



**Far North  
District Council**



# **AGENDA**

## **Kaikohe-Hokianga Community Board Meeting**

**Wednesday, 3 July 2019**

**Time:** 10.30 am  
**Location:** Council Chamber  
Memorial Avenue  
Kaikohe

**Membership:**

Chairperson Mike Edmonds  
Member Emma Davis  
Member Shaun Reilly  
Member Louis Toorenborg  
Member Kelly van Gaalen  
Member Alan Hessel  
Cr John Vujcich

**The Local Government Act 2002 states the role of a Community Board is to:-**

- (a) Represent, and act as an advocate for, the interests of its community;
- (b) Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board;
- (c) Maintain an overview of services provided by the territorial authority within the community;
- (d) Prepare an annual submission to the territorial authority for expenditure within the community;
- (e) Communicate with community organisations and special interest groups within the community;
- (f) Undertake any other responsibilities that are delegated to it by the territorial authority

**Council Delegations to Community Boards - January 2013**

The "civic amenities" referred to in these delegations include the following Council activities:

- Amenity lighting
- Cemeteries
- Drainage (does not include reticulated storm water systems)
- Footpaths/cycle ways and walkways.
- Public toilets
- Reserves
- Halls
- Swimming pools
- Town litter
- Town beautification and maintenance
- Street furniture including public information signage.
- Street/public Art.
- Trees on Council land
- Off road public car parks.
- Lindvart Park – a Kaikohe-Hokianga Community Board civic amenity.

**Exclusions:** From time to time Council may consider some activities and assets as having district wide significance and these will remain the responsibility of Council. These currently include: The roading network, Hundertwasser toilets, District Library Network, Baysport, the Kerikeri, Kaikohe & Kaitia Airports, Hokianga Vehicle Ferry, i-Site network, Far North Community Centre, Kerikeri Domain, Kawakawa Heated Swimming Pool, Kaikohe Cemetery, Kerikeri Sports Complex, The Centre at Kerikeri, the Bay of Islands/Hokianga Cycle Trail.

Set local priorities for minor capital works in accordance with existing strategies,

1. Recommend local service levels and asset development priorities for civic amenities as part of the Annual Plan and Long Term Plan processes.
2. Reallocate capital budgets within the Annual Plan of up to 5% for any specific civic amenity, provided that the overall activity budgetary targets are met.
3. Make grants from the allocated Community Funds in accordance with policy 3209, and the SPARC/Sport Northland Rural Travel fund in accordance with the criteria set by the respective body, and, for the Bay of Islands-Whangaroa Community Board, the power to allocate the Hundertwasser Donations Account.
4. Provide comment to council staff on resource consent applications having significance within the Community, including the provision of land for reserves or other public purposes.
5. To hold, or participate in hearings, as the Council considers appropriate, in relation to submissions pertinent to their community made to plans and strategies including the Long Term Plan and Annual Plan, and if appropriate recommend decisions to the Council.
6. To hold hearings of submissions received as a result of Special Consultative Procedures carried out in respect of any matter other than an Annual or Long Term Plan, and make recommendations to the Council.

7. Where recommended by staff to appoint management committees for local reserves, cemeteries, halls, and community centers.
8. To allocate names for previously unnamed local roads, reserves and other community facilities, and recommend to Council name changes of previously named roads, reserves, and community facilities subject to consultation with the community.
9. To consider the provisions of new and reviewed reserve management plans for recommendation to the Council in accordance with the Reserves Act 1977, and hear or participate in the hearing of submissions thereto, as considered appropriate by the Council.
10. To provide recommendations to the Council in respect of applications for the use and/or lease of reserves not contemplated by an existing reserve management plan.
11. Prohibit the use of skateboards in specified locations within their communities, in accordance with Council's Skating Bylaw 1998.
12. Recommend new bylaws or amendments to existing bylaws.
13. Prepare and review management plans for local cemeteries within budget parameters and in a manner consistent with Council Policy.
14. Exercise the following powers in respect of the Council bylaws within their community:
  - a. Control of Use of Public Spaces – Dispensations on signs
  - b. Mobile Shops and Hawkers – Recommend places where mobile shops and/or hawkers should not be permitted.
  - c. Parking and Traffic Control – Recommend parking restrictions, and areas where complying camping vehicles may park, and consider and grant dispensations in accordance with clause 2007.2
  - d. Public Places Liquor Control – Recommend times and places where the possession or drinking of alcohol should be prohibited.
  - e. Speed Limits – Recommend places and speed limits which should be imposed.
15. To appoint Community Board members to speak on behalf of their community in respect of submissions or petitions.
16. Specific to the Bay of Islands-Whangaroa Community Board – consider any recommendations of the Paihia Heritage Working Group and make appropriate recommendations to Council on the development of a draft Plan Change and a Section 32 analysis on heritage provisions for Paihia.
17. To set schedule of meeting dates, times and venues, subject to the meetings not conflicting with meetings of the Council and satisfying the provisions of the Local Government Official Information and Meetings Act 1987.
18. To review all proposed public art projects on a project-by project basis to ensure they comply with policy #5105 Art in Public Places, including approval of the aesthetic appearance, maintenance programme, insurance and appropriate location, and to agree to their installation.
19. In respect of applications from food establishments for permission to establish tables and chairs on a public place, i.e. Alfresco dining in accordance with Policy 3116, to consider and decide on any application which does not meet all criteria of the policy, and any application which staff recommend to be declined.
20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

### Terms of Reference

In fulfilling its role and giving effect to its delegations, Community Boards are expected to:

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.

4. Have special regard for the views of Maori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
  - a. Holding a Community forum prior to Board meetings
  - b. Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

## Protocols

In supporting Community Boards to fulfil their role, the Council will:

1. Provide appropriate management support for the Boards.
2. Organise and host regular workshops with the Community Boards to assess the 'State of the Wards & District' to establish spending priorities.
3. Prior to decision-making, seek and include 'Community Board views' in Council reports in relation to:
  - a. the disposal and purchase of land
  - b. proposals to acquire or dispose of reserves
  - c. representation reviews
  - d. development of new maritime facilities
  - e. community development plans and structure plans
  - f. removal and protection of trees
  - g. local economic development initiatives
  - h. changes to the Resource Management Plan
4. Organise and host quarterly meetings between Boards, the CEO and senior management staff.
5. Prepare an induction/familiarisation process targeting new members in particular early in the term.
6. Support Board members to arrange meetings with local agencies and service clubs to place more emphasis on partnerships and raising profile of the Boards as community leaders.
7. Permit Board chairperson (or nominated member) speaking rights at Council meetings.
8. Help Boards to implement local community projects.
9. Arrange for Infrastructure and Asset Management Staff to meet with the Community Boards in September each year to agree the capital works for the forthcoming year for input into the Annual or Long Term Plan.
10. Provide information.

**KAIKOHE-HOKIANGA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS**

<b>Name</b>	<b>Responsibility (i.e. Chairperson etc)</b>	<b>Declaration of Interests</b>	<b>Nature of Potential Interest</b>	<b>Member's Proposed Management Plan</b>
Mike Edmonds	Chair	Kaikohe Mechanical and Historic Trust	Council Funding	Decide at the time
	Committee member	Kaikohe Rugby Football and Sports Club	Council Funding	Withdraw and abstain
Shaun Reilly	No form received			
Kelly van Gaalen	No form received			
Louis Toorenborg	No form received			
Alan Hessel	Nil	Nil	Nil	Nil
Emma Davis	Secretary	Pompallier Hokianga Trust	Council Funding	Decide at the time to withdraw and/or abstain
	Trustee	Raiatea Resource Centre	Council Funding	Decide at the time to withdraw and/or abstain
	Committee Member	Rawene Hall	Council Funding	Decide at the time to withdraw and/or abstain
	Committee Member	Kohukohu Hall	Council Funding	Decide at the time to withdraw and/or abstain
	Member of teaching staff	Broadwood Area School	Council Funding	Decide at the time to withdraw and/or abstain
John Vujcich	Board Member	Ngati Hine Health Trust	Matters pertaining to property or decisions that may impact of their health services	Declare interest and abstain
	Board Member	Pioneer Village	Matters relating to funding and assets	Declare interest and abstain
	Director	Waitukupata Forest Ltd	Potential for council activity to directly affect its assets	Declare interest and abstain
	Director	Rural Service Solutions Ltd	Matters where council regulatory function impact of company services	Declare interest and abstain
	Director	Kaikohe (Rau Marama) Community Trust	Potential funder	Declare interest and abstain
	Partner	MJ & EMJ Vujcich	Matters where council regulatory function impacts on partnership owned assets	Declare interest and abstain

<b>Name</b>	<b>Responsibility (i.e. Chairperson etc)</b>	<b>Declaration of Interests</b>	<b>Nature of Potential Interest</b>	<b>Member's Proposed Management Plan</b>
	Member	Kaikohe Rotary Club	Potential funder, or impact on Rotary projects	Declare interest and abstain
	Member	New Zealand Institute of Directors	Potential provider of training to Council	Declare a Conflict of Interest
	Member	Institute of IT Professionals	Unlikely, but possible provider of services to Council	Declare a Conflict of Interest
	Member	Kaikohe Business Association	Possible funding provider	Declare a Conflict of Interest

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**Kaikohe-Hokianga Community Board Meeting**  
**will be held in the Council Chamber, Memorial Avenue, Kaikohe on:**  
**Wednesday 3 July 2019 at 10.30 am**

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**Order Of Business**

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## **1 APOLOGIES AND CONFLICTS OF INTEREST**

Members need to stand aside from decision-making when a conflict arises between their role as a Member of the Community Board and any private or other external interest they might have. This note is provided as a reminder to Members to review the matters on the agenda and assess and identify where they may have a pecuniary or other conflict of interest, or where there may be a perception of a conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the meeting or of the relevant item of business and refrain from participating in the discussion or voting on that item. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive Officer or the Team Leader Governance Support (preferably before the meeting).

It is noted that while members can seek advice the final decision as to whether a conflict exists rests with the member.

## **2 PUBLIC FORUM**

## **3 DEPUTATIONS**

No requests for deputations were received at the time of the Agenda going to print.

## **4 SPEAKERS**

## **5 CONFIRMATION OF PREVIOUS MINUTES**

### **5.1 CONFIRMATION OF PREVIOUS MINUTES**

**File Number:** A2533185

**Author:** Marlema Baker, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Governance Support

#### **PURPOSE OF THE REPORT**

minutes are a true and correct record of the previous meeting.

#### **RECOMMENDATION**

**That the Kaikohe-Hokianga Community Board agrees the minutes of their meeting held 5 June 2019 be confirmed as a true and correct record.**

#### **1) BACKGROUND**

Local Government Act 2002 Schedule 7 clause 28 states that a local authority must keep minutes of its proceedings. The minutes of these proceedings duly entered and authenticated as prescribed by a local authority are prima facie evidence of those meetings.

#### **2) DISCUSSION AND OPTIONS**

The minutes of the meeting are attached.

The Kaikohe-Hokianga Community Board Standing Orders Section 3.17.3 states that “no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness”.

#### **Reason for the recommendation**

The reason for the recommendation is to confirm the minutes as a true and correct record of the previous meeting.

#### **3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There are no financial implications or the need for budgetary provision.

#### **ATTACHMENTS**

- 1. Unconfirmed Minutes - KHCB 5 June 2019 - A2515861**  

**MINUTES OF KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING  
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE  
ON WEDNESDAY, 5 JUNE 2019 AT 10.30 AM**

**PRESENT:** Chairperson Mike Edmonds, Cr John Vujcich, Member Emma Davis, Member Shaun Reilly, Member Louis Toorenburg, Member Alan Hessell

**IN ATTENDANCE:**

**STAFF PRESENT:** Aya Morris (Community Development Advisor), Robert Willoughby (Community Development Advisor), Melissa Parlane (Team Leader - infrastructure Planning), Marlema Baker (Meetings Administrator), Kim Hammond (Meetings Administrator)

## **1 PUBLIC FORUM**

Richard Leung, National President of the Chinese Association spoke regarding the Item S1 Wandering with Ancestors (Ventnor) Memorial, Rawene Cemetary.

