

Mā tō tātou takiwā
For our District

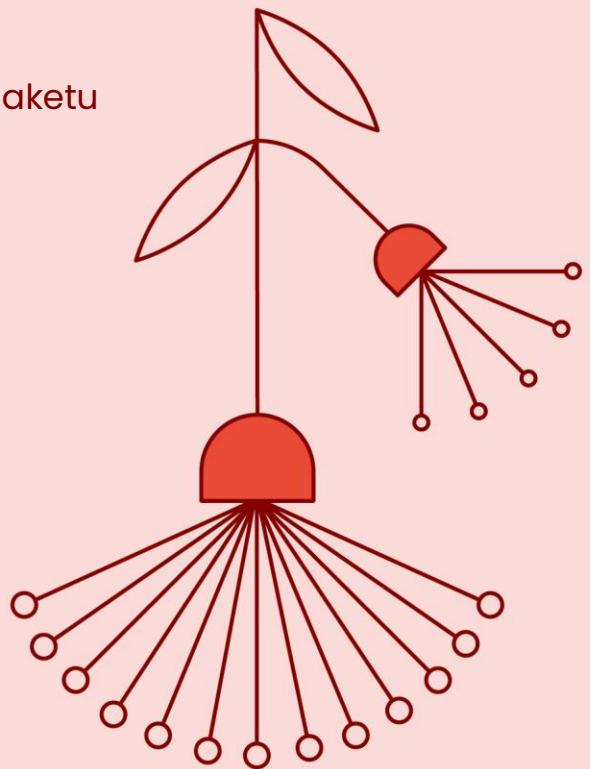
Maketu Community Board

Poari ā Hapori o Maketu

MKC24-5

Tuesday, 6 August 2024, 7.00pm

Maketu Community Centre, Wilson Road, Maketu



Maketu Community Board

Membership:

Chairperson	Vacant
Deputy Chairperson	Rewi Boy Corbett
Members	Tippany Hopping Donna Walters TBC Deputy Mayor John Scrimgeour
Quorum	3
Frequency	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 Maketu Community Board Meeting will be held in the Maketu Community Centre, Wilson Road, Maketu on:
 Tuesday, 6 August 2024 at 7.00pm

Order Of Business

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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 MINUTES FOR CONFIRMATION

8.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 11 JUNE 2024

File Number: A6378155

Author: Ella Logan, Governance Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

1. That the Minutes of the Maketu Community Board Meeting held on 11 June 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 Maketu Community Board Meeting held on 11 June 2024**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
MAKETU COMMUNITY BOARD MEETING NO. MKC24-3
HELD IN THE MAKETU COMMUNITY CENTRE, WILSON ROAD, MAKETU
ON TUESDAY, 11 JUNE 2024 AT 7.00PM**

1 PRESENT

Chairperson L Rae, Deputy R Corbett, Member T Hopping, Member D Walters and Deputy Mayor J Scrimgeour.

2 IN ATTENDANCE

R Davie (Deputy CEO/General Manager Strategy and Community), and E Logan (Governance Advisor).

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

RESOLUTION MKC24-3.1

Moved: Member T Hopping

Seconded: Member D Walters

1. That the following items be included in the agenda:
 - 9.6 Maketu Community Board - Grant Applications - June 2024.

CARRIED

5 DECLARATIONS OF INTEREST

Members were advised that if they had an interest (actual, potential, pecuniary or non-pecuniary interest) in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and were advised to withdraw from the meeting table for the item (As per the Local Authorities (Members Interest) Act 1968).

- Member T Hopping advised the Board that she had a declaration of interest regarding the Maketu Surf Life Saving Club Grant Application in report 9.6 of the agenda - Maketu Community Board - Grant Applications - June 2024.

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

Nil

CHANGE ORDER OF BUSINESS

1. That the Chairperson requested the next item of business be Maketu Community Board – Grant Applications – June 2024 in order to release the representative from the meeting.
-

RESOLUTION MKC24-3.2

Moved: Member D Walters

Seconded: Deputy Mayor J Scrimgeour

1. That in accordance with standing orders 9.4 the order of business be changed and that item 9.6 be dealt with as the next item of business.

