



**Titahi Bay**  
Community Group

## Meeting minutes

**Date:** 11/2/2026

**Time:** 7pm

**Location:** Tireti Hall, Tireti Road, Titahi Bay

<b>Attendees:</b>	<b>Apologies:</b>
Janie Walker, Jenny Jakobs, Sharon Hilling, Kate Misa, Gael McRoberts.	Dave Brett, Zac Painting Note: no apology from Brenna.

Karakia

Apologies Dave Brett

Minutes from previous meeting

- Approve Minutes 21/1/26 approved. Janie, Jenny.
- Outstanding Actions –
  - Website access and content update (Kate)
  - Committee reimbursement process to be implemented (Brenna)
  - Community Connect event set for Mar (Crop Swap) and April (St John’s CRP is TBC but likely). Kate to remove other events on the FB.

Communication update (Email, Social Media, Noticeboard)

- Email to WCC – Geoff confirmed comms from PCC CEO said no replacement for long term plan. Drew Hadwen, Principle Engagement Advisor, is now our PCC contact. Contact to be made (Janie)
- Facebook - Community Connect events will be posted once a month so not confusing. Remove other events (Kate). Events will add 2 images to each community connect, always including same CC image.
- Robyn still keen to manage Village Noticeboard.

Finance update (balance, commitments)

- No info provided. Meet with Brenna to confirm if she is interested in Treasurer or another committee role as we need core finance tasks done each month, especially mini financial report lodged at committee hui (or emailed to Secretary that day if Treasurer can’t attend (Janie).
- Note current risk. The two account signatories don't attend meetings, one is no longer on the committee.

Events

- Janie asked Dave for his thoughts on repurposing the BeachFest funds we hold on behalf. ideas. He suggested contacting Carl Webley to organise a low key local band evening at T Bay shops. Money could cover paying bands, advertising and decorations.
- Event ideas from committee - a daytime family-friendly event with repurposed Beach Fest funds would be more appropriate. Utilising and celebrating village space. Eg charge stallholders, food carts. Promote Marines Hall park for use. Include scouts for fundraising. Games, kids show, Bay talent show. Do an event with village businesses. A



working group to be organised, focusing on the many buildings in T Bay shops area, and celebrate the new park (Gael, Janie, so far). Could start small for first year then grow. Suggested date: march 2027. Event needs to be self-sustaining so that current funds are carried over to following year. Janie to give feedback to Dave and work with him on next step. (Janie)

- FYI A mural had been planned for the village several years ago (5 artists organised including Bruce Freestone). The activity was cancelled due to perception that procurement had not been open and transparent. This was not correct. Maybe a new T Bay shops area event could include mural project in some way.
- Suggestion made that events should be self-funded/self-sustaining so that current funds are carried over to following year. Suggestion made to hold one fundraising event/year.

#### Activity

- Community Mapping (Janie and Zac). Suggested community mapping layer for 2026 – natural spaces? Fun? Jenny still intends bringing in physical map. Mural map of Titahi Bay would be great in the village.
- Kate waiting to hear from Natalie about adding a Google map on the website.
- Zac will contribute to engaged stakeholders/activities/orgs as this aligns with other activity he is doing.
- Heritage trail. ACTION Gael and Jenny still keen to see trail completed. Janie suggested documenting what they have done/have so far, so this is not list, and this could be added to our website. Jenny still to follow up with PCC and clarify further action.

#### Events

- March Community Connect - Zac and Richard organising a crop swap. Committee agreed to swap the time to 7pm following the committee meeting at 6pm. March times to stay the same. Kate to swap event times for April onwards.
- Community Meal (Kate) - a small group from Kai in the Bay met to discuss. Several other events being held by group in April so some thought whether to combine. There was an initial interest in hosting a meal Friday 27 5.30pm at St Matthews garden, with hall as backup. Holly and Danyon supporting but not organising as they will be away. Possible prizes and engagement with stakeholders. Event yet to be confirmed.

#### General Business

- Janie suggested that all committee put their hand up for a specific roles for efficiency and accountability on the committee:
  - Janie – Chair (a co-Chair still to be appointed)
  - Brenna - Treasurer
  - Kate - Secretary
  - Jenny - Heritage and History
  - Gael – Heritage and History
  - Dave - Events (suggested - feedback from Dave needed)
  - Sharon – Social Media; Tireti Hall coordinator and resources
  - Zac – Community Connect events; stakeholder engagement.
- [Community Connect plan, guidelines and schedule](#) – ACTION: please provide any feedback by Wed 18 Feb. Janie will finalise then.
- [Committee member induction schedule](#) – ACTION: please provide any feedback by Wed 18 Feb. Sharon agreed to give feedback as she was one of the first to utilise this document. Janie will finalise then.
- Tireti Hall - caretakers of Tireti Hall have provided access to a cupboard in Tireti Hall just to TBCG that will be unlocked each time we use the hall. TBCG will lock the cupboard when we leave (close padlock). Can be used for mugs, coffee, tea etc. Sharon agreed to manage what we store in the cupboard.. ACTION: Sharon to build up and manage cupboard contents. A roster will be set up for the committee to be the opener-closer of



Tireti Hall, whether for Community Connect events, or committee hui, including meet Mat (caretaker) prior at 5.45pm prior to each committee meeting. Committee to all set up for Community Connect. ACTION: Jenny rostered for March with Janie's support. Janie to write a Tireti Hall procedure document before next hui. (Janie)

- Recent announcement that ratepayers will receive a separate water bill - Sharon noted some of the community have a lot of questions and would be a good idea to host a conversation and information sharing session between PCC and community. ACTIONS: She will look in to timing and best way to host an event or connect. Sharon to draft an invitation to councillors to engage including invitation to send questions. Janie will send the email.

