



AGENDA

Community Services Committee Meeting Tuesday, 13 February 2024

Date Tuesday, 13 February 2024

Time Following the Infrastructure Committee

Location Council Chamber
District Council Building
King George Place
Timaru

File Reference 1650140

Timaru District Council

Notice is hereby given that a meeting of the Community Services Committee will be held in the Council Chamber, District Council Building, King George Place, Timaru, on Tuesday 13 February 2024, at the conclusion of the Infrastructure Committee meeting.

Community Services Committee Members

Clrs Stacey Scott (Chairperson), Stu Piddington (Deputy Chairperson), Gavin Oliver, Peter Burt, Allan Booth, Owen Jackson, Sally Parker, Michelle Pye, Scott Shannon and Mayor Nigel Bowen

Quorum – no less than 5 members

Local Authorities (Members' Interests) Act 1968

Committee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Beth Stewart
Group Manager Community Services

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- 1 Apologies**
- 2 Public Forum**
- 3 Identification of Items of Urgent Business**
- 4 Identification of Matters of a Minor Nature**
- 5 Declaration of Conflicts of Interest**
- 6 Chairperson's Report**

7 Confirmation of Minutes

7.1 Minutes of the Community Services Committee Meeting held on 14 November 2023

Author: Jessica Kavanaugh, Corporate Planner

Recommendation

That the Minutes of the Community Services Committee Meeting held on 14 November 2023 be confirmed as a true and correct record of that meeting and that the Chairperson’s electronic signature be attached.

Attachments

- 1. Minutes of the Community Services Committee Meeting held on 14 November 2023**



MINUTES

Community Services Committee Meeting Tuesday, 14 November 2023

Ref: 1650140

**Minutes of Timaru District Council
Community Services Committee Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Tuesday, 14 November 2023 Following the Infrastructure Committee**

Present: Clrs Stacey Scott (Chairperson), Stu Piddington (Deputy Chairperson), Gavin Oliver, Allan Booth, , Owen Jackson, Sally Parker, Michelle Pye, Mayor Nigel Bowen, Scott Shannon (via zoom)

In Attendance: **Community Board:** Michael Thomas (Pleasant Point Community Board, Gaye Broker (Temuka Community Board), Rosie Woods (Geraldine Community Board)

Officers: Bede Carran (Chief Executive), Beth Stewart (Group Manager Community Services), Jayson Ellis (Acting Group Manager Environmental Services), Paul Cooper (Acting Group Manager Commercial and Strategy), Andrew Dixon (Group Manager Infrastructure), Stephen Doran (Communications Manager), Nicole Timney (Manager of Property Services and Client Representative), Maddison Gourlay (Marketing and Communications Advisor), Andrea Rankin (Chief Financial Officer), Diana Somerville (Senior Finance Business Partner), Sam Esterhuysen (Continuous Improvement Business Partner), Jess Hurst (Community Development Advisor), Naomi Scott (Community Development Support Officer), Philip Howe (Museum Director), Jessica Kavanaugh (Corporate Planner), Rachel Scarlet (Governance Advisor)

1 Apologies

No apologies were received.

2 Identification of Items of Urgent Business

No items of urgent business were received

3 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

4 Declaration of Conflicts of Interest

No conflicts of interest were declared.

5 Chairperson's Report

5.1 Presentation of Chairperson's Report

Resolution 2023/27

Moved: Clr Stacey Scott

Seconded: Clr Owen Jackson

The Chairperson has attended a number of meetings including; Local Arts Scheme Subcommittee, various Stadium Meetings, Donations and Loans Subcommittee, various Theatre Royal and

Heritage Hub Facility Meetings, Meet with CE and President of LGNZ, numerous workshops, Citizenship Ceremonies, Community Board meetings at Geraldine, Temuka, Pleasant Point, Future for Local Government event, Meeting with Community Development team.

