

**DRAFT UNCONFIRMED MINUTES**

**OF THE AHURIRI COMMUNITY BOARD MEETING  
HELD IN THE OTEMATATA COMMUNITY CENTRE  
ON MONDAY, 10 NOVEMBER 2025 AT 2PM**

**PRESENT:** Member Steve Dalley, Member Mike King, Member Alan Pont, Member Calum Reid, Member Karen Turner, Councillor Brent Cowles

**IN ATTENDANCE:** Mayor Melanie Tavendale  
Paul Hope (Director Support Services)  
Arlene Goss (Governance Services Lead)  
Allyson Woock (Governance Services Officer)

**IN ATTENDANCE FOR SPECIFIC AGENDA ITEMS:**

Nicole Schofield, Public Forum, Agenda Items 4.5 and 5.1  
Suzanne Clark (Property Officer), Agenda Item 4.5  
Lindsay Hyde (Recreation Specialist), Agenda Item 4.5

**MEETING OPEN**

Mayor Melanie Tavendale declared the meeting open at 2:00pm and welcomed everyone present.  
*The meeting was chaired by Mayor Tavendale until a chairperson was elected in Agenda Item 4.2.*

**1 APOLOGIES**

**RESOLVED ACB 2025/033**

Moved: Mr Calum Reid

Seconded: Mr Alan Pont

That the apology received from Karen Turner (for lateness) be accepted.

**CARRIED**

*This decision was unanimous.*

**2 DECLARATIONS OF INTEREST**

Member Alan Pont declared an interest in Agenda Items 4.5 and 5.1 due to his wife Mrs Edith Pont being a Trustee of the South Star School Charitable Trust.

Member Calum Reid declared an interest in Agenda Items 4.5 and 5.1 as he had submitted a tender for potential work on the restoration of the Kurow School (Former).

*Agenda Item 4.1 was brought forward to swear in Member-elect Alan Pont and Councillor Brent Cowles.*

**4.1 DECLARATIONS BY AHURIRI COMMUNITY BOARD MEMBERS 2025-2028 TRIENNium**

Member-elect Alan Pont and Councillor Brent Cowles made their declarations to Mayor Melanie Tavendale, and were witnessed by Director Support Services Paul Hope on behalf of the Chief Executive, pursuant to Schedule 7, Part 1, clause 14 of the Local Government Act 2002.

*Agenda Item 4.2 was brought forward to elect a chairperson.*

#### **4.2 ELECTION OF AHURIRI COMMUNITY BOARD CHAIRPERSON 2025-2028 TRIENNIUM**

The report, as circulated, provided information on the legislative process to be followed, and to facilitate that process at the inaugural meeting, for the election of the Chairperson of the Ahuriri Community Board for the 2025 – 2028 Triennium (and the Deputy Chairperson).

Nominations were called for both a Chairperson and a Deputy Chairperson. As there was only one nomination for either role, it was not necessary to choose between System A or System B.

Member Calum Reid was elected unopposed as Chairperson.

#### **RESOLVED ACB 2025/034**

Moved: Mr Steve Dalley

Seconded: Mr Alan Pont

That, pursuant to Part 2 of Schedule 7 of the Local Government Act 2002, the Ahuriri Community Board:

1. Firstly, decides to use either election System A or System B as specified in the Act under reference to elect the Chairperson of the Ahuriri Community Board for the 2025 – 2028 triennium and confirms that decision as point 1 in the meeting resolution relating to this agenda item; and
2. Secondly, uses the System adopted in (1) to formally elect the Chairperson of the Ahuriri Community Board for the 2025 – 2028 Triennium and confirms Member Calum Reid as chairperson.

**CARRIED**

*This decision was unanimous.*

*The meeting was handed to newly elected Chairperson Mr Calum Reid by Mayor Melanie Tavendale for chairing from this point onwards.*

Member Steve Dalley was elected unopposed as Deputy Chairperson.

#### **RESOLVED ACB 2025/035**

Moved: Mr Alan Pont

Seconded: Mr Mike King

3. Thirdly, decides whether it wishes to appoint a Deputy Chairperson for the 2025 – 2028 triennium and confirms that decision as point 3 in the meeting resolution relating to this agenda item; and
4. Fourthly, if a decision is taken under (3) to appoint a Deputy Chairperson, then to formally elect the Deputy Chairperson using the agreed election System in (1) above and confirms Member Steve Dalley as deputy chairperson.

