown, Tim Fulton, Ray Harpur, Niki Mealings, Pete Merrifield and T Robson.

#### 4. REPORTS

##### 4.1 Appointment of Chairperson and Deputy Chairperson – K Rabe (Governance Advisor)

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: M Brown

Seconded: None

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No: 250702119817.
- (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)(i) **Appoints** Board Member Thomas Robson as Chairperson of the Oxford-Ohoka Community Board for the first half of the 2025-28 triennial term to take immediate effect from 5 November 2022 until 30 April 2026.
- (c)(ii) **Appoints** Board Member Sarah Barkle as Chairperson of the Oxford-Ohoka Community Board for the second half of the 2025-28 triennial term to take effect from 1 May 2026 until the end of the 2025-28 triennial term in October 2025.

**LAPSED**

Moved: P Merrifield

Seconded: R Harpur

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No: 250702119817.
- (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 Sarah Barkle as Chairperson of the Oxford-Ohoka Community Board to take immediate effect from 5 November 2025 until the end of the 2025-28 triennial term, in October 2028.
- (d) **Notes** remuneration will be appropriately adjusted for the Chairperson from 6 November 2025.

**CARRIED**

Moved: M Brown

Seconded: None

**THAT** the Oxford-Ohoka Community Board:

- (e) **Appoints** Board Member Thomas Robson as Chairperson of the Oxford-Ohoka Community Board to take immediate effect from 5 November 2025 until the end of the 2025-28 triennial term, in October 2028.

**LAPSED**

*The Chief Executive vacated the Chair in favour of the elected Chairperson, S Barkle.*

S Barkle thanked the Board for electing her as Chairperson, whereafter she called for nominations for the position of Deputy Chairperson.

Moved: R Harpur

Seconded: N Mealings

**THAT** the Oxford-Ohoka Community Board:

- (f) **Appoints** Board Member Thomas Robson as Deputy Chairperson of the Oxford-Ohoka Community Board to take immediate effect from 5 November 2025 until the end of the 2025-2028 triennial term.

**CARRIED**

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

J Millward 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: M Brown

Seconded: N Mealings

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No 250805144092.
- (b) **Receives** legislative material that has been circulated.

**CARRIED**

3.2 **Code of Conduct – S Nichols (Governance Manager)**

K Rabe 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, 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 early in the new year.

There were no questions from elected members.

Moved: N Mealings

Seconded: P Merrifield

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250702119851.
- (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**

**3.3 Meeting and Workshop Dates from October 2025 to December 2026 – K Rabe**  
(Governance Advisor)

K. Rabe took the report as read and noted that two upcoming meetings had been scheduled at alternative venues:

- The meeting on 6 May 2026 would be held at the Mandeville Sports Centre.
- The meeting on 7 October 2026 had been moved to the West Eyreton Community Hall.

N Mealings requested that the Board consider rescheduling the meeting to be held at the Mandeville Sports Centre to June 2026, due to Councillors' commitments with the Annual Plan submissions hearings during May 2026. She noted it would be more practical to have the Board meeting and the Annual Plan submissions hearings at the same venue. Additionally, she proposed that an extra meeting be held at the Mandeville Sports Centre in March 2026.

In response to a query regarding the possibility of holding a meeting at the Swannanoa Hall, K Rabe advised that staff had previously investigated this option. However, the venue lacked the necessary furniture to support a formal Board meeting.

Moved: S Barkle

Seconded: N Mealing

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250702119897.
- (b) **Resolves** to meetings commencing at 6.30pm, at the Ohoka Community Hall, Mill Road, Ohoka, Oxford Town Hall, Main Street Oxford, West Eyreton Community Hall, 40 Earlys Road, Cust and Mandeville Sports Centre, 405 Mandeville Road, Swannanoa on the following dates:

Date	Venue
5 November 2025	Oxford Town Hall
3 December 2025	Ohoka Community Hall
4 February 2026	West Eyreton Community Hall
4 March 2026	Mandeville Sports Centre
8 April 2026	Ohoka Community Hall
6 May 2026	Oxford Town Hall
3 June 2026	Mandeville Sports Centre
8 July 2026	Oxford Town Hall
5 August 2026	Mandeville Sports Centre
2 September 2026	Ohoka Community Hall
7 October 2026	West Eyreton Community Hall
4 November 2026	Ohoka Community Hall

Date	Venue
2 December 2023	Oxford Town Hall

**CARRIED**

**4 QUESTIONS UNDER STANDING ORDERS**

Nil.

**5 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next ordinary meeting of the Oxford-Ohoka Community Board was scheduled for 7.03pm, Wednesday 5 November 2025 at the oxford Town Hall, 56 Main Street, Oxford.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 7.03PM.

**CONFIRMED**



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Chairperson

3 December 2025

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Date