



AGENDA

Temuka Community Board Meeting Monday, 23 March 2026

Date Monday, 23 March 2026

Time 5:00 pm

Location Temuka Library/Service Centre
King Street
Temuka

File Reference 1831159

Temuka Community Board

Notice is hereby given that a meeting of the Temuka Community Board will be held in the Temuka Library/Service Centre, King Street, Temuka, on Monday 23 March 2026, at 5:00 pm.

Temuka Community Board Members

Charles Scarsbrook, Alison Talbot, Nicola Nimo, John Jackson, Kathy Campbell, Clrs Michelle Pye and Scott Shannon

Quorum – no less than 4 members

Local Authorities (Members' Interests) Act 1968

Community Board members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table

Nigel Trainor
Chief Executive

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- 1 Apologies**
- 2 Public Forum**
- 3 Identification of Items of Urgent Business**
- 4 Identification of Matters of a Minor Nature**
- 5 Declaration of Conflicts of Interest**
- 6 Elected Member Update**

7 Confirmation of Minutes

7.1 Minutes of the Temuka Community Board Meeting held on 16 February 2026

Author: Meghan Taylor, Acting Democracy Services Lead

Recommendation

That the Minutes of the Temuka Community Board Meeting held on 16 February 2026 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Attachments

- 1. Minutes of the Temuka Community Board Meeting held on 16 February 2026**



MINUTES

Temuka Community Board Meeting Monday, 16 February 2026

Ref: 1831159

**Minutes of Timaru District Council
Temuka Community Board Meeting
Held in the Temuka Library/Service Centre, King Street, Temuka
on Monday, 16 February 2026 at 5:00 pm**

Present: Charles Scarsbrook (Chairperson), Alison Talbot, Nicola Nimo, John Jackson, Kathy Campbell, Clrs Michelle Pye, Scott Shannon

In Attendance: **Councillors:** Mayor Nigel Bowen

Officers: Suzy Ratahi (General Manager Land Transport), Naomi Scott (Community Partnership Support Officer), Diane Miller (Property Team Leader)

Public: Tristram Johnson, Elaine Solomon

1 Apologies

1.1 Apologies Received

Resolution 2026/197

Moved: Clr Scott Shannon

Seconded: Charles Scarsbrook

That the apology of Clr Peter Burt Parker be received and accepted.

Carried

2 Public Forum

Tristram Johnson – Walk-Bike Track Link

Tristram spoke to the Springfield/McNairs Road walk-bike track link. Tristram's main concern is the safety of its current users.

The General Manager Land Transport spoke to this being part of the transport strategy, however when it comes to rail crossings it gets more complicated.

Tristram tabled a proposal.

Attachments

- 1 Springfield/McNairs Road Walk/Bike Track Proposal

Elaine Solomon – Temuka Main Street Tiles

Elaine slipped on the tiles by the chemist and hurt her back significantly and has seen no changes made to the tiles to improve safety.

3 Identification of Items of Urgent Business

No items of urgent business were received.

4 Identification of Matters of a Minor Nature

The following matter of minor nature were identified:

- Community Board A&P show attendance
- A pickle ball court
- Christmas tree committee

5 Declaration of Conflicts of Interest

No conflicts of interest were declared.

6 Elected Member Update

6.1 Presentation of Elected Member Update

Clr Scott Shannon presented an Elected Member update, including the following:

Attended various Council, Committees, Subcommittee Meetings, Elected Member Inductions, Citizenship Ceremonies and workshops.

Attended various miscellaneous meetings, functions and events including; Raptor Trust event, Ara Engineering Trades workshop, Waterfalls & Rockford Schools unveiling, Ara stakeholder meeting, CBD Group meeting, Governance meetings w/Mackenzie and Waitaki DCs, Alexandra Lifeboat Building opening, Opened 115th Caroline Bay Carnival, Announcement of SH1 Showgrounds intersection funding, and Hall of Fame Induction.

Clr Scott Shannon provided the Temuka Community Board with an update on RMA Reform, Simplifying Local Government, Rates Capping, Development Levies and New Committee Structure.

