

MINUTES OF THE HAVELOCK COMMUNITY ASSOCIATION

HAVELOCK Pavilion 22nd April 2024

Meeting opened at 4:32 pm.

Welcome: Kirsa welcomed everyone to the meeting.

Present: Kirsa Sowman, Don Pointon, Liz Matthews, Brigitte Morgan, Ian Cameron

In attendance: Kiri Whiteman (MDC), Jane Tito (MDC), Jodie Griffiths (MDC - arrived 4:40pm), Julia Pointon (HCA Administrator).

Apologies: Emma Parnwell, Cllr Barbara Faulls, Cllr Raylene Innes, Heather Graham (MDC)

MOTION: that apologies be accepted.

MOVED: Kirsa Sowman **SECONDED:** Ian Cameron **CARRIED**

Minutes of the Previous Meetings:

Minutes of the meeting held on Monday 11th March were accepted and approved by members of the HCA committee on 20th March 2024.

Supplementary agenda items:

CCTV in Havelock - PC Spencer Kingi has offered to meet with the HCA committee regarding this issue which was previously discussed a year or two ago. Jane Tito advised that MDC own the CCTV systems in Blenheim & Picton which are monitored by the police. It may therefore be better for Spencer to meet with Dean Heiford (MDC) along with a couple of HCA committee representatives to discuss this. Don will raise this with Dean Heiford.

HCA committee members - we have two committee members stepping down at the end of June. This will leave us with just 4 committee members which is below the minimum required by our constitution. We will need to find at least one new committee member. Kirsa will approach the school about nominating a replacement for Emma.

TASK LIST:

The task list was reviewed.

Julia is working on a new Memorandum of Understanding with Pelorus Rugby FC around charges for use of the Pavilion during rugby season. Working out actual costs for water, power, etc is complicated and calculations will be shared with the committee soon. PRFC are aware that we are reviewing the MoU.

Matters Arising:

Long Term Plan - The committee discussed whether HCA would be putting in a submission. While there are some opposing views on various issues within the committee, it was agreed that it's viable to do this. Ideas will be circulated by email. Where there is common ground a joint HCA submission will be made.

On other issues, individual committee members can make their own submissions.

Submissions close on 15th May. It's important to submit in support of proposals as well as in opposition.

Putting in a submission on local topics will put that issue in front of Council which means they have to look at and discuss the points raised. HCA encourages members to put in submissions.

Correspondence: This was tabled.

MOTION: That incoming correspondence be accepted and outgoing be approved.

MOVED: Kirsa Sowman **SECONDED:** Don Pointon **CARRIED**

Updates from Council

Kiri Whiteman - Hopefully on Monday the last bit of the new playground will be completed. Additionally a permanent cornhole game is to be installed beside the petanque course along with a handball court for the kids. There will be an official opening at a date to be confirmed. The playground has been entered into the NZ Recreation Association awards. Kiri was asked by the committee whether there was a need to install some kind of climb prevention device to stop children climbing to the very top of the slide tower. Apparently these devices are not very effective - a child who wants to climb will always find a way to climb!

Jodie Griffiths - A Funders Workshop is being held at Havelock School on 6th May. This will be of interest to any local community groups who rely on funding grants.

Regional Community Development Agency (RCDA) have a follow-up workshop on 10th June in Blenheim - any interest in Havelock?

Youth Activity funding is available from Marlborough Youth Council. There's a very simple, one-page application to complete.

Incorporated Societies Act - Another workshop is planned in Blenheim. If there was sufficient interest from Havelock groups that are Incorporated Societies and need to update their constitutions and re-register, it might be possible to have a workshop in Havelock too. To be viable they'd need about 10 people to attend. This would probably be in July. Jodie will consult with Ian Cameron about this.

Finance

The HCA Administrator presented a financial summary to the committee up to the end of February.

March: Income \$11,042	Expenses \$6,382	Surplus \$4,660
YTD: Income \$107,476	Expenses \$87,628	Surplus \$19,848

March GST to pay: \$353.85

As at March 31, HCA had \$230,422 in BNZ bank accounts, plus \$68,280 in a term deposit account.

