

AGENDA



Thursday, 7 May 2026

Time: 10:00 am
Location: Turner Centre
43 Cobham Road
Kerikeri

Membership:

Chairperson Belinda Ward - Chairperson
Deputy Tyler Bamber
Member Jo Alexander
Member Korey Atama
Member Roddy Hapati-Pihema
Member Dane Hawker
Member Jane Hindle
Councillor Arohanui Allen
Councillor Ann Court

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

20. Subject to a report from the appropriate managers and the appropriate budgetary provision, to make decisions in respect of civic amenities including the levels of service, and the provision or removal of an amenity not provided for elsewhere in these delegations.

Terms of Reference

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

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

Far North District Council
Bay of Islands-Whangaroa Community Board Meeting
will be held in the Turner Centre, 43 Cobham Road, Kerikeri on:
Thursday 7 May 2026 at 10:00 am

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1 KARAKIA TIMATANGA / OPENING PRAYER

ki te mahi me te ngākau auaha me te whakamahi i ngā pūkenga me te mātauranga i roto i ngā wānanga me ngā whakataunga kia whakatūria ai tētahi Hapori e matatika ana, e tū kotahi ana ka mutu ka whakapiki anō i te oranga o tō tātou rohe, ka whakatau anō i ngā take o te rohe i runga i te tika me te pono.

We ask that through the boards discussions and decisions the representatives elected may advocate on behalf of the Bay of Islands-Whangaroa community with aroha, imagination, skill and wisdom to achieve a fairer and more united community that enhances the wellbeing of the community and solves the community's problems efficiently and effectively.

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

Edward Shanly in relation to the seal extension of Wharau Road.

5 NGĀ KAIKŌRERO / SPEAKERS

John Oszajca speaking on behalf of Kerikeri Theatre Company in relation to agenda item 7.1.

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

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A5677519

Author: Imrie Dunn, Democracy Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held 9 April 2026 as a true and correct record.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The Bay of Islands-Whangaroa Community Board Standing Orders Section 27.3 states that “no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness”.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

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

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

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

ĀPITIHINGA / ATTACHMENTS

- 1. 2026-04-09 Bay of Islands-Whangaroa Community Board Minutes - A5668568**  

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.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as a true and correct record, any interest that affect other people should be considered as art of the individuals report.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications requiring input from the Chief Financial Officer.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

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9 April 2026

**MINUTES OF
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING
HELD AT THE TURNER CENTRE, 43 COBHAM ROAD, KERIKERI
ON THURSDAY, 9 APRIL 2026 AT 10:12 AM**

PRESENT: Chairperson Belinda Ward, Deputy Tyler Bamber, Member Jo Alexander, Member Korey Atama, Member Roddy Hapati-Pihema, Member Dane Hawker, Member Jane Hindle, Councillor Arohanui Allen, Councillor Ann Court

IN ATTENDANCE: Kahika Mayor Moko Tepania

STAFF PRESENT: Giles Dodson (Senior Strategic Planner – Growth Planning and Placemaking), Hilary Sumpter (Group Manager – Delivery and Operations), Tammy Wooster (Acting Group Manager- Planning and Policy), Tayarni McGee-Rivington (Project Manager - Infrastructure Delivery).

1 KARAKIA TIMATANGA / OPENING PRAYER

At 10:12 am, Member Korey Atama opened the meeting with a karakia.

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

Nil

3 NGĀ TONO KŌRERO / DEPUTATIONS

Tony Davies representing Taupō Bay Community regarding removal of public assets.

Attachments tabled at meeting

- 1 Taupō Bay Reserve removal of Public Assets Document number A5674539 refers.

Secretarial Note: The Chair advised that a report relating to the Taupō Bay Steps Encroachment was to be considered as a Major Item Not on the Agenda. The item was not included due to the public meeting with the Taupō Bay community being held after the agenda closing deadline, with outcomes informing the report. The matter could not be delayed due to ongoing concerns regarding public safety, beach access, environmental impacts, and the need for timely governance direction.

SUSPENSION OF STANDING ORDERS

RESOLUTION 2026/29

Moved: Chairperson Belinda Ward

Seconded: Deputy Tyler Bamber

That the Bay of Islands-Whangaroa Community Board suspend Standing Order 20.2 Time limits on speakers.

CARRIED

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RESUMPTION OF STANDING ORDERS**RESOLUTION 2026/30**

Moved: Chairperson Belinda Ward

Seconded: Member Jane Hindle

That the Bay of Islands-Whangaroa Community Board resume Standing Order 20.2 Time limits on speakers.**CARRIED****4 NGĀ KAIKŌRERO / SPEAKERS**

Shirley May representing agenda item 7.4b Funding Application for Bay of Island Rock Festival.

5 TE WHAKAAETANGA O NGĀ MENETI O MUA / CONFIRMATION OF PREVIOUS MINUTES**5.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A5634917, pages 8 - 18 refers.

RESOLUTION 2026/31

Moved: Chairperson Belinda Ward

Seconded: Member Jane Hindle

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the meeting held 12 March 2026 as a true and correct record.**CARRIED****6 NGĀ PŪRONGO / REPORTS****6.1 AMENITY LIGHTING**

Agenda item 7.2 document number A5585708, pages 44 - 52 refers.

RESOLUTION 2026/32

Moved: Member Dane Hawker

Seconded: Deputy Tyler Bamber

That the Bay of Islands – Whangaroa Community Board

- a) **approve the installation of amenity lighting at Windsor Landing as identified in the Bay of Islands – Whangaroa Community Board 25/28 strategic plan, and**
- b) **recommend Landing Road near the car park entrance for further investigation to become the third amenity lighting location.**

CARRIED

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6.2 KERIKERI URBAN DESIGN FRAMEWORK AND DESIGN GUIDE PROJECT

Agenda item 7.1 document number A5606428, pages 19 - 43 refers.

RESOLUTION 2026/33

Moved: Member Jo Alexander

Seconded: Member Dane Hawker

That the Bay of Islands-Whangaroa Community Board receives this report, and:

- a) **endorse the recommendation to Te Kūkupa Committee for Strategy Policy and Regulation to narrow the focus of the Kerikeri-Waipapa Urban Design Framework project to Kerikeri alone.**

CARRIED

Abstained: Cr Ann Court

At 11:59 am, meeting adjourned and resumed at 12:16 pm.

At 12:34 pm, Cr Arohanui Allen left the meeting and returned at 12:37 pm.

6.3 WINTER 2026 RURAL TRAVEL FUNDING APPLICATIONS

Agenda item 7.3 document number A5642757, pages 53 - 56 refers.

RESOLUTION 2026/34

Moved: Deputy Tyler Bamber

Seconded: Member Roddy Hapati-Pihema

That Bay of Islands-Whangaroa Community Board allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:

a) Bay of Islands Gymnastics	\$126
b) Kerikeri Football Club	\$1,639
c) Kerikeri High School	\$163
d) Moerewa Tigers Rugby League Club	\$882
e) Otiria Rugby Football and Sports Club	\$170
f) Russell Football Club	\$170
g) The Bubz Netball	\$189
h) Whangaroa College	\$655
TOTAL	\$3,994

CARRIED

Abstained: Cr Ann Court

At 12:48 pm, Councillor Ann Court left the meeting and returned at 12:51 pm.

6.4a FUNDING APPLICATIONS

Agenda item 7.4 document number A5651163, pages 57 - 82 refers.

RESOLUTION 2026/35

Moved: Member Jane Hindle

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Seconded: Deputy Tyler Bamber

That the Bay of Islands-Whangaroa Community Board leave to lie the report Funding Application for Pest control to request pending quote and further information.

CARRIEDAbstained: Cr Ann Court**6.4b FUNDING APPLICATIONS**

Agenda item 7.4 document number A5651163, pages 57 - 82 refers.

RESOLUTION 2026/36

Moved: Member Jo Alexander

Seconded: Member Dane Hawker

That the Bay of Islands-Whangaroa Community Board approve the sum of \$3,560 (plus GST if applicable) be paid from the Board's Community Grant fund account Bay of Islands Country Rock Festival for costs towards 2026 festival.

CARRIEDAbstained: Cr Ann Court*At 1:04 pm, Member Korey Atama left the meeting and returned at 1:08 pm.***6.5 CHAIRPERSON AND MEMBERS REPORTS**

Agenda item 7.5 document number A5634931, pages 83 - 92 refers.

RESOLUTION 2026/37

Moved: Chairperson Belinda Ward

Seconded: Deputy Tyler Bamber

That the Bay of Islands-Whangaroa Community Board note the March 2026 member reports from Chair Belinda Ward, Deputy Chair Tyler Bamber, Member Jo Alexander, Member Dane Hawker and Member Jane Hindle.

CARRIED

Secretarial Note: The Community Board Coordinator is to follow up on requests for service (RFS) identified in Member Tyler Bamber's report relating to Waipapa Hall, including the urgent request concerning Opua Town Hall, and to provide an update on outstanding RFS dated between 16 October 2023 and 1 April 2022. It was noted that six RFS raised by Member Jane Hindle remain unresolved. These matters are to be considered as part of a Combined Community Board workshop discussion.

7 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS**7.1 ALFRESCO DINING APPLICATIONS**

Agenda item 8.1 document number A5637940, pages 93 - 102 refers.

RESOLUTION 2026/38

Moved: Chairperson Belinda Ward

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Seconded: Member Jane Hindle

That the Bay of Island-Whangaroa Community Board:

- a) uplift the following Alfresco Dining Applications;

RESOLUTION 2026/39

Moved: Chairperson Belinda Ward

Seconded: Member Jane Hindle

That the Bay of Island-Whangaroa Community Board:

- b) approve the following alfresco dining applications, subject to Council's standard terms and conditions:

i) Renewal applications:

1. ALF-103 – Rocksalt Bar and Restaurant, Corner Kerikeri Road and Cobham Road, Kerikeri
2. ALF-102 – Spice Grill, 20 Leigh Street, Kaeo
3. ALF-96 – Burger Fiasko, 60 Kerikeri Road, Kerikeri (Renewal – Change of Ownership)
4. ALF-93 – Seaside Restaurant, 29 The Strand, Russell
5. ALF-65 – Kerikeri Lunchbox, 69 Kerikeri Road, Kerikeri
6. ALF-50 – Sushi Gallery, 2G/60 Kerikeri Road, Kerikeri
7. ALFRES-7 – The Wave Kitchen and Bar, 78 Marsden Road, Paihia
8. ALFRES-5 – Butterfish Restaurant, 25 The Strand, Russell
9. ALFRES-4 – Cellini's Gelateria Ice cream Ltd, 9/68 Marsden Road, Paihia
10. ALFRES-2 – Paihia Bakery, 39 Williams Road, Paihia
11. ALFRES-1 – Third Wheel Coffee Co, 78-94 Marsden Road, Paihia (Renewal – Change of Ownership)

CARRIED*At 1:24 pm, Councillor Arohanui Allen left the meeting and returned at 1:29 pm.***7.2 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD OPEN RESOLUTION REPORT**

Agenda item 8.2 document number A5634933, pages 103 - 111 refers.

RESOLUTION 2026/40

Moved: Deputy Tyler Bamber

Seconded: Member Dane Hawker

That the Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board Open Resolution Report.**CARRIED****8.1 MAJOR ITEM NOT ON THE AGENDA****RESOLUTION 2026/41**

Moved: Chairperson Belinda Ward

Seconded: Member Jane Hindle

That the Bay of Islands-Whangaroa Community Board:

- a) resolve to consider the item not on the agenda Taupō Bay Steps Encroachment, and
- b) note the item was not on the agenda because the public meeting with the Taupō Bay community to discuss next steps was held on 31 March 2026, after the agenda

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<p>closing deadline; and</p> <p>c) note the report cannot be delayed because there are ongoing concerns regarding public safety, access to Taupō Bay beach, and impacts on the dune environment, and there is a clear request from the community for timely governance direction.</p>
CARRIED
Attachments tabled at meeting
1 Major Item not on the Agenda- Taupō Bay Steps Encroachment Objective number A5672741 refers

8.2 RESOLUTION TO READMIT THE PUBLIC

<p>RESOLUTION 2026/42</p> <p>Moved: Chairperson Belinda Ward Seconded: Member Jo Alexander</p> <p>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:</p>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 2px;">General subject of each matter to be considered</th> <th style="padding: 2px;">Reason for passing this resolution in relation to each matter</th> <th style="padding: 2px;">Ground(s) under section 48 for the passing of this resolution</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Major Item Not on the Agenda- Taupō Bay Steps Encroachment</td> <td style="padding: 2px;">s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority</td> <td style="padding: 2px;">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</td> </tr> </tbody> </table>	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	Major Item Not on the Agenda- Taupō Bay Steps Encroachment	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		
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CARRIED								

Secretarial Note: No resolutions or decisions were made during the Public Excluded portion of the meeting. The discussion was for information only.

8.3 MAJOR ITEM NOT ON THE AGENDA- TAUPŌ STEPS ENCROACHMENT

<p>RESOLUTION 2026/43</p> <p>Moved: Chairperson Belinda Ward Seconded: Member Korey Atama</p> <p>That the Bay of Islands-Whangaroa Community Board:</p> <p>a) approve the establishment of a working group to address public accessibility to Taupō Bay beach in a manner that is safe, compliant, and environmentally responsible,</p>
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- b) working party group should comprise of one community representative, one marae representative, one commercial operator representative, one NRC staff member, two Far North District Council staff members, Bay of Islands-Whangaroa Community Board subdivision member, Bay of Islands-Whangaroa Community Maori Ward Councillor and Bay of Islands-Whangaroa Community Chair ex-officio, and
- c) request the Working party group to report back to the Bay of Islands-Whangaroa Community Board with the proposed Terms of Reference by June 2026 Community Board meeting.

CARRIED

Note: Bay of Islands-Whangaroa Community Board members will do a site visit of Taupō Bay Reserve prior to the June meeting.

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

At 3:12 pm, Member Korey Atama closed the meeting with a karakia.

10 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 3:12 pm.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 7 May 2026.

.....
CHAIRPERSON

7 NGĀ PŪRONGO / REPORTS

7.1 FUNDING APPLICATIONS

File Number: A5734672

Author: Kathryn Trewin, Funding Advisor

Authoriser: Aisha Huriwai, Manager - Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of this report is to allow the Bay of Islands-Whangaroa Community Board (the Board) to consider the application/s received for the Community Grant Fund/Placemaking Fund.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- There are two new applications and one updated application, requesting **\$14,509**. One applicant is seeking funding from the Board for each of the remaining years of the triennium.
- The Board has **\$32,739** to allocate for the Community Board Fund in the 2025/2026 financial year.
- The Board has **\$87,149** to allocate for the Placemaking Fund in the 2025/2026 financial year.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of **\$678** (plus GST if applicable) be paid from the Board's Community Grant Fund account to Opua Pest Plant Patrol for costs towards vests and brochure printing.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of **\$10,000** (plus GST if applicable) be paid from the Board's Community Grant fund account Kerikeri Theatre Company for costs towards the production of the Rocky Horror Picture Show.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approve the sum of **\$1,331** (plus GST if applicable) be paid from the Board's Community Grant fund account The Centre for costs towards the Ngā Taonga Tākaro school holiday workshop.

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 and all provisions listed on the application form.

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

1. A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki;
2. We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride;
3. Proud, vibrant communities;
4. Prosperous Communities supported by a sustainable economy;

5. Communities that are safe, connected and sustainable;
6. Communities that are prepared for the unexpected.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Requested	Recommend	Comments
Opua Pest Plant Patrol – Vests and brochure	\$678	\$678	<p>The applicant spoke to the Board at their March meeting and was encouraged to apply by the Board. They are a volunteer group who have covered costs out of their own pocket up to this time. While the application seems to be for 100% of the costs, it does not take into account the volunteer contribution of other costs the organisation is covering.</p> <p>Their application was left to lie on the table to enable them to secure a better quote for vests and resubmit their application. The original request was for \$1,038.</p> <p>This meets community outcomes 1,2,3,5</p>
Kerikeri Theatre Company – Rocky Horror Picture Show	\$12,500	\$10,000	<p>The applicant is seeking funding towards the costs for the production of the Rocky Horror Picture Show.</p> <p>The shows by the company are well supported by the local community and involve a large number of participants.</p> <p>The application last received funding for their production of Julius Caesar (granted \$3,000 in Sept 2025)</p> <p>This meets community outcomes 2,3,5</p>
The Centre – Ngā Taonga Tākaro school holiday workshop	\$1,331	\$1,331	<p>The applicant is seeking funding to run school holiday workshops in the lead up to Matariki 2026.</p> <p>This is their fifth application to the Board in this financial year – they have received \$6,000 for the show Tangihanga, \$5,000 for Diwali, \$7,500 for the Troy Kingi/Waitangi week event and \$7,500 for kapa haka classes.</p> <p>This meets community outcomes 1,2,3,5</p>

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The applicants were required to complete a standard application form and provide supporting information.

For each application, the Board has three options.

Option One: Authorise funding for the full amount requested.


Option Two: Authorise partial funding.

Option Three: Decline funding the application.

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

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

ĀPITIHANGA / ATTACHMENTS

1. **Opua Pest Plant Patrol - A5734521** [↓](#) 
2. **Kerikeri Theatre Company - A5734518** [↓](#) 
3. **The Centre - A5734517** [↓](#) 

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.	Applications received are assessed against the Community Grants Policy and Te Pae o Uta.
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 the applications received in relation to whenua and/or wai.
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.

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB63 From Opuia Pest Pant Patrol/ Bay Bush Action Trust
Form Submitted 20 Apr 2026, 4:38PM NZST

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 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 quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

*** indicates a required field**

Fund Type

Which fund are you applying for? *

Community Grant Fund

Pride of Place Fund

Applicant details

Applicant *

Opuia Pest Pant Patrol/ Bay Bush Action Trust

NZ Charity Registration Number (CRN)

New Zealand Charities Register Information

Page 1 of 12

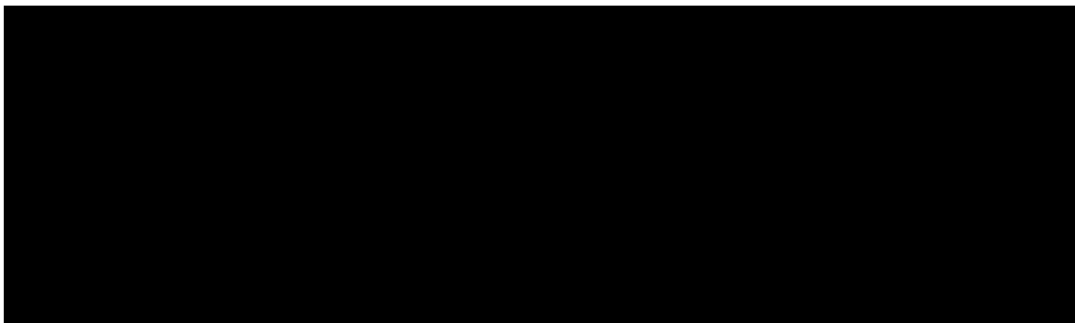
**Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024) (Version 2 of 2)**

Application No. BWCB63 From Opua Pest Pant Patrol/ Bay Bush Action Trust
Form Submitted 20 Apr 2026, 4:38PM NZST

Reg Number
Legal Name
Other Names
Reg Status
Charity's Street Address
Charity's Postal Address
Telephone
Fax
Email
Website
Reg Date

Must be formatted correctly.
If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *
Environmental

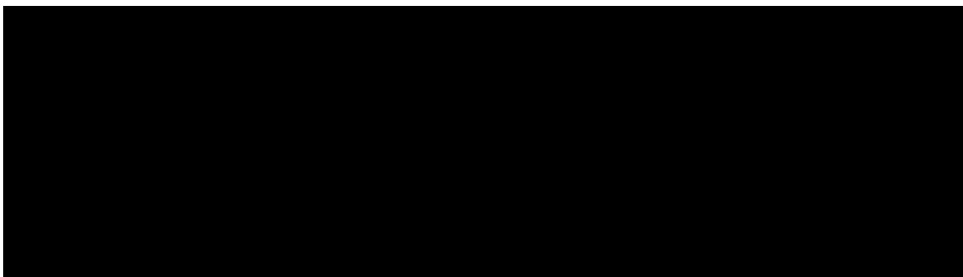


Website

Must be a URL.

Facebook page

Contact details



Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB63 From Opuia Pest Plant Patrol/ Bay Bush Action Trust
Form Submitted 20 Apr 2026, 4:38PM NZST

Purpose of organisation

Please briefly describe the purpose of the organisation *

We are a group of volunteers working together to eradicate or control pest plants in the Opuia Region. We operate under the umbrella of Bay Bush Action Trust with approval and support of Northland Regional Council and Department of Conservation.

Must be no more than 50 words.

Number of Members *

29

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

Te Hiku (Northern) Community Board Bay of Islands-Whangaroa (Eastern) Community Board Kaikohe-Hokianga (Western) Community Board

Project name *

Opuia Pest Plant Patrol

Type of Activity

What is the main purpose of your activity?

Page 3 of 12

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB63 From Opuia Pest Plant Patrol/ Bay Bush Action Trust
Form Submitted 20 Apr 2026, 4:38PM NZST

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz/what-is-your-event/)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- Art/Culture/Heritage
- Event
- Infrastructure
- Community
- Environmental
- Sport and Recreation

Project Dates

Start Date

Date

15/03/2026

Must be a date.

End Date:

Date:

30/11/2026

Must be a date.

Project Details

Location *

Opuia, Bay of Islands

Must be no more than 10 words.

(Town or area)

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

- Yes
- No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

20

Must be a number.

How many visitors/audience members/clients do you expect? *

20

Must be a number.

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB63 From Opuia Pest Plant Patrol/ Bay Bush Action Trust
Form Submitted 20 Apr 2026, 4:38PM NZST

Have you engaged with tangata whenua about your project? *

- Yes
 No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

- Yes
 No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

Pest plants have become rampant and almost out of control due to increased predator campaigns that eradicate animal pests and increase bird populations. Birds spread seeds easily and these include seeds of pest plants as well as native plants. Opuia Pest Plant Patrol is unlikely to eradicate pest plants from Opuia but we are making a difference to areas of public use such as Top of the Hill rest area, and Baffin Street corner by the Cycle Trail. We have received thanks from the public for reinstating a beautiful view by removing cherry trees.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

- A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki
 We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride
 Proud, vibrant communities
 Prosperous communities supported by a sustainable economy
 Communities that are healthy, safe, connected and sustainable
 Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

Most home owners are aware of how they can enhance the value and beauty of their home by simply weeding a garden. Our intention is to weed the garden that is Opuia and thus improve the ambience and encourage residents to support our campaign to make Opuia not just more beautiful but more compliant with environmental needs. Our success will be judged by improved views and more birds. The work undertaken by our volunteers is controlled by agreements with NRC and DOC and BBAT. Our group can only do so much so our policy is to gain support from residents to undertake street plant control and individual home control. This involved education. We are planning to work with Opuia school.

Must be no more than 250 words.

Project Cost

**Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024) (Version 2 of 2)**

Application No. BWCB63 From Opuia Pest Plant Patrol/ Bay Bush Action Trust
Form Submitted 20 Apr 2026, 4:38PM NZST

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

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? *

\$1,082.00

Must be a dollar amount.

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

\$1,082.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	

**Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026
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Application No. BWCB63 From Opuia Pest Plant Patrol/ Bay Bush Action Trust
Form Submitted 20 Apr 2026, 4:38PM NZST

477.48	\$477.48	\$477.48	Filename: quote for vests.pdf File size: 107.8 kB <hr/> Filename: Re_Request for quote .eml File size: 19.1 kB <hr/> Filename: Vests quote 20 April.pdf File size: 198.9 kB
200	\$200.00	\$200.00	Filename: quite mtre 10.pdf File size: 78.4 kB
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**Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024) (Version 2 of 2)**
Application No. BWCB63 From Opuia Pest Pant Patrol/ Bay Bush Action Trust
Form Submitted 20 Apr 2026, 4:38PM NZST

Financial Information

* indicates a required field

Financial Information

If your organisation registered for GST *

Yes No

Current Funding

How much money does your organisation currently have? *

\$0.00

Must be a dollar amount.

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

\$0.00

Must be a dollar amount.

Tagged Funds

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

Purpose	Amount

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.	

**Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024) (Version 2 of 2)**

Application No. BWCB63 From Opuia Pest Plant Patrol/ Bay Bush Action Trust
Form Submitted 20 Apr 2026, 4:38PM NZST

Previous Funding from FNDC

Have you previously received funding from FNDC? *

Yes No

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

Funding explanation

1 Supporting Financial document *

Filename: Funding explanation.docx
File size: 13.4 kB

2 Name of supporting financial document

Leaflet and brochure pages

2 Supporting Financial Document

Filename: Brochure page two.png
File size: 2.5 MB

Filename: OPPP brochure final.zip
File size: 5.4 MB

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

*** indicates a required field**

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026 Community Board Funding Application Form (Dec 2024) (Version 2 of 2)

Application No. BWCB63 From Opuia Pest Plant Patrol/ Bay Bush Action Trust
Form Submitted 20 Apr 2026, 4:38PM NZST

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.

