



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Thursday, 5 November 2020

Time: 10.00 am

**Location: Baysport Pavillion, Harmony Lane,
Waipapa**

Membership:

Chairperson Belinda Ward
Deputy Chairperson Manuwai Wells
Member Lane Ayr
Member Manuela Gmuer-Hornell
Member Dave Hookway
Member Bruce Mills
Member Frank Owen
Member Rachel Smith

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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Maori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.
6. Actively participate in community consultation and advocacy and keep Council informed on local issues.
7. Seek and report to Council community feedback on current issues by:

- a) Holding a Community forum prior to Board meetings
 - b) Varying the venues of Board meetings to enable access by members of the community
8. Monitor and make recommendations to Council to improve effectiveness of policy.
 9. Appoint a member to receive Annual Plan\Long Term Council Community Plan submissions pertinent to the Board area, attend hearings within the Board area, and attend Council deliberations prior to the Plan adoption.

Protocols

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

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

BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Belinda Ward	Ward Jarvis Family Trust	Trustee		
	Kenneth Jarvis Family Trust	Trustee		
	Residence in Watea			
Belinda Ward (Partner)	Ward Jarvis Family Trust	Trustee and beneficiary		
	Kenneth Jarvis Family Trust	Trustee and beneficiary		
	Residence in Watea	Trustee		
Lane Ayr	Retired			
	Home			
	Residence in Kerikeri			
Lane Ayr (Partner)	Riverview School			
	Home			
	Residence in Kerikeri			
Bruce Mills	Galloquine Trust / Galloquine Limited	Director		
	Whangaroa Community Trust	Trustee		
Manuwai Wells	No form received			
Frank Owen	Retired			Step aside from decisions that arise, that may have conflicts
	House Property in Kerikeri			Step aside from decisions that arise, that may have conflicts
Frank Owen (Partner)	House Property in Kerikeri			
Manuela Gmuier Hornell	Bay of Islands Sailing week Incorporated	Chair	Funding for events	Step aside from decisions that arise, that may have conflicts
	Te Au Mārie 1769 Sestercentennial Trust	Trustee		Step aside from decisions that arise, that may have conflicts
	Chris Hornell and Manuela Gmuier-Hornell Partnership	Partner		Step aside from decisions that arise, that may have conflicts
	Hornell-Gmuier Trust	Trustee and Beneficiary		Step aside from decisions that arise, that may have conflicts
	Russell Contracting Limited	Family Business		Step aside from decisions that arise, that may have conflicts
Dave Hookway	Manu Hapori Hauora – Community Wellbeing Advisor Northland DHB	Employee	Possibility of joint working groups with FNDC	Consider each situation on merit and declare any potential conflict

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Property on Waipapa West Road	Property owner	Issues to do with the street	Declare as appropriate
Rachel Smith	Friends of Rolands Wood Charitable Trust	Trustee		
	Mid North Family Support	Trustee		
	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member		
Rachel Smith (Partner)	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member and Treasurer		

Far North District Council
Bay of Islands-Whangaroa Community Board Meeting
will be held in the Baysport Pavillion, Harmony Lane, Waipapa on:
Thursday 5 November 2020 at 10.00 am

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1 KARAKIA TIMATANGA – OPENING PRAYER

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

2 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

10:00 am Hone Mihaka Ti Point Container

4 DEPUTATIONS

11:30 AM ELJON FITZGERALD – FUTURE WHANGAROA

5 SPEAKERS

11:00 am Hannah Hunter Nga Purapura 2021

11:05 am Craig King Kerikeri Tennis

11:10 am Rachel Palmer KOAST

11:15 am Ted Kirkbride Northland Coastguard

11:20 am Colleen Going Towai/Maromaku Vision Group

11:25 am Olive Shepherd Whangaroa Museum

6 NOTICE OF MOTION

6.1 NOTICE OF MOTION - PUBLIC ACCESS TO TAPU POINT OKIATO

File Number: A2991064

I, Bay of Islands-Whangaroa Community Board Member, Manuela Gmuer-Hornell give notice that at the next Bay of Islands-Whangaroa Community Board meeting to be held on 5 November 2020, I intend to move the following motion:

MOTION

That Bay of Islands-Whangaroa Community Board recommend that Council:

- a) reviews the public access to Tapu Point, Okiato via unformed paper road, and;**
- b) identify the boundaries by survey and erect appropriate signage to officially mark the public access to Tapu Point, Okiato via unformed paper road.**

BACKGROUND

At the 9 December 2019 Bay of Islands-Whangaroa Community Board meeting Tony Atkinson tabled a petition seeking Esplanade Boundaries at Tapu Point, Okiato (reference Attachment 2). The petition was presented with 29 signatures in support of the petition. At the 9 December 2019 Jeanie McIlvrde Mobley also presented a letter to the community board opposing the petition (reference Attachment 3).

At the 3 September 2020 Bay of Islands-Whangaroa Community Board meeting Manuela Gmuer-Hornell tabled a letter from Tony Atkinson requesting access to funding resources for fencing materials and surveying costs (Attachment 4).

The police have been involved in this matter due to trespass orders being raised.

Council staff have been in touch with Manuela Gmuer-Hornell to discuss best way forward.

This Notice of Motion to the Bay of Islands-Whangaroa Community Board has the support of the Bay of Islands-Whangaroa Community Board Chair Belinda Ward.

ATTACHMENTS

- 1. **Notice of Motion - Manuela Gmuer-Hornell - A2994731**  
- 2. **December 2019, Okiato Petition, Tony Atkinson - A2991323**  
- 3. **December 2019, Letter in Opposition to Okiato Petition - A2991331**  
- 4. **September 2020, Letter from Tony Atkinson - A2991348**  

I, Bay of Islands-Whangaroa Community Board Member, Manuela Gmuer-Hornell give notice that at the next Bay of Islands-Whangaroa Community Board meeting to be held on 5 November 2020, I intend to move the following motion:

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That Bay of Islands-Whangaroa Community Board recommends that Council:

- a) reviews the public access to Tapu Point, Okiato via unformed paper road, and;
- b) identify the boundaries by survey and erect appropriate signage to officially mark the public access to Tapu Point, Okiato via unformed paper road.

BACKGROUND

At the 9 December, 2019 Bay of Islands-Whangaroa Community Board meeting Tony Atkinson tabled a petition seeking Esplanade Boundaries at Tapu Point, Okiato (reference Attachment 1). The petition was presented with 29 signatures in support of the petition. At the 9 December, 2019 Jeanie McIlvride Mobley also presented a letter to the community board opposing the petition (reference Attachment 2).

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ATTACHMENTS

1. December 2019, Okiato Petition, Tony Atkinson - A2991323
2. December 2019, Letter in Opposition to Okiato Petition - A2991331
3. September 2020, Letter from Tony Atkinson - A2991348

Signed: Manuela Gmuer-Hornell Bay of Islands Whangaroa Community Board



Belinda Ward: Chair, Bay of Islands Whangaroa Community Board

Lane Ayr: Bay of Islands Whangaroa Community Board

Frank Owen: Bay of Islands Whangaroa Community Board



Bay of Islands-Whangaroa Community Board Meeting Attachments -
Minutes

9 December 2019

To The Governance Support team
The Bay of Islands - Whangaroa Community Board

Petition draft 2

A Petition
15/3/19to The Chief Executive,
Far North District Council.

We the undersigned asked The Community Board to convey to the FNDC our respectful request for the Council to meet with us to discuss...

- The Council acting to make obvious the boundary of it's unformed, unnamed, legal road that connects the end of Deeming Rd to The Esplanade Reserve, on the Walkare shore of Tapu Point, Okiato (LPR108B/607 an DP208303). The road is geographically a gentle slope.
- The Council acting to Indicate the boundary that this Esplanade LPR 108B/607 has with the property address 27 Deeming Rd.
- And on the Northern coast of Okiato, (LOT 1, DP180760) The Council acting to indicate the waterfront road boundary with the private property 30 Okiato Point Rd.

Landowners sharing a boundary with these Council owned titles are experiencing considerable trespass anxiety. As are transiting locals. Due to the lack of any visible indication of the limits to the public's lawful range. 4 separate trespass notices have been served. 3 of them were served en masse on one day on one reputable ratepayer who understood that he was making his lawful way. We feel that this degree of trespass anxiety should not be ignored. It is causing disharmony and division within our community precisely because the Councils land boundary is indistinct. We seek not to be drawn into adversarial matters between neighbours and call on our Local Government to indicate where it is lawful to go.

Yours sincerely

1	Name	Address	Signature
2	Mary Lockman	14 Deeming Rd Okiato	M Lockman
3	Gracie Lockman	"	Gracie Lockman
4	Walter Lockman	16 Deeming Rd	Walter Lockman
5	More signatures	Over page	
6	Lyndee Lockman	16 Deeming Rd.	Lyndee Lockman
7	Chloe Corliss	13 Deeming Rd	Chloe Corliss
8	Gillian Corliss	13 Deeming Rd	Gillian Corliss

Bay of Islands-Whangaroa Community Board Meeting Attachments -
Minutes

9 December 2019

2

7	Ken Kiddie	5 Deering rd	<i>[Signature]</i>
8	Janey Kiddie	5 Deering Rd	<i>[Signature]</i>
9	Shore George	12 Deering Rd	<i>[Signature]</i>
10	Enia Hare	1 James Clendon A	<i>[Signature]</i>
11	Keith Hage	" " " "	<i>[Signature]</i>
12	Martin Lindsay	10 James Clendon St	<i>[Signature]</i>
13	Til Kuilman	77 Anderson	<i>[Signature]</i>
14	Arden Bailey	15 Deering Rd	<i>[Signature]</i>
15	Aden Bailey	15 Deering Rd	<i>[Signature]</i>
16	Dei Coyt	395a Auck Rd	<i>[Signature]</i>
17	Tony Atkinson	395a Auck Rd	<i>[Signature]</i>
18	Abigail Peters	4 Olenka Road	<i>[Signature]</i>
19	David Peters	4 Olenka Road	<i>[Signature]</i>
20	Geoff Moran	395C Auck Rd	<i>[Signature]</i>

Bay of Islands-Whangaroa Community Board Meeting Attachments -
Minutes

9 December 2019

1

Petition draft2

To The Governance Support team
The Bay of Islands - Whangaroa Community Board

A Petition

15/3/19

to The Chief Executive,
Far North District Council.We the undersigned ask the Community Board to convey to the FNDC our
respectful request for the Council to meet with us to discuss...

- The Council acting to make obvious the boundary of it's unformed, unnamed, legal road that connects the end of Deeming Rd to The Esplanade Reserve, on the Waikare shore of Tapu Point, Okiato (LPR1088/607 on DP208303). The road is geographically a gentle slope.
- The Council acting to Indicate the boundary that this Esplanade LPR 1088/607 has with the property address 27 Deeming Rd.
- And on the Northern coast of Okiato, (LOT 1, DP180760) The Council acting to indicate the waterfront road boundary with the private property 30 Okiato Point Rd.

Landowners sharing a boundary with these Council owned titles are experiencing considerable trespass anxiety. As are transiting locals, due to the lack of any visible indication of the limits to the public's lawful range. 4 separate trespass notices have been served, 3 of them were served en masse on one day on one reputable ratepayer who understood that he was making his lawful way. We feel that this degree of trespass anxiety should not be ignored. It is causing disharmony and division within our community precisely because the Council's land boundary is indistinct. We seek not to be drawn unnecessarily into adversarial matters between neighbours and call on our Local Government to indicate where it is lawful to go.

Yours sincerely

1	name	Address	signature
2	Anne Hormann	26 Okiato Rd Russell	g Hormann
3	Rick Penning	395 Auckland Road	R Penning
4	More signatures	Over page	
	Andrea Mowat	395 Auckland Rd	/Mowat
5	Pip Charlton	27 Okiato Rd	BC Charlton
6			

Bay of Islands-Whangaroa Community Board Meeting Attachments -
Minutes

9 December 2019

To The Governance Support team
The Bay of Islands - Whangaroa Community Board

Petition draft2

A Petition

15/3/19

to: The Chief Executive,
Far North District Council.We the undersigned asked The Community Board to convey to the FNDC our
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- The Council acting to make obvious the boundary of it's unformed, unnamed, legal road that connects the end of Deeming Rd to The Esplanade Reserve, on the Waikare shore of Tapu Point, Okato (LPR1088/607 on DP208303). The road is geographically a gentle slope.
- The Council acting to indicate the boundary that this Esplanade LPR 1088/607 has with the property address 27 Deeming Rd.
- And on the Northern coast of Okato, (LOT 1, DP180760) The Council acting to indicate the waterfront road boundary with the private property 30 Okato Point Rd.

