



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 1 July 2020

Time: 10.30 am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

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

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

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

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

Protocols

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

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

KAIKOHE-HOKIANGA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

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

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Member	Kaikohe Business Association	Possible funding provider	Declare a Conflict of Interest
Moko Tepania	Teacher	Te Kura Kaupapa Māori o Kaikohe.	Potential Council funding that will benefit my place of employment.	Declare a perceived conflict
	Chairperson	Te Reo o Te Tai Tokerau Trust.	Potential Council funding for events that this trust runs.	Declare a perceived conflict
	Tribal Member	Te Rūnanga o Te Rarawa	As a descendent of Te Rarawa I could have a perceived conflict of interest in Te Rarawa Council relations.	Declare a perceived conflict
	Tribal Member	Te Rūnanga o Whaingaroa	As a descendent of Te Rūnanga o Whaingaroa I could have a perceived conflict of interest in Te Rūnanga o Whaingaroa Council relations.	Declare a perceived conflict
	Tribal Member	Kahukuraariki Trust Board	As a descendent of Kahukuraariki Trust Board I could have a perceived conflict of interest in Kahukuraariki Trust Board Council relations.	Declare a perceived conflict
	Tribal Member	Te Rūnanga ā-Iwi o Ngāpuhi	As a descendent of Te Rūnanga ā-Iwi o Ngāpuhi I could have a perceived conflict of interest in Te Rūnanga ā-Iwi o Ngāpuhi Council relations.	Declare a perceived conflict

Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 1 July 2020 at 10.30 am

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1 KARAKIA TIMATANGA – OPENING PRAYER**2 APOLOGIES AND CONFLICTS OF INTEREST**

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

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

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

3 PUBLIC FORUM**4 DEPUTATIONS**

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

5 SPEAKERS

Local Grant Fund Applications

- Representative from Wekaweka Vallaey Community Trust

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2900963

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 3 June 2020 as a true and correct record.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. 2020-06-03 KHCB Meeting Minutes - A2891524 [↓](#) 

**MINUTES OF THE KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD ONLINE VIA MICROSOFT TEAMS ON WEDNESDAY, 3 JUNE 2020 AT 10.30 AM**

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

IN ATTENDANCE: Cheryl Smith (Sport Northland Coordinator).

1 APOLOGIES AND CONFLICTS OF INTEREST

There were no apologies or declarations of interest.

2 PUBLIC FORUM

Public participation was not enabled for this virtual meeting.

3 DEPUTATIONS

There were no requests for deputations for this meeting.

4 SPEAKERS

Local Grant Funding Applications

- Bay of Islands Waldorf Education Trust representative, Debbie Raphael.
- Volunteering Northland representative, Bart van der Meer.
- Kaikohe Business Association representative, Joe Noel.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A2865776, pages 12 - 18 refers.

RESOLUTION 2020/14

Moved: Member Moko Tepania

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 4 March 2020 as a true and correct record.

CARRIED

6 REPORTS

6.1 MEMORIAL PARK DESIGN

Agenda item 7.1 document number A2886598, pages 19 - 32 refers.

Sheryl Gavin (Manager – Corporate Planning & Community Development) spoke to this report.

RESOLUTION 2020/15

Moved: Member John Vujcich
Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board ask staff to commission a site plan for Memorial Park, Kaikohe with allocated funding of \$17,000.

CARRIED

6.2 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 APRIL 2020

Agenda item 7.2 document number A2883611, pages 33 - 35 refers.

RESOLUTION 2020/16

Moved: Member Alan Hessel
Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 30 April 2020.

CARRIED

6.3 RURAL TRAVEL FUNDING PROJECT REPORTS

Agenda item 7.3 document number A2862175, pages 36 - 43 refers.

RESOLUTION 2020/17

Moved: Member Laurie Byers
Seconded: Member Louis Toorenburg

That the Kaikohe-Hokianga Community Board note the Rural Travel Project Report(s) from:

- a) Kaikohe Amateur Football Club.**
- b) Kerikeri Gymnastics.**

CARRIED

6.4 RURAL TRAVEL FUNDING - APPLICATIONS WINTER ROUND 2019/20

Agenda item 7.4 document number A2862186, pages 44 - 60 refers.

MOTION

Moved: Member Laurie Byers
Seconded: Member Louis Toorenburg

That the Kaikohe-Hokianga Community Board;

- a) allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:**
 - 1. Parafed Northland - \$777.20**
 - 2. Rawene School - \$2,750.00**
 - 3. Kaikohe Rugby Football and Sports Club - \$2,800.00**
 - 4. Mid North United Sports Incorporated - \$1,400.00**
 - 5. Northland Basketball Association - \$600.00**

TOTAL \$8,327.20

b) that this funding is allocated subject to:

1. the season taking place, or being shortened;
2. the Funding Advisor, on the advice of Sport Northland, being authorised to reduce or decline the funding granted, with any monies not paid out to be carried over to the next financial year.
3. the Funding Advisor reporting back to the Community Board on any funding that is declined or reduced on the advice of the Sport Northland Community Connector.

AMENDMENT

Moved: Member John Vujcich

Seconded: Member Louis Toorenburg

- c) that the Community Board write to Sport Northland to ask that the distance of travel in the Kaikohe-Hokianga Ward be considered, as well as population, when allocating funding.

CARRIED

The amendment became the substantive motion.

RESOLUTION 2020/18

Moved: Member John Vujcich

Seconded: Member Louis Toorenburg

That the Kaikohe-Hokianga Community Board;

- a) **allocates Rural Travel Grant funding in accordance with the recommendations received from Sport Northland as follows:**

1. **Parafed Northland - \$777.20**
2. **Rawene School - \$2,750.00**
3. **Kaikohe Rugby Football and Sports Club - \$2,800.00**
4. **Mid North United Sports Incorporated - \$1,400.00**
5. **Northland Basketball Association - \$600.00**

TOTAL \$8,327.20

b) that this funding is allocated subject to:

1. the season taking place, or being shortened;
2. the Funding Advisor, on the advice of Sport Northland, being authorised to reduce or decline the funding granted, with any monies not paid out to be carried over to the next financial year.
3. the Funding Advisor reporting back to the Community Board on any funding that is declined or reduced on the advice of the Sport Northland Community Connector;

- c) that the Community Board write to Sport Northland to ask that the distance of travel in the Kaikohe-Hokianga Ward be considered, as well as population, when allocating funding.

CARRIED

6.5 PROJECT FUNDING REPORTS

Agenda item 7.5 document number A2886389, pages 61 - 75 refers.

RESOLUTION 2020/19

Moved: Member Louis Toorenburg

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board note the project reports received from:

- a) Hokianga Community Educational Trust - Festival for Change**
- b) Kohukohu Community Library**
- c) Kaikohe Business Association**
- d) Rawene Golf Club**

CARRIED

6.6 FUNDING APPLICATIONS

Agenda item 7.6 document number A2886388, pages 76 - 108 refers.

MOTION

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessell

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$_____ (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands Canine Association for costs towards community dog training classes to support the following Community Outcomes:

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

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$_____ (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands Waldorf Education Trust for costs towards parent workshops to support the following Community Outcomes:

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

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$_____ (plus GST if applicable) per year for three years (2020/21, 2021/22 and 2022/23) be paid from the Board's Community Fund account to the Kaikohe Business Association for costs towards their Community Patrol vehicle to support the following Community Outcomes:

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

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$_____ (plus GST if applicable) be paid from the Board's Community Fund account to Volunteering Northland for costs towards their volunteer centre, recruitment and promotion to support the following Community Outcomes:

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

MOTION TO EXCLUDE THE PUBLIC**RESOLUTION 2020/20**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

That the public be excluded from the Kaikohe-Hokianga Community Board meeting to discuss the funding applications (items 6.6) - to enable a free and frank expression of members by or between or to members or officers or employees of any local authority (s7(2)(f)(i) of the Local Government Official Information and Meetings Act.

