



AGENDA

Geraldine Community Board Meeting Wednesday, 16 April 2025

Date Wednesday, 16 April 2025

Time 6:30 pm

Location The Parasol
1202 Peel Forest Road, Peel Forest

File Reference 1752086

Timaru District Council

Notice is hereby given that a meeting of the Geraldine Community Board will be held in the The Parasol, 1202 Peel Forest Road, Peel Forest, on Wednesday 16 April 2025, at 6:30 pm.

Geraldine Community Board Members

Jan Finlayson (Chairperson), Janene Adams (Deputy Chairperson), Wayne O'Donnell, Shane Minnear, Rosemary Woods, Andy McKay and Cllr Gavin Oliver

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

Order Of Business

1	Apologies	5
2	Public Forum	5
3	Identification of Items of Urgent Business.....	5
4	Identification of Matters of a Minor Nature	5
5	Declaration of Conflicts of Interest	5
6	Confirmation of Minutes	6
6.1	Minutes of the Geraldine Community Board Meeting held on 19 March 2025	6
7	Schedules of Functions Attended	14
7.1	Schedule of Functions Attended by the Chairperson	14
8	Reports	15
8.1	Actions Register Update	15
8.2	Community Board Targeted Rate Funding Application Process	18
9	Consideration of Urgent Business Items.....	27
10	Consideration of Minor Nature Matters.....	27
11	Public Forum Issues Requiring Consideration	27
12	Board Member's Reports.....	27

- 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 Confirmation of Minutes

6.1 Minutes of the Geraldine Community Board Meeting held on 19 March 2025

Author: Jessica Kavanaugh, Team Leader Governance

Recommendation

That the Minutes of the Geraldine Community Board Meeting held on 19 March 2025 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 Geraldine Community Board Meeting held on 19 March 2025



MINUTES

Geraldine Community Board Meeting Wednesday, 19 March 2025

Ref: 1752086

**Minutes of Timaru District Council
Geraldine Community Board Meeting
Held in the Geraldine Library/Service Centre
on Wednesday, 19 March 2025 at 6:30 pm**

Present: Jan Finlayson (Chairperson), Janene Adams (Deputy Chairperson), Wayne O'Donnell, Shane Minnear, Rosemary Woods, Gavin Oliver, Andy McKay

In Attendance: **Councillors:** Michelle Pye, Mayor Nigel Bowen

Officers: Nicole Timney (Group Manager Property), Andrew Dixon (Group Manager Infrastructure), Jessica Kavanaugh (Team Leader Governance)

Public: Kristine Diehl-Breeding (Geraldine.nz Coordinator) Margaret Champman (Secretary, Geraldine Historical Society), Kaye Kerr (Chairperson, Geraldine Historical Society), Mark Worden (Vice President, Geraldine Historical Society), Troy Titheridge

1 Apologies

No apologies were received.

2 Public Forum

Kristine Diehl-Breeding – Introduced herself as the Coordinator for Geraldine.nz, provided background on previous experience and outlined projects that Geraldine.nz is undertaking.

Discussion included the focus on the survey, how the information will be utilised, and the results being presented to the Committee. The importance of working together with the Geraldine Community Board and an update on the Geraldine Festival was given.

Margaret Champman – Provided the Community Board with the history and background of the Museum including improving visitor experiences, and the recent loss of four volunteers.

Mark Worden – Advised the Community Board regarding the new audio-visual installations at exhibits.

Discussion included the number of people visiting the Museum and the cost for entry. The impact the new extension has had on visitor numbers, length of time in the museum and the opportunity to include sales for museum-type items. The concept of the current displays was explained.

Margaret Champman – Also spoke to the Community Board regarding the cycleway to Woodbury and the process of consultation that was undertaken with affected residents. The number of vehicles and speed of vehicles at the Woodbury Road and Main Road corner were highlighted, it was advised this matter has been raised previously.

It was noted that the Main Road is a State highway, therefore the decision is with the New Zealand Transport Agency Waka Kotahi (NZTA). Discussion included the continued advocacy for this stretch of road.

Clr Gavin Oliver advised a resident has contacted him, and informed him that they made a recommendation on the cycleway and raised concerns at the crossing and its location.