#### Actions (in addition to ongoing role)

Activity	Description	Due
Communications	Website <ul style="list-style-type: none"> <li>Update web content with committee changes. <b>Kate</b></li> <li>Document generic website login and info. <b>Kate</b></li> </ul>	28/2/26 28/2/26
Activities	Community Connect <ul style="list-style-type: none"> <li>Consider Community Connect coordination and resources. Communications as required. <b>Sharon</b></li> </ul> Community Mapping: <ul style="list-style-type: none"> <li>Confirm Mapping options on website. <b>Kate</b></li> </ul> Heritage Trail <ul style="list-style-type: none"> <li>Contact PCC about further work being done <b>Jenny</b></li> <li>Document Heritage Trail, history, images <b>Jenny and Gael</b></li> </ul>	10/3/26 28/2/26 By AGM TBC
Events	Neighbours Month <ul style="list-style-type: none"> <li>Confirm community meal activity. <b>Kate</b></li> <li>Draft FB and email comms for review. <b>Kate</b></li> </ul> Three Waters Hui <ul style="list-style-type: none"> <li>consider time and type of community hui for PCC/Community. <b>Sharon</b></li> <li>Draft email re Three Waters invitation to PCC. <b>Sharon</b></li> <li>Review and send email. <b>Janie</b></li> </ul>	19/2/26 Feb/Mar 10/3/26 10/3/26 10/3/26
Committee	<ul style="list-style-type: none"> <li>Calendars: update calendar events with time change. <b>Kate</b></li> <li>Consider roles to be confirmed at March hui. <b>All</b></li> <li>Talk to Brenna about role. Janie</li> <li>Review induction and community connect docs. <b>All</b>.</li> <li>Final induction and community connect docs <b>Janie</b></li> </ul>	19/2/26 10/3/26 10/3/26 19/2/26 19/2/26

#### Deferred to another meeting

- Google Docs info session for committee
- Committee event - Heritage Trail (Jenny/Gael)
- Becoming a Te Tiriti-based community group (Janie)

#### Event Calendar



Date	Event and description	Lead
11 Feb	<i>Community Connect (6-7pm). CANCELLED - TOO CLOSE TO JAN DATE</i> Committee hui (7-8.30pm) Tireti Hall	Janie Janie
11 March	Tireti Hall open and close (5.45/8pm) Community Connect (6-7pm). Crop Swap Committee hui (7-8.00pm) Tireti Hall	Jenny with Janie Zac, Richard Janie
1-31 March	Neighbours Aotearoa promotion	Kate
27 March	<i>Community Meal TBC</i>	Kate
8 April	Community Connect (6-7pm). CPR and Emergency Preparedness Committee hui (7-8.30pm) Tireti Hall	Janie Janie
13 May	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm). <i>Three Waters TBC</i>	Janie Sharon
10 June	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
8 July	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
12 Aug	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
9 Sep	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
<i>TBC</i> <i>By 31 Sep</i>	AGM	Janie
Oct	<i>Meet the Candidates (MPs) TBC</i>	Zac and Sharon
14 Oct	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
11 Nov	Committee hui (6-7pm) Tireti Hall Community Connect (7-8pm).	
9 Dec	Community Connect (6-7pm). Committee hui (7-8.30pm) Tireti Hall	
<b>2026</b>		
March	<i>Community event and fundraising</i>	Dave

**The purpose of Titahi Bay Community Group Incorporated (2611311) is to connect our community: by serving, informing, engaging and activating the community for a stronger, brighter future together.**



Committee Members (quorum - 4)	
Office holders	Janie Walker (Co-chair); Kate Misa (Secretary); Brenna Tume (Treasurer)
Members	Jenny Jakobs (History and heritage); Gael McRoberts (History and Heritage); Dave Brett (Events); Sharon Hilling (Social Media, Community Connect coordination and resources), Zac Painting (stakeholder engagement; Community Connect events).
Support	Leanne Tavo (Noticeboard for Titahi Bay Administrator); Noticeboard Moderators (Sharon Hilling, Ro Na, Abbe Holmes; Natalie Bowie (Website); Kirsten Giebel (Silverstripe); TB Pharmacy (noticeboard keyholder), Robyn Smith (noticeboard keyholder).
Sponsors and contributors	PCC for Tireti Hall access 2 x 2hrs/month. Kirsten Giebel (Silverstripe) TBC; Dave Brett (Donation of pizza for TBCG AGM \$131.46)

