

Community Funding Committee Agenda

Date: Wednesday, 14 February, 2018

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 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	
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4. Decision Reports	
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6. Closure of Meeting	

Community Funding Committee – Terms of Reference

Membership

Chairperson:	Councillor Crichton Christie
Members:	Her Worship the Mayor Sheryl Mai Councillors 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, 8 November, 2017
Time: 9:00 a.m.
Location: Council Chamber
Forum North, Rust Avenue
Whangarei

In Attendance Cr Crichton Christie (Chairperson)
Her Worship the Mayor Sheryl Mai
Cr Tricia Cutforth
Cr Sue Glen
Cr Greg Innes
Cr Greg Martin

Also present Cr Vince Cocurullo

In attendance:

Community Development Manager (Jonny Gritt), Community Funding Officer (Cindy Velthuizen), Team Leader Operations, Venues and Events (Jenny Calder) and Senior Democracy Adviser (C Brindle)

1. Declarations of Interest**2. Apologies**

There were no apologies.

3. Confirmation of Minutes of Previous Community Funding Committee Meeting**3.1 Confirmation of Minutes Community Funding Committee
11 October 2017**

Moved By Cr Tricia Cutforth

Seconded By Her Worship the Mayor

That the minutes of the Community Funding Committee meeting held on Wednesday 11 October 2017 having been circulated, be taken as read and now confirmed and adopted as a true and correct record of proceedings of that meeting subject to Cr Greg Innes being recorded as an apology and amending the time Cr Tricia Cutforth was recorded as joining the meeting to 8.33am.

Carried

4. Decision Reports

4.1 Allocation of the Performing Arts Fund 2017-2018

Moved By Her Worship the Mayor Sheryl Mai

Seconded By Cr Sue Glen

That the Community Funding Committee:

- a) Approves grant allocations from the 2017-2018 Performing Arts Fund as follows:
 - i. Michelle Ryan Arts for Blood Relative \$3,000
 - ii. Company of Giants for The Boy Who Left His Jabberwock \$2,500
 - iii. Wahine Works for Wairoa \$1,200
 - iv. Living Theatre Charitable Trust for The Rock Pool \$3,000
 - v. Taki Rua Productions for Awhina \$1,000
 - vi. Indian Ink Theatre Company for Mrs Krishnan's Party \$1,300
 - vii. Northland Hip Hop Dance Trust for Northland Championships \$3,000
- b) Declines grant allocations from the 2017-2018 Performing Arts Fund as follows:
 - i. Ruru Media for Mana Tupuna – insufficient funding available
 - ii. Northland Pacific Islands Charitable Trust for Pasifika Fusion – already funded
 - iii. Te Rūnanga-Ā-Iwi O Ngāpuhi Charitable Trust for Ngāpuhi Festival – already funded.

Carried

5. Information Reports

5.1 Quarterly Report - Annual Operating Fund

Moved By Cr Greg Innes

Seconded By Cr Greg Martin

That the Community Funding Committee notes the quarterly reports received from Whangarei Art Museum, Whangarei Museum and Heritage Trust (Kiwi North), and Creative Northland for the July-September 2017 quarter.

Carried

6. Public Excluded Business

There was no public excluded business.

7. Closure of Meeting

The meeting concluded at 9.15am

Confirmed this 14th day of February 2018

Councillor Crichton Christie (Chairperson)

4.1 Allocation of the 2017-18 Community Halls Fund

Meeting: Community Funding Committee

Date of meeting: 14 February 2018

Reporting officer: Cindy Velthuisen

1 Purpose

To allocate maintenance grants from the 2017-18 Community Halls Fund.

2 Recommendations

That the Community Funding Committee;

a) Approves grants from the 2017-2018 Community Halls Fund to be made to the hall committees as follows:

I.	Glenbervie Hall and Recreation Society	\$5,000
II.	Kara Kokopu Public Hall Society	\$5,000
III.	Mangapai Hall Society	\$3,990
IV.	Mata Public Hall Society	\$5,000
V.	Matapouri Hall Society	\$5,000
VI.	Maungakaramea Recreation Society (Maungakaramea Hall)	\$3,676
VII.	Whangarei Heads Citizens Association (McLeod's Bay Hall)	\$1,854
VIII.	Oakura Beach Reserve Board (Oakura Hall)	\$5,000
IX.	Opuawhanga Community Hall Trust	\$4,630
X.	Ruatangata Public Hall Society	\$5,000
XI.	Springfield Domain Board (Springfield Hall)	\$2,850
XII.	Waiotira Public Hall Society (conditional)	\$5,000
XIII.	Waipu Public Hall and Library Association	\$3,500
XIV.	Whakapara Hall Incorporated	\$4,500

b) Declines grants from the 2017-2018 Community Halls Fund to the following:

