



# **MINUTES**

## **Community Services Committee Meeting Tuesday, 18 February 2025**

**Ref: 1740724**

**Minutes of Timaru District Council  
Community Services Committee Meeting  
Held in the Council Chamber, District Council Building, King George Place, Timaru  
on Tuesday, 18 February 2025 at 11.50am Following the Infrastructure Committee**

**Present:** Clr Stacey Scott (Chairperson), Clr Stu Piddington (Deputy Chairperson), Clr Gavin Oliver, Clr Peter Burt, Clr Allan Booth, Mayor Nigel Bowen, Clr Owen Jackson, Clr Sally Parker, Clr Michelle Pye, Clr Scott Shannon.

**In Attendance:** **Community Board Members:** Rosie Woods (Geraldine Community Board)

**Officers:** Nigel Trainor (Chief Executive), Paul Cooper (Group Manager Environmental Services), Stephen Doran (Group Manager Corporate and Communications), Justin Bagust (Chief Information Officer), Andrea Rankin (Chief Financial Officer), Rosie Oliver (Development Manager), Nicole Timney (Manager of Property Services and Client Representative), Andrew Dixon (Group Manager Infrastructure), Suzy Ratahi (Land Transport Manager), Claire Copeland (Group Coordinator Environmental Services - *Minutes*), Jessica Kavanaugh (Team Leader Governance - *Tech*), Maddison Gourlay (Marketing and Communications Advisor - *Tech*).

## **1 Apologies**

### **1.1 Apologies received**

Apologies were received from Raewyn Hessel (Pleasant Point Community Board) and Alison Talbot (Temuka Community Board).

## **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 – Cllr Stacey Scott**

#### **Functions Attended by the Chair of the Community Services Committee for since the last meeting on 19 November 2024.**

<i>21 November 2024</i>	Attended the Combined Sector meeting in Wellington (along with Cllr Pye, Cllr Booth & Chief Executive).
<i>22 November 2024</i>	Attended the Rural & Provincial meetings.
<i>27 November 2024</i>	Met with New Zealand First Member of Parliament Andy Foster (alongside Cllr Shannon & Mayor Bowen).
<i>5 December 2024</i>	Attended the last 2024 Local Arts Scheme Subcommittee meeting.
<i>10 December 2024</i>	Attended Citizenship Ceremony.
<i>12 December 2024</i>	Art gallery opening.
<i>16 December 2024</i>	Community Christmas morning tea (alongside fellow Councillors).
<i>25 January 2025</i>	Attended the Sunsational prize draw at the Art Gallery.
<i>10 February 2025</i>	Was a member of panel B for the District Plan, and attended site visits.
<i>17 February 2025</i>	Attended an online meeting with Mr James Meager.

#### **Resolution 2025/1**

Moved: Cllr Stacey Scott

Seconded: Cllr Michelle Pye

That the Schedule of Functions Attended by the Chairperson, Stacey Scott detailed above were received and noted.

**Carried**

## **7 Confirmation of Minutes**

**7.1 Minutes of the Community Services Committee Meeting held on 19 November 2024**

1. The Chairperson took the minutes as read and asked for any amendments:
2. **Café at CBay** - Clr Pye pointed out that under '8.2 Community Services Group Update Report' regarding Café at CBay, it was noted that *"A request for a full profit and loss to be completed for the next CS Committee meeting was made"* this however was not recorded in the actions register and no report has been forthcoming (update: as at 27.02.25 this item been added as action in the register #1591278).

By way of an update Acting Group Manager Community Services, confirmed that we have a good understanding of the numbers and they are tracking in the right directions, the Recreation Facilities Manager has asked for three months to gather data, at which time a report will be brought back to this committee. The Chief Executive further noted the financial data had been subject to the recent round of 'Activity Reviews'.

**District Pools** - *Action:* Clr Burt requested a profit and loss statement for all the district pools for the summer season and with trending data. Acting Group Manager Community Services, confirmed that there is work being undertaken to complete a Section 17a review which would incorporate this information (no timeline was specified for the return of this report).

3. **Aigantighe House** - Clr Pye also noted that under '8.3 Aigantighe House Gallery Seismic Upgrade October 2024' regarding the pump shed, it was recorded as *"Discussion was had over the pump shed, and it was noted that it was being used for signage, and that they had been tasked with looking at options and a report would be presented later."* this is also missing from the actions register and includes a small typo (update: as at 27.02.25 this item has been added as action in the register #1591278 and the correction made).

By way of an update the Chief Executive noted 'Youth Centre' offered to remove what is not required from inside the shed and create a design for the exterior.