Resolution 2026/198

Moved: Clr Scott Shannon

Seconded: Clr Michelle Pye

That the Temuka Community Board receive and note the Elected Member's Update.

Carried

7 Confirmation of Minutes

7.1 Minutes of the Temuka Community Board Meeting held on 10 November 2025

Resolution 2026/199

Moved: Clr Scott Shannon

Seconded: Charles Scarsbrook

That the Minutes of the Temuka Community Board Meeting held on 10 November 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

8 Schedules of Functions Attended

8.1 Schedule of Functions Attended by the Chairperson

Resolution 2026/200

Moved: Charles Scarsbrook

Seconded: Clr Michelle Pye

That the Schedule of Functions Attended by the Chairperson be received and noted.

Carried

9 Reports

9.1 Actions Register Update

The purpose of this report is to provide the Temuka Community Board with an update on the status of the action requests raised by Community Board Members at previous meetings.

Report on the properties owned by council in the Temuka Ward

The Temuka Community Board agreed to remove this item from the action register.

Meeting at Winchester Domain

Discussion was had around the ownership of Winchester Showgrounds and the need to have a meeting in May with the users to ascertain what the users require.

Meet the Members

The Temuka Community Board agreed to remove this item from the action register.

Temuka Refuse Centre

Discussion was had that the issue has not been resolved. The bottom bar needs to come out.

Waste Team Leader and Clr Shannon to meet on site to discuss the issue.

Resolution 2026/201

Moved: Charles Scarsbrook

Seconded: Nicola Nimo

That the Temuka Community Board receives and notes the updates to the Actions Register.

Carried

9.2 Thomas Hobson Criteria

The Community Partnership Support Officer spoke to the report informing the Temuka Community Board of the 2026 Criteria for the Thomas Hobson Trust.

Resolution 2026/202

Moved: Clr Michelle Pye

Seconded: Alison Talbot

That the Temuka Community Board receive and note the Thomas Hobson criteria for 2026.

Carried

9.3 Temuka Strategic Projects Funding - Temuka Swimming Pool Mural

The Chairperson spoke to the report consider the extension of the mural at the Temuka swimming pool wall and approve funding from the Temuka Strategic projects funding allocation.

Resolution 2026/203

Moved: Alison Talbot

Seconded: Clr Scott Shannon

That the Temuka Community Board:

1. Receive and note the Temuka Strategic Projects Funding - Swimming Pool Mural Report; and
2. Agree to extend the Temuka Pool Mural following removal of plantings and fund this work from the Temuka strategic projects funding allocation.

Carried

9.4 Solution to Upgrade Tiles on King Street Project

The General Manager Land Transport spoke to the report to provide the estimated cost per square metre for upgrading the King Street footpath for each surface treatment and the areas to be prioritised.

Discussion was had around the tiles we currently own that are not laid. It was identified that these are not usable.

The General Manager Land Transport spoke to the ease of tiles if utilities need access to under the tiles, it is easier to lift and to then replace the tiles afterwards.

Further discussion included the cost and availability of tile stamping, Timaru tile trial and sourcing a quote for asphalt stamping.

Concerns were raised regarding the supplied options. Officers agreed to obtain a quote for the asphalt stamping.

Resolution 2026/204

Moved: John Jackson

Seconded: Nicola Nimo

That the Temuka Community Board:

1. Confirms \$71,000 from the 2025-26 Temuka Strategic Plan funding for King Street footpath upgrades; and

2. Delegates authority to the Temuka Community Board Chairperson to make a decision on the priorities following a site visit with the General Manager Land Transport.
3. Confirms Asphalt as the preferred treatment solution.

Carried

9.5 Temuka Stadium Building Condition Status

The Property Team Leader spoke to the report to update the Temuka Community Board Members on the Building Condition status of the Temuka Stadium in respect to outstanding maintenance items and the Detailed Seismic Assessment.

