



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Agenda

ŌTOROHANGA COMMUNITY BOARD

1 December 2025

Notice is hereby given that an ordinary meeting of the Ōtorohanga Community Board will be held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Monday, 1 December 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

20 November 2025

OPEN TO THE PUBLIC AGENDA

Ōtorohanga Community Board membership

Chairperson	Bronwyn Tuman
Deputy Chairperson	Craig Thomas
Board Member	Tayla Barclay
Board Member	Katrina Christison
Board Member	Leanne Massey
Board Member	Brendon McNeil

All attendees at this meeting are advised that the meeting will be electronically recorded (audio and video) for the purpose of webcasting to the Council's YouTube channel. Every care will be taken to maintain individuals' privacy however attendees are advised they may be recorded as part of the general meeting proceedings.

Public forum

The purpose of the forum is to provide an opportunity at the start of all ordinary public meetings of the Boards, for members of the community to come along and speak to their elected representatives. This reflects the Board's desire to see more public participation in decision making and meeting procedures.

To speak at the Public Forum please use the [online form](#) on our website. Each speaker will be allocated a maximum of 5 minutes speaking time.

Role of the Community Board

The Ōtorohanga Community Board (the Board) is a separate entity to Ōtorohanga District Council (the Council). The role of a community board is set out in Section 52 of the Local Government Act 2002 and is summarised below.

1. Represent, and act as an advocate for, the interests of the Ōtorohanga township community.
2. Consider and report on all matters referred to it by the Council, or any matter of interest or concern to the Board.
3. Maintain an overview of services provided by the Council within the Ōtorohanga township community.
4. Prepare an annual submission to the Council for expenditure within the community.
5. Communicate with community organisations and special interest groups within the Ōtorohanga township community.
6. Undertake any other responsibilities that are delegated to it by the Council.

Delegations by Ōtorohanga District Council

The Council is authorised to delegate powers to the Board and has made the following specific delegations to be exercised in accordance with Council policy.

Power to act – Reserve Funds

Full decision-making authority on the use of Reserve Funds in accordance with the Terms of Reference for the following funds:

1. Ōtorohanga General Reserve Fund.
2. Ōtorohanga Community Board Property Development Fund.

Power to act - Discretionary Fund

Full decision-making authority on the use of the Board's discretionary fund in accordance with the Terms of Reference for the Fund.

Power to recommend – Long Term Plan/Annual Plan/Policy issues

Authority to make a submission to the Long Term Plan/Annual Plan process on activities, service levels and expenditure (including capital works priorities) with the Board's area or to make a submission in relation to any policy matter which may have an effect with the Board's area.

Power to recommend – Advocacy/Submission to other agencies

Authority to recommend to the Council on inclusions to submissions/advocacy to external organisations.

Opening formalities**Ngā tikanga mihimihi**

Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	6
Apologies	Ngā hōnea	6
Public forum	Hui tūmatanui	6
Late items	Ngā take tōmuri	6
Declaration of conflict of interest	Te whakapuakanga pānga taharua	7
Confirmation of minutes	Te whakaū i ngā meneti	7

Decision reports**Ngā pūrongo whakatau**

Item 6	Adoption of Ōtorohanga Community Board meeting schedule	15
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Information only reports**Ngā pūrongo mōhiohio anake**

There are no reports.

Other business**Ētahi atu take**

Board Member updates	20
Board projects	20
Ōtorohanga General Reserve Fund	20
Ōtorohanga Property Fund	21
Discretionary Fund	21
Resolution Register	22

Public excluded**Take matatapu**

There are no reports.

Closing formalities	Ngā tikanga whakakapi	
Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	23
Meeting closure	Katinga o te hui	23

Workshops	Hui awheawhe	
Monthly discussion on items raised in public forum or outstanding matters.		Open

This Open Agenda was prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 20 November 2025.

Commencement of meeting**Te tīmatanga o te hui**

The Chairperson will confirm the livestream to YouTube is active then declare the meeting open.