CARRIED

9.1 MAKETU COMMUNITY BOARD – GRANT APPLICATIONS – JUNE 2024

The Board considered a report from the Governance Advisor. The report was taken as read, with further discussion on the below.

Representatives were present to speak to their applications.

In response to questions, the following matters were noted:

- The Maketu Community Led Development representative provided clarification and further detail on the events costings.
 - The Maketu Surf Life Saving Representatives stated that the building did not meet the earthquake building standards as it was graded at under 35 percent.
-

RESOLUTION MKC24-3.3

Moved: Member T Hopping

Seconded: Member D Walters

1. That the Governance Advisor's report dated 11 June 2024 titled 'Maketu Community Board – Grant Applications – June 2024' be received.
2. That the Maketu Community Board **approve** the grant application from Maketu Community Led Development for \$4,400.00 to cover the costs of the Matariki Celebrations. This grant will be funded from the Maketu Community Board Grants Account, subject to all accountabilities being met.

CARRIED

RESOLUTION MKC24-3.4

Moved: Deputy Mayor J Scrimgeour

Seconded: Member D Walters

1. That the Maketu Community Board do not approve the grant application from the Maketu Surf Life Saving Club. The Maketu Community Board wish to have further discussions with the Maketu Surf Life Saving Club and Council staff to discuss a strategy for addressing the assessment.

CARRIED

8 MINUTES FOR CONFIRMATION**8.1 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 16 APRIL 2024**

RESOLUTION MKC24-3.5

Moved: Member T Hopping

Seconded: Deputy Mayor J Scrimgeour

1. That the Minutes of the Maketu Community Board Meeting held on 16 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

9 REPORTS

9.1 MAKETU COMMUNITY BOARD – WORKSHOP NOTES

The workshop notes were received, and no further discussion was had.

9.2 MAKETU COMMUNITY BOARD – CHAIRPERSON'S REPORT – JUNE 2024

The Board considered a report from the Chairperson. The report was taken as read, with further discussion on the below items:W

- The Governance Advisor provided an update on the culvert upgrade at Hapimana Road and the Wilson Road North Footpath extension. An onsite hui between the Board and the Transport Area Engineer would be organised to discuss progressing these projects further.
 - An update following the hui at the Urupa was provided for the benefit of those Board members who were unable able to attend.
 - The Board discussed installing further handrailing at the Urupa following the completion of earthworks if required.
-

RESOLUTION MKC24-3.6

Moved: Deputy Mayor J Scrimgeour

Seconded: Chairperson L Rae

1. That the Chairperson's report dated 11 June 2024 titled 'Maketu Community Board – Chairperson's Report – June 2024' be received.
2. That the Maketu Community Board endorses the submission to the Long-Term Plan **(Tabled item 1)**.

CARRIED

9.3 MAKETU COMMUNITY BOARD – COUNCILLOR'S REPORT – JUNE 2024

The Board considered a report from the Deputy Mayor. The report was taken as read, with further discussion on the below.

Key points:

- Through SmartGrowth, there was a desire to bring the development of the Te Tumu block forward from both Tauranga City Council and landowners.
 - Developers had purchased property on Bell Road and wanted to develop it. Due to the flood risks involved, further information outlining the benefit of the development was required before the proposal could be accepted.
-

- The Representation Review Consultation was still ongoing and Council had not made a decision on Māori Wards.
 - The Public Art Policy Consultation was complete. Feedback from the community displayed a desire for Council to increase participation in this area.
 - The Board was informed that the General Manager Infrastructure Group received permission to transfer fill from the Rangioru Business Park to the Spencer Road Reserve.
-

RESOLUTION MKC24-3.7

Moved: Deputy Mayor J Scrimgeour

Seconded: Chairperson L Rae

1. That the Deputy Mayor's report dated 11 June 2024 titled 'Maketu Community Board Councillor's Report – June 2024' be received.

