

# STAFF REPORT

**TO:** GB Community Board  
**FROM:** Community Services Manager  
**REFERENCE:** E855  
**DATE:** 6<sup>th</sup> August 2007  
**SUBJECT:** Report for August Meeting

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## PURPOSE/REASON FOR REPORT

This is my first report to the Golden Bay Community Board in my capacity as Administrative Advisor; I look forward to working with the Board.

## CORRESPONDENCE FROM 10<sup>TH</sup> JULY 2007 MEETING

Replies to correspondence have been received on the following:

New seal - Waitapu Road;  
Takaka Water - Fire Fighting; and  
Waitapu Road/Meihana Street Intersection. The replies are included on the Agenda along with the Chairperson's suggested recommendations.

## COMMUNITY BOARD MINUTES

After spending some considerable time checking the Minutes of the last meeting I felt that a review of the information contained in the minutes was required.

The issues I have are:

- What would a member of the public get out of reading these Minutes in say 10 years time as there is a lot of personal opinions and in some cases comments made and recorded are not factual.
- There is considerable cost of producing such lengthy Minutes
- Not only does the Minute Secretary have to sit through several hours of meeting time taking voluminous notes of very general discussion, she then has to spend a lot more time after the meeting ensuring that her summaries of this background

material is accurate to the satisfaction of the individuals whose words or opinions are either recorded or left out. As I recall at the last meeting there was a Board Member who queried the accuracy of what had been recorded.

- The Minute Clerk becomes a censor because the problem with verbatim minutes is what to leave out.
- What Minutes are supposed to record is the factual decisions of the Community Board and these are the decisions that are of interest to TDC.
- By reducing the volume of the Minutes it does not affect the information going to the public as the decisions are recorded and also the meetings are well reported by the media.
- Minutes of the Motueka Community Board and all Council and Committee Meetings are produced in a format that records the decisions without providing a lot of the comments of individuals at those meetings. Also the public forum section only records the subject the member of the public talked about. One of the reasons for this is the fact that in the past there were instances of public forums recording inaccurate information which makes it very confusing for people reading the Minutes at some future date because they do not know that this was in fact incorrect. Minute Clerks cannot be expected to know if the information is correct or not therefore they need to only record what the person spoke about.

I would recommend that Nancy and I work towards less information in the Minutes without necessarily being reduced too dramatically.

### **COLLINGWOOD TENNIS COURTS**

A report regarding this is on the agenda for the Community Services Committee on 8<sup>th</sup> August and this is asking for permission to negotiate with the Club and the School over the future of the courts and whether two new courts should be built at the school. I will update the Board at the meeting.

### **TUKURUA BEACH ACCESS**

Firstly I apologise for not having made any progress on this matter since the last meeting. The Manager Property Services and I have had discussions on how to action this and will hopefully have more to report at the September Board meeting.

Lloyd Kennedy