Landowners sharing a boundary with these Council owned titles are experiencing considerable trespass anxiety. As are transiting locals. Due to the lack of any visible indication of the limits to the public's lawful range, 4 separate trespass notices have been served, 3 of them were served en masse on one day on one reputable ratepayer who understood that he was making his lawful way. We feel that this degree of trespass anxiety should not be ignored. It is causing disharmony and division within our community precisely because the Council's land boundary is indistinct. We seek not to be drawn into adversarial matters between neighbours and call on our Local Government to indicate where it is lawful to go.

Yours sincerely

1	name	Address	signature
2	JONATHAN HOOPER	2, OKIATO ROAD OKIATO	
3	EW CAMPBELL	26 OKAIAIRAKA TERR.	
4	More signatures	Over page	
	MINE BARDET	28 JIRAIKA TERR.	
5			
6			

Bay of Islands-Whangaroa Community Board Meeting Attachments -
Minutes

9 December 2019

9th December 2019

TO: FNDC Community Board

Tony Atkinson, the initiator of a petition being presented to you today, is continuing his effort to agitate Okiato residents unnecessarily. His motives seem less like a genuine advocate for the public good, and more like the green eyed monster.

His petition references only two properties and fails to mention the several other properties in Okiato that share boundaries with paper roads and esplanade reserves.

In a questionably toned letter written earlier this year by Mr Atkinson, received by a neighbour who had lodged a trespass order against him, he claims he was looking for access to the tapu point beach. In truth, 27 Deeming road should not even be in the conversation as there are existing steps to the foreshore off public land both on the east side from Kakapo Road and on the west side from the end of Deeming Road – on reserve land, that once was owned by McIlvrde I might add.

Mrs McIlvrde, now 91, has had a home at Tapu Point for the past 50+ years, albeit not all in her current house. The land was subdivided in the 1990's to enable the building of her new house, at what is now 27 Deeming Road, which is also when the Tapu Point esplanade reserve was gifted. Prior to that, riparian rights were in place.

The residents at the end of Deeming Road have great difficulty even getting the council to provide metal from time to time for routine road maintenance, and usually end up doing it themselves. And now Mr Atkinson is asking that council pay for a survey that would be an utter waste of ratepayer money unless council intends to form a road from nowhere to nowhere, benefiting only a disgruntled resident who lives in a different subdivision.

I ask that I be contacted in matters relating to this topic.

Kind regards

Jeanie McIlvrde Mobley

PO Box 35, Opua

09-402-8499; 027-407-8142

Bay of Islands-Whangaroa Community Board Meeting Attachments -
Minutes

3 September 2020

Manuela Gmeur-Hornell,
Community Board Member.

1/8/2020

Dear Manuela,

What a changed world we live in. I hope all is well with you.

Re Okato petition for FNDC to authorise the placement of 100mm diam, low bollards @ 2m centers on the boundary of the unformed waterfront road at Opanui. I have completed a ground plan and now only need some indication that funds are available for The Council to authorise the plan.

First let me say that I am unaware of your receiving any email communications from me, although I have emailed Manuela.gmeur@gmail.com and Manuela.Hornell@fndc.govt.nz. I assume these addresses are wrong although they haven't bounced back. No matter, I prefer trad mail. More confidential and less likely to go astray.

Would you be so kind as to text your two email addresses to me at 021-368210 and this matter will be behind us.

Chris may remember when the Okato & Te Whāngaroa Residents and Ratepayers association was formed, in 1983. Specifically to call for FNDC to add a footpath to Aueks road at the time of its tar-sealing up from the car ferry. This occurred thanks to excellent help from Lorraine Hill who was a District Councillor at the time. I mention this because Okato & Te Whāngaroa Ratepayers Inc has since dissolved. Our bunch of petitioners have no political strength. Alas.

Question

1. Does the Community Board have any access to funds for seeding worthy community projects? If so, may I apply on behalf of the petitioners. If not.
2. Can you recommend any funding sources that you know of. That we petitioners could apply to for funds to purchase numerous x100mm fence posts, for bollards. And funds to cover the cost of a registered surveyors supervision of bollard placement?

I reckon that your, persistent and firm insistence on this matter will lead to a solution of great benefit to all ratepayers and their living environment.

Do please drop me a line to let me know you have received this.

Sincerely

Tony Atkinson atkinsonnanaa@gmail.com 021-368210

P.S. If you had time I think you would find informative the Monday 3rd August Walls Bay Esplanade and the use of resources application hearing, at Scenic Circle Hotel Paihia, 10am.

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A2991370

Author: Casey Gannon, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held 1 October 2020 are a true and correct record.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

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

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. **2020-10-01 Bay of Islands-Whangaroa Community Board Minutes [A2967729] - A2967729**  

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

**MINUTES OF
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING
HELD AT THE BAYSPORT PAVILLION, HARMONY LANE, WAIPAPA
ON THURSDAY, 1 OCTOBER 2020 AT 10.00 AM**

PRESENT: Chairperson Belinda Ward, Lane Ayr, Member Manuela Gmuer-Hornell, Member Dave Hookway, Member Bruce Mills, Member Frank Owen

STAFF PRESENT: Shaun Clark, Kim Hammond, Kathryn Trewin

1 KARAKIA TIMATANGA – OPENING PRAYER

Lane Ayr opened the meeting with a karakia.

2 APOLOGIES AND CONFLICTS OF INTEREST

RESOLUTION 2020/81

Moved: Member Manuela Gmuer-Hornell

Seconded: Member Lane Ayr

That the apologies from Manuwai Wells, and Rachel Smith be accepted.

CARRIED

NOTE: Manuela Gmuer-Hornell and Lane Ayr declared potential conflict in relation to the Sailing Week Funding Application.

3 PUBLIC FORUM

4 DEPUTATIONS

Charlotte Boss spoke on behalf of Far North Environment Centre regarding item 7.4 Funding Applications.

Jaspal Singh spoke on behalf of Arogya Mantra regarding item 7.4 Funding Applications.

Mieke Ward spoke on behalf of Baysports Inc. regarding 7.4 Funding Applications.

5 SPEAKERS

Jackie Matthews spoke on behalf of Bay of Islands Animal Rescue Trust item 7.4 Funding Applications.

Shirley Ayers spoke on behalf of Kerikeri Baptist Community Centre regarding item 7.4 Funding Applications.

Jenny Jackson spoke on behalf of Kairos Connection Trust, Busy Bees item 7.4 Funding Applications.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A2957857, pages 9 - 16 refers.

RESOLUTION 2020/82

Moved: Member Frank Owen

Seconded: Member Bruce Mills

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held 3 September 2020 are a true and correct record.

CARRIED

7 REPORTS

7.1 CHAIRPERSON AND MEMBERS REPORT

Agenda item 7.1 document number A2957853, pages 17 - 29 refers.

RESOLUTION 2020/83

Moved: Member Bruce Mills

Seconded: Member Manuela Gmuer-Hornell

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward, Member Lane Ayr, Member Manuela Gmuer-Hornell, Member Bruce Mills and Member Frank Owen.

CARRIED

7.2 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 AUGUST 2020

Agenda item 7.2 document number A2952362, pages 30 - 31 refers.

MOTION

Moved: Chairperson Belinda Ward

Seconded: Member Frank Owen

That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 August 2020".

AMENDMENT

Moved: Chairperson Belinda Ward

Seconded: Member Dave Hookway

That the Bay of Islands-Whangaroa Community Board request the funds not uplifted by Kerikeri Open Arts Studios be returned to the Community Board Fund Account.

AMENDMENT

Moved: Member Manuela Gmuer-Hornell

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board request the funds not uplifted by Resilient Russell Charitable Trust be returned to the Community Board Fund Account.

The amendments became the substantive motion.

RESOLUTION 2020/84

Moved: Member Manuela Gmuer-Hornell

Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board:

- a) receives the report entitled “Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 August 2020”.
- b) request the funds not uplifted by Kerikeri Open Arts Studios be returned to the Community Board Fund Account.
- c) request the funds not uplifted by Kerikeri Open Arts Studios be returned to the Community Board Fund Account.

CARRIED

7.3 PROJECT FUNDING REPORTS

Agenda item 7.3 document number A2861829, pages 32 - 38 refers.

RESOLUTION 2020/85

Moved: Member Bruce Mills

Seconded: Member Dave Hookway

That the Bay of Islands-Whangaroa Community Board note the project reports received from:

- a) **Kerikeri Baptist Church Busy Bees**
- b) **Business Paihia – Christmas Parade**

CARRIED

7.4 FUNDING APPLICATIONS

Agenda item 7.4 document number A2861897, pages 39 - 125 refers.

MOTION

Moved: Chairperson Belinda Ward

Seconded: Member Lane Ayr

- a) That the Bay of Islands-Whangaroa Community Board approves the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Fund account to Business Paihia for costs towards Paihia Christmas Parade 2020 to support the following Community Outcomes:
 - i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities
- b) That the Bay of Islands-Whangaroa Community Board approves the sum of \$2,500 (plus GST if applicable) be paid from the Board's Community Fund account to Kaeo Christmas Parade and Festival Committee for costs towards Kaeo Christmas Parade 2020 to support the following Community Outcomes:
 - i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities
- c) That the Bay of Islands-Whangaroa Community Board approves the sum of \$2,500 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Lions Club for costs towards Kerikeri Christmas Parade 2020 to support the following Community Outcomes:
 - i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities

	And note that this funding is granted subject to confirmation from Broadspectrum sponsorship of the road traffic management. If Broadspectrum do not cover the road traffic management then the Board will pay out a further \$2,500.
d)	That the Bay of Islands-Whangaroa Community Board approves the sum of \$3,311 (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands Animal Trust for costs towards Bark in the Park 2021 to support the following Community Outcomes: <ul style="list-style-type: none"> i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities
e)	That the Bay of Islands-Whangaroa Community Board approves the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Fund account to BaySports Inc for costs towards refurbishment of the stadium 2021 to support the following Community Outcomes: <ul style="list-style-type: none"> i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities
f)	That the Bay of Islands-Whangaroa Community Board approves the sum of \$2,750 (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands Sailing Week for costs towards promotion of the event to support the following Community Outcomes: <ul style="list-style-type: none"> i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities
g)	That the Bay of Islands-Whangaroa Community Board approves the sum of \$3,000 (plus GST if applicable) be paid from the Board's Community Fund account to Kairos Connection Trust – Busy Bees for costs towards Busy Bees Knitting Group to support the following Community Outcomes: <ul style="list-style-type: none"> i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities
h)	That the Bay of Islands-Whangaroa Community Board approves the sum of \$2,100 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Sports Complex for costs towards CCTV installation to support the following Community Outcomes: <ul style="list-style-type: none"> i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities
i)	That the Bay of Islands-Whangaroa Community Board approves the sum of \$4,982 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Baptist Community Centre for costs towards building extension and toilet upgrade to support the following Community Outcomes: <ul style="list-style-type: none"> i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities
j)	That the Bay of Islands-Whangaroa Community Board approves the sum of \$2,500 (plus GST if applicable) be paid from the Board's Community Fund account to Arogya Mantra for costs towards Diwali celebrations in Kerikeri to support the following Community Outcomes: <ul style="list-style-type: none"> i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities
k)	That the Bay of Islands-Whangaroa Community Board uplifts the updated report from the Far North Environment Centre that was left to lie on the table at the meeting in July 2020 and approves the sum of \$3,337 (plus GST if applicable) be paid from the Board's Community Fund account to Far North Environment Centre for costs towards Timebank Membership Support of the Kaipatiki Eco-Hub to support the following Community Outcomes:

- i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities
- l) That the Bay of Islands-Whangaroa Community Board approves the sum of \$1,174.41 (plus GST if applicable) remaining from funds granted in September 2019 be retained by the Eddie Trust and used towards a second eight-week course of New Zealand Sign Language Clases to be held in Kawakawa/Kerikeri/Kaeo from 19 October 2020 to support the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities

AMENDMENT

- a) That the Bay of Islands-Whangaroa Community Board approves the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Fund account to Business Paihia for costs towards Paihia Christmas Parade 2020 to support Community Outcomes.
- i. and that the Bay of Islands-Whangaroa Community Board is recognised in the public advertising, leading up to and on the day, of the event with the use of the community board logo.
- b) That the Bay of Islands-Whangaroa Community Board approves the sum of \$2,500 (plus GST if applicable) be paid from the Board's Community Fund account to Kaeo Christmas Parade and Festival Committee for costs towards Kaeo Christmas Parade 2020 to support the following Community Outcomes:
- i. and that the Bay of Islands-Whangaroa Community Board is recognised in the public advertising, leading up to and on the day, of the event with the use of the community board logo.
- c) That the Bay of Islands-Whangaroa Community Board approves the sum of \$2,500 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Lions Club for costs towards Kerikeri Christmas Parade 2020 to support the Community Outcomes.
- i. and that the Bay of Islands-Whangaroa Community Board is recognised in the public advertising, leading up to and on the day, of the event with the use of the community board logo.
 - ii. and that Kerikeri Lions Club must provide a second signatory
- e) That the Bay of Islands-Whangaroa Community Board leave the item to lie on the table until a report from Council is received, and that a letter is drafted by the Bay of Islands-Whangaroa Community Board to Council highlighting the current model at BaySports Inc. as originally designed by Council is flawed, and recommend to Council that a review of the current funding model, which includes infrastructure and operating expenses, is required
- h) That the Bay of Islands-Whangaroa Community Board decline the sum of \$2,100 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Sports Complex for costs towards CCTV installation and recommend they apply for funding in the Long Term Plan as it is a Council owned asset.