CARRIED

9.4 MAKETU COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – JUNE 2024

The Board considered a report from the Governance Advisor. The report was taken as read with further discussion on the below:

- The Board discussed the work underway at the Maketu Wastewater Treatment Plan – Irrigation Field.

In response to questions, the following matters were noted:

- The reporting on the water standards within the District could be found in the Annual Plan.
 - The Governance Advisor would discuss with the General Manager Infrastructure Group about the littering issues at the Kaituna Cut and the feasibility of installing a CCTV camera in the area to improve safety.
-

RESOLUTION MKC24-3.8

Moved: Member D Walters

Seconded: Member T Hopping

1. That the Governance Advisors report dated 11 June 2024 titled 'Maketu Community Board – Projects and Operations Report – June 2024' be received.

CARRIED

9.5 MAKETU COMMUNITY BOARD – FINANCIAL REPORT APRIL 2024

The Board considered a report from the Financial Business Advisor. The report was taken as read.

RESOLUTION MKC24-3.9

Moved: Deputy Mayor J Scrimgeour

Seconded: Member T Hopping

1. That the Financial Business Advisor’s report dated 11 June 2024 titled ‘Maketu Community Board – Financial Report April 2024’ be received.

CARRIED

The Meeting closed at 8.22pm.

Confirmed as a true and correct record at the Maketu Community Board meeting held on 6 August 2024.

.....
Chairperson L Rae

CHAIRPERSON

8.2 MINUTES OF THE MAKETU COMMUNITY BOARD MEETING HELD ON 27 JUNE 2024

File Number: A6380774

Author: Ella Logan, Governance Advisor

Authoriser: Greer Golding, Governance Manager

RECOMMENDATION

1. That the Minutes of the Maketu Community Board Meeting held on 27 June 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 Maketu Community Board Meeting held on 27 June 2024**

**MINUTES OF WESTERN BAY OF PLENTY DISTRICT COUNCIL
MAKETU COMMUNITY BOARD MEETING NO. MKC24-4
HELD VIA ZOOM ON THURSDAY, 27 JUNE 2024 AT 5.30PM**

1 PRESENT

Chairperson L Rae, Deputy R Corbett, Member T Hopping, Member D Walters and Deputy Mayor J Scrimgeour.

2 IN ATTENDANCE

E Logan (Governance Advisor).

3 APOLOGIES

Nil

4 CONSIDERATION OF LATE ITEMS

Nil

5 DECLARATIONS OF INTEREST

Members were advised that if they had an interest (actual, potential, pecuniary or non-pecuniary interest) in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and were advised to withdraw from the meeting table for the item (As per the Local Authorities (Member's Interest) Act 1968).

- Member T Hopping advised the Board that she had a declaration of interest regarding the Maketu Surf Life Saing Club Grant Application in report 8.1 of the agenda – Maketu Community Board – Grant Applications – June 2024.

6 PUBLIC EXCLUDED ITEMS

Nil

7 PUBLIC FORUM

Nil

8 REPORTS

8.1 MAKETU COMMUNITY BOARD – GRANT APPLICATIONS – JUNE 2024

The Board considered a report from the Governance Advisor. The report was taken as read.

RESOLUTION MKC24-4.1

Moved: Chairperson L Rae

Seconded: Member D Walters

That the Governance Advisor's report dated 27 June 2024 titled 'Maketu Community Board – Grant Applications – June 2024' be received.

CARRIED

RESOLUTION MKC24-4.2

Moved: Chairperson L Rae

Seconded: Member T Hopping

That the Maketu Community Board approve to release the committed funds of \$4,400.00 (as per resolution MKC24.3.3) back into the Maketu Community Board Grants Account, due to this event no longer taking place and therefore the funding no longer being required.

CARRIED

Member T Hopping declared an interest in this item and took no part in the discussion or vote thereon.

