

Mā tō tātou takiwā  
**For our District**

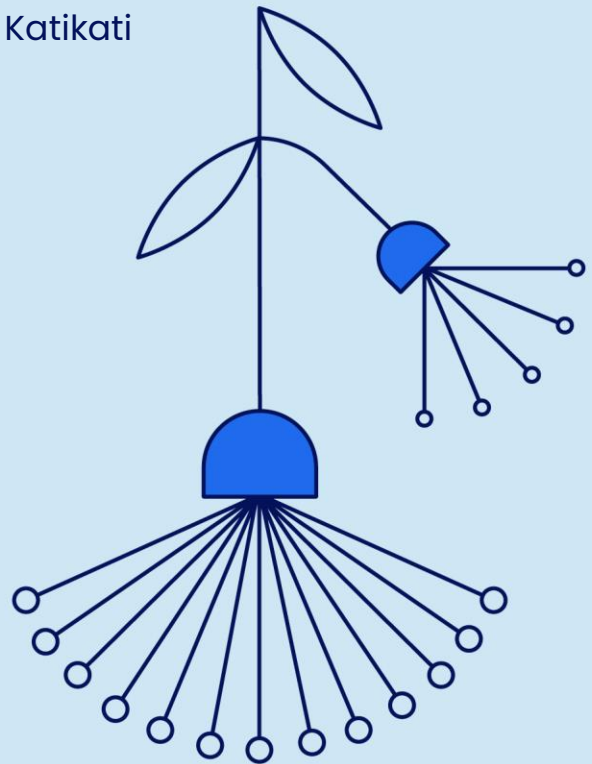
## **Katikati Community Board**

Poari ā Hapori o Katikati

KKC24-4

Wednesday, 24 July 2024, 6.30pm

The Centre - Pātuki Manawa, 21 Main Road, Katikati



# Katikati Community Board

## Membership:

<b>Chairperson</b>	John Clements
<b>Deputy Chairperson</b>	Norm Mayo
<b>Members</b>	Andy Earl Teresa Sage Cr Anne Henry Cr Rodney Joyce
<b>Quorum</b>	3
<b>Frequency</b>	Eight weekly / Workshops as required

## Role and Purpose of Community Boards:

- To represent, and act as an advocate for, the interests of their communities.
- To consider and report on all matters referred by Council and its Committees, or any matter of interest or concern to the Community Board.
- To maintain an overview of services provided by Council within the community.
- To prepare an annual submission to the Council for expenditure within the community.
- To communicate with community organisations and special interest groups within the community.
- To undertake responsibilities as delegated by Council or its Committees.

## Delegated Functions:

Subject to compliance with Council strategies, policies, plans and legislation:

- To have input into Council and its Committees on issues, services, plans and policies that affect communities within the Community Board Area.
- To provide an effective mechanism for community feedback to Council.
- To receive reports from Council appointees on Council matters relevant to the Community Board.
- To control, expend and monitor funds as allocated by Council.
- To allocate Community Board reserve funds to specific capital non-recurring projects for council assets on council land.

Notice is hereby given that a Katikati Community Board Meeting will be held in the The Centre – Pātuki Manawa, 21 Main Road, Katikati on:  
Wednesday, 24 July 2024 at 6.30pm

## Order Of Business

<b>1</b>	<b>Present</b> .....	<b>4</b>
<b>2</b>	<b>In Attendance</b> .....	<b>4</b>
<b>3</b>	<b>Apologies</b> .....	<b>4</b>
<b>4</b>	<b>Consideration of Late Items</b> .....	<b>4</b>
<b>5</b>	<b>Declarations of Interest</b> .....	<b>4</b>
<b>6</b>	<b>Public Excluded Items</b> .....	<b>4</b>
<b>7</b>	<b>Public Forum</b> .....	<b>4</b>
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**1 PRESENT****2 IN ATTENDANCE****3 APOLOGIES****4 CONSIDERATION OF LATE ITEMS****5 DECLARATIONS OF INTEREST**

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest that they may have.

**6 PUBLIC EXCLUDED ITEMS****7 PUBLIC FORUM**

A period of up to 30 minutes is set aside for a public forum. Members of the public may attend to address the Board for up to five minutes on items that fall within the delegations of the Board provided the matters are not subject to legal proceedings, or to a process providing for the hearing of submissions. Speakers may be questioned through the Chairperson by members, but questions must be confined to obtaining information or clarification on matters raised by the speaker. The Chairperson has discretion in regard to time extensions.