**CARRIED**

*This decision was unanimous.*

### 3 PUBLIC FORUM

#### ***Speaker Nicole Schofield***

Nicole Schofield provided an update on the Kurow School (Former) project, confirming that the South Star School Charitable Trust has received official registration as a charity and has secured two grants – one from the Waitaki Heritage Fund and another from the Stout Trust.

Chair Calum Reid thanked Nicole for the update and for her efforts towards the project so far.

### 4 DECISION REPORTS

#### **4.3 ADOPTION OF CODE OF CONDUCT**

The report, as circulated, sought the adoption of the *Draft Code of Conduct for Elected Members (2025-2028 Triennium)* and the related policy, the *Draft Policy for Investigating and Ruling on Alleged Breaches of the Elected Member Code of Conduct (2025-2028 Triennium)*.

It is a legislative requirement for a local authority to have a Code of Conduct in place.

#### **RESOLVED ACB 2025/036**

Moved: Member Steve Dalley

Seconded: Member Alan Pont

That the Ahuriri Community Board:

1. **Adopts** the *Draft Code of Conduct for Elected Members (2025-2028 Triennium)* as attached, in accordance with Schedule 7 Clause 15 of the Local Government Act 2002, until the government provides a standardised document as a replacement.
2. **Adopts** the *Draft Policy for Investigating and Ruling on Alleged Breaches of the Elected Member Code of Conduct (2025-2028 Triennium)*, as attached, until the government provides a standardised document as a replacement.
3. **Agrees** to continue with the current arrangements of a two-step investigation process, and the investigator's decision being binding, for as long as the code is in place.

**CARRIED**

*This decision was unanimous.*

#### **4.4 ADOPTION OF STANDING ORDERS**

The report, as circulated, sought the adoption of the *Draft Standing Orders for Council and Community Boards* to ensure that the Ahuriri Community Board has appropriate and relevant guidance and rules in place for the conduct of meetings in the 2025-2028 triennium.

Director Support Services Paul Hope noted that Council adopted the same version at the inaugural Waitaki District Council meeting on Tuesday 4 November 2025.

He reported that Council discussed improving voting transparency. Going forward, it is preferable that Community Board Members clearly indicate their position on each decision, whether in favour, against, or abstaining, and individual votes will be documented in the minutes.

**RESOLVED ACB 2025/037**

Moved: Cr Brent Cowles

Seconded: Mr Mike King

That the Ahuriri Community Board:

1. **Adopts** the *Standing Orders for Council and Community Boards*, as attached, until the government provides a standardised document to all councils.
2. **Agrees** to provide a casting vote to the community board chairperson in the event of equal votes (see item 19.3 in the attachment).
3. **Agrees** to continue with Option C as the default option for speaking to and moving motions (see item 22.2 in the attachment).
4. **Notes** that the Local Government Act 2002 (Clause 16 of Schedule 7) requires members to comply with the Standing Orders.

**CARRIED**

*This decision was unanimous.*

**4.5 RESERVE CLASSIFICATION AND GIFTING OF KUROW SCHOOL BUILDING (FORMER)**

The report, as circulated, sought a recommendation to Council to publicly notify the proposed reclassification of Part Lot 2 DP 7534 and Lot 1 DP 8706, located at 10 Ranfurly Street, Kurow, to an historic reserve under the Reserves Act 1977, to gift the Kurow School Building (former) to the South Star School Charitable Trust, and to notify the intention to grant a lease on the Reserve.

Property Officer Suzanne Clark and Recreation Specialist Lindsay Hyde spoke to the report.

Ms Clark emphasised that the site, currently a recreation reserve, will remain available for informal recreational activities if transferred to historic reserve status, though she cautioned that reversing the transfer would be very difficult.

Mr Hyde confirmed that historic reserve status and/or a lease to the Trust will not prevent public use or enjoyment of the land or building. If proposals arise for use of the land or building, Council will consult with the Trust regarding any concerns.