RESOLUTION MKC24-4.3

Moved: Chairperson L Rae

Seconded: Deputy Mayor J Scrimgeour

That the Maketu Community Board approve the grant application from the Maketu Surf Life Saving Club for \$6,000.00, to contribute to the costs of a detailed seismic assessment and concrete scanning of the building. This grant will be funded from the Maketu Community Board Grants Account, subject to all accountabilities being met.

CARRIED

The Meeting closed at 5.52pm.

Confirmed as a true and correct record at the Maketu Community Board meeting held on 6 August 2024.

.....
Chairperson L Rae

CHAIRPERSON

Unconfirmed

9 REPORTS

9.1 ELECTION OF CHAIRPERSON FOR THE MAKETU COMMUNITY BOARD

File Number: A6407312

Author: Ella Logan, Governance Advisor

Authoriser: Rachael Davie, Deputy CEO/General Manager Strategy and Community

EXECUTIVE SUMMARY

In accordance with section 88F of the Local Electoral Act 2001, following the Western Bay of Plenty District Council By-election, Chairperson Laura Rae has vacated her position on the Maketu Community Board as she has stepped into the role of Te Puke – Maketu Councillor. Accordingly, a chairperson must be elected.

RECOMMENDATION

1. That the Governance Advisors report dated 06 August 2024 titled 'Election of Chairperson for the Maketu Community Board' be received.
2. That in accordance with Clause 25(3), Schedule 7 of the LGA 2002, the Maketu Community Board adopts **System A** for the election of the Chairperson.
OR
3. That in accordance with Clause 25(4), Schedule 7 of the LGA 2002, the Maketu Community Board adopts **System B** for the election of the Chairperson.
4. That the Maketu Community Board elects _____ as the Chairperson of the Maketu Community Board.

ELECTION OF THE COMMUNITY BOARD CHAIRPERSON

Clause 37(1), Schedule 7 of the Local Government Act 2002 (LGA) states that a Community Board must have a chairperson. Clause 25, Schedule 7 of the LGA outlines the process required to elect a Community Board Chairperson and provides two systems of voting. Before voting on the election of the Chairperson, the Community Board must vote on which system to apply to the election.

System A:

- a) requires that a person is elected if he or she receives the vote of a majority of the members present and voting; and
- b) has the following characteristics:

- i. there is a first round of voting for all candidates; and
- ii. if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- iii. if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- iv. in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

System B:

- a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
- b) has the following characteristics:
 - a. there is only 1 round of voting; and
 - b. if 2 or more candidates tie for the most votes, the tie is resolved by lot.

9.2 MAKETU COMMUNITY BOARD – OUTGOING CHAIRPERSON'S REPORT – AUGUST 2024

File Number: A6403288

Author: Laura Rae, Community Board Chairperson

Authoriser: Rachael Davie, Deputy CEO/General Manager Strategy and Community

EXECUTIVE SUMMARY

1. The purpose of this report is for the Outgoing Maketu Community Board's Chairperson to provide the Board with information and updates on events and matters within the community.

RECOMMENDATION

1. That the Chairperson's report dated 6 August 2024 titled 'Maketu Community Board – Outgoing Chairperson's Report – August 2024' be received.

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.

The 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 (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 send out announcements that community board grant applications are open across all five community boards so that communications can be consistent.
2. The Board considers how their grants are dispersed in terms of amounts, perhaps considering a cap on the amount i.e. anything under \$1,500.

WESTERN BAY OF PLENTY DISTRICT COUNCIL BY-ELECTION RESULTS

As we are aware, the Western Bay of Plenty District Council has concluded a by-election to fill its vacant seat left by the unexpected passing of Cr. Crawford in March 2024. There were three candidates: myself, Bernard Holmes, and Anthony Te Uruhi Wihapi. The voter turn-out throughout the Te Puke – Maketu Ward was just 20.92%. The outcome of the by-election has seen me elected to the role of Councillor until the 2025 Local Elections.

I would like to thank those who supported me and have placed their trust in me to advocate on their behalf. I take this responsibility very seriously, and I will carry it out to my best ability.

