



KAIKOHE-HOKIANGA COMMUNITY BOARD



Ōmāpere - Opononi

AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 6 July 2022

Time: 10.30 am
Location: Council Chambers
Memorial Avenue
Kaikohe

Membership:

Member Mike Edmonds - Chairperson
Member Emma Davis - Deputy Chairperson
Member Laurie Byers
Member Kelly van Gaalen
Member Alan Hessell
Member Moko Tepania
Member Louis Toorenborg
Member John Vujcich



Far North District Council



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

Terms of Reference

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

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Maori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:
 - a. Holding a Community forum prior to Board meetings
 - b. Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

Protocols

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

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

KAIKOHE-HOKIANGA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

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

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Member	Kaikohe Rotary Club	Potential funder, or impact on Rotary projects	Declare interest and abstain
	Member	New Zealand Institute of Directors	Potential provider of training to Council	Declare a Conflict of Interest
	Member	Institute of IT Professionals	Unlikely, but possible provider of services to Council	Declare a Conflict of Interest
Moko Tepania	Teacher	Te Kura Kaupapa Māori o Kaikohe.	Potential Council funding that will benefit my place of employment.	Declare a perceived conflict
	Chairperson	Te Reo o Te Tai Tokerau Trust.	Potential Council funding for events that this trust runs.	Declare a perceived conflict
	Tribal Member	Te Rūnanga o Te Rarawa	As a descendent of Te Rarawa I could have a perceived conflict of interest in Te Rarawa Council relations.	Declare a perceived conflict
	Tribal Member	Te Rūnanga o Whaingaroa	As a descendent of Te Rūnanga o Whaingaroa I could have a perceived conflict of interest in Te Rūnanga o Whaingaroa Council relations.	Declare a perceived conflict
	Tribal Member	Kahukuraariki Trust Board	As a descendent of Kahukuraariki Trust Board I could have a perceived conflict of interest in Kahukuraariki Trust Board Council relations.	Declare a perceived conflict
	Tribal Member	Te Rūnanga ā-Iwi o Ngāpuhi	As a descendent of Te Rūnanga ā-Iwi o Ngāpuhi I could have a perceived conflict of interest in Te Rūnanga ā-Iwi o Ngāpuhi Council relations.	Declare a perceived conflict

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 6 July 2022 at 10:30 am

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1 KARAKIA TIMATANGA / OPENING PRAYER**2 NGA WHAKAPĀHA ME NGĀ PĀNGA MEMA / 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 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**4 TE TONO KŌRERO / DEPUTATION**

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

5 NGA KAIKORERO / SPEAKERS

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3763868

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

The minutes are attached to allow the Kaikohe-Hokianga Community Board to confirm that the minutes are a true and correct record of the previous meeting.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 1 June 2022 as a true and correct record.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **Kaikohe-Hokianga Community Board Minutes - 1 June 2022 - A3727822**  

Kaikohe-Hokianga Community Board Meeting Minutes

1 June 2022

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 1 JUNE 2022 AT 10:32 AM**

PRESENT: Chairperson Mike Edmonds, Member Emma Davis, Member Louis Toorenburg, Member Kelly van Gaalen, Member Alan Hessell, Member Laurie Byers, Member John Vujcich, Member Moko Tepania

IN ATTENDANCE:

STAFF PRESENT: Kim Hammond (Funding Advisor), Marlema Baker (Democracy Advisor)

1 NGĀ WHAKAPĀHA ME NGĀ PĀNGA MEMA / APOLOGIES AND CONFLICTS OF INTEREST

1.1 APOLOGIES AND DECLARATIONS OF INTEREST

RECOMMENDATION

- Member John Vujcich declared a conflict regarding Item 6.2 c), d). and e) and abstained from voting.
- Chair Edmonds and Member Kelly Van Gaalen declared a conflict regarding item 6.2 e) and abstained from voting.

2 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

No Public Forum for this meeting.

3 NGĀ TONO KŌRERO / DEPUTATIONS

No Deputations for this meeting.

4 NGĀ KAIKŌRERO / SPEAKERS

Funding Applicants:

- Wally Te Huia and John Schollum representing Kaikohe (Rau Marama) Community Trust. Item 6.2 c) and d) refers. *Tabled document: Pictures of Graffiti.*
- Raewyn Smythe and Nick Hammer representing Far North Land Search and Rescue. Item 6.2 a) refers. *Tabled document: WanderSearch Brochure*
NOTE: Chair Edmonds to write a letter to FNHL to negotiate rent on their behalf.
- Jenny McDougal and Judy Cartwright representing Manaki Tinana Trust. Item 6.2 e) refers. *Tabled document: Manaaki Tinana Trust volunteer hours*
- Neil Shaw and Rufus Post representing Rawene Area Residents Association. Item 6.2 g) refers.
- Rene de Vries representing Hokianga Sailing Trust. Item 6.2 b) refers.
- Kelly van Gaalen representing Pioneer Village Kaikohe. Item 6.2 f) refers.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3709477, pages 12 – 17 refers

RESOLUTION 2022/39

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 11 May 2022 as a true and correct record.