- I. Marua Public Hall Association
- II. Maungatapere Community Centre
- III. Otaika Public Hall Society
- IV. Pakotai Teoruoru Community Sports and Recreation Society
- V. Parahaki Marae Committee
- VI. Purua Hall Association
- VII. Whananaki Beach Residents and Ratepayers Association (Whananaki Hall).

3 Background

The Community Halls Fund assists community hall committees in the District with facility maintenance. The Fund is available for community-operated halls that have been identified in Council's 2007 Community Halls Strategy.

Criteria that also needs to be met includes being a not-for-profit legal entity, having good governance and financial management, and being available for public use.

4 Discussion

Applications were invited from all community halls in October, and the Fund was advertised in the Council News for eight weeks. The Fund closed 15 December 2017, earlier than previous years to fit in Council's work programme. Any hall committees that did not apply were contacted and provided the opportunity.

Twenty-one applications were received. Fourteen are recommended to receive a grant.

4.1 Financial/budget considerations

The budget allocated for the Community Halls Fund for 2017-2018 is \$60,000.

The maximum grant allowed under the Fund is \$5,000.

The recommended allocation is \$60,000, fully exhausting the Fund.

The total requested this year is \$94,294.

4.2 Policy and planning implications

The Community Halls Strategy and the Grants, Concessions and Loans Policy were applied in the assessment of this Fund.

4.3 Assessment

Assessment of applications is based on the priority of maintenance needs and the hall's usage.

Maintenance needs ('jobs') as identified in the triennial building assessment are ranked high, medium or low priority. The building assessment was conducted in November 2016.

Hall usage data is assessed by:

- number of day-long events (e.g. weddings), regular hires, and casual hires; and
- income from hall hire.

The income from hall hire provides a better comparison of how well used each hall is, and shows some interesting variation. Hall income ranges from as high as \$15,445 to as little as \$50 for the last financial year.

A summary of applications is attached with an explanation of the recommended grants. The original applications and all related correspondence are available to the Committee.

4.4 Issues to note

Of the 21 applications to this round, 14 are recommended for a grant and 7 are declined.

One applicant is declined based on ineligibility – Parahaki Marae Committee does not meet the criteria for this Fund. Lotteries' Marae Heritage and Facilities Fund is the best option for this group.

One applicant, Whananaki Beach Residents and Ratepayers Association, had grant funds of \$2,720 remaining from the 2016-2017 Community Halls Fund. They requested this be carried over to 2017-18 and added to their grant request of an additional \$3,000 for interior painting. As this ranked as a low priority job, the 2017-18 request is recommended to be declined. It was not considered useful to request the surplus from 2016-17 to be returned, so the hall committee can use this surplus for the painting or any job on the Hall's maintenance schedule.

A further five applications are declined based on being a low priority for funding this time. This is due to the limited funds available for distribution, and how the application ranks in priority.

Some of these applications were for jobs not listed on the triennial maintenance review. This Fund is to address the maintenance needs identified in these reviews. Newly identified maintenance jobs can be added by agreement, and high priority jobs must be addressed first. Where applicants have requested an item not on the schedule and that could not be added as a high priority, they were given the opportunity to revise their application, and given advice on other sources of funding.

Staff have attempted to fully fund as many applicants as possible on the principle of 'funding for success'. Giving a partial grant to many of these would not be useful.

Conditions set

Checks were conducted to ensure hall committees were keeping their Incorporated Societies and/or Charities online registers up to date. This is a requirement of being an incorporated society or charitable trust, and as such to meet our criteria of being a legal entity. This year's application form clearly stated this as being a requirement, and those who were not compliant were asked to rectify this. It is recommended that grants are still given as assessed on priority, and remind all applicants that the requirement to keep the registers updated will be enforced from 1 July 2018.

One applicant, Waiotira Public Hall Society, is in the process of re-registering after being inactive for some time. Their recommended grant would be subject to confirmation of registration.

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 Council's website.

