

Community Funding Committee Agenda

Date: Wednesday, 10 April, 2019

Time: 9:00 am

Location: Council Chamber
Forum North, Rust Avenue
Whangarei

Elected Members: Cr Crichton Christie (Chairperson)
Her Worship the Mayor Sheryl Mai
Cr Gavin Benney
Cr Tricia Cutforth
Cr Sue Glen
Cr Greg Innes
Cr Greg Martin

For any queries regarding this meeting please contact
the Whangarei District Council on (09) 430-4200.

1. Declarations of Interest	
2. Apologies	
3. Confirmation of Minutes of Previous Community Funding Committee Meeting	
3.1 Minutes Community Funding Committee 12 December 2018	3
4. Decision Reports	
4.1 Partnership Fund applications received	9
4.2 Community Fund 2018-19 Round 2	17
4.3 Annual Events Fund - Art'n'Tartan 2019 transition payment	25
4.4 Residents and Ratepayers Fund late application - Parua Bay Residents and Ratepayers Association	71
4.5 Rent concessions renewal	89
5. Public Excluded Business	
6. Closure of Meeting	

Community Funding Committee – Terms of Reference

Membership

Chairperson:	Councillor Crichton Christie
Members:	Her Worship the Mayor Sheryl Mai Councillors Gavin Benney, Tricia Cutforth, Sue Glen, Greg Innes and Greg Martin
Meetings:	As required.
Quorum:	4

Purpose

To disburse funds as determined by the Whangarei District Council Grants, Concessions and Loans Policy.

Key responsibilities include:

- To carry out the funding process in accordance with the Whangarei District Council Grants, Concessions and Loans Policy in an objective, fair and transparent way.
- To make recommendations on grants, concessions and loans over \$15,000 to Council.

Delegations

- Financial delegation to approve the payment of grants, concessions and loans to the value of \$15,000 or less.

Item 3.1
Community Funding Committee Meeting Minutes

Date: Wednesday, 12 December, 2018
Time: 10:30 a.m.
Location: Council Chamber
 Forum North, Rust Avenue
 Whangarei

In Attendance
 Her Worship the Mayor Sheryl Mai
 Cr Gavin Benney
 Cr Tricia Cutforth
 Cr Sue Glen
 Cr Greg Martin

Not in Attendance
 Cr Crichton Christie (Chairperson)
 Cr Greg Innes

Scribe C Brindle (Senior Democracy Adviser)

Election of Acting Chairperson

The Committee's Chairperson was unavailable to chair the meeting.

Council's Standing Orders provide that if the Chairperson is absent the committee members must elect a member to act as Chairperson at the meeting.

Nominations for Acting Chairperson were called for. One nomination, to elect Cr Sue Glen, was received.

Moved By Her Worship the Mayor

Seconded By Cr Tricia Cutforth

That Cr Glen is elected to act as Chairperson at today's meeting.

Carried

1. Declarations of Interest

There were no declarations of interest made at this meeting.

2. Apologies

Moved By Cr Greg Martin

Seconded By Cr Tricia Cutforth

Cr Crichton Christie and Cr Greg Innes

That the apologies be sustained.

Carried

3. Confirmation of Minutes of Previous Community Funding Committee Meeting

3.1 Minutes Community Funding Committee held 10 October 2018

Moved By Her Worship the Mayor

Seconded By Cr Greg Martin

That the minutes of the Community Funding Committee meeting held on Wednesday 10 October 2018, having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting.

Carried

4. Decision Reports

4.1 Allocation of the 2018-19 Community Halls Fund

Moved By Cr Sue Glen

Seconded By Her Worship the Mayor Sheryl Mai

That the Committee

1. Approves allocations from the 2018-19 Community Halls Fund to the hall committees as follows:
 - a. Glenbervie Hall \$5,000
 - b. Kara Kokopu Community Hall \$5,000
 - c. Kaurihohore Public Hall \$3,815
 - d. Mangapai Hall \$5,000
 - e. Marua Public Hall \$5,000
 - f. Mata Public Hall \$1,610
 - g. Matapouri Hall \$3,000
 - h. Maungakaramaea Hall \$5,000
 - i. Maungatapere Community Centre \$5,000
 - j. Oakura Hall \$5,000
 - k. Opuawhanga Community Hall \$5,000
 - l. Pakotai Teoruoru Community Centre \$5,000
 - m. Parakao Hall \$5,000
 - n. Parua Bay Community Centre \$5,000
 - o. Purua Hall \$4,945
 - p. Riponui Hall \$5,000
 - q. Ruatangata Public Hall \$5,000

- r. Springfield Domain Hall \$2,343
- s. Waiotira Public Hall \$5,000
- t. Waipu Coronation Hall \$5,000
- u. Whananaki Hall \$1,963
- v. Whareora Hall \$5,000

And

- 2. Approves additional allocations of \$5,000 each from the 2018-19 Community Halls Fund to support significant maintenance works for the hall committees as follows:

- a. Marua Hall
- b. Maungatapere Community Centre
- c. Oakura Hall
- d. Opuawhanga Hall
- e. Parakao Hall
- f. Parua Bay Community Centre
- g. Waiotira Hall
- h. Whareora Hall

And

- 3. Approves equal distribution of the remaining budget from the 2018-19 Community Halls Fund for insurance costs to all 30 eligible hall committees.

Carried

4.2 Allocation of the 2018-19 Resident and Ratepayer Administration Fund

Moved By Cr Sue Glen

Seconded By Cr Tricia Cutforth

That the Committee

Approves grants from the 2018-19 Resident and Ratepayer Administration Fund of \$700 to each of the following organisations:

- a. Brooks Area Community Group
- b. Hikurangi Friendship House Charitable Trust
- c. Kamo Community Inc
- d. Lang Cove Residents Association
- e. Maungakarama Recreation Society
- f. Onerahi Community Association

- g. Pataua Area Ratepayers and Residents Association
- h. Portland Residents and Ratepayers Association
- i. Ruakaka Parish Residents and Ratepayers Association
- j. Ruatangata Public Hall Society
- k. Teal Bay Residents and Ratepayers Association
- l. Tikipunga Community Trust
- m. Tutukaka Coast Ratepayers and Residents Association Inc
- n. Urquharts Bay Association
- o. Waipu Riding Residents and Ratepayers Association
- p. Whananaki Beach Residents and Ratepayers Association
- q. Whangarei Heads Citizens Association
- r. Whangaruru Coastal Community and Sports Association
- s. Whangaruru North Residents and Ratepayers Association
- t. Whangaruru South Residents and Ratepayers Association

2. Approves the grant to Ruatangata Public Hall Society be used to pay off their Community Loan as proposed.

Carried

4.3 Partnership Fund - Kiwi North Heritage Buildings Project

Moved By Her Worship the Mayor

Seconded By Cr Tricia Cutforth

That the Committee recommend to Council to:

1. Approve a grant of \$163,000 from the Partnership Fund to Whangarei Museum and Heritage Trust (Kiwi North) for their heritage buildings conservation project.

Carried

5. Information Reports

5.1 Rent concessions annual report 2017-18

Moved By Cr Sue Glen

Seconded By Cr Gavin Benney

That the Committee notes the rent concessions annual reports for 2017-18.

Carried

6. Public Excluded Business

There was no business conducted in public excluded.

7. Closure of Meeting

The meeting concluded at 11.02am.

Confirmed this 10th day of April 2019

Cr Sue Glen (Acting Chairperson)

4.1 Partnership Fund applications received – April 2019

Meeting: Community Funding Committee
Date of meeting: 10 April 2019
Reporting officer: Cindy Velthuisen, Community Funding Officer

1 Purpose

To consider the applications received to the Partnership Fund in the period January to March 2019.

2 Recommendation/s

That the Committee recommends to Council to:

1. Approve a grant of \$57,000 from the Partnership Fund to Te Ora Hou towards their community centre development contributions levy, and
2. Approve a grant of \$80,000 from the Partnership Fund to Waipu Croquet Club for new clubrooms, and
3. Carry over the application from Mangakahia Squash Club to the 2019-20 Partnership Fund, and
4. Carry over the application from Whangaruru North Residents and Ratepayers Association to the 2019-20 Partnership Fund, and
5. Decline the application from The Whangarei Harbour Marina Management Trust for Kissing Point earthworks.

3 Background

The Partnership Fund was established late 2018 following Long Term Plan deliberations. The first application to the Fund was considered in December 2018, and \$163,000 was granted to Whangarei Museum and Heritage Trust for their heritage buildings conservation project.

4 Discussion

Applications to the Partnership Fund can be made and considered at any time. In the period to 1 March 2019, we received five applications. The five applications are presented below for consideration.

A sixth application was received from Whangarei Contract Bridge Club for interior painting, requesting \$14,000. Given the difference in size and scale, this application was deemed to be more appropriate for the Community Fund.

Financial/budget considerations

There is \$137,000 available to allocate between now and 30 June 2019.

The Partnership Fund budget for 2018-19 financial year is \$300,000, of which \$163,000 has already been allocated.

Policy and planning implications

The Partnership Fund Guide is attached for the committee's reference.

5 Applications received

Five applications were received for consideration this month, all potentially worthy of support.

Given the remaining Fund budget available this financial year (\$137,000), recommendations to fund are based on the amount requested, the level of readiness, and the level of need and impact.

Two applications are recommended to be supported this time, which will fully exhaust the 2018-19 Partnership Fund.

Two other applications are recommended to be carried over for consideration in the first round of the 2019-20 Partnership Fund (totaling \$154,200). One application is declined on a technicality, and is recommended to reapply again in future.

Summary of applications

Organisation	\$ Amount Requested	Project Details	Recommendation
Mangakahia Squash Club	\$34,200	Seed funding for design plans	Carry over to 2019-20
Te Ora Hou	\$94,980	Community Centre - council levies	Grant \$57,000 towards DCs, and future application welcomed.
Waipu Croquet Club	\$80,000	New clubrooms leverage funding	Grant \$80,000
Whangarei Harbour Management Trust	\$88,000	Land preparation - Okara marina development	Decline based on ineligible expense - future application welcomed.
Whangaruru North Resident and Ratepayers Association	\$120,000	Community Centre leverage funding	Carry over to 2019-20

Mangakahia Squash Club (under Mangakahia Sports Ground Society) – “Up with the Play” project

Request: \$34,200

For: Seed funding for “Up with the Play” squash club renovations

Mangakahia Squash Club wants to renovate its facilities and is seeking seed funding to develop design plans. The renovations include new bathroom/change facilities, a new accessible entrance way, and addition of a third squash court.

The Squash Club is located within the Mangakahia Sports Complex. The Club’s facilities are over 40 years old, rundown and no longer fit for purpose.

The toilets and changing rooms are unpleasant, unhygienic, and impractical. A full upgrade of the ablution block is proposed.

The current entrance way is difficult to find, a safety concern after dark, and not easily accessible from the carpark. The club would like to shift the entrance way from the sports field side of the Complex to the carpark side, creating safe and direct access to the club.

A third squash court is needed to support the current level of membership and future anticipated growth of the club, as well as inter-club tournaments. Currently, club nights need to be held over multiple nights to accommodate all the players, and the limitation of the viewing galleries creates a hazard for the number of people watching the play. The proposed third court will enable the club to play and socialise together on a single night.

All three proposed renovations will enable more inter-club tournaments, and the facilities would be available for other activities hosted at the Sports Complex, such as the weekly touch nights (300 players) and community events.

The membership of the Squash Club is 75, which is in a steady growth pattern.

The club committee has consulted well with its members, and has preliminary plans drafted.

The Sports Complex has pledged \$10,000 for the build phase of the project, and the Squash Club has fundraised \$13,000. The club would like to keep their fundraised cash as leverage for the next phase of the project.

In this application, the Club is asking Council for seed funding for architectural plans, in preparation for future funding applications. This is quoted at \$34,200.

It is recommended that this application is carried over to the first funding round of the 2019-20 financial year.

Te Ora Hou – Youth, Whanau and Community Centre

Request: \$94,980

For: contribution to WDC levies for community centre

Te Ora Hou are building a multi-purpose community facility in Tikipunga, following the proposed sale of their leased site ‘The Pulse’ in Raumanga.

The work of Te Ora Hou includes a range of health, education and social service initiatives for young people and their whanau, predominately those who other mainstream agencies have not been able to engage successfully with. Over 6,000 people use their services each year.

Te Ora Hou work collaboratively with a wide range of community organisations, many of who will also base themselves at the new site.

Te Ora Hou have a proven track record and strong support from organisations such as NZ Police, Oranga Tamariki, Northland District Health Board, Ministry of Social Development, Sport Northland and more.

The multi-purpose facility will include community spaces, meeting and conference rooms, gymnasium, outdoor courts, playing fields, office space, and a residential home for teen mothers and their children. The build is estimated at \$5.6m and is being completed in stages as funding allows.

Te Ora Hou seek support from Council's Partnership Fund to cover the estimated costs of Council's contribution levies:

New water connection levy	\$6,649
Development contributions levy	\$62,817
Building consent fee	<u>\$25,514</u>
Total	\$94,980

This project will benefit a large proportion of our community, directly and indirectly. It will provide a future-proof facility and stability of services.

It is recommended that this grant application is supported for the development contributions levy. Te Ora Hou could apply again for the remaining fees or another part of the project in a future funding round.

Waipu Croquet Club Incorporated – New Clubrooms

Request: \$80,000

For: Leverage funding for new clubrooms build

The Waipu Croquet Club want to build a new clubroom facility for their members, visiting members and the wider community.

Their current facility is inadequate: a simple shed with no electricity, water, or bathrooms. Members and visitors currently rely on the generosity of the nearby bowling club and backpacker hotel which is inconvenient and unsustainable.

The Club is located on the Caledonian Society grounds, and have permission from the Society to build.

The proposed clubrooms would provide a fit-for-purpose facility to accommodate the current and future needs of the club, as well as providing a resource for small group activities in Waipu. It includes a kitchenette, two bathrooms, disability access, and a small deck.

The club membership is 50, of whom the majority are senior citizens. The club operates all year, offering a sport, social interaction and a sense of belonging for the older person.

The club notes an increase in membership over recent years that they anticipate will continue to grow in line with the general population growth in the area.

They demonstrate good readiness and capability to deliver on this build. Concept drawings, architectural design and a geotechnical report have all been completed.

The build cost including consents is estimated at \$230,000. The club has \$58,000 to contribute and have an application pending for a sports grant of \$12,000. The club need \$80,000 in leverage funding from Council to qualify to apply to the Lotteries Commission for the remaining \$80,000.

This project will support a community of interest and a community of place. It will provide a clubroom that is safe, suitable and accessible for members and visitors.

It is recommended that this application is supported.

Whangarei Harbour Marina Management Trust – New marina at Okara

Request: \$88,000

For: Land preparation for new marina build

The Whangarei Harbour Marina Management Trust is developing a new marina at Okara, just south of Te Matau a Pohe bridge.

The new marina is expected to bring economic benefit to the district, enhance the Hatea Loop and Town Basin waterfront precinct, and support other developments such as the Hundertwasser/Wairau Maori Arts Gallery and Hihiaua Cultural Centre.

The total marina development project is estimated at \$12.8 million.