Such presentations do not form part of the formal business of the meeting, a brief record will be kept of matters raised during any public forum section of the meeting with matters for action to be referred through the customer relationship management system as a service request, while those requiring further investigation will be referred to the Chief Executive.

## **8 PRESENTATIONS**

### **8.1 PRESENTATION – KATIKATI SPORTS AND RECREATION CENTRE**

**File Number:** A6398138

**Author:** Rosa Leahy, Governance Advisor

**Authoriser:** Greer Golding, Governance Manager

## 9 MINUTES FOR CONFIRMATION

### 9.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 29 MAY 2024

**File Number:** A6395014

**Author:** Rosa Leahy, Governance Advisor

**Authoriser:** Greer Golding, Governance Manager

#### RECOMMENDATION

1. That the Minutes of the Katikati Community Board Meeting held on 29 May 2024 as circulated with the agenda be confirmed as a true and correct record.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

#### ATTACHMENTS

1. Minutes of the Katikati Community Board Meeting held on 29 May 2024

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL  
KATIKATI COMMUNITY BOARD MEETING NO. KKC24-3  
HELD IN THE CENTRE – PĀTUKI MANAWA, 21 MAIN ROAD, KATIKATI  
ON WEDNESDAY, 29 MAY 2024 AT 6.30PM**

**1 PRESENT**

Chairperson J Clements, Member A Earl, Member T Sage, Cr A Henry and Cr R Joyce.

**2 IN ATTENDANCE**

J Holyoake (Chief Executive Officer) and G Golding (Governance Manager).

4 Members of the public; and

Mayor J Denyer

Cr A Sole

Waihī Beach Chairperson Ross Goudie

**3 APOLOGIES**

**APOLOGY**

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**RESOLUTION KKC24-3.1**

Moved: Chairperson J Clements

Seconded: Member A Earl

That the apologies for absence from Member N Mayo and lateness from Cr A Henry be accepted.

**CARRIED**

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**4 CONSIDERATION OF LATE ITEMS**

Nil.

**5 DECLARATIONS OF INTEREST**

Nil.

## 6 PUBLIC EXCLUDED ITEMS

Nil.

## 7 PUBLIC FORUM

### 7.1 JACQUI KNIGHT – VARIOUS ISSUES

Ms Knight was in attendance to provide an update on the Thompsons Track Bike Trail and Matariki Art Installation.

- A letter had been sent to the Transportation Team at Council regarding tidying up Thompsons Track (**Tabled Item 1**). The Katikati Trails Development Group would like the vehicle access to the track to be removed and the track turned into a walkway/cycleway.
- Katikati Trails Development Group had not yet spoken to the four-wheel drive club about removing vehicle access to the track.
- There could be an opportunity for the track to be used for horse trekking.
- Several groups in Katikati were working towards producing an art installation for Matariki (**Tabled Item 2**). The groups were looking for artists to be part of the installation.
- A funding application was being made to Creative Bay of Plenty for the Matariki Art Installation.

Tabled Item 1: Letter from Katikati Trails Development Group to Council.

Tabled Item 2: Matariki Art Installation: A project of self discovery and shaping the future.

### 7.2 KATIKATI LIONS CLUB – RESOURCE RECOVERY CENTRE

Trevor Burgess (President, Katikati Lions Club) was in attendance to raise concerns about the Chrome Collective Resource Recovery Centre.

- Katikati Lions Club had been accepting recycling material since 1972.
- Recycling had been the major source of funding for the Club, which was then used to support other groups in the community.
- The Club had noticed there had been a reduction in products to sell since the Chrome Collective Resource Recovery Centre had started operating. This included tools and household furniture.
- The Club would like a process put in place to ensure that product from one was not being taken away at the detriment of the other group.



### 7.3 ROSS GOUDIE – UNIFORM ANNUAL GENERAL CHARGE

Mr Goudie (resident of Katikati and Waihi Beach Community Board Chairperson) was in attendance to discuss his concerns with the Uniform Annual General Charge (UGAC).

- Mr Goudie was concerned that there were around four items that would be folded into the UAGC (including the Museum). There was no figure in the proposed rates for the Museum.
- Mr Goudie queried if the \$110,000 budgeted for recycling was to support new recycling centres.
- It was clarified that the previous rating line for the Museum (and other facilities) did not cover the actual cost of running the facility. Council decided that those items should be subsumed into the UAGC so it did not give a misleading figure to the public about their running costs.

## 8 MINUTES FOR CONFIRMATION

### 8.1 MINUTES OF THE KATIKATI COMMUNITY BOARD MEETING HELD ON 3 APRIL 2024

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#### RESOLUTION KKC24-3.2

Moved: Member T Sage

Seconded: Member A Earl

1. That the Minutes of the Katikati Community Board Meeting held on 3 April 2024 as circulated with the agenda be confirmed as a true and correct record.
2. That the Chairperson's electronic signature be inserted into the confirmed minutes.