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.
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 on 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

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.

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB65 From Kerikeri Theatre Company

Form Submitted 7 Apr 2026, 11:25PM NZST

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 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 quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

* indicates a required field

Fund Type

Which fund are you applying for? *

Community Grant Fund

Pride of Place Fund

Applicant details

Applicant *

Kerikeri Theatre Company

NZ Charity Registration Number (CRN)

CC50949

New Zealand Charities Register Information

Reg Number	CC50949
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**Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026
Community Board Funding Application Form (Dec 2024)
Application No. BWCB65 From Kerikeri Theatre Company**

Form Submitted 7 Apr 2026, 11:25PM NZST

Legal Name	Kerikeri Theatre Company Incorporated
Other Names	
Reg Status	Registered
Charity's Street Address	17 B&C Sammaree Place Kerikeri 0245
Charity's Postal Address	3 Cobham Road Kerikeri 0230
Telephone	022 165 7431
Fax	
Email	info@kerikeritheatrecompany.com
Website	https://www.kerikeritheatrecompany.com
Reg Date	12:00am on 6 Aug 2014

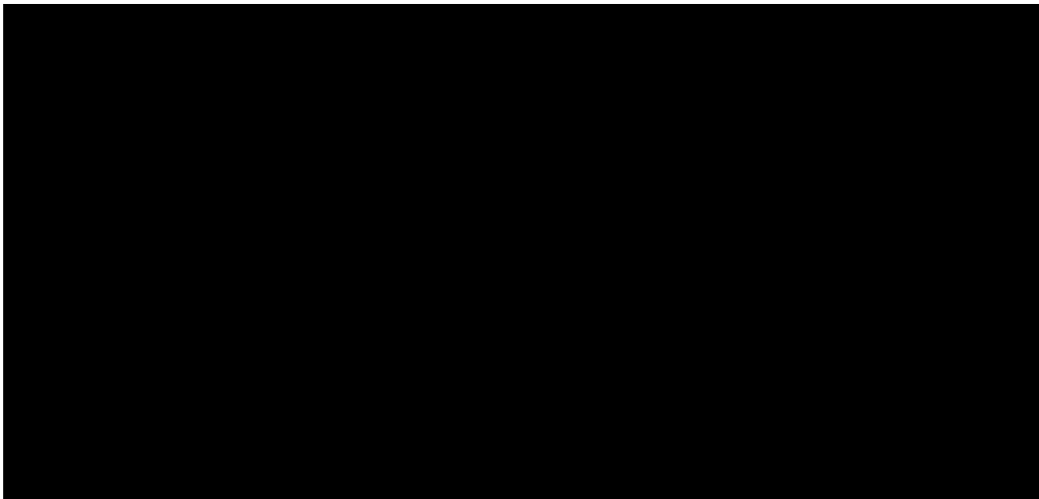
Information retrieved at 11:48pm yesterday

Must be formatted correctly.

If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *

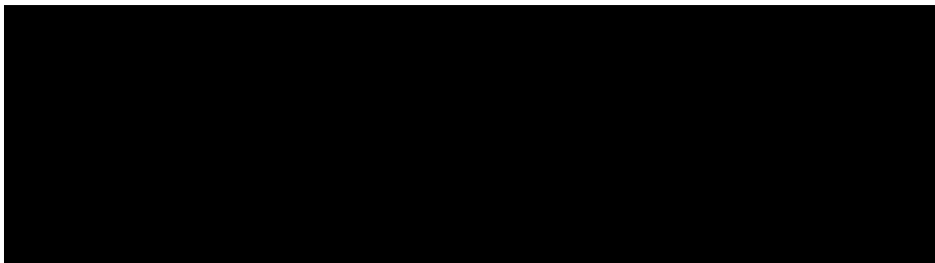
Arts/Culture/Heritage



Contact details

Contact Person One:

Contact Person Two:



Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB65 From Kerikeri Theatre Company

Form Submitted 7 Apr 2026, 11:25PM NZST

Purpose of organisation

Please briefly describe the purpose of the organisation *

Kerikeri Theatre Company is an Incorporated Society dedicated to fostering community engagement through theatre. We provide inclusive opportunities for people of all backgrounds to participate in performing arts, develop creative & technical skills, and gain hands-on experience in productions. Our mission is to enrich, educate, and inspire through quality theatrical experiences.

Must be no more than 50 words.

Number of Members *

169

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

Te Hiku (Northern) Community Board

Bay of Islands-Whangaroa (Eastern) Community Board

Kaikohe-Hokianga (Western) Community Board

Project name *

The Rocky Horror Show

Type of Activity

What is the main purpose of your activity?

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB65 From Kerikeri Theatre Company

Form Submitted 7 Apr 2026, 11:25PM NZST

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz/what-is-your-event/)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- Art/Culture/Heritage
 Event
 Infrastructure
 Community
 Environmental
 Sport and Recreation

Project Dates

Start Date

Date

29/10/2026

Must be a date.

End Date:

Date:

31/10/2026

Must be a date.

Project Details

Location *

The Turner Centre

Must be no more than 10 words.

(Town or area)

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

- Yes No

If yes, how much?

\$44.00

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

50

Must be a number.

How many visitors/audience members/clients do you expect? *

900

Must be a number.

Have you engaged with tangata whenua about your project? *

- Yes

Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026

Community Board Funding Application Form (Dec 2024)

Application No. BWCB65 From Kerikeri Theatre Company

Form Submitted 7 Apr 2026, 11:25PM NZST

No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

Yes

No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

This project benefits the Bay of Islands and Mid North community by bringing a rare, internationally recognised musical to the region. As the first community theatre company in Australasia approved to stage The Rocky Horror Show, and the only North Island community production in 2026, it offers local audiences access to a landmark production while demonstrating that theatre of real scale and ambition can be created in Te Tai Tokerau.

Local performers, musicians, designers, and technicians gain valuable experience through a demanding, large-scale production that develops artistic, technical, and collaborative skills.

The show broadens cultural experiences by attracting both regular theatre-goers and new audiences, increasing participation in the arts. Its themes of individuality and self-expression foster connection and community pride.

Overall, the project entertains, energises, and brings people together while strengthening the region's cultural life and supporting local creative talent.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki

We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride

Proud, vibrant communities

Prosperous communities supported by a sustainable economy

Communities that are healthy, safe, connected and sustainable

Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

This project contributes to the living cultural identity of Te Tai Tokerau by delivering a locally created production of The Rocky Horror Show using Northland talent and leadership for local audiences. While internationally recognised, presenting this work within our community builds artistic ambition and demonstrates that theatre of real scale and quality can be created here, strengthening pride in what our region can achieve.

It creates a major shared cultural event that brings people together, generating excitement, participation, and a sense of occasion. Audiences experience something bold, memorable, and high-quality in their own community, while participants are part of an ambitious and collaborative production, adding energy and vibrancy to community life.

The project supports the local creative sector and wider business environment by creating opportunities for performers, musicians, technicians, and designers, while attracting

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audiences that benefit surrounding businesses. Sustaining this level of artistic activity helps retain creative talent and contributes to long-term regional prosperity.

It also fosters connection, collaboration, and belonging by bringing people together across different backgrounds and skill levels. Community theatre strengthens relationships, builds confidence, and provides inclusive opportunities for people to engage in a shared, meaningful experience, supporting a more connected and resilient community.

Must be no more than 250 words.

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

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? *

\$88,753.00

Must be a dollar amount.

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

\$12,500.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

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Budget

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Performance Venue Hire	\$24,416.00	\$0.00	Filename: Venue Hire Agreement - Kerikeri Theatre Company Rocky Horror October 2026 (1).pdf File size: 798.1 kB
Advertising and Promotion	\$7,030.50	\$0.00	Filename: March 2026 - Kerikeri Theatre Company Memo.docx.pdf File size: 55.1 kB Filename: March 2026 - Kerikeri Theatre Company Quote.docx (2).pdf File size: 103.8 kB Filename: Rocky Horror Show 2026 - Quote QU0015.pdf File size: 23.6 kB
Facilitator/Professional Fees	\$9,110.50	\$0.00	<i>No files have been uploaded</i>
Musicians	\$2,500.00	\$0.00	<i>No files have been uploaded</i>
Lighting Design and Operations	\$6,660.00	\$0.00	Filename: Quote 260002 - KTC.pdf File size: 198.7 kB
Administration Costs	\$1,400.00	\$0.00	<i>No files have been uploaded</i>
Costumes/Hair/Make Up/Props	\$5,600.00	\$0.00	<i>No files have been uploaded</i>

**Bay of Islands-Whangaroa Community Grants Fund July 2025 - June 2026
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Set Design, Materials and Build	\$12,500.00	\$12,500.00	Filename: Quote QU0050.pdf File size: 75.8 kB	
Royalties	\$5,509.00	\$0.00	No files have been uploaded	
Ticket Fees	\$1,566.00	\$0.00	No files have been uploaded	
Rehearsal Venue Hire	\$4,860.00	\$0.00	Filename: BB Quote - Rocky Horror .xlsx - Invoice .pdf File size: 163.5 kB	
Rehearsal Material Hire	\$1,018.00		No files have been uploaded	
Contingency Fee (8% of total)	\$6,583.00		No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	

Financial Information

* indicates a required field

Financial Information

If your organisation registered for GST *

Yes No

GST Number

GST Number

135-081-548

Current Funding

How much money does your organisation currently have? *

\$55,118.26

Must be a dollar amount.

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

\$55,118.26

Must be a dollar amount.

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Tagged Funds

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

Purpose	Amount
Funding for Building Upgrades	\$14,019.83
Property Rent and Outgoings	\$40,868.43
Accrued Holiday/Annual Leave Owing	\$230.00

Total Tagged Funds

Total Expenditure Amount

\$55,118.26

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.	
Creative Communities	\$2,000.00	Pending
Pub Charities	\$12,207.00	Yes
Oxford Trust	\$12,000.00	Pending
Business Sponsorships	\$5,000.00	Pending
Ticket Sales	\$39,600.00	Pending
Pub Charities (later round)	\$5,500.00	Pending

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.	

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Little Mermaid	\$6,500.00	17/06/2025	Yes
Little Shop of Horrors	\$9,000.00	03/05/2024	Yes
Fantastic Mr Fox	\$2,000.00	08/06/2022	Yes
Sound of Music	\$10,000.00	06/05/2021	Yes

Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

Most Recent Audited Financial Report

1 Supporting Financial document *

Filename: 2024 Performance Report (1).pdf
File size: 851.2 kB

2 Name of supporting financial document

Budget Explanation Letter

2 Supporting Financial Document

Filename: Budget explanation letter - Rocky Horror.pdf
File size: 192.3 kB

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

* indicates a required field

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

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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.

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.
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

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Application No. BWCB68 From The Centre at Kerikeri Ltd (The Turner Centre)
 Form Submitted 9 Apr 2026, 10:10AM NZST

Before you Begin

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 2 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 20 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 quotes for purchases where practicable, **or** evidence of expected purchases. If you are unable to provide quotes, a written explanation as to why this is not possible should be provided
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Financial details - this can be a profit and loss statement or simple statement of account
- Programme outline or Business Plan (if applying for operating costs)
- Written permission should be provided for activities taking place on Council land, public roads or private property not owned by the applicant

Applicant Details

*** indicates a required field**

Fund Type

Which fund are you applying for? *

Community Grant Fund

Pride of Place Fund

Applicant details

Applicant *

The Centre at Kerikeri Ltd (The Turner Centre)

NZ Charity Registration Number (CRN)

CC27358

New Zealand Charities Register Information

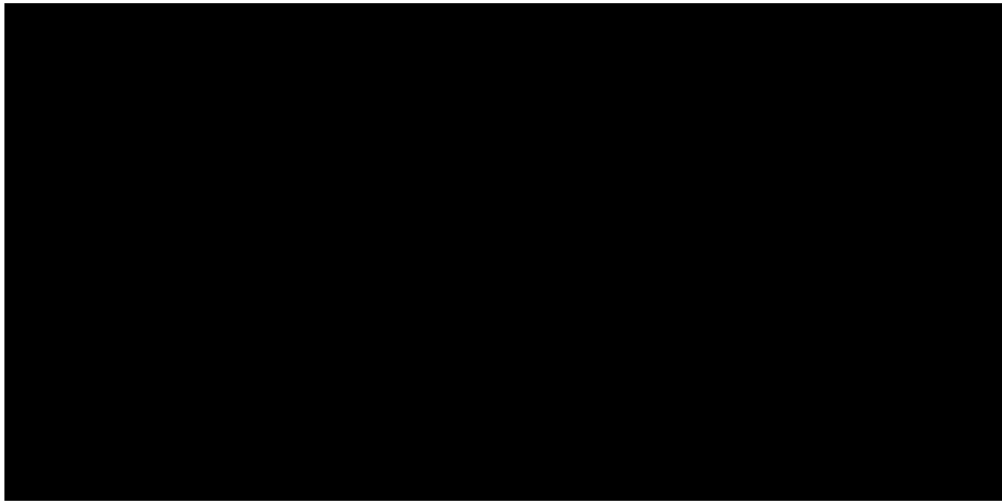
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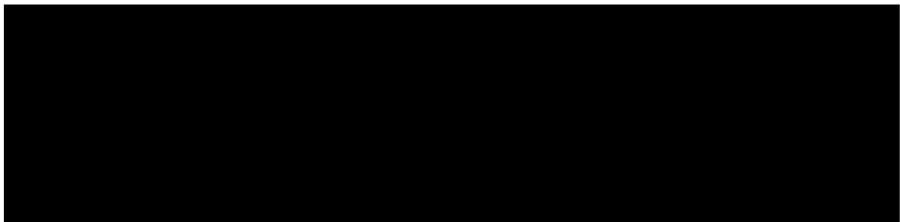
Reg Number	CC27358
Legal Name	The Centre At Kerikeri Limited
Other Names	
Reg Status	Registered
Charity's Street Address	43 Cobham Road Kerikeri 230
Charity's Postal Address	PO Box 922 Kerikeri 245
Telephone	09 407 0260
Fax	09 407 0268
Email	venuemanager@turnercentre.co.nz
Website	http://www.centakerl.com
Reg Date	12:00am on 30 Jun 2008

Information retrieved at 8:55am on 17 Apr
 Must be formatted correctly.
 If you are a registered charity, please enter your registration number.

What sector do you/your organisation work in? *
 Arts/Culture/Heritage



Contact details



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Purpose of organisation

Please briefly describe the purpose of the organisation *

The Turner Centre is a multi-purpose community hub and events centre that serves the Far North region. The Turner Centre's vision is to be an inclusive place that connects people with creativity and culture: "Te Ranga Toi Waka"- the waka that weaves all of the arts together for our community.

Must be no more than 50 words.

Number of Members *

45000

Project Details

*** indicates a required field**

Community Board

Community Board Priorities

If you are applying for funding across more than one ward, you need to make a separate application to each Board.

Each community board has their own priorities. You can view them at [Community Board Plans | Far North District Council](#)

Which Community Board are you applying to? *

Te Hiku (Northern) Community Board Bay of Islands-Whangaroa (Eastern) Community Board Kaikohe-Hokianga (Western) Community Board

Project name *

Ngā Taonga Tākaro (traditional Māori games) workshop, led by cultural educator Wiremu Sarich

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Type of Activity

What is the main purpose of your activity?

Please refer to the guidance notes for definitions.

If you are holding an event, it is recommended that you also look at the guidance for what permits may be required and the timeframes for applications - information can be found at: [What is your event? | Far North District Council \(fndc.govt.nz\)](https://www.fndc.govt.nz/what-is-your-event/)

If you are proposing building or creating a physical item to go on Council property, or an item become the responsibility of Council, please contact the Funding Advisor before you lodge an application to find out more information on what is needed before an application can be accepted. Your application may be delayed going to the Board while this process is worked through.

Type of Activity *

- Art/Culture/Heritage
- Event
- Infrastructure
- Community
- Environmental
- Sport and Recreation

Project Dates

Start Date

Date

13/07/2026

Must be a date.

End Date:

Date:

13/07/2026

Must be a date.

Project Details

Location *

The Turner Centre, Kerikeri

Must be no more than 10 words.
(Town or area)

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

- Yes
- No

If yes, how much?

Must be a whole dollar amount (no cents).

How many active participants (including volunteers) are taking part? *

12

Must be a number.

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How many visitors/audience members/clients do you expect? *

40

Must be a number.

Have you engaged with tangata whenua about your project? *

Yes

No

If yes, please provide evidence of any engagement you have undertaken

Have you engaged with the community about your project? *

Yes

No

If yes, please provide evidence of any engagement you have undertaken

Project Outline

Outline your activity and the services/experiences it will provide.

Who will benefit from your project and how? *

We would like to stage a free school holiday workshop for Matariki introducing local tamariki and their whānau to Ngā Taonga Tākaro (traditional Māori games).

The workshop will be led by Wiremu Sarich (Te Rarawa, Ngāpuhi, Tainui) who is known for reviving ancestral knowledge (mātauranga Māori) through play. Wiremu is a leading practitioner and educator in Ngā Taonga Tākaro and founder of Tatu Roa, which is dedicated to revitalising indigenous play, stories, and cultural values.

The workshop (for up to 40 people) will be whānau-friendly, with a focus on tamariki. It will run from 10:00am to 12:30pm.

The kaupapa of the event will centre on intergenerational connection, sharing mātauranga through play, and honouring Matariki by building connections within the community.

This workshop would be the first Ngā Taonga Tākaro workshop held at the Centre and will broaden the range of activities and experiences offered to our community.

Must be no more than 150 words.

What Community Outcome(s) does your project meet? *

A wisely managed and treasured environment that recognises the role of tangata whenua as kaitiaki

We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride

Proud, vibrant communities

Prosperous communities supported by a sustainable economy

Communities that are healthy, safe, connected and sustainable

Connected communities that are prepared for the unexpected

At least 1 choice must be selected.

How does your project meet the Community Outcome(s) you have selected above? *

Wiremu Sarich's workshops embrace our unique culture and heritage by reviving ancestral knowledge (mātauranga Māori). Tākaro Māori are traditional Māori games and play that were used to build strength, coordination and strategic thinking, while reinforcing tikanga and whakapapa. Through this kaupapa, our community has the opportunity to engage

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directly with Māori tradition in a way that honours and celebrates its depth as central to who we are as a region and a nation. A community's vibrancy is measured by how meaningfully events reflect and uplift its people. By platforming events that explore mātauranga Māori, we create space for whānau, hapū, and the broader community to come together around shared cultural expression - fostering belonging, connection, and a genuine sense of collective pride. When people see their stories, art forms, and identity reflected and celebrated in prominent public spaces, it sends a powerful message that their culture is valued - and that energy radiates outward, strengthening the pride and vitality of the whole community. The workshop will help create a healthy and connected community. Events sharing mātauranga Māori create inclusive, welcoming spaces where diverse members of the community can come together, build cross-cultural and inter-generational understanding, and strengthen the social fabric of the rohe. Events such as this workshop embrace all aspects of physical, mental, emotional, and spiritual wellbeing (a-tinana, a-hinengaro, a-ngakau, a-wairua) and help to build the long-term connectedness and resilience of our community, ensuring that the benefits of shared culture and knowledge continue to grow for generations to come

Must be no more than 250 words.

Project Cost

*** indicates a required field**

- When applying for funding from your community board, the amount requested should generally be less than 50% of the total cost of the project. If you are requesting more than 50% of the total cost of the project, you must speak with the Funding Advisor before submitting your application.
- A minimum of two quotes should be provided for each item funding is requested for. If this is not possible, a letter should be provided with the application explaining why this is not done

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? *

\$2,735.00

Must be a dollar amount.

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

\$1,331.00

Must be a dollar amount.

Completing your budget

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

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

Amount Requested Column - provide (against the item) the amount you are requesting from the Board. This may be the same amount as shown in the Total Cost Column.

- 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

Budget

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount.	Must be a dollar amount.	
Venue Hire Events Centre full day	\$904.00	\$0.00	Filename: Budget Ngā Taonga Tākaru Workshop (1).xlsx File size: 6.7 kB
Sound System	\$300.00	\$0.00	No files have been uploaded
Venue Tech - 4 hours	\$250.00	\$100.00	No files have been uploaded
Wiremu Sarich Tutor Fee	\$500.00	\$500.00	No files have been uploaded
Tutor petrol costs	\$50.00	\$50.00	No files have been uploaded
Youth kaiawhina x 2 @ \$50 each	\$100.00	\$100.00	No files have been uploaded
Advertising/promotion	\$250.00	\$200.00	No files have been uploaded
Front of House Coordinator - 3 hours	\$131.25	\$131.25	No files have been uploaded
Event Producing & ticketing	\$250.00	\$250.00	No files have been uploaded
			No files have been uploaded
			No files have been uploaded

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			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	
			No files have been uploaded	

Financial Information

* indicates a required field

Financial Information

If your organisation registered for GST *

Yes No

GST Number

GST Number
89-116-198

Current Funding

How much money does your organisation currently have? *

\$300,000.00
Must be a dollar amount.

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

\$300,000.00
Must be a dollar amount.

Tagged Funds

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

Purpose	Amount
100% is committed to operating costs and paying ticket sales promoters post completion of their events.	\$300,000.00

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Total Tagged Funds

Total Expenditure Amount

\$300,000.00

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.	
Turner Centre Contribution	\$1,404.00	Yes

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.	
Kapa Haka Programme and Matariki show	\$5,000.00	12/03/2026	No
Winterless with Tory Kingi	\$7,000.00	24/11/2025	No
Diwali Celebration	\$5,000.00	04/09/2025	Yes
Tangihanga	\$6,000.00	07/08/2025	Yes
Brew of Islands	\$7,000.00	12/06/2025	Yes

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Supporting Financial Information

When applying for funding, you need to provide us with a profit and loss statement, an audited financial report or a copy of your bank statement.

1 Name of supporting financial document *

Kerikeri Civic Trust 2025 Annual Report Signed & Stamped with Audit Report

1 Supporting Financial document *

Filename: Kerikeri Civic Trust 2025 Annual Report Signed & Stamped with Audit Report.pdf
File size: 712.9 kB

2 Name of supporting financial document

Note to accompany accounts

2 Supporting Financial Document

Filename: Note to accompany accounts.pdf
File size: 43.3 kB

3 Name of supporting financial document

3 Supporting Financial Document

No files have been uploaded

Applicant Declaration

*** indicates a required field**

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.

7.2 CHAIRPERSON AND MEMBERS REPORTS

File Number: A5677526

Author: Stephen FitzHerbert, Community Board Co-Ordinator

Authoriser: Aisha Huriwai, Manager - Democracy Services

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 Bay of Islands-Whangaroa Community Board note the April 2026 member reports from Chair Belinda Ward, Member Jo Alexander, Member Dane Hawker and Member Jane Hindle.

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. **Member Report: Jo Alexander - A5738680**  
2. **Member Report: Dane Hawker - A5738668**  
3. **Member Report: Jane Hindle - A5738649**  
4. **Chair Report: Belinda Ward - A5749256**  



Member's Report

Name: Jo Alexander

Subdivision: Bay of Islands - Whangaroa

Date: April 16 2026

Meetings Attended:

Meeting name	Date	Comments
Te Tahawai Track	2/4/26	Met with FNDC planner to discuss community use of this track and impact of temporary closure.
FNDC Elected Member Zoom	8/4/26	Briefing related to podcast.
Community Board Meeting	9/4/26	Bay of Islands-Whangaroa Community Board Ordinary meetings.
LGNZ Zoom Call	15/4/26	Regular call. Topics included fuel crisis.
Te Pātukurea Community Reference Group	15/4/26	Group Meeting #1 to discuss background, terms of reference, process and desired outcomes.

Community Issues:

Issue name	Comment
EM Request 78658 - Te Tahawai Track	Community concerns related to temporary closure of sections of the track and proposed diversion. Conversations with FNDC planner, Dane Hawker and CB Chair.
EM Request 7830: Maintenance at Cherry Park House	In response to an email to the Mayor from a potter at Cherry Tree House related to flooding of the basement during a recent storm event. The potter's concern was related to maintenance issues at the house and if these caused the flooding.

Member Recommendations:

Request for Service (RFS):

RFS number	Comment
No record 26/3/26	Clear collapsed bank on Kerikeri Inlet Road by second entry to Waitangi Forest, caused by heavy rainfall during storm.

Board Delegations Issues:

RFS number	Comment



Member's Report

Name: Dane Hawker

Subdivision: Bay of Islands - Whangaroa

Date: April 22 2026

Meetings Attended:

Meeting name	Date	Comments
Te Tahawai Track	2/4/26	Met with FNDC planner to discuss community use of this track and impact of temporary closure.
FNDC Elected Member Zoom	8/4/26	Briefing related to podcast.
Community Board Meeting	9/4/26	Bay of Islands-Whangaroa Community Board Ordinary meetings.
Kerikeri Domain Advisory Group	21/04/26	Biannual Meeting.
Street Light placement	21/04/26	Investigation of suitable options for placing new streetlights.
New World Carpark	17/4/26	Met with management to look at safety improvement options for cars exiting the car park across footpath.
Kerikeri Sports Complex	13/4/26	Monthly Board meeting.