Carried

6 Confirmation of Minutes

6.1 Minutes of the Community Services Committee Meeting held on 5 September 2023

Resolution 2023/28

Moved: Clr Stacey Scott

Seconded: Mayor Nigel Bowen

That the Minutes of the Community Services Committee Meeting held on 5 September 2023 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

7 Reports

7.1 Actions Register Update

The Chairperson spoke to the report to provide the Community Services Committee with an update on the status of the action requests raised by councillors at previous Community Services Committee meetings.

Resolution 2023/29

Moved: Mayor Nigel Bowen

Seconded: Clr Sally Parker

That the Community Services Committee receives and notes the updates to the Actions Register.

Carried

7.2 Donations and Loans Subcommittee - Recommendations for Funding

The Community Development Support Officer spoke to the report to present recommendations from the Donations and Loans Subcommittee Meeting held on 19 September 2023, for the Community Services Committee to consider.

Resolution 2023/30

Moved: Mayor Nigel Bowen

Seconded: Clr Allan Booth

That the Community Services Committee approves the recommendations from the Donations and Loans Subcommittee as set out below:

#	Application	Amount Requested	Recommendation
General Donations - Events			
1	Geraldine District Promotions Association - Towards the Geraldine Matariki Motor Muster Car Show	\$5,000.00	Approve \$1,798.00
2	Geraldine District Projects Trust - Towards 2023 Lunar New Year Celebrations	\$1,900.00	Decline
3	Pleasant Point Christmas Procession Committee - Towards the 2023 Pleasant Point Christmas Procession	\$1,000.00	Approve \$1,000.00
4	South Canterbury Aviation Heritage Centre - Towards Display Hangar & Control Tower	\$5,000.00	Decline
5	South Canterbury RSA - Towards Annual Dawn Civic Service and Veterans Breakfast 2023	\$5,723.00	Approve \$3,823.00
6	Geraldine District Promotions Association - Towards Street Food @ Woodbury	\$1,500.00	Approve \$1,500.00
7	Timaru Christmas Parade Trust - Towards the 2023 Timaru Santa Parade	\$5,000.00	Approve \$5,000.00
8	Geraldine District Promotions Association Incorporated - Towards the Annual Geraldine Christmas Parade	\$2,000.00	Approve \$2,000.00
9	Temuka Promotions – Towards the 2023 Temuka Christmas Parade	\$2,000.00	Approve \$2,000
General Donations – Rural Halls			
10	Milford Community Hall - Towards Installation of AED (automated external defibrillator) at Milford Hall	\$3,506.99	Approve \$3,506.99
11	Otipua Hall - Towards Fixing Cladding Issues	\$9,733.55	Approve \$4,000.00

12	Pleasant Valley Hall - Towards Development of an overnight Parking Area	\$8,950.70	Approve \$4,000.00
13	Te Aitarakihi Society Incorporated - Towards Replacement/Additional Heat Pumps	\$6,820.00	Approve \$4,000.00
General Donations – Community Servies			
14	Senior Citizens – Age Concern - Towards Annual Venue Hire	\$5,869.57	Approve \$4,000.00
15	Alzheimers New Zealand South Canterbury - Towards Operational Costs	\$7,150.00	Approve \$4,000.00
16	CCS Disability Action - Towards Continuation of Support Services	\$2,000.00	Approve \$2,000.00
17	Citizens Advice Bureau South Canterbury Inc - Towards Operational Support	\$7,000.00	Approve \$4,000.00
18	Family Support (SC) Inc - Towards Painting of Exterior Windows and Doors at Premises	\$4,920.00	Decline
19	Geraldine District Promotions Association Incorporated - Towards the Geraldine Sculpture Trail	\$9,074.50	Approve \$2,000.00
20	Gloriavale Leavers Support Trust - Towards operating costs	\$5,000.00	Approve \$5,000.00
21	Good Bitches Trust - Towards running costs	\$1,800.00	Decline
22	Kiwi Family Trust - Towards Wool Purchase for Plunket & Community Project	\$4,500.00	Approve \$1,000.00
23	Geraldine District Projects Trust- Towards Tools for Waihi River Trails Group	\$2,370.44	Approve \$1,000.00
24	Life Church Timaru - Towards installation of fire alarm system	\$39,000.00	Approve \$5,000.00
25	Timaru Muslim Educational Trust - Towards the Muslim Funeral Service facility	\$12,051.98	Approve \$5,000.00
Substantial Donations			