CARRIED

6 REPORTS

6.1 AMENITY LIGHTING AND TOWN BEAUTIFICATION BUDGETS

Agenda item 7.1 document number A3697600, pages 18 - 20 refers

MOTION

Moved: Member Louis Tooreburg

Seconded: Member Kelly van Gaalen

That the Kaikohe-Hokianga Community Board:

- a) accepts the report outlining the allocation of the Amenity Lighting and Town Beautification budgets for financial year 2022/2023.
- b) approves the allocation of the Amenity Lighting budget for financial year 2022/23.
- c) approves the allocation of the Town Beautification budgets for financial year 2022/23.

AMENDMENT

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board leave this report to lie on the table until after a workshop to discuss the Amenity Lighting and Town Beautification budget allocations

CARRIED

The amendment became the substantive motion.

RESOLUTION 2022/40

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board leave this report to lie on the table until a workshop is held to discuss the Amenity Lighting and Town Beautification budget allocations.

CARRIED

LEFT TO LIE

The meeting was adjourned from 11:41 am to 12:21 pm.

6.2 FUNDING APPLICATIONS

Agenda item 7.2 document number A3717267, pages 21 - 73 refers

RESOLUTION 2022/41

Moved: Member Emma Davis

Seconded: Member John Vujcich

That the Kaikohe-Hokianga community Board:

- a) approves the sum of **\$5,000** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Far North Land Search and Rescue for the lease of 218 Wiroa Road, Kerikeri to support the following Community Outcomes:
- i) Proud, vibrant communities
 - ii) Communities that are healthy, safe, connected and sustainable.

CARRIED**RESOLUTION 2022/42**

Moved: Member Louis Toorenburg

Seconded: Member Alan Hessell

- b) approves the sum of **\$3,560,00** (plus GST if applicable) be paid from the Boards Community Fund account to Hokianga Sailing Trust for the purchase of an outboard motor, to support the following Community Outcomes:
- i) Proud, vibrant communities
 - ii) Communities that are healthy, safe, connected and sustainable.

CARRIED**RESOLUTION 2022/43**

Moved: Member Kelly van Gaalen

Seconded: Member Emma Davis

- c) approves the sum of **\$5,000** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Kaikohe (Rau Marama) Charitable Trust for the administration, equipment hire, purchase of hardware and materials plus travel and mileage for Wipe Out Project, to support the following Community Outcomes:
- i) Proud, vibrant communities
 - ii) Communities that are healthy, safe, connected and sustainable.
- d) approves the sum of **\$5,000** (plus GST if applicable) to be paid from the from the 2022/2023 Boards Community Fund account to Kaikohe (Rau Marama) Charitable Trust for the administration, equipment hire, purchase of hardware and materials plus travel and mileage for Wipe Out Project, to support the following Community Outcomes:
- i) Proud, vibrant communities
 - ii) Communities that are healthy, safe, connected and sustainable.

CARRIED**RESOLUTION 2022/44**

Moved: Member Louis Toorenburg

Seconded: Member Alan Hessell

- e) approves the sum of **\$1,659** (plus GST if applicable) be paid from the Boards

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,Community Fund account to Manaki Tinana Trust for the purchase of a TV and portable stand, to support the following Community Outcomes:

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

CARRIED

RESOLUTION 2022/45

Moved: Member Emma Davis

Seconded: Member Alan Hessell

- f) approves the sum of **\$10,430** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Pioneer Village Kaikohe for the repair costs the 1902 Burrell Steam Traction engine, to support the following Community Outcomes:

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

CARRIED

RESOLUTION 2022/46

Moved: Member Louis Toorenburg

Seconded: Member Kelly van Gaalen

- g) approves the sum of **\$1,002** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Rawene Area Residents Association for venue hire, legal fees and incorporation costs, including incorporation fee, to support the following Community Outcomes:

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

Note: funding allocated does not include refreshments and the contingency of 10%.

CARRIED

RESOLUTION 2022/47

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessell

- h) revokes the following decision made at the Kaikohe-Hokianga meeting on 4 February 2022 meeting

“approves the sum of \$1,650 (plus GST if applicable) be paid from the Board’s Community Fund account, for 2022/23, to Rob Pink for the purchase, transportation and installation of sand for the Clendon Esplanade beach, to support the following Community Outcomes:

Proud, vibrant communities

Communities that are healthy, safe, connected and sustainable.

Noting that sand must be deposited landward side of the Mean High Water Springs line (MHWS). Sand is not to be deposited in the Coastal Marine Area without attaining consent from the Northland Regional Council”.

- i) approves the sum of **\$1,650** (plus GST if applicable) be paid from the Board’s Community Fund account to Rob Pink for the purchase, transportation and installation of sand for the Clendon Esplanade beach, to support the following Community Outcomes:

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i) **Proud, vibrant communities**

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

Noting that sand must be deposited landward side of the Mean High Water Springs line (MHWS). Sand is not to be deposited in the Coastal Marine Area without attaining consent from the Northland Regional Council”.

j) **approves the sum of \$1,650 (plus GST if applicable) be paid from the 2022/23 Boards community Fund account to Rob Pink for the purchase, transportation and installation of sand for the Clendon Esplanade beach, to support the following Community Outcomes:**

i) **Proud, vibrant communities**

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

Noting that sand must be deposited landward side of the Mean High Water Springs line (MHWS). Sand is not to be deposited in the Coastal Marine Area without attaining consent from the Northland Regional Council”.