6 Attachments

1. Summary of applications
2. Maintenance schedule (dated January 2018)

2017-2018 Community Halls Fund Summary of applications									
Organisation	Recommended amount	\$ Amount Requested	Usage - contact hours	Hall hire value (last fin year)	Job rating - this request	Hall overall maintenance need	Reports received?	Job details	Comment
Glenbervie Hall and Recreation Society Inc.	\$5,000	\$ 5,000	21 events; 5 regulars.	\$ 7,125	High	Medium	Yes	1. Treat rust, prepare and paint roof	Register needs latest financials. Addressing priority job on maintenance schedule. Committee will contribute towards scaffolding costs.
Kara Kokopu Public Hall Society	\$5,000	\$ 5,000	14 events; 1 regular; 4 one-offs	\$ 2,590	High	High	Yes	1. Repair and paint of exterior	Repiling complete, and now addressing exterior. Showing good progress and motivation.
Mangapai Hall Society Inc.	\$3,990	\$ 5,000	8 events; 2 regular; 5 one-offs	\$ 810	Medium	Medium	1617 grant deferred (contractor issue)	1. Installation of new front door, digital lock, and security lights	This request follows the hall's recent burglary. The door was noted in the 2016 maintenance review as damaged and prone to break-ins. The security lights and digital lock are beyond the needs of the maintenance schedule, and usage is low, so a partial grant is recommended.
Marua Public Hall Association Inc.	\$0	\$ 5,000	6 events; 2 regulars; 3 one-offs	\$ 630	Low	Medium	1617 grant deferred (contractor issue)	None from schedule. Install of disability toilet (ADDED Dec 2017).	Several medium and low priority jobs on schedule, none for this application. Wishing to add disability toilet, following installation of disability access ramp (from own funds). 1617 grant for electrical upgrade not complete. Low priority for funding.
Mata Public Hall Society Inc.	\$5,000	\$ 5,000	2 events; 6 regular; 3 one-offs	\$ 1,715	High	High	Yes	1. Replacement of water tank, moving it away from hall foundations.	High priority job as water tank is leaking and affecting hall foundations.
Matapouri Hall Society	\$5,000	\$ 5,000	8 events; 16 regulars; 2 one-offs	\$ 5,340	Medium	Medium	Yes	1. Repair exterior cladding, windows, wash and paint.	Register out-of-date and need financials. Application is confusing - confirmed as being for Job 1 at \$6,600.
Maungakamea Hall (Maungakamea Recreation Society Inc.)	\$3,676	\$ 3,676	8 events; 3 regulars; 3 one-offs	\$ 1,422	High	Medium	Yes	1. Upgrade toilet fixtures in men's toilets.	This will complete work on the bathrooms, and complete the high priority jobs on the schedule.
Maungatapere Community Centre Hall Committee	\$0	\$ 5,000	3 events; 6 regulars.	\$ 1,393	Medium	Medium	Yes	1. Replace ceiling tiles in main hall.	Medium and low priority jobs remaining, plus low usage, so a lower priority for funding this time.
McLeod Bay Hall (Whangarei Heads Citizens Association Inc)	\$1,854	\$ 1,854	19 events; 7 regulars; 2 one-offs.	\$ 5,060	High	Medium	Yes	1. Painting of roof (ADDED Dec 2017)	Identified this need following previous work on refixing roof. The hall has some other medium priority jobs on the maintenance schedule.
Oakura Hall (Oakura Beach Reserve Board)	\$5,000	\$ 5,000	17 events; 4 regulars; 1 one-off	\$ 5,095	High	High	Yes	1. Repair and paint all timber windows.	Choosing to replace timber windows with aluminium, rather than repair. Using volunteer labour. High need and high usage hall, so priority for funding.
Opuawhanga Community Hall Trust Committee	\$4,630	\$ 4,630	7 events; 2 regulars;	\$ 608	High	High	Yes	1. Repair of west wall that has warped	The hall has a number of high priority, urgent maintenance needs, including this one. Engineer's report supports. Contributing \$3,500 themselves. Usage is low but improving.
Otaika Public Hall Society	\$0	\$ 5,000	15 events; 7 regulars; 11 one-offs	\$ 3,230	n/a	High	Awaiting receipts for 1617	None from schedule	For Autex tiling to interior walls which is not on the schedule. A number of high priority jobs remain on the schedule. Staff suggested the application be amended, which they declined to do for this year. A low priority for council funding this time.
Pakotai Teoruoru Community Sports and Recreation Society Inc	\$0	\$ 3,500	4 events; 3 regulars; 1 one-off	\$ 600	n/a	Medium	Yes	1. Relevel men's toilets (ADDED Dec 2017)	Not on original list but follows on from last year's grant to relevel women's toilets. Low usage and low maintenance priority, so not a priority for council funding this time.
Parahaki Marae Committee	Decline	\$ 5,000			n/a	n/a			Does not meet the Fund's criteria: is not an eligible hall as listed in the Community Halls Strategy. (Also, no building assessment completed, requesting grant for ineligible expenses, and no supporting documentation provided.)