In preparation for the marina build, the Trust needs to prepare another site to receive the dredging spills. This site at Bell Block, Kissing Point needs earth wall bunding works valued at \$176,000.

The Trust is seeking \$88,000 towards the cost of these earth works, and are contributing the remainder themselves.

These works need to be done in April before the ground softens with winter rain. A delay in these works will mean delaying the entire project by a year.

However, as these works will be completed before the funding decision is made by Council, this would make this application ineligible (retrospective expense).

It is recommended that this application is declined, but that the Trust is invited to reapply in future for another part of the marina development project.

Whangaruru North Residents and Ratepayers Association – Bland Bay Community Centre

Request: \$120,000

For: Leverage funding for community centre at Bland Bay

The Whangaruru North Residents and Ratepayers Association (WNRRA) want to build a community facility for the residents of Whangaruru North and Bland Bay at Puni Puni Road. No suitable facility exists in the area for the local community to use.

The facility is expected to provide a base for first aid and first responders, civil defence community group, pest control group, various interest/hobby groups, and a community library.

The total project cost is estimated at \$331,000.

They are seeking leverage funding of \$120,000 to enable them to apply to the Lotteries Commission for \$180,000. WNRRA have \$30,000 to contribute. Council granted WNRRA \$20,000 in 2012 as seed funding for this project.

The community has been working on this for several years but does not appear to have gained any traction with outside funding assistance.

It is recommended that this application is carried over to the first funding round of the 2019-20 financial year.

6 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

7 Attachment

Partnership Fund Guide

Attachment under separate cover

Application book

Partnership Fund Guide

The Partnership Fund is part of Council's community funding scheme and aligns with our community development framework.

It was established in October 2018 following consultation with the community on Council's Long Term Plan.

Purpose

The purpose of the Partnership Fund is to support the development of community facilities by community groups. Council wants to support projects on a shared contributions basis, supplementing funds raised by communities for their facilities.

Who can apply

Community groups wishing to apply will need to be a legal, not-for-profit entity such as an incorporated society or charitable trust, or apply under the umbrella of such an organisation.

Applicant groups must be able to demonstrate:

- Strong community support for the project and a mandate to act on the community's behalf. A community could be a geographical community or a community of interest.
- The positive impact on the community the project will bring, and that the benefits are tangible, well supported and welcomed.
- A strong need for the facility by the community.
- At least one third (33%) of funding in place for the project (or demonstrable financial support from other sources if Council were to commit support), or demonstrable the ability to secure it to Council's satisfaction in the case of a seed funding application.
- Strong project planning and documentation in place.
- Strong governance and the ability to deliver.

What can be funded

The Fund is intended for:

- Leverage funding (seed capital) to enable community groups to source other funds (excludes feasibility studies);
- Capital works funding to complete or support actual construction or project completion.

The priority for the Fund is for community buildings. However, there is scope for some other capital works that have tangible, wide community benefit.

The type of facilities envisaged for the Fund include but are not limited to:

- Social enterprise hubs
- Artisan workshops
- Rural craft centres
- Community centres/hubs
- Multi-sport recreation complexes
- Tourism facilities
- Other initiatives such as broadband connectivity that support community development.

What can't be funded

Feasibility studies – It is expected that feasibility studies will already have been completed (where necessary) before applying to this Fund.

Generally, funds will not be considered for remedial works to existing community facilities.

How much is available

Council's budget for the Partnership Fund is \$300,000 in 2018/19 and \$400,000 annually thereafter.

Generally, a maximum of \$150,000 will be allocated to any one project or group, but Council may grant more at their discretion for significant projects.

It is important to note that being given seed capital funding is not a guarantee of further funding from Council to see the project to completion.

When to apply

Applications to the Partnership Fund can be made at any time. You should be well advanced in your project planning to be able to submit a sound application with all the required documentation. Talk to your ward councillor(s) and/or council staff early and often as you develop your project.

There is a time limit of four years for completion of the project from the point that funding is confirmed.

How to apply

Before preparing your application, make an appointment with the Community Funding Officer to talk through your project and to ensure you are eligible.

Your completed application should include:

1. Community Funding application form
2. Business Case with evidenced community support
3. Business Plan with the following elements:
 - i. Fundraising plan
 - ii. Project management plan
 - iii. Timelines/milestones
 - iv. Council funding drawdown plan
 - v. Project completion deadline
 - vi. Asset lock consideration to protect the community asset
 - vii. 33% or more contribution to the project cost

The application will be reviewed by staff who will liaise with you as needed. It will then be referred to a committee of Council for decision. You should allow three months for a decision.

Contact

Contact Whangarei District Council's Community Funding Officer on phone 09 430 4200 or email mailroom@wdc.govt.nz.

4.2 Community Fund 2018-19 Round 2 allocations

Meeting: Community Funding Committee
Date of meeting: 10 April 2019
Reporting officer: Cindy Velthuisen, Community Funding Officer

1 Purpose

To determine the grants from Round 2 of the 2018-19 Community Fund.

2 Recommendation/s

That the Committee

1. Approves grant allocations from Round 2 of the 2018-19 Community Fund, as follows:

Organisation	Project	Grant
Arthritis New Zealand	Workshop for people with arthritis	\$500
Barnardos New Zealand	Father's Day Event 2019	\$3,365
Bream Head Conservation Trust	Predator trap upgrade	\$3,500
Deaf Action New Zealand	NZ Sign Language classes	\$3,354
Inspiring Stories Trust	Future Leaders Programme	\$2,555
Kids for Kids Charitable Trust	Kids choir production	\$4,000
Massive Company Trust	Like A River, I Disagree (theatre)	\$3,068
Maungarongo Marae (under Mangakahia Sports Ground Society)	Community playground swing set	\$10,000
N-Generation (under He Puna Marama Trust)	Northern Clash Tournament Series	\$2,006
Onerahi Resource Centre	True Tales of Onerahi volume 2	\$2,000
Opuawhanga Tennis Inc	Tennis court surface and fence repairs	\$5,000
Parent to Parent New Zealand	Northland Renew Workshop	\$2,000
Prosper Northland	Colour Our City	\$4,000
Te Tai Tokerau PHO	Kia Ora Project	\$10,000
Tiaho Trust	Getting Out There Expo 2019	\$2,960
Whangarei Contract Bridge Club	Painting interior of clubrooms	\$9,000

Whangarei Group Riding for the Disabled	Waterline project	\$4,047
Whangarei Parents Centre	Teddy Bears Picnic 2019	\$3,146
Whangarei Repertory Theatre	Website upgrade	\$2,250
	<i>Total to be allocated:</i>	<i>\$76,751</i>

2. Declines grant allocations from Round 2 of the 2018-19 Community Fund to the following:

Organisation	Project
Discover Whangarei Heads Tourism Group	Te Araroa Trail Facility Project
Epilepsy Northland support group (under Epilepsy New Zealand)	Support group outings
Mangapai Hall Society	Fencing and insurance
Melinda Butt	Bank Street Gallery
NZ Gaidhealtachd Trust	Gaidhealtachd 2020 summer school
Parkinson's New Zealand	UPBEAT weekend
Sport Northland	Parihaka Trail run/walk
Waipu Riding Residents and Ratepayers Association	Tartan plaques project
Whangarei Community Patrol	Equipment and training costs
Whangarei Youth Music Inc	Clarinet and saxophone programme phase 2

3 Background

The Community Fund is Council's generalist fund to support a wide range of community projects.

4 Discussion

Round 2 attracted 29 applications requesting over \$179,000 in total.

4.1 Financial/budget considerations

The total budget for the 2018-19 Community Fund was \$170,000.

The remaining budget for Round 2 of the 2018-19 Community Fund is \$76,707.

The proposed allocation is \$76,751.

4.2 Policy and planning implications

The Grants, Concessions and Loans Policy and the Community Funding Guide were applied in the assessment of this funding round.

4.3 Allocations

The applications and recommendations are discussed in the Assessment Sheet. In assessing the applications, staff looked for demonstrated need, impact and benefit, community-wide support, and the ability to deliver.

5 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

6 Attachment

1. Assessment Sheet

Community Fund 2018-19 Round 2 - assessment sheet

Organisation	Project Details	Type of Project	Date of Activity	Comment	Request	\$ Recommended
Arthritis NZ	Workshop for people with arthritis	Support workshop	June 2019 - Feb 2020	For a workshop for up to 25 people to educate, inform and provide opportunities for on-going support for arthritis sufferers in Whangarei. Particular need for Maori who have a higher occurrence of gout arthritis. Prevalence rate of arthritis in Northland is 23% of population. Modest request. Previous grant was in 2017-18 and report showed good outcomes for the 14 participants that attended.	\$ 500	\$ 500
Barnardos New Zealand	Father's Day Event 2019	Event	Sept-2019	A family fun day at Kiwi North, with estimated attendance of 1500. Fifth year running. Aims to provide support services and networks for fathers/father figures. Good collaboration with Kiwi North, Men's Shed and Lions. Free event. Previous grant was \$2k in 2017. As this event is for young families, has good reach, and supports the community, a grant is recommended.	\$ 3,365	\$ 3,365
Bream Head Conservation Trust	Predator trap upgrade	Community initiative	n/a	To purchase 100 pest mammal traps for predator control in Bream Head Scenic Reserve. Replacing old sentinel possum traps with the Steve Allan trap (SA-2 - DOC approved) that are easier to set and check and can catch not only rats but also feral cats, stoats, and possums. Native birds, plants, insects and gastropods will benefit from improved predator control, in turn benefitting locals and visitors to the area. Managed by community volunteer trappers. Good community initiative. A partial grant recommended given alternative funding opportunities for environmental projects.	\$ 4,500	\$ 3,500
Deaf Action New Zealand	NZ Sign Language classes	Programme	May-August 2019	For three 10-week courses of NZ Sign Language in the Whangarei district. Reach of 60 people. Participants pay a \$20-\$30 contribution. Limited details on impact, no quotes provided. Previous WDC grant was \$2,600 in 2018, with report showing good uptake. Recommend funding one course this time as Fund budget is limited.	\$ 3,354	\$ 3,354
Discover Whangarei Heads Tourism Group	Te Araroa Trail Facility Project	Facility development	n/a	To establish infrastructure for the Whangarei Heads section of the Te Araroa Trail. This includes a webpage, water stations, signage and an onsite ambassador. Small improvements will make walkers have a safe, informed and positive experience of Whangarei Heads and Whangarei. 1,100 people are reported to have walked the Whangarei Heads section in the 2018-19 season. No details given on signage, placement of water tanks, land access or permission. No acknowledgement of iwi, no letters of support given, and no quotes. Insufficient information provided to support this application this time.	\$ 8,252	Decline - insufficiently developed
Epilepsy Northland support group (under Epilepsy NZ)	Support group outings	Community initiative	All year	The clients in the epilepsy support group have made this application, for four group excursions to the Kauri Museum, Planetarium, Forget Me Not, and a beach location. The visits will help to combat isolation and depression therefore increasing their sense of well being, outlook on life and self-confidence. Overseen by the Epilepsy Northland Educator. Only benefits 7 people so will refer them to Jubilee Trust (disability sector).	\$ 1,100	Decline - low community impact
Inspiring Stories Trust	Future Leaders programme	Programme	2019 - underway	A year-long project-based learning programme that aims to empower young people with the connections, capability and confidence to address what they identify as key issues in their community. Reach is noted as 5 people intensively, and 20 people more broadly. The programme for 2019 is already underway. Other project details such as impact and outcomes are vague. Budget page shows a shortfall of \$2,555, therefore it is unclear what the \$10,000 request is for. Recommending to grant only the shortfall amount.	\$ 10,000	\$ 2,555
Kids for Kids Charitable Trust	Kids for Kids choir production	Event	6-8 August 2019	To produce the Kids for Kids choir production involving 300 children from several Whangarei schools. Part of a national tour, running for 25 years. Good outcomes for kids in choir participation/performance and NZ music. (The application refers to both Whangarei and Kerikeri productions, however the budget shortfall is such that this is easily a small contribution just to the Whangarei event). A partial grant is recommended to meet budget limitations.	\$ 5,000	\$ 4,000
Mangapai Hall Society	Fencing and insurance	Facility development	n/a	To redo the deteriorated boundary fence at the Mangapai Hall to increase safety. The fence will also allow the committee to generate income through leasing land for grazing. The request is also to cover the insurance costs for the year. This was already partially supported by the Community Halls Fund grant recently. Mangapai Hall were granted \$5,410 (\$4k gutter replacement, \$1k fencing, \$410 insurance contribution). While there is some benefit for the hall users, there is insufficient community impact to justify this grant at this time.	\$ 9,900	Decline - low community impact
Massive Company Trust	Like A River, I Disagree (theatre)	Event	Aug-19	For theatre production aimed at youth. (Pre-decision, ineligible costs have been removed). Is not eligible for CCS as already funded by CNZ. Collaborating with NYT and ONEONESIX, and local schools. NZ playwright and NCEA play so relevant to schools. Production reach is approximately 600. As this project relates to youth and the arts, aligns with NCEA requirements, and brings an outside production company to our district, a grant is recommended.	\$ 3,068	\$ 3,068
Maungarongo Marae (under Mangakahia Sports Ground Society)	Community playground swing set and construction	Facility development	n/a	For the Marae's contribution to the community playground, to be located at Mangakahia Sports Complex. This is to purchase the swings component of the playground, as a financial contribution by the three hapu to this project. The community has fundraised sufficiently for most of the playground project, and has the necessary approvals to proceed to construction stage. The addition of the swings set will fully realise the playground. With the Marae located next to the Sports Complex where the playground will be, this will be a benefit for all visitors and users of the Marae, Complex and sports fields in the community. Excellent collaboration and community-led project.	\$ 10,000	\$ 10,000

