



**Far North
District Council**



Te Kaunihera o Te Hiku o te Ika

AGENDA

Kaikohe-Hokianga Community Board Meeting

Friday, 17 May 2024

Time: 10:00am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

Chairperson Chicky Rudkin
Deputy Chairperson Tanya Filia
Councillor John Vujcich
Member Mike Edmonds
Member Trinity Edwards
Member Harmonie Gundry
Member Jessie McVeagh

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.

Far North District Council
Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Friday 17 May 2024 at 10:00am

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1 KARAKIA TIMATANGA / OPENING PRAYER

Pou hihiri.

Pou rarama.

Pou te whakairo.

Pou te tangata.

Pou o te aroha.

Te pou e here nei i ā tatou Mauri ora ki ā tātou

Haumi e. Hui e. Tāiki e!

2 NGĀ 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 Manager - Democracy Services (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

To be confirmed on the day.

4 NGĀ TONO KŌRERO / DEPUTATION

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

5 NGĀ KAIKŌRERO / SPEAKERS

- Rawinia Le Noel representing Ngā Mahi Toi o Hōreke
- Waireti Paora representing Ngāti Rahiri Māori Komiti
- Max Cochrane representing Piriwiritua Ratana Brass Band

6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A4536088

Author: Imrie Dunn, Democracy Advisor

Authoriser: Casey Gannon, Manager - 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 confirm the minutes of the meeting held 19 April 2024 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. 2024-04-19 Kaikohe-Hokianga Community Board Minutes - A4667894**  

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON FRIDAY, 19 APRIL 2024 AT 10:00AM**

PRESENT: Chairperson Chicky Rudkin, Member Tanya Fila, Member Mike Edmonds, Member Trinity Edwards (virtually), Member Harmonie Gundry, Member Jessie McVeagh, Cr John Vujcich.

IN ATTENDANCE: Councillor Babe Kapa.

STAFF PRESENT: Trinity Lane (Finance and Customer Services Administration), Peggy Veen (Principal Advisor – Strategic Relationships), Kathryn Trewin (Funding Advisor- Strategic Relationships), Melissa Wood (Community Board Coordinator - Strategic Relationships), Casey Gannon (Manager – Democracy Services), Fleur Beresford (Democracy Advisor - Democracy Services).

1 KARAKIA TIMATANGA / OPENING PRAYER

At 10.02am Member Harmonie Gundry opened the meeting with a karakia.

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

Nil

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

- Fiona Bannister to speak in regard to ongoing sewerage issues in Ngawha.

4 NGĀ TONO KŌRERO / DEPUTATIONS

5 NGĀ KAIKŌRERO / SPEAKERS

- Sarah Burren representing Living Theatre Co Item 7.3 page 30 refers (virtually) ;
- Jo Lynch representing R Tucker Thompson item 7.3 page 50 refers (virtually);
- Liam Kiely representing Waimamaku Community Garden item 7.3 page 59 refers (virtually); and
- Nick Carrol representing Momentum Trust item 7.3 page 40 refers (virtually).

6 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A4536082, pages 8 - 13 refers

RESOLUTION 2024/24

Moved: Councillor John Vujcich

Seconded: Member Tanya Fila

That the Kaikohe-Hokianga Community Board confirms the minutes of the meeting held 22 March 2024 as a true and correct record.

CARRIED

7 NGĀ PŪRONGO / REPORTS**7.1 ROAD NAMING - END OF RESERVOIR ROAD, KAIKOHE**

Agenda item 7.1 document number A4613132, pages 14 - 18 refers

RESOLUTION 2024/25

Moved: Member Mike Edmonds

Seconded: Councillor John Vujcich

That Kaikohe-Hokianga Community Board name a new road, "Te Puna Wai Lane" that is currently addressed at Reservoir Road, Kaikohe.

CARRIED**7.2 WINTER 2024 RURAL TRAVEL FUNDING APPLICATIONS**

Agenda item 7.2 document number A4620368, pages 19 - 23 refers

RESOLUTION 2024/26

Moved: Member Harmonie Gundry

Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:

a) Hokianga Rugby Sub Union, Kohukohu	\$2,000.00
b) Hokianga Sports Club	\$1,200.00
c) Kaikohe Rugby football Sports Club	\$2,000.00
d) Okaihau Junior Rugby Club	\$1,000.00
e) Omanaia School	\$1,048.00
f) Opononi Area School	\$500.00
g) Opononi JMB	\$1,200.00
h) Panguru Rugby Football Club	\$1,000.00
i) Panguru School	\$1,000.00
j) Pawarenga School	\$700.00
k) Rawene School	\$1,000.00
l) Taiamai Ohaeawai Junior Rugby	\$2,000.00
m) Umawera School	\$700.00
n) Okaihau College	<u>\$1,000.00</u>
TOTAL	\$16,348.00

CARRIED**7.3 FUNDING APPLICATIONS**

Agenda item 7.3 document number A4647265, pages 24 - 65 refers

RESOLUTION 2024/27

Moved: Cr John Vujcich

Seconded: Chairperson Chicky Rudkin

That the Kaikohe-Hokianga Community Board move the following recommendations:

- a) That Kaikohe-Hokianga Community Board approve the sum of **xxxx** (plus GST if applicable) be paid from the Boards Community Grant Fund account to Living Theatre Charitable Trust for the costs of the production of Bad Jelly the Witch.

MOTION

- b) That Kaikohe-Hokianga Community Board approve the sum of **xxxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Momentum Trust for the costs towards the provision of life and financial skills programmes at Kaikohe Probation Centre.

MOTION

- c) That Kaikohe-Hokianga Community Board approve the sum of **xxxx** (plus GST if applicable) be paid from the Boards Placemaking Fund account to R Tucker Thompson Youth Sailing Trust for the costs of rangatahi from Kaikohe-Hokianga Ward attending a youth development sailing.

MOTION

- d) That Kaikohe-Hokianga Community Board approve the sum of **xxxx** (plus GST if applicable) be paid from the Boards Placemaking Fund account to Waimamaku Community Garden for the costs towards the community garden at Waimamaku.

CARRIED

7.4 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 7.4 document number A4536029, pages 66 - 69 refers

RESOLUTION 2024/28

Moved: Member Jessie McVeagh

Seconded: Member Harmonie Gundry

That the Kaikohe-Hokianga Community Board note the April 2024 member report from Chairperson Chicky Rudkin.

CARRIED

7.5 RURAL TRAVEL FUNDING REPORTS

Agenda item 7.5 document number A4620275, pages 70 - 76 refers

RESOLUTION 2024/29

Moved: Member Mike Edmonds

Seconded: Member Jessie McVeagh

That the Kaikohe-Hokianga Community Board note the project report received from Rawene School.

CARRIED

7.6 PROJECT FUNDING REPORTS

Agenda item 7.6 document number A4647177, pages 77 - 80 refers

RESOLUTION 2024/30

Moved: Councillor John Vujcich

Seconded: Member Tanya Filia

That the Kaikohe-Hokianga Community Board note the project report received from Kaikohe Yun Jung Do Development Trust.

CARRIED

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS**8.1 KAIKOHE-HOKIANGA COMMUNITY BOARD APRIL OPEN RESOLUTION REPORT**

Agenda item 8.1 document number A4536141, pages 81 - 82 refers

COMMITTEE RESOLUTION 2024/31

Moved: Member Jessie McVeagh

Seconded: Member Harmonie Gundry

That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board April Open Resolution Report.

CARRIED

Noted: That an update to the item regarding the New Ground Lease to Hokianga Bowling Club be given to the Board.

RESOLUTION TO EXCLUDE THE PUBLIC**RESOLUTION 2024/32**

Moved: Councillor John Vujcich

Seconded: Chairperson Chicky Rudkin

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
6.2 – Funding Applications	s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

Kaikohe-Hokianga Community Board Meeting Minutes - **Unconfirmed**

19 April 2024

At 10.58am Member Jessie McVeagh left the meeting.

CONFIRMATION OF INFORMATION AND DECISIONS TO BE RELEASED IN PUBLIC**RESOLUTION 2024/33**

Moved: Chairperson Chicky Rudkin

Seconded: Member Harmonie Gundry

That Kaikohe-Hokianga Community Board confirm the information and decisions contained in the part of the meeting held with public excluded not be reinstated in public meeting.

CARRIED**RESOLUTION TO READMIT THE PUBLIC****RESOLUTION 2024/34**

Moved: Chairperson Chicky Rudkin

Seconded: Councillor John Vujcich

That Kaikohe-Hokianga Community Board move out of Public Excluded and into Ordinary meeting.

CARRIED**7.3 a) FUNDING APPLICATIONS**

Agenda item 7.3 document number A4647265, pages 24 - 65 refers

RESOLUTION 2024/35

Moved: Member Tanya Filia

Seconded: Councillor John Vujcich

That Kaikohe-Hokianga Community Board approve the sum of **\$2,000.00 (plus GST if applicable) be paid from the Boards Community Grant Fund account to Living Theatre Charitable Trust for the costs of the production of Bad Jelly the Witch.**

CARRIED**7.3 b) FUNDING APPLICATIONS**

Agenda item 7.3 document number A4647265, pages 24 - 65 refers

RESOLUTION 2024/36

Moved: Member Jessie McVeagh

Seconded: Chairperson Chicky Rudkin

That Kaikohe-Hokianga Community Board approve the sum of **\$2,145.00 (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Momentum Trust for the costs towards the provision of life and financial skills programmes at Kaikohe Probation Centre.**

CARRIED

7.3 c) FUNDING APPLICATIONS

Agenda item 7.3 document number A4647265, pages 24 - 65 refers

RESOLUTION 2024/37

Moved: Member Mike Edmonds

Seconded: Member Harmonie Gundry

That Kaikohe-Hokianga Community Board approve the sum of \$4,000.00 (plus GST if applicable) be paid from the Boards Placemaking Fund account to R Tucker Thompson Youth Sailing Trust for the costs of rangatahi from Kaikohe-Hokianga Ward attending a youth development sailing.

CARRIED

7.3 d) FUNDING APPLICATIONS

Agenda item 7.3 document number A4647265, pages 24 - 65 refers

RESOLUTION 2024/38

Moved: Member Tanya Filia

Seconded: Member Harmonie Gundry

That Kaikohe-Hokianga Community Board approve the sum of \$2,500.00 (plus GST if applicable) be paid from the Boards Placemaking Fund account to Waimamaku Community Garden for the costs towards the community garden at Waimamaku.

CARRIED

9 TE KAPINGA HUI / MEETING CLOSE

At 11.32am Councillor Kapa closed the meeting with a karakia.

The meeting closed at 11.32am.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 17 May 2024.

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 KAIKOHE-HOKIANGA COMMUNITY BOARD - SPEED LIMITS KOHUKOHU

File Number: A4683071

Author: Elizabeth Stacey, NTA Road Safety and Traffic Engineer

Authoriser: Tanya Proctor, Head of Infrastructure Strategy

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is for the Kaikohe-Hokianga Community Board to consider making a recommendation to Council to consult and consider an amendment to the North Hokianga Interim Speed Management Plan.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

The village of Kohukohu is one of nine Heritage Precincts in the Far North District. As such, members of the community are concerned with protecting Kohukohu's historic look and feel. The installation of the school zone speeds under the amended North Hokianga speed limits review has increased the number of speed limit signs within the village.

In order to reduce the number of signs and promote safe speeds within Kohukohu, members of the community have requested consideration by the Board to change speed limits within the village. Any changes to speed limits require limited consultation with affected parties and approval by both council and Waka Kotahi.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

- a) receive the report Kaikohe-Hokianga Community Board Speed Limits Kohukohu report; and
- b) recommend to Council that staff commence consultation on an amendment to the North Hokianga Interim Speed Management Plan for Kohukohu Road.

1) TĀHUHU KŌRERO / BACKGROUND

Speed limits within the Kaitaia-Awaroa-Broadwood-Kohukohu catchment area were reviewed in 2021-2022. As a result of this review, a North Hokianga Interim Speed Management Plan (Plan) was approved by Council and certified by Waka Kotahi on 19th December 2022. Subsequent to the Plan being approved, the 2022 Setting of Speed Limits Rule (Rule) became law which required certain speeds outside of schools. As a result, Council and Waka Kotahi approved an amendment to the Plan to lower the speed in on Kohukohu Road from 40 to 30 within the school zone as shown on Attachment 2, Kohukohu School Zone.

By law, every time a speed changes there is a requirement for a speed limits sign to make that speed both legal and enforceable. Under the current Plan, portions of Kohukohu Road, within the village, the speed limit is 40kph. The side streets and school zone are signed at 30kph. All changes in speed between Kohukohu road and the side streets and school zone require signage, indicating the change in speed as shown in Attachment 1, Kohukohu Signs.

Kohukohu is designated as a Heritage Precinct and Council has developed design guidelines for the village [Kohukohu Design Guidelines](#). These guidelines prioritise slowing traffic through the village. Staff have been approached by community members to find solutions to the large number of regulatory speed signs in the historic precinct.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Staff have considered two options to both reduce the number of signs, remain consistent with feedback received in developing the Plan and comply with the Rule.

Options

Option 1:

The Community Board may receive the report and recommend to Council that staff commence consultation on an amendment to the North Hokianga Speed Management Plan for Kohukohu Road.

By proposing a 30kph permanent speed limit on KohuKohu Road all other speed limit signage within the village can be eliminated. The two gateway signs for entry into Kohukohu would be retained. This option would require consultation with the school and residents. If approved by Council, this would result in a 10kph speed reduction for approximately 100 metres between the Southern entrance and Mariner Street and approximately 500m between then end of the school zone and the northern entrance. This results in a travel time change of approximately 18 seconds.

This option supports the Kohukohu design guidelines and provides consistency of speed limits throughout Kohukohu.

Option 2: The Community Board may receive this report and request staff remove gated signage.

The Traffic Control Devices Rule states that signs must be installed on the left-hand side from the point of view of the road user approaching the sign, except if a different position would be safer or more effective. Gated signs (an additional sign on the right side of the driver) is an enhancement measure used to draw driver attention to the changes in speed limits but is not required under law.

The removal of one of a pair of signs does not require further consultation with community or approval by the Council. This option would remove approximately six signs which could be stored for future use on the network where signs have been damaged.

This option does not fully support the Kohukohu design guidelines or request from Community members.

Option 3: The Community Board may reject this report and request staff to consider other alternatives.

The recommended option is **Option 1**.

Next Steps

If the Community Board elects Option 1, Council will consider consultation and an amendment to Plan. If the Community Board selects Option 2, staff will direct our maintenance contractor to remove gated signage.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The Recommendation is arising from a meeting requested by members of the Kohukohu Community at which the both Option 1 and Option 2 were discussed.

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

Consultation and an amendment to the Plan would be completed by staff and covered under the existing Operational budgets. Removal of signage for future use would be completed under the maintenance contract.

ĀPITIHINGA / ATTACHMENTS

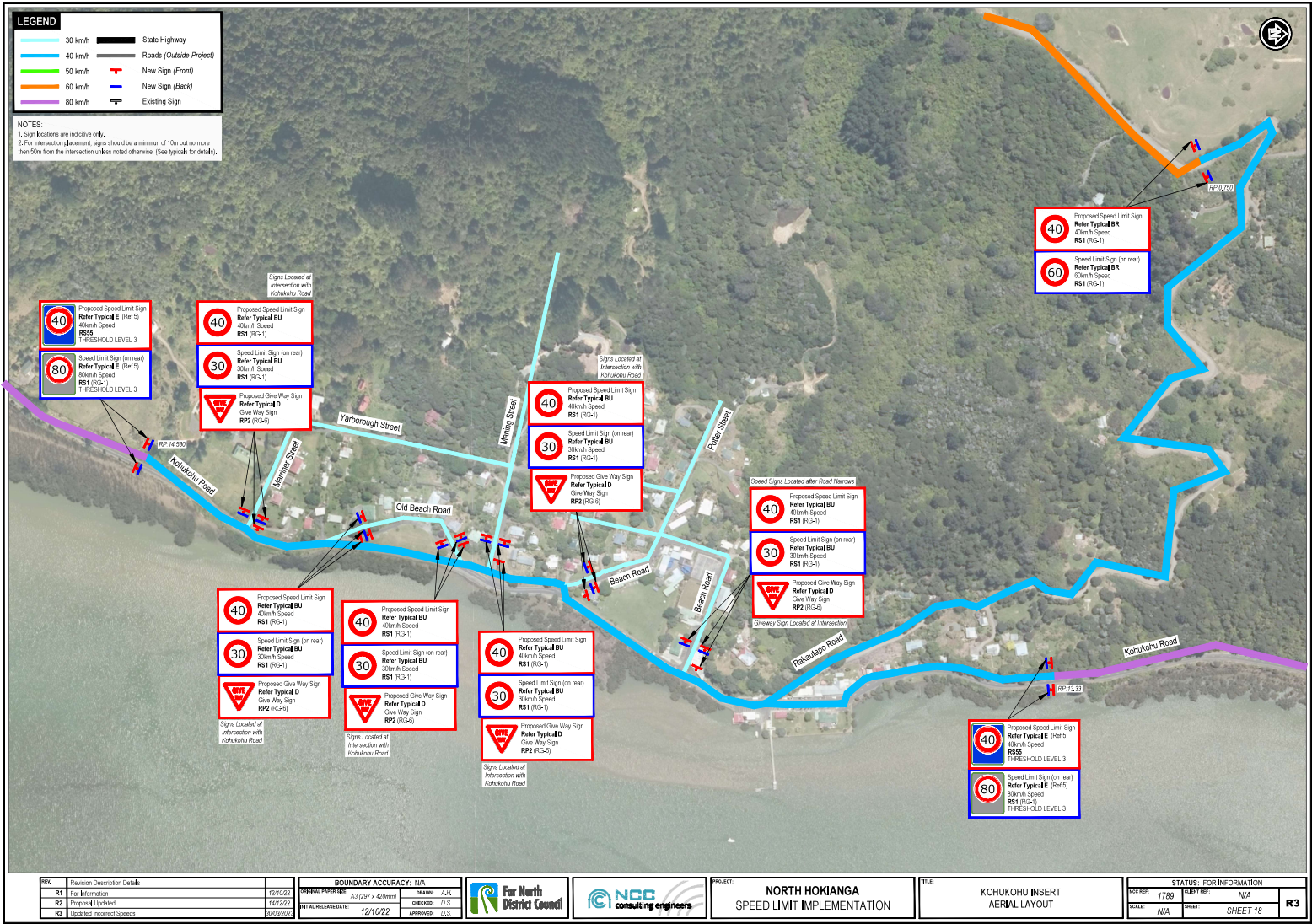
1. Kohukohu Signs - A4683074 [!\[\]\(a88007b249b36c75dcbde101f514cec3_img.jpg\)](#) 
2. Kohukohu School Zone - A4683077 [!\[\]\(01f5879e654468630e790d983a473ee0_img.jpg\)](#) 

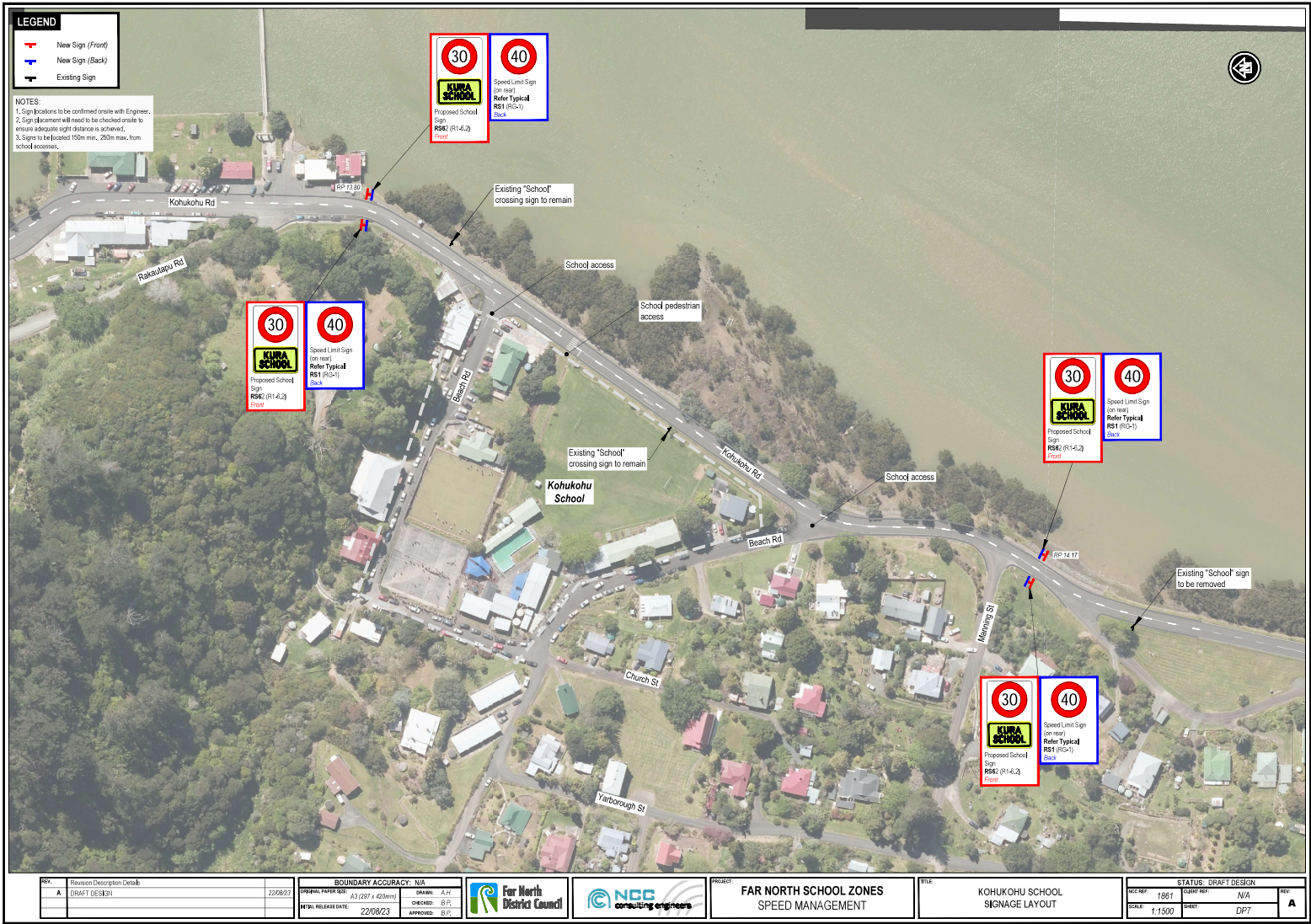
Hōtaka Take Ōkawa / Compliance Schedule:

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	Significance has been determined as "Low" under Councils Significance and Engagement Policy.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Setting of Speed Limits 2022 as amended Traffic Control Devices Rule
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.	Community Board views are being sought as part of this Recommendation 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. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no direct implications for Māori
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).	Kohukohu Heritage Precinct
State the financial implications and where budgetary provisions have been made to support this decision.	Work can be completed under existing operational budgets.
Chief Financial Officer review.	CFO has not reviewed this report





7.2 FUNDING APPLICATIONS

File Number: A4682102

Author: Kathryn Trewin, Funding Advisor

Authoriser: Scott May, Manager - Stakeholder Relationships

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 May 2024 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Board has **\$7,720.87** available to be granted from its Community Grant Funding.
- The Board also has **\$59,055.00** of Placemaking Funding to allocate during the 2023/24 financial year.
- Four new applications for funding have been received, requesting a total of **\$22,457**.