Opening prayer/reflection/words of wisdom**Karakia/huitao/whakataukī**

The Chairperson will invite a member to provide opening words and/or prayer/karakia.

Apologies**Ngā hōnea**

A Member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The meeting may accept or decline any apologies. For clarification, the acceptance of a Member's apology constitutes a grant of 'leave of absence' for that specific meeting(s).

Should an apology be received, the following is recommended: *That Ōtorohanga Community Board receive and accept the apology from for (late arrival, early departure, non-attendance).*

Public forum**Hui tūmatanui**

Public forums are designed to enable members of the public to bring matters, not necessarily on the meeting's agenda, to the attention of Council. Requests to attend the public forum must be made to on the form available on Council's website: otodc.govt.nz/about-council/meetings/speak-at-public-forum. Alternatively, please call 07 873 4000.

Speakers can speak for up to five (5) minutes. No more than two speakers can speak on behalf of an organisation during a public forum. At the conclusion of the presentation, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker. Following the public forum, no debated or decisions will be made during the meeting on issues raised in the forum unless related to items already on the agenda.

No requests to be heard had been received when this agenda was distributed.

Late items**Ngā take tōmuri**

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to

note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.

Should a late item be raised, the following recommendation is made: *That Ōtorohanga Community Board accept the late item due to to be heard*

Declaration of conflict of interest

Te whakapuakanga pānga taharua

Members are reminded to stand aside from decision making when a conflict arises between their role as an elected member and any private or external interest they may have.

A conflict can exist where:

- The interest or relationship means you are biased; and/or
- Someone looking in from the outside could have reasonable grounds to think you might be biased.

Should any conflicts be declared, the following recommendation is made: *That Ōtorohanga Community Board receive the declaration of a conflict of interest from for item ... and direct the conflict to be recorded in Ōtorohanga District Council's Conflicts of Interest Register.*

Confirmation of minutes

Te whakaū i ngā meneti

The unconfirmed Minutes of the previous meeting is attached on the following page.

Staff recommendation

That Ōtorohanga Community Board confirm as a true and correct record of the meeting, the open Minutes of the meeting held on 4 November 2025 as distributed.



TE KAUNIHERA Ā-ROHE O
ŌTOROHANGA
DISTRICT COUNCIL

Open Minutes

ŌTOROHANGA COMMUNITY BOARD

4 November 2025

Ōtorohanga Community Board

Open Minutes of the Inaugural meeting of the Ōtorohanga Community Board held in Waikōwhitiwhiti (Council Chambers), Ōtorohanga District Council, 17 Maniapoto Street, Ōtorohanga on Tuesday, 4 November 2025 commencing at 4.00pm.

Tanya Winter, Chief Executive

7 November 2025

Ōtorohanga Community Board attendance

Board Member	Leanne Massey	Attended
Board Member	Brendon McNeil	Attended
Board Member	Craig Thomas	Attended
Board Member	Bronwyn Tubman	Attended
Board Member	Tayla Barclay	Attended
Board Member	Katrina Christison	Attended

ŌDC Leadership Team in attendance

Chief Executive	Tanya Winter	Attended
Group Manager Engineering & Assets	Mark Lewis	Attended

Other Elected Members present

Mayor	Rodney Dow	Attended
Deputy Mayor	Katrina Christison	Attended
Kāwhia-Tihiroa Councillor	Jo Butcher	Attended

Opening formalities**Ngā tikanga mihimihi**

Opening prayer/reflection/words of wisdom	Karakia/huitao/whakataukī	4
Apologies	Ngā hōnea	4

Making and attesting of declaration of Board Member-elects**Decision reports****Ngā pūrongo whakatau**

Item 1	Voting system used to appoint Chairperson	4
Item 2	Appointment of Chairperson	4
Item 3	Appointment of Deputy Chairperson	5
Item 4	Fixing of a date and time for the first meeting	5

Information only reports**Ngā pūrongo mōhiohio anake**

Item 5	General explanation of laws affecting elected members	6
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Public excluded**Take matatapu**

There were no reports.