CARRIED

The public was excluded at 12:10 pm.

RESOLUTION TO READMIT THE PUBLIC**RESOLUTION 2020/21**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board move out of public excluded into open meeting.

CARRIED

The public was readmitted at 12:39 pm.

6.6 FUNDING APPLICATIONS

Agenda item 7.6 document number A2886388, pages 76 – 108 refers.

MOTION

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy award the sum of **\$1,500** (plus GST if applicable) to Bay of Islands Canine Association for costs towards community dog training classes to support the following Community Outcomes:

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

AMENDMENT

Moved: Member John Vujcich

Seconded: Member Laurie Byers

- b) request Council to work with the Bay of Islands Canine Association to publicise the dog training classes held in Kaikohe to further encourage responsible dog ownership.

CARRIED

AMENDMENT

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$500 (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands Waldorf Education Trust for costs towards parent workshops to support the following Community Outcomes:

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

CARRIED

AMENDMENT

Moved: Chairperson Mike Edmonds

Seconded: Member Moko Tepania

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$1000 (plus GST if applicable) per year for three years (2020/21, 2021/22 and 2022/23) be paid from the Board's Community Fund account to the Kaikohe Business Association for costs towards their Community Patrol vehicle to support the following Community Outcomes:

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

CARRIED

AMENDMENT

Moved: Chairperson Mike Edmonds

Seconded: Member Moko Tepania

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$1000 (plus GST if applicable) be paid from the Board's Community Fund account to Volunteering Northland for costs towards their volunteer centre, recruitment and promotion to support the following Community Outcomes:

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

CARRIED

The amendments became the substantive motion.

RESOLUTION 2020/22

Moved: Member John Vujcich

Seconded: Member Moko Tepania

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy:

- a) award the sum of \$1500 (plus GST if applicable) to Bay of Islands Canine Association for costs towards community dog training classes to support the following Community Outcomes:**
 - i) communities that are healthy, safe, connected and sustainable.**
 - ii) proud, vibrant communities.**
- b) request Council to work with the Bay of Islands Canine Association to publicise the dog training classes held in Kaikohe to further encourage responsible dog ownership.**

RESOLUTION 2020/23

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$500 (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands Waldorf Education Trust for costs towards parent workshops to support the following Community Outcomes:

- i) communities that are healthy, safe, connected and sustainable.**
- ii) proud, vibrant communities.**

RESOLUTION 2020/24

Moved: Chairperson Mike Edmonds

Seconded: Member Moko Tepania

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$1000 (plus GST if applicable) per year for three years (2020/21, 2021/22 and 2022/23) be paid from the Board's Community Fund account to the Kaikohe Business Association for costs towards their Community Patrol vehicle to support the following Community Outcomes:

- i) communities that are healthy, safe, connected and sustainable.**
- ii) proud, vibrant communities.**

RESOLUTION 2020/25

Moved: Chairperson Mike Edmonds

Seconded: Member Moko Tepania

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$1000 (plus GST if applicable) be paid from the Board's Community Fund account to Volunteering Northland for costs towards their volunteer centre, recruitment and promotion to support the following Community Outcomes:

- i) communities that are healthy, safe, connected and sustainable.**
- ii) proud, vibrant communities.**

CARRIED

7 INFORMATION REPORTS

7.1 KAIKOHE-HOKIANGA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 MARCH 2020

Agenda item 8.1 document number A2876617, pages 109 - 110 refers.

RESOLUTION 2020/26

Moved: Member Moko Tepania

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Financial Performance Activities by Ward for the period ending 31 March 2020.

CARRIED

7.2 KAIKOHE - HOKIANGA COMMUNITY HALL ANNUAL INFORMATION UPDATE

Agenda item 8.2 document number A2823676, pages 111 - 168 refers.

RESOLUTION 2020/27

Moved: Member Laurie Byers

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board receives the “Kaikohe-Hokianga Community Hall Annual Information Update”.

CARRIED

8 MEETING CLOSE

The Meeting closed at 12:56 pm.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 1 July 2020.

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CHAIRPERSON

7 REPORTS

7.1 KAIKOHE-HOKIANGA FOOTPATHS PROGRAMME 2020/21

File Number: A2896399

Author: Jaco Cronje, Capital Works Project Manager

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

PURPOSE OF THE REPORT

To seek approval for the 2020/21-year footpath programme for the Kaikohe-Hokianga Ward.

EXECUTIVE SUMMARY

- There is total of \$201,962 available for New Footpaths in the Kaikohe-Hokianga Ward.
- New Zealand Transport Agency (NZTA) will fund new footpath projects from the 2020/21 financial year at the current Funding Assistance Rate of 66% (i.e. Council have to contribute a 34% local share).
- NZTA will fund the highest ranked footpaths in order of priority, though other footpaths may be put forward on a business case basis.
- A 2020/21 footpath programme has been prepared that maximise NZTA funding subsidy. This programme aligns with the discussions and workshop outcome of the Community Board.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

a) agrees to the 2020/21 footpath programme as follows:

- Taheke Road to Orrs Road eastbound – Kaikohe,
- Waianga Place – Opononi,
- Lake Road 91 to 95 – Okaihau,
- Taumataiwi Street – Opononi,
- Horeke Road to Cemetery 294 to 330 – Okaihau,
- Kohukohu Road Manning to Marriner – Kohukohu.

b) identifies to staff a further list of New Footpaths to the value of \$80,453 to be constructed and 100% funded from Far North District Council Funds.

1) BACKGROUND

NZTA Footpath Funding

Prior to 2018/19 financial year, new footpath construction did not attract any funding subsidy from NZTA. However, this has changed and New Zealand Transport Agency (NZTA) have advised that they will now fund the construction of new footpaths under the Low Cost – Low Risk programme.

This allows for a streamlined funding approval for projects valued at less than \$1M, which would include the footpaths routinely constructed by Council. It also means that new footpaths funding through this mechanism would attract NZTA funding subsidy at 66% of total project cost.

NZTA's requirement is that the application for subsidy for new footpaths is not excessive compared to the remainder of the roading programme, and that prioritisation is aligned to the Government Policy Statement on Land Transport. This has four strategic priorities:

- 1) Safety – a safe system, free of death and serious injury;
- 2) Access – a system that provides increased access to economic and social opportunities, enables transport choice and access, and is resilient;
- 3) Environment – a system that reduces greenhouse gas emissions, as well as adverse effects on the local environment and public health;
- 4) Value for money – a system that delivers the right infrastructure and services to the right level at the best cost.

Potential new footpaths in the Kaikohe-Hokianga Ward have been identified through a blend of resident, Council staff and community board requests. The schedule of new footpaths produced has been prioritised against the above criteria.

This methodology has been accepted by NZTA who have also agreed that they will provide funding subsidy for the highest-ranking projects on a Ward rather than a District basis.

The highest-ranking projects in each Ward will therefore attract subsidy from NZTA.

Community Board Project List

The Community Board has previously notified staff of their highest priority new footpath projects over a 3-year period:

- Kaikohe: Recreation Road south side,
- Kaikohe: Thorpe Road to Recreation Road,
- Okaihau: Horeke Rd to St Catherine's,
- Kohukohu Road Manning to Marriner,
- Omapere: Signal Station Road,
- Rawene: Manning Street,
- Kaikohe: Rangihamama Road to Taheke Road SH12,
- Opononi: Taumatawiwi,
- Mitimiti: West Coast Road school to Cemetery,
- Kaikohe: Mangakahia Road Left Shared Path,

Five of these projects were included, and constructed, within the 2018/19 and 2019/20 footpaths programme assessed using the NZTA prioritisation methodology described above. A further two of these projects are included in the recommended 2020/21 footpath programme.

Relationship to the Walking and Cycling Strategy

The Walking and Cycling Strategy is currently under development and is not available to inform this paper. However, the approach detailed in this report may be superseded by the outcomes of the Walking and Cycling Strategy.

