

**LYTTELTON/MT HERBERT COMMUNITY BOARD
RECESS COMMITTEE
AGENDA**

TUESDAY 5 FEBRUARY 2013

AT 1.30PM

**IN THE BOARDROOM, LYTTELTON SERVICE CENTRE,
15 LONDON STREET, LYTTELTON**

Community Board: Paula Smith (Chairperson), Jeremy Agar (Deputy Chairperson), Ann Jolliffe, Claudia Reid, Adrian Te Patu and Andrew Turner

Community Board Adviser
Liz Carter
Phone: 941 5682 DDI
Email: liz.carter@ccc.govt.co.nz

- PART A - MATTERS REQUIRING A COUNCIL DECISION**
- PART B - REPORTS FOR INFORMATION**
- PART C - DELEGATED DECISIONS**

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NOTE: The Lyttelton-Mt Herbert Community Board Recess Committee was established at the Board meeting on 15 November 2012, as follows:

That a Lyttelton/Mt Herbert Community Board Recess Committee comprising a minimum of three members including either the Board Chairperson or Deputy Chairperson, be authorised to exercise the delegated powers of the Lyttelton/Mt Herbert Community Board for the period following its ordinary meeting on 13 December 2012 up until the Board resumes normal business in February 2013.

This means that all Board members are able to attend and vote at this meeting.

1. APOLOGIES

2. APPLICATIONS TO THE CAPITAL ENDOWMENT FUND

The Board will have the opportunity to give consideration to nominations for Phase One of the Capital Endowment Fund - Special One-off Project Scheme. Information on relevant applications has been circulated to Board Members under separate cover.

STAFF RECOMMENDATION

That the Board approve nominations to Phase One of the Capital Endowment Fund - Special One-off Project Scheme.

3. DRAFT CEMETERIES BYLAW – BOARD’S SUBMISSION

The Draft Cemeteries Bylaw, Handbook and Master Plan are currently open for submission, with submissions closing on 19 February 2013. As this date is prior to the Boards scheduled meeting on 21 February it is necessary that the Chairperson be given the delegated authority to approve the final copy of the Board’s submission.

STAFF RECOMMENDATION

That the Board Chairperson be delegated the authority to approve the final submission to the Draft Cemeteries Bylaw, Handbook and Master Plan.