



# MINUTES

## Community Services Committee Meeting Tuesday, 30 July 2024

Ref: 1689321

**Minutes of Timaru District Council  
Community Services Committee Meeting  
Held in the Council Chamber, District Council Building, King George Place, Timaru  
on Tuesday, 30 July 2024 Following the Infrastructure Committee**

**Present:** Clrs Stacey Scott (Chairperson), Stu Piddington (Deputy Chairperson), Gavin Oliver, Owen Jackson, Michelle Pye, Scott Shannon, Mayor Nigel Bowen

**In Attendance:** **Community Board Members:** Michael Thomas (Pleasant Point)

**Officers:** Nigel Trainor (Chief Executive), Paul Cooper (Group Manager Environmental Services), Andrew Dixon (Group Manager Infrastructure), Beth Stewart (Group Manager Community Services), Stephen Doran (Group Manager Corporate and Communications), Nicole Timney (Group Manager Property), Andrea Rankin (Chief Financial Officer), Matt Sisson (Property Projects Officer), Maddison Gourlay (Communications and Marketing Advisor), Meghan Taylor (Executive Operations Coordinator), Jess Hurst (Community Development Team Lead – Minutes)

## **1 Apologies**

### **1.1 Apologies**

#### **Resolution 2024/30**

Moved: Clr Stacey Scott

Seconded: Mayor Nigel Bowen

That the apologies of Peter Burt, Allan Booth and Sally Parker be received and accepted.

**Carried**

## **2 Public Forum**

There were no public forum items.

## **3 Identification of Items of Urgent Business**

No items of urgent business were received.

## **4 Identification of Matters of a Minor Nature**

No matters of a minor nature were raised.

## **5 Declaration of Conflicts of Interest**

No conflicts of interest were declared.

## **6 Chairperson's Report**

### **6.1 Chairperson's Report**

The Chairperson has attended a number of meetings including CityTown masterplan consultations and the Infrastructure Symposium in Wellington with Mayor Nigel Bowen, as well as meetings relating to the Aorangi Park redevelopment, Three Waters Next Steps, and proposed District Plan hearings.

#### **Resolution 2024/31**

Moved: Clr Stacey Scott

Seconded: Clr Michelle Pye

**Carried**

## **7 Confirmation of Minutes**

### **7.1 Minutes of the Community Services Committee Meeting held on 11 June 2024**

#### **Resolution 2024/32**

Moved: Clr Michelle Pye

Seconded: Clr Gavin Oliver

That the Minutes of the Community Services Committee Meeting held on 11 June 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

## **8 Reports**

#### **Resolution 2024/33**

Moved: Clr Stacey Scott

Seconded: Mayor Nigel Bowen

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act it is moved:

1. That the publicly excluded part of the agenda are moved forward in this agenda. This specifically relates items 13.1 (public excluded minutes of the Community services committee meeting held on 11 June 2024; and the Aigantighe House Gallery Seismic Strengthening and Refurbishment).
2. It is moved to exclude the public from this part of the proceedings of this meeting, namely that stated above, as per sections 7 (2)(i); and section 7(2)(h) of the Local Government Official Information and Meetings Act 1987 ).

3. To readmit the public at the completion of these reports and continue with the agenda as is.

**Carried**

## 9 Exclusion of the Public

### Recommendation

That the public be excluded from—

- \*(b)the following parts of the proceedings of this meeting, namely,—

#### 13.1 Public Excluded Minutes of the Community Services Committee Meeting held on 11 June 2024

#### 13.2 Aigantighe House Gallery Seismic Strengthening and Refurbishment Project

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 at 3.48pm:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<b>13.1 - Public Excluded Minutes of the Community Services Committee Meeting held on 11 June 2024</b>  <b>Matters dealt with in these minutes:</b>  <b>13.1 - Progress Report - Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project Update</b>	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	<p>The public excluded minutes of the meeting held on 11 June 2024 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 11 June 2024.</p>
<b>13.2 - Aigantighe House Gallery Seismic Strengthening and Refurbishment Project</b>	<p>s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>To enable Council to carry out commercial activities</p> <p>To enable Council to carry out commercial or industrial negotiations</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.”

