

## Waitaki District Council

### Community and Culture Committee

**CONFIRMED MINUTES of a meeting of the  
Community and Culture Committee of the Waitaki District Council  
held in the Council Chamber, Waitaki District Council Headquarters,  
20 Thames Street, Oamaru  
on Tuesday 5 June 2018 at 11.13am**

<b>Present</b>	Deputy Mayor Melanie Tavendale (Chair), Cr Jeremy Holding (Deputy Chair), Cr Guy Percival, Cr Jan Wheeler, Cr Colin Wollstein; Mayor Gary Kircher (ex officio).
<b>In Attendance</b>	Cr Craig Dawson Cr Peter Garvan Cr Bill Kingan Cr Jim Hopkins Fergus Power (Chief Executive) Neil Jorgensen (Assets Group Manager / Deputy Chief Executive) Lisa Baillie (People and Culture Group Manager) Paul Hope (Finance and Corporate Development Group Manager) Lichelle Guyan (Heritage, Environment and Regulatory Group Manager) Bill Chou (Information Services Group Manager) Jane Macknight (Museum, Gallery, Archives Director) (part of meeting) Frances McElhinney (Oamaru Opera House Director) (part of meeting) Philip van Zijl (Oamaru Library Manager) (part of meeting) Ainslee Hooper (Governance and Policy Advisor)

The Chair declared the meeting open at 11.13am, and welcomed everyone present.

#### 1. **Apologies**

There were no apologies.

#### 2. **Declarations of Interest**

There were no declarations of interest.

#### 3. **Confirmation of Previous Meeting Minutes**

RESOLVED  
CC 2018/009

Mayor Gary Kircher / Cr Jeremy Holding  
That the Community and Culture Committee confirms minutes of its previous meeting held on 1 May 2018, as circulated, as a true and correct record of that meeting.

CARRIED

#### 4. **People and Culture Group Activity Report**

The memorandum, as circulated, presented information to the Community and Culture Committee about the activities of the People and Culture Group, for the reporting period 17 April to 28 May 2018.

Group Manager Lisa Baillie advised that the Group had had its first 'all-staff' meeting the previous week.

The following points were highlighted / clarified during discussion on the report:

- 3.1.2 Backfilling – an explanation of the process was provided by Mrs Baillie.
- 4.2.3 Meeting with Mr Lee – the meeting had been held the previous week, and would be reported on in the group activity report to the next Committee meeting. Mr Lee's collection was of fossils from a site along Beach Road.
- 5.2 Archives – Archive Enquiries 2018 – There was no obvious explanation for the spike in archive enquiries during February and March 2018.
- 6.1 – Opera House Activity and Service Performance: It was noted that venue hire was up overall, but that the commercial component was down. Director Frances McElhinney explained that a lot of health and safety training sessions had been held at the venue last year ahead of legislative changes which had then come into force. Those sessions were not a feature in this year's hire statistics, since the legislation was now in force. Fluctuations of this nature could occur at any time; there may be another industry or law change which would impact venue hire in the next reporting period, or at the same time next year
- Referrals had become an important source of business for the Opera House.
- 6.2 Opera House – Community – Cr Jan Wheeler congratulated the Director and her team on gathering new clients.
- 7.1 Library – Collection Management – the rare clippings about the history of some of the older businesses, churches and homesteads in Palmerston were available for members of the public to read in the Palmerston Library (but they could not be borrowed and taken off the premises; this was usual practice for rare and valuable reference documents).
- 7.2 Library – Engagement – Discussions on the Hampden Library: Initial discussions had been held and various options put forward. There was agreement that the hall provided the best possible solution, so the next step would be to discuss the idea with the Hall Committee.

RESOLVED  
CC 2018/010

Cr Jeremy Holding / Mayor Gary Kircher  
That the Community and Culture Committee receives and notes the information.

CARRIED

There being no further business, the Chairperson declared the meeting closed at 11.23am.

CONFIRMED at the Community and Culture Committee Meeting held on the 18<sup>th</sup> day of July 2018 in the Council Chamber, Waitaki District Council Headquarters, 20 Thames Street, Oamaru.

*[signed]*

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Chairperson