Community Issues:

Issue name	Comment
Footpath and traffic issues at New World western carpark exit.	On going.
Engagement with New World management regarding redwood felling and mitigation of business impacts.	Raised matter with CBC and subsequently Group Manager (Delivery & Operations) and Manager (Properties and Facilities) are in direct communication with Foodstuffs.

Request for Service (RFS):

RFS number	Comment
4285993	Inlet Road - Excessive vegetation and blocked drains -Scheduled for May/June.



Member’s Report

Name: Jane Hindle

Subdivision: Russell Ōpua Subdivision

Date: 26 Mar 2026 –22 Apr 2026

Far North District Council Community Outcomes are as follows:

Outcome 1	Outcome 2	Outcome 3	Outcome 4	Outcome 5
Communities that are healthy, safe, connected and sustainable	Connected and engaged communities prepared for the unexpected	Proud, vibrant communities	Prosperous communities supported by a sustainable economy	A wisely-managed and treasured environment that recognises the special role of tangata whenua as kaitiaki

Meetings Attended

Date	Priority	Meeting	Comments
25 Mar 26	1, 2	Community engagement with severe weather events, briefing for local Community Response members.	Emails, Facebook and phone calls.
26 Mar 26	1, 3,4	Strand/Cass Street Rooding Working Group to finalise layout	
27 Mar 26	1, 2,3,4,5	LGNZ Women’s Social media moderation	Zoom about keeping safe online
30 Mar 26	1, 2,3,4,5	Te Pātukurea online drop in session Q&A about Kerikeri Waipapa Spatial Plan	Zoom
30 Mar 26	3,4	Meeting with local Cass St landlord to discuss ideas for enhancements of area.	
1 Apr 26	3	Worked with local pest weeding group for TMP to remove moth plan infestation on road reserve.	237 pods cleared from Council road reserves.
2 Apr 26	1, 3,4	Workshop Rooding Working Group for Cass Street and Strand	Design and aesthetics discussed
6 Apr 26	3,4	Meeting with Town Hall Users to discuss their needs for the renewals and renovations project	Constructive feedback on draft ideas
9 Apr 26	1,2,3,4,5	Bay of Islands Whangaroa Community Board meeting	Turner Centre, Kerikeri.

12 Apr 26	1, 2	Community engagement with severe weather events, briefing for local Community Response members.	Emails, Facebook and phone calls.
13 Apr 26	1, 3, 4	Meeting with consultant engaged to complete the community consultation on Placemaking Project	Zoom
13 Apr 26	1,2,3,4,5	Monthly article for Russell Lights Ngā Mārama. This month Council explained	
15 Apr 26	1,2,3,4,5	Local Government NZ Zoom update	
16 Apr 26	1, 3, 5	Attended Russell Landcare AGM.	
17 Apr 26	1,2,3,4,5	CBEC monthly hui. Co-chairs confirmed.	Via Teams
20 Apr 26	3,4	Russell Town Hall monthly meeting.	
22 Apr 26	3,4	Meeting with Bay of Islands Maritime Park/Fish Forever/ Bay of Islands Walkways Trust to discuss concerns over covenants and planning decisions.	Will discuss with Cr Stratford.
22 Apr 26	1,3	Te Puawaitanga follow up workshop	Via Teams
25 Mar – 21 Apr	1,2,3, 4,5	Views 147.6K ↑ 147.6% Visits 1.8K ↑ 84.6% Page Followers 3,105 (3,019) New follows 84	Paihia Disability ramp (14.6K) Waikare Roadworks (13.3K) Strategic Plan consultation (11.3K) Cyclone state of emergency (11.3K) Cyclone heads up. (9.6K)

Other Community Issues

Issue name	Comment
Ōpua Town Hall land 1, 2,	I have had no update on what the status is regarding the land above the Ōpua Town Hall, despite numerous emails from Hall Committee. Geotech report should have been shared by now. An unauthorised building and retaining wall on this road has caused a significant slip during the most recent severe weather event. A number of trees have fallen and are above the town hall land, in danger of coming down the hill. Council staff have attended on site and are organising a Geotech report to understand the long term stability of the hill. There seems to issues with removing trees on Council’s paper road.
Waikare Road roadworks 1, 2, 4	Was asked to share details of the roadworks on Waikare Road to the community, which I sent to Waikare Marae to ensure they were aware only to find this was the first they had heard of it. It was a case of shooting the messenger, so I have stepped away and left this to Cr Stratford, as roading is not a CB delegation. Will continue providing comms to community as needed.
Implementing the Placemaking resolution	Delays in transitioning from the trial layout to the design of a permanent solution meant that a group of locals took matters into their own hands,

#1, 2,4	removing all of the traffic calming elements and signage. This has effectively returned the Strand back to a road, against the community’s wishes. Aesthetics options were confirmed, and we ae now waiting for budgets for these to establish what additional funding might be required. Community consultation for the new Parking/road Bylaw will be carried out June/July.
Russell Toilets #1, 2,4	Toilets still not painted 😞
Ongoing sewage spills from Russell Treatment Plant. #3,5	Russell Treatment Plant into Matauwhi and Orongo Bays. Ecoli Discovery was picked up by MPI, and initiated an immediate shutdown of all the oyster farms in the vicinity. This is the 2nd 30-day shutdown imposed on the Oyster Farmers in the last 90 days. A two-year upgrade consent for its Russell plant to mitigate sewage spills into Matauwhi and Orongo Bays expired on the 1st March 2026, but the problem remains. Cr Stratford is investigating.
Moth plant and other pest weeds #3,5	Community weeding group still hoping to meet with Council staff regarding waste disposal as well as summer recycling Pop-up.
Community petition re placement of Tsunami siren. #2	In addition to the Tsunami siren spoiling the public amenity, there is significant erosion under the site where tree roots have been eroded by the sea. We are still waiting to hear back from the project manager to understand what is involved with the move. Have escalated to Cr Stratford for follow up.
Ongoing delays in Duffus Trust Building Consent #3	There seems to be a blockage which cannot be resolved by Council or the Trust, holding up proceedings.
Rawhiti Road #1, 2	Keeping this on the list to maintain focus. Cr Harawira visited 9/12/25 to see the two areas which need sealing, around 6kms in total.
Maromaku Toilet #1, 3	No update.

Requests for Service (RFS)

RFS number	Date	Comment
REQ-79335	15/04/26	Request for update on wrap for Ōpua public toilets.
4296523	13/4/26	Kororāreka WWTP Consent Conditions and sewage spills
4296027	30/3/26	Question about access restrictions on private footpath
	30/3/26	Customer wishing to get permission for arborist to trim Pohutukawa trees on Cass Street – customer will pay for work.
4285091	27/1/26	Slip on Parry Street has damaged the water supply above the Ōpua Hall and caused major damage south-west side of Community Hall, including the side pathway, the back decking, the lawn, and the garden. As at today, they have still not received the Geotech, which was meant to have been received over 2 weeks ago. They are extremely concerned.

4277900	1/12/25	Escalation from frustrated community member who after 4 years and multiple requests for drainage to be cleared at the intersection is demanding action. Work scheduled, RFS closed, but not work not actually done. Some work is scheduled, but not certain it will do the trick.
4264290	8/8/25	Proposal to enable Long Beach Coffee Cart to reduce CO ₂ emissions from diesel generator by plugging into adjacent Council Power Supply and paying for usage. Pedestrian management plan for work on 12/12/25 and LTO for subsoil being put in place. This has gone into a black hole with Legal.
4178870	16/10/2023	Drainage problems leading down to Walls Bay Reserve. Flume needs to be replaced, and kerbing and road drainage needs to be fixed. Awaiting site visit
4179412	20/10/2023	Subsidence and slip on Towai Road which also includes main fibre and phone connections to the communities. Have had no update on this and it doesn't appear on any reports to the Te Kou Kou Committee or the interactive map. Visited the location 27/3 and it is still dangerous.
4150811	17/03/2023	Causeway to Russell Boat Club on Matauwhi Road (paper road section) needs repairs for safety reason. Now sitting with legal.
4127193, 4111164, 4118337	01/04/2022	Stormwater and drainage issues at Okiato. Ongoing for over a year now with Council stormwater from road flowing down over property. Now sitting with Legal.

Other issues

Member's Report

Name: Belinda Ward

Subdivision: Paihia Subdivision

Date: 25th March 2026 - 27th April 2026

Meetings Attended

Date	Comments	
30/03/26	BOI-W CB Agenda Preview	Virtual - Teams
30/03/26	Resource Management Reforms	Information Workshop - Teams
30/03/26	Te Patukurea - Kerikeri /Waipapa Spatial Plan (inc. KFO)	BOI-W CB Drop-in Session / Q&A - Teams
31/03/26	District wide Spatial Strategy	Staff comms & engagement - Teams
01/04/26	FNDC Meeting	Kaikohe
07/04/26	Business BOI monthly meeting	Scenic Circle - Paihia
08/04/26	Elected Member Briefing from Mayor	Re recent podcast - Teams
09/04/26	BOI-W CB Meeting & Footpath Priority Workshop & CB Funding.	Turner Centre - Kerikeri
14/04/26	FNDC Workshop - FNHL & Northland Inc.	To review SOI's - Kaikohe
15/04/26	FNDC Extraordinary Meeting	To consider the "appointment of External Members to Te Kuaka Committee for Māori Strategic Relationships" - Kaikohe
15/04/26	Te Kukupa Committee Meeting for Strategy, Policy & Regulation - followed by workshop	Workshop on Housing Strategy, Dog Bylaw / Policy & Parking Policy - Kaikohe
16/04/26	Met with staff to discuss Proposed Paihia WTP stakeholder distribution list.	Third Wheel Cafe - Paihia
16/04/26	Group Monthly Operating Briefing	Joined late - via Teams
21/04/26	Windsor Landing & Landing Road - Whare Waka site visits	To inspect proposed amenity lighting locations - Kerikeri
21/04/26	Kerikeri Domain Advisory Group Meeting	JBC - Kerikeri
22/04/26	Te Koukou - Transport & Infrastructure Meeting	Kaikohe
22/04/26	Te Puawaitanga Workshop	Kaikohe

22/04/26	LGNZ - Infometrics Brad Olsen on the fuel crisis	Virtual - Zoom
23/04/26	Quotable Value Workshop	Kaikohe
24/04/26	BOI-W CB Agenda Preview	Teams
24/04/26	Meeting with Ken Ross to discuss Proposal for the Far North Food Security & Sovereignty Project.	Third Wheel Cafe - Paihia
25/04/26	Anzac Day Parade	Paihia

Community Issues

Issue name	Comment
16/12/24	There is a need for more regular traffic control on the Waitangi Bridge when the cruise ships are tendering to the Waitangi Wharf. Update 13/02/25: I have raised this issue at the recent Council meeting & the CEO is to follow up with me. 24/04/26 No update.
14/01/25	Further to phone calls received, discussions need to be held (AP) around the need for 2 x toilets at Puketū Forest for 6 months to cover the peak visitor & cruise ship visitor needs. Include in SP update & LTP
31/01/25	Growing community concern around "self contained" vehicles on "limited services Camping Grounds". Emails sent to staff. Workshop requested at Operations & Delivery monthly meeting. Update: 20/05/25 discussions with another concerned ratepayer around this topic. Raised with CE & staff at BOI-W CB Meeting 10/07/25. No further update as at 24/04/26.
13/11/25	Follow up email received from Kawakawa applicant re proposed Shade Sails in the Kawakawa Community Atea area. CB awaiting feedback.
09/02/26 & 10/02/26 & 18/02/26	Complaints re FNDC issuing a Mobile Shopkeepers License on the footpath in Williams Road Paihia outside FNHL (old Countdown) building. Update: Applications for Mobile Shops & Hawkers Occupying Public Space has had the 400m rule removed & is causing much community concern for commercial operators & existing trading Agreements. Update 24/04/26 a meeting is scheduled with staff to discuss further on 28/04/26.
10/04/26	Resident's concerns re sand bagging for incoming cyclone.
17/04/26	Concerned resident requesting additional disability parks for Paihia CBD to access doctors' surgery who have relocated.

Requests for Service (RFS)

RFS number	Date	Comment
Email via KH on behalf	16/02/24	Designation of land behind fence near Waitangi Pensioner Flats on Te Kemara Ave. No response as at 24/04/26
RFS via KH RFS as at 22/04/25 4241389	30/01/25 + 22/04/25 + 26/05/25	Removal of black bollards on Te Karuwha. H&S issue. Update 09/04/25 Site visit with KH. Update 18/05/25 Some broken wooden bollards have been removed. 24/04/2026 This area still requires attention & a plan to resolve pedestrian/traffic safety issues.
4254265	03/06/25	Process for approval of Open Air Stage on Kerikeri Domain - Update: This issue was raised at the BOI-W CB meeting 10/07/25 with the CE & staff. 01/03/2026 Deputation to CB 12/02/26. Update: The concept was presented to the Kerikeri Domain Advisory group for comment at the meeting held 21/04/26.
4265002 On behalf PWMH	12/08/25	Metal railing outside Paihia War Memorial Hall Conference needs replacement H&S issue. Wooden fence rails on FNHL boundary also need replacing.
ID:76881	02/03/26	Mobile Shop License complaints received for 2 x food caravans on the southern end of Marsden Road Paihia. Update: Meeting with staff scheduled for 28/04/26.
4243867 4287988 4295922	09/04/26	Outstanding RFS's 31/03/25, 16/02/26 & 09/04/26. H&S issue with wooden section of footpath approx. 7 Seaview road opposite the intersection with Coutts Ave Paihia. Update: Resolved 24/04/26
Req: 79901 On behalf	25/04/26	Noxious plants on route to the Tourist Track Old Hospital Road to the summit Whangaroa. Invading neighbouring properties.

Resource Consents:

Nil

Other Issues:

1. Kerikeri Domain: Delegation of Management Committee to BOI-W CB. In progress.
2. Emails & phone calls 02/03/26 re additional flagpole on Kerikeri Domain & Kawakawa & timeframe for Anzac Day. Followed up 9th & 10th March. **Update: 20/04/26** Staff have sourced a number of flagpoles suitable for recycling. Kerikeri RSA have already ordered an additional flagpole & will no longer require one.

8 NGĀ PŪRONGO TAIPITOPITO / INFORMATION REPORTS

8.1 2024-2025 BOI-WHANGAROA COMMUNITY BOARD REPORT - DOMAIN MANAGEMENT COMMITTEES

File Number: A5711005

Author: Dallas Apimerika, Team Leader - Property Management

Authoriser: Hilary Sumpter, Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to present to the **BOI-WHANGAROA COMMUNITY BOARD** the financial accounts and activity report as provided by Russell Sports Ground Domain Management Committee.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The 2017 Reserves Policy Section 3 requires Reserve Management Committees to provide annual accounts and activity report annually to Council.
- This report presents the information received from those Domain Management Committee into letters sent from Council staff.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report for Bay of Islands-Whangaroa Domain Management Committees Annual Information 2024-2025.

1) TĀHUHU KŌRERO / BACKGROUND

The role of rural domain committees is primarily to provide basic maintenance of rural domains (e.g. mowing, rubbish collection, toilet cleaning) and to advise Council on domain management.

Reserve management committees have also been set up to manage some reserves, such as Lindvart Park and Russell Sports Ground.

Community Boards provide funding to these committees to carry out their work.

Rural Domain or Reserve management committees are not decision-making bodies. The overall management of reserves rests with Council.

The following Reserve or Domain Management Committees have been appointed by Council:

Lindvart Park	Russell Sports Ground
Simson Park	Kawakawa Domain
Maromaku Domain	Kaeo Domain

In November each year Council staff contact the domain committees reminding them of the need to provide Council with a copy of their financial accounts and activity report as per the letter and template attached.

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

At the time of writing this report, information had not been received from Simson Park, Maromaku Domain, Kawakawa Domain and Kaeo Domain.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Below is a breakdown of the annual reports received:

Russell Sports Ground*

- Bookings – 12 to 18 per annum
- Users – Community - Winter sports codes,

Casual - Summer crop swap markets, Summer cricket, Summer athletics

Commercial – training

- Maintenance completed – New sewerage pump installed
- Improvements completed – Gymnasium finished and fitted out
- Works proposed – Undertake major expansion/funding drive for 2026
- Issues faced – Field drainage/soakage field, boundary alteration, roading entrance

*Confirmation to attend Community Board meeting.

Next Steps

Community Board members will consider the content of the information received.

The Community Board to decide what steps to take next with those Domain Committees who have yet to provide the information requested as per the Reserves Policy 2017 Section 3.

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The recommendation is made to ensure the BOI-Whangaroa Community Board is informed of the annual activities, maintenance undertaken, and financial position of Domain Management Committees operating on Council-administered reserves, in accordance with the Reserves Policy 2017.





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

The following asset information is current as of

Depreciation

Capital spend

ĀPITIHINGA / ATTACHMENTS

1. **2024-2025 Domain Management Committee Information and Statistics - Russell Sports Ground - A5710357** [↓](#) 
2. **Reserves Policy Section 3 - Reserve Management Committees - A5710358** [↓](#) 
3. **2024-2025 Reserve - Domain Management Committee Letter - A5710356** [↓](#) 
4. **2024-2025 Domain Management Committee Information and Statistics - A5710819** [↓](#) 

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	Low significance. The report is for information purposes only and does not involve any decision that triggers the 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.	This report aligns with the Reserves Policy 2017, particularly Section 3 relating to Reserve Management Committees. It supports community outcomes outlined in the Long-Term Plan (LTP), including the provision of safe, accessible, and well-maintained recreational and community facilities.
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 matter is not district-wide and is specific to the BOI-Whangaroa Ward. Community Board members are the primary decision-makers and recipients of this 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 arising from this report. However, reserve and sports ground facilities provide important spaces for community connection and recreation, including for Māori communities. This report is consistent with the principles of Te Tiriti o Waitangi by supporting inclusive access and community participation.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Persons affected include Domain Management Committees, local residents, reserve users, sporting groups, youth, elderly persons, and people with disabilities. The views of committees have been considered through the information they have provided in response to Council's annual request.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no direct financial implications arising from this report. Any maintenance or capital works referenced are managed within existing Council budgets and processes.
Chief Financial Officer review.	Not required. This report is for information purposes only and does not involve any financial decision or commitment.

2024-2025 Reserve / Domain Management Committee Information and Statistics

RESERVE / DOMAIN DETAILS			
Name of Reserve / Domain:	Russell Sports Ground		
Physical address:	5855 Russell Whakapara Road		
Mailing address:	russellsportsclub@outlook.co.nz		
Booking Officer Name:	<small>(Required if Committee book out the reserve / domain for use so we can update our information and website)</small> Ngaroma Whiting		
Booking Officer Contact Info	Ph.:	Mobile:	Email: russellsportsclub@outlook.co.nz
Afterhours Contact Name			
Afterhours Contact Info			
Emergency Contact Name			
Emergency Contact Info			

DOMAIN COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson				
Secretary				
Treasurer				
Committee Member				
Committee Member				
Committee Member				
Committee Member				
Committee Member				

Committee Member	
Committee Member	
Committee Member	
Committee Member	
Committee Member	
Committee Member	
Committee Member	

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	6
How often did the Committee meet in the year?	6
Date of the last AGM?	19.03.2025

RESERVE / DOMAIN INFORMATION	
Usage Data	
Number of bookings:	12-18 per annum
Number of estimated users:	<1000 pax
Type of use	
Community (regular users):	Winter sports codes
Casual (one off):	Summe cricket / Golf / Dogs
Commercial:	Training

Hire rates (per hour)	
Community:	FOC / Koha
Casual:	FOC / Koha
Commercial:	\$150 + gst
Other:	

2024/2025 Financial Statement	Attached: Yes / No
Improvements completed:	Gymnasium finished off & fitted out
Maintenance completed:	New sewage pump installed
Works proposed for the remainder of 2023/24:	Undertake major expansion / funding drive for 2026
Issues being faced:	Field drainage / sewage soakage field Boundary alteration, roading entrance

Council is also improving its website content, and we would like to provide a basic description of what the domain 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 hirers that would be much appreciated:

Reserve / Domain details incl. types of activities and events held e.g.: rugby, soccer, market days etc.	<ul style="list-style-type: none"> • Winter Sports codes • Summer crop swap markets • Summer cricket • Summer Athletics
Other information, facilities, assets and services available e.g.: playground, toilets, car-parking, lighting etc.	<ul style="list-style-type: none"> • Outdoor jungle gym • Secure parking

Checklist:

Yes/ No	Form fully completed
Yes/ No	Committee List
Yes/ No	Copy of Audited Financial Accounts if relevant
Yes/ No	Copy of Annual Financial Accounts for period 1 July 2024 to 30 June 2025
Yes/No	Other (funding report, funding requests)
Yes/ No	Would you like to attend the Community Board meeting

Thank you for your co-operation.

Russell Sports Club Inc
Financial Statements

For the Year Ended 31 August 2024

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Russell Sports Club Inc**Directory****As at 31 August 2024**

Type of Entity and Legal Basis	Incorporated Society
Nature of Business	Sports Club
Address	Whakapara Road Russell
Accountants	Hartnell Grond Walker Chartered Accountants 6 Redan Road Kaitaia
Bankers	Westpac Paihia
IRD Number	011-355-172

Russell Sports Club Inc**Report on the Engagement to Compile Financial Statements****For the Year Ended 31 August 2024****COMPILATION REPORT TO THE MEMBERS OF THE COMMITTEE****Reporting Scope**

On the basis of information that you provided we have compiled, in accordance with "Service Engagement Standard Number 2: Compilation of Financial Information", the Financial Statements of Russell Sports Club Inc for the year ended 31 August 2024 as set out on the following pages.

These statements have been prepared in accordance with a Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by the New Zealand Institute of Chartered Accountants as described in Note 1 to the Financial Statements.

These are special purpose financial statements and as such are intended for internal use only and should not be relied upon for any other purpose.

Responsibilities

You are solely responsible for the information contained in the financial statements and have determined that the financial reporting basis stated above is appropriate to meet your needs and for the purpose that the financial statements were prepared. The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

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

Disclaimer

A compilation is limited primarily to the collection, classification and summarisation of financial information supplied by the client. A compilation does not involve the verification of that information. We have not performed an audit or review engagement on the financial statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the material from which the financial statements have been prepared. Further, the financial statements have been prepared at the request of, and for the purposes of, our client only and neither we nor any of our employees accept any responsibility on any ground whatever, including liability in negligence, to any other person.



Hartnell Grond Walker
Chartered Accountants
Kaitaia
9 March 2025

Russell Sports Club Inc

Statement of Financial Performance

For the Year Ended 31 August 2024

Note	2024	2023
	\$	\$
Income		
Donations	29,504	1,750
Donation - Pub Charity Ltd	3,145	-
Grant - FNDC Rural Travel Fund	1,000	1,000
FNDC - Field Maintenance	5,000	5,000
Gym Memberships	11,313	9,391
Interest Received	966	315
Field Usage	10,196	2,285
Storage	2,574	2,096
Total Gross Surplus	63,698	21,837
Less Expenses		
Operating Expenses		
AGM Expenses	260	159
Cleaning & Rubbish	450	104
Electricity	2,425	1,966
Gas	153	267
Rural Travel Fund	870	2,898
Volunteer Expenses	40	448
	4,198	5,842
Repairs & Maintenance		
Repairs & Maintenance - General	283	1,519
Repairs & Maintenance - Gym Equipment	598	12
Repairs & Maintenance - Buildings	279	1,230
Repairs & Maintenance - Grounds	3,990	4,314
	5,150	7,075
Administration Expenses		
Accounting Fee	950	900
Companies Office Restoration Fees	-	178
Bank Fees & Charges	-	50
Office & Computer Expenses	-	370
IRD - Penalties & Interest	100	-
Printing, Stationery & Postage	394	126
	1,444	1,624
Fixed Costs		
Insurance	3,063	2,651
Non Cash Expenses		
Depreciation	9,195	8,639
Loss on Scrapping	-	1,159
	9,195	9,798
Total Expenses	23,050	26,990
Net Surplus (Deficit)	40,648	(5,153)



These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.

Russell Sports Club Inc

Statement of Financial Position

As at 31 August 2024

Note	2024	2023
	\$	\$
General Funds		
Opening Balance	270,113	275,266
Net Surplus (Deficit)	40,648	(5,153)
Total General Funds	310,761	270,113
Represented by:		
Current Assets		
Cash at Bank - Westpac A/c	15,212	1,192
Cash at Bank - Westpac Management A/c	35,505	25,537
Cash at Bank - Westpac Online Saver A/c	18,411	-
Accounts Receivable	878	518
GST Receivable	-	40
Total Current Assets	70,006	27,287
Non-Current Assets		
Property, Plant & Equipment	243,484	242,826
Total Assets	313,490	270,113
Current Liabilities		
Accounts Payable	2,285	-
GST Payable	444	-
Total Liabilities	2,729	-
Net Assets	310,761	270,113

 _____ President	Date <u>07/03/25</u>
 _____ Treasurer	Date <u>06/03/25</u>

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.

