

MINUTES OF THE WOODVILLE DISTRICTS' VISION MEETING

Held on Tuesday 1 June 2021 at 7.00pm, Supper Room, Stadium, Woodville

PRESENT:

Vicky Tomlinson (Chair), Jane Hill (Secretary), Geoff Haglund (Treasurer), Rosie McMillan (Coordinator), Chris Archer, Ian Daily, Kari Gray, Marc Kortenhorst, Denise Quinney, Paul Tayler, Carole Wilton, Janice Wiri

IN ATTENDANCE:

Councillor Peter Johns, Tessa Judd, Lynn Agnew, Mike Budden

APOLOGIES:

Stephen Wilks, Merril Hoare, Stephanie and Peter Bonser, Brent Tomlinson, Debbie Speers, Doug Coutts, Bob and Gay Parkes, Malcolm Stuart, Turia Brackenbury, Kara Atkinson

V Tomlinson moved the Apologies be accepted

J Hill/Carried

ITEMS NOT ON THE AGENDA:

Nil

MINUTES:

The May meeting minutes were tabled. **V Tomlinson moved** the minutes be taken as read

G Haglund/Carried

CONFLICTS OF INTEREST:

No new conflicts or potential conflicts of interest registered.

MATTERS ARISING:

Nil.

ACTION LIST: (updated as per the attached)

Updated.

Executive Report:

V Tomlinson tabled the report and **moved** it be taken as read

P Tayler/Carried

Discretionary grants procedure/forms: The Chair proposed updating WDV's forms and the time period process during which groups may apply. C Wilton suggested six-monthly, splitting the available funds 50/50. **The Chair moved** the Executive Committee review the form and circulate the results to the society for voting at the next general meeting

C Archer/Carried

CORRESPONDENCE:

Inward:

19/5/21: Email from Old Folks Association re spending of granted funds

26/5/21: Tararua District Council meeting minutes

May 2021: Letter from Betty Goldsworthy regarding two separate morning tea events on ANZAC Day

Outward:

17/5/21: Email to NZME to place discretionary grants advertisements

Betty Goldsworthy spoke regarding her letter. The Chair responded, explaining that, because the RSA serves alcohol, their function is limited to members only. However, the Chair assured Mrs Goldsworthy that WDV will liaise with the RSA and Holy Trinity Anglican Church to determine whether a joint morning tea could be arranged for future ANZAC Day ceremonies.

REPORTS:

Treasurer:

G Haglund moved the report be received

I Daily/Carried

Invoice from GVC Engineering (Glynn Veale) for producing new frames for Christmas lights. The Chair researched WDV meeting papers on this and found that, in an early 2020 meeting, Alec Devonshire volunteered to get a quote from GVC.

However, this was never brought back to the meeting for voting (most likely due to COVID-19), but Mr Veale went ahead and made the frames. As a high-quality job was done, the meeting decided to retrospectively approve the work, therefore **V Tomlinson moved** the invoice be paid
C Archer/Carried

Discretionary Grant Application:

Woodville Girl Guides have applied for \$3000 for their camp, which will be held later this year. **V Tomlinson moved** WDV approve this grant
C Wilton/Carried

C Archer presented a notice from Pahiatua Town Centre Upgrade inviting donations to finish their main street works. **C Archer moved** WDV donate \$10
Not seconded/Lost

Chair Report:

No report this month as the Chair has been away.

Council – Councillor Peter Johns

Nothing to report this month.

Recreation and Play Park (WRAP) and Railway Gardens:

No report this month.

Streetscape Main Street:

No report this month.

150 Years Celebrations:

No report this month.

The Chair noted that these projects are well under way and entrenched, therefore reports from these teams could be brought quarterly instead of monthly. P Tayler suggested they be staggered quarterly. There were no objections.

Events Team:

V Tomlinson tabled the report and **moved** it be taken as read
C Wilton/Carried

Next events: Community Discussion in the Stadium 20 June; Festival of Lights/Matariki 4 July.

Review of Woodville Wire:

The town newsletter, The Woodville Wire, has been going for a year and now comes under WDV for support. As not every household gets a copy delivered, due to the limited number of copies printed each month, ideas were discussed for solving this problem. Although the option of receiving the publication via email is printed on every issue, it was agreed that more people need to be made aware of this.