Closing formalities**Ngā tikanga whakakapi**

Closing prayer/reflection/words of wisdom	Karakia/huritao/whakataukī	6
Meeting closure	Katinga o te hui	6

These Open Minutes were prepared by Manager Governance, Kaia King and approved for distribution by Group Manager Engineering & Assets, Mark Lewis on 7 November 2025.

Commencement of meeting**Te tīmatanga o te hui**

Mayor Dow presided as Chairperson. He declared the meeting open at 4.19pm.

Apologies**Ngā hōnea**

There were no apologies as all Members were present.

Making and attesting of declaration of Board Member-elects

Mayor Dow invited each Board Member-elect to make their Declaration in alphabetical order.

Opening prayer/reflection/words of wisdom**Karakia/huitao/whakataukī**

Mayor Dow led the meeting in a recitation of the karakia provided in the agenda.

Decision reports**Ngā pūrongo whakatau****Item 1 - Voting system used to appoint Chairperson**

ŌDC's Chief Executive, Tanya Winter outlined why staff have recommended System B. In response to a query from Deputy Mayor Christison, ŌDC's Manager Governance, Kaia King provided an explanation of the two systems.

Resolved O1: That the Ōtorohanga Community Board:

- a) ADOPTS System B as the method for electing the chairperson,
- b) NOTES this adoption is in accordance with Schedule 7, Clause 25 of the Local Government Act 2002.

Mayor Dow | Councillor Barclay

Item 2 - Appointment of Chairperson

ŌDC's Chief Executive, Tanya Winter called for nominations. Two nominations were received however one was not seconded. Mayor Dow declared Board Member Bronwyn Tubman as the Chairperson.

Resolved O2: That the Ōtorohanga Community Board

- a) **APPOINTS** Bronwyn Tubman as the Chairperson for the 2025-28 Triennium.
- b) **NOTES** this appointment is made in accordance with Clause 37(1) of Schedule 7 to the Local Government Act 2002.

Deputy Mayor Christison | Councillor Barclay

Item 3 - Appointment of Deputy Chairperson

ŌDC's Chief Executive, Tanya Winter explained that it is not required under legislation to have a Deputy Chair however staff recommend the appointment to ensure leadership continuity. Two nominations were received and accepted. A secret ballot vote was undertaken and resulted in a tie. The two names were placed into a container and Mayor Dow pulled one name out. He then declared Board Member Craig Thomas as the Deputy Chair.

Resolved O3: That the Ōtorohanga Community Board

- a) **APPOINTS** Craig Thomas as the Deputy Chairperson for the 2025-28 Triennium.
- b) **NOTES** this appointment is made in accordance with Clause 37(1) of Schedule 7 to the Local Government Act 2002.

Deputy Mayor Christison | Councillor Barclay

Item 4 - Fixing of a date and time for the first meeting

ŌDC's Chief Executive, Tanya Winter spoke to the staff report.

Resolved O4: That Ōtorohanga Community Board:

- a) **CONFIRMS** the first ordinary meeting of the Board for the 2025–28 Triennium is to be held on Monday, 1 December 2025, commencing at 4.00pm; and,
- b) **NOTES** this decision will satisfy statutory requirements and enable the effective initiation of the Board's business.

Board Member Massey | Board Member McNeil

Information only reports**Ngā pūrongo mōhiohio anake****Item 5 - General explanation of laws affecting elected members**

ŌDC's Chief Executive, Tanya Winter spoke to a PowerPoint presentation¹ outlining the key legislation.

Resolved O5: That the Ōtorohanga Community Board:

- a) **RECEIVES** the report titled 'General explanation of laws affecting elected members' by Tanya Winter, Chief Executive; and,
- b) **NOTES** Board Members will receive further advice from staff as part of their induction and on a case-by-case basis to ensure they understand their legal obligations when making decisions.