Russell Sports Club Inc

Depreciation Schedule

For the Year Ended 31 August 2024

	Rate & % PVT Type USE	Cost on Hand	Opening WDV	Additions	Date of Addition	Sale Price	Profit (Loss)	Disposal Date	Cost	Capital Gain/Loss	DEPN	ACC DEPN	Private Depn	Accum Private	Closing WDV
Buildings - At cost															
Building	1.50P	190,364	155,099	-	31/03/12	-	-	-	-	-	2,855	38,120	-	-	152,244
Field Development	3.60D	22,680	21,077	-	31/08/12	-	-	-	-	-	759	2,362	-	-	20,318
Field Development	3.60D	2,086	1,291	-	31/08/12	-	-	-	-	-	46	841	-	-	1,245
Building Development	1.50P	16,919	15,168	-	31/08/12	-	-	-	-	-	254	2,005	-	-	14,914
Gym	1.50P	13,658	12,244	-	31/08/12	-	-	-	-	-	205	1,619	-	-	12,039
Gym Extentions	1.50P	1,816	1,645	-	31/08/12	-	-	-	-	-	27	198	-	-	1,618
Concreting	4.80D	6,358	3,452	-	31/08/12	-	-	-	-	-	166	3,072	-	-	3,286
Water Tank 25000 Litre	7.00P	2,799	1,149	-	20/04/15	-	-	-	-	-	196	1,846	-	-	953
Carpark Extension (2016)	.00P	4,686	4,686	-	01/09/16	-	-	-	-	-	-	-	-	-	4,686
		261,366	215,811	-		-	-		-	-	4,508	50,063	-	-	211,303
Plant & Equipment															
Sand Bunker	.00D	1,510	1,510	-	31/08/12	-	-	-	-	-	-	-	-	-	1,510
Bench Weider Pro 290	30.00P	807	-	-	22/01/13	-	-	-	-	-	-	807	-	-	-
Carpet Gym (2012)	3.60D	1,653	1,031	-	31/08/12	-	-	-	-	-	37	659	-	-	994
Ventilation System (Changing Rooms)	13.50P	1,820	-	-	15/11/13	-	-	-	-	-	-	1,820	-	-	-
Bike Sports Performance Upright	30.00P	2,792	-	-	23/03/16	-	-	-	-	-	-	2,792	-	-	-
Indoor Rower (Black Model)	30.00P	2,098	-	-	15/04/16	-	-	-	-	-	-	2,098	-	-	-
Treadmill (Sports Foundation)	30.00P	5,016	-	-	08/06/16	-	-	-	-	-	-	5,016	-	-	-
Outdoor Exercise Station	.00P	9,404	9,404	-	28/06/17	-	-	-	-	-	-	-	-	-	9,404
Carpet Gym (2018)	13.50P	2,911	684	-	24/01/18	-	-	-	-	-	393	2,620	-	-	291
Line Marker Kombi	13.50P	3,034	778	-	02/03/18	-	-	-	-	-	410	2,666	-	-	368
Wall Vinyl (Showers)	13.50P	5,128	1,319	-	27/03/18	-	-	-	-	-	692	4,501	-	-	627
Security CCTV	30.00D	3,499	630	-	30/11/18	-	-	-	-	-	189	3,058	-	-	441
Containers	10.00D	6,336	3,916	-	28/02/19	-	-	-	-	-	392	2,812	-	-	3,524
Gym Equipment - Pub Charity	20.00P	9,136	7,154	-	31/08/22	-	-	-	-	-	1,827	3,809	-	-	5,327
Large Fans x 2 (Gym)	17.50P	616	589	-	15/06/23	-	-	-	-	-	108	135	-	-	481
Weight Stands plus Weights	30.00P	719	-	719	24/11/23	-	-	-	-	-	180	180	-	-	539

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.

Russell Sports Club Inc

Depreciation Schedule (continued)

For the Year Ended 31 August 2024

	Rate & % PVT Type USE	Cost on Hand	Opening WDV	Additions	Date of Addition	Sale Price	Profit (Loss)	Disposal Date	Cost	Capital Gain/Loss	DEPN	ACC DEPN	Private Depn	Accum Private	Closing WDV
Hart Rubber Gym Tile 50cm x 50cm x 1.5m	13.50P	1,932	-	1,932	17/04/24	-	-		-	-	109	109	-	-	1,823
Weight Stands plus Weights	30.00P	1,407	-	1,407	12/07/24	-	-		-	-	72	72	-	-	1,335
Easy Clean Grey Fleck Rubber Flooring 15mm x 85	13.50P	3,145	-	3,145	22/05/24	-	-		-	-	143	143	-	-	3,002
Body Bike Element (Black)	30.00P	2,650	-	2,650	05/07/24	-	-		-	-	135	135	-	-	2,515
		65,613	27,015	9,853		-	-		-	-	4,687	33,432	-	-	32,181
TOTAL		326,979	242,826	9,853		-	-		-	-	9,195	83,495	-	-	243,484

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.

Russell Sports Club Inc**Notes to and forming part of the Financial Statements****For the Year Ended 31 August 2024****1 Statement of Accounting Policies****Reporting Entity**

Russell Sports Club Inc is a club, registered under the Incorporated Societies Act 1908.

The special purpose financial report was authorised for issue by Russell Sports Club Inc.

Statement of Compliance and Basis of Preparation

The financial statements have been prepared in accordance with A Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by the New Zealand Institute of Chartered Accountants.

The financial statements have been specifically prepared for internal use.

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Financial Performance and Statement of Financial Position on a historical cost basis are followed by incorporated society, unless otherwise stated in the Specific Accounting Policies.

The information is presented in New Zealand dollars. All values are rounded to the nearest \$.

Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of the Statement of Financial Performance and Statement of Financial Position have been applied:

(a) Property, Plant & Equipment

Property, plant and equipment is recognised at historical cost less aggregate depreciation. 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.

All other repairs and maintenance are recognised as expenses in the Statement of Financial Performance in the financial period in which they are incurred.

Depreciation has been calculated using the maximum rates permitted by the Income Tax Act 2007.

(b) Income Tax

The entity is not liable for income tax, in terms of section CW46 of the Income Tax Act 2007.

(c) Goods and Services Taxation (GST)

Revenue and expenses have been recognised in the financial statements exclusive of GST except that irrecoverable GST input tax has been recognised in association with the expense to which it relates. All items in the Statement of Financial Position are stated exclusive of GST except for receivables and payables which are stated inclusive of GST.

(d) Comparative Figures

The comparative figures in the financial statements relate to a period of twelve months. Comparative figures may have been altered where not consistent with the current years presentation, but such alterations have not affected the previously reported financial position.

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.

Russell Sports Club Inc**Notes to and forming part of the Financial Statements (continued)****For the Year Ended 31 August 2024****(e) Changes in Accounting Policies**

There have been no changes in accounting policies. All policies have been applied on a basis consistent with those from previous financial statements.

2 Audit

These financial accounts have not been audited.

3 Related Parties

There were no significant transactions or transactions that were on terms and conditions that are likely to be different from the terms and conditions of transactions in similar circumstances, involving related parties during the financial year. (Last Year Nil)

4 Capital Commitments

The incorporated society has no capital commitments as at 31 August 2024 (2023: Nil).

5 Contingent Liabilities

The incorporated society has no contingent liabilities and no guarantees as at 31 August 2024. (2023: Contingent Liabilities Nil. Guarantees Nil.)

6 Events Occurring After Balance Date

There were no events occurring after balance date which require disclosure in these financial statements.

These financial statements are to be read in conjunction with the accompanying Notes and the compilation report. These statements have been compiled without undertaking an audit or review engagement.



SECTION 3 – RESERVE MANAGEMENT COMMITTEES

BACKGROUND

Committees are set up under Schedule 7 (30-31) of the Local Government Act 2002. The role of rural domain committees is primarily to provide basic maintenance of rural domains (e.g. mowing, rubbish collection, toilet cleaning) and to advise Council on domain management. Reserve management committees have also been set up to manage some reserves, such as Lindvart Park and Russell Sports Ground.

Community Boards provide funding to these committees to carry out their work. The arrangement is beneficial to Council as the domains are generally remote and are more efficient to manage locally. The arrangement also provides local employment and provides local input into the ongoing management of these reserves.

Rural Domain or Reserve management committees are not decision-making bodies. The overall management of reserves rests with Council.

POLICIES

1. The role of rural domain or reserve management committees is to:
 - a. provide administration and basic maintenance of reserves as agreed between each committee and the local community board
 - b. provide advice to the local community board on on-going domain management
2. Management committees shall ensure the land they administer is used in the first instance to foster and promote sport and recreation.
3. The administration of leases is a matter for Council as the administering body and not with management committees. The management committee may negotiate lease terms and conditions as it sees fit and recommend these to the Community Board.
4. Council is responsible for deciding reserve management plans.
5. Council will establish a service level agreement with each management committee and Council may provide an operational grant.
6. Council will monitor the work of management committees and ensure that any funding is appropriately spent.
7. Management committees should be encouraged to be incorporated societies. Annual General Meetings will be held every year and all committees shall be comprised of four or more members, including a local Community Board representative to be appointed at the beginning of each electoral term.
8. Each management committee shall get their accounts independently reviewed by a suitably qualified person. A copy of the reviewed financial accounts and an activity report shall be

submitted to the Council annually, prior to allocation of the year's funding. The accounts shall also be available for Council review upon request.



9. Management committees will inform the Council of the need for major maintenance and capital improvements, which will then assess these requests on a priority-needs basis as part of Council's Long Term Plan process.
10. If, in the future, there is insufficient membership to continue a management committee or the committee is unable to function in its required capacity, the committee will be dissolved and the operation will be taken over by the Council.
11. The following Reserve or Domain Management Committees have been appointed by Council:
 - Lindvart Park
 - Simson Park
 - Maromaku Domain
 - Russell Sports Ground
 - Kawakawa Domain
 - Kaeo Domain
12. Maromaku Domain Board, Russell Sports Club Inc, and Kawakawa Domain currently receive a \$5,000 grant towards maintenance.
13. Payment of grants is made after a Letter of Agreement is exchanged and after the presentation of the annual report to the Community Board.
14. Kawakawa Domain committee includes the oversight of the land used by Kawakawa Bowling Club, United Kawakawa Rugby Football Club, and the old Domain.
15. Each Community Board will review and confirm the membership of the management committees at the beginning of each electoral term.
16. The Community Board will appoint a Board member to the management committee at the beginning of each electoral term.



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

Domain / Reserve Management Committee
ADDRESS

Kia ora

As per Council's 2017 Reserves Policy (as attached), Council may provide an operational grant to support the Committee to ensure the provision of basic maintenance of the rural domain.

Prior to the allocation of the grant, the Committee are required to provide a basic income and expenditure type of account information (a full audit will only be required every three years) and an activity report.

It is also noted a Service Level Agreement is required which will need to be developed however in the meantime, if you could please provide the information as requested.

The period for this will cover the term of 1 July 2024 to 30 June 2025.

To assist with the necessary information, if you could complete the template as follows. This also includes the addition of key contacts of the committee as well as an afterhours / emergency contact.

Therefore, can you please complete the information and return it by 31 January 2026.

It is proposed this information will be presented to your local Community Board early 2026 and as noted, the grant cannot be uplifted until such time as this information is received and presented to Council.

As such, please find attached the following documents:

- 2017 Reserve Policy: Section 3 – Reserve Management Committees
- Reserve Management 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.

Nga mihi



Cheryl Henry

Property & Facilities Support Officer

Delivery and Operations, Far North District Council | 24-hour Contact Centre 0800 920 029

DDI 649 408 9405 | Cheryl.Henry@fndc.govt.nz

[Website](#) | [Facebook](#) | [LinkedIn](#) | [Careers](#)

2024-2025 Reserve / Domain Management Committee Information and Statistics

RESERVE / DOMAIN DETAILS			
Name of Reserve / Domain:			
Physical address:			
Mailing address:			
Booking Officer Name:	<small>(Required if Committee book out the reserve / domain for use so we can update our information and website)</small>		
Booking Officer Contact Info	Ph.:	Mobile:	Email:
Afterhours Contact Name			
Afterhours Contact Info	Ph.:	Mobile:	Email:
Emergency Contact Name			
Emergency Contact Info	Ph:	Mobile:	Email:

DOMAIN COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson				
Secretary				
Treasurer				
Committee Member				
Committee Member				
Committee Member				
Committee Member				

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	
How often did the Committee meet in the year?	
Date of the last AGM?	

RESERVE / DOMAIN INFORMATION	
Usage Data	
Number of bookings:	
Number of estimated users:	
Type of use	
Community (regular users):	
Casual (one off):	
Commercial:	

Hire rates (per hour)	
Community:	
Casual:	
Commercial:	
Other:	
2024/2025 Financial Statement	Attached: Yes / No
Improvements completed:	
Maintenance completed:	
Works proposed for the remainder of 2023/24:	
Issues being faced:	

Council is also improving its website content, and we would like to provide a basic description of what the domain 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 hirers that would be much appreciated:

Reserve / Domain details incl. types of activities and events held e.g.: rugby, soccer, market days etc.	
Other information, facilities, assets and services available e.g.: playground, toilets, car-parking, lighting etc.	

Checklist:

Yes/No	Form fully completed
Yes/No	Committee List
Yes/No	Copy of Audited Financial Accounts if relevant
Yes/No	Copy of Annual Financial Accounts for period 1 July 2024 to 30 June 2025
Yes/No	Other (funding report, funding requests)
Yes/No	Would you like to attend the Community Board meeting

Thank you for your co-operation.

8.2 BAY OF ISLANDS-WHANGAROA COMMUNITY HALL 2024/2025 ANNUAL INFORMATION.

File Number: A5709458

Author: Dallas Apimerika, Team Leader - Property Management

Authoriser: Hilary Sumpter, Group Manager - Delivery and Operations

TAKE PŪRONGO / PURPOSE OF THE REPORT

The purpose of the report is to present to the Bay of Islands-Whangaroa Community Board the 2024-2025 annual AGM minutes, financial statement and statistical data provided by Paihia War Memorial Hall, Russell Town Hall, Kaeo (Whangaroa) Memorial Hall, Totara North Hall, Whangaroa Village Hall, Waipapa Hall.

WHAKARĀPOPOTO 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 from Council staff.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands Whangaroa Community Board receive the report Bay of Islands-Whangaroa Community Hall Annual Information 2024-2025.

1) 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	Community owned on Council land	Council owned on Crown Land	Community owned buildings on community owned 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 <i>Oruru remains closed</i>	Whatuwhiwhi	Lake Ohia, Kaingaroa	Fairburn, Waiharara, Araiawa <i>Takahue – no longer exists</i>
BOI – Whangaroa Ward	Paihia, Russell, Totara North, Waipapa, Whangaroa Memorial (Kaeo), Whangaroa Village	Moerewa	Maromaku	Opuia, Pakaraka

In November each year Council staff contact the 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.

All returns received are attached to this report.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Below is a breakdown of the annual reports received:

Paihia War Memorial Hall*

- Bookings – 500
- Users – Community 8, Casual 12, Commercial 2
- Improvements Completed – Water filter installed in kitchen
- Maintenance Completed– Pest work spray
- Other – Desperately needing free parking for hall users

Russell Town Hall

- Bookings – 595
- Users – Community & Casual 16
- Improvements Completed– New chairs, heat pumps and lighting in supper room
- Maintenance Completed– Electrical work

Totara North Hall

- Bookings – around 240
- Users – Community & Casual
- Improvements – Kitchen Renovation

Whangaroa Memorial Hall

- Bookings – 62
- Users – 7

- Improvements Completed – replacement panels to main hall interior walls due to leaky roof
- Maintenance Completed – Repairs to kitchen pump & hall blinds. Clean up of storage area and cabinets.

Whangaroa Village Hall *

- Bookings – Average 5-6 per week
- Users – Community & Casual
- Improvements Completed – Tevo heater installed

Waipapa Hall

- Bookings - 397
- Users – 17
- Other – A section of the floor in the main hall is sagging and requires urgent attention to prevent further deterioration and costly repairs. This matter has been transferred to Infrastructure for assessment and review.

**Confirmation to attend Community Board meeting.*

Next Steps

Board members will consider the content of the information received.

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

TAKE TŪTOHUNGA / REASON FOR THE RECOMMENDATION

The recommendation is made to ensure the BOI-Whangaroa Community Board is informed of the annual performance, usage, and financial position of community halls operating on Council-owned land, in accordance with the Community Halls Policy 2016.

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











The following asset information is current as of

Depreciation

Capital spend

Depreciation fund reserve

ĀPITIHINGA / ATTACHMENTS

1. **2024-2025 Annual Information & Statistics Return - Paihia Hall - A5709377** [↓](#) 
2. **2024 - 2025 Annual Information & Statistics Return - Russell Town Hall - A5709371** [↓](#) 
3. **2024 - 2025 Annual Information & Statistics Return - Totara North Hall - A5709370** [↓](#) 
4. **2024-2025 Annual Hall Information and Statistics Return Form - A5709387** [↓](#) 
5. **2024 - 2025 Annual Information & Statistics Return - Whangaroa Memorial Hall - A5709373** [↓](#) 
6. **2024-2025 Annual Information & Statistics Return - Whangaroa Village Hall - A5709379** [↓](#) 
7. **2024-2025 Annual Information & Statistics Return - Waipapa Hall - A5709376** [↓](#) 
8. **Community Halls Policy 2016 - A5709381** [↓](#) 
9. **Halls and Facilities Strategy 2015 - A5709385** [↓](#) 
10. **2024-2025 Request for Annual Hall Information & Statistics - A5709383** [↓](#) 

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	Low significance. The report is for information purposes only and does not involve any decision that triggers the 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.	This report aligns with the Community Halls Policy 2016 and the Halls and Facilities Strategy 2015. It supports community outcomes outlined in the Long-Term Plan (LTP), particularly in enabling safe, accessible, and well-maintained community facilities.
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 matter is not district-wide and is specific to the BOI-Whangaroa Ward. Community Board members are the primary decision-makers and recipients of this 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 arising from this report. However, community halls provide important spaces for community connection, including for Māori. This report is consistent with the principles of Te Tiriti o Waitangi by supporting inclusive community participation and access to facilities.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Persons affected include community hall committees, local residents, and hall users (including community groups, youth, elderly, and people with disabilities). The views of hall committees have been considered through the information they have provided in response to Council's annual request.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no direct financial implications arising from this report. Any maintenance or capital works referenced are managed within existing Council budgets and processes.
Chief Financial Officer review.	Not required. This report is for information purposes only and does not involve any financial decision or commitment.

2024-2025 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Paihia War Memorial Hall		
Physical address:	8 Williams Road, Paihia		
Postal address:			
Booking Officer Name	(Booking Officer will be added to our website) Penny Ryan		
Booking Officer Contact Info	Ph.:021677199	Mobile:021677199	Email:memorialhall1945@gmail.com
Afterhours Contact Name			
Afterhours Contact Info			
Emergency Contact Name			
Emergency Contact Info			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson				
Secretary				
Treasurer				
Committee Member				
Committee Member				
Committee Member				
Committee Member				

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	4-5 times annually
How often did the Committee meet in the year?	5 times annually
Date of the last AGM?	11 th November

HALL INFORMATION	
Usage Data	
Number of bookings:	Annually approx.. 500
Number of estimated users:	20
Type of use	
Community (regular users):	8
Casual (one off):	12
Commercial:	2
Hire rates (per hour)	
Community:	From \$10
Casual:	From \$15
Commercial:	From \$15
Other:	
2024/2025 Financial Statement	Attached / No
Building Warrant of Fitness	Photo attached as display in the hall : / No, these are the same as last year
Evacuation Plan	Photo attached as display in the hall : / No, these are the same as last year which council have
Insurance - Contents	/ No Value:
Improvements completed	A water filter installed in the kitchen in the main hall
Maintenance completed	Pest work spray for crawling insects
Other:	We are still waiting the arrival of fire extinguishers for the hall, a huge safety issue which Council is responsible for. Desperately needing free parking for Hall users

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 any additional information to provide 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 – 80 - 100 Conference room – 35 - 50 Office -10 - 20
Kitchen facilities	X 2
Toilets	X3
Disabled access	2 x ramps
Parking	Paid parking immediately outside the Hall
Furniture available	110 chairs, 8 tables
Other facilities / assets available e.g.: stage, lighting, heating	Stage in main hall, heat pumps in all 3 rooms

Checklist:

Yes/No	Form fully completed
Yes/No	Photo of BWOFF on display
Yes/No	Photo of Evacuation procedure on display
Yes/No	Copy of Audited Financial Accounts if relevant
Yes/No	Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024
Yes/No	Other (funding report, funding requests)
Yes/No	Invite to attend the Community Board meeting

Thank you for your co-operation.

Paihia War Memorial Hall

Treasurers Report for 11th November 2025 Meeting

Budget Variance

At this stage, 4 months through the year, we are on track to meet our income budget. However, Penny has managed to secure 3 more weekly conference room hires which will boost our income.

All expenses are tracking okay except for R & M where we have already spent nearly all our annual budget. However, this was for paint and repairs to heat pumps which we decided to carry out right at the start of the new financial year immediately following decisions made at the AGM and this pretty much completes our planned R & M for the year. So, unless a disaster pops up, this is not cause for concern.

Cleaning budget included 3 Pestworx treatments of \$200 each, none of which have been carried out yet.

Profit & Loss Report

Small loss is due to the R & M expenditure.

Balance Sheet

Cheque account stands at \$8360 which is fairly healthy with our busy season still to come.

Term Investment

Our term investments with ASB mature on 18th December 2025.

We are currently receiving 4.75% interest but the rates have dropped further with current rate for 12 or 18 months at 3.4% being about the best we can do.