It was decided that, to ensure that everyone who wants to receive it can get a copy, that retailers could be asked to become distribution points. The July issue would notify people that it would no longer be delivered to letterboxes, but they could pick up their copy at one of many retailers in town. It was also suggested that a table be set up at the upcoming 'Welcome to Woodville' expo to introduce it to new residents and enable people to sign up to receive it via email.

There was also a request for a third person to join the production team. Paul Tayler volunteered. Thanks are conveyed to Jane Hill and Leilani Gundry for their work on the publication.

V Tomlinson moved that \$100 be set aside in July's budget for payment to deliver the Woodville Wire
C Wilton/Carried

D Quinney and G Haglund abstained from voting.

Woodville Signage:

Angela Rule has informed the Chair that collation is under way and mock-ups should be coming this month. No date has been set for the next community meeting. The Chair still invited photos to be sent in.

Department of Conservation Event Ashurst and Manawatu Gorge:

The Chair advised everyone of a notice received via Tararua District Council of an upcoming event in September – ‘Everyday kaitiaki: Te Apiti’. The Chair explained the event noting it would be a great opportunity for the young members of the community to get involved with. Encouragement was received. The Chair is awaiting to hear back from Department of Conservation.

Woodville Sports Stadium:

There is a need for maintenance, in particular dealing with ongoing water leak issues in the building (including black mould). Also, equipment, chairs and tables need to be reviewed/repaired/replaced, storage for equipment needs to be addressed, and the kitchen needs to be upgraded to commercial standard to enable catered events and ‘future proofing’ for the town. The Chair has been in discussion with Tararua District Council and seeks opinions/suggestions from WDV members.

V Tomlinson moved WDV purchase 10 foldable, plastic tables

C Wilton/Carried

Slogan Competition:

The final entries (eleven) have been printed in the June Woodville Wire and will soon be shared on Facebook. Everyone is encouraged to visit the Tararua I-Site and vote for their favourite.

WDV Website:

C Wilton asked what is happening with the website, which has not been changed recently. The Chair replied that it is a work in progress.

Main Street Gardens:

B Goldsworthy is concerned that the gardens on Vogel Street are looking very untidy. V Tomlinson replied that a beautification project is under way. B Goldsworthy also mentioned the lack of parking in the main street, making accessing shops difficult for the elderly. She then wished the Executive Committee all the best for their future endeavours.

Noticeboard at WAW:

P Tayler asked about the status of the noticeboard. The Chair has received a quote. She will bring all the information to the next meeting.

The meeting closed at 8.40pm.

Next meeting: Tuesday 6 July 2021 at 7.00pm

Signed:
Chair

Signed:
Secretary

Woodville Districts' Vision – ACTION LIST	As at: 1 June
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#	Date of Meeting	Action	Owner	Due Date	Status/Update
1	7/7/2020 3/11/20	Clarification is sought from Richard Taylor, Governance Manager regarding honorary payments .	V Tomlinson	TBA	Chair and Treasurer to follow up. Chair and Treasurer agreed to defer until constitution has been finalised.
3	7/7/2020 6/10/20 3/11/20	A working party be established so the Society can move forward and lay the groundwork for a new constitution and community committee that is dynamic and engages with the community.	M Hoare/V Tomlinson	Ongoing Ongoing	4/8: Discussion/decision on the constitution be held over to AGM. AGM: Chair of AGM advised that the 2018 constitution will be adhered to, after she took advice from CE of TDC and Governance Manager. 1/9: Working group to be reformed. The working group will follow the correct process going forward. V Tomlinson update: two meetings have been held; progressing well. New members invited. The new constitution will be circulated for discussion before holding a Special General Meeting to registering.
9	7/7/2020 6/10/20 3/11/20 1/12/20	Induction Pack for new members to cover historic items and ongoing projects.	V Tomlinson	Ongoing	Chair and Secretary to produce. A draft has been produced. To be edited before circulating to members for review On hold till some historic issues are resolved.
16	4/8/2020 6/10/20 3/11/20 1/12/20	Mayor to investigate whether Chorus boxes can be painted.	Mayer V Tomlinson	 2021	Noted in TDC meeting. It is not a Chorus box; it belongs to Scanpower. L Gray-Stuart to make enquiries. Permission has been granted to paint boxes, in consultation with Scanpower. Chair to contact Scanpower to get details.