Resolution 2026/205

Moved: Clr Scott Shannon

Seconded: Nicola Nimo

That the Temuka Community Board:

1. Receive and note the Temuka Stadium Building Condition Status Report; and
2. Recommend to Council that the approved 2025/26 capital funding for the Temuka Stadium strengthening of \$250,000 be reallocated to complete upgrades to the stadium.

Carried

9.6 Temuka Targeted Rate Funding Application

The Chairperson spoke to the report for the Temuka Community Board (the Community Board) to consider the funding request from the Temuka Returned Services Association Incorporated of \$2,823.25 for the purchase and installation of a Heartsaver AED7000 Outdoor Defibrillator from the Temuka Community Board targeted rate fund.

Resolution 2026/206

Moved: Clr Michelle Pye

Seconded: Clr Scott Shannon

That the Temuka Community Board:

1. Receives and notes the funding application to the Temuka Community Board Targeted Rate Fund; and
2. Approves funding to the amount of \$2,823.25, to the Temuka Returned Services Association Incorporated for the purchase and installation of a Heartsaver AED7000 Outdoor Defibrillator; and
3. Requires an accountability report to be provided within two months following completion of the expenditure.

Carried

10 Consideration of Urgent Business Items

No items of urgent business were received.

11 Consideration of Minor Nature Matters

Temuka and Geraldine A & P Show

The Temuka Community Board discussed their intent to go to attend the upcoming Temuka and Geraldine A & P Show.

Pickleball Court

A discussion was had around converting some of the tennis court into a pickle ball court. Clr Shannon has some information he will pass onto Charles for the Projects Trust.

Christmas Tree Committee

A member of the public has expressed interest in forming a Christmas tree committee. The Temuka Community Board agreed this was a good idea.

12 Public Forum Issues Requiring Consideration

There were no public forum items requiring consideration.

13 Exclusion of the Public

Resolution 2026/207

Moved: Charles Scarsbrook

Seconded: Clr Scott Shannon

That the public be excluded from the whole of the proceedings of this meeting at 6:42pm

14.1 Public Excluded Minutes of the Temuka Community Board Meeting held on 10 November 2025

14.2 Temuka Community Board Targeted Rate Funding Request - Supporting Documentation

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
14.1 - Public Excluded Minutes of the Temuka Community Board Meeting held on 10 November 2025	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 10 November 2025 are considered confidential pursuant to the

<p>Matters dealt with in these minutes:</p> <p>12.1 - Thomas Hobson Trust Applications</p>		<p>provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 10 November 2025.</p>
<p>14.2 - Temuka Community Board Targeted Rate Funding Request - Supporting Documentation</p>	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons</p>	<p>To protect a person’s privacy, including the privacy of deceased persons</p>
<p>Carried</p>		

Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
 - (a)shall be available to any member of the public who is present; and
 - (b)shall form part of the minutes of the local authority.”

14 Public Excluded Reports

14.1 Public Excluded Minutes of the Temuka Community Board Meeting held on 10 November 2025

12.1 Thomas Hobson Trust Applications

14.2 Temuka Community Board Targeted Rate Funding Request - Supporting Documentation

15 Readmittance of the Public

Resolution 2026/208

Moved: Clr Michelle Pye

Seconded: Clr Scott Shannon

That the meeting moves out of Closed Meeting into Open Meeting at 6:43pm.

Carried

The Meeting closed at 6:43pm.

.....
Charles Scarsbrook
Chairperson

8 Schedules of Functions Attended

8.1 Schedule of Functions Attended by the Chairperson

Author: Meghan Taylor, Acting Democracy Services Lead

Authoriser: Stephen Doran, General Manager Corporate

Recommendation

That the Schedule of Functions Attended by the Chairperson be received and noted.

Functions Attended by the Chairperson for the Period 31 January 2026 to 6 March 2026.