Organisation	Project Details	Type of Project	Date of Activity	Comment	Request	\$ Recommended
Melinda Butt	Bank Street Gallery	Facility development	2019 - under way	To continue beautification work on the Bank Street site and provide an open-air gallery for the promotion of local artists. This site (opposite Rose Street bus terminal) has already improved dramatically thanks to this applicant. This project has already received funding under Council's Tactical Urbanism budget. Most of the costs being applied for in this application fall under the same Tactical Urbanism grant. As this project has already received funding and this is still to be fully realised, a decline is recommended.	\$ 3,500	Decline - already received funding for this
N-Generation (under He Puna Marama Trust)	Northern Clash Tournament Series	Event	All year	For bi-monthly e-gaming tournaments for youth and their whanau. The aim is to promote safe, responsible gaming, to engage youth and help them to explore digital technology as a career. Part of a wider programme of youth engagement and tech enterprise for Northland. As this is a full year programme for youth with good outcomes expected, a grant is recommended.	\$ 2,006	\$ 2,006
NZ Gaidhealtachd Trust	Gaidhealtachd 2020 Summer School	Event	1-7 January 2020	For a week-long summer school in Celtic culture and traditions. For venue hire at Whangarei Heads. Estimated attendance of 150, although unclear of whether this is mostly by locals or not. Details provided are limited, and budgets don't quite align to request. As details and impact are limited, and the applicant has time to refine the application, recommend decline this time.	\$ 4,500	Decline - insufficiently developed
Onerahi Resource Centre	True Tales of Onerahi vol.2	Community initiative	Jun-19	To print and publish the True Tales of Onerahi Vol. 2. The group advise there are more stories to tell, especially about Maori. The production of the book is self-funding so no grant for this is actually needed. Other True Tales projects have received between \$2k and \$5k. A contribution to the book launch could be made (<\$2,000).	\$ 17,000	\$ 2,000
Opuawhanga Tennis Inc	Tennis court surface and fence repairs	Facility development	n/a	To commence urgent repair work on the concrete court, erect fencing and hang appropriate netting. This will improve the facility in terms of safety for existing users and attractiveness for newcomers. The club has 80 members and casual players. Contributing volunteer labour via a working bee. The club will contribute any shortfall. Photos would have been useful, however otherwise clear need cited. Will benefit club members plus wider rural community, so support is recommended.	\$ 5,000	\$ 5,000
Parent to Parent NZ (for the Northland branch)	Renew Workshop	Programme	May-19	For a one-day workshop for up to 20 parents new to the world of disability, with the aim to connect parents for peer support. The workshop cost is set by the national office and includes venue hire, catering, facilitator's costs, and materials. The Northland branch has an operating budget of \$36k (2018) and has run at a small loss the last two years. While reach of the workshop is limited, the organisation's overall programme of support is evidenced as needed in the community.	\$ 2,000	\$ 2,000
Parkinson's New Zealand	UPBEAT weekend	Event	12-14 July 2019	To run a three day event open to those diagnosed with early-onset Parkinsons (Under 60's). It is an opportunity to widen support networks and learn how to manage the condition. It is being run in Whangarei but is a nationwide event; the majority of the 100 expected attendees are from outside of the district. There is no impact for the Whangarei community, so recommend decline this time.	\$ 10,000	Decline - low community impact
Prosper Northland	Colour Our City	Community initiative	n/a	To paint a mural on the back of the Salvation Army building on Rose Street. This is the first in a program of work by COC to encourage landlords to beautify the city. It is the intention for landlords to contribute to the project costs, but as this landlord is a charitable organisation, COC would like to have grant funding cover this. Eight Northtec students will be involved in the design on the theme of recycling, and a professional artist will be engaged to paint this. A good initiative for the city, and a community and business led program of work.	\$ 5,000	\$ 4,000
Sport Northland	Parihaka Trail Run/Walk	Event	9-Jun-19	To establish and run a new trail run/walk in Parihaka/Otuhau reserve. Aside from health benefits and offering a fun event, this also aims to create awareness of the Maori significance of the area and on kauri dieback. It also aims to boost the local economy. Working closely with iwi/hapu and WDC. Anticipated attendance of 650 in the first year. Sport Northland receive an operating grant from WDC of \$226k (plus \$589k for the aquatic centre). WDC Parks team has not been consulted on this project and has raised some concerns, therefore recommending this be declined.	\$ 8,500	Decline - refer to WDC Parks team
Te Tai Tokerau PHO	Kai Ora Project	Programme	n/a	To support the Kai Ora Project a collaborative initiative between FNDC, KDC, NDHB, Northland Inc, Te Puni Koriri, Manaia PHO and Te Tai Tokerau PHO. WDC is currently a non-financial partner in the Kai Ora project, contributing expertise and resource. The Kai Ora Fund provides small grants, connections and capacity building for sustainable food projects in Northland. Last year 6 projects were supported in the Whangarei district, and 56 projects have been supported across Northland since the Fund's establishment in 2015. This request is for WDC to contribute financially to fund workshops and capacity building in Whangarei, and showcase local projects through social media. The total contribution from the other partners is \$106,000. A small contribution to support the overall project impacts of increased innovation, economic development, employment opportunities, sustainability, community resilience and connection, and well-being.	\$ 10,000	\$ 10,000
Tiaho Trust	Getting Out There EXPO 2019	Event	23-Aug-19	Host the biannual 'Getting Out There EXPO' for senior citizens and people with disabilities in Northland. It aims to encourage greater social participation for those in our community that are at risk of being isolated, connect people with services and raise awareness of the needs of disabled and older people. The expo has already run twice in the past, with 2765 in attendance in 2017. The Trust has made some changes to the event based on feedback received - this has the additional benefit of reducing the costs of the event (previous grant was \$9,000). Seeking contribution to promotion, sign language interpreters and security. A good way to support our disabled and seniors communities.	\$ 2,960	\$ 2,960

Community Fund 2018-19 Round 2 - assessment sheet

Organisation	Project Details	Type of Project	Date of Activity	Comment	Request	\$ Recommended
Waipu Riding Residents and Ratepayers Association	Tartan plaques project	Community initiative	n/a	To install 64 clan shields on 32 power poles in Waipu, showcasing Waipu's scottish heritage. These will replace the existing WDC banners, which would mean no banners in future for other events such as Art'n'Tartan, and it is unclear whether other local groups are supportive of this change. The plaques have a life expectancy of 5-7 years. Costs are estimated only. No quotes, no letters of support, no evidence of permission given (WDC and Northpower), no consideration of other local cultures, no mention of any ongoing maintenance, therefore recommending this to be declined this time.	\$ 7,500	Decline - insufficiently developed
Whangarei Community Patrol	Equipment and training costs	Community safety	n/a	For training, first aid and other equipment for the patrol. Insufficient information on requirements and community impact of this is provided in the application. The application is also not signed by the umbrella organisation, no letters of support given, and no quotes.	\$ 13,900	Decline - insufficiently developed
Whangarei Contract Bridge Club	Painting interior of clubrooms	Facility development	n/a	For painting of the interior of the bridge club clubrooms, part of a larger renovation programme underway. The bridge club has 200 members of all ages. The current facilities are tired and worn, so this work will make the premises more attractive and supports the other renovations underway. Recommend a partial grant given budget limitations.	\$ 14,086	\$ 9,000
Whangarei Group Riding for the Disabled	Waterline project	Facility development	13-28 April 2019	To replace the old leaking water line on the property for animal welfare, particularly during times of drought. There has been ongoing issues with leaks, with significant losses of water. Most of waterline around the property has been replaced, and this request is to replace the remaining waterline at the rear of the property which is the expected source of the leak. The group provides horse-riding opportunities to "assist with the development and wellbeing of children with physical and mental disabilities". They currently cater to 70 children and have a waitlist of 15, and anticipate demand to grow to 120 in the next few years. Over 300 community riders also use the facilities annually.	\$ 4,047	\$ 4,047
Whangarei Parents Centre	Teddy Bears Picnic 2019	Event	3-Nov-2019	A fun day out specifically for pre-school aged children and their families. The event aims to build family relationships and provide an opportunity for parents to network. The event has run annually since 2014. Was funded in the last funding round for the 2018 event, and the report showed the event was successful with 600 attendees despite marginal weather.	\$ 3,146	\$ 3,146
Whangarei Repertory Society	Website upgrade	Facility development	April 2019	To upgrade the Octagon Theatre's website from a free platform to a fully functioning, secure, accessible, modern website with online ticketing and application form options. The Theatre uses its website for engaging with potential audience members, cast and crew members (numbering approximately 2,300). The Society has researched this well and will meet the ongoing monthly hosting costs.	\$ 2,250	\$ 2,250
Whangarei Youth Music Inc	Clarinet and saxophone tuition programme phase 2	Programme	Full year	Phase 2 is the continuation of the Clarinet and Saxophone Tuition Program initiative. There is a severe shortage of players for Clarinets and Saxophones in the Whangarei District. This program will produce a steady reliable supply of trained players available to participate in community groups in future years. WYM received funding of \$4,000 (out of \$9k requested) for this programme in the previous funding round. A good initiative for youth and the arts community, however given recent funding received and the limited budget available, this is recommended to be declined this time.	\$ 7,432	Decline - insufficient funds
Requested and Recommended					\$ 181,866	\$ 76,751
Budget and Remaining					\$ 76,707	(\$44)

4.3 Annual Events Fund – Art’n’Tartan 2019 transition payment

Meeting: Community Funding Committee
Date of meeting: 10 April 2019
Reporting officer: Cindy Velthuisen, Community Funding Officer

1 Purpose

To consider an application outside of the normal funding round for Art’n’Tartan 2019, due to the change in timing for the Annual Events Fund from 2019-20 onwards.

2 Recommendation

That the Committee

1. Approves a grant of \$7,500 to Waipu Centennial Trust as a transition payment for the 2019 Art’n’Tartan event.

3 Background

Art’n’Tartan is a regular recipient of an Annual Events grant. Due to changes in the Annual Events Fund, the Art’n’Tartan 2019 event needs to be considered for a ‘catch up’ grant.

4 Discussion

In July 2018, Council approved the new community funding model. While implementing these changes, the timing of some funding rounds was also changed.

The Annual Events Fund was previously considered in April/May of each year with payments made in July. For the 2019-20 round onwards the Fund will close in September for consideration and payment in October.

Art’n’Tartan occurs in July. The other 11 events funded occur between December and May each year and are not impacted by the change.

Art’n’Tartan’s 2018 event was funded through the 2018-19 Annual Events Fund.

The 2019-20 Annual Events Fund round to be held in September would be for Art’n’Tartan’s July 2020 event.

Art’n’Tartan’s July 2019 event is therefore negatively impacted by this change in timing, and this paper is to consider a transition payment to align them to the new funding cycle.

4.1 Financial/budget considerations

The Annual Events Fund budget sits within the Annual Operating Fund budget. The budget is fully exhausted for 2018-19.

If the Committee determines to approve this transition payment, it will need to be by budget overspend. The application is for \$15,000.

4.2 Policy and planning implications

The Grants, Concessions and Loans Policy and Community Funding Guide were used in consideration of this request. In particular, our funding principles of flexibility and fairness were applied.

4.3 Consideration of application

Art'n'Tartan is managed by committee under the Waipu Centennial Trust. This Trust also receives an Annual Operating grant for Waipu Museum. They are requesting \$15,000, no change to previous years.

Art'n'Tartan's budget continues to show a surplus is made each year, which is absorbed back into Museum activities.

The Trust's financial statements do not separate Art'n'Tartan income and expenditure from that of the Museum, making it difficult to assess financial performance of either entity.

Requests from Council staff to address this aspect have been made annually in order to provide clarity on the surplus made, and to work towards self-sufficiency, but these do not appear to have been addressed. As such, and given budget constraints a partial grant of \$7,500 is recommended as a transition payment for the 2019 event.

Art'n'Tartan consists of 3 shows that sell out each year, with total audience numbers of 1,500. A team of 35-50+ volunteers organise and run the event. It is a highlight in the events calendar for Northland, and is noted as delivering economic impact for the Waipu community.

The event has been running for 9 years. There is no sign of this event becoming self-funding.

5 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

6 Attachment

1. Funding application and report for Art'n'Tartan

Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email funding@wdc.govt.nz to make an appointment.

Application summary

Organisation name	Waipu Centennial Trust
Amount requested	\$ \$15,000
Project name	Art n Tartan Wearable Art Show

Section 1: Applicant Details

Tell us about your organization/group

Group's postal address	36 The Centre, WAIPU	
Postcode	0510	
Group's bank account name:	Waipu Centennial Trust Board	
Group's bank account number:	06-0479-0012627-00	
Group's GST number	10-316-812	
Describe your group's purpose (e.g. "to provide mobility aids for the disabled in Northland")		
Who are your group's main contact(s) for this funding application?		
Primary contact's name	Fiona Mohr	
Position in group	Manager (Waipu Museum)	
Email	manager@waipumuseum.com	
Daytime phone number(s)	09 4320 746	
Second contact's name	Claire Drake	
Position in group	Production Manager	
Email	mitipartners.onmicrosoft.com	
Daytime phone number(s)	021584485	

Section 2: Eligibility

Have you received funding from Whangarei District Council in the last three years?

☐ No

☒ Yes – if yes, ensure you have completed your grant reports and have met your grant obligations.

Does your group have a legal status?

☒ Yes – please provide:

- Your incorporated society or charitable trust registration number:
- A copy of your latest statement of financial performance
- Evidence of your bank account details.

☐ No* – you will need to either:

- Gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>), or
- Apply under the umbrella of a group that does (refer below).

*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

An umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

Umbrella group name	
Society or trust number:	
Contact person	
Email	
Daytime phone number(s)	
GST number (or n/a)	
I confirm that our organisation is willing to guarantee and receive any monies granted to:	
Applicant organisation:	
Project name:	
Signature	
Date	
Please provide evidence of umbrella group's bank account details and a copy of the latest financial statements.	

Section 3: The Project

Tell us what you want to do – Who, What, When, Where, Why, How

Describe your project in terms of the following:

Name of project	Art n Tartan
Amount requested	\$15,000
When will this take place?	19th & 20th July 2019 (3 shows)
Where will this take place?	Waipu - Celtic Barn
Who and how many people will benefit?	Audience - 1,500 / Waipu Primary School - 50 / Participants - 96 / Performers - 46 / Volunteers - 67 The whole community in particular the Waipu hospitality businesses economically.
Ethnicities of likely beneficiaries of this project – tick as appropriate and include a percentage estimate for each that you think will benefit from this project:	
<input checked="" type="checkbox"/> NZ European	Estimate %: 93
<input checked="" type="checkbox"/> Maori	Estimate %: 7
<input type="checkbox"/> Pacific Peoples	Estimate %:
<input type="checkbox"/> Other European	Estimate %:
<input type="checkbox"/> Asian	Estimate %:
<input type="checkbox"/> Middle Eastern/Latin American/African	Estimate %:
<input type="checkbox"/> Other ethnicity	Please specify: _____ Estimate %:

Area of work

To help us understand where support is being requested, please select which of the following relate most closely to your project.

- ☒ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.
- ☐ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.
- ☐ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.
- ☐ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

Tell us about your request in the following questions. Be succinct and clear.

The Idea – Briefly explain what it is that you want to do:

To produce and stage 3 Art n Tartan wearable art shows during Waipu in Tartan month in July to be held in Waipu's Celtic Barn.

The Need – How do you know there is a need for your project, programme or service?

The Waipu Business Association in cooperation with local businesses established Waipu in Tartan month, a month long celebration of Waipu's heritage to address the lull in trade during the winter months, a non-tourism season time of the year. The Business Association encouraged local businesses and organisations to stage events and other cultural activities to entice visitors to Waipu during the winter months. The Waipu Museum 9 years ago initiated the Art n Tartan wearable art show to not only attract visitors to the region but also for the community to get involved, either to volunteer and or create a wearable art costume. The Waipu Art n Tartan shows have become the signature event of Waipu in Tartan month.

The Impact – What difference will your project make?

The focal point of July's Waipu in Tartan month is Art n Tartan, attracting people from all over New Zealand to participate and attend. The Art n Tartan shows have had a significant impact on Waipu both economically, the level of sponsorship being indicative of this, and for community cultural development and cohesion. The number of volunteers the production attracts is a testimony to this.

Your Readiness – What controls and checks do you have in place to manage the funding?

The Waipu Centennial Trust is a registered charity and has its accounts audited on an annual basis. The Trust is the governing body for the Waipu Museum which employs professional staff to manage its operations, including an Accounts Administrator. The Art n Tartan budget is managed by the AnT team and a bookkeeper is engaged to keep track of expenses aligned with the budget. The bookkeeper then reports to the Museum's Accounts Administrator to have all income and expenditure recorded in Xero.

Your Readiness – How ready is your organisation to deliver the project, programme or service?