I would also like to mention and congratulate Mahé Drysdale as the newly elected Mayor of Tauranga City Council, and the rest of his team of Councillors for Tauranga City. It's been a long time coming and I look forward to working together where possible.

MAKETU SPIT

Our Maketu spit is in immediate danger of breaching. The Bay of Plenty Regional Council (Regional Council) together with their Coastal Scientist, have come up with a plan to temporarily protect and safeguard the Maketu Community until such time that we are able to determine a permanent fix.

The Regional Council has connected with community leaders to organise planned engagement with our community. The feedback on this engagement has been positive, with the proposed works being received well. The engagement session closed July 30, 2024. Following this, the work will be commenced alongside iwi and tangata whenua.

MAKETU SURF LIFE SAVING CLUB BUILDING

The Maketu Surf Life Saving Club's building has been identified as earthquake prone. At our last meeting we approved their grant application for \$6,000. This money will go towards helping them identify the extent of damage and to work through issues and costings with the end goal of bring the building up to current building standards. The Board has organised a meeting with Council staff and representatives from the Surf Club, with the hope of finding a strategic way forward.

WHAREKAHU URUPA

Handrailing

The handrailing has been installed. However, the Urupa Roopu and the Board would like to ask that we have one more rail put in at the bottom of the hill.

Earthworks

The preparation for earthworks to commence is on track. A date has yet to be finalised, however, once it has been I will organise an onsite blessing on the day of work commencing with the effected whānau.

Boundary Map

Our Urupa Roopu have asked that the new fence on the northside does not go up until a boundary map has been sited and accepted by them.

Level of Service

Lastly, I need to mention that the contractors need to exercise more care when onsite at our Urupa. There is damage to the new concrete as you head up the hill toward the new part. It appears the bottom of their lawn mowers have created large chips in the concrete on our drive. This is not acceptable and needs to be fixed. We also request assurance that it will not happen again.

9.3 MAKETU COMMUNITY BOARD – COUNCILLOR’S REPORT – AUGUST 2024**File Number: A6403254****Author: John Scrimgeour, Deputy Mayor****Authoriser: Rachael Davie, Deputy CEO/General Manager Strategy and Community****EXECUTIVE SUMMARY**

1. The purpose of this report is for the Deputy Mayor to provide the Board with updates on the items listed below.

RECOMMENDATION

1. That the Deputy Mayor’s report dated 6 August 2024 titled ‘Maketu Community Board – Councillor’s Reports – August 2024’ be received.

ITEMS FOR UPDATE AND DISCUSSION

- Western Bay of Plenty District Council By-Elections – Congratulations to Councillor Laura Rae;
- Tauranga City Council Election Results – possible impacts and opportunities;
- The Long-Term Plan – feels as though this has been a stop start process, but with formal consultation over, we are now entering the business end of the process; and
- Te Puke Spatial Plan – the first phase of engagement has concluded, now it is time to work out the main issues and what ones to implement.

9.4 MAKETU COMMUNITY BOARD – PROJECTS AND OPERATIONS REPORT – AUGUST 2024

File Number: A6378677

Author: Ella Logan, Governance Advisor

Authoriser: Cedric Crow, General Manager Infrastructure Services

EXECUTIVE SUMMARY

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

RECOMMENDATION

1. That the Governance Advisor's report dated 6 August 2024 titled 'Maketu Community Board – Projects and Operations Report – August 2024' be received.

COUNCIL LED PROJECTS

Council led projects are reported on through 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 so by entering a service request or emailing the Governance Team.