#	Date of Meeting	Action	Owner	Due Date	Status/Update
	6/4/21				Chair has spoken with Scanpower and they are happy for the box to be painted, in consultation with them. Chair suggested a competition with local school children. Matter to be further discussed in 2021. V Tomlinson moved that this item is managed by the Events Team. Second T Brackenbury/Carried
18	4/9/2020 6/10/20 3/11/20 2/3/21 4/5/21	Street Speakers – discussions with Eric Bodell (Radio Woodville) and business owners required.	V Tomlinson T Brackenbury	29/9/2020 Ongoing March 2021 Aug 21	Chair attended Radio Woodville meeting and discussed with members. Chair contacting business owners. Deferred to next meeting. Chair recommended deferring until next year as some business owners are not in favour and new business owners are coming in. V Tomlinson moved deferring to early 2021 Second: J Preston Carried Item discussed at meeting. (Noted in minutes) V Tomlinson moved that this is now taken up by Events Team. Committee agreed. T Brackenbury volunteered to follow up. T Brackenbury noted that the Events Team has now taken up this action.
21	4/9/2020 6/10/20 3/11/20	Gym Equipment in Square requires maintenance. A Chapman to be approached for assistance.	V Tomlinson	6/10/2020 2021	No action yet. Ongoing discussions. V Tomlinson moved that the gym equipment be delegated to the Recreation and Play Park Sub-Committee Second: M Stuart Carried
24	6/10/20	Invitation to Colin Yonge and team to WDV meeting	V Tomlinson	4/12/20	Replied: suggested December's meeting. Waiting for response.

#	Date of Meeting	Action	Owner	Due Date	Status/Update
	3/11/20 4/12/20 2/2/21 2/3/21 4/5/21			Feb 21 March 21 May 21 TBA	Chair to meet with C Yonge. Report to come next meeting. Chair confirmed C Yonge will attend 2021 meeting as the feasibility study has just got underway (funded by Council). Chair advised C Yonge will attend the March meeting as the feasibility into the walkway was not yet finished. Chair advised that C Yonge is now leaving the Council, but also the study was not completed. M Maxwell from Council will present once report is completed, most likely May. 4/5: The Chair noted that the feasibility study has now been put on hold by the Council as Councillors discuss it further. Mark Maxwell will update the Chair in due course.
25	2/2/21 2/3/21 4/5/21	Recycling Centre Woodville: Continued investigations into possible options of either moving it, or reducing the disturbance to visitors using the camping grounds.	V Tomlinson	March 21 TBA	The Chair noted that options were still being considered and a possible interim solution, which she will be discussing with Council staff, is signage and or a gate to restrict the hours people can use the glass recycling section. On hold until TDC trial is complete
26	2/3/21 6/4/21	80km Sign: J Smith volunteered to follow-up the CRM that was lodged and to contact NZTA if necessary regarding the 80km Sign that is currently lying down outside Woodville.	J Smith	April 21 6/4/21	The Chair noted that she had spoken with J Smith who had lodged the issue with NZTA twice. Still ongoing.