Lorene Royale spoke regarding Item 7.10 – Application for Funding – Rawene Community Hall Management Committee.

## **2 SPEAKERS**

Cheryl Smith, representative from Kaikohe Rugby Football and Sports Club Inc spoke regarding report agenda Item 7.9 – Application for Funding – Kaikohe Rugby Football and Sports Club Inc.

Janine McVeagh, representative from Hokianga Community Education Trust, spoke to the report agenda Item 7.11 – Application for Funding – Hokianga Community Education Trust.

Kylie Wesley, representative from Hokianga Harbour Care Inc, spoke to the report agenda item 7.13 – Application for Funding – Hokianga Harbour Care Inc.

Paul Bowker, representative from Rawene Area Residents Association spoke to report agenda Item 7.12 – Application for Funding – Rawene Area Residents Association.

Cheryl Smith, representative from Sport Northland spoke to the report Item 7.2 – Additional Winter Rural Travel Fund Application - Matihetihe School.

## **3 APOLOGIES AND CONFLICTS OF INTEREST**

### **APOLOGY**

#### **COMMITTEE RESOLUTION 2019/46**

Moved: Chairperson Mike Edmonds

Seconded: Cr John Vujcich

**That the apology received from Member Kelly van Gaalen be accepted and leave of absence granted for this meeting and apologies for lateness from Member Shaun Reilly be noted.**

**CARRIED**

## 4 CONFIRMATION OF PREVIOUS MINUTES

### 4.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 5.1 document number A2438751, pages 10 - 10 refers

#### **RESOLUTION 2019/47**

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

**That the Kaikohe-Hokianga Community Board agrees the minutes of their meeting held 1 May 2019 be confirmed as a true and correct record subject to the following amendments:**

- i) Meeting held at Kohukohu Fire Station, 24 Beach Road, Kohukohu.**

**CARRIED**

## 5 STRATEGIC PLANNING AND POLICY GROUP

### 5.1 BASKETBALL COURT PROJECT - MEMORIAL PARK, KAIKOHE

Agenda item 6.1 document number A2479610, pages 16 - 19 refers

#### **RESOLUTION 2019/48**

Moved: Cr John Vujcich

Seconded: Member Alan Hessel

**That the Kaikohe-Hokianga Community Board:**

- a) Allocates the remainder of the Kaikohe-Hokianga Community Board 2018/2019 Community Fund to the Kaikohe basketball court project at Memorial Park, to assist with costs towards the beautification of the basketball court area.**

**That the Kaikohe-Hokianga Community Board recommends to Council:**

- a) That approval be given to construct a basketball court on Memorial Park reserve once the Kaikohe Community Youth Charitable Trust has secured sufficient funding.**
- b) That Council staff manage the project using funds received from the Kaikohe Community Youth Charitable Trust.**
- c) That sufficient operational funding be allocated in the 2020/21 Annual Plan and subsequent Long Term Plans to maintain, insure and depreciate the asset.**

**CARRIED**

The meeting was adjourned from 11.41 am to 12.01 pm.

## 6 DEPUTATIONS

Adrienne Tari, representative from Pou Herenga Tai Twin Coast Cycle Trail Trust provided an update on projects to the Board members as follows:

- The new toilet installed between Kaikohe and Okaihau was funded by Far North District Council
- Pou Herenga Tai Twin Coast Cycle Trail Trust is focusing on community development initiatives that provide opportunities for organisations to contribute to the cycle trail.

- Pou Herenga Tai Twin Coast Cycle Trail Trust is also investigating alternative funding opportunities for the cycle trail.
- A large section of the trail has been completed. Pou Herenga Tai Twin Coast Cycle Trail Trust would like to plant 180 fruit trees along the trail. Planting will be completed in partnership with the Corrections Department. Pou Herenga Tai Twin Coast Cycle Trail Trust would like to plant them on private properties between kaikohe and Okaihau. This will require alternate funding (not from the Community Board)
- Development of a Pump Track in front of the old dairy factory. Costs for this will be between \$30,000 to \$35,000.
- A separate Pump Track for younger children will be developed by the skate park in Kaikohe. The Pou Herenga Tai Twin Coast Cycle Trail Trust is happy to apply for funding and request support from the Community Board.

## 7 CORPORATE SERVICES GROUP

### 7.1 CHAIRPERSON AND MEMBERS REPORT

Agenda item 7.1 document number A2438794, pages 34 - 35 refers

#### **RESOLUTION 2019/49**

Moved: Cr John Vujcich

Seconded: Member Shaun Reilly

**That the Kaikohe-Hokianga Community Board notes the reports from the Chairperson and Member Toorenburg.**

**CARRIED**

#### **MOTION**

Moved: Cr John Vujcich

Seconded: Member Shaun Reilly

That the recommendations from the Chairpersons report and Member Toorenburgs report be include in the minutes as follows:

#### **Recommendations contained in the Chair's Report:**

*"The board amends the strategic statement updated at the May 2019 meeting by adding the following words:*

#### **Kaikohe Hall**

*For consistent treatment of halls across the district the board will seek to have the Kaikohe Memorial Hall be classified as a hall of district significance.*

#### **Delegations**

*The board seeks to be delegated full responsibility for community halls (except for Kaikohe Memorial Hall).*

*As governance skills, policies, and systems, are developed, further delegations will be sought. The board will work with the other community boards to achieve a consistent approach amongst them.*

#### **Revenue Review**

*The board recognises the desire, by FNDC staff, to fund footpaths from the general rate (vs ward service rates). The board submits to the FNDC Revenue Review that footpaths should be equitably distributed and that a general principle that the length of footpaths in each ward should be in*

*proportion to the populations of each ward and that expenditure on footpaths in each ward should be guided (as it is now) by community boards.*

### **Board Communications**

*The board will operate its Facebook page as a means of communication.*

*The board will maintain the domain name “kaikohe-hokianga.community” to be used for email addresses by board members who desire to. It is the board’s aim to have this domain name transferred to FNDC for long term administration.*

### **Kaikohe Business Rate**

*The board will work with the Kaikohe Business Association and the FNDC to establish a targeted rate for the provision of CCTV and under verandah lighting.*

### **Local Government Act**

*In accordance with the Local Government Act (2002), the board will seek sufficient information from the FNDC to enable the board to:*

- a) maintain an overview of services provided by the territorial authority within the community and*
- b) prepare an annual submission to the territorial authority for expenditure within the community*

### **Recreation**

- 1. **Safe cycling:** The board allocated the funds remaining from the 2017/18 community grant fund to a junior cycle park in Kaikohe*
- 2. **Lindvart Park:** The board supports Kaikohe and Districts Sportsville and the upgrade of facilities at Lindvart Park*
- 3. **Dogs:** The board will seek to have a dog exercise park established in Kaikohe General: The board supports well designed spaces in parks and reserves.*

### **Waterways**

*The board will seek ways to to reduce, or eliminate, pollution of waterways by wastewater, storm water, and other community waste.*

### **Water**

*The board will advocate for a sustainable water strategy, providing clean, affordable, water for each community*

### **Economic Development**

- 1. The board will seek to have consistent looking town (and surrounds) visitor information maps in the following settlements: Mangamuka, Horeke, Kohukohu, Kaikohe, Okaihau, Rawene, Opononi, and Omapere.*
- 2. The board will advocate for public Wi-Fi in the ward’s settlements.*
- 3. The board supports the elimination of cell phone blackspots in the ward.*

***Furthermore, for funding and other purposes, the board declares that the strategic statements have the same status as a strategic plan”***

### **Recommendations contained in Member Toorenburgs Report:**

*“That the Kaikohe Hokianga Community Board askes that Council investigates what has been achieved by Coromandel Thames when community board has been given more responsibility”*

*“That the Kaikohe Hokianga Community Board, invite or co-opt to our board one or more members from the Far North District Council Youth Council, to participate in our meetings”*

**7.2 ADDITIONAL WINTER RURAL TRAVEL FUNDING APPLICATION FROM MATIHETIHE SCHOOL**

Agenda item 7.2 document number A2474542, pages 43 - 45 refers

**RESOLUTION 2019/50**

Moved: Cr John Vujcich

Seconded: Member Emma Davis

**That the Kaikohe-Hokianga Community Board**

- a) **Allocates a Rural Travel grant to Matihetihe School of \$515 following the advice from Sport Northland.**
- b) **authorises a sum of \$85 from the Board's Community Fund account to Matihetihe School to support children participating in regular sporting activity during the 2019 winter season to support the following community outcome:**
  - i) **Liveable communities that are healthy, safe, connected, and sustainable**

**CARRIED**

The meeting adjourned from 12:56 pm – meeting readjourned at 1:09 pm

**7.3 FUNDING PROJECT REPORTS**

Agenda item 7.3 document number A2438819, pages 48 - 49 refers

**RESOLUTION 2019/51**

Moved: Member Shaun Reilly

Seconded: Cr John Vujcich

**That the Kaikohe-Hokianga Community Board note the project reports from Kaikohe Business Association and Hokianga Harbour Care Inc.**

**CARRIED**

**7.4 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 30 APRIL 2019**

Agenda item 7.4 document number A2485961, pages 60 - 61 refers

**RESOLUTION 2019/52**

Moved: Cr John Vujcich

Seconded: Member Alan Hessel

**That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Fund Account as at 30 April 2019.**

**CARRIED**

**7.5 APPLICATION FOR FUNDING - KERIKERI THEATRE COMPANY**

Agenda item 7.6 document number A2484524, pages 72 - 74 refers

**RECOMMENDATION**

Moved: Member Emma Davis

Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$1,314 (plus GST if applicable) to be paid from the Board's Community Fund account to Kerikeri Theatre Company for costs toward their performances of 'Ladies Night' to support the following community outcomes:

- i) Proud vibrant communities
- ii) Liveable communities that are healthy, safe, connected, and sustainable

**MOTION**

Moved: Member Emma Davis

Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$\_\_\_\_\_ (plus GST if applicable) to be paid from the Board's Community Fund account to Kerikeri Theatre Company for costs toward their performances of 'Ladies Night' to support the following community outcomes:

- i) Proud vibrant communities
- ii) Liveable communities that are healthy, safe, connected, and sustainable

**RESOLUTION 2019/53**

Moved: Member Emma Davis

Seconded: Cr John Vujcich

**That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$657 (plus GST if applicable) to be paid from the Board's Community Fund account to Kerikeri Theatre Company for costs toward their performances of 'Ladies Night' to support the following community outcomes:**

- i) Proud vibrant communities**
- ii) Liveable communities that are healthy, safe, connected, and sustainable**

**CARRIED**

**7.6 APPLICATION FOR FUNDING - KAIKOHE RUGBY FOOTBALL & SPORTS CLUB INC**

Agenda item 7.9 document number A2486079, pages 110 - 112 refers

Chairperson Edmonds declared a conflict of interest in relation to this item and abstained from the debate and voting.