1. Improvement to Culvert Capacity – Spencer Avenue
2. Rehabilitation of Wilson Road North
3. Maketu Wastewater Treatment Plant – Irrigation Field
4. Maketu Water Reticulation Renewals
5. Spencer Road Reserve

ROADING ACCOUNT

Maketu Community Board Roding Current Account		\$
Current Account Opening Balance 1 July 2023		\$168,073
Allocation for 2023/24		\$72,852
Interest for 2023/24		\$7,563
Subtotal		\$248,488
Approved Projects	Status	\$
Bus Shelter	Awaiting Final Costs	\$10,820
Bike Racks	Completed	\$4,788
Subtotal		\$15,608
Forecasted Current Account Closing Balance 30 June 2024		\$232,880

PROJECT UPDATES – ROADING

MAKETU CYCLEWAY		
Project Description	Staff Comment/Update	Progress Level
<i>The Board requests that Council approach Te Arawa Lakes Trust, regarding the possibility of the end of the existing cycleway extending through Te Arawa Lakes Trust land onto Spencer Avenue reserve land.</i>	<p>The Cycleway Manager has reached out to Te Arawa Lakes Trust staff but has been unsuccessful in receiving any response.</p> <p>The Chairperson has a contact on the Te Arawa Lakes Trust Board, who they have requested an update from.</p>	In progress.

MINUTE ACTION SHEETS – ROADING

WILSON ROAD FOOTPATH EXTENSION		
Meeting Date	Description	Latest Update
June 2024	Extension of Wilson Road North Footpath.	Following an onsite hui, the Transport Area Engineer is putting together a cost estimate to present to the Board.

PROJECT UPDATES – RESERVES

MAKETU CEMETERY		
Project Description	Staff Comment/Update	Progress Level
Maketu Cemetery/Urupā concerns.	<p>An onsite hui was held on 5 June 2024 with the Board, Staff, and members of the Working Group to discuss earthworks. Subject to the outcome of the 5 June hui, a second onsite hui will be planned with the affected whānau where a blessing will take place. Following this blessing, the improvement work can then commence. The second hui is yet to be scheduled.</p> <p>The Community Board Chair has contacted the next of kin to inform them of the proposed work to be undertaken to better manage the stormwater in the lower part of the cemetery.</p>	In progress.

MAKETU BOOK SHARING SHELTER		
Project Description	Staff Comment/Update	Progress Level
To create a small central reading space within the village.	<p>The Board reviewed and provided feedback on the concept design presented by the Architect at the 28 June 2024 workshop. The Architect will create further concept designs and provide a final design to the Board.</p> <p>The Board intend to engage with the Maketu community for input on the name for the book shelter.</p>	In progress.

MAKETU INFORMATION CENTRE MURAL		
Project Description	Staff Comment/Update	Progress Level
A local artist to paint a mural on the side of the information centre.	The local mural artist has begun prepping the wall. Once the wall prep has been completed, the painting will begin.	In progress.

INSTALLATION OF HANDRAILS AT CEMETERY		
Project Description	Staff Comment/Update	Progress Level
Installation of handrails along the pathway through the Maketu Cemetery.	Handrailing has been installed on one side of the driveway as indicated by the redlines in the aerial image below. If the Board requires additional handrailing on the other side (assuming it is practical to do so) then the handrailing for the other side of the path can be fabricated and installed with funding from the original approved Community Board funding.	In progress.

Maketu Cemetery s/s handrail location



Listed specifications, dimensions and costs are based on the following;

Stainless Steel Handrails x 5 – 1 side of drive

Approx 15.7 lineal meters @ 900mm above drive, to the following areas:

- From expansion crack by blue grave at top of hill – to wooden steps at bottom of hill
- 5 x sets of handrails
- 1200mm gaps between ends of handrails
- Ends of handrails overhang posts by 250mm
- Handrails to finish approximately in line with edge of retaining walls
- 40mm diameter 316 polished stainless steel round tube for posts & handrails
- Pedestals at top of posts, sitting on baseplates, bolted to concrete
- Handrails to have rounded welded endcaps
- Stainless-steel fixings

Supply & Install \$9,825.00 + GST

Similar to photo



MINUTE ACTION SHEETS – RESERVES

Nil

PROJECT UPDATES – OPERATIONS

EMERGENCY MANAGEMENT		
Project Description	Staff Comment/Update	Progress Level
Support the Maketu Community to be Resilient in the event of an Emergency.	<p>Council Emergency Management staff supported a community-led Disability Information Open Day at Maketu Community Centre on 21 March to help educate those living with a disability and to increase their emergency preparedness. There were a number of community organisations and agencies exhibiting information and a successful attendance of locals looking for information.</p> <p>This project is now closed, but ongoing support is available from the Council’s Community Resilience Advisor to the Maketu/Little Waihi Community to promote community resilience.</p>	Complete.