TŪTOHUNGA / RECOMMENDATION

That Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund account to Ngāti Rahiri Māori Komiti Trust for the costs of wananga Matariki.

TŪTOHUNGA / RECOMMENDATION

That Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund Account to Manaki Tinana Trust for the costs towards the auditing and accounting of the trust.

TŪTOHUNGA / RECOMMENDATION

That Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund account to Ngā Mahi Toi o Hōreke for the costs of wananga and events for Matariki 2024.

TŪTOHUNGA / RECOMMENDATION

That Kaikohe-Hokianga Community Board approve the sum of **\$xxx** (plus GST if applicable) be paid from the Boards Community Grant Fund account to Piriwiritua Ratana Brass Band for the costs towards the 90th anniversary celebrations of the foundation of the band.

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.

Each application must meet at least one community outcome from the Council's LTP. The six community outcomes are as follows:

1. Proud, vibrant communities;
2. Prosperous Communities supported by a sustainable economy;
3. Communities that are safe, connected and sustainable;

4. Communities that are prepared for the unexpected;
5. A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki;
6. We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant and Project	Requested	Recommend	Comments	Type
Ngāti Rahiri Māori Komiti – Wananga Matariki	\$5,841	\$1,500	The applicant is running a series of events for 10-12 kuia and kumatua to attend a series of wananga in the Kaikohe-Hokianga Ward as well as the Bay of Islands-Whangaroa Ward at Matariki. This is open to the descendants of James and Frances, and they note that on some days a wider audience is likely to attend as manaakitanga means that the wider whanau will be included. The amount recommended is a contribution towards the accommodation costs in Opononi. This meets community outcomes 1, 3, 6	Art, Culture and Heritage/Event
Manaki Tinana Trust – Contribution to accounting and auditing costs	\$1,584	Decline	The applicant is seeking funding for accounting and auditing costs for the Trust. This is operating expenses and if funding is granted it would be an out of policy decision. This meets community outcomes 1, 3	Community Development
Ngā Mahi Toi o Hōreke – Matariki wananga, exhibition and celebration	\$3,030	\$2,000	The applicant is seeking funding to run a series of wananga resulting in an exhibition and community celebration. This meets community outcomes 1, 3, 6	Art, Culture and Heritage/Event

Applicant and Project	Requested	Recommend	Comments	Type
Piriwiritua Brass Band – 90 th Anniversary celebrations	\$12,002	Leave to lie	<p>The applicant is seeking funding for the 90th anniversary celebrations of brass band. The application is asking for the full amount and lacks detail and quotes for exactly what the funding requested is to cover. It is recommended that this is left to lie to allow the applicant to provide a more detailed application.</p> <p>This meets community outcomes 1, 3, 6</p>	Art, Culture and Heritage/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. Ngati Rahiri Maori Komiti - A4681380  
2. Manaki Tinana Trust - A4681376  
3. Nga Mahi Toi o Horeke - A4681379  
4. Piriwiritua Ratana Brass Band - A4681377  

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



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 **NGATI RAHIRI MAORI KOMITI**

Number of Members **12**

Please briefly describe the purpose of the organisation.

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

Local Grant Application Form



TO BUILD RELATIONSHIPS WITH OTHER KAUMATUA KUIA OF DIFFERENT ETHNICITIES WITHIN THE COMMUNITIES OF THE
WHANGAROA BAY OF ISLANDS COMMUNITY BOARD

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 **WANANGA MATARIKI** Date **25th June – 30th June 2024**

Location **OPONONI** Time **8.30am**

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.

Whakahonore / to Honour me Whakaako / to Learn e pa ana nga wahine e whetu

Whakamohio / to Recognise nga mema komiti me te haponi e wheturangitia

Tautoko / Encourage te hauora tinana o nga Kaumatua Kuia

Whakanuia / to Celebrate te Tau Hou Maori

Whakawaihanga / to Create me te Whakawhanake / to Develop nga waiata harihari

Whakawhaipaanga / to Share kai me Whakapakari / to Strengthen whanaungatanga

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:

A2686814

Page 2

Local Grant Application Form



- 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	2750	2391
Advertising/Promotion		
Facilitator/Professional Fees ²	A scope of work must be attached	
Administration (incl. stationery/copying)	300	
Equipment Hire	2431	2110
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	700	
Refreshments / Kai	2000	1000
Travel/Mileage	340	340
Volunteer Expenses Reimbursement	2600	
TOTALS	11121	5841

2

Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number **132 147 086**

How much money does your organisation currently have? **16,239.49**

How much of this money is already committed to specific purposes? **16K**

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

Local Grant Application Form



Purpose	Amount
GST	10,597
NGAPUHI HUI A TAU – TANGI – HUI KAUMATUA KUIA – ADMIN – KOHA	5,000
TOTAL	15,597

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
NIL		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
CAROLS	2500	7nov19	Y / N
CAROLS	2500	6aug20	Y / N
CAROLS	2396.52	18oct21	Y / N
			Y / N

(version Sept 2018)

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.

A2686814

Local Grant Application Form



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) NGATI RAHIRI MAORI KOMITI

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

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

(version Sept 2018)

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.

Local Grant Application Form



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.

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

Kaikohe-Hokianga Community Board July 2023 - June 2024**Local Grant Application Form****Application No. KHCB00036 From Manaki Tinana Trust Hokianga Community Gym**

Form Submitted 18 Apr 2024, 8:04PM NZST

Applicant Details*** indicates a required field****Instructions****Please read carefully:**

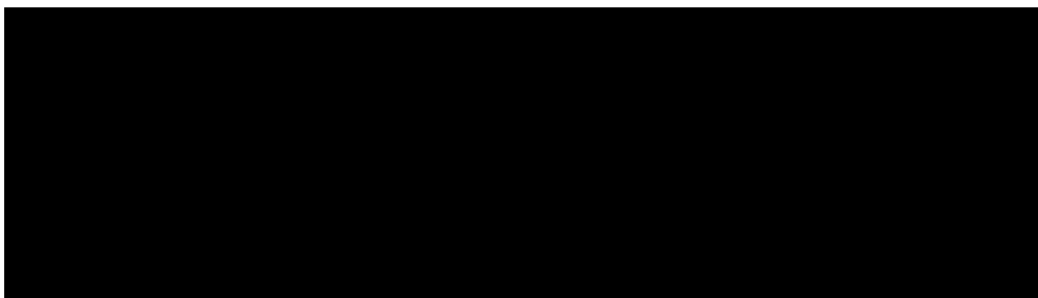
- Read this application in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- 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.

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

- Two quote for purchases where practicable, **or** evidence of expected purchases
- Business plan (including project costs)
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

Applicant details**Applicant ***

Manaki Tinana Trust Hokianga Community Gym

**Applicant Primary Website**

Must be a URL.

Facebook page

Hokianga Community Gym.

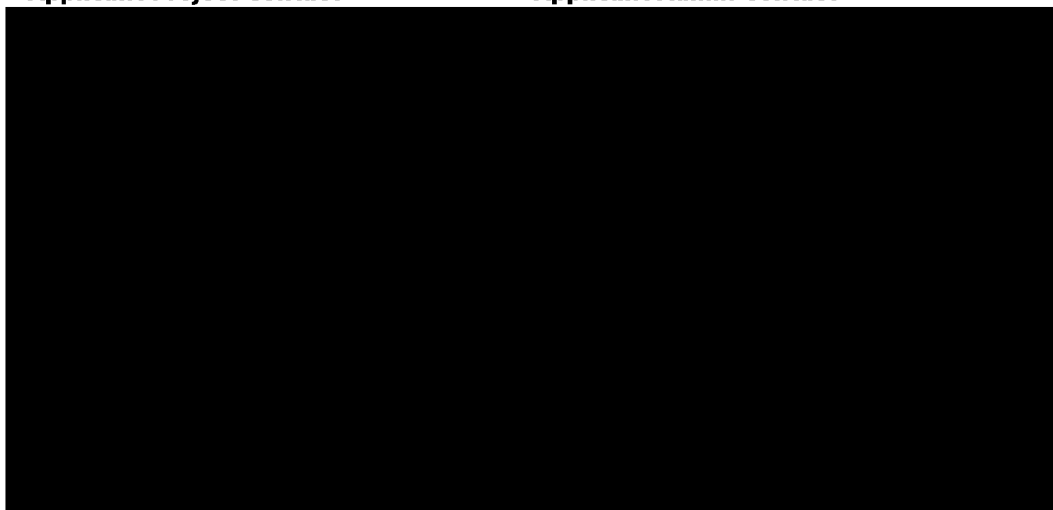
Kaikohe-Hokianga Community Board July 2023 - June 2024**Local Grant Application Form****Application No. KHCB00036 From Manaki Tinana Trust Hokianga Community Gym**

Form Submitted 18 Apr 2024, 8:04PM NZST

Contact details

Contact Person One:

Contact Person Two:

Applicant Project Contact ***Applicant Admin Contact ***A large black rectangular box redacting the contact details for both the Project and Admin contacts.**Purpose of organisation****Please briefly describe the purpose of the organisation ***

Manaki Tinana Trust is the administrative body of the Hokianga Community Gym, located in Rawene. We promote fitness and well-being in the community with the provision of a fully-equipped gym, and age- and ability-appropriate fitness classes. Gym membership fees are kept as low as possible and all gym members can work with a personal trainer at no extra cost.

Number of Members *

194

Project Details*** indicates a required field****Project Details**

Clearly describe the project or event:

Name of Activity *

Payment of auditing fees and Xero accounting fees

Location *

Kaikohe-Hokianga Community Board July 2023 - June 2024**Local Grant Application Form****Application No. KHCB00036 From Manaki Tinana Trust Hokianga Community Gym**

Form Submitted 18 Apr 2024, 8:04PM NZST

Rawene, Hokianga

Will there be a charge for the public to attend or participate in the project or event?☐ Yes☒ No**If so, how much?****Start Date ***

01/06/2024

Must be a date.

End Date *

31/05/2025

Must be a date.

Time**Project Outline:****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.**

Project Outline:

Manaki Tinana Trust is a charitable trust and as such, we have our financial records audited at the end of each financial year (in our case 1 April - 31 March).

We have been using a very basic Xero accounting package to keep track of income and expenditure, but as our membership has grown exponentially in the last few months, we want to upgrade this Xero package to include automatic invoicing for membership subscriptions.

Membership is \$75 for 6 months, or \$150 for a year, a fee which equates to less than \$3 per week for attending a fully equipped gym, and receiving as many personal training sessions as a member wishes. Membership subscription invoicing goes out monthly, according to when each member initially signed up to join the gym, and doing this manually has created an enormous amount of work for our treasurer.

This application is for both the cost of the extended Xero package and also for the cost of our annual auditing fees. A grant for these essential administrative expenses would be of enormous assistance to us. We have supplied one quote only as this is from the accountant that we use currently. Our accountant works exclusively with not-for-profit community groups and trusts, and keeps her fees low to support the community.

Project Cost*** indicates a required field**

Kaikohe-Hokianga Community Board July 2023 - June 2024

Local Grant Application Form

Application No. KHC00036 From Manaki Tinana Trust Hokianga Community Gym

Form Submitted 18 Apr 2024, 8:04PM NZST

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 (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
- If you are applying for operating costs of a programme, please attach a programme outline

Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount Must be a dollar amount.	Must be a dollar amount Must be a dollar amount.	
Rent/Venue Hire	\$	\$	No files have been uploaded
Advertising/Promotion	\$	\$	No files have been uploaded
Facilitation/Professional Fees	\$	\$	No files have been uploaded
Administration	\$1,584.00	\$1,584.00	<div>Filename: Gym - Annual accounts latest.pdf File size: 18.8 MB</div> <div>Filename: Gym - Auditing and Xero quote.pdf File size: 1.4 MB</div> <div>Filename: Gym - Health and Safety Policy.pdf File size: 3.7 MB</div> <div>Filename: GYM - VALUE OF VOLUNTEER HOURS.pdf File size: 1009.9 kB</div>
Equipment Hire	\$	\$	No files have been uploaded

Kaikohe-Hokianga Community Board July 2023 - June 2024**Local Grant Application Form****Application No. KHCB00036 From Manaki Tinana Trust Hokianga Community Gym**

Form Submitted 18 Apr 2024, 8:04PM NZST

Equipment Purchase	\$	\$	No files have been uploaded
Utilities	\$	\$	No files have been uploaded
Hardware (e.g cement, timber)	\$	\$	No files have been uploaded
Consumable materials	\$	\$	No files have been uploaded
Refreshments	\$	\$	No files have been uploaded
Travel/Mileage	\$	\$	No files have been uploaded
Volunteer Expenses Reimbursements	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded
Other (describe)	\$	\$	No files have been uploaded

Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

What is the total cost of your project? *

\$1,584

Must be a dollar amount.

What is the amount you are requesting from the Board? *

\$1,584

Must be a dollar amount.

Financial Information*** indicates a required field****Is your organisation registered for GST? ***☐ Yes ☒ No**Current Funding**

Kaikohe-Hokianga Community Board July 2023 - June 2024**Local Grant Application Form****Application No. KHCB00036 From Manaki Tinana Trust Hokianga Community Gym**

Form Submitted 18 Apr 2024, 8:04PM NZST

How much money does your organisation currently have? *

\$28,447.00

Must be a dollar amount.

How much of this money is already committed to a specific purpose? *

\$27,910.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
	Must be a dollar amount.
Rawene Hall hire	\$800.00
Cleaning supplies	\$600.00
Insurance	\$1,000.00
Power	\$3,000.00
Building repairs	\$1,000.00
Staff training	\$1,050.00
Electronics	\$600.00
Gym equipment	\$3,000.00
Security	\$300.00
Manager/cleaner/trainer payments	\$16,560.00

Total Tagged Funds**Total Expenditure Amount**

\$1,600.00

This number/amount is calculated.

Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
Volunteer hours	\$1,600.00	
	\$	

Previous Funding from FNDC

Kaikohe-Hokianga Community Board July 2023 - June 2024**Local Grant Application Form****Application No. KHCB00036 From Manaki Tinana Trust Hokianga Community Gym**

Form Submitted 18 Apr 2024, 8:04PM NZST

Have you previously received funding from FNDC? *☒ Yes ☐ No**Previous Funding from FNDC**

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Equipment	\$4,000.00	01/05/2019	Yes
Hall rent	\$1,560.00	01/02/2021	Yes
Admin (laptop)	\$758.00	01/01/2022	Yes
Equipment (tv and trolley)	\$1,658.00	01/05/2022	Yes
Consultancy	\$5,000.00	15/09/2022	Yes
Hall rent	\$1,000.00	16/11/2022	Yes
Hall rent	\$1,040.00	28/11/2023	No

Declaration**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 of 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)

Manaki Tinana Trust Hokianga Community Gym

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

In submitting this application:

Kaikohe-Hokianga Community Board July 2023 - June 2024 Local Grant Application Form

Application No. KHCB00036 From Manaki Tinana Trust Hokianga Community Gym
Form Submitted 18 Apr 2024, 8:04PM NZST

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 organisations 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 journey entry
 - regular financial reporting to every full meeting of the governing body

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 of 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 the Far North District Council unless written approval for a change of purpose(s) is obtained **an 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 the Funding Team 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.

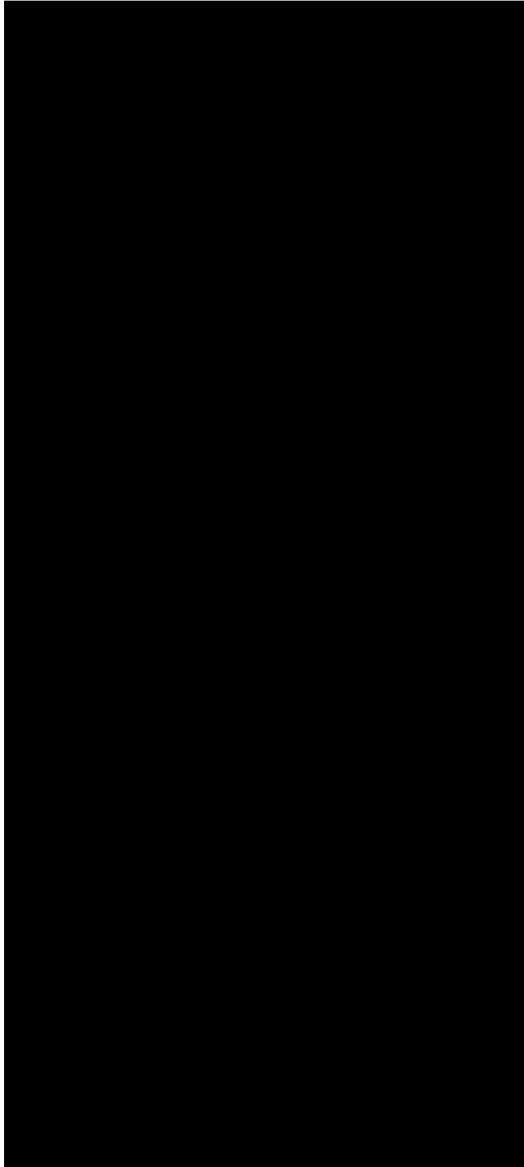
Kaikohe-Hokianga Community Board July 2023 - June 2024

Local Grant Application Form

Application No. KHCB00036 From Manaki Tinana Trust Hokianga Community Gym

Form Submitted 18 Apr 2024, 8:04PM NZST

Signatory One



Kaikohe-Hokianga Community Board July 2023 - June 2024**Local Grant Application Form****Application No. KHCB00035 From Nga Mahi Toi o Horeke**

Form Submitted 19 Apr 2024, 1:35PM NZST

Applicant Details*** indicates a required field****Instructions****Please read carefully:**

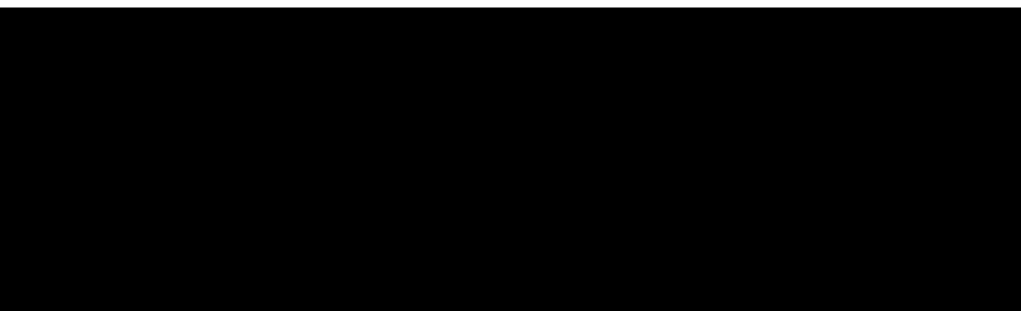
- Read this application in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- 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.

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

- Two quote for purchases where practicable, **or** evidence of expected purchases
- Business plan (including project costs)
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

Applicant details**Applicant ***

Nga Mahi Toi o Horeke

**Applicant Primary Website**

Must be a URL.

Facebook page

Nga mahi toi o Horeke

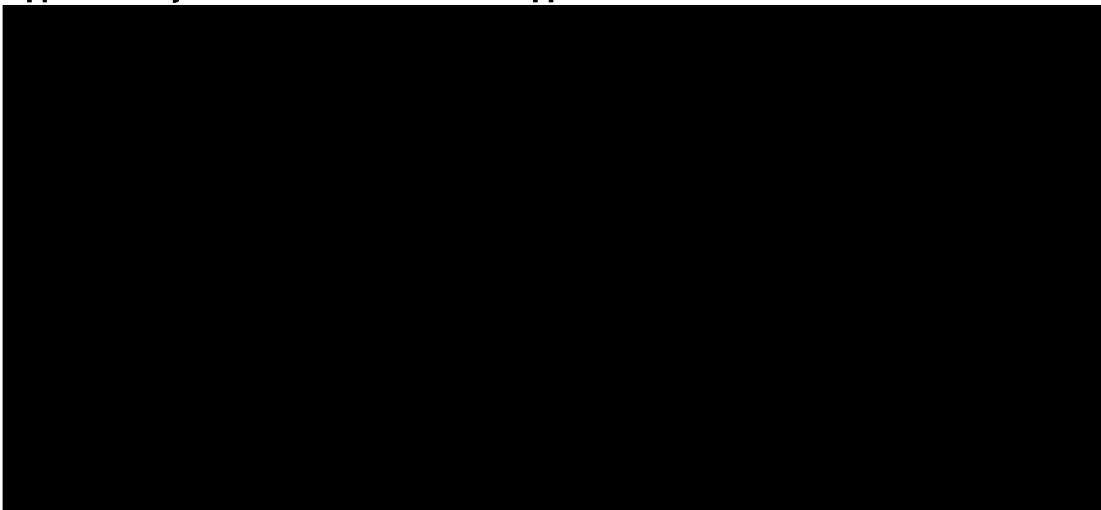
Kaikohe-Hokianga Community Board July 2023 - June 2024**Local Grant Application Form****Application No. KHCB00035 From Nga Mahi Toi o Horeke**

Form Submitted 19 Apr 2024, 1:35PM NZST

Contact details

Contact Person One:

Contact Person Two:

Applicant Project Contact ***Applicant Admin Contact ***A large black rectangular box redacting the contact details for both the Project and Admin contacts.**Purpose of organisation****Please briefly describe the purpose of the organisation ***

The purpose of the Trust is to create a space for community arts, to be creative, build connections, weaving our people together through participation. Instill pride, belonging, interaction, community and individual identity. In particular the Trust will:

- provide workshops to encourage Mahi Toi/ Māori Arts.
- Community art projects, providing opportunities for community participation.
- To learn purakau (stories) and history of our turangawaewae (place of standing),
- Mentoring artists and creating public installations

Number of Members *

252 face book Members

Project Details*** indicates a required field****Project Details**

Clearly describe the project or event:

Name of Activity *

**Kaikohe-Hokianga Community Board July 2023 - June 2024
Local Grant Application Form****Application No. KHCB00035 From Nga Mahi Toi o Horeke**

Form Submitted 19 Apr 2024, 1:35PM NZST

Matariki

Location *

Horeke Hall

Will there be a charge for the public to attend or participate in the project or event?☒ Yes☐ No**If so, how much?**

\$100 per head

Start Date *

17/05/2024

Must be a date.

End Date *

05/07/2024

Must be a date.

Time

10am

Project Outline:**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.**

Project Outline:

7th April - 3rd May making & painting Kowhaiwhai Panels,
26th of April or 3rd of May collect Raupo to dry (to make Manu Aute/kites)
10th May making uku (Clay masks, leave to dry for 2 - 3 weeks before firing)
31st May uku glaze ready for final fire
7th - 28th June making manu aute, 29th June Matariki Ball,
30th - 5th July Exhibition at the Horeke Hall.