26	Fraser Park Community Trust - Towards Fraser Park Redevelopment	\$95,000.00	Decline
27	Gleniti Playcentre – Towards Replacement of Slide and Slide Structure	\$10,000.00	Decline
28	Mōkihi Havora – Towards Renovations of new Property	\$200,000.00	Approve \$20,000.00
29	NZ Raptor Trust - Towards Levelling the Ground for the Falcon Capture Breeding Facility	\$28,494.90	Decline
30	South Canterbury Mountain Bike Club - Towards Pump Track at Centennial Park	\$40,000.00	Defer to Council meeting for consultation regarding contestable funding under Walking and Cycle Trails in the Long Term Plan
31	The Order of St John - Towards the “Think Safe Brain Campaign”	\$10,000.00	Decline
Loans			
32	Fraser Park Community Trust – LOAN Towards the Redevelopment of Fraser Park	\$750,000.00	Decline
33	Timaru Old Boys Sports Club - LOAN Towards Redevelopment of Changing Rooms	\$34,000.00	Approve

Carried

7.3 Request to access Museum bequest funds

The Museum Director spoke to the report for the committee to review and consider making available funding from two historic bequests made to the South Canterbury Museum to support major exhibition development in the new heritage facility planned for Stafford Street.

It is confirmed the bequest funds sit in a separate account and have been generating income which has been put back into that fund. The opportunity to create a policy to support bequests to get better revenue.

Resolution 2023/31

Moved: Mayor Nigel Bowen

Seconded: Cllr Michelle Pye

That the Timaru District Council designates the bequests from the estates of Claire I C Collett (\$601,967) and Betty C Jordan (\$244,686), totalling \$846,653 to supporting the South Canterbury Museum exhibition development in the new heritage facility on Stafford Street, Timaru and acknowledge these estates within the new facility.

Carried

7.4 Community Development Update

The Community Development Advisor spoke to the report provide the Community Services Committee with an update on key activities and initiatives in the Community Development Unit.

Discussion included the Safer Communities Strategy and the review process of this. The Youth Advisory and the inclusion of the Tua Candidates.

Resolution 2023/32

Moved: Clr Stacey Scott

Seconded: Mayor Nigel Bowen

That the Community Development Update report is received and noted by the Community Services Committee.

Carried

7.5 Timaru Theatre Royal and Heritage Facility – Draft Operational Plan 2024-2034, Governance Arrangement, and Business Model

The Chief Executive and Muesum Director spoke to the report for the committee to consider the Timaru Theatre Royal and Heritage Facility Draft Operational Plan 2024-2034, and options for managing and delivering the best possible governance arrangement and sustainable business model for the facility in the medium to long-term.

Discussion included the process including costings being brought to the Tenders and Procurement Committee. Councillors advised that this should have been done before the decision was made by Council.

At 1.36 pm, Clr Peter Burt returned to the meeting.

Resolution 2023/33

Moved: Mayor Nigel Bowen

Seconded: Clr Stu Piddington

That the Community Services Committee:

- (i) Receives and notes the Timaru Theatre Royal and Heritage Facility Draft Operational Plan 2024-2034;
- (ii) Instructs officers to stand-up an internal Working Group to further develop the Operational Plan 2024-2034 and report back to the Council on the most effective business model for the Timaru Theatre Royal and Heritage Facility. Subject to the Theatre Royal decision to be made by Council.

Carried

7.6 Adoption of Age-Friendly Strategy 2022 - 2025

The Community Development Advisor spoke to the report to present the Community Services Committee with the Timaru District Age-Friendly Strategy 2022-2025 with a recommendation that it be adopted.