**RESOLUTION 2019/54**

Moved: Cr John Vujcich

Seconded: Member Emma Davis

**That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$4,558 (plus GST if applicable) to be paid from the Board's Community Fund account to Kaikohe Rugby Football & Sports Club Inc for costs towards purchasing hardware to repair the clubroom roof and external toilet roof,**



**to support the following Community Outcomes:**

- i. Proud vibrant communities
- ii. Liveable communities that are healthy, safe, connected and sustainable

**CARRIED****7.7 APPLICATION FOR FUNDING - RAWENE COMMUNITY HALL MANAGEMENT COMMITTEE**

Agenda item 7.10 document number A2486121, pages 120 - 122 refers

**RESOLUTION 2019/55**

Moved: Cr John Vujcich

Seconded: Member Emma Davis

**That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$2,500 (plus GST if applicable) to be paid from the Board's Community Fund account to Rawene Community Hall Management Committee for costs towards the Assurance Review and contributions towards Booking Administration and Cleaning, to support the following Community Outcomes:**

- i. Proud vibrant communities
- ii. Liveable communities that are healthy, safe, connected and sustainable

**CARRIED****7.8 APPLICATION FOR FUNDING - HOKIANGA COMMUNITY EDUCATIONAL TRUST**

Agenda item 7.11 document number A2487589, pages 132 - 134 refers

**RECOMMENDATION**

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$6,600 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Community Educational Trust for costs toward the 2020 Festival for Change Book and Film festival to support the following community outcomes:

- i) Proud vibrant communities
- ii) Liveable communities that are healthy, safe, connected, and sustainable

**MOTION**

Moved: Member Shaun Reilly

Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$\_\_\_\_\_ (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Community Educational Trust for costs toward the 2020 Festival for Change Book and Film festival to support the following community outcomes:

- i) Proud vibrant communities
- ii) Liveable communities that are healthy, safe, connected, and sustainable

**RESOLUTION 2019/56**

Moved: Cr John Vujcich

Seconded: Member Shaun Reilly

**That the Kaikohe-Hokianga Community Board in considering the provisions of the**

**Community Grant Policy** authorise the sum of \$4,800 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Community Educational Trust for costs toward the 2020 Festival for Change Book and Film festival to support the following community outcomes:

- i) **Proud vibrant communities**
- ii) **Liveable communities that are healthy, safe, connected, and sustainable**

**.CARRIED**

## **7.9 APPLICATION FOR FUNDING - RAWENE AREA RESIDENTS ASSOCIATION - MANNING STREET RESTORATION PROJECT**

Agenda item 7.12 document number A2489853, pages 142 - 144 refers

### **RECOMMENDATION**

Moved: Member Shaun Reilly

Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$2,500 (plus GST if applicable) to be paid from the Board's Community Fund account to Rawene Area Residents Association for costs towards professional fees and hirage of a heavy duty mulcher for the Manning Street Restoration Project, to support the following Community Outcomes:

- i. Proud vibrant communities
- ii. Liveable communities that are healthy, safe, connected and sustainable

### **MOTION**

Moved: Member Shaun Reilly

Seconded: Cr John Vujcich

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$\_\_\_\_\_ (plus GST if applicable) to be paid from the Board's Community Fund account to Rawene Area Residents Association for costs towards professional fees and hirage of a heavy duty mulcher for the Manning Street Restoration Project, to support the following Community Outcomes:

- i. Proud vibrant communities
- ii. Liveable communities that are healthy, safe, connected and sustainable

### **RESOLUTION 2019/57**

Moved: Member Shaun Reilly

Seconded: Cr John Vujcich

**That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$2,500 (plus GST if applicable) to be paid from the Board's Community Fund account to Rawene Area Residents Association for costs towards professional fees and hirage of a heavy duty mulcher for the Manning Street Restoration Project, to support the following Community Outcomes:**

- i. Proud vibrant communities**
- ii. Liveable communities that are healthy, safe, connected and sustainable**

**.CARRIED**

**7.10 APPLICATION FOR FUNDING - HOKIANGA HARBOUR CARE INC**

Agenda item 7.13 document number A2494800, pages 156 - 158 refers

**RECOMMENDATION**

Moved: Member Shaun Reilly

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Harbour Care Inc for costs toward the propagation of native tree seeds for donation to improve water quality, to support the following community outcomes:

- i) Proud vibrant communities
- ii) Liveable communities that are healthy, safe, connected, and sustainable

**MOTION**

Moved: Member Shaun Reilly

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$\_\_\_\_\_ (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Harbour Care Inc for costs toward the propagation of native tree seeds for donation to improve water quality, to support the following community outcomes:

- i) Proud vibrant communities
- ii) Liveable communities that are healthy, safe, connected, and sustainable

**RESOLUTION 2019/58**

**That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Hokianga Harbour Care Inc for costs toward the propagation of native tree seeds for donation to improve water quality, to support the following community outcomes:**

- i) Proud vibrant communities**
- ii) Liveable communities that are healthy, safe, connected, and sustainable**

**.CARRIED**

At 13:58 pm, Chairperson Mike Edmonds left the meeting and Member Emma Davis took the Chair. At 13:59 pm, Member John Vujcich left the meeting.

**7.11 APPLICATION FOR FUNDING - PIONEER VILLAGE KAIKOHE - CCTV**

Agenda item 7.5 document number A2455747, pages 64 - 66 refers

Chairperson Edmonds and Cr Vujcich declared a conflict of interest in relation to this item.

**RECOMMENDATION**

Moved: Member Shaun Reilly

Seconded: Member Alan Hessel

the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$1,928 (plus GST if applicable) to be paid from the Board's Community Fund account to Pioneer Village Kaikohe for costs towards the purchase and installation of CCTV, to support the following Community Outcomes:

- i) Proud vibrant communities
- ii) Liveable communities that are healthy, safe, connected and sustainable

**MOTION**

Moved: Member Shaun Reilly

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$\_\_\_\_\_ (plus GST if applicable) to be paid from the Board's Community Fund account to Pioneer Village Kaikohe for costs towards the purchase and installation of CCTV, to support the following Community Outcomes:

- i) Proud vibrant communities
- ii) Liveable communities that are healthy, safe, connected and sustainable

**RESOLUTION 2019/59**

Moved: Member Shaun Reilly

Seconded: Member Alan Hessel

**That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$1,928 (plus GST if applicable) to be paid from the Board's Community Fund account to Pioneer Village Kaikohe for costs towards the purchase and installation of CCTV, to support the following Community Outcomes:**

- i) Proud vibrant communities**
- ii) Liveable communities that are healthy, safe, connected and sustainable**

**CARRIED**

At 2:34 pm, Member Alan Hessel left the meeting. At 2:35 pm, Member Alan Hessel returned to the meeting.

**7.12 APPLICATION FOR FUNDING - PIONEER VILLAGE KAIKOHE - PARK UP SAFELY**

Agenda item 7.7 document number A2485172, pages 91 - 93 refers

Chairperson Edmonds and Cr Vujcich declared a conflict of interest in relation to this item.

**RESOLUTION 2019/60**

Moved: Member Shaun Reilly

Seconded: Member Alan Hessel

**That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$5,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Pioneer Village Kaikohe for costs towards the creation of a safe park-up zone which will benefit the village and community, to support the following Community Outcomes:**

- i. Proud vibrant communities**
- ii. Liveable communities that are healthy, safe, connected and sustainable**

**CARRIED**

### **7.13 APPLICATION FOR FUNDING - PIONEER VILLAGE KAIKOHE - GROWING OPPORTUNITIES**

Agenda item 7.8 document number A2485259, pages 102 - 104 refers

Chairperson Edmonds and Cr Vujcich declared a conflict of interest in relation to this item.

#### **RESOLUTION 2019/61**

Moved: Member Shaun Reilly

Seconded: Member Alan Hessel

**That the Kaikohe-Hokianga Community Board in considering the provisions of the Community Grant Policy authorise the sum of \$6,630 (plus GST if applicable) to be paid from the Board's Community Fund account to Pioneer Village Kaikohe to assist with the purchase of a coffee machine and coffee grinder, to support the following Community Outcomes:**

- i. Proud vibrant communities**
- ii. Liveable communities that are healthy, safe, connected and sustainable**

**.CARRIED**

Against: Cr Louis Toorenburg

## **8 INFORMATION REPORTS**

At 2:31 pm, Chairperson Mike Edmonds returned to the meeting and resumed the Chair.

At 2:31 pm, Member John Vujcich returned to the meeting.

### **8.1 BROADWOOD COMMUNITY PLAN REPORT**

Agenda item 8.1 document number A2450925, pages 166 - 169 refers

#### **RESOLUTION 2019/62**

Moved: Chairperson Mike Edmonds

Seconded: Cr John Vujcich

**That the Kaikohe-Hokianga Community Board receive the Broadwood Community Plan from the Broadwood working party.**

**CARRIED**

**8.2 KAIKOHE - HOKIANGA HALL COMMITTEE ANNUAL GENERAL MEETING MINUTES, FINANCIAL STATEMENTS AND / OR USAGE DATA**

Agenda item 8.2 document number A2458267, pages 180 - 181 refers

**RESOLUTION 2019/63**

Moved: Member Louis Toorenborg

Seconded: Member Alan Hessel

**That the Kaikohe-Hokianga Community Board receive the report Kaikohe - Hokianga Hall Committee Annual General Meeting Minutes, Financial Statements and / or Usage Data.**

**CARRIED**

**9 INFRASTRUCUTURE AND ASSET MANAGEMENT GROUP**

**MAJOR ITEM NOT ON THE AGENDA**

**RESOLUTION 2019/64**

Moved: Chairperson Mike Edmonds

Seconded: Cr John Vujcich

**That the Kaikohe Hokianga Community Board resolves to consider the item not on the agenda "Wandering with Ancestors (Ventnor) Memorial, Rawene Cemetry" in accordance with section 46A(7) of Local Government Official Information Mmanagement Act**

**CARRIED**

**9.1 WANDERING WITH ANCESTORS (VENTNOR) MEMORIAL, RAWENE CEMETRY****RECOMMENDATION**

Moved: Cr John Vujcich

Seconded: Member Louis Toorenborg

That the Kaikohe-Hokianga Community Board:

Agrees that Far North District Council undertake consultation with the Rawene Community on the proposed Ventnor SS memorial in the Rawene Cemetery also known as the Walking with Ancestors Memorial'.

**AMENDMENT**

Moved: Cr John Vujcich

Seconded: Member Louis Toorenborg

That the Kaikohe-Hokianga Community Board recommends that Far North District Council undertake consultation with the Community on the proposed Ventnor SS memorial in the Rawene Cemetery also known as the Walking with Ancestors Memorial'.

**RESOLUTION 2019/65**

**That the Kaikohe-Hokianga Community Board recommends that Far North District Council undertake consultation with the Community on the proposed Ventnor SS memorial in the Rawene Cemetery also known as the Walking with Ancestors Memorial'.**

**CARRIED**

**10 MEETING CLOSE**

The Meeting closed at 3.10 pm.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 3 July 2019.

.....  
**CHAIRPERSON**

## 6 CORPORATE SERVICES GROUP

### 6.1 FUNDING PROJECT REPORTS

**File Number:** A2533271

**Author:** Marlema Baker, Meetings Administrator

**Authoriser:** Aisha Huriwai, Team Leader Governance Support

#### PURPOSE OF THE REPORT

To receive the project reports from funding applicants in accordance with the Community Grants Policy.

#### EXECUTIVE SUMMARY

- Recipients of grants from the Community Fund must complete and submit a project report within two months of completion of their project.
- Project reports have been received from Nga Moko a Rahiri Inc and Taheke Marae.

#### RECOMMENDATION

**That the Kaikohe-Hokianga Community Board note the project reports from Nga Moko a Rahiri Inc and Taheke Marae.**

#### 1) BACKGROUND

The Community Grant Policy - Section 1, Clause 15 states that: "At the completion of a project that received community funding, recipients are required to complete a Project Report. These reports must be received no later than two months after the completion of the project, or, if the activity is ongoing, within two months of the funding being spent. Recipients who do not complete this form are ineligible for Council funding for a period of five years"

#### 2) DISCUSSION AND OPTIONS

Copies of the project reports are attached for the Board's information. Should Board members have concerns or issues with these reports, they should be discussed at this part of the meeting

#### Reason for the recommendation

To receive the project report from funding applicants in accordance with the Community Grants Policy.