The benefits:

- It provides a space for the local community to come together and participate in something that instils pride, belonging, interaction, community and individual identity.
- The kaupapa is learning about Matariki which has become a NZ public holiday, it is also the kaupapa around making the kowhaiwhai panels, uku and manu aute.
- They learn about the kowhaiwhai patterns and they will create kowhaiwhai panels based on a Matariki star.
- With Uku they will get to learn about hand building with clay, they will create the head that will be placed on their kowhaiwhai panel similar to a poupou, they will learn the style of the heads, shapes that represent different parts of the country.
- Manu Aute they will learn how to harvest raupo and the tikanga around it. They will hear how the manu aute were used in storytelling.
- We will celebrate Matariki with the rest of the community, with a Matariki ball. Included in

Kaikohe-Hokianga Community Board July 2023 - June 2024

Local Grant Application Form

Application No. KHCB00035 From Nga Mahi Toi o Horeke

Form Submitted 19 Apr 2024, 1:35PM NZST

the event is an exhibition of all our art works, kai and entertainment hopefully with singing and dancing into the night.

- The following days we will continue the exhibition for those who cannot attend the Matariki ball.

- All activities have been advertised to the community to come along and join us, through our face book page but also through word of mouth. This particular project gives an opportunity to work with different mediums, and to experience putting together an event to showcase all the art works.

Project Cost

*** indicates a required field**

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 (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
- If you are applying for operating costs of a programme, please attach a programme outline

Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount Must be a dollar amount.	Must be a dollar amount Must be a dollar amount.	
Rent/Venue Hire	\$1,105.00	\$955.00	Filename: Hall Hireage Costs.pdf File size: 76.6 kB Filename: Horeke Hall Hire.pdf File size: 37.6 kB
Advertising/Promotion	\$0.00	\$0.00	No files have been uploaded

Kaikohe-Hokianga Community Board July 2023 - June 2024**Local Grant Application Form****Application No. KHCB00035 From Nga Mahi Toi o Horeke**

Form Submitted 19 Apr 2024, 1:35PM NZST

Facilitation/Professional Fees	\$3,335.00	\$1,925.00	Filename: Facilitation-Professional Fees.pdf File size: 28.6 kB
Administration	\$207.00	\$0.00	<i>No files have been uploaded</i>
Equipment Hire	\$1,750.00	\$0.00	Filename: 28 - Rawinia Le Noel (1).pdf File size: 257.3 kB
Equipment Purchase	\$480.00	\$0.00	Filename: UV Blk Lights.docx File size: 925.8 kB
Utilities	\$0.00	\$0.00	<i>No files have been uploaded</i>
Hardware (e.g cement, timber)	\$407.00	\$0.00	Filename: Screenshot_20240321_074725_Gallery.jpg File size: 185.8 kB
Consumable materials	\$406.00	\$0.00	Filename: 1st Quote for Rawinia Lenoel - Nga Mahi Toi O Horeke.docx File size: 2.1 MB Filename: Quote for 40x testpots (towards 18 panels).png File size: 51.8 kB
Refreshments	\$760.00	\$0.00	<i>No files have been uploaded</i>
Travel/Mileage	\$300.00	\$150.00	<i>No files have been uploaded</i>
Volunteer Expenses Reimbursements	\$2,100.00	\$0.00	Filename: Matariki Core Volunteers (3).pdf File size: 26.2 kB Filename: Matariki Core Volunteers (3).pdf File size: 26.2 kB
Entertainment	\$1,800.00	\$0.00	Filename: Nga Mahi Toi (1).docx File size: 13.2 kB

Kaikohe-Hokianga Community Board July 2023 - June 2024

Local Grant Application Form

Application No. KHCB00035 From Nga Mahi Toi o Horeke

Form Submitted 19 Apr 2024, 1:35PM NZST

Catering	\$2,500.00	\$0.00	Filename: Catering.pdf File size: 34.7 kB
Annual Financial Statement & Bank Statements	\$0.00	\$0.00	Filename: 02569267_11032024_001.pdf File size: 194.0 kB Filename: 02569267_11122023_001.pdf File size: 196.8 kB Filename: 20240419_130943.jpg File size: 797.0 kB

Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

What is the total cost of your project? *

\$15,150

Must be a dollar amount.

What is the amount you are requesting from the Board? *

\$3,030

Must be a dollar amount.

Financial Information

*** indicates a required field**

Is your organisation registered for GST? *

☐ Yes ☒ No

Current Funding

How much money does your organisation currently have? *

\$405.82

Must be a dollar amount.

How much of this money is already committed to a specific purpose? *

\$391.00

Must be a dollar amount.

Tagged Funds

Kaikohe-Hokianga Community Board July 2023 - June 2024**Local Grant Application Form****Application No. KHCB00035 From Nga Mahi Toi o Horeke**

Form Submitted 19 Apr 2024, 1:35PM NZST

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

Purpose	Amount
	Must be a dollar amount.
Rent x 5 days	\$125.00
Macs Mud white clay	\$206.00
Travel to the Quarry Whangarei	\$60.00
	\$
	\$

Total Tagged Funds**Total Expenditure Amount**

\$0.00

This number/amount is calculated.

Other Funding

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

Funding Source	Amount	Decision
	Must be a dollar amount.	
	\$	
	\$	

Previous Funding from FNDC**Have you previously received funding from FNDC? ***☒ Yes ☐ No**Previous Funding from FNDC**

Purpose	Amount	Date	Project Report Submitted
	Must be a dollar amount.	Must be a date.	
Whanau Day, 2023	\$2,967.00	26/10/2023	Yes
Horeke Workshops & Wananga	\$1,952.00	05/10/2023	Yes
Whanau Day, 2022	\$3,000.00	08/12/2022	Yes
Matariki	\$3,000.00	23/06/2022	Yes

Kaikohe-Hokianga Community Board July 2023 - June 2024**Local Grant Application Form****Application No. KHCB00035 From Nga Mahi Toi o Horeke**

Form Submitted 19 Apr 2024, 1:35PM NZST

Mural Installation	\$2,366.00	14/03/2022	Yes
Mural workshops	\$1,548.00	23/09/2022	Yes

Declaration**Privacy Information**

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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)

Nga Mahi Toi o Horeke

New Section**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 organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
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 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)

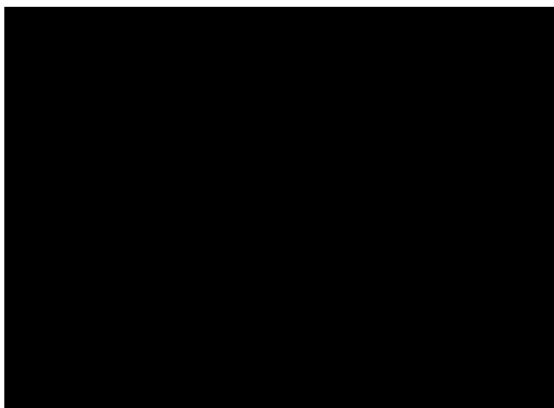
Kaikohe-Hokianga Community Board July 2023 - June 2024**Local Grant Application Form****Application No. KHCB00035 From Nga Mahi Toi o Horeke**

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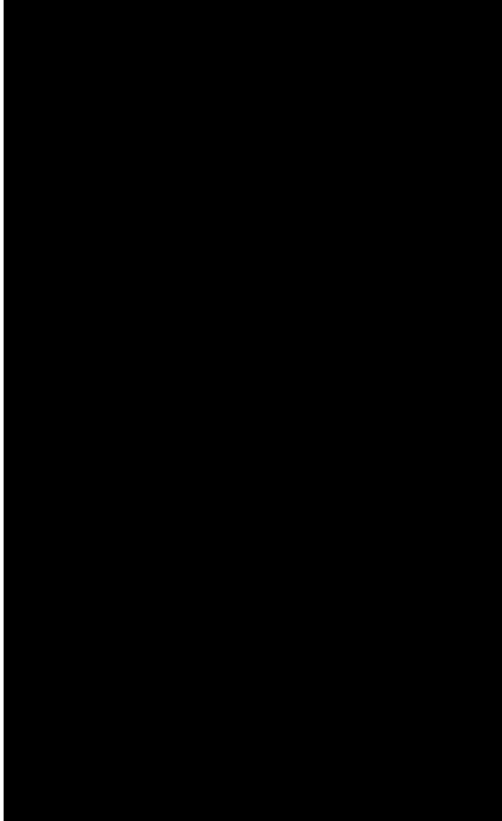
- A regularly maintained PAYE record (if applicable)
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6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available 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.
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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

Kaikohe-Hokianga Community Board July 2023 - June 2024
Local Grant Application Form
Application No. KHCB00035 From Nga Mahi Toi o Horeke
Form Submitted 19 Apr 2024, 1:35PM NZST



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
- ☐ 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 Number of Members

P
P
C
F
E

Please briefly describe the purpose of the organisation.

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

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 90 year Anniversary Date 11-13th Oct 24

Location Okoriri Marae, Kaikohe Time

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

If so, how much? \$40 per head (non members only)

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.

See attached document (A)



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	\$1200-00	Marge \$900, Memorial \$300
Advertising/Promotion	\$1,118-00	Lanyards, Name tags
Facilitator/Professional Fees ²	\$2,000-00	Dez Brown, Director
Administration (incl. stationery/copying)	\$376-00	
Equipment Hire	\$1500-00	Sound System (Keri Music)
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	\$250-00	Ply, Spray paint, Brackets/Stand
Consumable materials (craft supplies, books)	\$558-00	Table cloths, Drop sheets, Tables
Refreshments	\$5,000-00	Out Caterers / Food only
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	\$12,002-00	

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
Raffle run by Sub Committee of P.W.T Brass Band committee (Umbrella).	\$3390.00
Starter funding (to be reimbursed)	
See attached	
TOTAL	

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

Funding Source	Amount	Approved
Nil	Nil	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
Nil	Nil		Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



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On behalf of: (full name of organisation)

Piriwiritua Ratana Brass Band Committee

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.
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Signatory One

Signatory Two

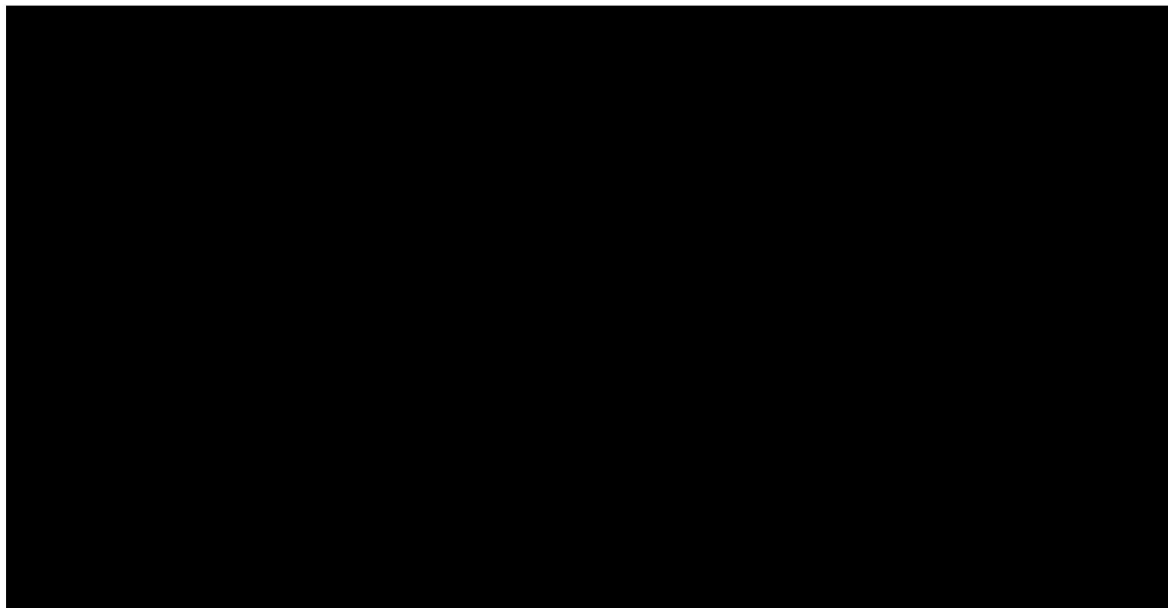
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Local Grant Application Form



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7.3 PROJECT FUNDING REPORTS

File Number: A4681594

Author: Kathryn Trewin, Funding Advisor

Authoriser: Scott May, Manager - Stakeholder Relationships

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 note the project reports received from:

- a) Kaikohe Polo Cross
- b) Man vs Wild

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.





TAKE TŪHOTUNGA / REASON FOR THE RECCOMENDATION

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. Kaikohe Polo Cross - A4681375  
- 2. Man vs Wild - A4681378  

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.

FUNDING REPORT – KAIKOHE POLOCROSSE CLUB by Pip Jobe



Multi Horse (horses can be swapped in between games)-
-All Grades if numbers permit A B C subbies-
Take own rubbish home

Register teams by Wednesday 10th January 5pm to:

Jemma Murray
Email: kaikohepolocrosseclub@gmail.com

Please pay fees into Kaikohe Polocrosse Club Account
ASB Kaikohe:
12-3097-0313049-00
Reference - Please add your club name and the amount of players you are paying for.
Thankyou!

PLAYERS SATURDAY
EVENING MEAL PROVIDED
-NON PLAYERS MEAL \$15
-KIDS UNDER 5 FREE
-TUCKSHOP OPERATING
PLAYERS CARNIVAL
FEE \$45 P/P
Kaikohe Showgrounds

KAIKOHE
TOURNAMENT
13th & 14th Jan

The poster features a stylized illustration of a player on a horse in red and white, set against a background of a map of New Zealand. The text is arranged in a clear, organized manner, providing essential information for the tournament.



Our sponsors board that was placed next to the draw all weekend where it was clearly visible. Sponsors were also read out several times over the loud speaker throughout both days. Key sponsors logo's were printed and laminated, then placed around the showgrounds building.

Kaikohe polocrosse club is very grateful for the funding we received in January this year. We had a very successful carnival with 12 teams attending (72 players) We had a feature match between the COOK brothers and a selection of past players. This proved to be very entertaining and it brought a number of past players and their families to Kaikohe showgrounds for the afternoon and they all then stayed for a yummy roast spit dinner. A highlight for me was watching everyone reconnect and listening to them share stories of the 'good old days' of playing polocrosse back when Northland had approx. 10 clubs.

Lyn Zielinski Memorial Shield
Kaikohe Showgrounds - Saturday 13th - 5pm

Zielinski Team
Grant Lovestar
Jim Rintoul
Stevie Morey
Auntie Rhonda
Jimmy Menary
Andrew Flower
Coach: John (Gloyn) Zielinski

Cook Team
Brian Mercury
Tricky Trev
Kevin Seven
Rodger Ramjet
Micheal Cookie
Pistol Pete
Coach: Darren (Grills) Morgan

Blast From the past!

All bets are on!



Rhonda Zielinski with ball in hand, heading towards the goal



'Team Zielinski' were winners on the day, Rhonda and Grant Loveridge holding up the shield



Siblings - John, Rhonda and Craig Zielinski holding the "Lyn Zielinski memorial shield" their late Mum (Lyn) and Dad (Bill) would have been smiling down on the day's entertainment!

Our original grant application was for funding for yards and the hire age of the showgrounds, however we had to choose one or the other as there wasn't enough money to do both. It takes a lot of effort to bring in the necessary equipment and labour to build horse yards and we needed to make at least 30x pens to make this worthwhile. For this reason, the \$2500 went towards paying for the showgrounds hire age instead. ***See attached paid invoice***

Kaikohe polocrosse club did a fundraising raffle pre-Christmas that raised \$2000. This money was used to stock our canteen, buy necessary supplies for the roast spit dinner that we put on on Saturday night and the extra bits and pieces that make running an event such as this successful. The meal for the players is included in the entry fee so we make very little on the meal as we only charge non players for the meal.

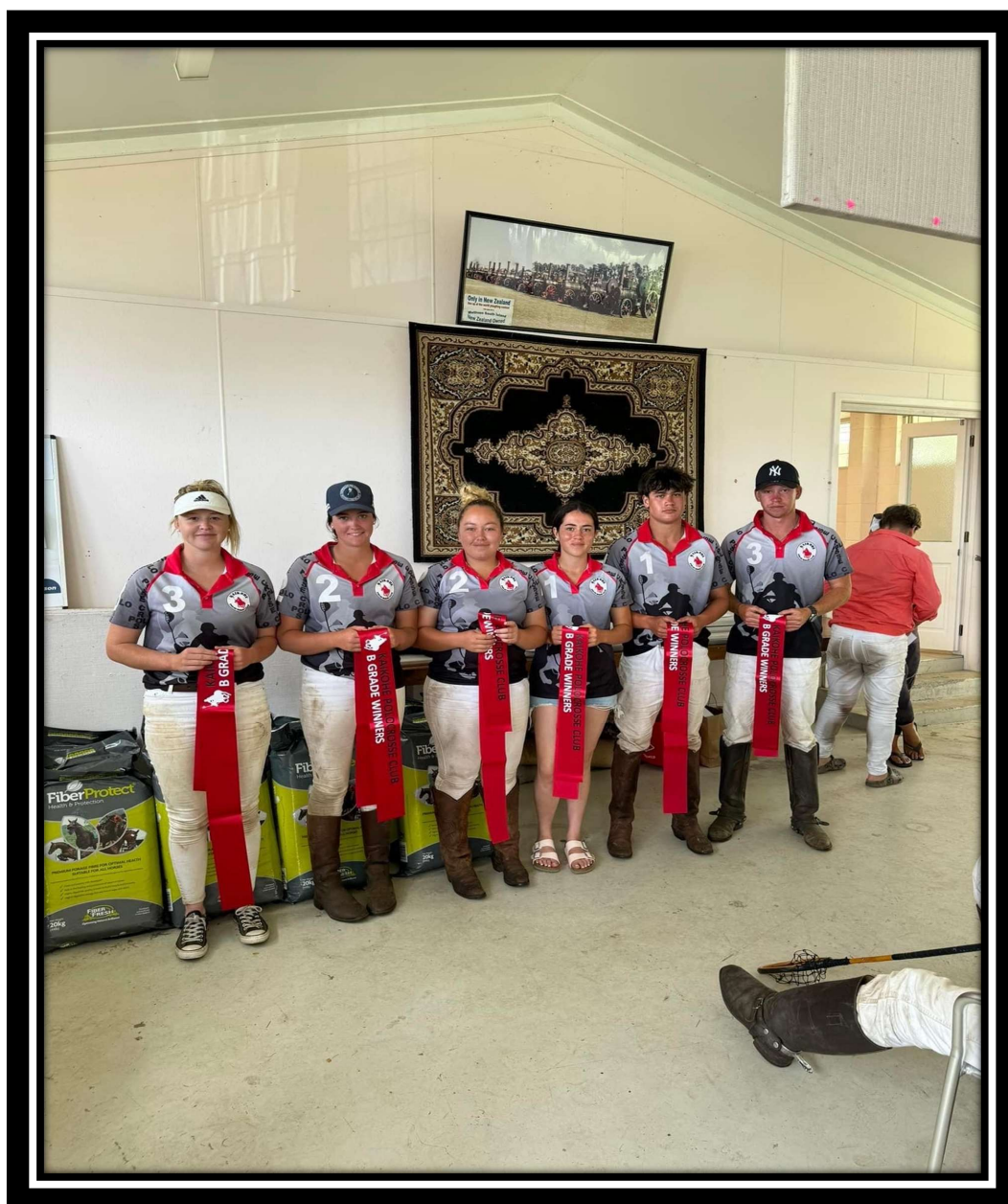


LEFT Pip Jobe presenting best pony award to Aubrey Shuttles. Aubrey is from Texas, America. She was out visiting and playing polocrosse for the summer.



RIGHT Ty Murray receiving his award for 'Best number 1' in the A grade. Ty is one of the 8 world cup players preparing to go to the world cup in South Africa in July. Kaikohe has 4 club members in the team of 8 which is an outstanding achievement for Northland

Every year Kaikohe polocrosse club put on a carnival in January. It is early in the playing season so it is relatively social with the focus on getting young horses out their playing and getting horses and riders fit. Our club has a great reputation for putting on a well organised and well-run carnival. This year was no exception, with the added feature match, players and their families all went home happy and pleased they had again made the effort to drive north to compete. Thank you again to the community board for granting Kaikohe PX club the funds to help make our event such a success, we most certainly exceeded all our objectives and then some.



Our winning A grade team, made up of Kayla Murray (world cup player), Maya Scott (visiting Australian player), Kyla Zielinski, Akaysha Zielinski, Liam Zielinski (all 3 are grandchildren of the late Bill and Lyn Zielinski) Ty Murray (world cup player)



**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: ManvsWild Fishing New Zealand

Name & location of project: Whakarongatai Marae, Omapere, Opononi.

Date of project/activity: 15th to 17th March 2024

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$2500,00

Board meeting date the grant was approved: 12th March 24

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)
BURSIC 5 Baffin Street, Opua.	776.93	√
CALTEX 10 Puketona Road, Paihia.	296.60	√
WHAKARONGATAI MARAE, Omapere, Opononi.	1100.00	√
TOBIN LPG & SUPPLIES	288.00	√
NEW WORLD	194.95	√
PAIHIA DOLLAR SHOP	68.00	√
Total:	2,624.48	√

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

Thirty-five participants attended ManvsWild Fishing Camp, a weekend for fathers and sons. Our eighth ManvsWild Camp, setting the platform to explore the west coast of Hokianga for the first time, we began with meeting and greeting new and old participants for those who travelled from afar, a powhiri proceeded as others were still arriving, our young Rangatahi were also given the opportunity to speak on the Taumata (platform). The challenge for us was the weather as we were faced with the nature of winds and rough seas.

A weekend built on strengthening men in their relationship within their marriages, with whanau and within their communities.

Men from diverse backgrounds was a great time of making new friends. A lot of skills were passed on and shared throughout the weekend with rigging up fishing lines, & baiting it, surfcasting & fishing off the boat those men selected were over excited on the first trip on the water.

Guest speakers were invited, who shared their testimonies about leadership, life experiences, and how they overcome the challenges that face men and Rangatahi today, words of encouragement from the speakers were given to everyone to take away to do well in life and also take care of one another and their families.

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

Whakawhanuanga (meeting and greeting) paved the way for participants who were excited for the fishing competition starting Saturday morning. Lots of outreach to get men to register attracted participants to connect with their communities, participants from the previous camp were able to share their experiences to their friends and families and were invited to attend.

An appreciation for funding for this event was also shared at the camp and Far North District Council was mentioned as our key provider along with our sponsors.

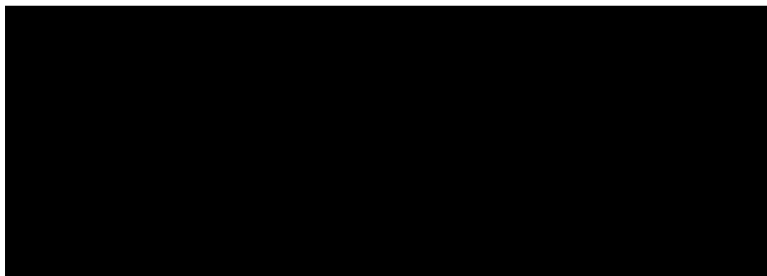
Please provide details and attach or email photos and/or any marketing collateral that was produced for your event/project acknowledging the Community Board:

Thank you again, to the Far North District Council Kaikohe / Hokianga Community Board this successful event, we could not have achieved this without your support and contribution. Men were overwhelmed for you contribution and support towards the camp.

