Far North District Council

Te Kaunihera o Tai Tokerau ki te Raki

AGENDA

Bay of Islands-Whangaroa Community Board Meeting

Thursday, 3 March 2022

Time: **10:00 am**

Location: **Virtually via Microsoft Teams**

Membership:

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

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

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

Council Delegations to Community Boards - *January 2013*

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

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

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

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

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

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

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

Terms of Reference

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

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

10. Provide information.

BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEMBERS REGISTER OF INTERESTS

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Belinda Ward	Ward Jarvis Family Trust	Trustee		
	Kenneth Jarvis Family Trust	Trustee		
	Residence in Watea			
Belinda Ward (Partner)	Ward Jarvis Family Trust	Trustee and beneficiary		
	Kenneth Jarvis Family Trust	Trustee and beneficiary		
	Residence in Watea	Trustee		
Lane Ayr	Retired			
	Home			
	Residence in Kerikeri			
Lane Ayr (Partner)	Riverview School			
	Home			
	Residence in Kerikeri			
Bruce Mills	Galloquine Trust / Galloquine Limited	Director		
	Whangaroa Community Trust	Trustee		
Manuwai Wells	No form received			
Frank Owen	Retired		.	Step aside from decisions that arise, that may have conflicts
	House Property in Kerikeri			Step aside from decisions that arise, that may have conflicts
Frank Owen (Partner)	House Property in Kerikeri			
Manuela Gmuer Hornell	Bay of Islands Sailing week Incorporated	Chair	Funding for events	Step aside from decisions that arise, that may have conflicts
	Te Au Mārie 1769 Sestercennial Trust	Trustee		Step aside from decisions that arise, that may have conflicts
	Chris Hornell and Manuela Gmuer-Hornell Partnership	Partner		Step aside from decisions that arise, that may have conflicts
	Hornell-Gmuer Trust	Trustee and Beneficiary		Step aside from decisions that arise, that may have conflicts
	Russell Contracting Limited	Family Business		Step aside from decisions that arise, that may have conflicts
	Russell Volunteer Fire Brigade	Secretary		Step aside from decisions that arise, that may have conflicts

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Dave Hookway-Kopa	Manu Hapori Hauora – Community Wellbeing Advisor Northland DHB	Employee	Possibility of joint working groups with FNDC	Consider each situation on merit and declare any potential conflict
	Property on Waipapa West Road	Property owner	Issues to do with the street	Declare as appropriate
Rachel Smith	Friends of Rolands Wood Charitable Trust	Trustee		
	Mid North Family Support	Trustee		
	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member		
	Vision Kerikeri	Financial Member		
Rachel Smith (Partner)	Property Owner	Kerikeri		
	Friends who work at Far North District Council			
	Kerikeri Cruising Club	Subscription Member and Treasurer		
	Vision Kerikeri	Financial Member		
	Town and General Groundcare Limited)	Director/Shareholder		

Far North District Council
Bay of Islands-Whangaroa Community Board Meeting
will be held in the Virtually via Microsoft Teams on:
Thursday 3 March 2022 at 10:00 am

Te Paeroa Mahi / Order of Business

1 Karakia Timatanga / Opening Prayer 11

2 Nga Whakapāha Me Ngā Pānga Mema / Apologies and Conflicts of Interest 11

3 Te Wāhanga Tūmatanui / Public Forum 11

4 Te Tono Kōrero / Deputation 11

5 NGA kaikorero / Speakers 11

6 Confirmation of Previous Minutes 12

6.1 Confirmation of Previous Minutes 12

7 Reports 19

7.1 Change to meeting schedule - 31 March 19

7.2 Funding Applications 22

7.3 Project Funding Reports 33

7.4 Statement of Community Board Fund Account as at 31 January 2022 38

8 Information Reports 42

8.1 Bay of Islands-Whangaroa Community Board Action Sheet Update March 2022 42

9 Te Wāhanga Tūmataiti / Public Excluded 48

9.1 New Lease for Commerical Property - 13 Homestead Road 48

10 Karakia Whakamutunga / Closing Prayer 48

11 Te Kapinga Hui / Meeting Close 48

1 KARAKIA TIMATANGA / OPENING PRAYER

“Ka tuku mātou kia kaha mai ngā māngai kua whiriwhirihia mō Te Kaunihera o Tai Tokerau ki te Raki ki te mahi me te ngākau auaha me te whakamahi i ngā pūkenga me te mātauranga i roto i ngā wānanga me ngā whakataunga kia whakatūria ai tētahi Hapori e matatika ana, e tū kotahi ana ka mutu ka whakapiki anō i te oranga o tō tātou rohe, ka whakatau anō i ngā take o te rohe i runga i te tika me te pono”.

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

2 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

4 TE TONO KŌRERO / DEPUTATION

PAUL CONDRUN AND PHILLIP GRIMSHAW REPRESENTING HEALTHY FAMILIES FAR NORTH.

5 NGA KAIKORERO / SPEAKERS

Representatives from the Rangitane Residents Association speaking in regard to item 7.2 Funding Applications.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 CONFIRMATION OF PREVIOUS MINUTES

File Number: **A3538427**

Author: **Joshna Panday, Democracy Advisor**

Authoriser: **Aisha Huriwai, Team Leader Democracy Services**

TE TAKE PŪRONGO / PURPOSE OF THE REPORT

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

NGĀ TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held 3 February 2022 are a true and correct record.

1) TE TĀHUHU KŌRERO / BACKGROUND

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

2) TE MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The minutes of the meeting are attached.

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

Te Take Tūtohunga / Reason for the recommendation

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

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

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

NGĀ ĀPITIHANGA / ATTACHMENTS

1. 2022-02-03 Bay of Islands-Whangaroa Community Board Minutes - A3572101

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

MINUTES OF
BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD MEETING
HELD VIRTUALLY VIA TEAMS
ON THURSDAY, 3 FEBRUARY 2022 AT 10:00 AM

PRESENT: Chairperson Belinda Ward, Member Lane Ayr, Member Manuela Gmuer-Hornell, Member Bruce Mills, Member Frank Owen, Member Manuwai Wells, Member Rachel Smith

IN ATTENDANCE: Shaun Clarke (Chief Executive) and William Taylor MBE (General Manager – Corporate Services)

1 KARAKIA TIMATANGA / OPENING PRAYER

Chair Belinda Ward commenced the meeting and Member Manuwai Wells opened with a karakia.

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

2.1 APOLOGIES

RESOLUTION 2022/1

Moved: Chairperson Belinda Ward
Seconded: Member Manuwai Wells

That the Bay of Islands-Whangaroa Community Board receive apologies from Member Dave Hookway-Kopa and early departure for Members Bruce Mills and Lane Ayr.

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen, Manuwai Wells
Against: Nil
Abstained Rachel Smith

CARRIED

3 NGĀ TONO KŌRERO / DEPUTATIONS

Jenni Prisk and Therese Wickbom introduced Bee Meinders as member of Rainbow Rangitahi based in Kerikeri. Parents Rachel and Steve Meinders shared some of Bee's story and representatives spoke to seek support from the Board with Rainbow Rangitahi ideas.

3.1 RAINBOW RANGATAHI PRIDE MONTH SUPPORT

RESOLUTION 2022/2

Moved: Chairperson Belinda Ward
Seconded: Member Manuwai Wells

That the Bay of Islands-Whangaroa Community Board provide support to Rainbow Rangatahi to enable celebrating PRIDE month in Kerikeri and request staff support Rainbow Rangatahi in their aspirations, noting the Boards support.

In Favour: Belinda Ward, Manuela Gmuer-Hornell and Manuwai Wells
Against: Nil
Abstained: Rachel Smith

CARRIED

4 NGĀ KAIKŌRERO / SPEAKERS

There were no speakers for this meeting.

5 CONFIRMATION OF PREVIOUS MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES

Agenda item 6.1 document number A3538421, pages 10 - 17 refers.

RESOLUTION 2022/3

Moved: Chairperson Belinda Ward
Seconded: Member Frank Owen

That the Bay of Islands-Whangaroa Community Board confirm the minutes of the Bay of Islands-Whangaroa Community Board meeting held 2 December 2021 are a true and correct record, with the following amendments:

1. **That items 8.1 Chairperson and Members Reports be recorded as follows**
   That the Bay of Islands-Whangaroa Community Board note the reports from Chairperson Belinda Ward, Deputy Chair Frank Owen, Member Lane Ayr, Member Manuela Gmuer-Hornell, and Member Bruce Mills; and that,

   a) support the proposed beautification plan of the Paihia War Memorial Hall forecourt area and recommend that Focus Paihia consider the irrigation and ongoing maitenance costs;

   and

   b) support the installation of skateboard ramps at Simpson Memorial Park by writing a letter of support to Simpson Park Hall and Park Committee,

   and

   c) supporting principle the relocation of the playground from Kerikeri Domain to Totara North.
2. **That the "Setting of the 2022 Meeting Schedule" Report be recorded as a Supplementary Agenda item.**
3. **That it be recorded that Member Frank Owen voted against Item 8.3 b)**
4. **That it be recorded that Member Lane Ayers abstained on item 8.3 c)**

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Manuwai Wells
Against: Nil
Abstained: Rachel Smith

CARRIED

6 REPORTS

6.1 CHAIRPERSON AND MEMBERS REPORT

Agenda item 7.1 document number A3555637, pages 18 - 26 refers.

RESOLUTION 2022/4

Moved: Member Manuwai Wells
Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board note the reports from Chair Belinda Ward and Members Manuela Gmuer-Hornell, and Dave Hookway-Kopa.

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Manuwai Wells
Against: Nil
Abstained: Rachel Smith

CARRIED

6.2 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 DECEMBER 2021

Agenda item 7.2 document number A3555754, pages 27 - 30 refers.

RESOLUTION 2022/5

Moved: Chairperson Belinda Ward
Seconded: Member Manuela Gmuer-Hornell

That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 December 2021".

