



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Te Hiku Community Board Meeting

Tuesday, 6 April 2021

Time: 10:00 am

**Location: Conference Room, Te Ahu
Cnr Matthews Ave and South Road
Kaitiaia**

Membership:

Chairperson Adele Gardner
Member Jaqi Brown
Member Darren Axe
Member Sheryl Bainbridge
Member John Stewart
Member William (Bill) Subritzky
Member Felicity Foy

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 Māori.
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.

TE HIKU COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Adele Gardner	N/A - FNDC Honorarium			
	Te Hiku Education Trust	Trustee		
	Te Ahu Charitable Trust	Trustee		
	ST Johns Kaitaia Branch	Trustee/ Committee Member		
	Te Hiku Sports Hub			
	I know many FNDC staff members as I was an FNDC staff member from 1994-2008.			
Partner of Adele Gardner	N/A as Retired			
Darren Axe	Wharf Warden at Far North Holding Limited	Council Controlled organisation		
Sheryl Bainbridge	Ex-employee of Far North District Council			There should be no conflict of interest if we are all heading in the same direction
	Property in Coopers Beach			
Jaqi Brown	Te Hiku Navigation	Manager		
	Whangape Marae	Māori Land owner Trustee over Whangape School and marae		Will manage any potential interests/conflicts and it arises
	Te Rawawa Rugby Club Committee	TRRC Lease Ahipara Domain from FNDC		Will manage any potential interests/conflicts and it arises
	Property in Ahipara			
John Stewart	Printing.com Kaitaia	Managing Director	Produces some work for FNDC	Step aside for any decisions at the time
	Zenstone N.Z Limited	Managing Director	N/A	N/A

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	90 Mile Snapper Bonanza Limited	Shareholder / Organiser	May apply for event funding from FNDC	Step aside for any decisions at the time
	Property in Whatuwhiwi and Kaitaia			Step aside for any decisions at the time
John Stewart – Partner	Printing.com Kaitaia			
	Property in Whatuwhiwi and Kaitaia			Step aside for any decisions at the time
Felicity Foy	Flick Trustee Ltd	I am the director of this company that is the company trustee of Flick Family Trust that owns properties Seaview Road – Cable Bay, and Allen Bell Drive - Kaitaia.		
	Elbury Holdings Limited	This company is directed by my parents Fiona and Kevin King.	This company owns several dairy and beef farms, and also dwellings on these farms. The Farms and dwellings are located in the Far North at Kaimaumau, Bird Road/Sandhills Rd, Wireless Road/Puckey Road/Bell Road, the Awanui Straight and Allen Bell Drive.	
	Foy Farms Partnership	Owner and partner in Foy Farms - a farm on Church Road, Kaingaroa		
	Foy Farms Rentals	Owner and rental manager of Foy Farms Rentals for 7 dwellings on Church Road, Kaingaroa and 2 dwellings on Allen Bell Drive, Kaitaia, and 1 property on North Road, Kaitaia, one title contains a cell phone tower.		
	King Family Trust	This trust owns several titles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.	These trusts own properties in the Far North.	

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	112 Commerce Street Holdings Ltd	Owner of commercial property in Commerce Street Kaitia.		
	Foy Property Management Ltd	Owner of company that manages properties owned by Foy Farms Rentals and Flick Family Trust.		
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
	Shareholder of Coastline Plumbing NZ Limited			
Partner Felicity Foy	Director of Coastline Plumbing NZ Limited			
	Friends with some FNDC employees			

Far North District Council
Te Hiku Community Board Meeting
will be held in the Conference Room, Te Ahu, Cnr Matthews Ave and
South Road, Kaitaia on:
Tuesday 6 April 2021 at 10:00 am

Te Paeroa Mahi / Order Of Business

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1 KARAKIA TIMATANGA – OPENING PRAYER**2 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 Democracy 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.

3 PUBLIC FORUM**4 DEPUTATIONS**

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

5 SPEAKERS

10.30 am - A representative from Born to Run Adventure Racing will speak to Item 7.4 - Funding Applications.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3125259

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow the Te Hiku Community Board to confirm that the minutes are a true and correct record of the previous meetings.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board agrees that the minutes of the meeting held 2 March 2021 be confirmed as a true and correct record.

1) TE TĀHUHU KŌRERO / BACKGROUND

Local Government Act 2002 Schedule 7 Section 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) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

The Te Hiku Community Board Standing Orders Section 27.3 states that no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness".

Te Take Tūtohunga / Reason for the recommendation

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

3) NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

NGĀ ĀPITI HANGA / ATTACHMENTS

1. 2021-03-02 Te Hiku Community Board Unconfirmed Minutes - A3096188  

Te Hōtaka Take Ōkawa / 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.

He Take Ōkawa / Compliance Requirement	Te Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
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.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
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.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
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 (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as true and correct record, any interests that affect other people should be considered as part of the individual reports.
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 arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**MINUTES OF
TE HIKU COMMUNITY BOARD MEETING
HELD AT THE HOUHORA BOWLING CLUB, 3920 FAR NORTH ROAD, PUKENUI
ON TUESDAY, 2 MARCH 2021 AT 10:00 AM**

PRESENT: Chairperson Adele Gardner, Member Jaqi Brown (via Microsoft TEAM's), Member Darren Axe, Member Sheryl Bainbridge, Member John Stewart, Member William (Bill) Subritzky, Member Felicity Foy

1 KARAKIA TIMATANGA – OPENING PRAYER

Member Darren Axe opened the meeting with a prayer.

2 APOLOGIES AND CONFLICTS OF INTEREST

Member John Stewart declared a conflict of interest in relation to item 7.3 – Funding Applications for the application received from Kaitaia Sport and Leisure Trust.

3 PUBLIC FORUM

Margaret McIntyre presented the Community Board with a petition in regards to the planting taking place at Monkey Point, Houhora.

Delwyn Shepherd presented the Community Board with information on the restoration and installation project for the Kaitaia Town Clock.

**LETTER OF SUPPORT FOR DELWYN SHEPHERD - RESTORATION AND INSTALLATION OF
THE KAITAIA TOWN CLOCK**

RESOLUTION 2021/11

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board agree to provide a letter of support to Delwyn Shepherd to provide to external funders for the restoration and installation of the Kaitaia Town Clock.

CARRIED

4 DEPUTATIONS

Nil

5 SPEAKERS

Nil

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3052772, pages 12 - 19 refers.

RESOLUTION 2021/12

Moved: Member Darren Axe

Seconded: Member John Stewart

That the Te Hiku Community Board agrees that the minutes of the meeting held 26 January 2021 be confirmed as a true and correct record.

CARRIED

7 REPORTS

7.1 CHAIRPERSON AND MEMBER REPORTS

Agenda item 7.1 document number A3052853, pages 20 - 26 refers.

RESOLUTION 2021/13

Moved: Member Sheryl Bainbridge

Seconded: Member Felicity Foy

That the Te Hiku Community Board:

- a) note the reports from Chairperson Gardner and Members Axe, Bainbridge and Subritzky.**
- b) acknowledges that Cable Bay Block Road has been added to Te Hiku Community Board Footpaths Programme/Matrix for consideration in 2021/2022.**
- c) request that pedestrian safety is added to the Footpaths Programme/Matrix as a weighting criteria and notified of when the review of the Footpaths Programme/Matrix will be taking place and completed.**

CARRIED

The meeting was adjourned from 11.27 am to 11.40 am.

7.2 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JANUARY 2021

Agenda item 7.2 document number A3083390, pages 27 - 30 refers.

RESOLUTION 2021/14

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board receives the report "Te Hiku Statement of Community Board Fund Account as at 31 January 2021".

CARRIED

7.3 FUNDING APPLICATIONS

Agenda item 7.3 document number A3085760, pages 31 – 48 refers.

RESOLUTION 2021/15

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board approves the sum of \$2,753 (plus GST if applicable) be paid from the Board's Community Fund account to Kaitaia Sport and Leisure Trust for costs towards boxing tournament to support the following Community Outcomes:

- i) Proud Vibrant Communities**

ii) Communities that are healthy, safe, connected and sustainable**CARRIED**

Abstained: Cr John Stewart

RESOLUTION 2021/16

Moved: Member John Stewart

Seconded: Member Darren Axe

That Te Hiku Community Board

- a) approves the sum of \$862.50 (plus GST if applicable) be paid from the Board's Community Fund account to Paula Matthews for costs towards re-planting pohutukawa trees at Pukenui to support the following Community Outcomes:
 - i) Proud Vibrant Communities
 - ii) Communities that are healthy, safe, connected and sustainable
- b) agrees that funding will not be paid and work cannot be undertaken until Paula Matthews attends the Far North District Council Health and Safety Volunteer Training programme.

CARRIED**7.4 PROJECT FUNDING REPORTS**

Agenda item 7.4 document number A3085762, pages 49 - 69 refers.

.RESOLUTION 2021/17

Moved: Member Sheryl Bainbridge

Seconded: Member Felicity Foy

That Te Hiku Community Board note the project reports received from:

- a) Coopers Beach Christian Youth Camp
- b) Far North Safer Community Council (Footpath marking project)
- c) Northland Area Floral Art
- d) Takahue Hall Society Inc
- e) Te Tuhua ki Aotearoa Charitable Trust
- f) Mangonui Lions (Fun Run)

CARRIED**8 INFORMATION REPORTS****8.1 COMMUNITY FUNDING AND REPORTING REVIEW**

Agenda item 8.1 document number A3085964, pages 70 - 71 refers.

.RESOLUTION 2021/18

Moved: Member Sheryl Bainbridge

Seconded: Member Darren Axe

That the Te Hiku Community Board receive the report Community Funding and Reporting Review.

