
Akaroa Museum Advisory Committee

AGENDA

Notice of Meeting Te Pānui o te Hui:

An ordinary meeting of the Akaroa Museum Advisory Committee will be held on:

Date: Wednesday 20 May 2026
Time: 2 pm
Venue: Akaroa Boardroom, 78 Rue Lavaud Akaroa

Membership Ngā Mema

Chairperson	Pam Richardson - Community Representative
Members	John Curry - Friends of Akaroa Museum (FOAM)
	Jeanette Elliot - Friends of Akaroa Museum (FOAM)
	Asif Hussain - Te Pātaka o Rākaihautū Banks Peninsula Community Board Representative
	Keefe Robinson - Ōnuku Rūnanga

13 May 2026

Banks Peninsula Governance Advisor

Linda Burkes

Tel: 941 8138

linda.burkes@ccc.govt.nz

Website: www.ccc.govt.nz

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

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AKAROA MUSEUM ADVISORY COMMITTEE TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

8 December 2025

Chairperson	To be appointed by Te Pātaka o Rākaihautū Banks Peninsula Community Board.
Membership	<ul style="list-style-type: none">• Two Te Pātaka o Rākaihautū Banks Peninsula Community Board members from the Akaroa subdivision.• Two representatives from the Friends of Akaroa Museum.• One community representative• One representative from Ōnuku Rūnanga
Principal Advisor	Director Akaroa Museum
Governance Support	Banks Peninsula Governance Advisor
Quorum	Three
Meeting Cycle	Four times per annum.
Reports To	Te Pātaka o Rākaihautū Banks Peninsula Community Board

1. *Background/Context*

- 1.1 The Akaroa Museum Advisory Committee was established in 2006 as a sub-committee of the Akaroa/Wairewa Community Board replacing an existing body, the Akaroa Museum Board.
- 1.2 The Committee will be known as the 'Akaroa Museum Advisory Committee' and will be a committee of Te Pātaka o Rākaihautū Banks Peninsula Community Board.

2. *Purpose and Responsibilities*

- 2.1 The purpose of the Committee is to provide advice to Te Pātaka o Rākaihautū Banks Peninsula Community Board on the strategic issues facing the Akaroa Museum and the matters arising from them.
- 2.2 Responsibilities of the Committee are:
 - To provide advice on the Akaroa Museum's aims, objectives and policies and its role in the community.
 - To provide a local link with the Museum's stakeholders including Friends of the Akaroa Museum, local Rūnanga and the wider community.
 - To assist in obtaining local support and financial resources necessary to achieve the Akaroa Museum's aims.

3. *Appointment of Members*

- 3.1 The Friends of the Akaroa Museum (FOAM) appoint the two Friends of the Akaroa Museum representatives.

- 3.2 The position of Community Representative will be publicly advertised, seeking expressions of interest.
- 3.3 A liaison member should be appointed from each of the Wairewa and Koukourarata Rūnanga to attend Committee meetings when matters of significance to their rohe (district) are being discussed.
- 3.4 The Community Board will appoint the Chairperson of the Committee.

4. Administration

- 4.1 The Committee shall meet quarterly, or as required, and report to Te Pātaka o Rākaihautū Banks Peninsula Community Board following each Committee meeting.
- 4.2 A schedule of quarterly Committee meetings will be adopted annually.
- 4.3 As a committee of the Community Board the Committee shall be bound by the various Acts and Regulations governing the operation of a Local Authority and shall also be subject to the Council's Standing Orders and Council's Code of Conduct?

5. Committee Member Resignation

- 5.1 Any member may resign by giving written notice to the Board, if Board-appointed, or to their respective organisation if appointed by that organisation. The vacancy will be filled in accordance with the process set out in Item 3 – Appointment of Members.

6. Remuneration

- 6.1 Committee members will not be eligible to claim the Council's approved allowances for attendance at meetings.

7. Delegations

- 7.1 There are no delegations provided to this Committee.

8. Status

- 8.1 As a committee of the Community Board the Committee shall be bound by the various Acts and Regulations governing the operation of a Local Authority and shall also be subject to the Council's Standing Orders.

9. Term of the Committee

- 9.1 The Committee will be discharged three months after the Inaugural meeting of the Community Board, following the Local Government triennial election.

Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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Karakia Whakakapi

Karakia Tīmatanga

Whakataka te hau ki te uru Whakataka te hau ki te tonga Kia mākinakina ki uta Kia mātaratara ki tai E hī ake ana te atakura He tio, he huka, he hau hū Tihei mauri ora!	Cease the winds from the west Cease the winds from the south Let the breeze blow over the land Let the breeze blow over the ocean Let the red-tipped dawn come with a sharpened air. A touch of frost, a promise of a glorious day.
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1. Apologies Ngā Whakapāha

Apologies will be recorded at the meeting.

2. Declarations of Interest Ngā Whakapuaki Aronga

Members are reminded of the need to be vigilant and to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

3. Confirmation of Previous Minutes Te Whakaāe o te hui o mua

That the minutes of the Akaroa Museum Advisory Committee meeting held on [Wednesday, 25 February 2026](#) be confirmed (refer page 6).

4. Deputations by Appointment Ngā Huinga Whakaritenga

Deputations may be heard on a matter, or matters, covered by a report on this agenda and approved by the Chairperson.

Deputations will be recorded in the meeting minutes.

To present to the Committee, refer to the [Participating in decision-making](#) webpage or contact the meeting advisor listed on the front of this agenda.

Akaroa Museum Advisory Committee OPEN MINUTES

Date: Wednesday 25 February 2026
Time: 2:16 pm
Venue: Akaroa Boardroom, 78 Rue Lavaud Akaroa

Present

Chairperson Pam Richardson - Community Representative
Members John Curry - Friends of Akaroa Museum (FOAM)
Jeanette Elliot - Friends of Akaroa Museum (FOAM)

Meeting Advisor

Jane Walders
Tel: 941 6584

jane.walders@ccc.govt.nz

Website: www.ccc.govt.nz

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- Part A Matters Requiring a Council Decision**
Part B Reports for Information
Part C Decisions Under Delegation
-

Secretarial Note:

Under Standing Orders 2017, pursuant to clause 7.5 the meeting was delayed.

Karakia Tīmatanga

The agenda was dealt with in the following order.

In the absence of the Chairperson, the Meeting Advisor opened the meeting.

A moment of silence was observed in respect of the recent passing of Community Board Member and Committee member Nigel Harrison, and local photographer Don McKay.

.1. Apologies Ngā Whakapāha

Part C

Committee Resolved AMA/2026/00001

That the apologies from Asif Hussain and Keefe Robinson for absence be accepted.

Pam Richardson/John Curry

Carried

5. Appointment of Committee Chairperson

Officer Recommendations

That the Akaroa Museum Advisory Committee:

1. Receives the information in the report.
2. Appoints a Chairperson for this meeting.
3. Recommends a Chairperson of the Akaroa Museum Advisory Committee for approval by Te Pātaka o Rākaihautū Banks Peninsula Community Board.

Committee Resolved AMA/2026/00002

That the Akaroa Museum Advisory Committee:

1. Receives the information in the report.
2. Appoints Pam Richardson as Chairperson for this meeting.
3. Recommends Pam Richardson as Chairperson of the Akaroa Museum Advisory Committee for approval by Te Pātaka o Rākaihautū Banks Peninsula Community Board.

John Curry/Jeanette Elliot

Carried

2. Declarations of Interest Ngā Whakapuaki Aronga

Part B

There were no declarations of interest recorded.

3. Deputations by Appointment Ngā Huinga Whakaritenga

Part B

There were no deputations by appointment.

4. Friends of Akaroa Museum (FOAM) – President’s Update

The Committee was advised that Linda Sunderland had been made a Life Member of the Friends of Akaroa Museum.

Committee Resolved AMA/2026/00003 (Officer recommendation accepted without change)

That the Akaroa Museum Advisory Committee:

1. Receives the information in the correspondence report Friends of Akaroa Museum (FOAM) – Presidents Update dated 25 February 2026

John Curry/Jeanette Elliot

Carried

6. Akaroa Museum Director's Update

Committee Comment

In addition to the Director’s report, the Committee noted:

- A new exhibition marking the 150th anniversary of the *Akaroa Mail* will open in winter.
- Entries for the Akaroa Wharf Photo Competition are on display. Voting for the People’s Choice Award is currently open (in person only). HEB Construction have donated the prize money. The prizegiving event will be held on Saturday 21 March 2026 at 5.00 pm.
- The *New Zealand Listener* (December 2025 issue) listed *A Rural Life in Black and White* by Donald McKay in its Top 2025 Best Coffee-Table Books (Art & Nature section).