Deputy Mayor Christison | Deputy Chairperson Thomas

Public excluded**Take matatapu**

There were no reports.

Closing prayer/reflection/words of wisdom**Karakia/huritao/whakataukī**

ŌDC's Chief Executive, Tanya Winter led the meeting in a recitation of the karakia provided in the agenda.

Meeting closure**Katinga o te hui**

Chairperson Tubman declared the meeting closed at 4.57pm.

Confirmed by Resolution

¹ Available upon request.

Decision reports**Ngā pūrongo whakatau**

DISCLAIMER: The reports attached to this Open Agenda set out recommendations and suggested resolutions only. Those recommendations and suggested resolutions DO NOT represent Ōtorohanga Community Board policy until such time as they might be adopted by formal resolution. This Open Agenda may be subject to amendment either by the addition or withdrawal of items contained therein.

Item 6 Adoption of Ōtorohanga Community Board meeting schedule

To Ōtorohanga Community Board

From Kaia King, Manager Governance

Type **DECISION REPORT**

Date 1 December 2025



1. Purpose | Te kaupapa

1.1. To adopt a schedule of Ōtorohanga Community Board (ŌCB) meetings from February 2026.

2. Executive summary | Whakarāpopoto matua

2.1. ŌCB must hold meetings for the good governance of the Ōtorohanga township. Every meeting of ŌCB and its committees must be open to the public. Meetings must be called and conducted in accordance with legislation. Additional meetings may be held as required.

2.2. The staff recommendation seeks to bring certainty for staff, elected members and the Ōtorohanga community of the meeting dates and allow for the required public notices to be lodged in the local newspaper.

3. Staff recommendation | Tūtohutanga a ngā kaimahi

That the Ōtorohanga Community Board **APPROVE** the following meeting schedule to provide both elected members and members of the public with confirmation of dates:

2026	2027	2028
• 3 February	• 2-February	• 8-February
• 2 March	• 1-March	• 6-March
• 13 April	• 5-April	• 3-April
• 4 May	• 3-May	• 1-May
• 8 June	• 14 June	• 12 June
• 6 July	• 5-July	• 3-July
• 3 August	• 2-August	• 7-August
• 7 September	• 6-September	• 4-September
• 5 October	• 4-October	• 2-October
• 2 November	• 1-November	
• 7 December	• 6-December	

4. Context | Horopaki

- 4.1. The Chief Executive must give notice in writing to each member of the local authority of the date, time, and place of any meeting. Notice must be given at least 14 days before the meeting unless the council has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.
- 4.2. Where ŌCB adopts a meeting schedule it may cover any period considered appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment.
- 4.3. The Chairperson of a scheduled meeting may cancel the meeting if, in consultation with the Chief Executive, they consider this is necessary for reasons that include lack of business, lack of quorum or clash with another event.

5. Discussion | He kōrerorero

- 5.1. The adoption of a meeting schedule is a standard governance practice that supports transparency, accountability, and effective planning. It provides elected members, staff, and the public with clarity regarding the timing and frequency of ŌCB's meetings.
- 5.2. A confirmed schedule enables better coordination of reporting timelines, facilitates public participation, and ensures compliance with statutory notification requirements under the Local Government Act 2002.
- 5.3. ŌCB has the discretion to adopt a schedule for any period it deems appropriate. This flexibility allows for alignment with electoral cycles, strategic planning horizons, or operational needs.
- 5.4. Four options are presented for consideration:
 - a) Option 1 proposes adopting the full meeting schedule as presented, offering the highest level of certainty and administrative efficiency.
 - b) Option 2 limits the schedule to the 2026 calendar year, providing short-term certainty while allowing for future adjustments.
 - c) Option 3 allows for an amended schedule, enabling ŌCB to tailor meeting frequency and timing to specific needs.
 - d) Option 4 proposes not adopting a schedule, which would require individual meeting notifications and may reduce transparency and increase administrative workload.
- 5.5. Each option presents varying degrees of certainty, flexibility, and administrative impact. The preferred approach will depend on ŌCB's priorities regarding governance efficiency, public engagement, and operational planning.

