



# AGENDA

## Pleasant Point Community Board Meeting Tuesday, 1 October 2024

**Date** Tuesday, 1 October 2024

**Time** 7pm

**Location** Pleasant Point Town Hall

**File Reference** 1708439

## **Timaru District Council**

**Notice is hereby given that a meeting of the Pleasant Point Community Board will be held in the Pleasant Point Town Hall, on Tuesday 1 October 2024, at 7pm.**

### **Pleasant Point Community Board Members**

Raewyn Hessel (Chairperson), Ross Munro (Deputy Chairperson), Anna Lyon, Michael Thomas, Kathleen Wilkins, Michelle Pye and Scott Shannon

### **Local Authorities (Members' Interests) Act 1968**

Community Board 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.

Nigel Trainor  
**Chief Executive**

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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 Elected Member Update**

## **8 Confirmation of Minutes**

### **8.1 Minutes of the Pleasant Point Community Board Meeting held on 20 August 2024**

**Author:** Rachel Scarlett, Governance Advisor

#### **Recommendation**

That the Minutes of the Pleasant Point Community Board Meeting held on 20 August 2024 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 Pleasant Point Community Board Meeting held on 20 August 2024**



# MINUTES

## Pleasant Point Community Board Meeting Tuesday, 20 August 2024

Ref: 1708439

**Minutes of Timaru District Council  
Pleasant Point Community Board Meeting  
Held in the Pleasant Point Town Hall  
on Tuesday, 20 August 2024 at 7pm**

**Present:** Raewyn Hessell (Chairperson), Ross Munro (Deputy Chairperson), Anna Lyon, Michael Thomas, Kathleen Wilkins, Michelle Pye, Scott Shannon

**In Attendance:** Stephen Doran (Group Manager Corporate and Communications), Elliot Higbee (Legal Services Manager), Susie Ratahi (Land Transport Manager), Meghan Taylor (Executive Operations Coordinator) – Minutes.

## **1 Apologies**

### **1.1 Apologies Received**

#### **Resolution 2024/168**

Moved: Raewyn Hessell

Seconded: Ross Munro

That the apologies of Councillor Michelle Pye and Councillor Scott Shannon be received and accepted.

**Carried**

## **2 Public Forum**

### **2.2 Matters brought to the Public Forum**

#### Rowan Rabbage

Gave an update to the Pleasant Point Community Board regarding the bus issue. A letter was found from the ministry to the community from December 2015 stating there was no agreement on shared zone and status quo will remain until the ministry consult with the community in the new year (2016). There has been no consultation or any correspondence since. A meeting is set to take place with the MP Rangitata and high schools.

#### Anne Lemmens and Rowan Rabbage – Get to the Point Committee

Gave an overview of the operations, costs and vision for the 'Get to the point' event. Feedback from the event last year was around signage, fee child entry and are looking to change that this year, and advertise beyond point to increase the attendees of the event. In order for them to apply for external funding they need to become an incorporated society, it was suggested that several other Pleasant Point Committees could amalgamate to create one all-encompassing incorporated society. They are looking to seek funding from the Pleasant Point Targeted Rate Fund. Temporary Traffic Management was discussed. The Land Transport Manager briefly gave an overview on the updated process and steps needing to be taken now.



### **3 Identification of Items of Urgent Business**

No items of urgent business were received.

### **4 Identification of Matters of a Minor Nature**

Ross wanted it noted that the dangerous post has been removed from behind the soccer goals and a replacement pole had been installed.

### **5 Declaration of Conflicts of Interest**

No conflicts of interest were declared.

### **6 Chairperson's Report**

#### **6.1 Chairpersons Report Received**

The Chairperson attended the Local Government Hui last week, it was informative and nice to korero with like minded individuals. The workshop regarding the Strategic Plan was useful to monitor progress and future direction. It is exciting to see the Pleasant Point Community Playground taking shape. Council Officers are working through the matters that were brought to the last Pleasant Point Community Board meeting regarding the Taiko Hall.