Committee Resolved AMA/2026/00004 (Officer recommendation accepted without change)

That the Akaroa Museum Advisory Committee:

1. Receive the information in the Akaroa Museum Director's Update Report.

Pam Richardson/John Curry

Carried

8 Meeting Schedule 2026-28

Committee Resolved AMA/2026/00005 (Officer recommendations accepted without change)

That the Akaroa Museum Advisory Committee

1. Agrees to the following meeting schedule for the 2026–2028 term

2026

Wednesday 20 May
Wednesday 19 August
Wednesday 18 November

2027:

Wednesday 17 February
Wednesday 19 May
Wednesday 18 August
Wednesday 17 November

2028:

Wednesday 16 February
Wednesday 17 May
Wednesday 16 August

Pam Richardson/John Curry

Carried

7. Committee Members' Exchange of Information Te Whakawhiti Kōrero a ngā Mema Komiti

Part B

The following information was exchanged:

- FOAM has updated its membership information and application form and plans a local mailbox drop. Forms are also available in local businesses as part of a push to renew the membership base.
- The Museum is seeking support from its membership base to assist during adverse weather events. During the February 2026 storm event, sandbags were required and issues were identified with a nearby stormwater drain inlet. Water was observed on the storeroom floor, likely entering through a roof leak; no obvious source was identified.
- The flag next to the Akaroa Museum remains stuck in a tree. FOAM has offered to assist with its removal.
- Gate posts will be addressed.

Karakia Whakakapi

Meeting concluded at 3.05 pm.

CONFIRMED THIS 20th DAY OF MAY 2026.

Unconfirmed

5. Friends of Akaroa Museum (FOAM) - Presidents Update

Reference Te Tohutoro: 26/838428

Responsible Officer(s) Te Pou Matua: Linda Burkes, Banks Peninsula Governance Advisor

Accountable ELT Member Pouwhakarae: Andrew Rutledge, General Manager Citizens and Community

1. Purpose of Report Te Pūtake Pūrongo

Correspondence has been received from:


Name	Subject
John Curry, President Friends of Akaroa Museum (FOAM)	The purpose of this report (attached) is to update the Committee on the activities and events of the Friends of Akaroa Museum.

2. Officer Recommendations Ngā Tūtohu

That the Akaroa Museum Advisory Committee:

1. Receive the information in the correspondence report Friends of Akaroa Museum (FOAM) – President’s Update dated 20 May 2026.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A 	Friends of Akaroa Museum (FOAM) Report for Akaroa Museum Advisory Committee 20 May 2026	26/888992	12

Friends of Akaroa Museum
Report to Akaroa Museum Advisory Committee Meeting
Wednesday 20 May 2026

Here is a summary of The Friends of Akaroa Museum (FOAM) activities in support of Akaroa Museum since the last meeting held in February 2026.

The FOAM Committee met on 7th April to discuss a number of issues related to the Museum. A proposal was presented by Museum Director Lynda Wallace for FOAM to fund the following three projects:

- Conservation of F. Burchall painting – \$1,350-1,700
- Digitisation of part of Donald McKay collection – \$6,710
- Digitisation of Kerry Walker colour slides - \$858

The estimated cost will be \$8,918-9,268, with the expected timeframe for completion being 2-3 months. The Committee agreed to pay the costs for all three projects.

Other matters discussed included planning for the Inside Out House and Garden Tour to take place in November. This is FOAM's biennial fundraiser. This year 14 properties will be featured with six of the properties having both the house and garden available for viewing. Ninety volunteers will be required to run the event.

On 24th April FOAM Chairperson John Curry and Committee Member David Miller presented a submission on behalf of FOAM to the Christchurch City Council Councillors at the Draft Annual Plan meeting. The purpose of the submission was to reinforce to Councillors the importance of Akaroa Museum to the local and wider community. The text of the submission was as follows:

The Friends of Akaroa Museum Incorporated (FOAM) was founded in June 1966 to ensure the preservation and development of the Akaroa Museum. We are a dedicated group of over 100 members who understand the importance of this Council-owned and operated Museum in preserving Banks Peninsula's heritage and cultural significance for both Māori and settler peoples. We support the Museum through fund-raising for the Museum, promoting its activities, and through our involvement in Council's Akaroa Museum Advisory Committee.

Over 25,000 people visit Akaroa Museum each year, 30% of whom are CCC residents and ratepayers. It is a quality venue that contributes to Akaroa's reputation as a vibrant visitor and tourist destination. It is open seven days a week, and the staff care for a collection valued at over \$1.6 million.