Art n Tartan is now in its 9th year of production. Over the years we have perfected our systems for the organisation and delivery of the 3 Art n Tartan shows. The AnT production team has members who have been involved since its inception in 2010, and are very familiar with the processes, this year however, we have attracted 'new blood' onto the production team, which will give AnT a refreshed look.

Collaboration – Who will you work with to deliver your project, programme or service?

The Waipu Centennial Trust Board who is the governing body for the Waipu Museum, works hand-in-hand with the Art n Tartan production team of 36+ volunteers, which swells to about 50+ during show time. This year the Art n Tartan team were successful in procuring Stuart Devenie a nationally recognised theatre director to direct this years production of Art n Tartan. Stuart will also mentor 19 year old Jayden Rudolph in the role of artistic director for the production, Jayden is of Maori heritage, and has been awarded a dance scholarship to the Wellington Dance & Performing Arts Academy. He is currently awaiting the outcome of an internship with WoW for the 2019 Sept/Oct production. Each year AnT invites the Hatea Kapa Haka group to perform for the 3 shows. Their performance is integrated into the narration of the shows' global migration theme. The Waipu Primary School plays an integral role in the children's section of the Art n Tartan shows. Waipu has a wealth of local professional talent who also participate. Expressions of Interest for designers, models and theatre hands will be held at the end of this month, to allow all who are interested in being involved an opportunity to ask questions etc.

Your Approach – How will you demonstrate value for money and the impact of your work?

The cost of staging Art n Tartan is significant for such a large audience of 500 each session. A significant proportion of the cost devoted to the erection of the gantry and lighting for the Celtic Barn. The shows sell out quite readily when tickets go on sale indicating ticketing is reasonably priced. Although, if volunteer time was costed into the ticket price, it would obviously be unaffordable to many, but it is the creative community of Waipu who are passionate about being involved and ensuring each Art n Tartan production is a success. Feedback from audience members of previous shows has been more than positive, and they eagerly await the following years performance.

Your Approach – How does your project, programme or service meet best practice and is it evidence based?

As Art n Tartan is in its 9th year it is clear it is evident that people enjoy the format of the show, as well as costume designers and models are eager to participate on a regular basis. Unlike other forms of theatre the Art n Tartan show is participatory, and invites people to be involved in many capacities either as a designer, model, performer, theatre technician, or as crew.

The skill set amongst the volunteers who work on Art n Tartan is extensive, plus after so many shows individuals have acquired new skills. This year Stuart Devenie, a nationally recognised theatre director has come forward to offer his talents as a director for Art n Tartan. Stuart has the opportunity to take Art n Tartan to a new level, and the volunteers are looking forward to learning from his expertise.

Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

Are you registered for GST?	<input type="checkbox"/>	No – your budget figures must <u>include</u> GST where applicable
	<input checked="" type="checkbox"/>	Yes – your budget figures must <u>exclude</u> GST where applicable
GST number	10-316-812	
Project income e.g. ticket sales $50 \times \$10 = \500 .	Amount	
Sponsorship	\$ 18,000	
Entry Fees	\$ 500	
Ticket Sales $450 \times \$37 \times 3 = \$49,950$	\$ 49,950	
Programs	\$ 3,500	
Total of other grants and donations	\$ 15,000	
Own contribution / fundraising	\$ 9,050	
(A) Total income expected	\$ 96,000	
In-kind support – please list e.g. volunteer numbers, estimated hours work, plus any donated materials, equipment		
Volunteer Numbers: 67	Estimated Hours Work: 4,500+	
Total project costs Include <u>all</u> your project costs. e.g. materials, venue hire, promotion, equipment hire, personnel costs. If you have quotes, please attach them. You may be requested to provide quotes as evidence of some costs.		
Marketing & Publicity	\$ 6,500	
Programs	\$ 4,700	
Venue Hire	\$ 8,000	
Judges	\$ 1,540	
Staging	\$ 17,000	
Performers	\$ 7,000	
Prize Pool	\$ 12,000	
Bonds & Floats	\$ 3,300	
Other expenses	\$ 35,960	
(B) Total expenses expected	\$ 96,000	
(C) Income less expenses	\$ 00	

Section 6: Declaration

I undertake that I have obtained the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct. If the application is successful, I/we agree to:


- provide a tax invoice to Whangarei District Council for the amount of the grant within one month of being advised of the grant for the event
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by the Community Funding Committee
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur.

We will submit an Impact Report within two months of the completion of the project to Whangarei District Council attaching copies of all invoices and/or receipts accounting for the full amount of the grant. We understand that failure to do so will affect future funding applications.

We consent to the Whangarei District Council recording the personal contact details provided in this application, retaining and using this information to send us relevant Council information.

We understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

We are aware that we have the right to have access to this information held by Council. This consent is given under the Privacy Act 1993.

Name	Fiona Mohr
Signature *	
Position in Group	Manager (Waipu Museum)
Date	27/01/2019

* We prefer to receive applications by email (send to funding@wdc.govt.nz). To include your signature, print and sign this page then attach a scan or photo of it to your application email. Alternatively, you can post or deliver the printed form to us or pop in to sign it.

Final check – make sure you have:

- ☒ Checked that the budget balances and have accounted for GST
- ☒ Attached quotes where available
- ☒ Attached your group's (or the umbrella group's) bank account details e.g. Bank Deposit Slip
- ☒ Attached your group's (and the umbrella group's) most recent set of financial accounts

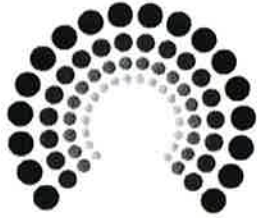
Send your completed application with supporting documents to funding@wdc.govt.nz.

ART N TARTAN 2019 BUDGET

		2019	2019	2018
		ACTUAL	BUDGET	ACTUAL
INCOME				
	Sponsorships		18,000	17,250
	Donations		1,200	1,100
	Ticket Sales		50,000	50,126.31
	Entry Fees		500	491.32
	Programs		4,000	3,424.57
	Bar Takings		4,000	3,414.95
	Bonds & Floats		3,000	4,500
	Exhibitions		300	391
	Grant		15,000	15,000
	TOTAL INCOME		96,000	95,348.15
EXPENSES				
	Marketing & Publicity		6,500	9,414.47
	Exhibitions		3,000	1,140.82
	Programs		4,700	5,466
	Venue Hire		8,000	7,869.57
	Graphic Design		8,660	8,660
	Volunteer Exps		1,500	1,547
	Catering		3,600	3,600
	Judges		1,540	1,118.47
	Photography		1,500	1,433.81
	Sponsors Goodies		600	519.27
	Costumes & Props		2,000	2,324.30
	Staging		17,000	15,246.01
	Bar Costs		3,000	3,095.44
	Performers		7,000	6,695.66
	Prize Pool		12,000	12,070
	Honorariums		7,500	1,300
	Ticketing Costs		1,000	1,008.48
	Bonds & Floats		3,300	4,150
	Sundries		3,600	3,598.53
	TOTAL EXPENSES		96,000	81,598.66

weekly bills.

S. 2



the
soundcave

Expert sound with vision.

www.thesoundcave.com

Tax Invoice

Waipu Museum
Art N Tartan Wearable Arts
36 The Centre
Waipu

GST No.	Date
66-328-740	23/07/2018
Invoice No.	Terms
4535	Due on receipt

QTY	DESCRIPTION	PRICE	GST	AMOUNT
2	Elite 8ft (2.4m) 4:3	100.00	30.00	200.00
	TECH SUPPORT:			
1	Technical support - Lighting Plot (1 tech)	250.00	37.50	250.00
1	Technical support - Rehearsal (2 techs)	400.00	60.00	400.00
2	Technical support - Shows (2 techs)	350.00	105.00	700.00
	STAGE/RIGGING/DRAPING:			
24	Stage Pieces, 2.4x1.2m Carpeted (each) @ 900mmh	50.00	180.00	1,200.00
	Steps			
	Skirted			
6	Stage corners	50.00	45.00	300.00
1	Black Draping, 6m Drop - wing borders & stage wall	1,000.00	150.00	1,000.00
	includes rigging etc			
12	3m - 290x290 Box Truss	20.00	36.00	240.00
12	2m - 290x290 Box Truss	15.00	27.00	180.00
9	Chain Blocks	30.00	40.50	270.00
	Strops			
	Shackles			
	Set Up/Pack Down	3,500.00	525.00	3,500.00
	Electric Work Platform	1,000.00	150.00	1,000.00
	OTHER LABOUR:			
6	Music Editing (per hour)	50.00	45.00	300.00
3	Video/Powerpoint Editing (per hour)	50.00	22.50	150.00

PAID
10/8/18

ENTERED
8/8/18

Unpaid accounts will incur late payment fees and collection costs Direct Debit payment details ANZ Account: 01-0487-0091409-00 ✓ Please e-mail remittance advice to selena@thesoundcave.com An additional surcharge fee of 3% or minimum \$3 applies to each transaction made by Visa and MasterCard credit and debit card. Sorry no EFTPOS facility. Cheque postal address: The Soundcave C/- Accounts, 100 Streamlands Swamp Road, RD1, Warkworth 0981	Subtotal	\$14,566.00
	Tax	\$2,184.90
	Total	\$16,750.90

NB. Emailed to Art N Tartan producer Helen Frances to check its correct. *[Signature]*

**Kumarani Production
Trust**

15 Onslow Street
P O Box 46
Dargaville 0310
New Zealand
Phone: 09 439 5152
GST No.: 88-499-794

Invoice: 152678

Tax Invoice

Invoice date: 27/07/2018

Bill to:
Art n Tartan

Due:
26/08/2018

ITEM	DESCRIPTION	UNITS	UNIT PRICE (Inc GST)	TAX TYPE	AMOUNT (Inc GST)
0007	Performance- Circus performer Tyler Matheson for Art n Tartan 20th - 21st July 2018.	Qty 1	600.00	GST	600.00

GST: \$78.26
Total (inc GST): \$600.00
Amount Paid: \$0.00
AMOUNT DUE: \$600.00

Notes

Payment can be made to
Kumarani Productions
ASB account 12-3098-0268403-00

ANT

S-12.

PAID
10/8/18

ENTERED
7/8/18

MARSDEN PRINT

QUALITY COMMERCIAL PRINTERS

Bream Bay Design & Print.

Marsden Print

1 Kapa Road, P O Box 182, Ruakaka 0151

Ph: 0800 432 898 | 09 432 8998

marsdenprint@xtra.co.nz

www.breambayprint.co.nz

Waipu Museum
The Centre
Waipu 0510

Tax Invoice No.: 00015005

Date: 20/07/2018

Order No:

Description

Art n tartan Brochures A4 x 516

\$4,386.00

Programmes

PAID
20/8/18
20th

26/7/18
ENTERED

Payment by Direct Credit Welcome.

Bream Bay Design & Print Ltd - 03 1538 0006556 00

Terms of Trade: Payment due 20th following month unless otherwise stated.

Late payments will attract penalty interest of 2.5% pa.

Full terms and conditions available at www.breambayprint.co.nz

No Claims will be recognised after 7 days. E & OE.

Total Amount: \$5,043.90 ✓

GST: \$657.90

GST Reg. Number: 88 274 308

Bream Bay Design & Print Ltd, trading as Marsden Print

Balance Due: \$5,043.90

BUSINESS STATIONERY • PROMOTIONAL GIFTS • CARBONLESS BOOK SPECIALISTS



PRINTNZ member
Supporting the industry

APRA NEW ZEALAND LIMITED GST REG NO 82-601-740
Unit 113, Zone 23, 21-23 Edwin St, Mt Eden, Auckland 1024
PO Box 6315, Wellesley St, Auckland 1141
P (09) 623 2173 Freephone 0800 69 2772 F (09) 623 2174
E licencen@apra.co.nz W www.apramcos.co.nz



APRA
AMCOS

Tax Invoice

Helen Frances
Production Manager
Waipu Centennial Trust Board
36 The Centre
Waipu 0510

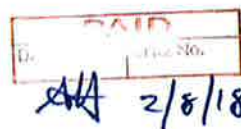
Client No: 02806193
Invoice No: 02806193/00002
Date: 31 Jul 2018
Current Charges Due: 14 Aug 2018

Page 1 of 1

This invoice is for licence fees payable as per your licence agreement/s with us.

Description	Quantity	Rate	Base	Fees - NZD Taxable
Licence fees due for the period 20/07/2018 - 21/07/2018				
Re: Art 'n Tartan 2018				
Caledonian Barn, Waipu 20/07/2018 - 21/07/2018				
Concerts/Events - Special Purpose [Featured Music]				
- Music Usage Percentage		84.7900%		
x Receipts less Venue Levy/Non-Music	49,111	1.6500		687.08
7.0% discount				
- 7% Discount				48.10
Total for this invoice				638.98
GST calculated at 15.00%				95.85
TOTAL FEES PAYABLE INCLUDING GST				\$734.83

O.K. to Pay.
Music used for Art.



ENTERED
2/8/18

Errors and omissions excepted.

PAYMENT OPTIONS

INVOICE NO. 02806193/00002

REFERENCE NO. 02806193
AMOUNT DUE \$734.83

Credit Card
Please call our Client Services Department on 0800 692 772.
Payment by Visa and Mastercard only.

Direct Mail
Detach this payment advice and send with your cheque to:
PO Box 6315, Wellesley St, Auckland 1141
Cheques should be made payable to:
APRA New Zealand Limited. (Do not post cash)

Direct Banking - EFT
To make your payment via direct banking (EFT) deposit your funds into the account detailed below.
Please email your EFT to efte@apra.co.nz.
Note: Your reference number MUST be provided when making an EFT Payment

Account Name: APRA New Zealand Ltd
Bank/Branch Number: 01-0215
Account Number: 0104480-00
Reference Number: 02806193

To find out more about APRA AMCOS and the services we provide to music creators and music consumers, please visit us online at www.apramcos.co.nz.
If you have any questions about your invoice, call 0800 692 772.



ANT

PROPEL YOUR IDEAS INTO MOTION

To Waipu Centennial Trust **Date** 15th August 2018 **Due Date** 20th August 2018 **Inv No. Ref:** 5 Art In Motion

Description	Quantity	Unit Price	Account	NZD
Management Fees for the Waipu Wearable Arts Show	1	1000	Managemnt Fees	\$ 1,000.00
the Troup as agreed	1	1500	Subcontracting	\$ 1,500.00
Total GST Inc.				\$ 2,500.00

All prices are GST Inc.

Account for payment is:

Art In Motion NZ Ltd
Westpac Bank,
Whangarei
03-0498-0051605-000

Jaydens account
all payments to be made to this account.

ENTERED

21/8/18

PAID

one off
payment of
\$2617 including
\$117 reimbursement
ANT.

PAID

22/8/18

Hatea Kapa Haka Trust Inc
GST 103-998-786

3 Moa Place, Onerahi Whangārei 0110



Invoice no WM 1807

Date: 15 August 2018

To: Waipu Museum

From: Hatea Kapa Haka Trust Inc

Description:

Art N Tartan 2018 \$ 4,000

GST 600

AMOUNT \$ 4,600.00

Please pay to

Hatea Kapa Haka Trust

123099 0898802 00 ✓

ASB Whangarei

ANT costs

PAID
19/10/18 ~~AA~~

ENTERED
~~AA~~ 17/10/18

NB. Received 17/10/18 ~~AA~~

Dated in xero 17/10

Community Funding Impact Report Form

Complete this at the end of your project and return to funding@wdc.govt.nz.