CARRIED

RESOLUTION 2022/48

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

k) **approves the sum of \$10,000 be tagged for the 2022/2023 Rural Travel from the Boards Placemaking Fund account due to the limited amount allocated to the Community Board compared to the amount requested from applicants and the outcomes and opportunities for children and youth this fund provides.**

CARRIED

RESOLUTION 2022/49

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

l) **allocates the remaining \$39,607.85 from the Placemaking Fund to the design work for the Kaikohe - Ngawha shared footpath.**

Against: Crs Louis Toorenburg and Alan Hessell

CARRIED

6.3 PROJECT FUNDING REPORTS

Agenda item 7.3 document number A3725644, pages 74 - 90 refers

RESOLUTION 2022/50

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessell

That the Kaikohe-Hokianga Community Board

a) **note the project report received from Manāki Tinana Trust**

b) **note the project report received from Te Pū o Te Wheke Community Art Gallery**

c) **approve Hokianga Community Educational Trust to spend the remaining \$1,249.00, allocated at the December 2021 meeting, to be spent on the purchase of a Makita Multi-Functional Split Shaft Power Head and Makita Pole Saw Attachment, to meet the following Community Outcomes:**

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- i) **Proud Vibrant Communities**
ii) **Communities that are healthy, safe, connected and sustainable.**

CARRIED

7 INFORMATION REPORTS

7.1 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 APRIL 2022

Agenda item 8.1 document number A3713441, pages 91 - 95 refers

RESOLUTION 2022/51

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 30 April 2022

CARRIED

7.2 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE JUNE 2022

Agenda item 8.2 document number A3709479, pages 96 - 100 refers

RESOLUTION 2022/52

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update June 2022.

CARRIED

NOTE:

- Member Toorenburg would like the \$80,000 allocated by the Community Board in 2020 be found and this added back onto the action sheet.

7.3 MAJOR ITEMS NOT ON THE AGENDA

RESOLUTION 2022/53

Moved: Chairperson Mike Edmonds

Seconded: Member Louis Toorenburg

That the Kaikohe-Hokianga Community Board;

- a) resolves to consider the item not on the agenda: Pohutukawa Trees in Opononi.**
- b) and notes that Member Louis Toorenburg provided an explanation of why these items were not on the agenda and why they could not be delayed.**

CARRIED

7.4 MAJOR ITEM NOT ON THE AGENDA – POHUTUKAWA TREES IN OPONONI**RESOLUTION 2022/54**

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board: requests that the CE provide a report to the Board addressing the following questions;

- a) what policies are in place to protect trees from infrastructure construction?**
- b) were the policies followed with regard to the footpath under the Pohutukawa trees in Opononi?**
- c) what delegated authority did the decisionmaker have to override the policy?**
- d) please include, as background, the contrast between the policy and the decision to put the footpath near the Pohutukawa trees.**

CARRIED**8 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 1:26 pm.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 6 July 2022.

.....
CHAIRPERSON

7 REPORTS

7.1 PROJECT FUNDING REPORTS

File Number: A3747239

Author: Kim Hammond, Meetings Administrator

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

Recipients of funds from the Community Board's Local Grant Fund must complete and submit a project report no later than two months after the completion of their project.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board

- a) note the project report received from Kaikohe Business Association.
- b) note the project report received from Youthline Auckland Charitable Trust.
- c) note the thank you letter from Mukoto Suzuki Guest.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

The Kaikohe-Hokianga Community Board has the following options in relation to the request from Hokianga Community Educational Trust:

Option 1: Approve the request and allow Hokianga Community Education Trust to purchase the additional equipment; or

Option 2: Decline their request and Hokianga Community Educational Trust will need to return the unspent funds to the Kaikohe-Hokianga Community Board.

Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications or budgetary requirements.

ĀPITIHINGA / ATTACHMENTS

1. KHCB - Project Report - Kaikohe Business Association - A3747738  
2. Project Report - Youthline Auckland Charitable Trust - A3747315  
3. Thank You Letter - Outward Bound Mayors Taskforce for Jobs Letter - A3747310  

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.	It is the responsibility of each Community Board to confirm the funding that they allocated has been spent correctly.
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 the project reports. Any implications on Māori arising from matters included in project reports 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 project reports to be approved, 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.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

Please return the completed form to: funding@fndc.govt.nz PDF attachment via email is preferred) OR:

Funding Advisor
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation:

Name & location of project:

Date of project/activity:

Which Community Board did you receive funding from?

Te Hiku Kaikohe-Hokianga Bay of Islands-Whangaroa

Amount received from the Community Fund:

Board meeting date the grant was approved:

Please give details of how the money was spent:

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

Supplier/Description	Amount	Receipt/s attached (please tick)
Mel Borich - Map, website	\$ 396.75	x
Crazy Domains	\$ 49.50	x
Signs x 4 - BBM (Fusion Graphics)	\$ 200	x
Xmas in the village - marketing, posters design, administration	\$ 2000	x
Kaikohe New World Prize money	\$ 434.78	
Total:		\$3396.03

Please note I have attached zero report and receipt

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

This is event was created out of need due to red light restrictions for covid
 We had 17 entries (shop windows decorated)
 We created a peoples choice award whereby over 50 people voted.
 The decorated shop windows created a feeling of festivity and positivity in a time of great negativity and little hope.
 The KBA itself put on a display also (Sleigh/Santa) and this was very well recieved.