Photos are attached with the application funding form.

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

www.manvswildfishing.nz

This report was completed by:

7.4 CHAIRPERSON AND MEMBERS REPORTS

File Number: A4536031

Author: Melissa Wood, Community Board Coordinator

Authoriser: Scott May, Manager - Stakeholder Relationships

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

The report provides feedback to the community on matters of interest or concern to the Community Board.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the April-May 2024 member reports from Chairperson Chicky Rudkin and Deputy Chair Tanya Filia.

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.

TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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 report from the Chairperson and members are attached.

Resource Consents have been emailed to community board members. Members have five days to send feedback in relation to a resource consent. Members will be expected to include these details in their member reports going forward.

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.

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 ĀPITIHINGA / ATTACHMENTS

1. KHCB Chair Chicky Rudkin Report April 2024 - A4694618 [↓](#) 
2. KHCB Deputy Chair Tanya Filia Report April 2024 - A4675372 [↓](#) 

Member's Report

Name: Chicky Rudkin

Subdivision: Kaikohe Hokianga Community Board

Date: 24th April, 2024

Meetings Attended

Date	Meeting	Comments
22 March	Ride for Life	Confirmation of pilot event
26 March	Extraordinary Council	
2 April	Open spaces and Community Halls workshop	
3 April	Standing orders	
4 April	Business call meeting	
5 April	CB Chairs catch up	Scott May – Manager Strategic Relationships
8 April	KHCB Agenda Preview	
9 April	Representation Review	
11 April	Council Meeting	
18 April	Business call meeting	Raised issues with district wide road signs with Steve Mutton, Papa Hawaii complex opening Saturday 27 th April
19 April	Kaikohe Hokianga Community Board	Deputation re sewerage issues in Ngawha Springs
24 April	Kaikohe Civic Hub Library Meeting	Progressing plan for new Civic Hub Library complex

Community Issues

Issue name	Comment
Rates rise	Community members are upset and disappointed by the rise. They are struggling with current costs of rates and are feeling that basic facilities and maintenance is not regular or monitored closely to ensure we have a tidy, clean and well maintained town and facilities.

Ngawha Springs sewerage	Deputation made at our March meeting, will be followed up by appropriate FNDC staff with community member.
-------------------------	--

Requests for Service (RFS)

RFS number	Date	Comment
RFS 416034 (related to RFS 4178153)	May 2023	Rawiri Taiwhanga Park plaque is disappointing. We take our schools to visit this park as Rawiri was a warrior in his time and a great Maori Role Model. The plaque that explains his work has many Maori words spelt incorrectly. RFS made May 28, 2023: Update - Councillors Rakena and Kapa contacted re correct spelling, no changes to plaque yet. This has been picked up by Te Hono team who are engaging with hapu about the appropriateness of the plaque wording. Requested update from Te Hono.
RFS 4157436	2023	Trees at Lindvart Park I was contacted 2 weeks ago by FNDC Staff to advise Tree Works would commence within 2 weeks, at the time of writing the report work had not started.
RFS4191130	March 2024	Recreation Road and surrounding areas, tidy up prior to Papa Hawaiiki opening on Saturday 27 th April, at the time of writing this report no tidy up evident. Ventia advised Staff that sweeping and cyclic edge were programmed for March-April commencement
RFS4158220	May 2023 and March 2024	Removal of ugly planter boxes along recreation road. Advised these would be moved, at the time of writing this report boxes still on Recreation Road.
RFS 4199896	9 April	Memorial Hall and surrounding roads etc in preparation for ANZAC day
RFS4199780	8 April	Tidy up in preparation for Papa Hawaiiki sports complex opening 27 th April

Other Issues

- Members are yet to receive any reports regarding any Hall delegations.
- A combined Community Board submission was made by 5 CB members sharing our disappointment with the RFS system, the need for basic road, park, reserve, community maintenance to be regular and to be monitored and our priority areas being sewerage and roading.
- Pleased to have communication regarding the deputation made at last month's meeting regarding sewerage in Ngawha Springs is being followed up by appropriate staff

- Tree and vegetation / roading maintenance (including dust suppression) policy and programme – board members would appreciate some information in regard to these two policies and plans for programme delivery for our ward.



Kaikohe-Hokianga
Community Board

Member's Report

Name: Deputy Chair Tanya Filia

Subdivision: South Hokianga

Date: 23 April 2024

Meetings Attended


Date	Meeting	Comments
22 March	Kaikohe-Hokianga Community Board meeting	
April 2024	Meeting with business owner - Freese Park Road Omapere, concern	Health and Safety a serious concern

Community issues

Dates/ RFS	Issue	Comments /Update	
19/2/24	Serious Dog attack – man walking on Omapere beach was attacked by a dog and suffered significant injuries to his arm as he tried to protect his own dog, and his wife, from the dog's attack.	Two Animal Management Officers responded straight away and seized the offending dog, which is now being held in the Northern Shelter. FNDC Investigations are progressing. The dog is no longer within the community.	The community is concerned that the dog has been reported for similar attacks and that returning it to the owner will create a risk as the dog is menacing. Dog attacks in our region are an issue and must be addressed.
28/1/24	Hydrant checks undertaken in December 2023 by local brigade identified issues with cleaning and accessibility of a number of hydrants.	Far North Waters has liaised with the local brigade who have contact details for urgent hydrant repairs. Other repairs and maintenance requests are being programmed and attended to.	Proactive inspections and maintenance of these hydrants need to be scheduled to prevent and resolve issues in a timely manner.
Kokohuia Road Historical and ongoing concerns about the poor condition of this unsealed road	Unresolved Issue Historical RFS put through by many Kokohuia Road residents. Videos and photos received and have been sent to NTA. Mud and slush in the wet season and dust in	A site visit is needed Arranging time discuss with NTA maintenance team about Levels of Service.	Road Sealing is currently determined by the roading dust matrix. Scheduling a discussion with FNDC Transport Portfolio Councillors.

KHCB Deputy Chair Tanya Filia Report April 2024

KHCB Member's Report

	<p>the dry season. Makes travel on the road very difficult – it is more of a track than a road.</p> <p>Needs sealing.</p>		
Otaua Footpath	Unresolved	Footpath needed outside Marae and through to Kohanga Reo. Where tamariki ride their bikes, to catch the bus.	Have requested further investigation and information
<p>Housing for our taonga - ngā kaumatua/kuia</p> <p>Several emails received from a number of community members supporting Kaumatua/Kuia</p>	Priority concern!!!	26/2. CB members met with the Deputy Mayor and relevant Councillors for an update on housing strategy, Housing for the Elderly and to discuss specific concerns.	Date for next hui is being scheduled.
<p>Rawene - footpaths and Berms</p> <p>Mowing and maintenance</p>	<p>RFS 4189554 - Berms and drains around Rawene Primary School- Marmon Street East and Parnell Street</p> <p>Photos received</p>	<p>Some have been mown and the footpath now cleared. However, this area remains the same, it should be part of a regular maintenance programme.</p> <p>Top of school berm area not done (Rawene Road) see photo.</p> 	<p>NTA advised: Roads to be inspected approximately every 2 months and routine works including vegetation removal are programmed as required based on this monitoring. Spraying rounds are twice every financial year and will resume.</p> <p>Vegetation removal is completed according to contract specifications. We have asked for more information to help our understanding of why some areas are done and others not.</p> <p>Community should continue to raise RFS for any maintenance, this helps feed into the work programming process.</p>

KHCB Member's Report

South Hokianga Community Resource Centre, Omapere	Leaking roof, wet and mouldy, which is affecting the lighting.		Facilities staff have arranged to meet Resource Centre personnel on site - mid April.
Freese Park Road, Omapere	Concern has been raised by a local business owner re: the speed of vehicles through Freese Park Road to the public toilets and playground this space is used by a number of residents, locals and visits		Site visit with NTA traffic safety engineer has been scheduled. Traffic calming to slow cars needs to be addressed appropriately.

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 KAIKOHE - HOKIANGA COMMUNITY HALL ANNUAL INFORMATION 2022-2023.

File Number: A4662359

Author: Michelle Rockell, Team Leader - Property Management

Authoriser: Kevin Johnson, Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to present to the Kaikohe - Hokianga Community Board the 2022-2023 Annual General Meeting (AGM) minutes, financial statement and statistical data as provided by Horeke, Kaikohe Senior Citizens, Okaihau, Rawene, Takahe and South Hokianga Memorial Hall Committees.

WHAKARĀPOOTO MATUA / EXECUTIVE SUMMARY

- The 2016 Community Halls Policy requires Community Hall Committees that occupy Council owned halls to provide annual accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.
- This report presents the information received from those Community Hall Committees in response to letters sent by Council staff.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Kaikohe - Hokianga Community Hall Annual Information 2022-2023.

TĀHUHU KŌRERO / BACKGROUND

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

The Hall and Facilities Strategy notes Councils 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:

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

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 per Ward:

	Council owned on Council land	Council owned on Crown land	Community owned on Council land	Community owned on Community land
Kaikohe – Hokianga Ward	Kaikohe War Memorial, Kohukohu, South Hokianga War Memorial, Kaikohe Senior Citizen's, Horeke, Okaihau, Rawene	Taheke Community Centre		Broadwood, Ngawha, Waimamaku, Umawera
Te Hiku Ward	Herekino, Mangonui Oruru remains closed	Lake Ohia, Kaingaroa	Whatuwhiwhi	Fairburn, Waiharara, Araiawa <i>Takahue – no longer exists</i>
Bay of Islands – Whangaroa Ward	Paihia, Russell, Totara North, Waipapa, Whangaroa Memorial (Kaeo), Whangaroa Village	Maromaku	Moerewa	Opuia, Pakaraka

In November each year, Council staff contact the various hall committees that occupy Council owned halls, reminding them of the need to provide Council with a copy of their AGM minutes, financial statements and usage data as per the letter and template attached.

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

At the time of writing this report, community hall information had not been received from Kohukohu Hall Committee. All other information reports are attached to this report. Below is a summary of the returned information:

Rawene Hall

- Updated contact and committee details provided

- Total number of bookings: 128
 - 8 regular users
 - 13 casual
- Improvements – Awaiting upgrade of kitchen and toilet block, programmed for 2023-2024 financial year

Kaikohe Senior Citizens Hall

- Total number of bookings: 197
 - 13 regular users
 - 19 casual
- Improvements – two heat pumps installed

Okaihau Hall

- Total number of bookings: 67
 - 6 regular users
 - 8 casual one off
 - 1 commercial

South Hokianga Memorial Hall

- Total number of bookings approximately: 54
 - 4 regular users
 - Casual no number provided but used for weddings, celebrations, community consultations
 - Commercial no number provided used by chiropractor.
- Hall closed for renovations February to late June 2023.
- Improvements – commercial kitchen installed, new set of ablutions, new roof and guttering, renovated foyer, storage & public cleaning rooms, meeting room, stage area, electrical system, meter board and main switchboard, fire exit steps upgraded, new fire detection system, wooden access way installed. Fire requirements for lighting & fire exit panic bars complied with.

Taheke Community Centre

- Total number of booking 34:
 - 4 regular users

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS










Board members will consider the content of the information received.

The Community Board will decide what steps to take with those Community Hall Committees who have yet to provide the information requested as per the 2016 Community Halls Policy.

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

No financial implications for Council or the hall committees.

ĀPITIHINGA / ATTACHMENTS

1. Horeke Hall - A4497176 [↓](#) 
2. Kaikohe Senior Citizens Hall - A4474861 [↓](#) 
3. Okaihau Hall - A4482940 [↓](#) 
4. Rawene Hall - A4546483 [↓](#) 
5. South Hokianga Memorial Hall - A4556248 [↓](#) 
6. Community Halls Policy 2016 - A3638428 [↓](#) 
7. Hall & Facilities Strategy 2015 - A3640937 [↓](#) 
8. Annual Hall Letter, Statistics and Information TEMPLATE - A3638439 [↓](#) 
9. Taheke United Community Centre - A4675522 [↓](#) 

Cheryl Henry

From: UHM Community Trust <uhmcommunitytrust@gmail.com>
Sent: Wednesday, 29 November 2023 10:38 AM
To: Cheryl Henry
Subject: Re: Community Hall Information & Statistics 2022-2023 - Attachments

CAUTION: This email originated from outside Far North District Council.
 Do not click links or open attachments unless you recognise the sender and know the content is safe.

HALL DETAILS			
Name of Hall:	Horeke Community Hall		
Physical address:			
Postal address:			
Booking Officer Name	Kelly Te Haara		
Booking Officer Contact Info	Ph.:	Mobile:	Uhmcommunitytrust@gmail.com
Afterhours Contact Name			
Afterhours Contact Info	Ph.:	Mobile:	Uhmcommunitytrust@gmail.com
Emergency Contact Name			
Emergency Contact Info	Ph.:	Mobile:	Uhmcommunitytrust@gmail.com

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	Anne Taylor		Uhmcommunitytrust@gmail.com	
Treasurer	Waana Puru-Koroi		Uhmcommunitytrust@gmail.com	
Secretary	Sam Mutu			

			Uhmcommunitytrust@gmail.com	
Booking Officer	Kelly Te Haara		Uhmcommunitytrust@gmail.com	
Trustees	Iris King Lydia Pomare Mark Lester		Uhmcommunitytrust@gmail.com	

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?	12
How often did the Committee meet in the year?	10

On Wed, 15 Nov 2023 at 2:05 PM, Cheryl Henry <Cheryl.Henry@fndc.govt.nz> wrote:

Kia ora

My apologies, when I sent out the request for the Community Hall Information & Statistics 2022-2023, I overlooked including the following documents, please find attached.

- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy

Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management
P 649 408 9405 | Cheryl.Henry@fndc.govt.nz

Te Kaunihera o Tai Tokerau ki te Raki | Far North District Council

Pokapū Kōrero 24-hāora | 24-hour Contact Centre 0800 920 029

fndc.govt.nz



Utakura,Horeke,Motukiore**District Community Trust**Accounts for year ending 30th June 2022

Statement of Income and Expenditure.

Opening Balance 1st July 2021 **\$3611.49**

Income

Hall Hire \$2630.00

T-shirts \$135.00

Total Income **\$2765.00**

Expenses

Power \$1014.10

Bank Fees \$40.00

Total Expenses **\$1054.10**Closing Balance **\$5322.39****Balance Sheet****Bank Account 12-3091-0238930-00 \$5322.39****Auditor's Report**

I have audited the financial accounts of The Utakura, Horeke, Motukiore District Trust.

Based on the information provided it accurately portrays the Financial position of the Trust for the year ending 30th June 2022

Ann Kearney

Puketotara Road RD2 Kerikeri

Cheryl Henry <cheryl.henry@fndc.govt.nz>

26/4/2023 9:25 AM

Community Hall Information Request



HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Email: ask.us@fndc.govt.nz
Website: www.fndc.govt.nz

Private Bag 752, Memorial Avenue
Kaikohe 0440, New Zealand
Freephone: 0800 920 029
Phone: (09) 401 5200
Fax: (09) 401 2137

26 April 2023

Lorraine Cochrane
Kaikohe Senior Citizens Hall
jloc@xtra.co.nz

Dear Sir / Madam

This is a reminder that to date we have not received your annual return as per Council's 2016 Community Halls Policy for the period 1 July 2021 to 30 June 2022.

It is acknowledged that being asked to produce annual audited accounts is not realistic for many of you therefore, a full audit will only be required only every three years. However, we would still expect to receive a basic income and expenditure type of account information.

As per previous years, 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 prior to 31 May 2023.

This information will form part of a report that is presented to your local Community Board for this financial year ending June 2023.

Can you also provide a copy of the hall's evacuation plan and a photo of the current BWOFF on display in the hall or the document for our records?

Should we not receive any information, we will note this in the report for the Community Board to consider.

As such, please find attached the following documents:

- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy
- Hall Committee details and statics template

Thank you for providing the requested information, please return by email to districtfacilities@fndc.govt.nz or to request a stamped return envelope.

Should you have any further queries, please do not hesitate to contact me.

Yours sincerely
Cheryl Henry
Cheryl Henry
District Facilities

2022-23

2021-22 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Kaikohe Senior Citizens Hall		
Physical address:	55 Taranui Rd		
Postal address:	PO Box 83, Kaikohe 0440		
Booking Officer (name):	(Booking Officer will be added to our website)		
Booking Officer (contact):	Ph.:	Mobile:	Email:
Lorraine Cochran		02108308064	jloc@extra.co.nz
Afterhours contact (name):	Lorraine Cochran 021-08308064		
Emergency Contact (name):	✓ ✓ ✓		
Afterhours (contact):	Ph.:	Mobile:	Email:
		02108308064	jloc@extra.co.nz
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chair	Laurence Mason-Witchura			
Sec/Treas	Lorraine Cochran		jloc@extra.co.nz	

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?	4 x per year
How often did the Committee meet in the year?	1

HALL INFORMATION	
Usage Data	
Number of bookings:	197
Number of users:	32

Type of use	
Community (regular users):	x 13
Casual (one off):	x 19
Commercial:	

Hire rates (per hour)			
Community:	\$60-		
Casual:	\$60-		
Commercial:	\$80-		
Other:			
2020/21 Financial Statement 2022-23	Attached: yes / no		
BWOF	Attached: yes / No	Expiry Date:	
Insurance - Contents	Yes / No	Value:	
Improvements completed	2 heat pumps		
Maintenance completed			
Other:			
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	120
Kitchen facilities	Yes
Toilets	Yes
Disabled access	Yes
Parking	Yes (limited)

Furniture available	
----------------------------	--

Other facilities / assets available <i>e.g.: stage, lighting, heating</i>	
---	--

Get it done online at your convenience, visit our website - www.fndc.govt.nz

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Far North District Council | Te Kaunihera o Tai Tokerau Ki Te Raki
Ph. 09 401 5200 | Fax. 09 401 2137 | Email. ask.us@fndc.govt.nz
Address. Memorial Avenue, Private Bag 752, Kaikohe 0440, New Zealand

Please consider the environment before printing this email.

-
- image007.emz (4 KB)
 - Halls & Facilities Strategy June 2015.pdf (14 MB)
 - Community Halls Policy September 2016.pdf (2 MB)
 - image001.jpg (5 KB)
 - image002.png (49 KB)
 - image005.png (382 Byte)
 - image006.png (214 Byte)
 - image008.png (4 KB)

Kaikohe Senior Citizens Hall**Summay Cashbook: 1 July 2022 - 30 June 2023****Kiwibank Kaikohe: 38-9023-0658260-00 OPENING BALANCE** 466.16**ASB Kaikohe: 12-3097-0122699-00 OPENING BALANCE** 1607.60**INCOME**

Kiwibank - Hall Hire 14506.00

ASB - Hall Hire 340.00

ASB - Sundry Income 214.65

\$ 15,060.65 15060.65

\$ 17,134.41

EXPENDITURE

Alarm (R&M) 168.80

Alarm Monitoring (Monthly) 483.00

Hall Custodian 2400.00

Hall Hire (x2 refunds) 260.00

Cleaning Supplies 135.36

Equipment (02 Electric Kettles) 53.95

Repair & Maitenance 68.39

Sundry Expenses 214.65

Plant & Equipment (x2 Heat Pumps) 6463.00

\$ 10,247.15 10247.15

\$ 6,887.26

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Kaikohe Senior Citizens Hall

Page 1

SUMMARY CASHBOOK: 01/07/22 TO 30/06/23

Kaikohe Senior Citizens Hall, Account No. 38-9023-0658260-00 (Bank 1)
Kiwibank, Kaikohe

Opening balance 466.16

Add: Deposits**ACCOUNT****TITLE**

195 Hall Hire 14,506.00

Total Deposits 14,506.00

Less: Payments**ACCOUNT****TITLE**

178 Alarm (R & M) 168.80
 179 Alarm Monitoring (Monthly) 120.75
 195 Hall Hire 260.00
 315 Cleaning Supplies 135.36
 320 Custodian Fee 600.00
 360 Equipment 53.95
 428 Repairs and Maintenance 68.39
 455 Sundry Expenses 214.65
 742 Plant and Equipment 6,463.00

Total Payments 8,084.90

Closing balance 6,887.26

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Kaikohe Senior Citizens Hall

Page 1

ACCOUNT DETAILS REPORT

ACCOUNTS 178 TO 969, DATE RANGE 01/07/22 TO 30/06/23
Kaikohe Senior Citizens Hall, Account No. 38-9023-0658260-00 (Bank 1)
Kiwibank, Kaikohe

178 Alarm (R & M)

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22	Opening balance				0.00
06/12/22	Chq-1	5 ARA Group Ltd	148.80		148.80
06/12/22	Chq-1	6 Vodafone NZ (Alarm System Top up)	20.00		168.80
30/06/23	Closing balance				168.80

179 Alarm Monitoring (Monthly)

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22	Opening balance				0.00
20/04/23	Chq-1	12 ARA Group Ltd	40.25		40.25
22/05/23	Chq-1	14 ARA Group Ltd	40.25		80.50
20/06/23	Chq-1	16 ARA Group Ltd	40.25		120.75
30/06/23	Closing balance				120.75

195 Hall Hire

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22	Opening balance				0.00
02/07/22	Dep-1	1 Income (POK)		60.00	-60.00
08/07/22	Dep-1	2 Income (POK)		60.00	-120.00
16/07/22	Dep-1	3 Income (POK)		60.00	-180.00
22/07/22	Dep-1	4 Income (POK)		60.00	-240.00
29/07/22	Dep-1	5 Income (POK)		60.00	-300.00
03/08/22	Dep-1	6 Income (McClintock Whanau)		60.00	-360.00
05/08/22	Dep-1	7 Income (POK)		60.00	-420.00
08/08/22	Dep-1	8 Income (University of Canterbury)		80.00	-500.00
12/08/22	Dep-1	9 Income (POK)		60.00	-560.00
15/08/22	Dep-1	10 Income (Tauteka-Cates)		60.00	-620.00
19/08/22	Dep-1	11 Income (POK)		60.00	-680.00
19/08/22	Dep-1	12 Income (LE Mason)		100.00	-780.00
23/08/22	Dep-1	13 Income (POK)		40.00	-820.00
26/08/22	Dep-1	14 Income (POK)		60.00	-880.00
29/08/22	Dep-1	15 Income (Rakau Rangatira Programme)		60.00	-940.00
02/09/22	Dep-1	16 Income (POK)		60.00	-1,000.00
05/09/22	Dep-1	17 Income (Rakau Rangatira Programme)		60.00	-1,060.00
09/09/22	Dep-1	18 Income (POK)		60.00	-1,120.00
12/09/22	Dep-1	19 Income (Rakau Rangatira Programme)		120.00	-1,240.00
16/09/22	Dep-1	20 Income (POK)		60.00	-1,300.00
16/09/22	Dep-1	21 Income (POK)		100.00	-1,400.00
23/09/22	Dep-1	22 Income (POK)		60.00	-1,460.00
30/09/22	Dep-1	23 Income (POK)		60.00	-1,520.00
07/10/22	Dep-1	24 Income (POK)		60.00	-1,580.00
14/10/22	Dep-1	25 Income (POK)		60.00	-1,640.00
17/10/22	Dep-1	26 Income (KBA)		60.00	-1,700.00
21/10/22	Dep-1	27 Income (POK)		60.00	-1,760.00
21/10/22	Dep-1	28 Income (Flock Charitable Trust)		200.00	-1,960.00
28/10/22	Dep-1	29 Income (POK)		60.00	-2,020.00
04/11/22	Dep-1	30 Income (POK)		60.00	-2,080.00
09/11/22	Chq-1	3 Flock Charitable Trust (Refund)	200.00		-1,880.00
09/11/22	Chq-1	4 Te Putahi Nui O Rehua (Refund)	60.00		-1,820.00
11/11/22	Dep-1	31 Income (POK)		60.00	-1,880.00
18/11/22	Dep-1	32 Income (POK)		60.00	-1,940.00
25/11/22	Dep-1	33 Income (POK)		60.00	-2,000.00
02/12/22	Dep-1	34 Income (POK)		60.00	-2,060.00
09/12/22	Dep-1	35 Income (POK)		60.00	-2,120.00
14/12/22	Dep-1	36 Income (MSD Crown)		6,296.00	-8,416.00
16/12/22	Dep-1	37 Income (POK)		60.00	-8,476.00
13/01/23	Dep-1	38 Income (POK)		60.00	-8,536.00
20/01/23	Dep-1	39 Income (POK)		60.00	-8,596.00
25/01/23	Dep-1	40 Income (Ron Potter)		60.00	-8,656.00