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Manuwai Wells
Against: Nil
Abstained: Rachel Smith

CARRIED

6.3 BAY OF ISLANDS-WHANGAROA STATEMENT OF FINANCIAL PERFORMANCE ACTIVITIES BY WARD FOR THE PERIOD ENDING 31 DECEMBER 2021

Agenda item 7.3 document number A3555769, pages 31 - 33 refers.

RESOLUTION 2022/6

Moved: Member Manuela Gmuer-Hornell
Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Statement of Financial Performance Activities by Ward for the period ending 31 December 2021.

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Manuwai Wells
Against: Nil
Abstained: Rachel Smith

CARRIED

6.4 PROJECT FUNDING REPORTS

Agenda item 7.4 document number A3555148, pages 34 - 45 refers.

RESOLUTION 2022/7

Moved: Chairperson Belinda Ward
Seconded: Member Bruce Mills

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

a) Jacman Entertainment – Hullaballoo Outreach, Totara North
b) Paihia Red Cross
c) Towai Makers Market

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Manuwai Wells
Against: Nil
Abstained: Rachel Smith

CARRIED

7 INFORMATION REPORTS

7.1 COMMUNITY AND CUSTOMER SERVICES ACTIVITIES - 6 MONTHLY REPORT

Agenda item 8.1 document number A3554072, pages 46 - 57 refers.

RESOLUTION 2022/8

Moved: Member Frank Owen
Seconded: Member Lane Ayr

That the Bay of Islands-Whangaroa Community Board receive the report Community and Customer Services Activities - 6 Monthly Report.

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Manuwai Wells
Against: Nil
Abstained: Rachel Smith

CARRIED

7.2 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD ACTION SHEET UPDATE FEBRUARY 2022

Agenda item 8.2 document number A3559342, pages 58 - 67 refers.

RESOLUTION 2022/9

Moved: Member Manuela Gmuer-Hornell
Seconded: Member Frank Owen

That the Bay of Islands-Whangaroa Community Board;

a) receive the report Bay of Islands-Whangaroa Community Board Action Sheet Update February 2022; and

Moved: Member Manuela Gmuer-Hornell
Seconded: Member Lane Ayr

b) that, as a result of consultation with the Russell Community thus far, the Bay of Islands-Whangaroa Community Board approve the cost of procurement up to $15000 for concept drawings for The Strand, Russell, from the Bay of Islands - Whangaroa Community Board placemaking funds.

In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen and Manuwai Wells
Against: Nil
Abstained: Rachel Smith

CARRIED

Member Frank Owen left the meeting 12:02 pm
Members Lane Ayer and Bruce Mills left the meeting 12:11 pm.

The meeting was closed with a karakia.

8 TE KAPINGA HUI / MEETING CLOSE

The meeting closed at 12:36 pm.

The minutes of this meeting will be confirmed at the Bay of Islands-Whangaroa Community Board Meeting held on 3 March 2022.

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CHAIRPERSON

7 REPORTS

7.1 CHANGE TO MEETING SCHEDULE - 31 MARCH

File Number: **A3590730**

Author: **Aisha Huriwai, Team Leader Democracy Services**

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

TAKE PŪRONGO / PURPOSE OF THE REPORT

To enable the 31 March 2022 meeting to be amended to provide opportunity for members to attend an unforeseen scheduling conflict.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Bay of Islands-Whangaroa Community Board adopted its formal meeting schedule in December 2021.
- As part of the schedule Thursday 31 March 2022 was adopted as a Community Board meeting date.
- Since the adoption of the schedule the Chief Executive Officer, Shaun Clarke's farewell has been scheduled from 9am till 11am on Thursday 31 March.
- This report proposes an amendment to the Board meeting start time currently scheduled for 31 March 2022 from 10am, to provide members with the opportunity to attend the farewell.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board agree to change the start time for the meeting on 31 March 2022 to 11:30 am.

1) TĀHUHU KŌRERO / BACKGROUND

Since adopting the Formal Meeting Calendar in December 2021, a conflict has become apparent. Far North District Council Chief Executive Shaun Clarke concludes his role at FNDC on 31 March 2022. A farewell has been scheduled on his last day to take place from 9 till 11am. Board members will receive an invitation to the farewell and while attendance is not required officers wish to provide this report to Board members to afford them the opportunity to attend if they wish to do so.

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The preference of the Community Board has been to schedule meetings on the first Thursday of each month. Thursday, 7 April 2022 would have been the preferred date for the Board meeting however is already scheduled for a Council meeting. Thursday, 31 March was therefore selected as the Boards meeting date to alleviate the conflict with the Council meeting. Thursday, 14 April is already booked for Council workshop time and is therefore not available.

There are a number of commitments around this time as this is a month with many public holidays. The only days not currently booked for other meetings are Monday 28 March, Friday 1 April, Monday 4 April, or Friday 8 April.

This report recommends that the Board start their meeting at a later time on their adopted meeting date of 31 March 2022 to enable attendance at both events, without conflicting with another event.

The duration of Board meetings varies between 2 and 6 hours. There is no way of knowing at this stage how much business could be listed for consideration at this meeting. Depending on members' availability a window of 5 hours (11.30am till 4.30pm) might be considered reasonable.