SERVICE REQUESTS

This section is to provide an overview of Service Requests for the Maketu Community Board area since the last meeting.

There has been one of each of the following subtypes of Service Requests raised and **completed**.

<ul style="list-style-type: none"> • Compliance & Enforcement – Abandoned Vehicle • Compliance & Enforcement – Bylaw Issues (Smell/Smoke/Vermin/Insect) • Collections – General enquiry/call back • GENERAL/Miscellaneous – Local Roads • Refuse – Illegal Dumping + Carcasses • Reserves and Properties – Trees (only) • Wastewater – Wastewater General 	<ul style="list-style-type: none"> • Consents Planning – Call back for specific planner • Kerbside Collective – Damaged Bin – Replace/Repair • Kaupapa Maori – General Enquiry • Legal Property – General Enquiry/Call-back • Reserve and Properties – Litter/Litter Bins or dumping in Reserve • Kerbside Collective – Missed Collection – Investigation • Local Roads – Road Surface Defects – SEALED LOCAL RD
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There has been one of each of the following subtypes of Service Requests raised, which are **under investigation**.

- Local Roads – ALL Cesspit/Grill/Gutters & Drains (sealed road) – Replacement/Maintenance Asset Requests
- Water Revenue – Water connection application

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

Service Request Subtype	Notes	Completed	Under Investigation/ Scheduled for Completion
All water leaks	Reports from across the Maketu community with multiple reports from Wilson Road	5	1
Emergency Shutdown – Water	Reports from Wilson Road	2	0
General enquiry/Call back – Building Admin	Enquiries from School Road and Arawa Avenue	2	0
General enquiry/call back – Rates	Enquiries from Little Waihī Road and Williams Crescent	2	0
General enquiry/call-back – Customer Service Planning	Enquiries from Maketu Road, Wilson Road, Arawa Avenue and Kauri Place	4	0
Grinder Pump/Septic Tank issue	Reports across the Maketu Community	12	1
Local Rds-NON-URGENT tree requests	Request for trimming or removal of fallen tree/branch from Town Point Road	2	0
Māori land enquiries	Enquiries from across the Maketu community – Multiple from Kiokio Place	4	1
Pumpstation Issue or Blockage	Reports from Maketu Road and Arawa Avenue	2	0
Urban Stormwater General/Info Request	Requests from Little Waihī Road and Kiokio Place	1	1

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

This section relates to any matters arising from prior Community Board meeting where a Minute Action Sheet was not raised.

Date raised	Matter/Issue	Comment
April 2024	Mowing quality control	Staff continue to monitor the mowing quality within the Maketu area.
June 2024	Upgrade of culvert at Hapimana Road	The Transport Area Engineer is looking at potential options and their feasibility.
June 2024	Extension of Wilson Road Footpath	Following an onsite hui, the Transport Area Engineer is putting together a cost estimate to present to the Board.

COMPLETED/OUTSTANDING MINUTE ACTION SHEETS (NOT INFRASTRUCTURE RELATED)

This section relates to any Minute Action Sheets that are currently outstanding, as well as completed Minute Action Sheets since the last Community Board meeting.

Date raised	Matter/Issue	Comment
November 2023	Approval of the Maketu Community Board Annual Operating Budget	This budget has been referred to the Long-Term Plan.

9.5 MAKETU COMMUNITY BOARD – FINANCIAL REPORT JUNE 2024**File Number:** A6401705**Author:** Ezelle Thiart, Financial Business Advisor**Authoriser:** Allan Carey, Finance Business Partner Lead**EXECUTIVE SUMMARY**

This report provides the Community Board with 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.

RECOMMENDATION

1. That the Financial Business Advisor's report dated 6 August 2024 titled 'Maketu Community Board – Financial Report June 2024' be received.
2. MKC24-1.7 to release back the unspent \$90 from outstanding operational commitments.