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Kaikohe Senior Citizens Hall

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ACCOUNT DETAILS REPORT

ACCOUNTS 178 TO 969, DATE RANGE 01/07/22 TO 30/06/23
Kaikohe Senior Citizens Hall, Account No. 38-9023-0658260-00 (Bank 1)
Kiwibank, Kaikohe

195 Hall Hire (continued)

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
27/01/23	Dep-1	41	Income (Home Support Northland)	60.00	-8,716.00
27/01/23	Dep-1	42	Income (POK)	60.00	-8,776.00
03/02/23	Dep-1	43	Income (POK)	60.00	-8,836.00
10/02/23	Dep-1	44	Income (POK)	60.00	-8,896.00
17/02/23	Dep-1	45	Income (POK)	60.00	-8,956.00
22/02/23	Dep-1	46	Income (Far North JP's)	60.00	-9,016.00
22/02/23	Dep-1	47	Income (MSD)	60.00	-9,076.00
25/02/23	Dep-1	48	Income (POK)	60.00	-9,136.00
01/03/23	Dep-1	49	Income (J Hohepa)	60.00	-9,196.00
03/03/23	Dep-1	50	Income (POK)	60.00	-9,256.00
10/03/23	Dep-1	51	Income (POK)	60.00	-9,316.00
10/03/23	Dep-1	52	Income (AgeWell)	150.00	-9,466.00
13/03/23	Dep-1	53	Income (MSD)	2,940.00	-12,406.00
17/03/23	Dep-1	54	Income (POK)	60.00	-12,466.00
24/03/23	Dep-1	55	Income (POK)	60.00	-12,526.00
31/03/23	Dep-1	56	Income (POK)	60.00	-12,586.00
31/03/23	Dep-1	57	Income (PF Olsen Ltd)	60.00	-12,646.00
05/04/23	Dep-1	58	Income (NZ PSA)	60.00	-12,706.00
11/04/23	Dep-1	59	Income (POK)	60.00	-12,766.00
11/04/23	Dep-1	60	Income (J Adams)	60.00	-12,826.00
14/04/23	Dep-1	61	Income (POK)	60.00	-12,886.00
19/04/23	Dep-1	62	Income (J Adams)	60.00	-12,946.00
21/04/23	Dep-1	63	Income (POK)	60.00	-13,006.00
28/04/23	Dep-1	64	Income (Grey Power)	40.00	-13,046.00
28/04/23	Dep-1	65	Income (POK)	60.00	-13,106.00
05/05/23	Dep-1	66	Income (POK)	60.00	-13,166.00
12/05/23	Dep-1	67	Income (POK)	60.00	-13,226.00
19/05/23	Dep-1	68	Income (POK)	60.00	-13,286.00
26/05/23	Dep-1	69	Income (POK)	60.00	-13,346.00
31/05/23	Dep-1	70	Income (H Hereora)	120.00	-13,466.00
02/06/23	Dep-1	71	Income (POK)	60.00	-13,526.00
09/06/23	Dep-1	72	Income (POK)	60.00	-13,586.00
09/06/23	Dep-1	73	Income (Fleak Caterers)	200.00	-13,786.00
16/06/23	Dep-1	74	Income (POK)	60.00	-13,846.00
23/06/23	Dep-1	75	Income (POK)	60.00	-13,906.00
29/06/23	Dep-1	76	Income (BO Garden Club)	50.00	-13,956.00
30/06/23	Dep-1	77	Income (POK)	60.00	-14,016.00
30/06/23	Dep-1	78	Income (VA Woodbury)	100.00	-14,116.00
30/06/23	Dep-1	79	Income	130.00	-14,246.00
30/06/23			Closing balance		-14,246.00

315 Cleaning Supplies

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22		Opening balance			0.00
02/09/22	DPay-1	1 Northland Cleaning Supplies	135.36		135.36
30/06/23		Closing balance			135.36

320 Custodian Fee

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22		Opening balance			0.00
20/04/23	Chq-1	11 A Dalton	200.00		200.00
22/05/23	Chq-1	13 A Dalton	200.00		400.00
20/06/23	Chq-1	15 A Dalton	200.00		600.00
30/06/23		Closing balance			600.00

360 Equipment

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22		Opening balance			0.00
02/09/22	DPay-1	2 The Warehouse (2x Electric Jugs)	53.95		53.95

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Kaikohe Senior Citizens Hall

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ACCOUNT DETAILS REPORT

ACCOUNTS 178 TO 969, DATE RANGE 01/07/22 TO 30/06/23
Kaikohe Senior Citizens Hall, Account No. 38-9023-0658260-00 (Bank 1)
Kiwibank, Kaikohe

360 Equipment (continued)

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
30/06/23	Closing balance			53.95

428 Repairs and Maintenance

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22	Opening balance			0.00
16/12/22	Chq-1 7 Bunnings Kaikohe	68.39		68.39
30/06/23	Closing balance			68.39

455 Sundry Expenses

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22	Opening balance			0.00
17/01/23	Chq-1 8 ASB Kaikohe (Transfer)	74.40		74.40
28/02/23	Chq-1 10 ASB Kaikohe (Transfer)	140.25		214.65
30/06/23	Closing balance			214.65

610 Retained Earnings

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22	Opening balance			-466.16
30/06/23	Closing balance			-466.16

742 Plant and Equipment

		<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22	Opening balance			0.00
09/02/23	Chq-1 9 Keri Refrigeration Ltd (Heat Pumps x2)	6,463.00		6,463.00
30/06/23	Closing balance			6,463.00

Total of range (178 to 969)	8,084.90	14,506.00	-6,887.26
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Kaikohe Senior Citizens Hall

Page 1

SUMMARY CASHBOOK: 01/07/22 TO 30/06/23**Kaikohe Senior Citizens Hall, Account No. 12-3097-122699-00 (Bank 1)
ASB, Kaikohe****Opening balance** 1,607.60**Add: Deposits****ACCOUNT****TITLE**

195	Hall Hire	340.00
205	Sundry Income	214.65

Total Deposits 554.65**Less: Payments****ACCOUNT****TITLE**

179	Alarm Monitoring (Monthly)	362.25
320	Hall Custodian	1,800.00

Total Payments 2,162.25**Closing balance** 0.00

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Kaikohe Senior Citizens Hall

Page 1

ACCOUNT DETAILS REPORT

ACCOUNTS 179 TO 969, DATE RANGE 01/07/22 TO 30/06/23
Kaikohe Senior Citizens Hall, Account No. 12-3097-122699-00 (Bank 1)
ASB, Kaikohe

179 Alarm Monitoring (Monthly)

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22	Opening balance				0.00
20/07/22	DPay-1	2 ARA Security	40.25		40.25
22/08/22	DPay-1	4 ARA Security	40.25		80.50
20/09/22	DPay-1	6 ARA Security	40.25		120.75
20/10/22	DPay-1	8 ARA Security	40.25		161.00
21/11/22	DPay-1	10 ARA Security	40.25		201.25
20/12/22	DPay-1	12 ARA Security	40.25		241.50
20/01/23	DPay-1	14 ARA Security	40.25		281.75
20/02/23	DPay-1	16 ARA Security	40.25		322.00
20/03/23	DPay-1	18 ARA Security	40.25		362.25
30/06/23	Closing balance				362.25

195 Hall Hire

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22	Opening balance				0.00
01/08/22	Dep-1	1 Income (Pukekiwi)		60.00	-60.00
13/10/22	DDep-1	2 Income (Pukekiwi Trust)		60.00	-120.00
07/11/22	DDep-1	3 Income (Kaikohe Resident Meeting)		60.00	-180.00
15/11/22	DDep-1	4 Income (AL Woods)		60.00	-240.00
08/02/23	DDep-1	6 Income (SJ Matene)		100.00	-340.00
30/06/23	Closing balance				-340.00

205 Sundry Income

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22	Opening balance				0.00
17/01/23	DDep-1	5 Income (Transfer)		74.40	-74.40
28/02/23	DDep-1	7 Income (Transfer)		140.25	-214.65
30/06/23	Closing balance				-214.65

320 Hall Custodian

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22	Opening balance				0.00
20/07/22	DPay-1	1 Anna Dalton (July 2022)	200.00		200.00
22/08/22	DPay-1	3 Anna Dalton (Aug 2022)	200.00		400.00
20/09/22	DPay-1	5 Anna Dalton (Sept 2022)	200.00		600.00
20/10/22	DPay-1	7 A Dalton	200.00		800.00
21/11/22	DPay-1	9 A Dalton	200.00		1,000.00
20/12/22	DPay-1	11 Anna Dalton	200.00		1,200.00
20/01/23	DPay-1	13 Anna Dalton	200.00		1,400.00
20/02/23	DPay-1	15 Anna Dalton	200.00		1,600.00
20/03/23	DPay-1	17 Anna Dalton	200.00		1,800.00
30/06/23	Closing balance				1,800.00

610 Retained Earnings

			<i>Debit</i>	<i>Credit</i>	<i>Balance</i>
01/07/22	Opening balance				-1,607.60
30/06/23	Closing balance				-1,607.60

Total of range (179 to 969)

2,162.25	554.65	0.00
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2022-23 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Okaihau Community Hall		
Physical address:	9 Settlers Way, Okaihau		
Postal address:	C/o 8 Waikerikeri Ford Rd, RD1, Okaihau 0475		
Booking Officer Name	(Booking Officer will be added to our website) Lana Smith		
Booking Officer Contact Info	Ph.:	Mobile:	Email:
		021 1098459	lana.n.smith@gmail.com
Afterhours Contact Name	Karen Campbell		
Afterhours Contact Info	Ph.:	Mobile:	Email:
		021 2967466	rkcampbell@xtra.co.nz
Emergency Contact Name	Karen Campbell		
Emergency Contact Info	Ph.:	Mobile:	Email:
		see above	see above

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairman	Robert Newport	RD1 Okaihau 0475	robertblue2015@gmail.com	027 496 5486
Treasurer	Karen Campbell	Settlers Way RD1 Okaihau 0475	rkcampbell@xtra.co.nz	021 2967466
Secretary	Linda Mason	8 Waikerikeri Ford Rd, RD1, Okaihau 0475	linnic@farmside.co.nz	021 1017363

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 except Jan - 11 times.
How often did the Committee meet in the year?	11 times

HALL INFORMATION		1/7/22 - 30/6/23	
Usage Data			
Number of bookings:	67		
Number of users:	15		
Type of use			
Community (regular users):	6 users - 56 bookings		
Casual (one off):	8 users - 10 bookings		
Commercial:	1 users - 1 booking		
Hire rates (per hour)			
Community:	we don't hire by the hour.		
Casual:	we hire by daytime & evening & winter & summer.		
Commercial:	copy of hire-rates attached.		
Other:			
2022/23 Financial Statement		Attached: Yes / No	
BWOF/Evacuation Plan		Photo Attached: <input checked="" type="checkbox"/> Yes / <input checked="" type="checkbox"/> No	
Insurance - Contents		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Value: have this, if it exists.
Improvements completed			
Maintenance completed		repair of some chairs	
Other:			
Check list (cross out as provided)		AH / emergency contact details <input checked="" type="checkbox"/>	Copy of BWOF certificate <input checked="" type="checkbox"/>
		Copy of Evacuation Plan <input checked="" type="checkbox"/>	Form fully completed <input checked="" type="checkbox"/>

Evac plan attached.

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	Hall + Social Room = 415
Kitchen facilities Main kitchen Small kitchen	2x oven, 2x zip hot water, H/W cylinder, upright fridge, pie warmer, kettle, sink x 2, mops water heater, sink, cups & saucers, teapots
Toilets	Ladies - 3 pans, incl. disability toilet. Mens - 1 pan + urinal.

Disabled access	Ramp into Hall.
Parking	Street parking.
Furniture available	Trestle tables, chairs & pews
Other facilities / assets available e.g.: stage, lighting, heating	Stage Wall heaters - main hall & social room. Curtains

OKAIHAU COMMUNITY HALL HALL HIRE CHARGES

	MAIN HALL	SOCIAL ROOM	WHOLE HALL Not including Kitchen	KITCHEN
Half Day	S\$15.00 W\$25.00	S\$15.00 W\$25.00	S\$30.00 W\$50.00	S\$20.00 W\$20.00
Whole Day	S\$30.00 W\$50.00	S\$30.00 W\$50.00	S\$60.00 W\$100.00	S\$20.00 W\$20.00
Evening	S\$55.00 W\$70.00	S\$30.00 W\$40.00	S\$85.00 W\$110.00	S\$20.00 W\$20.00

Key: Half Day - 8.00 am to 12 noon or 12 noon to 5.00 pm
 Whole Day- 8.00 am to 5.00 pm
 Evening - 5.00 pm to 12 midnight
 S - summer - 1 October to 30 April
 W - winter - 1 May to 30 September

PENALTIES

1. If any aspect of cleaning is unsatisfactory or breaches the above conditions occur, further use of the hall may be refused.
2. A penal rate of \$20 is incurred if payment is not received when the key is uplifted, unless otherwise agreed.
3. Any new regular user holding a hall key will be charged \$20 per key for access to the Okaihau Community Hall.
4. If a key is lost a replacement fee of \$30.00 per key will be imposed.

BOND

A bond of \$100.00 is required for all hire except for long term established bookings. Bond to be paid at the time of key collection.

If a liquor licence is required the bond is increased to \$200. The bond is refunded when the caretaker has checked that no breakages or damage has occurred and that cleaning has been done satisfactorily.

AMENDMENT TO HALL CHARGES

At the discretion of the caretaker, hirers may be able to come in the night before and set up for functions. This will incur an extra cost of \$15.00 an hour. It may be possible to make arrangements to check the hall with the caretaker before hiring to be sure of the conditions of cleanliness etc.

Amended April 2019

**Okaihau Community Hall
9 Settlers Way, Okaihau**

EVACUATION PROCEDURE

IF YOU DISCOVER A FIRE:-

Sound the Evacuation Alarm:- Airhorn
Leave the building by the nearest safe marked **EXIT**
Call the Fire Service immediately
– provide the address at the top of this notice

Dial 111

WHEN YOU ARE WARNED OF A FIRE IN THIS BUILDING:-

Leave the building by the nearest safe marked **EXIT**

ASSEMBLE AT THE DESIGNATED AREA:-

Outside Okaihau Vets, Lawn St

Stay at the Assembly point until the “ALL CLEAR” is given

FIRE EXTINGUISHER LOCATED AT:- Exit Door

FIRE HOSE REEL LOCATED AT:- Front of Hall

OCA copy

OKAIHAU COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022

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Statement of Financial Position - Okaihau Community Association	7
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PO Box 98, Okaihau • Phone 09 401 0198 • Fax: 09 401 0487 • Email: info@adelemaraki.co.nz

Independent Auditors Report To the Officers Okaihau Community Association

Report on the Audit of the Financial Statements

Qualified Opinion

We have audited the financial statements of Okaihau Community Association which comprise the Financial position as at 30 June 2023, and the statements of Receipts and Payments and the Statement of Income and Expenditure for the 30 June 2023 then ended. In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements are prepared, in all material respects, in accordance with Special Purpose Financial Reporting Framework for For-Profit Entities (SPFR for FPEs), issued by Chartered Accountants Australia & New Zealand.

Basis for Qualified Opinion

Control over the revenues from Hall hire, subscription, fundraising and donations, prior to be 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 Okaihau Community Association 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 opinion.

Other than in our capacity as auditor we have no further relationship with, or interests in, Okaihau Community Association.

Restriction on Responsibility

This report is made solely to the Officers, as a body, in accordance with the specific source of audit duty, e.g. constitution of Okaihau Community Association. Our audit work has been undertaken so that we might state to the Officers those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Officers as a body, for our audit work, for this report, or for the opinions we have formed.

**Officer's Responsibility for the Financial Statements**

The Officers are responsible on behalf of the entity for determining that the framework adopted is acceptable in Okaihau Community Association's circumstances, the preparation of financial statements, and for such internal control as the Officer's determine 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 Officers are 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 Officer's either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit.

Our Independent audit report was completed on the 01 August 2022 and our qualified opinion is expressed as at that date.

Adele M Maraki

Kaikohe

6 August 2023

OKAIHAU COMMUNITY ASSOCIATION**Approval of Financial Report****FOR THE YEAR ENDED 30 JUNE 2023**

The Trustees are pleased to present the approved financial report including the historical financial statements of Okaihau Community association for year ended 30 June 2023.

APPROVED

Robert Newport

Chairperson

Date _____

Karen Campbell

Treasurer

Date _____

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2023

2022 RECEIPTS- 150 Years		2023
-	Cabaret Ticket Sales	2,230.00
-	OCA - Hall Hire -received in error	40.00
	FNDC - Kitchen Upgrade received in error	5,000.00
-	OCA - Library Book Sale-received in error	140.00
1,555.95	FNDC - Main Hall Lighting Upgrade	
425.00	FNDC - Welcome Sign Replacement	
1,980.95		7,410.00
PAYMENTS - 150 Years		
150.00	Petrol Vouchers - Auditor	150.01
-	OCA - oo A/c Reimburse Libray Book Sale	140.00
-	OCA - Hall Hire -received in error - reimburse	40.00
-	FNDC - Kitchen Upgrade received in error-reimburse	5,000.00
410.59	OCA - reimburse ladder purchase/2 Library Books	
425.00	OCA - reimburse Welcome Sign replacement	
1,555.95	OCA - reimburse Main Hall Lighting Upgrade	
Cabaret Expenses		
-	Okaihau College - Tickets	12.08
-	M Haynes - Liquor License	207.00
-	T Sanders - Reimbursement	2,150.00
-	OCA - Hall Hire	200.00
2,541.54		7,899.09
- 560.59	Excess Receipts over Payments	- 489.09
1,273.41	Plus Bank Balance at 1 July 2022	712.82
712.82	Balance per Bank Statement 4 July 2023	223.73

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 JUNE 2023

2022 RECEIPTS	2023
1,227.40 Hall Hire	1,756.00
22.00 Subscriptions	28.00
15.00 Memorial Board Entries	-
4.10 Donation	400.70
425.00 FNDC Welcome Sign Replacement	-
410.59 150th A/c Reimbursement Ladder and 2 150th Books	-
1,555.95 FNDC Main Hall lighting Upgrade	-
- Bond	100.00
- Library Book Sales	374.90
- FNDC - Kitchen Design	5,000.00
- NZ Police - CCTV Grant	30,000.00
Christmas Gala	
500.00 Prize Money- Donation	-
- Stalls	60.00
- Cuppa	12.60
- Xmas Tree Competition	82.50
150.00 Unused Prize Money	-
4,310.04	37,814.70
PAYMENTS	
900.00 Hall Expenses	1,000.00
869.23 Power	935.83
113.47 Repairs and Maintenance	-
350.00 Petrol Vouchers	150.01
85.10 Photocopying - Christmas Gala	60.72
- CCTV	31,820.50
150.00 Christmas Gala Expenses	24.45
- Christmas Gala Prize Money	320.00
- Replacement Table	64.90
- Sound System	249.99
- Photocopying - Okaihau Safety Flyer	115.00
425.50 Welcome Sign Replacement	-
1,555.95 Main Hall lighting Upgrade	-
38.80 History Board Maintenance	-
1,331.00 Chair Cleaning and Supper Room	-
199.90 Chair Trolleys	-
27.60 Gift	-
221.98 Stationery	-
6,268.53	34,741.40
- 1,958.49	3,073.30
5,526.30 Plus Bank Balance at 1 July 2022	3,567.81
- Plus Unpresented Cheque	-
- Plus Receipts deposited from previous year	-
5,526.30	3,567.81
3,567.81	6,641.11
Balance per Bank Statement 4 July 2023	

OKAIHAU COMMUNITY ASSOCIATION

Income & Expenditure.