CARRIED**8.2 COMMUNITY AND CUSTOMER SERVICES REPORT 1 JULY - 31 DECEMBER 2020**

Agenda item 8.2 document number A3082197, pages 72 - 82 refers.

.RESOLUTION 2021/19

Moved: Member Sheryl Bainbridge

Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board receive the report Community and Customer Services Report 1 July - 31 December 2020.

CARRIED**9 MEETING CLOSE**

The meeting closed at 12.15 pm.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 6 April 2021.

.....
CHAIRPERSON

7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORTS

File Number: A3125161

Author: Kim Hammond, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The reason for the recommendation is to note the reports from the Chairperson and Members. The reports provide feedback to the community on matters of interest or concern to the Community Board and how the Community Board has communicated with community organisations and special interest groups within the community.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board note the reports from Chairperson Gardner and Members Axe, Bainbridge and Subritzky.

1) TE TĀHUHU KŌRERO / BACKGROUND

The Local Government Act 2002 Part 4 Section 52 states that the role of a community board is to represent, and act as an advocate for the interests of its community.

2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Community Boards are required to consider and report on any matters of concern or interest to the Community Board, maintain an overview of services provided to the community and communicate with community organisations and special interest groups within the community.

The reports from the Chairperson and Members provide information to community on these requirements. They also provide Request for Service (RFS) information on issues of interest or concern to the Community Board, providing a reference for further enquiry on the progress of the matters raised.

The reports from the Chairperson and Members are attached.

Te Take Tūtohunga / Reason for the recommendation

The reason for the recommendation is to provide information to the Community on the work that has been undertaken by the Chairperson and Members on its behalf.

3) NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or the need for budgetary provision as a result of this report.

NGĀ ĀPITI HANGA / ATTACHMENTS

1. Chairperson Gardner Report - A3125208  
2. Member Axes Report - A3126308  
3. Member Bainbridges Report - A3125151  
4. Member Subritzky's Report - A3125199  

Te Hōtaka Take Ōkawa / 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.

He Take Ōkawa / Compliance Requirement	Te Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	Not applicable.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable.
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.	Not applicable.
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 (for example – youth, the aged and those with disabilities).	Yes.
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.

COMMUNITY BOARD CHAIRPERSON'S REPORT

Report to Community Board	Te Hiku
Chairperson's Name	Adele Gardner
Subdivision	Kaitaia – Te Hiku
Date	12 February - 17 March 2021

REPORT

1) Meetings/Functions

- 17 Feb - Far North 2100 Workshop Kaikohe
- 17 Feb - Long Term Plan workshop Kaikohe
- 18 Feb - District Plan workshop Kaikohe
- 22 Feb - Maori Wards workshop Kaikohe
- 22 Feb - Te Hiku PWG - virtual
- 23 Feb - Extraordinary Council Meeting - virtually
- 23 Feb - Mangonui Community Plan Meeting in Mangonui
- 24 Feb - Met with Ratepayer group at Whatuwhiwhi re new toilet placement
Relocation of dump station placement
- 25 Feb - Council Meeting - Kaikohe
- 2 Mar - Te Hiku Community Board Meeting at Houhora
- 5 Mar - Extraordinary Council Meeting - virtual
- 8 Mar - Te Hiku PWG - virtual
- 9 Mar - Community Board chairs met FNHL
- 11 Mar - District Plan - NRC Hazard Mapping
- 11 Mar - Customer Experience system presentation
- 11 Mar - Community Board Enablement workshop
- 16 Mar - Workshop in Paihia to discuss S35A
- 17 Mar - Big Lab workshop - virtual
- 17 Mar - Meeting with North Road Developers

3) Resource Consents - Nil

4) RFS 4050086 - Spray carpark & mow Sports Field at Pukenui

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board:	Te Hiku
Members Name:	Darren Axe
Subdivision:	North Cape
Date:	10 February - 17 March 2021

REPORT

1) Meetings/Functions

10 February - Rang Chris Galbraith to organise free parking in Paihia for two disabled carparks.

1 March - Took Keith Kent to Henderson Bay to look at the road and the red seal and possible toilets in the carpark.

Went to Arathusa to look at the footpath project.

Rarawa to look at extending car parks and putting in toilets.

Houhora Heads Road to look at possible walking track.

Went to Houhora Bowling Club to look at putting toilets at the new complex.

2 March - Community Board Meeting at Houhora Bowling Club.

RFS put in for two drain crossing replacements in Waterfront Road.

9 March - Rate payers Meeting.

10 March - Visit and take photos of Croydon Thompson's drains.

17 March - Health and Safety Course at Te Ahu Centre.

2) Issues - NIL

3) Resource Consents: 0

4) Request for Service: 1

TE HIKU COMMUNITY BOARD MEMBER'S REPORT

Member Name: Sheryl Bainbridge

Subdivision: Doubtless Bay

Date: to 19 March 2021

REPORT**1) Meetings**

16 February – Te Ahu museum meeting by Zoom. Ian Bamber has been appointed as a trustee.

23 February – Community Plan meeting for the area Hihi to Cable Bay.

2 March – Te Hiku Community Board meeting.

16 March – museum meeting that became a workshop due to the lack of a quorum.

16 March – Community Plan meeting of a small group that will hopefully take the process forward.

2) Issues

The council's Long Term Plan does not seem to have taken our strategic plan projects on board. Disappointing. I believe the Board should update our strategic plan annually and perhaps we should set a date to do this in the new financial year so that at least we as a Board know where we're heading and keep our communities involved and in the picture.

Swamp Palace – I believe that Mayor Carter and staff are doing to help this committee as the targeted rate proposal was not successful. However halls are a Board delegation and the Board has not been updated. Can we be advised of the present position please? Any response yet?

3) Resource Consents

RC 2300403 Application for subdivision 189 SH 10 Coopers Beach. Heritage NZ has asked for an archaeological assessment.

4) Requests for Service

Several.

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board: Te Hiku
Members Name: Bill Subritzky
Subdivision: Whatuwhiwhi/Awanui
Date: 18/3/2021

REPORT

1) Meetings/Functions

- 15/2 Meeting with local FNDC staff to review road and drainage RFS.
 - 17/2 Meeting Kaingaroa Hall.
 - 24/2 Whatuwhiwhi hall visit (Adele and Bill) to look at options for onsite toilets and check two potential sites for the relocation of the Whatuwhiwhi Dump station.
 - 25/2 Talking with New Zealand Transport Agency representatives about Roundabout for Awanui.
 - 2/3 Te Hiku Community Board meeting.
 - 3/3 Awanui Progressive and Ratepayers meeting.
 - 10/3 Meeting Lake Ohia and Civil Defence debrief.
 - 11/3 Meeting Whatuwhiwhi and Civil Defence debrief.
 - 12/3 Attended New Zealand Transport Agency forum at Te Ahu.
 - 15/3 Onsite meeting (intersection shwy 1 and 10) with CCTV service firms.
-

2)Issues -

1 - The two sites identified by the Whatuwhiwhi Ratepayers committee were later found to be unsuitable. The installation of new toilets planned for the Whatuwhiwhi community hall will continue, while other options will be looked at for the dump station. It has always been my argument that why should we supply such a service to an organisation (Camper van Association or something similar) who boasts a paying membership which is huge and continues to grow as does their property portfolio.

2 - Since 2012 Awanui Progressive and Ratepayers Inc have requested a roundabout at the intersection SHWY 1/10 in Awanui and were always told by NZTA that this area was too small. The new roundabout at Matthews Ave shoots holes in that excuse. Thankyou Sheryl for inviting them to our next board meeting as there are other outstanding issues to table and seek clarification on.

3 - The meeting at Lake Ohia and Whatuwhiwhi were excellent including presentations by Civil Defence representatives. Both strengths and weakness in our response to the

recent tsunami emergency were tabled and discussed by a wide variety of stakeholders who attended. The urgency now is to review, update and where required, develop Response Plans for areas who do not have one. Civil Defence representatives also stated the importance of community halls and the future roles these would play for the respective communities, whether it be tsunami, earthquake, fire or other major emergency event.

NOTE: The CCTV Project proposed for Awanui is an APR Inc funded project.

3)Resource Consents: 0

4)Request for Service:

RFS 4048891 - Clear roadside vegetation on SHWY 1, (both sides of the road) heading north from the Awanui Bridge to the Awanui Primary School.

RFS 4047737 - Request for FNDC policy on Sealing roads in front of Marae.

RFS 4047731 - Request for higher level of security and safety for Retirement Village in Awanui via fencing and area lighting.

RFS 4047726 - Request to remove tree branches broken in the last heavy winds and trim trees in the Awanui Park/Reserve.

7.2 KAITAIA BUSINESS IMPROVEMENT DISTRICT TARGETED RATE 2021-2022

File Number: A3136568

Author: Shayne Storey, Community Development Advisor

Authoriser: William J Taylor MBE, General Manager - Strategic Planning and Policy (Acting)

PURPOSE OF THE REPORT / TE TAKE PŪRONGO

To provide reporting from the Kaitaia Business Association to the Te Hiku Community Board in order that the Kaitaia Business Improvement District targeted rate for 2021-2022 can be set.

EXECUTIVE SUMMARY / TE WHAKARĀPOPOTO MATUA

- The Te Hiku Community Board is required to receive and accept the following documents prior to recommending that the Business Investment Targeted Rate is struck for businesses that fall within the Kaitaia Business Improvement District (BID):
 - Annual Report for the previous year
 - Strategic Plan covering a three to five-year period
 - Annual Business Plan
 - Budget for the following year
- The Kaitaia Business Association (KBA) has provided the following documents to support the recommendation of the Te Hiku Community Board to strike the targeted rate for 2021/2022:
 - Annual Report for year ending 30 June 2020
 - Strategic Plan 2021-2024
 - Annual Plan 2021
 - Budget for 2021/2022

RECOMMENDATION / NGĀ TŪTOHUNGA

That the Te Hiku Community Board receive the attached reports from the Kaitaia Business Association and recommend that Council levy the Kaitaia Business Improvement District Targeted Rate 2021-2022 for \$50,000.

