



# KAIKOHE-HOKIANGA COMMUNITY BOARD



Pakanae

## AGENDA

### Kaikohe-Hokianga Community Board Meeting

**Wednesday, 3 August 2022**

Time: 10.30 am  
Location: Council Chambers  
Memorial Avenue  
Kaikohe

#### **Membership:**

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



**Far North District Council**



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

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

**Council Delegations to Community Boards - January 2013**

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

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

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

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

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

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

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

### Terms of Reference

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

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

### Protocols

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

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

**Far North District Council**  
**Kaikohe-Hokianga Community Board Meeting**  
**will be held in the Council Chamber, Memorial Avenue, Kaikohe on:**  
**Wednesday 3 August 2022 at 10:30 am**

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**Te Paeroa Mahi / Order of Business**

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## **1 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.

## **2 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

To be confirmed at the meeting.

## **3 NGĀ TONO KŌRERO / DEPUTATION**

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

## **4 NGĀ KAIKŌRERO / SPEAKERS**

Funding Applicants:

- Rob Pink – representing Hokianga Bowling Club Incorporated. Item 6.1 a) refers.

## 5 CONFIRMATION OF PREVIOUS MINUTES

### 5.1 CONFIRMATION OF PREVIOUS MINUTES

**File Number:** A3538481

**Author:** Marlema Baker, Meetings Administrator

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

#### PURPOSE OF THE REPORT

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

#### RECOMMENDATION

**That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 6 July 2022 as a true and correct record.**

#### 1) BACKGROUND

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

#### 2) DISCUSSION AND OPTIONS

The unconfirmed minutes of the meeting are attached.

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

#### Reason for the recommendation

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

#### 3) FINANCIAL IMPLICATIONS AND BUDGETARY PROVISION

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

#### ATTACHMENTS

1. **Kaikohe-Hokianga Community Board Minutes 6 July 2022 - A3779480** [↓](#) 

**MINUTES OF  
KAIKOHE-HOKIANGA COMMUNITY BOARD MEETING  
HELD AT THE COUNCIL CHAMBER, MEMORIAL AVENUE, KAIKOHE  
ON WEDNESDAY, 6 JULY 2022 AT 10:30 AM**

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

**IN ATTENDANCE:**

**STAFF PRESENT:** Kim Hammond (Funding Advisor), Marlema Baker (Democracy Advisor)

**1 KARAKIA TIMATANGA / OPENING PRAYER**

Chair Edmonds commenced the meeting.

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

No apologies or conflicts declared.

**3 TE WĀHANGA TŪMATANUI / PUBLIC FORUM**

- Shaun Reilly
  - Roadside cleaning is non-existent. They need to be cleaned.
  - Bunnings needs to be encouraged to stay in Kaikohe.
  - A banking hub in Kaikohe would be an innovative idea.
- Linda Bracken
  - Need more than Bunnings to service our area, like a Hammer Hardware
  - Kaikohe Business Association is looking at ways to support the community as a whole.
  - Roding Priority Taheke Bridge – if it floods, that part of Hokianga is cut off.
  - The Kaikohe Business Association and community would like to meet with new CEO.  
*Cr Vujcich will liaise with the CE's office.*
  - Petersen Building has historical meaning to the Ngawha and Kaikohe communities. Could it be moved to the Pioneer Village and re-purposed, instead of demolished?
  - Innovation Park special event – July 25<sup>th</sup>, 4pm will be a 1 hour bus tour and guest speakers.
  - Kaikohe looks untidy, buildings need maintenance from absentee owners. Drains are blocked, kerb and verge overgrowth is unruly and traffic speed through town is concerning.

**4 NGĀ TONO KŌRERO / DEPUTATIONS**

There were no deputations for this meeting.

**5 NGĀ KAIKŌRERO / SPEAKERS**

There were no speakers for this meeting.

**6 CONFIRMATION OF PREVIOUS MINUTES****6.1 CONFIRMATION OF PREVIOUS MINUTES**

Agenda item 6.1 document number A3763868, pages 10 - 17 refers

**RESOLUTION 2022/39**

Moved: Deputy Chairperson Emma Davis  
Seconded: Member Alan Hessel

**That the Kaikohe-Hokianga Community Board confirms the minutes of their meeting held 1 June 2022 as a true and correct record with the following amendment/s:**

- a) **Item 7.4 Major Item Not On The Agenda – Pohutukawa Trees in Opononi.**
- d) ***please include, as background, the contrast between the policy and the decision to put the footpath near the Pohutukawa trees and the refusal to consider amenity lighting around the trees.***

**CARRIED****7 REPORTS****7.1 PROJECT FUNDING REPORTS**

Agenda item 7.1 document number A3747239, pages 18 - 28 refers

**RESOLUTION 2022/40**

Moved: Member John Vujcich  
Seconded: Member Moko Tepania

**That the Kaikohe-Hokianga Community Board**

- a) **note the project report received from Kaikohe Business Association.**
- b) **note the project report received from Youthline Auckland Charitable Trust.**
- c) **note the thank you letter from Mukoto Suzuki Guest.**

**CARRIED****7.2 FUNDING APPLICATIONS**

Agenda item 7.2 document number A3747431, pages 29 - 45 refers

**RESOLUTION 2022/41**

Moved: Member Louis Toorenburg  
Seconded: Member Kelly van Gaalen

**That the Kaikohe-Hokianga Community Board:**

- a) **approves the sum of \$2,575 (plus GST if applicable) be paid from the Boards Community Fund account to Hokianga Historical Society for the purchase of a lawnmower and line trimmer, laminator, signage/advertising and a cell phone to support the following Community Outcomes:**
  - i) **Proud, vibrant communities**
  - ii) **We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride**

**CARRIED**

**RESOLUTION 2022/422**

Moved: Member Kelly van Gaalen

Seconded: Deputy Chairperson Emma Davis

- b) approves the sum of **\$1,110** (plus GST if applicable) to be paid from the Boards Community Fund account to Living Theatre Trust for the purchase of **60** tickets to the Matariki Glow Show 2022 at the Turner Centre, Kerikeri to support the following Community Outcomes:
- i) Proud, vibrant communities
  - ii) We embrace and celebrate our unique culture and heritage and value it as a source of enduring pride.

**CARRIED****8 INFORMATION REPORTS****8.1 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE JULY 2022**

Agenda item 8.1 document number A3747215, pages 46 - 49 refers

**RESOLUTION 2022/43**

Moved: Member Moko Tepania

Seconded: Member Alan Hessell

**That the Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update July 2022.**

**CARRIED****Notes**

Start dates and updates requested on action sheet items for Omapere Wharf and Freese Park.  
Request for hall delegations update to be added to the action sheet.

**9 MAJOR ITEMS NOT ON THE AGENDA THAT CANNOT BE DELAYED****RESOLUTION 2022/44**

Moved: Chairperson Mike Edmonds

Seconded: Member John Vujcich

**That the Kaikohe-Hokianga Community Board;**

- a) resolves to consider the item not on the agenda:
1. Kohukohu Hall progress report
  2. Progress report on hall delegations
- b) and notes that Deputy Chair Emma Davis provided an explanation of why these items were not on the agenda and why they could not be delayed.

**CARRIED****9.1 MAJOR ITEMS NOT ON THE AGENDA THAT CANNOT BE DELAYED****RESOLUTION 2022/45**

Moved: Deputy Chairperson Emma Davis

Seconded: Member Moko Tepania

**That the Kaikohe-Hokianga Community Board requests that the CE provide a report to the Board addressing the following;**

- a. Kohukohu Hall progress report**
- b. Progress report on hall delegations**

**CARRIED**

**10 TE KAPINGA HUI / MEETING CLOSE**

The meeting closed at 11:29 am.

The minutes of this meeting will be confirmed at the Kaikohe-Hokianga Community Board Meeting held on 3 August 2022.

.....  
**CHAIRPERSON**

## 6 REPORTS

### 6.1 FUNDING APPLICATIONS

**File Number:** A3791421

**Author:** Kim Hammond, Funding Advisor

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

This report summarises the applications received for the Local Community Grant funding to enable the Kaikohe-Hokianga Community Board to determine which applications will receive funding at the August 2022 meeting.

#### WHAKARĀPOPOTO MATUA / EXECUTIVE SUMMARY

- The Community Board has a total of \$103,211 to allocate during the 2022/23 financial year, and an additional \$100,000 for Placemaking activities/projects.
- The Community Board has allocated a total of \$10,335 to date and has a unallocated budget of \$92,876 for the 2022/23 financial year.
- Two applications for funding were received requesting a total of \$7,915.

#### TŪTOHUNGA / RECOMMENDATION

That the Kaikohe-Hokianga Community Board:

a) approves the sum of \$5,580 (plus GST if applicable) be paid from the Boards Community Fund account to Hokianga Bowling Club Incorporated for the purchase and installation of a storage shed at 61 Clendon Esplanade, Rawene, to support the following Community Outcomes:

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

**NOTE:** Payment will only be made once the Hokianga Bowling Club has been granted permission for the storage shed to be built on 61 Clendon Esplanade, Rawene by Council.

b) approves the sum of \$2,335 (plus GST if applicable) be paid from the Boards Community Fund account to Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre Kaitaia) for the purchase of a mobile phone, mobile plan and workshop facilitator fee, to support the following Community Outcomes:

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

#### 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 Long-Term Plan (LTP) and all provisions listed on the application form.

#### 2) MATAPAKI ME NGĀ KŌWHIRINGA / DISCUSSION AND OPTIONS

Applicant and Project	Requested	Recommend	Comments	Type
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Hokianga Bowling Club Incorporated – Storage Shed	\$5,580 (45%)	\$5,580	<p>The Hokianga Bowling Club is located at 61 Clendon Esplanade, Rawene and has a small club house compared to other bowling clubs. Storage of the equipment in the club house would be taking up room that they don't have to spare.</p> <p>The Bowling Club has a lease with Council, clause 12 of the lease states that a further building will require the Club to seek written consent from Council before erecting a structure. Based on this clause, the recommendation is to approve the funding, however the payment will not be made to the Club until the approval has been granted. If approval is not granted then staff will bring back a report revoking the decision and the funding will be added back to the Community Boards Community Grant budget.</p>	Sport and Recreation
Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust – Tai Tokerau Timebank	\$2,455 (13%)	\$2,335	<p>Te Pokapu Tiaki Taiao o Te Tai Tokerau is based in Kaitaia. With travel being difficult they are now wanting to run workshops in Kaikohe so that more people can attend without having to travel to Kaitaia. The costs in this application are for the Kaikohe workshops. The consumables that they would like to purchase are materials for the workshop e.g. wax for bee wrap workshop. The mobile phone will be used to the Kaikohe-Hokianga Time Bank Coordinator.</p> <p>The amount recommended by staff does not include the funding of administration costs.</p>	Environment

### Take Tūtohunga / Reason for the recommendation

The applicants are 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 Provisions has been made and the grant is allocated in accordance with the Community Grant Policy.

#### **ĀPITIHINGA / ATTACHMENTS**

1. **Application - Hokianga Bowling Club Incorporated - A3791720** [↓](#) 
2. **Application - Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (Eco Centre) - A3791561** [↓](#) 

**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.

<b>He Take Ōkawa / Compliance Requirement</b>	<b>Aromatawai Kaimahi / Staff Assessment</b>
State the level of significance (high or low) of the issue or proposal as determined by the <a href="#">Council's Significance and Engagement Policy</a>	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.	There are 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](http://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](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto: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

<b>Organisation</b>	Hokianga Bowling Club Inc	Number of Members	25
<b>Postal Address</b>	P.O. Box 170	<b>Post Code</b>	0443
<b>Physical Address</b>	61 Clendon Esplanade, Rawene	<b>Post Code</b>	
<b>Contact Person</b>	Rob Pink	<b>Position</b>	President
<b>Phone Number</b>	09 405 7504	<b>Mobile Number</b>	021 131 7941
<b>Email Address</b>	hokiangabowlingclub@gmail.com		

**Please briefly describe the purpose of the organisation.**

Storage Shed to store Bowling Equipment

# Local Grant Application Form



## Project Details

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

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

Clearly describe the project or event:

Name of Activity  Date

Location  Time

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

If so, how much?

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

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

Our Bowling Club is sufficient to cater for participants and visitors that come to support the game of Bowls.

At present Bowling Equipment, ie. Bows, Bowling Mats, Score Boards, Umbrellas etc etc are stored in our Club Rooms, which is taking up valuable space.

## 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 <sup>2</sup>		
Administration (incl. stationery/copying)		
Equipment Hire		
Equipment Purchase (describe)		
Utilities		
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)		
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)	1 800	not applicable
Other (describe) Storage Shed Build	10, 580	5, 580
<b>TOTALS</b>	<b>12, 380</b>	<b>5, 580</b>

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

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# Local Grant Application Form



## Financial Information

Is your organisation registered for GST?  Yes  No GST Number

How much money does your organisation currently have?

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

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

Purpose	Amount
Greens Maintenance. } 2022/2023 Tournaments }	3848
Building of Storage Shed	5000
<b>TOTAL</b>	<b>8848</b>

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

Funding Source	Amount	Approved
Pub Charity	5000	Yes / Pending
		Yes / Pending

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

Purpose	Amount	Date	Project Report Submitted
Installation of			Y / N
Computerised Irrigation		Received	Y / N
System	3,000	24/5/2018	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)**

Hokianga Bowling Club Inc.

**We, the undersigned, declare the following:**

In submitting this application:

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

**Signatory One**

*[Signature]*

**Signatory Two**

*[Signature]*

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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****HOKIANGA BOWLING CLUB INCORPORATED****(Storage Shed)**

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

<b>1</b>	<b>Quote for the concrete block and shed</b>
<b>2</b>	<b>Photo of 61 Clendon Esplanade, Rawene</b>
<b>3</b>	<b>Treasurers Report as of 26 June 2022</b>

## 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](http://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](mailto:funding@fndc.govt.nz) – we're happy to help.
- **Send your completed form** to [funding@fndc.govt.nz](mailto: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	Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitaia)	Number of Members	550
Postal Address	Shop 5, 42 Commerce Street, Kaitaia	Post Code	0410
Physical Address	Shop 5, 42 Commerce Street, Kaitaia (entrance off Bank Street)	Post Code	0410
Contact Person	Donna King	Position	Funding & Finance Officer
Phone Number		Mobile Number	022 458 2313
Email Address	mebanjo@outlook.com		

**Please briefly describe the purpose of the organisation.**

We want to make Tai Tokerau a better place for people to live, both socially and environmentally. Our Mission: "We strengthen connections by creating and nurturing local eco-hubs, facilitating meaningful learning opportunities, and contributing to resourceful communities."

## Local Grant Application Form



### Project Details

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

Te Hiku       Kaikohe-Hokianga       Bay of Islands-Whangaroa

Clearly describe the project or event:

Name of Activity  Date

Location  Time

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

If so, how much?

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

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

Tai Tokerau Timebank operates like a club where members provide peer to peer help and support and also contribute to community projects, in exchange for time credits. Timebanking enables individuals to trade skills in a community without the need for money. There is no discrimination between skills or time traded. It helps members to help themselves and each other. There are currently over 550 members involving people of a range of ethnicities, ages, and qualifications, including the elderly/retired, parents, school aged children, Maori, Polynesian, Pakeha, new migrants, professionals, low income/unemployed and disabled, and over 55 community groups.

Our Timebank Coordinators help to facilitate exchanges and arrange working bees; workshops; and, socials in local neighborhoods to encourage inclusion into society. We find that group events, such as socials and workshops, help to break down the barriers preventing people from asking for help, contributing to self-sustainable neighborhoods.

Our Far North Community has some of the highest levels of unemployment in NZ and a very high proportion of families and individuals on low incomes. There are also a high number of people with poor health and/or disabilities.

It is very difficult for many to meet basic needs such as accessing healthy food, transport and medical services. For older people and those with disabilities, social isolation is a common problem, especially for those who live alone and need support, companionship and help with basic household tasks. New arrivals welcome help settling in and contributing to the community. Younger folk enjoy the opportunity to learn from their elders' skills and experience.

By introducing new technology on an upgraded phone, the timebank coordinator will be able to further facilitate trades, community events and workshops, thereby increasing social connectivity and personal development of members.

## 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	2,600	0
Advertising/Promotion	360	0
Facilitator/Professional Fees <sup>2</sup>	13,260	0
Administration (incl. stationery/copying) (5%)	930	120
Equipment Hire		
Equipment Purchase (describe) Apple iPhone	869	869
Utilities (Phone Plan \$60/month)	626	626
Hardware (e.g. cement, timber, nails, paint)		
Consumable materials (craft supplies, books)	300	300
Refreshments		
Travel/Mileage		
Volunteer Expenses Reimbursement		
Wages/Salary		not applicable
Volunteer Value (\$20/hr)		not applicable
Other (describe) Workshop Facilitators (3hrs x \$30/hr x 6)	540	540
<b>TOTALS</b>	<b>19,485</b>	<b>2,455</b>

<sup>2</sup> 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
Tai Tokerau Timebank Coordinators & equipment	\$ 29,331
EcoCentre Kaitaia Contractors	\$ 43,277
Rent	\$ 4,000
Community Garden & Zero Waste Contractors and Equipment	\$ 7,169
Workshops / Training / Creditors	\$ 3,838
<b>TOTAL</b>	<b>\$ 87,615</b>

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

Funding Source	Amount	Approved
Lotteries Northland Community Funding	\$ 10,000	Yes / <del>Pending</del>
Pub Charities	\$ 7,000	<del>Yes</del> / 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
Creative Communities - Workshops	\$2,500	June 2022	<del>X</del> / N
Te Hiku Ward - CUE	\$5,000	June 2021	Y / <del>X</del>
Te Hiku Ward - Timebank Coordinators	\$3,000	December 2020	Y / <del>X</del>
FNDC Kaikohe - Kohukohu rent	\$1,300	November 2020	Y / <del>X</del>

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## Local Grant Application Form



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### Applicant Declaration

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

**On behalf of: (full name of organisation)**

Te Pokapu Tiaki Taiao O Te Tai Tokerau Trust (EcoCentre Kaitaia)

**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**

Donna King

**Signatory Two**

Lan Kaihe

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## Local Grant Application Form



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5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
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8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.

### Signatory One

Name	<input type="text" value="Donna King"/>	Position	<input type="text" value="Funding &amp; Finance Officer"/>
Postal Address	<input type="text" value="449 Kaitaia-Awaroa Road, R.D. 1, Kaitaia"/>	Post Code	<input type="text" value="0481"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="022 458 2313"/>
Signature	<input type="text" value="Donna King"/>	Date	<input type="text" value="04/07/2022"/>

### Signatory Two

Name	<input type="text" value="Ian Kaihe-Wetting"/>	Position	<input type="text" value="Chairperson"/>
Postal Address	<input type="text" value="11 Tahuna Road, Kaitaia"/>	Post Code	<input type="text" value="0410"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text" value="027 210 0870"/>
Signature	<input type="text" value="Ian Kaihe"/>	Date	<input type="text" value="06/07/2022"/>

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**Schedule of Supporting Documentation****TE POKAPU TIAKI TAIAO O TE TAI TOKERAU TRUST (ECO CENTRE)****(Tai Tokerau Timebank)**

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

<b>1</b>	<b>Quotes: Apple iPhone, Vodafone Mobile Plan, Spark Mobile Plan</b>
<b>2</b>	<b>Job Description TTT Member Support Coordinator December 2020</b>
<b>3</b>	<b>Far North Environment Centre Performance Report 2021</b>
<b>4</b>	<b>Health and Safety Manual</b>
<b>5</b>	<b>Bank Statements</b>
<b>6</b>	<b>Ano Ano June Report</b>

## 7 INFORMATION REPORTS

### 7.1 KAIKOHE-HOKIANGA COMMUNITY BOARD ACTION SHEET UPDATE AUGUST 2022

**File Number:** A3805777

**Author:** Marlema Baker, Meetings Administrator

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

#### TAKE PŪRONGO / PURPOSE OF THE REPORT

To provide the Kaikohe-Hokianga Community Board with an overview of outstanding decisions from 1 January 2020.

#### 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 Kaikohe-Hokianga Community Board receive the report Kaikohe-Hokianga Community Board Action Sheet Update August 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.

#### ĀPITIHINGA / ATTACHMENTS

1. KHCB Action Sheet - August 2022 - A3805859 [↓](#) 

<b>OUTSTANDING ACTIONS REPORT</b>			
		<b>Division:</b> <b>Committee:</b> Kaikohe-Hokianga Community Board <b>Officer:</b>	<b>Printed:</b> Monday, 25 July 2022 10:30:11 AM <b>Date From:</b> 1/01/2020 <b>Date To:</b> 25/07/2022
Meeting	Title	Resolution	Notes
Kaikohe-Hokianga Community Board 6/10/2021	Omapere Wharf - Renewal of End section	<b>RESOLUTION 2021/65</b> Moved: Member Louis Toorenborg Seconded: Member Emma Davis <b>That the Kaikohe-Hokianga Community Board:</b> a) Receive the report Omapere Wharf - Renewal of End section. b) Supports the new design concept for the replacement section of the Wharf; and c) <b>that inter-tidal steps be strongly recommended and incorporated into the design.</b> <b>CARRIED</b>	<b>24 May 2022 12:14pm Baker, Marlema - Reallocation</b> Action reassigned to Proctor, Tanya by Baker, Marlema - Helen Ronaldson suggested this action be reassigned to you and that this action can be closed as the steps are in the design <b>25 Jul 2022 10:24am Baker, Marlema</b> Update from Tanya Proctor: Work is due to start in August - aiming for a finish before Christmas
Kaikohe-Hokianga Community Board 6/10/2021	Koutu Mangeroa Picnic Area Encroachment	<b>RESOLUTION 2021/62</b> Moved: Member Alan Hessel Seconded: Member Louis Toorenborg <b>That the Kaikohe-Hokianga Community Board.</b> a) <b>engage with the kaitiaki of the Koutū Mongeroa Picnic Area to formalise a Kaitiaki Agreement for the lawful use of the area as a campground; and</b> b) <b>engage with the kaitiaki to obtain the necessary consents under the Resource Management Act, Local Government Act and Health Act to facilitate the lawful use of the area as a campground.</b> <b>CARRIED</b>	<b>25 Jul 2022 10:27am Baker, Marlema</b> Update requested for September meeting.
Kaikohe-Hokianga Community Board 1/06/2022	Amenity Lighting and Town Beautification Budgets	The amendment became the substantive motion. <b>RESOLUTION 2022/40</b> Moved: Chairperson Mike Edmonds Seconded: Member Emma Davis <b>That the Kaikohe-Hokianga Community Board leave this report to lie on the table until a workshop is held to discuss the Amenity Lighting and Town Beautification budget allocations.</b> <b>CARRIED</b> <b>LEFT TO LIE</b>	<b>25 Jul 2022 10:15am Baker, Marlema</b> Update from Jeanette England: This information is still being gathered and will not be available for the August meeting. It is likely that a report will not be presented back to the CB before November or December now.



**8 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
<b>8.1 - Confirmation of Previous Minutes - Public Excluded</b>	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

**9      TE KAPINGA HUI / MEETING CLOSE**