**CARRIED**

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## 9 REPORTS

### 9.1 KATIKATI COMMUNITY BOARD CHAIRPERSONS REPORT – MAY 2024

The Board considered a report dated 29 May 2024 titled Katikati Community Board Chairpersons Report – May 2024 from the Chairperson. The report was taken as read, with further discussion below.

- Progress on the Moore Park design was ongoing. An architect had been engaged to improve the interior of the facilities.
  - There was consideration to male and female changing room facilities however, it was unclear if referees would have their own changing room.
-

- Council had approved the concept design for Market Square. Final costings for the plan would need to go back to Council for approval.
- 

**RESOLUTION KKC24-3.3**

Moved: Member T Sage

Seconded: Cr R Joyce

3. That the Chairperson's Report dated 29 May 2024 titled 'Katikati Community Board Chairpersons Report – May 2024' be received.

**CARRIED**

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**9.2 KATIKATI COMMUNITY BOARD COUNCILLORS REPORT - MAY 2024**

The Board considered a report dated 29 May 2024 titled Katikati Community Board Councillors Report – May 2024. The report was taken as read.

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**RESOLUTION KKC24-3.4**

Moved: Cr R Joyce

Seconded: Member T Sage

4. That the Councillor's report dated 29 May 2024 titled 'Katikati Community Board Councillors Report – May 2024' be received.

**CARRIED**

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**9.3 PROJECTS AND OPERATIONS REPORT - MAY 2024**

The Board considered a report dated 29 May 2024 from the Governance Advisor. The report was taken as read, with further discussion as below.

- The Board would like to plant trees in Kotahi Lane following the removal of the cherry trees. This could not be done until a decision on what would be done with the land was made by Council.
  - Following the removal of the cherry trees more cars were able to park in that area.
  - There had been improvement in the mowing around the Katikati area.
-

**RESOLUTION KKC24-3.5**

Moved: Member T Sage

Seconded: Member A Earl

1. That the Governance Advisor's report dated 3 April 2024 titled 'Projects and Operations Report – April 2024' be received.

**CARRIED**

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7.10pm Cr A Henry entered the meeting.

**9.4 KATIKATI FINANCIAL REPORT – APRIL 2024**

The Board considered a reported dated 29 May 2024 from the Financial Business Advisor. The report was taken as read, with further discussion as below.

- The left over funds in the Grants Account for this financial year would go into the Reserves Account.
  - The Governance Manager would provide advice to the Board at the first meeting of the financial year to endorse an approach around grants.
  - The Board requested the balance of the Town Centre Development Fund be displayed in their financial report.
  - The Board agreed in principle to send a Member of the Board to the Community Board Executive Committee Conference.
  - The Board requested an update on the Fairview estate CCTV installation.
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**RESOLUTION KKC24-3.6**

Moved: Member T Sage

Seconded: Member A Earl

5. That the Financial Business Advisor's report dated 29 May, titled 'Financial Report Katikati – April 2024', be received.

**CARRIED**

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**The Meeting closed at 7.18pm.**

**Confirmed as a true and correct record at the Katikati Community Board meeting held on 24 July 2024.**

.....

Chairperson J Clements

**CHAIRPERSON**

Unconfirmed

## 10 REPORTS

### 10.1 KATIKATI COMMUNITY BOARD CHAIRPERSON'S REPORT – JULY 2024

**File Number:** A6395028

**Author:** John Clements, Community Board Chairperson

**Authoriser:** Greer Golding, Governance Manager

#### RECOMMENDATION

1. That the Katikati Community Board Chairperson's Report dated 24 July 2024 be received.
2. That the Katikati Community Board approve up to \$2,140 from the Conferences Account for costs related to attending the 2024 LGNZ Community Board Executive Committee Conference.
3. That the Katikati Community Board approve up to \$XXXX from the Contingency Account for costs related to attending the 2024 LGNZ Community Board Executive Committee Conference.

#### Long Term Plan Submission

The Community Board has made its submission to the Long Term Plan 2024 – 2034. The Community Board would like to express its appreciation to the ratepayers who attended our workshop and filled in our questionnaire. If anyone would like a copy of our submission please contact any Community Board member.

A submission on the [Financial Contributions Review](#) is being prepared as these were released post the publication of the Long Term Plan.