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

#### ATTACHMENTS

1. KHCB - Project Report Form - Nga Moko a Rahiri Inc - A2527092 
2. KHCB Project Report Schedule of Additional Info - Nga Moko a Rahiri - A2538043 
3. KHCB - Project Report Form - Taheke Marae - A2531839 
4. KHCB Project Report Schedule of Additional info Taheke Marae - A2538044 



**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The Community Grant Policy applies to this matter and relevant sections are included in the content of the report.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a community board report
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	None
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	The Community Board has delegated authority to allocate funding
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for Budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report



**Far North  
District Council**

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

**Please return the completed form to:**

Governance Support

Far North District Council

Private Bag 752

KAIKOHE 0440

or email to: [governance@fndc.govt.nz](mailto:governance@fndc.govt.nz) (PDF attachment via email is preferred)

<b>Name of organisation:</b>	Ngā Moko a Rāhiri Incorporated
<b>Name &amp; location of project:</b>	Community Grant - Kaikohe- Hokianga - Costumes and Equipment
<b>Date of project/activity:</b>	Start - June 2018 - End - 21 June 2019

**Which Community Board did you receive funding from?**

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

**Amount received from the Community Fund:**

\$ 6005.00

**Please give details of how the money was spent:**

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.

Supplier/Description	\$amount	Receipt/s attached (please tick)
Knit Affair Limited - Knitted Kapa Haka Costumes	\$ 2208.00	Provided
FlaxWorx Ltd NZ - 5 Piupiu	\$ 2000.00	Provided
Donna King - 2 Piupiu (waiting on 7 more piupiu to be made)	\$ 1000.00	Provided
Guitar (Beta Electrical Kaikohe) \$499.00 and Cabaret Costumes/ Equipment (Second Hand Clothing Shops, David Emporium) \$1000.00	\$ 1499.00	Provided
<b>Total:</b>	<b>\$ 6707.00</b>	

**Give a brief description of the highlights of your project including numbers participating:**

The main highlight of this project is allowing our rangatahi to stand proud as Ngāpuhi when performing in public at community events (Christmas in the Park, Te Pu O Te Wheke Art Gallery - Rawene Hospital-Thursdays market Kaikohe Care Centre - Northland College etc) and fundraising performances (Kaikohe RSA, Opononi Hotel, Copthorne Hotel in Waitangi - Waitangi Celebrations in 2018 etc). Many people have been involved in our events including audiences that range from 200 people to 1,500 people. Our membership has increased to 350 members.

Private Bag 752, Memorial Ave, Kaikohe 0440, New Zealand, Freephone: 0800 920 029,  
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz), Website: [www.fndc.govt.nz](http://www.fndc.govt.nz)

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**Describe the main findings in your evaluation of the project/event; describe how your project/event benefited the community:**

Ngā Moko a Rāhiri Inc. has provided an avenue for rangatahi living in and around Kaikohe to build confidence as leaders of tomorrow through performing arts. By purchasing costumes and equipment we were able to value our rangatahi and give them a sense of pride as descendants of Rāhiri. Our rangatahi have become an icon in Kaikohe, Hokianga and North through their performances at community and professional entertainment. The group has continued to open its door to rangatahi, increase its membership, and include more families to become involved in the groups activities. The group is scheduled to perform at many community and professional events in 2019. Also our outreach work in Kaikohe continues to make contact with our youth and invite them to join. Furthermore, the group is planning a sports and cultural exchange to Australia in September 2019.

**Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:**

Enclosed are photos of the groups performances, and marketing materials acknowledging Far North District Council. Also at all our performances the Far North District Council was acknowledged as one of our sponsors.

**If you have a Facebook page that we can link to please give details:**

On facebook: Ngā Moko a Rāhiri Inc.

**This report was completed by:**

Name: Dr Te Manaaroa Rollo  
 Address: 17 B Williams Avenue, Kaikohe 0405  
 Phone: (09) 4013200 mob: 0272337343  
 Email: rollotemana@gmail.com  
 Date: 27 May 2019

NGĀ MOKO A RĀHIRI  
14 De Merle Street  
KAIKOHE 0405  
NORTHLAND – NEW ZEALAND

CHAIRPERSON  
Susan Mocaraka  
Ph: 027-544-0534



24 May 2019

Governance Support  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

Dear Sir/Madam,

Nāu te rourou, nāku te rourou, kia ora ai te iwi o Ngāpuhi

This letter is an acknowledgement and thank you to the Far North District Council for the community grant of \$6005.00 towards costumes and equipment for Ngā Moko a Rāhiri Inc.

The project is nearing the end and the group aims to complete this project by 21 June 2019.

Total cost of the project is **\$17,805.99**  
Far North District Council contribution: **\$6,000.00**  
Ngā Moko a Rāhiri fundraising contribution to date **\$7800.00**  
Further fundraising target: **\$4005.99**.

Over the next month we aim to complete the project by fundraising \$4005.99 through performances, koha donations, raffles, sausage sizzles and other events.

We have completed the Project Report – Community Grant Fund – Local and enclosed relevant documents to support the report.

At all our public performances we have advertised Far North District Council on promotional material (posters, leaflets) and during performances verbally.

On behalf of Ngā Moko a Rāhiri Inc, the committee would like to thank you for your support and look forward to working with the Council and Kaikohe Community in the near future.

The group is available to the Council if you should require our services at anytime.

If you require further information please contact Susan Mocaraka on 027-544-0534 or Secretary Te Manaaroa Rollo on 027-233-7343.

Ngā manaakitanga  
Kind regards

Susan Mocaraka  
Chairperson  
NGĀ MOKO A RĀHIRI INC.

**PROJECT REPORT****Schedule of Supporting Documentation****Nga Moko a Rahiri Inc**

The following supporting documentation has been provided in support of the Project Report. It is emailed to members under separate cover but published on the Council website as part of the agenda.

1	Invoice: Flax Work NZ
2	Receipt: Kaikohe Betta Electrical
3	Invoice: The Knit Affair Ltd
4	Cash Receipt 0822101: D King
5	Cash Receipt 0822102: D King
6	Letter/Quote: D King
7	ASB Statement: 26 May 2018
8	ASB Statement 26 June 2018
9	Photo storyboard (3 pages)
10	Poster: RSA Kaikohe
11	Poster: The Hub, Kaitaia
12	Poster: Opononi Hotel

KAIKOHE – HOKIANGA COMMUNITY BOARD FUNDING  
REPORT

**Taheke Marae DIY**  
Thursday 23 – Sunday 26 May 2019





Far North  
District Council

**Project Report  
COMMUNITY GRANT FUND - LOCAL**

F0080402

At the completion of a project that received community funding, recipients are required, as stated in the Community Grant Policy, to submit a Project Report to the Community Board. Project Reports are to be received no later than two months after the completion of the project or if the activity is ongoing, within two months of the funding being spent.

Applicants who fail to provide a project report within the required time will not be considered for future funding.

**Please return the completed form to:**

Governance Support  
Far North District Council  
Private Bag 752  
KAIKOHE 0440

or email to: [governance@fndc.govt.nz](mailto:governance@fndc.govt.nz) (PDF attachment via email is preferred)

<b>Name of organisation:</b>	Taheke Marae Trustees/Board
<b>Name &amp; location of project:</b>	Taheke Marae DIY
<b>Date of project/activity:</b>	Thursday 23 - Sunday 26 May 2019

**Which Community Board did you receive funding from?**

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

**Amount received from the Community Fund:** \$ 57,093.34

**Please give details of how the money was spent:**

- Your contribution to the project and the funding you received from the Community Board must be accounted for
- Attach supplier receipts or bank statements to show proof of expenditure of Community Board funds.

Supplier/Description	Samount	Receipt/s attached (please tick)
Rylock (Kerikeri Windows LTD)	\$ 4,161.40	
Bay Of Islands & Hire LTD	\$ 2,931.94	
	\$	
	\$	
<b>Total:</b>	<b>\$ 7,093.34</b>	

**Give a brief description of the highlights of your project including numbers participating:**

Please see attached document

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Describe the main findings in your evaluation of the project/event; describe how your project/event benefited the community:

Please see attached document

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Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

Please see attached documents ( also please note that we are not aloud to post Pictures and do live streaming of the upgrade until after the DIY has been aired on TV - This was part of the Contract Signed.)

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If you have a Facebook page that we can link to please give details:

Nil

This report was completed by:

Name: Eddle Morunga

Address: 2443 State Highway 12 Waima, RD3 Kaikohe

Phone: 09 4053884 mob: 02102961302

Email: apmorunga@msn.com

Date: 10 June 2019

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Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 029,  
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask us@lndc.govt.nz, Website: www.lndc.govt.nz



## Kaikohe – Hokianga Community Board Funding Report

**Give a brief description of highlights of your project including numbers participating:**

- The main highlight of our project was the Restoration of our wharemoae and the redevelopment of the surrounding landscaping areas. The amount of whanau, hapu, iwi, locals and the DIY team that travelled from far and near to make this project a success.
- The project started with a meet and greet on Wednesday 22 May 2019 @ 12:00pm
- Thursday 23 May, Everyone meet at 7:30am and started our project with a karakia, a brief, health & safety meeting. The pulling down of the Wharemoae exterior cladding was the main object as well as painting the new cladding. The painting of our exterior wharekai took place as well. 225 people attended throughout this day.
- Friday 24 May, with so much excitement in the air, we started to remove the old framing, old roofing iron and replacing it all. Installing the Insulation, new windows and re cladding the exterior walls was part of the mahi for the day. Making the main entrance to the marae (Front gate) more presentable as well as adding in the concrete driveway. The digger did a lot today clearing and preparing the land for planting. Highlight of the day was Solar city = Solar power for Taheke Marae. This day saw 247 people attend.
- Saturday 25 May, Saw whanau painting internal Gib, growing the Native trees that were donated along state highway 12 as well as the hill side to the rear end of the Carpark. For some there was sleep and for others there wasn't, our workers stayed up plastering, painting and erecting the Rimu panels which had been sawed at the Kauri Mill (these came from the old exterior cladding). The remaining of the roof was also completed. Our Kaiwhakakairo (carvers) also spent all day designing the new kowhaiwhai panels and designing our new Koruru, as well as doing some touch ups on our existing poupou (carvings). Our Carvers were up all night too, so the new kowhaiwhai panels and Koruru were erected by day break. Wow 325 attendees.
- Sunday 26 May, saw the touch ups been completed and the main mahi of this day was installing the New carpet, and the new storage cupboards. The dismantling of the scaffolding and clearing the premises getting ready for the end of shoot photos of the marae been completed. WOO HOO we did it !!!!

There were many of attendees on this day, Day 4 Sunday it was the last day and TOOLS DOWN @ 12:00PM. ALL MAHI COMPLETED, and we ended with a traditional Maori Hangi.

- Monday 27 May at 4am was the official opening and the returning of all the Tupuna back to their restored wharemoae.

**Describe the main findings in your evaluation of the project/event: describe how your event benefited the community:**

- Whanaungatanga – The Taheke Marae DIY Project brought whanau, hapu, iwi, locals and people in general together to help assist in the restoration of our marae, this allowed for values of a wide range of relationships, like family and friendships, and points to feelings of belonging and inclusion
- Wairua – The amount of emotions that were held during this time was overwhelming, the sadness, happiness, anger, joyfulness, of celebrating unity was seen and acknowledged.

## Kaikohe – Hokianga Community Board Funding Report

- Aroha – The Aroha, appreciation and love for the marae was shown by all, the respect that was up shown during this event was seen and upheld.
- Inclusion - With the numbers of attendees during the Taheke Marae DIY brought all age groups together, we had Kaumatua and Kua there amongst us, we had brand new babies there too and everyone else in the middle.
- The Taheke Marae is now in a warmer situation with insulation, new roof, new exterior cladding and new interior walls. The holes in the walls are now no longer and the windows are now able to be opened. All users will be able to enjoy the fully restored wharemoa.
- The benefit for the community is the Taheke Marae is a crucial part of the community and allows its facilities to the wider community.