STATEMENT OF ~~RECEIPTS AND PAYMENTS~~
FOR THE YEAR ENDED 30 JUNE 2023

2022 INCOME	2023
1980.95 150 Years Total Receipts	7,410.00
15.00 Memorial Board Entries	-
1227.40 Hall Hire	1,756.00
22.00 Subscriptions	28.00
33.42 Interest - 150 Account	208.24
122.61 Interest - Term Investment and 51 Account	524.48
0.00 NZ Police CCTV Grant	30,000.00
150.00 Christmas Gala income	155.10
0.00 Bond	100.00
0.00 Sales - Library Books	374.90
1555.95 FNDC - Main Hall Light Upgrade	-
425.00 FNDC - Welcome Sign Replacement	-
410.59 150th A/c Reimburse Ladder and 2 books	-
0.00 Christmas Gala Prize Money	320.00
4.10 Donation	400.70
5,947.02	\$ 41,277.42
EXPENDITURE	
2541.54 150 Years Payments	7,899.09
1439.30 Depreciation	4,528.87
103.47 Repairs and Maintenance	-
900.00 Hall Expenses	1,100.00
869.23 Power	935.83
85.10 Christmas Gala Expenses	85.17
150.00 Christmas Gala Prize Money	320.00
350.00 Petrol Vouchers	150.01
231.98 Stationery	-
0.00 Photocopying -Okaihau Safety Flyer	115.00
27.60 Gift	-
425.50 Welcome Sign Replacement	-
330.00 Outstanding Hall Hire Written Off	-
1555.95 Main Hall Light Upgrade	-
1331.00 Supper Room and Chair Cleaning	-
10,340.67	\$ 15,133.97
<u>-4,393.65</u> Excess Income over Expenditure	<u>\$ 26,143.45</u>
Table x 1	64.90
Sound System	249.99
0.00 CCTV	31,820.50
0.00 FNDC Kitchen Design	5,000.00

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 30 JUNE 2023

2022 ACCUMULATED FUNDS

\$	42,494.38	Balance as at 30 June 2022	38,100.73
-\$	4,393.65	Excess Income over Expenditure	26,143.45
\$	38,100.73		64,244.18
Represented by : Current Assets			
\$	3,567.81	Cash at Bank - ASB - 00 Account	6,641.11
\$	3,797.17	Cash at Bank - ASB - 51 Account	3,920.44
\$	19,003.02	Investments	19,404.23
\$	712.82	150 years - ASB - 01 Account	223.73
\$	10,227.40	150 years - ASB - Term Investment	10,435.64
	37308.22		40,625.15

Non Current Assets		Cost	Accum Depn	Net Book Value
71.30	Seats	1,350.00	1285.83	64.17
104.57	Tables	1,980.00	1885.89	94.11
1,354.83	Carpet	6,234.00	5014.65	1219.35
182.99	Plant	2,962.81	2798.12	164.69
180.27	Plant - Zip	1,202.84	1040.60	162.24
216.25	Refrigerator 2	1,700.00	1505.38	194.62
21.41	Vacuum Clnr	199.00	179.73	19.27
439.02	Okaihau Sign 2	1,398.98	1003.86	395.12
141.34	Stove 1	810.00	682.80	127.20
378.93	Stove 2	1,400.00	1058.97	341.03
393.91	Memorial Brd	1,658.75	1304.23	354.52
234.11	Sound System	1,365.75	1155.05	210.70
712.70	Tunnel Sign	2,170.63	1529.20	641.43
3,033.99	History Board	6,598.70	3868.11	2730.59
694.38	Curtains	1,092.00	467.06	624.94
73.86	Chairs x 17	170.00	103.53	66.47
2,281.70	Welcome Sign x 2	2,535.22	481.69	2053.53
2,122.32	120 Chairs	2,596.11	686.02	1910.09
315.53	Ladder	379.02	95.04	283.98
199.90	Chair Trolley x 2	199.90	19.99	179.91
-	Tables	64.90	6.49	58.41
-	Sound System	249.99	25.00	224.99
	CCTV	31,820.50	3182.05	28638.45
13,153.30				\$ 40,759.82
50,461.52	TOTAL ASSETS			\$ 81,384.97
Current Liabilities				
345.60	Two Ponga Park Fund			345.60
200.00	Bond-NZ Dairy \$100 Taylor-Tuiloma \$100 Out the Gate \$100			300.00
2,493.76	Baptist Church Future Community Project			2,493.76
500.00	Xmas Gala - Prizes carried over			180.00
0.00	FNDC - Kitchen Design			5,000.00
8,821.43	FNDC - Focus Project Fund			8,821.43

OKAIHAU COMMUNITY ASSOCIATION**STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 30 JUNE 2023**

<u>12,360.79</u>	TOTAL LIABILITIES	<u>17,140.79</u>
<u>38,100.73</u>	Net Assets	<u>64,244.18</u>

Tennis Club

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2023

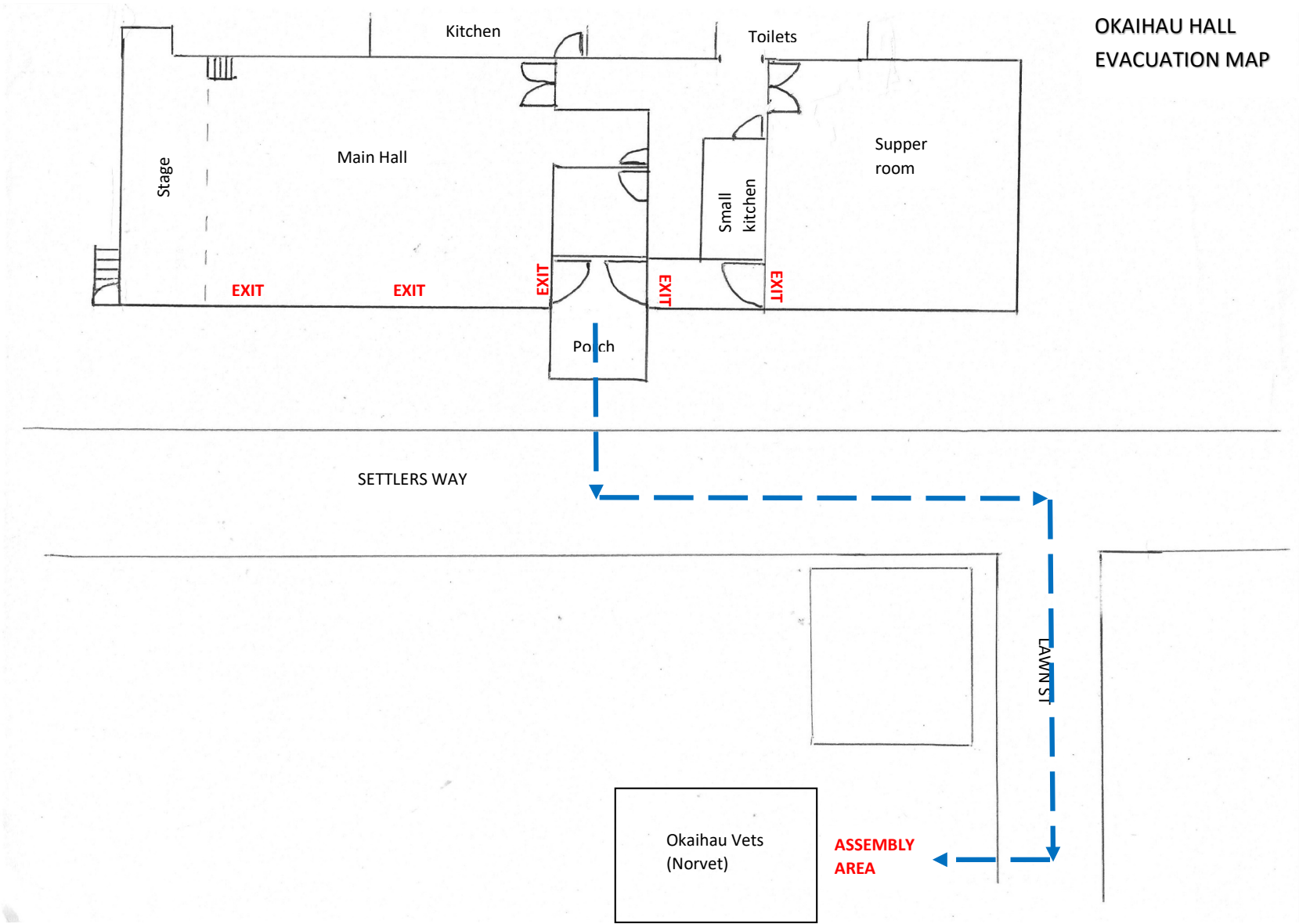
2022 RECEIPTS	2023
0.00 Reimburse - Incorrect Acc - Hall Hire	40.00
0.00 Reimburse - Incorrect Acc- L Smith	100.00
0.00 Reimburse - Incorrect Acc - FNDC	5,000.00
0.00	5,140.00
PAYMENTS	
Ground Rental Memorial Committee	40.00
Incorrect Acc -L Smith	100.00
Incorrect Acc - Hall Hire	40.00
0.00 Incorrect Acc - FNDC	5,000.00
0.00	5,180.00
0.00 Excess Receipts over Payments	- 40.00
Plus Bank Balance 1 July 2022	517.23
Balance per Bank Statement 4 July 2023	477.23

STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2023

2022	2023
INCOME	
122.61 Interest - Term Investment and 50 Account	624.41
EXPENDITURE	
- Ground Rental	40.00
122.61 EXCESS INCOME OVER EXPENDITURE	584.41

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2023

2,022.00	2,023.00
ACCUMULATED FUNDS	
24,224.35 Balance as at 30 June 2021	24,346.96
122.61 Excess Income over Expenditure	584.41
24,346.96	24,931.37
Represented by	
Current Assets	
517.23 Cash at Bank - ASB - 00 Account	477.23
5,841.99 Cash at Bank - ASB - 50 Account	6,015.18
17,987.74 Investments	18,438.96
24,346.96 Net Assets	24,931.37



**2022-23 Rawene Community Hall Management Committee
Hall Information and Statistics – submitted 20/1/2024.**

HALL DETAILS			
Name of Hall:	Rawene Hall		
Physical address:	9 Parnell St Rawene 0473		
Postal address:	c/o Box 96, Rawene 0443		
Booking Officer Name	Mike Albrecht		
Booking Officer Contact Info	Ph.: 021137109	Mobile: 021 137 1097	Email: rawenehall@gmail.com
Afterhours Contact Name	Mike Albrecht - Booking officer / Caretaker		
Afterhours Contact Info	Ph.: 021137109	Mobile: 021 137 1097	Email: rawenehall@gmail.com
Emergency Contact Name	Mike Albrecht – 021137109 – rawnehall@gmail.com ; albrecht_hoki@yahoo.co.nz Claire Kaahu White - 0210687669 calire.white@xtra.co.nz Gwen Freese - 02102219704 - karlandgwen@outlook.com		
Emergency Contact Info	Ph.:	Mobile:	Email:

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	Claire Kaahu White	Box 72, Rawene 0443	claire.white@extra.co.nz	0210687669
Treasurer	Mike Albrecht	Box 96 Rawene 0443	rawenehall@gmail.com	0211371097
Secretary	Gwen Freese	Box 79, Rawene 0443	karlandgwen@outlook.com	02102291704
Committee Member	Tina Quita	Box 164 Rawene 0443	jalzqm6@gmail.com	0212900067
Committee Member	Christina Fath	353 Wharepunga RD Otatau RD Kaikohe	xthoelive.com	0211346424
Committee Member	Paul Hamilton	180 Ohuri Rd Rawene	scamderriver@gmail.com	0221891459
Masonic Lodge Rep	Karl Freese	Box 79 Rawene 0443	karlandgwen@outlook.com	02102291704
Community Bd Rep	Jesse Mc Veagh	Box 96 Rawene 0443	jessie.McVeagh@fndc.govt.nz	0210667262

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?	8 – 10 times
How often did the Committee meet in the year?	10 times

HALL INFORMATION				
Usage Data				
Number of bookings:	128			
Number of users:	3274			
Type of use				
Community (regular users):	8 groups			
Casual (one off):	13 Groups / Organisations			
Commercial:	Nil			
Hire rates (per hour)				
Community:	Please see attached Hall Hire Policy			
Casual:	Please see attached Hall Hire Policy			
Commercial:	Nil			
Other:				
2022/23 Financial Statement		Attached: Yes / No		
BWOE/Evacuation Plan		Photo Attached: Yes / No		
Insurance - Contents		Yes / No	Value: \$30.212 See Attached asset register.	
Improvements completed		Awaiting upgrade of kitchen and toilet block – programmed for 2023 -2024 financial year.		
Maintenance completed		As above		
Other:				
Check list (cross out as provided)		AH / emergency contact details	Copy of BWOE 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	Main Hall Total 168 (Frank Burton & Associates H&S Report 2019)
Kitchen facilities	Awaiting upgrade scheduled 2023 -2024 financial year.

Toilets	Awaiting Upgrade scheduled 2023 -2024 financial year.
Disabled access	Compliant ramp to entrance on North facing wall. Non-compliant ramp to main entrance.
Parking	Parking is extremely limited and needs to be addressed. The hall has no designated car park.
Furniture available	20 Plastic trestles – seat 6 comfortably – 8 max 80 Plastic chairs 78 upholstered chairs 100 place table setting – crockery, cutlery etc.
Other facilities / assets available e.g.: stage, lighting, heating	Nil.

Performance Report

Rawene Community Hall Management Committee
For the year ended 30 June 2022

Contents

3	Approval of Financial Report
4	Entity Information
6	Statement of Service Performance
7	Statement of Income and Expenses
8	Movements in Accumulated Funds
9	Balance Sheet
10	Schedule of Property, Plant and Equipment
11	Statement of Accounting Policies

Approval of Financial Report

Rawene Community Hall Management Committee For the year ended 30 June 2022

The Committee are pleased to present the approved financial report including the historical financial statements of Rawene Community Hall Management Committee for year ended 30 June 2022.

APPROVED

Date

Entity Information

Rawene Community Hall Management Committee For the year ended 30 June 2022

'Who are we?', 'Why do we exist?'

Legal Name of Entity

Rawene Community Hall Management Committee

Entity Type and Legal Basis

Unincorporated Not for Profit Organisation

Entity's Purpose or Mission

The aims of the Group shall be to: Provide a fit for purpose, affordable community facility, that Members, Community Groups and individuals may use.

Entity Structure

The committee is an elected delegated body on behalf of the Kaikohe Hokianga Community Board. Under the Far North District Councils Community Facilities and Community Halls Policy, it is responsible for: all bookings, fee collections and resolving any operational problems, internal maintenance of building and equipment, replacement of equipment, service & utilities payments, cleaning. The committee is also responsible for producing statistical information in regards to use and numbers of users. Hokianga Masonic Lodge has a 999-year hall agreement with FNDC for the Lodge rooms and the use of the rest of the Hall.

Organisation chart :-

Chairperson – Claire Kaahu White

Treasurer – Mike Albrecht

Secretary – Gwen Freese

Minute secretary – Carol Fife

KHCB Rep - Louis Toorenburg

Dance Club Rep – Judy Cartwright

Paul Henderson - Community

Masonic Lodge Rep - Karl Freese

Assurance Reviewer – Teresa Lomas

All positions subject to review and election to office at Annual General Meeting.

Main Sources of Entity's Cash and Resources

The entity's activities are funded by income from hall hire, grants from FNDC and philanthropic organisations.

Main Methods Used by Entity to Raise Funds

Revenue from hall hire.

Entity's Reliance on Volunteers and Donated Goods or Services

The entity relies totally on the good will of volunteer time and expertise to complete work in all essential roles such as governance, administration and fundraising.

Additional Information

Rawene Community Hall Management Committee

Physical Address: - 9 Parnell St Rawene 0443

Entity Information

Postal Address: - Box 96, Rawene 0443 rawenehall@gmail .com 0211371097

Statement of Service Performance

Rawene Community Hall Management Committee

For the year ended 30 June 2022

Cash Basis

'What did we do?', 'When did we do it?'

Description and Quantification of the Entity's Outputs

Please refer to Treasurers end of year financial statement.

RCHMC received Pub Charity Grant \$3,296 and FNDC Grant \$3,296 to fund replacement of wooden chairs in total \$6,592.00

RCHMC received NZLGB \$10,000 Grant; \$4,800 allocated to purchase acoustic tiles to improve hall acoustics; \$1,000 to complete historic photo collection, \$4,200 towards projected 2021 2022 operational costs.

- Installed acoustic tiles throughout main hall.
- Replaced 80 obsolete wooden chairs with a fit for purpose plastic model.
- Repaired heritage / historic photo collection.
- Reviewed Hall hire charges, policies and procedures for pertaining to use of hall, hall hire, cleaning contract agreement and Occupational Health and Safety.
- Complied with Covid 19 regulations – notices – upgraded handwashing facilities etc.

Additional Output Measures

Rawene Committee Hall management Committee successfully negotiated with FNDC to within 2022 - 2023:

- Upgrade toilet block,
- Ensure wheelchair access.
- Renew all fittings including urinal, hand basin and W.C. pans.
- Improve ventilation.
- Renew all floor coverings.
- Provide wheelchair entry/egress to the service block annex.

Statement of Income and Expenses

Rawene Community Hall Management Committee For the year ended 30 June 2022

	2022	2021
Income		
Annual Usage Fees	-	280
Cost Recoveries	-	220
Grants	16,592	4,400
Hall Hire	3,057	6,390
Sundry Income	300	-
Total Income	19,949	11,290
Expenses		
Administration Expenses		
Assurance Review Fees	575	449
Bank Charges	20	-
Bond Refunds	-	350
Booking Administration	2,609	2,340
Donations	100	-
General Expenses	110	-
Printing & Stationery	-	105
Total Administration Expenses	3,415	3,244
Occupancy Costs		
Cleaning & Laundry	1,117	2,499
Gas Bottle Costs	120	-
Light Power & Heating	986	1,059
Total Occupancy Costs	2,223	3,558
Repairs and Maintenance		
Minor Assets	-	181
Repairs & Maintenance - Buildings	4,830	33
Repairs & Maintenance - Plant & Equipment	1,000	-
Total Repairs and Maintenance	5,830	214
Non-cash expenses		
Depreciation	1,355	750
Total Non-cash expenses	1,355	750
Total Expenses	12,823	7,766
Net Increase (Decrease) in Funds for the Year	7,126	3,525



Movements in Accumulated Funds

Rawene Community Hall Management Committee For the year ended 30 June 2022

	2022	2021
Accumulated Funds		
Opening Balance	21,510	17,985
Current Year Increase (Decrease) in Funds	7,126	3,525
Total Accumulated Funds	28,636	21,510

Balance Sheet

Rawene Community Hall Management Committee As at 30 June 2022

	30 JUN 2022	30 JUN 2021
Assets		
Current Assets		
Cash and Bank	11,219	10,265
Total Current Assets	11,219	10,265
Non-Current Assets		
Property, Plant and Equipment	17,417	11,244
Total Non-Current Assets	17,417	11,244
Total Assets	28,636	21,510
Net Assets	28,636	21,510
Accumulated Assets		
Retained Earnings	28,636	21,510
Total Accumulated Assets	28,636	21,510

Schedule of Property, Plant and Equipment

Rawene Community Hall Management Committee

For the year ended 30 June 2022

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Buildings							
Flooring upgrade	7,360	7,360	-	-	-	-	7,360
Total Buildings	7,360	7,360	-	-	-	-	7,360
Furniture & Fittings							
Black Duro Chairs x 80	6,592	-	6,592	-	615	615	5,977
Blinds x 9	2,605	1,435	-	-	359	1,529	1,076
Notice Board	936	-	936	-	137	137	800
Total Furniture & Fittings	10,133	1,435	7,528	-	1,110	2,281	7,852
Plant & Equipment							
Public Address system -Mixing desk and speakers	3,600	2,449	-	-	245	1,396	2,205
Total Plant & Equipment	3,600	2,449	-	-	245	1,396	2,205
Total	21,093	11,244	7,528	-	1,355	3,676	17,417

Statement of Accounting Policies

Rawene Community Hall Management Committee For the year ended 30 June 2022

1. Reporting Entity

Rawene Community Hall Management Committee is an unincorporated entity. This special purpose financial report was authorised by the Management Committee on the date specified on page 3.

2. Basis of Preparation

The accounting principles recognised as appropriate for the measurement and reporting of financial performance and financial position on a historical cost basis are followed by Rawene Community Hall Management Committee. These financial statements are special purpose financial statements prepared specifically for the members of Rawene Community Hall Management Committee and may not comply with NZ GAAP.

Accounting Policies

The following specific accounting policies have been used in the preparation of the financial statements.

Goods and Services Tax (GST)

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST (if any).

Bank Accounts and Cash

Bank accounts and cash in the Balance Sheet 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.

Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Government grants are recognised as revenue on receipt where no performance conditions have been specified on receipt of the grant.

Government grants requiring specified future conditions to be met are recognised as a liability on receipt. The grants are recognised as income over the period that the specified conditions are complete and the associated costs are recognised.

Property, Plant and Equipment

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

3. Review

These financial statements have been subject to assurance review. Please refer to the independent reviewer report.

Statement of Accounting Policies**4. Contingent Assets and Liabilities**

There were no known contingent assets or liabilities at balance date. (2021: Nil)

5. Related parties

Michael Albrect is a committee member. He received payment for building maintenance work completed at normal arms length business terms.

Graeme Wylie is a Committee Member. He received payment for hireage of equipment at normal arms length business terms.

There were no material transactions with related parties during the period.

6. Going Concern

The entity is a going concern and will continue to operate into the foreseeable future.

7. Covid 19

A new virus, COVID - 19, became a global pandemic by March 2020. At the time of preparing these financial statements, the full financial impact of the COVID-19 pandemic was not able to be determined, however the board have concluded that the pandemic has had no serious material impact on the going concern assumption upon which these financial statements have been prepared.

INDEPENDENT ASSURANCE PRACTITIONERS REVIEW REPORT

To the Members of Rawene Community Hall Management Committee



I have reviewed the accompanying Performance Report of Rawene Community Hall Management Committee, which comprises Entity Information, Statement of Service Performance, the Statement of Financial Performance, Statement of Financial Position as at 30th June 2022, Statement of Accounting Policies and Notes to the Performance Report.

Responsibility for the Financial Statements

The committee are responsible for the preparation and fair presentation of this Performance Report in accordance with Public Benefit Entity Simple Format Reporting- Accrual (Not For Profit), and for such internal control as the committee members determine is necessary to enable the preparation of a Performance Report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioners Responsibility

It is my responsibility to express an independent opinion on the accompanying financial statements and report my opinion to you.

Other than in my capacity as assurance practitioner I have no relationship with, or interests in, Rawene Community Hall Management Committee.

Basis of Opinion

A review of the Performance Report is a limited assurance engagement.

A review includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

- a) The significant estimates and judgements made by the Committee in the preparation of the Performance report, and
- b) Whether the accounting policies are appropriate to the organisation's circumstance, consistently applied and adequately disclosed.

Conclusion

I have obtained all the information and explanations I have required.

In my opinion, based on my review, the attached Performance Report fairly reflects in all material aspects, the financial position of Rawene Community Hall Management Committee as at 30th June 2022, and the results of operations for the year ended 30 June 2022, in accordance with Public Benefit Entity Simple Format Reporting- Cash Basis (Not For Profit).

Teresa Lomas
LCT Consulting & Accounting Ltd
Waimamaku
13 October 2022

RAWENE COMMUNITY HALL MANAGEMENT COMMITTEE
C/- Box 96 Rawene 0443 , 9 Parnell St Rawene 0473



HALL HIRE INFORMATION - Updated 22.6.2023.

Chargeable items:

Hall Hire fee per hour for (Hokianga residents or groups)	\$10	All others \$15
Maximum Day / Night fee	\$150	
Kitchen use flat fee	\$40	
Cleaning fee for use of supper room / toilets	\$30	
Cleaning fee for hall (when no food / alcohol is present)	\$60	
Cleaning fee for hall (when food / alcohol is present)	\$120	

After submitting the required information, a Quote will be prepared.

Once confirmed via email an Invoice will be sent and payment Direct Credit will be required 4 days before the event.

A Bond of \$200 is required by the Hall Committee where a Special Liquor License and/or BYO is selected. Unused Bond refund will be within 14 days.

Information:

Hall Maximum capacity 138

Access to the hall for setting up prior to the event is to be determined at the Quoting stage.

Unlocking the hall, inspection prior and after the event will be performed by Hall Booking Officer / Caretaker.

Setting up and packing away of tables and chairs is the responsibility of hirer.

Tables - 20 Plastic trestles – seat 6 comfortably - 8 max
 Chairs - 80 Plastic 78 upholstered are available

Kitchen – Equipped with: -

Frig/ freezer combo

Stove - Gas Hob – Electric Oven (**NOTE oven trays /pots etc to be provided by hirer**)

Wall mounted Zip Heater

Hot water urn – Freestanding

Microwave

NOTE Tea towels to be provided by hirer.

Crockery Set:

Cups, saucers, Dinner plate, Dessert plate, Side plate, Knife, Fork, Dessertspoon and Teaspoons

2 lots of 50 Crockery/ cutlery sets are available.