Grant payments made to date:

Resolution	Description	\$
MKC24-2.4	Maketu ANZAC dawn commemorations 2024	1,000
	2023/24 Total grants paid to date	1,000

Committed – Operational expenditure:


Resolution	Description	\$
MKC24-1.7	Approve up to \$350 (excluding GST) from the contingency account for the purchase of a reusable wreath for the ANZAC Day service.	90
MKC24-4.3	Approve the grant application from the Maketu Surf Life Saving Club for \$6,000.00, to contribute to the costs of a detailed seismic assessment and concrete scanning of the building.	6,000
	2023/24 Total operational commitments	6,090

2023/24 Reserve analysis:

Resolution	Project/Description	\$ (Payments made)
	2023/24 Opening Reserve balance	157,363
	No transactions year to date	0
	2023/24 Closing Reserve balance before commitments	157,363

Remaining commitments from Maketu Community Board Reserve Account

Resolution	Description	\$ (Remaining Funds)
	Opening balance before commitments	157,363
MC20-6.7	Up to \$30,000 for the installation of an additional BBQ by the Surf Club. (Note: The project received approval and is going ahead)	(30,000)
MKC23-4.9	Approves expenditure of up to \$26,000, for the purpose of installing handrails at the Maketu Cemetery (Wharekahu), provided that a second quote is sought in a timely manner by Council staff, and the Board reserves the right to engage on the final design with the Urupā Task Force.	(26,000)
MKC23-5.4	Approve the funding for the new bus shelter on Arawa Avenue for \$7,500.	(7,500)
MKC24-1.4	Approve up \$8,000 for costs relating to the Maketu Information Centre mural.	(8,000)
MKC24-1.3	Approve up to \$15,000 for costs relating to the Book Sharing Shelter subject to approval from the Reserves and Facilities Manager.	(15,000)
	2023/24 Closing balance after the committed expenditure	70,863

ATTACHMENTS**1. Maketu Community Board – Financial Report June 2024** 

Western Bay of Plenty District Council						
Income and Expenditure Statement						
For the period ended 30 June 2024						
Maketu Community Board						
	Year to Date				Full Year	Last Year
	Actual	Budget	(Unfav)/Fav		Budget	Actual
	\$	\$	\$		\$	\$
Direct Costs						
Additional Levels of Service	0	0	0	☑	0	0
Contingency - [see breakdown below]	3,753	18,312	14,559	☑	22,332	24,336
Grants	1,000	5,388	4,388	☑	5,388	5,360
Mileage Allowance	0	1,080	1,080	☑	1,080	1,878
Salaries	15,619	15,000	(619)	⊗	15,000	15,216
Security	0	4,332	4,332	☑	312	239
Inter Department Charges	36,228	36,228	0	☑	36,228	34,572
Operating Costs	56,601	80,340	23,739	☑	80,340	81,601
Total Operating Costs	56,601	80,340	23,739	☑	80,340	81,601
Total Direct Costs	56,601	80,340	23,739	☑	80,340	81,601
Total Costs	56,601	80,340	23,739	☑	80,340	81,601
Income						
Rate Income	70,606	80,328	(9,722)	⊗	80,328	69,085
Total Direct Income	70,606	80,328	(9,722)	⊗	80,328	69,085
Net Cost of Service	14,006	(12)	14,018	☑	(12)	(12,516)
Contingency - breakdown						
MKC23-4.4 Invoice to trim the Macrocarpa tree, to be paid out of the Board's contingency account.	3,493			☑	<i>Favourable Variance</i>	
MKC24-1.6 Reusable wreath for the ANZAC Day.	260			⊗	<i>Unfavourable Variance</i>	
Year to date contingency costs	3,753					
Community Board Reserves						
Opening Balance - Surplus (Deficit)	157,363					
No transactions year to date	0					
(Decrease) Increase in year	0					
Closing Balance - Surplus (Deficit)	157,363					