2) DISCUSSION AND OPTIONS

The proposed 2020/21 footpath programme partly aligns with the previously stated wishes of the Community Board.

The Community Board has two options:

Option One:

To complete the currently programmed works for 2020/21 and receive limited subsidy;

- Kohukohu Road Manning to Marriner
- Omapere: Signal Station Road
- Rawene: Manning Street
- Opononi: Taumatawiwi
- Mitimiti: West Coast Road school to Cemetery

Option Two:

To complete the recommended 2020/21 footpath programme as noted in the recommendation and receive maximum subsidy.

Recommended:

It is recommended that:

- a) the Kaikohe-Hokianga Community Board agrees to the 2020/21 footpath programme as follows:
 - Taheke Road to Orrs Road eastbound – Kaikohe,
 - Waianga Place – Opononi,
 - Lake Road 91 to 95 – Okaihau,
 - Taumatawiwi Street – Opononi,
 - Horeke Road to Cemetery 294 to 330 – Okaihau,
 - Kohukohu Road Manning to Marriner – Kohukohu,
- b) the Board identifies to staff a further list of New Footpaths to the value of \$80,453 to be constructed and funded from 100% FNDC Funds.

Reason for the recommendation

The adoption of this recommendation will maximise the size of the 2020/21 new footpath programme as each individual footpath project will attract 66% funding subsidy from NZTA. Furthermore, the Board can nominate New Footpaths to the value of \$80,453 that will be funded from 100% FNDC funds.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There is \$156,360, allocated for the 2020/21 financial year, in the Long-Term Plan for new footpaths in the Kaikohe-Hokianga Ward. There is a further \$45,566 of funds which will be subject to a request for carry forward from 2019/20.

NZTA have provisionally approved a \$336,101 funded new footpath programme, allocated to Kaikohe-Hokianga Community Board.

ATTACHMENTS

1. KHCB New Footpaths Programme 2020/21 - A2901337 [!\[\]\(15cb01d00100e773a50f80002909e9a5_img.jpg\)](#) [!\[\]\(d8d739ecb1ddc47a32a7c3d18f26efef_img.jpg\)](#)
2. KHCB Footpaths Matrix 2020 - A2901336 [!\[\]\(ce2e1352a90071ca4ea4a7fe9e1defae_img.jpg\)](#) [!\[\]\(e6686070ceb4e1e22108b54add5bfad9_img.jpg\)](#)

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This report has a low degree of significance as the outcome will comply with current policy regardless of whether subsidy is obtained.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The following Policy is relevant: - Footpaths Policy #5004. The recommendations align with this policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	As a project involving FNDC headquarters, this project has district wide significance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There is no impact on Māori aside from the benefits of adopting the recommendation to maximise benefits.
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.	Customers: Interest in how money is spent, and how much subsidy is gained. Interest in local work to them; FNDC Staff: Direction on what to build this year.
State the financial implications and where budgetary provisions have been made to support this decision.	This has been covered under 3) Financial implications and budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has reviewed this report.

Kaikohe-Hokianga Community Board- New Footpaths Programme

Footpaths Programme 2020/21 - Recommended from Community Board

Footpath Rank	Type	Details	Estimated Cost	NZTA Contribution	Local Share
Picked 2018/19	Footpath	Kohukohu Road (Kohukohu Road Manning to Marriner)	\$ 58,960	\$ -	\$ 58,960
Picked 2018/19	Footpath	Omapere: Signal Station Road	\$ 301,000	\$ -	\$ 301,000
Picked 2018/19	Footpath	Rawene: Manning Street	\$ 104,940	\$ -	\$ 104,940
Picked 2019/20	Footpath	Opononi: Taumatawiwi	\$ 91,760	\$ -	\$ 91,760
Picked 2019/20	Footpath	Mitimiti: West Coast Road school to Cemetery	\$ 133,320	\$ -	\$ 133,320
Total			\$ 689,980	\$ -	\$ 689,980

Notes:

- 1 The amount of work completed will depend on actual works pricing - a maximum of \$201,962 would be completed. Some projects might only be part completed to provide a total of \$201,926, with the remainder completed in the following financial year.
- 2

Footpath Program 2020/21 - Recommended through prioritization Works Completed in this order are eligible for NZTA Subsidy

Footpath Rank	Type	Details	Estimated Cost	NZTA Contribution	Local Share
1	Footpath	Kaikohe Footpath - Taheke Road to Orrs Road eastbound	\$ 27,390	\$ 18,077	\$ 9,313
2	Footpath	Opononi Footpath - Waianga Place	\$ 19,950	\$ 13,167	\$ 6,783
3	Footpath	Signal Station Rd - Omapere	\$ 301,000	100% Funding received	
4	Footpath	Lake Road 91 to 95	\$ 22,880	\$ 15,101	\$ 7,779
5	Footpath	Taumatawiwi Street Opononi	\$ 91,760	\$ 60,562	\$ 31,198
7	Footpath	Horeke Rd to Cemetery 294 to 330	\$ 122,360	\$ 80,758	\$ 41,602
6	Footpath	Kohukohu Road Manning to Marriner	\$ 58,960	\$ 34,162	\$ 24,798
8	Footpaths	CB to Choose	\$ 80,453		\$ 80,453
Total			\$ 724,753	\$ 221,827	\$ 201,926

Notes:

- 1 The amount of work completed will depend on actual works pricing - a maximum of \$336,101 (subject to NZTA approval) and \$80,453 (subject to KHCB approval) would be fundable.