**2017-2018 Community Halls Fund
Summary of applications**

Organisation	Recommended amount	\$ Amount Requested	Usage - contact hours	Hall hire value (last fin year)	Job rating - this request	Hall overall maintenance need	Reports received?	Job details	Comment
Purua Hall Association Inc.	\$0	\$ 4,784	4 events; 1 regular; 4 one-offs.	\$ 50	High	High	Yes - 2015-16 grant completed just this year	1. Repile under women's toilets and repair structural timber as required	Usage and hire rates (income) are extremely low. Most income is earned from fundraising bike ride. Cash assets of \$114k. As this hall has low usage, and sufficient funds in reserve, this is not a priority for council funding at this time.
Ruatangata Public Hall Society	\$5,000	\$ 5,000	7 events; 4 regulars; 2 one-offs	\$ 2,170	High	Medium	1617 grant carried over	1. Repair exterior cladding, spouting and roof, and paint.	As a big job that requires scaffolding, the total cost is approximately \$20,000. Last year's grant of \$3,500 is carried over to go towards this, and a full grant of \$5,000 for this year recommended.
Springfield Domain Board	\$2,850	\$ 2,850	15 events; 8 regulars; 1 one-off.	\$ 2,680	Medium	Medium	Yes	1. Replace broken urinal (ADDED Dec 2017).	Replacement of urinal was added to maintenance schedule for hygiene reasons. Only one high priority job remaining (roofing). NOTE: The figure for usage earnings covers the entire domain, bowling club, tennis courts and swimming pool, not just the hall.
Waiotira Public Hall Society	\$5,000	\$ 5,000	6 regulars; 3 one-offs.	\$ 235	High	High	n/a	1. Fix drainage under hall including earthworks 2. Replace floor in hall damaged from drainage.	Reincorporation in progress. The hall committee is new and motivated, but usage has historically been low. Fixing the drainage and repairing the damaged floor is estimated at \$27k. The Society expects to contribute \$10k to the project. Condition: Any grant given would be subject to confirmation of legal status reactivation.
Waipu Coronation Hall (Waipu Public Coronation Hall and Library Association)	\$3,500	\$ 5,000	14 events; 10 regulars; 14 one-offs.	\$ 15,445	High	High	Yes	1. Clean and reseal of exterior block walls where moisture is transgressing through and creating damp inside the rooms. (ADDED July 2017) 2. Interior painting (partial) - not on schedule 3. Maintenance of air-conditioning - not on schedule.	Register needs latest financials. Job 1 is urgent as access will be impaired once adjacent building works are complete. Job 2 and 3, however are not on our schedule, and Job 3 is not eligible under this fund. Recommend funding Job 1 only at \$3,500 (midpoint of two quotes, less GST).
Whakapara Hall Incorporated Society	\$4,500	\$ 5,000	10 events; 7 regulars;	\$ 2,437	High	High	Yes	1. Repair minor rust to ridge flashing, metal gutter and spouting, and storage area roof. ADDED Dec 2017 – “Advised that all of the gutters and spouting needs to be replaced as it is in poor condition... a priority for the Committee and needs to be carried out before next winter.” 2. Installation of 3 security lights with board upgrade (ADDED Dec 2017)	Register out-of-date. Value of job 1 is \$4,500. Due to limited Fund resources, job 2 is considered a low priority for council funding at this time.
Whananaki Hall (Whananaki Beach Residents and Ratepayers Association Inc.)	\$0	\$ 3,000	12 events; 6 regulars.	\$ 2,102	n/a	Low	Yes	None from schedule. Repaint interior (ADDED Dec 2017).	Would like to apply surplus of \$2,720 from last year's grant to this project, along with additional \$3,000 from this year. Only low priority, cosmetic jobs remaining on schedule, therefore not a priority for council funding this time. 2016-17 grant surplus can be applied to this job.
TOTALS	\$60,000	\$ 94,294							

Maintenance schedule

This schedule is for the three-year maintenance period of 2016/17 to 2019/20. See separate spreadsheet for pre-2016 data.