Name of applicant	Waipu Centennial Trust Board - Waipu Museum
Project name	Art n Tartan Wearable Art Show
Contact name	Fiona Mohr
Address	36 The Centre, Waipu 0510
Phone number(s)	09 4320746
Email address	manager@waipumuseum.com
Date(s) of project	20/07/2018 & 21/07/2018 (3 Shows)
Location of project	Celtic Barn Waipu

How much was the grant you received from us?	\$ 15,000
What was your total project income?	\$ 95,348.15
What was your total project expenditure?	\$ 81,598.66

Attach a breakdown of your project's income and expenditure ☒

Attach copies of receipts ☒

Attach photos (5 max) ☒

If you have any photos of the event/project, we'd love to see them. You can attach photocopies to this report or email them to us with a description.

Do not send originals or USB flash drives.

Tell us how your project, programme or service went with the following questions.

Did the project meet expectations (of organisers, participants, audience)?

Art n Tartan exceeded the expectations of the audience, and costume designers / models with its new format to incorporate stage design. An audience member wrote to the Art n Tartan team with the following commentary, excerpts of which are quoted throughout this form to indicate the shows impact on the audience.

"I thought the production of the AnT show was excellent, the video reinforced my opinion of the 2018 show as being dynamic, innovative, and fun. In a former life I worked in professional and amateur theatre and feel I can speak from a qualified and informed perspective. I was very impressed with this years AnT production and found it very refreshing. "

What difference did your project make?

Art n Tartan has not only become a focal point on Waipu's cultural calendar, it is also attracting participants & visitors from as far away as the South Island. Art n Tartan is now a part of the cultural milieu of Waipu, which contributes to its identity, attracting new residents and holidaymakers. The sponsorship the show receives is indicative of the community support & economic impact the show has on the town.

What worked well?

The Art n Tartan team have over 10 years of experience producing the show, & are in a position to mentor new people in roles. The 2018 production had first time co-directors Annie Newall & Jayden Rudolph. This was an opportunity for Jayden Rudolph who is 19 years of age to showcase his incredible talents as a choreographer. Jayden's work as co-director, and choreographer has aided him being awarded a scholarship to the Wellington Dance & Performing Arts Acadamey. "The production followed a dramatic structure - it had a narrative, all elements were cohesive, the stage setting was visually creative, the performers providing a fluid choreographic thread that tied together and themed the whole performance. Even the Kapa Haka group were integrated into the performance and overall narrative, rather than appearing to be a stand alone act."

What didn't work so well?

The Celtic Barn continues to have constraints for productions such as Art n Tartan as the show has now outgrown the venue, but also it is limiting in terms of innovations in staging and theatre direction. This was apparent with the introduction of stage design this year. Although, behind the scenes with 2 first time co-directors, Jayden Rudolph needed a more experienced co-director to be mentored by. Plus, as dance was integral to the narrative of the whole production, Jayden's time focused on choreography impacted on the time he could devote to directing. However, from an audience perspective the show was very well received.

Which of the following areas would you strengthen if undertaking this work again, and why?

- ☐ Leadership:
- ☐ Communications:
- ☒ Capacity building (skill development):
- ☒ Fundraising:
- ☐ Financial management:
- ☐ Planning and organisation:
- ☒ Equipment
- ☒ Resources:
- ☒ Facilities:
- ☐ Other:

Who and how many people were involved? How did they benefit?

Art n Tartan Team: 36 | Waipu Museum Staff: 2 staff | Audience: 1,500 (3 shows X 500 people)

A majority of the AnT team have been volunteering on the production for the past 8 years. Although, several people new to the district joined the AnT team to feel engaged with the community and learn new skills, as well as contributing their own expertise to the production.

Volunteer Numbers: Estimated Hours worked:
36 1512

Who did you work with to deliver your project, programme or service?

The 36 Art n Tartan team members provided a variety of skills, expertise and qualifications to make the show a success. The key stakeholders the AnT team work closely with are the Waipu Museum Board and staff, sponsors, venue managers, Caledonian society, Waipu Business Association, Waipu Primary School, Bream Bay College, Waipu MenzShed, and regional theatre supply companies.

Demonstrate the impact of your project, programme or service and the value for money for Whangarei's ratepayers.

The Art n Tartan wearable art show is a much anticipated annual event by Whangarei District residents, and participants and audience members far and wide. We have many participants in particular from Nelson and Tauranga who eagerly await the announcement of the following years categories. Also large groups from Whangarei, especially retirement villages, Wellington and Warkworth who pre-book their tickets and seats 6 months in advance. The show has significant economic impact on the town of Waipu during the winter months when business is usually quiet during the off peak tourist season; it also more importantly contributes to the well being of Waipu residents, engaging them in creative activities. As each of the 3 shows sell out well beforehand each year, we believe the show is value for money, not just from an audience perspective, but also from the support received by Whangarei District Council and as a valued addition to its cultural calendar of events.

What have you learnt through the work and what would you do differently if you did this again?

The Art n Tartan show has been running since 2010, so in many ways it is run like a well oiled machine. Although there are some aspects each year that could be done differently. The preproduction work on Art n Tartan is extensive, including seeking sponsorship. Whilst we have a comprehensive sponsorship document, sponsors have asked the Art n Tartan organisers what their contribution ultimately supports. With the 2019 production the Waipu Museum will draft a document identifying the various projects we are responsible for. One of our main projects we are seeking ongoing funding for is the preservation of Waipu's historic buildings within the Heritage Precinct, and its development into an Arts and Heritage Precinct, which will also critically link and provide a thoroughfare to the new satellite development of Nova Scotia estate with Waipu's centre.

Any other comments?

It is the Waipu people that make a difference, the attributes of those people, & the critical mass of those attributes. For e.g. new residents who have brought diversity of ideas, qualifications, and experience.

This report was completed by:

Name	Fiona Mohr
Signature	
Position in group	Manager, Waipu Museum
Date	18/01/2019

Thank you for contributing to your community and helping Whangarei to be a vibrant, attractive and thriving district.

ART N TARTAN 2018 REPORT

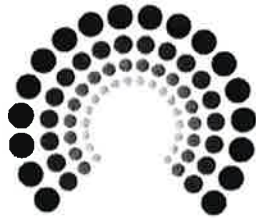
	Actual	Budget	2017	Balance
Income				
Sponsorships	17250.00	20000.00	21650.00	-2750.00
Donations	1100.00	1400.00	0.00	-300.00
Ticket sales	50126.31	49000.00	48954.00	1126.31
Entry Fees	491.32	1045.00	978.00	-553.68
Programs	3424.57	4600.00	3065.00	-1175.43
Bar	3414.95	4140.00	5217.00	-725.05
Bonds & Floats	4150.00	3300.00	3300.00	850.00
Exhibitions	391.00	300.00	0.00	91.00
Grant	15000.00	15000.00	15000.00	0.00
TOTAL INCOME:	95348.15	98785.00	98164.00	-3436.85
Expenses:				
Marketing & Publicity	9414.47	6500.00	6750.00	2914.47
Exhibitions	1140.82	3000.00	0.00	-1859.18
Programs	5466.00	4700.00	2835.00	766.00
Venue Hire	7869.57	8000.00	6700.00	-130.43
Volunteer Exps	1547.83	1500.00	1300.00	47.83
Catering	3600.00	2800.00	2800.00	800.00
Judges	1118.47	1540.00	1410.00	-421.53
Photography	1433.81	820.00	1000.00	613.81
Sponsors Goodies	519.27	600.00	500.00	-80.73
Costumes & Props	2324.30	2000.00	1500.00	324.30
Staging	15246.01	17000.00	17000.00	-1753.99
Bar Costs	3095.44	3000.00	4440.00	95.44
Performers	6695.66	6000.00	5000.00	695.66
Prize Pool	12070.00	12000.00	11020.00	70.00
Honorariums	1300.00	7500.00	5000.00	-6200.00
Ticketing Costs	1008.48	980.00	1020.00	28.48
Bonds & Floats	4150.00	3300.00	3300.00	850.00
Sundries	3598.53	520.00	1350.00	3078.53
TOTAL EXPENSES:	81598.66	81760.00	68275.00	-161.34
SURPLUS:	13749.49	17025.00	29,889	-3275.51

Please note 15000.00 Grant included but processed to Grants received not Art n Tartan in Xero. Also donation paid to Celtic Barn processed to Donations Paid and not Art n Tartan in Xero

This report page is connected to Income Analysis & Expenses Analysis.

Weekly bills

S. 2



the
soundcave

Expert sound with vision.

www.thesoundcave.com

Tax Invoice

Waipu Museum
Art N Tartan Wearable Arts
36 The Centre
Waipu

GST No.	Date
66-328-740	23/07/2018
Invoice No.	Terms
4535	Due on receipt

QTY	DESCRIPTION	PRICE	GST	AMOUNT
2	Elite 8ft (2.4m) 4:3	100.00	30.00	200.00
	TECH SUPPORT:			
1	Technical support - Lighting Plot (1 tech)	250.00	37.50	250.00
1	Technical support - Rehearsal (2 techs)	400.00	60.00	400.00
2	Technical support - Shows (2 techs)	350.00	105.00	700.00
	STAGE/RIGGING/DRAPING:			
24	Stage Pieces, 2.4x1.2m Carpeted (each) @ 900mmh Steps Skirted	50.00	180.00	1,200.00
6	Stage corners	50.00	45.00	300.00
1	Black Draping, 6m Drop - wing borders & stage wall includes rigging etc	1,000.00	150.00	1,000.00
12	3m - 290x290 Box Truss	20.00	36.00	240.00
12	2m - 290x290 Box Truss	15.00	27.00	180.00
9	Chain Blocks Strops Shackles	30.00	40.50	270.00
	Set Up/Pack Down	3,500.00	525.00	3,500.00
	Electric Work Platform	1,000.00	150.00	1,000.00
	OTHER LABOUR:			
6	Music Editing (per hour)	50.00	45.00	300.00
3	Video/Powerpoint Editing (per hour)	50.00	22.50	150.00

PAID

10/8/18

ALL

ENTERED

ALL

8/8/18

Unpaid accounts will incur late payment fees and collection costs
Direct Debit payment details ANZ Account: 01-0487-0091409-00 ✓
Please e-mail remittance advice to selena@thesoundcave.com
An additional surcharge fee of 3% or minimum \$3 applies to each transaction made by Visa and MasterCard credit and debit card. Sorry no EFTPOS facility.
Cheque postal address: The Soundcave C/- Accounts,
100 Streamlands Swamp Road, RD1, Warkworth 0981

Subtotal \$14,566.00

Tax \$2,184.90

Total \$16,750.90

We appreciate you choosing The Soundcave - thank you for your business!

NB. Emailed to Art N Tartan producer Helen Frances to check its correct. ALL

**Kumarani Production
Trust**

15 Onslow Street
P O Box 46
Dargaville 0310
New Zealand
Phone: 09 439 5152
GST No.: 88-499-794

Invoice: 152678

Tax Invoice

Invoice date: 27/07/2018

Bill to:
Art n Tartan

Due:
26/08/2018

ITEM	DESCRIPTION	UNITS	UNIT PRICE (Inc GST)	TAX TYPE	AMOUNT (Inc GST)
0007	Performance- Circus performer Tyler Matheson for Art n Tartan 20th - 21st July 2018.	Qty 1	600.00	GST	600.00

GST: \$78.26
Total (inc GST): \$600.00
Amount Paid: \$0.00
AMOUNT DUE: \$600.00

Notes

Payment can be made to
Kumarani Productions
ASB account 12-3098-0268403-00

ANT

S-12.

PAID
10/8/18 *ANT*

ENTERED
ANT 9/8/18

MARSDEN PRINT

QUALITY COMMERCIAL PRINTERS

Bream Bay Design & Print.

Marsden Print

1 Kepa Road, P O Box 182, Ruakaka 0151

Ph: 0800 432 898 | 09 432 8998

marsdenprint@xtra.co.nz

www.breambayprint.co.nz

Waipu Museum
The Centre
Waipu 0510

Tax Invoice No.: 00015005

Date: 20/07/2018

Order No:

Description

Art n tartan Brochures A4 x 516

\$4,386.00

*Programmes**PAID
20/7/18
20th**20/7/18*
ENTERED

Payment by Direct Credit Welcome.

Bream Bay Design & Print Ltd - 03 1538 0006556 00

Terms of Trade: Payment due 20th following month unless otherwise stated.

Late payments will attract penalty interest of 2.5% pa.

Full terms and conditions available at www.breambayprint.co.nz

No Claims will be recognised after 7 days. E & OE.

Total Amount: \$5,043.90 ✓

GST: \$657.90

GST Reg. Number: 68 274 308

Bream Bay Design & Print Ltd, trading as Marsden Print

Balance Due: \$5,043.90

BUSINESS STATIONERY • PROMOTIONAL GIFTS • CARBONLESS BOOK SPECIALISTS



PRINTNZ member

Keep your business fresh & green

APRA NEW ZEALAND LIMITED GST REG NO 82-601-740
 Unit 113, Zone 23, 21-23 Edwin St, Mt Eden, Auckland 1024
 PO Box 6315, Wellesley St, Auckland 1141
 P (09) 623 2173 Freephone 0800 69 2772 F (09) 623 2174
 E licencenr@apra.com.au W www.apramcos.co.nz



Tax Invoice

Helen Frances
 Production Manager
 Waipu Centennial Trust Board
 36 The Centre
 Waipu 0510

Client No: 02806193
 Invoice No: 02806193/00002
 Date: 31 Jul 2018
 Current Charges Due: 14 Aug 2018

Page 1 of 1

This invoice is for licence fees payable as per your licence agreement/s with us.

Description	Quantity	Rate	Base	Fees - NZD Taxable
Licence fees due for the period 20/07/2018 - 21/07/2018				
Re: Art 'n Tartan 2018				
Caledonian Barn, Waipu 20/07/2018 - 21/07/2018				
Concerts/Events - Special Purpose [Featured Music]				
- Music Usage Percentage		84.7900%		
x Receipts less Venue Levy/Non-Music	49,111	1.6500		687.08
7.0% discount				
- 7% Discount				48.10-
Total for this invoice				638.98
GST calculated at 15.00%				95.85
TOTAL FEES PAYABLE INCLUDING GST				\$734.83

O.K. to Pay.
 Music used for Art.



ENTERED
 2/8/18

Errors and omissions excepted.

PAYMENT OPTIONS

INVOICE NO. 02806193/00002

REFERENCE NO. 02806193
 AMOUNT DUE \$734.83

Credit Card
 Please call our Client Services Department on 0800 692 772.
 Payment by Visa and Mastercard only.

Direct Mail
 Detach this payment advice and send with your cheque to:
 PO Box 6315, Wellesley St, Auckland 1141
 Cheques should be made payable to:
 APRA New Zealand Limited. (Do not post cash)

Direct Banking - EFT
 To make your payment via direct banking (EFT) deposit your funds into the account detailed below.
 Please email your EFT to efremittances@apra.co.nz.
 Note: Your reference number MUST be provided when making an EFT Payment

Account Name: APRA New Zealand Ltd
 Bank/Branch Number: 01-0215
 Account Number: 0104490-00
 Reference Number: 02806193

To find out more about APRA AMCOS and the services we provide to music creators and music consumers, please visit us online at www.apramcos.co.nz.
 If you have any questions about your invoice, call 0800 692 772.



PROPEL YOUR IDEAS INTO MOTION

ANT

To Waipu Centennial Trust **Date** 15th August 2018 **Due Date** 20th August 2018 **Inv No. Ref:** 5 Art In Motion

Description	Quantity	Unit Price	Account	NZD
Management Fees for the Waipu Wearable Arts Show	1	1000	Managemnt Fees	\$ 1,000.00
the Troup as agreed	1	1500	Subcontracting	\$ 1,500.00
Total GST Inc.				\$ 2,500.00

All prices are GST Inc.

Account for payment is:

Art In Motion NZ Ltd
Westpac Bank,
Whangarei
03-0498-0051605-006

Jaydens account
all payments to be made to this account.

ENTERED

21/8/18

PAID

one off
payment of
\$2617 including
\$117 reimbursement
ANT.

PAID

22/8/18

Hatea Kapa Haka Trust Inc
GST 103-998-786

3 Moa Place, Onerahi Whangārei 0110



Invoice no WM 1807

Date: 15 August 2018

To: Waipu Museum

From: Hatea Kapa Haka Trust Inc

Description:

Art N Tartan 2018

\$ 4,000

GST

600

AMOUNT \$ 4,600.00

Please pay to

Hatea Kapa Haka Trust

123099 0898802 00 ✓

ASB Whangarei

ANT costs.

PAID
19/10/18 ~~AA~~

ENTERED
~~AA~~ 17/10/18

NB. Received 17/10/18 ~~AA~~
Dated in xero 17/10

WAIPU CENTENNIAL TRUST**PERFORMANCE REPORT****For the year ended 31 March 2018****Page****Non Financial Information**

Entity Information

1

Statement of Service Performance

3

Financial Information

Statement of Financial Performance

4

Statement of Financial Position

5

Statement of Cash Flows

7

Statement of Accounting Policies

8

Notes to the Performance Report

11

Independent Review Report

17

Contact details:

Street and Postal Address:

Waipu Museum
36 The Centre
Waipu 0510

Telephone:

09 4320746

Email:

admin@waipumuseum.com

Websit www.waipumuseum.com

WAIPU CENTENNIAL TRUST**STATEMENT OF SERVICE PERFORMANCE****For the year ended 31 March 2018**

Description of the entity's outcomes:

Promote the story of the great migration.
 Promote the history of the development of
 Waipu.
 Involve all age groups.
 Run events to promote growth and welfare
 of Waipu community values.

Description and quantification of Entity outputs:

	2018	2017
Number of museum admissions	6530	6100
Number of community events	9	5
New genealogy requests	4392	2435



WAIPU CENTENNIAL TRUST**STATEMENT OF FINANCIAL PERFORMANCE**
For the year ended 31 March 2018

	Note	Actual 2018	Actual 2017
Revenue			
Donations, Fund Raising and similar	1	255915	238955
Fees, Subscriptions and other from members	1	3063	2992
Revenue from goods and services	1	135873	138851
Interest, Dividends and other investments	1	12819	13779
Other Revenue	1	12048	8261
Total Revenue		419718	402838
Expenses			
Expenses Related to public fundraising	2	77660	61554
Volunteer and employee related costs	2	140183	138595
Costs related to providing goods and services	2	154793	166800
Grants and donations made	2	5500	116
Total Expenses		378136	367065
Surplus/ (Deficit) for the Year		41582	35773

This statement is to be read in conjunction with the Notes and the review report.

WAIPU CENTENNIAL TRUST**STATEMENT OF FINANCIAL POSITION****As at year ended 31 March 2018**

	Note	Actual 2018	Actual 2017
Assets			
Current Assets			
Bank accounts and cash	3	134648	176120
Prepayments and Accrued Interest	3	7161	8433
Inventory	3	43355	40103
Investments	3	386291	375153
Total Current Assets		571455	599809
Non-Current Assets			
Property, plant and equipment	4	670486	642561
Total Non-Current Assets		670486	642561
Total Assets		1241941	1242370
Liabilities			
Current Liabilities			
Creditors and accrued expenses	3	10810	30228
Employee costs payable	3	18529	11560
Unused donations and grants with conditions	3	43475	65967
Income Received in Advance		1080	8150
Total Current Liabilities		73894	115905
Total Liabilities		73894	115905
Total Assets less Total Liabilities (Net Assets)		1168047	1126465

This statement is to be read in conjunction with the Notes and the review report.

Accumulated Funds

Accumulated Surpluses or (deficits)	5	1055240	957744
Revaluation Reserve	5	112807	112807
Capital Expenditure Reserve	5	0	55914
Total Accumulated Funds		1168047	1126465

**Representatives of the Bord of Trustees authorised this performance report
for issue on**

28 Sep. 2018 2018
K. E. Lynn
 Board of Trustee Representative

[Signature]
 Board of Trustee Representative

This statement is to be read in conjunction with the Notes and the review report.

WAIPU CENTENNIAL TRUST**STATEMENT OF CASH FLOWS****For the year ended 31 March 2018**

	Actual 2018	Actual 2017
Cash Flows from Operating Activities		
Cash was Received from:		
Donations, fundraising and other similar receipts	229968	238955
Fees, Subscriptions and other from members	3063	3902
Receipts from providing goods or services	135873	141988
Interest, dividends and other investment receipts	10260	11037
Rent	12048	
Net GST	-6800	-7521
Cash was applied to:		
Payments to suppliers and employees	-363455	-305395
Donations or grants paid	-5500	-116
Repayment of short term advance	0	-20000
Net Cash Flows from Operating Activities	15457	62850
Cash flows from Investing and Financing Activities		
Cash was received from:		
Receipts from sale of property, plant and equipment	0	-
Proceeds from sale of investments	0	50000
Cash was applied to:		
Payments to acquire property, plant and equipment	-53857	-31235
Payments to purchase investments	-3072	-28418
Net Cash Flows from Investing and Financing Activities	-56929	-9653
Net Increase/(Decrease) in Cash	-41472	53197
Opening Cash	176120	122923
Closing Cash	134648	176120
This is represented by:		
Bank Accounts and Cash	3 134648	176120

This statement is to be read in conjunction with the Notes and the review report.



WAIPU CENTENNIAL TRUST**STATEMENT OF ACCOUNTING POLICIES****For the year ended 31 March 2018****Basis of Preparation**

The entity has elected to apply Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total expenses to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Tier 2 PBE Accounting Standards applied

The Trust has elected to apply the relevant requirements of PBE IPSAS 17 Property, Plant and Equipment. In line with provisions of this standard the Trust has elected to use current rateable or government valuation.

Income Tax

The entity is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank Accounts and Cash in the Statement of Cash Flows comprise cash balances and bank balances.

Changes in Accounting Policies

There have been no changes in accounting policies.

Inventory

Inventory is stated at the lower of cost and net realisable value determined on a first-in first-out basis.

Investments

Investments consist of Term Deposits and are recorded at cost.

Debtors and Prepayments

Debtors are stated at estimated realisable value. Amounts not considered recoverable have been written off during the year.

Property, Plant and Equipment

Property, Plant and Equipment are stated at cost less accumulated depreciation, except for Land and Buildings. Both Land and Buildings are revalued using current rateable or government valuation.

Depreciation is charged using rates that reflect their estimated useful lives as follows:

Land is not depreciated	
Buildings	1% - 8% SL
Plant and Equipment	7% - 40% SL
Furniture and Fixtures	8% - 40% SL
Heritage Assets	1% SL

Creditors and Accrued Expenses

Creditors and Accrued Expenses are recorded when an invoice has been received. Where goods have been received by the Trust or services performed for the Trust but no invoice has yet been received, an estimate of the amount to be paid has been accrued.

Employee Costs Payable

Employee costs payable are recorded as employees have earned the entitlement or the Trust has withheld amounts from wages and salaries already paid.

Unused Grants and Donations with Conditions

This is represented by grant income from various sources with either use or return conditions or that cover a specific period. The current liability represents grant funding for services for future periods,

Donations, Fundraising and other similar revenue

Donations, Fundraising and other similar revenue is recorded on receipt provided there is no 'use or return' conditions attached. Where 'use or return' conditions are attached the revenue is initially recorded as a liability, with revenue recognised as the conditions are met.

Fees, Subscriptions and other revenue from members

Fees, Subscriptions and other revenue from members are recorded as revenue when received.

Revenue from providing Goods and Services

Revenue from providing Goods and Services is recorded when the goods are sold or the service is performed.

Interest and other Investment Revenue

Interest and other Investment revenue is recorded when earned. Outstanding interest at balance date has been accrued.

Rental revenue

Rental revenue is recorded when earned.

Other Revenue

This revenue is derived from participation in community activities.
Prior year also included profit from the sale of land.



WAIPU CENTENNIAL TRUST

NOTES TO THE PERFORMANCE REPORT

For the year ended 31 March 2018

Actual
2018

Actual
2017

Note 1: Analysis of Revenue

Fundraising Revenue

Art 'n Tartan Income	81024	84100
	81024	84100

Donations and other similar revenue

Donations

M and D Smith		32000
D Craig		10000
Centre Events Ltd	40000	
Other Various	17319	6385
Total Donations	57319	48385

Bequests	0	0
----------	---	---

Grants

Foundation North (ASB Community Trust)	5000	-
Mazda	0	2290
Lotteries Grant	25295	22230
Whangarei District Council	87277	81950
Total Grants	117572	106470

Total Donations and other similar revenue	174891	154855
---	---------------	---------------

Total Donations, Fundraising and similar	255915	238955
---	---------------	---------------

Fees, Subscriptions and other member revenue

Newsletters	2889	2768
Family Research	174	224
	3063	2992

Revenue from providing goods and services

Shop sales	90219	88737
Museum Admissions	44262	41060
Internet Sales	0	197
Photocopy Fees	1116	1941
Miscellaneous	276	6916

	135873	138851
--	---------------	---------------

	Actual 2018	Actual 2017
Interest and other investment revenue		
Interest received	12819	13779
Other Revenue		
Rents received	12048	8261
	12048	8261

Note 2: Analysis of Expenses

Expenses related to public fund raising		
Art'n Tartan costs	77660	61554
	77660	61554
Volunteer and employee related costs		
ACC levies	504	606
Wages and salaries	138167	137474
Contract workers	1512	515
	140183	138595
Costs related to providing goods and services		
Shop purchases	45478	48045
Advertising	5892	12512
Bank and credit card fees	4727	3802
Computer costs	891	1549
Electricity	6285	6405
Photocopier costs	6978	7431
Accounting fees	3115	6566
Review fees	3700	3700
Insurance	14059	11565
Stationery	2497	2721
Telephone	2954	2246
Rates	999	907
Repairs and maintenance	18504	17625
Depreciation	25932	25702
Miscellaneous	11307	14417
Security services	1475	1607
	154793	166800
Grants and donations made	5500	116

	Actual 2018	Actual 2017
Note 3: Analysis of assets and liabilities		
Asset items		
Bank accounts and cash		
ANZ Bank - cheque account	58,826	75724
ANZ Bank - other accounts	75,622	100196
Cash floats	200	200
	134,648	176120
Debtors and prepayments		
Accounts Receivable	132	1223
Accrued interest	2,559	2742
Prepayments	4,470	1774
GST refund due	-	2694
	7,161	8433
Inventory		
Shop stock on hand	43,355	40103
Investments		
ANZ Bank - short term deposits	353,115	343153
Foundation North Investment	33,176	32000
	386,291	375153
Liability items		
Creditors and accrued expenses		
Accounts payable	10687	30228
GST payable	123	-
	10810	30228
Employee costs payable		
Wages and holiday pay accrued	18529	11560
Unused donations and grants with conditions		
WDC operating grant	18770	15967
WW1 display - Lotteries	24705	50000
	43475	65967

Note 4: Property, Plant and Equipment

	Cost / Valuation	Opening Balance	Additions	Sales
This Year				
Land				
Buildings	549,761	562,119	10,445	
Plant and equipment	115,893	7,558	6,591	
Furniture and fixtures	62,826	-		
Heritage assets	46,714	41,649		
Work in Progress		31,235	36,821	
Total	775,194	642,561	53,857	
Last Year				
Land				
Buildings	549,761	583,000		
Plant and equipment	115,893	11,169		
Furniture and fixtures	62,826	743		
Heritage assets	46,714	42,116		
Work in Progress			31,235	
Total	775,194	637,028	31,235	

Land and Buildings have been revalued using a government valuation as at 1 September 2015. (Due to be up During the year the Trust obtained a market valuation for insurance purposes. This provided an indicative to all Trust buildings. This data is provided for information purposes only.



Gain on sale	Current Year Depreciation	Closing Balance
	21,156	551,408
	4,308	9,841
		-
	467	41,182
		68,056
	25,931	670,487
	20,881	562,119
	3,611	7,558
	743	-
	467	41,649
		31,235
	25,702	642,561

dated 1 September 2018)
 tal market value of \$1,664,000 for



	2018	2017
Note 5: Accumulated Funds		
Published opening surpluses	957744	921971
Surplus/(deficit)	41582	35773
Expended Grant	55914	
Closing Balance	<u>1055240</u>	<u>957744</u>
Revaluation Reserve	2018	2017
Published opening Balance	112807	112807
Closing Balance	<u>112807</u>	<u>112807</u>
Capital Expenditure Reserve		
Published Opening Balance	55914	55914
Expended Grant	-55914	
Closing Balance	<u>0</u>	<u>55914</u>
Total Equity Funds	<u>1168047</u>	<u>1126465</u>

Note 6: Commitments and Contingencies

There are no commitments as at balance date (2017 - nil)

There are no contingent liabilities or guarantees as at balance date (2017 - nil)

Note 7: Other**Significant grants and donations with conditions which have not been recorded as a liability**

The Trust received a grant from Whangarei District Council several years ago to be applied towards capital expenditure. Some of this was spent with the remaining \$55,914 having been spent on Work in Progress, but not yet completed. This amount has been moved to Accumulated Funds.

Goods or services provided to the entity in kind

The organisation is predominantly voluntary and relies on volunteer services to run the shop. In addition, maintenance work and some capital projects are undertaken by voluntary labour from time to time.

Assets used as security for liabilities

There are currently no assets used as security for liabilities (2017 - Nil)

Note 8: Assets held on behalf of others

There are no significant assets held on behalf of others (2017 - Nil)

Note 9: Related party transactions

The following Trustees were paid for services provided during the 2017-18 year.
Clarry Moffitt \$2,820. (2017 \$6,774) Helen Frances \$1,552.50 (2017 \$1920).

The Trust has a Trustee in common with the Waipu 150 Trust. This Trust is the shareholder of Centre Events Limited , previously known as Waipu 150 Limited. The Trust has a working relationship with the company however, other than the Trustee in common, is independent. These services were carried out on an arms length basis.

Note 10: Events after the balance date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (2017 - Nil).

Note 12: Review

This Performance Report has been subjected to an assurance review. Refer to the review report attached. An audit has not been conducted.





Tel: +64 9 430 0471
 Fax: +64 9 430 0671
 northland@bdo.co.nz
 www.bdo.co.nz

BDO NORTHLAND
 49 John Street
 P O Box 448
 Whangarei 0140
 NEW ZEALAND

INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT TO THE BENEFICIARIES OF THE WAIPU CENTENNIAL TRUST

Report on the Performance Report

We have reviewed the accompanying performance report of the Waipu Centennial Trust ("the Trust") that comprise the statement of financial position as 31 March 2018, the statement financial performance, statement of cash flows, entity information and statement of service performance for the year ended 31 March 2018, and notes comprising a summary of significant accounting policies and other explanatory information.

Trustees' Responsibility for the Performance Report

The Trustees are responsible for the preparation and fair presentation of this performance report in accordance with Public Benefit Entity Simple Format Reporting - accrual (NFP) and for such internal control as it determines is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying performance report based on our review. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, *Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity*. ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires us to comply with relevant ethical requirements.

A review of the performance report in accordance with ISRE (NZ) 2400 is a limited assurance engagement. It consists primarily of making inquiries of management and others within the entity involved in financial and accounting matters, applying analytical procedures, and evaluating the sufficiency and appropriateness of evidence obtained. A review also requires performance of additional procedures when the practitioner becomes aware of matters that cause the practitioner to believe the performance report as a whole may be materially misstated.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on this performance report.

We believe that the evidence we have obtained in our review is sufficient and appropriate to provide a basis for our conclusion.

Other than in our capacity as assurance practitioner we have no relationship with, or interests in, the Trust.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that this performance report does not present fairly, in all material respects, the financial position of the Trust as at 31 March 2018, its financial performance and cash flows for the year then ended and the reported outcomes and outputs in the statement of service performance, in accordance with Public Benefit Entity Simple Format Reporting - accrual (NFP).

BDO Northland

BDO NORTHLAND
 28 September 2018
 Whangarei
 New Zealand

4.4 Resident and Ratepayer Fund late application – Parua Bay Resident and Ratepayers Association

Meeting: Community Funding Committee
Date of meeting: 10 April 2019
Reporting officer: Cindy Velthuisen, Community Funding Officer

1 Purpose

To consider a late application to the 2018-19 Resident and Ratepayer Fund for Parua Bay Residents and Ratepayers Association.

2 Recommendation

That the Committee approves a grant of \$700 to Parua Bay Residents and Ratepayers Association from the 2018-19 Resident and Ratepayer Fund.

3 Background

The 2018-19 Resident and Ratepayer Fund closed in October 2018 with decisions made by the Funding Committee in December 2018.

In January 2019, we received a request from the Parua Bay Residents and Ratepayers Association to consider a late application to this Fund. This is presented now for consideration.

The Resident and Ratepayer Administration Fund exists to support resident and ratepayer groups in the Whangarei District that advocate for the residents in their local communities.

The Fund provides a set amount of \$700 to eligible groups in recognition of the group's contribution to their community and to Council.

The grant is available to all resident and ratepayer groups within the Whangarei District that have a not-for-profit legal status and are currently active in their community.

4 Discussion

The Parua Bay Residents and Ratepayer Association is a newly formed community group. They held their inaugural meeting in November 2018 and received confirmation of incorporation status in December.

They are seeking the Resident and Ratepayer Fund grant to assist with administration costs for the year ahead. The group do not have income from memberships or donations yet to cover the cost of incorporation, venue hire, and other administration costs.

4.1 Financial/budget considerations

The budget for this Fund is \$15,000, of which \$14,000 was allocated in December. Therefore, there is budget available to make this grant of \$700.

4.2 Fund criteria

The criteria applied to this Fund is that applicants:

- have a not-for-profit legal status, are financially stable, and have held an AGM within the last 12 months; and
- are up-to-date with their online filing under the Charities Services or Incorporated Societies registers; and
- are active in the community with activities expected of a resident and ratepayer group.

Activities one typically expects of a resident and ratepayer group is primarily that of being the voice of the community and liaising with Council on issues of concern. It can also include:

- managing a community newsletter, noticeboard or social media stream,
- emergency initiatives such as Civil defence, fire, and first aid,
- neighbourhood safety and CCTV
- environmental and beautification projects
- usability enhancements such as signage.

While the Association is new, the community has been active previously in raising concerns with Council, and worked with Council on the community-led 'village plan' through the Parua Bay Focus Group. The Association aims to fill the gap between the community and Council and other agencies, enabling official dialogue on community concerns such as traffic, environment, connectivity and housing development.

The Association is already collaborating with residents, businesses, and schools in the area.

Based on the above, this group meets the criteria for this Fund.

5 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via Agenda publication on the website.

6 Attachments

1. Funding Application – Parua Bay Residents and Ratepayers Association
2. Constitution – Parua Bay Residents and Ratepayers Association

Community Funding Application Form

If you need help to complete this application form or would like to discuss your application, please contact the Community Funding Officer well before the closing date of the round you are applying to. Call 09 430 4200 or email funding@wdc.govt.nz to make an appointment.

Funding information and closing dates are at www.wdc.govt.nz/funding.

Summary information

Organisation name	PARUA BAY RESIDENTS & RATEPAYERS ASSOCIATION INC
Amount requested	\$ 700
Project name	
Which Fund you are applying to? Choose only one (tick or highlight). Check the Funding Guide for criteria and closing dates. 2019	<input type="checkbox"/> Community Fund <input type="checkbox"/> Performing Arts Fund <input type="checkbox"/> Community Halls Maintenance Fund <input checked="" type="checkbox"/> X Resident and Ratepayer Fund <input type="checkbox"/> Partnership Fund (additional documentation required – refer to Guide) <input type="checkbox"/> Community Loan (additional documentation required – refer to Guide) <input type="checkbox"/> Other, please specify:

Section 1: Your Details

Tell us about your organization/group

Group's postal address	13 Sapphire Place, Parua Bay, RD4 WHANGAREI
<p>If we have questions about this application, who should we talk to? Please provide 2 contacts and ensure you have the authority of the group you are applying on behalf of.</p> <p>* Note: We will use this email to ask questions and advise you of the outcome of this application.</p>	
Primary contact's name	Marnie Muirhead
Position in group	President
Email *	marniemuirhead@gmail.com
Daytime phone number(s)	09 436 2223
Second contact's name	Kim Balcombe
Position in group	Secretary
Email	paruabayrra@gmail.com
Daytime phone number(s)	09 436 0101 021 024 44747

Section 2: Eligibility

Is your group a not-for-profit legal entity?

☐ Yes – please provide:

- Your incorporated society or charitable trust registration number: **2724352** please make sure your register is up to date to be

☐ No* – you will need to:

- EITHER gain legal status (see <http://www.societies.govt.nz/cms/customer-support/faqs>),
- OR apply under the umbrella of a group that does meet this requirement (refer below).

Note: Community Loan applicants must be a not-for-profit legal entity and cannot use an umbrella group.

*Umbrella Group Guarantee

Applicants that are not a registered charitable trust or incorporated society must apply under an umbrella group that is.

A suitable umbrella group knows the applicant well and is willing to vouch for them and their project, and are prepared to accept legal liability and responsibility.

Grants are paid to the umbrella group for disbursement to the applicant in accordance with the grant agreement.

If the grant conditions are not met, Council may request the grant monies to be returned and/or may place restrictions on granting funds to the applicant and the umbrella organisation in future.

The following section is to be completed by an authorised officer of the umbrella group.

Umbrella group name	N/A
N/A Society or trust number:	
Contact person	
Email	
Daytime phone number(s)	
I confirm that our organisation is willing to guarantee and receive any monies granted to:	
Applicant organisation:	
Project name:	
Signature	
Date	N/A
<u>Please provide</u> a bank deposit slip or other evidence of umbrella group's bank account details.	

Section 3: The Project

Tell us what you want to do – Who, What, When, Where, Why, How

Describe your project in terms of the following:

Name of project	Establishment and administration of new Parua Bay Residents & Ratepayers Association Incorporated
Amount requested	\$700
When and where will this take place?	At least 6 Committee meetings annually (as per Constitution) and community meetinging.
Who will likely benefit from your project?	Residents of the Parua Bay Community Retail business owners, Medical Centre, Tourists Playcentre, Mania Kindergarten and Educare Child Care Centre.
How many people will directly benefit?	All residents of Parua Bay

Ethnicities of likely beneficiaries of this project – *tick as appropriate and include a percentage estimate for each that you think will benefit from this project:*

☐ NZ European – estimate %:

☐ Maori – estimate %:

☐ Pacific Peoples – estimate %:

☐ Other European - estimate %:

☐ Asian - estimate %:

☐ Middle Eastern/Latin American/African – estimate %:

☐ Other ethnicity – estimate %:

Area of work

To help us understand where support is being requested, please select which of the following relate *most closely* to your project.

☐ **Arts and Culture** – Projects and activities that facilitate education and enjoyment of the arts and of culture for the people of our District.

☐ **Heritage and Environment** – Projects and activities that preserve and promote the heritage of our District and that protect and enhance the environment in which we live.

☐ **Recreation and Sport** – Projects and activities that enable participation and engagement in recreation and sport for people in our district of all abilities, ages and life stages.

☒ **Community Connectedness and Wellbeing** – Projects and activities that strengthen community cohesion and connectedness in ways that cultivate healthy, happy and positive relationships across our District.

Tell us about your request in the following questions. Be succinct and clear.

The Idea – Briefly explain what it is that you want to do:

We have established a new Residents & Ratepayers Association in the Parua Bay Community.
 We need to be able to reach out to the community.
 The grant will enable us to pay venue hire and purchase administration materials.

The Need – What need is there for your project, programme or service?

There is no other Residents & Ratepayers group for our particular locale.
 It is important that we have an appropriate group to be able to create an official dialogue with the Whangarei District Council.

The Impact – What difference will your project make?

It will create a vehicle that can respond to residents' concerns in regard to:-
 Traffic Calming
 Environmental issues
 Conectivity within the village
 Housing development

Your Readiness – What controls and checks do you have in place to manage the funding?

We are a registered Incorporated Society

Registered Constitution states that

The Treasurer is responsible for:

- (i) Managing all monies of the Association;
- (ii) Furnishing regular financial statements to the Committee. He/she shall submit a report of the financial position of the Association as at the 30th day of September each year to the Annual General Meeting.

USE OF MONIES

- a) Pecuniary gain is not a purpose of the Association
- b) No monies shall be paid out except those authorised by minute of the Committee.
The Trustees of the Association's bank accounts shall be the Chairperson, the Secretary and the Treasurer, and two of whom may sign/process payments.
- c) All payments will be made electronically or by cheque.
- d) Any employee or member of the Association, whether a committee member or not, may receive full reimbursement for all expenses properly incurred by them in connection with the affairs of the Association.
- e) The Association may pay reasonable and proper remuneration to any employee or member of the Association (whether a committee member or not) in return for services actually rendered to the Association.
- f) Any member of the Association (whether a committee member or not) may be paid all usual professional, business or trade charges for services rendered, time expended and all acts done by that member or by any firm or entity of which the person is a member, employee or associate, in connection with the affairs of the Association.
- g) The association may raise funds for specific projects agreed to by the Members.

Your Readiness – Tell us about your team’s structure and how you will manage the funding to achieve the outcome.

The Association was formed as a result of two public meetings held in November & December 2018.

The committee was elected, a constitution was presented and approved by residents in December and submitted to the Registrar of Incorporated Societies.

Incorporated status was granted on 19 December 2018.

5.1 EXECUTIVE COMMITTEE - OFFICERS

- a) The Association shall have an Executive Committee (“The Committee”), consisting of at least seven but no more than 13 members including the following officers.

The Chair/President

Secretary

Treasurer

7.0 FUNCTIONS AND POWERS OF THE EXECUTIVE COMMITTEE

- a) The Committee shall be responsible for carrying out the aims and objects of the Association.
- b) Manage all the affairs of the Association in such manner as it sees fit and in so doing may appoint individuals or sub-committees to attend to specific matters.
- c) The Committee shall have the power to appoint a member to fill any vacancy on the committee until the next annual General Meeting and any member so appointed shall retire at the next Annual General Meeting together with the rest of the members when all or any of the retiring members shall be eligible for re-election.

8.0 MEETINGS OF THE ASSOCIATION

- a) The Chairperson and Secretary shall have the power to call a meeting at any time.

8.1 ANNUAL GENERAL MEETING

- a) The Association will hold an Annual General Meeting in November each year for the following purpose:
 - (i) To receive the report of the outgoing Committee

Collaboration – Who will you work with to deliver your project, programme or service?

Residents of Parua Bay
 Parua Bay School, Playcentre and Manaia Kindergarten
 Educare Day Care Centre
 Parua Bay Business proprietors
 Whangarei District Council
 Northern Regional Council

Your Approach – How do you demonstrate value for money and the impact of your work?

As stated in the Constitution at least six (6) Committee Meetings per year
 Regular feedback to PBRRA members
 Community meetings
 Communication by and with all prime Parua Bay stake holders through local outlets eg
 Whangarei Heads Newsletter
 Social media
 Participation WDC Parua Bay Village Development quarterly planning meetings
 Participation in relevant forums

Your Approach – How does your project, programme or service meet best practice and is it evidence based?

7.0 FUNCTIONS AND POWERS OF THE EXECUTIVE COMMITTEE

- a) The Committee shall be responsible for carrying out the aims and objects of the Association.
- b) Manage all the affairs of the Association in such manner as it sees fit and in so doing may appoint individuals or sub-committees to attend to specific matters.
- c) The Committee shall have the power to appoint a member to fill any vacancy on the committee until the next annual General Meeting and any member so appointed shall retire at the next Annual General Meeting together with the rest of the members when all or any of the retiring members shall be eligible for re-election.

8.1 ANNUAL GENERAL MEETING

- a) The Association will hold an Annual General Meeting in November each year for the following purpose:
 - (i) To receive the report of the outgoing Committee
 - (ii) To receive the Treasurer's report and Financial Accounts
 - (ii) To elect Executive Officers for the ensuing year
 - (iv) To elect a Financial Reviewer and Honorary Solicitor
 - (v) To transact any other General Business
- b) Notice of the AGM shall be in writing delivered by post or by email, to be received by members no later than fourteen days prior to the meeting date.

Section 4: Project Budget

Provide a full list of your project income, fundraising and expenses. If your budget is detailed, provide a summary below and attach your budget separately.

Are you registered for GST? ☐ **X** No – include GST where applicable

☐ Yes – exclude GST from your budget

GST number

(A) Project income/contributions

Amount

Other grants and donations

\$

Own contribution / fundraising

\$

Other income (e.g. ticket sales)

\$

\$

\$

\$

(A) Total income expected

\$

In-kind support – please list

e.g. volunteer numbers, estimated hours of work, plus any donated materials, equipment etc.

Volunteer Numbers:

Estimated Hours Work:

(B) Total project costs

Include all your project costs. *e.g. materials, venue hire, promotion, equipment hire, personnel costs. For items over \$500, please attach quotes.*

\$

\$

\$

\$

\$

\$

\$

(B) Total expenses expected

\$

(C) Income less expenses

\$700

Declaration

On submitting this application for funding, you have deemed acceptance of these terms and conditions.