Rank	Type	Proposer	Details		Town	Ward	Units (m)	Rate	Cost	Updated Cost	College / School	Tourists	Pedestrian	Functional Street Classification	Speed Limit	Berm available	Already footpath on other side of road	Links existing	School Roll	Index	ILCR	Constructed	Year
1	Shared Use	FNDC KK	Tahake Rd to Orns Rd eastbound		Kaikōhe	KH	83	330	14600	27390	70	15	3	5	5	0	-20	10	30	118	0.358	No	
2	Footpath	OORRA	Waiana Place Opononi		Opononi	KH	105	190	24400	19950	20	15	2	1	5	3	0	10	0	56	0.295	No	
3	Footpath	CB	Signal Station Rd		Omapere	KH	1011	330	202200	33630	15	15	3	5	20	5	0	10	10	83	0.252	No	
4	Footpath	CB	SH12 Station Road to Te Pikinga Reserve		Omapere	KH	607	330	121400	200310	15	15	3	5	20	5	0	10	10	83	0.252	No	
5	Footpath	LM OCA	Lake Road 91 to 95		Okaihau	KH	104	220	13100	22880	20	0	2	3	5	3	0	0	20	53	0.241	No	
6	Footpath	OORRA	Taumatāwī Street Opononi		Opononi	KH	496	185	49600	91760	15	0	3	1	5	0	0	10	10	44	0.238	No	
7	Footpath	LM OCA	Horeke Rd to Cemetery 294 to 330		Okaihau	KH	532	230	53200	122360	20	0	2	3	5	3	0	0	20	53	0.230	No	
8	Footpath	CB	Kohukohu Road Manning to Marriner		Kohukohu	KH	268	220	26800	58960	5	15	2	4	5	3	0	10	5	49	0.223	No	
9	Footpath	KHCB	Koutu Point Road		Koutu	KH	727	280	0	203560	15	15	3	3	20	0	0	0	5	61	0.218	No	
10	Footpath	CB	SH12 existing to bridge		Waimamaku	KH	59	220	9900	12980	5	0	3	5	8	3	0	10	10	44	0.200	No	
11	Footpath	FNDC KK	SH12 Beachside		Omapere	KH	122	330	12200	40260	15	15	3	5	5	0	-20	10	25	58	0.176	No	
12	Footpath	Natali Allen	Manning Street Rawene		Rawene	KH	318	330	47700	104940	5	15	2	2	5	3	0	10	15	57	0.173	No	
13	Footpath	OORRA	Taumatāwī Street to SH10 via Bowling Green		Opononi	KH	64	220	3200	14080	15	0	3	0	0	0	0	10	10	38	0.173	No	
14	Shared Use	KHCB	Showground link to Kaikōhe		Kaikōhe	KH	2748	330	0	906940	0	15	3	5	20	3	0	5	0	51	0.155	No	
15	Footpath	KHCB	Saleyards to Marae		Kaikōhe	KH	1603	220	0	352660	0	0	1	5	20	3	0	0	0	29	0.132	No	
16	Footpath	KHCB	Marae to private Urua		Kaikōhe	KH	395	220	0	86900	0	0	1	5	20	3	0	0	0	29	0.132	No	
17	Footpath	CB	Health Clinic Marriner Street to Sports Club		Kohukohu	KH	735	450	134079	330750	5	0	3	5	20	5	0	10	5	53	0.118	No	
18	Footpath	CB	Clendon Esplanade to Parnell Street		Rawene	KH	152	450	18300	68400	5	15	3	3	5	0	0	10	10	51	0.113	No	
19	Footpath	Yvonne	Michie Street to playschool		Okaihau	KH	49	220	4900	10780	5	0	2	1	5	0	0	0	5	18	0.082	No	
	Footpath	KHCB	Northland college end towards Saleyards		Kaikōhe	KH	159	220	0	34980	15	0	1	5	15	3	0	5	20	0	0.000	Yes	2020
	Footpath	CB	Rangihiamana Rd to Tahake Rd SH12		Kaikōhe	KH	681	180	102150	122580	55	0	4	5	5	3	-20	10	30	0	0.000	Yes	2020
	Shared Use	FNDC AT	Mangakahia Road Left Shared Path		Kaikōhe	KH	189	220	32600	41580	70	15	3	5	5	0	-20	10	30	0	0.000	Yes	2019
	Footpath	CB	Thorpe Rd to Recreation Road		Kaikōhe	KH	351	215	52650	75465	70	15	4	5	5	3	0	10	30	0	0.000	Yes	2019
	Shared Use	FNDC KK	Recreation Road		Kaikōhe	KH	340	215	68000	73100	70	15	4	4	5	0	0	10	30	0	0.000	Yes	2019
	Footpath	FNDC KK	Horeke Rd to St Catharines Church		Okaihau	KH	266	218	30200	57988	20	15	2	4	20	0	0	10	20	0	0.000	Yes	2019
	Footpath	KHCB	Council Car Park, Memorial Ave		Kaikōhe	KH	31	340	3100	10540	70	15	3	4	5	0	-20	10	30	0	0.000	No	
	Shared Use	FNDC KK	Marino Pl northbound to library Upgrade to Shared Path		Kaikōhe	KH	157	200	15700	6800	70	15	3	4	5	0	-20	10	30	0	0.000	Yes	2017
	Shared Use	FNDC AT	Hongi St southbound		Kaikōhe	KH	51	250	24200	12750	70	0	2	1	5	0	-20	10	30	0	0.000	On Hold	
	Shared Use	FNDC KK	Recreation Road footpath Upgrade to Shared Path		Kaikōhe	KH	206	220	41200	45320	70	15	4	4	5	0	-20	10	30	0	0.000	No	
	Shared Use	FNDC AT	Mangakahia Road Right Upgrade to Shared Path		Kaikōhe	KH	1064	220	212800	234080	70	15	3	5	5	0	-20	10	30	0	0.000	No	
	Shared Use	FNDC KK	Memorial Ave Upgrade to Shared Path		Kaikōhe	KH	285	220	57000	62700	70	15	3	4	5	0	-20	10	30	0	0.000	No	
	Footpath - Unsealed Rd	FNDC KK	Motukione Rd Hapanga Rd Ferry pick up		Horeke	KH	6066	330	606600	2001780	5	15	3	1	20	3	0	10	5	0	0.000	No	
	Footpath - Unsealed Rd	CB	Old Valley Road		Okaihau	KH	551	330	55100	181830	20	0	2	3	5	3	0	0	20	0	0.000	No	
	Footpath - Unsealed Rd	FNDC	West Coast Road school to bridge		Mitimiti	KH	404	330	60600	133320	5	0	3	3	20	5	0	10	5	0	0.000	No	
	Footpath - Unsealed Rd	CB	Rakautapu Rd to Cemetery		Kohukohu	KH	680	330	68000	224400	5	15	2	3	5	5	0	10	5	0	0.000	No	
	Footpath - Unsealed Rd	CB	West Coast Road school to Urua		Mitimiti	KH	379	330	79969	125070	5	0	3	5	20	5	0	0	5	0	0.000	No	

Footpath Designs Completed

Footpaths Constructed / commenced

School	Tourists	PedGen	FuncClass	Speed	Berm	Exfootpath	Link	Schoolroll
Primary =5	Yes=15	Number of:	Arterial =5	100KM=20	No=5	yes = -20	Yes=10	less than 200=5
College =15	No=0	Hospitals	Collector=4	80KM=15	Some=3		Extends=5	200-400=10
Only gets a score if within 2.0km from a primary school or 3.8 from a high school. To make point of difference don't include walking to a bus stop as that is everyone.		Schools	Local =3	70KM=8	Yes=0		No=0	400-600=15
		Rest homes	Through Road	60KM=6		no = 0		600-800=20
		Halls	=2	50KM=5				800-1000=25
		Beaches	No Exit / Cul					1000-1200=30
		Marae	de Sac = 1					1200+=35

7.2 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 MAY 2020

File Number: A2896177

Author: Sam Chapman, Accounting Support Officer

Authoriser: Janice Smith, Chief Financial Officer

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 May 2020.

BACKGROUND

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

Community Fund Account balance as at 1 July 2019	\$115,902.00
• Less funds granted and uplifted to 31 May 2020	\$50,352.00
• Less funds not uplifted from 5 February 2020 for Kaikohe Intermediate School	\$3,000.00
Community Fund Account balance as at 31 May 2020	\$62,550.00

DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 May 2020 is \$62,550.00.

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

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Kaikohe-Hokianga Community Board. The statement of the Community Fund account as at 31 May 2020 is attached.

ATTACHMENTS

- Statement of KHCB Fund Account as at 31 May 2020 - A2896159** [↓](#) 

Far North District Council
Kaikohe - Hokianga Community Board
Statement of the Community Fund Account as at 31 May 2020

Allocation Grants & Donations Annual Budget 2019/20	82,569.00	
Community Board Placemaking Fund	<u>33,333.00</u>	115,902.00
Less Expenditure 2019/20 (Funds Uplifted)		
July 19		
Youthline Auckland for telecommunications costs	1,800.00	
Carbon Neutral New Zealand work with FNDC Youth Council	2,500.00	
August 19		
Francher Ltd for the Rawene Good Vibes Event for advertising, administration, equipment hire, travel and accommodation	1,400.00	
September 19		
Hokianga Country Music club Inc costs towards ferries for bands and performers for the 2019 Hokianga Country Music Festival	2,785.00	
Learn New Zealand Sign Language with Eddie Trust for costs towards venue hire, advertising and promotion, facilitator fees, administration, consumable materials and travel	2,000.00	
Kaikohe Business Association for the Te Wairua o Kaikohe Dinner Event	2,000.00	
October 19		
Dynamo Cycling and Sports Club Inc costs towards purchasing finishers medals and trophies	500.00	
Opononi Area School (OAS) costs for replacement of shade-sail at Opononi Area School	5,727.00	
November 19		
Waimamaku Community Garden Group costs for purchasing Broad fork, First Aid Kit, Greenhouse, Compost bins and safety gear and Water tank	3,129.00	
Kohukohu Community Trust to assist the Herald Building Group with costs towards equipment and printing newsletter	1,823.00	
December 19		
Kaikohe Business Association Inc for Christmas in the Village	2,500.00	
Hush Dance Trust for student production	1,200.00	
South Hokianga (Opononi) Memorial Hall costs towards acquisition of chairs	5,000.00	
Kaikohe Basketball Court Project on Memorial Park Reserve to assist with beautification of basketball court area	6,695.00	
January 20		
Wekaweka Valley Community Trust for 2020 operational costs for the Waimamaku Resource Centre; Telephone and internet, Repairs and maintenance, Rent, Printing, postage and stationery and Power and gas	1,000.00	
Kohukohu Community Library for costs towards the purchase of books	540.00	
Rawene and Districts Community Development Inc costs towards non-operational expenses	3,000.00	
February 20		
Hokianga Environmental Protection Group for the Rent-A-Plate project	1,000.00	
Rawene Golf Club Incorporated towards the Hokianga Golf Fun Day	950.00	
Matihetihe Marae for the indexing of a local history book	2,000.00	
North Hokianga A&P Society for local community entertainment stage at the 2020 show	1,603.00	
March 20		
Crossfit Kaikohe for purchasing exercise equipment	<u>1,200.00</u>	<u>50,352.00</u>
Balance as at 31 May 2020		<u>\$65,550.00</u>
Less Commitments 2019/20 (Funds not yet up lifted)		
Meeting 05.02.20		
Kaikohe Intermediate School for installing swimming pool covers	3,000.00	<u>3,000.00</u>
Balance 31 May 2020 Uncommitted/(Overcommitted)		<u>\$62,550.00</u>

Far North District Council
Kaikohe - Hokianga Community Board
Statement of the Community Fund Account as at 31 May 2020

Prior Year Commitments (Funds not yet Uplifted)

Meeting 05.06.19

Kaikohe Basketball Court Project on Memorial Park Reserve to assist with beautification of basketball court area	1,019.01
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Matihetihe School support children participating in regular sporting activity during 2019 winter season	85.00
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Meeting 13.02.19

Rawene Golf Club Inc. to assist with the cost of The Hokianga Golf Fun Day 2019	115.79
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7.3 PROJECT FUNDING REPORTS

File Number: A2861843

Author: Kathryn Trewin, Funding Advisor

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

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board note the project reports received from:

- a) Opononi Area School,
- b) Waimamaku Community Garden Group,
- c) Wekaweka Valley Community Trust.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

ATTACHMENTS

1. KHCB Project Report - Opononi Area School - A2898497  
2. KHCB Project Report - Waimamaku Community Garden Group - A2898499  
3. KHCB Project Report - Wekaweka Valley Community Trust - A2898500  

Compliance schedule:

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

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

Compliance requirement	Staff assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Community Grant Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each Community Board to confirm the funding that they allocated has been spent correctly.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no implications on Māori in confirming the project reports. Any implications on Māori arising from matters included in project reports should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the project reports to be approved, any interests that affect other people should be considered as part of the individual reports.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.



Far North
District Council

Project Report
COMMUNITY GRANT FUND - LOCAL

F0080402

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

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

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

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation:

Friends of the School Opononi Area

Name & location of project:

Replacing shade sails @ the school School

Date of project/activity:

16th November 2019

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund:

\$ 5727

Board meeting date the grant was approved:

2 October 2019

Please give details of how the money was spent:

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

Supplier/Description	Amount	Receipt/s attached (please tick)
shade Systems	\$ 5727	✓
	\$	
	\$	
	\$	
Total:	\$	

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

The highlight of the project was the look on the childrens' faces when they came to school and saw the new shade sails and sitting under them during break time getting relief from the hot sun!

Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Freephone: 0800 920 029

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

On the 30 November the local Soccer group had their break up day all of the family member enjoyed sitting in the shade to eat their lunch.

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

Photo was published in our newsletter thanking the Community Board for the funding that made this possible.

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

This report was completed by:

Name:

Christine Gamman

Address:

Opononi Area School private Bag 759 kaikohe

Phone

09405 8500 ext 223

mob:

0211204471

Email:

chrissyg@opononi.school.nz

Date:

26-5-2020

2

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

**Tax Invoice**

Invoice To
Opononi Area School Opononi Area School State Highway 12 Omapere New Zealand

Deliver To
Opononi Area School State Highway 12 Omapere New Zealand

Invoice Number	S153174
Date	30-Nov-19
Order Number	
Reference	
Sales Rep	Logan Turley
Ship Via	
Tracking Number	

Code	Description	Qty	Unit Price	Amount
	2 x Replacement Monotec 370 SHade Sails over Turf Area			
	Shade Sail			
	Shade Sail - Extras			
	Less Retention			

As applicable, this invoice will be deemed a payment claim under the Construction Contracts Act 2002

Payments can be made to ASB Bank Limited, PO Box 35, Auckland 1015, New Zealand
Account Name; Dapsco Limited. Swift code; ASBBNZ2A. Account No. 123098 0271004 00

GST No: 106 622 191

Sub Total	\$4980.00
Delivery	\$0.00
GST	\$747.00
Total	\$5727.00





**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: Waimamaku Community Garden Group
Name & location of project: Waimamaku Valley
Date of project/activity: Ongoing

Which Community Board did you receive funding from?

☐

Te Hiku

☒

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 3,129.00

Board meeting date the grant was approved: October 2019

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
(see attached)	\$	
	\$	
	\$	
	\$	
Total:	\$	

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

(see attached)

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

(see attached)

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

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

This report was completed by:

Name: Courtney Davis
Address: 7233 SH12, Waimamaku
Phone: 094396443 mob: 0220809675
Email: cdavis@keraoa.iwi.nz
Date: 18/05/2020

Waimamaku Community Garden Group Report

Project:

This funding has enabled us to purchase a number of items that will enhance the Waimamaku Community Gardens. We were able to purchase a small nursery, water tank, composting facilities and tools and equipment that can be utilised in the gardens and in our Community tool library.

Community benefit:

The Waimamaku Community Gardens not only provide huge environmental benefits but also health and social benefits. Waimamaku is located in a very isolated area but many people have land available for gardening but do not currently have the knowledge in this area. The Community garden has been a success in connecting those who are expert gardeners and those with limited knowledge.

Although we haven't yet been able to erect the nursery due to COVID-19 we know that it will be an important space in Waimamaku for people to gather and learn. Over the nationwide lock-down there has been a lot of interest from community members to grow food. Thanks to this funding grant we now have more tools and resources to be able to show people different ways of growing food, producing compost and raising seedlings.

There are many health benefits of growing food. Especially when you are located in an isolated area and there isn't as much access to healthy and fresh produce. We believe that the tools, equipment and materials that were purchased will enable people to begin continue to grow food on their own properties or communally in the gardens.

There are also many social benefits to communal food production. In Waimamaku there are few options for social interaction, especially now that the local cafe has closed down. The gardens have already proven to be a great space for this social interaction. Our regular weekly working bees and workshops have had very high participation and are a great opportunity to learn and share. We hope that the nursery post-COVID will be a great meeting place in town where people can meet new people, learn new skills and provide connections for like-minded people strengthening community networks and developing strong social capital within Waimamaku Valley.

The Waimamaku Community Gardens also has environmental benefits for Waimamaku. The nursery will also have the capacity to grow native trees that can be used to replant the waterways around Waimamaku. The more options for engagement and learning about gardening will increase people's awareness of environmental issues.

Page 39

TRADEWEAR & SAFETY		TRADE		TRADE Workwear & Safety www.tradeworkwear.co.nz		INVOICE TO CASH SALE - Dargaville		INVOICE TO CASH SALE - Dargaville		TAX INVOICE SI157171	
DELIVER TO Courtney Davis 09 439 6443 022 080 9675 South Hokianga Ginger Group		INVOICE DATE 17-Jan-2020		SALES PERSON		GST No. 84-012-998		Account Code 1CASH		REF PACKING SLIP SQ07184	
CUSTOMER ORDER No Courtney - SHGG		PRODUCT DESCRIPTION		UNIT OM		QTY ORDERED		QTY SUPPLIED		BACK ORDERED	
PRODUCT CODE SHK4027		COLOUR Green		SIZE 1-25 Person		Each		1		0	
F/Aid Kit Detachable Wall Mount Plastic - In2safe		South Hokianga Ginger Group		\$114.54 Paid by bank transfer 16/01/2020		Unit Price 99.60		DISC. %		NETT 99.60	
Phone: 09 439 3030 Fax: 09 439 1450 E-mail: accounts@www.co.nz		Post P O Box 458 Dargaville 0340		Delivery 43 Normanby Street Dargaville, 0310		Total Ex GST 99.60		GST 14.94		Invoice Total 114.54	
Terms and Conditions		Retention of Title: Responsibility for the goods which are the subject of this invoice passes at the time of shipment.		Title to these goods passes upon receipt of cleared funds.		No returns of non-faulty goods will be accepted after 14 days of receipt of goods.		Our company policy does not allow sales reps to collect goods for return.		** Less Amount Paid to TOTAL DUE (GST Incl) 0.00	
BANK: ASB		ACCOUNT: 12-3098-0262108-00		CASH SALE - Payment Due Now		Total Ex GST 99.60		GST 14.94		Invoice Total 114.54	



RECEIPT

Waimamaku Community Garden Group

Payment Date
20 Dec 2019

Sent Date
20 Dec 2019

Crafty Gatherer Partnership
662 Te Puke Quarry Road
RD3
Te Puke 3183

Total NZD paid	352.00
-----------------------	---------------

Invoice Date	Reference	Invoice Total	Amount Paid	Still Owing
8 Dec 2019	INV-0494	352.00	352.00	0.00
		Total NZD	352.00	0.00



WHANGAREI

BUNNINGS LIMITED

GST REG 24 882 403

Ph: (09) 470 2100

Sat 04/01/2020 12:55:25 PM
FRONT END REGISTERS R04

Sale
** TAX INVOICE **

9317087200003 COMPOST MAKER	
TUMBLEWEED TUTUK220	\$249.00
9319022000273 WORN CAFE	
RELN GARDEN	\$115.00

Total **\$364.00**
GST INCLUDED IN THE TOTAL \$47.48
EFT \$364.00
CARD NO: 483741-28-
CHEQUE

Rounding \$0.00
Change **\$0.00**

"*" Indicates non taxable item(s)

S9451 R04 P648 C23671 #004-93289-9451-2020-01-04



Thank you for shopping with Bunnings
You were served by Ellen
Please retain receipt for proof of purchase

Have Your Say

Give us your feedback online at
www.bunnings.co.nz/haveyoursay

-----EFTPOS-----
TERMINAL 16238804
TIME 04JAN20 12:55
TRAN 006832 CHEQUE
EFTPOS
CARD9283
Visa Debit
STO: A000000003
PIX: 1010
TC: 017B702BEB2D6A13
TUR: 0080048000
ATC: 0297
TST: F800
PURCHASE NZ\$364.00
TOTAL NZ\$364.00
ACCEPTED

CUSTOMER COPY

PAYMENT RECEIPT

Promax Engineered Plastics**Ltd**

389 Waipapa Road

Kerikeri

0295

New Zealand

09 407 3575

www.promaxplastics.co.nzadmin@promaxplastics.co.nz

Friday, 31 January 2020

Ms Courtney Davis
300 Taita Road
WAIMAMAKU
0473
NEW ZEALAND

Dear Courtney

Thank you for making your payment, your support is very much appreciated.

If you have any queries, please feel free to reply to this email or call the team on 0800 77 66 29

Our admin and dispatch team will be in touch with you shortly to confirm delivery details.

Please feel free to check our website at www.promaxplastics.co.nz and discover more Promax Products online!

Best regards,

The team at Promax Plastics Ltd.

Receipt No.	Date	Item	GST	Amount
0002851	31/01/2020	Order	120.65	924.99 NZD

Please note this is a Payment Receipt, not a Tax Invoice or order confirmation document.
Our admin team are processing the order confirmation for you now, and a tax invoice will be provided at time of dispatch.

Thank You

Redpath Pacific Limited
 16 Bounty Place
 P O Box 9058
 Palmerston North 4414
 New Zealand
 Web Site: www.redpath.co.nz



Freephone: 0508 Redpath
 0508 733 728
 Phone (64) 06 353 5955
 Freefax: 0508 733 727
 Fax (64) 06 353 5956
 Email: info@redpath.co.nz

TAX INVOICE

Delivery Address:

South Hokianga Ginger Group
 7233 State Highway 12
 Waimamaku
 Kaikohe 0473
 ATTN Courtney Davis 0220809675

Website Sales

Invoice Number: 75020
 GST No: 46-740-785

Date	Delivery	Customer	Order Number	Packing Slip	Internal Reference	Sales Person	Page
21-Jan-20	17-Jan-20	WEBSALE	South Hokianga Ginge	113665	email enquiry	RV	1
Code	Description	Quantity	Unit	Price	Discount	Amount	
DOM6B	#Tunnel Ghouse 2.36mx6m \$1281.15 PAID DCR 16/01/20	1.0000		\$955.6500	2.75%	\$929.37	

Payment Received with Thanks


Please refer to 'Suppliers Statement' on inside cover of Redpath Catalogue before use of invoiced goods.

GST Exclusive Amount:	\$929.37
Freight Loc	\$184.67
GST	\$167.11
Invoice Total Including GST NZD	\$1,281.15

Printed By: KATRINA

21-Jan-20

9:34:27 AM

		DELIVER TO CASH SALE - Dargaville <i>Waimamaku Community Garden</i>		INVOICE TO CASH SALE - Dargaville		Proforma Invoice SQ07184 REF PACKING SLIP Page 1 of 1 Postal P O Box 458 Dargaville 0340 Delivery 43 Normanby Street Dargaville, 0310					
CUSTOMER ORDER No Courtney - SHGG		INVOICE DATE 04-Jul-2019		SALES PERSON Rochelle		GST No. 84-012-998		Account Code 1CASH		Phone: 09 439 3030 Fax: 09 439 1450 E-mail: accounts@kww.co.nz	
PRODUCT CODE SMK4027	COLOUR Green	SIZE 1-25 Person	PRODUCT DESCRIPTION F/Aid Kit Detachable Wall Mount Plastic - In2safe South Hokianga Ginger Group		UNIT OM Each	QTY ORDERED 1	QTY SUPPLIED 0	BACK ORDERED 0	Unit Price 99.60	DISC. % 0	NETT \$99.60
TERMS AND CONDITIONS Retention of Title : Responsibility for the goods which are the subject of this invoice passes at the time of shipment . Title to these goods passes upon receipt of cleared funds . No returns of non-faulty goods will be accepted after 14 days of receipt of goods. Our company policy does not allow sales reps to collect goods for return .											
PAYMENT DETAILS: BANK: ASB ACCOUNT : 12-3098-0262108-00											
Total Ex GST \$99.60										GST \$14.94	
Invoice Total \$114.54										** Less Amount Paid to \$0.00	
TOTAL DUE (GST Incl) 114.54											

Printed by Dwayne B

Courtney Davis

7233 SH12
Waimamaku

Invoice

Submitted on 08/01/2019

Invoice for

SHGG

Payable to

Courtney Davis

Invoice #

123456

Project

Waimamaku
Community Garden

Due date

20/01/2020

Description	Qty	Unit price	Total price
Tumble Composter	1	\$249.00	\$249.00
Worm cafe	1	\$115.00	\$115.00

Notes: 12-3030-0707817-50

Subtotal **\$364.00**

\$364.00



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Governance Support
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: Wekaweka Valley Community Trust
Name & location of project: WVCT Resource Centre - Waimamaku
Date of project/activity: 2019 - Operational costs

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$1000.00

Board meeting date the grant was approved: October 2019

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
(Attached financials)	\$	
	\$	
	\$	
	\$	
Total:	\$	

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

(Attached sheet)

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

(Attached sheet)

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

N/A

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

Wekaweka Valley Trust / Waimamaku Resource Centre

This report was completed by:

Name: Courtney Davis
Address: 7233 State Highway 12, Waimamaku
Phone: 09 406 4661 mob: 022 080 7675
Email: courtneyfdavis@gmail.com
Date: 13/05/2020

Overall Budget
Wekaweka Valley Community Trust
April 2020 to March 2021

Account	Apr-2020	May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Total
Income													
Computer and Boardmail Services Inc	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$275.00
Cost Recoveries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Op Shop Income	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$5,000.00
Op Shop - Income sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Photocopying Income	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$500.00
Telephone and fax services Income	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$120.00
Total Income	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00	\$5,995.00
Project Direct Costs													
Community Newsletter Printing	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$180.00
Project Catering (254)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$600.00
Project Consumables and Materials (25)	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$2,400.00
Project Co-ordinator (252)	\$1,030.00	\$1,030.00	\$1,030.00	\$1,030.00	\$1,030.00	\$1,030.00	\$1,030.00	\$1,030.00	\$1,030.00	\$1,030.00	\$1,030.00	\$1,030.00	\$12,360.00
Project Minor Equipment (250)	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$2,400.00
Total Project Direct Costs	\$1,495.00	\$1,495.00	\$1,495.00	\$1,495.00	\$1,495.00	\$1,495.00	\$1,495.00	\$1,495.00	\$1,495.00	\$1,495.00	\$1,495.00	\$1,495.00	\$17,840.00
Gross Surplus (Deficit)	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$11,845.00
Other Income													
Grants Received	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest Received	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Koha	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$600.00
Sundry Income	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$240.00
Total Other Income	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$840.00
Less Operating Expenses													
Accident Compensation Levy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Audit Fees	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$600.00
Computer Expenses	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$360.00
Computer Maintenance and Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Freight & Courier	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$120.00
General Expenses	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$120.00
Insurance	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$540.00
Kowhai Employer Contributions	\$102.00	\$102.00	\$102.00	\$102.00	\$102.00	\$102.00	\$102.00	\$102.00	\$102.00	\$102.00	\$102.00	\$102.00	\$1,224.00
Licences & Registrations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Light Power & Heating	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$1,440.00
Minor Assets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RC General Expenses	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$300.00
RC General Expenses	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$900.00
Postage	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$60.00
Stationery	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,200.00
Rent	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$360.00
Repairs & Maintenance - General	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$180.00
Staff Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$720.00
Subscriptions	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$1,440.00
Telephone, Tolls & Internet (464)	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$480.00
Travel Local	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$180.00
Travel Overseas	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$180.00
Travel and Meeting Expenses	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$30,000.00
Wages & Salaries - Resource Centre	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00	\$39,600.00
Total Operating Expenses	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$142,319.00
Total Expenses	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$11,845.00	\$142,319.00
Net Surplus (Deficit)	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$1,020.00	-\$11,845.00

Wekaweka Valley Community Trust Report

Brief description of project:

The Wekaweka Valley Community Trust is an incredibly under-resourced organisation. We were able to utilize this funding to cover some of the operational costs involved in running the community Resource Centre. The Waimamaku Resource Centre is a community centre based in Waimamaku that provides services, facilities workshops and provides a space in Waimamaku for people to use for social or special interest groups to meet and gather.

Main findings - how the project benefited the community:

The Waimamaku Resource Centre is incredibly important to the Waimamaku community. Waimamaku is located in a very isolated area about an hour from any main town. This means that there is a lack of access to services. In Waimamaku there are also limited services. More recently the cafe has closed and the only place in town with wifi available is the Resource Centre. This grant has allowed us to pay for internet that we can make available for the community as many do not have access to the internet in their homes. This grant has covered some of the operational costs such as electricity so we can run our printers, computers and other technology that is available to the community to use.

7.4 FUNDING APPLICATIONS

File Number: A2861918

Author: Kathryn Trewin, Funding Advisor

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

PURPOSE OF THE REPORT

This report summarises applications for Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which application/s will receive funding at the 1 July 2020 meeting.

EXECUTIVE SUMMARY

- Subject to adoption of the 2020/21 Annual Plan, it is anticipated that the Kaikohe-Hokianga Community Board will have \$82,569 local grant funding available for the 2020/21 financial year.
- Kaikohe-Hokianga Community Board has an additional \$33,333 place making funding available for the 2020/21 financial year.
- Funds carried over from the 2019/20 financial year have not been finalised at time of writing and are not included in the available funds noted above. They will be noted on the Funding Application Report at the August 2020 meeting.
- Two applications for funding have been received, requesting a total of \$6865.98.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$1500 (plus GST if applicable) to be paid from the Board's Community Fund account to Kaikohe Pioneer Village for costs towards their annual Halloween community event to support the following Community Outcomes:

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$5365.98 (plus GST if applicable) to be paid from the Board's Community Fund account to Wekaweka Valley Community Trust for costs towards their updating the Waimamaku Community Centre to support the following Community Outcomes:

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

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Kaikohe Pioneer Village	Halloween 2020	\$1,500 (23%)	\$1,500	This is an annual event and has received funding from the Community Board previously.	<ul style="list-style-type: none"> Communities that are healthy, safe, connected and sustainable Proud, vibrant communities 	Event
Wekaweka Valley Community Trust	Waimamaku Community Centre Updates	\$5,365.98 (30%)	\$5,365.98	The applicant is looking to update the community centre, which is the focal point of the community when they come together.	<ul style="list-style-type: none"> Communities that are healthy, safe, connected and sustainable Proud, vibrant communities 	Community Development

Assessment of Applications

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

For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested.

Option 2 Authorise partial funding.

Option 3 Decline funding.

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Board allocates funding in accordance with the Community Grant Policy and considers applications received against available funds as reported in each meeting's agenda.

ATTACHMENTS

- KHCB Funding Application - Pioneer Village Kaikohe - A2898498** [!\[\]\(8355073e142dc50a1ca12e74a2b70822_img.jpg\)](#) [!\[\]\(a4fc743cb7fd53b993f4a3d25401683e_img.jpg\)](#)
- KHCB Funding Application - Wekaweka Valley Community Trust - A2900015** [!\[\]\(186d5b84fc2deeef38d8f92b59230a21_img.jpg\)](#) [!\[\]\(f28a6160591d5ca8324c9b60fa7eacff_img.jpg\)](#)

Compliance schedule:

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

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

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

REF 4010337

Local Grant Application Form

Kaikohe Service Centre

12 JUN 2020



Instructions

Please read carefully:

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

The following must be submitted along with this application form:

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

Applicant details

Organisation	<u>Pioneer Village Kaikohe</u>	Number of Members	<u>30</u>
Postal Address	<u>1A RECREATION ROAD KAIKOHE</u>	Post Code	<u>0405</u>
Physical Address	<u>1A RECREATION ROAD KAIKOHE</u>	Post Code	<u>0405</u>
Contact Person	<u>BROOKE WITANA</u>	Position	<u>ADMIN</u>
Phone Number	<u>094010816</u>	Mobile Number	<u>0226331398</u>
Email Address	<u>info@pioneer.village.org.nz</u>		

Please briefly describe the purpose of the organisation.

Pioneer Village Kaikohe preserves and promotes local heritage and provides a unique educational experience. We take pride in our history on display. We wish to encourage a sense of belonging and instill pride in our community.