Hall	Jobs identified	Priority	Score	Applied (year)	\$ requested	Complete?
Glenbervie	Treat rust to roof lead head nails and sheet ends, and metal gutter at back of building	High	5	1718	\$5,000	
Glenbervie	Treat minor rot to pole at front entrance	Medium	3			
Glenbervie	Repair water damaged floor and wall in men's toilets	Medium	3			
Glenbervie	Replace broken vanity and old tap fixtures in women's toilets	Medium	3			
Glenbervie	Repair or replace swelling particle board floor in bar/kitchen area	Low	1			
Glenbervie	Replace sagging ceiling	Low	1			
Glenbervie	ADDED 12/17: Painting of interior					
Hukerenui	Repair or secure dangerous stairs from stage to subfloor	High	5	1617	SELF	YES
Hukerenui	Obtain engineer's assessment of roof (sag mid-span)	High	5	1617	SELF	YES
Hukerenui	Repaint window frames	Medium	3	1617	\$1,600	
Hukerenui	Upgrade old electrical switchboard	Medium	3	1617		
Hukerenui	Repair or replace fibrolite and cladding on north face and repaint	Medium	3			
Hukerenui	Upgrade bathrooms including fixtures, wall and ceiling linings, and repaint	Medium	3			
Hukerenui	Upgrade kitchen cabinetry	Low	1			
Hukerenui	Repair ceiling where boards are loose	Low	1			
Kara Kokopu	Repair or repile foundations	High	5	1617		YES
Kara Kokopu	Repair minor rot, wash and paint timber weatherboards	High	5	1718	\$5,000	
Kara Kokopu	Repair minor rot to west side windows and north facing barge board	High	5			
Kara Kokopu	Repair rust around lead head nails on roof	High	5			
Kara Kokopu	Upgrade fixtures and vinyl floor in female toilets	Medium	3			
Kara Kokopu	Repaint wall in female toilets	Low	1			1516?
Kara Kokopu	Repair and repaint ceiling and walls following repiling and settling	Low	1			
Kaurihohore Kauri	Repair north face weatherboard joints as required, and clean and paint all exterior	High	5			
Kaurihohore Kauri	Treat minor rot in foundations	Medium	3			
McLeod Bay	Refasten nails on roof	High	5	1617	\$2,961	YES
McLeod Bay	ADDED 12/17: painting of roof and replacement of sheets identified after roof renailing			1718	\$1,854	
McLeod Bay	Repair/replace and paint exterior cladding on north and west walls	High	5			
McLeod Bay	Relevel floor as required as bearers show signs of sagging	Medium	3			
McLeod Bay	Check for possible leak on underside of floor and repair as required (particle board flooring shows water damage)	Medium	3			
McLeod Bay	Replace kitchen cabinetry where doors are swelling	Medium	3			
McLeod Bay	Repair or replace vinyl flooring in kitchen	Medium	3			
McLeod Bay	Repair cracks in wall linings and repaint stage area	Low	1			
Mangapai	Repair or replace weatherboards in poor condition	High	5	1617	\$5,000	DEFERRED
Mangapai	Repair or replace emergency exit door and ramp on RHS of building as too steep, rotten and dangerous	High	5	1617		DEFERRED
Mangapai	Repair front door (twisted and prone to break-ins)	Medium	3	1718	\$5,000	
Mangapai	Treat rust around lead nails and sheet laps on roof	High	5			
Mangapai	Clear gutters of grass and channel storm water from down pipes away from the building	Medium	3			YES
Mangapai	Repaint exterior cladding and window frames	Medium	3			
Mangapai	Repair hall ceiling	Medium	3			
Mangapai	Repair or replace interior wall linings and repaint	Low	1			
Marua	Upgrade electrical connections and wiring	Medium	3	1617		DEFERRED
Marua	ADDED 03/17 – install disability toilet	Low	1	1718	\$5,000	
Marua	Repair rot to one weatherboard at rear fire exit	Medium	3	1617	SELF	YES
Marua	Reduce height of step at rear fire exit (too high at 300mm)	Medium	3			
Marua	Reseal floor in men's toilets	Medium	3			
Marua	Replace PVC downpipes from roof to tank with correct size (100mm)	Low	1			
Marua	Repaint kitchen and bathrooms	Low	1			
Marua	Repair or replace wall linings and ceiling linings in main hall and repaint	Low	1			
Marua	Repair or replace damaged wall sheets in stage area	Low	1			
Mata	Repair cut floor joist to prevent floor from sagging	High	5			
Mata	Replace water tank and divert overflow away from hall foundations	High	5	1718	\$5,000	
Mata	Seal and varnish floor	Low	1			
Matapouri	ADDED 03/17: Install smoke alarms	n/a		1617	\$5,000	Self
Matapouri	ADDED 03/17: Upgrade electrical wiring and board (previously funded 1516)	n/a		1617		YES
Matapouri	ADDED 03/17: Repair lock and cracked window (previously funded 1516)	n/a		1617		Self