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

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

The feedback from the community was fabulous - it created a xmas vibe in town. We got amazing community by-in / participation. The community liked that the displays were up for several weeks and it enabled whanau and friends to view the creations - it gave the whole town a lift! We also had a hunt for clues to encourage the community to view every window. Each shop was on a map we developed which also had a positive effect with people looking in all the shop windows and possibly encouraging some purchases! We felt it was so beneficial the KBA will look to do something along these lines in combination with the Xmas in the Village for this coming Xmas.

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

Attached - posters - signage and website landing page - as well as facebook promo
 We also developed a website landing page for this particular event - which we will now use for promoting other events and things around town .
<https://www.kaikohebusinessassociation.co.nz/>

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

<https://www.facebook.com/KaikoheBusinessAssociation>

This report was completed by:

Name: Anika Whapshott
 Address: 105a Hone Heke Road, Kerikeri
 Phone: mob: 0211240382
 Email: admin@kaikohe.town
 Date: 18/03/2022

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

Schedule of Supporting Documentation**KAIKOHE BUSINESS ASSOICATION****(Kaikohe Christmas on Broadway)**

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

1	Invoice: Website – x 1 page
2	Invoice: Administration and Marketing – x 3 pages
3	Bank Statements – x 3 pages
4	Advertising and Marketing – x 3 pages



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

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

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

Please return the completed form to: funding@fndc.govt.nz PDF attachment via email is preferred) OR:

Funding Advisor

Far North District Council Private

Bag 752

KAIKOHE 0440

Name of organisation: Youthline Auckland Charitable Trust

Name & location of project: Kaikohe-Hokianga Community Board area

Date of project/activity: Oct 2021-Mar 2022

Which Community Board did you receive funding from?

Te Hiku

Kaikohe-Hokianga

Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$3,000

Board meeting date the grant was approved:

October 2021

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Modica for Telecommunication costs for Texts – Mar 2022	\$1012.70	✓
Datacom for Helpline Cloud Services – Jan 2022	\$1124.53	✓
Datacom for Helpline Cloud Services – Feb 2022	\$862.77	✓
	\$	
Total:	\$3000	

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

Last year was a very challenging period for Youthline and was a particularly busy time for the Helpline team with lockdowns and restrictions continuing to have a significant impact on both staff and clients.

The pandemic increased the demand for our services to a significant degree, changed the nature and increased the complexity of the issues presented and placed additional pressure on our already stretched resources. This has continued in the over two years since COVID-19 arrived.

Our absolute priority was the health and well-being of the young people who reach out to us for help. We needed to ensure that young people knew where to turn to for help. Importantly we remained steadfast in our message to young people ensuring through direct contact and social media that they knew we were there for them and their friends.

In the year we managed 126,226 contacts to the Helpline nationwide of which 1,517 were from the Far North and 397 were from Kaikohe-Hokianga.

In partnership with The Parenting Place our services were promoted to 7,477 students across 17 schools in Northland as part of our strategy to ensure that young people know where to turn for help, feel okay asking for help and get help when needed. In the Far North 1,744 students at 6 schools benefited from this service including Kerikeri High School, Springbank School, Opononi Area School, Kaitaia Abundant Life School, Okaihau College and Taipa Area School.

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

New Zealand has been under siege from COVID-19 for over 2 years. In the circumstances we think we have made good progress in meeting the community outcomes identified in our application.

Both staff and clients had to learn how to cope with different ways of doing things. Working from home presented challenges for our staff. Getting used to meeting online presented challenges for our clients who also had to cope with long periods of lockdown. For those who were students they could not go to school or hang with their friends.

Importantly we remained steadfast in our message to young people. We are here for you. We are here to listen and help. We know these are hard times. Our priority was ensuring that our services were available to youth when they needed them which we delivered on under very trying circumstances. We simply had to be there for them.

For the year we received 1,517 Helpline contacts from the Far North which represented 1 in 5 young people reaching out for help. 91% were by text with 1 in 2 texts presenting around mental health issues and 1 in 5 around suicide. COVID has exacerbated these conditions to a significant degree.

Feedback from our clients, the young people we work with, is the best form of evaluation for our mahi. Here are some of the comments we have logged in the last 12 months

From a young person txtng in - "Hey I'm also feeling heaps better now but I really appreciate it and thank you so much for doing this, you and the other volunteers are such fantastic people and deserve a bloody medal I reckon"

From a young person contacting us while going through urges to self-harm - "I think I'm safe. thank you so much you have helped me a lot so good at your job have a good night", "Thank you so much I really love that you care"

Parent who texted back after talking with them and their daughter due to safety concerns - "What an amazing service you provide. Thank you for asking to speak to me and letting me know there was concern for my daughter. We have spoken about this and I can't thank you enough. You make a difference"

We are proud to receive this sort of feedback. It makes it all worthwhile.