6. Strategic Considerations | Ngā whai whakaarotanga

Significance and engagement

- 6.1. Staff have assessed the significance of this decision in accordance with the Significance and Engagement Policy and determined it to be low, as it does not materially affect levels of service, strategic assets, or the community. The meeting dates will be advertised on ŌDC's website and promoted via ŌDC's social media.

Mana whenua / Māori

- 6.2. The adoption of a meeting schedule provides a foundation for consistent and transparent governance, which supports the principles of partnership and participation outlined in ŌDC's Māori Engagement Framework. By adopting a schedule, ŌCB demonstrates its commitment to enhancing Māori participation in decision-making and upholding the values of rangatiratanga, mana tangata, and whakamana as outlined in the Framework.
- 6.3. A confirmed schedule enables early and meaningful engagement with mana whenua by providing visibility of key decision-making timelines. This supports the ability of iwi and hapū to plan for participation, contribute to kaupapa of shared interest, and uphold their role as kaitiaki and Treaty partners. The schedule also assists in aligning project planning with the timeframes required for effective Māori engagement, as identified in the Framework and its implementation plan. This includes allowing sufficient time for kanohi ki te kanohi (face to face) engagement, incorporating feedback, and ensuring cultural considerations are embedded in governance processes.

Strategic alignment

- 6.4. The adoption of a meeting schedule supports the delivery of ŌDC's Long Term Plan (LTP) by enabling effective governance and decision-making. It aligns with ŌDC's strategic priority of Trusted Leadership and Relationships, ensuring transparency, accountability, and timely engagement with the community.
- 6.5. A confirmed schedule contributes to the Community Outcomes of:
- People – by promoting inclusive participation and enabling residents to engage with Council processes.
 - Place – by supporting the efficient operation of Council, which underpins the delivery of services and infrastructure.
 - Partnerships – by fostering trust and collaboration between elected members, staff, and the community through predictable and accessible governance processes.

Legal

- 6.6. Provision for a schedule of meetings is outlined in the Local Government Act 2002, Schedule 7, part 19.

Financial

- 6.7. The cost of ŌCB's governance structure is provided for in existing budgets. There are no unbudgeted financial implications.

Risk analysis

- 6.8. The adoption of a meeting schedule mitigates several operational and reputational risks. A confirmed schedule ensures compliance with statutory notification requirements under the Local Government Act 2002 and supports transparent and timely decision-making. It reduces the risk of administrative oversight, such as missed notifications or scheduling conflicts, which could otherwise impact governance effectiveness and public trust.
- 6.9. Failure to adopt a schedule may result in increased administrative burden, reduced visibility of ŌCB's activities, and potential disengagement from the public due to inconsistent or late meeting notifications. This could also lead to reputational risk if stakeholders perceive a lack of transparency or accessibility in ŌCB processes.
- 6.10. The proposed approach aligns with the principles of good governance and supports the objectives of the Risk Management Framework by promoting predictability, accountability, and effective planning.

7. Options analysis | Tātari Kōwhiringa

Options summary of considerations

- 7.1. The following table summarises the key considerations for each option available to ŌCB:

	Option 1: Adopt schedule as presented	Option 2: Adopt a schedule for 2026 only
Summary	Adopt the meeting schedule for ŌCB as presented for consideration.	Adopt a meeting schedule for 2026 only.
Advantages	This option provides staff, elected members and members of the public with confirmation of dates.	A schedule of meetings provides certainty to elected members, staff and members of the public.
Disadvantages	May limit flexibility if changes are needed later in the triennium; however, the schedule can be amended by ŌCB resolution if required.	Does not provide long-term certainty beyond 2026, requiring future scheduling decisions.