Please provide details and attach or email photos and/or any marketing collateral that was produced for your event /project acknowledging the community board:

- The Kaikohe – Hokianga community Board Flag was displayed along State Highway 12 daily. An announcement of the community board support was also acknowledged in speeches throughout the DIY Project.

**Taheke Marae Trustees/Board Notes for Funding application:**

After the Kaikohe – Hokianga Community Board meeting held in Omapere Hokianga on the 3 April 2019, there was an alteration to the quote submitted in our application for funding?

As at the 1 May 2019, We asked Rylock (Kerikeri Windows LTD) to re quote adding a few different features to the windows (which you will see by comparing the 2 quotes).

**Original quote:**

6 @ 1850 X 1050

**Awing Window**

Glass: Clear

Sash: 908 X 1028

Wall: 130

Liner: Pine Primed 92 X 19 H3

Flashing: 40 MM cover

Sill tray: 66 MM Sill tray 48

**RE quote:**

6 @ 1910 X 1165

**Awing Window**

Glass: DGC clear – clear (double glazed)

Sash: 938 X 1143

Wall: 146

Liner: Pine Primed 115 X 19 H

Flashing: 45 MM cover

Sill Support: 30 mm Support Bar

As stated above the windows changed from clear glass to double glazed which is better for our wharemoa and others. However, I would like it to be noted that the price went from \$4,161.40 to \$5,920.76, in saying this the \$4,161.40 that was allocated was paid and you will see it noted as the Marae contribution in the receipts.

The remaining balance of \$1,759.36 came from Screentime New Zealand LTD which was part of the \$45,000.00 that was submitted to them to manage on our behalf.

I hope this is clear should you require any more information please feel free to contact me directly.

Eddie Morunga  
Taheke Marae  
Chairperson  
02102961302

**PROJECT REPORT****Schedule of Supporting Documentation****Taheke Marae**

The following supporting documentation has been provided in support of the Project Report. It is emailed to members under separate cover but published on the Council website as part of the agenda.

1	Photo Story Board
2	Invoice: Bay of Islands Scaffolding and Hire Ltd
3	Statement: Bay of Islands Scaffolding and Hire Ltd
4	Quote: Kerikeri Windows Ltd
5	Invoice/Statement: Kerikeri Windows Ltd

## 6.2 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY FUND ACCOUNT AS AT 31 MAY 2019

**File Number:** A2524931

**Author:** Sam Chapman, Accounting Support Officer

**Authoriser:** Angie Thomas, Chief Financial Officer (Acting)

### PURPOSE OF THE REPORT

Community Grant Fund Policy.

### RECOMMENDATION

**That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Fund Account as at 31 May 2019.**

### BACKGROUND

The statement is attached for the Board's information and to provide sufficient information to enable the Board to allocate funds in accordance with the funds available. In accordance with the Community Grant Policy, section 10, "*applications in excess of \$3,000 may require the applicant to attend a Board meeting, subject to the Chairperson's discretion*".

<b>Community Fund Account balance as at 01 July 2018</b>	<b>\$115,902.00</b>
<ul style="list-style-type: none"> <li><b>Plus refund of unused portion of grant from Rawene Area Ratepayers Association</b></li> </ul>	<b>\$1,500.00</b>
<ul style="list-style-type: none"> <li><b>Less funds granted and uplifted to 31 May 2019</b></li> </ul>	<b>\$50,814.99</b>
<ul style="list-style-type: none"> <li><b>Less funds not yet uplifted at meeting 01 May 2019 for Hokianga Hospital Auxiliary Inc and Manāki Tinana Trust</b></li> </ul>	<b>\$6,800.00</b>
<ul style="list-style-type: none"> <li><b>Less funds not yet uplifted at meeting 13 February 2019 for Rawene Golf Club Inc. and Kaikohe Community &amp; Youth Centre Trust</b></li> </ul>	<b>\$20,700.00</b>
<b>Community Fund Account balance as at 31 May 2019</b>	<b>\$39,087.01</b>

### DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 May 2019 is \$39,087.01.

Recent amendments to the Community Grant Fund Policy allow the Community Board to allocate, by resolution, funding directly to key projects identified in their strategic plan to the maximum amount of \$20,000 in any financial year.

**FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

The Far North District Council has delegated the allocation of funds from the Kaikohe-Hokianga Community Fund account to the Kaikohe-Hokianga Community Board. The statement of the Community Fund account as at 31 May 2019 is attached.

**ATTACHMENTS**

1. **2019-07-03 KHCB Statement of Kaikohe-Hokianga Community Board Community Fund Account as at 31 May 2019 - A2524886**  

**Far North District Council**  
**Kaikohe - Hokianga Community Board**  
**Statement of the Community Fund Account as at 31 May 2019**

Allocation Grants & Donations Annual Budget 2018/19	82,569.00	
Community Board Placemaking Fund	33,333.00	
Refund of unused portion of grant from Rawene Area Ratepayers Association	1,500.00	
		<u>117,402.00</u>
<b>Less Expenditure 2018/19 (Funds Uplifted)</b>		
<b>Jul 18</b>		
Maranga Ake Expressive Arts Group for running workshops	2,500.00	
<b>Aug 18</b>		
Hokianga Community Education Trust for The Hokianga Book Festival 2018	2,500.00	
<b>Sep 18</b>		
Kaikohe Community Arts Council for costs in hosting the silk purse event	831.75	
Hokianga Country Music Club Inc. for Ferry Transport for Music Festival	1,500.00	
Te Roopu Rangatahi o Motuti to assist with a Family Fun Day at Motuti Marae	1,500.00	
<b>Oct 18</b>		
Hokianga Tourism Assoc. Inc. to assist with creating a new user-friendly website	1,725.00	
Hokianga Health to assist with the cost of hosting an evening event during Mental Awareness Week	565.00	
Waima School for costs re hosting Te Ahurea Kapa Haka o Te Tonga o Hokianga	1,774.00	
<b>Nov 18</b>		
Epilepsy NZ to purchase a field service vehicle	1,000.00	
Kaikohe Rugby Football and Sports Club for a resource consent application	1,245.00	
<b>Dec 18</b>		
Rawene Primary School for the Hokianga Christmas in the Park 2018	2,650.00	
<b>Jan 19</b>		
Pioneer Village Kaikohe for family friendly Christmas Event	2,500.00	
<b>Feb 19</b>		
Kaikohe Business Association \$1,000 per annum towards running costs for the Kaikohe Community Patrol Vehicle for three years - Final year 18/19	1,000.00	
Kaikohe Basketball Court for architecture design services re basketball court	5,750.00	
<b>Mar 19</b>		
Hokianga Memorial RSA Hall for costs involved in commemorating the 100th Anniversary of signing the Armistice Treaty	2,500.00	
Rawiri Love - Smiley Campaign to assist with the cost involved in promoting "Get Fit Kaikohe"	2,500.00	
Less costs for investigation to price reinstatement and ongoing maintenance of the under veranda lighting system in Kaikohe - Maximum of \$1,280.00 - Meeting 07.04.18	1,176.00	
<b>Apr 19</b>		
Taiamai Day - Ohaeawai Taiamai Residents Association	1,500.00	
<b>May 19</b>		
Taheke Marae Trustees/Board to assist with the cost of scaffolding hire and purchase of aluminium windows	7,093.34	
Volunteering Northland to assist with their annual operational costs	3,700.00	
Hokianga Environmental Protection Group to assist with Real Food Hokianga	2,000.00	
Hokianga Sailing Trust to assist with the cost of replacing life vests	504.90	
Hokianga Hospital Auxiliary Incorporated for costs towards the 2019 Wearable Arts Event	2,800.00	
		<u>50,814.99</u>
<b>Balance as at 31 May 2019</b>		<u><b>\$66,587.01</b></u>
<b>Less Commitments 2018/19 (Funds not yet up lifted)</b>		
<b>Meeting 01.05.19</b>		
Hokianga Hospital Auxilliary Incorporated for costs towards the 2019 Wearable Arts Event	2,800.00	
Manāki Tinana Trust for costs toward purchasing gym equipment	4,000.00	
<b>Meeting 13.02.19</b>		
Rawene Golf Club Inc. to assist with the cost of The Hokianga Golf Fun Day 2019	700.00	
Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	20,000.00	
		<u>27,500.00</u>
<b>Balance 31 May 2019 Uncommitted/(Overcommitted)</b>		<u><b>\$39,087.01</b></u>

**6.3 APPLICATION FOR FUNDING - YOUTHLINE AUCKLAND CHARITABLE TRUST****File Number: A2519906****Author: Marlema Baker, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information received from Youthline Auckland Charitable Trust (YACT) for operational costs and to assist members in determining whether to approve or decline the application.

**RECOMMENDATION**

**That the Kaikohe-Hokianga Community Board approve the sum of \$1,286 (plus GST if applicable) to be paid from the Board's Community Fund account to Youthline Auckland for operational costs (excluding wages or salaries) to support the following Community Outcome:**

- i. Communities that are healthy, safe, connected and sustainable**

**1) BACKGROUND**

YACT works with young people, their families and those supporting young people. Youthline was established to ensure young people know where to get help and can access support when they need it.

YACT received \$1,255.53 for operational costs in 2017 and has completed the Project Report form.

**2) DISCUSSION AND OPTIONS****Preliminary assessment of the application:**

The application has been checked by staff for completeness and complies with the conditions of the Community Grant Policy, Community Outcomes as stated in the LTP and all provisions listed on the application form.

**Option 1 Authorise the full amount requested**

This application is for \$2,293 (0.29% of the cost of the project).

**Option 2 Authorise partial funding of the amount requested**

The Community Grant Policy states that wages or salaries are not eligible for funding. Of the \$2,929 requested, \$1,006 is requested for wages or salaries.

**Option 3 Decline funding**

Option 2 is recommended by staff as it complies with the Community Grant Policy.

**Reason for the recommendation**


This application has been checked by staff for completeness and complies with all conditions of the Community Grant Policy, Community Outcomes as stated in the 2018-28 LTP, and all provisions listed on the application form.

**3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.



## ATTACHMENTS

1. **Funding Application - Youthline Auckland Charitable Trust - A2519972**  
2. **Schedule of Supporting Documentation - Youthline Auckland Charitable Trust - A2519977**  

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district wide relevance
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	No implications for Maori in relation to land and / or water
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Considered in the application.
State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

## Local Grant Application Form



### Instructions

#### Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website [www.fndc.govt.nz](http://www.fndc.govt.nz)
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or [governance@fndc.govt.nz](mailto:governance@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [governance@fndc.govt.nz](mailto:governance@fndc.govt.nz) or to any Council service centre

#### The following **must** be submitted along with this application form:

- ☐ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☐ Most recent bank statements and (signed) annual financial statements
- ☐ Programme/event/project outline
- ☐ A health and safety plan
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☐ Signed declarations on pgs 5-6 of this form

### Applicant details

Organisation	<u>Youthline Auckland</u>	Number of Members	<u>15,000</u>
Postal Address	<u>P.O. Box 8670, Symonds St, Grafton Auckland</u>	Post Code	<u>1150</u>
Physical Address	<u>13 Mairdstone St, Grey Lynn, Auckland</u>	Post Code	<u>1120</u>
Contact Person	<u>Geoff Lawson</u>	Position	<u>Funding Coordinator</u>
Phone Number	<u>021 727 004</u>	Mobile Number	<u>021 727 004</u>
Email Address	<u>geoff@youthline.co.nz</u>		

Please briefly describe the purpose of the organisation.

Youthline is a youth support and development organisation helping young people in need

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## Local Grant Application Form



### Project Details

Which Community Board is your organisation applying to (see map Schedule A)?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Youthline Helpline Date Every day  
Location Everywhere Time Anytime

Will there be a charge for the public to attend or participate in the project or event?

☐ Yes ☒ No

If so, how much?

Outline your activity and the services it will provide. Tell us:

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

- Youthline Auckland operates a free, 24/7 national Helpline for young people in need. Last year we received 142,000 texts, calls and emails through the Helpline which is staffed by over 200 volunteer counsellors.

- Many of the young people who contact us are disillusioned, disengaged and desperate. They are growing up in a rapidly changing world and dealing with many challenges which often leave them feeling shut off from the world and believing that there is no way out of their situation.

- Last year we worked with 41,000 individual young people. We link them with the help they need and we offer support services and positive role models to encourage, motivate and inspire young people to reach their full potential and create a resilient community.

- An estimated 420 young people aged 15-24 years contacted us from the Kaikohe-Hokianga area. There are 1,980 15-24 year olds living in the area which means that 1 in 5 of young people in your area contacted us for help.

- In this digital world, phone, text and online are key means of connecting with young people. So it makes no difference if the young person is in Rawene and the counsellor is in Auckland or Invercargill. We counsel and refer. We encourage the young person to connect with support in their community. We provide information regarding services available in their town. We work collaboratively with local support agencies in your towns to provide the right sort of care for these vulnerable young people. Often we are the only service a young person in a rural area will have access to that is free, anonymous and accessible on a youth-friendly platform.

- We are working with complex issues. More young people are presenting with mental health issues than ever before. And of these, more are presenting with suicide issues than ever before.

- We expect a similar level of contact in the ensuing year.

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## Local Grant Application Form



### Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

#### Please Note:

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Telecommunications - Text Phone, VOIP	\$100,100	\$2,293
<b>TOTALS</b>		

<sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.

**Youthline Helpline Budget FY2020****Direct Costs**

	<b>Budget FY2020</b>	<b>Kaihoke Hokianga Share</b>
<b>Costs</b>		
Facilities Costs	\$ 5,200	\$ 15
Administration Costs		\$ -
Organisation & Management		\$ -
Support Services - Clinical Supervision	\$ 37,920	\$ 111
Service Delivery - Volunteer Training Services	\$ 70,500	\$ 207
Volunteer Resources	\$ 4,000	\$ 12
Salaries - Triage Clinical support	\$ 254,572	\$ 748
Salaries - Volunteer Manager	\$ 87,630	\$ 258
Contract Staff - Triage	\$ 22,500	\$ 66
Staff Development	\$ -	\$ -
Telecommunications Costs	\$ 100,100	\$ 294
Promotion & Communications	\$ 32,000	\$ 94
Travel & Vehicles	\$ -	\$ -
Social Enterprise Costs		\$ -
Fundraising Expenses	\$ 157,000	\$ 462
Youthline National	\$ 8,400	\$ 25
<b>Expenses Total</b>	<b>\$ 779,822</b>	<b>\$ 2,293</b>

<b>Youthline Application</b>	<b>\$ 2,293</b>
------------------------------	-----------------

The share calculation is based on the proportion of young people aged 15-24 years living in the Kaikohe-Hokianga community



## Local Grant Application Form



### Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 87528601

How much money does your organisation currently have? \$381,743.80

How much of this money is already committed to specific purposes? Refer attachment

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
Helpline Funding	\$16,500
TOTAL	

Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
Ministry of Youth Development	\$26,608	Yes / <u>Pending</u>
Various Auckland Council	\$51,227	Yes / <u>Pending</u>
Southern Trust	\$20,000	Yes / <u>Pending</u>
Blue Sky Community Trust	\$10,000	Yes / <u>Pending</u>
The Kingdom Foundation	\$10,000	Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
Helpline Funding - Bay of Islands Whangaroa	\$2466.84	Feb 2017	<u>Y</u> / N
Helpline Funding - Te Hiku	\$500.00	Feb 2017	<u>Y</u> / N
Helpline Funding - Kaikohe Hokianga	\$1255.53	Feb 2017	<u>Y</u> / N

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## Local Grant Application Form



### Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

### Applicant Declaration

*This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.*

**On behalf of: (full name of organisation)**


YOUTHLINE AUCKLAND CHARITABLE TRUST

**We, the undersigned, declare the following:**

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)
  - A regularly maintained and current cashbook or electronic equivalent
  - A person responsible for keeping the financial records of the organisation
  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable)
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
  - Tracking of different funding, e.g. through a spreadsheet or journal entry
  - Regular financial reporting to every full meeting of the governing body

Signatory One



Signatory Two



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## Local Grant Application Form



We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained **in advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

### Signatory One

Name Creeff Lawson Position Funding Coordinator  
 Postal Address Po Box 8570 Symonds St Auckland Post Code 1150  
 Phone Number 021 727 004 Mobile Number 021 727 004  
 Signature [Signature] Date 6/6/19

### Signatory Two

Name John Nilsen Position Finance Manager  
 Postal Address Po Box 8570 Symonds St Auckland Post Code 1150  
 Phone Number 09 3766 645 Mobile Number 022 344 6980  
 Signature [Signature] Date 6/6/19

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**Schedule of Supporting Documentation****YOUTHLINE AUCKLAND CHARITABLE TRUST**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

<b>1</b>	<b>Cover Letter</b>
<b>2</b>	<b>Explanation of Financial Position</b>
<b>3</b>	<b>Bank Statement as of May 2019</b>
<b>4</b>	<b>Example Quote - Vodafone</b>
<b>5</b>	<b>Example Quote - Modicagroup</b>
<b>6</b>	<b>Additional Information for the Kaikohe-Hokianga Community Board including statistics</b>
<b>7</b>	<b>Letter of Support - Bluelight</b>
<b>8</b>	<b>Letter of Support – Papakura High School</b>
<b>9</b>	<b>Letter of Support – Psychologist</b>
<b>10</b>	<b>Youthline Financial Statements – 31 March 2018</b>

**6.4 APPLICATION FOR FUNDING - CARBON NEUTRAL NEW ZEALAND TRUST****File Number: A2533621****Author: Marlema Baker, Meetings Administrator****Authoriser: Aisha Huriwai, Team Leader Governance Support****PURPOSE OF THE REPORT**

To present the Community Board with information received from Carbon Neutral New Zealand Trust (CNNZT) for facilitation/professional fees for the Great Kiwi Carbon Challenge and to assist members in determining whether to approve or decline the application.

**RECOMMENDATION**

That the Kaikohe-Hokianga Community Board approve the sum of \$7,694 (plus GST if applicable) to be paid from the Board's Community Fund account to Carbon Neutral New Zealand Trust for facilitators/professional fees to support the following Community Outcomes:

- i. **Communities that are healthy, safe, connected and sustainable**
- ii. **A wisely managed and treasured environment that recognises the special role of tangata whenua as kaitiaki**

**1) BACKGROUND**

CNNZT is a citizen led initiative with the goal to help tangata whenua make a behaviour change to mitigate the climate crisis and improve wellbeing. The Great Kiwi Carbon Challenge is a carbon calculator based on conditions in New Zealand which also considers sequestering CO<sub>2</sub> by trees and land.

CNNZT is applying to all three Community Boards in the Far North District Council for 29% of their total project costs which is \$23,080. CNNZT has not applied for funding previously from the Community Boards.

**2) DISCUSSION AND OPTIONS****Preliminary assessment of the application:**

The application has been checked by staff for completeness and complies with the conditions of the Community Grant Policy, Community Outcomes as stated in the LTP and all provisions listed on the application form.

The application to all three Community Boards is for 33% of \$23,080 which equates to \$7,694 per Community Board.

**Option 1 Authorise the full amount requested**

The applicant seeks a grant of \$7,694 which is 33% of the \$23,080 total amount requested across all three Community Boards.

**Option 2 Authorise partial funding of the amount requested****Option 3 Decline funding**

Option 1 is recommended by staff as it complies with the Community Grant Policy.

**Reason for the recommendation**

This application has been checked by staff for completeness and complies with all conditions of the Community Grant Policy, Community Outcomes as stated in the 2018-28 LTP, and all provisions listed on the application form.

**3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.

**ATTACHMENTS**

1. **Funding Application - Carbon Neutral NZ Trust - A2533629**  
2. **Schedule of Supporting Documentation - Carbon Neutral NZ Trust - A2533635**  

**Compliance schedule:**

Full consideration has been given to the provisions of the Local Government Act 2002 S77 in relation to decision making, in particular:

1. A Local authority must, in the course of the decision-making process,
  - a) Seek to identify all reasonably practicable options for the achievement of the objective of a decision; and
  - b) Assess the options in terms of their advantages and disadvantages; and
  - c) If any of the options identified under paragraph (a) involves a significant decision in relation to land or a body of water, take into account the relationship of Māori and their culture and traditions with their ancestral land, water sites, waahi tapu, valued flora and fauna and other taonga.
2. This section is subject to Section 79 - Compliance with procedures in relation to decisions.

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	Medium
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report has district wide relevance
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	<p>Medium implications for Maori in relation to land and / or water. The likely impact on iwi/hapū/whānau and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga.</p> <p>The Applicant needs to provide evidence of engagement with Tangata Whenua as the application states:</p> <p><i>"The goal of the application is to help <u>Tangata Whenua</u> to make a massive behaviour change to mitigate the climate crisis / improve wellbeing"</i></p> <p>Ted Wihongi (Senior Maori Development Advisor) is available to advise the Applicant on engagement with Tangata Whenua/Maori.</p>
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences.	Considered in the application.

State the financial implications and where budgetary provisions have been made to support this decision.	Budgetary Provision has been made and the grant is allocated in accordance with the Community Grant Policy.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



## Local Grant Application Form



### Instructions

#### Please read carefully:

- Read this application form in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadlines dates are on Council's website [www.fndc.govt.nz](http://www.fndc.govt.nz)
- **Incomplete, late, or non-complying** applications will not be accepted.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- **If there's anything on this form you're not sure of**, please contact the Governance team at DDI (09) 401 5231, freephone 0800 920 029, or [governance@fndc.govt.nz](mailto:governance@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [governance@fndc.govt.nz](mailto:governance@fndc.govt.nz) or to any Council service centre

#### The following **must** be submitted along with this application form:

- ☒ Quotes (or evidence of costs) for all items listed as total costs on pg 3
- ☒ Most recent bank statements and (signed) annual financial statements
- ☒ Programme/event/project outline
- ☒ A health and safety plan
- ☐ Your organisation's business plan (if applicable)
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so
- ☒ Signed declarations on pgs 5-6 of this form

### Applicant details

Organisation	CARBON NEUTRAL NZ TRUST CC56037	Number of Members	37 + 302
Postal Address	POB 688 WAIHEKE	Post Code	1081
Physical Address	28 LANDING ROAD KERIKERI	Post Code	0230
Contact Person	INGE BREMER	Position	TREASURER
Phone Number	09-407 3598	Mobile Number	021-08341021
Email Address	carbonneutraltrust@gmail.com		

Please briefly describe the purpose of the organisation.

A CITIZEN LED INITIATIVE WITH THE GOAL TO HELP TENGATA WHENUA TO MAKE A MASSIVE BEHAVIOUR CHANGE TO MITIGATE THE CLIMATE CRISIS, IMPROVE WELLBEING

[www.fndc.govt.nz](http://www.fndc.govt.nz) | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | [ask.us@fndc.govt.nz](mailto:ask.us@fndc.govt.nz) | Phone 0800 920 029

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A1859957

## Local Grant Application Form



### Project Details

Which Community Board is your organisation applying to (see map Schedule A)?



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity THE GREAT KIWI CARBON CHALLENGE Date 2019-2029 A TEN YEAR PROGRAM  
 Location THE FAR NORTH, STARTING FROM KERIKERI Time CONTINUOUS  
 Will there be a charge for the public to attend or participate in the project or event? ☐ Yes ☒ No  
 If so, how much? N.A.

Outline your activity and the services it will provide. Tell us:

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

- Students, their parents, their whole whanau, business managers, teachers and administrators will benefit from using and understanding the Great Kiwi Carbon Challenge, a carbon calculator based on NZ conditions, which also considers sequestering CO2 by trees and land.
- The aim/plan is to teach students how to use the calculator together with their parents (who hold the electricity and petrol bills) so that everyone understands what can be done (personal empowerment!). We are presenting to schools and organisations and have already received very positive responses.
- The benefit is for students to gain confidence that they can understand what the climate crisis is about and what they can do personally and together with their parents.
- As a result the family may be able to save money for electricity and petrol, reduce plastic waste, start composting and food growing. Food bills could also decrease.
- There may also be health improvements through walking, biking, and sailing more, and driving less, as well as by better food choices.
- The communities can become the first ones in NZ who are approaching carbon neutrality in a strategic way with a fairly good chance of succeeding because we have a large properties with many trees in Northland and room for planting more.
- It will become visible how many new job opportunities are there - from tree planting, to EV maintenance, pollution analysis, and many more.
- Understanding of chemistry, physics and maths will be improved and may even become more popular.

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## Local Grant Application Form



### Project Cost

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

Total Cost - provide the **total** amount of the estimated quoted cost against the appropriate item.

Amount Requested - provide (against the item) the amount the Board is being requested to contribute.

#### Please Note:

- You need to provide quotes (or evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline

Expenditure	Total Cost	Amount Requested	
Carbon Neutral Trust Expenditure summary June 2019			
		amount requested	quotation from
1 rent/revenue hire	210	0	MPRE
2 advertising/promotion	4,036	0	MPRE
3a facilitation/professional fees	6,000	6,000	Kevin Lewis, calculator
3b facilitation/professional fees	6,360	6,360	Cliff Mail, website, fb, ig
3c facilitation/professional fees	4,600	4,600	ION Jamie Penny, calculator
3d facilitation/professional fees	6,120	6,120	MPRE Bronwyn Porter, videos
4 administration (incl stationary, copying)	1,200	0	MPRE
5 equipment hire	0	0	
6 equipment purchase	2,000	0	MPRE
7 utilities	0	0	
8 hardware (e.g. timber, nails, paint)	900	0	MPRE
9 consumable materials (craft supplies, books)	2,950	0	MPRE
10 refreshments	0	0	
11 travel/mileage	1,440	0	MPRE
12 wages/salary	0	0	
13 volunteer value (\$20/hr)	43,000	0	
14 Other	0	0	
	78,816	23,080	

<sup>2</sup> If the application is for professional or facilitator fees, a job description or scope of work must be attached.

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## Local Grant Application Form



### Financial Information

Is your organisation registered for GST? ☐ Yes ☒ No GST Number

How much money does your organisation currently have? *as per 31.3.19*

How much of this money is already committed to specific purposes?

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
	<i>NIL</i>
TOTAL	

Please list details of all other funding secured or pending approval for this project (minimum 50%):

Funding Source	Amount	Approved
	<i>NIL</i>	Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years:

Purpose	Amount	Date	Project Report Submitted
	<i>NIL</i>		Y / N
			Y / N
			Y / N
			Y / N

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## Local Grant Application Form



### Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal or personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

### Applicant Declaration

*This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.*

On behalf of: (full name of organisation)

CARBON NEUTRAL NZ TRUST

We, the undersigned, declare the following:

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable) ✓
  - A regularly maintained and current cashbook or electronic equivalent ✓
  - A person responsible for keeping the financial records of the organisation ✓
  - A regularly maintained tax record (if applicable)
  - A regularly maintained PAYE record (if applicable)
  - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts ✓
  - Tracking of different funding, e.g. through a spreadsheet or journal entry ✓
  - Regular financial reporting to every full meeting of the governing body. ✓

Signatory One

INGE BREYER

*Inge Breyer*

Signatory Two

LINDSAY JEFFS

*Signature  
overleaf*

*Lindsay Jeffs*

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## Local Grant Application Form



### We agree to the following conditions if we are funded by Local Community Grant Funding:

1. To uplift any funding granted within 3 months of the date on the letter of agreement. Failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by Far North District Council unless written approval for a change of purpose(s) is obtained **in advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

### Signatory One

Name Bruce BREMER Position Treasurer  
 Postal Address 28 Landing Road Post Code 0230  
 Phone Number 09-407 3598 Mobile Number 021-0834 1021  
 Signature Bruce Date 4.6.2019

### Signatory Two

Name Lindsay Jeffs Position Secretary  
 Postal Address 9 Tetley Road, Sirtdale, Waiheke Island Post Code 1081  
 Phone Number  Mobile Number 0274 351 732  
 Signature Lindsay Date 5/6/2019

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**Schedule of Supporting Documentation****CARBON NEUTRAL NZ TRUST**

The following supporting documentation has been provided in support of the grant application and is emailed under separate cover.

<b>1</b>	<b>Cover Letter</b>
<b>2</b>	<b>Quote – MPRE Marketing</b>
<b>3</b>	<b>Quote/Project Proposal - ION Technologies Limited</b>
<b>4</b>	<b>Quote - Cliff Mail</b>
<b>5</b>	<b>Quote – Kevin Lewis</b>
<b>6</b>	<b>Carbon Neutral NZ Trust Dossier</b>
<b>7</b>	<b>Carbon Neutral NZ Trust Risk Management Policy</b>
<b>8</b>	<b>Statement of Financial Performance for year ending 31 March 2019</b>
<b>9</b>	<b>Bank Statement dated June 2019</b>

## **7 INFORMATION REPORTS**

### **7.1 KAIKOHE - HOKIANGA HALL COMMITTEE ANNUAL GENERAL MEETING MINUTES, FINANCIAL STATEMENTS AND / OR USAGE DATA**

**File Number:** A2534422

**Author:** Ngawaiata Harris, Support Officer

**Authoriser:** Andy Finch, General Manager - Infrastructure and Asset Management

#### **PURPOSE OF THE REPORT**

The purpose of the report is to present to the Kaikohe - Hokianga hall committee annual general meeting minutes, financial statements and / or usage data as provided by the respective Hall Committees being: Okaihau Hall – Okaihau.

#### **RECOMMENDATION**

**That the Kaikohe-Hokianga Community Board receives the report Kaikohe - Hokianga hall committee annual general meeting minutes, financial statements and / or usage data.**

#### **BACKGROUND**

Rural Domain/Reserve Management committees were established to provide administration and basic maintenance to specific domains/reserves. These domains/reserves were generally remote and it was therefore considered more efficient for them to be managed locally.

Rural Domain/Reserve Management committees are not decision-making bodies; the overall management of the reserve rests with Council or their delegated authority, the local Community Boards.

The onus on the management committees is to ensure that the land they administer is used in the first instance, to foster and promote sport and recreation.

#### **DISCUSSION AND NEXT STEPS**

The Hall Committees are community elected committees which manage the halls and reserve operation on behalf of the Kaikohe Hokianga Community Board. This includes all operational charges, unless expressly remitted by the Community Board.

The Committee, as a delegated body on behalf of the Community Board, is responsible for producing annual audited accounts and statistical information in regard to the use and numbers of users. The Committee is also responsible for all operational expenditure including water, pan charges, power, phone and cleaning.

Going forward it is planned that letters will be sent to all Hall Committees in September / October annually requesting copies of their AGM Minutes, Financial Statements and usage data for the previous year. Two further reminder letters will follow at which time, early in the New Year an Information Report will be presented to each of the Community Board's outlining the information as provided, noting which Committees have not responded.

As such, letters were sent to the Northern Hall Committees on 8 February 2019, with a reminder letter sent 4 March 2019.

Information has not been received from the following Hall Committees in time to present in this report, they being: Horeke Hall, Kaikohe Senior Citizens Hall, Kohukohu Hall and Taheke Hall.

## **FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION**

There are no financial implications and budgetary provisions.

## **ATTACHMENTS**

1. Okaihau Hall AGM Minutes 6 Aug 2018 - A2518233 [!\[\]\(4c660a3c4ce1da3313488b7854f55083\_img.jpg\)](#) [!\[\]\(f01c435bb39e3068a9b4895c9a993158\_img.jpg\)](#)
2. Okaihau Hall Financials 2018 - A2518234 [!\[\]\(c5f009707b314589d498a683120545c5\_img.jpg\)](#) [!\[\]\(8b308e9f1e6682fd04ddef01495a93be\_img.jpg\)](#)

**Okaihau Community Association  
AGM  
Held on  
Monday 6<sup>th</sup> August 2018 7.30pm**

1. Present:  
Karen Campbell, Neil MacMillan, Hazel MacMillan, Lindy Mason, Chairman Robert (Blue)  
Newport, Ann Rolston, Eileen Pickery, Jackie Poole, Anna Anderson, Janet Graham,  
Daphne Graham, Lorna Smith, Mike Edmonds
2. Apologies:  
Russell Park *Neil / Anna*  
Apologies from Carlos & Siran Ward received via email, after the meeting
3. Minutes:  
The minutes of the previous AGM (7/08/2017) were read by Robert Newport, and  
accepted as true and correct. *Ann R / Hazel*
4. Matters Arising from the Minutes:  
Wil regards the query regarding the remainder of the Lotteries grant for the History  
Board (\$38.80) Robert noted that he had used that money spraying the History Board  
area for algae.  
**To supply an invoice to Karen for the spraying** *Robert (Blue)*
5. Correspondence:  
Nil
6. Financial Report:  
Treasurer Karen Campbell presented the draft accounts (see attached) for the year  
ending 30 June 2018.  
It was noted that this year there was the need to include the accounts for the Okaihau  
150<sup>th</sup> as the separate account for this was a new suffix under the OCA account.  
  
We discussed the assets.  
Agreed to write off the 2 pianos, crockery, Fridge 1 and the teapots.  
Agreed to add the Hall curtains & rails.  
**Provide a letter to Karen from the Okaihau Lions stating the curtains & rails were a  
donation – provide the specific value.** *Neil*  
It was noted that Taratahi & M.Tuiloma no longer use the Hall – so if was agreed that  
Karen would repay their bonds.  
  
Karen moved these changes to the accounts be accepted. *Janet / Eileen All agreed*
7. Matters Arising from the Financial Report:  
7.1. Janet asked if some of the Tennis Club money could be used to do some much-  
needed maintenance to the Tennis club building. This was agreed.



7.2. Robert gave thanks to Karen, and others who put in a huge amount of work for both the OCA and the Okaihau 150<sup>th</sup> over the past year.

7.3. Karen suggested that we give Adele a \$300 petrol voucher this year as thanks for auditing our accounts, as there was extra work involved due to the 150<sup>th</sup>.

Neil suggested that \$150 could come from the 150<sup>th</sup> account, and the other \$150 from the OCA account.

Moved: *Neil* 2<sup>nd</sup>: *Lorna*

7.4. Karen suggested that we should encourage people to pay accounts due to us online – it is much easier.

**Karen will make up a form for Lorna to give to Hall hirers which includes the account nbr & required reference info.** *Karen / Lorna*

Karen also suggested the OCA should try to move towards payments online, as banks are looking at phasing out the use of cheques.

8. Chairman's Report:

Robert distributed his report (copy attached), and spoke briefly on the contents.

He noted the success of the 150<sup>th</sup> celebrations and all the work that went into putting it together.

The Hall had a re-roof, & repaint, in time for the 150<sup>th</sup> celebrations – so it is looking great now. There is work underway to look at further improvements to the Hall. We have a good chance to get some traction with our improvement ideas, now that council has invested in the Hall with the recent work.