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

The Community Boards will receive acknowledgement in the soon to be published FY2022 Youthline Annual Report along the lines of the acknowledgement in the FY2020 Annual Report.

Far North District Council
 – Bay of Islands-Whangaroa Board

Far North District Council
 – Kaikohe-Hokianga Board

Far North District Council – Te Hiku Board

OTHER ACKNOWLEDGMENTS

<u>Akarana Community Trust</u>	<u>Grassroots Trust</u>	<u>Presbyterian Support Northern</u>
<u>Ara Taohi</u>	<u>Homecare Medical</u>	<u>Pub Charity</u>
<u>ANZ Staff Foundation</u>	<u>Infinity Foundation</u>	<u>Public Library</u>
<u>Auckland Council – Local Boards</u>	<u>Jazz Thornton</u>	<u>PwC New Zealand</u>
- <u>Albert-Eden Local Board</u>	<u>J R McKenzie Trust</u>	<u>QBE Foundation</u>
- <u>Devonport-Takapuna</u>	<u>Kingston Sedgfield Charitable Trust</u>	<u>Rebecca Lawson, Pitchblack Partners and Lumo Digital</u>
- <u>Franklin</u>	<u>L W Nelson Charitable Trust</u>	<u>Potorua Energy Charitable Trust</u>
- <u>Henderson-Massey</u>	<u>Lottery Community Facilities</u>	<u>SDW Events</u>
- <u>Hibiscus and Bays</u>	<u>Lottery Grants Board</u>	<u>Sharyn Casey, Jayden King and The Edge</u>
- <u>Howick</u>	<u>Meridian Trust</u>	<u>Sky City Auckland</u>
- <u>Kaipatiki</u>	<u>Mt Wellington Foundation</u>	<u>Sky City Hamilton</u>
- <u>Mangere-Otahuhu</u>	<u>New Zealand Community Post</u>	<u>South Waikato District Council</u>
- <u>Manurewa</u>	<u>New Zealand Community Trust</u>	<u>Spark</u>
- <u>Maungakiekie-Tamaki</u>	<u>North & South Trust</u>	<u>Stan Walker</u>
- <u>Orakei</u>	<u>NZ Scaffolding Group</u>	<u>The Dairy Goat Collective</u>
- <u>Otara-Papatoetoe</u>	<u>One Foundation</u>	<u>The Page Trust</u>
- <u>Papakura</u>	<u>Pato Entertainment</u>	<u>The Southern Trust</u>
- <u>Puketapapa</u>	<u>Perpetual Guardian Covid Fund</u>	<u>The Trusts Community Foundation</u>
- <u>Upper Harbour</u>	<u>Perpetual Guardian – Charles Frederick Bennett Estate</u>	<u>Trilian Trust</u>
- <u>Waheke</u>	<u>Perpetual Guardian Trust – Strathlachlan Fund</u>	<u>Trust Waikato</u>
- <u>Waikare Ranges</u>	<u>Perpetual Guardian Trust – The Kingdom Foundation</u>	<u>Vodafone Foundation</u>
- <u>Waitemata</u>	<u>Ports of Auckland Round the Bays</u>	<u>Waikato Community Funders</u>
- <u>Whau</u>		<u>Zurich Insurance</u>
<u>Bay Trust</u>		
<u>Bidvest</u>		
<u>Blue Sky Community Trust</u>		
<u>Blueswaters Community Trust</u>		
<u>Caresaver</u>		
<u>Chartered Accountants Australia and New Zealand</u>		
<u>Christine Taylor Foundation for Mental Health</u>		
<u>Calmor Brunton</u>		
<u>Dragon Community Trust</u>		
<u>Eastern & Central Community Trust</u>		
<u>Ember</u>		
<u>Evander Management Ltd</u>		
<u>Far North District Council – Bay of Islands-Whangaroa Board</u>		
<u>Far North District Council – Kaikohe-Hokianga Board</u>		
<u>Far North District Council – Te Hiku Board</u>		
<u>Four Winds Foundation</u>		
<u>Frozen Funds Charitable Trust</u>		
<u>Good in the Hood</u>		



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

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

www.facebook.com/youthline.changing.lives

This report was completed by:

Name: Geoff Lawson

Address: 13 Maidstone St, Grey Lynn, Auckland

Phone mob: 021-727-004

Email: geoff@youthline.co.nz

Date: May 23rd 2022

Project Report - Schedule of Supporting Documentation**YOUTHLINE AUCKLAND CHARITABLE TRUST**

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

1	Budget Breakdown of funding spent – x 1 page
2	Invoice: Modica Group x 1 page
3	Invoice: Datacom x 2 pages
4	Bank Statement showing payment of Datacom Invoice – x 1 page

Dear Far North District Council

24th April 2022

I am writing this letter as a thank you for being my financial supporter and giving me this opportunity to experience outward bound. So far outward bound has been an amazing place that has given me so much insight on what I'm capable of, either by placing me as leader of my 13 other watch mates or supporting each other through scary but safe activities. This insight has shown me who I am as a person, as well as who I am as a leader. It has also shown me what I'm physically and mentally capable of, by constantly pushing me to show what I can do in a day. Their quote "There's more in you" has been a key take away during my stay here, on that I can always do more and shouldn't stop halfway.