#### Housing

Community Board members have been approached regarding the potential housing development at 9 Waterford Road and the Kainga Ora Middlebrook Drive development. The Community Board asks for an update on these 2 developments from Council.

The development on SH2 is a concern from a traffic management perspective – if it exits onto Highfield Drive it gives rise to more traffic volumes from this suburb. It was reportedly zoned roading but is now medium density housing – when did this rezoning occur and was this publicly notified? There is a concrete structure in the middle of this section which is one of the last remaining remnants of the railway line so the site has historical relevance. If the Waterford Road development proceeds will the financial contributions go towards funding a roundabout at Highfield Drive?

**Market Square**

On 23 May 2024 Council approved the phased approach for Katikati Market Square project as laid out in the report noting that this is subject to funding availability through the Katikati Town Centre Development Fund. The phased approach can be found on [page 164 of the Council 23 May 2024 agenda](#).

Council staff are progressing with engaging a civil designer and quantity surveyor.

**Finance Report**

The finance department has come back to the Chair and addressed some of the issues raised.

**Beautification of Katikati – Our Home**

One of many suggestions given during the consultation on the LTP was to upgrade the entrance way by clearing the slopes of the northern corner and removing the trees overhanging SH2 which present a safety risk if they fall onto SH2, and planting the bank with low height indigenous plants. It was a low cost, practical solution to an unkept area and a service request has been submitted.

Improved heritage themed signage within the town was also raised so that the attractions of the town are promoted and support the destination town focus. The entrance way signage will be raised with Katikati Open Air Art to ask the community for submissions. A process of public consultation will be followed.

**Recycling Centre**

The Community Board has raised the recycle centre issue and asked this to be considered when the review of this project will take place and be part of these discussions.

**Katikati Roading Review**

The General Manager Infrastructure Services has escalated all the State Highway related matters and concerns to the Regional Manager at NZTA who will respond formally with the intention of coming to discuss with the Board.

Beach Rd to SH2 is a difficult intersection and NZTA indicated the intersection should be property demarcated with yellow markings as should the safety islands in town. The Community Board has raised a service request on these issues but so far, no response from NZTA.

There is community dissatisfaction with the planned wire median barriers and the impact this will have on local movement. This issue is being raised at national and local level.

**Marshall Rd between McMillan and Tetley Rd**

There has been a request for street lighting to be installed between these two roads. Council has informed the Community Board Marshall Rd lighting will be installed as part of the upgrade.

## Community Boards Conference

Local Government New Zealand is holding a Community Boards Executive Committee Conference in August 2024. If the Board approves the funding, I will be attending the conference and will report back to the Community Board post the event.

## Board Member Updates on Outside Bodies

Community Board Members have the opportunity to provide a verbal update on the outside bodies they were appointed to. Appointments to the Board were as follows:

Dave Hume Pool Trust	Member A Earle
Katch Katikati	Chairperson J Clements Katikati
Community Patrol	Deputy Chairperson N Mayo
Katikati Open Air Art	Chairperson J Clements
Katikati Trails Development Group	Member A Earle
Katikati Taiao	Member T Sage

## Grant Process

At the last meeting the Community Board requested advice from the Governance team regarding the community board grant process. The Community Board Grant Policy was adopted by Council and the eligibility criteria is based on two principles:

1. The Principle of Strategic Fit – Applications for Community Board Grants will only be considered if the funding relates to activities/projects that are in accord with Council's Strategic Directions.
2. The Principle of Public Benefit – Applications for Community Board Grants will only be considered from community groups or individuals that can demonstrate that the activities/projects will result in a public benefit primarily for residents of the relevant Community Board area.

Governance team have suggested the following:

1. That the Community Board have two meetings a year that they process grant applications. The first being the meeting before Christmas being November/December and the second being the last meeting before the end of the financial year. This way the Council's Communications team would be able to sending out announcements that community board grant applications and that this is looking to be done across all five community boards so the communications can be consistent.
2. The Board look at how their grants are dispersed in terms of amounts, perhaps consider a cap on the amount i.e. anything under \$1500.

## 10.2 PROJECTS AND OPERATIONS REPORT – JULY 2024

**File Number:** A6381599

**Author:** Greer Golding, Governance Manager

**Authoriser:** Cedric Crow, General Manager Infrastructure Services

### EXECUTIVE SUMMARY

The purpose of this report is to provide the Katikati Community Board an overview of Community Board Infrastructure Projects currently being undertaken in the Katikati area as well as to provide an overview of engagement and operational matters from across Council that relate to the Katikati Community Board.