<i>16 February 2026</i>	Chaired Temuka Community Board Meeting
<i>19 February 2026</i>	Met with the General Manager Land Transport and the Road Officer to prioritise footpath replacement for the Temuka CBD <ul style="list-style-type: none"> • Vine Street Alleyway and in front of gym and chemist • Area in front of library and toilets • Area in front of Dr Vara's surgery and alleyway to commerce street carpark • Commerce Street Corners • Area opposite Dr Vara's surgery • Crown corners • Town Square as part of any future development in that area
<i>24 February 2026</i>	Museum Meeting – Very good group with approximately 14 on the Committee
<i>25 February 2026</i>	Submission on behalf of the Temuka Community Board in favour of speed restrictions to the north and south of Temuka
<i>26 February 2026</i>	Email invitation to the Geraldine & Pleasant Point Community Boards to join the Temuka Community Board at the Winchester A&P Show
<i>27 February 2026</i>	Met with a member of the public to discuss the Cycle trail along McNair Road and the process to achieve a positive outcome
<i>3 March 2026</i>	Chaired a Community Car Trust Meeting
<i>5 March 2026</i>	Contacted Council Officers regarding a hazardous residential property, that was brought to my attention by residents of the area.

Meetings were also held with various ratepayers, businesses and/or residents on a range of matters.

Attachments

Nil

9 Reports

9.1 Actions Register Update

Author: Meghan Taylor, Acting Democracy Services Lead

Authoriser: Stephen Doran, General Manager Corporate

Recommendation

That the Temuka Community Board receives and notes the updates to the Actions Register.

Purpose of Report

- 1 The purpose of this report is to provide the Temuka Community Board with an update on the status of the action requests raised by Community Board Members at previous meetings.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as there is no impact on the service provision, no decision to transfer ownership or control of a strategic asset to or from Council, and no deviation from the Long Term Plan.

Discussion

- 3 The actions register is a record of actions requested by Community Board Members. It includes a status and comments section to update the Community Board on the progress of each item.
- 4 There are currently 2 items on the actions register.
- 5 1 item is marked as ongoing.
- 6 0 items are marked as completed, and are proposed to be marked as removed at the next meeting.
- 7 1 item is marked as removed and will be taken off the list at the next meeting.

Attachments

1. **Temuka Community Board Actions Register**  

Information Requested from Temuka Community Board

Key ■ = Completed, for removal ■ = 60+ Days ■ = 90+ Days ■ = Removed

Information Requested	Meeting at Winchester Domain			
Date Raised:	18 August 2025		Status:	Completed
Issue Owner	General Manager Corporate/ Temuka Community Board	Due Date:	December 2025	Completed Date: 1/2/26
<p>Background: At the Temuka Community Board Meeting on 18 August 2025, it was requested that the Temuka Community Board have a meeting in Winchester at the beginning of 2026, with the Winchester Domain users invited. With a view to put in an application for the Contestable Cycleways Fund with relevant council officers to be invited.</p> <p>17 September 2025 – The Democracy Services Lead and the Chair of the Temuka Community Board will arrange the meeting locations once the 2026 meetings calendar has been adopted by Council.</p> <p>29 September 2025 – At the Temuka Community Board it was advised also the possibility of having a meeting at Arowhenua.</p> <p>21 October 2025 – This action will be completed after the Inaugural meeting, once the Chairperson for the 2025-28 Triennium has been elected.</p> <p>February 2026 – The following meetings are being held at alternative venues in 2026</p> <p>Monday, 04 May 2026 5.00pm Temuka Community Board Winchester School, Milford Block , 14 Rise Road, Winchester</p> <p>Monday, 31 August 2026 5.00pm Temuka Community Board Te Rūnanga o Arowhenua Marae, 38 Huirapa Street , Temuka</p> <p>Monday, 19 October 2026 5.00pm Temuka Community Board President's Room, Winchester Showgrounds, State Highway 1, Winchester</p>				