3 Identification of Items of Urgent Business

No items of urgent business were received.

4 Identification of Matters of a Minor Nature

The following matters of minor nature were identified:

- Follow-up on a submission to the Long Term Plan regarding the Geraldine Cemetery on behalf of a resident
- Strategic Framework Update
- Serpentine Creek, Geraldine Sculpture Trail, and Yesteryear Project Update

5 Declaration of Conflicts of Interest

No conflicts of interest were declared.

6 Confirmation of Minutes**6.1 Minutes of the Geraldine Community Board Meeting held on 12 February 2025**

Amendments included attaching the tabled letter from Public Forum, David Bray rather than David Brown, Eleanor Tripp Memorial Library rather than Ellenore Tripp Memorial Library, installation rather than insulation in consideration of minor nature. In item 8.3 add the appointee does not need to be a member of the Community Board.

At 7:05 pm, Clr Gavin Oliver left the meeting.

At 7:08 pm, Clr Gavin Oliver returned to the meeting.

Resolution 2025/218

Moved: Jan Finlayson

Seconded: Andy McKay

That the Minutes of the Geraldine Community Board Meeting held on 12 February 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

7 Schedules of Functions Attended**7.1 Schedule of Functions Attended by the Chairperson****Resolution 2025/219**

Moved: Rosemary Woods

Seconded: Janene Adams

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

Carried

8 Reports

8.1 Actions Register Update

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

Resolution 2025/220

Moved: Shane Minnear

Seconded: Janene Adams

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

Carried

8.2 Peel Forest Closed Landfill Remediation

The Group Manager Infrastructure spoke to the report to provide an update on the Peel Forest Closed Landfill Remediation, and requested if the Community Board would like to attend a site visit before the Geraldine Community Board on the 18 April 2025 as the meeting is being held in Peel Forest.

It was confirmed the Geraldine Community Board agreed to have a site visit before the next meeting.

Discussion included the blessing of the site being a consent condition, who will be undertaking the blessing, and who will attend the blessing. It was confirmed the planting is built into the cost with Arowhenua supplying the plants which will consist of native plants to protect the land from erosion. The truck movements for this project were discussed including routes for the trucks.

Resolution 2025/221

Moved: Rosemary Woods

Seconded: Andy McKay

That the Geraldine Community Board receive and note the Peel Forest Closed Landfill Remediation Update.

Carried

8.3 Geraldine Domain Additional Seats Request

The Group Manager Infrastructure spoke to the report for the Geraldine Community Board to consider and decide whether to fund the purchase of another eight bench seats in addition to the asset renewal project being undertaken in the Geraldine Domain Oval from the Geraldine Community Board fund.

Discussion included the reason for the recommendation, and the cost of the maintenance of the seats for the first two years and into the future. The current number of seats versus the number of proposed seats. It was clarified the depreciation of the seats is over 10 years.

Further discussion included the style of seat, number of seats, and the utilisation of the seating at the Domain.

It is noted the Geraldine Community Board lobby at the next Long Term Plan for the remaining 8 bench seats to be included in the 2027/37 Long Term Plan.

Resolution 2025/222

Moved: Janene Adams

Seconded: Rosemary Woods

That the Geraldine Community Board:

1. The Geraldine Community Board approves \$17,000 excluding GST for the purchase and installation of 8 additional bench seats for use within the Geraldine Domain from the Geraldine Community Board fund. This would also include additional annual operating expenses for maintenance and depreciation, with \$2007 excluding GST annually. This additional operating cost should also be funded from the Geraldine Community Board fund at least until the next Long-Term Plan is approved (2 years). For clarity, the funding required for Option 2, additional seats, from the Community Board fund is \$19,007 for the current 2024/25 financial year and \$2,007 for 2025/26.

In Favour: Jan Finlayson, Janene Adams, Rosemary Woods, Cllr Gavin Oliver and Andy McKay

Against: Wayne O'Donnell and Shane Minnear

Carried 5/2

8.4 Property Update - Geraldine Area

The Group Manager Property spoke to the report to provide the Geraldine Community Board with a list of current council-owned properties and parcels of land in the Geraldine area. Clarifying the data provided is land that the Council pays rates on, it is noted the possibility of other properties or parcels of land that have not yet been identified.