I propose that we roll over the 2 accounts for another 12 months at the best interest rate on the day - one of \$20k and the other of either \$5 or \$10k depending on decisions made at this meeting on any capital expenditure purchases. Interest to be paid monthly into our cheque account

Sally Bullen
Treasurer

Budget Variance

Paihia War Memorial Hall For the year ended 30 June 2026

	2026	2026 2026	VARIANCE	VARIANCE %	2026	2026 2026	VARIANCE	VARIANCE %
Trading Income								
Hall Hire	4,150.00	12,750.00	(8,600.00) ↓	-67.45% ↓	4,150.00	12,750.00	(8,600.00) ↓	-67.45% ↓
Interest Received	476.28	1,405.00	(928.72) ↓	-66.10% ↓	476.28	1,405.00	(928.72) ↓	-66.10% ↓
Total Trading Income	4,626.28	14,155.00	(9,528.72)	-67.32%	4,626.28	14,155.00	(9,528.72)	-67.32%
Gross Profit	4,626.28	14,155.00	(9,528.72)	-67.32%	4,626.28	14,155.00	(9,528.72)	-67.32%
Operating Expenses								
Accounting fees	363.40	1,077.00	(713.60) ↓	-66.26% ↓	363.40	1,077.00	(713.60) ↓	-66.26% ↓
Cleaning	1,518.92	4,980.00	(3,461.08) ↓	-69.50% ↓	1,518.92	4,980.00	(3,461.08) ↓	-69.50% ↓
Depreciation	-	6,000.00	(6,000.00) ↓	-100.00% ↓	-	6,000.00	(6,000.00) ↓	-100.00% ↓
Electricity & Lighting	556.58	1,670.00	(1,113.42) ↓	-66.67% ↓	556.58	1,670.00	(1,113.42) ↓	-66.67% ↓
Repairs and Maintenance	2,456.00	2,600.00	(144.00) ↓	-5.54% ↓	2,456.00	2,600.00	(144.00) ↓	-5.54% ↓
Total Operating Expenses	4,894.90	16,327.00	(11,432.10)	-70.02%	4,894.90	16,327.00	(11,432.10)	-70.02%
Net Profit	(268.62)	(2,172.00)	1,903.38	87.63%	(268.62)	(2,172.00)	1,903.38	87.63%

PAYMENT SCHEDULE**Paihia War Memorial Hall****For the period 1 July 2025 to 31 October 2025**

Date	Description		
06 Jul 2025	NGAWATI Sophie	75.00	
13 Jul 2025	NGAWATI Sophie	75.00	
20 Jul 2025	Payment: Northern Care Ltd T/A Jae Northland	373.00	Carpet and mat cleaning
20 Jul 2025	Payment: Northland Cleaning Supplies	200.47	
20 Jul 2025	Payment: Northland Cleaning Supplies	33.03	
20 Jul 2025	NGAWATI Sophie	75.00	
27 Jul 2025	NGAWATI Sophie	75.00	
28 Jul 2025	Payment: Xero (NZ) Limited	86.25	
29 Jul 2025	Payment: Genesis	149.59	
03 Aug 2025	NGAWATI Sophie	75.00	
10 Aug 2025	NGAWATI Sophie	75.00	
14 Aug 2025	Payment: Topzand Marine Ltd T/A Far North Heat Pumps	540.00	Repair of leaking roof around heat pumps
17 Aug 2025	NGAWATI Sophie	75.00	
24 Aug 2025	NGAWATI Sophie	75.00	
26 Aug 2025	Payment: Xero (NZ) Limited	86.25	
27 Aug 2025	Payment: Genesis	144.51	
27 Aug 2025	Payment: NICHOLAS Carolyn	653.98	Paint
30 Aug 2025	Payment: NICHOLAS Carolyn	138.28	Paint
31 Aug 2025	NGAWATI Sophie	75.00	
07 Sep 2025	NGAWATI Sophie	75.00	
11 Sep 2025	Payment: Evoke Electrical Solutions Ltd	1,123.74	Outside light, conference fluros, heat pumps
14 Sep 2025	NGAWATI Sophie	75.00	
21 Sep 2025	NGAWATI Sophie	75.00	
25 Sep 2025	Payment: Genesis	137.76	
26 Sep 2025	Payment: Xero (NZ) Limited	95.45	
28 Sep 2025	NGAWATI Sophie	75.00	
05 Oct 2025	NGAWATI Sophie	75.00	
06 Oct 2025	Payment: WARD Belinda	30.00	Refund for duplicate hall hire payment
12 Oct 2025	NGAWATI Sophie	75.00	
19 Oct 2025	NGAWATI Sophie	75.00	
26 Oct 2025	NGAWATI Sophie	75.00	
28 Oct 2025	Payment: Xero (NZ) Limited	95.45	
28 Oct 2025	Payment: Genesis	124.72	
Total		5,287.48	

Profit and Loss

Paihia War Memorial Hall For the year ended 30 June 2026

	2026
Trading Income	
Hall Hire	4,150.00
Interest Received	476.28
Total Trading Income	4,626.28
Gross Profit	
	4,626.28
Operating Expenses	
Accounting fees	363.40
Cleaning	1,518.92
Electricity & Lighting	556.58
Repairs and Maintenance	2,456.00
Total Operating Expenses	4,894.90
Net Profit	(268.62)

Balance Sheet

Paihia War Memorial Hall

As at 8 November 2025

8 NOV 2025

Assets

Bank

Society Cheque	8,360.79
Total Bank	8,360.79

Current Assets

Accounts Receivable	560.00
Term 89	10,000.00
Term 90	20,000.00
Total Current Assets	30,560.00

Fixed Assets

Building Improvements	55,790.83
Furniture and Fittings	44,978.90
Less Accumulated Depreciation on Building Improvements	(42,819.77)
Less Accumulated Depreciation on Furniture and Fittings	(24,636.91)
Less Accumulated Depreciation on Plant and Equipment	(17,413.21)
Plant and Equipment	18,905.44
Total Fixed Assets	34,805.28

Total Assets 73,726.07

Liabilities

Current Liabilities

Accounts Payable	168.92
Total Current Liabilities	168.92

Total Liabilities 168.92

Net Assets 73,557.15

Equity

Accumulated Funds	73,825.77
Current Year Earnings	(268.62)
Total Equity	73,557.15

**Russell Town Hall 2024-25
Hall Information and Statistics**

HALL DETAILS			
Name of Hall:	Russell Town Hall		
Physical address:	17 The Strand, RUSSELI		
Postal address:	7 Okiato Road, RD1 RUSSELL		
Booking Officer Name	Anne Mansfield		
Booking Officer Contact Info		Mobile:0272445317	Email: townhallrussell@gmail.com
Afterhours Contact Name			
Afterhours Contact Info			
Emergency Contact Name			
Emergency Contact Info			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson				
Secretary/Treasurer				
Committee Member				
Committee Member				
Committee Member				
Committee Member				

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Once -AGM
How often did the Committee meet in the year?	11 times – 3 rd Monday of every month except for January
Date of the last AGM?	18/08/25

HALL INFORMATION	
Usage Data	
Number of bookings:	595
Number of estimated users:	16
Type of use	
Community (regular users):	Yoga, Pickleball, Pilates, Church Services, Movies, Craft Markets, Tai Chi, Exercise Classes
Casual (one off):	Weddings, Exhibitions, Funerals
Commercial:	
Hire rates (per hour)	
Community:	\$10 - \$15 per hour
Casual:	\$20 per hour
Commercial:	\$20 per hour
Other:	\$10-\$20 per hour
2024/2025 Financial Statement	Attached: Yes / No Yes
Building Warrant of Fitness	Photo attached as display in the hall : Yes
Evacuation Plan	Photo attached as display in the hall : Yes
Insurance - Contents	Yes Value: \$1000000
Improvements completed	New chairs, heatpumps, lighting in supper room
Maintenance completed	Electrical work.
Other:	

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	Town Hall – Main Hall – capacity – ????? Town Hall Supper room/Kitchen – Capacity - 50
Kitchen facilities	Oven, dishwasher, fridge, “Zip” type water heater
Toilets	5 toilets - 1 disabled access, 2 women’s and 2 men’s
Disabled access	Main Hall – yes disabled access by side entrance Supper Room – yes disabled access by concrete ramp.
Parking	Public parking next to hall – 10 Otherwise parking on streets surrounding hall.
Furniture available	208 Chairs, trestle tables – 17 large, 9 small
Other facilities / assets available e.g.: stage, lighting, heating	Stage, Electric Fans, oil heaters, heat pumps

Checklist:

Yes	Form fully completed
No	Photo of BWOFF on display B-Rad Attached
No	Photo of Evacuation procedure on display – to be sent later
No	Copy of Audited Financial Accounts if relevant – not relevant
Yes	Copy of Annual Financial Accounts for period 1 July 2024 to 30 June 2025
No	Other (funding report, funding requests)
No	Invite to attend the Community Board meeting

Thank you for your co-operation.

Balance Sheet

Russell Town Hall As at 30 June 2025

30 JUN 2025

Assets

Bank

Russell Town Hall	1,916.58
Russell Town Hall Committee	177,437.98
Total Bank	179,354.56

Current Assets

Withholding tax paid	1.65
Total Current Assets	1.65

Fixed Assets

Chair Purchase	2,101.05
Community Sports Equipment	2,076.90
Heat Pump Installation	14,966.80
Kitchen Appliances	3,819.00
Office Equipment	1,032.00
Total Fixed Assets	23,995.75

Total Assets	203,351.96
---------------------	-------------------

Liabilities

Current Liabilities

Rounding	(0.54)
Total Current Liabilities	(0.54)

Total Liabilities	(0.54)
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Net Assets	203,352.50
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Equity

Current Year Earnings	18,968.69
Retained Earnings	184,383.81
Transfer from Wpac	12,500.00
Transfer To ANZ	(12,500.00)
Total Equity	203,352.50

Profit and Loss

Russell Town Hall For the year ended 30 June 2025

	2025
Trading Income	
Interest Income	9,760.81
Town Hall rental income	23,447.76
Total Trading Income	33,208.57
Gross Profit	33,208.57
Operating Expenses	
Bank Fees	0.57
Bookkeeping & Accounting	3,235.43
Cleaning	234.92
Cleaning Contractor	3,160.00
General Expenses	180.03
Repairs and Maintenance	6,080.10
Skedda Subscription	601.60
Xero Subscription	747.23
Total Operating Expenses	14,239.88
Net Profit	18,968.69

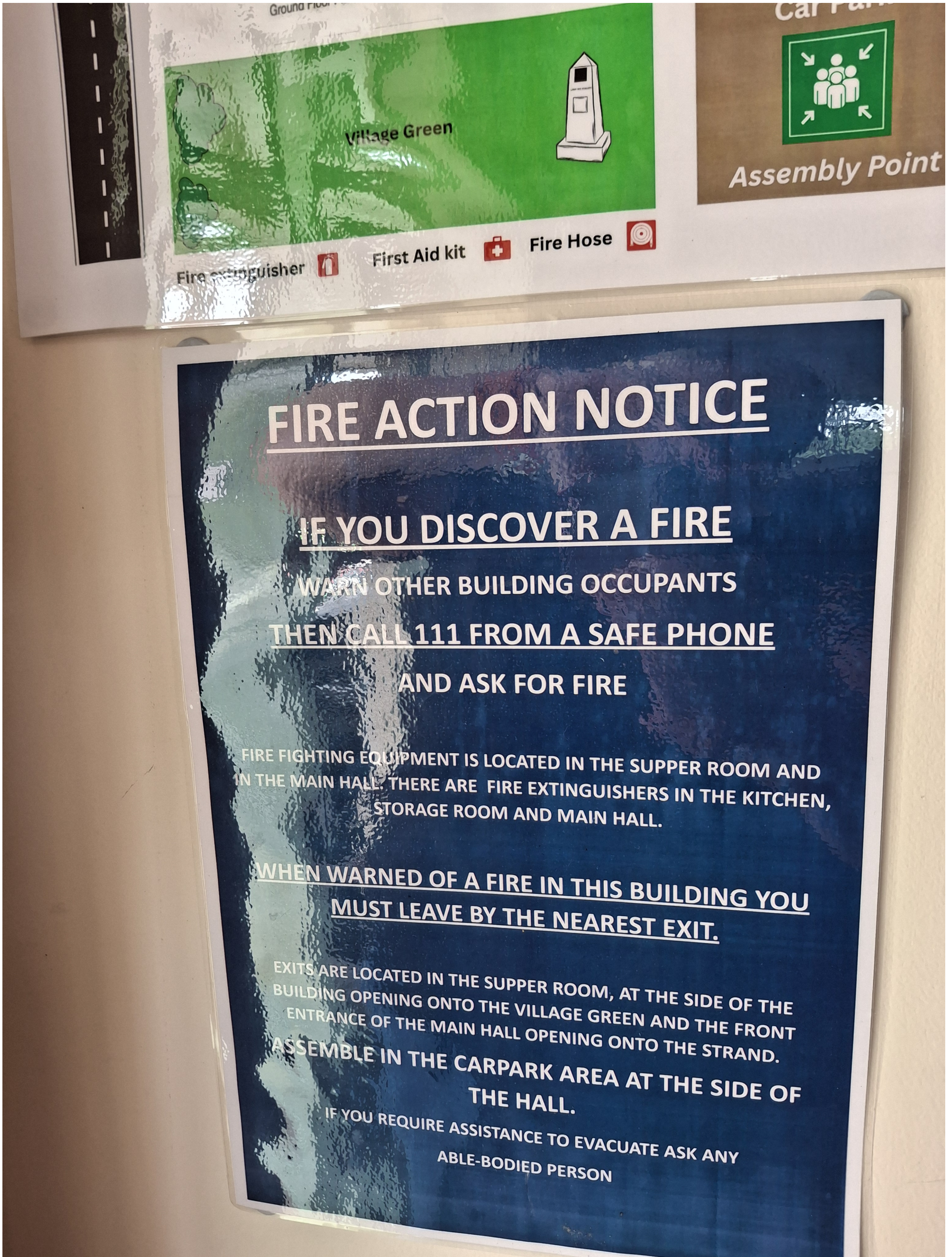


Fireco Limited
 • Ph: 0800 101 232
 • Email: info@fireco.co.nz
 • Web: www.fireco.co.nz
 • PO Box 1517, Whangarei

BUILDING WARRANT OF FITNESS

Form 12, Section 108, Building Act 2004

THE BUILDING	
Compliance schedule number: CS1273	Annual BWOFF expiry date: 30 April 2026
Building Name: Russell Community Hall Street Address: 17 The Strand Russell PID/LLP: - Legal Description: LOT 15-16 Kororareka Domain Location of Building within site/block number: - Year First Constructed: -	Current Lawfully established use: Assembly Services Intended Life of building: - Level/unit number: - Maximum Occupancy Level: - Highest fire hazard category for building use: CA
THE OWNER	
Name of Owner: Far North District Council Contact Person: Michelle Rockell Street Address/Registered Office: 9 Parnell Street, Rawene, 0443 Mailing Address: - 2 Private Bag 752 Kaikohe 0440	Telephone (daytime): - Telephone (after-hours): - Mobile: - Facsimile: - E-mail: michelle.rockell@fndc.govt.nz Website: -
THE AGENT	
Name of Agent: Fireco Limited Contact Person: Ben Greyling Street Address/Registered Office: 10 Cameron Street Whangarei 0110 Mailing Address: PO Box 1517, Whangarei, 0140 Relationship to Owner: Duly authorised agent	Telephone (daytime): 0800 101 232 Telephone (after-hours): 0800 101 232 Mobile: 021 621 321 Facsimile: - E-mail: info@fireco.co.nz Website: www.fireco.co.nz
SPECIFIED SYSTEMS	
SS 4 – Emergency lighting systems SS 14/2 Signs	SS 15/2 Final exits SS 15/4 Signs for communicating
WARRANT	
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: Russell Community Hall in site folder	
ATTACHMENTS	
<input checked="" type="checkbox"/> Certificates relating to inspections, maintenance and reporting (form 12A) <input type="checkbox"/> Recommendations for amendments to the compliance schedule, if any.	<div style="text-align: center;"> _____ Signature of agent on behalf of the owner Ben Greyling Managing Director – Fireco Limited Duly Authorised Agent </div> <div style="text-align: center; margin-top: 20px;"> 9 May 2025 Date </div> <div style="text-align: center; margin-top: 20px;"> </div>





1st July 2024 - 30 Jun 2025

①

2024-2025 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Totara North Hall		
Physical address:	3 School Rd Totara North.		
Postal address:	67 Campbell Rd Totara North 0479.		
Booking Officer Name	(Booking Officer will be added to our website) Dawn Griffiths.		
Booking Officer Contact Info	Ph.: 09 4050318	Mobile: 02102300805	Email: dawngriffiths00@gmail.com
Afterhours Contact Name			
Afterhours Contact Info			
Emergency Contact Name			
Emergency Contact Info			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson				
Secretary				
Treasurer				
Committee Member				
Committee Member				
Committee Member				
Committee Member				

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

2

COMMITTEE MEETING DETAILS	
How often does the ^{Hall} Committee meet annually?	Approx 10 times
How often did the Committee meet in the year?	6
Date of the last AGM?	6th August 2025 11th September.

HALL INFORMATION	
Usage Data	
Number of bookings:	240 ish.
Number of estimated users:	1750.
Type of use	
Community (regular users):	Yoga pilates table tennis capoeira Use it on court.
Casual (one off):	Wedding Farewell School Events Bdays
Commercial:	
Hire rates (per hour)	
Community:	\$15 per hour.
Casual:	Individual case
Commercial:	Per Day \$20.
Other:	Evening \$80
2024/2025 Financial Statement	Attached: Yes / No B/S.
Building Warrant of Fitness	Photo attached as display in the hall : Yes / No
Evacuation Plan	Photo attached as display in the hall : Yes / No
Insurance - Contents	Yes / No Value:
Improvements completed	Kitchen Renovation.
Maintenance completed	
Other:	

3

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 any additional information to provide 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	80
Kitchen facilities	New Kitchen, Zip water heater Microwave Fridge/Freezer. Crocker etc.
Toilets	1 male - 1 female
Disabled access	Yes
Parking	Yes
Furniture available	10 fold away tables + chairs + pews
Other facilities / assets available e.g.: stage, lighting, heating	Heat pump

Checklist:

Yes/N o	Form fully completed	✓
Yes/N o	Photo of BWOF on display	
Yes/N o	Photo of Evacuation procedure on display	
Yes/N o	Copy of Audited Financial Accounts if relevant	NA
Yes/N o	Copy of Annual Financial Accounts for period 1 July 2024 to 30 June 2025	
Yes/N o	Other (funding report, funding requests)	NA
Yes/N o	Invite to attend the Community Board meeting	?

Thank you for your co-operation.

4

Transaction History

Standard Accounts

30 Jun 2025 to 30 Jun 2025
12-3091-0126867-00, Business Account

Page: 1

Date	Other Party	Particulars	Code	Reference	Withdrawals	Deposits	Balance
30 Jun 2025	Opening Balance						\$5,172.10
30 Jun 2025	Transfer	Correction	Hall	refund		\$188.00	\$5,360.10
30 Jun 2025	Closing Balance						\$5,360.10

Next Account Print Export Account Cancel

Transaction History

Standard Accounts

30 Jun 2025 to 30 Jun 2025
12-3091-0126867-50, Savings Plus Monthly

Page: 1

Date	Other Party	Particulars	Code	Reference	Withdrawals	Deposits	Balance
30 Jun 2025	Opening Balance						\$0,610.87
30 Jun 2025	CR INT TO 30/06/2025					\$2.89	\$0,613.76
30 Jun 2025	REWARD INTEREST					\$38.25	\$0,650.01
30 Jun 2025	IRD TAX ON INTEREST				\$17.61		\$0,632.40
30 Jun 2025	Closing Balance						\$0,632.40

EVACUATION NOTICE

1. ACTIVATE THE ALARM SIGNAL

BREAK GLASS

Detail How: PULL SWITCH

2. WHEN THE ALARM SIGNAL IS HEARD,
LEAVE BY THE NEAREST SAFE **EXIT**

3. ASSEMBLE AT: CAR PARK

BEHIND THE TOLLETS

4. CALL THE FIRE SERVICE

111

5. FIRE EXTINGUISHER LOCATED AT:

IN KITCHEN BY DOOR
IN HALL BY KITCHEN DOOR
IN HALL BY BACK DOOR

5. FIRE HOSE REEL LOCATED AT:

2024-2025 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 Info	Ph.:	Mobile:	Email:
Afterhours Contact Name			
Afterhours Contact Info	Ph.:	Mobile:	Email:
Emergency Contact Name			
Emergency Contact Info	Ph.:	Mobile:	Email:

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson				
Secretary				
Treasurer				
Committee Member				
Committee Member				
Committee Member				
Committee Member				

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	
How often did the Committee meet in the year?	
Date of the last AGM?	

HALL INFORMATION	
Usage Data	
Number of bookings:	
Number of estimated users:	
Type of use	
Community (regular users):	
Casual (one off):	
Commercial:	
Hire rates (per hour)	
Community:	
Casual:	
Commercial:	
Other:	
2024/2025 Financial Statement	Attached: Yes / No
Building Warrant of Fitness	Photo attached as display in the hall : Yes / No
Evacuation Plan	Photo attached as display in the hall : Yes / No
Insurance - Contents	Yes / No Value:
Improvements completed	
Maintenance completed	
Other:	

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 any additional information to provide 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.: stage, lighting, heating	

Checklist:

Yes/No	Form fully completed
Yes/No	Photo of BWOF on display
Yes/No	Photo of Evacuation procedure on display
Yes/No	Copy of Audited Financial Accounts if relevant
Yes/No	Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024
Yes/No	Other (funding report, funding requests)
Yes/No	Invite to attend the Community Board meeting

Thank you for your co-operation.

2024-2025 WHANGAROA MEMORIAL HALL	
Physical address:	Leigh Street, KAEO
Postal address:	P.O. Box 155 KAEO 0478
Phone number:	C/- Eljon Fitzgerald 021-02206851 eljon.fitzgerald@gmail.com
Booking Officer:	Carol Mosen 021-405270 2016kaeo@gmail.com
After hours contact name:	
Afterhours Contact Info:	
Emergency Contact Name	
Emergency Contact Info	

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson				
Secretary				
Treasurer				
Committee member				
Committee member				
Committee member				

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?	Usually between 8 -10 times annually and as required
How often did the Committee meet in 2024/25?	3 times only – the hall has been closed for repairs for the past 6 months

HALL INFORMATION 2024-2025	
Usage Data	
Number of bookings:	62
Number of users:	7
Type of use	
Community (regular users):	Gospel Hope Church (Tuesday & Sunday mornings) Kaeo Brazilian Ju Jitsu (Tuesday & Thursday evenings) Kaeo Rally Youth Group (Fortnightly Friday evenings) Kaeo Community flea market RSA annual ANZAC service Whangaroa Health Trust Kaeo Chess Club Te Touwai – Hemi Tapu Church Angela Peehi
Casual (one off):	Capoeira Mandinga Waimahana marae Renee Manuel Grant Cole
Commercial:	Ngāti Hine Health Trust – Maioro NZ Beef & Lamb (monthly meetings)
Hire rates (per hour)	
Community:	\$25 half day \$50 full day \$65 day and evening
Casual:	\$40 half day \$80 full day \$135 day and evening
Commercial:	\$100 \$200
Other:	Case by case basis
2024/25 Financial Statement	Attached: yes
BWOF	Yes Expiry Date: 30 April 2026
Insurance - Contents	No Value: n/a
Improvements completed	Replacement panels to main hall interior walls where rot had appeared – this is due to a leaky roof that has been highlighted to the FNDC on many occasions

Maintenance completed	Repairs to kitchen pump leak Repairs to hall blinds Clean-up of storage area and cabinets Clean-up of stage storage cupboards
Other:	Strategic planning Inventory of cups, crockery and kitchen utensils

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Main hall capacity – 500 people
Kitchen facilities	Fully functional electric stove and oven Small fridge Cups, plates and dishes for up to 30 people Wall mounted electric hot water urn
Toilets	Disabled access unisex toilet in the foyer. 2 Male urinals and 2 male cubicles 2 Female cubicles
Disabled access	A disabled access ramp provides access into the hall
Parking	There is parking for up to 8 cars to park in front of and beside the hall. Additional road parking is available on quiet neighboring roads within a short 50m walk of the hall.
Furniture available	145 hall chairs 8 Seat trolleys 10 Portable plastic tables
Other facilities / assets available e.g.: stage, lighting, heating	Stage lighting and sound system (installed in 2020) Main Hall wall heaters (installed in 2023) Heat Pump in the Dining – entrance area (installed in 2023)

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

**WHANGAROA MEMORIAL HALL
STATEMENT OF FINANCIAL PERFORMANCE
FOR YEAR ENDED 30 JUNE 2025**

INCOME	2024-2025	2023-2024
Hall hire	\$ 5,950	\$ 17,529
Rental of Office Space	\$ 5,200	\$ 5,200
Bond held	-	\$ -
Grants/Funding	-	\$ -
TOTAL INCOME	\$ 11,150	\$ 22,729
EXPENSES		
Cleaner/Rubbish	\$ 605	\$ 1,850
Cleaning Products	\$ 205	\$ 1,928
Hall Equipment	\$ -	\$ 7,532
Repairs & Maintenance	\$ 8,122	\$ -
Plant & Fixed Assets	\$ -	\$ -
Hire Costs and Refunds	\$ -	\$ 250
Insurance	\$ -	\$ -
General Expenses	\$ -	\$ 961
Bank Fees	\$ -	\$ -
Marketing	\$ -	\$ -
TOTAL EXPENSES	\$ 8,932	\$ 12,522
NET SURPLUS(DEFICIT)	\$ 2,220	\$ 10,206

GENERAL FUNDS AT START OF PERIOD

ASB Bank account balance @ 1 July 2024	\$ 19,596
Net Surplus (Deficit) for the period	\$ 2,218
ASB account balance @ 30 June 2025	\$ 21,814

Signed by:

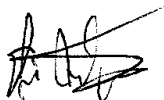
Date: 24/11/2025.

Treasurer – Carol Mosen



Signed by:

Date: 24 - Nov 2025.



Chairperson – Eljon Fitzgerald

2024-25 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	Whangaroa Village Hall		
Physical address:	574 Whangaroa Road, Whangaroa		
Postal address:	C/- Box 211, Kaeo 0448		
Booking Officer Name	(Booking Officer will be added to our website) Cecilie Rooke (please no late calls, and note that we have restricted night-time use and alcohol)		
Booking Officer Contact Info	Ph.: 09 4050023	Mobile:	Email: ccrooke@slingshot.co.nz
Afterhours Contact Name			
Afterhours Contact Info			
Emergency Contact Name			
Emergency Contact Info			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson				
Secretary/ Treasurer				
Committee Member				
Committee Member				

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS

How often does the Committee meet per year?	Once
How often did the Committee meet in the year?	Twice
Date of the last AGM?	5 August 2024

HALL INFORMATION	
Usage Data	
Number of bookings:	Average 5-6 per week
Number of estimated users:	8 to 10 per booking
Type of use	
Community (regular users):	Coastguard, (weekly, no charge); 3 yoga groups (weekly), Friendship group (monthly), Old School Friends Group (monthly)
Casual (one off):	11 in total. 3 private family functions, 1 AGM for Marina, Sport NZ meeting, a music session for children, 5 community meetings.
Commercial:	
Hire rates (per hour)	
Community:	\$25 first hour, \$5 thereafter
Casual:	As above
Commercial:	As above (unless it is an extended time)
Other:	
2023/2024 Financial Statement	Attached: Yes / No
Building Warrant of Fitness	Photo attached as display in the hall : Yes / No
Evacuation Plan	Photo attached as display in the hall : Yes / No
Insurance - Contents	Yes / No Value:
Improvements completed	Tevo heater purchasred and installed (safer, has an automatic cut-out when Hall is empty).
Maintenance completed	
Other:	FNDC holds details of insurance and BwoF and exit is marked. Building maintenance is done by the FNDC Please note we do not allow alcohol, and night-time use is by agreement with the commuttee because of neighbours.

