



## **Dannevirke Community Board**

Minutes of a meeting of the Dannevirke Community Board held in the Council Chamber, 156 High Street, Dannevirke on Monday 17 November 2025 commencing at 9:00am.

### **1. Present**

Board Members: N M Phillips (Chairperson), T J Hynes (Deputy Chairperson), E J Christison, R T Wallace

#### **In Attendance**

Mayor S M Gilmore  
Cr E L Peeti-Webber

Mr M Alexander	–	Interim Chief Executive
Mrs A Dunn	–	Manager – Democracy Services
Mr N Brewin	–	Internal Communications and Compliance Lead
Mrs S Anthony	–	Democracy Support Officer

### **2. Welcome and Meeting Opening**

The Chief Executive presided at the commencement of the meeting and extended a welcome to all present. He noted that, due to a misunderstanding, not all members were present, and the meeting would adjourn and reconvene no later than 10:00am.

The meeting adjourned at 9:01am and reconvened at 9:34am.

### **3. Change in Order of Business**

It was noted that agenda item 8.1 Election of Chairperson and Deputy Chairperson of Dannevirkes Community Board would be taken ahead of item 3 Apologies.

### **4. Declarations by Members**

4.1 The Chief Executive acknowledged Mayor Scott Gilmore and invited him to come

forward to witness the declarations of the Board Members.

4.2 The Mayor extended a welcome and congratulations to the Board members.

4.3 Board members Ernie Christison, Terry Hynes, Nicola Phillips, and Ron Wallace then made and attested their declarations pursuant to Schedule 7 Clause 14 of the Local Government Act 2002, with each declaration witnessed by Mayor Scott Gilmore.

## **5. Election of Chairperson and Deputy Chairperson of the Dannevirke Community Board**

5.1 The Dannevirke Community Board considered the report of the Manager – Democracy Services dated 3 November 2025 that set out the process for electing the Chairperson and Deputy Chairperson of the Dannevirke Community Board.

5.2 ***That the report from the Manager Democracy Services dated 03 November 2025 concerning the Election of Chairperson and Deputy Chairperson of the Dannevirke Community Board be received.***

*Christison/Hynes*

*Carried*

5.3 ***That the Dannevirke Community Board uses System B of Clause 25 of Schedule 7 of the Local Government Act 2002 for the election of its Chairperson and Deputy Chairperson.***

*Christison/Hynes*

*Carried*

5.4 ***That Nicola Phillips is elected as Chairperson of the Dannevirke Community Board for the 2025-28 Triennium.***

*Hynes/Christison*

*Carried*

The Chairperson assumed the chairing of the meeting.

5.5 ***That Terence Hynes is elected as Deputy Chairperson of the Dannevirke Community Board for the 2025-28 Triennium.***

*Christison/Phillips*

*Carried*

## **6. Apologies**

Nil

**7. Public Forum**

Nil

**8. Notification of Items Not on the Agenda**

Nil

**9. Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business**

Nil

**10. Tararua District Council Report**

**10.1 Report from Tararua District Council**

The Dannevirke Community Board considered the report from the Tararua District Council meeting held 24 September 2025 and the First Triennial meeting held 30 October 2025.

A request was made for an update on the Water Services Delivery Plan. The Chief Executive reported that progress has been made, and as of 31 October 2025, the proposed water services organisation for the Wairarapa and Tararua Districts was approved by the Secretary for Local Government, Paul James. As a result, Section 22 of the Local Government Water Services Preliminary Act is now in effect, requiring the four councils to implement the plan. Work has formally commenced.

Workplans are underway to establish a formal Council Controlled Organisation (CCO) owned by the four shareholding councils. The next step is to establish the Stakeholders Council, comprising one representative from each council, along with representatives from Rangitāne and Ngāti Kahungunu. The Tararua District Council representative will be confirmed at the next Council meeting. The first task will be to appoint directors for the Water Services Company. Sheffield's, on behalf of the councils, is managing the appointment process, which is currently going to market. Appointments will be approved by the Stakeholders Council.

Once the company is established, the focus will shift to transferring operational control of each council's three waters assets to the CCO by 1 July 2027. Councils will identify assets and staff for transfer to ensure a seamless transition for consumers.

A question was raised regarding the definition and purpose of the Urban Enhancement Strategy. The Mayor advised that supporting information is available in Council meeting reports and discussion noted in the minutes, and Board members were encouraged to view this information. The plan covers all

main towns and considers future opportunities for development. The strategy is funded through the Better Off Funding programme.

***That the report from the Tararua District Council meeting held 24 September 2025 and the First Triennial meeting held 30 October 2025 be received.***

***Hynes/Christison***

***Carried***

## **11. Reports**

### **11.1 General Explanation of Legislation Affecting Members**

The Dannevirke Community Board considered the report of the Manager – Democracy Services dated 3 November 2025 that provided a general explanation of the Local Government Official Information and Meetings Act 1987 and other laws affecting elected members.