### **7 Elected Member Update**

No Elected Member report was received.

### **8 Confirmation of Minutes**

#### **8.1 Minutes of the Pleasant Point Community Board Meeting held on 2 July 2024**

#### **Resolution 2024/169**

Moved: Raewyn Hessel

Seconded: Anna Lyon

That the Minutes of the Pleasant Point Community Board Meeting held on 2 July 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

### **9 Reports**

#### **9.1 Timaru District Active Transport Strategy**

The Land Transport Manager took the report as read which gave an update on the progress to complete the Timaru District Active Transport Strategy and sought feedback from the board on the priority of future projects relevant to the pleasant point township.

The Land Transport Manger note that this strategy had gone through two rounds of public

consultation and feedback was taken on board for the developed maps.

An error was raised on page 29 regarding the track indicated for the BMX track, the track doesn't go through to the highway.

It was raised that one priority should be extending a track to the river (Halstead/ Te Ngawai) which will further connect the town and promote greater accessibility and inclusivity.

Linking the track from Washdyke through to Caroline Bay was discussed and it was agreed that this enhances and completes the the current trail and would offer safer passage for active transport through Washdyke from Pleasant Point to Timaru.

It was agreed the priorities were:

1. Halstead road connection to Stratheona Huts
2. Te Ngawai road connection to the bridge
3. Washdyke trail connection from SH1 to Caroline Bay

Discussion was had regarding how the cycleway had been performing through the township.

It was also raised that the safety barriers that is on the Pleasant Point Township shared path had not been updated to accommodate visually impaired members of the public with brail sticks.

### **Resolution 2024/170**

Moved: Raewyn Hessel

Seconded: Michael Thomas

That the Pleasant Point Community Board:

1. Note the update on the refreshed Timaru District Active Transport Strategy.
2. Note the Draft Timaru District Rural Trail Network Map and Draft Pleasant Point Active Transport Network Map and associated future projects.
3. Support the inclusion of the Draft Timaru District Rural Trail Network Map and Draft Pleasant Point Active Transport Network Map and associated future projects in the Timaru District Active Transport Strategy.
4. Identify the three highest priority future projects within, and connecting to, Pleasant Point township.

**Carried**

## **9.2 Reappointment of Community Board Representatives to Organisations**

The Legal Services Manager spoke to the report to confirm the position of the Pleasant Point Community board regarding the discharge of two members and to consider reappointment of another member to the Pleasant Point Promotions committee.

Discussion was had regarding the consideration of re appointing another member and the board agreed it was vital to maintain a non-voting liaison to ensure the longevity of the Talking Point and to keep the link of structured engagement between the board and the committee.

### **Resolution 2024/171**

Moved: Raewyn Hessel  
Seconded: Michael Thomas

1. That the Pleasant Point Community Board revokes the 8 November 2022 appointment of the following non-voting liaison persons to the Pleasant Point Promotions Committee:
  - a. Raewyn Hessel
  - b. Ross Munro
2. Note that this will enable Raewyn Hessel and Ross Munro to join the Pleasant Point Promotions Committee in their private capacity.
3. That the Pleasant Point Community Board appoint Anna Lyon, as a non-voting liaison person to the Pleasant Point Promotions Committee.

**Carried**

## **10 Consideration of Urgent Business Items**

No items of urgent business were received.

## **11 Consideration of Minor Nature Matters**

No matters of a minor nature raised needed to be considered further.

## **12 Public Forum Issues Requiring Consideration**

Get to the Point – It was raised that the vision to elevate this event was great to see and to get as many groups involved as possible. The township need to really get behind this event. The board supports the group making an application to the Pleasant Point Community Board Targeted Rate Fund and will liaise with Rowan on the information Officers require to create the report for the next committee meeting if they wish to apply.

## **13 Exclusion of the Public**

### **Resolution 2024/172**

Moved: Raewyn Hessel  
Seconded: Ross Munro

That the public be excluded from the following parts of the proceedings of this meeting, namely,—

#### **14.1 Public Excluded Minutes of the Pleasant Point Community Board Meeting held on 2 July 2024**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<p><b>14.1 - Public Excluded Minutes of the Pleasant Point Community Board Meeting held on 2 July 2024</b></p> <p><b>Matters dealt with in these minutes:</b></p> <p><b>14.1 - Public Excluded Minutes of the Pleasant Point Community Board Meeting held on 21 May 2024</b></p> <p><b>14.2 - Pleasant Point Community Rate: Application from Pleasant Point Climbing Club - Supporting Documentation</b></p>	<p>Section 48(1) of the Local Government Official Information and Meetings Act 1987.</p>	<p>The public excluded minutes of the meeting held on 2 July 2024 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 2 July 2024.</p>

**Carried**

**14 Public Excluded Reports**

**14.1 Public Excluded Minutes of the Pleasant Point Community Board Meeting held on 2 July 2024**

**14.1 Public Excluded Minutes of the Pleasant Point Community Board Meeting held on 21 May 2024**

**14.2 Pleasant Point Community Rate: Application from Pleasant Point Climbing Club - Supporting Documentation**

**15 Readmittance of the Public**

**Resolution 2024/173**

Moved: Raewyn Hessel

Seconded: Anna Lyon

That the meeting moves out of Closed Meeting into Open Meeting at 8.03PM.

**Carried**

**The Meeting closed at 8.03PM.**

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**Chairperson**



## 9 Reports

### 9.1 District Pool 2024 – 2025 Summer Season Operational Hours Update report.

**Author:** Mike Wrigley, Recreation Facilities Manager

**Authoriser:** Beth Stewart, Group Manager Community Services

#### Recommendation

That the Pleasant Point Community Board receive and note the District Pool 2024 – 2025 Summer Season Operational Hours Update report.

#### Purpose of Report

- 1 To provide an update to the Temuka Community Board about the opening hours of the Temuka Summer Pool over the 2024-2025 summer season.

#### Assessment of Significance

- 2 This matter has been assessed as being of low to medium significance under Council's Significance and Engagement Policy due to the number of people impacted and while the costs associated are relatively modest there is a potential impact on the level of service. It is also recognised that pool users will take a keen interest in this matter.

#### Discussion

- 3 Each year the Recreational Facilities Manager provides a pre-season update to elected members and the Community Boards to advise them of the anticipated operational hours for the District's summer pools.
- 4 The opening period for the Pleasant Point summer pool is scheduled to commence on Friday 15 November 2024 and run until Sunday 16 March 2025. The peak period will run from opening until 9 February 2025.
- 5 The provisional opening hours for Pleasant Point Pool this season are:
  - Monday to Sunday 12pm to 7pmSummer Pools will be closed over the Christmas and New Year Statutory holidays.
- 6 As discussed later in this report, an off-peak timetable will be introduced from 10 February 2025 until the end of season.

#### Recruitment, Poolsafe Accreditation and Health and Safety

- 7 All council owned and operated pools are accredited under the national Poolsafe Quality Management Scheme (Poolsafe). In order to retain Poolsafe accreditation and to ensure safe operation of the facilities, TDC requires a minimum of 2 appropriately trained and qualified lifeguards to be on duty at any given time during its operational hours. TDC provides in-house training, 1<sup>st</sup> aid certification and requires all lifeguards to complete their

Pool Lifeguard Practicing Certificate (PLPC) qualifications. All candidates are also required to be able to:

- Swim 200m in under 6 minutes (8 lengths of the 25m pool)
- Tread water for 5 minutes at the deepest part of the pool (3.5m)
- Pick up an object from the deepest part of the pool (3.5m)

- 8 Council is currently actively recruiting for lifeguards to enable the pool to be open to the public for the hours set out above, with application rounds open on the TDC website: <https://careers.timaru.govt.nz/jobs/4864581-seasonal-casual-lifeguards-senior-lifeguards-timaru-geraldine-pleasant-point-temuka>
- 9 While officers prioritise the fair rostering of lifeguards across all the summer pools, if there is insufficient lifeguard coverage to maintain its safe operations and Poolsafe accreditation, officers may need to review the opening hours over the holiday period.
- 10 Officers will update the Community Board once there is a greater visibility over the number of lifeguards it has available across the holiday and summer period.
- 11 It should be noted that, due to the nature of the seasonal work and the activity, the majority of summer lifeguards are students. Consequentially, every year TDC faces staffing challenges as students return to school and university from early February until the end of season.
- 12 As lifeguards return to university and college, the anticipated staff shortages materialise. To help ensure the operation of the pool through to mid-March, Council encourages the application of community members to train as lifeguards and be available to work shifts alongside senior lifeguards from February to the close of season. Officers will engage Community Board channels to promote recruitment rounds and training schedules.
- 13 Council does not appoint volunteers as lifeguards as anyone performing the role must have obtained the aforementioned qualifications and training, and as such considers the paid appointment of such candidates the appropriate and preferred method of engagement. Casual roles are available and Council welcomes and encourages the application of any suitable community candidates for appointment as lifeguards over the summer period.

### **End of season hours**

- 14 Therefore, for the final five weeks of the summer season, when staffing becomes more problematic due to the loss of all our student lifeguards, a post peak timetable totalling 46 hours will be operating as below:

#### **Pleasant Point Pool**

- Monday – Thursday 12pm-7pm
- Friday – Sunday 12-6pm

This timetable will commence from Monday 10 February 2025 – Sunday 16 March 2025.

- 15 In the event that any short notice pool closures need to occur, this will be communicated through standard channels as early as possible to inform community members, users and key stakeholders.
- 16 Furthermore, in order to retain Poolsafe accreditation lifeguards must attend regular training. In order to do this, it may be necessary for each summer pool to be closed for one hour each

month. We will endeavour to hold these mid-week at a low use time. These training times will be publicised in advance from the beginning of the season.

### **Section 17a Review**

- 17 Under section 17a of the Local Government Act 2002, Council has an obligation to review its levels of service with respect to the costs and benefits of different options for funding, governance and delivery of its services. Levels of services at our summer pools may undergo a review process in 2025 in accordance with this statutory requirement. The review process may consider the cost of operations, benefits to the community, longer term investment requirements and potential mechanisms for delivering the service. While due consideration must be given to community preferences and views, formal recommendations and results are to be presented to council for decision-making, regardless of whether the findings recommend change in service delivery or not. This process may override any proposal for an independent feasibility study for the summer pools, however the review may be broader in scope.

### **Attachments**

**Nil**



## 9.2 Strategic Framework Projects Selection

**Author:** Rosie Oliver, Development Manager

**Authoriser:** Andrew Dixon, Group Manager Infrastructure

### Recommendation

That the Pleasant Point Community Board confirm the strategic project priorities for the \$70,000 capital funding provided in the 2024/25 year of the Long Term Plan 2024-34.

### Purpose of Report

- 1 The purpose of this report is to:
  - Present the list of scoped and costed projects prepared in accordance with the Pleasant Point, Cave and Surrounding Areas Ten Year Strategic Framework (the Strategic Framework) that are eligible for the \$70,000 capital expenditure project funding in the 2024/25 year of the Long Term Plan 2024-34; and to
  - Obtain a decision from the Pleasant Point Community Board on the project(s) that will receive this funding.
- 2 This report also provides basic scoping information for additional projects, as requested by the board, that are relevant to the delivery of the Strategic Framework but ineligible for the \$70,000 capital expenditure project funding. Should the board wish to progress any such project the next step would be to request a specific report from the relevant unit with a request to leverage the board's reserve funding to unlock the desired outcomes.

### Assessment of Significance

- 3 This matter is of low significance in terms of the Timaru District Council Significance and Engagement policy because the Framework has been previously consulted on, with approved funding in the Long Term Plan 2024-34. No change to funding or level of services is proposed.

### Background

- 4 In late 2023 the Pleasant Point Community Board adopted their Strategic Framework together with a suite of community projects leveraging \$200,000 in Long Term Plan 2021 - 2031 funding.
- 5 In the Long Term Plan 2024-34 deliberations on 29 May 2024, Council resolved to confirm further funding of \$70,000 per annum over the next ten years to be allocated to the Pleasant Point Community Board for capital improvement projects.
- 6 On 6 August 2024 the Pleasant Point Community Board met to identify and explore project opportunities which aligned with the Strategic Framework for FY2024- 25. The discussion included effective use of the funding available via the Pleasant Point Community Board targeted rates.

**Discussion**

- 7 Council officers have since reviewed the identified opportunities to refine each project scope and develop corresponding costings and, where appropriate, options. Eligible projects are outlined in the table below.

**Projects Eligible for the \$70,000 CAPEX funding (and OPEX implications)**

Project	Description	Cost (to be met by Pleasant Point Community)	Inclusions	Exclusions
Beautification projects on Main Street	Maintain existing levels of service. Top up/fill in exposed garden beds, and blank spots as deemed necessary.	Capex \$2,000	Emphasis on colourful, vibrant, amenity plantings; two changes per year  Upgrade all exposed garden beds and blank spots, including bedding plants to provide colour	No natives
		Opex \$5,000 pa	Maintenance of bedding plants	
	Budgeted levels of service. Top up/fill in exposed garden beds, and blank spots.	Capex \$1,500 – 2,000	Shrub border	No natives
		Opex \$1,000 pa	Maintenance of shrub border	
Christmas Tree	Artificial Tree	Capex \$11,010.57 - \$15,072.85	4.5m tree with silver baubles, lights, star \$8,734.57  5m tree with red, gold and silver baubles, lights, star \$12,796.85  Shipping \$2,276	Storage and insurance  Existing LTU operating budget may be able to be transferred.
		Opex \$8,790 pa	Cost for installation, disestablishment.	
		Real Tree	Capex \$0	Tree donated (2023)

		Opex \$8,836.18 (2023 cost) pa	Decorating, labour, materials, plant, transport	
Main Street CCTV Cameras	Cost for 2 Camera's on one pole.	Capex – Est \$30-40k	For main street/commercial area Location specified by NZ Police	Multiple cameras Additional monitoring or enforcement resource
		Opex – \$3,200 pa	Monitoring, data/footage requests	Maintenance and depreciation
Motorhome effluent Dump Station	Domain Campsite	\$240 - \$470k	Pumping station required. New sewer line required. Upgraded water supply including backflow preventer required.	Reporting/consenting costs additional
	Football Club Carpark	\$115 - \$300k	Pumping station required. New sewer line required. Upgraded water supply including backflow preventer required.	Reporting/consenting costs additional
	George St Yard	\$85 - \$110k	Short sewer line required. Upgraded water supply including backflow preventer New access and fencing	No pump station required Reporting/consenting costs additional

			Sealing the carpark	
	Main Road Carpark by Toilets	\$25 – 40k	Short sewer line Upgraded water supply including backflow preventer Ensure no impact on disabled carpark and cycleway access	No pump station required Reporting/consenting costs additional
	Afghan Street other side of Toilets	\$30 – 45k	Short sewer line Removal of trees Upgraded water supply including backflow preventer	No pump station required Reporting/consenting costs additional
Irrigation	Residual funding left over	\$ contribution TBC	Contribution to wider project	N/A
Wheelchair Accessible Community Van	Purchase of a wheelchair accessible van	Capex \$95k (\$50k van, \$45k fit out) – seats, hoist etc  Opex Est. \$10,000 pa that includes depreciation, insurance, registration and maintenance.	New vehicle required under Council fleet policy. Wheelchair accessible 6 seats  Running costs, insurance and depreciation	As a Council asset this item would require depreciation costs to be calculated. There are also additional insurance costs, potential liabilities and internal resourcing requirements (eg driver vetting, health and safety policy review, vehicle policy review). Storage and

				parking would be an additional annual costs.
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**Projects Not Eligible for the \$70,000 CAPEX funding (and OPEX implications)**