	Option 3: Adopt an amended schedule	Option 4: Do not adopt a schedule
Summary	ŌCB could adopt a schedule for a timeframe of its choosing.	Do not adopt a meeting schedule.
Advantages	Allows flexibility to tailor the meeting schedule to specific needs or priorities within a defined period.	Provides maximum flexibility to schedule meetings as needed throughout the year.
Disadvantages	May result in insufficient opportunities for timely decision-making or public engagement.	To not adopt a meeting schedule provides a monthly administrative burden to send the notification and may cause members of the public to be unaware of any specific meeting.

Recommended option and rationale

- 7.2. Option 1: Adopting the meeting schedule allows the Ōtorohanga township community certainty of the timing to engage and provide input into the matters contained in the agendas.

8. Appendices | Ngā āpitihanga

Number	Title	Magiq number
There are no appendices.		

Information only reports**Ngā pūrongo mōhiohio anake**

There are no reports.

Board Member updates**Ngā kōrero hou a ngā Kaikaunihera**

All Members will be invited by the Chairperson to provide a verbal update to the meeting.

Board projects

The new Board have no confirmed projects at this time.

Ōtorohanga General Reserve Fund

The Reserve Fund should only be used to fund expenditure¹ within the Ōtorohanga township area. Any surplus in the General Reserve can be used to fund one off items of unforeseen expenditure for which there is no approved budget. When considering any request for funding from the General Reserve Fund the Board should ensure that any distribution from the Reserve:

- a) Is appropriately targeted,
- b) Occurs in a consistent, efficient and effective manner,
- c) Is fair and transparent, and
- d) Promotes accountability.

The Fund had a balance of \$131,149 as at 30 June 2025. The previous Board committed a total of \$95,000 to two projects following this balance date as detailed below.

Ōtorohanga Fitness Trail

The previous Board made a resolution to commit funds from the General Reserve Fund for the construction of a dog agility course. Ōtorohanga District Council approval was granted.

¹ 1 Any acquisition of an asset must be recommended to ŌDC for a final decision. The Board are unable to own assets.

Resolved O94: That Ōtorohanga Community Board:

- a. Approve the amount of \$50,000 plus GST (where applicable) be allocated from the Ōtorohanga Community Board Reserve Fund to construct a fitness station as stated in option 1, subject to Ōtorohanga District Council approval of recommendation b) and c).
- b. Recommend Ōtorohanga District Council approve funding of an additional \$2,500 plus GST (where applicable) per year to the Ōtorohanga Parks and Reserves operating budget to maintain these additional assets.
- c. Recommend Ōtorohanga District Council approve the addition of the Fitness Station to the Council asset register and included in the annual depreciation calculations, currently estimated at \$2,500 plus GST (where applicable) per annum.
- d. Recommend Ōtorohanga District Council grant approval for the construction of the proposed fitness station on its reserve land.

Board Member Muller | Board Member Brown-Merrin

Ōtorohanga dog agility course

The previous Board made a resolution to commit funds from the General Reserve Fund for the construction of a dog agility course. Ōtorohanga District Council is yet to be presented a report for consideration.

Resolved O114: That Ōtorohanga Community Board:

- a) Approve the amount of \$45,000 be allocated from the Ōtorohanga Community Board reserve fund to construct a dog agility course as stated in option 1, subject to Ōtorohanga District Council approval of recommendation b) and c).
- b) Recommend Ōtorohanga District Council approve funding of an additional \$500 per year to the Ōtorohanga Parks and Reserves operating budget to maintain these additional assets.
- c) Recommend Ōtorohanga District Council approve the addition of the dog agility course to the Council's asset base and included in the annual depreciation calculations, currently estimated at \$2,500 per annum.