**10 Public Excluded Reports****13.1 Public Excluded Minutes of the Community Services Committee Meeting held on 11 June 2024****13.1 Progress Report - Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project Update****13.2 Aigantighe House Gallery Seismic Strengthening and Refurbishment Project****11 Readmittance of the Public****Resolution 2024/34**

Moved: Mayor Nigel Bowen

Seconded: Cllr Stacey Scott

That the meeting moves out of Closed Meeting into Open Meeting at 4.05pm.

**Carried**

**8.1 Community Services Group Update**

The Group Manager Community Services spoke to the report to provide the Community Services Committee with a regular, high-level update on the functions of the units within the Community Service Group, including key updates, challenges and opportunities, initiatives, projects, and the impact of changes in service delivery as it pertains to the community.

Key topics discussed in the report included the proposed adjustments to library operating hours and successful software upgrades at CBay, which are enabling more accurate reporting. It was confirmed that the new Library Manager will commence duties on August 5th, and the current Acting Manager at CBay has been appointed as the permanent Recreation Facilities Manager.

There was a discussion concerning the storage and future planning for bequeathed items, and the management of collections. Councillors have requested an update on the current bequeath policy at the next Community Services meeting.

The council recognised the efforts of the customer services team for processing 2,000 rates rebate applications. This process, which was well-highlighted during the Long Term Plan consultation sessions, should continue to be widely promoted.

#### **Resolution 2024/35**

Moved: Clr Stacey Scott

Seconded: Clr Gavin Oliver

That the Community Services Standing Committee receives and notes the Community Services Update Report.

**Carried**

### **8.2 Aigantighe Art Gallery: Accessibility and Climate Control Options**

The Group Manager Property and the Property Projects Officer spoke to the report to obtain approval by the Committee to use project reserve funds to undertake works which fall outside of the Seismic Strengthening contract scope, but are within the original overall House Gallery Refurbishment Project scoped works. The proposed works include the replacement of the HVAC system, installation of a lift, and accessible toilets. The HVAC system in the gallery is overdue for replacement by at least two years.

Clarification was requested on the prioritisation of this project in relation to other council initiatives and whether these additional works are the best use of this reserve fund. While officers acknowledged that a condition report is necessary to confirm that there will be no further associated costs, they expressed confidence that these enhancements would ensure the facility's full accessibility and suitability for community use, with no additional costs anticipated to complete the project.

The Committee was assured that the additional works would not delay the gallery's planned opening on November 29th. Although the HVAC system replacement has a 16-week lead time, it can be installed poste-opening without affecting the schedule. The installation of the lift and accessible toilets will be coordinated with gallery operations to minimise disruption to the community. The full completion of all works is expected early next year.

Further discussions emphasised the importance of accessibility aligning with the Council's Age Friendly strategy. Queries were raised regarding the accessibility of other council facilities and buildings and it was confirmed that most facilities are accessible, though not necessarily to the new building standards triggered by new works.

#### **Resolution 2024/36**

Moved: Clr Michelle Pye

Seconded: Clr Scott Shannon

That the Community Services Committee approve project reserve expenditure to upgrade the bathrooms to be accessibility compliant in the modern gallery, install new HVAC/AHU for the modern gallery and install a full lift platform to all floors of the house gallery.

**Carried**

**12      Consideration of Urgent Business Items**

No items of urgent business were received.

**13      Consideration of Minor Nature Matters**

No matters of a minor nature were raised.

**14      Public Forum Items Requiring Consideration**

There were no public forum items.

**The Meeting closed at 4.35pm.**

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**Clr Stacey Scott**  
**Chairperson**