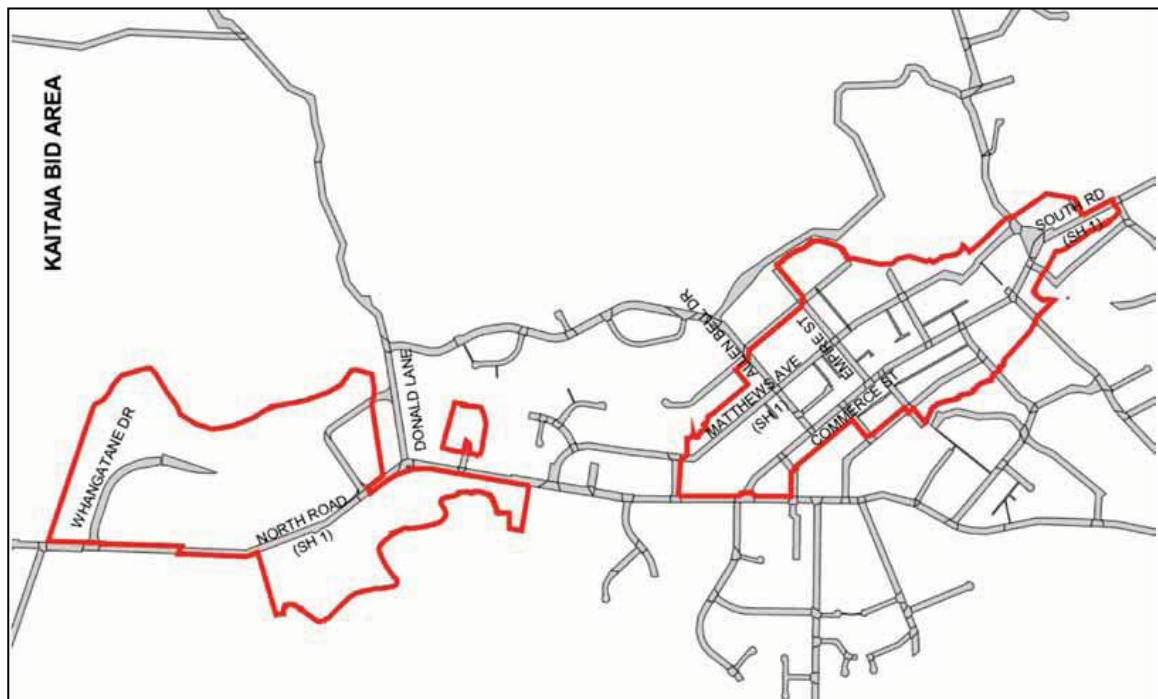
BACKGROUND / TE TĀHUHU KŌRERO

A **business improvement district (BID)** is a public-private partnership in which businesses in a defined area pay an additional tax or fee to fund improvements within the district's boundaries. The public-private partnership is established between the local district council (e.g. FNDC) and a business orientated incorporated society (e.g. Kaitaia Business Association) who then levy a targeted rate.

In 2010 Council resolved to support the BID concept and promoted their establishment in the main towns of the district. The Kaitaia Business Association (KBA) formally wrote to Council on 30 June 2011 requesting that a BID be established for Kaitaia and for Council funding to establish a BID. This request was approved at a meeting of the KBA on 16 June 2011.

The KBA defined the BID area, developed its strategic plan, and decided on a targeted BID rate of \$50,000 based on land value and on a proportional basis for charged rates. An independent postal ballot was held, and a simple majority was achieved that resulted in the establishment of the Kaitaia BID as part the Long Term Plan (LTP) 2012-22

The following map was included in the LTP 2012-22 as the proposed BID area for Kaitaia,



As a result of Council adopting a Kaitaia BID targeted rate, Council developed a Memorandum of Understanding (MOU) between the KBA and the Te Hiku Community Board (THCB) as the representative of Council. This agreement was later updated to a Partnership Agreement/Memorandum of Understanding (Attachment 5). The Kaitaia BID area map as identified in the LTP 2012-22 (the map above) remained unchanged in the updated agreement.

The Kaitaia BID was identified on the 1 July 2018 Adopted Long Term Plan 2018-28 (Pg. 26) as one of small number of 'targeted improvement rates' that are in place in the District.

DISCUSSION AND NEXT STEPS / TE MATAPAKI ME NGĀ KŌWHIRINGA

The Kaitaia Business Association has provided the required documents to support the recommendation of the Te Hiku Community Board to strike the targeted rate for 2021/2022 in the amount of \$50,000.

Implications if the targeted rate is not struck:

KBA will be unable to meet their financial obligations, including:

- Insurance fees
- Audit fees
- Electronic technology and website maintenance
- Security Camera maintenance and monitoring
- Co-ordination of KBA
- Digital noticeboard maintenance
- Student scholarship
- Accounting
- Database update
- Admin expenses

- Annual General Meeting expenses

Implications if the targeted rate is struck:

The KBA will be able to carry out their obligations and meet their budgetary requirements for the 2021/2022 financial year as stated above, including:

- Promotion and marketing of Te Hiku Open Spaces Revitalisation Project
- Garden beautification programme in collaboration with the Eco Centre
- Promotion of Northland Inc.'s Regional Partnership Programme.






Option No.	Option Description	Advantages	Disadvantages
1	Support the setting of the targeted rate	The KBA will be able to meet their financial obligations and strategic objectives for 2021-22. The economic wellbeing of Kaitaia will be positively impacted.	Kaitaia businesses in the BID area of benefit will have to contribute to target rate.
2	Do not support setting the targeted rate	Kaitaia businesses in BID area of benefit will not have to contribute to the target rate.	The KBA will not be able to meet their financial obligations and strategic objectives for 2021-22. The economic wellbeing of Kaitaia will be negatively impacted.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION / NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA

No changes have been requested by the Kaitaia Business Association to amend the total of \$50,000 to be levied through the targeted rate.

Targeted rate revenue of \$50,000 for the Kaitaia Business Improvement District has been included in the LTP 2012-22.

ATTACHMENTS / NGĀ ĀPITI HANGA

1. KBA Annual Budget 2021-22.docx - A3097644 [↓](#) 
2. KBA Annual Plan 2021 - A3097642 [↓](#) 
3. KBA Annual Report June 2020 - A3097639 [↓](#) 
4. THE KAITAIA BUSINESS ASSOCIATION STRATEGIC PLAN 2021 - A3097631 [↓](#) 
5. Signed Partnering Agreement and MOU Kaitaia BID - A3099284 [↓](#) 

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 Council's Significance and Engagement Policy	<p>The level of significance is considered to be low for the following reasons;</p> <ul style="list-style-type: none"> minimal financial implications the document is not a statutory requirement it is consistent with council policies.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	<p>Council's community development framework is relevant as it defines the approach we take in supporting the development of Far North communities. The framework includes;</p> <ul style="list-style-type: none"> Empowering communities <p>The following Long Term Plan outcomes and strategic priorities are also considered to be of relevance;</p> <ul style="list-style-type: none"> A safe and healthy district Prosperous communities supported by a sustainable economy A vibrant and thriving economy Supports the promotion of the economic well-being of the Kaitaia community
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.	<p>This plan has ward relevance and is now being presented to the Community Board for their endorsement and consideration for alignment with the Te Hiku Community Board Strategic Plan.</p>
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>Iwi, hapū and whanau are a component of the Kaitaia Business Association, as well as business owners within the Business Improvement District.</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 (for example – youth, the aged and those with disabilities).	Persons likely to be affected or have an interest include those who have a business within the Kaitaia Business Improvement District. Kaitaia Business Association has put a great deal of effort into capturing the thoughts and aspirations of everyone affected.
State the financial implications and where budgetary provisions have been made to support this decision.	The targeted rate revenue of \$50,000 for the Kaitaia Business Improvement District has been included in the LTP 2012-22.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

FINANCE

Kaitaia Business Association Budget: 2021/2022

Work Programme	Budget	Timeline	Action
Insurance	\$3,829	Annual	Insuring KBA Contents & Liabilities
Accounting	\$500	Annual	Xero + EOFY
Audit	\$1,725	Annual	Reviewing financial statements + AML/CFT
Database Update	\$500	Annual	Updating the Current Database for KBA
Christmas Campaign	\$300	Four-week campaign	Christmas campaign 'Light Up Kaitaia'; will need to source other funds
Electronic technology and website	\$2,000	Ongoing	Social media: Facebook and website
Camera Maintenance and Monitoring	\$12,000	Ongoing	As required, will need to source other funds; Monthly Cost - \$500 per month
Networking and events	\$1,000	Three events	Networking events: March, June and October (excluding November/December), sponsor supported activity
Annual General Meeting	\$500	October	As legally required
Co-Ordinator	\$18,000	Annual	Contracted co-ordinator, 15 hours per week x 50 weeks
Digital Notice Board	\$7,000	Once	Centralised visual, electronic display for places and events and may include time. Will need to apply for further funds
Garden Beautification	\$500	Annually	Maintenance of Town Gardens
Administration Expenses	\$500	Ongoing	Printing & stationery
Student Scholarship	\$2000	Annual	Supporting Businesses who employ rangatahi - \$500 quarterly
Total	\$50,354		\$50,000 annual budget

The 2021-22 Annual Budget takes into consideration the current funds on hand

Note: Any budget changes due to unforeseen circumstances or additional funding sourced for a project are to be decided by the executive committee.