Board Member Butcher | Board Member Coventry

Ōtorohanga Property Reserve Fund

The Reserve Fund should only be used to fund capital expenditure² within the Ōtorohanga township area. Any surplus in the Fund can be used to fund one off items of unforeseen expenditure for which there is no

² 1 Any acquisition of an asset must be recommended to ŌDC for a final decision. The Board are unable to own assets.

approved budget. When considering any request for funding from the General Reserve Fund the Board should ensure that any distribution from the Reserve:

- a) Is appropriately targeted,
- b) Occurs in a consistent, efficient and effective manner,
- c) Is fair and transparent, and
- d) Promotes accountability.

The Fund had a balance of \$1,401,496 as at 30 June 2025.

Discretionary Fund

Any decision to allocate the Board's funds must be made to promote the social, economic, environmental, and cultural well-being of the Ōtorohanga community in the present and for the future.

Date	#	Recipient	Purpose	Amount (excl. GST)
Total granted				\$0
Total remaining				\$ 9,144.00

Request for funding

No requests have been received.

Resolution Register

Rēhita tatūnga

The previous Ōtorohanga Community Board made a recommendation to the new Board.

#	Date	Resolution	Staff update
O95	04/11/24	That the Ōtorohanga Community Board recommend to the 2025-28 Triennium's Ōtorohanga Community Board to relook at the Board project: Ōtorohanga Hauora and Connectivity Trail and pursue further options as appropriate.	Staff will provide further information after the meeting and will seek the Board's decision at the next meeting.

Resolutions of Ōtorohanga Community Board which are not yet finalised are outlined below.

#	Date	Resolution	Staff update
O1	04/11/25	That the Ōtorohanga Community Board: e) ADOPTS System B as the method for electing the chairperson, f) NOTES this adoption is in accordance with Schedule 7, Clause 25 of the Local Government Act 2002.	There is no further action required. Staff recommend this Resolution is removed from the Register.
O2	04/11/25	That the Ōtorohanga Community Board: a) APPOINTS Bronwyn Tubman as the Chairperson for the 2025-28 Triennium. b) NOTES this appointment is made in accordance with Clause 37(1) of Schedule 7 to the Local Government Act 2002.	There is no further action required. Staff recommend this Resolution is removed from the Register.
O3	04/11/25	That the Ōtorohanga Community Board a) APPOINTS Craig Thomas as the Deputy Chairperson for the 2025-28 Triennium. b) NOTES this appointment is made in accordance with Clause 37(1) of Schedule 7 to the Local Government Act 2002.	There is no further action required. Staff recommend this Resolution is removed from the Register.
O4	04/11/25	That Ōtorohanga Community Board: a) CONFIRMS the first ordinary meeting of the Board for the 2025–28 Triennium is to be held on Monday, 1 December 2025, commencing at 4.00pm; and, b) NOTES this decision will satisfy statutory requirements and enable the effective initiation of the Board’s business.	There is no further action required. Staff recommend this Resolution is removed from the Register.

Staff recommendation

That the Ōtorohanga Community Board approve the removal of Resolutions O1, O2, O3 and O4 from the Register.

Public excluded

Take matatapu

There are no reports.

Closing prayer/reflection/words of wisdom

Karakia/huritao/whakataukī

The Chairperson will invite a Member to provide the closing words and/or prayer/karakia.

Meeting closure**Katinga o te hui**

The Chairperson will declare the meeting closed.

Workshops**Hui awheawhe**

Monthly discussion with staff on items raised in public forum or outstanding matters.

Open

For use in both opening and closing meetings

A Member will provide the words of their preference or may choose to use the following:

Mā te whakaponono	<i>By believing and trusting</i>
Mā te tūmanako	<i>By having faith and hope</i>
Mā te titiro	<i>By looking and searching</i>
Mā te whakarongo	<i>By listening and hearing</i>
Mā te mahi tahi	<i>By working and striving together</i>
Mā te manawanui	<i>By patience and perseverance</i>
Mā te aroha	<i>By all being done with compassion</i>
Ka taea e tātou	<i>We will succeed</i>