Community Halls Fund

Hall	Jobs identified	Priority	Score	Applied (year)	\$ requested	Complete?
Matapouri	Repair exterior cladding and roof as required: Some damage to weatherboards on road end, east side. Some windows require head flashings and scribes. In need of a wash and paint and some nails on the roof require re-fixing.	Medium	3	1718	\$5,000	
Matapouri	Repair or replace ceiling in storage area which has water damage	Medium	3			
Matapouri	Revarnish particle floor	Low	1			
Maungakamea	Upgrade toilet fixtures	High	5	1718	\$3,676	
Maungakamea	Replace vinyl in kitchen	High	5	1617		YES
Maungakamea	ADDED 03/17: Install vinyl in men's toilets			1617	\$4,385	YES
Maungakamea	Unblock stormwater drain on north west side (remove stones)	High	5	1617	SELF	YES
Maungakamea	Repaint kitchen walls and cabinetry	Low	1			
Maungakamea	Repaint toilets	Low	1			
Maungakamea	Repaint hall walls	Low	1			
Maungatapere	Repair or replace old weatherboards as required	High	5	1617	\$5,000	YES
Maungatapere	Repair incorrect connection to toilet waste pipe	High	5	1617		YES
Maungatapere	ADDED 03/17: Repair broken door into hall, paint and carpet foyer			1617		
Maungatapere	Treat for bora in floor joist at stage area and repair foundations as required	Medium	3			
Maungatapere	Seal pipe work that penetrates block wall	Medium	3			
Maungatapere	Replace ceiling due to water damage	Medium	3	1718	\$5,000	
Maungatapere	Replace particle board wall lining that is swelling and repaint walls	Medium	3			
Maungatapere	Replace ceiling in storage area	Low	1			
Maungatapere	Replace stage stairs and include handrail	Low	1			
Oakura	The bathrooms are in poor condition (agreed carried over grant is for this)	High	5	1617	\$5,000	YES
Oakura	Repair or replace exterior cladding and paint	High	5			
Oakura	Repair or replace exit door including push bar	High	5			
Oakura	Repair all timber windows and repaint	High	5	1718	\$5,000	
Oakura	Treat rust around cladding nails and repaint (medical rooms)	High	5			
Oakura	Repair or replace rusted head flashings	High	5			
Oakura	Paint plywood on south wall	High	5			
Oakura	Treat rust to ends of roofing sheets and nails, and treat rot to barge boards	High	5			
Oakura	Repair emergency exit door	High	5			
Oakura	Repair minor rot to some jacks in foundations	Medium	3			
Oakura	Repair or replace ceiling in main hall	Medium	3			
Oakura	Upgrade kitchen cabinetry, repair ceiling and revarnish floor	Medium	3			
Opuawhanga	Repair piles that are decayed/damaged and relevel floor	High	5			
Opuawhanga	Repair west wall that is leaning out as per engineer's proposal	High	5	1718	\$4,360	
Opuawhanga	Repair roof flashings and repair possible source of leak	High	5			
Opuawhanga	Down pipes and guttering: <ul style="list-style-type: none"> Secure entrance down pipe Fix down pipes so not discharging direct to ground by footings Install guttering to lean-to roof above toilets Fix water tank over-flow so not discharging to ground. 	High	5			
Opuawhanga	Repair all broken/rotten weatherboards, facia and barge boards, including any loose scribes, then paint	High	5			
Opuawhanga	Repair or replace rear door as secondary emergency exit	High	5			
Opuawhanga	Fix ground at front and sides of hall so that water does not run under the building or too close to piles	High	5			
Opuawhanga	Repair men's urinal	High	5	1718	SELF	YES
Opuawhanga	Repair/replace sill on front entry door	Medium	3			
Opuawhanga	Repair louver windows and window frames in toilet area	Medium	3			
Opuawhanga	Repair/replace ceiling where water damage has occurred	Medium	3			
Otaika	Redirect stormwater down pipes past the building line to the river (as potentially undermining foundations)	High	5	1617	\$4,990	YES
Otaika	Some rot on weatherboards – repair and repaint	High	5	1617		YES
Otaika	Make the meter box weather proof and apply scribes to trim next to it	High	5	1617		YES
Otaika	Major sag in rafters – obtain engineer's assessment	High	5			
Otaika	Install head flashing on doors	High	5			
Otaika	Fix rust to ends of roofing sheets and metal spouting Wash and repaint required	Medium	3			
Otaika	Repaint ceiling	Low	1			
Pakotai	Repile and relevel the foundations	High	5	1617	\$5,000	YES
Pakotai	ADDED 03/17: Tile and paint ladies toilets following relevening			1617		YES
Pakotai	ADDED 12/17: Relevel men's toilets					
Pakotai	Repair and refix PVC spouting	Medium	3			
Pakotai	Upgrade bathrooms including linings, fixtures and flooring	Medium	3			
Pakotai	Treat rust and paint storage container	Medium	3			
Pakotai	Repair or replace hall ceiling sheets that are sagging	Low	1			