Against: Frank Owen, Belinda Ward

- i) That the Bay of Islands-Whangaroa Community Board decline the sum of \$4,982 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Baptist Community Centre for costs towards building extension and toilet upgrade to support the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities
- j) That the Bay of Islands-Whangaroa Community Board approves the sum of \$1,000 (plus GST if applicable) be paid from the Board's Community Fund account to Arogya Mantra for costs towards Diwali celebrations in Kerikeri to support the following Community Outcomes:

- i) Communities that are healthy, safe, connected and sustainable
- ii) Proud, vibrant communities
- k) That the Bay of Islands-Whangaroa Community Board:
 - i. uplifts the updated report from the Far North Environment Centre that was left to lie on the table at the meeting in July 2020.
 - ii. and decline the sum of \$3,337 (plus GST if applicable) be paid from the Board's Community Fund account to Far North Environment Centre for costs towards Timebank Membership Support of the Kaipatiki Eco-Hub to support Community Outcomes.

Dave Hookway left the meeting at 2:38.

The amendments became the substantive motion.

RESOLUTION 2020/86

- a) That the Bay of Islands-Whangaroa Community Board approves the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Fund account to Business Paihia for costs towards Paihia Christmas Parade 2020 to support Community Outcomes.
 - i. and that the Bay of Islands-Whangaroa Community Board is recognised in the public advertising, leading up to and on the day, of the event with the use of the community board logo.
- b) That the Bay of Islands-Whangaroa Community Board approves the sum of \$2,500 (plus GST if applicable) be paid from the Board's Community Fund account to Kaeo Christmas Parade and Festival Committee for costs towards Kaeo Christmas Parade 2020 to support the following Community Outcomes:
 - i. and that the Bay of Islands-Whangaroa Community Board is recognised in the public advertising, leading up to and on the day, of the event with the use of the community board logo.
- c) That the Bay of Islands-Whangaroa Community Board approves the sum of \$2,500 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Lions Club for costs towards Kerikeri Christmas Parade 2020 to support the Community Outcomes.
 - i. and that the Bay of Islands-Whangaroa Community Board is recognised in the public advertising, leading up to and on the day, of the event with the use of the community board logo.
 - ii. and that Kerikeri Lions Club must provide a second signatory
- e) That the Bay of Islands-Whangaroa Community Board leave the item to lie on the table until a report from Council is received, and that a letter is drafted by the Bay of Islands-Whangaroa Community Board to Council highlighting the current model at BaySports Inc. as originally designed by Council is flawed, and recommend to Council that a review of the current funding model, which includes infrastructure and operating expenses, is required.
- f) That the Bay of Islands-Whangaroa Community Board approves the sum of \$2,750 (plus GST if applicable) be paid from the Board's Community Fund account to Bay of Islands Sailing Week for costs towards promotion of the event to support the following Community Outcomes:
 - i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities

Abstained: Manuela Gmuer-Hornell

- g) That the Bay of Islands-Whangaroa Community Board approves the sum of \$3,000 (plus GST if applicable) be paid from the Board's Community Fund account to Kairos Connection Trust – Busy Bees for costs towards Busy Bees Knitting Group to support the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities
- h) That the Bay of Islands-Whangaroa Community Board decline the sum of \$2,100 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Sports Complex for costs towards CCTV installation and recommend they apply for funding in the Long Term Plan as it is a Council owned asset.

Against: Frank Owen, Belinda Ward

- i) That the Bay of Islands-Whangaroa Community Board decline the sum of \$4,982 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Baptist Community Centre for costs towards building extension and toilet upgrade to support the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities
- j) That the Bay of Islands-Whangaroa Community Board approves the sum of \$1,000 (plus GST if applicable) be paid from the Board's Community Fund account to Arogya Mantra for costs towards Diwali celebrations in Kerikeri to support the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities
- k) That the Bay of Islands-Whangaroa Community Board:
- i. uplifts the updated report from the Far North Environment Centre that was left to lie on the table at the meeting in July 2020.
 - ii. and decline the sum of \$3,337 (plus GST if applicable) be paid from the Board's Community Fund account to Far North Environment Centre for costs towards Timebank Membership Support of the Kaipatiki Eco-Hub to support Community Outcomes.
- l) That the Bay of Islands-Whangaroa Community Board approves the sum of \$1,174.41 (plus GST if applicable) remaining from funds granted in September 2019 be retained by the Eddie Trust and used towards a second eight-week course of New Zealand Sign Language Clases to be held in Kawakawa/Kerikeri/Kaeo from 19 October 2020 to support the following Community Outcomes:
- i) Communities that are healthy, safe, connected and sustainable
 - ii) Proud, vibrant communities

CARRIED

7.5 RURAL TRAVEL FUNDING - APPLICATIONS SUMMER ROUND 2020/21

Agenda item 7.5 document number A2862170, pages 126 - 154 refers.

RESOLUTION 2020/87

Moved: Member Lane Ayr

Seconded: Member Manuela Gmuer-Hornell

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

a)	BOI Amateur Swimming Club	\$2000
b)	Russell Bowling Club	\$450
c)	Bream Bay Swimming Club Northern Squad	\$1500
d)	Kerikeri Cricket Club	\$2000
e)	Kerikeri High School	\$1500
f)	Russell Sports Club	\$575
	Total	<u>\$8025</u>
		CARRIED

7.6 LONG BEACH ROAD SEAT DONATION

Agenda item 7.6 document number A2935072, pages 155 - 157 refers.

RESOLUTION 2020/88

Moved: Member Manuela Gmuer-Hornell

Seconded: Member Bruce Mills

That the Bay of Island-Whangaroa Community Board:

- a) **accepts the donation of a seat from Russell Review, subject to completion of the Public Art and Memorial Application Form.**
- b) **approves the installation of the seat outside the Russell Cemetery, Long Beach Road, Russell.**

CARRIED

8 MEETING CLOSE

9 KARAKIA WHKAMUTUNGA – CLOSING PRAYER

Manuela-Gmuer-Hornell closed the meeting with a karakia.

The Meeting closed at 2:57 pm.

The minutes of this meeting were confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 5 November 2020.

.....
CHAIRPERSON

8 REPORTS

8.1 CHAIRPERSON AND MEMBERS REPORT

File Number: A2991924

Author: Casey Gannon, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward, Member Manuela Gmuer-Hornell, Member Bruce Mills and Member Frank Owen.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

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

The report from the Chairperson and members are attached.

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. Belinda Ward - Chairperson Report 5 November 2020 - A2992026 [↓](#) 
2. Manuela Gmuer-Hornell - Member Report 5 November 2020 - A2992098 [↓](#) 
3. Bruce Mills - Member Report 5 November 2020 - A2992128 [↓](#) 
4. Frank Owen - Member Report 5 November 2020 - A2992137 [↓](#) 

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	Not applicable.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Not applicable.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This is a Community Board report.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	Not applicable.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	Yes.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or the need for budgetary provision.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

COMMUNITY BOARD MEMBER'S REPORT

Report to Community Board: Bay of Islands-Whangaroa Community Board
Member Name: Belinda Ward
Subdivision: Paihia
Date: 17th September 2020 - 18th October 2020

REPORT

1) Meetings

Date:

17/09/20 FNDC LTP Depreciation Workshop (am) - Kaikohe
FNDC DP Rural Environment Soils & Mapping Workshop (pm) - Kaikohe
18/09/20 BOIW-CB Strategic Plan Workshop (am) - Te Putahitanga Kerikeri.
FNDC Big Ideas Lab (pm) - Virtual.
21/09/20 BOI-W CB Agenda Preview October Meeting - Virtual
22/09/20 Organizing Election Signage/ booths etc - Paihia War Memorial Hall
23/09/20 FNDC LTP Workshop - Kaikohe
24/09/20 FNDC Council Meeting - Kaikohe
01/10/20 BOI-W CB Meeting - Baysport Waipapa.
07/10/20 Destination Management Workshop Summary - Paihia War Memorial Hall
08/10/20 FNDC LTP Workshop Infrastructure & Financial Strategies - Kaikohe
09/10/20 Attended Te Hononga opening - Kawakawa
13/10/20 FNDC LTP Workshop - Kaikohe
14/10/20 FNDC DP Workshop Capital - Kaikohe
15/10/20 FNDC Big Ideas Lab (am) - Kaikohe
FNDC LTP Workshop Statement of Service Provision (pm) - Kaikohe
16/10/20 Met with Kerikeri landlord re tree issues in Kerikeri CBD - Cathay Cinema
Coffee catch up with CB members Owen & Gmuer-Hornell

2) Issues

CEO Shaun Clarke attended BOI-W CB October meeting. A lengthy discussion took place with all members present expressing their frustrations with the current processes. As a result, a number of virtual meetings have taken place with the 3 CB Chairs, Cr reps on CB's, Mayor & Deputy Mayor. A **10 point Community Board Enabling Plan** is underway in conjunction with Democracy Services & this will form part of the discussion at the combined CB meeting on 22nd October.

Trip issues for visually impaired in front of Paihia war memorial Hall. Complainant to

lodge RFS.

Problems with trees around the CBD of Kerikeri are being addressed by staff with 2 requiring urgent removal. One is outside the Fire Station & the other outside REAL. Further reports will be coming to the CB relating to other trees in the area.

3) Resources Consents

RC 2300228 - RMACOM

Proposal for a new 4 level mixed-use commercial building, associated earthworks, services & access & unit title subdivision 30,32,34 Selwyn Road Paihia.

4) Requests for Service

RFS: 4022696 28/08/20 Erosion & surface water on Te Haumi foreshore. **In Progress**

RFS: 3975787 18/12/19 Bledisloe Domain Lighting - Renewel works programmed for this financial year end June 2020. **In Progress**

08/01/20 Footpath repairs, trip hazards in Williams Road particularly dangerous with all the wooden inserts either missing or rotten. No RFS number received to date. **In progress**

All residents advised how to lodge themselves.

RFS's are either work in progress or outstanding.

RFS: 3795613 18/04/18 Follow up on flooding issues in front apron of Paihia War Memorial Hall. **In progress**

RFS: 3717930 01/10/15 Pedestrian safety issues & parking in front of Heritage Boutique Hotel (The Waterfront) Marsden Road Paihia - **Pending NZTA response.**

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board

Member Name: Manuela Gmuer-Hornell

Subdivision: Opuia – Russell

• **Date:** 19 October 2020

•

Meetings

Date	Meeting
19/10/2020	Workshop Strategic Plan
01/10/2020	Community Board Meeting – Kerikeri/Waipapa

Issues/Feedback – nothing has changed since last month!

Projects being put on hold even after they had funding allocated.

Jobs getting started (from RFS) and then not finished for weeks or months.

The community board has commenced the review of its Strategic Plan; it seems this process is pushed and lead by management. As a new member of the board, I find this process intimidating and inappropriate. It shows how little influence a community board has as part of FNDC.

The contract for the Russell Transfer Station has been extended instead of being advertised and renewed. It is disappointing as the community shows strong interest to implement a different model for the Russell transfer station.

The RFS process seems to have stalled since the first lockdown and then again after/during the floods. Hence no RFS lodged! Please sort this process out and if needed, involve more contractors as soon as possible.

It intrigues me that Community Board Members can't contact FNDC staff, but community groups are welcome to meet with staff at Council Meetings.

Roading Issues seem to get the cone treatment and justified as a "fix" – this is totally unacceptable and dangerous as well as very unsightly – we have several of these around my subdivision, and we get zero replies on followups.

Resource Consents

RC2300143 – 38 Russell Heights Road, Russell

Requests for Service/Information

11/02/2020	RFS-3995322	extra street light Pomare/Florance	Added to strategic plan	
11/02/2020	RFS-3878599	York Street and long term park next to Bowler	ongoing - raised with IAM through CE Office - 24/2	
		Footpath Opua School Kellet St	to be done by September	
21/02/2020	RFS-3997123	Footpath Damage York St	RFS:3997109 - Broadspectrum 23/3	
11/02/2020	RFS-4001000	Clean up carpark next to bowling club	Notes left on cars 18/3	Cars removed but weeds need still clearing
11/02/2020	RFS-4001004	Mark Car Parks outside of Tennis Club	no money in budget for this 23/3/2020	
25/08/2019	RFS-3970317	Drive Way damage by contractors	75 Long Beach Road - photos in email	
05/05/2020	RFS-4004054	Dog Shot - been at pound for several days and has not been diagnosed	Never received a reply	
16/06/2020	RFS-4010838	several roads in Russell need drains cleaned out after first heavy downpour	Matauwhi Bay Road Tapka - Du Fresne Place	Still not done
17/06/2020	RFS-4010977	Sign and barrier smashed by car	Crn Florance and Pomare	
17/06/2020	RFS-4011092	drain blocked	Crn Pitt & The Strand	work started but culvert needs unblocking
17/06/2020	RFS-4011525	collapsed drains etc	Brind Road - ongoing for years – since 2016	No reply
24/06/2020	RFS-4012199	erosion by Long Beach Road Side	Long Beach Road	Cones placed!
10/07/202	RFS-4014411	Slips	Te Wahapu	Cones placed!
24/08/202	RFS-4021868	Matauwhi Bay	Pohutukawa eroded	Referred to NRC????
24/08/2020	RFS-4021868	Zig Zag Walk Way	Tree Fallen	Waiting for the next big wind?
08/09/2020	RFS-4024491	Beach access eroded	Jacks Bay	Referred IA
10/09/2020	RFS-4025200	Arcadia Lodge	Lemon Track erosion	Referred to roading and added to 4011525
21/09/2020	RFS-4026086	Sewage Plant Russell	Overflows	Awaiting urgent reply
6/10/2020	RFS-4028271	Russell Township Maintenance		

In progress

- Robertson Street Stormwater Project to be completed – now a big slip has developed and the retaining wall to stop more private land slipping is now work in progress.
- Opuia Resource Consent non-notified for development Franklin St/Kellet St – petition tabled at CB Meeting 3/2/2020 – this has now gone to a full (over 100 attendees) community meeting 8/3/2020 – and we have just been told FNHL has sold the land to a private developer.
- Carpark for Oasis Community Centre – this has been ongoing since 2018
- Lack of rubbish collection point and recycling collection during peak season around Russell Wharf (owned by FNHL) and this is still NOT solved, and here comes the summer season again
- House build planning breach – Chapel St Russell – property has sold – July 2020 – work has restarted
- Footpath Kellet Street – Opuia School – been approved but not carried out – after been promised to be finished by September it is now “scheduled” for January 2021
- Petition Okiato Boundary for paper road RFS-3996575 – tabled at CB meeting 9/12.19 – cost to be carried by petitioners? Several Police interference and still no result from FNDC
- To include re-doing the FNHL terms of reference/objective in their comments about what the next annual plan and long term plan should cover – tabled at CB Meeting 3/2/2020
- Walls Bay, Opuia – to be occupied by local hapu
- Speed Limit Review
- Contract for Russell Transfer Station to be officially tendered
- Maintenance in Russell Township to be outsourced to a local community group

COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board

Member Name: Bruce Mills

Subdivision: Whangaroa

Date: September/October 2020

Meetings

Date	Meeting
30/09/2020	Phone discussion with DHB re: Kaeo water supply – pump out previous day
01/10/2020	CB Waipapa
07/10/2020	Phone discussion with FNHL Chris Galbraith re: car parking at boat ramps
08/10/2020	Hullabaloo at Totara North Hall, children and grandparents loved it!
09/10/2020	Phone discussion with NZTA Tim Elliot re: submissions for proposed pedestrian crossing in Kaeo.
14/10/2020	Whangaroa Whispers copy
14/10/2020	Update on Whangaroa issues with Eljon Fitzgerald

Issues/Feedback

Pedestrian crossing/Kaeo extensive canvassing of residents and people in town. Approx. 10% in favour. 100% wanted speed reduced from traffic entering town from the North. NZTA have agreed to traffic calming but shifting the speed limit back to Omaunu Rd. is in the too hard basket. Will review pedestrian crossing after speed issues addressed. Kaeo water supply pump broke down and needed electrical work. No toilets in town. Council gets the blame. Hopefully 3 waters may address the problem. Resident opposite Kaeo primary is fearful of a fatality with children crossing the road from Martin Rd. Approx. 15 children cross.

Resource Consents

NIL

Requests for Service/Information

09/10/20	Met with DOC re: where to from here Kaheka Point. Neighbour has put up sign saying No Admittance/Private Property. DOC has legal easement over this portion of access.
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COMMUNITY BOARD MEMBER'S REPORT

Report to: Bay of Islands-Whangaroa Community Board
Member Name: Frank Owen
Subdivision: Kerikeri
Date: Period 17th September to 16th October 2020

Meetings

Date	Meeting
18 th September 2020	Community Board planning meeting
25 th September 2020	Spoke at Age Concern meeting
26 th September 2020	Attended Vision Kerikeri AGM.
28 th September 2020	Kerikeri Domain Working Group meeting
1 st October 2020	Community Board meeting
5 th October 2020	Kerikeri Domain Working Group meeting
12 th October 2020	Kerikeri Domain Working Group meeting
13 th October 2020	Meeting with Cherry Park House Chair
16 th October 2020	Meeting with Board members

Issues**CHERRY PARK HOUSE**

I met with the Chair of Cherry Park House on 13th October following a complaint sent to the Mayor regarding the payment of the Cherry Park House power bill. Following this I contacted Nina Gobie at Council by email. She undertook to ring me to discuss the issues. I am awaiting the call.

KERIKERI DOMAIN WORKING GROUP

Members from sub-divisions outside Kerikeri may not be fully aware of the outcome of the Domain Working Group's work. Following a number of planning meetings and a meeting of stakeholders, the Group has agreed the way forward when it comes to spending the \$3,000,000 of PGF funding for the Domain. It is a credit to the Chair and all working Group Members, including FNDC staff, that consensus was reached with no blood on the carpet, and no acrimony.

Resource Consents

NIL

Requests for Service/Information

NIL

FRANK OWEN

17 October 2020

8.2 BAY OF ISLANDS-WHANGAROA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 30 SEPTEMBER 2020

File Number: A2981057

Author: Sam Chapman, Accounting Support Officer

Authoriser: Janice Smith, Chief Financial Officer

PURPOSE OF THE REPORT

The purpose of the report is to provide the Bay of Islands – Whangaroa Community Board with financial statements for the period ended 30 September 2020.

EXECUTIVE SUMMARY

The financial report is ward-specific, covering the activities in the Bay of Island - Whangaroa ward only.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Statement of Financial Performance Activities by Ward for the period ending 30 September 2020.

BACKGROUND

This is the first quarterly financial report for 2020-2021 detailing the financial performance of community activities to be provided to the Bay of Islands-Whangaroa Community Board.

DISCUSSION AND NEXT STEPS

Refer to the commentary in the attached statement.

Understanding the report

Variances in excess of \$100k and significant “%” variances will be commented on.

The financial year runs from 01 July 2020 to 30 June 2021. The “Year to date” columns reflects income and expenses for the period 01 July 2020 to 30 September 2020.

The variances column highlights the difference between the budget set in the 2020/21 Annual Plan and actual income and expenses as at 30 September 2020.



The full year columns show the budgeted income and expenses for the full 12 months from 01 July 2020 to 30 June 2021.

The full year forecast column shows the best estimate for the actual year end position as advised by Managers. Unfavourable variances will represent expenses higher than budget or income less than budget.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no specific financial implications for this report.

ATTACHMENTS

- 1. BWCB Statement of Financial Performance Activities by Ward for the period ending 30 September 2020 - A2981116**  

**Statement of Financial Performance
Community Activities by Ward
for the period ending
30-September-2020
Bay of Islands - Whangaroa**

	Year to date		Year to date		Full year			Full year
	Actual	Annual Plan Budget	Variance		Annual Plan Budget	Carry Forward Budgets	Total Annual Budget	Forecast
Operations								
Operational income								
Rates - general (excl water supply rates)	1,146	1,110	36	3%	4,440	0	4,440	4,440
Rates - penalties	0	28	(28)	-100%	113	0	113	113
Fees & charges (inc water supply rates)	22	14	8	60%	109	0	109	109
Central govt subsidies - operational	7	0	7	100%	59	0	59	334
Other income	0	1	(1)	-66%	3	0	3	3
Capital income								
Central govt subsidies - new works	148	0	148	100%	267	0	267	513
Central govt subsidies - renewals	42	0	42	100%	0	0	0	0
Other contributions	0	0	0	100%	0	0	0	110
Total operating income	1,365	1,153	213	18%	4,991	0	4,991	5,621
Expenditure								
Amenity Lighting	23	17	(6)	-38%	68	0	68	68
Carparks	32	51	18	36%	203	0	203	203
Cemeteries	22	31	9	30%	124	0	124	124
Community Centres	23	25	2	6%	94	0	94	94
Footpaths	101	117	15	13%	466	0	466	466
Halls	66	78	12	15%	274	0	274	274
Parks & Reserves	446	564	118	21%	2,269	0	2,269	2,295
Public Toilets	174	207	32	16%	909	0	909	1,156
Swimming Pools	96	113	17	68%	473	0	473	473
Town Maintenance	137	248	111	45%	844	0	844	844
Total operating expenditure	1,061	1,450	388	27%	5,724	0	5,724	5,998
Net operating surplus/(deficit)	304	(297)	601		(733)	0	(733)	(377)

Commentary - Bay of Islands - Whangaroa

Operational income

There is no significant variance.

Capital income

Central Government Subsidies New Works

- TIFF grant for public toilets at Waitangi Boat Ramp and Haruru Falls are unbudgeted.

Central Government Subsidies Renewals

- NZTA subsidy received for footpath renewal works.

Expenditure

Parks & Reserves

- Consultation works for the Kerikeri Sports Hub feasibility and design studies hasn't commenced. External Services dayworks are behind budget with reduction in Request for Service (RFS).

Town Maintenance

- Dayworks external services is under with reduced level RFS. Grant application from Focus Pahiia still waiting to be received.

Swimming Pools

- Grant from Sport Northland still waiting to be received for Kawakawa pool.

8.3 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 SEPTEMBER 2020**File Number:** A2976894**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 Bay of Islands-Whangaroa Community Board's Community Fund which is allocated in accordance with the Community Grant Fund Policy.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 30 September 2020".

1) BACKGROUND

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

Community Fund Account balance as at 01 July 2020	\$194,572.00
• Plus uncommitted funds from 2019-20 carried forward	\$3,738.09
• Less funds granted and uplifted to 30 September 2020	\$5,500.00
• Less funds not uplifted from 2 July 2020 for Rangatahi Ora Roa	\$1,410.00
• Less funds not uplifted from 6 August 2020 for Jacman Entertainment Ltd and Ngati Rahiri Māori Komiti	\$2,955.00
• Less funds not uplifted from 3 September 2020 for Russell Baptist Church	\$3,450.00
Community Fund Account balance as at 30 September 2020	\$184,995.09

2) DISCUSSION AND OPTIONS

Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 30 September 2020 is \$184,995.09.

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.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Bay of Islands-Whangaroa Community Board. The statement of the Community Fund account as at 30 September 2020 is attached.

ATTACHMENTS

1. **Statement of Bay of Islands-Whangaroa Community Board Fund Account as at 30 September 20 - A2976892** [↓](#) 

Far North District Council**Bay of Islands - Whangaroa Community Board****Statement of the Community Fund Account as at 30 September 2020**

Allocation Grants & Donations Annual Budget 2020-21	161,239.00	
Community Board Placemaking Fund	33,333.00	
Uncommitted funds from 2019-20 carried forward	<u>3,738.09</u>	
		198,310.09

Less Expenditure 2020/21 (Funds Uplifted)**September 20**

National Street Rod Association for hosting the 2020 Nationals over Labour Weekend	3,000.00	
Ngati Rahiri Māori Komiti for costs Carols in the Park	<u>2,500.00</u>	
		5,500.00

Balance as at 30 September 2020**\$192,810.09****Less Commitments 2020/21 (Funds not yet uplifted)****Meeting 02.07.20**

Rangatahi Ora Roa costs towards a traditional Maori practices retreat for teenagers	1,410.00
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Meeting 06.08.20

Jacman Entertainment Ltd costs towards Hullabaloo Children's Arts Festival (Totara North Show)	1,955.00
Ngati Rahiri Māori Komiti for costs Carols in the Park	1,000.00

Meeting 03.09.20

Russell Baptist Church costs towards new water tank	<u>3,450.00</u>	
		\$7,815.00

Balance 30 September 2020 Uncommitted/(Overcommitted)**184,995.09****Prior Year Commitments (Funds not yet uplifted)****Meeting 09.12.19**

Resilient Russell Charitable Trust	130.43
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Meeting 12.08.19

Kerikeri Open Art Studios Trail for venue hire and signage	2,000.00
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8.4 FUNDING APPLICATIONS

File Number: A2861898

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 Bay of Islands-Whangaroa Community Board to determine which application/s will receive funding at the 5 November 2020 meeting.