The definition for appellation RES was requested to be confirmed with the Community Board. Maintenance and costs of the unknown property were highlighted. It was suggested this information can inform strategy decisions in the future with the frequency of future reporting of a property update including improving the presentation.

Further discussion included the process of identifying properties and future-proofing of the information being gathered.

Resolution 2025/223

Moved: Andy McKay

Seconded: Shane Minnear

That the Geraldine Community Board:

1. Receives and notes the Properties Owned by Council in the Geraldine area report.

Carried

9 Consideration of Urgent Business Items

No items of urgent business were received.

10 Consideration of Minor Nature Matters

Follow-up on a submission to the Long Term Plan regarding the Geraldine Cemetery on behalf of a resident

Rosie Woods requested an update on a Long Term Plan submission which was in relation to paving or path in the Geraldine Cemetery to help people with mobility issues navigate the cemetery in the winter months when the ground is wet.

Strategic Framework Update

Jan Finlayson provided the Geraldine Community Board with an update on the Strategic Framework. Cox Street Recreational Reserve is complete. The bench seating and picnic table project is complete, Yesteryear's project has a final design and costed budget, but the final site has not been chosen. Totoru Square is ready to continue once consents are in place. The remaining budget is at \$28,000 and may be rolled over. There is a meeting with council officers regarding the strategic framework in April for the coming year.

Discussion included consultation with the public in regard to the strategic plan. Wayne O'Donnell advised he has been contacted and informed that a person has lodged to the Timaru District Council an official information request with regards to the Yesteryear project.

Serpentine Creek

Dave Hendry has had no correspondence regarding the overflow path of the creek that has been previously raised.

Geraldine Sculpture Trail

Correspondence circulated to the Geraldine Community Board, the Geraldine Sculpture Trail committee chair has refused to share the financial information that has been requested. It is confirmed an official information request has been lodged to the Timaru District Council to improve transparency and accountability.

11 Public Forum Issues Requiring Consideration

There were no public forum items.

12 Board Member's Reports

Clr Gavin Oliver has attended meetings as part of normal Council business, meetings with Geraldine Sculpture Trail Group, and Meetings regarding rubbish bins and fence on Hislop Street.

Janene Adams has attended Geraldine Sculpture Trail Meetings

At 8:03 pm, Clr Gavin Oliver left the meeting.

Andy McKay has attended the 100th Power Native Bush field day and participated in the Central South Island charity bike ride.

Shane Minnear has seen the social media around the Yesteryear Project including emails with the Geraldine Community Board and, discussions with a member of the community regarding the lack of consultation regarding the Yesteryear Project.

Wayne O'Donnell has attended normal Geraldine District Foundation meetings, Geraldine Health Limited Partnership, Vehicle Trust Meeting, Vintage Car and Machinery Club, and RSA. The Health Hub has had another disability car park put in Maslin Street by the Timaru District Council.

Rosie Woods has attended Council and Standing Committee meetings and met with Jan Finlayson and members of the public in Woodbury to discuss the Yesteryear Project. Planning to attend the Civil Defence Emergency Management (CDEM) and CDMS training.

The Meeting closed at 8.07pm.

.....
Jan Finlayson
Chairperson

7 Schedules of Functions Attended

7.1 Schedule of Functions Attended by the Chairperson

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

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

Functions Attended by the Chairperson for the Period 06 March 2025 and 31 March 2025.

<i>6 March 2025</i>	Meeting with Geraldine.nz (Geraldine Sculpture Trail) representatives
<i>12 March 2025</i>	Geraldine Community Arts Council
<i>12 March 2025</i>	Meeting with the Geraldine RSA committee along with the Parks and Recreation manager
<i>19 March 2025</i>	Geraldine Community Arts Council extraordinary meeting

Meetings and other discussions were also held with various ratepayers, residents, and groups on a range of matters.

Attachments

Nil

8 Reports

8.1 Actions Register Update

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

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

Purpose of Report

- 1 The purpose of this report is to provide the Geraldine 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 two items on the actions register.
- 5 One item is marked as ongoing.
- 6 One item is marked as completed and are proposed to be marked as removed at the next meeting.
- 7 No items are marked as removed and will be taken off the list at the next meeting.