Cleaning:

All necessary cleaning equipment is available in the cupboard under the stairs.

All furniture must be stacked away in its designated places.

Hall to be left in tidy state and all rubbish / decorations to be removed by hirer.

Please NOTE

Hirers are **not permitted to attach, pin or nail anything to the walls inside the hall.**

Hall use instructions and **FIRE EVACUATION** plan are posted on the **wall in the dining room.**

Emergency services and contacts are also posted.

Rawene Hall Booking Officer / Caretaker – Michael Albrecht rawenehall@gmail.com 021 137 1097

- RCHMC ASSET REGISTER - updated June 2023.**Estimated replacement value of assets - contents year ending 30 June 2023**

Block Out Blinds	\$2,605.00
Acoustic Tiles 20 @ \$240 per panel	\$4,800.00
Upholstered Chairs 78 @ \$64.95	\$5,066.10
Plastic Chairs 80 @ \$64.00	\$5,120.00
Wood Chairs 20 x \$25	\$500.00
Tables Misc 6 x \$40.00	\$240.00
Tables Plastic 20x \$44.95	\$899.00
Stove Gas/Elect AR 900 (8/11/13)	\$1,599.00
Frig /freezer x 450litre (16/2/16)	\$1,699.00
Zip wall mount auto water heater	\$199.99
Urn 6 Ltr Breville x 1	\$299.99
Panasonic Micro x1	\$169.00
Teapot 2x \$84.55	\$300.00
Dinner plates 100x \$3	\$300.00
Desert plates 100 x\$3	\$300.00
B/B Plates 100 x \$3	\$250.00
Saucers 100 x \$2.50	\$250.00
Cups 100 x \$2.50	\$100.00
Mugs 50 x \$2	\$375.00
Knives 100 x\$3.75	\$375.00
Forks 100 x \$3.75	\$250.00
Dessert Spoons 100x \$2.50	\$25.00
Teaspoons 50 x 50c	\$200.00
Vacuum cleaner x 1	\$150
Wide brooms 3 x \$49.98	\$220
Static Mops x2 @ \$110.00	\$149.00
Bucket Commercial 1	\$50.00
Mops Commercial 2 x \$25	\$25.00
Ladder 1 large extension	\$1,200
Ladder 1 medium extension	\$250.00
Cat walk - Donated by Auxiliary 2018	\$2,246.00
Historic Photo Collection	
	\$30,212.08
Recent Purchase	
Table Trolley	\$610.00



Building Warrant of Fitness
Form 12, Section 108, Building Act 2004

Issued 30 April 2023

Expires 30 April 2024

The building	
Street address of building:	9 Parnell St Rawene
Legal description of land where building is located:	Sec 251 252 Pt Sec 242 Rawene Township
Building name:	Rawene Community Hall
Location of building within site/block number:	ALL
Level/unit number:	ALL
Current, lawfully established, use:	Community Hall
Year first constructed:	
Intended life of the building if 50 years or less:	Indefinite
Highest fire hazard category for building use:	One
Compliance Schedule:	1276
The owner	
Name of owner:	Far North District Council
Contact person:	The Manager
Mailing address:	Private Bag 752 Kaikohe
Agent	
Name of agent:	Wormald
Contact person:	Katelyn Anaki
Mailing address:	P O Box 944 Whangarei 0140
Phone number Daytime:	(09) 4702690
Facsimile number:	None
Relationship to owner:	Duly Authorised Agent
Warrant	
The maximum number of occupants that can safely use this building is:	
The inspection, maintenance, and reporting procedures of the compliance schedule for the above building have been fully complied with during the 12 months prior to the date stated below.	
The compliance schedule is kept at:	9 Parnell St Rawene
SYSTEMS	
SS 2/1 Emergency Warning System	SS 14/2 Signs relating to Systems or Features
SS 4/1 Emergency Lighting System	SS 15/2 Final Exits
	SS 15/4 Signs to facilitate evacuation

Attachments

Certificates relating to inspections, maintenance, and reporting

Signature of Owner / Agent	Print Name	Date	IQP Number
----------------------------	------------	------	------------

Katelyn Anaki

Katelyn Anaki

08 February 2023

013

**TRANSFER OF OWNERSHIP MUST BE NOTIFIED TO THE COUNCIL
WITHIN 14 DAYS**

Protecting People & Property



257 Port Road
WHANGAREI
Telephone: 09 4702690

FORM 12 A

Certificate of Compliance with Inspection, Maintenance and Reporting Procedures

Section 108(3)(c), Building Act 2004

THE BUILDING

Compliance Schedule Number: 1276

Street Address: 9 Parnell St Rawene

Legal Description of land where building is located: Secs 251 252 Pt Sec 242 Rawene

Building Name: Rawene Community Hall

Location of Building within site/block number: Level/Unit Number:

THE OWNER

Name of Owner: Far North District Council

Mailing Address: Private Bag 752 Kaikohe

COMPLIANCE

The inspection, maintenance, and reporting procedures of the compliance schedule have been fully complied with during the 12 months prior to the date stated below in relation to the following specified system/s:

SS 2/1 Emergency Warning System
SS 14/2 Signs relating to systems or features
SS 15/2 Final Exits
SS 15/4 Signs for communicating information intended to facilitate evacuation

COMMENTS

Name of IQP: Mark Hudson

Signature of IQP: M. Hudson

Registration No. 013

Date: 24-04-23

Pronto: 45801-15 KA
Supplied To: districtfacilities@fndc.govt.nz
BWOFF Date: 30 April



257 Port Road
WHANGAREI
Telephone: 09 4702690

FORM 12 A**Certificate of Compliance with Inspection, Maintenance and Reporting
Procedures**

Section 108(3)(c), Building Act 2004

THE BUILDING

Compliance Schedule Number: 1276

Street Address: 9 Parnell St Rawene

Legal Description of land where building is located: Secs 251 252 Pt Sec 242 Rawene

Building Name: Rawene Community Hall

Location of Building within site/block number: Level/Unit Number:

THE OWNER

Name of Owner: Far North District Council

Mailing Address: Private Bag 752 Kaikohe

COMPLIANCE

The inspection, maintenance, and reporting procedures of the compliance schedule have been fully complied with during the 12 months prior to the date stated below in relation to the following specified system/s:

SS 4 Emergency Lighting System

COMMENTS

Name of IQP: *Bruce Webb*

Signature of IQP: *Bruce Webb*

Registration No. 013

Date: 30-03-23

Pronto: 45801-15 KA
Supplied To: districtfacilities@fndc.govt.nz
BWOFF Date: 30 April

Rāwene Hall Management Committee



Evacuation Procedure

In case of fire activate the alarm at entrance

1. Call the Fire Service – 111
2. Leave the premises immediately by the nearest safe exit
3. Report to the Assembly Area: FNDC car park
4. Remain at the Assembly Area until the all clear is given by the Chief Warden of Fire Service

Only if conditions permit, and it is safe to do so, should you attempt to extinguish a fire

2022-23 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	South Hokianga War Memorial Hall		
Physical address:	15 Hokianga Harbour Drive, Opononi.		
Postal address:	P.O. Box 210, Opononi 0445.		
Booking Officer Name	Marina Stewart		
Booking Officer Contact Info	Ph.:	Mobile: 021 185 4581	Email: OpononiHall@gmail.com
Afterhours Contact Name	Raeone Dellaca		
Afterhours Contact Info	Ph.:	Mobile: 021 188 2870	Email: dellaca.rae@gmail.com
Emergency Contact Name	Raeone Dellaca		
Emergency Contact Info	Ph.:	Mobile: 021 188 2870	Email: dellaca.rae@gmail.com

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chair	Raeone (Rae) Dellaca	POBox 210 Opononi 0445	dellaca.rae@gmail.com	021 188 2870
Treasurer	Marina Stewart	PO Box 57 Opononi 0445	marinajbarlow@gmail.com	021 185 4581
Committee Member	Diane Hunia	26 Koutu Beach Road RD3 Kaikohe 0473	diane.hunia@xtra.co.nz	021 112 6601
Committee Member	Ian Derbidge	PO Box 203 Opononi 0445	ianderbidge@gmail.com	0274 859 170
Committee Member	Penny Samson	PO Box 48 Omapere 0444	penelope7048@yahoo.com	021 180 5621
Committee Member	Jo Tucker	PO Box 5 Omapere 0445	jo@omatel.com	0210 885 6984
RSA Representative	Patrick Smith	PO Box 13, PDC, Hokianga Harbour Drive, Opononi 0473	pjone394@gmail.com	0220 798 433
RSA Representative	Chris Gallagher	201 Hokianga Harbour Drive, Omapere 0445	christophergallagher1955@gmail.com	027 435 2020

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?	4 & AGM
How often did the Committee meet in the year?	4 & AGM

HALL INFORMATION				
Usage Data				
Number of bookings:	54 approx. N.B. Hall closed for renovations February to late June 2023			
Number of users:	Approximately 24 plus 4 regular users.			
Type of use				
Community (regular users):	RSA; Lions, Ratepayers’ Association; Opononi Markets.			
Casual (one off):	Weddings; Celebrations; Community Consultations.			
Commercial:	Professional Services (e.g. Chiropractor).			
Hire rates (per hour)				
Community:	\$25 flat fee (except Opononi Markets)			
Casual:	\$25 per space per hour.			
Commercial:	\$25 per space per hour or by negotiation.			
Other:	Opononi Markets - \$75 per event.			
2022/23 Financial Statement		Attached: Yes / No		
BWO/Evacuation Plan		Photo Attached: Yes / No		
Insurance - Contents		Yes / No		Value:
Improvements completed		An up to date commercial kitchen installed. A new set of ablutions. A new roof and guttering. Renovated foyer, storage, and public cleaning rooms. The meeting room upgraded The stage area upgraded. The electrical system upgraded including .meter board and main switchboard. A new fire detection system installed. A new wooden access way installed. Fire exit steps upgraded to code. Fire egress requirements for lighting and fire exit panic bars complied with.		
Maintenance completed		Maintenance to roof & guttering; flashings & soakers replaced; ventilations grilles fitted in roof and under-hall.		
Other:		AED purchased and installed outside hall building adjacent to the main doors.		
Check list (cross out as provided)		AH / emergency contact details	Copy of BWO 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	Main Hall – 254 Supper Room – 50 Meeting Room – 42
---	--

Kitchen facilities	Fridges; Microwave; Hobs; Commercial Convection Oven; Steriliser; Utensils; Crockery; Zip Hot Water; Stainless Steel Benches.
--------------------	---

Toilets	Men's, Women's and Disabled.
Disabled access	Yes
Parking	Disabled and Loading/Unloading only.
Furniture available	Chairs, Tables, Lectern.
Other facilities / assets available e.g.: stage, lighting, heating	Stage Basic Sound System Whiteboard Data Projector & Screen Laptop with USB input.

South Hokianga War Memorial Hall Committee

15 Hokianga Harbour Drive, PO Box 33, Opononi, Kaikohe, 0445.

[Email: OpononiHall@gmail.com](mailto:OpononiHall@gmail.com)

Treasurer's Report for the 12 months from 1 August 2022 to 31st July 2023

Statement balance as at 31st July 2022		\$3,841.60
Plus Income:		
Hall Hire	\$2,670.00	
RSA Donations	\$600.00	
Other Income	\$1,316.95	
 Total Income		<u>\$4,586.95</u>
 Sub Total		\$8,428.55
 Less Expenditure		
Meridian Energy Power	\$1,905.92	
Water Rates	\$236.67	
Caretaker	\$200.00	
Cleaning Materials	\$476.21	
Repairs & Maintenance	\$957.57	
Minor Assets	\$854.42	
Bond Refunds	\$200.00	
Misc	\$92.99	
 Total Expenditure		<u>\$4,923.78</u>
 Balance at 31/07/23		<u>\$3,504.77</u>
 Statement balance as at 31/07/23		\$3,504.77

OPONONI HALL FIRE ACTION NOTICE

IF YOU DISCOVER A FIRE

WARN OTHER BUILDING OCCUPANTS

**ACTIVE THE MANUAL CALL POINT IN THE
SOUTH EAST CORNER OF THE HALL ADJACENT
TO THE STAGE STEPS**

**DIAL 111 FROM A SAFE PHONE – ASK FOR FIRE
FIREFIGHTING EQUIPMENT IS LOCATED IN THE
SUPPER ROOM**

WHEN WARNED OF A FIRE IN THIS BUILDING

**YOU MUST LEAVE THE BUILDING IMMEDIATELY
USING THE NEAREST EXIT**

**EXITS ARE LOCATED IN THE NORTH WEST
CORNER OF THE HALL, THE MAIN HALL ENTRY
DOORS AND THROUGH THE SUPPER ROOM**

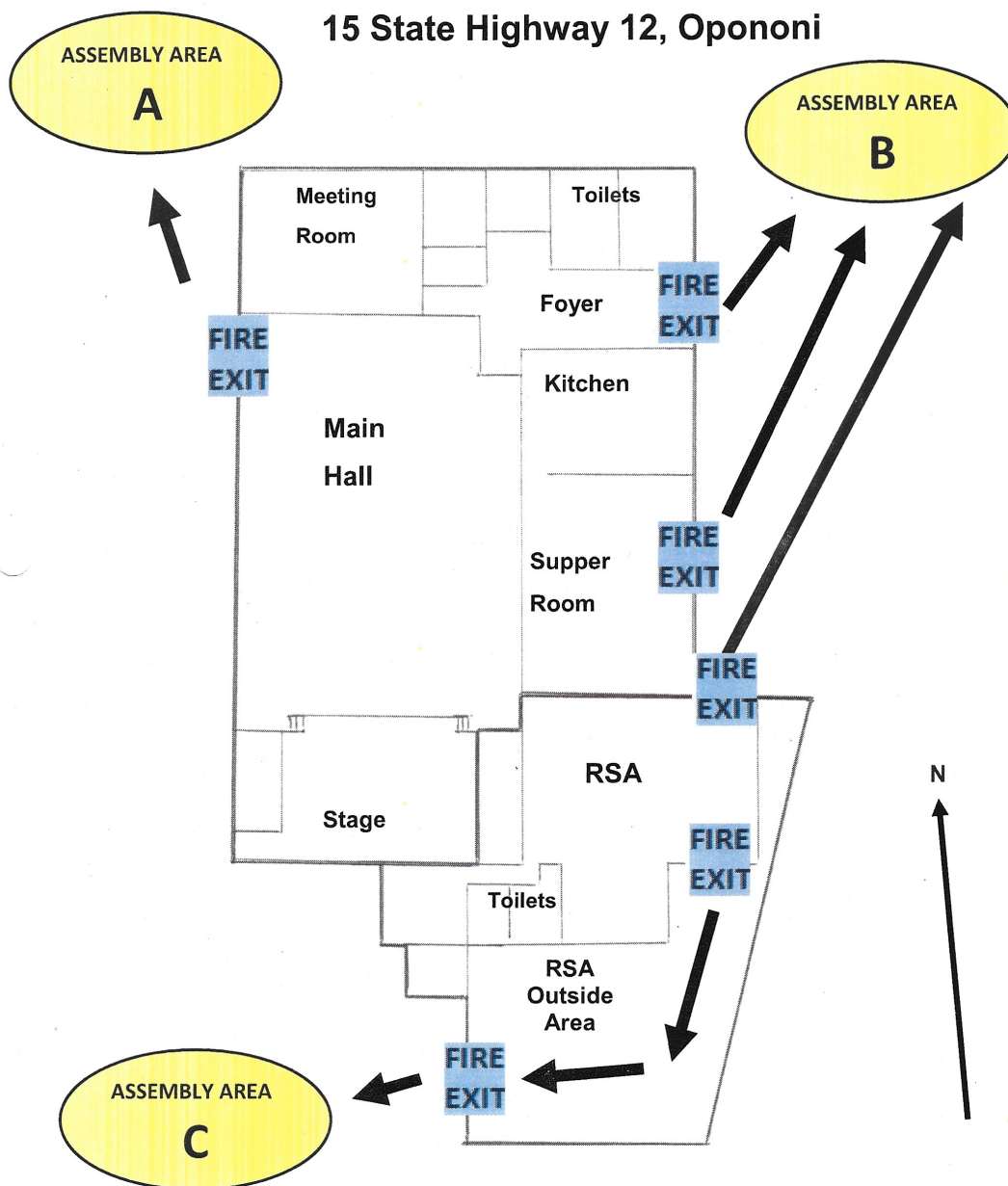
ASSEMBLE IN EITHER ASSEMBLY AREAS A OR B

***IF YOU REQUIRE ASSISTANCE TO EVACUATE
ASK FOR HELP FROM OTHERS IN THE AREA.***

FIRE EVACUATION PLAN

Opononi Hall & Hokianga Memorial RSA

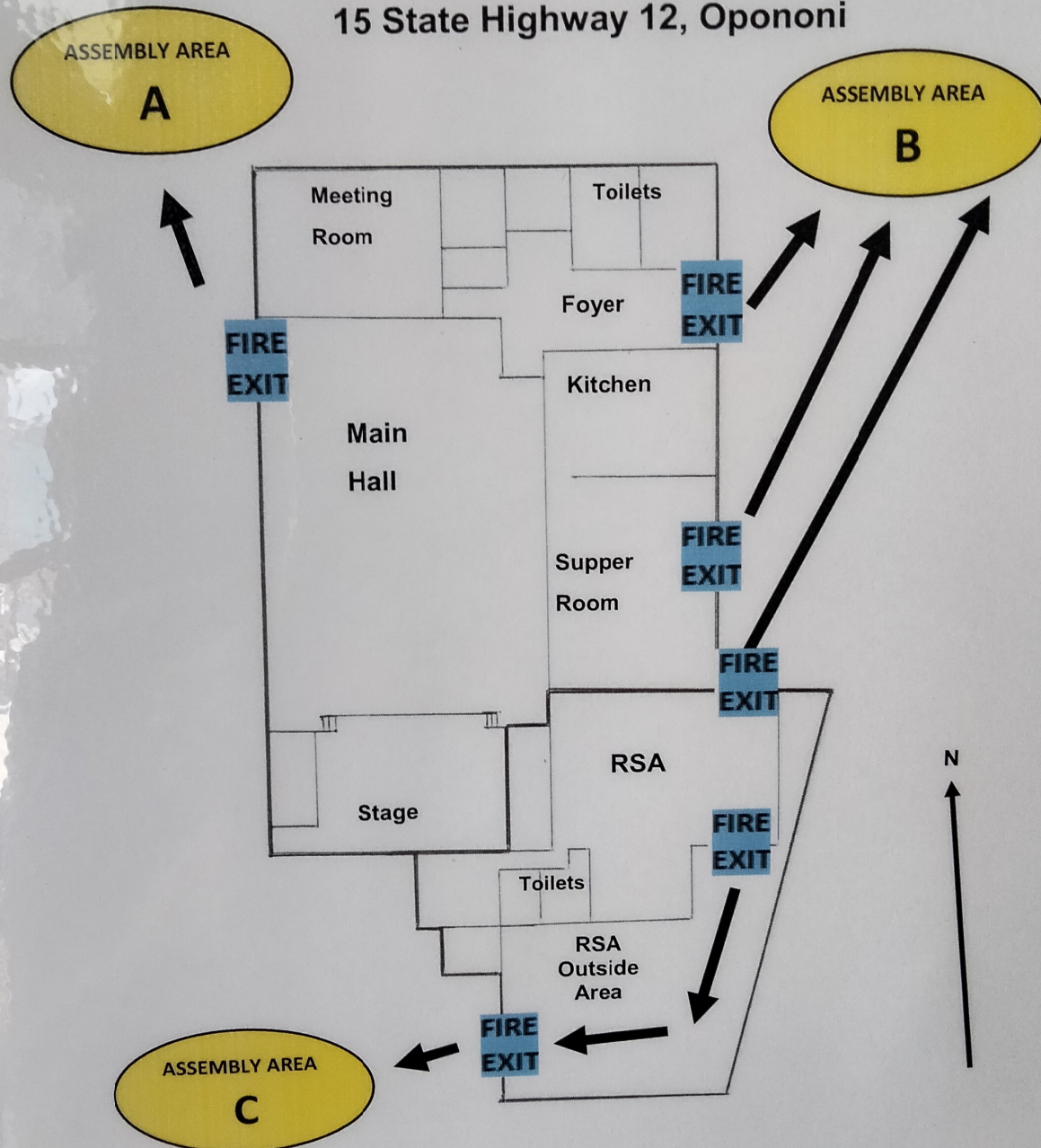
15 State Highway 12, Opononi



FIRE EVACUATION PLAN

Opononi Hall & Hokianga Memorial RSA

15 State Highway 12, Opononi



Compliance Schedule

Section 105, Building Act 2004

THE BUILDING

Street Address:

15 Hokianga Harbour Drive, Opononi 0473

Legal Description:

LOT 1 D P 42588 LOT 1 DP 117209

Building Name:

Opononi RSA Hall

Location of Building within Site / Block Number:

Current Lawfully Established Use:

4.0 Communal non-residential

Year First
Constructed:

1956

Occupancy
Number:

316

Activity Group:

CL

Risk Group:
(Highest Fire
Hazard)

CA

THE OWNER

Name of Owner:

Far North District Council

Mailing Address:

Private Bag 752
Kaikohe 0440

Street Address /
Registered Office:

Telephone (Work):

Telephone (Other):

Mobile No:

Fax No:

Email Address:

ISSUED

The documentation attached to this Compliance Schedule identifies the specified systems contained in this building and lists the Performance Standards, inspection, maintenance and reporting procedures to ensure they operate effectively.

The compliance
schedule and
records must be
kept at:

15 Hokianga Harbour Drive, Opononi 0473

Expiry Date:

30-Apr-2024

Date Issued /
Amended: 13 September 2023

Signature:

Print Name:

Trent Blakeman

Position:

Manager Building Services, Delivery and Operations

Community Halls Policy

Adopted: 8 September, 2016

Background

Each Community Board has delegated responsibility for community buildings that provide a space for social interaction. These facilities (hereafter referred to as 'halls') may be used for leisure, arts, cultural, educational, sporting and other community activities. They may accommodate community groups and organisations.

The policy gives effect to the **Far North District Council - Halls and Facilities Strategy 2015**. It provides additional guidance on the management of community halls either owned by the Council or situated on Council land.

As at May 2016, there were 16 Council owned halls on Council land, 4 Council owned halls on Crown land and 2 community owned halls on Council land. See Appendix 1 for a schedule of facilities.

Objective

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Policies

1. Ensure that communities' current and future needs for halls or similar facilities are met.
 - a. Council aims to have a network of community venues across the district so people can meet and participate in the life of their communities. The network consists of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.
 - b. Halls will not be acquired unless it can be demonstrated that they are fit for purpose, with affordable facilities to meet current and projected community needs.
2. Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
 - a. Community Boards support communities in achieving their goals for facilities by providing expertise, supporting establishment of a Community Trust, and, if appropriate, contributing funds. Ownership of new facilities may remain with the community, usually managed by a community not-for-profit entity.
 - b. Council will actively encourage and support organisations to provide community access to existing venues, such as school halls and church meeting spaces.
 - c. Council will consider innovative types of facilities in response to diverse community needs and to changing trends in community and leisure activities. These could include multi-purpose facilities and facilities as part of commercial, retail, or residential developments.
3. Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
 - a. The Council leases land, buildings, or land and buildings to community groups for a wide range of activities. It may transfer ownership of a hall to a community not-for-profit organisation where the community wants to take a greater role.
 - b. Council has a partnership approach to community facilities consistent with [the Community Grant Policy](#).