The meeting is currently scheduled for 10am 31 March 2022. The meeting could continue as scheduled but members would not be able to attend the CEO farewell.

Take Tūtohunga / Reason for the recommendation

To avoid scheduling conflicts for the Bay of Islands-Whangaroa Community Board attendees and allow for participation in the Chief Executive Officer's farewell.

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

There are no financial implications or need for budgetary provision as a result of any of the options contained in this report that are not already achievable through existing budgets.

ĀPITIHANGA / ATTACHMENTS

Nil

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 report 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.	There are no policies or community outcomes related to this report. Local Government Official Information and Meetings Act and Local Government Act include provisions for meetings and the nature of which they must be conducted.
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.	While the Community Boards views have not been sought their meeting dates are included in the schedule. Community Boards are responsible for setting their own meeting dates as Council are with theirs.
State the possible implications for Māori and how Māori have been provided with an opportunity to contribute to decision making if this decision is significant and relates to land and/or any body of water. State the possible implications and how this report aligns with Te Tiriti o Waitangi / The Treaty of Waitangi.	There are no direct implications on Māori.
Identify persons likely to be affected by or have an interest in the matter, and how you have given consideration to	There has been an increase in interest in Local Government from youth. The dates of meetings could

their views or preferences (for example – youth, the aged and those with disabilities).	impact their ability to engage in meetings as meetings take place during school time.
State the financial implications and where budgetary provisions have been made to support this decision.	There are no financial implications or need for budgetary provision.
Chief Financial Officer review.	This report has been reviewed by the Chief Financial Officer.

7.2 FUNDING APPLICATIONS

File Number: **A3584827**

Author: **Kathryn Trewin, 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 Bay of Islands-Whangaroa Community Board to determine which application/s will receive funding at the 2 December 2021 meeting.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- One new application for funding has been received, requesting $5,149.
- The Board has $140,506 available to allocate.
- The Board also has $85,000 for placemaking funding to grant in the 2021/22 financial year.
- The Board granted funding to the Bay of Islands Rotary Club in March 2021 for a Duck Race that did not take place due to covid. It is recommended this resolution be rescinded and the funds returned to the Board for reallocation.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board;

a) approves the sum of $5,149 (plus GST if applicable) be paid from the Board's Community Fund account to Rangitane Residents Association for costs towards CCTV replacement to meet the following Community Outcomes:

i) Communities that are healthy, safe, connected and sustainable

ii) Proud, vibrant communities

b) and that the applicant must provide written confirmation that permission is held for any equipment to be installed on Council owned or administered land or assets prior to any funding being released.

TŪTOHUNGA / RECOMMENDATION

a) That the Bay of Islands-Whangaroa Community Board rescinds their resolution of 4 March 2021 granting the sum of $1,974 (plus GST if applicable) to the Bay of Islands Rotary Club for a Duck Race, as this event was cancelled due to Covid-19 and was not able to be rescheduled.

1) TĀHUHU KŌRERO / BACKGROUND

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

2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

The application from the Rangitane Residents Association notes the CCTV system in the area was installed in 2013, following a spate of break-ins. It is now in need of replacement, with the local community fundraising half the costs and committing to the ongoing maintenance and monitoring. It is recommended that if the Board grants funding to this applicant that written permission for any equipment on Council owned or administered land be provided before any funding is released for this project, ensure this project is compliant with current Council policies.

Take Tūtohunga / Reason for the recommendation

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

For each application, the Board has three options.

Option 1 Authorise funding for the full amount requested

Option 2 Authorise partial funding

Option 3 Decline funding

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

ĀPITIHANGA / ATTACHMENTS

1. **Pages from BOIWCB - Funding Application - Rangitane Residents CCTV - A3592253** ⇩

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.	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
- ☐ 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	RANGITANE RESIDENTS ASSOCIATION INC.	Number of Members	75
Postal Address		Post Code	
Physical Address	58 RANGITANE LOOP ROAD, KERIKERI	Post Code	0294
Contact Person	JOHN NEISON	Position	CHAIR
Phone Number		Mobile Number	0274222198
Email Address	rangitaneresidentsassociation@gmail.com		

Please briefly describe the purpose of the organisation.

To facilitate a friendly and cooperative spirit among residents of the Rangitane district.

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: Replacement of Reddiffs Rd CCTV system Date: TBA

Location: Reddiffs Rd Keri Keri Time: NA

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.

Please see Appendix I attached

APPENDIX 1

LOCAL GRANT APPLICATION - FEBRUARY 2022

Application to the Bay of Islands-Whangaroa Community Board to be considered at a meeting on 17 February 2022.

Please consider the following as Page 2 of the Local Grant Application Form.

The security camera and system located at Redcliffs Road, Kerikeri, was installed as a community safety initiative in 2013 following several burglaries in the area. The system services the peninsula including Opito Bay, Doves Bay, Rangitane settlement, Rangitane Road and parts of Redcliffs Road and provides information to the NZ Police on traffic movements, as required, in the case of suspicious activity in the area.

Rangitane Residents Association Inc, as the only Registered Society in the area, administers the account through the Associations bank account no 12-3091-0245583-02.

The camera and equipment are now in need of urgent upgrade and replacement.

Through community fundraising the camera account currently holds $5338.65. The total cost of the new equipment is $10298.25 (incl). We are asking that the Community Board contribute 50% of the quoted cost which totals $5149.00 (incl).

The equipment will require regular servicing and ongoing costs, eg power, for which we will be asking the community to contribute.

Thank you for considering this application.

Local Grant Application Form

Project Cost

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

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

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

Please Note:

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

Expenditure	Total Cost	Amount Requested
Rent/Venue Hire	N/A	
Advertising/Promotion	N/A	
Facilitator/Professional Fees[2]	N/A	
Administration (incl. stationery/copying)	N/A	
Equipment Hire	N/A	
Equipment Purchase (describe)	See quote attached	
Utilities	N/A	
Hardware (e.g. cement, timber, nails, paint)	N/A	
Consumable materials (craft supplies, books)	N/A	
Refreshments	N/A	
Travel/Mileage	N/A	
Volunteer Expenses Reimbursement	N/A	
Wages/Salary	N/A	not applicable
Volunteer Value ($20/hr)	N/A	not applicable
Other (describe) Purchase and installation of equipment as per quote	10,298.00 (incl)	5149.00 (incl)
TOTALS	10,298.00 (incl)	5149.00 (incl)

[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? 18,147.13

How much of this money is already committed to specific purposes? 11,838.81

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

Purpose	Amount
CCTV camera fund community contributions	5338.65
Contestable funding grant from	6500.16
Neighbourhood Support.	
Contribution to salary, operation	
expenses and project costs for coordinator	
TOTAL	11,838.81

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

Funding Source	Amount	Approved
As above		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

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)

RANGITANE RESIDENTS ASSOCIATION INC.

We, the undersigned, declare the following:

In submitting this application:

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

Signatory One **Signatory Two**

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	John Neison	Position	Chair RRAI.
Postal Address	58 Rangitane loop Road	Post Code	
Phone Number	027 4722298	Mobile Number	
Signature	J R Neison.	Date	25-1-22.

Signatory Two

Name	JOHN MORRIS.	Position	VICE CHAIR. RRAI
Postal Address	193 RANGITANE RD.	Post Code	0249.
Phone Number	029 0200 8036.	Mobile Number	
Signature		Date	25/1/2020.

Funding Application from Rangitane Residents Association

Schedule of Supporting Documentation

Document	Title
1	Quotes
2	Financial Report
3	Bank Statement

7.3 PROJECT FUNDING REPORTS

File Number: **A3592321**

Author: **Kathryn Trewin, 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 the Bay of Islands-Whangaroa Community Board note the project report received from:

a) Whangaroa Community Trust

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.

It is noted that the Board requested further information regarding the report from Te Ruapekapeka Trust, as when the funding was granted, the applicant indicated that they were anticipating funding from another source that would mean that the Boards funding would not be required. The applicant has still not responded to emails or phone calls at time of report writing to advise of the actual situation. The Funding Advisor will continue in efforts to get a response for the Board.

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.

ĀPITIHANGA / ATTACHMENTS

1. Pages from BOIWCB - Project Report - Whangaroa Playground - A3592314

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.	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.

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: Whangaroa Community Trust

Name & location of project: Shade Sails for the Kaeo Community Playground
Leigh Street, KAEO

Date of project/activity: November 2021

Which Community Board did you receive funding from?
[ ] Te Hiku
[ ] Kaikohe-Hokianga
[x] Bay of Islands-Whangaroa

Amount received from the Community Fund: $30,000 plus GST

Board meeting date the grant was approved: September 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)
Shade Systems Ltd - Purchase and installation costs.	$ 30,969.50	yes
	$	
	$	
	$	
Total:	$ 30,969.50	

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

This was an installation project of Shade sails over the children's playground.
The obvious highlight was viewing completion of the installation and having the shade sails in place.

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

1

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

The shade sails have already benefited families and children who visited the playground over the summer holiday period. The shade sail project will continue to benefit visitors to the playground for years to come.

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

The Bay of Islands - Whangaroa Community Board is acknowledged for the funding support on signage prominently displayed at the playground entrance

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

n/a

This report was completed by:

Name:	Eljon Fitzgerald		
Address:	12 Lewer Rd, RD1, Whangaroa, KAEO		
Phone	09-4050180	mob:	021-02206851
Email:	eljon.fitzgerald@gmail.com		
Date:	10 February 2022		

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

Funding Report from Whangaroa Community Trust

Schedule of Supporting Documentation

Document	Title
1	Trust Statements
2	Invoices
3	Photograph of playground

7.4 STATEMENT OF COMMUNITY BOARD FUND ACCOUNT AS AT 31 JANUARY 2022

File Number: **A3600266**

Author: **Ajay Kumar, Management Accountant**

Authoriser: **Janice Smith, Chief Financial Officer**

PURPOSE OF THE REPORT

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

RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receives the report entitled "Statement of the Bay of Islands-Whangaroa Community Board Community Fund account as at 31 December 2021".

1) BACKGROUND

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

Community Fund Account balance as at 01 July 2021	**$301,549.00**
• **Plus unused funds from 2020/21 – BOI Rotary Club 2021 Duck Race**	**$1,974.00**
• **Plus unused funds from 2020/21 – Kerikeri FC Storage Facilities**	**$3,000.00**
• **Plus unused funds from 2020/21 – Kerikeri Gym Club Fitout Facility**	**$2,958.00**
• **Plus unused funds from 2020/21 – Kerikeri Sports Complex for community playground equipment**	**$15,000.00**
• **Plus unused funds from 2020/21 – Russell to Okiato Shared pathway Signage**	**$3,000.00**
• **Plus unused funds from 2020/21 – Kaeo Playground Shade Structure**	**$30,000.00**
• **Plus unused funds from 2020/21 – Kawakawa Community Development Plan**	**$10,000.00**
• **Plus unused funds from 2020/21 – Te Hononga Hub Old Bank Vault Renovation**	**$3,077.00**
• **Refund of unused grant – Guardians of the Bay of Islands Inc – Te Ra nga Tamariki Day 2021**	**$360.87**

• **Rescinded Resolution Russell Baptist Church back to Placemaking Fund**	**$8,000.00**
• **Plus unused funds from 2020/21 – Ngati Rahiri Maori Komiti – Te Tii Carols in the Park**	**$2,397.00**
• **Less funds granted and uplifted to 31 January 2022**	**$111,361.00**
• **Less funds not uplifted from 4 March 2021 for Bay of Islands Rotary Club for 2021 Duck Race**	**$1,974.00**
• **Less funds not uplifted from 3 June 2021 for Kerikeri Football Club for costs towards storage facilities for equipment**	**$3,000.00**
• **Less funds not uplifted from 2 September 2021 for Kerikeri Sports Complex Management Group for costs towards construction of a playground at the complex**	**$5,189.00**
• **Less funds not uplifted from 7 October 2021 for Kawakawa Hundertwasser Charitable Trust for costs towards facilitate development community plan**	**$10,000.00**
• **Less funds not uplifted from 7 October 2021 for Kawakawa Hundertwasser Charitable Trust for costs towards Te Hononga Booking Office project**	**$3,077.00**
• **Less funds not uplifted from 11 November 2021 for Kerikeri Community Cadet Unit costs towards 2021 Regimental Dinner**	**$1,000.00**
• **Community Fund Account balance as at 31 January 2022**	**$245,714.87**

2) DISCUSSION AND OPTIONS

Board members will consider the applications on the agenda and make a decision on what level of funding to allocate. The uncommitted balance in the Community Fund account as at 31 January 2022 is $245,714.87.

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

3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

The Far North District Council has delegated the allocation of relevant community board funds to the Bay of Islands-Whangaroa Community Board. The statement of the Community Fund account as at 31 January 2022 is attached.

ATTACHMENTS

1. **Statement of Community Fund Account BOI-Whangaroa as at 31 January 2022 - A3600275**

Far North District Council
Bay of Islands - Whangaroa Community Board
Statement of the Community Fund Account as at 31 January 2022

Allocation Grants & Donations Annual Budget 2021-22	201,549.00	
Community Board Placemaking Fund	100,000.00	
Unspent from 2020/21 - BOI Rotary Club 2021 Duck Race	1,974.00	
Unspent from 2020/21 - Kerikeri FC Storage Facilities	3,000.00	
Unspent from 2020/21 - Kerikeri Gym Club Fitout Facility	2,958.00	
Unspent from 2020/21 - Kerikeri Sports Complex for community playground equipment	15,000.00	
Unspent from 2020/21 - Russell to Okiato Shared pathway Signage	3,000.00	
Unspent from 2020/21 - Kaeo Playground Shade Structure	30,000.00	
Unspent from 2020/21 - Kawakawa Community Development Plan	10,000.00	
Unspent from 2020/21 - Te Hononga Hub Old Bank Vault Renovation	3,077.00	
Refund of unused grant - Guardians of the Bay of Islands Inc - Te Rā nga Tamariki Day 2021	360.87	
Rescinded Resolution Russell Baptist Church back to Placemaking Fund	8,000.00	
Refund of unused grant - Ngati Rahiri Maori Komiti - Te Tii Carols in the Park	2,397.00	
		381,315.87
Less Expenditure 2021/22 (Funds Uplifted)		
July 21		
Towai Community Market for costs towards gazebo for shelter and community use	2,750.00	
Northern Community Family Service for costs towards budget advice and advocacy services	5,325.00	
Kerikeri Sports Complex for costs towards community playground equipment	15,000.00	
August 21		
Bay of Islands Jazz and Blues Festival for costs towards transport and promotion	2,485.00	
Kerikeri Gymnastics Club for costs towards venue hire	7,500.00	
Kerikeri Gymnastics Club for costs towards fitout of the current facility	2,958.00	
September 21		
Our Kerikeri Community Charitable Trust for costs towards purchasing a permanent Christmas tree for Kerikeri	10,000.00	
Te Puna Aroha for costs towards Moerewa Christmas 2021	5,000.00	
Henry & William Williams Memorial Museum Trust for costs towards concept development for Place, Faith & Family: Paihia 1823-2023	4,000.00	
Bay of Islands Walkways and Walking Trust for costs towards Russell to Okiato shared pathway signage	3,000.00	
Whangaroa Community Trust for costs towards Kaeo playground shade structure	30,000.00	
October 21		
Youthline Auckland Charitable Trust for costs towards Youthline services	3,000.00	
Ngati Rahiri Maori Komiti for costs towards Te Tii Carols in the Park	2,397.00	
November 21		
Business Paihia for costs towards 2021 Paihia Christmas Celebrations	2,500.00	
December 21		

Far North District Council
Bay of Islands - Whangaroa Community Board
Statement of the Community Fund Account as at 31 January 2022

Kairos Connection Trust - Busy Bees costs towards knitting for newborns and those in need	4,000.00	
Kerikeri Croquet Club Inc for costs towards assistance with upkeep of greens	3,000.00	
The Magic Playhouse for costs towards MORPH! Puppet Festival	6,000.00	
Kawakawa Business and Community Association for costs towards Christmas in the Park 2021	2,446.00	
		111,361.00
Balance as at 31 January 2022		**$269,954.87**
Less Commitments 2021/22 as at 31 January 2022 (Funds not yet uplifted)		
Meeting 04.03.21		
Bay of Islands Rotary Club for costs towards 2021 Duck Race	1,974.00	
Meeting 03.06.21		
Kerikeri Football Club for costs towards storage facilities for equipment	3,000.00	
Meeting 02.09.21		
Kerikeri Sports Complex Management Group for costs towards construction of a playground at the complex	5,189.00	
Meeting 07.10.21		
Kawakawa Hundertwasser Charitable Trust for costs towards Te Hononga Booking Office project	3,077.00	
Kawakawa Hundertwasser Charitable Trust for costs towards facilitate development community plan	10,000.00	
Meeting 11.11.21		
Kerikeri Community Cadet Unit costs towards 2021 Regimental Dinner	1,000.00	
		$24,240.00
Balance 31 January 2022 Uncommitted/(Overcommitted)		**245,714.87**

8 INFORMATION REPORTS

8.1 BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD ACTION SHEET UPDATE MARCH 2022

File Number: **A3596317**

Author: **Joshna Panday, Democracy Advisor**

Authoriser: **Aisha Huriwai, Team Leader Democracy Services**

TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Bay of Islands-Whangaroa Community Board with an overview of outstanding decisions from 1 January 2021.

WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- Council staff have reintroduced action sheets as a mechanism to communicate progress against decisions/resolutions and confirm when decisions have been implemented.
- Action sheets are also in place for Council, Committees and Community Boards.

TŪTOHUNGA / RECOMMENDATION

That the Bay of Islands-Whangaroa Community Board receive the report Bay of Islands-Whangaroa Community Board Action Sheet Update March 2022.

TĀHUHU KŌRERO / BACKGROUND

The Democracy Services Team have been working on a solution to ensure that elected members can receive regular updates on progress against decisions made at meetings, in alignment with a Chief Executive Officer key performance indicator.

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

Action sheets are not intended to be public information but will provide updates to elected members, who, when appropriate can report back to their communities and constituents.

MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND NEXT STEPS

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

The Democracy Services staff are working with staff to ensure that the project completion times are updated so that action sheets provided to members differentiate between work outstanding and work in progress.

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

There are no financial implications or need for budgetary provision in receiving this report.

ĀPITIHANGA / ATTACHMENTS

1. Action Sheet Update Report - A3608688

Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 5/11/2020	Notice of Motion - Public Access to Tapu Point Okiato	**RESOLUTION 2020/111** Moved: Manuela Gmuer-Hornell Seconded: Lane Ayr **That Bay of Islands-Whangaroa Community Board recommend that Council:** **a) reviews the public access to Tapu Point, Okiato via unformed paper road, and;** **b) identify the boundaries by survey and erect appropriate signage to officially mark the public access to Tapu Point, Okiato via unformed paper road.** **CARRIED** Abstained: Rachel Smith	IAMS Management working with staff for an update.
Bay of Islands-Whangaroa Community Board 4/02/2021	RESOLUTION	**RESOLUTION 2021/9** Moved: Chairperson Belinda Ward Seconded: Member Lane Ayr **That the Bay of Islands-Whangaroa Community Board recommend to the Strategy and Policy Committee that a framework be developed for the funding of community facilities across the Far North as a matter of urgency.** Abstained: Cr Rachel Smith **CARRIED**	In Progress.
Bay of Islands-Whangaroa Community Board 3/06/2021	Moreton Bay Fig, Russell - Arboricultural Report 2021	**RESOLUTION 2021/65** Moved: Member Dave Hookway-Kopa Seconded: Member Lane Ayr **That the Bay of Islands-Whangaroa Community Board:** **a) receive the report Moreton Bay Fig, Russell – Arboricultural Report 2021; and that,**	Staff expected to provide a report at the April meeting.

Meeting	Title	Resolution	Notes
		b) recommend to Council an annual operating budget of $10,000 per year for an annual arborist report ($5000) and annual maintenance and mulch work ($5000) to manage and protect the Russell Morton Bay fig tree; and that, **c) seek clarification on reference to the Tree Management-Eastern Tree account and the off set by the Parks and reserves – Vegetation control budget** **CARRIED** Abstained: Rachel Smith	
Bay of Islands-Whangaroa Community Board 5/08/2021	Alfresco Dining Application - Duke of Marlborough Limited	**RESOLUTION 2021/61** Moved: Chairperson Belinda Ward Seconded: Member Manuela Gmuer-Hornell **That the Bay of Islands-Whangaroa Community Board:** **a) approve the Alfresco Dining Application from the Duke of Marlborough Limited; until it expires on 30th June 2022.** **b) request an urgent review of the Alfresco Dining Policy (#3116) is done in particular in relation to The Strand, Russell to ensure the Alfresco Dining Policy (#3116) is fit for purpose.** **c) decline the relocation request for 3 public seats situated in front of the Duke of Marlborough Limited.** **d) note community board members engage with the Russell community to develop a Placemaking kaupapa for the Strand, Russell.** **CARRIED** Against: Member Dave Hookway-Kopa	**18 Jan 2022 4:57pm Baker, Marlema** Rochelle Dean has confirmed the alfresco dining has been Issued. **18 Jan 2022 4:58pm Baker, Marlema** Following up with Roger Ackers (SPP) for an update on items b) to d)

Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 2/09/2021	Pa Road Petition	**RESOLUTION 2021/72** Moved: Chairperson Belinda Ward Seconded: Member Lane Ayr **That the Bay of Islands-Whangaroa Community Board receives the Pa Road Petition.** In Favour: Chairperson Belinda Ward, Members Lane Ayr, Manuela Gmuer-Hornell, Frank Owen and Manuwai Wells Against: Nil Abstained: Member Rachel Smith **CARRIED** **RESOLUTION 2021/73** Moved: Chairperson Belinda Ward Seconded: Member Lane Ayr **That the Bay of Islands-Whangaroa Community Board:** a) **receives the Pa Road Petition; and,** **b) acknowledges staff have yet to complete Post Construction Road Safety Audit, and request a report to come back to Community Board.** In Favour: Chairperson Belinda Ward, Members Lane Ayr, Frank Owen and Manuwai Wells Against: Nil Abstained: Members Manuela Gmuer-Hornell and Rachel Smith **CARRIED**	Elizabeth Stacey (NTA - Road Traffic Safety Engineer) to provide an update.

Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 7/10/2021	Eastern Ward Tree Removals Request	**RESOLUTION** Moved: Chairperson Belinda Ward Seconded: Member Manuela Gmuer-Hornell **That the Bay of Islands-Whangaroa Community Board leave the approval of unbudgeted OPEX expenditure of $60,000+GST for the removal of the Leyland-Cyprus hedge located on the eastern boundary of the Kerikeri Sports Complex and is replaced by appropriate fencing as agreed with the associated private property owners to lie on the table pending further information related to unknown costings and confirmation of boundaries.** In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa Against: Nil **CARRIED** **RESOLUTION** Moved: Member Manuela Gmuer-Hornell Seconded: Member Lane Ayr **That the Bay of Islands-Whangaroa Community Board recommend the Infrastructure Committee:** **a) approve the removal of the of Eucalyptus Trees along the boundary line walkway behind 121 & Lot 13 Waitotara Drive;** **b) approve the maintenance to the Eucalyptus trees along the Fairy Pools track and reserve posing potential immediate risk.** In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa Against: Nil **CARRIED**	The survey was completed just before Xmas. Awaiting report and plans to come through from the surveyor.

Meeting	Title	Resolution	Notes
Bay of Islands-Whangaroa Community Board 7/10/2021	Permit to Occupy Plantation Reserve - Te Wahapu Road Pomare Bay	**RESOLUTION 2021/90** Moved: Chairperson Belinda Ward Seconded: Member Dave Hookway-Kopa **That the Bay of Islands -Whangaroa Community Board leave Permit to Occupy Plantation Reserve - Te Wahapu Road Pomare Bay to lie on the table until a site visit and additional information are reported back to the board in the form of a report.** In Favour: Belinda Ward, Lane Ayr, Manuela Gmuer-Hornell, Bruce Mills, Frank Owen, Manuwai Wells and Dave Hookway-Kopa Against: Nil **CARRIED**	Update from Kay Meekings: Site Visit to be completed.
Bay of Islands-Whangaroa Community Board 2/12/2021	Notice of Motion - Cherry Park House	**RESOLUTION 2021/115** Moved: Member Frank Owen Seconded: Member Manuela Gmuer-Hornell **That the Bay of Islands – Whangaroa Community Board receive the Cherry Park House Management Committee report and refer it to Council staff requesting their advice as to steps that can be taken to address the issues raised in the report.** Abstained: Rachel Smith **CARRIED**	Staff working with Deputy Chair.

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 - New Lease for Commerical Property - 13 Homestead Road	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

11 TE KAPINGA HUI / MEETING CLOSE