Attachments

1. **Geraldine Community Board Actions Register** [!\[\]\(6b2ce2ef0aa0acafe24dd5ed94556dce_img.jpg\)](#) 

Information Requested from Geraldine Community Board

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

Information Requested	Pole for directional signage with other towns called Geraldine				
Date Raised:	12 February 2025			Status:	
Issue Owner	Group Manager Infrastructure	Due Date:		Completed Date:	
<p>Background:</p> <p>In the public forum of the Geraldine Community Board a member of the public spoke to advice that he is in contact with other towns called Geraldine and they have placed a directional sign with the distances. He is wanting to see if one can be placed outside the Museum . The Land Transport Manager was to follow up on this process.</p> <p>Update: Land Transport Manager has communicated with David and has approved in principle, pending Geraldine Museum's approval. TDC to install post. Geraldine Community to provide sign.</p> <p>Update April 2025: Geraldine Museum have declined placement of the sign outside their premises. Council are looking at alternative locations., sign will then need to be supplied by Geraldine Community.</p>					

Information Requested	Report on the Properties owned by Council in the Geraldine Ward				
Date Raised:	12 February 2025			Status:	Complete
Issue Owner	Group Manager Property	Due Date:	19 March 2025	Completed Date:	28 February 2025
<p>Background: At the 10 February Geraldine Community Board meeting it was discussed during the Property Acquisition, Management and Disposal Policy consultation to provide the Community Board with a list of current council properties within the Geraldine Ward.</p> <p>Update: This briefing report is complete and will be presented on 19 March 2025.</p>					

Update April 2025 – An update on the property list and any land or buildings noted for divestment will be brought to the community board on the 2 July 2025.

8.2 Community Board Targeted Rate Funding Application Process

Author: Meghan Taylor, Executive Operations Coordinator
Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That the Geraldine Community Board:

1. Provide feedback on the targeted rate funding application process; and
2. Approve the proposed application process.

Purpose of Report

- 1 The purpose of this report is for the Community Board to adopt a documented process for when individuals or organisations apply for an amount from the Community Board's targeted rate.

Assessment of Significance

- 2 This report is considered of low significance when assessed against Council's Significance and Engagement Policy. This is because the application process rates as "low" on all of the criteria outlined in Appendix A of the policy, especially in that it does not impact levels of service or levels of funding.

Background

- 3 Some Community Board members and Council officers have identified a need to implement a documented process for when individuals or organisations apply to their respective Community Boards for targeted rate funding.
- 4 For clarity, the process would not apply when the targeted rate is spent at the instigation of Community Board members.
- 5 A lack of a documented process has resulted in applications being delayed and presented to Community Boards with inconsistencies in the amount and quality of information submitted in each application. A documented process should assist the Community Board to make timely and well-informed decisions.

Discussion

- 6 The proposed process and application form for Community Board targeted rate fund grants are attached.
- 7 The application forms will be available on Council's website, as well as hard copies at the Geraldine and Temuka Library and Service Centres, Timaru Library and customer services in the main Council building.
- 8 The proposed process does not commit a Community Board to any specific decisions when funds are sought, but rather provides a framework and roadmap for such decisions to be made consistently and transparently.

- 9 In considering this, Community Board members should reflect on:
- 9.1 what information should applicants be required to provide when seeking funding?
 - 9.2 what would assist Community Board members in deciding whether an application should be approved or not?
 - 9.3 should measures be in place to ensure that the approved funding is spent as intended? Currently, the need for accountability reports are determined on an ad-hoc basis by the community board and this proposal does not mandate these.
 - 9.4 should measures be in place to ensure that the spending of targeted rate funding is transparent and accountable to the public?

Options and Preferred Option

- 10 **Option One: Approve the proposed process and application form (Preferred Option)**
- 11 Officers consider that this option will provide clarity to individuals and organisations seeking funding and improve efficiencies for officers and Community Board members when processing these requests.
- 12 Community Board members may wish to amend the proposed process and application form prior to approving it.
- 13 A disadvantage of this option is that it does not allow detailed “rules” to be set. *If* Community Board members felt that these were necessary, a complementary policy would need to be investigated.
- 14 **Option Two: Retain the status quo**
- 15 This option would see no change to the status quo. No documented process or application form would exist and there would be no clarity or efficiency for applicants and officers.
- 16 No advantages have been identified for this option.