Resolution 2023/34

Moved: Mayor Nigel Bowen

Seconded: Clr Michelle Pye

That the Community Services Committee receives and adopts the Timaru District Age-Friendly Strategy 2022-2025.

Carried

8 Consideration of Urgent Business Items

No items of urgent business were received

9 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

The Meeting closed at 1.44pm.

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Clr Stacey Scott

Chairperson

8 Reports

8.1 Actions Register Report

Author: Rachel Scarlett, Governance Advisor

Authoriser: Paul Cooper, Acting Group Manager Commercial and Strategy

Recommendation

That the Community Services Committee receives and notes the updates to the Actions Register.

Purpose of Report

- 1 The purpose of this report is to provide the Community Services Committee with an update on the status of the action requests raised by councillors at previous Community Services Committee meetings.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as there is no impact on the service provision, no decision to transfer ownership or control of a strategic asset to or from Council, and no deviation from the Long Term Plan.

Discussion

- 3 The Actions Register is a record of actions requested by councillors. It includes a status and comments section to update the Community Services Committee on the progress of each item.

Attachments

1. **Community Services Committee Actions Required**  

8.2 Progress Report - Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project

Author: Nicole Timney, Manager of Property Services and Client Representative
Matt Sisson, Property Projects Officer

Authoriser: Beth Stewart, Group Manager Community Services

Recommendation

That the Committee receive and note the Progress Report for the Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project.

Purpose of Report

- 1 To update the Committee on the progress of the Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project.

Assessment of Significance

- 2 This matter is deemed of low to medium significance under the Council's Significance and Engagement Policy. This is an update report to the Committee on the status of the Heritage House Gallery Project. This is a key project in the Long Term Plan 2021-2031.

Discussion

- 3 The Heritage House Gallery Seismic Strengthening and Refurbishment Project is now several months into project works on site.
- 4 As noted in the attached report, works are progressing as per project plan the internal ground floor ceiling removed and structure found to be in a good condition.
- 5 The project is progressing to full scaffolding in early February 2024 with full wrap of the building expected shortly after and main roof works to begin once the building is wrapped.
- 6 All works are within scope and budget.

Attachments

1. **Aigantighe House Gallery Council Report Jan 2024**  

KEY PROJECT

Aigantighe House Gallery Seismic Repairs

Progress report – Issue 3 – December 2023 and January 2024



OVERVIEW

The Aigantighe House Gallery is currently undergoing a seismic upgrade to enable the continued use of the space for an art gallery and allow public access to the building again.

PROJECT UPDATE

- Works commenced 4 Dec 2023
- Contractor completed interior ground floor ceiling removal
- Ground floor structure found to be in good condition
- Public communications ongoing



Project Risks

- Unknown issues causing cost increases due to age of building
- Construction material availability

PROJECT TIMELINE

Activity	Start date	End Date
Site Handover	4 Dec 23	
Roof replacement and strengthening	8 Dec 23	18 Jun 24
External wall strengthening	25 Jan 24	23 Feb 24
Paint and decorating		24 May 24
Sprinkler installation		14 May 24

PROJECT TEAM

Project Sponsors: Beth Stewart, Cara Fitzgerald **Project Manager:** Nicole Timney, Matt Sisson

Project Budget
\$3.7m
 Spent this financial
 year to 31 Dec
 2023 \$271K

8.3 Community Services Update

Author: Beth Stewart, Group Manager Community Services

Authoriser: Nigel Trainor, Chief Executive

Recommendation

That the Community Services Committee receives and notes the update report.

Purpose of Report

- 1 To provide the Community Services Committee with an update on key activities and initiatives in the Community Services Group.

Assessment of Significance

- 2 This matter is assessed as being of low significance under the Council's Significance and Engagement Policy, as it is reporting on community activities and does not propose any initiatives that influence levels of service, strategic assets, or rates.