### RECOMMENDATION

1. That the Governance Advisor's report dated 24 July 2024 titled 'Projects and Operations Report – July 2024' be received.
2. That the Katikati Community Board approve up to \$20,000 (including a 25% contingency) from the Katikati Community Board Roading Account for costs relating to the installation of a bus shelter outside the Arts Junction, Main Road Katikati.

### COUNCIL LED PROJECTS

Council led projects are reported on the Projects and Monitoring Committee. The next meeting is on 3 September 2024. If the Community Board wishes to have a timely update on any particular project in the list below they can do that by entering a service request or emailing the Governance team.

There is one project that the board should be aware of and that is Katikati Wastewater Treatment Plant upgrade, the latest update can be found on [page 22 of the Projects and Monitoring Committee agenda](#) from June.

- Marshall Road Urbanisation Project
- Highfields Stormwater Development Pond
- Western Water Renewals
- Katikati Wastewater Treatment Plant Upgrade
- Katikati Outfall
- Dave Hume Pool Projects
- Donegal Place Dog Park
- Landing Reserve Update
- Resource Recovery Trial



- Katikati Industrial Area

### **COMPLETED COMMUNITY BOARD PROJECTS**

The following projects have now been completed:

1. Kotahi Lane Cherry Tree Removal
  - The cherry trees in Kotahi Lane have been removed and stump grinding has been completed. As this project is now complete, it will no longer be reported on.
2. Kotahi Lane Footpath Extension
  - The footpath extension was completed in July.

<b>KATIKATI COMMUNITY BOARD ROADING CURRENT ACCOUNT</b>	<b>\$</b>
<b>Current Account Opening Balance 1 July 2023</b>	<b>\$285,789</b>
Allocation for 2024	\$176,028
Interest for 2023/24	\$12,861
<b>Subtotal</b>	<b>\$474,678</b>
<b>Completed Projects</b>	<b>\$75,942</b>
Park Street Bus Shelters & Beach Road Tactile Pavers	\$33,292
Bus Shelters at Te Rereatukahia Marae	\$16,000
Kotahi Lane – Cherry Tree Removal	\$15,600
Kotahi Lane – Footpath Extension	\$11,050
<b>Committed Projects</b>	<b>\$28,600</b>
Kotahi Lane Upper Carpark Seal Extension	\$28,600

<b>Forecasted Current Account Closing Balance 30 June 2024</b>	<b>\$370,136</b>
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**COMMUNITY BOARD PROJECT UPDATES – ROADING**

<b>KOTAHI LANE – UPPER CARPARK SEAL EXTENSION</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress level</b>
Following the removal of the cherry trees, the Board has requested hard standing parking in the upper Kotahi Lane carpark.	The stump grinding for the cherry trees is now complete, the seal extension will be scheduled with the contractor.	On track

**PROJECTS INVOLVING COMMUNITY BOARD CONSULTATION**

<b>BEACH ROAD BOAT RAMP</b>		
<b>Project Description</b>	<b>Staff Comment/Update</b>	<b>Progress level</b>
Proposed development to upgrade the Beach Road Boat Ramp, which include enhancements of open green space, car parking, public restrooms, coastal margin planting, boat ramp, while also celebrating and preserving the cultural and historical identity of	<p>On 20 June, Council adopted the final Beach Road Boat Ramp &amp; Surrounds concept plan for implementation. Public feedback received through the February/March 2024 community engagement has directly informed the development of this concept plan.</p> <p>The total indicative cost of the upgrade is \$867,514, and it is anticipated this will be shared between Council (50%), financial contributions from developers (25%), and external funders (25%).</p> <p>It is proposed that a portion of 294 Beach Road, which is owned by Council, be subdivided, and potentially sold to help fund the upgrades.</p>	On track

<p>the area through informative signage and Waharoa.</p>	<p>Funding, and the potential timing of bringing the Beach Road Boat Ramp and Surrounds Concept Plan to life, will be considered through future Council planning processes including the 2025/26 Annual Plan.</p> <p>Our official media release can be found <a href="#">here</a>.</p>	
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<p style="text-align: center;"><b>TAHAWAI RESERVE</b></p>		
<p><b>Project Description</b></p>	<p><b>Staff Comment/Update</b></p>	<p><b>Progress level</b></p>
<p>Input from tangata whenua and key stakeholders helped to inform the development a draft concept plan for Tahawai Reserve with plans to include the adjoining 19 Tanners Point Road property and Te Poho Pā.</p> <p>The purpose of the draft concept plan is to identify future use and opportunities for the community and to celebrate and preserve its historical and cultural identity.</p>	<p>Council will hold community engagement and consultation on the proposed draft concept plan for Tahawai Reserve from Monday 15 July to Sunday 11 August 2024.</p> <p>Included in this are two public engagement events.</p> <ol style="list-style-type: none"> <li>1. Saturday 27 July, 10am to 12pm at Moore Park during the football and rugby games along with sausage sizzle.</li> <li>2. Sunday 11 August, 10am to 12pm at Tahawai Reserve. This includes a guided tour around the reserve. This date is subject to change.</li> </ol> <p>Council will publish the media release on Monday 15 July with the official dates of these engagement events and how the public can provide their feedback on the draft concept plan.</p>	<p>On track</p>