Consultation

- 17 No consultation is considered necessary given the low significance of this report.

Relevant Legislation, Council Policy and Plans

- 18 Long Term Plan 2024-34, in that it apportions funding for the Community Board targeted rates

Financial and Funding Implications

- 19 The options in this report have no direct financial implications to Council and Community Boards.
- 20 The proposed option is deemed to be a more efficient use of officers’ time than the status quo and therefore, all other things being equal, it would be a cost saving to Council.
- 21 It is deemed that the implementation and ongoing use of the process could be met within existing staffing levels and budgets.

Other Considerations

- 22 It would be preferable for the three Community Boards to have a common, standardised process, rather than a bespoke process. This would assist individuals and organisations when

applying to different Community Boards and assist officers to coordinate the administration more efficiently. However, if a community board wants a process that is significantly different or detailed from what is proposed, officers would need to investigate options further and report back to the relevant community board.

Attachments

- 1. Proposed Community Board Targeted Rate Application Form** [!\[\]\(cdf2842d82858164c68c92720a337fb9_img.jpg\)](#) 
- 2. Proposed Process - Community Board Targeted Rate Applications** [!\[\]\(78688513da7a924039ac16e546d7bf8b_img.jpg\)](#) 



Community Board Targeted Rate Fund Application

Information to applicant: Complete this form to apply for a grant from your Community Board in your ward. Note this application form is not intended for loans.

1	Name of applicant Organisation/ Group/ Individual	
2 What community Fund are you applying for?		
Temuka Targeted Rate Fund		
Pleasant Point Targeted Rate Fund		
Geraldine Targeted Rate Fund		
3 Describe your project here (<i>only attach a separate sheet if there is insufficient room here</i>)		
4 Date(s) of project		

5 Budget			
<ul style="list-style-type: none"> Show all income sources including those not yet confirmed. List the full income and expenses of your project. Provide a complete project budget on a separate page if necessary. 			
Expenditure (Project Costs)	\$	Confirmed income / other grants (How you plan to fund the project)	\$
		Unconfirmed income / other grants applied for:	
		Plus contribution from own funds:	
Total cost of project is:		Total income of project is:	
Surplus / Deficit			\$
6 Amount you are applying to the Community Board for?		\$	
7 Have you supplied quotes for all costs?		Yes	No
(Please note if an item is \$10,000 or more then TWO quotes are required for that item)			
8 If there is any income (profit) raised through the project what will it be used for?			
9 Committed funds			
If your latest financial accounts show substantial funds are on hand or invested, you must provide detail as to what the purpose of the held funds are:			
10 Summarise your fundraising efforts for this project:			
11 How will future funding be obtained?			

12 How will the project benefit our community?	
13 How many people are expected to benefit?	
14 How many active participants are there? (if applicable)	
15 Estimate the number of volunteer hours involved in this project (if applicable)	
16 Promotion How will the event / service / facility be marketed / advertised? Attach a marketing plan for events (if available)	
17 Please add anything else you wish to that may aid your case for financial assistance for this project.	
18 How long has the organisation/ group been operating?	
19 How many people belong to the organisation/ group applying?	
20 What is the legal status and purpose of your organisation/group?	
21 Outline some of your organisation's/group's achievements during the last 12 months?	