Background

- 3 In November 2023 the User Experience and Community Engagement Group, and the Recreation and Cultural Services Group merged through a restructure process. The emergent Group is the Community Services Group. This Group now includes the main and two district libraries/service centres, museum, art gallery and recreational facilities (Caroline Bay Trust Aoraki Centre (CBay), district pools and Aorangi Stadium). It also includes the Community Experience portfolio (Community Development and Customer Services units), Communications and Engagement, and Continuous Business Improvement functions.
- 4 This report provides a high-level overview of the units within the Group functions, including key updates, challenges and opportunities, initiatives, projects, and the impact of service delivery in the community.

Discussion

Recreational Services

- 5 For the first summer since the onset of COVID, the recruitment and retention of seasonal lifeguards stayed at a positive level over the height of the summer season. This can be attributed in part to an earlier scheduled maintenance period and more strategic recruitment phases prior to the start of the summer season.
- 6 As is standard for the sector, the last month of the season (March) will see a reduction in lifeguards due to students returning to school and university.
- 7 The district swimming pools have implemented a reporting process which enables better reporting and recording of pool usage. Average swim numbers per facility (not including

school or group) are detailed below. The data collected represents usage over a 50-day period which is the height of the summer season and school holidays.

Facility	Approx Average Swims Per Day	Actual 50 Day Total 2023/24
Geraldine	97	4868
Temuka	57	2873
Pleasant Point	38	1889

- 8 Automated gates at the CBay facility were ordered for installation prior to December however there was a delay in delivery from the supplier. This means that accurate data on the usage of the CBay facility for the 2023/24 summer is not provided at this time. A new system is being explored for rollout across all facilities in 2024. This system will provide detailed and accurate reporting data on usage and income and will offer valuable empirical data for the upcoming feasibility study on all district pool facilities.
- 9 Due to school swimming sports bookings in the last two weeks of March, the 25m pool at CBay will be closed to the public for 4 hours during each weekday. Management will therefore be extending the 50m outdoor pool season up to and including Easter Monday 1 April 2024 so regular users can continue to enjoy use of the pool facilities.

Community Development

- 10 Safer Communities: Workstreams for this period include the establishment of two working groups; Housing First, a multi-agency group of stakeholders keenly interested in addressing homelessness and exploring alternative housing options within the region; and The Aoraki Settling-In Collective, a collaborative effort focused on matters pertaining to the settlement of migrants and newcomers to the region. This collective has expanded to encompass the Timaru Refugee Network group, to broaden its scope and impact.
- 11 An event of significance, 'Let's Connect,' successfully brought together agencies and groups operating in Temuka in a dynamic 'speed-dating' format. Feedback from attendees was overwhelmingly positive, prompting the decision to make this an annual event. Additionally, the Community Development team will work towards organising a similar event in Geraldine.
- 12 Progress on the 'Need Help South Canterbury' directory remains underway, with ongoing collaboration between the Citizen's Advice Bureau and Safer Communities. In efforts to foster community engagement and awareness, the Community Development Advisor has served as a guest speaker at a Grey Power meeting and a meeting of the Temuka Branch of the University of the Third Age. Topics discussed included the Age-Friendly Strategy, as well as the Safer and Welcoming Communities programmes. The Advisor continues to actively engage with various agencies and community groups, reinforcing relationships and building trust within the community.
- 13 Welcoming Communities: The Welcoming Communities programme has seen continued advancement during the reporting period, with the Community Development Advisor actively promoting the programme through speaking engagements, networking opportunities, and various meetings with community stakeholders. In December, two additional former refugee families celebrated having lived in the Timaru District for 12 months – a ceremony is held in the Council Chambers with the Mayor to acknowledge this milestone. To maximise

participation from newcomers within the region, a comprehensive communications plan is currently being finalised.

- 14 Community Funding programme: A review is underway of current policies and procedures as well as an investigation into moving the application and accountability process to an online platform. This work was started in 2023 and will be completed as soon as practicable, while continuing to deliver the annual requirement of meetings and reporting.