I declare that I have the consent of the group/organisation to make this application and provide these details.

I declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- provide a tax invoice to Whangarei District Council for the amount of the grant within two months of being advised. I understand that grant payments will only be made to a bank account in the name of the applicant group or the umbrella group as appropriate.
- acknowledge Whangarei District Council in all publicity
- spend the grant on the purpose for which the application was made within 12 months of funding being approved
- return any unspent money to Whangarei District Council if the event is completed under budget
- meet any additional terms and conditions that may be set by Whangarei District Council
- acknowledge that we will be liable to return any monies granted should any breach of the above conditions occur
- submit a Funding Report within two months of the completion of the project to Whangarei District Council (or as otherwise requested)
- keep all invoices and receipts accounting for the full amount of the grant or loan, and provide these if requested.

I/we consent to the Whangarei District Council recording the personal contact details provided in this application, and using this to send me community funding related information. I understand I can opt out anytime.

I/we understand that my name and/or the name of my group/organisation and brief details about the project/event may be released to the media or appear in publicity material.

I/we understand that we have the right to have access to this information held by Council. This consent is given under the Privacy Act 1993.

Submitting your application

Send your application and any supporting material to funding@wdc.govt.nz. You can also drop it in to us at Forum North or Walton Plaza, or post it to us at:

Attention: Community Funding
 Whangarei District Council
 Private Bag 9023
 Whangarei 0148

We will acknowledge receipt of your application by email. If you don't hear from us within 7 days, please call 430-4200 to check we have received it.

Most funding decisions are advised 6 weeks after the funding round closes.

CONSTITUTION OF PARUA BAY RESIDENTS & RATEPAYERS ASSOCIATION INC

1.0 THE NAME

- a) The name of the Association shall be the “Parua Bay Residents & Ratepayers Association Incorporated” (“the Society”).
- b) The Society is constituted by resolution dated 11 December 2018

2.0 REGISTERED OFFICE

The Registered Office of the Association is 13 Sapphire Place, Parua Bay, RD4 Whangarei 0174

3.0 AIMS AND OBJECTIVES

- a) The Association shall be non-party political
- b) To promote, sponsor and support the welfare of the area generally known as Parua Bay and of the ratepayers and residents of the area.
- c) To promote, support and initiate improvements to community services and amenities whilst maintaining the essential character of the area.
- d) To contribute a responsible and informed community voice to the development and progress of the Parua Bay area and the provision of civic, rural, cultural and social amenities therein.
- e) To provide a mechanism through which the community can be informed of their rights and obligations and encouraged to participate effectively and lawfully in any matters relating to the environment, resource management, planning and other issues by establishing formal lines of communication with the appropriate local, regional and national bodies.
- f) To consult, cooperate and act in conjunction with any local authority, community organisation, iwi or other organisation in pursuance of the Association’s aims and objectives.
- g) To advocate for, encourage and support the preservation and restoration of the natural environment, marine public, private and reserve areas of Parua Bay.
- h) Comply with the Incorporated Societies Act 1908.
- i) Do anything necessary or helpful to the above objectives.

4.0 MEMBERSHIP AND REGISTRATION

- a) Membership is open to any person either paying rates or resident in the Parua Bay area. A resident is defined as any person who has been residing in the area for at least three months during the current year.
- b) Membership applicants to supply name and contact details to the Association.
- c) If an annual membership fee is to be levied, that fee will be set at the AGM.

- d) A person shall cease to be a member of the Association if the required membership fee remains unpaid for three (3) months after such fees become due.
- e) Any member may resign by giving written notice to the Secretary
- f) If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Association, the Committee may give written notice of this to the Member ("the Committee's Notice"). The Committee's Notice must:
 - i. Explain how the Member is breaching the Rules or acting in a manner inconsistent with the purposes of the Association;
 - ii. State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member's Membership.
 - iii. State that if, within 14 days of the Member receiving the Committee's Notice, the Committee is not satisfied, the Committee may in its absolute discretion immediately terminate the Member's Membership.
 - iv. State that if the Committee terminates the Member's Membership, the Member may appeal to the Association.
- b. Fourteen days after the Member received the Committee's Notice, the Committee may in its absolute discretion by majority vote terminate the Member's Membership by giving the Member written notice ("Termination Notice"), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Association at the next Meeting by giving written notice to the Secretary ("Member's Notice") within 14 days of the Member's receipt of the Termination Notice.
- c. If the Member gives the Member's Notice to the Secretary, the Member will have the right to be fairly heard at an Association Meeting held within the following 28 days. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them ("the Member's Explanation"), and the Member may require the Secretary to give the Member's Explanation to every other Member within 7 days of the Secretary receiving the Member's Explanation. If the Member is not satisfied that the other Association Members have had sufficient time to consider the Member's Explanation, the Member may defer his or her right to be heard until the following Association Meeting.
- d. When the Member is heard at an Association Meeting, the Association may question the Member and the Committee Members.
- e. The Association shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Association's decision will be final.

5.0 MANAGEMENT OF THE ASSOCIATION

5.1 EXECUTIVE COMMITTEE - OFFICERS

- a) The Association shall have an Executive Committee ("The Committee"), consisting of at least seven but no more than 13 members including the following officers.

The Chair/President
Secretary
Treasurer

- b) Such Committee members shall be elected by majority of those present and entitled to vote at the Annual General Meeting of the Association, provided, however, that they

shall first, have been nominated at the Meeting by a member and seconded by another member. Any nomination can be in writing. In the event of insufficient Officers being elected at the Annual General Meeting the incoming Committee may elect persons to fill any or all of the vacancies.

- c) Executive Officers are eligible for re-election annually. No committee member shall hold the office of Chairperson or Treasurer for more than 4 consecutive years.
- d) The date of the first Committee meeting following the Annual General Meeting shall be fixed at the Annual General Meeting.

6.0 VOTING AT A GENERAL MEETING

- a) The quorum for a General Meeting shall be 10.
- b) At every General or Committee meeting every question shall be decided by a vote – either by a voice vote or a show of hands, unless a ballot is demanded by at least two members: and in the event of an equality of votes the person presiding over the meeting shall be entitled to a second or casting vote.

7.0 FUNCTIONS AND POWERS OF THE EXECUTIVE COMMITTEE

- a) The Committee shall be responsible for carrying out the aims and objects of the Association.
- b) Manage all the affairs of the Association in such manner as it sees fit and in so doing may appoint individuals or sub-committees to attend to specific matters.
- c) The Committee shall have the power to appoint a member to fill any vacancy on the committee until the next annual General Meeting and any member so appointed shall retire at the next Annual General Meeting together with the rest of the members when all or any of the retiring members shall be eligible for re-election.

8.0 MEETINGS OF THE ASSOCIATION

8.1 The Chairperson and Secretary shall have the power to call a meeting at any time.

8.2 a) THE ASSOCIATION SHALL HOLD AN ANNUAL GENERAL MEETING in November each year for the following purpose.

- (i) To receive the report of the outgoing Committee
- (ii) To receive the Treasurer's report and Financial Accounts
- (iii) To elect Executive Officers for the ensuing year
- (iv) To elect a Financial Reviewer and Honorary Solicitor
- (v) To transact any other General Business

- b) Notice of the AGM shall be in writing delivered by post or by email, to be received by members no later than fourteen days prior to the meeting date.

8.4 EXECUTIVE COMMITTEE MEETINGS shall be held as required but not less than six per year. Committee Meetings shall be open to all members as required but only Committee Members shall vote.

- a) The quorum necessary for the transaction of Committee business shall be five (5) Committee members. Voting at Committee Meetings shall be defined by clause five (6b) for General Meetings.
- b) At least five (5) days notice of the date, time and place, of every Committee Meeting shall be notified by the Secretary, to each member of the Committee. Information regarding these meetings shall also be available to all members of the Association.
- c) Any Committee Member who is absent for 3 consecutive Committee Meetings, without an apology and a reason acceptable to the rest of the Committee shall forfeit their position on the Committee.
- d) The Chairperson will chair all meetings of the Association. As of right she/he may also be a member of all sub-committees in accordance with these rules.

8.5 **SPECIAL GENERAL MEETINGS**

A Special General Meeting may be called by the Executive Committee at any time or shall be called on a written requisition of at least five (5) members of the Association, such requisition setting forth the business for which the Meeting is to be held and to be handed to the Secretary who shall call a Special General Meeting within fourteen (14) days thereafter by advertising notice of such Special Meeting by electronic means on one occasion at least seven (7) days clear before such meeting.

9.0 **DUTIES OF THE OFFICERS**

- a) (i) **The Secretary** convenes and attends meetings in accordance with the rules of the Association, keeps a record of the business transacted at all meetings and keep other records as required by the Committee. He/she shall also keep a copy of the Rules of the Association.
- (ii) The Secretary shall keep a Register of Association members. This Register will contain the names and addresses of the members and the date at which they became members.
- b) (i) **The Treasurer** shall manage all monies of the Association and furnish regular financial statements to the Committee. He/she shall submit a report of the financial position of the Association as at the 30th day of September each year to the Annual General Meeting.
- (ii) No monies shall be paid out except those authorised by minute of the Committee. The Trustees of the Association's bank accounts shall be the Chairperson, the Secretary and the Treasurer, and two of whom may sign/process payments.
- (iii) All payments will be made electronically or by cheque.
- (vi) Within fourteen days after the Annual General Meeting the Secretary shall file the Financial Statement as required with the Registrar of Incorporated Societies.

10 **FINANCIAL YEAR**

The Financial Year of the Association shall be 1 October to 30 September of each year.

11 **Pecuniary gain is not a purpose of the Association**

- (i) Any employee or member of the Association (whether a committee member or not) may receive full reimbursement for all expenses properly incurred by them in connection with the affairs of the Association.

- (ii) The Association may pay reasonable and proper remuneration to any employee or member of the Association (whether a committee member or not) in return for services actually rendered to the Association.
- (iii) Any member of the Association (whether a committee member or not) may be paid all usual professional, business or trade charges for services rendered, time expended and all acts done by that member or by any firm or entity of which the person is a member, employee or associate, in connection with the affairs of the Association.
- (iv) The association may raise funds for specific projects agreed to by the Members.

12. COMMON SEAL

The Association shall have a common seal to be kept in the safe custody of the Secretary or Treasurer and such seal shall be affixed to appropriate deeds or documents upon resolution of the Committee. The affixing of the seal shall be countersigned by the Secretary, the Chairperson, and one other member of the Management Committee.

13 ALTERATION TO RULES

These rules may be altered, added to or rescinded at any time by a two thirds majority of the members present at any General Meeting provided that written notice of the proposed amendments signed by the proposer and seconder be given to the Secretary at least twenty eight days before the date of such meeting. Notice of proposed changes shall be circulated to members with the Notice of Meeting. The Secretary shall file the alterations with the Registrar of Incorporated Societies within fourteen (14) days after approval to alter the rules.

14 WINDING UP OF THE ASSOCIATION

In the event of a decision at any General Meeting of the Association called in accordance with Section 24 of the Incorporated Societies Act that the Association be wound up, all funds, equipment and other assets shall be converted into cash. After payment of all debts the residuary funds shall be distributed as the Association directs.

15 DEFINITIONS

- a) In these Rules "Days" are calendar days.

4.5 Renewal of rent concessions

Meeting: Community Funding Committee
Date of meeting: 10 April 2019
Reporting officer: Cindy Velthuisen, Community Funding Officer

1 Purpose

To determine the renewal of rent concessions for Whangarei Youth Space Trust and ONEONESIX Trust.

2 Recommendations

That Committee recommends to Council to:

1. Approve an annual rent concession of 100% of rental to Whangarei Youth Space Trust on their leased premises at Cafler Park on Water Street, for the lease period of 3 years, commencing 1 July 2019.
2. Approve an annual rent concession of 100% of rental to ONEONESIX Trust on their leased premises at 116 Bank Street for the lease period of 3 years, commencing 1 July 2019.

3 Background

Council can provide rent concessions for community organisations in council property that provide valued services to the district.

Rent concessions now require annual reporting and a community benefit test to be applied. Requests for new or renewal of rent concessions require Council approval.

4 Discussion

The properties at 116 Bank Street and Cafler Park on Water Street have leases that expire this year. Both current leaseholders wish to renew their leases and seek a continuation of their rent concessions.

The leases will be renewed under business as usual practice. This paper is to determine whether rent concessions will be applied.

Whangarei Youth Space Trust have a 100% rent concession valued at \$31,000 per annum for the Cafler Park premises.

The premises at 116 Bank Street will be leased to ONEONESIX Trust (the previous lease under Company of Giants will be transferred to the Trust by agreement). The rent concession is currently 100%, valued at \$30,000 per annum.

ONEONESIX Trust will have a right of renewal on their lease of 3 years + 3 years. At the point of renewal of the lease, the rent concession will be reassessed based on their continuing to meet the Community Benefit Test.

Both entities have recently presented to the Community Development Committee on their achievements to date and their plans for the lease period ahead.

Both entities have satisfied reporting requirements for their rent concessions and other financial support from Council (Whangarei Youth Space receive an Annual Operating grant).

They also continue to meet the Community Benefit Test for rent concessions. This Test considers elements such as:

- What benefit is provided to the Community by what your organisation does?
- What Community need, challenge or aspiration does your service or offering address?
- What impact or difference does your service or offering make?
- What capacity and controls exist to ensure concession requirements will be met? (e.g. your approach to financial management and financials/solvency situation)
- What partner organisations do you work with and why?
- Who benefits from your service or offering (audience and reach)
- How many people benefit from your service or offering? (numbers)
- What, if any, role do volunteers or the community provide in your service or offering?

For planning and budgeting purposes, rent concessions are assigned for the term of the lease. Leases are now moving to a 3-year cycle. The proposed rent concessions are therefore for the 3 years commencing June 2019 to June 2022.

As this is a continuation of existing rent concession allocation, there is no impact on budget.

5 Significance and engagement

The decisions or matters of this Agenda do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda publication on the website.

RESOLUTION TO EXCLUDE THE PUBLIC

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

The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

1.	The making available of information would be likely to unreasonably prejudice the commercial position of persons who are the subject of the information. {Section 7(2)(c)}
2.	To enable the council (the committee) to carry on without prejudice or disadvantage commercial negotiations. {(Section 7(2)(i))}.
3.	To protect the privacy of natural persons. {Section 7(2)(a)}.
4.	Publicity prior to successful prosecution of the individuals named would be contrary to the laws of natural justice and may constitute contempt of court. {Section 48(1)(b)}.
5.	To protect information which is the subject to an obligation of confidence, the publication of such information would be likely to prejudice the supply of information from the same source and it is in the public interest that such information should continue to be supplied. {Section 7(2)(c)(i)}.
6.	In order to maintain legal professional privilege. {Section 2(g)}.
7.	To enable the council to carry on without prejudice or disadvantage, negotiations {Section 7(2)(i)}.

Resolution to allow members of the public to remain

If the council/committee wishes members of the public to remain during discussion of confidential items the following additional recommendation will need to be passed:

Move/Second

"That _____ be permitted to remain at this meeting, after the public has been excluded, because of his/her/their knowledge of Item _____.

This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because _____.

Note:

Every resolution to exclude the public shall be put at a time when the meeting is open to the public.