EXECUTIVE SUMMARY

1. The Bay of Islands-Whangaroa Community Board has \$132,101 unallocated funding available for the 2020/21 financial year.
2. Bay of Islands-Whangaroa Community Board has an additional \$33,333 place making funding available for the 2020/21 financial year.
3. Eight applications have been received, requesting a total of \$44,205.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$3,000 (plus GST if applicable) be paid from the Board's Community Fund account to Kaeo Festival Group for costs towards Nga Purapura 2021 to support the following Community Outcomes:

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$3,000 (plus GST if applicable) be paid from the Board's Community Fund account to Kerikeri Tennis Club for costs towards resurfacing the tennis courts to support the following Community Outcomes:

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board declines to fund the application from KOAST for the outfitting of a public art gallery.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Fund account to Northland Coastguard Air Patrol Inc for costs towards refurbishment of the operations base at Kerikeri airport to support the following Community Outcomes:

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$2,000 (plus GST if applicable) be paid from the Board's Community Fund account to New Zealand Red Cross for costs towards Paihia volunteer knitting group to support the following Community Outcomes:

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$3,900 (plus GST if applicable) be paid from the Board's Community Fund account to Towai-Maromaku Vision Group for costs towards community road signage to support the following Community Outcomes:

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$1,739 (plus GST if applicable) be paid from the Board's Community Fund account to Whangaroa Health Services Trust for costs towards fitness equipment for a community gym to support the following Community Outcomes:

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board approves the sum of \$5,000 (plus GST if applicable) be paid from the Board's Community Fund account to Whangaroa County Museum and Archives for costs towards annual operating expenses to support the following Community Outcomes:

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

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
Kaeo Festival Group	Nga Purapura 2021	\$6832 (30%)	\$3000	The Board has previously assisted with the costs in 2017 (\$2796), 2018 (\$3135) and 2019 (\$3100).	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Event
Kerikeri Tennis Club	Tennis court surface replacement	\$3000 (4%)	\$3000	The facilities are well-used and supported by the wider community. This is the first application received from the club.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure
KOAST	Outfitting of a public gallery	\$5439 (19%)	It is recommended the Board decline to fund this application	The artists collective KOAST has the opportunity to establish a permanent gallery at the Old Packhouse Market for artists to sell their works. The Community Grant Policy (page 5, section 12) states commercial activities and projects on private property are not eligible for funding, unless of direct benefit to the community. This gallery is of direct benefit to the contributing artists, not the wider community at large, and this application is therefore ineligible.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Northland Coastguard Air Patrol Inc	Operations Room refurbishment	\$5000 (48%)	\$5000	The current facilities were established 15 years ago and require upgrading, including kitchen, toilet and meeting room facilities for the volunteers to use.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure
NZ Red Cross Inc	Paihia volunteer knitting group	\$2000 (50%)	\$2000	The Paihia volunteer knitting group provide knitted goods for babies and children in the Paihia area.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Community Development
Towai-Maromaku Vision Group	Community road signage	\$3900 (48%)	\$3900	The Towai-Maromaku Community Plan Vision Group are working together to improve their community, including establishing a market to showcase local talents, particularly for those who have lost employment because of Covid-19. They have also agreed to host at least one official America's Cup FanZone in 2021. These signs will help with the visibility of their community to passers-by and help lift local morale post Covid.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure
Whangaroa Health Services Trust	Fitness equipment for community gym	\$1739 (8%)	\$1739	This equipment will be used by local residents to improve their physical health.	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Infrastructure

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
Whangaroa County Museum and Archives	Museum operating expenses	\$16,295 (100%)	\$5,000	The Board has previously assisted with operating expenses in 2017 and 2018 (\$5000 each year).	i) Communities that are healthy, safe, connected and sustainable ii) Proud, vibrant communities	Community Development

Reason for the recommendation

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

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

ATTACHMENTS


1. BOIWCB - Application - Kaeo Festival Group - A2982541 [↓](#) 
2. BOIWCB - Application - Kerikeri Tennis Club - A2982549 [↓](#) 
3. BOIWCB - Application - KOAST - Creative Gallery - A2982563 [↓](#) 
4. BOIWCB - Application - Northland Coastguard Air Patrol Inc - A2982570 [↓](#) 
5. BOIWCB - Application - Red Cross Knitting - A2982580 [↓](#) 
6. BOIWCB - Application - Towai - Maromaku Vision Group - A2982601 [↓](#) 
7. BOIWCB - Application - Whangaroa Health Services Trust - A2982625 [↓](#) 
8. BOIWCB - Application - Whangaroa County Museum & Archives - A2982680 [↓](#) 

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.

<h2 style="margin: 0;">Local Grant Application Form</h2>	<p>Kaeo Service Centre</p> <p>13 OCT 2020</p>	
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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	Kaeo Festival Group	Number of Members	
Postal Address	2708b Waiare Road, Kaeo, RD1	Post Code	0478
Physical Address		Post Code	
Contact Person	Hannah Hunter	Position	Volunteer Funding
Phone Number	021 174 9760	Mobile Number	
Email Address	hannahhunter78@gmail.com		

Please briefly describe the purpose of the organisation.

Our purpose is to produce Nga Purapura, a high quality, accessible, open air festival celebrating music, arts and Nature for children and young people.

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

Local Grant Application Form



Project Details

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

☐ Te Hiku ☐ Kaikohe-Hokianga ☒ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity 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.

The Kaeo Children's Festival is a free of charge, one day, open air festival being organised with the main aim of providing access to inspirational experiences for our local children, young people and their whanau. The event is designed with our local tamariki and rangatahi in mind but will draw attendances from all over Northland to Kaeo to showcase our town, its spirit and its facilities. The event will be an explosion of sound and colour with completely unique experiences including a broad range of workshops and participatory events, high quality performances, a platform for community voices and cultural activities that celebrate our rich local heritage.

This shared celebration will help to nurture a sense of pride in Kaeo, a place where deprivation levels are high and the children and young people are deeply impacted by this. The group is collaborating with many local individuals, groups and organisations and schools with the aim of involving the whole community.

Now in our fourth year the event has received such overwhelmingly positive feedback that we were encouraged to continue to grow and develop to include yet more activities and collaborations.

We carefully select the marketplace stallholders for the event to ensure that we are showcasing our fantastic vibrant local businesses. The local businesses were delighted with the event last year and all reported a flourishing day. A grant from the Community Board would fund the logistical side of the festival, vital to making the event happen and ensuring we run a safe event for everyone.

Kaeo Festival Group Code of Ethics: a. Kaitiakitanga - care for the environment and zero waste b. whanau ora - healthy food and lifestyles, drug and smoke free events c. Manaaki Whangaroa - promote te reo Māori and local cultural world view.

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

A2686814 (version Sept 2018)

Page 2

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	100	100
Advertising/Promotion	3012	2495
Facilitator/Professional Fees ²	4560	610
Administration (incl. stationery/copying)	1196	575
Equipment Hire		2409
Equipment Purchase (describe)	Type text here	0
Utilities	0	0
Hardware (e.g. cement, timber, nails, paint)	0	0
Consumable materials (craft supplies, books)	1612	445
Refreshments	0	0
Travel/Mileage	0	0
Volunteer Expenses Reimbursement	500	0
Wages/Salary	0	not applicable
Volunteer Value (\$20/hr)	8920	not applicable
Other (describe)		
TOTALS	22809	6832

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Bank fees	75
Legal fees to become incorporated for 2022	400
TOTAL	

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

Funding Source	Amount	Approved
Local Business support	1250	Yes / <input checked="" type="checkbox"/> Pending
Creative Communities	3467	Yes / <input checked="" type="checkbox"/> Pending
Local community groups	700	Yes / <input checked="" type="checkbox"/> Pending
Raffle on site	120	Yes / <input checked="" type="checkbox"/> Pending
Stallholders fees	320	Yes / <input checked="" type="checkbox"/> Pending

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

Purpose	Amount	Date	Project Report Submitted
Nga Purapura 2018	2796	2018	<input checked="" type="checkbox"/> Y / N
Nga Purapura 2019	3135	feb 2019	<input checked="" type="checkbox"/> Y / N
Nga Purapura 2020	3100	2020	<input checked="" type="checkbox"/> Y / N
			Y / N

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A2080614

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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)

Kaeo Festival Group

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 Anouk van Dorpel Position chair
 Postal Address 3243 Waiare Road Post Code 0478
 Phone Number 0272545462 Mobile Number
 Signature Anouk van Dorpel Date 13th Oct. 2020

Signatory Two

Name HANNAH HUNTER Position CO-ORDINATOR
 Postal Address 2708b WAIARE ROAD, KAEO Post Code 0478
 Phone Number 021 174 9760 Mobile Number
 Signature Hannah Hunter Date 13 Oct 20

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Schedule of Supporting Documentation**Kaeo Festival Group**

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

1	ANZ Bank Statement as 30 September 2020
2	Project Budget 2020 / 2021
3	Festival Programme
4	Volunteers and local business supporters
5	Quote – Northland Waste
6	Quote – AVIT Solutions
7	Quote – Renegade Peach Productions
8	Quote – Event cover – St John Northern Region
9	Health & Safety Plan

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	<input type="text" value="Kerikeri Tennis Club"/>	Number of Members	<input type="text" value="191"/>
Postal Address	<input type="text" value="P.O. Box 400, Kerikeri"/>	Post Code	<input type="text" value="0245"/>
Physical Address	<input type="text" value="Harmony Lane, Kerikeri"/>	Post Code	<input type="text" value="0294"/>
Contact Person	<input type="text" value="Craig King"/>	Position	<input type="text" value="President"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="021-071-0011"/>
Email Address	<input type="text" value="arthrking@aol.com"/>		

Please briefly describe the purpose of the organisation.

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

N/A

Date

Location

N/A

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.

The club intends to replace astrograss for 3 tennis courts. The benefit is to club members, casual players, visitors and short term residents. The courts are available to Kerikeri High school for school use and competitions.

The club along with the resident tennis coach provide Junior holiday coaching camps which are open to all children not just club members. The club provides a facility for both tennis and pickleball giving the community the opportunity for choice in sport and active recreation.

These activities can help us to feel included and give a sense of belonging. It helps us to feel proud of our community.

Both tennis and pickleball provide active recreation and contribute to the physical health and well being of the community.

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		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe) w/ split/Disposal of turf Base Remedial New Turf	19,800 } 2,250 } 67,372 } 89,422 + GST	3,000
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	89,422 + GST	3,000

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 51-738-422

How much money does your organisation currently have? 97,023.00

How much of this money is already committed to specific purposes? 113,703.00

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

Purpose	Amount
Court resurface	80,422
Normal operating expenses	17,500
Light fixture repair (unexpected)	950 - 2000?
Approx GST on above.	14,831.00
TOTAL	\$113,703.00

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

Funding Source	Amount	Approved
Club Funds	\$55,000	Yes / Pending
NZ Racing Board (TAB)	\$25,000	Yes / Pending
Private Donations		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
None in last 5 years.			Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



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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)

Keri Keri Tennis Club

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

[Signature]

Signatory Two

[Signature]

Local Grant Application Form



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10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One

Name Tania J. Fox Position Treasurer
 Postal Address 179 S.H. 1 RD 2 Kaitiaki Post Code 0472
 Phone Number 027 4459588 Mobile Number
 Signature [Signature] Date 29/9/20

Signatory Two

Name Vivienne Eastwood Position Secretary
 Postal Address 70 Kotuku Rd. R.D.1. Kerikeri Post Code 0294
 Phone Number Mobile Number 0274147745
 Signature VAEastwood Date 29/09/20

Schedule of Supporting Documentation**Kerikeri Tennis Club**

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

1	Cover Letter supporting application
2	Performance Report for the year ended 31 July 2019
3	Westpac Transaction List as at 28 September 2020
4	Westpac Term Deposit Confirmation Advice
5	Health & Safety Policy
6	Support Letter – Tennis Northland Inc.
7	Support Letter – Kerikeri High School
8	Quote – Game On Turf
9	Quote – Tiger Turf

Local Grant Application Form



Instructions

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- 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	KOAST		Number of Members	
Postal Address	59 Stanners Road, State highway 10, Kerikeri		Post Code	0230
Physical Address			Post Code	
Contact Person	Rachel Palmer	Position	Funding Project Manager	
Phone Number	0211564822	Mobile Number	0211564822	
Email Address	info@koast.org.nz			

Please briefly describe the purpose of the organisation.

KOAST is an arts organisation that is intended to coordinate and grow a range of visual and other arts based activities in the Far North District.

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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.

The Pack house located in Kerikeri has offered KOAST / Bay Of Islands Creative a permanent exhibition space to showcase the regions artists. KOAST now has the prospect of expanding the opportunity to the artists of the Far North to exhibit and sell their work on a weekly basis by establishing a new community art gallery. The enormously popular Packhouse Market is a central hub in Kerikeri and attracts hundreds of local and visiting tourists every weekend. The art space is located in a 17m x 5m corridor linking the front of the Packhouse markets stalls through to a large newly built undercover stall holder area. The corridor will be used as a main entrance through fare and all visitors will flow through. The gallery has an additional side room of 5m x 4m that will act as a demonstration area for exhibiting artists, sales desk and a large screen displaying the interactive Online BOI Creative Gallery website that enables visitors to view a wider range of art mediums and artists from around the far north. Artworks will rotate and change on a monthly basis as to enable the space to be ever fresh for regular visitors to the Packhouse market, ensuring they will be continually inspired and pause with interest. The weekend gallery will be managed by a collaboration of artists that are displaying their art works and will be overseen by an art coordinator that will curate the exhibitions, manage sales and inquiries. Each exhibiting will pay a monthly fee of \$50 to cover the costs of the art coordinator to curate and manage the exhibition space sales and packaging. A 30% sales commission will be added to art works to support operational costs and promotion of the community gallery. We look to encouraging participation in the our communities - Local and regional Artists of the Far North will have the opportunity to exhibit - Local community visitors to the Packhouse Market supporting the local arts - Tourism from outside our region are attracted in to Kerikeri. We look Developing community capability - Promote the arts in the Bay of Islands as a tourist destination that showcases our talented artists. -Generate revenue for local artists, galleries and businesses -Volunteers acquire some new skills as well as contributing their own skills. We look to Promoting community leadership- Over 15 local residents and artists volunteer their time and professionalism. All exhibitors will contribute some voluntary time to managing the community gallery; Local business come on board through sponsorship, advertising opportunities, donations.

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A2686814 (version Sept 2018)

Page 2

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	4000	
Advertising/Promotion	1000	
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	1000	
Equipment Hire		
Equipment Purchase (describe)	Hanging system 1625 Lighting 3814 Computer / screen 3000 Mobile / POS unit 3250	Hanging and lighting 5439
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	500	
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary	4500	not applicable
Volunteer Value (\$20/hr)	4500	not applicable
Other (describe)	Display unit 500 Signs / flags 1311	
TOTALS	29,000	5439

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
KOAST Open Arts Trail 2021	8000
Online gallery website	2385
Community gallery	1000
TOTAL	

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

Funding Source	Amount	Approved
Creative Communities	2500	Yes / Pending <input checked="" type="checkbox"/>
Pub Charity	9000	Yes / Pending <input type="checkbox"/>
Sponsorship		Yes / Pending <input type="checkbox"/>
Exhibiting fees and commissio	9000	Yes / Pending <input checked="" type="checkbox"/>
Online Gallery Website	28,000	Yes <input checked="" type="checkbox"/> / Pending

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

Purpose	Amount	Date	Project Report Submitted
KOAST Art trail 2019	2500	oct 2019	Y <input checked="" type="checkbox"/> / N
KOAST Art trail 2018	2000	oct 2018	Y <input checked="" type="checkbox"/> / N
			Y / N
			Y / N

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Local Grant Application Form



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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)

KOAST Kerikeri Open Art Studios 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)
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 - 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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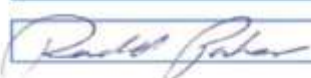
Local Grant Application Form



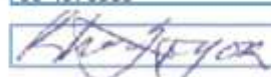
We agree to the following conditions if we are funded by Local Community Grant Funding:

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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	Rachel Palmer	Position	Funding Manager
Postal Address	1608c Springbank Road, Kerikeri	Post Code	0293
Phone Number	0211564822	Mobile Number	0211564822
Signature		Date	7.10.2020

Signatory Two

Name	Bruce Macgregor	Position	Chairman
Postal Address	59 Stanners Road, Statehighway 10, Kerikeri	Post Code	
Phone Number	09 4073383	Mobile Number	021983913
Signature		Date	7.10.2020

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Schedule of Supporting Documentation**KOAST – Bay of Islands Creative Gallery**

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

1	Statement of Financial Position for KOAST as of March 22, 2020
2	ASB Transaction History Report – 1 September to 8 October 2020
3	2019 End of Year Report
4	Quote – Larson Juhl x 2
5	Quote – Shakespeare Solutions x 2

Local Grant Application Form



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- 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) *NOT APPLICABLE*
- ☐ If your event is taking place on Council land or road/s, evidence of permission to do so *NOT APPLICABLE*
- ☒ Signed declarations on pgs 5-6 of this form

Applicant details

Organisation	Northland Coastguard Air Patrol Inc	Number of Members	20
Postal Address	PO Box 186, Kerikeri	Post Code	0245
Physical Address	Bay of Islands Airport, Wiroa Road, Kerikeri	Post Code	0293
Contact Person	Ted Kirkbride	Position	Unit President
Phone Number	021-872854	Mobile Number	021-872854
Email Address	kirkbride75@inet.net.au		

Please briefly describe the purpose of the organisation.

Emergency response search and rescue operations. The Air Patrol provides support to Coastguard (& other organisation such as LandSAR, Police) in conducting aerial searches

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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.

Our activity is the refurbishment of our Operations Room, training room and storage area.

We have been in our rented accommodation for more than 15 years, and a refurbishment is overdue. Working with our landlord, Far North Holdings Limited, we are intending to upgrade the facilities for the volunteers who serve in the Air Patrol.

Providing our volunteers with better working conditions will meet Coastguard's stated expectations of "dedication and professionalism", and will help us to attract and retain volunteers, so that we can continue to provide essential life saving services for communities across Northland.

Our volunteers will benefit from having separate spaces to train in, to hold meetings and to monitor flying operations. We will also be providing toilet and kitchenette facilities so our Unit can operate without disturbing other lease holders in the building.

Our ability to operate for long searches will be considerably enhanced by the planned upgrades. The community will benefit from having a well equipped, well trained and well motivated local response organisation that provides cost effective emergency response capability.

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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	—	
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	—	
Equipment Hire		
Equipment Purchase (describe) Furniture and fittings for fit out of our Operations room and Store	10,014	5,000
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments	—	
Travel/Mileage	—	
Volunteer Expenses Reimbursement		
Wages/Salary	—	not applicable
Volunteer Value (\$20/hr)	20 hrs @ \$20/hr = 400	not applicable
Other (describe)		
TOTALS	10,414	5,000

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
We are committed, in partnership with CoAstguard New Zealand, to buying a new airplane within the next two-three years, this is a really significant purchase and takes most of our funds.	110,000
The aircraft we are looking to buy will cost in excess of \$500,000, so we have to contribute as much as we can afford from our allocated funds.	
TOTAL	110,000

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

Funding Source	Amount	Approved
We can provide 50 % of the funds for this projects from our our operating accounts	5,414	<input checked="" type="radio"/> 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
Not applicable			Y / N
			Y / N
			Y / N
			Y / N

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Local Grant Application Form



Privacy Information

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

Applicant Declaration

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

On behalf of: (full name of organisation)

Northland Coastguard Air Patrol Inc.

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 TED KIRKBRIDE Position Unit President
 Postal Address 141 PUNGAREE ROAD, RD 2, WAIPARA Post Code 0295
 Phone Number 021 872 854 Mobile Number
 Signature [Signature] Date 12/10/20

Signatory Two

Name JANNIS KENNEDY Position Unit Secretary
 Postal Address 46 Mangakakahi Rd, RD2 Kerikeri Post Code 0295
 Phone Number - Mobile Number 021 16 222 16
 Signature [Signature] Date 12/10/20

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Schedule of Supporting Documentation**Northland Coastguard Air Patrol Inc**

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

1	Proposal to upgrade
2	End of Financial Year 2019 – 20 – Treasurer Report for AGM
3	Quotes – Mitre 10 x3
4	Quote – Titan Furniture
5	Quote – Warehouse Stationery

Local Grant Application Form



Instructions

Please read carefully:

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- 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	New Zealand Red Cross Incorporated	Number of Members	5000
Postal Address	PO Box 12140, Thorndon, Wellington,	Post Code	6144
Physical Address	69 Molesworth Street, Thorndon, Wellington,	Post Code	6011
Contact Person	Yvonne Mackie	Position	Trusts and Grant Coordinator
Phone Number	04-4718250	Mobile Number	027290-1248
Email Address	yvonne.mackie@redcross.org.nz		

Please briefly describe the purpose of the organisation.

New Zealand Red Cross is proud to be part of the world's largest humanitarian movement, working for the good of ALL people, independent of race, religion or politics. The neutrality and impartiality of Red Cross is highly respected worldwide and underpins the actions of everything we do at the New Zealand Red Cross.

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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.

To purchase balls of yarn/wool for the New Zealand Red Cross Paihia Knitting Group to continue their volunteer work in a community to craft sweaters, hats, blankets, scarves, and other treasures for the vulnerable people that live in the region.

A Community project that our knitters are keen to continue is knitting baby blankets and baby clothes for the vulnerable children in the Far North area. These families are identified via local Midwives and through the local maternity hospital in Kawakawa.

If we were successful in securing funding for our knitting projects, this would allow our 14 local volunteers to continue to meet regularly to knit and to encourage other home knitters to help our volunteers that work on these projects.

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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	n/a	
Advertising/Promotion	n/a	
Facilitator/Professional Fees ²	n/a	
Administration (incl. stationery/copying)	n/a	
Equipment Hire	n/a	
Equipment Purchase (describe)	n/a	
Utilities	n/a	
Hardware (e.g. cement, timber, nails, paint)	n/a	
Consumable materials (craft supplies, books)	\$4,000 (excl GST)	\$2,000 (excl GST)
Refreshments	n/a	
Travel/Mileage	n/a	
Volunteer Expenses Reimbursement	n/a	
Wages/Salary	n/a	not applicable
Volunteer Value (\$20/hr)	n/a	not applicable
Other (describe)	n/a	
TOTALS		

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
New Zealand Red Cross holds tagged funds towards special emergency appeals (e.g. Pacific Disaster Fund) these funds can only be used for the purpose of the appeal and cannot be transferred to support other organisational costs. These funds are distributed over the long term a community may need support as it recovers from an emergency or disaster.	
TOTAL	

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

Funding Source	Amount	Approved
Pub Charity	\$500	Yes <input type="text" value="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
not applicable			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)

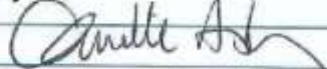
New Zealand Red Cross Incorporated

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 Camille Astbury Position Corporate Partnerships Manager
 Postal Address Po Box 12140, Thorndon, Wellington, 6144 Post Code 6144
 Phone Number — Mobile Number 027 3649309
 Signature  Date 30 September 2020

Signatory Two

Name Yvonne Mackie Position Trust and Grant Coordinator
 Postal Address Po Box 12140, Thorndon, Wellington Post Code 6144
 Phone Number — Mobile Number 027 290 1248
 Signature  Date 2/10/2020

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Schedule of Supporting Documentation**New Zealand Red Cross Incorporated - Knitting**

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

1	Letter of request for financial assistance from the Trust
2	Letter of Resolution to apply to purchase wool/yarn
3	Certificate of Registration
4	ASB Bank Statement
5	Financial Statements for the year ended 30 June 2020
6	Quote Exemption Letter from Trust
7	Quote - Spotlight
8	Photo's

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	Towai - Maromaku Vision Group		Number of Members	
Postal Address			Post Code	
Physical Address			Post Code	
Contact Person	Colleen Coong	Position	Secretary	
Phone Number	0274 726489	Mobile Number		
Email Address	sidandcolleen@gmail.com			

Please briefly describe the purpose of the organisation.

To create a Community Development Plan to identify the needs of our community and use the plan to speak in unison to help inform agencies, funders and others who can work with us to help us bring our plan to fruition

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 To erect road signage for the Towai-Maromaku Communities Date
 Location Towai, Maromaku 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.

- Who will benefit from the activity and how;

Our Towai- Maromaku Vision group think it is extremely important that the signage will give Towai & Maromaku their own identity within the Far North community. The signage reflects the pride we have within our communities and we know the travelling public will appreciate the Brand statement on both signs; 'Respecting our Heritage'.

How did we arrive at the Brand statement; we looked at the values that we hold in our communities: The value of caring for family and others; respecting each other and those who have contributed so much to what we have today; care and respect for the land and our environment; strong faith; and hard work.

Central to all of this is respect, care and appreciation of the land and for those who have contributed so much and to who and what we are today – **Our Heritage**.

- How it will broaden the range of activities and experience available to the community

It will identify us, and allow us to hold programmes that bring the community closer to each other. Such as 'Makers Markets' that are in the planning process to be held once a month. Maybe a community library, Education workshops, Fitness & Health programmes, Quiz evenings and an Annual Rural Ball, to name just a few.

We have a member of our Vision group who has worked hard and won the right to host the live screening for the America's Cup at the Towai Hall in March.

Please Note: The owners of the sites have given their permission and the signs will be strategically placed.

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:

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- 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		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)	7900	
Community Road signs		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	240	not applicable
Other (describe) Volunteer Salaries Community Contributions	2660 1100	3900
TOTALS	1000 8140	3900

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

Local Grant Application Form

Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Signage Towai Cemetery	200
Community Notice Board	1200
Contribution to Towai - Maromaku signage	1100
TOTAL	2500

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
Community Grant	5000	June 2019	Y / N
			Y / N
			Y / N
			Y / N

Local Grant Application Form



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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)

Towai - Maromaku Vision Group

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

Colleen Cairng 

Signatory Two

Sandra Wallace 

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	<u>Colleen Shirley Coing</u>	Position	<u>Secretary</u>
Postal Address	<u>30 M Sullivans Road Pahiā</u>	Post Code	<u>0200</u>
Phone Number		Mobile Number	<u>0274 726489</u>
Signature		Date	<u>13.10.20</u>

Signatory Two

Name	<u>Sandra Louise Wallace</u>	Position	<u>Chairperson</u>
Postal Address	<u>3960 SH1, Tonkai RDA Hikurangi, 4182</u>	Post Code	<u>0182</u>
Phone Number	<u>027 2919500</u>	Mobile Number	
Signature	<u>[Signature]</u>	Date	<u>13-10-20</u>

Schedule of Supporting Documentation**Towai – Maromaku Vision Group**

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

1	Cover Letter – Secretary Colleen Going
2	Letter of confirmation of bank account
3	ASB Bank Statement as at 24 December 19
4	Quote – Visual Solutions
5	Health & Safety Plan
6	Photo's x 2

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	Whangaroa Health Services Trust		Number of Members	500
Postal Address	180 Omaunu Road, Kaeo		Post Code	0479
Physical Address			Post Code	
Contact Person	Rachel Palmer	Position	Funding Project Manager	
Phone Number	09 4050355	Mobile Number	0211564822	
Email Address	rachel@whst.org.nz			

Please briefly describe the purpose of the organisation.

WHST provides a range of activities to improve the health and wellbeing of the residents of the Whangaroa ward and encourage our people to be pro active in preventing ill health.

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A2666B14 (version Sept 2018)

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Local Grant Application Form



Project Details

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

☐ Ta Hiku ☐ Kalkohe-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.

The Pa community fitness center based in Kaeo has over 400 people attending each month. With an average of 38 people attending per day.

Our community can arrange either a personalised training programme with our Community Impact team leader Gary and have a programme tailored to your own wellbeing needs. Attend a specialised low impact fitness class with our physiotherapist Carey, for those with physical ailments, diagnosed with health conditions or need rehabilitation.

The community can use our facilities with open sessions during the day time and use a range of our equipment in their own time or our people can attend a group fitness classes in the evening that is are run by community groups, including, Boxing, Tai Chi, BJJ or 405 circuits.

The Pa opened 4 years ago and was donated a range of equipment, in 2020 we are upgrading our equipment to serve a wider range of fitness outcomes for our community. This application is for a new range of exercise equipment that will expand the opportunities we can offer and increase the diversity of activities on offer at the PA.

We have already seen a wide range of personal benefits to our members, these have included but not limited to, weight loss, increase mobility and flexibility, increase in wellbeing from increased self esteem and confidence, improved moods and self worth.

The equipment requested will greatly improve the variety and isolation work for both the classes and individuals training at The Pa, it will also be complementary to existing equipment and is designed for space saving benefits.

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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	\$20,000	0
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)	1739	1739
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	21739	1739

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
Aged Care Services operational costs	
Rural Health Services operational costs	
The Pa operational Costs	\$100,000
TOTAL	

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

Funding Source	Amount	Approved
Rural Contract	100,000	x 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
Water dispenser for the Pa	\$799	March 2020	yesY / N
			Y / N
			Y / N
			Y / N

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A2090014

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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)

Whangaroa Health Services 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)
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 - 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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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.
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10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One

Name Kevin Clark Position General Manager

Postal Address 180 Omau Road, Kaaro Post Code 0449

Phone Number 09 405 0355 Mobile Number 027 250 2462

Signature [Signature] Date 28-9-2020

Signatory Two

Name Rachel Palmer Position Funding Project Manager

Postal Address 15 Lewis Road Post Code

Phone Number 09 405 0355 Mobile Number 021 1864822

Signature [Signature] Date 28-9-2020

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Schedule of Supporting Documentation

Whangaroa Health Services Trust – The Pa Fitness Equipment

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

1	ASB Bank Statement 31 August to 12 September 2020
2	Profit and Loss for the 11 months ended 31 May 2020
3	Balance Sheet as at 31 May 2020
4	Balance Sheet as at 30 June 2020
5	Profit and Loss for the year ended 30 June 2020
6	Summary of Quotes – Sports Equipment
7	Quote – NZ Boxer Ltd
8	Quote – BestDeal
9	Quote – Olympic Bar
10	Quote – HART Sport
11	Quote – NZ Boxer Ltd
12	Quote – Torpedo7
13	Quote – REBEL Sport
14	Information Pamphlet

Local Grant Application Form



Instructions

Please read carefully:

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- 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	Whangaroa County Museum + Archives		Number of Members	31
Postal Address	PO Box 197 Kaeo		Post Code	0448
Physical Address	23 Leigh St Kaeo		Post Code	0448
Contact Person	Olive Shepherd	Position	President	
Phone Number		Mobile Number		
Email Address	whangaroamuseum@yahoo.co.nz			

Please briefly describe the purpose of the organisation.

Refer to attached

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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.

Refer to attached sheet.

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A260614

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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:

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- 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		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)	\$16 295.00	\$16 295.00
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	\$16 295.00	\$16 295.00

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 55-074-151

How much money does your organisation currently have? \$30,978.43

How much of this money is already committed to specific purposes? \$30,978.43

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

Purpose	Amount
Attached	
TOTAL	

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

Funding Source	Amount	Approved
N/A		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
Installation of Heat Pumps	\$11,500.00	15/12/16	Y / N
Administration costs	\$5750.00	11/4/17	Y / N
			Y / N
			Y / N

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Purpose of the organisation:

The organisation is a community Museum and Archives Society whose purpose is to acquire, collate, preserve, record and display accordingly all matter of historical significance and interest for the benefit of the citizens of the area formerly known as the Whangaroa County, for education purposes and for visitors and tourists.

Page 1

Outline the services it will provide

The Whangaroa County Museum & Archive Society Incorporated is public focused and volunteer operated. The Museum plans to spend the funding they receive on:

- Administration and overhead costs directly incurred as a result of running the museum.

With the support of funding, the operation of the Whangaroa Museum will continue to benefit Kaeo and its surrounding community in many ways:

1. The museum building is situated prominently in the middle of Kaeo; as such the museum gives visitors something to look at and another reason to stop in town and explore what Kaeo township has to offer.
2. The museum provides an overview of the history of the Whangaroa/Kaeo/Totara North communities and describes the important role the region played in New Zealand's early history, including Maori settlement, the Boyd massacre, timber milling, Missionaries, early settlers, shipbuilding and primary industries.
3. The museum is an important cultural asset to the district and seeks to build and maintain relationships with Maori communities. The museum is a depository for Taonga, historic objects and archival material that relates to the locality. Volunteers work at recording and preserving these items.
4. The museum offers a voluntary workplace for interested local people. The training and skills they receive in their capacity as volunteers can lead to acquisition of new expertise and widely applicable skills. For example volunteers have written local history books, and frequently advertise the museum by writing 'local history' articles for newspapers. They also provide research for publications.
5. The Society brings local people and those with local connections together, and strengthens relationships between them. The opportunities for visitors and clients to converse and collaborate with volunteers also mean relationships can grow, both in person and online.
6. The Society provides a service to the community by making the collections and knowledge accessible to the people. Volunteers host school groups at the museum doing educational research.

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Local Grant Application Form



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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)

Whangaroa County Museum & Archives Society Incorporated

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



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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	<u>Dave Shepherd</u>	Position	<u>President</u>
Postal Address	<u>15 Charlotte Kemp Drive</u>		Post Code <u>0230</u>
Phone Number	<u>09 4016023</u>	Mobile Number	<u>021 09053983</u>
Signature	<u>[Signature]</u>	Date	<u>14-9-2020</u>

Signatory Two

Name	<u>Glays Grace</u>	Position	<u>Secretary</u>
Postal Address	<u>113 Ota Point Road RD1 KAEU</u>		Post Code <u>0478</u>
Phone Number	<u>09 4050517</u>	Mobile Number	<u>027 4608500</u>
Signature	<u>[Signature]</u>	Date	<u>17-9-2020</u>

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(version Sept 2018)

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Schedule of Supporting Documentation

Whangaroa County Museum & Archives

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

1	Performance Report for the year ended 30 June 2020
2	ANZ Bank Statement as at 14 September 2020
3	Rate Account
4	Letter – Purpose of the organisation
5	Letter – Outline the services it will provide
6	Administration costs – December 2020 – November 2021
7	Money Tagged Breakdown
8	Tax Invoice – Chartered Accountants
9	Tax Invoice – STATE Insurance
10	Statement - OfficeMax
11	Tax Invoice – Northland CCTV
12	Tax Invoice - WORMALD
13	Tax Invoice - Signworx
14	Tax Invoice - Spark
15	Tax Invoice – Mercury
16	Tax Invoice – Four Square Kaeo
17	Tax Invoice – Charities Services Info
18	Tax Invoice – Heritage New Zealand
19	Tax Invoice – Museums Aotearoa
20	Tax Invoice – Northland Museums Association

8.5 SETTING OF 2021 MEETING SCHEDULE

File Number: A2990807

Author: Casey Gannon, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

To allow the Community Board to set their meeting dates for the 2021 calendar year.

EXECUTIVE SUMMARY

- Each Community Board is responsible for setting their own meeting dates.
- The Community Board have previously held meetings on the first Thursday of each month.
- Council adopted its formal meeting calendar 29 October 2020.
- This report recommends the Board meet, continuing their meeting pattern of 2020.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board adopt the following meeting dates:

- **4 February 2021**
- **4 March 2021**
- **1 April 2021**
- **6 May 2021**
- **3 June 2021**
- **8 July 2021**
- **5 August 2021**
- **2 September 2021**
- **7 October 2021**
- **11 November 2021**
- **2 December 2021**

1) BACKGROUND

The Local Government Act (LGA) requires a local authority to hold meetings that are necessary for the good governance of its region or district. The Local Government Official Information and Meetings Act (LGOIMA) promotes the open and public transaction of business at meetings. Neither the LGA or LGOIMA requires a local authority to schedule meetings a year in advance, however it is considered good practise throughout New Zealand.

Council reserve 28 October of each year, as a non-Council meeting day, in recognising the signing of He Whakaputanga o te Rangatiratanga o Nu Tireni – Declaration of Independence of the United Tribes of New Zealand, as the National day set aside to observe New Zealand Wars.

Community Boards are required to set their own meeting dates, so long as they are not in conflict to Council meetings.

2) DISCUSSION AND OPTIONS

This report recommends that the Bay of Islands-Whangaroa Community Board continue to meet on the first Thursday of each month with the exceptions of July and November when there is Council meetings on the first Thursday.

The formal meeting calendar adopted by Council was that Council and Committee meetings would be held on 6 weekly rotation and that Executive Review Committees would be held monthly. As part of the Formal Meeting Calendar adoption by Council reserve dates have been set aside for workshops. A copy of this calendar is attached for information.

Discussion was had with the Chairperson to gauge interest of the Boards intent for 2021 meetings. It was understood that while there were discussions about holding meetings 6 weekly, the majority would like to see meetings continue to be held monthly.

