



KAIKOHE-HOKIANGA COMMUNITY BOARD



AGENDA

Kaikohe-Hokianga Community Board Meeting

Wednesday, 7 April 2021

Time: 10.30 am
Location: Council Chamber
Memorial Avenue
Kaikohe

Membership:

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



Far North District Council



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

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

Council Delegations to Community Boards - January 2013

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

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

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

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

1. Recommend local service levels and asset development priorities for civic amenities as part of the Annual Plan and Long-Term Plan processes.
2. Reallocate capital budgets within the Annual Plan of up to 5% for any specific civic amenity, provided that the overall activity budgetary targets are met.
3. Make grants from the allocated Community Funds in accordance with policy 3209, and the SPARC/Sport Northland Rural Travel fund in accordance with the criteria set by the respective body, and, for the Bay of Islands-Whangaroa Community Board, the power to allocate the Hundertwasser Donations Account.
4. Provide comment to council staff on resource consent applications having significance within the Community, including the provision of land for reserves or other public purposes.

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

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

Terms of Reference

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

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

Protocols

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

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

KAIKOHE-HOKIANGA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

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

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

Kaikohe-Hokianga Community Board Meeting
will be held in the Council Chamber, Memorial Avenue, Kaikohe on:
Wednesday 7 April 2021 at 10.30 am

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1 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.

2 PUBLIC FORUM

3 DEPUTATIONS

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

4 SPEAKERS

Funding Applicants:

- Shirley May representing BOI Country Music Festival – Item xxx refers.
- Cheryl Smith representing Kaikohe Rugby Football and Sports Club – Item xxx refers.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3052577

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 3 March 2021 as a true and correct record.

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. 2021-03-03 KHCB Minutes - Unconfirmed - A3102620 [↓](#) 

**MINUTES OF
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE
ON WEDNESDAY, 3 MARCH 2021 AT 10.31 AM**

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

IN ATTENDANCE:

STAFF PRESENT: Shaun Clarke (Chief Executive Officer), Kathryn Trewin (Funding Advisor), Ken Ross (Community Development Advisor), Aisha Huriwai (Team Leader – Democracy Services), Marlema Baker (Meetings Administrator).

Reminder from Chair Mike Edmonds that the meeting was being livestreamed.

1 PUBLIC FORUM

- David Cortesi – kids on bikes in Kaikohe township a major safety concern.
- Rachel Smith and Moko Tepania – Outward Bound Scholarships; Partnership opportunity for FNDC and our Community Boards, supporting our young people. (Document tabled)
- Shaun Reilly – Bikes down the footpath in Kaikohe. Attended Taiamai Residents meeting. Ohaeawai road naming. Bridge railing over Pekapeka stream needs repair. Footpaths in Ohaeawai need attention. Dam needs to be moved to Hillcrest Road. Roadside mowing.
- Charmaine Peri. Roading issues in Otaua. (document tabled)
- Shem Kerr – Broadwood Bridge. The Chairperson requested a report for the April meeting. (document tabled)

Meeting adjourned 11:33 am – 11:49 am.

2 SPEAKERS

- CHI Festival Funding Application - Willie Maihi and Bill Edwards – Bill supports Willie's application (Heritage role). Willie Maihi acknowledged Council for their help with the Kaikohe Aerodrome CHI Festival but requested they reconsider the application considered at the last meeting.

3 CONFIRMATION OF PREVIOUS MINUTES

3.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3052575, pages 10 - 16 refers.

RESOLUTION 2021/12

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 3 February 2021 as a true and correct record.

CARRIED

4 REPORTS

4.1 ROAD NAMING - 5978B STATE HIGHWAY 12, OHAEAWAI

Agenda item 7.1 document number A3080628, pages 17 - 36 refers.

RESOLUTION 2021/13

Moved: Member Moko Tepania

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Te Mania Drive that is currently addressed at 5978b State Highway 12, Ohaeawai as per application and maps (A3080460).

CARRIED

4.2 ROAD NAMING - 6 BISSET ROAD KAIKOHE

Agenda item 7.2 document number A3083222, pages 37 - 57 refers.

RESOLUTION 2021/14

Moved: Member John Vujcich

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board, pursuant to Council's Road Naming and Property Addressing Policy #2125, name a private road, Timatanga Place that is currently addressed at 6 Bisset Road, Kaikohe as per map (A3080456).

CARRIED

4.3 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JANUARY 2021

Agenda item 7.3 document number A3083803, pages 58 - 60 refers.

RESOLUTION 2021/15

Moved: Member Moko Tepania

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 31 January 2021.

CARRIED

4.4 MOTION TO RESCIND PREVIOUS FUNDING DECISION

RESOLUTION 2021/16

Moved: Chairperson Mike Edmonds

Seconded: Member Alan Hessel

That the Kaikohe-Hokianga Community Board rescinds the previous resolution 2020/60 made 7 October 2020 regarding item 6.5 Funding Application: Maihi Memorial Parks Charitable Trust.

RESOLUTION 2020/60

Moved: Member Laurie Byers

Seconded: Member Louis Toorenburg

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$1,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Maihi Memorial Parks Charitable Trust for costs towards the CHI Festival 2021 to support the following Community Outcomes:**

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

CARRIED**CARRIED****4.5 FUNDING APPLICATION**

Agenda item 7.4 document number A3086614, pages 61 - 69 refers.

4.5a RESOLUTION TO EXCLUDE THE PUBLIC**RESOLUTION 2021/16**

Moved: Member Louis Toorenburg

Seconded: Member Alan Hessell

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

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

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

CARRIED**4.5b MOTION TO MOVE OUT OF CLOSED MEETING INTO OPEN MEETING****RESOLUTION 2021/17**

Moved: Chairperson Mike Edmonds

Seconded: Member Moko Tepania

That the Kaikohe-Hokianga Community Board moves out of closed meeting into open meeting.

CARRIED

4.5c FUNDING APPLICATION

Agenda item 7.4 document number A3086614, pages 61 - 69 refers.

MOTION

Moved: Member Moko Tepania

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of \$1,000 (plus GST if applicable) to be paid from the Board's Community Fund account to Maihi Memorial Parks Charitable Trust for costs towards the CHI Festival 2021 to support the following Community Outcomes:

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

LOST

RESOLUTION 2021/18

Moved: Chairperson Mike Edmonds

Seconded: Member Emma Davis

That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy declines to make an out of policy decision regarding the funding application for Maihi Memorial Parks Charitable Trust.

CARRIED

4.6 PROJECT FUNDING REPORTS

Agenda item 7.5 document number A3084602, pages 70 – 89 refers

RESOLUTION 2021/19

Moved: Member John Vujcich

Seconded: Member Moko Tepania

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

- a) **Ngapuhi Hokianga ki te Raki Incorporated Society**
- b) **North Hokianga A&P Show (2020 report)**
- c) **Te Rau o Te Huia**

CARRIED

5 INFORMATION REPORTS**5.1 COMMUNITY FUNDING AND REPORTING REVIEW**

Agenda item 8.1 document number A3085298, pages 90 - 91 refers

RESOLUTION 2021/20

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board receive the report Community Funding and Reporting Review.

CARRIED**5.2 COMMUNITY AND CUSTOMER SERVICES REPORT 1 JULY 2020 - 31 DECEMBER 2020**

Agenda item 8.2 document number A3082526, pages 92 - 99 refers

RESOLUTION 2021/21

Moved: Member Kelly van Gaalen

Seconded: Member John Vujcich

That the Kaikohe-Hokianga Community Board receive the report Community and Customer Services Report 1 July 2020 - 31 December 2020.

CARRIED**5.3 ITEMS OF BUSINESS NOT ON THE AGENDA WHICH CANNOT BE DELAYED - CYCLING BYLAW ENFORCEMENT****RESOLUTION 2021/22**

Moved: Member Moko Tepania

Seconded: Chairperson Mike Edmonds

That the Kaikohe-Hokianga Community Board resolves, under Section 46A (7), LGOIMA, to address the Community Cycling Bylaw and the Chairperson provides the following information during the public part of the meeting:

- a) the reason the item is not on the agenda is that it was raised at this meeting during Public Forum as a major community concern.
- b) the reason why the discussion of the item cannot be delayed until a subsequent meeting is that urgent action is required.

and

- c) write a letter to the NZ Police regarding concerns around the antisocial cycling behaviour in the Kaikohe community and the need for enforcement of its laws and bylaws.

CARRIED**6 MEETING CLOSE**

The meeting closed at 12:48 am.

The minutes of this meeting were confirmed at the Kaikohe-Hokianga Community Board Meeting held on 7 April 2021.

.....
CHAIRPERSON

6 REPORTS

6.1 CHAIRPERSON AND MEMBERS REPORT

File Number: A3117411

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

The reason for the recommendation is to note the reports from the Chairperson and Members. The reports provide feedback to the community on matters of interest or concern to the Community Board and how the Community Board has communicated with community organisations and special interest groups within the community.

Member Louis Toorenborg's report has brought a number of items to the attention of the Community Board. Two of those items have been brought to the attention of the Chief Executive of Far North District Council who has asked that, in addition to the informal requests already made, the Board gives added weight to his requests by formal resolution.

The first is the issue of the risk of damage to historical Pōhutukawa trees in Ōpononi by vehicles driving over their roots.

The second is the issue of boat trailer parking at Ōpononi and Ōmāpere. This issue closely parallels the issue of boat trailer parking at Whangaroa, where the council is making a determined effort to resolve the problem.

RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

- a) requests that the Far North District Council restores protection to the trees by either replacing the sandbag measures, or some better and longer lasting method, and that any such work be carried out with the utmost haste.**
- b) requests that the Far North District Council direct similar attention and resources as those directed to the issue of the Whangaroa boat ramp parking, to the issue of congestion around the boat ramps of Ōpononi and Ōmāpere.**

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 Member is 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. **Members Report - Louis Toorenburg - April 2021 - A3118778** [↓](#) 

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.	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

Kaikohe – Hokianga Community Board – Members Report April 2021 – Louis Toorenburg**Rawene**

1 – Spraying – there is considerable opposition to the continued spraying of roadside verges and berms in the Rawene Community, this has been ongoing issue for many years now and stopping the use of herbicides in Rawene is part of the Rawene Community Plan. It was also subject of a petition which over 1000 people signed. It is great to see the CB has set up a committee of the board to look at the whole issue and alternatives methods of weed control. Hopefully this process will stop future spraying happen.

2 – Mowing in the Rawene township, some of this has been unsatisfactory and complaints have been made specifically to the section between Nimo Street and top of Parnel Road. As well as in the commercial part of town where section in front of the old Fire Station has not been done on a number of occasions.



3 – Rawene Campus – hopefully a lease has now been signed by the parties involved, it has been a long drawn out process, the trust has been advertising for somebody to co-ordinate.

4 – Sadly the little beach in Rawene has been closed by FNDC because of e-coli readings, this issue needs to really be addressed, there is concerns in Rawene that it is because treated waste water being released into the Hokianga, especially from Kaikohe, although it is more likely to be a combination of a number of issues which includes farm wastes and forestry.

5 – Te Maui o te Wai – continues to explore options for a land based wastewater treatment plant for Rawene.

6 – Rubbish collection point at Rawene Turnoff, is still off concern, with people leaving bags outside the hours that bags are to be left. Many of the bags come from further afield.

7 – The other biggie for Rawene, addressing the road and speed safety issues in Rawene, with a member from the Northland Road Alliance meeting with RARA, bringing along plans of what is envisaged and asked for feedback on the proposal which closed on 22 February. It is hoped that a couple of the safety calming features will be in place before the end of the June, and the rest completed once further budget has been approved in the new financial year. I was a bit disappointed that Sandy Morris wasn't at our last CB meeting as she had indicated. Hopefully progress will happen quickly as the speed some cars travel at are a great safety concern, many in a rush to catch the ferry.

8 – Work on the Rawene turnoff from SH 12 has not as yet started but it is imminent

Opononi and Omapere

1 - New footpaths and renewals – it is really fantastic to see footpath extensions and renewals being done or completed in the Opononi and Omapere area. Signal Station Road footpath is almost completed and has been done without ratepayers money as full 100% subsidy was found. Love the little bridges across the dips.



Work is also well on the way for both Waianga Place and Taumatiwiwi Street and progressing well. The renewal of the footpath in front of the school towards Kokohuia Road is also being done. I understand that work on the footpath from Omapere towards to school will also be done soon.





2 - Boat trailer parking is becoming a real issue for the area. Commercial operators from outside the area arrive en masse to make use of the fishing opportunities out of the Hokianga Harbour when weather is unsuitable in other areas. This sees at time over 100 boat trailers and associated vehicles park in every available parking spot. They double park, they park on footpaths and make it difficult for locals to find parking places.

For years the long term plan had in it but now removed a reclamation for boat trailer parking and new realigned boat ramp for Opononi to make launching safer and away from State highway 12 as vehicles have to use the state highway to launch boats, at time causing congestion and safety concerns.

In discussion with the other South Hokianga Community Board member looking at alternatives we came up with improving the boat ramp at Koutu Point and creating parking on the nearby road reserve, currently being used for camping. There will need to be considerable discussion with the local community and nearby land owners.



<https://www.youtube.com/watch?v=2AUyjCpWAK&t=6s> link video boat trailers

3 – Illegal parking and damage to the Pohutakawa trees near Opononi Store. This problem has been previously been identified and sandbags impregnated with seeds was used to build a barrier. This worked very well until, a contractor sprayed the grass growing from the sandbags causing sandbag wall to breakdown and customers started again to park on the

grass area on top of the Pohutakawa tree roots, causing serious threats to the protected trees.

I think it is time to either once again reinstate the sandbags or build a more solid barrier to stop these unsafe illegal parking practices to stop. There is plenty of parking in the carpark near the shop, it is basically laziness that sees people parking illegally and rushing into the shop. There used to be a painted yellow line on the road, but that seems to have been covered by sand or worn out.



4 – The new toilet is slowly going up and will be much needed asset for the area. There was considerable opposition to the sighting of the toilet, changing rooms and showers where they ended up being placed. Concerns were expressed about potential smells reaching customers of the café/restaurant above. I hope this is not the case. I am pleased to see the community painted mural will still be visible.

5 – Manea – great to see the opening of this fantastic attraction, it is also good to see that the Ventnor Memorial has found a home there, the Chinese community I will be having a dedication for it in April.

6 – Wastewater Treatment Plant – there is considerable opposition to the consent that FNDC has applied for. Community is waiting to see the public notification when it happens. Similarly for the Kohukohu wastewater resource consent.

Otaua

There continues to be problems brewing at the Otaua, with residents looking at taking direct action. They are concerned about the traffic hazards caused by logging trucks, the issue of dust which contaminates their water supplies and garden areas. They are concerned that they are not able to open their Kohanga Reo which is right next to the road, making the dust a health issue for the kids and parents that use to go there. The road is no longer being wetted down to suppress the dust by the logging company.

They are also concerned about the damage that is being done to the bridge, and they are wondering why the other road is not being used to extract the logs, which would have less negative effects on the community.

Recommendations:

- 1 -That the Rawene Community be consulted as to why the level of service for the township appears to have been lowered, and that contractors continue mowing areas that were previously mowed by them.**
- 2 – That the closing of the beach in Rawene because of e-coli reading be investigated and addressed.**
- 3 – That the issue of boat trailer parking I Opononi and Omapere be investigated and alternatives be investigated.**
- 4 – That the sandbags that stopped people parking on the roots of the Opononi Pohutakawa trees near the shop be reinstated or alternatives found.**
- 5 – When major work is to be scheduled in an area we recommend that the local members be kept informed.**

6.2 KAIKOHE-HOKIANGA STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 28 FEBRUARY 2021

File Number: A3124829

Author: Ajay Kumar, Management Accountant

Authoriser: Janice Smith, Chief Financial Officer

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Kaikohe-Hokianga Community Board receives the report Kaikohe-Hokianga Statement of Community Board Fund Account as at 28 February 2021.

BACKGROUND

The statement is attached for the Board's information and to provide sufficient information to enable the Board to allocate funds in accordance with the funds available.

Community Fund Account balance as at 1 July 2020	\$115,902.00
• Plus, uncommitted funds from 2019-20 carried forward	\$40,545.99
• Plus, Unspent from 2018/19 - Matihetihe School support children participating in regular sporting activity for 2019 winter season	\$85.00
• Plus, Unspent from 2018/19 - Rawene Golf Club Inc. to assist with the cost of The Hokianga Golf Fun Day 2019	\$115.79
• Plus, Unspent from 2019/20 - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	\$21,019.01
• Plus, Commitments from 28/06/17 meeting towards Junior Bike Park	\$14,376.54
• Less funds granted and uplifted to 28 February 2021	\$97,212.00
• Less funds not uplifted from 05 August 2020 for Life Education Trust	\$5,001.00
• Less funds not uplifted from 07 October 2020 for Maihi Memorial Charitable Trust	\$1,000.00
• Less funds not uplifted from 09 December 2020 for Kaikohe Business Association	\$4,750.00
• Less funds not uplifted from 03 February 2021 for North Harbour A&P Society	\$3,720.00
Community Fund Account balance as at 28 February 2021	\$80,361.33

DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 28 February 2021 is \$80,361.33.

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

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Kaikohe-Hokianga Community Board. The statement of the Community Fund account as at 28 February 2021 is attached.

ATTACHMENTS

1. **Statement of Kaikohe-Hokianga Community Board Fund Account as at 28 February 2021 - A3124824** [↓](#) 

**Far North District Council
Kaikohe - Hokianga Community Board
Statement of the Community Fund Account as at 28 February 2021**

Allocation Grants & Donations Annual Budget 2020-21	82,569.00	
Community Board Placemaking Fund	33,333.00	
Uncommitted funds from 2019-20 carried forward	40,545.99	
Unspent from 2018/19 - Matihetihe School support children participating in regular sporting activity during 2019 winter season	85.00	
Unspent from 2018/19 - Rawene Golf Club Inc. to assist with the cost of The Hokianga Golf Fun Day 2019	115.79	
Unspent from 2019/20 - Kaikohe Community & Youth Centre Trust for installation of the basketball court and hoops at Memorial Park	21,019.01	
Commitments from 28/06/17 meeting towards Junior Bike Park	14,376.54	
		192,044.33
Less Expenditure 2020/21 (Funds Uplifted)		
July 20		
Volunteering Northland for volunteer centre, recruitment and promotion	3,000.00	
Kaikohe Business Association for costs towards Community Patrol vehicle	1,000.00	
Kaikohe Pioneer Village for the annual Halloween community event	1,500.00	
Wekaweka Valley Community Trust for costs towards updating the Waimamaku Community Centre	3,000.00	
September 20		
Kaikohe Intermediate School for installing swimming pool covers	3,000.00	
Bay of Islands Waldorf Education Trust for costs towards parent workshops	500.00	
Kaikohe & Districts Sportville costs towards Lindvart Park Promotional Video	625.00	
Te Rau o Te Huia costs towards running a four day community weaving workshop	3,100.00	
Hokianga Community Educational Trust for costs towards clearing/cleaning Rawene Campus	2,619.00	
October 20		
Kaikohe Community Arts Council for costs towards Te Wairua o Kaikohe art exhibition	1,095.00	
Kaikohe Sewing Club for costs towards Community Sewing Skills Course	5,300.00	
Jacman Entertainment for costs towards Hullabaloo Children's Arts Festival 2020	5,000.00	
Ngawha Springs Forward Charitable Trust on behalf of Te Whakamanamai Whanau Trust costs towards whare to whenua	20,000.00	
South Hokianga Memorial Hall costs towards erecting a hall sign	1,000.00	
Okaihau Bowling Club for costs towards new mats and jacks	1,300.00	
November 20		
Te Puna o Kūpenuku Inc costs towards establishing and furnishing the Rawene Campus	17,291.00	
Kaikohe Business Association costs towards Kaikohe Christmas in the Village 2020	2,500.00	

Far North District Council**Kaikohe - Hokianga Community Board****Statement of the Community Fund Account as at 28 February 2021**

Kaikohe Rugby and Sports Club towards adjusting lighting for televised Mitre 10 Rugby game at Lindvart Park	3,972.00
Ngapuhi Hokianga Ki te Raki Inc towards Mangamuka Christmas in the Park 2020	2,320.00
Hokianga Treks 4 Kids for costs towards refreshing the display at the Rawene turnoff	3,400.00
Far North Environment Centre for costs towards Te Tai Tokerau Timebank – Kohukohu and Kaikohe branches	1,300.00

December 20

Wekaweka Valley Community Trust for costs towards sports equipment for community use	1,000.00
Heritage New Zealand for costs towards 181st Commemorations of signing of Te Tiriti at Mangungu Mission	3,230.00

February 2021

Okaihau Bowling Club for costs towards Okaihau Bowling Club renovations and repairs	5,000.00
Man vs Wild Fishing Competition for costs towards the 2021 fishing competition	1,600.00
Manaki Tinana Trust for costs towards hall hire for one year	1,560.00
Niniwa Collective for costs towards the Te Whenua Tupu Ora	2,000.00

 97,212.00
Balance as at 28 February 2021

\$94,832.33

Less Commitments 2020/21 as at 28 February 2021 (Funds not yet up lifted)**Meeting 05.08.20**

Life Education Trust costs towards mobile classroom refurbishment	5,001.00
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Meeting 07.10.20

Maihi Memorial Parks Charitable Trust costs towards the CHI Festival 2021	1,000.00
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Meeting 09.12.20

Kaikohe Business Association for costs towards updated town/cycle trail signage	4,750.00
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Meeting 03.02.21

North Hokianga A&P Society Inc for costs towards entertainment at the 2021 show	3,720.00
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 14,471.00
Balance 28 February 2021 Uncommitted/(Overcommitted)

\$80,361.33

6.3 FUNDING APPLICATIONS

File Number: A3125203

Author: Kathryn Trewin, Funding Advisor

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

PURPOSE OF THE REPORT

This report summarises applications for Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which application/s will receive funding at the 7 April 2021 meeting.

EXECUTIVE SUMMARY

- Kaikohe-Hokianga Community Board has \$49,843 unallocated funding available for the 2020/21 financial year.
- Kaikohe-Hokianga Community Board has an additional \$24,964 place making funding available for the 2020/21 financial year.
- Three applications for funding have been received, requesting a total of \$8,665.
- Three requests have also been received from applicants who have been unable to complete their projects in the time initially indicated.
- Applications in excess of \$3,000 may require the applicant to attend a Board meeting, subject to the Chairperson's discretion.

RECOMMENDATION

- a) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$2,986** (plus GST if applicable) to be paid from the Board's Community Fund account to Bay of Islands Country Music Festival for costs towards the 2021 festival to support the following Community Outcomes:
- (i) Proud vibrant communities.
 - (ii) Communities that are healthy, safe, connected and sustainable.

RECOMMENDATION

- b) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$3,075** (plus GST if applicable) to be paid from the Board's Community Fund account to Kaikohe Rugby Football and Sports Club Inc for costs towards installation of additional lights at Lindvart Park to support the following Community Outcomes:
- (i) Proud vibrant communities.
 - (ii) Communities that are healthy, safe, connected and sustainable.

RECOMMENDATION

- c) That the Kaikohe-Hokianga Community Board, in considering the provisions of the Community Grant Policy authorise the sum of **\$2,605** (plus GST if applicable) to be paid from the Board's Community Fund account to Kaikohe & District Historical & Mechanical Trust (Pioneer Village) Inc for costs towards construction of a stage for entertainment to support the following Community Outcomes:
- (i) Proud vibrant communities.
 - (ii) Communities that are healthy, safe, connected and sustainable.

RECOMMENDATION

- d) That the Kaikohe-Hokianga Community Board grant the request from the North Hokianga A&P Society to utilise the funds granted by the Board at their meeting on

3 February 2021 for the 2022 show, and that the applicant may not apply to the Board for additional funding for the 2022 event.

- e) That the Kaikohe-Hokianga Community Board grant the request from the Bay of Islands Waldorf Trust (Oromahoe Kindergarten) for an extension of time to utilise the funds granted by the Board at their meeting on 3 June 2020 for workshops to be rescheduled prior to the end of the 2021 calendar year.**
- f) That the Kaikohe-Hokianga Community Board grant the request from Kaikohe & Districts Sportsville for an extension of time to utilise the funds granted by the Board at their meeting on 5 August 2020 for filming a promotional video prior to 30 September 2021.**

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
Bay of Islands Country Music Festival	Bay of Islands Country Music Festival	\$2,986 (36%)	\$2,986 (36%)	This is the 32 nd event and is run by volunteers. They have applied for funding to assist with the shuttle vans between venues and have asked the Bay of Islands-Whangaroa Board for the same amount. It is noted that the percentage shown is for the costs provided for the shuttle and promotion – the actual percentage against the total overall cost is <5%.	(i) Proud vibrant communities. (ii) Communities that are healthy, safe, connected and sustainable.	Event
Kaikohe Rugby Football and Sports Club Inc	Additional lights at Lindvart Park	\$3,075 (20%)	\$3,075 (20%)	The club would like to augment existing lighting to allow more high-level training and games, and to improve the playing experience of current uses.	(i) Proud vibrant communities. (ii) Communities that are healthy, safe, connected and sustainable.	Infrastructure
Kaikohe & District Historical & Mechanical Trust (Pioneer Village) Inc	Construction of a stage	\$2,604 (35%)	\$2,604 (35%)	The Pioneer Village has become a hub for events in Kaikohe. The need for a permanent stage has been established and a link with the local college carpentry trade academy will allow it to be built and give students work experience while doing so.	(i) Proud vibrant communities. (ii) Communities that are healthy, safe, connected and sustainable.	Infrastructure

Applicant	Project	Requested	Recommended	Comments	Community Outcome(s)	Type
North Hokianga A&P Society	2021 North Hokianga A&P show	\$3,720 (50%)	\$3,720	The applicant was granted funding for the event stage at the 2021 show. It was cancelled less than a week before it was due to take place, due to covid-19. The applicant has asked if they may use it for the 2022 show instead.	(i) Proud vibrant communities. (ii) Communities that are healthy, safe, connected and sustainable.	Event
Bay of Islands Waldorf Education Trust	Parent Education Workshops	\$6,518 (95%)	\$500	The applicant was granted funding for Oromahoe Pre-School to run workshops on sustainability for parents including creating edible landscapes and waste-free parenting. The ongoing covid-19 cancellations meant they were unable to run these workshops as scheduled, and they have asked if they may have an extension of time to reschedule the workshops. They intend to run these prior to the end of the 2021 calendar year.	(i) Proud vibrant communities. (ii) Communities that are healthy, safe, connected and sustainable.	Community Development
Kaikohe & Districts Sportsville	Lindvart Park Promotional Video		\$625	The video was due to be recorded prior to the end of 2020. The videographer became unavailable and a new one has been engaged (from the Hokianga). The applicant has asked if they can have an extension of time to complete their project, which they anticipate will be completed by 30 June 2021.	(i) Proud vibrant communities. (ii) Communities that are healthy, safe, connected and sustainable.	Community Development

Assessment of Applications

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

For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested.

Option 2 Authorise partial funding.

Option 3 Decline funding.

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. Pages from KHCB - Application - BOI Country Music Festival - A3125233 [↓](#) 
2. Pages from KHCB - Application - Kaikohe Rugby Football and Sports Club Inc - A3125237 [↓](#) 
3. Pages from KHCB - Application - Pioneer Village KHO - A3125236 [↓](#) 

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.

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	Bay of Islands Country Music Festival		Number of Members	3
Postal Address	PO Box 100 Maerewa		Post Code	0472
Physical Address	418 Hautapu Road, RD2 Kaikohe		Post Code	0472
Contact Person	Shirley May	Position	Director	
Phone Number	09 4041063	Mobile Number	027 235 0106	
Email Address	maysplace@actrix.co.nz			

Please briefly describe the purpose of the organisation.

See attached letter.

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

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

 Bay of Islands-Whangaroa

Clearly describe the project or event:

7th, 8th + 9th May 2021

6pm

☒ Yes ☐ No

\$80 Weekend Pass + \$60 Day Passes.

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

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

See attached letter

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	5865.00	500.00
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage / Shuttle Bus	2485.74	2485.74
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe)		
TOTALS	\$8350.74.	\$2985.74

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 67-964-497

How much money does your organisation currently have? 140.52

How much of this money is already committed to specific purposes? 140.52

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

Purpose	Amount
Sound + Lighting	\$18,760.00
Budget + Advertising	\$8,324.00
Musician Travel + accommodation	\$36,210.00
TOTAL	\$63,294.00

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

Funding Source	Amount	Approved
Pub Charity	18,760.00	Yes / Pending
Peterus	8,324.00	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
Shuttle Bus	2485.74	April 2019	(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)

Bay of Islands Country Music Festival

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

John E. Munro

[Signature]

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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	<u>Jasonne B Munro</u>	Position	<u>Treasurer</u>
Postal Address	<u>PO Box 100 Mairangi</u>	Post Code	<u>0472</u>
Phone Number		Mobile Number	<u>021743369</u>
Signature	<u>Jasonne</u>	Date	

Signatory Two

Name	<u>Shirley May</u>	Position	<u>Director</u>
Postal Address	<u>PO Box 100 Mairangi</u>	Post Code	<u>0472</u>
Phone Number	<u>09 4041 063</u>	Mobile Number	<u>027350106</u>
Signature	<u>Shirley</u>	Date	<u>8.3.2021</u>

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A2686814

(version Sept 2018)

Page 6

Schedule of Supporting Documentation**Bay of Islands Country Music Festival**

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

1	Support Letter – BOI Country Rock – Shirley May
2	Certificate of Registration
3	Meeting confirmation letter – BOI Country Rock
4	Financial Report for the year ended 30 September 2020 x7 pages
5	Kiwibank Statement as at 28 February 2021
6	Cover Letter / Quote – Shuttle bus and Badges – Jasmine Munro
7	Quote – Clarks Coachline
8	Quote – Badges

The logo for the Bay of Islands Country Rock Festival. It features the text "Bay of Islands" in a small font above "COUNTRY ROCK" in large, bold, black capital letters. Below "COUNTRY ROCK" is the word "Festival" in a smaller font. The entire logo is set against a background of stylized orange and yellow brushstrokes.

Kaikohe Service Centre

10 MAR 2021

Kaikohe Service Centre

10 MAR 2021

Kaikohe Service Centre

10 MAR 2021

Monday, 8th March 2021

To Whom It May Concern,

This year we are once again seeking assistance with sponsorship for our annual Country Rock Festival in the Bay of Islands. This festival has become both iconic and unique in the New Zealand music festival calendar. The genre appeals to a wide variety of people and has a following not only of appreciative listening audiences but also those actively in Rock and Roll or Line Dancing.

The ever-popular street music sessions on Saturday and Sunday mornings give our area a real festival feel. Visitors travelling through Paihia or Russell often get caught up in the occasion and will linger longer to listen or join in the line dancing and rock and roll. The Musicians also take the opportunity to move around listening to other performers throughout the weekend.

Shuttle Bus along with badge costs are an essential cost in bringing people to the Bay of Islands and we are hoping for sponsorship from Far North District Council to help prevent drink driving and to make our festival successful with having badge passes for our 32nd festival.

Kind Regards

A handwritten signature in blue ink, appearing to read "Shirley May".

Shirley May
Festival Director
P O Box 100, Moerewa

Address> PO Box 100, Moerewa, Bay of Islands, New Zealand Phone> 09 404 1063 Fax> 09 404 1065
Mobile> 025 235 0106 Email> maysplace@actrix.co.nz

An event run under the auspices of Bay of Islands Festival Incorporated

Local Grant Application Form

Kaikohe Service Centre
09 MAR 2021

RECEIVED



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	KAIKOHE RUGBY FOOTBALL + SPORTS CLUB INC		Number of Members	200+
Postal Address	PO BOX 385, KAIKOHE		Post Code	0440
Physical Address	15 PENNEY CRES, KAIKOHE		Post Code	0405
Contact Person	CHERYL SMITH	Position	PRESIDENT	
Phone Number		Mobile Number	0274 343417	
Email Address	CHERYLS@SPORTNORTH.CO.NZ			

Please briefly describe the purpose of the organisation.

PROMOTE AMATEUR SPORTS

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Page 1



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

☐ Bay of Islands-Whangaroa

Date APRIL 2021

Time

☐ Yes ☐ No

N/A

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

We will put four more bulbs on the existing light poles before they are re-erected after the Mitre 10 Cup game late last year.

Even though the lighting conforms to the standard for club lighting, we have found that the contrast between the bright spots and dull spots affect the night vision of the players so that moving quickly between them is like night and day. We wish to fix this.

The addition of playing lights (vs practice lights) has possibly been the most beneficial addition to the club ever. Rugby and rugby league games of every level can be (and are) played during the week, allowing for families to participate in other activities (including sibling sports) during the weekend.

High level practice (Northland Farrah Palmer Cup team) is now possible.

The field and the lights are available to community groups (other sports and other) for only the Sportsville charge on the lights (which covers electricity and occasional bulb replacement)

Our funding raising efforts for this project are focused on sharing the effort as wide as we can. The club members will support it through a club social, where the bands have generously given their time. Local businesses will support it through an advertising arrangement. We are approaching individuals for larger donations, and will have a Give-A-Little page for the smaller ones. We are asking that the Community Board support it to the value of 20% of the total cost as the community share.

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) INSTALL LIGHTS	\$15374	\$3075
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) COST		
TOTALS	\$15374	\$3075

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 043-328-859

How much money does your organisation currently have? \$31950

How much of this money is already committed to specific purposes? ALL OF IT.

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

Purpose	Amount
DAY-TO-DAY RUNNING	
BUILDING PROJECTS	
TOTAL	\$31950

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

Funding Source	Amount	Approved
CLUB SOCIAL	\$2500	Yes / Pending
BUSINESS SUPPORT	\$8000	Yes / Pending
FUNDING SHARES	\$800	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
MITRE 10 CUP LIGHTS	\$3972	11/11/20	Y / N
ROOFING PROJECT	\$4558	5/6/19	Y / N
RESOURCE CONSENT	\$1245	7/11/18	Y / N
SECURITY UPGRADE	\$2650	2/5/18	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)

KAIKOHE RUGBY FOOTBALL AND SPORTS CLUB 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 agency, 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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A283514

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Page 5

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 CHERYL SMITH (WAKA) Position PRESIDENT
 Postal Address PO BOX 385, KAIKOHE Post Code 0440
 Phone Number 0274 343417 Mobile Number ~~0274 343417~~
 Signature [Signature] Date 9.3.21.

Signatory Two

Name WALTER HARRIS Position SECRETARY V-P
 Postal Address PO BOX 385, KAIKOHE Post Code 0440
 Phone Number 0274 343417 Mobile Number 0211110547
 Signature [Signature] Date 9.3.21

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A2556514

(version Sept 2018)

Page 6

Schedule of Supporting Documentation**Kaikohe Rugby Football & Sports Club Inc**

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

1	ASB Bank Statement of sub account totals
2	Quote – Laser Electrical
3	Page of numbers?

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

Pioneer Village Kaikohe

Organisation: Kaikohe & District Historical & Mechanical Trust Number of Members:

Postal Address: 1a Recreation Road, Kaikohe Post Code: 0405

Physical Address: 1a Recreation Road, Kaikohe Post Code: 0405

Contact Person: Kelly van Goolen Position: Operations Manager

Phone Number: 09) 4010816 Mobile Number: 0223508960

Email Address: info@pioneer-village.org.nz

Please briefly describe the purpose of the organisation.

To provide a unique & educational museum experience, promote persons and make accessible our heritage. Encourage a sense of belonging and pride in the community.

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

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Time Thurs/Fridays☐ 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.

→ attached

Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ¹		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)	2604.26	2604.26
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr) 240 hrs @ 20.00	4800.00	not applicable
Other (describe)		
TOTALS	7404.26	2604.26

¹ If the application is for professional or facilitator fees, a job description or scope of work must be attached.

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A2696914

(version Sept 2013)

Page 1

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have? 108,872.85

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

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

Purpose	Amount
Lotteries - Conservation Plans.	32,205.00
Oxford - Watertank + CCTV stage 2.	11,431.69
Museum Hardship Fund - Education / collection - wage.	19,344.00
Perpetual Guardian	6,435.00
Organisational Charges / Utilities / Wages.	39,500.00
TOTAL	108,915.69. (+)

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
CCTV, parking, sustainability. (+)		2019	(Y) / N
Halloween	1500	2020	(Y) / N
Xmas parade	2500	2018	(Y) / N
			Y / N

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A2600N-4

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Page 4

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)

Kaikohe District Historical & Mechanical Trust t/a Pioneer Village.

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 agency, 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
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 - 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]

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42508914 (version Sept 2018)

Page 5

Local Grant Application Form



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4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
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6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact Governance Support for digital imagery.
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8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

Signatory One

Name Kelly van Gaden Position Operational Manager
 Postal Address In Recreation Road, Kaikohe Post Code 0405
 Phone Number 09 4010816 Mobile Number 022308960
 Signature [Signature] Date 4/3/21

Signatory Two

Name Dehryn Walker Position Collections Manager
 Postal Address 5787 State Highway 12 RD 2 Kaikohe Post Code 0492
 Phone Number 09 4010816 Mobile Number 022 697 2755
 Signature [Signature] Date 4/3/21

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42590814

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Page 6

Schedule of Supporting Documentation**Kaikohe & District Historical & Mechanical Trust – Pioneer Village**

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

1	Build a Stage! Build a Community - Statement of activity x2 pages
2	Support letter – Duane Allen
3	Support letter – Pioneer Village
4	ASB Bank Statement as at 31 December 2020 x 2 pages
5	Quote - Placemakers

Build a Stage! Build a Community!

Pioneer village has in the recent years has become known within this community and wider as an events venue or "the place where things happen". Most of the events are targeted at children and family. E.g.: Halloween, Christmas Parades, Father's Day, School Holiday outings and performances.

The village had a makeshift stage, that was not fit for purpose. It became completely unsafe and was removed prior to the Christmas parade 2020. The lack of this facility within our community and the village always causes issues for organizers.

We have seen makeshift stages from pellets and gazebos erected, the last parade, a large flat deck trailer unit was brought in last minute with support from mahalolo transport, although this served as a great base it was not easily accessible, no steps for audience participation, no weather proofing.

We have had outdoor power points installed to ease connection issues and moved a stage base into position ready for construction. Keeping in style with the village surrounding as not to compromise the aesthetics of the environment.



This trailer original was used to transport the Harold building to the village in 1979.



Recycling the past to meet the future.

Thinking how we can incorporate the past with present and future needs, the discussions opened with Northland Colleges Carpentry trade academy where Year 12 and 13 will gain real industry related qualifications and work experience opportunities. All Whilst meeting the need of a community-based project that aligns with unit achievements

- 1) Construct a spaced residential timber deck up to one meter high as a BCATS project.
- 2) Construct a timber Pergola as a BCATS project.

The Tutor Wayne Brown along with 6 students visited the village on 18th February to investigate the project and were briefed on preferred outcomes. With enthusiasm the students took necessary measurements and were tasked with drawing up plans, pricing materials and supplying a quote.

Once the funding is confirmed, students will commence construction. The village will become the hands-on classroom Thursday and Fridays until completed. It is expected that the stage will be completed by Mid-May.

Exciting times lie ahead, as utilising our local schools with projects that meet curriculum, community initiatives and strategic goals of sustainability. Highlighting themed areas for visitors, families and school groups. This stage is all about showcasing the people that enrich our local community.

6.4 PROJECT FUNDING REPORTS

File Number: A3125219

Author: Kathryn Trewin, Funding Advisor

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

PURPOSE OF THE REPORT

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

RECOMMENDATION

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

- a) Kaikohe Business Association – Christmas in the Village 2020**
- b) Kaikohe Pioneer Village – Halloween 2020**
- c) Te Puna o Kupenuku Inc**

1) BACKGROUND

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

2) DISCUSSION AND OPTIONS

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

Reason for the recommendation

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary requirements.

ATTACHMENTS

- 1. Pages from KHCB - Project Report - Kaikohe Business Assoc - Xmas in the village - A3125224 [!\[\]\(f7858737da6ad2e0201bdbae38dfa222_img.jpg\)](#) 
- 2. Pages from KHCB - Project Report - Pioneer Village Kaikohe - Halloween - A3125230 [!\[\]\(f475aa0e0352da653ae4f4c7d3796486_img.jpg\)](#) 
- 3. Pages from KHCB - Project Report - Te Puna o Kupenuku Inc - A3125232 [!\[\]\(a8b1f5d7395da931e6848b21c09f86f2_img.jpg\)](#) 

Compliance schedule:

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

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

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



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

Name of organisation:	Kaikohe Business Association
Name & location of project:	Kaikohe Xmas in the Village - Kaikohe Pioneer Village
Date of project/activity:	3rd December 2020

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 2,500

Board meeting date the grant was approved: 7th October 2020

Please give details of how the money was spent:

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

Supplier/Description	Amount	Receipt/s attached (please tick)
Mike the Magician - \$225	\$	
• Polly Poppit Facepainter - \$225		
• Max Cochrane entertainment - \$400	\$	
• Pioneer Village Venue Hire - \$690	\$	
• Rainbow showtime Childrens Entertainment- \$200	\$	
• Blah Blah Marketing - event management 22.5 hours - \$1111.25	\$	
• Road closure - \$1973.40 (paid by Mcdonalds)	\$	
• FNDC Public Notice \$633.63		
Total:	\$ 4458.28	

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

The Kaikohe Xmas in the village we estimate doubled in size from 2019 - we had 12 floats in the 'parade' and possibly between 500 - 700 people attending throughout the afternoon. The Venue at the Pioneer Village is a perfect safe place for the community to gather, we had a stage, entertainment throughout the afternoon and evening. We had several activities for whanau to enjoy - all of which were free. This event would not be possible without the support of the Community Board as well as the Pioneer Village the effort and support they put into each and every community event is amazing. The KBA feels that this annual event can continue to grow and become a fabulous addition to the Kaikohe events calendar - creating something special for the children and families within our community - the smiles and laughter on the faces of the families attending was our highlight!

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

1

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

As above - this event gives the entire community a safe venue to enjoy the wonder of Xmas! With the free activities for the children - fund-raising food stalls, spot prizes from sponsors within the community and the amount of effort that went into the floats this year showed the amazing amount of good feeling and support the community felt for this event this year.

This event had a fantastic positive vibe and you could see the sheer enjoyment on the faces of all of those who were spectators as well as those that took part.

The KBA would like to make more of this afternoon/ evening as we feel that the kaikohe community really benefits from good family friendly events such as this that brings involvement from as much of the community as possible.

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

We emailed out to the community several times and send out Facebook event posts to community noticeboards with attached post and email - we reused our signage from previous years that does not have the acknowledgement on, but will make sure we do put this acknowledgment on the signage for this year - funding permitting! We also did not do any posters this year but we will be running a poster design competition this year for the event and involve the intermediate local schools and we will make sure that the wording will include the acknowledgement of our sponsors this year - this will be distributed throughout the shops in kaikohe and perhaps in key spots throughout the Bay of Islands.

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

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

This report was completed by:

Name: Anika Whapshott

Address: 691/C State Highway 10, RD3 kerikeri 0293

Phone: 021 124 0382 mob:

Email: admin@kaikohe.town

Date: 16/02/2021

Schedule of Supporting Documentation

Kaikohe Business Association – Xmas in the village

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

1	Kiwi bank Statement from 16 November 2020 to 17 February 2021 x2 pages
2	Kiwi bank Statement as at 31 December 2020
3	Kiwi bank Transaction History from 01 December 2020 to 31 December 2020
4	Tax Invoice – Far North District Council
5	Tax Invoice – Pioneer Village Kaikohe
6	Tax Invoice – Embassy Entertainment
7	Tax Invoice – Polly Pop It
8	Tax Invoice – Mike's Magic & Entertainment
9	Tax Invoice – Blah Blah Marketing
10	Tax Invoice – Rainbow Showtime
11	Kaikohe Christmas in the Village - Advertisement
12	Kaikohe Christmas in the Village – Facebook Advertisement
13	Kaikohe Korero – Invitation to - Business Paihia Insight Speaker Series x5 pages
14	Kaikohe Christmas in the village – Photo's x16 pages



Far North
District Council

Project Report
COMMUNITY GRANT FUND - LOCAL

FO080402

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

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

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

Funding Advisor

Far North District Council

Private Bag 752

KAIKOHE 0440

Name of organisation:	Pioneer Village Kaikohe
Name & location of project:	Halloween
Date of project/activity:	31 October 2020

Which Community Board did you receive funding from?

☐

Te Hiku

☒

Kaikohe-Hokianga

☐

Bay of Islands-Whangaroa

Amount received from the Community Fund: \$1500

Board meeting date the grant was approved: 9 July 2020

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
Stuff - advertising + FB	\$ 370.00	/
Entertainment - DJ	\$ 200.00	
Consumables	\$ 761.00	
Props / costume hire / decorations	\$ 400.00	
Total:	\$ 1731.00	

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

The Halloween in the village was awesome. The Village really came alive with all the decorated buildings, tamariki and whanau all dressed up. There were a lot of laughs, screams and a few tears. There were 396 paid entries plus parents and caregivers.

Private Bag 752, Mairangi Ave, Kaikohe 0440, New Zealand, Freephone: 0800 970 029.

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

The event gave whanau a place to bring their children to a safe environment. The rain definitely didn't stop the community from coming out and to have fun. We did find that having a location for whanau to bring their tamariki meant there were less door knocks which really ^{can} upset the elderly.

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

Check out our facebook page

Also see attached

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

Pioneer Village Kaikohe

This report was completed by:

Name: Brooke Witana
 Address: 1a Recreation Rd, Kaikohe 0405
 Phone: 09 4010816 mob: 0226331398
 Email: info@pioneer-village.org.nz
 Date:

Schedule of Supporting Documentation

Pioneer Village Kaikohe - Halloween

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

1	Tax Invoice – The Kaikohe & District Historical & Merchant Trust x3 pages
2	Tax Invoice / Receipt – The Warehouse Kaikohe
3	Tax Invoice – Lollies NZ
4	Tax Invoice – Kmart Online Shopping Order
5	Tax Invoice / Receipts – The Warehouse Kaikohe / Kmart Whangarei / Countdown
6	Tax Invoice – Macey's Confectionery Ltd Auckland
7	Statement / Tax Invoice – Stuff x2 pages
8	Northern News Advertisement
9	Pioneer Village Report x2 pages
10	Halloween at the Village Advertisement



**Far North
District Council**

**Project Report
COMMUNITY GRANT FUND - LOCAL**

F0080402

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

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

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

Funding Advisor
Far North District Council
Private Bag 752
KAIKOHE 0440

Name of organisation: TE PUNA O KUPENUKU INC
Name & location of project: RAWENE CAMPUS BASIC EQUIPMENT
Date of project/activity: 2020/2021

Which Community Board did you receive funding from?

☐ Te Hiku

☒ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Amount received from the Community Fund: \$2618.45

Board meeting date the grant was approved: 2/9/20

Please give details of how the money was spent:

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

Supplier/Description	\$amount	Receipt/s attached (please tick)
<u>See Attached list</u>	<u>\$2604.49</u>	<input checked="" type="checkbox"/>
	\$	
	\$	
	\$	
Total:	\$	

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

The project is ongoing. We have had 2 workshop bees
with 20+ people engaged in them both.
We are currently finishing Re lease.

Private Bag 752, Remond Ave, Kaikohe 0440, New Zealand, Freephone: 0800 920 029,
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@fndc.govt.nz, Website: www.fndc.govt.nz

1

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

We are gradually equipping the campus for use by the community.
There is much interest in the project which is a long-term plan to provide educational opportunities for Hokianga and other people.

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

Not an event as such. Once the campus is up and running, we will hold a public event at which the Community Board will be thanked publicly.

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

This report was completed by:

Name: JANINE MURDOGH
Address: 48 de Thuring St RANGIWA
Phone: 021 187 1692 mob:
Email: janine.murdoch108@gmail.com
Date: 24/2/21

Schedule of Supporting Documentation**Te Puna o Kūpenuku Inc**

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

1	Cover Letter – Janine McVeagh
2	Financial Breakdown as at 30 September 2020
3	Highlighted Expenditures
4	Tax Invoice – Bunnings Kaikohe x2
5	Tax Invoice / Receipts – Godfreys Whangarei / Bunnings Kaikohe
6	Tax Invoice / Receipts – Mitre 10 Mega Whangarei / Bunnings Kaikohe
7	Tax Invoice / Receipts – Bunnings Kaikohe / Bunnings Warehouse Whangarei

7 INFORMATION REPORTS

7.1 KAIKOHE - HOKIANGA COMMUNITY HALL ANNUAL INFORMATION UPDATE

File Number: A3120658

Author: Ngawaiata Harris, Support Officer

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

PURPOSE OF THE REPORT

The purpose of the report is to present to the Kaikohe – Hokianga Community Board the annual AGM minutes, financial statement and statistical data as provided by the Taheke Community Centre, Okaihau Hall and Kaikohe Senior Citizens Hall Committees.

RECOMMENDATION

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

BACKGROUND

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

The Hall and Facilities Strategy notes Council’s vision for community halls is: “A network of fit for purpose, affordable community facilities that connect and support resilient, healthy and vibrant communities.”

The Community Halls Policy includes the following key statements:

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

The policy also identifies the ‘Procedures for Hall Committees’ including:

- c) *Committee will produce annual audited accounts and statistical information on the usage of the hall, income received, and any investments made in the hall.*

The Policy also outlines the responsibilities between Council, Community Board, and that of the Hall Committee.

The following table identifies the ownership details of the community halls, the various and complex circumstances per Ward:

	Council owned on Council land	Community owned on Council land	Council owned on Crown Land	Community owned buildings on community owned land
Kaikohe – Hokianga Ward	Kaikohe War Memorial Hall, Kohukohu, South Hokianga War Memorial, Kaikohe Senior Citizen’s		Taheke Community Centre	Ngawha, Waimamaku and Umawera

	Hall, Horeke, Okaihau and Rawene			
Te Hiku Ward	Herekino and Mangonui	Whatuwhiwhi	Lake Ohia and Kaingaroa	Broadwood, Fairburn, Waiharara and Araiawa
BOI Whangaroa Ward	Paihia, Russell, Totara North, Waipapa and Whangaroa Memorial Hall (Kaeo)	Moerewa	Maromaku	Opua Pakaraka and
Notes:	Oruru is closed			Takahue – no longer exists

Around September / October annually, Council requests hall committees to provide a copy of their AGM minutes, financial statements, and usage data. Further reminders are sent to the hall committees around November / December and January / February.

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

At the time of writing this report, community hall information had not been received from Kohukohu, South Hokianga War Memorial, Horeke and Rawene Hall Committees.

However, reports have been received from Okaihau Hall, Kaikohe Senior Citizens Hall and Taheke Community Centre Committees which have been attached.

DISCUSSION AND NEXT STEPS




Board members will consider the content of the information received.

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

FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

There are no financial implications or budgetary provisions.

Attachments

1. **Okaihau Hall Report - A3120575** [!\[\]\(a1601a2512aa45221279fd626ec5ca1e_img.jpg\)](#) 
2. **Kaikohe Senior Citizens Hall - A3120571** [!\[\]\(155bddab43521ef17f4cc4a5500f89b0_img.jpg\)](#) 
3. **Taheke Community Hall Report - A3120568** [!\[\]\(492f67405a10a22da46f87d5eb4159b2_img.jpg\)](#) 
4. **Community Halls Policy 2016 - A2125076** [!\[\]\(3986736439286e3465b407369ba31156_img.jpg\)](#) 
5. **Halls and Facilities Strategy 2015 - A2925940** [!\[\]\(7339c6100f6ccff2fff072a269cd4a3b_img.jpg\)](#) 



Thursday 8 October 2020

Okaihau Hall
linric@farmside.co.nz

Dear Sir / Madam

Please note that as per Council's '2015 Halls and Facilities Strategy' there is a requirement that Hall Committee's submit information pertaining to the previous year's hall use being 1 July 2019 to 30 June 2020.

This is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact.

Therefore, can you please complete the information below and return it to me by Friday 1 December 2020. This information will form part of a report that is presented to your local Community Board early 2021.

Can you please ensure you provide a copy of your hall's evacuation plan and a copy of your current BOWF for our records?

Should we not receive any information, we will be noting this as part of the report to the Community Board.

HALL DETAILS			
Name of Hall:	Okaihau Community Hall		
Physical address:	Settlers Way, Okaihau		
Postal address:	C/O 3 Wakarangi Farm Rd, RD1, Okaihau 4475		
Booking Officer (name):	(Booking Officer will be added to our website) Lorna Smith		
Booking Officer (contact):	Ph: /	Mobile: 0211093459	Email: lornasmith@gmail.com
Afterhours contact (name):	Linda Max		
Emergency Contact (name):	Karen Campbell		
Afterhours (contact):	Ph: 094019337	Mobile: /	Email: linric@farmside.co.nz
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairman	Robert Newport		newport@vodafone.co.nz @givent.com	03-4099066 02747054586
Treasurer	Karen Campbell		kccampbell@xtra.co.nz	03 4019574 021 296 7466
Secretary	Lynette Morrison		lynnettemorrison@xtra.co.nz	09-4493335

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	11 times (monthly except Jan)
How often did the Committee meet in 2019/20?	9 times

HALL INFORMATION 2019/20	
Usage Data	
Number of bookings:	103
Number of users:	3
Type of use	
Community (regular users):	5 users - 93 bookings
Casual (one off):	3 users - 4 bookings
Commercial:	0
Hire rates (per hour) we don't have by the hour.	
Community:	
Casual:	
Commercial:	
Other:	
2019/20 Financial Statement	Attached: yes (no) Already emailed
BWOF	Yes / No Expiry Date: No idea. Held by council.
Insurance - Contents	Yes (No) Value:

Improvements completed				
Maintenance completed				
Other:				
Check list (cross out as provided)	AH / emergency contact details ✓	Copy of EWO ✓	Copy of Evacuation Plan ✓	Form fully completed ✓

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	Hall – 250 people Supper Room – 50 people
Kitchen facilities	2 sinks Bridge 2 water heaters 2 water heaters
Toilets	Segregated Men's & Women's toilets. Both with disability toilets. Men's are not protected. Men's have shower.
Disabled access	Ramp into hall. Disability toilet in women's area. ok " " in Men's not protected.
Parking	Parking in front of the hall or along the street.
Furniture available	2 pianos 13, new style benches Approx 150-160 folding chairs.
Other facilities / assets available e.g.: stage, lighting, heating	With heaters in both the Hall & Supper Room. Separate room used as a Community Library - open approx 2 days/week.

OKAIHAU COMMUNITY ASSOCIATION**FINANCIAL STATEMENTS****FOR THE YEAR ENDED 30 JUNE 2020**

CONTENTS	Page No
Auditors Report	1
Approval of Financial Report	3
Statement of Receipts and Payments - 150 Year celebrations	4
Statement of Receipts and Payments - Okaihau Community Association	5
Statement of Income and Expenditure - Okaihau Community Association	6
Statement of Financial Position - Okaihau Community Association	7
Statement of Receipts and Payments - Okaihau Tennis Club	8



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

The Officers are responsible on behalf of the entity for determining that the framework adopted is acceptable in Okaihau Community Association's circumstances, the preparation of financial statements, and for such internal control as the Officer's determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Officers are responsible on behalf of the entity for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Officer's either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Our Independent audit report was completed on the 03 August 2020 and our qualified opinion is expressed as at that date.

Adele M Maraki
Kaikohe
3 August 2020

OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 JUNE 2020

2019 RECEIPTS- 150 Years	2020
0.00 Nil Receipts	-
PAYMENTS - 150 Years	
150.00 Petrol Vouchers - Auditor	150.00
15.00 Okaihau College Magazine - Time Capsule	-
125.00 5 x USB of Photos	-
0.00 Welcome to Okaihau Sign	2,044.70
0.00 Erection of Sign	490.52
290.00	2,685.22
-290.00 Excess Receipts over Payments	- 2,685.22
17,157.61 Plus Bank Balance at 1 July 2020	15,867.61
1,000.00 less unpresented cheque presented	-
less withdrawal for Term Deposit	10,000.00
15,867.61 Balance per Bank Statement 30 June 2020	3,182.39



OKAIHAU COMMUNITY ASSOCIATION

STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2020

2019 INCOME	2020
0.00 150 Years Total Receipts	0.00
90.00 Memorial Board Entries	0.00
3,523.60 Hall Hire	2,108.60
28.00 Subscriptions	24.00
0.00 Interest - 150 Account	100.55
437.66 Interest - Term Investment and 50 Account	366.53
1,000.00 Curtains - Lions Club - Donation	0.00
681.15 Christmas Gala	436.40
100.00 Bond Refund - Unpresented	0.00
50.00 Donation	0.00
<u>5,910.41</u>	<u>3,036.08</u>
EXPENDITURE	
290.00 150 Years Payments	150.00
1,257.55 Depreciation	1,129.51
49.04 Loss on Disposal- Piano1	22.80
86.89 Repairs and Maintenance	37.00
1,000.00 Hall Expenses	900.00
810.17 Power	770.98
382.92 Christmas Gala Expenses	333.24
150.00 Petrol Vouchers	150.00
66.00 Stationery	5.00
20.00 Memorial Board Entries	20.70
5.00 Bank Charge	0.00
100.00 Bond Refund	0.00
<u>4,217.57</u>	<u>3,519.23</u>
<u>1,692.84</u> Excess Income over Expenditure	<u>-483.15</u>



OKAIHAU COMMUNITY ASSOCIATION - Okaihau Tennis Club

STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2020

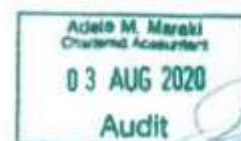
2019	2020
Nil receipts received	
PAYMENTS	
0 Tennis Net Repairs	103.50
	<u>103.50</u>
Excess Receipts over Payments	103.50

STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2020

2019	2020
INCOME	
587.57 Interest - Term Investment and 50 Account	444.29
EXPENDITURE	
0.00 Tennis Net Repairs	103.50
<u>587.57</u> EXCESS INCOME OVER EXPENDITURE	<u>340.79</u>

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2020

2019	2020
ACCUMULATED FUNDS	
23,194.47 Balance as at 30 June 2020	23,782.04
587.57 Excess Income over Expenditure	340.79
<u>23,782.04</u>	<u>24,122.83</u>
<i>Represented by</i>	
Current Assets	
620.73 Cash at Bank - ASB - 00 Account	517.23
5,727.08 Cash at Bank - ASB - 50 Account	5,810.18
17,434.23 Investments	17,795.42
<u>23,782.04</u> Net Assets	<u>24,122.83</u>



**Okaihau Community Association
AGM
Held on
Monday 3rd August 2020 7.30pm**

1. Present:
Karen Campbell, Neil MacMillan, Hazel MacMillan, Lindy Mason, Chairman Robert (Blue)
Newport, Ann Rolston, Janet Graham, Anna Anderson, Annie Blackmore, Camella
Nelson, Eileen Pickery
2. Apologies:
Lorna Smith, Jackie Poole *Hazel / Eileen*
3. Minutes:
The minutes of the previous AGM (5/8/2019) were read by Lindy Mason, and accepted
as true and correct. *Janet / Ann R*
4. Matters Arising from the Minutes:
Supply an invoice to Karen for the spraying of the History Board **Robert (Blue)**
Tennis club maintenance – nets replaced and nets posts fixed. More to be done to club-
rooms. Janet & Karen to liaise. **Karen C / Janet G**
5. Correspondence:
Out: Forms to Adele Maraki regarding the engagement of her services for auditing
our accounts – this is a new yearly legal requirement. Completed by Karen &
Blue (Robert).
In: Form received from ASB regarding adding an additional 'toggle' (for signatory to
authorise payments). Agreed Blue will hold one, as the 3rd signatory. To be
arranged. **Robert / Karen C**
6. Financial Report:
Treasurer Karen Campbell presented the final accounts (see attached) for the year
ending 30 June 2020.
This included the accounts for the OCA, the remaining money in the 150th account, plus
the Tennis Clubs account.

Karen moved these accounts be accepted. *Karen / Neil All agreed*

Eileen queried one figure in the 150th accounts – an unpresented cheque for \$1000.
Karen didn't have the figure at her fingertips so will report back next month. **Karen C**
7. Matters Arising from the Financial Report:
 - Piano 2 will be written off this year. **Karen C**
 - It was agreed to give Adele a \$300 petrol voucher again as thanks for auditing our
accounts. Again agreement was that this is good value. The turnaround on our
accounts is excellent.
As per last year - \$150 of this to come from the 150th account, the remainder from
the OCA account. Karen will need to get cash from the account for this.
Robert / Lindy All agreed

The new chairs from the RSA will be added to the books once we receive an invoice.

Neil

8. Chairman's Report:

Robert distributed his report (copy attached), and spoke briefly on the contents.

We have had a strange year so far, due to the COVID-19 lockdown and resulting fallout.

However we have managed to pull together quickly and have coped with the changing requirements for the hall.

The cycleway continues to grow.

The Christmas gala was another big success.

He finished by thanking everyone for their work assisting with various projects and other work throughout the year.

9. Election of Officers

Chairman	Robert Newport	<i>Lindy Mason / Hazel MacMillan</i>
Treasurer	Karen Campbell	<i>Robert Newport / Lindy Mason</i>
Secretary	Lindy Mason	<i>Robert Newport / Neil MacMillan</i>
Vice-Chairman:	Neil MacMillan	<i>Robert Newport / Lindy Mason</i>
Auditor	Adele Maraki	

Cheque signatories: To remain the same as for 2020, namely:

Karen Campbell, Robert Newport, Lindy Mason

(2 people must sign each cheque, 2 people must authorise each online payment).

Robert (Blue) to get a "toggle" so that he can also authorise payments if someone else is away.

All agreed.

10. General Business:

- Subs are due..... \$2 each.

It was agreed to keep this at the same rate as last year. *Lindy / Janet All agreed*

This is a nominal amount as it is imperative that we have financial members before they can have speaking rights and / or vote. This protects the right of the committee.

- Lindy mentioned that Russell has returned the set of Hall keys (RH door & main kitchen) that he held in the hardware store, as he has sold the building and will no longer be working from there.

Lindy suggested, and asked, Annie Blackmore, if she would be willing to hold the keys for any event where someone needs quick access to the Hall. Annie agreed.

Lindy / Karen C

Meeting closed at 8:03pm, and was immediately followed by the General Meeting.

Signed

Date



HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Email: info@for-north.govt.nz
 Website: www.for-north.govt.nz

Phone: 09 401 1300
 Fax: 09 401 1301
 Address: 100-102, New Zealand
 Phone: 09 401 1300
 Fax: 09 401 1301

Thursday 8 October 2020

Kaikohe Senior Citizens Hall
jlcc@xtra.co.nz

Dear Sir / Madam

Please note that as per Council's '2015 Halls and Facilities Strategy' there is a requirement that Hall Committee's submit information pertaining to the previous year's hall use being 1 July 2019 to 30 June 2020.

This is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact.

Therefore, can you please complete the information below and return it to me by Friday 1 December 2020. This information will form part of a report that is presented to your local Community Board early 2021.

Can you please ensure you provide a copy of your hall's evacuation plan and a copy of your current BOWF for our records?

Should we not receive any information, we will be noting this as part of the report to the Community Board.

HALL DETAILS			
Name of Hall:	Kaikohe Senior Citizens Hall		
Physical address:	55 Tawarau Road Kaikohe		
Postal address:	4-PO Box 83 Kaikohe 0040		
Booking Officer (name):	Booking Officer will be added to our website Lorraine Cochran		
Booking Officer (contact):	Ph:	Mobile:	Email:
		021 8830864	jlcc@xtra.co.nz
Afterhours contact (name):	Lorraine Cochran		
Emergency Contact (name):	Lorraine Cochran		
Afterhours (contact):	Ph:	Mobile:	Email:
	09 4011431	021 0830864	jlcc@xtra.co.nz
Other:			

Email Addresses

Laurence - lwitchira@xtra.co.nz

Nancy - nancy.kelleher@ngapuhi.org

Lorraine - jloc@xtra.co.nz

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chair	Laurence Mason-Witchira			09-4011795
Secretary	Nancy Kelleher			021-2457903
Treasurer	Lorraine Cochran			021-08308064
Booking Officer	Lorraine Cochran			
Custodian	Anna Dalton			022-1965805

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	6 (Bi-monthly)
How often did the Committee meet in 2019/20?	3

HALL INFORMATION 2019/20		
Usage Data		
Number of bookings:	126	
Number of users:	38	
Type of use		
Community (regular users):	8	
Casual (one off):	14	
Commercial:	14	
Hire rates (per hour)		
Community:	Koha for any elderly groups for their	
Casual:	\$50 (4 hours minimum) activities	
Commercial:	\$50 minimum \$10 for every hour	
Other:	thereafter.	
2019/20 Financial Statement	Attached <input checked="" type="radio"/> yes / <input type="radio"/> no	
BWOF	Yes / <input type="radio"/> No	Expiry Date: ?
Insurance - Contents	Yes / <input type="radio"/> No	Value:

- Hand Sanitiser Dispenser
- Soap Dispenser

Dispensers - Paper Towels, Toilet Paper

Improvements completed	Fully painted inside New Curtains/Drapes New Carpets			
Maintenance completed Hall rewired & new meter box installed.	New Urinal System installed Monitored Alarm System Lino Floors are commercially			
Other: Custodian cleans once a week	cut & polished annually Carpet's area & shampoo annually			
Check list (cross out as provided)	AH / emergency contact details	Copy of B/WOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall - 250 pp	80 people approx
Kitchen facilities Limited Crockery & cutlery for public use.	2x Free Standing Stoves 1x Free Standing Commercial Fridge 1x Pie Warmer 1x Microwave
Toilets	Ladies x2 (1 Disability Toilet) Mens x2 Urinals 1x Disability Toilet
Disabled access	Via main entry doors (French doors) 1x Entry/Exit Door & ramp by toilets.
Parking	Limited Parking
Furniture available	10x Tables 90x chairs 54" TV - (movies) Slide shows re Commercial events if required.
Other facilities / assets available e.g.: stage, lighting, heating	1x working heat Pump/Aircon In main hall other 2 need replacing Commercial Vac, mops, Bucket & Brushes

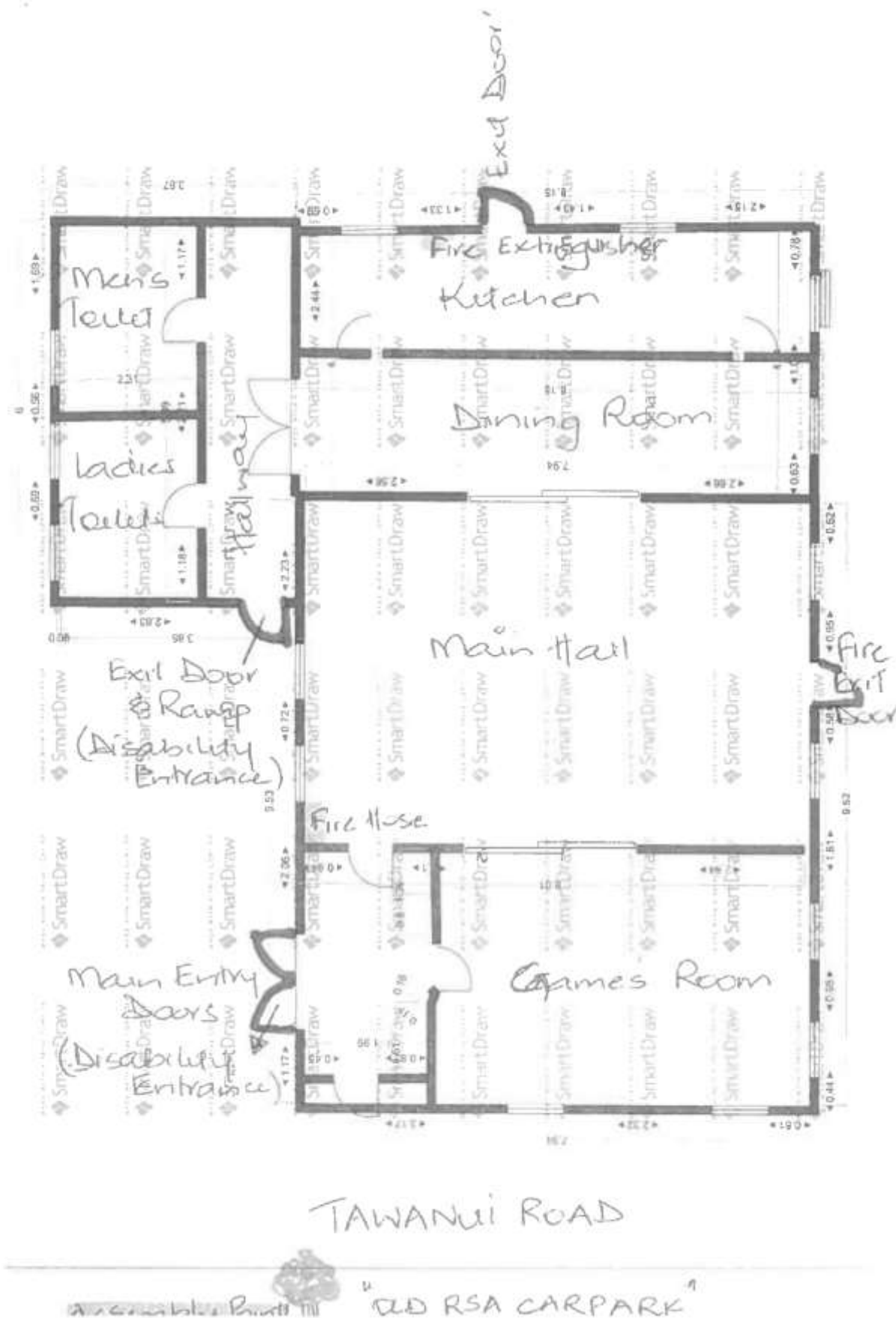
Thank you for providing the requested information, please return in the envelope provided or email to districtfacilities@frdc.govt.nz

Should you have any further queries, please contact me P: 0800 920 029

Yours sincerely

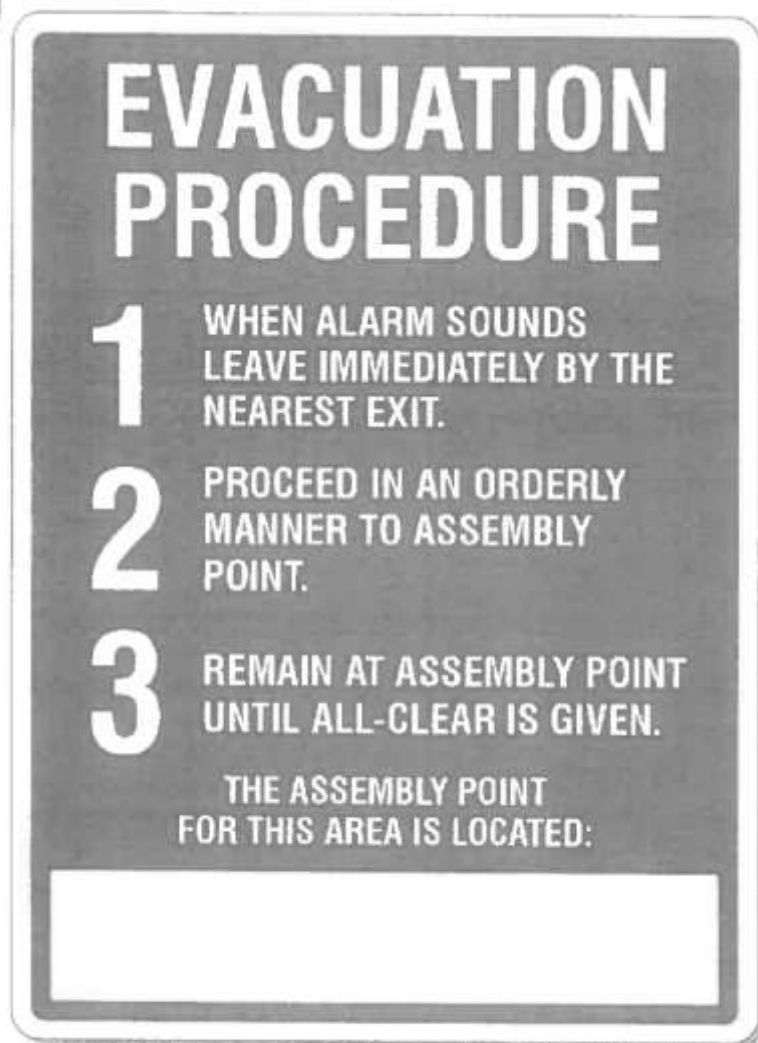


Ngawalata Harris
District Facilities



[Menu](#)[Home](#) [Standard Designs](#) [Safety Signs](#) [Fire Safety Signs](#) [Evacuation Procedure Sign](#)

Green





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Red



Menu

[Home](#) - [Standard Designs](#) - [Safety Signs](#) - [Fire Safety Signs](#) - Fire Extinguisher Location Sign



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Red



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Kaikohe Senior Citizens Hall

Page 1

SUMMARY CASHBOOK: 01/07/19 TO 30/06/20

Kaikohe Senior Citizens Hall, Account No. 12-3097-0122699-00 (Bank 1)
ASB, KAIKOHE

	Opening balance		3,154.74
	Add: Deposits		
ACCOUNT	TITLE		
195	Hall Hire	5,395.00	
	Total Deposits		5,395.00
	Less: Payments		8,549.74
ACCOUNT	TITLE		
179	Alarm Monitoring (Monthly)	503.00	
315	Cleaning Supplies	937.50	
320	Custodian Fee	1,600.00	
360	Equipment	754.93	
428	Repair & Maintenance	2,149.41	
	Total Payments		5,954.84
	Closing balance		2,594.90

Printed on Sunday 29 November, 2020 at 7:58 pm

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Kaikohe Senior Citizens Hall

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ACCOUNT DETAILS REPORT

ACCOUNTS 179 TO 428, DATE RANGE 01/07/19 TO 30/06/20
 Kaikohe Senior Citizens Hall, Account No. 12-3097-0122699-00 (Bank 1)
 ASS, KAIKOHE

179 Alarm Monitoring (Monthly)

			Debit	Credit	Balance
01/07/19	Opening balance				0.00
22/07/19	DPay-1	1 ARA Group Ltd	40.25		40.25
20/08/19	DPay-1	2 ARA Group Ltd	40.25		80.50
20/09/19	DPay-1	3 ARA Group Ltd	40.25		120.75
21/10/19	DPay-1	4 ARA Group Ltd	40.25		161.00
20/11/19	DPay-1	5 ARA Group Ltd	40.25		201.25
20/12/19	DPay-1	6 ARA Group Ltd	40.25		241.50
07/01/20	Chq-1	258590 L Cochrane (Vodafone Alarm Top Up)	20.00		261.50
20/01/20	DPay-1	7 ARA Group Ltd	40.25		301.75
20/02/20	DPay-1	8 ARA Group Ltd	40.25		342.00
20/03/20	DPay-1	9 ARA Group Ltd	40.25		382.25
20/04/20	DPay-1	10 ARA Group Ltd	40.25		422.50
20/05/20	DPay-1	11 ARA Group Ltd	40.25		462.75
22/06/20	DPay-1	12 ARA Group Ltd	40.25		503.00
30/06/20	Closing balance				503.00

195 Hall Hire

			Debit	Credit	Balance
01/07/19	Opening balance				0.00
02/07/19	Dep-1	1 Income (T Wihongi - 19/07/2019)		50.00	-50.00
02/07/19	Dep-1	2 Income (Te Rau Ora Ltd - 08/07/2019)		50.00	-100.00
05/07/19	Dep-1	3 Income (POK - 07/07/2019)		50.00	-150.00
10/07/19	Dep-1	4 Income (J Repie - 29/06/2019)		60.00	-210.00
10/07/19	Dep-1	5 Income (Family CW - 13/07/2019)		50.00	-260.00
12/07/19	Dep-1	6 Income (POK - 14/07/2019)		50.00	-310.00
12/07/19	Dep-1	7 Income (PF Olsen - 12/06/2019)		50.00	-360.00
12/07/19	Dep-1	8 Income (Ngathine Health)		280.00	-640.00
15/07/19	Dep-1	9 Income (L Rapatini)		125.00	-765.00
19/07/19	Dep-1	10 Income (POK - 21/07/2019)		50.00	-815.00
23/07/19	Dep-1	11 Income (M Vegar - 23/07/2019)		10.00	-825.00
26/07/19	Dep-1	12 Income (Watkins Law)		100.00	-925.00
26/07/19	Dep-1	13 Income (POK - 28/07/2019)		50.00	-975.00
30/07/19	Dep-1	14 Income (M Vegar - 30/07/2019)		10.00	-985.00
02/08/19	Dep-1	15 Income (POK - 04/08/2019)		50.00	-1,035.00
02/08/19	Dep-1	16 Income (M IHAIA - 28/08/2019)		90.00	-1,125.00
06/08/19	Dep-1	17 Income (M Vegar - 06/08/2019)		10.00	-1,135.00
09/08/19	Dep-1	19 Income (L Rapatini - 07/08/2019)		50.00	-1,185.00
09/08/19	Dep-1	20 Income (POK - 1/08/2019)		50.00	-1,235.00
13/08/19	Dep-1	21 Income (M Vegar - 13/08/2019)		10.00	-1,245.00
16/08/19	Dep-1	22 Income (POK - 18/08/2019)		50.00	-1,295.00
20/08/19	Dep-1	23 Income (M Vegar - 20/08/2019)		10.00	-1,305.00
20/08/19	Dep-1	24 Income (V Tanuvasa)		30.00	-1,335.00
21/08/19	Dep-1	25 Income (M Heremala - 09/08/2019)		50.00	-1,385.00
23/08/19	Dep-1	26 Income (POK - 25/08/2019)		50.00	-1,435.00
27/08/19	Dep-1	27 Income (M Vegar - 27/08/2019)		10.00	-1,445.00
27/08/19	Dep-1	28 Income (Rangaitamama - 24/08/2019)		50.00	-1,495.00
30/08/19	Dep-1	29 Income (POK - 01/09/2019)		50.00	-1,545.00
03/09/19	Dep-1	30 Income (M Vegar - 03/09/2019)		10.00	-1,555.00
03/09/19	Dep-1	31 Income (V Tanuvasa - Koha)		20.00	-1,575.00
04/09/19	Dep-1	32 Income (Rangitiamama - 01/09/2019)		50.00	-1,625.00
05/09/19	Dep-1	33 Income (Tutahi Wahine - 05/09/2019)		50.00	-1,675.00
06/09/19	Dep-1	34 Income (POK - 08/09/2019)		50.00	-1,725.00
09/09/19	Dep-1	35 Income (L Rapatini - 07/09/2019)		25.00	-1,750.00
09/09/19	Dep-1	36 Income (J.J Jose - 11/09/2019)		70.00	-1,820.00
10/09/19	Dep-1	37 Income (M Vegar - 10/09/2019)		10.00	-1,830.00
11/09/19	Dep-1	38 Income (KBA - 09/09/2019)		50.00	-1,880.00
12/09/19	Dep-1	39 Income (Jaijo JOSE - 11/09/2019)		30.00	-1,910.00
13/09/19	Dep-1	40 Income (POK - 15/09/2019)		50.00	-1,960.00

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Kaikohe Senior Citizens Hall

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ACCOUNT DETAILS REPORT

ACCOUNTS 179 TO 428, DATE RANGE 01/07/19 TO 30/06/20
 Kaikohe Senior Citizens Hall, Account No. 12-3097-0122699-00 (Bank 1)
 ASB, KAIKOHE

195 Hall Hire (continued)

			Debit	Credit	Balance
17/09/19	Dep-1	41	Income (M Vegar - 17/09/2019)	10.00	-1,970.00
17/09/19	Dep-1	42	Income (Koha - Vicki)	20.00	-1,990.00
20/09/19	Dep-1	43	Income (POK - 22/09/2019)	50.00	-2,040.00
20/09/19	Dep-1	44	Income (KBA - 16/09/2019)	50.00	-2,090.00
24/09/19	Dep-1	45	Income (M Vegar - 24/09/2019)	10.00	-2,100.00
24/09/19	Dep-1	46	Income (Koha - Vicki)	20.00	-2,120.00
25/09/19	Dep-1	47	Income (T Pou - 28/09/2019)	50.00	-2,170.00
25/09/19	Dep-1	48	Income (Watkins Law - 31/08/2019)	50.00	-2,220.00
27/09/19	Dep-1	49	Income (POK - 29/09/2019)	50.00	-2,270.00
01/10/19	Dep-1	50	Income (M Vegar - 01/10/2019)	10.00	-2,280.00
04/10/19	Dep-1	51	Income (POK - 06/10/2019)	50.00	-2,330.00
07/10/19	Dep-1	52	Income (L Rapatini - 04/10/2019)	50.00	-2,380.00
11/10/19	Dep-1	53	Income (POK - 13/10/2019)	50.00	-2,430.00
14/10/19	Dep-1	54	Income (L Rapatini)	50.00	-2,480.00
15/10/19	Dep-1	55	Income (M Vegar - 15/10/2019)	10.00	-2,490.00
15/10/19	Dep-1	56	Income (V Tanuvasa)	10.00	-2,500.00
18/10/19	Dep-1	57	Income (POK - 20/10/2019)	50.00	-2,550.00
22/10/19	Dep-1	58	Income (M Vegar - 22/10/2019)	10.00	-2,560.00
24/10/19	Dep-1	59	Income (Eramiha Whanau - 27/10/2019)	50.00	-2,610.00
25/10/19	Dep-1	60	Income (POK - 25/10/2019)	50.00	-2,660.00
28/10/19	Dep-1	61	Income (M Vegar - 29/10/2019)	10.00	-2,670.00
29/10/19	Dep-1	62	Income (V Tanuvasa - Koha)	20.00	-2,690.00
01/11/19	Dep-1	63	Income (POK - 03/11/2019)	50.00	-2,740.00
05/11/19	Dep-1	64	Income (M Vegar - 05/11/2019)	10.00	-2,750.00
05/11/19	Dep-1	65	Income (V Tanuvasa)	10.00	-2,760.00
08/11/19	Dep-1	66	Income (POK - 10/11/2019)	50.00	-2,810.00
12/11/19	Dep-1	67	Income (M Vegar - 12/11/2019)	10.00	-2,820.00
12/11/19	Dep-1	68	Income (V Tanuvasa)	10.00	-2,830.00
13/11/19	Dep-1	69	Income (NiSS - 14/11/2019)	60.00	-2,890.00
14/11/19	Dep-1	70	Income (AKL Uri - 21/11/2019)	50.00	-2,940.00
15/11/19	Dep-1	71	Income (POK - 17/11/2019)	50.00	-2,990.00
19/11/19	Dep-1	72	Income (M Vegar - 19/11/2019)	10.00	-3,000.00
20/11/19	Dep-1	73	Income (Te Tumu Paerua - 29/11/2019)	60.00	-3,060.00
21/11/19	Dep-1	74	Income (NDHB - 11/12/2019)	50.00	-3,110.00
21/11/19	Dep-1	76	Income (J Jose - 08/12/2019)	100.00	-3,210.00
22/11/19	Dep-1	77	Income (POK - 24/11/2019)	50.00	-3,260.00
26/11/19	Dep-1	78	Income (M vegar - 26/11/2019)	10.00	-3,270.00
26/11/19	Dep-1	79	Income (V Tanuvasa)	10.00	-3,280.00
26/11/19	Dep-1	80	Income (Maihi Whanau)	60.00	-3,340.00
26/11/19	Dep-1	81	Income (Te Tumu Paerua)	30.00	-3,370.00
29/11/19	Dep-1	82	Income (POK - 01/12/2019)	50.00	-3,420.00
29/11/19	Dep-1	83	Income (NRC)	50.00	-3,470.00
03/12/19	Dep-1	84	Income (M Vegar)	10.00	-3,480.00
04/12/19	Dep-1	85	Income (PSA)	60.00	-3,540.00
08/12/19	Dep-1	86	Income (POK - 08/12/2019)	50.00	-3,590.00
09/12/19	Dep-1	87	Income (Jaijo JOSE)	30.00	-3,620.00
10/12/19	Dep-1	88	Income (M Vegar)	10.00	-3,630.00
10/12/19	Dep-1	89	Income (V Tanuvasa)	10.00	-3,640.00
13/12/19	Dep-1	90	Income (POK - 15/12/2019)	50.00	-3,690.00
17/12/19	Dep-1	91	Income (M Vegar - 17/12/2019)	10.00	-3,700.00
24/12/19	Dep-1	92	Income (V Tanuvasa)	10.00	-3,710.00
24/12/19	Dep-1	93	Income (J Jose - 29/12/2019)	90.00	-3,800.00
10/01/20	Dep-1	94	Income (POK)	50.00	-3,850.00
17/01/20	Dep-1	95	Income (POK)	50.00	-3,900.00
20/01/20	Dep-1	96	Income (L Rapatini - 15/01/2020)	75.00	-3,975.00
24/01/20	Dep-1	97	Income (POK)	50.00	-4,025.00
29/01/20	Dep-1	98	Income (L Rapatini)	75.00	-4,100.00
30/01/20	Dep-1	99	Income (L Rapatini)	75.00	-4,175.00

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Kaikohe Senior Citizens Hall

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ACCOUNT DETAILS REPORT

ACCOUNTS 179 TO 428, DATE RANGE 01/07/19 TO 30/06/20
 Kaikohe Senior Citizens Hall, Account No. 12-3097-0122699-00 (Bank 1)
 ASB, KAIKOHE

195 Hall Hire (continued)

			Debit	Credit	Balance
31/01/20	Dep-1	100	Income (POK)	50.00	-4,225.00
04/02/20	Dep-1	101	Income (M Vegar)	10.00	-4,235.00
07/02/20	Dep-1	102	Income (POK)	50.00	-4,285.00
11/02/20	Dep-1	103	Income (M Vegar)	10.00	-4,295.00
13/02/20	Dep-1	104	Income (Family C/Workshop)	50.00	-4,345.00
14/02/20	Dep-1	105	Income (POK)	50.00	-4,395.00
14/02/20	Dep-1	106	Income (L Rapatini)	75.00	-4,470.00
18/02/20	Dep-1	107	Income (M Vegar)	10.00	-4,480.00
21/02/20	Dep-1	108	Income (POK)	50.00	-4,530.00
25/02/20	Dep-1	109	Income (M Vegar)	10.00	-4,540.00
26/02/20	Dep-1	110	Income (Agewell - Koha)	100.00	-4,640.00
28/02/20	Dep-1	111	Income (POK)	50.00	-4,690.00
28/02/20	Dep-1	112	Income (J Jose)	100.00	-4,790.00
28/02/20	Dep-1	113	Income (L Rapatini)	100.00	-4,890.00
29/02/20	Dep-1	114	Income (M Job)	70.00	-4,960.00
02/03/20	Dep-1	115	Income (J Joseph)	50.00	-5,010.00
03/03/20	Dep-1	116	Income (M Vegar)	10.00	-5,020.00
06/03/20	Dep-1	117	Income (POK)	50.00	-5,070.00
10/03/20	Dep-1	118	Income (M Vegar)	10.00	-5,080.00
10/03/20	Dep-1	119	Income (L Rapatini)	25.00	-5,105.00
11/03/20	Dep-1	120	Income (L Rapatini)	50.00	-5,155.00
13/03/20	Dep-1	121	Income (POK)	50.00	-5,205.00
13/03/20	Dep-1	122	Income (L Rapatini)	50.00	-5,255.00
17/03/20	Dep-1	123	Income (M Vegar)	10.00	-5,265.00
17/03/20	Dep-1	124	Income (W Peita)	30.00	-5,295.00
19/03/20	Dep-1	125	Income (Te Tumu Paeroa)	50.00	-5,345.00
20/03/20	Dep-1	126	Income (POK)	50.00	-5,395.00
30/06/20			Closing balance		-5,395.00

315 Cleaning Supplies

			Debit	Credit	Balance
01/07/19		Opening balance			0.00
29/08/19	Chq-1	258577* Northland Cleaning Supplies	94.85		94.85
29/08/19	Chq-1	258580 The Warehouse	54.00		148.85
08/10/19	Chq-1	258583 Bunnings Ltd (Vac Bags & Cleaning Equip)	115.03		263.88
07/01/20	Chq-1	258587 Northland Cleaning Supplies	244.18		508.06
05/03/20	Chq-1	258592 Northland Cleaning Supplies	108.19		616.25
25/05/20	Chq-1	258595 Northland Cleaning Supplies	233.81		850.06
25/05/20	Chq-1	258596 Northland Cleaning Supplies	28.70		878.76
25/05/20	Chq-1	258598 Northland Cleaning Supplies	58.74		937.50
30/06/20		Closing balance			937.50

320 Custodian Fee

			Debit	Credit	Balance
01/07/19		Opening balance			0.00
19/07/19	Chq-1	258576 Anna Dalton	200.00		200.00
11/09/19	Chq-1	258581 Anna Dalton	200.00		400.00
04/10/19	Chq-1	258582 Anna Dalton	200.00		600.00
14/11/19	Chq-1	258584 Anna Dalton	200.00		800.00
22/11/19	Chq-1	258585 Anna Dalton	200.00		1,000.00
20/12/19	Chq-1	258586 Anna Dalton	200.00		1,200.00
20/12/19	Chq-1	258588 Anna Dalton	200.00		1,400.00
19/02/20	Chq-1	258591 Anna Dalton	200.00		1,600.00
30/06/20		Closing balance			1,600.00

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CashManager 2008 01

Kaikohe Senior Citizens Hall

Page 4

ACCOUNT DETAILS REPORT

ACCOUNTS 179 TO 428, DATE RANGE 01/07/19 TO 30/06/20
 Kaikohe Senior Citizens Hall, Account No. 12-3097-0122699-00 (Bank 1)
 ASB, KAIKOHE

360 Equipment

		Debit	Credit	Balance
01/07/19	Opening balance			0.00
29/08/19 Chq-1	258577* Northland Cleaning Supplies (Mats x3)	541.65		541.65
03/09/19 Chq-1	258579 Bunnings Ltd (Vacuum Cleaner)	223.28		764.93
30/06/20	Closing balance			764.93

428 Repair & Maintenance

		Debit	Credit	Balance
01/07/19	Opening balance			0.00
02/09/19 Chq-1	258578 Kaikohe Glass Windscreens	98.61		98.61
20/01/20 Chq-1	258589 A & D Services (Annual Clean)	300.00		398.61
24/03/20 Chq-1	258593 Bunnings Ltd (Paint)	1,593.80		1,992.41
18/05/20 Chq-1	258597 Bunnings Ltd (Paint)	157.00		2,149.41
30/06/20	Closing balance			2,149.41

Total of range (179 to 428)

5,954.84	5,395.00	559.84
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Printed on Sunday 29 November, 2020 at 7:59 pm



HE ARA TĀMATA
CREATING GREAT PLACES
Supporting our people

Email: info@fndc.govt.nz
 Website: www.fndc.govt.nz

Freemans Bay, 332, Memorial Avenue
 Kaitiaki (4142), New Zealand
 Telephone: 0908 923 929
 Facsimile: 0908 401 5298
 Fax: 0908 401 5157

Thursday 5 November 2020

Taheke Community Centre
 Elle@pblaw.co.nz

Dear Sir / Madam

Please note that as per Council's '2015 Halls and Facilities Strategy' there is a requirement that Hall Committee's submit information pertaining to the previous year's hall use being 1 July 2019 to 30 June 2020.

This is also an opportunity to ensure Council has the correct contact details of the hall committee members as well as an afterhours / emergency contact.

Therefore, can you please complete the information below and return it to me by Friday 1 December 2020. This information will form part of a report that is presented to your local Community Board early 2021.

Can you please ensure you provide a copy of your hall's evacuation plan and a copy of your current BOWF for our records?

Should we not receive any information, we will be noting this as part of the report to the Community Board.

HALL DETAILS			
Name of Hall:	Taheke United Community Centre		
Physical address:	3272 State Highway 12, Taheke		
Postal address:	c/o E Reihana, 3368 Horeke Road, RD3, Kaitiaki		
Booking Officer (name):	(Booking Officer will be added to our website) Elle Reihana		
Booking Officer (contact):	Ph: NA	Mobile: 0221626300	Email: taheke-communitycentre@gmail.com
Afterhours contact (name):	Jacine Warrington M. 021950031 H. 094053801		
Emergency Contact (name):	NA		
Afterhours (contact):	Ph:	Mobile:	Email:
Other:			

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson	Murray Harding	3363 Horeke Rd RD3 Kaikohe	NA	021 639338
Secretary	Elizabeth Mortlock	Panukitere Rd Taheke		4044
Treasurer	Sheila Reihana	3363 Horeke Rd RD3 Kaikohe		021 626300
Executive	Jacine Harrington	Wairua Valley Rd, Wairua		094053201

Please feel free to update on the reverse of this or add another piece of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	4
How often did the Committee meet in 2019/20?	10

HALL INFORMATION 2019/20	
Usage Data	
Number of bookings:	10
Number of users:	One major user meetings, trainings, home games,
Type of use	
Community (regular users):	League trainings, meetings home games
Casual (one off):	Birthday Celebrations, Wake Celebrations
Commercial:	NA
Hire rates (per hour)	
Community:	\$750 Major user, \$150 Small groups p.a.
Casual:	\$100 per day/night - \$150 Bond
Commercial:	NA
Other:	Meetings \$50 Bond + \$50 hire fee
2019/20 Financial Statement:	Attached: yes / no
BWOF	Yes / No
Expiry Date:	
Insurance - Contents	Yes / No
Value:	

Improvements completed	Nil			
Maintenance completed	Nil			
Other:	Nil			
Check list (cross out as provided)	AH / emergency contact details	Copy of BWOF certificate	Copy of Evacuation Plan	Form fully completed

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you could provide information about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall /meeting room details and capacities e.g.: Main hall – 250 pp	200
Kitchen facilities	Stove and Fridge
Toilets	Mens + Womans
Disabled access	No
Parking	Yes
Furniture available	Tables Chairs
Other facilities / assets available e.g.: stage, lighting, heating	Blackboard

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

Should you have any further queries, please contact me P: 0800 920 029.

Yours sincerely



Ngawaiata Harris
District Facilities

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

Society No. **2642991**

Financial Statement for year ended: 31 March 2020

INCOME		
Hireage fees	1,000.00	
Affiliation fees	700.00	
Koha	800.00	
TOTAL INCOME	\$2,500.00	
EXPENSES		
Power accounts	1,630.00	
Eddie Court empty septic tank	460.00	
Colour Photocopying	42.00	
TOTAL EXPENSES	\$2,132.00	
Credit	\$368.00	
ASSETS		
Cash in bank – cheque account	\$1,972.20	
TOTAL ASSETS	\$1,972.20	
LIABILITIES		
Nil		
Total funds as at 31 March 2020	\$1,972.20	

FINANCIAL STATEMENT FOR YEAR ENDING 2020

I certify that this financial statement has been submitted to and approved by the members at a general meeting held on 12 July 2020

Signed: E A Reihana

Name and Designation: Ellenice Reihana (Treasurer)

Community Halls Policy

Adopted: 8 September 2016

Background

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

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

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

Objective

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

Policies

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

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

Procedures for Hall Committees

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

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

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

Halls and Facilities Strategy

June 2015



Foreword

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

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

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

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

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



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Executive Summary

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

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

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

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

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

Council’s vision for community halls is:

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

The Council’s strategic objectives are to:

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



Integrated network and hierarchy

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

The hierarchy is:

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

Funding

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

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

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

Ownership and Management models

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

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



Council’s vision for community halls is:

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

Introduction

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

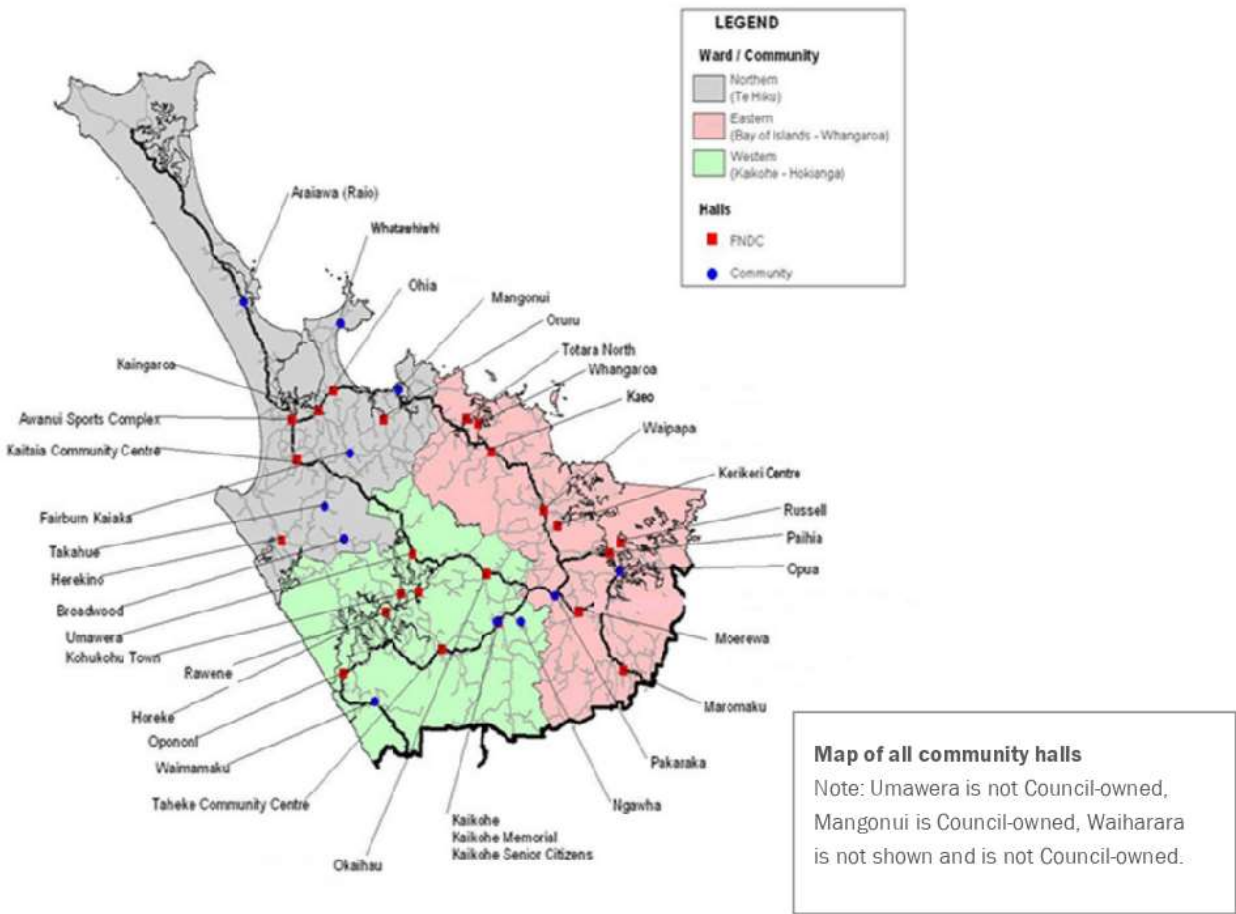
Some of these facilities are fit for purpose. Some of them are not and require substantial investment to make them fit for purpose.

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

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

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

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



Current Situation

Activity Rationale

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

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

Council's objective for this activity is:

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

Ownership and Management

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

Of the 32 community halls:

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

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

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

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

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

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

Funding and Renewal program

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

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

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

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

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

Demographics/Geography

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

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

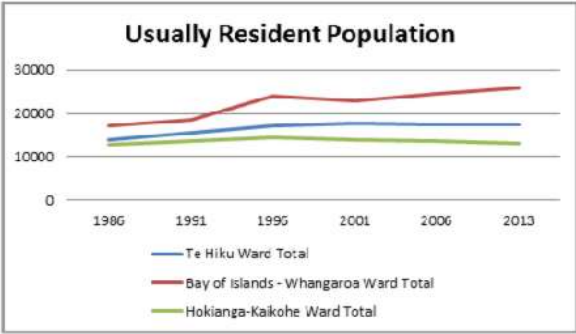
This past decade though, the Far North District has seen small town decline and in the last half of this decade even the bigger townships have declined as most new developments have been in the rural hinterland outside the larger townships (in both the Eastern and Northern Wards).

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

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

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

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



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

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

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

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

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

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

Analysis of the problems or issues for Council

Current State of Council Halls

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

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

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

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

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

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

War Memorial or Heritage Status

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





Hierarchy of Community Facilities

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

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

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

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

Greater Range of Options

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

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

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

Potential Second Life/Retrofitting

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

Demographics and Supply

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

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

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

Community owned versus Council owned

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

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

Discussion document feedback

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

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

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

Majority support the status quo and added:

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

There was also support for:

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

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

Feedback was received from the Kaikohe-Hokianga Community Board:

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

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

Two submissions were received from the general public:

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

Strategy development

Guiding principles

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

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

"The place where people love to be."

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

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

Council's vision for itself is:

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

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

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

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

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

It is proposed that the principles of the strategy be:

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

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

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

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

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

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

Council's vision for itself is:

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

Vision for Community Halls

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

Council’s vision for community halls is:

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

Strategic Objectives

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

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

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

How do we get there/ Solutions

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

Integrated Network and Hierarchy

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

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

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

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

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

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

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

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

Council’s Funding

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

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

Contestable Fund

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

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

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

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



Ownership and Management

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

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

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

1. Community empowered management

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

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

The agreement would require the following roles to be undertaken:

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

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

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

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

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

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

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



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

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

3. Council led divestment of non-strategic facilities

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

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

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

Developing New Facilities

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

Community Boards will consider developing a new community facility when:

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

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

Implementation plan, monitoring and evaluation

Actions:

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

Policy #5003 – Community Facilities/Community Halls

1. BACKGROUND

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

This policy shall:

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

Styles of Management and Ratings Liability

There are four distinct types of management:

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

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

Types of Facilities

Community centres

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

Community halls

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

Community leases

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

APPENDIX	<p>Partnerships</p> <p>Wherever possible and appropriate, Council will take a partnership approach in its community facility asset management, development and divestment (Council in all partnerships must be guided by the Policy on Partnership with the Private Sector).</p> <p>This means that:</p> <ol style="list-style-type: none">If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations and agencies (e.g. schools or churches).If divesting of a community facility, Council will consider any proposals by a third party to manage and develop it as a community facility.Council will actively encourage and seek ways to support schools and other organisations to provide community access to venues such as school halls and church meeting spaces. Such spaces will then form part of the district- wide network of facilities. <p>New types of facilities</p> <p>In response to the District’s increasingly diverse communities and changing trends in community and leisure activities, Council will consider innovative and different types of facilities. These could include multi-purpose facilities and facilities as part of commercial, retail or residential developments. They could include dedicated or purpose-build facilities (e.g. for young people or for performing arts).</p> <p>Community Boards may in the first instance, support communities in achieving their goals in regards to new facilities by providing expertise, supporting the establishment of a Community Trust and if appropriate, contribute funds. Ownership of new facilities would remain with the community, usually managed by a Community Trust.</p> <p>War memorials</p> <p>Council recognises the special value of War Memorial Halls and will not seek to divest or lease the facility without the direct support of</p>	<p>the RSA. If the Memorial is removed to another special purpose facility, then the hall will revert to Community Hall status.</p> <p>District wide level of provision</p> <p>Council aims to have a network of community venues across the District so people can meet and participate in the life of their communities. The network will consist of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.</p> <p>A catalogue of facilities</p> <p>From a planning perspective, there is a need to catalogue all facilities along with specified use and contact persons. All non-Council facility ‘owners’ will be given the opportunity to list on Council’s web site along with appropriate details.</p> <p>Developing new facilities</p> <p>If Community demand indicates the need for a new facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs.</p> <p>Community Boards will consider developing a new community facility when:</p> <ol style="list-style-type: none">A need has been demonstrated through the development of the Long Term Community Plan.A more detailed analysis of the criteria used for the level of provision confirms the local need for a new facility (an example is the recreation plan).The supply of existing community facilities (Council and non-Council) is unable to meet local demand (current and projected supply and demand).A facility in a particular area is at the end of its useful life. This could be a Council or non-Council owned community facility.Existing Council facilities are not fit for their	<p>intended purpose and are unsuitable for redevelopment.</p> <ol style="list-style-type: none">No viable partnership or brokerage opportunities for meeting community demand have been identified. <p>Redevelop existing facilities</p> <p>If monitoring indicates the need to redevelop an existing facility, further detailed analysis will be undertaken. This analysis will look at the community facility needs and opportunities in a particular geographical area (a local community or ward). It will take into account verified community needs and all potential opportunities for meeting those needs. However, the primary focus will be on the facility in question and how best to develop it to meet changing needs and demands.</p> <p>Council will consider redeveloping an existing facility when:</p> <ol style="list-style-type: none">A more detailed analysis of the criteria used for indicating the appropriate ward/district - wide level of provision confirms a local need for a change or development of a particular.There are relatively high levels of facility use and the facility cannot meet demand (usage data).There is demand or pressure for facilities to meet different or greater levels of needs than are currently addressed (supply and demand, needs assessment, demographic trends).The physical design and size of the facility is unsuitable for preferred community use, is unable to meet demand or is better suited to another use (supply and demand, needs assessment).The condition of the building is good and warrants redevelopment to meet changing demand.There is relatively high customer satisfaction with this current facility.The building is of historical or War Memorial status.There are no viable partnership or brokerage	<p>opportunities to meet different or increased needs.</p> <ol style="list-style-type: none">There are major operational issues affecting the viability of the operation (e.g. conflict between commercial use and community use). <p>Divestment</p> <p>Community Boards may indicate that it would be appropriate to divest a particular facility.</p> <p>Divestment options could include:</p> <ol style="list-style-type: none">Selling the facility.Council using the facility for non-community purposes (e.g. commercial use/lease).Using the facility as leverage for community based partnership. A number of issues may indicate that divestment is a good option to explore. Examples include: Close proximity of similar facilities (geographical spread), very low usage and/or an apparent over supply of community facilities (usage data, supply and demand), a change in demographics resulting in a community which does not match user profiles (community and user demographics).Planned community facility developments (Council or non-Council) that would meet community demand.A facility design that is no longer suitable for the community and cannot easily be rectified.A facility which requires major work, but this work could not be justified because of the poor condition of the building. <p>If divestment is an option, then a detailed analysis will be undertaken. The analysis will focus on a particular geographical location. Within this context, it will explore whether or not it was appropriate to divest of the particular community facility.</p> <p>In particular, the analysis will cover: current and projected demand; the ability of existing and any planned facilities to meet the projected demand; the condition of the facility in question and its potential for redevelopment; opportunities to use the facility as leverage for a community partnership to operate.</p>	APPENDIX

APPENDIX	<p>A recommendation to divest of a community facility will only be made if:</p> <ol style="list-style-type: none">There is little current or projected community demand or,Existing and planned facilities are capable of meeting current and projected demand (supply and demand).The facility is not a War Memorial Hall.The facility is not meeting demand and does not have the potential to be redeveloped to meet any projected demand.The building has reached the end of its useful life and community needs can be met in other ways.The community indicates that they want ownership in order to offer services that may be commercial or non inclusive of a wider community. <p>2. GOALS</p> <p>The goal of the Community Services Department is to ensure the existence of a network of venues across each ward for people to meet and participate in the life of their communities. These Community Facilities may be used for leisure, arts, cultural, educational, sporting and community activities. They may also provide accommodation for community groups and organisations. The provision of accessible community venues contributes to the development of strong communities.</p> <p>3. POLICY STATEMENTS</p> <p>Council believes that halls provide an important link for the people of each community and will actively encourage devolvement of the facility to the community.</p> <p>Community Boards are responsible for audited annual accounts and statistical information regarding the hall. This responsibility is delegated to the organisation/committee managing the hall on behalf of the Board.</p> <p>Where no community organisation or committee can be formed within the community, the facility will revert back to the Community Board for management. Options for the Board may be</p>	<p>devolvement; sale/demolition or mothballing while community consultation is carried out. Refer to "Background"</p> <p>4. PROCEDURES</p> <p>Some Community Boards through consultation with their community will continue to want to retain 'ownership' and have a hall committee as delegated authority to oversee the halls operation. The following procedures are required.</p> <ol style="list-style-type: none">The committee will have a <u>minimum</u> of 5 elected members. A Community Board Member will be seconded to the committee to provide a liaison/advisory role, but cannot take office.The Hall Committee shall hold an Annual General Meeting every 12 months – this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.As of July 2003, community halls on reserve land will no longer be rated so there will not be a need for the Community Boards to budget for rates on behalf of most Hall Committees.Hall committees will be responsible for all bookings, fee collections and resolving any operational problems.Where Hall Committees are the delegated bodies on behalf of Community Boards, they are responsible for producing annual audited accounts and statistical information in regards to use and numbers of users.Hall committees will be responsible for all operational expenditure including water, pan charges, power, phone and cleaning. All public halls owned by Council will not be rateable whether on reserve land or not. These halls are still rateable for water and sewerage.Hall committees will be responsible for all internal maintenance, refurbishments and purchase of replacement equipment such as stoves etc.Where fees' income does not meet expenses, the following procedures may be followed: An approach can be made through the Community	<p>Board for a one off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise.</p> <ol style="list-style-type: none">Fees may need to be increased reflecting a full fees recovery scenario.A hall may no longer meet the communities needs (refer to Background, section 1). <ol style="list-style-type: none">Council is responsible for the external envelope and building compliance issues but wishes to devolve more of the planning to community. To this end, a working party will be formed. Members will be the Committee's Community Board Member, an elected Committee representative and a Council Officer. They will develop a long-term strategy for maintaining the facility and put forward the renewal or capital projects to the Community Board to be included in the Long Term Strategic Plan or Annual Plan.Council will insure the facility but this may not include Committee chattels such as crockery but will include fixtures such as stoves, Zip hot water heaters etc.	APPENDIX
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8 MEETING CLOSE