#	Date of Meeting	Action	Owner	Due Date	Status/Update
27	4/6/21 1/6/21	Concept Tree Sculpture: With the return of the concept tree sculpture, the Chair asked members to think, over the next month, where an appropriate place is to house it permanently, given it is a WDV asset.	ALL	May 21 Dec 21	4/5: Discussion held. The Chair to approach the Medicine Depot to see if they are happy to display the tree until a permanent/semi-permanent home is agreed upon. This venue gives members of the public access to view it. 1/6: Tree is now at Medicine Depot till further notice. Review to be done in six months of location.
28	6/4/21 1/6/21	Plaque for Sean Burgess: The Chair to discuss with family and Council regarding a plaque for the seat outside the flat Sean use to live in.	V Tomlinson	May 21 July 21	4/5: Mrs Burgess is agreeable to the suggestion but wants the community to decide on it. V Tomlinson moved WDV obtain a quote G Parkes However, it was suggested that a quote is not necessary as the cost should be minimal. V Tomlinson amended her motion to obtain a plaque in memory of Sean Burgess from a local supplier up to the value of \$250 T Brackenbury/Carried 1/6: Chair advised that local Jeweller was happy to make the plaque up. Wording required.
29	6/4/21 1/6/21	Water Tanks: The Chair to investigate and confirm the locations of the water tanks purchased by WDV and who they now belong to.	V Tomlinson	May 21 June 21	4/5: Location of one of the tanks is confirmed behind the rose garden (Vogel Street), though it is not currently connected to a building. Ownership of the second tank is still to be confirmed for clarity of the asset register 1/6: Subsequent to meeting – Councillor Johns had a discussion with R Winter who confirmed that one tank was ‘gifted’ to Civil Defence. The Exec will be recommending that one tank is removed from asset register (so we don’t have to pay depreciation). B Hutton also advised G Haglund that the tank

#	Date of Meeting	Action	Owner	Due Date	Status/Update
					behind the Lindauer Studio is no longer attached and can be moved.
30	4/5/21 (added 1/6/21)	Location of Meetings: J Hill proposed, due to continuing uncertainty around COVID-19 levels that meeting are held in Holy Trinity Church Hall, as it allows more space. R McMillan advised she would take it to the next Vestry meeting.	R McMillan	June 21	1/6: No Vestry meeting had been held.
31	4/5/21 (added 1/6/21)	Notice Board: The Events Team to seek quotes for a sign, which will be hung on the fence of Woodville Animal Welfare.	Events Team	July 21	
32	1/6/21	Review of Discretionary Grant forms and info: The Executive Team to review the Discretionary Grant forms and processes/information and bring back to general meeting.	Exec Team	July 21	

CLOSED ACTIONS – Please see Secretary or Chair of WDV for full closed list. *It will be presented to Council and WDV every quarter to ensure records are kept up to date.*

Woodville Districts' Vision – Conflict of Interest Register

Name of Society Member	Description of interest	Has the Society been notified?	Date of disclosure	Steps taken by the society for dealing with the conflict	Society member action to address the conflict
Jane Hill	Co-founder of Woodville Wire	Yes	Exec Mtg 25/10/20	Disclosed at meeting, noted/recorded.	Jane will abstain from any votes related to Woodville Wire.
Geoff Haglund	Partner of D Quinney, person who gets paid for the delivery of the Woodville Wire	Yes	6/10/20		Geoff will abstain from any votes related to Woodville Wire.
	Currently undertakes business with one of the shortlisted accounting firms.	Yes	6/4/21	Disclosed at meeting, noted/recorded	Geoff abstained from voting on the shortlist of Accountants
Denise Quinney	Receives money from WDV, via the Woodville Wire Sub-Committee, for delivery of newsletter	Yes	6/10/20		Denise will abstain from any votes related to Woodville Wire.
Natalie Burt	Partner of George who is coordinating the Traffic Management of Christmas Parade	Yes	6/10/20	Disclosed at meeting, noted/recorded.	Natalie will abstain from any votes when her husband is involved in that motion.
Vicky Tomlinson	Chair of Holy Trinity Anglican Church Vestry	Yes	2/2/21	Disclosed at meeting, noted/recorded.	Vicky will abstain from any votes related to Holy Trinity Church.
Janice Wiri (became a member after 2/2/21)	Member of Holy Trinity Anglican Church, Vestry	Yes	2/2/21	Disclosed at meeting, noted/recorded.	Janice will abstain from any votes related to Holy Trinity Church.