Stewart Russell from PKF has offered heavily reduced accounting fees for 2021/22.



ANNUAL PLAN 2021

In line with the Strategic Plan our goals for 2021/22 are:

Membership

- Promote the Associate membership for 2021/22
- Survey current members on their use and value of the weekly email updates and social media advertising
- Adjust the CCTV security camera budget to include \$500 per month for monitoring and therefore reduce the maintenance budget to \$6,000 to ensure the annual amount of \$12,000 is spent on the security for our businesses

Promotion and Marketing

- Te Hiku Open Spaces Revitalisation Project
- Assist with the Kaitaia Christmas Parade and Grotto
- Attend weekly Mayoral meetings to continue feeding back valuable information to our members
- Source, fund and erect a Digital Notice Board in Kaitaia's mainstreet

Environment/Economic Development

- Ensure local contractors are awarded the project work for the Te Hiku Open Spaces Revitalisation Project
- Provide interesting spaces for people to meet together to share meals and enjoy live entertainment in the town square and market square
- Garden Beautification programme in collaboration with the Eco Centre

Support Business and Advocacy

- Promote services offered by Northland Inc.'s Regional Partnership Program
- Keep businesses informed of the outcomes of the Tai Tokerau Economic Action Plan Group
- Revised Student Scholarship to benefit local BID member business who employs a student and needs assistance with start up tools, equipment or training.

Annual Report

Kaitaia Business Association Incorporated
For the year ended 30 June 2020

Prepared by PKF Francis Aickin Limited

Contents

3	Compilation Report
4	Approval of Financial Report
5	Statement of Financial Performance
6	Statement of Financial Position
7	Statement of Cash Flows
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9	Notes to the Performance Report
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Compilation Report

Kaitaia Business Association Incorporated For the year ended 30 June 2020

Compilation Report to the Directors of Kaitaia Business Association Incorporated.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Kaitaia Business Association Incorporated for the year ended 30 June 2020.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Executive Committee are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Kaitaia Business Association Incorporated other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.

Whitelaw Weber Limited

Kaitaia

Dated: 3 December 2020

Approval of Financial Report

Kaitaia Business Association Incorporated For the year ended 30 June 2020

The Executive Committee are pleased to present the approved financial report including the historical financial statements of Kaitaia Business Association Incorporated for year ended 30 June 2020.

APPROVED

Andrea Panther

Chair

Date

Hine Lum

Treasurer

Date

Statement of Financial Performance

Kaitaia Business Association Incorporated For the year ended 30 June 2020

'How was it funded?' and 'What did it cost?'

	2020	NOTES	2019
Revenue			
Donations, fundraising and other similar revenue	1,626	1	5,566
Fees, subscriptions and other revenue from members	50,113	1	52,184
Revenue from providing goods or services	15,000	1	-
Interest, dividends and other investment revenue	69	1	178
Other revenue	-	1	-
Total Revenue	66,809		57,928
Expenses			
Costs related to providing goods or service	61,461	2	12,677
Other expenses	31,280	2	18,953
Depreciation and non cash expenses	7,753		10,468
Total Expenses	100,494		42,098
Surplus/(Deficit) for the Year	(33,685)		15,830

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Position

Kaitaia Business Association Incorporated

As at 30 June 2020

'What the entity owns?' and 'What the entity owes?'

	30 JUN 2020	NOTES	30 JUN 2019
Assets			
Current Assets			
Bank accounts and cash			
Bank and cash/(bank overdraft)			
ANZ Call Account - 29	42,747		42,722
ANZ Call Account -30	2,465		2,463
ANZ Current Account	53,091		45,796
Total Bank and cash/(bank overdraft)	98,303		90,981
Total Bank accounts and cash	98,303		90,981
Other Current Assets			
GST	2,139		-
Total Other Current Assets	2,139		-
Total Current Assets	100,442		90,981
Non-Current Assets			
Property, Plant and Equipment	11,629	5	19,382
Total Non-Current Assets	11,629		19,382
Total Assets	112,071		110,363
Liabilities			
Current Liabilities			
Creditors and accrued expenses			
Trade and other payables	36,258		492
Goods and services tax	-		373
Total Creditors and accrued expenses	36,258		865
Total Current Liabilities	36,258		865
Total Liabilities	36,258		865
Total Assets less Total Liabilities (Net Assets)	75,813		109,498
Accumulated Funds			
Accumulated surpluses or (deficits)	75,813	6	109,498
Total Accumulated Funds	75,813		109,498

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Cash Flows

Kaitaia Business Association Incorporated For the year ended 30 June 2020

'How the entity has received and used cash'

	2020	2019
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	1,870	5,566
Fees, subscriptions and other receipts from members	57,630	60,012
Receipts from providing goods or services	17,250	-
Interest, dividends and other investment receipts	69	178
GST	(1,802)	(1,929)
Payments to suppliers and employees	(67,696)	(36,497)
Total Cash Flows from Operating Activities	7,322	27,330
Cash Flows from Investing and Financing Activities		
Receipts from sale of property, plant and equipment	-	5,924
Payments to acquire property, plant and equipment	-	(14,756)
Total Cash Flows from Investing and Financing Activities	-	(8,832)
Net Increase/ (Decrease) in Cash	7,322	18,498
Cash Balances		
Cash and cash equivalents at beginning of period	90,981	72,484
Cash and cash equivalents at end of period	98,303	90,981
Net change in cash for period	7,322	18,498

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Accounting Policies

Kaitaia Business Association Incorporated For the year ended 30 June 2020

'How did we do our accounting?'

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Kaitaia Business Association Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Notes to the Performance Report

Kaitaia Business Association Incorporated For the year ended 30 June 2020

	2020	2019
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Donation - Pub Charity	-	5,566
Grant - FourWinds Foundation	1,626	-
Total Donations, fundraising and other similar revenue	1,626	5,566
Fees, subscriptions and other revenue from members		
BID Income	50,000	52,184
Subscriptions	113	-
Total Fees, subscriptions and other revenue from members	50,113	52,184
Revenue from providing goods or services		
Grant - FNDC (Masterplan)	15,000	-
Total Revenue from providing goods or services	15,000	-
Interest, dividends and other investment revenue		
Interest Received	69	178
Interest - IRD UOMI	-	-
Total Interest, dividends and other investment revenue	69	178
	2020	2019

2. Analysis of Expenses

Costs related to providing goods or services		
Advertising and Promotion	1,485	741
Banner & Flag Expenses	-	1,130
Database Setup	-	107
Events Calendar Expenses	1,496	916
Events Volunteers Expenses	4,462	1,921
Insurance	3,329	2,829
Monitoring Expenses	-	1,500
Redevelopment of Township	30,000	-
Phone & Internet for CCTV Cameras	416	265
Prizes/Competitions	-	1,000
Security Camera Maintenance	19,999	1,562
Security Expenses	-	656
Website	275	50
Total Costs related to providing goods or services	61,461	12,677
Other expenses		
Audit Fee	2,322	796
Bank Fees & Charges	65	71
BID Consultancy Survey	7,200	-
Consulting & Accounting	284	1,301

Notes to the Performance Report

	2020	2019
Co-ordinator Expenses	18,268	10,686
Fixed Property Expenses	122	196
Flowers & Gifts	43	370
General Expenses	-	175
Interest - UOMI	-	10
IRD Penalties	-	315
Light, Power, Heating	36	49
Meeting Expenses	49	633
Office Expenses	486	1,101
Petty Cash	261	-
Printing & Stationery	1,097	976
Rent	525	1,588
Subscriptions, Licences & Fees	521	687
Total Other expenses	31,280	18,953

Depreciation and non cash expenses

Depreciation	7,753	10,468
Total Depreciation and non cash expenses	7,753	10,468

	2020	2019
--	------	------

3. Analysis of Assets**Bank accounts and cash**

ANZ Call Account - 29	42,747	42,722
ANZ Call Account - 30	2,465	2,463
ANZ Current Account	53,091	45,796
Total Bank accounts and cash	98,303	90,981

	2020	2019
--	------	------

4. Analysis of Liabilities**Creditors and accrued expenses**

Accounts Payable	36,258	492
GST	-	373
Total Creditors and accrued expenses	36,258	865

Other current liabilities/(assets)

GST	(2,139)	-
Total Other current liabilities/(assets)	(2,139)	-

	2020	2019
--	------	------

5. Property, Plant and Equipment**Furniture and Fittings**

Furniture and fittings owned	743	743
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Notes to the Performance Report

	2020	2019
Accumulated depreciation - furniture and fittings owned	(743)	(743)
Total Furniture and Fittings	-	-
Plant and Equipment		
Plant and machinery owned	176,460	176,460
Accumulated depreciation - plant and machinery owned	(164,831)	(157,078)
Total Plant and Equipment	11,629	19,382
Total Property, Plant and Equipment	11,629	19,382
	2020	2019
6. Accumulated Funds		
Accumulated Funds		
Opening Balance	109,498	93,669
Accumulated surpluses or (deficits)	(33,685)	15,830
Total Accumulated Funds	75,813	109,498
Total Accumulated Funds	75,813	109,498

7. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2020 Last year - nil).

8. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

Depreciation Schedule

Kaitaia Business Association Incorporated

For the year ended 30 June 2020

NAME	RATE	METHOD	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
Office Equipment								
Laptop - Asus F 56C-TH31	40.00%	DV	743	-	-	-	-	-
Total Office Equipment			743	-	-	-	-	-
Plant & Equipment								
CCTV additions (2016)	40.00%	SL	75,544	-	-	-	-	-
CCTV additions (2017)	40.00%	DV	18,071	4,994	-	-	1,998	2,997
CCTV Network - Bellingham Quarries	40.00%	DV	5,923	3,436	-	-	1,374	2,061
CCTV Network - Lynda Porteous - 7 Puckey Ave	40.00%	DV	1,168	467	-	-	187	280
CCTV Network - Northland Power - Bank ST	40.00%	DV	870	331	-	-	132	198
CCTV Network - Zion Storage	40.00%	DV	862	448	-	-	179	269
Christmas Decorations	40.00%	DV	869	382	-	-	153	229
Christmas Decorations & Wreath	40.00%	DV	1,673	770	-	-	308	462
Christmas Wreaths	40.00%	DV	3,190	2,446	-	-	978	1,468
Digital Recording Devices including Poles	40.00%	SL	53,163	-	-	-	-	-
Hikvision Lazer PTE - TeAhu Bu	40.00%	DV	4,070	1,547	-	-	619	928
Murals (1)	25.20%	SL	1,338	-	-	-	-	-
Photo Mural (2)	16.20%	SL	3,016	-	-	-	-	-
Signposts	25.20%	SL	500	-	-	-	-	-
Tower - Bellingham Quarries	40.00%	DV	5,642	4,326	-	-	1,730	2,595
TV (2) for Monitoring	40.00%	DV	560	235	-	-	94	141
Total Plant & Equipment			176,460	19,382	-	-	7,753	11,629
Total			177,203	19,382	-	-	7,753	11,629



THE KAITAIA BUSINESS ASSOCIATION STRATEGIC PLAN 2021-2024

The following areas have been identified as essential for the vision and function of The Kaitaia Business Association (KBA). These goals build from what has already been achieved by past Committees and aims to create more momentum and value for our BID and Associated Members.

Membership

Within the current framework of the BID membership, is the exclusion of many businesses that contribute to the economy of our town due to the historic geographical map area. There is much confusion on the membership; the building owners receive FNDC rates which includes a targeted rate and although landlords pass on the rates account to the tenant, often don't pass on this understanding of what the BID rate is. The Associated Membership encourages the inclusion of any business outside of the current BID area wanting to benefit from the KBA. The Associated Membership also paves the way for the possibility of any plans to increase the BID zone through the Far North District Council. One of our future visions is to have the BID area extended which requires an electoral process and relevant fees and to change the name of our association to reflect a wider area to be more inclusive.

Promotion and Marketing

Build brand identity by engaging with as many of the BID members through the networking events and community led initiatives such as the Te Hiku Open Spaces Revitalisation Project and the Kaitaia Christmas Parade and Grotto. Reiterating the KBA business support by providing valuable information from various local meeting forums and collaboration efforts.

Environment/Economic Development

Engagement with mana whenua to celebrate Kaitaia and to work in collaboration with any future redevelopment or regeneration plans. Engage and address the importance of kaitiakitanga, environment and iwi.

As the major project lead for the Te Hiku Open Spaces Revitalisation Project we will reach our continued goal to establish Kaitaia as a place for tourism and business as well as interesting spaces for our people to meet together to share meals and enjoy live entertainment. Through this project, we will be providing local contractors with opportunities to work giving employment to our local region.

Support Business and Advocacy

Through strong advocacy for Kaitaia within the wider Muriwhenua region, we will advocate for improvement in infrastructure and business support. We have representation and/or input into various forums like Weekly Mayor's Meetings, Northland Inc.'s Regional Partnership Program, Te Hiku Open Spaces Revitalisation Group, Tai Tokerau Economic Action Plan Group etc.

PARTNERING AGREEMENT AND MEMORANDUM OF UNDERSTANDING

Between:

**Far North District Council (1)
Te Hiku Community Board (2) and
Kaitiaia Business Association (3)**

Regarding a Business Improvement District ('BID') Partnership Programme Agreement.

Background and Purpose

1. Far North District Council ("FNDC") recognises the role of business associations in contributing to the economic development of local communities and the District as a whole.
2. FNDC has adopted the Business Improvement District (BID) Partnership Programme.
3. The purposes of the BID Partnership Programme include providing a mechanism to support business and the economy at local level and to collaborate with the business sector to improve the environment within which businesses operate.
4. Kaitiaia Business Association ("the Business Association") is registered under the Incorporated Societies Act 1908 and undertakes business-led programmes initiated by the local business community which promotes and develops their local business economy.
5. FNDC wishes to work with the Business Association to implement the BID Partnership Programme, recognising that a supportive business environment is essential to maintain and grow the economic base of the region, provide employment opportunities and ensure a resilient economy.
6. This Memorandum of Understanding ("MOU") is entered into by the Business Association and the Community Board to guide and develop the relationship between them. It can be varied and reviewed at any time by written agreement of both parties.
7. The Parties to the MOU agree to the following principles:
 - Trust-based relationship – a partnering relationship built on each party working on the basis of trust, respect and understanding.
 - No surprises approach - a partnering relationship built on each party behaving with integrity and in good faith, with appropriate knowledge and information sharing.
 - Open communication – a partnering relationship built on each party discussing issues openly, being open to constructive feedback and understanding and respecting each other's knowledge, expertise, operating environment and capabilities.
 - Flexible – a partnering relationship built on each party taking an open approach on differences of views and opinion and being flexible regarding the resolutions of any issues which may arise.
7. FNDC values the relationship it has with the Business Associations it works with. They provide important feedback on Council's plans and policies; have links with the business community and work to grow the economic base of the District.
8. All businesses within the BID Partnership Programme boundary area pay the targeted rate and should therefore benefit from the activities of the programme. The intention of a BID Partnership

Programme is that all businesses are fully engaged and included. Therefore Business Associations are strongly encouraged not to charge members a membership fee, or any other fee, applicable to their operation, to belong to the association if the business is within the boundary of the BID Partnership Programme area.

9. The Business Association may allow organisations outside the boundary area or non-related members of the community to apply for Associate Membership.

Far North District Council's Role

1. FNDC levies the targeted rate for the BID Partnership Programme, and ensures it is included in its Annual Plans. It monitors the effectiveness of the programme at the District level.

2. It will receive an annual update report from the Business Association on how the BID Partnership Programme is operating.

3. FNDC has a partnership relationship with the Community Board and provides administrative support and advice.

Te Hiku Community Board's Role

1. Te Hiku Community Board ("the Community Board") is delegated the authority by FNDC for the day to day relationship with the Business Association as a joint partner in the BID Partnership Programme. The Community Board will work with the Business Association to assist in the alignment of the direction for the BID programme, taking into account where applicable, the wider local priorities that the Community Board may have. The Community Board will receive regular reporting on the BID Partnership Programme and review progress against objectives.

2. Apart from day-to-day relationships with the Business Association, the Community Board also has a governance role set out in this Memorandum of Understanding.

3. The Community Board will appoint a Community Board member to represent the Community Board regarding all matters relating to the Business Association.

4. The Business Association will invite the appointed member of the Community Board onto the BID Governance Board or Executive Committee. The discretion on whether this member has voting rights will lie with the Business Association under the rules of its Constitution. It is strongly recommended that this member is given voting rights to enable full engagement of the representative and his or her ability to contribute to the business of the BID Partnership Programme.

5. The Community Board will receive, along with the Business Association the Annual Business Plan for BID programme activities. Following acceptance of the business plan, the Community Board will recommend to FNDC to strike the BID targeted rate.

6. The Community Board may also take the following roles:

- Liaising between Council departments, CCOs and Business Associations;
- Advocating to FNDC departments and CCOs on behalf of the Business Association, where appropriate;
- Acting as a liaison point or conduit for the relationship with the BID Partnership Programme and the local community.

7. A proposal to establish a new BID Partnership Programme or to expand or reduce an existing BID Partnership Programme needs the approval of the Community Board.

8. The Community Board may approve additional funding at its discretion. This would be by way of specific grants for specific projects or initiatives.

9. The Community Board is obliged by virtue of being a local government organisation to:

- (a) observe due process, and comply with its policies; and
- (b) comply with various statutes such as the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 and the Public Records act 2005.

Accordingly, the Community Board's obligations under this MOU are subject to FNDC's processes, policies and legislative obligations. This MOU is an agreement between the parties that only seeks to establish a co-operative relationship.

The Business Association's Role

1. The Business Association implements the BID Partnership Programme within the parameters of this agreement and according to the rules of their Constitution, as agreed by the Business Association at an Annual or Special General Meeting.

2. The Business Association will be required to provide the Community Board with the following:

- Audited accounts;
- Annual Report for the previous year;
- Strategic Plan covering the current three to five year period;
- Annual Business Plan; and
- Budget for the following year.

3. The Business Association will also measure its performance through a number of key performance indicators (KPIs) related to its Strategic and Annual Plan objectives. These may be identified in the Annual Report of the year just passed and also in the current year's Annual Business Plan.

4. The Business Association is strongly encouraged to work collaboratively with any partner or agency that would assist it in its organisational goals.

5. In accordance with this Memorandum of Understanding, the Business Association agrees to inform and update the Community Board regularly on their BID Partnership Programme related activities. This includes:

- (a) An annual presentation to the Community Board of the Business Association documents including:
 - The annual report of the previous financial year
 - Audited annual financial accounts
 - Strategic plans (3 – 5 years with next years financial business activities identified)
 - Budget for the next financial year

Note: Annual reporting should occur by the end of September each year to allow, where appropriate the relevant FNDC body to consider the inclusion of the BID target rate in FNDC's Annual Plan.

- (b) Any other presentation as mutually agreed by the Parties.

Reporting Requirements

Each of the Parties in the BID Partnership Programme on this matter has different reporting responsibilities.