He talked about the progress being made on the Cycleway, with the establishment of the cycleway trust and recent appointment of the General Manager, Adrienne Tari.

Robert sees her as a great choice – she has been involved from the start, knows all the interested parties and their views & has worked with all of them through the process, and knows the issues and concerns in detail.

We had another great Christmas parade last year, which was well supported by our community.

He finished by thanking all the office holders of the Community Association for their work – and also many who voluntarily work on different activities and quietly carry them out as necessary.

*Robert / Lindy*

**Send a letter of congratulations to Adrienne.**

*Lindy*

9. Election of Officers

Chairman	Robert Newport	<i>Lindy Mason / Neil MacMillan</i>
Treasurer	Karen Campbell	<i>Robert Newport / Janet Graham</i>
Secretary	Lindy Mason	<i>Robert Newport / Jackie Poole</i>
Vice-Chairman:	Neil MacMillan	<i>Robert Newport / Lorna Smith</i>
Auditor	Adele Maraki	

Cheque signatories: To remain the same as for 20176, namely:

Karen Campbell, Robert Newport, Lindy Mason

(2 people must sign each cheque)

*All agreed.*

**Resolution: Lindy Mason should be included as a signatory on the Tennis Club account – replacing Claire Parsons.** *All agreed*

10. General Business:

- 10.1. Subs are due..... \$2 each.

This is a nominal amount as it is imperative that we have financial members before they can have speaking rights and / or vote. This protects the right of the committee.

- 10.2. The state of the Puriri tree, planted as part of the 150<sup>th</sup> celebrations was raised. It is not looking good and has been so badly damaged that it will probably always struggle. Ann R mentioned that Rob Henry said he has a good strong seedling and offered to replace it. **It was agreed that he should be asked to go ahead and replace the tree.** *Ann R*

- 10.3. Daphne raised the issue of the library. As far as she is aware there has never been a finalising of the Library. Brenda McLeish used to do the books, but says she handed them over to Sue Bartlett.

Jackie mentioned she spoke to someone who is involved with the Rawene library. They has their own books, but also borrows others somehow from FNDC. They would be happy to give us some advice.

**Suggested we put it out on Facebook to gauge interest in reopening the library.**

*Lindy*

- 10.4. Lorna asked whether we should review the Hall hire fees.

A discussion ensued regarding whether we should allow hire of the Kitchen only.

The general agreement was: No *Robert / Karen*

Robert suggested we postponed further discussion until our next meeting.

*All agreed*

Meeting closed at 8:45pm, and was immediately followed by the General Meeting.

Signed

Date

# OKAIHAU COMMUNITY ASSOCIATION

## FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2018

### CONTENTS

**DRAFT**

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Statement of Financial Position - Okaihau Community Association	7
Statement of Receipts and Payments - Okaihau Tennis Club	8

**OKAIHAU COMMUNITY ASSOCIATION****Approval of Financial Report****For the Year Ended 30 June 2018**

---

The Trustees are pleased to present the approved financial report including the historical financial statements of Okaihau Community association for year ended 30 June 2018.

APPROVED

---

Robert Newport

Chairperson

Date \_\_\_\_\_

---

Karen Campbell

Treasurer

Date \_\_\_\_\_

# OKAIHAU COMMUNITY ASSOCIATION

## STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2018

<b>2017 RECEIPTS- 150 Years</b>	<b>2018</b>
0.00 Production	3840.00
0.00 Dance	3470.00
0.00 Books	2250.00
0.00 Donations	3600.00
0.00 Okaihau War Memorial Committee - Loan	1500.00
0.00 Okaihau Lions Club - Loan	1737.00
0.00 FNDC - Mayoral Fund	2500.00
0.00 FNDC - Community Board	7500.00
0.00 Four Winds -Grant	3000.00
0.00 Pub Charity -Grant	1938.80
0.00 Sale of Calves	7500.00
0.00 Fundraising	6428.50
0.00 Sale of Pens	550.00
<b>0.00</b>	<b>45814.30</b>
<b>PAYMENTS - 150 Years</b>	
0.00 Advertising	2334.36
0.00 Pen Costs	477.25
0.00 Licences	241.50
0.00 Hire	5291.30
0.00 Fundraising Costs	5646.71
0.00 Book Costs	2275.00
0.00 Security	940.14
0.00 Insurance	500.00
0.00 Printing, Stationery & Postage	449.53
0.00 Plaque & Tree	660.00
0.00 Koha/Donations	7603.90
0.00 Repay Loan Okaihau War Memorial Committee	1737.00
0.00 Repay Loan Okaihau Lions Club	1500.00
<b>0.00</b>	<b>29656.69</b>
<b>0.00 Excess Receipts over Payments</b>	<b>16157.61</b>
0.00 <b>Plus Bank Balance at 1 July 2017</b>	0.00
0.00 <b>Plus Unpresented Cheque 156291</b>	1000.00
0.00 <b>Less Receipts not yet deposited</b>	0.00
<b>0.00</b>	<b>1000.00</b>
<b>0.00 Balance per Bank Statement 30 June 2018</b>	<b>17157.61</b>

DRAFT

# OKAIHAU COMMUNITY ASSOCIATION

## STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2018

<b>2017 RECEIPTS</b>	<b>2018</b>
3882.30 Hall Hire	3548.00
24.00 Subscriptions	16.00
30.00 Memorial Board Entries	0.00
1100.00 FNDC - Velveteer Grass	1150.00
<b>Christmas Gala</b>	
50.00 Unused Prize Money	0.00
100.00 Hall Hire	0.00
300.00 Prize Money- Donation	300.00
0.00 Library Books	20.00
0.00 Stalls	30.00
20.00 Cuppa	47.50
121.50 Xmas Tree Competition	0.00
<b>5627.80</b>	<b>5111.50</b>
<b>PAYMENTS</b>	
1100.00 Hall Expenses	1100.00
1187.34 Power	1147.32
483.31 Repairs and Maintenance	14.89
0.00 Petrol Vouchers	300.00
20.13 Photocopying - Christmas Gala	21.97
34.50 Memorial Board Entries	0.00
326.99 Christmas Gala Expenses	329.09
20.00 Phone Credit	0.00
79.58 Stationery	0.00
53.35 Advertising	0.00
178.57 FNDC - Focus Project	0.00
1100.00 FNDC - Velveteer Grass	1150.00
<b>4583.77</b>	<b>4063.27</b>
<b>1044.03 Excess Receipts over Payments</b>	<b>1048.23</b>
 3293.23 <b>Plus Bank Balance at 1 July 2017</b>	 4237.26
100.00 <b>Less Unpresented Cheque - presented</b>	0.00
0.00 <b>Less Receipts not yet deposited</b>	180.00
<b>3193.23</b>	<b>4057.26</b>
<b>4237.26 Balance per Bank Statement 30 June 2018</b>	<b>5105.49</b>

DRAFT

# OKAIHAU COMMUNITY ASSOCIATION

## STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2018

<b>2017 INCOME</b>	<b>2018</b>	
0.00 150 Years Total Receipts	45814.30	
30.00 Memorial Board Entries	0.00	
3982.30 Hall Hire	3548.00	
24.00 Subscriptions	16.00	
437.35 Interest - Term Investment and 50 Account	439.54	
1100.00 FNDC - Velveteer Grass	1150.00	
571.24 Christmas Gala	397.50	
<u>8161.89</u>		51365.34
<b>EXPENDITURE</b>		
0.00 150 Years Total Payments	29656.69	
1435.13 Depreciation	1291.66	
43.35 Loss on Disposal	0.00	
483.31 Repairs and Maintenance	14.89	
1100.00 Hall Expenses	1100.00	
1187.34 Power	1147.32	
20.00 Phone Credit	0.00	
347.12 Christmas Gala Expenses	351.06	
0.00 Petrol Vouchers	300.00	
1100.00 FNDC- Velveteer Grass	1150.00	
79.58 Stationery	0.00	
34.50 Memorial Board Entries	0.00	
53.35 Advertising	0.00	
<u>5883.68</u>		35011.62
<u>2278.21</u> Excess Income over Expenditure		<u>16353.72</u>

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## OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED 30 JUNE 2018

2017 ACCUMULATED FUNDS		2018		
26189.96	Balance as at 30 June 2017	26451.17		
261.21	Excess Income over Expenditure	16353.72		
26451.17		42804.89		
<b>Represented by : Current Assets</b>				
4237.26	Cash at Bank - ASB - 00 Account	5105.49		
0.00	Cash on Hand	180.00		
13067.63	Cash at Bank - ASB - 51 Account	13364.21		
8229.7	Investments	8372.66		
0.00	150 years - ASB - 01 Account	16157.61		
25534.59		43179.97		
<b>Non Current Assets</b>		<b>Cost</b>	<b>Accumulated Depreciation</b>	<b>Net Book Value</b>
120.76	Seats	1350.00	1241.32	108.68
177.10	Tables	1980.00	1820.61	159.39
8.04	Crockery	90.00	82.76	7.24
2294.42	Carpet	6234.00	4169.03	2064.97
309.88	Plant	2962.81	2683.91	278.90
305.74	Plant - Zip	1202.84	927.67	275.17
28.17	Piano 1	315.00	289.65	25.35
8.05	Piano 2	90.00	82.76	7.24
23.26	Refrigerator 1	260.00	239.07	20.93
366.21	Refrigerator 2	1700.00	1370.41	329.59
15.15	Teapots	100.00	86.37	13.63
36.26	Vacuum Clnr	199.00	166.37	32.63
743.48	Okaihau Sign 2	1398.98	729.85	669.13
239.36	Stove 1	810.00	594.58	215.42
641.72	Stove 2	1400.00	822.46	577.54
667.10	Memorial Brd	1658.75	1058.36	600.39
396.47	Sound System	1365.75	1008.93	356.82
1206.98	Tunnel Sign	2170.63	1084.35	1086.28
5138.11	History Board	6598.70	1974.41	4624.29
64.83	Curtains	92.00	33.65	58.35
125.08	Chairs x 17	170.00	57.43	112.57
12916.17				11624.51
38450.76	<b>TOTAL ASSETS</b>			54804.48
<b>Current Liabilities</b>				
38.80	History Board - Lotteries Fund			38.80
345.60	Two Ponga Park Fund			345.60
300.00	Bond - Taratahi, NZ Dairy, M Tuiloma - \$100 each			300.00
2493.76	Baptist Church Future Community Project			2493.76
8821.43	FNDC - Focus Project Fund			8821.43
11999.59	<b>TOTAL LIABILITIES</b>			11999.59
26451.17	<b>Net Assets</b>			42804.89



## OKAIHAU COMMUNITY ASSOCIATION - Okaihau Tennis Club

### STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2018

2017	2018
Nil receipts received	

### STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2018

2017	2018
<b>INCOME</b>	
608.21 Interest - Term Investment and 50 Account	583.11
<b>EXPENDITURE</b>	
0.00 Nil expenditure	0.00
<u>608.21</u> <b>EXCESS INCOME OVER EXPENDITURE</b>	<u>583.11</u>

### STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2018

2017	2018
<b>ACCUMULATED FUNDS</b>	
22003.2 Balance as at 30 June 2017	22611.4
608.21 Excess Income over Expenditure	583.11
<u>22611.4</u>	<u>23194.5</u>

*Represented by*

#### Current Assets

620.73 Cash at Bank - ASB - 00 Account	620.73
5480.14 Cash at Bank - ASB - 50 Account	5604.52
16510.5 Investments	16969.2
<u>22611.4</u> <b>Net Assets</b>	<u>23194.5</u>

**8 PUBLIC EXCLUDED****RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48 for the passing of this resolution</b>
<b>8.1 - Ground lease Horeke playcentre</b>	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

**9 MEETING CLOSE**