Community Board meeting dates were included in the calendar adopted by Council, not for adoption but to signal the dates that meetings might be scheduled for.

Please note, additional time may be required from time to time for unexpected or unanticipated matters. This should however be minimal. Staff are committed to providing as much notice as possible and making sure that business where possible, is restricted to the days adopted as part of this schedule.

Boards are also encouraged to meet informally outside of the formal meeting schedule to touch base or conduct workshops to discuss various matters.

Reason for the recommendation

To adopt a schedule of meetings for the 2021 calendar year.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There is a cost in supporting meetings, and these are covered within operational budgets.

ATTACHMENTS

1. **2021 Proposed Meeting Calendar - Bay of Islands - Whangaroa Community Board - A2994938**  

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	This matter is of low significance.

determined by the Council's Significance and Engagement Policy	
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	The relevant legislation as referenced in the report is the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	Community Boards are responsible for setting their own meeting schedule. Similar reports will be written suggesting alignment with Council and Committee meetings.
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 particular implications for Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report does not have any implications on persons identified in legislation.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are covered within operational budgets.
Chief Financial Officer review.	The CFO has not reviewed this report.

2021 Formal Meetings																									
2021																									

8.6 TI POINT RESERVE, WAITANGI - REMOVAL OF CONTAINER

File Number: A2985895

Author: Nina Gobie, Team Leader - Facilities Operations

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

PURPOSE OF THE REPORT

To request the Bay of Islands-Whangaroa Community Board endorse the request to remove the 20-foot container and deck illegally placed on Ti Point, Waitangi by Mr. Hone Mihaka.

EXECUTIVE SUMMARY

- In January 2020, a 20-foot shipping container was placed on unformed legal road on Ti Point, Waitangi without Council's approval or consent.
- The site is a raised grass area of unformed legal road, and is used annually, as applied for and approved to host Waitangi events every February.
- The container has been fitted out for commercial purposes and was to house the Taiamai Tours business operated by Mr. Hone Mihaka.
- Several complaints have been received concerning the container.
- Numerous discussions have been had to try and resolve this issue, including consideration of alternative sites and the involvement of Far North Holdings Limited, without success.
- The Local Government Act s163 authorises the Council to request the removal of works in breach, while s164 gives Council the right to seize property not on private land.
- A letter dated 6 August 2020 requesting the container be removed by 1 September 2020 was disregarded.
- The container remains on site.

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board:

- a) **endorse the removal of the 20-foot shipping container and deck from Ti Point, Waitangi by 27 November 2020.**

1) BACKGROUND

Early January 2020, Council received notification that a 20-foot container was placed on Ti Point (road reserve), Waitangi by Mr. Mihaka without Council approval.

Correspondence with Mr. Mihaka indicated there may have been previous discussions in 2019 concerning this request; however, a copy of this correspondence has not been provided. Also, correspondence has identified the intention to continue to use Ti Point for the purpose of operating the waka tours business from the container and that Mr. Mihaka believed he had registered his interest and that the application was approved. This approval was also not confirmed.

Mr. Mihaka has also stated that initially his intention was to place the container on the reserve short-term for the storage of equipment and as a booking office over the 2019/20 Summer season. However, as a result of discussions with others from the Maori tourism sector, opportunities were identified with the idea to develop a Maori tourism hub that would support and celebrate existing tourism businesses and promote the development and growth of new Maori tourism ventures, working alongside Waitangi (Te Tii) Marae Maori Markets who were focused on the economic benefits of the cruise ship visits.

Mr. Mihaka has indicated he has the support of the local Hapu, Ngati Rahiri and Ngati Kawa.

However, during the 2020 Waitangi events, as a result of the container a situation occurred between Mr. Mihaka and representatives from Ngati Rahiri Maori Komiti that required the intervention of

Council staff and the Police. The outcome was that the container did not open for business while the event organisers held events around the container.

Further, there have been several complaints received by Council concerning the placement of this container.

Should the container remain on site a temporary 'Licence to Occupy' (LTO) will be required. The appropriateness of which will still need to be assessed and, as this is deemed a commercial operation, the cost would be valued on current market values.

However, the container remaining on site continues to be of concern and discussions to date have involved the Bay of Islands-Whangaroa Community Board Chair, representatives from Far North Holdings Ltd (FNHL), and Council staff including Legal Services, IAM and Te Hono.

Discussions with FNHL involved possible opportunities with the Paihia Waterfront development.

As a result of there being no progress concerning the container, Mr. Mihaka was sent a letter dated 6 August 2020 requesting the container be removed by 1 September 2020.

In response to this letter Mr. Mihaka replied by email on 7 October 2020 highlighting concerns he had with "a number of businesses in and around the Bay of Islands that have set up illegally on the foreshore and council reserve over the last 25 years and they have been able to stay where they are."

2) DISCUSSION AND OPTIONS

An application has not been approved for the siting of the container in its current location.

The Local Government Act as per s163 gives Council the right to request the removal of works in breach of bylaws and s164, the right to seize property not on private land.

As per the letter dated 6 August 2020 requesting the container and deck be removed, it is still Council's intention to enforce this, however, extend the 'by date' to 27 November 2020.

This matter has several risks mainly associated with how current 'Licenses to Occupy' (LTO) and illegal occupation of Council land / reserves have been processed and approved previously.

It is acknowledged the issues raised by Mr. Mihaka in his email dated 7 October 2020 and that some of these are being worked through.

However, the placement of the container on Ti Point, Waitangi was not approved. Council has received several complaints concerning this situation and that there are options being discussed concerning the Paihia Waterfront development.

Ngati Rahiri Maori Komiti has also applied to use this site again to host 2021 Waitangi events and requested the container be removed.

Therefore, the options are:

Option 1:

Approve the container on site for the purpose of the Taiamai Tours business by way of a License to Occupy (LTO) based on a commercial rental for a specified period or until a site has been allocated as part of the Paihia Waterfront development.

Inform Ngati Rahiri Maori Komiti that their event application (and any other event organisers requesting use of Ti Point, Waitangi) that they will be approved based on the container and deck staying in place and operating as approved.

Complainants informed of this decision.

Option 2:

Request the removal of the container by 27 November 2020.

Reason for the recommendation

To endorse the removal of the container and deck from Ti Point (road reserve), Waitangi as has been supported by those involved to date as per the letter to Mr. Mihaka dated 6 August 2020.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

At this stage there are no financial implications. However, should Mr. Mihaka agree to remove the container, Council has offered to assist with the cost of relocating the container to an approved site within the Bay of Islands catchment – estimated to be no more than \$2000.

ATTACHMENTS

1. Letter - Hone Mihaka - container Ti Point Waitangi (August 2020) - A2992704 [↓](#) 

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	Low
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	Local Government Act s163 – Removal of works in breach of bylaws
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.	Interest specific to the BOI-Whangaroa Community Board. The Chair has been involved in the discussions and correspondence to date.
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.	Te Hono staff have been involved in the discussions with key stakeholders and negotiations with Mr. Mihaka.
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).	As above including Far North Holdings Ltd and the Chair of the Community Board
State the financial implications and where budgetary provisions have been made to support this decision.	Maximum \$2000 should Council need to assist with the container's removal costs.
Chief Financial Officer review.	Acting Chief Financial Officer has reviewed this report in the absence of Chief Financial Officer.

Our ref: RFS 39898500, 3989239 & 3999580

6 August 2020

Mr H Mihaka
Taimai Tours Heritage Journeys
95 Te Ahu Ahu Road
Northland

Kia ora Hone

Container located on Ti Point, Waitangi

In relation to the ongoing unapproved and illegal placement of the container (including deck) on Ti Point, Waitangi.

As you know this has and continues to be a contentious issue and one that we wanted to find a reasonable solution to. However, it is not going to be found on this site.

In coming to this decision, it is recognised that the container has been placed there for commercial use, i.e.: the location to operate your Taimai Tours business from and that there was not a formal request or approval given to have the container and deck located on this site.

Also, due to the COVID situation, it is acknowledged the tourism industry has changed considerably including the impact this is having and continues to have on the number of international visitors and cruise ships to the Bay area.

Discussions with Chris Galbraith - Far North Holdings Ltd, Belinda Ward – Chair BOI-Whangaroa Community Board and Kaye Lethbridge – Legal Services concerning the impact of COVID and the recent PGF announcements also highlighted possibilities concerning your operation including the availability of funding to support those in the tourism industry affected by COVID etc.

As such and as per the Local Government Act s163 Removal of works in breach of bylaws and s164 Seizure of property not on private land, Council requests that the container and deck be removed by 1 September 2020.

Should these items remain in place after this date, Council may instruct a company to remove these items at a cost we would seek to recover.

The Mayor and CE Office have been briefed on this matter. Ngati Rahiri Maori Komiti and other complainants will also be updated.

I strongly suggest you continue discussions with Chris Galbraith and Belinda Ward about the other opportunities we have identified however, the container and deck must be removed as the date noted above.

Council staff will monitor the progress of this removal process and are able to offer advice where appropriate.

If you wish to discuss this matter further, please contact me on 0800 920 029.

Regards



Nina Gobie

Team leader - Facilities Operations

Cc:
Glenn Rainham, Manager Infrastructure Operations
Legal Services, Far North District Council
Chris Galbraith, Far North Holdings
Belinda Ward, Chair BOI-Whangaroa Community Board
CE and Mayoral Office, Far North District Council
Ngati Rahiri Maori Komiti

9 INFORMATION REPORTS

9.1 BOI/WHANGAROA WARD HALLS BUDGET INFORMATION FOR 2020-21

File Number: A2984215

Author: Janice Smith, Chief Financial Officer

Authoriser: William J Taylor MBE, General Manager - Corporate Services

PURPOSE OF THE REPORT

Earlier in the year, the Te Hiku Community Board requested information on the costs associated with the halls within their ward. To ensure that all Community Boards receive the information the request has been extended to incorporate the BOI/Whangaroa Community Board.

EXECUTIVE SUMMARY

This report provides operational and capital budgets for the current financial year – 2020-21

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report BOI/Whangaroa Ward halls budget information for 2020-21.

BACKGROUND

A resolution was passed earlier in the year requesting information on the budgets for the halls in the Te Hiku ward:

RESOLUTION 2020/34

Moved: Councillor Felicity Foy

Seconded: Member Jaqi Brown

That the Te Hiku Community Board

- a) receives the report “Te Hiku Community Hall Annual Information Update”.
- b) requests that a report on the halls and the costs per hall, and accumulated depreciation costs per hall are provided to the Te Hiku Community Board, including options for the ongoing use of the Community Halls, to the August Community Board meeting, if not earlier.

To ensure that all Community Boards receive the information the request has been extended to incorporate the BOI/Whangaroa Community Board

DISCUSSION AND NEXT STEPS

A report (attached) has been prepared that identifies the operational and capital budgets for each hall for the current financial year. It also identifies the renewal funding allocated to each hall as at 30 June 2020.

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no specific financial implications resulting from this report

ATTACHMENTS

1. BOI-Whangaroa Halls Budgets 20-21 - A2984204  

Bay of Islands/Whangaroa Ward - Halls

	Kaeo	Paihia	Russell
	Annual Plan 2020-21	Annual Plan 2020-21	Annual Plan 2020-21
Income			
Rates - Targeted	47,025	18,007	39,073
Fees & Charges	3,876	-	-
Total Comprehensive Income	50,901	18,007	39,073
Direct Costs			
Contractor & Professional Fees	6,823	3,159	2,513
Vehicle & Property Costs	16,490	4,019	7,701
Direct Costs Allocations	317	69	41
Corporate Costs	2,883	627	376
Provisions	246	53	32
Rating Costs	793	172	103
Interest	-	-	-
Depreciation	23,349	9,908	28,306
Total Direct Operating Expenditure	50,901	18,007	39,073
NET SURPLUS/(DEFICIT)	-	-	-
Capital Expenditure			
Total Capital Expenditure	-	-	-
Renewals funding	(453,737)	(218,854)	(610,496)

Waipapa Annual Plan 2020-21	Whangaroa Annual Plan 2020-21	Totara North Annual Plan 2020-21	Towai Annual Plan 2020-21
21,990	8,737	13,007	20,758
-	-	-	-
21,990	8,737	13,007	20,758
2,324	1,184	975	2,438
5,171	2,971	2,696	3,493
207	193	69	152
1,881	1,755	627	1,379
160	150	53	118
517	482	172	379
-	224	-	-
11,730	1,778	8,415	12,799
21,990	8,737	13,007	20,758
-	-	-	-
-	-	-	-
(215,031)	6,549	(88,471)	(126,138)

10 KARAKIA WHAKAMUTUNGA – CLOSING PRAYER

11 MEETING CLOSE