A highlight of outward bound would have to be when me and 9 other watch mates had to row a sailboat towards Double Bay under the stars and full moon, with the moonlight bouncing all around us. This moment is one I will always remember and can only thank you all for letting me experience these moments.

FNDC ADMIN
25 MAY 2022

From Makoto Suzuki Guest

7.2 FUNDING APPLICATIONS

File Number: A3747431

Author: Kim Hammond, Funding Advisor

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises the applications received for the Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which applications will receive funding at the July 2022 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Community Board has a total of \$103,211 to allocate during the 2022/23 financial year, and an additional \$100,000 for Placemaking activities/projects.
- The Community Board allocated \$6,650 from their 2022/23 budget, in the 2021/22 financial year for projects taking place in 2022/23.
- This leaves a budget of \$96,561 to allocate for the remainder of the year.
- Two applications for funding were received requesting a total of \$4,610.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

- a) approves the sum of \$2,575 (plus GST if applicable) be paid from the Boards Community Fund account to Hokianga Historical Society for the purchase of a landmower and line trimmer, laminator, signage/advertising and a cell phone to support the following Community Outcomes:
 - i) Proud, vibrant communities
 - ii) We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.
- b) approves the sum of \$2,035 (plus GST if applicable) to be paid from the Boards Community Fund account to Living Theatre Trust for the purchase of 120 tickets to the Matariki Glow Show 2022 at the Turner Centre, Kerikeri to support the following Community Outcomes:
 - i) Proud, vibrant communities
 - ii) We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.

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 Long-Term Plan (LTP) and all provisions listed on the application form.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant and Project	Requested	Recommend	Comments	Type
Hokianga Historical Society –	\$2,575 (100%)	\$2,575	The applicant has requested full funding of this project; how ever they have not included volunteer hours as part of the project cost. The Museum is open four days a week for four hours	Historic

Maintain the Museum			each day which is covered by volunteers. The Museum Services Policy states that Councils financial assistance options include - c. 'making funds available to the Community Grants scheme for application by Museums and private collection holders with legal charitable or community purpose structure, with priority given to organisations already established to conserve Far North cultural heritage.	
Living Theatre Trust – Matariki Glow Show	\$2,340 (25%)	\$2,035	Living Theatre Trust is working with Bald Angels who will allocate tickets to whanau from the Kaikohe area. By working with Bald Angels, tickets will be provided to whanau who do not get a chance to attend show like this. The applicant has included GST in the amount requested, the amount recommended excludes GST.	Event

Take Tūtohunga / Reason for the recommendation

The applicants are 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.

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.

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

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

ĀPITIHINGA / ATTACHMENTS

1. **Application - Kaikohe Historical Society - A3750613** [↓](#) 
2. **Application - Living Theatre Trust - A3750683** [↓](#) 

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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are 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


FNDG ADMIN
 01 JUN 2022

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

Applicant details

Organisation	HOKIANGA HISTORICAL SOCIETY	Number of Members	
Postal Address	PO BOX 26, OPONONI	Post Code	0445
Physical Address	14 WAIANGA PLACE, OMAPERE	Post Code	0473
Contact Person	DOUGLAS MCKENZIE	Position	CONSULTANT
Phone Number	09 405 8068	Mobile Number	027 426 7038
Email Address	d.m.k@xtra.co.nz		

Please briefly describe the purpose of the organisation.

To collect, store, safeguard & display historical Hokianga records & to ensure they are available to the public

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 Date

Location Time

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

If so, how much?

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

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

Members of the public with links to the Hokianga and other visitors to the area are able to visit the Museum to learn more about the history of the area including information about early settlers.

Due to Covid the Koha income has been drastically reduced so the aim of this application is to reduce costs by:

Disconnect the landline & internet & replace with a mobile phone that will also provide "hotspot" wifi.

Purchase a lawnmower & line trimmer so that all or part of the grounds maintenance can be done by volunteers instead of a contractor

Replace worn signs & laminator with a grant instead of using general funds.

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion <i>Signs</i>	<i>897</i>	<i>897</i>
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) <i>Phone</i>	<i>499</i>	<i>499</i>
<i>Lawnmower</i>	<i>469</i>	<i>469</i>
<i>Line trimmer</i>	<i>395</i>	<i>395</i>
<i>Laminator</i>	<i>315</i>	<i>315</i>
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS		<i>2575</i>

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

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
Building expansion	16664.75
TOTAL	

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

Funding Source	Amount	Approved
* Volunteer Equivalents		Yes / Pending
Museum duty 3 days x 4 hrs x 2 people x \$20		Yes / Pending
	480 per week	Yes / Pending
Unpaid research	100 " "	Yes / Pending
Unpaid admin, grounds etc	100 " "	Yes / Pending

Please state any previous funding the organisation has received from Council over the last five years: ** Museum was open 6 days/wk before Covid*

Purpose	Amount	Date	Project Report Submitted
			Y / N
	0		Y / N
			Y / N
			Y / N

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)

HOKIANGA HISTORICAL SOCIETY

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

J N Washbrook

Signatory Two

Ad Whaley

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Local Grant Application Form



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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 Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

Signatory Two

Name Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

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Schedule of Supporting Documentation**KAIKOHE HISTORICAL SOCIETY****(Maintain the Museum)**