Information Requested	Temuka Refuse Centre				
Date Raised:	29 September 2025			Status:	Ongoing
Issue Owner	General Manager Assets and Infrastructure	Due Date:		Completed Date:	
<p>Background: At the Temuka Community Board Meeting on 29 September 2025, discussed the installation of the two rails at the refuse centre to stop people reversing down the ramp to dump their rubbish. Clr Scott Shannon provided the Community Board with the response by the Waste Operations Team Leader. Further discussion included the possible removal of the bottom rail, to aide with rubbish being unloaded of the trailers, along with the possibility of someone getting their foot caught under the rail and fall over.</p> <p>Update from TCB meeting February 2026 - Discussion was had that the issue has not been resolved. The bottom bar needs to come out. Waste Team Leader and Clr Shannon to meet on site to discuss the issue.</p> <p>Update March 2026: Council Officers met on site on 13 March with Clr Scott Shannon, Community Board Member John Jackson and Ku Brown the EnviroNZ South Canterbury Infrastructure Manager. Various options were looked and the SC Infrastructure Manager is going to seek quotes as the cost needs to be considered.</p>					

9.2 Emergency Management Unit: Building Resilient Communities

Author: Darryn Grigsby, Emergency Management Lead

Authoriser: Paul Cooper, General Manager Regulatory Development and Growth

Recommendation

That the Temuka Community Board receive and note the Emergency Management Unit: Building Resilient Communities Report.

Purpose of Report

- 1 To introduce the Emergency Management Unit, explain our function and limitations to Community Boards and discuss how we can continue to build resilient communities.

Assessment of Significance

- 2 This matter is deemed to be of low significance when considered against the criteria of the Significance and Engagement Policy. The report does not seek a decision and is for information purposes only.

Discussion

- 3 The Emergency Management Unit coordinates planning, preparedness, and response for Civil Defence emergencies across the Timaru District. We are guided by legislation, which includes the 4R Framework. The 4Rs are Reduction, Readiness, Response, and Recovery. We work to minimize risk and support communities before, during, and after emergencies.
- 4 We operate under the Coordinated Incident Management System (CIMS) and manage incidents through the Emergency Operations Centre (EOC) at the main Council building, or if the main building is compromised, from the West End Hall. The EOC supports local communities and agencies by coordinating information and requests which helps them respond in a coordinated manner.
- 5 The Emergency Management team consists of 2 staff members and approximately 70 volunteers. We rely on emergency services and partner agencies to provide first response, and we have small volunteer teams that can support them. Our strength comes from building resilience in communities, enabling them to look after themselves, and by fostering partnerships with other agencies.
- 6 Civil Defence isn't a standing workforce - It's neighbours helping neighbours when an emergency happens and normal services can't be there. Communities that prepare and organize before an emergency are better equipped to respond and recover.
- 7 When building community resilience we encourage the following:
 - 7.1 Community Response Plans (CRPs) tailored to local needs.
 - 7.2 Volunteer networks and communication systems.
 - 7.3 Use of resources like the "Are You Ready?" guide for household and community preparedness

- 8 A recent example is Woodbury who demonstrated what effective community-led resilience looks like by:
 - 8.1 Developing a Community Response Plan with our support.
 - 8.2 Testing the plan during a weather event.
 - 8.3 Establishing clear roles and communication channels.
 - 8.4 Collaborating with neighboring communities to share knowledge.
- 9 The CRP model shows the value of local engagement and ownership when building a resilient community.
- 10 We want to liaise with community boards to raise awareness about our resources and limitations, to promote and support Community Response Plan development, to share best practices, training and tools, and to facilitate regular engagement.

Attachments**Nil**

9.3 Temuka Community Board Targeted Rate 2026/27**Author: Stephen Doran, General Manager Corporate****Authoriser: Nigel Trainor, Chief Executive****Recommendation**

That the Temuka Community Board:

1. Receive and note the Temuka Community Board Targeted Rate 2026/27 report; and
2. Agree a preferred targeted rate to be recommended for inclusion in the Draft Annual Plan 2026/27.

Purpose of Report

- 1 The purpose of this report is to seek a preferred targeted rate from the Community Board for recommendation to council to be included in the Draft Annual Plan 2026/27 Information Publication.