Name of Society Member	Description of interest	Has the Society been notified?	Date of disclosure	Steps taken by the society for dealing with the conflict	Society member action to address the conflict
Merril Hoare	Member of Holy Trinity Anglican Church Vestry	Yes	2/2/21	Disclosed at meeting, noted/recorded.	Merril will abstain from any votes related to Holy Trinity Church.
Rev Rosie McMillan	Member of Holy Trinity Anglican Church, Vestry	Yes	2/2/21	Disclosed at meeting, noted/recorded.	Rosie will abstain from any votes related to Holy Trinity Church.
Turia Brackenbury	Chair of WRAP (formally known as WIFI)	Yes	2/2/21	Disclosed at meeting, noted/recorded	To be worked through on a case by case basis.
Malcolm Stuart	Member of WRAP	Yes	2/2/21	Disclosed at meeting, noted/recorded	To be worked through on a case by case basis.
Carole Wilton	Member of WRAP	Yes	2/2/21	Disclosed at meeting, noted/recorded	To be worked through on a case by case basis.

MINUTES OF THE WDV EXECUTIVE COMMITTEE
Held on Thursday 26 May 2021 at 10.30am
Anglican Church Hall, Fox Street, Woodville

PRESENT:

Vicky Tomlinson (Chair), Jane Hill (Secretary), Geoff Haglund (Treasurer), Rosie McMillan (Coordinator)

APOLOGIES:

Nil

Invoices:

The Treasurer moved that the Executive approve payment of three Tararua District Council invoices – the community garden initiative and the kids' club initiative. **R McMillan/Carried**

The Treasurer moved that WDV pay the Tararua District Council stadium hall hireage invoice (\$540 including GST) for the school holiday programme and invoice Café 88 for reimbursement (as per the offer made by Leigh-Ann Powell at the March general meeting) **V Tomlinson/Carried**

An invoice for \$494.50 has been received from GCV Engineering (Glynn Veale) for past work on frames for the main street Christmas lights. As there is nothing in past meeting minutes regarding this work, it will be taken to the next general meeting for verification and payment approval.

Discretionary Grants:

The Chair, after studying policies and procedures of other Tararua committees/boards, suggested changing the way that WDV's Discretionary Grants Scheme is carried out. Instead of advertising multiple times in the financial year and not knowing how much funding a given community group might seek before the end of a financial year, it was suggested that there be a set period in which to apply, resulting in one advertising event, and giving each applicant equal opportunity to have their requests considered. The Executive agrees to review WDV's grants procedures and will take the matter to the June meeting.

Grant Application:

The Chair has received an application from Woodville Girl Guides for assistance with their annual camp. The Executive approved the application in principle, and it will be taken to the June general meeting for discussion.

Department of Conservation Bio-Project:

WDV has received an invitation from Department of Conservation and Horizons Regional Council via Tararua District Council to take part in a nature project, as part of Conservation Week, that seeks to encourage young people and school children to learn about the Tararua's flora and fauna and how they can be conserved for future generations. The invitation will be taken to the June general meeting so that all members who wish to can take part.

The meeting closed at 11.20am.

WOODVILLE DISTRICTS VISION
Treasurer's report 31 May 2021

Discretionary Fund	Opening Balance			\$ 2,970.51
		Income	Expenditure	
TD transfer		9,624.77		
	Closing Balance	\$ 9,624.77	\$ -	\$ 12,595.28

General Working A/c	Opening balance			\$ 51,536.32
		Income	Expenditure	
3/05/2021 JMJ Hill	Honorarium		\$150.00	
7/05/2021 D. Quinney	WDVL Wire delivery - May**		\$100.00	
7/05/2021 V Tomlinson	Domain name reimburse		\$49.40	
7/05/2021 WDV 4 Square	Mad Hatters - Lolly pops		\$100.00	
7/05/2021 Fab Flowerz	ANZAC Wreath		\$120.00	
24/05/2021 TD transfer		11637.06		
28/05/2021 TDC	Kidz / Garden Stadium		\$48.00	
28/05/2021 TDC	Kidz / Garden printing		\$87.50	
28/05/2021 TDC	Holiday Programme Hall *		\$540.00	
	Closing Balance	\$ 11,637.06	\$1,194.90	\$ 61,978.48

Committed funds (Including GST)				
ongoing	Secretary	Honorarium	150.00	
10/07/2021	GST to IRD		3,652.69	
ongoing	Delivery - Woodville Wire		100.00	
ongoing	DIA Community Initiative - Kidz Club		11,389.24	
ongoing	DIA Community Initiative - Community Garden		11,475.25	
ongoing	DIA Community Initiative -		11,500.00	
	Total Committed:		\$ 38,267.18	