**SERVICE REQUESTS**

This section is to provide an overview of Service Requests for the Katikati Community Board area since the last meeting. There has been one of each of the following subtypes of Service Requests raised and completed:

- Animal Services – Animal Welfare
- Collections - General enquiry/call back
- Compliance & Enforcement - Bylaw Issues (Smell/Smoke/Vermin/Insect)
- Compliance & Enforcement - RC Compliance
- Customer Service Planning - Natural Hazards Enquiries
- Animal Services – Lost Dog
- Building Act Compliance - Building Warrant of Fitness Enquiries
- Compliance & Enforcement - KERBSIDE - DWELLING QUERY
- Customer Service Planning - Property queries
- Stormwater - Urban Stormwater General/Info Request
- Wastewater - Sewer pipe block/damaged/broken

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The table below shows Service Request’s that are higher in numbers and have a mix of statuses.

<b>Service Request Subtype</b>	<b>Notes</b>	<b>Completed</b>	<b>Under Investigation/ Scheduled</b>
Dog Barking (Address of dog required)	Multiple reports from Park Road	7	2
Dog Roaming – Animal Services	Reports from Gilfillan Drive, Martray Road and Eastbank Drive	3	0
Animal Services – Dogs Found and Picked up	Multiple reports within the Katikati Community Area	5	0
Animal Services – Other Enquiries	Reports from Hyde Street and Park Road	2	1
Building Compliance	Multiple reports from across the Katikati Community Area	3	0
Building – General Enquiries	Enquiries from across the Katikati Community Board Area	30	2

Cemeteries – Headstone and Plaque	Enquiries for Hot Springs Road	3	1
Abandoned Vehicle	Multiple reports from Tuapiro Road	4	0
Compliance and Enforcement General Enquiries	Reports from Kowhai Court and Main Road	1	1
Complaints regarding Freedom Camping	Multiple reports across the Katikati Community Area	7	1
Noise Complaint	Multiple reports across Katikati Community	9	2
Parking Enquiry	Reports from Beach Road, Park Road and Tanners Point Road	6	0
Customer Service Planning – General Enquiries	Multiple reports from across the Katikati Area	30	6
Kerbside – Damaged Bin	Repair/Replace bin requests from across the Katikati Community	7	4
Kerbside General Enquiry	Enquiries from across the Katikati area	9	1
Kerbside – Lost/Stolen Bins	Reports from across the Katikati Community	8	2
Kerbside – Missed Collection – Investigation	Multiple reports regarding missed collections across the Katikati Community	5	0
Local Roads – ALL Cesspit/Grill/Gutters & Drains (sealed road)	Replacement/Maintenance Asset Requests across the Katikati Community	12	2
Local Roads Detritus – No Illegal Dumping	Reports across Katikati regarding Loose Chips/Sand/Dead Animal	4	0
Local Roads – Footpaths on Local Road	Replacement/Maintenance Asset Requests across the Katikati Community	2	0

Local Roads – General Enquiries	General enquires from across the Katikati area	30	10
Policy and Planning – General Enquiries	Enquiries from Tuapiro Road, Waterford Road and Beach Road	5	2
Rates – General Enquiries	General enquiries from across the Katikati Community	12	5
Refuse - Illegal Dumping + Carcasses	Reports from across the Katikati Community	10	0
Reserves and Facilities – Cycleways on reserves not Parks	Reports from Uretara Drive, Riverside Place and Levley Lane	2	1
Reserves and Facilities – Litter/Litter Bins or dumping in Reserve	Reports from across the Katikati Community	6	1
Reserves and Facilities – General Enquiries	Enquiries from across the Katikati Community	15	2
Stormwater – Urban Stormwater General/Info Request	Multiple requests from Uretara Drive	10	0
Water – All Water Leaks	Reports from across the Katikati Community	36	5
Water – General Enquiry	Enquiries from Chard Road, Wright Road and Prospect Drive	3	0
Water – No Water	Reports of no water from Princes Street and Prospect Drive	2	0



**MATTERS ARISING FROM PREVIOUS COMMUNITY BOARD MEETINGS (NOT MINUTE ACTION SHEETS)**

<b>Date raised</b>	<b>Issue</b>	<b>Comment</b>
May 2024	The Board requested advice on an approach around grants to be provided at the first meeting of the financial year.	The Governance Manager has produced a report on an approach to grants for consideration by the Board.
	The Board requested the balance of the Town Centre Development Fund be included in their financial report.	The balance of the Town Centre Development Fund cannot be displayed in the report at this time. Following the end of the financial year, the Finance Team are currently working on the financials for this fund.
	The Board requested an update on the Fairview Estate CCTV installation.	A CCTV camera was installed the week ending 12 July 2024 on a light pole at the roundabout on State Highway 2 by Sharp Road.
April 2024	A member of the public requested the Community Board fund the installation of a bus shelter outside the Arts Junction.	This request was passed on to the Transportation Team. The Transportation Team obtained a quote for \$11,000 (excluding GST) for the supply and installation of a bus shelter. The Transportation Team has advised that temporary traffic management would also be required for this project. Temporary traffic management was estimated to be approximately \$5,000. A recommendation that includes contingency for this project has been included on page 1 on this report.
November 2023	The Board requested that the Katikati Sports and Recreation Society be invited to present at a future Katikati Community Board meeting regarding the Moore Park Concept Plan.	The Chairperson to invite the Katikati Sports and Recreation Society to a future Katikati Community Board meeting.

**10.3 KATIKATI FINANCIAL REPORT – JUNE 2024**

**File Number: A6400643**

**Author: Ezelle Thiart, Financial Business Advisor**

**Authoriser: Allan Carey, Finance Business Partner Lead**

**EXECUTIVE SUMMARY**

This report provides the Community Board with a two-monthly monitoring of its operational budget. Attached are the financial statements for the period ended 30 June 2024 (**Attachment 1**).

Total operational costs are under budget YTD for 2023/24.

<b>RECOMMENDATION</b>	
1.	That the Financial Business Advisor’s report dated 24 July 2024, titled ‘Financial Report Katikati – June 2024’, be received.
2.	That the Katikati Community Board approve for the remaining funds from the below resolutions, to be released back into the Operational Budget, noting any unspent budget will transfer to the Reserve Account: <ul style="list-style-type: none"> <li>a. KKC23-2.4 with remaining funds of \$261.00</li> <li>b. KKC23-4.4 with remaining funds of \$15.00</li> <li>c. KKC23-7.3 with remaining funds of \$298.00</li> <li>d. KKC24-2.5 with remaining funds of \$46.00</li> </ul>

**GRANT PAYMENTS MADE TO DATE:**

<b>Resolution</b>	<b>Description</b>	<b>\$</b>
KKC23-4.4	The purchase of new Christmas garlands and decorations	995
KKC24-1.3	Paid to Katikati Bowling Club Incorporated to contribute towards funding the installation of an artificial playing surface.	2,000
<b>2023/24 Grants</b>		<b>2,995</b>

**C.E. Miller Estate Reserve:**

<b>Resolution</b>	<b>Description</b>	<b>\$</b>
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	2023/24 Opening balance	9,888
	No transactions year to date	0
<b>2023/24 Closing balance</b>		<b>9,888</b>

**Committed – Operational Expenditure**

<b>Resolution</b>	<b>Account</b>	<b>Description</b>	<b>\$</b>
K22-4.5	Contingency	Approve up to \$1,000 for cost relating to the Katikati Community Plan and Town Centre Plan presentation and celebration evening.	1,000
KKC23-2.4	Street Decorations (2022/23)	Approves up to \$2000 from the Street Decorations Account to Katch Katikati for the purchase of additional Christmas decorations for the Community Christmas Tree. <i>(Spent \$1,739)</i>	261
KK23-4.4	Street Decorations (2023/24)	Approves the funding request of \$3,510.00 from the Katikati War Memorial Hall Committee, to contribute towards the purchase of new Christmas garlands and decorations. \$2,500.00 will be funded from the Katikati Community Board's Street Decorations budget, and the remaining \$1,010.00 funded from the Katikati Community Board Grants budget. <i>(Spent \$2500 from Street decorations budget, and \$995 from Grants budget)</i>	15
KKC23-7.5	Contingency	Approve up to \$1,500 for cost relating to the design of the Katikati shield, conditional upon clarification regarding the process on the establishment of a shield. <i>(Spent \$1,215)</i>	285
KKC23-7.3	Contingency	Approve up to \$500 for cost relating to the 2023 Christmas function. <i>(Spent \$202)</i>	298
KKC23-7.4	Contingency	Approve up to \$500 for cost relating to the competition for beautifying shopfronts in Katikati.	500

