

**MINUTES FOR THE INAUGURAL MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON THURSDAY 27 OCTOBER 2022 AT 4.30PM.**

**PRESENT**

S Powell (Chairperson), M Paterson (Deputy Chairperson), B Cairns, I Fong, R Mather and P Redmond.

**IN ATTENDANCE**

Mayor D Gordon, and Deputy Mayor N Atkinson.

J Millward (Acting Chief Executive), T Tierney (General Manager Planning, Regulation and Environment), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

*At the commencement of the meeting, the Acting Chief Executive, J Millward, took the Chair and welcomed the newly elected Board members to the inaugural meeting of the third term of the Woodend-Sefton Community Board.*

**1 APOLOGIES**

Moved: S Powell

Seconded: R Mather

**THAT** an apology for absence be received and sustained from A Thompson.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts declared.

**3 BOARD MEMBERS' DECLARATIONS**

**3.1 Local Government Act 2002 - Schedule 7 – Clause 14: Declaration by Member**

The Acting Chief Executive invited the following Board members, to read and sign their declaration forms as required in terms of Clause 14 of Schedule 7 of the Local Government Act, 2002:

- Brent Cairns
- Ian Fong
- Rhonda Mather
- Mark Paterson
- Shona Powell
- Philip Redmond

## 4 REPORTS

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

J Millward introduced the report and explained the process for the Chair and Deputy Chair election process.

Moved: R Mather

Seconded: I Fong

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No: 221004171342.
- (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.

**CARRIED**

Moved: R Mather

Seconded: I Fong

- (c) **Appoints** Board Member Shona Powell as Chairperson of the Woodend-Sefton Community Board to take immediate effect from 27 October 2022 until the end of the 2022-25 triennial term in October 2025.
- (d) **Notes** Remuneration will be appropriately adjusted for the Chairperson from 28 October 2022.

**CARRIED**

*The Acting Chief Executive then vacated the Chair in favour of the elected Chairperson, S Powell.*

S Powell called for nominations for Deputy Chairperson.

Moved: I Fong

Seconded: B Cairns

**THAT** the Woodend-Sefton Community Board:

- (e) Appoints Board Member Mark Paterson as Deputy Chairperson of the Woodend-Sefton Community Board to take immediate effect from 27 October 2022 until the end of the 2022-25 triennial term.

**CARRIED**

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

J Millward took the report as read.

Moved: P Redmond

Seconded: B Cairns

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No 221004171395.
- (b) **Receives** legislative material that has been circulated.

**CARRIED**

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

K Rabe spoke to the report, noting that the Standing Orders and Code of Conduct from the previous term were still operative. However, both documents would be reviewed and brought to the Board for consideration in December 2022..

Moved: I Fong

Seconded: R Mather

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 221004171370.
- (b) **Receives** the 2022 Elected Members Code of Conduct document (Trim 190625089193).
- (c) **Receives** the 2022 Community Board Standing Orders (Trim 201007134141).
- (d) **Notes** that both the Code of Conduct and Standing Orders will be reviewed by the Board at its December 2022 meeting.

**CARRIED**

4.4 **Woodend-Sefton Community Board's Meeting dates from October 2022 to December 2023 – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting that both Sefton Hall and Waikuku Beach Hall had been confirmed for the dates identified in the recommendation.

I Fong enquired if the Board wished to hold more meetings at the Sefton Hall for example, was there provision for the Board to review venues later. K Rabe confirmed that the Board could change any of the meeting dates or venues via a resolution throughout the year.

Moved: S Powell

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220727127568.
- (b) **Resolves** to hold meetings at the Woodend Community Centre, School Road, Woodend, commencing at 5.30pm, on the following dates:
  - 14 November 2022
  - 12 December 2022
  - 13 March 2023
  - 8 May 2023
  - 12 June 2023
  - 10 July 2023
  - 14 August 2023
  - 11 September 2023
  - 9 October 2023
  - 13 November 2023
  - 11 December 2023

- (c) **Resolves** to hold a meeting at the Sefton Hall, Earlys Road, Upper Sefton Road, Sefton, commencing at 5.30pm, on 13 February 2023, subject to the availability of the venue, with the alternative backup venue being the Woodend Community Centre.
- (d) **Resolves** to hold a meeting at the Waikuku Beach Community Hall, Park Terrace, Waikuku Beach, commencing at 5.30pm, on Tuesday 11 April 2023, subject to the availability of the venue, with the alternative backup venue being the Woodend Community Centre.

**CARRIED**

**5 QUESTIONS UNDER STANDING ORDERS**

Nil.

**6 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The first ordinary meeting of the Woodend-Sefton Community Board was scheduled for 5:30pm, Monday 14 November 2022 at the Woodend Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 4.44pm.

**CONFIRMED**

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Chairperson

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Date