Members were encouraged to collaborate with the Chairperson and Democracy Services to obtain information supporting Board decisions. Items should first be discussed with the Chair, who will liaise with Democracy Services to confirm agenda content. Members were reminded to review agendas in advance of a meeting; and it was also noted that agendas are publicly available on the Council website and available for the public to read at the Library and the Council service centre.

It was noted the importance of declaring conflicts of interest to build community trust and offer transparency, It was also noted that all correspondence regarding Dannevirke Community Board matters with members of the public should be forwarded to Democracy Services to ensure this is recorded in the Council records system. All correspondence is subject to LGOIMA and is considered public information. Extensive information is available on the Tararua District Council website for public access, helping to reduce costs for ratepayers.

Members were advised that they would be sent forms to complete regarding pecuniary interests, to satisfy the requirements of the Local Government Act 2002 for publication of members' pecuniary interests.

***That the report from the Manager Democracy Services dated 03 November 2025 concerning the General Explanation of Legislation Affecting Members be received.***

***Christison/Hynes***

***Carried***

### **11.2 Setting the Meeting Dates for Dannevirke Community Board Meetings**

The Dannevirke Community Board considered the report of the Manager – Democracy Services dated 03 November 2025 that sought confirmation of the date of the first meeting of the Community Board in accordance with Schedule 7, Clause 21(d) of the Local Government Act 2002, and to discuss dates for meetings

for the 2026 calendar year.

The Mayor suggested that the Board consider adopting a model similar to the Eketāhuna Community Board, which agreed to hold a formal meeting every two months for decision-making and an informal meeting in the intervening months to enable robust discussion and idea sharing, with the objective of enhancing community engagement.

Members supported the proposal for bi-monthly meetings and agreed on meeting dates, confirming that formal meetings will be held on the third Monday of every second month at 9:00 a.m.

***That the report from the Manager Democracy Services dated 03 November 2025 concerning the Setting the Meeting Dates for Dannevirke Community Board Meetings be received.***

***That the Dannevirke Community Board confirms that the first meeting of the Community Board will be held on Monday 15 December 2025, starting at 9:00am.***

***That the Dannevirke Community Board notes that a report will be provided to the first ordinary meeting of the Board providing options for the Board's meeting calendar for the 2026, based on discussions undertaken at this first triennial meeting of the Board.***

***Christison/Hynes***

***Carried***

### **11.3 Update to Tararua District Council Standing Orders**

The Dannevirke Community Board considered the report of the Manager – Democracy Services dated 4 November 2025 that sought to update the Board's Standing Orders to reflect updated legislative clauses and other minor amendments.

***That the report from the Manager - Democracy Services dated 04 November 2025 concerning the Update to Tararua District Council Standing Orders be received.***

***That the Dannevirke Community Board's standing orders dated 11 November 2019 be replaced with the standing orders set out in Appendix 1 to the report of the Manager – Democracy Services dated 4 November 2025, noting that the amended standing orders reflect minor changes to legislation.***

***Christison/Hynes***

***Carried***

## **12. Correspondence**

### **12.1 Correspondence**

***That the correspondence as listed be received.***

☐ ***Dannevirke Combined Indoor Bowling Clubs – Letter of Thanks***

☐ ***The Phil Lamason Heritage Centre Trust (Inc) - Letter of Thanks***

☐ ***Dannevirke Community Patrol - Letter of Thanks***

☐ ***Dannevirke Bowling Club (Inc) - Letter of Thanks***

☐ ***Dannevirke Athletic Club - Letter of Thanks***

***Christison/Hynes***

***Carried***

## **13. Discussion Items**

### **13.1 Date of Dannevirke Market Day**

A concern was raised regarding the timing of the Dannevirke Market Day, which is traditionally held on the Friday of Hawke's Bay Anniversary weekend. This period often experiences strong winds and inclement weather, resulting in poor attendance and challenges for stallholders, with passing traffic less likely to stop. It was suggested that the event be rescheduled to a time with more settled weather, between February and April. The Board agreed with this proposal and requested that the matter be added to the agenda for the next Community Board meeting for further discussion.

### **13.2 Flagtrax**

The Board expressed its appreciation to Scanpower for installing the Flagtrax system along Dannevirke's High Street. They also acknowledged Dannevirke Pharmacy for purchasing Christmas flags to be displayed from 1 December through the end of January 2026. It was agreed that a formal letter of thanks be sent to Dannevirke Pharmacy.

### **13.3 Signage for Information Centre at the Tararua District Council**

Board member Wallace noted that although street signage indicates the location of the Information Centre, there is no signage on the Council building itself identifying it as such. He reported encountering tourists outside the building who were confused and seeking directions. The Chief Executive advised that he would follow up on this matter and provide an update at the next Board meeting.

## **14. Chairperson's Remarks**

Nil

## **15. Items not on the Agenda**

Nil

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 10:35am.