



Titahi Bay
Community Group

Meeting minutes

Date: 13/08/2025

Time: 7pm

Location: View Road

Attendees:	Apologies:
Jamie Diamond, Janie Walker, John Pettigrew, Kate Misa, Gael McRoberts.	Dave Brett, Leanne Tavo, Jenny Jakobs

Agenda

- Karakia
- Apologies
- Minutes from previous meeting
 - Approve Minutes 9/7/25 (moved John, seconded Dave)
 - Outstanding Actions
 - i. Provide copy of walking trail map and info (Jenny)
 - ii. Meet the Candidates - share comms proposal with committee (?).
- Communication update (Email, Social Media, Noticeboard)
- Financial update (balance, commitments)
- Planned activity
 - Connection Mapping and Kai in the Bay event (Janie)
 - Website refresh (John)
- Events
 - AGM - finalise activity.
 - Meet the candidate - organisation
- General Business
 - Te Tireti Hall usage (Janie)
 - Noticeboard repair and policy update (Janie)
 - Committee feedback summary (Jamie)
- Karakia

Minutes

- **Minutes approved 9/7/25 (JD)**
- **Outstanding Actions**
 - Final action has been taken by PCC. Iwi still has activity underway. Should celebrate success with a committee walk. Carry over previous action - provide copy of walking trail map and info (Jenny)
- **Communication update (Email, Social Media, Noticeboard)**
 - **Correspondence in:** 11/8/25 PCC Megan Krishnan (forwarded by JW 13/8/25) re Heritage Trail update and photos. New signs around Titahi Bay as part of the history trail that JJ and GM worked on





(Titahi Bay Hotel; plinth up at the lookout off Lambley Rd; informative panel near the plinth with panel stating the Maori history, Broadcasting House entryway). Email also noted no progress with fixing the TB noticeboard. Committee expressed interest in walking the trail together. Add to agenda of next meeting (KM)

- **Noticeboard** being well used. Conversation about businesses vs community info. Agreed to leave open to businesses as only up one month. Guidelines: Size A4 or smaller; must have date of posting; don't cover other notices. Update guidelines if required (JW)
- **Financial update (balance, commitments)**
 - No update
- **Planned activity**
 - Website refresh - several meetings. Natalie Bowie and Kirsten Giebel have done work in the background. Website menu update will be published by AGM. Content refresh still to be done. Handover to be done soon (JP)
 - Community Map - will develop after Kai in the Bay workshop.
- **Events**
 - 20 August AGM
 - Logistics finalised. Committee arrive 5.30pm.
 - Apologies received from GM, JD
 - Contact Brenna re financials (KM)
 - Bring TBCG sign (John)
 - 20 August Kai in the Bay
 - Workshop details shared (JW)
 - Tues 16 September Meet the candidates
 - Intention is to get to know candidates, their connection to TBay and their priorities for the community. We hope to understand who they are as people and how they connect with or understand Titahi Bay.
 - It will be a fun evening to enhance the mana of the candidates that have put their names forward and give the public a chance to understand who they might want to vote for.
 - Mayor, Onepoto and Parirua candidates only due to size.
 - No live questions, opportunity to send in questions prior. MC will ask questions. Opportunity to mingle at the end.
 - Emphasise importance of mana enhancing, respect expected from the floor. MC will manage this.
 - Talk to Dave re timing of comms (KM)
 - Plan to be pinned down once numbers confirmed (DB, JW).
 - [Neighbours Aotearoa](#) March 2026 - no current action
- **General Business**
 - Tireti Hall - committee have been approved to have access to hall 2 x month which will allow us to hold our meetings in a public space and be a place for community connections. Intention to open up meetings an hour before our meeting once a month to include community and PCC, inviting community speakers, in a planned approach to manage time and scope to align with the purpose of the group as a connector. JW signed the terms. Copy to be attached (JW). Need to discuss how we want to use the hall. Dates confirmed for 2025 now added to the permanent event section in minutes.
 - DB collated and provide a summary of feedback he received from the committee about challenges and opportunities to improve how we work. Suggestions included: Noted for discussion once committee confirmed for 2025/26 year (JD)

Events:





Date	Event and description	Lead
20 August	Kai in the Bay - first layer of Community Map. 6-8pm, St Matthew's Church.	Janie
10 September	Committee Hui: closed for AGM follow up, event planning. 7-8pm	Jamie
16 September	Meet the Candidates. Titahi Bay School Hall 7-9pm. MC: Greg	Dave
12 November	Committee Hui + Community Connector (next steps of Kai in Bay), Tireti Hall 6-8pm (TBC)	Janie
10 December	Committee Hui + Community Connector, Tireti Hall booking 6-8pm (TBC)	Janie
2026		
Feb	Committee Hui: Community connector, Tireti Hall 6-8pm (TBC)	Janie
March	Neighbours Aotearoa	Kate

Actions:

Responsible	Description	Due
Janie	Update noticeboard guidelines	Aug
Kate	Contact Brenna to confirm financial ready for AGM Talk to Dave re timing and content of candidate email	this week
Janie	Tireti Hall - Share any official correspondence for filing, copy of agreement - for filing.	Aug
Jenny	Carry over from Aug - provide copy of walking trail map and info	Sep
Kate, John	Website handover	Sep
Kate	Note for coming meeting agendas: <ul style="list-style-type: none"> ● decide a date for the committee walking trail. ● Committee discussion regarding challenges and opportunities. 	Sept Oct





	<ul style="list-style-type: none">• Community connector event agendas - Te Reo Māori basics, other	
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Next Meeting: 10/9/2025, 7pm location to be confirmed.

The purpose of Titahi Bay Community Group Incorporated (2611311) is to serve, inform, engage and activate the community for a stronger, brighter future together.	
Committee Members (quorum - 5)	
Office holders	Dave Brett (Chair); Jamie Diamond (co-chair); Kate Misa (Secretary); Brenna (Treasurer)
Members	John Pettigrew; Jenny Jakobs; Gael McRoberts; Leanne Tavo (Social Media); Janie Walker (Community Map and Events); Simon Phillips

