
Pukekohe Cemetery Committee workshops

OPEN NOTES

Notes of the Pukekohe Cemetery Committee workshops held in the Leslie Comrie Board Room, Level 1 Franklin the Centre, 12 Massey Ave, Pukekohe on Tuesday, 1 July 2025 at 5.00pm.

TE HUNGA KUA TAE MAI | PRESENT

Chairperson	Deputy Chair Harley Wade
Deputy Chairperson	
Members	Member Angela Fulljames Member Alan Cole

TE HUNGA KĀORE I TAE MAI | ABSENT

Chairperson Makere Rikka Heke
Member Sonny Parata
Member Tearepa Kahi
Member Pare Rauwhero
Member Phyllis Bhana
Member Janie Astle

TE HUNGA ĀPITI KUA TAE MAI | ALSO PRESENT

Orrin Kapua, Advisor
Mat Glanfield, Project Manager
Lucy Stallworthy, Snr Māori Outcomes /Engagement Advisor
Raemon Matene, Nga Hau e Wha Marae Trustee
Jade Lee Davis, Parks & Community Facilities, Head of Māori Outcomes
Denise Proctor, Nga Hau e Wha Marae Trustee

1 Ngā Tamōtanga | Apologies

That the Pukekohe Cemetery Committee workshops:

- a) whakaae / accept the apology from Members Tearepa Kahi, Janie Astle, Sonny Parata, and Chair Makere Rika Heke for absence.

2 Te Whakapuaki i te Whai Pānga | Declaration of Interest

There were no declarations of interest.

3 Pukekohe Cemetery Committee Workshop

Item 1

Landscape architect selection preparation

Presenter/s: Mat Glanfield

Purpose: Prepare for hui with potential landscape architects

Governance role: Provide direction

Summary of Discussions:

Committee provided direction on structure and roles for hui with potential landscape architects, and criteria to make a decision about a preferred supplier.

Item 2

Member payments

Presenter/s: Jade Lee Davis

Purpose: Outline proposal and process for appointed member payments

Governance role: Provide direction

Summary of Discussions:

Committee gave direction to start the process to establish a mechanism to pay appointment members attendance fees and mileage, on an as needed/requested basis.

Project manager handover

Presenter/s: Jade Lee Davis

Purpose: Discussion regarding handover to new project manager

Governance role: Oversight and monitoring

Summary of Discussions:

Committee was made aware of process to hand over to new project manager.

Item 4

Update on Stantec survey

Presenter/s: Mat Glanfield

Purpose: Update on process and expected timeframe

Governance role: Keeping informed

Summary of Discussions:

Committee was advised the site survey is progressing and can expect a written report for the next workshop.

Item 5

Budget and project plan update

Presenter/s: Mat Glanfield

Purpose: Update on budget and project plan

Governance role: Keeping informed

Summary of Discussions:

Committee was provided with an update on the budget and delivery against the project plan.

The workshop closed at 6.30pm