The parties and their reporting obligations are as follows:

- FNDC must provide an Annual Report to all ratepayers which may include information on the BID Partnership Programme's effectiveness and other economic development outcomes.
- The Community Board reports to its constituents and may include any information on any BID Programmes within their area.
- The Business Association reports to its members (via an AGM) and the Community Board. These parties must be able to access the following:
 - Annual audited accounts;
 - A review of the previous years activity (Annual Report);
 - A strategic plan for the next 3 to 5 years;
 - A detailed Annual Plan for the next 12 months;
 - A detailed budget for the next 12 months showing expected income and expenditure; and

Other Reporting requirements for Business Associations

- An annual update report to FNDC
- Reporting requirements under the Incorporated Societies Act 1908 must be complied with.
- The Business Association must choose a minimum of three performance measures on which to report on a regular basis. Measures are at their discretion but should be relevant to their stated objectives and/ or goals.

General Provisions

It is in the interests of both the Business Association and the Community Board to understand how effectively the MOU approach is working and whether it is beneficial to the Parties' desired outcomes. The working relationship will be reviewed at regular intervals.

Payment of BID Targeted Rate and Recovery of 50% of BID Establishment Grant.

FNDC will deduct 50% of the total cost of the initial BID establishment grant from the BID targeted rate in the first successful BID targeted rates strike.

In the first year of a successful BID targeted rate being struck FNDC will pay 50% of the remaining targeted rate (after the 50% of the total cost of the BID establishment grant has been deducted first). This will be payable after the 1st July 2012 and the remaining 50% of the BID target rate will be payable from the beginning of the 3rd quarter of the financial year.

In subsequent years the BID targeted rate will be payable on a quarterly basis, with the first payment being due on 1st of July 2013.

Change to BID Target Rate Income

The Business Association's constitution is to be used as the starting point for the annual budget to be increased and for gaining approval for a change to the BID Target Rate Income

Council anticipates that this will be achieved by special resolution of members at an Annual General Meeting or Special General Meeting.

The maximum amount a Business Association can increase or decrease their annual BID targeted rate by vote of members at an AGM is by 5% of their existing targeted rate or a maximum of \$5,000 if the 5% increase is greater than \$5,000.

The Business Association needs to identify this amount in its planning documents and budgets, which are then distributed to eligible voters as part of the AGM / SGM process.

In the interests of transparency and accountability for the Business Association, the BID target rate increase or decrease amount requested should be identified clearly against its proposed purpose.

It is advisable that AGMs are timed to align with FNDC's annual planning process to ensure that the Business Association's request for the increased or decreased BID target rate amount is captured in (next year's) Council Annual Plan.

Activities

Special Circumstances

1. It is in the interest of all parties to operate successfully. Circumstances can occur which may need action to be taken if serious concerns regarding the operation of the BID Partnership Programme are raised. Action by FNDC would be initiated as a last resort and in agreement with the Community Board and if possible, the Business Association executive.

Concerns may arise through governance, management or operational procedures that expose the Business Association unnecessarily to risk.

Examples that may be considered a serious concern include, but not limited to:

- Failure of the Business Association's executive to consistently meet the constitutional rules, which impact on the Association's ability to meet the requirements of the Incorporated Societies Act 1908;
- When FNDC is aware of inappropriate business practices (e.g. misappropriation of BID Programme funds);
- Continuing financial issues such as overspending or the accumulation of unsustainable debt.

2. In some extreme circumstances, FNDC may need to intervene in a Business Association's management of its BID partnership Programme. If practical, the purpose of this intervention is the sustainability and the continuation of the Business Association as an independent entity able to fulfil its obligations.

FNDC intervention would be through one of the following approaches:

- Management of the BID Partnership Programme by FNDC officers or nominated representative. In these circumstances, the original Business Association Executive Committee will have failed to meet its legal obligations. The purpose of this approach would be to rebuild the BID governance in order to return it to independent management and henceforth the continuation of the Business Association and BID Partnership Programme. Specific actions would be agreed on a case by case basis;
- Support of the Business Association by FNDC officers or nominated representatives. Council officers or nominated representatives would work alongside the Business

Association's Executive Committee to resolve issues and find solutions on a case by case basis.

3. In very exceptional circumstances and as a last resort after all approaches have been exhausted, FNDC may initiate a Ballot to review the BID Partnership Programme's continuation.

FNDC in considering whether to initiate such a ballot must:

- Seek feedback from the Community Board;
- Seek legal advice on the situation; and
- Cover all cost relating to the Ballot

Such ballot must be carried out in a similar manner to the BID establishment ballot.

4. If a mandate has been achieved to continue with the Kaitia BID partnership Programme and to receive BID target funds, FNDC officers must consider the best way forward for the Programme and consult with the Community Board on how to raise the Business Association to a functioning level.

If the Ballot produces a Kaitia mandate to discontinue the BID Partnership Programme in Kaitia and cease collecting of the BID targeted rate, FNDC officers will take appropriate steps to remove the Business Association from the BID Partnership Programme.

Winding-up Provisions

There are three parties who may request a review of a BID partnership Programme:

1. The Business Association Executive Committee;
2. The BID Association members – member initiated; and
3. FNDC

If after due consideration the Business Association no longer wishes to continue as a BID Partnership programme and to receive the annual target rate amount they are required to:

- Pass a resolution at an Executive meeting;
- Formally notify FNDC as soon as practically possible, and forward on a copy of the minutes of this meeting to FNDC; and
- Formally notify the Community Board as soon as practically possible, and forward a copy of the minutes of this meeting to the Community Board.

A ballot to review the continuation of the BID Partnership Programme and BID targeted rate shall be carried out in a similar manner to the BID establishment ballot.

Dispute Resolution

Any disputes between the Business Association and FNDC will be settled in accordance with the following procedure.

Having exhausted normal means of resolving a dispute or difference (by engaging in a process of good faith negotiation and information exchange), either party may give written notice specifying the nature of the dispute and its intention to refer such dispute or dispute to mediation.

If a request to mediate is made then the party making the request will invite the chairperson of the New Zealand Chapter of Lawyers Engaged in Dispute Resolution ("LEADR") to appoint a mediator to enable the parties to settle the dispute. All discussions in the mediation will be without prejudice and will not be referred to in any later proceedings.

The parties will bear their own costs in the mediation and will equally share the mediator's costs.

If the dispute is not resolved within a further 30 days after appointment of a mediator by LEADR, any party may refer the matter to arbitration by a sole arbitrator in accordance with the Arbitration Act 1996.

The award in the arbitration will be final and binding on the parties.

SIGNED BY

The Mayor



Chairman of the Te Hiku Community Board



Chairman of Kaitiaia Business Association



7.3 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 28 FEBRUARY 2021

File Number: A3137857

Author: Ajay Kumar, Management Accountant

Authoriser: Janice Smith, Chief Financial Officer

TAKE PŪRONGO / PURPOSE OF THE REPORT

The Community Fund account provides information on financial matters relating to the Te Hiku Community Board's Community Fund which is allocated in accordance with the Community Grant Fund Policy.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 28 February 2021.

TĀHUHU KŌRERO / 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*".

Community Fund Account balance as at 01 July 2020	\$146,701.00
• Plus uncommitted funds from 2019-20 carried forward	\$26,222.96
• Plus Unspent from 2019/20 - Volunteering Northland for volunteer centre, recruitment and promotion	\$2,000.00
• Plus Unspent from 2019/20 - Whakawhiti Ora Pai -venue hire and consumables for whanau life-skills camp January 2020	\$50.00
• Plus Unspent from 2019/20 - 2020 Anzac Day Te Ahu Service Expenses	\$500.00
• Plus Unspent from 2019/20 - Placemaking project for Awanui, consultation with Awanui Progressives Ratepayers Association and the Awanui Community	\$33,333.00
• Less funds granted and uplifted to 28 February 2021	\$113,177.00
• Less funds not uplifted from 14 July 2020 for XCape Design Limited for Unahi Wharf project	\$8,250.00
• Less funds not uplifted from 17 November 2020 for Be Free	\$2,720.00
• Less funds not uplifted from 26 January 2021 for Houhora Big Game and Sport Fishing Club	\$20,000.00

Community Fund Account balance as at 28 February 2021	\$64,659.96
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MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance in the Community Fund account as at 28 February 2021 is \$64,659.96

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.

PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Te Hiku Community Board. The statement of the Community Fund account as at 28 February 2021 is attached.