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	30 persons
Kitchen facilities	Basic: stove, fridge, sink and bench, zip
Toilets	Public toilets are over the road.
Disabled access	Yes, ramp.
Parking	Public parking on waterfront.
Furniture available	Tables and chairs.
Other facilities / assets available e.g.: stage, lighting, heating	Tevo heater.

Checklist:

Yes/No	Form fully completed
Yes/No	Photo of BWOFF on display
Yes/No	Photo of Evacuation procedure on display
Yes/No	Copy of Audited Financial Accounts if relevant
Yes/No	Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024
Yes/No	Other (funding report, funding requests)
Yes/No	Invite to attend the Community Board meeting

Thank you for your co-operation.

DRAFT MINUTES

Whangaroa Hall Committee AGM

11am 15 August 2025

The meeting was opened at 11am with a welcome and blessing by Denis Winters.

Present

Denis Winters (chair), Melanie Chandler-Winters, Cecilie Rooke, Sam Murray (secretary/treasurer), Kathy Heath, Terry Peterson.

Apologies

Mary Hughes, Yvonne Rowe, Bruce Mills, Eljon Fitzgerald, Beth Shepherd, Marion Jenkins, Brenda Jenkins, Gaylene Harrison, Jan Wright.

Motion that the apologies be accepted.

Moved Kathy Heath, seconded Sam Murray

Chairpersons report

Denis Winters expressed his gratitude to everyone that assists with the Hall's upkeep and administration. The chairpersons report is attached, items of note are:

The slippage behind the hall continues to be the main issue for the Hall. Engineering checks were done and the temporary drainage improved. Denis Winters is continuing to deal with the FNDC.

The FNDC have again been asked to keep the surrounding area tidy (the contractors are often not mowing round the hall properly). They have recently washed the building and also installed a new water-heater. They will be asked if they will fund a second room heater.

The register of bookings shows that usage of the Hall is high and shows that the building is filling a community need.

Motion that chairpersons report be accepted.

Moved Kathy Heath, seconded Melanie Chandler-Winters. Passed.

Minutes of 2024 AGM

Motion that Minutes of 2024 AGM be accepted.
Moved Melanie Chandler-Winters, seconded Kathy Heath. Passed.

Financial report

The meeting looked at Term Deposit (rather than Serious Saver) with view to transferring money. The increased interest does not justify the time and effort to change it, and we will review at next AGM.

The signatories to the account are Melanie Chandler-Winters, Sam Murray, and Denis Winters. There was a discussion on how any perceived conflict of interest is managed: the primary account signatory is the Secretary/Treasurer (currently Sam Murray) and the Treasurer sets up any payment to be authorised by one of the other two signatories.

Motion that financial report be accepted.
Moved Kathy Heath, seconded Melanie Chandler-Winters. Passed.

Election of officers and committee

Motion that the incumbent officers remain in place (Denis Winters as Chair, and Sam Murray as Secretary/Treasurer), and like previous years, all attendees/apologies be “the Committee”.

Moved Kathy Health, seconded Cecilie Rooke. Passed.

AGM closed at 11.30am.

Signed: _____

Date: _____

2024-2025 Hall Information and Statistics

HALL DETAILS			
Name of Hall:	WAIPAPA Community Hall		
Physical address:	14 Waipapa Loop Road, WAIPAPA		
Postal address:	c/- Secretary, P O Box 266 KERIKERI, 0293		
Booking Officer Name	Peter Holmes		
Booking Officer Contact Info	Ph.:	Mobile:	holmesathome@xtra.co.nz
Afterhours Contact Name			
Afterhours Contact Info			
Emergency Contact Name			
Emergency Contact Info			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson				
Secretary				
Treasurer				
Committee Member				
Committee Member				
Committee Member				
Committee Member				

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	Quarterly + AGM
How often did the Committee meet in the year?	August, November, February, May
Date of the last AGM?	21 st August 2024, - 20 th August 2025

HALL INFORMATION	
Usage Data	
Number of bookings:	Y.End 30.06.25 - 397
Number of estimated users:	17
Type of use	
Community (regular)	11
Casual (one off)	5
Commercial	1
Hire rates (per hour)	
Community	\$ 10 per hour
Casual:	\$25 per hour
Commercial	\$25 per hour
Other:	Casual Users are charged up to \$200 bond – refundable if satisfactory following inspection
2024/2025 Financial Statement	Attached: Yes
Building Warrant of Fitness	Photo attached as display in the hall : Yes
Evacuation Plan	Photo attached as display in the hall : Yes
Insurance - Contents	No Value:
Improvements completed	-
Maintenance completed	<u>See below</u>
Other:	A section of the Floor in the Main Hall is “sagging” and needs urgent attention - this to prevent major repairs being necessary in future and avoid injury by users of the Hall. Council have been made aware of this issue for over a year– to date there has been no consistency in their follow-up, or details of plans for addressing the issue.

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 any additional information to provide 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 – capacity 120 Meeting/Supper Room - capacity -20 (seated)
Kitchen facilities	Fridge (recent purchase), oven, zip water heater, microwave, fire extinguisher, sundry crockery
Toilets	Female, male, disabled – all separate
Disabled access	Ramps to all exits, passages suitable for wheelchair access
Parking	6 reserved spaces beside the Hall , 1 designated disabled space Extra parking in adjoining cul –de-sac
Furniture available	Chairs, tables, including trestles (various sizes) , 15 platform sections for stage (20sq.m when built)
Other facilities / assets available e.g.: stage, lighting, heating NOTE – DETAILED ITEMISED INVENTORY UPDATED AND HELD ON FILE – DECEMBER 2024	2 heat pumps, 6 ceiling fans, 3 wall heaters, stage curtains, 2 ballet bars, 5m x 1.75m fixed wall mirror, drop-down screen, stereo system, 2 storage rooms – lockable for regular users who hold keys. 3 storage cupboards – 2 for regular users, 1 for Committee 1 utility room – Cleaner has sole access. 1 utility room – for public use First Aid box – in kitchen, available for public use (use front door key) ,2 smoke alarms . 13 drop down fluoru lights in main hall (all in working)

Checklist:

Yes	Form fully completed
Yes	Photo of BWOFF on display
Yes	Photo of Evacuation procedure on display
	Copy of Audited Financial Accounts if relevant – not relevant
Yes	Copy of Annual Financial Accounts for period 1 July 2024 – 30 June 2025
	Other (funding report, funding requests) - not relevant
No	Invite to attend the Community Board meeting -

Thank you for your co-operation.

WAIPAPA HALL COMMITTEE - FINANCIAL SUMMARY YEAR END 30TH JUNE 2025

<u>INCOME</u>	2025	2024
Hall Hire	8235.00	9655.00
Power (meters)	10.00	232.00
Sundry		
Interest trfd from Bond Account	4.19	2.13
Bonds Received	320.00	430.00
Contribution from FNDC towards Aircon units		4083.00
Total Income	<u>8569.19</u>	<u>14402.13</u>

EXPENSES

Reviewer's Fee	50.00	50.00
Stationery	123.19	216.33
Cleaner	4680.00	4680.00
Cleaning Expenses	392.57	187.47
Booking Clerk	1440.00	1395.00
Treasurer	1080.00	1035.00
Chairman	600.00	575.00
Repairs & Maintenance	148.66	364.58
Bond Refund	70.00	70.00
Fridge Purchase	240.00	
Website Annual Fee		117.30
Keys Cut	51.00	13.96
Sundry	57.95	122.84
Trf to Bond A/c	250.00	360.00
2 x Heating units		8556.00
Total Expenses	<u>9183.37</u>	<u>17743.48</u>
Excess Income/Expenditure	<u>614.18</u>	<u>-3341.35</u>

Society Account - Bank Reconciliation

Opening Balance 1st July 2024	1838.00	5179.35
Plus Excess Income/Expenditure	-614.18	-3341.35
Closing Balance 30th June 2025	<u>1223.82</u>	<u>1838.00</u>

Bond (Accelerater) Account - Bank Reconciliation

Opening Balance 1st July 2024	464.19	192.13
Int trf. To Society Account	-4.19	-2.13
	460.00	190.00
Bonds received		
Key		
General	250.00	630.00
	710.00	820.00
Refunded	510.00	360.00
	200.00	460.00
Interest earned during year	5.18	4.19
Closing Balance	<u>205.18</u>	<u>464.19</u>

PTO

Balance Sheet as at 30th June 2025

		2024
Cheque Account balance	1223.82	1838.00
Debtors 30th June 2025	<u>670.00</u>	<u>1000.00</u>
	<u>1893.82</u>	<u>2838.00</u>
Creditors - Waipapa Indoor Bowls	90.00	30.00
	<u>1803.82</u>	<u>2808.00</u>

Debtors as at 30th June 2025

Kerikeri Somatic Dance	20.00
Boot Scootin with Jo	350.00
Dance Beat	50.00
Carey Bramley - Pilates	40.00
O2Dnce	40.00
KKCLA	60.00
Waikeri Social Bowls Club	80.00
Bryan Gibson	<u>30.00</u>
	670.00

WAIPAPA HALL COMMITTEE - FINANCIAL SUMMARY YEAR END 30TH JUNE 2023

<u>INCOME</u>	Y/E 30 June 2023	Y/E 30 June 2022
Hall Hire	9310.00	3775.00
Power (meters)	60.00	
Sundry	20.00	
Interest		3.14
Bonds Received	720.00	
Total Income	<u>10110.00</u>	<u>3778.14</u>
<u>EXPENSES</u>		
Audit Fee	100.00	100.00
Stationery	110.90	
Cleaner	3672.00	3662.00
Cleaning Expenses	386.64	98.05
Booking Clerk	890.00	660.00
Treasurer	630.00	540.00
Chairman	350.00	250.00
Repairs & Maintenance	439.68	5506.16
Bond Refund		200.00
Hall hire refund		100.00
Donation(Gardening,Painting)	200.00	
Website Annual Fee	82.70	
Keys Cut	70.48	
Sundry	25.00	43.50
Trf to Bond A/c	720.00	
Total Expenses	<u>7677.40</u>	<u>11159.71</u>
Excess Income/Expenditure	2432.60	

Society Account - Bank Reconciliation

Opening Balance 1st July 2022	979.55
Debtors -June 2022 paid	<u>830.00</u>
	1809.55
Trf from 56. Account	<u>1047.20</u>
	2856.75
Trf of Bonds held to Bond A/c	<u>110.00</u>
	2746.75
Plus Excess Income/Expenditure	<u>2432.60</u>
Closing Balance 30th June 2023	<u>5179.35</u>

Accelerater Account - Bank Reconciliation

Opening Balance 1st July 2022	1047.01
Interest earned	0.19
	<u>1047.20</u>
Trf to Society Account	1047.20
	Nil
Trf from Society Account - Bonds	110.00
Bonds received Key	120.00
General	<u>600.00</u>
	<u>830.00</u>
Refunded	<u>640.00</u>
	190.00
Interest rec'd	2.13
Closing Balance	<u>192.13</u>

BALANCE SHEET AS AT 30TH June 2023

Cheque Account balance	5179.35
Debtors 30th June 2023	<u>1100.00</u>
	<u>6279.35</u>
Creditors	Nil

Debtors as at 30th June 2023

Kerikeri Ecstatic Dance	215.00
Cook	185.00
Celtic Band	45.00
Boot Scootin	180.00
O2DNCE	50.00
Dance with Rebecca	100.00
KKCLA	60.00
Dance Beat	80.00
Capioera Aotearoa	60.00
Bramley Pilates	40.00
Ferris Ballet	<u>85.00</u>
	<u>1100.00</u>

• Web: www.fireco.co.nz
 • PO Box 1517, Whangarei

BUILDING WARRANT OF FITNESS

Form 12, Section 108, Building Act 2004

THE BUILDING

Compliance schedule number: CS1623	Annual BWOF expiry date: 28 March 2026
Building Name: Waipapa Hall Street Address: 14 Waipapa Loop Road, Waipapa 0295 Legal Description: LOT 1 DP 32087 BLK X KERIKERI SD - HALL Location of Building within site/block number: - Year First Constructed: -	Current Lawfully established use: Assembly Service Intended Life of building: - Level/unit number: - Maximum Occupancy Level: -254 Highest fire hazard category for building use: CA

THE OWNER

Name of Owner: Far North District Council Contact Person: Michelle Rockell Street Address/Registered Office: 14 Waipapa Loop Road, Waipapa 0295 Mailing Address: Private Bag 752 Kaikohe 0440	Telephone (daytime): - Telephone (after-hours): - Mobile: - 0272718167 Facsimile: - E-mail: michelle.rockell@fndc.govt.nz Website: -
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THE AGENT

Name of Agent: Fireco Limited Contact Person: Ben Greyling Street Address/Registered Office: 10 Cameron Street Whangarei 0110 Mailing Address: PO Box 1517, Whangarei, 0140 Relationship to Owner: Duly authorised agent	Telephone (daytime): 0800 101 232 Telephone (after-hours): 0800 101 232 Mobile: 021 621 321 Facsimile: - E-mail: info@fireco.co.nz Website: www.fireco.co.nz
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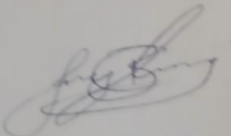

SPECIFIED SYSTEMS

SS 2 - Automatic or Manual emergency warning systems SS 4 - Emergency lighting systems SS 14/2 Signs	SS 15/2 Final exits SS 15/4 Signs for communicating
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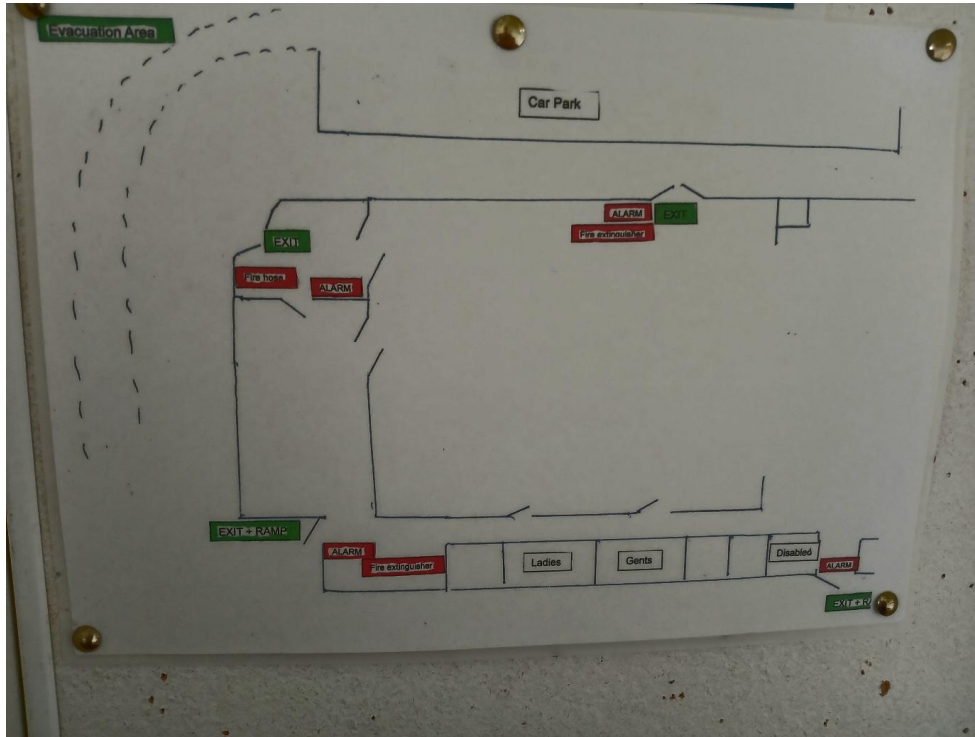
WARRANT

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: **Waipapa Hall Site Folder**

ATTACHMENTS

Certificates relating to inspections, maintenance and reporting (form 12A) Recommendations for amendments to the compliance schedule, if any. <div style="text-align: center;">  <hr style="width: 150px; margin: 0 auto;"/> Signature of agent on behalf of the owner Ben Greyling Managing Director – Fireco Limited Duly Authorised Agent </div>	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: 80px; margin: 0 auto;">  </div> <div style="text-align: center; margin-top: 10px;"> 1 May 2025 Date </div>
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Evacuation details – Waipapa Hall



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

Halls and Facilities Strategy

June 2015



Foreword

A discussion document was adopted for consultation in conjunction with the draft 2015-2025 Long Term Plan by Council in December 2014.

It was amended to reflect the feedback from Hall Committees, Community Boards and the general public and presented, as a strategy, to the Strategy and Governance Committee, which recommended its adoption to Council.

This strategy was adopted by Council on 5 June 2015. It was subsequently (14 September 2015) updated with the Council, vision, mission and objectives as adopted by Council as part of the Long Term Plan and with the District Vision (as per the 5 June 2015 resolution).

At the same time the reference to ASB was updated to Foundation North and Appendix 1 – **Policy #5003 – Community Facilities/Community Halls** (which is to be reviewed as a result of this strategy) was attached.

A table of contents was also added, and minor typographical errors corrected.



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How do we get there/Solutions.....	15
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Executive Summary

Council signalled in its 2012-2022 Long Term Plan that it would develop a sustainable approach to management and provision of community halls and buildings.

To do this Council needed to clarify what Council's future role might be. To determine this Council developed a discussion document and sought, in conjunction with the development of the 2015-2025 Long Term Plan, the community's views on various options for ownership, management, governance, and funding of existing and new facilities.

Feedback from hall committees, Community Boards and the general public has been considered and has influenced Council's strategy.

The following principles of the strategy provide the foundation and a reference point for future decision making:

- **Integrated Network**
- **Efficient Use**
- **Hierarchy**
- **Affordability**
- **Agreed Standard**
- **Support Resilient Communities**

Council's vision for community halls is:

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

The Council's strategic objectives are to:

- Ensure that 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 the Council's involvement in community halls and for partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.



Integrated network and hierarchy

Council recognises an integrated network and hierarchy of private, community and Council owned facilities providing a range of types, sizes and configurations. The network and hierarchy will guide Council's decisions on the ownership, including divestment of management, governance and funding of existing and new facilities.

The hierarchy is:

- **Facilities of Local Importance**
These facilities are local halls and facilities that are fit for purpose and serve a local community catchment.
- **Facilities of Local Significance**
War Memorial Halls/Heritage buildings – these local facilities are fit for purpose and are more significant as they were either built as a war memorial or have heritage status.
- **Facilities of District Importance**
These are facilities of District importance that serve a larger catchment that will cross ward boundaries. They are multi-functional in nature and deliver a wider range of events that include regional events, events of a commercial nature as well as community events. These facilities provide economic benefit to the District by attracting visitors. These facilities must also provide affordable and accessible venue options for community use and are generally on Council land. Turner Centre and Te Ahu will be recognised as Facilities of District Importance.

Funding

Local facilities will be funded locally (through the community rate either directly or through grants from the Community Board).

Facilities of District Importance will be funded from the district wide general rate directly or indirectly through a Contract for Services and agreed Key Performance Indicators (KPIs).

Council will investigate further a contestable fund for works and operational subsidies for community owned facilities.

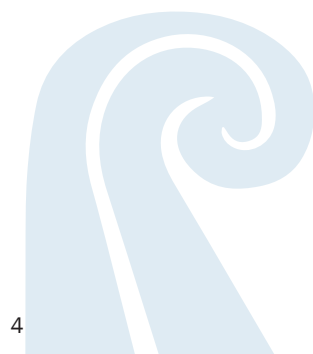
Ownership and Management models

The strategy sets out Council's policy for managing Council owned halls that is an enhanced status quo. The strategy also provides alternative options that will be considered on a case by case basis that include:

1. Community empowered management (with a greater role in managing the facility including prioritising what repairs and maintenance or renewal work might be scheduled).
2. Community led divestment (effectively selling the building but not the land).
3. Council led divestment of non-strategic facilities.

Council's vision for community halls is:

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



Introduction

In the Far North there are 32 community halls; 20 are owned and funded by Council and 12 are owned and managed by their respective communities without any direct funding from the Council.

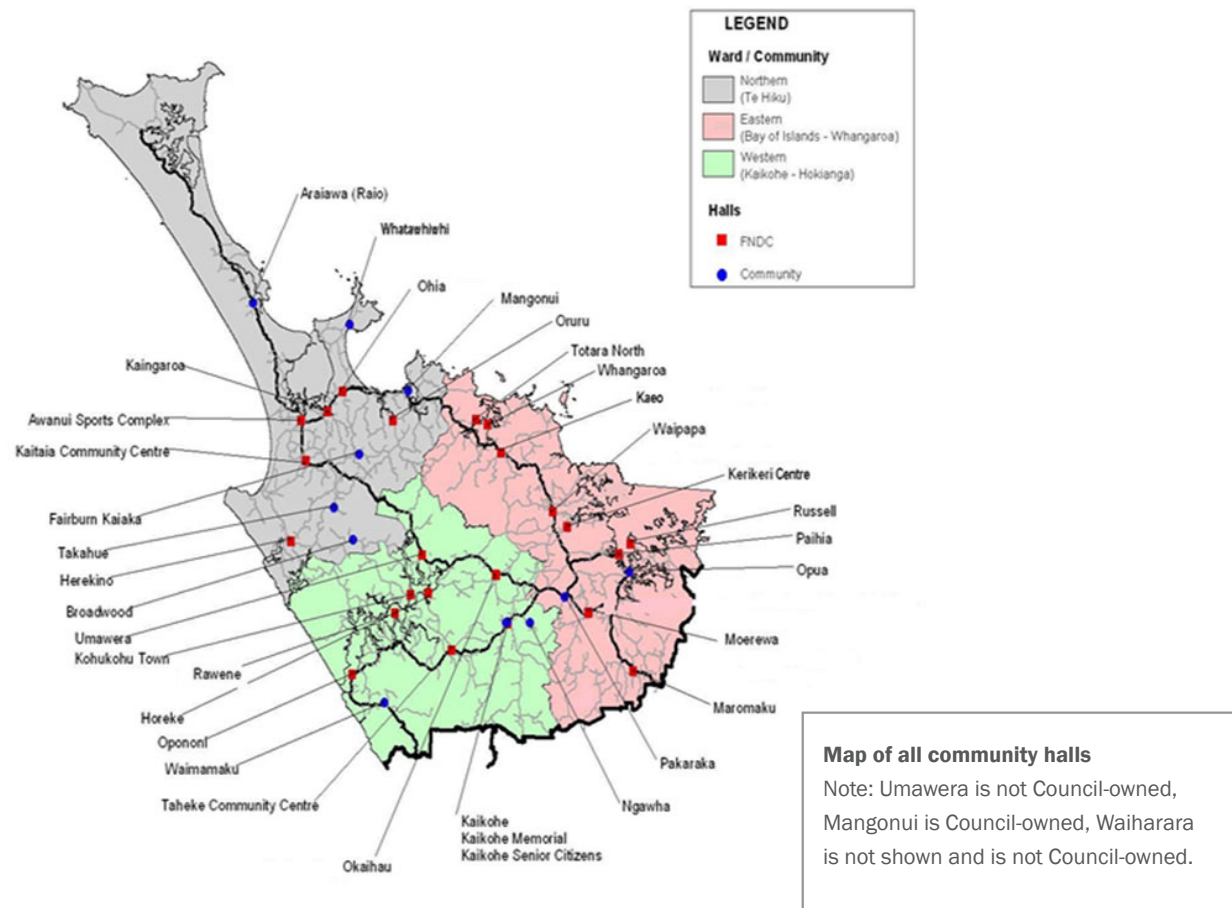
Some of these facilities are fit for purpose. Some of them are not and require substantial investment to make them fit for purpose.

Two communities have told Council they want to take ownership of their local hall facilities and our current policy does not permit this.

Council highlighted through the Long Term Plan 2012-2022 its intention to undertake a fundamental reappraisal of Council's role in owning, maintaining and promoting Council owned community halls.

Council wanted to develop a framework for determining what its future role might be, acknowledging that should Council's role change this will need to be signaled to the community and may require a change to **Policy #5003 – Community Facilities/Community Halls**.

Council developed a discussion document setting out the current situation, issues and possible options for consideration for funding, managing, and supporting an appropriate number of strategically located community halls in the District, both directly and indirectly. It sought community, hall committee and Community Board feedback and adopted this strategy in June 2015.



Current Situation

Activity Rationale

Council has traditionally had a role in the provision of community halls as they “recognise the importance to the community of providing a range of public spaces strategically located where they can meet exchange information and hold events.”

Council owned halls have generally been inherited from previous territorial authorities. The only exception is the Horeke hall that was transferred to Council from the community in 2000. Some halls in small communities were originally schools that were closed in the last 60 years. Some halls have historic and/or memorial value as well as providing places for the community to gather.

Council's objective for this activity is:

“Council provides and supports a range of accessible, affordable, safe and well maintained community and civic buildings strategically located around the district”.