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

1	Quotes for Lawnmower – x 2 pages
2	Quote for Cell Phone – x 1 page
3	Quote for Signage – x 1 page
4	Quote for Laminator – x 1 page
5	Bank Statement – x 1 page
6	Health and Safety Policy – x 1 page
7	Financial Statement – x 1 page
8	Performance Report – x 9 pages

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
- Most recent bank statements and (signed) annual financial statements
- Programme/event/project outline *— written in this application*
- A health and safety plan *COVID contingency plan*
- N/A* Your organisation's business plan (if applicable)
- N/A* 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	<i>Living Theatre Trust</i>	Number of Members	<i>4</i>
Postal Address	<i>P.O. Box 76, Whangamata</i>	Post Code	<i>3643</i>
Physical Address	<i>206b Philomet Rd, Whangamata</i>	Post Code	<i>3643</i>
Contact Person	<i>Sarah Burnen</i>	Position	<i>Secretary / Fundraiser</i>
Phone Number	<i>021 772 106</i>	Mobile Number	<i>021-772106</i>
Email Address	<i>Sarah@dawshaw.co.nz</i>		

Please briefly describe the purpose of the organisation.

To create original childrens theatre and improve lives & well being of Hauraki by them participating and experiencing live shows

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 Date

Location Time

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

If so, how much?

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

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

Kia ora, we are staging Matariki Glow Show at Turner Centre, Kerikeri on the last day of the July school holidays. We are part of Northlands Matariki Festival and want to gift tickets to 120 whānau from Kaikohe & surrounding areas as part of Matariki celebrations. These tickets would be purchased by our Trust & given to BARDANGERS (see letter attached) to be given out to whānau in those areas.

Matariki Glow show is a grant-scale glow-in-the-dark puppet show, specifically created for Matariki. It's full of Māori myths & legends and has a 5m taniwha as one of the central characters. The show brings complete joy to children who would not be able to attend - therefore we are alleviating disadvantaged children by being able to attend with a free ticket. The show will benefit Kaikohe & Hokianga directly and bring a huge sense of togetherness, well-being & cultural inclusiveness. There are 2 show times (as above) & we would like to gift 60 tickets to each show

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with your help.

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	1,525	—
Advertising/Promotion	300	—
Facilitator/Professional Fees ² 7 people	4,090	—
Administration (incl. stationery/copying) → *	555	—
Equipment Hire sound gear's part of this amount		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage	493	—
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)	2,340	2,340
TOTALS	9,303	

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

Local Grant Application Form



Financial Information

Is your organisation registered for GST? Yes No GST Number 102-169-670

How much money does your organisation currently have? \$11,568

How much of this money is already committed to specific purposes? All of it is to be used for all purposes requested

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

Purpose	Amount
Making of large black drapes	9825
Marketing material - printed	1743
TOTAL	11,568

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

Funding Source	Amount	Approved
creative communities FNDC for kaitiaki & Kerikeri	2451	Yes Pending
	2451	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
FNDC Te Maori Glanshaw	1250	06/09/2019	Y / N
FNDC Te Maori Glanshaw	3023	25/04/2020	Y / N
FNDC Wonderland Glanshaw	4900	2/2/2021	Y / N
			Y / N

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)

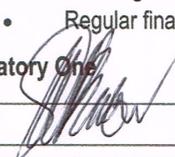
Living Theatre Charitable Trust

We, the undersigned, declare the following:

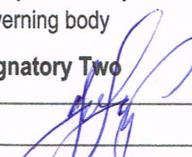
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Name Position
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Schedule of Supporting Documentation**LIVING THEATRE TRUST****(Matariki Glow Show)**

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

1	Quote: Turner Centre – x 2 pages
2	Letter of Support from Turner Centre – x 1 page
3	Letter of Support from Bald Angels – x 1 page
4	Additional Information on Living Theater Trust – x 2 pages
5	COVID-19 Contingency Plan – x 1 page
6	Certificate of Registration – 1 page
7	Statement of Financial Performance – x 1 page

8 INFORMATION REPORTS

8.1 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE JULY 2022

File Number: A3747215

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Kaikohe-Hokianga Community Board with an overview of outstanding decisions from 1 January 2020.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council staff have reintroduced action sheets as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- Action sheets are also in place for Council, Committees and Community Boards.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update July 2022.

TĀHUHU KŌRERO / BACKGROUND

The Democracy Services Team have been working on a solution to ensure that elected members can receive regular updates on progress against decisions made at meetings, in alignment with a Chief Executive Officer key performance indicator.

Action sheets have been designed as a way to close the loop and communicate with elected members on the decisions made by way of resolution at formal meetings.

Action sheets are not intended to be public information but will provide updates to elected members, who, when appropriate can report back to their communities and constituents.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

The outstanding tasks are multi-facet projects that take longer to fully complete.

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets provided to members differentiate between work outstanding and work in progress.