Assessment of Significance

- 2 This is considered low significance with regards to the council's significance and engagement policy. The community will be informed of any proposal as part of the council's Annual Plan information.

Background

- 3 A targeted rate as defined by Council's Revenue and Financing Policy is a rate charged for a specific service through a tax on each rateable unit or separately used or inhabited portion of a rating unit to ensure that the cost of a service or activity is borne by those who derive most benefit from it, or who contribute to the need for the service or activity.
- 4 Each community board area (for which targeted rates are levied) retains its own annual surplus or deficit which accumulates and is held in reserve. Each individual reserve balance is only available for use by the Community Board the reserve pertains to. Interest is accumulated at the close of the financial year (30 June 2025) and added to the balance of the reserve fund.
- 5 In each Long-Term Plan and Annual Plan process each Community Board has the ability to consider their current targeted rate level and recommend to Council to maintain or increase their targeted rate.
- 6 The following charges for 2025/26 were adopted by Council on the 30 June 2025.
 - 6.1 Temuka Community Board \$6.00
 - 6.2 Pleasant Point Community Board \$6.00
 - 6.3 Geraldine Community Board \$10.00

- 7 The estimated revenue from this in 2025/26 was \$17,000 per annum. Assuming the number of rateable units remains roughly the same, for every \$1 increase the revenue would increase by approximately \$2,800.
- 8 This fund is available for the Community Board to assess applications received from the community or support local service provision within their wards. It is important to note that all Community Board discretionary spending is expensed from this fund.
- 9 Community Boards cannot allocate targeted rate funding without a prior report from Council officers. The Community Board may request officers to prepare a report for specific projects or initiatives they wish to support from their targeted rate, where Council funding is otherwise not available, such as the installation of a community garden. A Council officer's report must be completed before any funding decisions both internally and externally.
- 10 If the targeted rate funds are not used, these continue to be held. Interest is accumulated at the close of the financial year and added to the balance of the fund. As at 2 February 2026 the available funds were \$65,646.10. This amount increases as rates are paid and decreases with any grants given.

Options and Preferred Option

Option One (preferred)

- 11 That the Temuka Community Board receive the report and agree a preferred targeted rate to recommend for inclusion in the Draft Annual Plan 2026/27.

Option Two

- 12 That the Temuka Community Board does not make a recommendation to Council, who may then determine if they wish to change the rate.

Consultation

- 13 The Community Board's recommendation will be published as part of the Council's Annual Plan Information Document, and the community can provide feedback through the established methods.

Relevant Legislation, Council Policy and Plans

- 14 Timaru District Council Long Term Plan 2024-34

Other Considerations

- 15 None

Attachments

Nil

10 Consideration of Urgent Business Items

11 Consideration of Minor Nature Matters

12 Public Forum Issues Requiring Consideration

13 Exclusion of the Public

Recommendation

That the public be excluded from—

- *(a)the whole of the proceedings of this meeting; or
- *(b)the following parts of the proceedings of this meeting, namely,—

14.1 Public Excluded Minutes of the Temuka Community Board Meeting held on 16 February 2026

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<p>14.1 - Public Excluded Minutes of the Temuka Community Board Meeting held on 16 February 2026</p> <p>Matters dealt with in these minutes:</p> <p>14.1 - Public Excluded Minutes of the Temuka Community Board Meeting held on 10 November 2025</p> <p>14.2 - Temuka Community Board Targeted Rate Funding Request - Supporting Documentation</p>	<p>Section 48(1) of the Local Government Official Information and Meetings Act 1987.</p>	<p>The public excluded minutes of the meeting held on 16 February 2026 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 16 February 2026.</p>

*I also move that [\[name of person or persons\]](#) be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of [\[specify\]](#). This knowledge, which will be

of assistance in relation to the matter to be discussed, is relevant to that matter because [specify]

.

*Delete if inapplicable.

Note

[Section 48\(4\)](#) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
 - (a)shall be available to any member of the public who is present;
and
 - (b)shall form part of the minutes of the local authority.”

14 Public Excluded Reports

15 Readmittance of the Public