Ownership and Management

Ownership of the halls, the facilities and the land, is varied and complex, which reflects historic circumstances.

Of the 32 community halls:

- Ten halls are community owned buildings on community owned land: Opua, Pakaraka, Ngawha, Waimamaku, Broadwood, Takahue, Fairburn, Umawera, Waiharara and Araiawa.
- Two halls are community owned on Council land: Whatuwhiwi and Moerewa.
- Sixteen are Council owned on Council land: Herekino, Kaikohe, Kohukohu, South Hokianga, Paihia, Russell, Kaikohe Senior Citizens, Mangonui, Horeke, Okaihau, Oruru, Rawene, Totara North, Waipapa and Whangaroa Memorial Hall [Kaeo].
- Four are Council-owned on Crown land: Taheke Community Centre, Maromaku, Kaingaroa and Lake Ohia.

Council's management approach is set out in **Policy #5003 – Community Facilities/Community Halls**. This policy was adopted by Council in 2004 and a copy is attached in Appendix 1.

Council takes responsibility for the maintenance of the external envelope of the building, building compliance [BWOFF], insurance and maintenance of effluent fields, water supplies, car parks and fences of any hall that it owns.

Local hall committees take responsibility for the day-to-day management of the facility, the interior maintenance, interior refurbishments and purchase of replacement equipment such as stoves etc. The hall committee is also responsible for insurance of the hall committee's chattels such as chairs, tables and crockery. This is generally funded from user fees, local fundraising, community grant fundraising or other funders.

The exception to this is the Kaikohe Memorial Hall which is booked directly through Council's District Office, Kaikohe and Council officers manage the day to day issues. Council also employs a cleaner/custodian and this position is funded through the community rate.

Council is embarking on proactive asset management to provide appropriately timed and suitably funded renewal programs based on the condition of the asset.

Funding and Renewal program

The Council is required by legislation to collect sufficient revenue to fund the long term replacement (renewal) of assets it may own including halls and community buildings. For community halls this a significant cost funded from the community rate.

Community hall assets are renewed at the end of their useful life, which is when their condition is such that they are unserviceable or it is considered that the condition of the asset causes an unacceptable level of risk to health and safety, security or the environment.

Remission of Rates on land Owned or Used by a Charitable or Community Organisation

Council provides rating relief to certain charitable and community organisations including those that

provide community halls. Council may agree to remit up to 100% of the rates payable, however this does not apply to rates for the supply of services such as water or sewerage etc.

Demographics/Geography

The Far North doesn't have the rural to urban drift that may have happened in other areas of the country and our rural areas are not depopulating.

Up until 2008 the Far North townships were growing more rapidly therefore the percent of people in towns grew more than rural areas. But during this period the Far North had a relatively stable rural usually resident population.

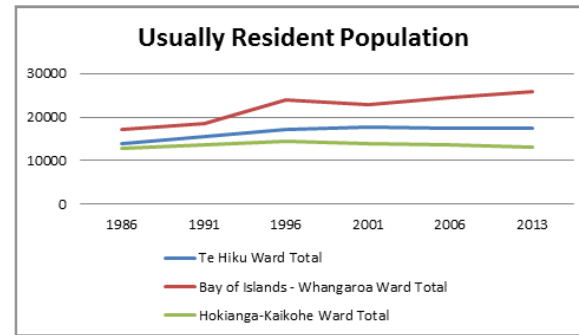
This past decade though, the Far North District has seen small town decline and in the last half of this decade even the bigger townships have declined as most new developments have been in the rural hinterland outside the larger townships (in both the Eastern and Northern Wards).

The population of the Far North has declined slightly from 55,848 residents (Census 2006), down to 55,734 based on September 2013 statistics (these figures have since been revised). This decline is against the trend of our neighbours in Whangarei, Auckland and in the Kaipara. It is also a significant change to the growth rate in the preceding inter-Census period (2001-2006).

Population growth and decline has not been even throughout the District. The following graph illustrates how the resident population has changed across the Wards since 1986.

Nearly half, 46%, of the District's residents live in 6 settlement areas. These areas are Kaitaia, Kaikohe, Kawakawa-Moerewa, Kerikeri, the Bay of Islands crescent [Russell, Opuia, Te Haumi, Paihia, Waitangi and Haruru Falls] and the ribbon development from Mangonui to Taipa and extending around Doubtless Bay up the Karikari Peninsular to Whatuwhiwhi.

Another 12.5% residents live within the smaller townships of Awanui, Ahipara, Kaeo-Whangaroa, Kohukohu, Rawene, Omapere, Opononi, Okaihau and Ohaeawai.



More than 40% of the District's residents do not reside within a township of any kind, but rather on a rural or coastal lifestyle property.

Maori comprise the majority in most parts of the District, with the exception of the Eastern Ward. In the West and Northern Wards, numerous communities are comprised of 70-90% Maori. The majority of Maori residing in the Far North are affiliated to local iwi/hapu. For iwi/hapu Maori, the first choice for a community gathering is more likely to be their local marae than a community hall.

Nearly half of all community halls (Council and non-Council) are outside the urban settlements and small townships. However, 70% of Council owned halls are in urban settlements. Council owned halls that are the exceptions to this are Herekino, Taheke Community Centre, Oruru, Maromaku, Kaingaroa and Lake Ohia.

Kaikohe-Hokianga Ward with the smallest portion of the District's population at 23% and a declining population has 38% of all community halls. It also has the highest number of Council owned community halls that are predominantly located in small townships with the exception of Taheke Community Centre.

Te Hiku Ward, with 31% of the District's population has a third of all community halls. Of these, eight are in rural areas and only two are in townships. There are five Council owned community halls in the ward and Mangonui is the only one in a township.

The Bay of Islands-Whangaroa Ward has 46% of the Districts population and 30% of all community halls. Council owns seven halls with only one located in a rural area (Maromaku).

Analysis of the problems or issues for Council

Current State of Council Halls

Most of Council's halls are over 50 years old, and in some cases are no longer fit for purpose. Many do not meet current building standards that require disability compliant toilets and barrier free access.

Kitchens are often old and need to be upgraded to comply with current health standards for food preparation.

Structural issues have been identified in two halls; Oruru and Horeke that require major investment to remedy. Even if they were made structurally sound they may not be fit for purpose and still require further modernisation. Council has signaled in the Long Term Plan that prior to undertaking this work, Council will consult with the community to determine if this is value for money in terms of the investment required.

Maintenance and energy costs for these older buildings are high compared with modern facilities.

Council has stated it needs to balance future maintenance and upgrade costs of community halls and buildings with the level of use and what the community can afford.

Additionally, the cost of funding for asset renewal is a significant cost that Council must provide for. Community or private owned halls do not need to fund depreciation in the same way.

War Memorial or Heritage Status

Some halls have significance beyond their simple facility, such as having War Memorial status or heritage status. This significance is an important aspect of the hall and why it is valued by the community. Accessing war memorial funding has changed the ownership of some facilities e.g. South Hokianga War Memorial Hall was transferred to Council to enable access to post WWII funding to build war memorials. Decisions about the future of halls that contain war memorials will need to be done in consultation with the Returned Services Association.





Hierarchy of Community Facilities

More recently Council has elected to support Te Ahu in Kaitaia and the Turner Centre in Kerikeri being community facilities that attract visitors from a wider catchment than what a traditional community hall might. These venues can host regional cultural events of a commercial nature.

These facilities are also multi-functional and are expected to provide a range of affordable and accessible venue options for community use as well. Getting the balance right between commercial return and community use is a challenge for both those managing these facilities and for Council to identify the appropriate balance in community of district rate funding.

The development of these two facilities has created a de-facto community facility hierarchy. Council support for these facilities is from the district rate and is based on the premise that these facilities provide economic benefit to the region by attracting visitors to and locals from across the District.

Council is also considering, as one of a number of options to achieve building compliance and increase accommodation capacity for the organisation the re-development of the Kaikohe Service Centre/Memorial Hall/Library. This could create another District facility hub that may require a mix of community/district funding.

Greater Range of Options

There is now a competing range of more modern privately or community owned meeting venues available for hire in the District such as the Order of St John in Rawene, Kerikeri and Kawakawa, Red Cross, Rarawa Rugby Clubrooms and the Doubtless Bay Tennis Clubrooms.

Also it is common for school halls to be available for wider community use rather than just be used as educational facilities. Additionally, some schools have accessed community grants funds such as Foundation North grants on the understanding that these community facilities are to be available for the wider community (such as Taipa Area School Marae or Kawakawa Primary school hall).

The greater choice of venues that are fit for purpose i.e. easy to heat, modern kitchen, offers a range of sizes has lead to a decline in the use of Council owned halls - particularly in rural locations.

Potential Second Life/Retrofitting

There is potential for other community uses to be made of some community halls such as recreation centres or community centres. Community centres are open normal business hours or potentially longer. They would have a different layout, including space for semi-permanent recreation or social services. They could have hot desks for visiting agencies or community use. The community is best placed to determine if this is a future option.

Demographics and Supply

Low population and low usage of halls is an indicator that community resilience is in decline in some areas such as Lake Ohia, Kaingaroa, Oruru and Takahue.

In particular the Kaikohe-Hokianga ward has a small and declining population and yet it is supporting a higher number of Council owned halls than other wards. These halls are generally well used and are meeting the needs of small urban settlements.

Over time a trend has developed whereby Council has retained ownership in community halls that are generally located in urban settlements. The exception to this is in the Te Hiku ward where four rural halls are retained in communities with very small and declining populations in Lake Ohia, Kaingaroa, Oruru and Takahue.

Community owned versus Council owned

There are a number of examples of well-maintained halls that are community owned. An advantage of this ownership model is that they can access grant funding that Council is ineligible for. A further advantage is that the community ownership model requires a level resilience to be in place to provide for the long term governance and maintenance of these facilities. The responsibility for the facility may initiate the resilience and corresponding community pride and connections.

The flip side to this is that there needs to be a level of resilience and a local desire to take on community ownership of facilities. Oruru community and the South Hokianga RSA (Opononi) want to take on the ownership of their local halls.

Discussion document feedback

In February 2015 as part of the pre-consultation, Community Boards and Hall Committees were asked for feedback on the draft Halls and Facilities Strategy - Discussion Document 2015.

The document was also consulted on simultaneously with the 2015-2025 Long Term Plan.

Feedback was received from Whangaroa, Waipapa, Totara North, Russell, Herekino, Kaingaroa, Okaihau, Paihia, Rawene and Kohukohu Hall Committees. In summary:

Majority support the status quo and added:

- There was appreciation for Council's investment in their halls and they considered they had a good relationship with Council staff.
- If Council changed the responsibility for maintenance (Council external Committee interior) this would cause rents to increase significantly.
- They would like to be in a position to be able to access external funding (i.e. non-Council funding).
- When Council is financially constrained this is generally reflected in communities and therefore there is no capacity for communities to take on more financial responsibility.
- Some committees believe they were already empowered in the current arrangements.

There was also support for:

- Retaining strategic facilities especially those used for civil defense purposes.
- Facilitating community ownership if there is a desire.
- Looking at alternative ownership arrangements if there was no local support or future demand for a hall. However, this option would need to involve consultation with community and special interest groups e.g. RSA and the community given the option of purchasing the hall.

- A hierarchy including heritage and war memorial classification.
- Consideration of new facilities (Bledisloe Domain pavilion and a further low-cost facility in Kerikeri were given as examples).

Feedback was received from the Kaikohe-Hokianga Community Board:

- Future options for management would need to provide benefits to the community that outweigh the additional workload for the community.
- More information would be required about a contestable fund especially if there was a change in the responsibility of the hall committee. E.g. would they be responsible for insurance, or rates? Would the fund include depreciation?).
- Smaller communities have limited financial and human resources and would need to prioritise what would be supported and this could be at the expense of halls.
- Community empowered management had some support.
- Another option put forward was a town council committee that had an overview of all community facilities e.g. sewerage scheme, water and hall.
- Mixed support for district funding of Turner Centre/Te Ahu.

In summary, there was strong support for the status quo however if communities wanted alternative management arrangements these should be considered on a case by case basis.

Two submissions were received from the general public:

- Financial support should be given to the Oruru Hall Committee as it is an important local infrastructure asset meeting a community need.
- Turner Centre is an important asset that will become a liability if not supported by Council.

Strategy development

Guiding principles

The guiding principles of the strategy provide the foundation and a reference point for future decision making. They guide the choices and tradeoffs that have been considered. They also need to be consistent with Council’s vision, mission statement, values and strategic objectives.

Council consulted on a draft vision for the District in the 2015-2025 Long Term Plan:

“The place where people love to be.”

This has subsequently been amended to reflect the outcome of the district wide visioning process. (The District Vision was adopted by Council in August 2015.)

“HE WHENUA RANGATIRA - A DISTRICT OF SUSTAINABLE PROSPERITY AND WELL BEING.”

Council’s vision for itself is:

Council will be a capable, trusted and innovative civic leader, serving and inspiring people, maximising opportunities to empower communities and meet their changing needs; while creating great places.

A mission statement tells people how the Council will achieve their vision. Council’s mission statement in the 2015-2025 Long Term Plan is:

“Working together to enable culturally strong, healthy, vibrant, resilient, prosperous, connected people and communities.”

Council’s strategic objectives for the next three years that relate to this strategy are:

- **Prudent financial management within long term strategic planning**
- **Safe, healthy, resilient places and people**
- **Sustainable, affordable, equitable infrastructure that contributes to the economic progress and social wellbeing of the District**

It is proposed that the principles of the strategy be:

Integrated network – Council owned facilities are only part of the network of halls, community centres and meeting spaces that are available to the community.

Hierarchy – Council will support a range of halls and community facilities in a community, district and regional context.

Agreed standard – Council owned facilities will be accessible to all members of the community regardless of age or physical ability, be well maintained and comply with building, fire and health regulations applicable to the community, district and regional context of the facility.

Efficient use – Council will encourage alternative management and ownership arrangements of Council owned halls that make more efficient use of existing facilities.

Affordable – Council will consult with communities to determine the level of support for funding upgrades of Council owned facilities.

Support resilient vibrant communities – Facilities should be retained where they are in the right place to support strong vibrant communities.

Council’s vision for itself is:

Council will be a capable, trusted and innovative civic leader, serving and inspiring people, maximising opportunities to empower communities and meet their changing needs; while creating great places

Vision for Community Halls

A key part of developing strategy and setting strategic direction is articulating a vision for the desired state of the future. A vision is a concise summary statement describing the world as it would ideally exist if current issues could be fully addressed.

Council's vision for community halls is:

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

Strategic Objectives

The vision needs to be supported by strategic objectives as these define those things that need to be achieved to bring about our desired future.

The Council's strategic objectives based on the agreed principles are to:

- Ensure that 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 the Council's involvement and for flexible partnership arrangements.
- Encourage and enhance the capability of communities to improve their facilities.

How do we get there/ Solutions

Council will achieve its vision for community halls by implementing the following:

Integrated Network and Hierarchy

Council will recognise an integrated network and hierarchy of private, community and Council district and local community facilities so that a range of facility types, sizes, configurations are available to meet the needs of the district's communities. This network and hierarchy will be used to guide Council's decisions on the ownership, management and governance and funding of existing and new facilities.

Facilities of Local Importance - these facilities are local halls and facilities that are fit for purpose and serve a local community catchment and provide opportunities for events or to provide local services.

Facilities of Local Significance - War Memorial Halls/Heritage buildings – these facilities are fit for purpose and are more significant as they were either built as a war memorial or have heritage status. These serve a local community catchment and provide opportunities for the community to hold events or provide local services

Any change proposed to a War Memorials Hall will need to be done in consultation with the Returned Services Association. Any change to a heritage building needs to recognise the constraints of the heritage status and will require input from Heritage New Zealand.

Facilities of District Importance – these are facilities of District importance that serve a larger catchment that will cross ward boundaries. They are multi-functional in nature and deliver a wider range of events that include regional events, events of a commercial nature as well as community events. These facilities provide economic benefit to the District by attracting visitors. These facilities must also provide affordable and accessible venue options for community use.

These are not always Council owned facilities although they are generally on Council land,

e.g. Turner Centre and Te Ahu. Getting the balance right between commercial return and community use is a challenge for these facility owners. These facilities often require Council support for them to be sustainable and provide for the care of their assets.

Council may invest in these facilities through a Contract for Service with agreed key performance indicators consistent with **Policy #3213 - Community Assistance**.

Council's Funding

Facilities of Local Importance or Local Significance will be funded from the community rate either directly or through grants from the Community Board.

Facilities of District Importance will be funded from the district wide general rate directly or indirectly through a Contract for Service and agreed Key Performance Indicators. They could also apply to Community Board – Local Grants to offset costs for providing for community use at non-commercial rates. The Community Board would consider the merits of any application.

Contestable Fund

Alternative management or ownership options would be made more attractive to the community if Council sets up a contestable fund in each ward.

Council will investigate further the establishment of a contestable fund for works and operational subsidies for community owned facilities.

This contestable fund would need to be consistent with the principles of **Policy #3213 - Community Assistance** to enhance access to facilities, to broaden the range of facilities, to enhance volunteer capability to provide services and supplement the resources of Council from external sources (a minimum of 50% funding for projects from sources other than Council).

The fund could be applied to for either work programs or for an operational subsidy.



Ownership and Management

Council's policy on the management and operation of community halls is:

1. Council will take responsibility for the maintenance of the external envelope of the building, building compliance [BWOF], insurance and maintenance of effluent fields, water supplies, car parks and fences of any halls that it owns.
2. Local hall committees take responsibility for the day-to-day management of the facility, the interior maintenance, interior refurbishments and purchase of replacement equipment such as stoves etc.
3. Local hall committees will be responsible for insurance of chattels such as chairs, tables and crockery. This will be funded from user fees, local fundraising or grant applications to community grant funds or other funders.
4. Hall committees will become not-for-profit legal entities or under the umbrella of one to ensure there is a high level of accountability and transparency and to maximise the opportunity to access external funding.
5. Hall Committees will report annually to Community Boards on the level of facility use, income received and any investment they may have made in the facility.

Council will consider on a case by case basis the ownership and management options below. When considering these proposals Council will need to consider **Policy #2124 – Significance and Engagement** and determine which proposals and decisions are significant and Council's community engagement strategy.

1. Community empowered management

Council would consider proposals from the community to take on a greater role in managing the facility including prioritising repairs and maintenance, renewal work or re-development. This arrangement would be formalised through an agreement with Council. This would require a not-for-profit entity being established. The proposal may come from:

- A hall committee
- A community group
- A primary or main user

The agreement would require the following roles to be undertaken:

- i. Determine the communities current and future needs.
- ii. Provide the facility to meet the needs.
- iii. Ensure the building is compliant for its intended use.
- iv. Monitor and provide to Council usage records.
- v. Manage income and expenditure and report to Council.
- vi. Put forward repairs and maintenance/renewal schedules for Council consideration.
- vii. Make applications for external funding for re-development .

The organisation would need to demonstrate to Council it had the skills and capacity to undertake this role. The organisation would be able to apply to external funders.

2. Community led divestment (effectively selling the building but not the land)

Council would consider proposals from the community to take on a greater role in managing and re-developing their facility. This would require a not-for-profit entity being established and the transfer of the ownership of a hall building[s] and a license to occupy for the land to:

- A community group
- A primary or main user
- Private entity

The transfer would be subject to entering into an agreement to undertake the following roles:

- i. Determine the communities current and future needs.
- ii. Provide the facility to meet the needs.
- iii. Ensure the building is compliant for its intended use.
- iv. Monitor and provide to Council usage records.



- v. Manage income and expenditure and report to Council.
- vi. Put forward applications to secure sufficient funding.

The organisation would need to demonstrate to Council it had the skills and capacity to undertake this role. They could apply to other funders such as Foundation North or Lotteries.

3. Council led divestment of non-strategic facilities

The following principles would be used to determine non-strategic facilities:

- Integrated network/Hierarchy – Determine if existing non-Council facilities are capable of meeting current and projected demand. The measure will be within 20 minutes distance to nearest similar facility.
- Affordable/Agreed standard/Support resilient communities – A facility which has significant deferred maintenance or needs a major upgrade to meet an agreed standard and this work could not be justified because of the low level of use the building will not be retained. The measure may be usage verses cost to upgrade to agreed standard.

Non-strategic facilities will be divested to the community. This would be a Council led divestment process and if there is no identified community demand or likely future demand or community interest the properties would be made available for a non-community use or sold.

Developing New Facilities

If the community demand indicates the need for a new facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs.

Community Boards will consider developing a new community facility when:

- i. The community has demonstrated a need and demand.
- ii. A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility.
- iii. The supply of existing facilities (Council and non Council) is unable to meet local demand (current and projected supply and demand).
- iv. A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.
- v. Existing Council facilities are not fit for their intended purpose and are unsuitable for redevelopment.
- vi. No viable partnership or brokerage opportunities for meeting community demand have been identified.

If Council confirms there is an identified need for a new facility it may be included in a Long Term Plan for public feedback.

Implementation plan, monitoring and evaluation

Actions:

1. Review **Policy #5003 – Community Facilities/Community Halls** to align with the strategic plan.
2. Develop a Schedule for inclusion in **Policy #5003 of Halls of Local Importance, Local Significance and Facilities of District Importance** and their funding sources.
3. Investigate further the contestable fund concept.
4. Work with Hall Committees to assist them to become a not-for-profit legal entity, determine reporting requirements and provide opportunities to learn more about accessing non-Council funding sources.
5. Consider alternative ownership and/or management arrangements on a case by case basis.

Policy #5003 – Community Facilities/Community Halls

1. BACKGROUND

Each Community Board has a number of facilities on their asset register, mostly halls, that provide a focus point for communities to gather together for both social and community activities. At the present time, these facilities are being managed in an 'ad hoc' way. This does not mean that facilities are being run inefficiently and well on behalf of Council and the community, but rather that there is a large divergence in the management styles. This divergence confuses management committees and often inhibits the communication required for communities to make proactive decisions on their facility requirements.

This policy shall:

- i. Clarify the types of arrangements Community Boards have for their facilities.
- ii. To set procedures in place to ensure effective management of these facilities.
- iii. To give more control of long-term decision making to communities.

Styles of Management and Ratings Liability

There are four distinct types of management:

- i. Community elected committees manage the hall operation on behalf of the Community Board. This includes all operational charges unless expressly remitted by the Community Board and the Community Board has budgeted for these amounts annually. As of July 1, 2003 all public halls owned or used by Council, apart from applicable service charges, are non-rateable. In this instance, Council is responsible for the external envelope and building compliance issues only. Examples of this style are the Waipapa, Herekino and Rawene Halls.
- ii. Once again, community elected committees manage the hall operation on behalf of the Community Board, but Council Customer Services Liaison staff manage bookings, bonds and other payments including invoicing and/or receipting customers. An example in this case would be Whangaroa Memorial Hall, Kaeo.

- iii. Halls and other facilities are either leased or sold to community groups who have a mandate to offer the facility for public use or in some instances the public good. The community may dictate the level of service required and the facility may have a predominant designated purpose. In instances where the facility is used exclusively for sports and the arts, 50% of the normal rate will apply. An example is Awanui Sports Complex.
- iv. The hall or facility is for the exclusive use of a single charitable or community organisation. In this instance, Council may consider an application for a rates remission. Examples are Plunket Rooms, the Order of St Johns and the New Zealand Scouts.

Types of Facilities

Community centres

The term 'community centre' covers facilities that provide opportunities for social interaction, activities, recreation, events, programmes, interest-based courses and meeting spaces that benefit the local community. In their operation, community centres may employ paid staff and volunteers, who are proactive and innovative in meeting local community needs, open to all groups in the community, non-competitive and complement other resources in the community. Community Centres are owned by Council and funded through Community Rates.

Community halls

The term 'community hall' covers facilities that provide opportunities for social interaction, activities, recreation, events, programmes, interest-based courses and meeting spaces that benefit the local community. A community hall may be hired for private purposes. To meet operational costs, secure new equipment and fund internal maintenance expenses or renewals, hall management committees use hall income. Council provides planned maintenance and renewal of the exterior envelope through depreciation funds.

Community leases

The Council leases land, buildings or land and buildings to community groups for a wide range of activities.

Partnerships

Wherever possible and appropriate, Council will take a partnership approach in its community facility asset management, development and divestment (Council in all partnerships must be guided by the Policy on Partnership with the Private Sector).

This means that:

- i. 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 and agencies (e.g. schools or churches).
- ii. If divesting of a community facility, Council will consider any proposals by a third party to manage and develop it as a community facility.
- iii. Council will actively encourage and seek ways to support schools and other organisations to provide community access to venues such as school halls and church meeting spaces. Such spaces will then form part of the district-wide network of facilities.

New types of facilities

In response to the District’s increasingly diverse communities and changing trends in community and leisure activities, Council will consider innovative and different types of facilities. These could include multi-purpose facilities and facilities as part of commercial, retail or residential developments. They could include dedicated or purpose-build facilities (e.g. for young people or for performing arts).