22 Is your organisation registered with the Charities Commission?																				
If yes, please enter your registration number										C	C									
23 The Council requires public acknowledgement of any funding assistance it gives towards events . Please indicate how this will be achieved if your application is successful? Circle as many as applicable																				
Newsletter				Website				Use TDC logo				Public Address/Opening				Media Advertising				
Signage				Publications				Annual Report				Use TDC Promotional banner								
Other?																				
24 Is your organisation registered for GST?																				
If yes, please write your GST number here													---					---		
25 Bank Account Details																				
<ul style="list-style-type: none"> Record the bank account details to which payment for successful applications will be direct credited. Verification must be attached, eg bank deposit slip. 																				
Account name:																				
Account Number						--				--								--		
26 Address of Organisation/ Group/ Individual																				
Postal Address:																				
27 Contact details of one person from the organisation who can provide more information if required?																				
Name:																				
Email:																				
Phone Numbers:				<u>Day</u>								<u>Night</u>								
28 Public Information. The amount requested and relevant information that is not subject to sections s7(2)(a) and s7(2)(b)(ii) to protect a person's privacy, including the privacy of deceased persons and to protect commercially sensitive information will be public information. The application form and any relevant supporting information will remain in public excluded.																				
29 Checklist - Please Complete																				
If applicable I have:																		Yes / No		
Attached annual accounts / bank statement for the most recent financial year																				
Included a full budget																				
Attached quotes for all costs. (Note: if an item is \$10,000 or more then TWO quotes are required that item)																				
Attached verification of the bank account																				
Attached a marketing plan for an event (if available)																				
The contact person I have named is easily contacted																				
Answered all the questions																				

29 Declaration

I declare that the information provided in this application is true and correct, to the best of my knowledge, and that I have the authority to make the application on behalf of the applicant.

I consent to the Timaru District Council collecting the personal contact details provided in this application form, retaining and using these details for the sole purpose of considering the application and managing any awarded funds. I undertake that I have obtained the consent of the contact person to provide these details. I acknowledge our right to have access to this information. This consent is given in accordance with the Privacy At 2020.

Name:			
Position in organisation:			
Signature:		Date:	

Please make a complete copy of your entire application for your information, then send this completed form and all attachments via one of the following methods:

Email: governance@timdc.govt.nz

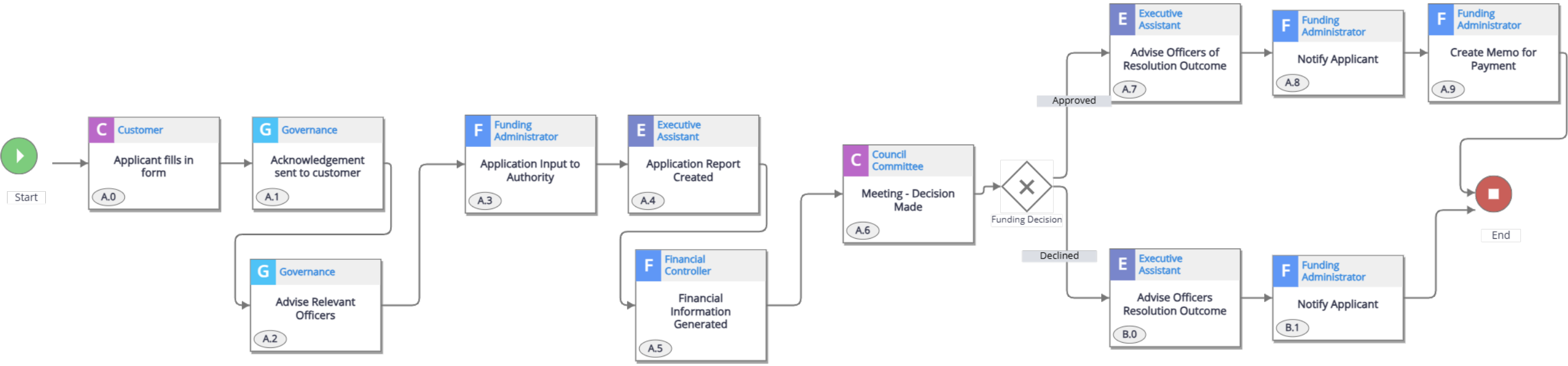
Post: Timaru District Council, PO Box 522, Timaru 7940

Or you may wish to hand deliver or Courier to:

Timaru District Council Office 2 King George Place Timaru 7910	Geraldine Library and Service Centre 78 Talbot Street Geraldine 7930	Temuka Library, Service and Information Centre 72 King Street Temuka 7920
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For help with this form or for more information, please contact:

Governance, telephone 03 687 7200, freephone Geraldine area 0800 484 632,
email governance@timdc.govt.nz



- 9 Consideration of Urgent Business Items**
- 10 Consideration of Minor Nature Matters**
- 11 Public Forum Issues Requiring Consideration**

- 12 Board Member's Reports**