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

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITIHINGA / ATTACHMENTS

1. **Kaikohe-Hokianga Community Board Action Sheet July 2022 - A3763983**  

OUTSTANDING ACTIONS REPORT

Printed: Wednesday, 22 June 2022 12:50:38 pm
 Date From: 1/01/2020
 Date To: 22/06/2022

Division:
 Committee: Kaikohe-Hokianga Community Board
 Officer:

Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 6/10/2021	Koutu Mangeroa Picnic Area Encroachment	<p>RESOLUTION 2021/62 Moved: Member Alan Hessel Seconded: Member Louis Toorenburg That the Kaikohe-Hokianga Community Board. a) engage with the kaitiaki of the Koutū Mongeroa Picnic Area to formalise a Kaitiaki Agreement for the lawful use of the area as a campground; and b) engage with the kaitiaki to obtain the necessary consents under the Resource Management Act, Local Government Act and Health Act to facilitate the lawful use of the area as a campground.</p> <p style="text-align: right;">CARRIED</p>	<p>28 Apr 2022 2:30pm Baker, Marlema A progress report will be presented at the May 2022 meeting 22 Jun 2022 12:36pm Baker, Marlema A progress report was presented to the KHCB by Rochelle Deane at their May meeting.</p>
Kaikohe-Hokianga Community Board 6/10/2021	Upgrade Memorial Park, Kaikohe	<p>RESOLUTION 2021/64 Moved: Member Moko Tepania Seconded: Member Kelly van Gaalen That Kaikohe-Hokianga Community Board: a) approves the final concept for Memorial Park as developed by AKAU. b) approves the removal of the Casuarina Tree close to the final location of the Wharepaku. c) approves the use of Streetscapes budget for the landscaping, furniture, footpaths, tree works and learn to ride paths within Memorial Park (\$344,200). d) approves the use of Town Beautification budget for the new civil works and surfacing for the new Playground within Memorial Park (\$100,000). e) approves the use of the Amenity Lighting budget for new lights within Memorial Park (\$18,500).</p> <p style="text-align: right;">CARRIED</p>	<p>01 June 2022 3:41pm Baker, Marlema Tanya Proctor provided the Chair and CB members with a brief progress update at the Community Board meeting 1 June 2022</p>

OUTSTANDING ACTIONS REPORT		Printed: Wednesday, 22 June 2022 12:50:38 pm
Division:		Date From: 1/01/2020
Committee:	Kaikohe-Hokianga Community Board	Date To: 22/06/2022
Officer:		

Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 6/10/2021	Omapere Wharf - Renewal of End section	<p>RESOLUTION 2021/65 Moved: Member Louis Toorenborg Seconded: Member Emma Davis That the Kaikohe-Hokianga Community Board: a) Receive the report Omapere Wharf - Renewal of End section. b) Supports the new design concept for the replacement section of the Wharf; and c) that inter-tidal steps be strongly recommended and incorporated into the design.</p> <p style="text-align: right;">CARRIED</p>	<p>24 May 2022 12:14pm Baker, Marlema - Reallocation Action reassigned to Proctor, Tanya by Baker, Marlema</p>
Kaikohe-Hokianga Community Board 1/06/2022	Major Items not on the Agenda	<p>RESOLUTION 2022/53 Moved: Chairperson Mike Edmonds Seconded: Member Louis Toorenborg That the Kaikohe-Hokianga Community Board; a) resolves to consider the item not on the agenda: Pohutukawa Trees in Opononi. b) and notes that Member Louis Toorenborg provided an explanation of why these items were not on the agenda and why they could not be delayed.</p> <p style="text-align: right;">CARRIED</p> <p>RESOLUTION 2022/54 Moved: Chairperson Mike Edmonds Seconded: Member Emma Davis That the Kaikohe-Hokianga Community Board: requests that the CE provide a report to the Board addressing the following questions; a) what policies are in place to protect trees from infrastructure construction? b) were the policies followed with regard to the footpath under the Pohutukawa trees in Opononi?</p>	<p>10 Jun 2022 1:25pm Baker, Marlema - Reallocation Action reassigned to Wood, Melissa by Baker, Marlema - Please liaise with the CE on this request for the Kaikohe-Hokianga Community Board.</p>

OUTSTANDING ACTIONS REPORT		Printed: Wednesday, 22 June 2022 12:50:38 pm
Division:		Date From: 1/01/2020
Committee:	Kaikohe-Hokianga Community Board	Date To: 22/06/2022
Officer:		

Meeting	Title	Resolution	Notes
		<p>c) what delegated authority did the decisionmaker have to override the policy?</p> <p>d) please include, as background, the contrast between the policy and the decision to put the footpath near the Pohutukawa trees.</p> <p style="text-align: right;">CARRIED</p>	
Kaikohe-Hokianga Community Board 1/06/2022	Amenity Lighting and Town Beautification Budgets	<p>The amendment became the substantive motion.</p> <p>RESOLUTION 2022/40</p> <p>Moved: Chairperson Mike Edmonds Seconded: Member Emma Davis</p> <p>That the Kaikohe-Hokianga Community Board leave this report to lie on the table until a workshop is held to discuss the Amenity Lighting and Town Beautification budget allocations.</p> <p style="text-align: right;">CARRIED LEFT TO LIE</p>	<p>21 Jun 2022 12:36pm George, Tania</p> <p>This is parked until a position on community board workshops is reached.</p>

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

8 TE KAPINGA HUI / MEETING CLOSE