Approved Projects (Balance)	Date Approved:			
Recreation and Play Park (1000)	2/02/2021	1000		
Website Development (1,200)	4/06/2019	1200		
Plaque - Sean	4/05/2021	200		
Events 20/21	4/05/2021	1200		
Events 21/22	4/05/2021	4800		
	Total Approved:	\$ 8,400.00		

Expected Projects				
Community Picnic	Est. based on 2019	2000		
Tree sculpture repairs	Verbal Discussion	8336.92		
	Total Expected:	\$ 10,336.92		

Accounts to be approved for payment on 1/6/2021

Total for Payment: \$ -

TOTAL AMOUNTS Committed / Approved / Expected / Received: \$ 57,004.10

Potential Available General Funds 2020/21 \$ 4,974.38

Term Deposits	#008	Grant fr Meridian for Walkway	\$ 5,764.64
	#011	Funds allocated to 150 Year celebration	\$ 5,578.30
	#012	Reserved Funds from 2019/20	\$ 15,118.36
		Total funds in reserve	\$ 26,461.30

Notes:

* Items is expected to be reimbursed

** Note that this is the publish date not the delivery date

**Woodville Districts' Vision
Events Team Meeting Report
Tuesday 25th May 2021**

In Attendance: Vicky T, Rosie M, Turia B, Carole W, Malcolm S, Janice W, Paul T, Carole W, Kara A

Apologies: Julie S, Rose K

Notes/Actions:

- **20th June – Community Discussion:** Vicky advised that the details will be sent through to the Woodville Wire for advertising this week. The Girls Guides have been asked to supply afternoon tea, for a donation (as planned/budgeted). **AP)** VT to follow up with details. Agreement was gained on having four age groups for the colouring competition which will be added to the Woodville Wire for distribution. \$20 for first place and a Highly Commended Certificate for each age group **AP)** CW to arrange the certificates. **AP)** TB to ask Mary Dawson (local resident and artist) to judge the competition. Turia offered to make lanterns with the children while the adults are in the discussions. **AP)** TB to prepare supplies for lantern making activity.
- **4th July – Mid-Winter Light and Matariki Festival:** Turia confirmed that she had spoken with Teresa again and she was happy to make chicken or beef burgers with chips for \$10/p/p. Turia advised that she had spoken with Joel Mudford and Ta Daymond and there is a meeting arranged for Wednesday night. She also mentioned that Hayden Hape (the Chair of the Board) of Ngati Kahungunu Tamaki nui a rua Trust would also be a good contact as they are organising an event in Dannevirke in June. **AP)** VT to contact Luke S re checking lights in storage unit and at stadium. The group discussed having an ongoing light festival. It was agreed that due to us already having a large November event, it would be best to focus on that, and have a smaller annual light festival in winter. This could also lead up to a larger even in 2025 for Woodville's 150-years celebrations. **AP)** KA to investigate light options for purchasing i.e. laser lights, glow in the dark stones/pebbles. **AP)** CW to approach Joy Kopa to discuss possible staging for the event.
- **Street Speakers** (Action from main action list of WDV): Turia advised that she had spoken with Eric Bodell and suggested we invite him to the next Events Team meeting to discuss the item further. **AP)** TB to invite Eric.
- **18th July – Welcome to Woodville Expo:** Vicky advised that letters are going out this week to groups/clubs and to the new residents. Item also going into Woodville Wire. **AP)** VT to include, in the letter going to groups, that their stands/areas must be clearing marked as to who they are. If required WDV to assist with signage.
- **6th November – Bobby Socks and Winkle-pickers, a 1950's Festival:** **AP)** CW and VT to work on traffic management plan, to ensure it goes through to Tararua District Council in time. Merrill advised that the Dannevirke Marching Team is interested, however they prefer marching on a hard surface. The team discussed and agreed that a whole meeting needs to be dedicated to this event due to the scale.
- **Slogan Competition:** Vicky confirmed that there are a top 11 slogans which will go out for judging – to the public of Woodville. Voting will take place at the Tararua I-Site.