Community Boards may in the first instance, support communities in achieving their goals in regards to new facilities by providing expertise, supporting the establishment of a Community Trust and if appropriate, contribute funds. Ownership of new facilities would remain with the community, usually managed by a Community Trust.

War memorials

Council recognises the special value of War Memorial Halls and will not seek to divest or lease the facility without the direct support of

the RSA. If the Memorial is removed to another special purpose facility, then the hall will revert to Community Hall status.

District wide level of provision

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 will consist 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.

A catalogue of facilities

From a planning perspective, there is a need to catalogue all facilities along with specified use and contact persons. All non-Council facility ‘owners’ will be given the opportunity to list on Council’s web site along with appropriate details.

Developing new facilities

If Community demand indicates the need for a new facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs.

Community Boards will consider developing a new community facility when:

- i. A need has been demonstrated through the development of the Long Term Community Plan.
- ii. A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility (an example is the recreation plan).
- iii. The supply of existing community facilities (Council and non-Council) is unable to meet local demand (current and projected supply and demand).
- iv. A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.
- v. Existing Council facilities are not fit for their

intended purpose and are unsuitable for redevelopment.

- 6. No viable partnership or brokerage opportunities for meeting community demand have been identified.

Redevelop existing facilities

If monitoring indicates the need to redevelop an existing facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs. However, the primary focus will be on the facility in question and how best to develop it to meet changing needs and demands.

Council will consider redeveloping an existing facility when:

- i. A more detailed analysis of the criteria used for indicating the appropriate ward/district - wide level of provision confirms a local need for a change or development of a particular.
- ii. There are relatively high levels of facility use and the facility cannot meet demand (usage data).
- iii. There is demand or pressure for facilities to meet different or greater levels of needs than are currently addressed (supply and demand, needs assessment, demographic trends).
- iv. The physical design and size of the facility is unsuitable for preferred community use, is unable to meet demand or is better suited to another use (supply and demand, needs assessment).
- v. The condition of the building is good and warrants redevelopment to meet changing demand.
- vi. There is relatively high customer satisfaction with this current facility.
- vii. The building is of historical or War Memorial status.
- viii. There are no viable partnership or brokerage

opportunities to meet different or increased needs.

- ix. There are major operational issues affecting the viability of the operation (e.g. conflict between commercial use and community use).

Divestment

Community Boards may indicate that it would be appropriate to divest a particular facility.

Divestment options could include:

- i. Selling the facility.
- ii. Council using the facility for non-community purposes (e.g. commercial use/lease).
- iii. Using the facility as leverage for community based partnership. A number of issues may indicate that divestment is a good option to explore. Examples include: Close proximity of similar facilities (geographical spread), very low usage and/or an apparent over supply of community facilities (usage data, supply and demand), a change in demographics resulting in a community which does not match user profiles (community and user demographics).
- iv. Planned community facility developments (Council or non-Council) that would meet community demand.
- v. A facility design that is no longer suitable for the community and cannot easily be rectified.
- vi. A facility which requires major work, but this work could not be justified because of the poor condition of the building.

If divestment is an option, then a detailed analysis will be undertaken. The analysis will focus on a particular geographical location. Within this context, it will explore whether or not it was appropriate to divest of the particular community facility.

In particular, the analysis will cover: current and projected demand; the ability of existing and any planned facilities to meet the projected demand; the condition of the facility in question and its potential for redevelopment; opportunities to use the facility as leverage for a community partnership to operate.

A recommendation to divest of a community facility will only be made if:

- i. There is little current or projected community demand or,
- ii. Existing and planned facilities are capable of meeting current and projected demand (supply and demand).
- iii. The facility is not a War Memorial Hall.
- iv. The facility is not meeting demand and does not have the potential to be redeveloped to meet any projected demand.
- v. The building has reached the end of its useful life and community needs can be met in other ways.
- vi. The community indicates that they want ownership in order to offer services that may be commercial or non inclusive of a wider community.

2. GOALS

The goal of the Community Services Department is to ensure the existence of a network of venues across each ward for people to meet and participate in the life of their communities. These Community Facilities may be used for leisure, arts, cultural, educational, sporting and community activities. They may also provide accommodation for community groups and organisations. The provision of accessible community venues contributes to the development of strong communities.

3. POLICY STATEMENTS

Council believes that halls provide an important link for the people of each community and will actively encourage devolvement of the facility to the community.

Community Boards are responsible for audited annual accounts and statistical information regarding the hall. This responsibility is delegated to the organisation/committee managing the hall on behalf of the Board.

Where no community organisation or committee can be formed within the community, the facility will revert back to the Community Board for management. Options for the Board may be

devolvement; sale/demolition or mothballing while community consultation is carried out. Refer to “Background”

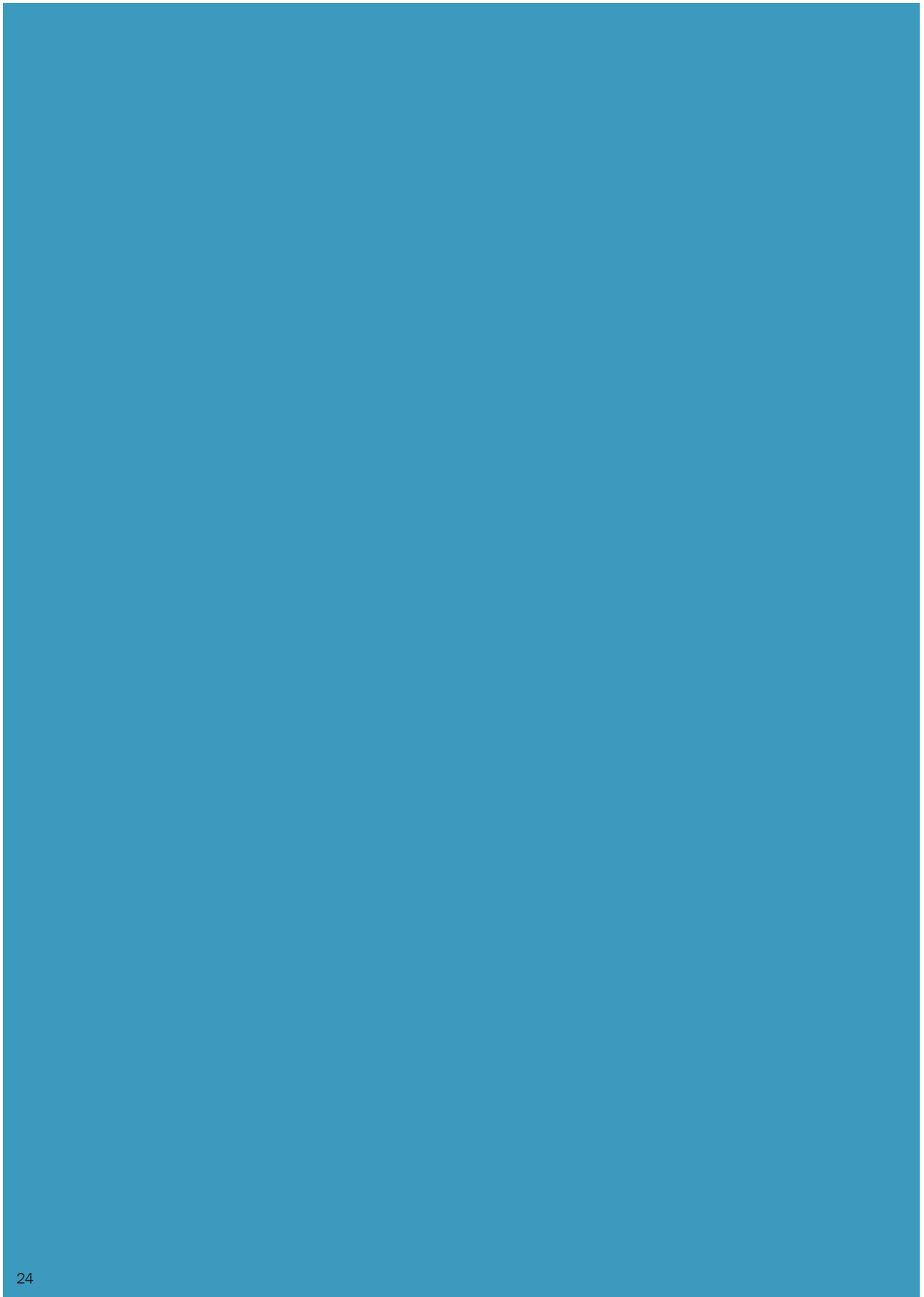
4. PROCEDURES

Some Community Boards through consultation with their community will continue to want to retain ‘ownership’ and have a hall committee as delegated authority to oversee the halls operation. The following procedures are required.

- i. The committee will have a minimum of 5 elected members. A Community Board Member will be seconded to the committee to provide a liaison/advisory role, but cannot take office.
- ii. The Hall Committee shall 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.
- iii. As of July 2003, community halls on reserve land will no longer be rated so there will not be a need for the Community Boards to budget for rates on behalf of most Hall Committees.
- iv. Hall committees will be responsible for all bookings, fee collections and resolving any operational problems.
- v. Where Hall Committees are the delegated bodies on behalf of Community Boards, they are responsible for producing annual audited accounts and statistical information in regards to use and numbers of users.
- vi. Hall committees will be responsible for all operational expenditure including water, pan charges, power, phone and cleaning. All public halls owned by Council will not be rateable whether on reserve land or not. These halls are still rateable for water and sewerage.
- vii. Hall committees will be responsible for all internal maintenance, refurbishments and purchase of replacement equipment such as stoves etc.
- viii. Where fees’ income does not meet expenses, the following procedures may be followed: 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.

- a. Fees may need to be increased reflecting a full fees recovery scenario.
- b. A hall may no longer meet the communities needs (refer to Background, section 1).
- ix. Council is responsible for the external envelope and building compliance issues but wishes to devolve more of the planning to community. To this end, a working party will be formed. Members will be the Committee’s Community Board Member, an elected Committee representative and a Council Officer. They will develop a long-term strategy for maintaining the facility and put forward the renewal or capital projects to the Community Board to be included in the Long Term Strategic Plan or Annual Plan.
- x. Council will insure the facility but this may not include Committee chattels such as crockery but will include fixtures such as stoves, Zip hot water heaters etc.





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12 November 2025

The Herekino Hall Committee
Email : Sharon.Adams@nzme.co.nz

RE: Annual Hall Information and Statistics Return

This is a request for your annual return as per Council's 2016 Community Halls Policy for the period **1 July 2024 to 30 June 2025**.

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 attached **Hall Information & Statistics form** and return prior to **31 January 2026**.

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- 2015 Halls and Facilities Strategy

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.

Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management

P 649 408 9405 | Cheryl.Henry@fndc.govt.nz

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12 November 2025

The Horeke Hall Committee

Email : mark@lestersofwhitford.co.nz

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Kaeo Memorial Hall Committee
Email : eljon.fitzgerald@gmail.com

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Kaikohe Senior Citizens Hall Committee

Email : lwitehira@xtra.co.nz

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Kaingaroa Hall Committee
Email : markatkinson023@gmail.com

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Kohukohu Town Hall Committee

Email : john@kohukohu.com

RE: Annual Hall Information and Statistics Return

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Nga mihi



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12 November 2025

The Lake Ohia Hall Committee
Email : lakeohiahall@gmail.com

RE: Annual Hall Information and Statistics Return

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Nga mihi



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12 November 2025

The Mangonui Hall Committee
Email : lynpooley13@gmail.com

RE: Annual Hall Information and Statistics Return

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Nga mihi



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Property & Facilities Support Officer - Property Management

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12 November 2025

The Okaihau Hall Committee
Email : newportblue2015@gmail.com

RE: Annual Hall Information and Statistics Return

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Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management

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12 November 2025

The Paihia Memorial Hall Committee
Email : memorialhall1945@gmail.com

RE: Annual Hall Information and Statistics Return

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12 November 2025

The Rawene Hall Committee
Email : rawenehall@gmail.com

RE: Annual Hall Information and Statistics Return

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Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management

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12 November 2025

The Russell Town Hall Committee
Email : townhallrussell@gmail.com

RE: Annual Hall Information and Statistics Return

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Nga mihi

 **Cheryl Henry**
Property & Facilities Support Officer - Property Management
P 649 408 9405 | Cheryl.Henry@fndc.govt.nz
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12 November 2025

The Opononi Memorial Hall Committee

Email : opononihall@gmail.com

RE: Annual Hall Information and Statistics Return

This is a request for your annual return as per Council's 2016 Community Halls Policy for the period **1 July 2024 to 30 June 2025**.

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 attached **Hall Information & Statistics form** and return prior to **31 January 2026**.

This information will form part of a report that is presented to your local Community Board early 2026. We are also asking that if you have received funding from Community Board in the past twelve months for a project, would you be interested in attending the Community Board meeting to provide the elected members with a report in person on how the funds were spent or to speak to any proposed or upcoming works that your committee are looking to undertake. Please indicate on the return form if you would like to attend.

Please find attached the following documents for your completion and reference

- 2024-2025 Annual Hall Information and Statistics form
- 2016 Community Halls Policy
- 2015 Halls and Facilities Strategy

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.

Nga mihi



Cheryl Henry

Property & Facilities Support Officer - Property Management

P 649 408 9405 | Cheryl.Henry@fndc.govt.nz

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12 November 2025

The Taheke Hall Committee

Email : ellenicereihanaruka@gmail.com

RE: Annual Hall Information and Statistics Return

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Nga mihi



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Property & Facilities Support Officer - Property Management

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12 November 2025

The Totara North Hall Committee
Email : totaranorthhall@gmail.com

RE: Annual Hall Information and Statistics Return

This is a request for your annual return as per Council's 2016 Community Halls Policy for the period **1 July 2024 to 30 June 2025**.

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Nga mihi



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Property & Facilities Support Officer - Property Management

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12 November 2025

The Waipapa Hall Committee
Email : sharkbait@outlook.co.nz

RE: Annual Hall Information and Statistics Return

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Property & Facilities Support Officer - Property Management

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12 November 2025

The Whangaroa Village Hall Committee
Email : melden.stepping.s@xtra.co.nz

RE: Annual Hall Information and Statistics Return

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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.

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Nga mihi



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8.3 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD OPEN RESOLUTION REPORT**File Number: A5677542****Author: Imrie Dunn, Democracy Advisor****Authoriser: Aisha Huriwai, Manager - Democracy Services****TAKE PŪRONGO / PURPOSE OF THE REPORT**

To provide the Bay of Islands-Whangaroa Community Board with an overview of outstanding open resolutions arising from meetings.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

Open resolutions are a mechanism to communicate progress against decisions/resolutions.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the Bay of Islands-Whangaroa Community Board Open Resolution Report.

TĀHUHU KŌRERO / BACKGROUND

Open resolution reports provide regular updates on progress against decisions made at meetings.

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

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Group Managers will assist in recording and following up outstanding open resolutions and action points 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. Democracy Services staff will support the process by generating reports.

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

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 - A5754918**  

OPEN RESOLUTION REPORT			
		Division: Committee: Bay of Islands-Whangaroa Community Board Officer:	Printed: Thursday, 30 April 2026 11:05:55 am Date From: Date To:
Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 12/02/2026	Te Pātukurea Kerikeri Waipapa Spatial Plan - Implementation Steering Group Establishment	RESOLUTION 2026/7 Moved: Chairperson Belinda Ward Seconded: Deputy Tyler Bamber That the Bay of Islands-Whangaroa Community Board receives this report and: a) appoint members Tyler Bamber and Jo Alexander to Te Pātukurea Kerikeri Waipapa Spatial Plan Implementation Steering Group; and b) inform Te Kūkupa Committee for Strategy Policy and Regulation of the establishment of Te Pātukurea Kerikeri Waipapa Spatial Plan Implementation Steering Group. CARRIED	19 Feb 2026 11:15am Dunn, Imrie - Reallocation Action reassigned to Ackers, Roger by Dunn, Imrie - Advised to assign all action to GM for oversight 06 Mar 2026 9:43am Wooster, Nicole An information paper has been provided to Te Kūkupa March meeting to inform them of the establishment of this group. Staff are in the process of contacting community group representatives in order to establish this group. 27 Mar 2026 4:16pm Wooster, Nicole The first Community Reference Group meeting has been scheduled for 15 April, when the group will be introduced to each other along with the projects that are being commenced to implement Te Pātukurea. 17 Apr 2026 9:02pm Wooster, Nicole The first Community Reference Group was held on 15 April, with the next meeting scheduled for 29 July. A project specific workshop, for the Urban Design Framework project, has been scheduled with this group for 5 and 6 June.
Bay of Islands-Whangaroa Community Board 12/02/2026	Kerikeri Domain - Proposal to Establish an Advisory Group	RESOLUTION 2026/6 Moved: Councillor Ann Court Seconded: Chairperson Belinda Ward That the Bay of Islands-Whangaroa Community Board a) receive the report Kerikeri Domain - Proposal to Establish an Advisory Group, b) endorse the establishment of a Kerikeri Domain Advisory Group to provide ongoing advice and feedback on the management and development of the Domain; and c) endorse the terms of reference for the Kerikeri Domain Advisory Group with amendments to items 4.2 and 11: 1. 4.2 Consult the Advisory Group on proposed changes, developments, new <u>and existing</u> events that may affect the Domain. 2. 11. Addition of Community Board representatives to membership	19 Feb 2026 11:15am Dunn, Imrie - Reallocation Action reassigned to Ackers, Roger by Dunn, Imrie - Advised to assign all action to GM for oversight 24 Feb 2026 5:29pm Wooster, Nicole Staff will now set this group up. 06 Mar 2026 9:45am Wooster, Nicole Staff are in communication with community group representatives to agree establishment of this group. 27 Mar 2026 4:14pm Wooster, Nicole An Advisory Group meeting is being planned for the third week in April. 17 Apr 2026 9:02pm Wooster, Nicole The first Kerikeri Domain Advisory Group hui is scheduled for 21 April.

OPEN RESOLUTION REPORT			
		Division: Committee: Bay of Islands-Whangaroa Community Board Officer:	Printed: Thursday, 30 April 2026 11:05:55 am Date From: Date To:
Meeting	Title	Resolution	Notes
		d) apply to Council to remove the Kerikeri Domain from the list of district-wide assets and transfer delegation to the Bay of Islands-Whangaroa Community Board. <p style="text-align: right;">CARRIED</p>	
Bay of Islands-Whangaroa Community Board 17/12/2025	Proposed Sites for Replacement Motorhome/Caravan Dump Station	RESOLUTION 2025/129 Moved: Chairperson Belinda Ward Seconded: Member Jo Alexander That the Bay of Islands-Whangaroa Community Board: a) Endorses Te Puāwaitanga as a suitable site for development of a replacement Motorhome & Caravan Dump station subject to further investigations into effective treatment of concentrated wastewater. b) Requests the Chief Executive to continue investigations into the viable treatment options and, if appropriate, proceed with the final design and construction at Te Puāwaitanga. <p style="text-align: right;">CARRIED</p>	19 Feb 2026 11:12am Dunn, Imrie - Reallocation Action reassigned to Proctor, Tanya by Dunn, Imrie - Advised to change all actions to GM for oversight. 26 Mar 2026 3:21pm Poon, Cedric response from Jeanette England: Asset Manager (District Facilities); Further investigations have now been completed. Final design progressing for construction in next LTP.
Bay of Islands-Whangaroa Community Board 9/04/2026	Funding Applications	RESOLUTION 2026/35 Moved: Member Jane Hindle Seconded: Deputy Tyler Bamber That the Bay of Islands-Whangaroa Community Board leave to lie the report Funding Application for Pest control to request pending quote and further information. <p style="text-align: right;">CARRIED</p> <u>Abstained:</u> Cr Ann Court	30 April 2026 11:08am Awaiting further information

OPEN RESOLUTION REPORT		Printed: Thursday, 30 April 2026 11:05:55 am
Division:	Bay of Islands-Whangaroa Community Board	Date From:
Committee:		Date To:
Officer:		

Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 12/02/2026	Bay of Islands-Whangaroa Community Board Capital project priorities for Long Term Plan (2027/37) alignment.	<p>RESOLUTION 2026/9</p> <p>Moved: Member Dane Hawker Seconded: Member Korey Atama</p> <p>That the Bay of Islands-Whangaroa Community Board endorse and confirm the following capital project priorities for inclusion in their 2025–2028 Strategic Plan and for progression through Council’s 2027/37 Long Term Plan process:</p> <ol style="list-style-type: none"> 1. Onewhero Bay – Park inspection and installation of tailored Park signage 2. Te Puāwaitanga – Sealing of gravel carpark, footpath installation and investigation of safe SH10 crossings 3. Russell Public Toilets – Replacement of York Street toilets 4. Waipapa Carpark Public Toilets – Extension of soakage field 5. Whangaroa Reserve – Sealing of gravel area 6. Maritime Storm and Sea-level-rise mitigation - Russell 7. Kerikeri Traffic & Parking – Kerikeri Carpark Plan 8. Parks & Reserves – Waipapa Landing new recreational resources: footpath, car and trailer parking, improved walking access to swimming holes 9. Open spaces – Kaeo recreational space: installation of removeable bollards, amenity lighting and CCTV 10. Amenity Lighting – Priority areas (to be specified) 11. CCTV – Priority areas (to be specified) <p style="text-align: right;">CARRIED</p>	<p>19 Feb 2026 11:21am Action reassigned to Warmington, Jacine by Dunn, Imrie - Assigned to GM</p> <p>26 Mar 2026 10:51am The Community Board Long Term Plan top priorities as per the resolution have been added into Council’s Project Management programme with supporting business cases to ensure that they can be considered through Council’s Long Term Plan process., Each business case not only outlines the projects but links to existing strategies, policies and community outcomes, provides an estimation of capital and operational ongoing funds required if any as well as weighting criteria for prioritisation., Recommend that action is closed.</p>
Bay of Islands-Whangaroa Community Board 19/09/2024	Notice of Motion - Delegation to Bay of Islands-Whangaroa Community Board for the Kerikeri Domain	<p>RESOLUTION 2024/94</p> <p>Moved: Deputy Chairperson Lane Ayr Seconded: Member Tyler Bamber</p> <p>That the Bay of Islands-Whangaroa Community Board request a decision report be provided to the Community Board on the options for delegation of the Kerikeri Domain at the Bay of Islands-Whangaroa Community Board meeting in December 2024.</p> <p style="text-align: right;">CARRIED</p>	<p>24 Feb 2026 5:32pm Wooster, Nicole At the February BOIWCB meeting the board endorsed setting up the Kerikeri Domain Advisory Group. Staff will now set this group up.</p> <p>26 Mar 2026 10:57am Whiu, Rhonda-May - Reallocation Action reassigned to Wooster, Tammy by Whiu, Rhonda-May - Acting GM</p> <p>27 Mar 2026 4:14pm Wooster, Nicole No further updates as being actioned under 2026/6.</p> <p>17 Apr 2026 8:59pm Wooster, Nicole The first Kerikeri Domain Advisory Group hui is scheduled for 21 April.</p>

OPEN RESOLUTION REPORT			
<p>Division: Committee: Bay of Islands-Whangaroa Community Board Officer:</p>		<p>Printed: Thursday, 30 April 2026 11:05:55 am Date From: Date To:</p>	
Meeting	Title	Resolution	Notes
<p>Bay of Islands-Whangaroa Community Board 11/06/2025</p>	<p>The Strand, Kororāreka Russell Traffic Trial</p>	<p>RESOLUTION 2025/59 Moved: Member Jane Hindle Seconded: Member Bruce Mills That the Community Board: <ol style="list-style-type: none"> 1. Endorse the Kororāreka Russell Placemaking Plan and incorporate its initiatives into the Community Board Strategic Plan, 2. Confirm that funding granted under Resolutions 2022/09 and 2022/56 can be used towards the implementation of the initiatives in the Kororāreka Russell Placemaking Plan, and 3. Approve the remaining funding be paid to Far North Holdings Limited for the implementation of the Kororāreka Russell Placemaking Plan at the direction of the Community Board or their nominated representative. <p style="text-align: right;">CARRIED</p> </p>	<p>24 Feb 2026 5:32pm Wooster, Nicole The working group met on 16 February to review the revised design. A further meeting is scheduled with the working group on 27 February to review final edits to the draft plan. Plans will then be developed to take the draft plan out for community feedback. 26 Mar 2026 10:58am Action reassigned to Wooster, Tammy by Whiu, Rhonda-May - Acting GM 27 Mar 2026 4:17pm Staff continue to meet with the community group to progress toward a final draft design for Cass Street, in preparation for the next step of taking that plan out for community feedback. 17 Apr 2026 8:56pm Staff are working with the community working group to confirm cost estimates for implementing changes to Cass Street, including prioritisation of expenditure. Staff are preparing an engagement plan to seek community feedback on the proposed changes to Cass Street and for changes required to FNDC Bylaws, as necessary to implement changes to Cass Street., Staff will prepare a report for the 04 June BOIWCB meeting, to confirm funding required to implement the design on Cass Street, including to request transfer of required funding for spend in the next Financial Year.</p>

9 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

10 TE KAPINGA HUI / MEETING CLOSE