- c. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations, such as schools or churches.
 - d. Where no community organisation or committee can be formed within the community, the facility may be managed by the Community Board (or by the Council in exceptional instances, such as the Kaikohe Memorial Hall).
 - e. Community Boards, through consultation with their community, may retain ownership and have a Hall Committee under delegated authority to oversee the hall's operation.
4. Encourage and enhance the capability of communities to improve their facilities.
- a. The Council will consider community-empowered management and community-led divestment.
 - b. Communities will be encouraged to upgrade halls by their own resources, including through seeking external funding and voluntary work.

Procedures for Hall Committees

1. When Community Boards have a Hall Committee under delegated authority to oversee the hall's operation, the following procedures will apply:
- a. The Committee will have a minimum of 5 elected members. In addition, a Community Board Member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.
 - b. The Committee will hold an Annual General Meeting every 12 months; this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.
 - c. The Committee will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments made in the hall.
 - d. The Committee is responsible for all bookings, fee collections and resolving any operational issues.
 - e. The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.
 - f. Public halls owned by Council are non-rateable, except for water and sewerage charges.
 - g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.
 - h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.
 - i. Where fee income does not meet expenses, an approach can be made through the Community Board for a one-off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise if fees may need to be increased or if a hall may no longer meet the community's needs.

The table below gives a summary of the relative responsibilities of Council, Community Board and Hall Committee:

Council Responsibility	Community Board Responsibility	Hall Committee Responsibility
Asset management	Governance	Operation
Delegations	Appointment of Committee Advisor	AGM & appointment of Committee and Officers
Renewals and upgrades planning and delivery	Reporting of income, expenditure & usage	Bookings management
To maintain the external building envelope		Internal maintenance of building and equipment
Water & wastewater infrastructure provision and maintenance		Replacement of internal equipment
Insurance payments		Water & wastewater rates
Car park & grounds control, maintenance and upgrades		Services & utilities payments
Fences control, maintenance and upgrades		Cleaning

Community Halls Policy

Adopted: 8 September, 2016

Background

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The policy gives effect to the **Far North District Council - Halls and Facilities Strategy 2015**. It provides additional guidance on the management of community halls either owned by the Council or situated on Council land.

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Objective

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Policies

1. Ensure that communities' current and future needs for halls or similar facilities are met.
 - a. Council aims to have a network of community venues across the district so people can meet and participate in the life of their communities. The network consists of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.
 - b. Halls will not be acquired unless it can be demonstrated that they are fit for purpose, with affordable facilities to meet current and projected community needs.
2. Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.
 - a. Community Boards support communities in achieving their goals for facilities by providing expertise, supporting establishment of a Community Trust, and, if appropriate, contributing funds. Ownership of new facilities may remain with the community, usually managed by a community not-for-profit entity.
 - b. Council will actively encourage and support organisations to provide community access to existing venues, such as school halls and church meeting spaces.
 - c. Council will consider innovative types of facilities in response to diverse community needs and to changing trends in community and leisure activities. These could include multi-purpose facilities and facilities as part of commercial, retail, or residential developments.
3. Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.
 - a. The Council leases land, buildings, or land and buildings to community groups for a wide range of activities. It may transfer ownership of a hall to a community not-for-profit organisation where the community wants to take a greater role.
 - b. Council has a partnership approach to community facilities consistent with [the Community Grant Policy](#).

- c. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations, such as schools or churches.
 - d. Where no community organisation or committee can be formed within the community, the facility may be managed by the Community Board (or by the Council in exceptional instances, such as the Kaikohe Memorial Hall).
 - e. Community Boards, through consultation with their community, may retain ownership and have a Hall Committee under delegated authority to oversee the hall's operation.
4. Encourage and enhance the capability of communities to improve their facilities.
- a. The Council will consider community-empowered management and community-led divestment.
 - b. Communities will be encouraged to upgrade halls by their own resources, including through seeking external funding and voluntary work.

Procedures for Hall Committees

1. When Community Boards have a Hall Committee under delegated authority to oversee the hall's operation, the following procedures will apply:
- a. The Committee will have a minimum of 5 elected members. In addition, a Community Board Member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.
 - b. The Committee will hold an Annual General Meeting every 12 months; this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.
 - c. The Committee will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments made in the hall.
 - d. The Committee is responsible for all bookings, fee collections and resolving any operational issues.
 - e. The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.
 - f. Public halls owned by Council are non-rateable, except for water and sewerage charges.
 - g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.
 - h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.
 - i. Where fee income does not meet expenses, an approach can be made through the Community Board for a one-off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise if fees may need to be increased or if a hall may no longer meet the community's needs.

The table below gives a summary of the relative responsibilities of Council, Community Board and Hall Committee:

Council Responsibility	Community Board Responsibility	Hall Committee Responsibility
Asset management	Governance	Operation
Delegations	Appointment of Committee Advisor	AGM & appointment of Committee and Officers
Renewals and upgrades planning and delivery	Reporting of income, expenditure & usage	Bookings management
To maintain the external building envelope		Internal maintenance of building and equipment
Water & wastewater infrastructure provision and maintenance		Replacement of internal equipment
Insurance payments		Water & wastewater rates
Car park & grounds control, maintenance and upgrades		Services & utilities payments
Fences control, maintenance and upgrades		Cleaning



HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Email: ask.us@fndc.govt.nz
Website: www.fndc.govt.nz

Private Bag 752, Memorial Avenue
Kaikohe 0440, New Zealand
Freephone: 0800 920 029
Phone: (09) 401 5200
Fax: (09) 401 2137

Date

Hall Name
Email

Dear Sir / Madam

As per Council's 2016 Community Halls Policy (as attached), there is a requirement that Hall Committee's will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments (improvements) made in the hall.

The period for this being 1 July 2020 to 30 June 2021.

It is acknowledged that being asked to produce annual audited accounts is not realistic for many of you therefore, a full audit will only be required only every three years. However, we would still expect to receive a basic income and expenditure type of account information.

As per previous years, 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. This is more so important with COVID impacting on our day to day lives and the operation of the halls etc.

Therefore, can you please complete the information below and return it by Friday 1 December 2021.

This information will form part of a report that is presented to your local Community Board early 2022.

Can you also provide a copy of the hall's evacuation plan and a copy of the current BWOF for our records?

We will send out a few more reminders before the closing date of the reports and should we not receive any information, we will note this in the report for the Community Board to consider.

As such, please find attached the following documents:

- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy
- 2021 COVID Level 2 information sheet
- Hall Committee details and statics template

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

Tam Marselos
District Facilities

2020-21 Hall Information and Statistics

HALL DETAILS			
Name of Hall:			
Physical address:			
Postal address:			
Booking Officer (name):	(Booking Officer will be added to our website)		
Booking Officer (contact.):	Ph.:	Mobile:	Email:
Afterhours contact (name):			
Emergency Contact (name):			
Afterhours (contact):	Ph.:	Mobile:	Email:
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number

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?	
How often did the Committee meet in the year?	

HALL INFORMATION	
Usage Data	
Number of bookings:	
Number of users:	
Type of use	
Community (regular users):	
Casual (one off):	
Commercial:	

Hire rates (per hour)				
Community:				
Casual:				
Commercial:				
Other:				
2020/21 Financial Statement	Attached: yes / no			
BWOF	Attached: yes / No		Expiry Date:	
Insurance - Contents	Yes / No		Value:	
Improvements completed				
Maintenance completed				
Other:				
Check list <i>(cross out as provided)</i>	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	
Kitchen facilities	
Toilets	
Disabled access	
Parking	
Furniture available	

Other facilities / assets available e.g.: <i>stage, lighting, heating</i>	
--	--

1st July 2022 to
30 June 2023

2022-23 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Taheke United Community Centre		
Physical address:	3272 State Highway 12 Taheke		
Postal address:	c/o Elle Reihana, 393 Rawene Road, RD 3, Kaikohe 0473		
Booking Officer Name	(Booking Officer will be added to our website) Angelina Goodhew		
Booking Officer Contact Info	Ph.:	Mobile:	Email:
		0211711428	angelinagoodhew@gmail.com
Afterhours Contact Name	Elle Reihana Ruka		
Afterhours Contact Info	Ph.:	Mobile:	Email:
		021626300	ellenicereihana.ruka@gmail.com
Emergency Contact Name	Craig Goodhew		
Emergency Contact Info	Ph.:	Mobile:	Email:
		0214639383	craiggoodhew@hotmail.co.nz

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	Dawn Waru	Horeke Road RD3 Kaikohe		021 228 7114
Vice Chair	Craig Goodhew	Horeke Road RD3 Kaikohe		021 463 9383
Secretary	Jacine Warrington	Waima Valley Rd RD3 Kaikohe		021 950 031
Treasurer	Ellenice Reihana Ruka	Horeke Road RD3 Kaikohe		021 626 300

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?	8 to 10 times
How often did the Committee meet in the year?	8

Zumba Classes, FNDC mobile library, Ngapuhi Collective used Centre to distribute supplies during and following extreme weather event. Birthday celebrations, Memorial and Wake services, Tamariki Fun Days.

HALL INFORMATION				
Usage Data				
Number of bookings:	30 Private Function Hirels			
Number of users:	4- League and Rugby - week during season and home games - 3 to 4 per month.			
Type of use				
Community (regular users):	VURLC - league, netball, juniors / seniors			
Casual (one off):	TURFC - rugby, touch, juniors / seniors			
Commercial:	Parekahi Netball Club - juniors / seniors			
Hire rates (per hour)	Waitetukaremo Youth Club - all ages			
Community:	One off hire - \$100 per day; \$100 Bond			
Casual:	Meeting hire - \$50 (4 hours max); \$50 Bond			
Commercial:	Major Users - \$1000 annual fee			
Other:	Small Users - \$150 annual fee			
2022/23 Financial Statement				
Attached: Yes / No				
BWOE/Evacuation Plan				
Photo Attached: Yes / No				
Insurance - Contents				
Yes / No Following major Value: upgrade / refer FNDC for detail				
Improvements completed				
None				
Maintenance completed				
None				
Other:				
Check list (cross out as provided)				
✓ AH / emergency contact details	✗ Copy of BWOE 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	100 pp
Kitchen facilities	Modern kitchen upgrade, stove with hood, No dishwasher, Fridge / freezer

Toilets	Toilets upgraded including disability toilet
Disabled access	Yes - ramp at rear of building
Parking	Yes
Furniture available	12 white fold up tables 40 cream plastic chairs
Other facilities / assets available e.g.: stage, lighting, heating	

Society Name: **TAHEKE UNITED COMMUNITY CENTRE INCORPORATED**

Society No: 2642991

Financial Statement for year ended: 31 March 2022

INCOME	\$
Affiliation fee	500.00
Koha	713.61
Hireage fees	2,010.90
Total Income	\$3,224.51
EXPENSES	
Power accounts	1,938.33
Furniture/whiteware/hardware	1,400.00
Bank fees	20.00
Refund bond	400.00
Administration	204.45
Total Expenses	3,962.78
Net surplus/(loss)	(738.27)
ASSETS	
Cash on hand	181.20
Bank accounts	6,856.73
Clubroom equipment	2,000.00
Total Assets	\$9,037.93
LIABILITIES	\$0
Accumulated funds as at 31 March 2022	\$9,037.93

FINANCIAL STATEMENT FOR YEAR ENDING 2022

I certify that this financial statement has been submitted to and approved by the members at the Annual General Meeting/General Meeting held on 18 May 2022.

Signed: E A Reihana

Name and role: Ellenice Reihana (Treasurer)

8.2 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MARCH 2024

File Number: A4675170

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Jonathan Slavich, Chief Financial Officer

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 March 2024

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.

	Community Board	Placemaking Fund
Community Fund Account balance as at 1 July 2023	\$103,211.00	\$100,000.00
• Plus, unused funds from 2021-2023	\$7,819.57	\$107,607.85
Less funds granted and uplifted to 31 March 2024	\$87,628.70	\$67,895.00
• Less funds not uplifted from previous community meetings (committed to projects)	\$11,536.00	\$64,157.85
Community Fund Account balance as at 31 March 2024	\$11,865.87	\$75,555.00

DISCUSSION AND NEXT STEPS


Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance as at 31 March 2024 in the Community Fund account is \$11,865.87 and the balance in the Placemaking Fund account is \$75,555.00.

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

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Kaikohe-Hokianga 31 March 2024 is attached.

ATTACHMENTS

- Statement of Community Fund Account Kaikohe-Hokianga as at 31 March 2024 - A4675134** [↓](#) 



Far North District Council

Kaikohe - Hokianga Community Board

Statement of Community Fund Account as at 31-March-2024

Far North District Council		
Kaikohe - Hokianga Community Board		
	Community Board	Placemaking
Allocation Grants & Donations Annual Budget 2022-23	103,211.00	
Community Board Placemaking Fund		100,000.00
Community Fund Account Balance as at 1 July 2023	\$ 103,211.00	\$ 100,000.00
Unused funds from 2021/22 - The design work for the Kaikohe - Ngawha shared footpath		39,607.85
Unused funds from 2022/23 - Waimamaku Community Garden Group (Wekaweka Valley Community Trust) for irrigation set-up and consumable materials	2,586.00	
Unused funds from 2022/23 - Rawene Golf Club for Rawene Golf Fun Day	880.00	
Unused funds from 2022/23 - Valerie August for the Matariki 2023 exhibition in Rawene		700.00
Unused funds from 2022/23 - Volunteering Northland for support of volunteer engagement and organisations in the Kaikohe-Hokianga Ward	1,572.70	427.30
Unused funds from 2022/23 - Whatu Creative for the Matariki 2023 Weaving the Strands together workshops		5,000.00
Funds from 2022/23 to be transferred - Rural Travel Fund for the benefit of tamariki in the Kaikohe-Hokianga Ward to participate in sport		10,000.00
Unused funds from 2022/23 - Community Business and Environment Centre (CBEC)		37,222.70
Refund from FY 22/23 - of grant for workshops that were unable to take place	920.87	
Rescinded resolution - Hokianga Sailing Trust for the purchase of an outboard motor	60.00	
Rescinded resolution - Rob Pink for the purchase, transportation and installation of sand for the Clendon Esplanade beach, Rawene		1,650.00
Rescinded resolution - Visual Communications and Public Relations to advise the local community and visitors of planned work at Memorial Park		3,000.00
Rescinded resolution - Ngapuhi Hokianga Ki Te Raki Society Incorporated for rent/venue hire, equipment hire	1,800.00	
Rescinded Resolution - Geotech report, if required, to inform the Rawene Domain concept plan		10,000.00
Plus, unused funds from 2021-23	\$ 7,819.57	\$ 107,607.85
	\$ 111,030.57	\$ 207,607.85
Less Expenditure 2023/24 (Funds Uplifted)	Community Board	Placemaking
July 23		

Volunteering Northland for first aid and volunteer resilience training	1,572.70	427.3
Whatu Creative for the Matariki 2023 Weaving the Strands together workshops		5,000.00
Valerie August for the Matariki 2023 exhibition in Rawene		700.00
Coast-to-Coast Cat Rescue for volunteer support and animal care	5,000.00	
Ngā Moko a Rāhiri Inc for the purchase of Whakakāhutia Piupiu	5,000.00	
Northland College Board of Trustees for the attendance of the senior netball team at UNISS 2023	1,000.00	
Tuhuna 15B2 Trust/Ratana Church for the relocation of a building to their site	15,000.00	
Opononi Bowling Club for the purchase of a ride-on lawnmower	2,500.00	
Hokianga Bowling Club for a new greens roller		2,500.00
August 23		
Kohukohu Community Library for funding for books	1,000.00	
Jinu Jose for Onam 2023 community celebration	1,000.00	
September 23		
Hokianga Country Music Club for the 2023 Hokianga Country Music Festival	2,865.00	
Hokianga Community Education Trust for publication of the book <i>Resident Alien</i>	3,000.00	
Shane Watts for the recording of music	1,500.00	
October 23		
Helping Paws Charitable Trust for the rescue of wild horses in the Hokianga	3,000.00	
Nga Mahi Toi o Horeke Trust for Horeke Whanau Day	2,967.00	
Rawene School for the 2023 South Hokianga Kapa Haka Festival		3,500.00
Te Kohanga Reo o Whirinaki for a community celebration of the 40 th anniversary of Te Kohanga	3,000.00	
November 23		
Community Business and Environment Centre (CBEC)		37,222.70
South Hokianga Growers Market for the establishment of a growers market in the South Hokianga	1,670.00	
HUSH Dance for End of Year Showcase	2,500.00	
Waimamaku Playcentre for costs towards to upgrade and replacement of materials		5,000.00

December 23		
Te Hau ora o Ngapuhi for the Kaikohe Christmas Parade	5,000.00	
Ohaeawai Taiamai Residents and Ratepayers Association for 2023 Community Christmas event	1,000.00	
Kaikohe A&P Association for reducing the cost for children's rides	3,000.00	
Kairākau Ārahi for community services wraparound event		4,000.00
Cruzn the Bay for Cruzn the Bay 2024	1,500.00	
Village Arts for Kohukohu Historic Walk Brochure	1,534.00	
Life Education Trust for life education classes in the Kaikohe-Hokianga ward	1,500.00	
Manaki Tinana Trust for venue hire for senior fitness classes in Rawene	1,040.00	
Kaikohe (Rau Marama) Charitable Trust for costs for Graffiti Wipe Out Project	5,000.00	
Okaihau College for 2024 Tai Tokerau Festival	4,000.00	
Kaikohe Polocross for 2024 Polocross Carnival	2,500.00	
Waihou Marae for the gazebos to be used at the 2023 Marae wars event and for future community events		4,000.00
January 24		
Taheke United Community Centre for fencing the area surrounding the Taheke Hall		5,000.00
Opononi Residents and Ratepayers Association for costs towards holding monthly meetings for the community		545.00
February 24		
Ngapuhi Hokianga ki te Raki for costs towards the community Christmas event at Umawera school	1,000.00	
Hui Waiata Toi O Hokianga for the costs of the Hui Waiata Festival	3,000.00	
March 24		
Toi Tangata for the costs of the Te Hotu Manawa Māori Wananga	1,600.00	
Rawene Golf Club for Rawene Golf Fun Day	880.00	
Man vs Wild for the costs of the Man vs Wild Fishing Wananga	2,500.00	
Less funds granted and uplifted to 31 March 2024	\$ 87,628.70	\$ 67,895.00
Balance as at 31 March 2024	\$ 23,401.87	\$ 139,712.85

Less funds not uplifted from previous community meetings at 31 March 2024		
Meeting 01.06.22		
The design work for the Kaikohe - Ngawha shared footpath		39,607.85
Meeting 14.12.22		
Waimamaku Community Garden Group (Wekaweka Valley Community Trust) for irrigation set-up and consumable materials	2,586.00	
Meeting 15.03.23		
Rob Pink for replenishing the sand on the Rawene/Clendon Esplanade in Rawene		1850
Meeting 15.06.23		
Funds from 2022/23 to be transferred - Rural Travel Fund for the benefit of tamariki in the Kaikohe-Hokianga Ward to participate in sport		10,000.00
Meeting 27.09.23		
SMC Events for Kaikohe-Hokianga Ward Sanitarium Weet-Bix Kids TRY Challenge	5,000.00	
Meeting 22.11.23		
Ngapuhi Hokianga ki te Raki for costs towards the community Christmas event at Umawera school	1,450.00	
Meeting 16.02.24		
Glass Ceiling Collective for the costs of the SparkLive show in the Kaikohe-Hokianga Ward	2,500.00	
Meeting 22.03.24		
Hokianga Bowling Club for the costs of the retaining wall and drainage repairs		3,000.00
Kaikohe Community Patrol for the costs towards the operation of the Community Patrol vehicle in Kaikohe and for administration and marketing costs		2,700.00
Ōkaihau Whānau House for costs of fitout of the facility		7,000.00
Less funds not uplifted from previous community meetings (committed to projects)	\$ 11,536.00	\$ 64,157.85
Community Fund Account balance as at 31 March 2024	\$ 11,865.87	\$ 75,555.00
	Community Board	Placemaking

8.3 KAIKOHE-HOKIANGA COMMUNITY BOARD MAY OPEN RESOLUTION REPORT**File Number:** A4536143**Author:** Imrie Dunn, Democracy Advisor**Authoriser:** Casey Gannon, Manager - Democracy Services**TAKE PŪRONGO / PURPOSE OF THE REPORT**

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

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Open resolutions are a mechanism to communicate progress against decisions/resolutions.
- Open resolutions are also in place for all formal elected member meetings.
- There are no open resolution items for the Kaikohe-Hokianga Community Board this month.

TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board May Open Resolution Report.

TĀHUHU KŌRERO / BACKGROUND

Any resolution or decision from a meeting is compiled on an open resolution status report, to capture actions triggered by Board decisions. Staff provide updates on progress against tasks that are not yet completed.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Community Board coordinators assist in following up outstanding open resolutions with staff where appropriate, and occasionally, may be in a position to provide a further verbal update at meetings following the printing of an agenda.

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

Where a decision differs to the recommendation of staff there may be unintended consequences or challenges that take longer for staff to work through.

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. Open Resolution Report - A4683509  

OPEN RESOLUTION REPORT			
Division: Committee: Kaikohe-Hokianga Community Board Officer:		Printed: Tuesday, 30 April 2024 8:13:06 am Date From: 1/01/2021 Date To: 30/04/2024	
Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 13/12/2023	New Ground Lease to Hokianga Bowling Club over 61 Clendon Esplanade, Rawene	<p>RESOLUTION 2023/96</p> <p>Moved: Deputy Chairperson Tanya Filia Seconded: Cr John Vujcich</p> <p>That Kaikohe-Hokianga Community Board recommend that Council:</p> <p>a) approve a new ground lease to be issued to Hokianga Bowling Club Incorporated, over approximately 2700.9m2 of land being Sections 153, 157 and 158 TN OF Rawene, located at 61 Clendon Esplanade, Rawene and vested in Far North District Council as recreation reserve.</p> <p>The terms of the proposed lease shall be:</p> <p>Term: 15 years (5+5+5) – allowed for under the Reserves Act 1977</p> <p>Rental: As per FNDC Fees and Charges Schedule for a Community lease.</p> <p>\$118 plus GST for 2023/24 and reviewed annually in conjunction with the FNDC fees and Charges Schedule.</p> <p>b) approve further conditions to be negotiated and agreed upon by the Group Manager Delivery and Operations</p> <p>CARRIED</p> <p><i>Note: All changes made to this Lease will go through the Kaikohe-Hokianga Community Board</i></p>	<p>12 Jan 2024 2:02pm Report being presented to Council on 8th Feb for resolution</p> <p>23 Feb 2024 11:43am Council passed resolution to grant the lease. a new ground lease will be drawn up and put in place</p> <p>29 Apr 2024 1:37pm Lease has been sent to the tenant for review</p>

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE