

**MINUTES FOR THE INAUGURAL MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON THURSDAY, 27 OCTOBER 2022 AT 1.30PM.**

**PRESENT**

J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson, T Bartle, A Blackie, T Blair and R Keetley.

**IN ATTENDANCE**

Mayor D Gordon, P Redmond (Kaiapoi-Woodend Ward Councillor), B Cairns (Kaiapoi-Woodend Ward Councillor),

J Millward (Chief Executive), C Brown (Manager Community and Recreation), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were 12 members of the public present.

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

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest 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:

- Neville Atkinson
- Tim Bartle
- Al Blackie
- Tracey Blair
- Russell Keetley
- Sandra Stewart
- Jackie Watson

## 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: N Atkinson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No: 221004171354.
- (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: N Atkinson

Seconded: A Blackie

- (c) **Appoints** Board Member J Watson as Chairperson of the Kaiapoi-Tuahiwi 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 would 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, J Watson.*

J Watson thanked the Board stating she looked forward to a year of cooperation for the betterment of the Kaiapoi-Tuahiwi community.

J Watson then called for nominations for the position of Deputy Chairperson.

Moved: A Blackie

Seconded: N Atkinson

- (e) **Appoints** Board Member S Stewart as Deputy Chairperson of the Kaiapoi-Tuahiwi Community Board to take immediate effect from 27 October 2022 until the end of the 2022-25 triennial term, in October 2025.

**CARRIED**

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

C Brown took the report as read.

Moved: A Blackie

Seconded: T Bartle

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No 221004171447.
- (b) **Receives** legislative material that has been circulated.

**CARRIED**

4.3 **Elected Member Code of Conduct and Standing Orders – 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: R Keetley

Seconded: S Stewart

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 221004171377.
- (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 would be reviewed by the Board at its December 2022 meeting.

**CARRIED**

4.4 **Meeting and Workshop Dates for 2022/2023 – K Rabe (Governance Advisor)**

K Rabe highlighted that the meetings would take place on the third Monday of each month except for the December meetings which would be held on the second Monday to allow for festive season.

Moved: J Watson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 220727127585.
- (b) **Resolves** to hold Board meetings in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, Williams Street, Kaiapoi, commencing at 4pm, on the following dates:
  - Monday 21 November 2022
  - Monday 12 December 2022
  - Monday 20 February 2023
  - Monday 20 March 2023
  - Monday 17 April 2023
  - Monday 15 May 2023
  - Monday 19 June 2023
  - Monday 17 July 2023
  - Monday 21 August 2023
  - Monday 18 September 2023
  - Monday 16 October 2023
  - Monday 20 November 2023
  - Monday 11 December 2023

**CARRIED**

**5 QUESTIONS UNDER STANDING ORDERS**

Nil.

**6 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**


Nil.

**NEXT MEETING**

The first ordinary meeting of the Kaiapoi-Tuahiwi Community Board was scheduled for 4pm, Monday 21 November in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 1.47pm.

**CONFIRMED**



\_\_\_\_\_  
Chairperson

21 November 2022

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Date