ĀPITIHINGA / ATTACHMENTS

1. **Statement of Te Hiku Community Board Fund Account as at 28 February 2021 - A3123285** [!\[\]\(c33cb967c8fc4f5e27188a389b621c8e_img.jpg\)](#) 

**Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 28 February 2021**

Allocation Grants & Donations Annual Budget 2020-21	113,368.00	
Community Board Placemaking Fund	33,333.00	
Uncommitted funds from 2019-20 carried forward	26,222.96	
Unspent from 2019/20 - Volunteering Northland for volunteer centre, recruitment and promotion	2,000.00	
Unspent from 2019/20 - Whakawhiti Ora Pai -venue hire and consumables for whanau life-skills camp January 2020	50.00	
Unspent from 2019/20 - 2020 Anzac Day Te Ahu Service Expenses	500.00	
Unspent from 2019/20 - Placemaking project for Awanui, consultation with Awanui Progressives Ratepayers Association and the Awanui Community	<u>33,333.00</u>	
		208,806.96
Less Expenditure 2020/21 (Funds Uplifted)		
July 20		
Volunteering Northland for volunteer centre, recruitment and promotion	1,000.00	
September 20		
Life Education Trust Far North costs towards refurbishment of the mobile classroom	5,002.00	
Northland Area Floral Art costs towards hosting Northland Floral Art Designer of the Year 2020	1,000.00	
Far North Joyfest for costs towards Far North Joyfest 2021	3,000.00	
Coopers Beach Christian Youth Camp costs towards construction of a firepit	1,427.00	
Far North Safer Community Council costs towards Graffiti Guard operations	5,000.00	
October 20		
Jacman Entertainment costs towards Hullabaloo Children's Festival Outreach	1,700.00	
Goodlife Projects Charitable Trust costs towards purchasing a shipping container for equipment storage	2,400.00	
Donna Doolittle's Animal Rescue costs towards installation of kennels and animal runs	15,049.00	
Far North Safer Community Council for costs towards repainting pavement signage in Kaitaia	2,200.00	
Te Tūhua ki Aotearoa Māori National Surfing Title	3,000.00	
Mangonui Lions Club for costs towards a memorial picnic table and seats	1,380.00	
November 20		
Xcape Design Limited for Allen Bell Park	7,250.00	
Xcape Design Limited for Awanui	11,800.00	
Xcape Design Limited for Korora Park Ahipara	9,850.00	

Far North District Council**Te Hiku Community Board****Statement of the Community Fund Account as at 28 February 2021**

Mangonui Lions Club for costs towards the 2020 Mangonui
Lions Fun Run 322.00

December 20

IO Creatives Trust, for the stage hire at the Indigenous Arts
and Cultural Festival 3,000.00
He Whanau Marama Charitable Trust for equipment hire for
the Kaitaia Christmas Events 6,000.00
Te Pokapu Tiaki Taiao o Te Tai Tokerau for costs towards Te
Hiku Ward Tai Tokerau Timebank 3,000.00
Kaitaia and Districts A&P Association Inc for costs towards
February 2021 Show 3,000.00

January 21

CBEC Eco Solutions for costs towards Waste Wise schools
programme 2,312.00

February 21

Houhora Bowls and Sports Club for costs towards
greenkeeper accommodation repairs 4,485.00
St Clements Anglican Maori Church Ahipara for costs towards
church repairs 20,000.00

113,177.00

Balance as at 28 February 2021**\$95,629.96****Less Commitments 2020/21 as at 28 February 2021 (Funds not yet uplifted)****Meeting 14.07.20**

Xcape Design Limited for Unahi Wharf 8,250.00

Meeting 17.11.20

Be Free Inc for advertising and equipment hire for the
Mangonui Waterfront Festival 2021 Youth Stage 2,720.00

Meeting 26.01.21

Houhora Big Game and Sport Fishing Club for costs towards
wharf repairs 20,000.00

30,970.00**Balance 28 February 2021 Uncommitted/(Overcommitted)****\$64,659.96**

7.4 FUNDING APPLICATIONS

File Number: A3137920

Author: Kathryn Trewin, Funding Advisor

Authoriser: Ana Mules, Team Leader - Community Development and Investment

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for Local Community Grant funding to enable Te Hiku Community Board to determine which application/s will receive funding at the 6 April 2021 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Te Hiku Community Board has \$24,119.50 unallocated funding available for the 2020/21 financial year.
- Te Hiku Community Board has \$22,183 remaining of its annual placemaking funding for the 2020/21 financial year.
- One application for funding has been received, requesting a total of \$7,576.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board approves the sum of \$7,576 (plus GST if applicable) be paid from the Board's Community Fund account to Born to Run Adventure Racing for costs towards Great Northern Gallop to support the following Community Outcomes:

- Communities that are healthy, safe, connected and sustainable**
- Proud, vibrant communities**

1) TĀHUHU KŌRERO / BACKGROUND

Each 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.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The applicant was required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested

Option 2 Authorise partial funding

Option 3 Decline funding

Take Tūtohunga / Reason for the recommendation

Each application has been assessed and meets the criteria of the Community Grant Policy, Community Outcomes as listed in the LTP, and the conditions listed on the application form.

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Born to Run Adventure Racing	Great Northern Gallop	\$7,576 (50%)	\$7,576 (50%)	This is a new event and is one that travels off the beaten track, with a 100km trek completed with miniature horses over four days. The applicant hopes to be able to make a donation to local community groups at the end of the "gallop".	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Event

3) PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ĀPITI HANGA / ATTACHMENTS

1. Funding Application - Born to Run Adventure Racing - A3118531  

Hōtaka Take Ōkawa / 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.

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
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 Māori 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 (for example – youth, the aged and those with disabilities).	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
- **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 Community Development team at freephone 0800 920 029, or funding@fndc.govt.nz – we're happy to help.

- **Send your completed form** to funding@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 *(INCLUDED)*
- ☒ Most recent bank statements and (signed) annual financial statements *(CURRENTLY OPENING A BANK ACCOUNT)*
- ☒ 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>BORN TO RUN ADVENTURE RACING</u>		Number of Members	<u>3</u>
Postal Address	<u>PO BOX 315, PAIHIA</u>	Post Code	<u>0247</u>	
Physical Address	<u>2418 SH10 KERIKERI</u>	Post Code		
Contact Person	<u>CHLOE PHILLIPS - HARRIS</u>	Position	<u>CHAIRPERSON</u>	
Phone Number	<u>027 254 0114</u>	Mobile Number		
Email Address	<u>chloe@bornTORunadventureRacing.org</u>			

Please briefly describe the purpose of the organisation.

Born to Run Adventure racing aims to create some of the most unique adventure races with the smallest horses.

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

A2686314 (version Sept 2018)

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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 GREAT NORTHERN GALLOP Date 22nd - 26th April

Location FAR NORTH Time

Will there be a charge for the public to attend or participate in the project or event? ☒ Yes ☐ No

If so, how much? \$1,600 (We supply miniature horses)

Outline your activity and the services it will provide. Tell us: \$1,000 (Bringing your own miniature horse)

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

The 100km Great Northern Gallop 2021, which is held over 4 days will explore the trails and wilderness of the beautiful Far North in an entirely different way. Not only does this help to promote animal welfare for those that are often forgotten, it also helps inspire people to enjoy the natural beauty of our unique environment. We want to get people and animals outdoors and active in a way that benefits everyone. Participants will make lasting memories whilst enjoying the outdoors. We will show case not only our beautiful landscapes but promote good environmental practises by leaving areas we use cleaner than when we started. The Great Northern Gallop will be more assessable to everyone as running / walking alongside a miniature horse means you don't have to be totally horse savvy to enjoy this adventure!

Born to Run Adventure Racing is committed to giving back to the local community, therefore on conclusion of our event we hope to make a monetary contribution to a local charity.

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

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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 /Yarding fee	2,820	1,410
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire Tracking	2,015	1,007
Equipment Purchase (describe) 3x 5m Bell Tents	2699	1,349
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments - Ani's Catering	6,875	3,437
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Frank Risk - Insurance	747	373
TOTALS	15,156	7,576

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

www.fndc.govt.nz | Memorial Ave, Kaikohe 0440 | Private Bag 752, Kaikohe 0440 | funding@fndc.govt.nz | Phone 0800 920 029

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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?

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
TOTAL	

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

Funding Source	Amount	Approved
		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
			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)

BORN TO RUN ADVENTURE RACING

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 Chloe Phillips-Harris Position Chair person
 Postal Address P.O Box 315, Paikia Post Code 0247
 Phone Number 027 254 0114 Mobile Number
 Signature [Signature] Date 7/3/21

Signatory Two

Name Debbie Sutcliffe Position Treasurer
 Postal Address 557 Mangakaretu Road, RD2, Keniken Post Code 0295
 Phone Number 021 450 805 Mobile Number
 Signature [Signature] Date 8/3/21

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8 INFORMATION REPORTS

8.1 TE HIKU COMMUNITY HALL ANNUAL INFORMATION UPDATE

File Number: A3137936

Author: Ngawaiata Harris, Support Officer

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to present to the Te Hiku Community Board the Minutes of the annual AGM minutes, financial statements and statistical data as provided by the Awanui Sports Complex.

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board receive the report Te Hiku Community Hall Annual Information Update.

TĀHUHU KŌRERO / BACKGROUND

Several Council owned community halls are managed by community committees as per the Hall and Facilities Strategy dated June 2015 and the Community Halls Policy dated September 2016.

The Hall and Facilities Strategy notes Council's vision for community halls is: "A network of fit for purpose, affordable community facilities that connect and support resilient, healthy and vibrant communities."

The Community Halls Policy includes the following key statements:

1. *Ensure that communities' current and future needs for halls or similar facilities are met.*
2. *Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.*
3. *Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.*
4. *Encourage and enhance the capability of communities to improve their facilities.*

The policy also identifies the 'Procedures for Hall Committees' including:

- c) *Committee will produce annual audited accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.*

The Policy also outlines the responsibilities between Council, Community Board and that of the Hall Committee.

The following table identifies the ownership details of the community halls, the various and complex circumstances per Ward:

	Council owned on Council land	Community owned on Council land	Council owned on Crown Land	Community owned buildings on community owned land
Kaikohe – Hokianga Ward	Kaikohe, Kohukohu, South Hokianga War Memorial, Kaikohe Senior		Taheke	Ngawha, Waimamaku and Umawera

	Citizen's Hall, Horeke, Okaihau and Rawene			
Te Hiku Ward	Herekino and Mangonui	Whatuwhiwhi	Lake Ohia and Kaingaroa	Broadwood, Fairburn, Waiharara and Araiawa
BOI Whangaroa Ward	Paihia, Russell, Totara North, Waipapa and Whangaroa Memorial Hall (Kaeo)	Moerewa	Maromaku	Opua and Pakaraka
Notes:	Oruru is closed			Takahue – no longer exists

Around September / October annually, Council requests hall committees to provide a copy of their AGM minutes, financial statements and usage data. Further reminders are sent to the hall committees around November / December and January / February.