Customer Services

- 15 This portfolio now sits with the Community Experience Manager, who will be reviewing current processes and looking to find ways to deliver optimum service within current fiscal constraints.
- 16 Staff were busy with BAU in the lead-up to Christmas, with final rates payments for the year falling on 20 December meaning a flurry of activity right up until the date of the office closure.
- 17 TAS after-hours service fielded 215 calls during the closure period with drainage & water, bins, noise complaints and dogs being the main issues. Key enquiries at the time of writing pertain to rates debt recovery letters, level 1 water restrictions, changes to waste collection requirements, and enquiries from ratepayers in anticipation of property revaluations.

Aigantighe Art Gallery

- 18 The Heritage House earthquake strengthening, and restoration project is well under way and progressing within anticipated timelines and budget. This is being reported on separately to the Community Services Standing Committee, via the *Progress Report - Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project*.
- 19 The Art Gallery is a popular destination and event space during school holidays. Public attendance between January 1 – 28 2024 saw 1762 visitors, of which 570 were children and 1192 were adults.
- 20 The Trevor Askin sculpture exhibition launched on Friday 26 January 2024, opened by Mayor Nigel Bowen. 110 people attended the opening, with 7 sculptures sold over opening weekend. An artist “floor talk” on Saturday 27 January 2024 was attended by 70 guests. Overall, the exhibition has been very popular.
- 21 Recently 2 art works of strong regional significance have been gifted to the gallery.

District Libraries

- 22 Digital literacy: classes will be resuming in February at both Timaru & Temuka Libraries in partnership with the Stepping Up programme <https://steppingup.nz/> Geraldine has continued to run weekly classes on the use of cellphones and digital devices in partnership with Literacy Aotearoa.
- 23 18 months ago, sewing machines were purchased for the library facilities with National Library Partnership funding to further sustainability and upcycling within the community. There are 2 machines situated at the Timaru Library and 1 for each facility in Temuka and Geraldine. These machines are available for public use during opening hours Monday to Friday, after a certain level of experience has been shown and a “license to sew” obtained from a staff member. This is for health and safety reasons and to ensure the machines are used correctly and remain well looked after.
- 24 A new community initiative called “Mend and Sew”, led by a skilled staff member and local volunteer who previously taught sewing at high school, which will provide workshops to those

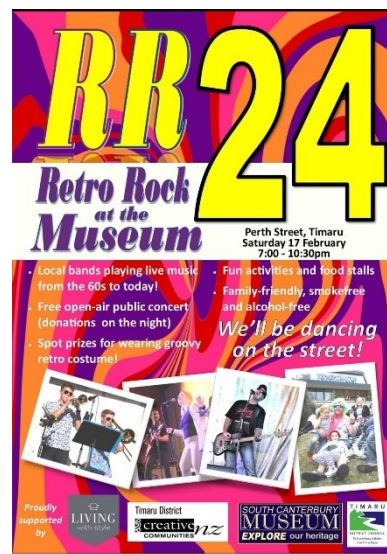
who wish to learn how to mend or customize their clothing. The workshops will be kicking off at the end of February 2024 across all 3 facilities in the district.

- 25 After a busy summer school holiday season with the Sunsational Challenge, things are returning back to BAU and school visits have started which run in conjunction with the museum.

Museum

- 26 The Museum has had a busy summer period with its popular Forest and Bird Exhibition, a well attended children's "Insect Hunt" event at the botanical gardens, and the 2024 Sunsational Programme which all cultural facilities are participating in across the district.

- 27 Achieving its busiest year to date in 2023, the museum saw 26,734 visitors come through its doors compared to the previous 3 year average of 20,801 and more recently it experienced it's busiest January to date in 2024 with 2,918 beating the previous high of 2,585 in 2009 and we hope to see those trends continuing to occur over the coming year.



- 28 Work is proceeding on the fit-out/exhibition design for the Heritage Facility and the Museum Development Trust continues to raise funds to service the fit-out.