KKC24-2.5	Contingency	Provide a wreath for the ANZAC Day Service of up to \$350.	46
<b>Total outstanding operational commitments</b>			<b>2,405</b>

**2023/24 Reserve Analysis:**

Description	\$
2023/24 Opening balance	69,365
No transactions year to date	0
<b>2023/24 Closing balance</b>	<b>69,365</b>

**Committed – Reserves expenditure:**

Resolution	Description	\$
	2023/24 Closing balance before committed expenditure	69,365
K22.4-7	Approve funding of \$50,000 towards costs related to the new Katikati Community Sport and Recreation Centre on the Moore Park Sports Ground in Katikati. (\$29,625 already spent)	(20,375)
	<b>2023/24 Closing balance after committed expenditure</b>	<b>48,990</b>

**ATTACHMENTS**

- 1. Financial Report Katikati – June 2024** 

Western Bay of Plenty District Council						
Income and Expenditure Statement						
For the period ended 30 June 2024						
Katikati Community Board						
	Year to Date				Full Year	Last Year
	Actual	Budget	Variance (Unfav)/Fav		Budget	Actual
	\$	\$	\$		\$	\$
<b>Direct Costs</b>						
Conference Expenses	0	2,160	2,160	<input checked="" type="checkbox"/>	2,160	0
Contingency - [see breakdown below]	1,721	2,160	439	<input checked="" type="checkbox"/>	2,160	30,206
Grants	2,995	8,616	5,621	<input checked="" type="checkbox"/>	8,616	4,400
Mileage Allowance	0	2,160	2,160	<input checked="" type="checkbox"/>	2,160	560
Salaries	29,487	28,320	(1,167)	<input checked="" type="checkbox"/>	28,320	28,667
Security	0	7,008	7,008	<input checked="" type="checkbox"/>	7,008	5,287
Street Decoration	2,500	4,848	2,348	<input checked="" type="checkbox"/>	4,848	1,739
Inter Department Charges	42,204	42,204	0	<input checked="" type="checkbox"/>	42,204	40,260
Operating Costs	78,907	97,476	18,569	<input checked="" type="checkbox"/>	97,476	111,119
<b>Total Operating Costs</b>	<b>78,907</b>	<b>97,476</b>	<b>18,569</b>	<input checked="" type="checkbox"/>	<b>97,476</b>	<b>111,119</b>
<b>Total Direct Costs</b>	<b>78,907</b>	<b>97,476</b>	<b>18,569</b>	<input checked="" type="checkbox"/>	<b>97,476</b>	<b>111,119</b>
<b>Total Costs</b>	<b>78,907</b>	<b>97,476</b>	<b>18,569</b>	<input checked="" type="checkbox"/>	<b>97,476</b>	<b>111,119</b>
<b>Income</b>						
Rate Income	104,926	97,452	7,474	<input checked="" type="checkbox"/>	97,452	102,222
<b>Total Direct Income</b>	<b>104,926</b>	<b>97,452</b>	<b>7,474</b>	<input checked="" type="checkbox"/>	<b>97,452</b>	<b>102,222</b>
<b>Net Cost of Service</b>	<b>26,019</b>	<b>(24)</b>	<b>26,043</b>	<input checked="" type="checkbox"/>	<b>(24)</b>	<b>(8,897)</b>
<b>Contingency - breakdown</b>				<input checked="" type="checkbox"/>	<i>Favourable Variance</i>	
				<input checked="" type="checkbox"/>	<i>Non Favourable Variance</i>	
KC23-7.5 Cost relating to the design of the Katikati shield	1,215					
KK23-7.3 Cost relating to the 2023 Christmas function.	202					
KKC24-2.5 Wreath for the ANZAC Day Service	304					
<b>Year to date contingency costs</b>	<b>1,721</b>					
<b>Community Board Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>69,365</b>					
No transactions to date	0					
<b>(Decrease) Increase in year</b>	<b>0</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>69,365</b>					
<b>Town Centre Development Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>473,604</b>					
No transactions to date	0					
<b>(Decrease) Increase in year</b>	<b>0</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>473,604</b>					
<b>CE Miller Estate Restricted Reserves</b>						
<b>Opening Balance - Surplus (Deficit)</b>	<b>9,888</b>					
<b>(Decrease) Increase in year</b>	<b>0</b>					
<b>Closing Balance - Surplus (Deficit)</b>	<b>9,888</b>					