Total Assets (including fixed assets) = \$490,729

Total Current Liabilities = \$31,066

Equity = \$459,663

A question was asked about the DIA and the Boardwalk bank accounts. Both of these relate to the Motuweka Havelock Community Path. The DIA account holds funds to be used for the 'beautification' of the path. The Boardwalk account holds funds used for maintenance. Council Officers, Kiri Whitehead and Jane Tito confirmed that the pathway (wooden boardwalks, bridges, etc) are entered in MDC's asset register and therefore maintenance should, in theory, be the responsibility of Council. There is no formal written agreement between HCA and MDC around responsibilities for the pathway. This needs to be addressed.

MOTION: that the Financial Report be accepted.

MOVED: Kirsa Sowman **SECONDED:** Don Pointon

MDC council officers left the meeting at 5:25pm and were thanked by Kirsa for attending.

Chair:

Kirsa Sowman reported.

Havelock is looking lovely with its autumn colours and it's great to see the ANZAC crosses & flags out. HCA is looking forward to receiving a new lease with MDC for the Holiday Park land.

Thank you to HCA committee portfolio holders who have been busy gathering information as part of our

2024-25 Project Work Plans for MDC.

Please keep an ear to the ground for an extra committee member or two!

Admin Report:

Julia reported.

We've received notice that our insurance policies are due for renewal next month. Kirsra and I have looked through the paperwork and have not identified any necessary changes. The policy has been forwarded to Havelock Holiday Park for their input regarding the Material Damage policy for the holiday park.

HCA Assets:

Havelock Medical Centre

Julia reported in Emma's absence.

Jason Godsiff is due to start the work on the internal guttering at the medical centre at the end of this month.

Mark McLean is no longer the Springlands Health Practice Manager. We have been given another contact at Springlands for future communication.

Havelock Holiday Park

Liz reported on the campground

As requested both Morgan Plumbing and 240V have been to the site and provided a report on what they see as required going forward.

The reviews requested are for improvements to the HCA assets and the work that is proposed are improvements to the HCA infrastructure and not day to day repairs and maintenance. I propose the committee review, budget and prioritise the recommendations based on the trade professionals' recommendations and if necessary seek expertise from Council. We may need to have a small working group for this.

We need to work out exactly where all underground pipes are and identify any leaks. This requires underground detection services (UDS). Morgan Plumbing should be approached to see if they have the equipment to do this. We should also find out from Kiri who MDC uses for this. The priority at this stage is the backflow issue and any leaks.

Don will work with Liz as a small working group.

MDC Assets:

Town Hall

Ian Cameron reported.

The final stage of the project to prevent starlings was the installation of Gutter Witch in the south side guttering which has now been completed.

In readiness for the preparation of the HCA annual work-plan to be submitted to Council, a builder has inspected the building. There are no recommendations in respect of the exterior, apart from the annual water-blasting, particularly on the south side, and nine recommendations in respect of the interior.

The report, including costings, will come to us listing the recommendations in order of the perceived urgency/importance.

Pavilion

Brigitte reported

Suggestions have been made for the annual work plan for the Pavilion:

(i) Improving the flooring in changing rooms - Tiling? Grinding back the concrete? Quotes are required for

this work.

(ii) Replacing tables & chairs. Pricing from OfficeMax is quite high and an alternative supplier should be identified for a second quote.

It was suggested that the existing chairs would benefit from being professionally cleaned and may not need replacing.

Projects Portfolio:

Don reported.

Takorika Access - There has been some work underway near the top of Takorika. No update yet from OneFortyOne.

Motuweka Wetland - No update - will pick this up again with Te Hoiere Project. It is an area where funds from the DIA account could possibly be used.

Routes Around Havelock - Initial HCA feedback provided to Wayfinding Board.

MOTION: To accept all reports

MOVED: Kirsa Sowman **SECONDED:** Liz Matthews **CARRIED**

General Business

- Informal meetings of the HCA committee - It was suggested that it would be useful for committee members to meet from time-to-time on an informal basis to share ideas and to have time to discuss topics in greater depth than time allows at committee meetings. This would be on an irregular basis and attendance would not be compulsory. Really, just a catch up over a cuppa. It was agreed this would be a good idea.
- ANZAC Day - The wreath has been purchased and is being picked up tomorrow. Kirsa will lay the wreath on behalf of HCA.

Meeting closed 6:40pm

Next meeting date: Monday, 10th June, 4:30 pm, Havelock Pavilion

*These minutes were accepted and approved by members of the HCA committee on
April 29th 2024*