- 29 Lastly the Retro Rock event at the Museum is in its 6th year running happening on Saturday 17 February 2024 and always attracts a crowd anywhere between 600 – 1000 weather dependent. RSM Law Charitable Trust have granted us \$2,000 to assist with the costs of running the event and donation buckets are circulated throughout the evening.

Sunsational Challenge

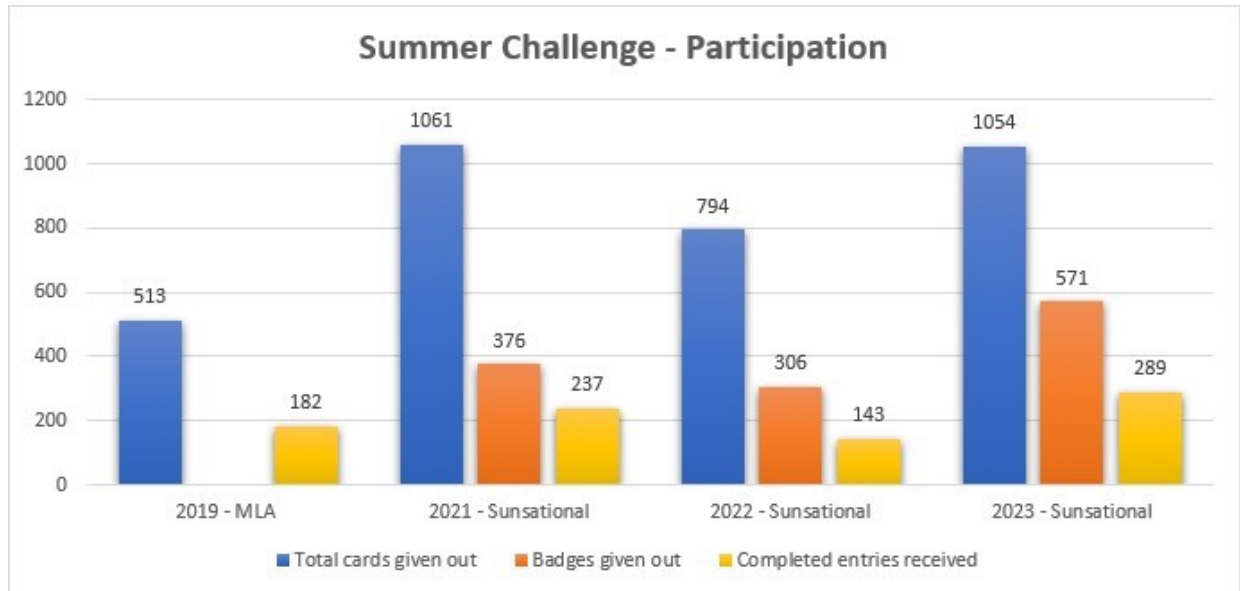
- 30 The Sunsational Challenge is a free community program led by our Museum Coordinator and is made up of 12 activities that children can take part in over the summer holidays around the Timaru District. The locations involved include the Museum, Aigantighe Art Gallery, all three Timaru District Libraries, Geraldine Historical Museum, Temuka Courthouse Museum and five outdoor locations across Timaru, Geraldine, Temuka and Pleasant Point. Completing activities earns participants rewards along the way and if they complete at least 9 activities they go in the draw for the major prizes at the end of the Challenge.



- 31 Kicking off on 3 January 2024, this is the fourth year of the programme which has grown in popularity with each successive year of delivery. This year saw the distribution of over 1200 activity cards to children across our facilities and 322 completed the whole challenge and returned their cards to enter the major prize draw. Attached is a photo of the leaves that have been completed in the Children's Library by participants of the Sunsational Challenge.



- 32 At the time of writing a live prize draw for participants is scheduled for 8 February 2024 at the Museum which will be livestreamed. The major prizes include 3x Chromebooks and 3x wireless ear buds and small spot prizes given to children who attend the prize draw but don't receive a main prize.



Attachments

Nil

9 Consideration of Urgent Business Items

10 Consideration of Minor Nature Matters

11 Public Forum Items Requiring Consideration