



**Far North
District Council**



Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Te Hiku Community Board Meeting

Tuesday, 7 December 2021

Time: 10.00 am

**Location: Conference Room, Te Ahu
Cnr Matthews Ave and South Road
Kaitaia**

Membership:

Member Adele Gardner - Chairperson
Member Jaqi Brown – Deputy Chairperson
Member Darren Axe
Member Sheryl Bainbridge
Member John Stewart
Member William (Bill) Subritzky
Member Felicity Foy

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

- A. Represent, and act as an advocate for, the interests of its community.
- B. Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
- C. Maintain an overview of services provided by the territorial authority within the community.
- D. Prepare an annual submission to the territorial authority for expenditure within the community.
- E. Communicate with community organisations and special interest groups within the community.
- F. Undertake any other responsibilities that are delegated to it by the territorial authority

Council Delegations to Community Boards - January 2013

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

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

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

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

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

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

Terms of Reference

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

1. Comment on adverse performance to the Chief Executive in respect of service delivery.
2. Assist their communities in the development of structure plans, emergency management community response plans, and community development plans.
3. Assist their communities to set priorities for Pride of Place programmes.
4. Have special regard for the views of Māori.
5. Have special regard for the views of special interest groups, e.g. disabled, youth, aged, etc.

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

Protocols

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

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

TE HIKU COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Adele Gardner	N/A - FNDC Honorarium			
	Te Hiku Education Trust	Trustee		
	Te Ahu Charitable Trust	Trustee		
	ST Johns Kaitaia Branch	Trustee/ Committee Member		
	Te Hiku Sports Hub			
	I know many FNDC staff members as I was an FNDC staff member from 1994-2008.			
Partner of Adele Gardner	N/A as Retired			
Darren Axe	Wharf Warden at Far North Holding Limited	Council Controlled organisation		
Sheryl Bainbridge	Ex-employee of Far North District Council			There should be no conflict of interest if we are all heading in the same direction
	Property in Coopers Beach			
Jaqi Brown	Te Hiku Navigation	Manager		
	Whangape Marae	Māori Landowner Trustee over Whangape School and marae		Will manage any potential interests/conflicts and it arises
	Te Rarawa Rugby Club Committee	TRRC Lease Ahipara Domain from FNDC		Will manage any potential interests/conflicts and it arises
	Property in Ahipara			
John Stewart	Printing.com Kaitaia	Managing Director	Produces some work for FNDC	Step aside for any decisions at the time
	Zenstone N.Z Limited	Managing Director	N/A	N.A

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	90 Mile Snapper Bonanza Limited	Shareholder / Organiser	May apply for event funding from FNDC	Step aside for any decisions at the time
	Property in Whatuwhiwhi and Kaitaia			Step aside for any decisions at the time
John Stewart – Partner	Printing.com Kaitaia			
	Property in Whatuwhiwhi and Kaitaia			Step aside for any decisions at the time
Felicity Foy	Flick Trustee Ltd	I am the director of this company that is the company trustee of Flick Family Trust that owns properties Seaview Road – Cable Bay, and Allen Bell Drive - Kaitaia.		
	Elbury Holdings Limited	This company is directed by my parents Fiona and Kevin King.	This company owns several dairy and beef farms, and also dwellings on these farms. The Farms and dwellings are located in the Far North at Kaimaumau, Bird Road/Sandhills Rd, Wireless Road/ Puckey Road/Bell Road, the Awanui Straight and Allen Bell Drive.	
	Foy Farms Partnership	Owner and partner in Foy Farms - a farm on Church Road, Kaingaroa		
	Foy Farms Rentals	Owner and rental manager of Foy Farms Rentals for 7 dwellings on Church Road, Kaingaroa and 2 dwellings on Allen Bell Drive, Kaitaia, and 1 property on North Road, Kaitaia, one title contains a cell phone tower.		
	King Family Trust	This trust owns several titles/properties at Cable Bay, Seaview Rd/State Highway 10 and Ahipara - Panorama Lane.	These trusts own properties in the Far North.	

Name	Responsibility (i.e. Chairperson etc.)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	112 Commerce Street Holdings Ltd	Owner of commercial property in Commerce Street Kaitia.		
	Foy Property Management Ltd	Owner of company that manages properties owned by Foy Farms Rentals and Flick Family Trust.		
	Previous employment at FNDC 2007-16	I consider the staff members at FNDC to be my friends		
	Shareholder of Coastline Plumbing NZ Limited			
Partner Felicity Foy	Director of Coastline Plumbing NZ Limited			
	Friends with some FNDC employees			

Far North District Council
Te Hiku Community Board Meeting
will be held in the Conference Room, Te Ahu, Cnr Matthews Ave and
South Road, Kaitaia on:
Tuesday 7 December 2021 at 10.00 am

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1 KARAKIA TIMATANGA / OPENING PRAYER

To be conducted on the day.

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

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

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

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

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

To be confirmed on the day of the meeting.

4 TE TONO KŌRERO / DEPUTATION

Daniel Thompson

- Waterfront Café and Bar Mongonui – Alfresco Dining
- Parking in Mangonui.

5 NGA KAIKORERO / SPEAKERS

Funding Applicants

- Representative from Te Kao Marae.

6 NOTICE OF MOTION

6.1 NOTICE OF MOTION - WATERFRONT CAFE AND BAR - MANGONUI

File Number: A3502233

I, Felicity Foy (Te Hiku Community Board Councillor representative), give notice that at the next Te Hiku Community Board meeting to be held on 7 December 2021, intend to move the following motion:

MŌTINI / MOTION

That Te Hiku Community Board recommends that the Far North District Council approve the occupation and use of 1.5 car parking spaces (8,5m of legal road reserve) in front of the Waterfront Café, Waterfront Road Mangonui to be approved as a formal license to occupy, to the Waterfront Café and Bar.

TAKE / RATIONALE

COVID safe social distance regulations have adversely affected the alfresco dining area outside the Waterfront Café and Bar, Waterfront Road Mangonui. The property owner has requested permission to expand the existing outdoor area (functioning since 1995) over 1½ carparks (8.5m).

The staged photo of the outdoor dining tables is too close under guidelines.

The footpath shown is on the owner's private property but has been used as a public footpath since acquisition 35 years ago and probably since the blue "Lescher Building" was erected in 1902.

The Mangonui boardwalk that is currently under construction will provide additional footpath and car park areas. There is no conflict with pedestrians.

The Board therefore requests the Council to formally approve a license to occupy the 8,5m of legal road reserve in front of the Waterfront Café and Bar for the purposes of alfresco dining.

I commend this Notice of Motion to the Te Hiku Community Board for consideration

ĀPITI HANGA / ATTACHMENTS

1. **Notice of Motion - Waterfront Cafe Mangonui - A3502188** [↓](#) 

NOTICE OF MOTION

I, Felicity Foy (Te Hiku Community Board Councillor representative) give notice that at the next Te Hiku Community Board meeting to be held on 7 December 2021, I intend to move the following motion:

MOTION

That the Te Hiku Community Board recommends that the Far North District Council approve the occupation and use of 1.5 car parking spaces (8.5m of legal road reserve) in front of the Waterfront Café and Bar, Waterfront Road Mangonui to be approved as a formal license to occupy to the Waterfront Café and Bar”.

RATIONALE

Covid safe social distance regulations have adversely affected the alfresco dining area outside the Waterfront Café and Bar, Waterfront Road, Mangonui. The property owner has requested permission to expand the existing outdoor area (functioning since 1995) over 1^{1/2} carparks (8.5m).

The staged photo of the outdoor dining tables is too close under guidelines. The footpath shown is on the owner's private property but has been used as a public footpath since acquisition 35 years ago and probably since the blue 'Lescher Building' was erected in 1902. The Mangonui boardwalk that is currently under construction will provide additional footpath and car park areas. There is no conflict with pedestrians. The Board therefore requests the Council to formally approve a licence to occupy the 8.5m of legal road reserve in front of the Waterfront Café and Bar for the purposes of alfresco dining.

I commend this Notice of Motion to the Te Hiku Community Board for consideration.

ATTACHMENTS**1 – Photographs of the area**

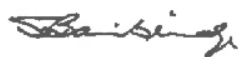
Signed: Felicity Foy, Te Hiku Community Board Councillor representative



Signed: Adele Gardner, Chairman Te Hiku Community Board



Sheryl Bainbridge Te Hiku Community Board







7 CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: A3281940

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TAKE PŪRONGO / PURPOSE OF THE REPORT

The minutes are attached to allow Te Hiku Community Board to confirm that the minutes are a true and correct record of the previous meetings.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board agrees that the minutes of the meeting held 9 November 2021 be confirmed as a true and correct record.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meetings are attached.

The Te Hiku Community Board Standing Orders Section 27.3 states that no discussion may arise on the substance of the minutes at any succeeding meeting, except as to their correctness".

Take Tūtohunga / Reason for the recommendation

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

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

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

ĀPITIHINGA / ATTACHMENTS

- 1. 2021-11-09 Te Hiku Community Board Minutes - A3470519** [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	This report complies with the Local Government Act 2002 Schedule 7 Section 28.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	It is the responsibility of each meeting to confirm their minutes therefore the views of another meeting are not relevant.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no implications on Māori in confirming minutes from a previous meeting. Any implications on Māori arising from matters included in meeting minutes should be considered as part of the relevant report.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report is asking for the minutes to be confirmed as true and correct record, 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 arising from this report.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

**MINUTES OF
TE HIKU COMMUNITY BOARD MEETING
HELD AT THE VIRTUALLY VIA MICROSOFT TEAMS
ON TUESDAY, 9 NOVEMBER 2021 AT 10:03 AM**

PRESENT: Chairperson Adele Gardner, Member Jaqi Brown, Member Darren Axe, Member Sheryl Bainbridge, Member John Stewart, Member William (Bill) Subritzky, Member Felicity Foy

IN ATTENDANCE:

STAFF PRESENT: Aisha Huriwai (Team Leader – Democracy Services), Glenn Rainham (Manager – Infrastructure Operations), Shayne Storey (Community Development Advisor), Kathryn Trewin (Funding Advisor). Kim Hammond (Funding Advisor), Yvonne Tamihana (Cadet), Marlema Baker (Meeting Administrator).

1 KARAKIA TIMATANGA / OPENING PRAYER

Chairperson Adele Gardner commenced the meeting and Member Sheryl Bainbridge opened with a prayer.

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

Member John Stewart declared a conflict regarding the Te Ahu Museum/Far North Regional Museum Trust funding application and will not participate in the discussion or decisionmaking. Item 8.3a refers.

3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM

Nil

4 NGĀ TONO KŌRERO / DEPUTATIONS

Kerry Shanta – Footpath from Kaitaia to Ahipara.

Kath Keremete. Sophie McCarthy and Tawhi Tua – Healthy Homes Update.

5 NGĀ KAIKŌRERO / SPEAKERS

- Linda Wigley - Te Museum Curator Te Ahu Funding Application. Item 8.3a refers.

6 NOTICE OF MOTION

6.1 NOTICE OF MOTION - ALLOCATION OF PLACEMAKING FUNDING 2021/2022.

Agenda item 6.1 document number A3461393, pages 12 - 13 refers

RESOLUTION 2021/69

Moved: Member Sheryl Bainbridge

Seconded: Member Darren Axe

That Te Hiku Community Board:

- a) allocate a total of \$100,000 from its 2021/22 Placemaking fund for concept plans to assist in understanding community priorities and guide further Board decisions for funding, as identified in Te Hiku Community Board Strategic Plan;

- b) **agree the following communities be engaged for the development of concept plans with the 2021/22 Placemaking funding:**

1. Te Kao
2. Houhora Heads/Pukenui
3. Karikari Peninsula
4. Doubtless Bay
5. Taipa
6. Hihi

- c) **request staff to engage the appropriately qualified vendors to carry out the work on behalf of the Far North District Council.**

In Favour: Adele Gardner, Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart and William (Bill) Subritzky

Against: Nil

Abstained: Cr Felicity Foy

CARRIED

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 7.1 document number A3281927, pages 14 - 20 refers

RESOLUTION 2021/70

Moved: Chairperson Adele Gardner

Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board agrees that the minutes of the meeting held 5 October 2021 be confirmed as a true and correct record.

In Favour: Adele Gardner, Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

CARRIED

8 REPORTS

8.1 CHAIRPERSON AND MEMBERS REPORTS

Agenda item 8.1 document number A3451465, pages 21 - 36 refers

RESOLUTION 2021/71

Moved: Chairperson Adele Gardner

Seconded: Member Darren Axe

That Te Hiku Community Board;

- a) **note the reports from Chairperson Adele Gardner and Members Darren Axe, Sheryl Bainbridge and Bill Subritzky.**
- b) **request information from the Council on what steps will be taken to acknowledge and address widespread community concern regarding the Heritage Area proposal and process.**
- c) **expresses disappointment at the lack of a footpath subsidy from He Waka Kotahi, and for reasons of pedestrian safety requests the Far North District Council to look at**

areas where cost efficiencies can be made so that a realistic footpath programme can be achieved.

- d) request advice as to when work will start of the footpaths identified in the current allocation of \$150,000 i.e. Ahipara School to the new subdivision, and a portion of Cable Bay Block Road; and
- e) having identified the routes between Awanui and Kaitaia and between Kaitaia and Ahipara in its strategic plan and in its submission to the Regional Land Transport Plan notes as being of concern in terms of safety of pedestrians and cyclists, requests the Infrastructure Manager to investigate options towards funding the construction of shared paths (walkway/cycleways) for these areas from within Council budgets and/or from external funding providers.
- f) requests the CEO to arrange a meeting between interested parties including DOC, NRC, Whatuwhiwhi Ratepayers Chair and Deputy Chair, Council staff and THCB representatives to seek a resolution to the flooding issues at Marianne Place, Tokerau Beach.
- g) support the removal and donation of Korora Park equipment to Roma Marae.
- h) support the Awanui equipment being offered to Awanui Primary.
- i) support the two pieces around the court (monkey bars and a low climbing net) being moved down to the existing playground at the northern end of the Allen Bell Park.
- j) agree that the Seat Report Letter and the Magnolia Trees in the main street of Kaitaia be left to lie until the December meeting.

In Favour: Adele Gardner, Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

CARRIED

8.2 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 30 SEPTEMBER 2021

Agenda item 8.2 document number A3442994, pages 37 - 39 refers

RESOLUTION 2021/72

Moved: Member William (Bill) Subritzky

Seconded: Member John Stewart

That Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 30 September 2021.

In Favour: Adele Gardner, Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

CARRIED

8.3 FUNDING APPLICATIONS

Agenda item 8.3 document number A3435487, pages 40 - 50 refers

RESOLUTION 2021/73

Moved: Member Sheryl Bainbridge

Seconded: Chairperson Adele Gardner

That Te Hiku Community Board:

- a) approves the sum of \$8,034 (plus GST if applicable) be paid from the Board's Community Fund account to Te Ahu Museum/Far North Regional Museum Trust for the purchase of display walls, exterior signs and a donations box, to support the following Community Outcomes:
- i) Proud, vibrant communities
- b) acknowledges that COVID-19 has affected applicants who received funding for events from the Community Board and that events may have been unable to run as scheduled and:
- i) grants an extension for events to be rescheduled to take place prior to 30 June 2023 if the applicant is able to reschedule or alter their event to run (with no additional funding application being made).
- ii) agrees if the applicant is unable to reschedule or restructure their event to take place before 30 June 2023, or do not wish to do so, applicants must return any unspent funds and provide a project report outline the expenditure made.
- iii) agrees any applicant affected by this resolution must notify the Funding Advisors of their decision by 31 December 2021.

In Favour: Adele Gardner, Jaqi Brown, Darren Axe, Sheryl Bainbridge, William (Bill) Subritzky and Felicity Foy

Against: Nil

Abstained: John Stewart

CARRIED

8.4 SUMMER 2021/2022 RURAL TRAVEL FUNDING APPLICATIONS

Agenda item 8.4 document number A3439718, pages 51 - 72 refers

RESOLUTION 2021/74

Moved: Member Darren Axe

Seconded: Member John Stewart

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

- | | | |
|----|---------------------------------------|------------|
| a) | Ahipara Boardriders Club | \$1,000.00 |
| b) | Pamapurua School | \$1,500.00 |
| c) | Taitokerau Rugby League | \$2,000.00 |
| d) | Te Whanau O Te Aroha Waka (Waka Atea) | \$1,200.00 |

In Favour: Adele Gardner, Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

CARRIED

9 INFORMATION REPORTS

9.1 TE HIKU STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 30 SEPTEMBER 2021

Agenda item 9.1 document number A3451183, pages 73 - 74 refers

RESOLUTION 2021/75

Moved: Chairperson Adele Gardner
 Seconded: Member William (Bill) Subritzky

That Te Hiku Community Board receives the report Te Hiku Statement of Financial Performance Activities by Ward for the period ending 30 September 2021.

In Favour: Adele Gardner, Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

CARRIED

9.2 TE HIKU COMMUNITY BOARD ACTION SHEET UPDATE NOVEMBER 2021

Agenda item 9.2 document number A3451467, pages 75 - 83 refers

RESOLUTION 2021/76

Moved: Member William (Bill) Subritzky
 Seconded: Member Darren Axe

That Te Hiku Community Board receive the report Te Hiku Community Board Action Sheet Update November 2021.

In Favour: Adele Gardner, Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy

Against: Nil

CARRIED

9.3 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2021/77

Moved: Chairperson Adele Gardner
 Seconded: Member Darren Axe

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
10.1 - Confirmation of Previous Minutes - Public Excluded	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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
10.2 - Purchasing of land at 1 Wharo Lane Ahipara - Pohutukawa Tree	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely	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

	<p>unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>information for which good reason for withholding would exist under section 6 or section 7</p>
<p><u>In Favour:</u> Adele Gardner, Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy</p> <p><u>Against:</u> Nil</p>		
CARRIED		

10.3 CONFIRMATION OF INFORMATION AND DECISIONS TO BE RELEASED IN PUBLIC

<p>RESOLUTION 2021/71</p> <p>Moved: Chairperson Adele Gardner</p> <p>Seconded: Member Jaqi Brown</p> <p>That Te Hiku Community Board confirms the following decisions contained in the part of the meeting held with public excluded not be restated in public meeting as follows:</p> <p><u>In Favour:</u> Adele Gardner, Jaqi Brown, Darren Axe, Sheryl Bainbridge, John Stewart, William (Bill) Subritzky and Felicity Foy</p> <p><u>Against:</u> Nil</p>		
CARRIED		

Member Sheryl Bainbridge closed the meeting with a karakia.

11 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 12:03 pm.

The minutes of this meeting will be confirmed at the Te Hiku Community Board Meeting held on 7 December 2021.

.....
CHAIRPERSON

8 REPORTS

8.1 CHAIRPERSON AND MEMBERS REPORTS

File Number: A3492283

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

TE TAKE PŪRONGO / 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.

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board;

- a) note the reports from Chairperson Adele Gardner and Members Sheryl Bainbridge and Bill Subritzky.**
- b) agree to uplift the Seat Report and Magnolia Trees in the main street of Kaitaia, left to lie at the 9 November 2021 meeting.**
- c) support the removal of the Magnolia trees lining Commerce Street Kaitaia and request a report on suitable types of specimen trees to replace them.**
- d) support the allocation of a portion of streetscape funding to assist with costs to remove and replace the Magnolia trees with suitable specimen trees.**

1) TE TĀHUHU KŌRERO / BACKGROUND

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

2) TE MATAPAKI ME NGĀ KŌWHIRINGA / 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 reports from the Chairperson and Members are attached.






Te Take Tūtohunga / 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) NGĀ PĀNGA PŪTEA ME NGĀ WĀHANGA TAHUA / FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

NGĀ ĀPITI HANGA / ATTACHMENTS

1. **Chairs Report - Adele Gardner Dec 2021 - A3501563** [↓](#) 
2. **Members Report - S Bainbridge Dec 2021 - A3501567** [↓](#) 
3. **Members Report - B Subritzky Dec 2021 - A3501566** [↓](#) 
4. **Hoskin Civil - Letter to Te Hiku Community Board (Item b page 2) - A3452605** [↓](#) 
5. **Hoskin Civil - Seat Report FNDC - A3452606** [↓](#) 

Te Hōtaka Take Ōkawa / Compliance schedule:

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

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

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

COMMUNITY BOARD CHAIRPERSON'S REPORT

Report to Community Board

Chairperson: Adele Gardner

Subdivision: Te Hiku

Date: 26 Oct - 18 Nov 21

REPORT

1) Meetings/Functions attended

1. 26 Oct - Attended hearings for Speed limit, Road use, Parking & onsite wastewater - virtual
2. 27 Oct - Annual Plan workshop in Kaikohe
3. 28 Oct - Te Hiku Community Board workshop
4. 1 Nov - Te Hiku Project Working Group Meeting
5. 4 Nov - Council Meeting - virtual
6. 9 Nov - Te Hiku Community Board Meeting - virtual
7. 10 Nov - Annual Plan workshop - virtual
8. 13 Nov - Te Ahu Trust Meeting
9. 15 Nov - Te Hiku Project Working Group Meeting
10. 17 Nov - Combined Community Board workshop - virtual
11. 18 Nov - Annual Plan Workshop - virtual

2) **Report:** Te Hiku Revitalisation - the Ahipara pump track at Korora Park opens Saturday 20 November. The Kaitaia pump track in Memorial Park is currently under construction and will be opening during December.

3) **Resource Consents** - RC2220298 - FNDC - Te Hiku O Te Ika Revitalisation Project - 19 Bank Street Kaitaia Pt Lot 10 DP 25798 & Section 69-70 BLK V Takahue SD. To construct a 1000m pump track within Memorial Park.

4) **Requests for Service** - RFS 4084741 - Melba Street ladies toilets required extra cleaning.

RFS4084784 - Unregistered (40+) dogs were reported by a member of the public.

RFS 4085736 - Amenity Lighting

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TE HIKU COMMUNITY BOARD MEMBER'S REPORT

Member Name: Sheryl Bainbridge
Subdivision: Doubtless Bay
Date: to 7 December 2021

REPORT**1) Issues****Paewhenua Island**

- Went yesterday with John Haines. The car park and first part where the gate is are mown by the council 3-4 times a year and I have put in an RFS to have it mown again before Christmas.



Document number

- The next bit (photo 6 large trees) has a track through long grass which could be cleared in an hour or two by a couple of guys with weed-whackers.



- Next to the wetland is privately owned and they maintain it, but public have access, then through the bush, that was developed some 20 years ago has become overgrown and needs clearing.



Document number



- At the end the reserve with cemetery and original Butler homestead site is mown by the Paewhenua Island residents' group, even though it is owned by the council. I put it on Doubtless Bay Facebook page yesterday afternoon and there had been 4 queries about how to access it by the end of the day so obviously there is interest.
- An elderly man spends his Wednesdays clearing gorse and pampas alongside the track and has done a good job. I believe that if the council did an initial clean-up of the overgrown parts of the path past the bit that is able to be mowed, community members may agree to helping keep it clear in the future. It's a good flat walk with mature mangroves on one side and regenerating bush on the other side and the reserve at the end is lovely.



- Our strategic plan indicates that one day we would like to see a shared path from the Mangonui boardwalk area right round to Paewhenua Island but in the meantime if this bit was cleaned up it would be easy for locals and visitors to use right now.

Document number

COMMUNITY BOARD MEMBERS REPORT

Report to Community Board: Te Hiku

Members Name: Bill Subritzky

Subdivision: Whatuwhiwhi/Awanui

Date: 21/11/21

REPORT

1) Meetings/Functions

1. 26/10. Northland Age write up of Marreine Place flooding at Whatuwhiwhi.
2. 27/10 Lake Ohia hall meeting
3. 28/10 LTP meeting Te Hiku Board members
4. 28/10 Working with Councillor Dave collar to address Trespass Notice served on resident at 18 gills road Awanui
5. 28/10 Request meeting with authority stake holders to discuss solutions for the flooding at Marreine Place
6. 29/10 Visit to Paparore road to Check roadside embankment slips and Pine log cuttings in danger of sliding off the top of these slips. Local resident had placed an emergency call to council
7. 9/11 Te Hiku Board meeting
8. 16/11 Visit Rangiputa to check current state of Northern most boat ramp. Visit to
Check for additional flooding at Marreine Place following heavy rain fall. Check on Pehepe Reserve due to rate payer concerns on current and future use.
Whatuwhiwhi Ratepayers meeting
9. 17/11 Council zoom meeting

2) Issues: 0

3) Resource Consents: 0

4) Request for Service: 0

TE HIKU O TE IKA REVITALISATION PROJECT

20 October 2021

Adele Gardner
Te Hiku Community Board Chair
Kaitaia

Dear Adele

The Project Working Group (PWG) responsible for the Te Hiku o te Ika Revitalisation Project have a number of requests for the Te Hiku Community Board to consider and give feedback on.

1. PARK EQUIPMENT TO DONATE

As you know we are upgrading the park equipment in full at Awanui, Allen Bell (the end by the basketball court) and Korora Park in Ahipara. We understand there is an asset disposal policy to be followed which we are hoping to obtain before our next meeting. Our PWG would like to propose:

- The Korora Park equipment is removed and donated to Roma Marae, Roma Road, Ahipara.
- The Awanui park equipment is offered to Awanui Primary.
- The two pieces around the court (monkey bars and a low climbing net) is moved down to the existing playground at the northern end of the Allen Bell Park.



We also propose to pay for the engineer to sign off the safety of the reinstated park equipment as we have a moral obligation to ensure the children who play on it are safe. However, there would be no further maintenance or expense required by FNDC as the ownership of the equipment would be transferred to the marae and school if you agree.

2. COMMERCE STREET

a. Seating

We have done a stock take of the seating currently in place along Commerce Street. See attached document with pictures, locations and comments where applicable. There are 25 in total and as they have been there for 15-20 years they are tired and need freshening up with stain or paint but they are in relatively good condition for their age. Many of the seats are in front of professional offices now which some businesses have commented are not

appropriate. Would the Community Board agree to some of the seating removed from the main street and relocated into some of the park spaces which have nicer environments for people to sit in.

Our PWG is currently in the process of working with Under the Table for some unique designs relevant to Te Hiku that could be put into our street. However, the budget would only stretch to 3-5 of these pieces. We wouldn't remove all the current seating but want to hear your thoughts on what you'd like to see in the main street.

b. Magnolia Trees

The business owners in the main street are not happy with the Magnolia trees lining Commerce Street. They are too big, blocking some CCTV cameras, trucks are hitting the branches and damaging buildings or their vehicles (even though trucks are not permitted in Commerce St) and the leaves fall everywhere with several business owners saying there is little to no maintenance.

Would the Community Board agree to removing the Magnolia and replacing them with specimen trees that don't grow as large or drop as many leaves. We would need advice on the type of tree suitable for the replacement but wanting to check your thoughts as the streetscaping funds of the project money could assist in some of the costs to do this.

3. MEMORIAL PARK



The Kaitia Pump track is planned to go in the grass area in front of the swimming pools at Memorial Park, Bank Street Kaitia. The foundation of the angel remains in the park. The pump track expert, Velo Solutions has been to measure up and has said the concrete structure will need to be removed for the track to fit between the trees and footpaths. Is the Community Board happy for us to have the structure removed (or relocated elsewhere if you have an alternative site)?

We look forward to hearing your decisions after your next meeting.




Kind regards

Andrea Panther
Chairperson of the PWG




SEAT STOCKTAKE FOR COMMERCE STREET KAITAIA

PHOTO	LOCATION	SHOP OWNER OPINION
	Liquid Laundromat 106 Commerce Street	
	Postie Plus 93-95 Commerce St 2 x straight seats	
	Shackleton's Kaitaia Pharmacy 89-91 Commerce St 1 x bench seat on Melba St 1 x curved seat on Commerce	
	Kaitaia Digital Hub 50-64 Commerce St 1 x long seat 1 x short seat	


SEAT STOCKTAKE FOR COMMERCE STREET KAITAIA

	<p>Subway Cnr Commerce & 3 Bank Street</p> <p>1 x short curved seat</p>	
	<p>Empty site 20/22 Commerce St</p> <p>1 x curved seat off footpath</p> <p>Need to check if on private land or council reserve?</p>	
	<p>Vintage Cafe 14 Commerce St</p> <p>1 x short curved seat</p>	

SEAT STOCKTAKE FOR COMMERCE STREET KAITAIA

	<p>Ministry of Education 12 Commerce St</p> <p>1 x bench seat off footpath</p>	
	<p>Bottle O Store 15 Commerce St</p> <p>1 x bench seat in corner of Jaycee Park</p>	
	<p>He Korowai Trust 33 Commerce St</p> <p>1 x curved long seat</p>	


SEAT STOCKTAKE FOR COMMERCE STREET KAITAIA

	<p>Ripcurl</p> <p>47-49 Commerce</p> <p>1 x short curved seat</p>	
	<p>Harcourts</p> <p>77 Commerce St</p> <p>1 x short seat</p>	
	<p>Kohatu Fit</p> <p>103-105 Commerce St</p> <p>1 x short seat</p>	

SEAT STOCKTAKE FOR COMMERCE STREET KAITAIA

	<p>ANZ Bank 111 Commerce Street</p> <p>1 x long seat</p>	
	<p>Home Antiques and Collectibles 137 Commerce St</p> <p>1 X short seat with half back support</p>	
	<p>Empty Salvation Army Building 138 Commerce St</p> <p>1 x long seat with half back support</p>	
	<p>Northland Planning 112 Commerce St</p> <p>1 x short curved seat</p>	<p>Seats need to be planned where you want people to hang out. These are professional offices to no reason to sit outside here. Also a problem here with buskers – needs a bylaw and a space/stage where they can go eg old warehouse carpark not the main street</p>

SEAT STOCKTAKE FOR COMMERCE STREET KAITAIA

	<p>Old Pak'n Save site</p> <p>6 x seats that are passed their use by date!</p>	
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25 seats to be replaced in total!

8.2 SETTING OF MEETING DATES FOR 2022

File Number: A3500325

Author: Marlema Baker, Meetings Administrator

Authoriser: Aisha Huriwai, Team Leader Democracy Services

PURPOSE OF THE REPORT

To allow the Community Board to set their meeting dates for the 2022 calendar year.

EXECUTIVE SUMMARY

- Each Community Board is responsible for setting their own meeting dates.
- The Community Board has previously held meetings every six weeks on a Tuesday.
- Council adopted its formal meeting calendar on 4 November 2021.
- This report recommends the Board continue the meeting pattern of 2022.
- A 6-weekly meeting calendar has been provided for the Boards consideration.
- 2022 meeting schedule only goes through to September 2022 as 2022 is an election year.

RECOMMENDATION

That Te Hiku Community Board

a) adopt the following meeting dates for the Te Hiku Community Board

- 1 March 2022, 10 am.
- 12 April 2022, 10 am.
- 24 May 2022, 10 am.
- 28 June 2022, 10 am.
- 16 August 2022, 10 am.
- 27 September 2022, 10 am.

b) adopt the following meeting dates for Kaitaia, Motutangi and Waiharara and Kaikino Drainage Area Committees;

- 7 March 2022, 10 am
- 8 August 2022, 10 am

c) delegates to Chair Adele Gardner authority to change the meeting dates.

1) BACKGROUND

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

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

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

2) DISCUSSION AND OPTIONS

This report recommends that Te Hiku Community Board continue to meet every six weeks (where possible) on Tuesdays. One of the 6 meetings scheduled for 2022 poses a potential meeting conflict

with the Executive Review Committee in which Councillor Foy participates. That date is 12 April 2022.

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

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

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

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

Reason for the recommendation

To adopt a schedule of Te Hiku Community Board meetings for the 2021 calendar year.

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

ATTACHMENTS

1. **Te Hiku Community Board - 6 Weekly Meeting Schedule 2022 - A3501747** [↓](#) 

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 matter is 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.	The relevant legislation as referenced in the report is the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	Community Boards are responsible for setting their own meeting schedule. Similar reports will be written suggesting alignment with Council and Committee meetings.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water.	There are no particular implications for Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to their views or preferences (for example – youth, the aged and those with disabilities).	This report does not have any implications on persons identified in legislation.
State the financial implications and where budgetary provisions have been made to support this decision.	Financial implications are covered within operational budgets.
Chief Financial Officer review.	The Chief Financial Officer has not reviewed this report.

DAY	JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC	
SAT	1	New Years Day																	1					
SUN	2	Day After NYD						1											2		1		1	
MON	3	NYD observed							2						1				3		2		2	
TUE	4	Day after NYD observed	1	REGC	1	TE HIKU			3	SPP					2				4		3		3	
WED	5		2	ARF	2				4	INF	1				3				5		4		4	
THUR	6		3		3				5		2				4		1		6		5		5	
FRI	7		4		4		1		6		3		1		5		2		7		6		6	
SAT	8		5		5		2		7		4		2		6		3		8	ELECTIONS	7		7	
SUN	9		6	Waitangi Day	6		3		8		5		3		7		4		9		8		8	
MON	10		7	Waitangi Day-observed	7	DRAINAGE	4		9		6	Queens Birthday	4		8	DRAINAGE	5		10		9		9	
TUE	11		8	SPP	8	ERC	5		10		7	REGC	5		9		6	SPP	11		10		10	
WED	12		9	INF	9		6		11		8		6		10		7	INF	12		11		11	
THUR	13		10		10		7	COUNCIL	12		9		7	ERC	11	COUNCIL	8	COUNCIL	13		12		12	
FRI	14		11		11		8		13		10		8		12		9		14		13		13	
SAT	15		12		12		9		14		11		9		13		10		15		14		14	
SUN	16		13		13		10		15		12		10		14		11		16		15		15	
MON	17		14		14		11		16		13		11		15		12		17		16		16	
TUE	18		15		15	REGC	12	ERC / TE HIKU	17	COUNCIL A/P	14	SPP	12		16	TE HIKU	13		18		17		17	
WED	19		16		16	ARF	13		18		15	INF	13		17		14		19		18		18	
THUR	20		17		17		14		19	COUNCIL	16		14		18		15		20		19		19	
FRI	21		18		18		15	Good Friday	20		17		15		19		16		21		20		20	
SAT	22		19		19		16		21		18		16		20		17		22		21		21	
SUN	23		20		20		17		22		19		17		21		18		23		22		22	
MON	24		21		21		18	Easter Monday	23		20		18		22		19		24	Labour Day	23		23	
TUE	25	ERC	22		22	SPP	19		24	TE HIKU	21		19	REGC	23	ERC	20		25		24		24	Xmas Eve
WED	26		23		23	INF	20		25		22	ARF	20		24		21		26		25		25	Xmas Day
THUR	27		24	COUNCIL	24		21		26		23		21	LGNZ Conference	25		22		27		26		26	Boxing Day
FRI	28		25		25		22		27		24	Matariki	22	LGNZ Conference	26		23		28	He Whakaputanga	27		27	
SAT	29		26		26		23		28		25		23	LGNZ Conference	27		24		29		28		28	
SUN	30		27		27		24		29		26		24		28		25		30		29		29	
MON	31	Auckland Anniversary	28		28		25	ANZAC Day	30		27		25		29		26		31		30		30	
TUE					29		26	REGC	31	ERC	28	TE HIKU	26	SPP	30	REGC	27	TE HIKU					31	New Years Eve
WED					30		27	ARF			29		27	INF	31	ARF	28							
THUR					31		28				30		28				29							
FRI							29						29				30							
SAT							30						30											
SUN													31											

8.3 TE HIKU STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 OCTOBER 2021

File Number: A3491534

Author: Segun Rotimi, Accounting Support Officer

Authoriser: Janice Smith, Chief Financial Officer

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That the Te Hiku Community Board receive the report Te Hiku Statement of Community Board Fund Account as at 31 October 2021.

TĀHUHU KŌRERO / BACKGROUND

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

Community Fund Account balance as at 01 July 2021	\$241,710.00
• Plus Unspent from 2020/21 - Xcape Design Unahi Wharf	\$8,250.00
• Plus Unspent from 2020/21 - Be Free Inc Mangonui Festival 2021	\$2,720.00
• Plus Unspent from 2020/21 - Born to Run Adv Racing Great Nthn Gallop	\$3,000.00
• Plus Unspent from 2020/21 - Te Pokapu Tiaki Taiao o Te Tai Tokerau	\$5,000.00
• Plus Unspent from 2020/21 - Jaycee Park picnic tables	\$7,711.46
• Plus Unspent 2020/21 - Placemaking project for Awanui	\$35,338.00
• Less funds granted and uplifted to 31 October 2021	\$31,243.00
• Less funds not uplifted from 6 July 2021 for Kaitaia Business Association for CCTV monitoring for 21/22 and 22/23	\$6,000.00
• Less funds not uplifted from 17 November 2020 for Be Free	\$2,720.00
• Less funds not uplifted from 1 June 2021 for Jaycee Park picnic tables	\$7,711.46

<ul style="list-style-type: none"> • Less funds not uplifted from 5 October 2021 for Te Hiku Revitalisation fund for the upgrading and beautification of the toilets and the reserve at Awanui 	\$35,338.00
<ul style="list-style-type: none"> • Less funds not uplifted from 5 October 2021 for Xcape Design Limited for the printing of the Community Plans 	\$93.00
Community Fund Account balance as at 31 October 2021	\$220,624.00

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

Board members will consider the applications on the agenda and decide on what level of funding to allocate. The balance in the Community Fund account as at 31 October 2021 is \$220,624.00

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

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

The Far North District Council has delegated the allocation of relevant community board funds to the Te Hiku Community Board. The statement of the Community Fund account as at 31 October 2021 is attached.

ĀPITIHINGA / ATTACHMENTS

1. Statement of Te Hiku Community Fund Account as at 31 October 2021 - A3491479 [↓](#) 

**Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 31 October 2021**

Allocation Grants & Donations Annual Budget 2021-22	141,710.00	
Community Board Placemaking Fund	100,000.00	
Unspent from 2020/21 - Xcape Design Unahi Wharf	8,250.00	
Unspent from 2020/21 - Be Free Inc Mangonui Festival 2021	2,720.00	
Unspent from 2020/21 - Born to Run Adv Racing Great Nthn Gallop	3,000.00	
Unspent from 2020/21 - Te Pokapu Tiaki Taiao o Te Tai Tokerau	5,000.00	
Unspent from 2020/21 - Jaycee Park picnic tables	7,711.46	
Unspent from 2020/21 - Placemaking project for Awanui	35,338.00	
		303,729.46
Less Expenditure 2021/22 (Funds Uplifted)		
July 21		
Unahi Wharf and Park Xcape Design Li	6,090.00	
August 21		
Unspent from 2020/21 - Te Pokapu Tiaki Taiao o Te Tai Tokerau	5,000.00	
Unspent from 2020/21 - Born to Run Adv Racing Great Nthn Gallop	3,000.00	
September 21		
Unspent from 2020/21 - Xcape Design Unahi Wharf	2,160.00	
Awanui Sports Complex Inc for flood prevention of the complex grounds	1,080.00	
Mangonui Lions for Mangonui Fun Run	788.00	
Friends of Rangikapiti Reserve for production and installation of interpretation and way-finding signage	2,214.00	
Kaitia College for arts expo - dance production	4,107.00	
Northland Floral Act Society NZ for Designer of the Year competition and show	2,500.00	
October 21		
Youthline Auckland Charitable Trust for youthline support line	3,000.00	
Te Whakaora Tangata for venue hire for the family restoration graduation ceremony	1,304.00	
		31,243.00
Balance as at 31 October 2021		<u>\$272,486.46</u>
Less Commitments 2021/22 as at 31 October 2021 (Funds not yet uplifted)		
Meeting 06.07.21		
Kaitia Business Association for CCTV monitoring for 21/22 and 22/23	6,000.00	
Meeting 17.11.20		
Unspent from 2020/21 - Be Free Inc Mangonui Festival 2021	2,720.00	
Meeting 01.06.21		
Unspent from 2020/21 - Jaycee Park picnic tables	7,711.46	

**Far North District Council
Te Hiku Community Board
Statement of the Community Fund Account as at 31 October 2021**

Meeting 05.10.21

Te Hiku Revitalisation fund for the upgrading and beautification of the toilets
and the reserve at Awanui

35,338.00

Xcape Design Limited for the printing of the Community Plans

93.00

51,862.46

Balance 31 October 2021 Uncommitted/(Overcommitted)

\$220,624.00

8.4 FUNDING APPLICATIONS

File Number: A3486652

Author: Kim Hammond, Funding Advisor

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises applications for Local Community Grant funding to enable the Te Hiku Community Board to determine which application/s will receive funding at the 7 December 2021 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Two new applications for funding has been received, requesting \$9,265.
- The Community Board funding for the 2021/22 financial year was increased by 25% on the previous year to \$141,710. The unallocated balance is \$115,310.
- The Board resolved that the \$100,000 placemaking fund in the 2021/2022 financial year would be used to develop concept plans to assist in understanding community priorities and guide further board decisions for funding.

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board:

- a) approves the sum of **\$2,055** (plus GST if applicable) be paid from the Board's Community Fund account to Rosemary Archibald for the purchase of outdoor Christmas tree lights, power extension cords and the cost of delivery, to support the following Community Outcomes:
 - i) Proud, vibrant communities
 - ii) Communities that are healthy, safe, connected and sustainable
- b) approves the sum of **\$7,210** (plus GST if applicable) be paid from the Board's Community Fund account to Te Kao Marae - Potahi Marae for purchase of playground equipment and hardware, to support the following Community Outcomes:
 - i) Proud, vibrant communities
 - ii) Communities that are healthy, safe, connected and sustainable

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant	Project	Requested	Recommended	Comments	Type
Rosemary Archibald (Individual)	Christmas Tree Lights	\$2,055.00 (97%)	\$2,055.00	The application form states, 'funding requested may not exceed 50% of total cost'. The applicant will be providing the power from her private property to power the lights and can not estimate how much power will be utilised over the period of the project – and so was not included as part of the application and if it was would have lowered the percentage of the amount requested. As this project is mainly targeted towards Christmas if full funding was not allocated the project may not take place this Christmas due to timeframes in locating additional sponsorship/funding.	Community
Te Kao Marae – Potahi Marae	Te Kao Potahi Playground	\$7,210.00 (19%)	\$7,210.00	Te Hiku Community Board has resolved that Te Kao be engaged for the development of concept plans with the 2021/2022 Placemaking Funding. The installation of this playground could create an environment for further placemaking consultation and projects to be shaped around. Te Kao Marae has undertaken consultation with the local community to see what they would like to see included in the playground to make sure that the playground will be enjoyed by the local community and visitors to the area.	Infrastructure

Take Tūtohunga / Reason for the recommendation

The applicant is required to complete a standard application form and provide supporting information. For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested

Option 2 Authorise partial funding

Option 3 Decline funding

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

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

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

ĀPITIHINGA / ATTACHMENTS

1. Funding Application - Rosemary Archibald - A3486655 [↓](#) 
2. Funding Application - Te Kao Marae - Potahi Marae - A3486860 [↓](#) 

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

He Take Ōkawa / Compliance Requirement	Aromatawai Kaimahi / Staff Assessment
State the level of significance (high or low) of the issue or proposal as determined by the Council's Significance and Engagement Policy	This is a matter of low significance.
State the relevant Council policies (external or internal), legislation, and/or community outcomes (as stated in the LTP) that relate to this decision.	<ul style="list-style-type: none"> - Community Grant Policy. - Museum Services Policy.
State whether this issue or proposal has a District wide relevance and, if not, the ways in which the appropriate Community Board's views have been sought.	This report does not have district-wide relevance.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	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 *N/A*
- ☒ Programme/event/project outline
- ☐ A health and safety plan *Top Energy to provide if necessary*
- ☐ Your organisation's business plan (if applicable) *N/A*
- ☐ 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	Rosemary Archibald		Number of Members	—
Postal Address	327 State Highway 10 Cable Bay		Post Code	0420
Physical Address			Post Code	
Contact Person	Rosemary Archibald		Position	
Phone Number	09 40602430	Mobile Number	021 408191	
Email Address	archie31@xtra.co.nz			

Please briefly describe the purpose of the organisation.

To put Christmas lights in a Norfolk pine at Cable Bay Reserve

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Local Grant Application Form



Project Details

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

☒ Te Hiku

☐ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity Christmas Tree lights Date

Location 335 SH10 Cable Bay Reserve Time each night

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

☐ Yes ☒ No

If so, how much?

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

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

All the community will benefit from the uplifting spirit generated.

The activity is to install Christmas lights in the Norfolk pine at 335 State Highway 10 Cable Bay. This is adjacent to Driftwood Beachfront Accommodation 333 SH10 who would provide the power for this installation during Christmas time.

Once installed they would be a permanent display and would only require turning on each year.

Top Energy have offered to erect the lights at no charge as a community project. We propose purchasing 10 lots of 15 metre LED outdoor lights.

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Local Grant Application Form



Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire		
Advertising/Promotion		
Facilitator/Professional Fees ²		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
10x15m Lino outdoor	1890	
Utilities power lights	— provided by Driftwood	
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	extension leads etc 100	
Refreshments		
Travel/Mileage — postage & lights	65	
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	60	not applicable
Other (describe)		
TOTALS	2115	

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

Local Grant Application Form



Financial Information

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

How much money does your organisation currently have?

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

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

Purpose	Amount
TOTAL	

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

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

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

Purpose	Amount	Date	Project Report Submitted
			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)

Rosemary Archibald

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

Rosemary Archibald

Signatory Two

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Local Grant Application Form



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

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

Signatory One

Name Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

Signatory Two

Name Position
 Postal Address Post Code
 Phone Number Mobile Number
 Signature Date

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Schedule of Supporting Documentation**ROSEMARY ARCHIBALD****(Christmas Tree Lights)**

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

1	Quote x 1 page
2	Picture of Northland Pine x 1 page
3	Email from Top Energy x 2 pages
4	Email from Waka Kotahi NZ Transport Agency x 1 page
5	Approval Letter and Conditions from Far North District Council x 2 pages

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	POTAHU MARAE	Number of Members	10
Postal Address	9/ PDC, TEKAO RD4, KA ITAIA	Post Code	0484
Physical Address	STATE HIGHWAY 1, TE KAO	Post Code	0484
Contact Person	ROSIE CONRAD	Position	TREASURER
Phone Number	021 607 393	Mobile Number	021-607393
Email Address	rosieconrad2021@outlook.com		

Please briefly describe the purpose of the organisation.

TO APPLY ANY INCOME RECEIVED FOR THE PURPOSES OF PROMOTING HEALTH, SOCIAL, CULTURAL & ECONOMIC WELFARE & GENERAL LIFE ADVANCEMENT.

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Local Grant Application Form



Project Details

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

☒ Te Hiku

☐ Kaikohe-Hokianga

☐ Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity TEKAO POTAHU PLAYGROUND Date ASAP

Location STATE HIGHWAY 1, TEKAO Time

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

If so, how much? NO CHARGE

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.

PLAYGROUND - currently there is no playground nearby for the community and visitors to our area. There is no safe place for children to play; for those who live in the area and the many who visit on their way to explore the far far north. By installing a playground, families will have access to a play-area which is very near to the Te Kao local store, the Whakawhiti Ora pai health clinic, the Potahi Marae and the Pupuni rugby club. It will be situated on the Marae reservation however it will be made accessible to all as the area draws public foot traffic because visitors to Te Kao always take interest in the Marae's grounds and war memorial. All are welcome. Nearby there are picnic tables that tourists/visitors to the area utilise - the playground will be another attraction for families to connect.

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)	11,210	1,710
Utilities		
Hardware (e.g. cement, timber, nails, paint)	15,915	5,500
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) <i>Installation</i>	10,085	NIL
TOTALS		7,210 - 00.

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

Local Grant Application Form



Financial Information

Is your organisation registered for GST? ☒ Yes ☐ No GST Number 017-573-535

How much money does your organisation currently have? \$70,845.23

How much of this money is already committed to specific purposes? \$51,500.00

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

Purpose	Amount
80% of total cost to instal playground Equipment and Safety undersurfacing	\$30,000 - 00
TOTAL	\$30,000 - 00.

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

Funding Source	Amount	Approved
LOTTERY NORTHLAND COMMUNITY FUND	30,000	<u>Yes</u> / 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
			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)

Potahi Marae

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

Florence "Rosie" Conrad

Signatory Two

Anaru Rieper

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A2686814

(version Sept 2018)

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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	<input conrad"="" rosie"="" type="text" value="Florence "/>	Position	<input type="text" value="Treasurer"/>
Postal Address	<input type="text" value="38 Te Rawhitiroa Road, RD 4, Te Kao, Katiaia"/>		Post Code <input type="text" value="0484"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="021 607 393"/>
Signature		Date	<input type="text" value="28 10 2021"/>

Signatory Two

Name	<input type="text" value="Anaru Rieper"/>	Position	<input type="text" value="Secretary"/>
Postal Address	<input type="text" value="97 Salt Road, RD 4, Te Kao, Kaitiaia"/>		Post Code <input type="text" value="0484"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="021 417 4176"/>
Signature		Date	<input type="text" value="28 10 2021"/>

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Schedule of Supporting Documentation**Te Kao Marae – Potahi Marae**

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

1	Project Outline x 1 page
2	Quotation for playground x 4 pages
3	Bank Statements x 3 pages
4	Marae Audit 2021 x 11 pages
5	Marae Charter 2021 x 10 pages
6	Marae Deposit Slip x 1 pages
7	Survey Results x 19 pages

8.5 PROJECT FUNDING REPORTS

File Number: A3456935

Author: Kim Hammond, Funding Advisor

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

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

TŪTOHUNGA / RECOMMENDATION

That Te Hiku Community Board note the project reports received from

- a) Kaitaia and Districts A&P Association.**
- b) Tokerau Beach Whatuwhiwhi Ratepayers Association (update report)**

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

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

Kaitaia Districts A&P Association was awarded a total of \$3,000 at Te Hiku Community Board meeting on 17 November 2020, not \$3,450 as noted on the completed Project Report form. This has led to an underspend of funds of \$14.45 which will need to be returned and added back into the Community Grants budget.

The project report received from Tokerau Beach Whatuwhiwhi Ratepayers Association is an update report. There is still an amount of \$10,000 to spend on the purchase and installation of cameras. Once the cameras have been purchased and installed the applicants will submit their final project report.

Take Tūtohunga / Reason for the recommendation

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

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

There are no financial implications or budgetary requirements.

ĀPITI HANGA / ATTACHMENTS

- 1. Project Report - Kaitaia and Districts A&P Association - A3467724  
- 2. Project Report - Tokerau Beach Whatuwhiwhi Ratepayers Assn (CCTV Project) - A3456931  

Hōtaka Take Ōkawa / Compliance Schedule:

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

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

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



**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: Kaitaia & Districts A&P Assn
Name & location of project: Kaitaia Show - Showgrounds
Date of project/activity: 27 February 2021

Which Community Board did you receive funding from?



Te Hiku



Kaikohe-Hokianga



Bay of Islands-Whangaroa

Amount received from the Community Fund: \$ 3450.00

Board meeting date the grant was approved: December

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)
Quality Presentations (Ribbons)	\$ 1,276.90	✓
Wizid (wristbands for entry)	\$ 448.25	✓
Printing.com Kaitaia (schedules)	\$ 1,260.40	✓
	\$	
Total:	\$ 2985.55	

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

We had the most people thru the gates that we have had in a long time, this was due to fine weather & all the children's activities were free, again this year.

Private Bag 752, Memorial Ave, Kaikohe 0400, New Zealand, Telephone: 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:

By making all rides & activities free for children, and gate prices low to get in, more people attended, and only had to pay for food, and families didn't mind ~~just~~ this. We had ~~a~~ long lines waiting to get in on all 3 gates, this hasn't happened in a long time.

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

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

This report was completed by:

Name: Bronwyn Travers
 Address: 607 Te Rara Road
 Phone: 09 9296822 mob: 0274 711432 (txt)
 Email: bronwyn326@gmail.com
 Date: 1-4-2021

Schedule of Supporting Documentation**KAITAIA AND DISTRICT A&P ASSOICATION**

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

1	Bank Statement x 2 page
2	Invoice for Ribbons x 1 page
3	Invoice for Wristbands x 1 page
4	Invoice for Booklets x 1 page



**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:

Tokerau Beach Whatuwhiwhi Ratepayers Assn

Name & location of project:

CCTV Project

Date of project/activity:

2019 - continuing

Which Community Board did you receive funding from

Te hiku

Amount received from the Community Fund:

\$30,000

Board meeting date the grant was approved:

July/August 2020? Funding received 1/10/2021

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)
Northland CCTV Camera costs & installation stage 2,3 &4	\$29,210.00	✓
	\$	
	\$	
	\$	
Total:	\$	

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

Police have advised that reported incidents on the Karikari Peninsula area during the last three month period December-February were 80% down from the same period the year before. This has been confirmed by Scott Kahle, FMG – insurance claims for the peninsula have been reduced significantly. These results have been published in our local panui. Community members are feeling less stressed about the safety of the environment they live in.

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

As above.

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

A community event was held in Septemberr last year at which the announcement of the funding from the Community Board was announced. This was very well received.

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

This report was completed by:

Name:

Address:

Phone: mob: 0211185620

Email:

Date:

2

Private Bag 752, Memorial Ave, Kaitake D400, New Zealand, Freephone: 0800 920 029,
Phone: (09) 405 2750, Fax: (09) 401 2137, Email: ask.us@ndc.govt.nz, Website: www.ndc.govt.nz

Schedule of Supporting Documentation**TOKERAU BEACH WHATUWHIWHI RATEPAYERS ASSOCIATION****(CCTV PROJECT)**

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

1	End of Year Income and Expenditure report x 1 page
2	Receipt of Payment – Northland CCTV Ltd x 1 page
3	Email from Vivienne Cramond x 1 page
4	Project Update and Information x 2 pages

9 Te Wāhanga Tūmataiti / Public Excluded

RESOLUTION TO EXCLUDE THE PUBLIC**RECOMMENDATION**

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
9.1 - Confirmation of Previous Minutes - Public Excluded	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	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

10 KARAKIA WHAKAMUTUNGA / CLOSING PRAYER

TO BE CONDUCTED ON THE DAY OF THE MEETING.

11 TE KAPINGA HUI / MEETING CLOSE