FOAM recognises the vital importance of Christchurch City Council's on-going funding of the Museum, and it supports Council in various ways such as when Akaroa Museum does not have a budget for activities which are typically considered part of a museum's core business.

For example, FOAM funds have been used for purchasing items for the permanent collection, for conservation of art works, in assisting with exhibitions, and for funding publications. FOAM's support for the publication of *A Rural Life in Black and White* in 2025 amounted to around \$14,000. The profits from the sale of the book through the Museum shop are significantly boosting the Museum's income from revenue.

FOAM is able to financially support the Akaroa Museum in these ways through its two major fundraising efforts – the annual Akaroa Antiques Fair, and the biennial House and Garden tour. These fundraisers are strongly supported by the local community, and they also attract visitors to the area. They generate substantial funds which are applied to assisting Akaroa Museum with projects for which it lacks a budget.

While FOAM exists to support Akaroa Museum in ways as described above, it is not a substitute for Council in funding its core responsibilities to ensure the Museum remains a vital institution within the Christchurch City area. FOAM specifically requests that Council through its Annual Plan and Long Term Plan maintain at a minimum the current funding levels for Akaroa Museum's operations including the on-going maintenance of its buildings and facilities.

FOAM has supported Akaroa Museum for the past 60 years. We members of FOAM see ourselves not only as supporters of the Museum, but also as its guardians. We ask that you as members of Council ensure that Akaroa Museum continues to be a vital and enduring part of our local and wider community.

The submission was well received with a follow up question by Banks Peninsula representative, Tyrone Fields.

The Friends of Akaroa Museum continues to be in a strong financial position as at May 2026.

6. Akaroa Museum Director's Update

Reference Te Tohutoro: 26/902271

Responsible Officer(s) Te Pou Matua: Lynda Wallace, Director Akaroa Museum

Accountable ELT Member Pouwhakarae: Andrew Rutledge, General Manager Citizens and Community

1. Purpose and Origin of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is to inform members of the Akaroa Museum Advisory Committee about activity at the Museum.

2. Officer Recommendations Ngā Tūtohu

That the Akaroa Museum Advisory Committee:

1. Receives the information in the Akaroa Museum Director's Update Report.

3. Brief Summary

3.1 Visitors

- Fuel price rises resulting from the Iran United States conflict are beginning to impact on visitor numbers at the Museum. For the four days of the Easter holidays visitors totalled not much more than half of the previous three Easters.
- The Museum's LOS target for visitor numbers is 23,912. Although we are likely to meet the target this year, being only 500 short of it with two months of the year to run, next year might be more challenging.

3.2 Exhibitions

- *Tides and Time*, the Museum's exhibition reviewing the history of the Akaroa Wharf, has been engaging visitors since February. The photograph competition run in conjunction with this exhibition was hugely popular and attracted some very impressive entries.
- In July we mark the 150th anniversary of the Akaroa Mail, and the 40th anniversary of Michael de Hamel's editorship, with an exhibition about Akaroa's local newspaper.

3.3 Collections

- Currently, our focus for collections work is digitising collections to expand the range we have accessible online. With financial assistance from the Friends of the Museum we are having part of Donald McKay's negative collection digitised as well as a set of 35mm colour transparencies taken by local photographer Kerry Walker.
- Conservation of art works continues, also supported by the Friends, with a late-nineteenth century watercolour by F. Burchall of Akaroa undergoing conservation.

Attachments Ngā Tāpirihanga

There are no attachments to this report.

In addition to the attached documents, the following background information is available:

Document Name - Location / File Link
Not applicable

Signatories Ngā Kaiwaitohu

Author	Lynda Wallace - Museum Director (Akaroa)
Approved By	Blair Jackson - Director Art Gallery

7. Committee Members' Exchange of Information Te Whakawhiti Kōrero a ngā Mema Komiti

This item provides an opportunity for Committee Members to update each other on recent events and/or issues of relevance and interest to the Committee.

Karakia Whakakapi

Tukuna te wairua kia rere ki te taumata Ko te matatika te mātāpono hei ārahi i ngā mahi Ka arotahi te tira kia eke panuku, kia eke tangaroa Haumi e, hui e, tāiki e	<i>May the spirit be released to soar to its zenith Ethics is the principle that guides our work As we focus on the success for our community Bring together! Gather together and bind together!</i>
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