4. The Chairperson noted that under '8.3 Aigantighe House Gallery Seismic Upgrade October 2024' it was recorded in the minutes: *"The intention was the final invoice would be received this month, and once that is processed, and full report will be presented with variations noted."* and could this also be added to the Actions Register (update: as at 27.02.25 this item been added as action in the register #1591278).

**Resolution 2025/2**

Moved: Clr Michelle Pye

Seconded: Clr Allan Booth

That the Minutes of the Community Services Committee Meeting held on 19 November 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

## 8 Reports

### 8.1 Actions Register Update

The purpose of this report is to provide the Community Services Committee with an update on the status of the action requests raised by Councillors at previous Committee meetings.

Current Action:

***Policy update for the assessment of bequests for collections at the Aigantighe Art Gallery –***

Update in register 30 January 2025:

The Museum's Aotearoa (MA) updated their website on 11 Dec 2024 and indicated their subcommittee intends to present a new Code of Ethics (CoE) and structure to MA's members for ratification at the 2025 AGM. The AGM date is yet to be released, but the 2024 AGM was held in June, so we can assume it will be mid-year 2025. Following the new CoE and structure being published, we can look to conduct a review of our internal policy after June 2025, to ensure we are aligned and with a view to complete our internal review in the second half of 2025. We can provide more detailed timelines of the internal review when we have set dates for the AGM and CoE being published.

### Resolution 2025/3

Moved: Clr Stacey Scott

Seconded: Clr Owen Jackson

That the Community Services Committee receives and notes the update to the Actions Register and to leave the action open at this time.

**Carried**

### 8.2 Community Services Update Report

To provide the Community Services Committee with a regular, high-level update on the activities 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.

#### Community Development

Employment Support Fair: The Community Development Advisor (CDA) collaborated with Te Aitaraikihi, the Ministry of Social Development, and Connected to organize a 'mini jobs fair' on 28 January 2025, aimed at supporting Alliance employees affected by the recent closure. Clr Shannan asked if this could be an option to roll this out as an annual event to involve all the community. Mayor Bowen noted that there has already been some discussion in this regard and an event involving the public and potential employers is forthcoming.

Welcoming Communities: In the agenda it reads "*A youth survey was distributed to former refugee youth, receiving 17 responses, to identify the challenges they face as newcomers to the community, understand what would make them feel more welcome and supported*" Clr Scott asked for more information on what challenges had been identified.

Mayor's Taskforce for Jobs (MTFJ): The agenda refers to 12 young people having successfully secured full-time employment through the programme, Clr Scott is interested to know what those roles are and where they are located. *Action*: Have the 'Mayors Taskforce for Jobs Coordinator' to bring a report to the next Customer Services Meeting with an overview of the programme to date

giving more details on where and what roles have these young people have taken on and give the elected members the opportunity to ask some questions.

### **Recreational Facilities**

CBay Fitness: Cllr Piddington requested some clarification on CBay Fitness report which indicated in the agenda that the member numbers were both steady, and show robust growth. Acting Group Manager for Community Services confirmed that the capacity for memberships is full at 1,450 while there is also a growing list of people waiting for availability.

Aorangi Stadium: Cllr Piddington asked if the Aorangi Stadium has reached booking capacity. It was confirmed by the Acting Group Manager for Community Services that we are heavily booked and having to turn away some bookings or request people go on a waiting list for possible cancellations.

District-wide Libraries: On review of the 'Q2 statistical snapshot' Cllr Booth asked if user pays had been considered. Acting Group Manager Community Services reiterated that the current model makes the services we provide accessible to all of our communities.

Cllr Shannon noted there had been a drop in numbers for Q2 2025 and a change in the way visitor numbers are recorded, he asked for some information on the change and the implementation of the new door counter system (active since 1 July 2024). The Acting Group Manager Community Services explained that the numbers for previous years had been generated from a methodology, using data from their systems, whereas now visitors are counted as they come through the door, the report appears to indicate a decline in numbers for Q2 2025, however this is possibly due to change in the way the data is now captured.

*Action*: Cllr Shannan has requested a more in-depth explanation of what drove the Q2 numbers from 2022 to 2024, how the new door counter works and 'to the best of our knowledge' has there been a decline in numbers.

### **Continuous Improvement**

Smarty Grants: *Action*: Cllr Scott has asked when this system will go live. Cllr Piddington asked for clarification and scope of who these grants are available to and does this differ from the current process.

### **Resolution 2025/4**

Moved: Cllr Stacey Scott

Seconded: Cllr Gavin Oliver

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

**Carried**

## **9 Consideration of Urgent Business Items**

No items of urgent business were received.

## **10 Consideration of Minor Nature Matters**

No matters of a minor nature were raised.

**11 Public Forum Items Requiring Consideration**

No conflicts of interest were declared.

**The Meeting closed at 12:07pm**

Minutes Confirmed 15 April 2025



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