It is the intention of Council staff to present Community Hall Committee information April / May annually.

At this time of writing this report, community hall information had not been received from Herekino, Whatuwhiwhi, Lake Ohia, Broadwood, Fairburn, Waiharara, Araiawa, Mangonui & Kaingaroa.

A report was received from the Awanui Sports Complex Committee (as attached).

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the content of the information received.

The Community Board to decide what steps to take next with those Community Hall Committees who have yet to provide a basic level of information required as per the 2016 Community Halls Policy.

PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications and budgetary provisions.

ĀPITI HANGA / ATTACHMENTS

- 1. Awanui Sports Complex Report - A3120582** [↓](#) 



HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Local authority information
Website: www.fnc.govt.nz
Phone: 0800 950 059
Phone: (09) 431 1202
Fax: (09) 431 3121

Thursday 8 October 2020

Awanui Sports Complex
jordan@finsol.co.nz

Dear Sir / Madam

Please note that as per Council's '2015 Halls and Facilities Strategy' there is a requirement that Hall Committee's submit information pertaining to the previous year's hall use being 1 July 2019 to 30 June 2020.

This is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact.

Therefore, can you please complete the information below and return it to me by Friday 1 December 2020. This information will form part of a report that is presented to your local Community Board early 2021.

Can you please ensure you provide a copy of your hall's evacuation plan and a copy of your current BOWF for our records?

Should we not receive any information, we will be noting this as part of the report to the Community Board.

HALL DETAILS			
Name of Hall:	AWANUI COMMUNITY CENTRE		
Physical address:	S.H.1 MAIN RD AWANUI		
Postal address:	P O BOX 614 KAITIAKI		
Booking Officer (name):	(Booking Officer will be added to our website) RAYMOND		
Booking Officer (contact):	Ph.: 09 4080150	Mobile: 027-2798091	Email: dujnovichis@gmail.com
Afterhours contact (name):	RUTH TAITIMU - 4087199 - 0224234126 RAYMOND 4082557 DELWYNNE 4080458		
Emergency Contact (name):	WILL 4080458 DELWYNNE		
Afterhours (contact):	Ph.: 4080458	Mobile: 027-6609779	Email: delwynnestevens@gmail.com
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
CHAIRMAN	WILL STEVENSON		will@extra.co.nz	4080958
PRESIDENT	TORONJ TUNOVICH			027 500 68 69
TREASURER	ROMAN TUNOVICH			4080150
SECRETARY	DELWYN STEVENSON			4080958
	RUTH TAITIMU	- "CORETAKER"		4087199-

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	MONTHLY
How often did the Committee meet in 2019/20?	8 TIMES DUE TO COVID ETC...

HALL INFORMATION 2019/20	
Usage Data	USED 3 x P. WEEK BADMINTON IN JAPAN
Number of bookings:	GYM & FITNESS 7 DAYS P-W
Number of users:	AS NECESSARY ON A MEMBERSHIP BASIS.
Type of use	
Community (regular users):	BADMINTON, GYM, FITNESS, NETBALL TRAINING
Casual (one off):	TWO
Commercial:	TWO
Hire rates (per hour)	
Community:	- SPORT USER ONE ON A MEMBERSHIP USAGE.
Casual:	
Commercial:	
Other:	
2019/20 Financial Statement	Attached <input checked="" type="radio"/> yes <input type="radio"/> no
BWOF	<input checked="" type="radio"/> Yes <input type="radio"/> No Expiry Date: 30/06/21
Insurance - Contents	<input checked="" type="radio"/> Yes <input type="radio"/> No Value:

Improvements completed	NIL			
Maintenance completed	NIL			
Other:	ROOF LEAKS IN TOILET DIR VENTS HAVE RENDERED CEILING IN TOILETS (LOOKS) UGLY - NO LONGER			
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	250 HALL. CAPACITY BUT NOT SURE.
Kitchen facilities	NIL
Toilets	2 LADIES CUBICLES 1 MENS ✓, 2 URINALS
Disabled access	YES
Parking	YES
Furniture available	20 TRESTLES 42. PLASTIC CHAIRS
Other facilities / assets available e.g.: stage, lighting, heating	STAGE NO HEATING POOR LIGHTING ON STAGE LIGHTING IN HALL OKAY

Thank you for providing the requested information, please return in the envelope provided or email to districtfacilities@fndc.govt.nz

Should you have any further queries, please contact me P; 0800 920 029.

Yours sincerely



Ngawaiata Harris
District Facilities

Awanui Sports Complex Inc**Performance Report****For the Year Ended 31 March 2020****Contents of Performance Report**

Entity Information	1
Statement of Service Performance	2
Statement of Receipts and Payments	3
Statement of Resources and Commitments	4
Notes to the Performance Report	5 - 7
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Awanui Sports Complex Inc**Statement of Service Performance****For the Year Ended 31 March 2020****Description of the Society's Outcomes**

1. To promote participation of sports in Awanui. Rugby and netball continue to provide the majority club numbers. JMB rugby has two teams age group. The pool membership has increased to three teams.
2. To maintain the buildings, facilities and grounds for the pursuit of sports. ASC has had all field drainage, piping cleaned and arranged a contractor to clean out field boundary drains. The weights room has been painted and floorboards recovered. The chiller also had undergone ongoing maintenance but will need replacement in the near future. A new field mowing tractor was purchased through charity funding. Charity funding has also provided the bulk of cleaning supplies and field marking paint.

Additional Output Measures:

Application to subsidise the costs of monthly electricity accounts.

Awanui Sports Complex Inc

Statement of Resources and Commitments

As at 31 March 2020

Note	2020	2019
	\$	\$
Schedule of Resources		
Bank Accounts and Cash		
Cash Unbanked	-	457
Till Float	325	325
BNZ- 00 A/c	1,072	2,049
BNZ- 02 A/c	713	1,473
BNZ- 25 A/c	1,667	1,622
	<u>3,777</u>	<u>5,926</u>
Money held on behalf of others		
Receipts due as result of providing goods & services	415	-
Money owing to the entity		
GST Refund	563	149
Stock on Hand	1,520	2,149
Other Resources		
Land & Improvements	149,034	149,034
Buildings - At cost	82,268	82,268
Plant & Equipment	3,889	3,889
Motor Vehicles	29,278	29,278
Total Fixed Assets	<u>264,469</u>	<u>264,469</u>
Schedule of Commitments		
Money payable by the entity		
Unpaid invoices for payments for goods or services	1,266	2,714
Schedule of Other Information		
There is no significant other information.		

 _____ Chairperson

Date 13/7/2020

 _____ Treasurer

Date 13/7/2020

Awanui Sports Complex Inc

Notes to and forming part of the Performance Report (continued)

For the Year Ended 31 March 2020

3	Receipts from providing goods or services	2020	2019
		\$	\$
	Field & Lounge Hire	715	795
	Bar Sales	36,496	29,569
	Total Receipts from providing goods or services	37,211	30,364
4	Interest, dividends and other investment income receipts	2020	2019
		\$	\$
	Interest & Dividends Received	48	20
	Total Interest, dividends and other investment income receipts	48	20
5	Other operating receipts	2020	2019
		\$	\$
	Key Sales	615	195
	Total Other operating receipts	615	195
6	GST Refund	2020	2019
		\$	\$
	GST Refund	21	882
	Total GST Refund	21	882
7	Volunteer and employee related payments	2020	2019
		\$	\$
	Wages - Staff	400	180
	Total Volunteer and employee related payments	400	180
8	Payments related to providing goods or services	2020	2019
		\$	\$
	Purchases	15,836	12,261
	Buildings	-	533
	Cleaning	154	-
	Consumable Assets	449	206
	Eftpos Rental	844	848
	Electricity	11,364	11,772
	Grounds	3,225	2,817
	Insurance	4,447	4,274
	Lease - FNDC	102	102
	Repairs & Maintenance	3,318	1,238
	Subscriptions & Licences	161	580
	Telephone & Tolls	481	722
	Total Payments related to providing goods or services	40,381	35,353

Hartnell Grond Walker

CHARTERED ACCOUNTANTS

John Hartnell NDA, CA
Carlita Grond BCom, CA
Tracey Walker BCom, DipCom, CA

Awanui Sports Complex Inc

6 Redan Road

Independent Auditor's Report

PO Box 166

Kaitia 0441

For the Year Ended 31 March 2020

p. 09 408 0950

f. 09 408 0955

To the members of the Awanui Sports Complex Incorporated.

e. info@hgwkaitia.co.nz

Qualified Opinion

We have audited the financial statements of the Awanui Sports Complex Incorporated on pages 3 to 7 which comprise the statement of resources and commitments as at 31 March 2020, and the statement of receipts and payments for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the resources and commitments of the Awanui Sports Complex Incorporated as at 31 March 2020 and its receipts and payments for the year then ended in accordance with Public Benefit Entity - Simple Format Reporting - Cash (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

Basis for Qualified Opinion

In common with other organisations of a similar nature, control over revenue from Donations and Bar Sales prior to its being recorded is limited, and there are no practical audit procedures to determine the effect of this limited control.

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of Awanui Sports Complex Incorporated in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Other than in our capacity as auditor we were engaged to format the financial statements from the client's general ledger. We have no other relationship with, or interest in, the Awanui Sports Complex Incorporated.

Committee's Responsibility for the Financial Statements

The Committee is responsible on behalf of the Awanui Sports Complex Incorporated for the preparation and fair presentation of these financial statements in accordance with Public Benefit Entity - Simple Format Reporting - Cash (Not-For-Profit) and for such internal control as the Committee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements the Committee is responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

9 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

10 MEETING CLOSE