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Local Grant Application Form



Project Details

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

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity HALLOWEEN Date 31.10.2020

Location PIONEER VILLAGE KAIKOHE Time 5pm - 7pm

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

☒ Yes ☐ No

If so, how much? \$5 children, ADULTS ARE FREE

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

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

Attached

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	920.00	—
Advertising/Promotion	320.00	300.00
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	1000.00	1000.00
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) / 200 hours	4000.00	not applicable
Other (describe)		
ENTERTAINMENT	250.00	200.00
TOTALS	6490.00	1500.00

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

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 101-541-231

How much money does your organisation currently have? 48,342.64

How much of this money is already committed to specific purposes? 48,342.64

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

Purpose	Amount
Operational costs, utilities, Insurance	
Wages x2 staff	
R+M - buildings, grounds, plants machine	
TOTAL	

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

Funding Source	Amount	Approved
SPONSORSHIP	\$500.00	Yes / <u>Pending</u>
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
CCTV	2217.20 (b/s)	2019 JUNE	<u>Y</u> / N
Carpark	5750.00 (b/s)	2019	<u>Y</u> / N
Growing Opportunities	7624.50 (b/s)	2019	<u>Y</u> / N
Christmas 2018	2500.00	2018.	<u>Y</u> / N

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

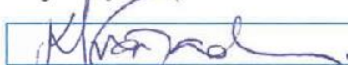
PIONEER VILLAGE KAIKOHE

We, the undersigned, declare the following:

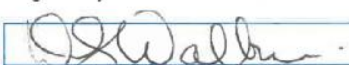
In submitting this application:

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

Signatory One



Signatory Two



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Local Grant Application Form



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

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

Signatory One

Name Kelly van Gaalen Position Operations Manager
 Postal Address 21 Thorpe Rd, Kaho Post Code 0405
 Phone Number 09 4010 816 Mobile Number 022350 8960
 Signature [Signature] Date 11/06/20

Signatory Two

Name Debra Walker Position Collections Manager
 Postal Address 5787 State Highway 12, RD 2, Kaikohe Post Code 0472
 Phone Number 09 4010 816 Mobile Number 022 697 2758
 Signature [Signature] Date 11/06/2020

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Schedule of Supporting Documentation**Kaikohe Pioneer Village**

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

1	Cover Letter
2	Quote – Crazy Candies
3	Quote – Bulk Lollies NZ
4	Quote – Pioneer Village Venue Hire
5	Quote – Stuff (Northern News Advert)
6	Quote - DJ
7	ASB Bank Statement
8	Poster

Local Grant Application Form



Instructions

Please read carefully:

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

The following must be submitted along with this application form:

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

Applicant details

Organisation	<u>Wekaweka Valley Community Trust</u>	Number of Members	<u>6 trustees</u>
Postal Address	<u>PO Box 5, Wainamaku</u>	Post Code	<u>0473</u>
Physical Address	<u>735 State Highway 13, Wainamaku</u>	Post Code	<u>0473</u>
Contact Person	<u>Courtney Davis</u>	Position	<u>Secretary</u>
Phone Number	<u>09 405 4661</u>	Mobile Number	<u>0220 909675</u>
Email Address	<u>courtneyfdavis@gmail.com</u>		

Please briefly describe the purpose of the organisation.

(see attached sheet)

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Local Grant Application Form



Project Details

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

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Date

Location Time

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

If so, how much?

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

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

(See attached sheet)

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion signage/branding	1,100.00	1,100.00
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) Vacuum, Fridge, TV, speakers, screen, coffee machine, wheelchair lamp	3,965.98	3,965.98
Utilities		
Hardware (e.g. cement, timber, nails, paint)	(paint) 300.00	300.00
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	(12h x 52w x \$20) \$12,420.00	not applicable
Other (describe)		
TOTALS	17,785.98	5,365.98

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

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Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Project coordination	\$10,000.00
Operational costs - utilities	\$5,000.00
Operational costs - other misc	\$4,000.00
TOTAL	

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

Funding Source	Amount	Approved
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Operational costs	\$1,000.00	October 2019	(Y) / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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Applicant Declaration

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

On behalf of: (full name of organisation)

Wekaweka Valley Community Trust

We, the undersigned, declare the following:


In submitting this application:

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

Signatory One



Signatory Two



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Local Grant Application Form



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

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

Signatory One

Name Courtney Davis Position Secretary
 Postal Address 3233 State Highway 12, Waimamaku Post Code 0473
 Phone Number 09 405 4661 Mobile Number 022 0809675
 Signature [Signature] Date 02/06/2020

Signatory Two

Name TERESA LOMAS Position TREASURER
 Postal Address PO Box 33 Waimamaku Post Code 0446
 Phone Number 09-4054535 Mobile Number 021 405811
 Signature [Signature] Date 10-6-2020

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

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Waimamaku Resource Centre

About:

The Wekaweka Valley Community Trust operates in Waimamaku Valley and our biggest activity is the running of the Waimamaku Resource Centre. The Resource Centre provides access to the internet and technology such as computers, printing and scanning facilities. The Resource Centre runs workshops on computing, funding, and anything else the community requires. We provide a meeting space for other community groups as well as private classes such as Te Reo. We also facilitate a tool library for the garden group and maintain the pataka kai. The Resource Centre is also an important space in town for social interaction and we host the knitting group and 'meet and greet' group. The Resource Centre also has a small op-shop out the back in order to provide cheap clothing and homewares for people and to promote the importance of recycling.

It really is an essential service and space in Waimamaku, however due to funding issues the space has not been upgraded at all over the last twenty years. This means all the equipment, gear, and the space itself needs a revamp. We are seeking funding to make some basic upgrades and purchase new equipment.

Activity

The Waimamaku Resource Centre has not had the money to upgrade our facility in a very long time. Most of the equipment and gear we have has been donated and is old and broken. We feel like we would be able to attract and maintain volunteers more with equipment like a working fridge, vacuum cleaner and coffee machine.

The cafe next to the Resource Centre has now closed down and people in Waimamaku are looking for a space to socialise with other residents. We are requesting a funding to purchase a coffee machine in order to provide a service and space for people to meet and socialise.

We are also requesting funding to purchase a vacuum cleaner and small fridge in order to make it easier for volunteers to maintain the space.

Waimamaku doesn't have many spaces for social interaction and activities. The Resource Centre has been hosting movie nights that have been well received. We are asking for funding to purchase a screen for movie nights.

Currently the Resource Centre is not wheel-chair accessible and we are deeply concerned that we are not accessible to those in wheelchairs. We are therefore requesting funding to purchase a ramp to put at our door so the space can be used by those in wheelchairs.

The Waimamaku Community Resource Centre hasn't been upgraded in at least ten years. It desperately needs a re-vamp. However, being incredibly under-resourced we do not currently have any funds to do so. We are asking for funding to purchase some paint, upgrade our sign and to commission a local artist to design a logo for the centre, which is

something we do not currently have.

We hope that an upgrade to the Resource Centre and equipment will bring a new life to the space. We hope it will secure new interest in volunteering and being involved in the various activities.

Waimamaku lacks social spaces and places for social interaction. The Resource Centre is currently the only place where people can meet up with other people during the day. We believe the current equipment is not adequate and we want to provide fresh and modern technology and equipment for the people of Waimamaku. Generally, the West Coast is under-resourced and the last place to receive funding for improvements and upgrades and we don't want our community to be left behind.

Now more than ever we are aware of the importance of connected and resilient communities. Waimamaku is located in an incredibly isolated area far from services, supermarkets, public facilities, governmental and non-governmental agencies. It is incredibly important for us as a Trust to ensure that we have a space for people to connect and develop strong resilient networks so we can take care of each other in times of crisis.

Budget

ITEM	SUPPLIER	SOURCE	COST
Vacuum cleaner	Noel Leeming	Community Board	649.00
Fridge	Noel Leeming	Community Board	499.00
TV Screen	Noel Leeming	Community Board	599.00
Speakers	Noel Leeming	Community Board	319.99
Paint	Resene Kaikohe	Community Board	300.00
Signage	Local Artist Commission	Community Board	700.00
Screen	Noel Leeming	Community Board	499.00
Design of Logo and branding support	Local Artist Commission	Community Board	400.00
Coffee Machine	Noel Leeming	Community Board	899.99
Wheelchair accessible lamp	Rampworx	Community Board	500.00
TOTAL			5365.98

ITEM	SUPPLIER	SOURCE	COST
Resource Centre Coordination	In-kind	Volunteer	12hrsp/w @ \$21p/h - \$13,104.00
TOTAL			13,104.00

8 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

9 MEETING CLOSE