Pleasant Point Pool Promotions	Promotional activities	Capex board to allocate cap	<p>Initiatives to increase uptake and promotion</p> <p>Designed with Recreation Facilities Manager and Team</p> <p>Hosted/organised by PPCB</p> <p>Details TBC</p>	<p>Provision of additional lifeguards or staff</p> <p>TDC officer hosting of events</p>
		Opex board to allocate cap	Ongoing Printing, advertising, promotional material.	

1

- 8 The Board should consider and discuss the projects eligible for the FY2024-25 Long Term Plan funding and make a decision on which project(s) will be prioritised for funding.
- 9 It is noted that where projects create an ongoing maintenance liability a commitment would be required from the board to meet these costs annually or as required (eg vandalism) from the Pleasant Point targeted rates funding. This is necessary as there is insufficient operating budget within Council units to meet these additional costs on an ongoing basis.
- 10 As noted above, the Pleasant Point Pool Promotions project is ineligible for the present capital funding. Should the board still wish to progress this project then a separate report must be requested from the Recreation Facilities Unit to leverage the board's reserve funding.

### **Options and Preferred Option**

- 11 Option 1 (the Preferred Option) is that the Pleasant Point Community Board select the priority project(s) that will receive the \$70,000 capital funding for FY2024-25 of the Long Term Plan, together with any desired portion of the Pleasant Point Community Board's reserve funding.
- 12 Option 2 is that the Pleasant Point Community Board does not decide the project(s) to receive the \$70,000 capital funding in FY2024-25 of the Long Term Plan and advises Council officers of next steps.

### **Consultation**

- 13 The Strategic Framework has been developed through community consultation and no further formal consultation is considered necessary.
- 14 The details of individual projects remain of interest to community users and groups. Ongoing engagement with those affected should be led by the Board members leading each project.

### **Relevant Legislation, Council Policy and Plans**

- 15 Timaru District Council Long Term Plan 2024-34.

### **Financial and Funding Implications**

- 16 Capital Expenditure funding of \$70,000 excluding GST has been allocated in the Long Term Plan 2024-34. This funding is for capital improvements on Council infrastructure. There is no carry forward funding available from FY2023-24 as this budget has been fully expended.
- 17 The value of the reserves held by the Pleasant Point Community Board currently sits at \$31,414 with estimated annual revenue of \$6,780 in the Long Term Plan FY2024 - 34. This funding can be spent on operational as well as capex projects.
- 18 The Pleasant Point Community Board therefore has discretion to consider projects to a maximum total value of \$101,414, always ensuring that any annualised operating costs incurred do not exceed a total value of \$6,780 as per clause 9 above.
- 19 Should the Pleasant Point Community Board choose to fund a project from their reserves the resolution for the chosen project will need to be specific as to the funding source.

### **Other Considerations**

- 20 There are no other considerations.

**Attachments**

**Nil**



**10 Consideration of Urgent Business Items**

**11 Consideration of Minor Nature Matters**

**12 Public Forum Issues Requiring Consideration**

**13 Exclusion of the Public**

**Recommendation**

That the public be excluded from—

- \*(a)the whole of the proceedings of this meeting; or
- \*(b)the following parts of the proceedings of this meeting, namely,—

**14.1 Divestment of Property**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<p><b>14.1 - Divestment of Property</b></p>	<p>s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>To enable Council to carry out commercial activities</p> <p>To enable Council to carry out commercial or industrial negotiations</p>

\*I also move that [\[name of person or persons\]](#) be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of [\[specify\]](#). This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because [\[specify\]](#)

.

\*Delete if inapplicable.

**Note**

[Section 48\(4\)](#) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
  - (a)shall be available to any member of the public who is present;  
and
  - (b)shall form part of the minutes of the local authority.”

**14 Public Excluded Reports**

**15      Readmittance of the Public**