**RESOLVED ACB 2025/038**

Moved: Mr Steve Dalley

Seconded: Cr Brent Cowles

That the Ahuriri Community Board recommends:

That Council:

1. Resolves, pursuant to Section 24(1)(b) of the Reserves Act 1977, to reclassify Part Lot 2 Deposited Plan 7534 and Lot 1 Deposited Plan 8706 from 'Recreation Reserve' to 'Historic Reserve' subject to the completion of all statutory processes.
2. Authorises officers to publicly notify the reclassification in accordance with statutory requirements.
3. Resolves to transfer ownership of the former Kurow School building and storage shed to the South Star School Trust by way of gift and grant a peppercorn ground lease subject to public notification in accordance with statutory requirements.

**CARRIED**

*This decision was unanimous.*

*Member Karen Turner joined the meeting at 2:24pm.*

The interests of Members Alan Pont and Calum Reid in Agenda Item 4.5 were managed by the members by deferring the following decision (with a financial impact) to Council.

**RESOLVED ACB 2025/039**

Moved: Cr Brent Cowles

Seconded: Mr Steve Dalley

That the Ahuriri Community Board recommends:

That Council:

1. Resolves that the Ahuriri Community Board funds the required statutory notification and gazettal, estimated to cost up to \$800 plus GST.

**CARRIED**

*This decision was unanimous.*

**5 MEMORANDUM REPORTS**

**5.1 CORRESPONDENCE - COMMUNITY BOARD GRANT APPLICATION FROM SOUTH STAR SCHOOL CHARITABLE TRUST**

The report, as circulated, presented a grant application from the South Star School Charitable Trust in relation to the Kurow School (Former) project for the Ahuriri Community Board's consideration.

The interests of Members Alan Pont and Calum Reid in Agenda Item 5.1 were managed by the members by deferring the decision to Council.

**RESOLVED ACB 2025/040**

Moved: Cr Brent Cowles

Seconded: Mr Mike King

That the Ahuriri Community Board formally receives the attached items of correspondence and considers any actions in response.

**CARRIED**

*This decision was unanimous.*

**RESOLVED ACB 2025/041**

Moved: Mr Steve Dalley

Seconded: Mrs Karen Turner

That the Ahuriri Community Board recommends that Council resolves a grant of \$12,000 to the South Star School Charitable Trust for startup and early-stage administrative costs from the Ahuriri General Community Grants Fund and requests an accountability report be returned to Council within a year of the funds being uplifted.

**CARRIED**

*This decision was unanimous.*

## **5.2 EXPLANATION OF LEGISLATION BY THE CHIEF EXECUTIVE**

The purpose of this report was to provide a summary of the key legislation that is of importance to the Ahuriri Community Board Members, as required under the Local Government Act 2002.

Director Support Services Paul Hope explained the legislation on behalf of the Chief Executive.

### **RESOLVED ACB 2025/042**

Moved: Mr Alan Pont

Seconded: Mr Mike King

That the Ahuriri Community Board receives and notes the information.

**CARRIED**

*This decision was unanimous.*

## **5.3 ELECTION REPORT**

The report, as circulated, provided the results of the 2025 local authority elections conducted in the Waitaki District.

### **RESOLVED ACB 2025/043**

Moved: Mr Mike King

Seconded: Mrs Karen Turner

That the Ahuriri Community Board receives and notes the information.

**CARRIED**

## **6 CONFIRMATION OF PREVIOUS MEETING MINUTES**

### **6.1 PUBLIC MINUTES OF THE AHURIRI COMMUNITY BOARD MEETING HELD ON 8 SEPTEMBER 2025**

#### **RESOLVED ACB 2025/044**

Moved: Mr Steve Dalley

Seconded: Mr Alan Pont

That the Ahuriri Community Board confirms the public minutes of the Ahuriri Community Board Meeting held on 8 September 2025, as circulated, as a true and correct record of that meeting.

**CARRIED**

*This decision was unanimous.*

It was agreed that the next Ahuriri Community Board Meeting would be held at 2pm on Monday 2 February 2026 at the Otematata Community Centre.

**7 MEETING CLOSE**

The Chair declared the meeting closed at 3:24pm.

TO BE CONFIRMED at the Ahuriri Community Board Meeting to be held on Monday 2 February 2026.

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CHAIRPERSON