Community Halls Fund

Hall	Jobs identified	Priority	Score	Applied (year)	\$ requested	Complete?
Parakao	Repair and repaint exterior cladding on north-east wall (rot)	High	5			
Parakao	Treat rust around roof nails and ridge flashing, replace rusted iron around chimney	High	5			
Parakao	Treat for borer on a couple of foundation bearers	Medium	3			
Parua Bay	Treat surface rust and repaint exposed steel supporting main hall (*was funded in 1516 and not done)	High	5	1617	\$5,000	
Parua Bay	Renail exterior cladding where the nails have popped	High	5	1617		
Parua Bay	Replace iron sheets at front entrance vertical incline and around front half of the building due to rust	High	5	1617		
Parua Bay	Upgrade kitchen cabinetry	Low	1	1617		
Parua Bay	Revarnish timber in squash club room and main hall	Low	1	1617		
Parua Bay	Repaint ceilings in main hall and storage area, including replacement/repair of one sheet that is coming away	Low	1	1617		
Parua Bay	Upgrade toilet fixtures and replace tap washers	Low	1	1617		
Portland	Assessment not able to be completed					
Purua	Relevel or repile foundations under men's and women's toilets	High	5	1718	\$4,784	Men's done
Purua	Repair rot to some of the weatherboards and repaint all exterior cladding	High	5			
Purua	Repair rot to wooden windows, seal and paint	High	5			
Purua	Repair or replace exterior steps from women's toilets that are dangerous and unusable, and install handrail on stairs to men's toilets	High	5			
Purua	Repair or replace steel spouting that is rusting and in poor condition	High	5			
Purua	Repair broken waste pipe from kitchen and reseal hole in cladding	High	5			
Purua	Clean and paint roof	Low	1			
Riponui	ADDED 03/17: Fit new locks, repair 10 broken windows, repair steps and deck, repair rot in door and window sashes			1617	\$5,000	
Ruakaka	Assessment not able to be completed					
Ruatangata	Treat rot to north barge board, and wash and paint exterior cladding, barge boards and fascia as required	High	5	1617	\$5,000	Carried over and added to 1718
Ruatangata	Paint roofing iron	Medium	3	1617		
Ruatangata	Repair or replace damaged PVC spouting	Medium	3	1617		
Ruatangata	Repair possible leak in roof area, and then clean ceiling in male toilets and repaint kitchen ceiling	High	5			
Ruatangata	Repair exit door from kitchen to make it easier to open	Medium	3			
Ruatangata	Treat surface rust to steel portal frames and repaint	Medium	3			
Ruatangata	Repaint walls in men's toilets and ceiling in women's toilets	Low	1			
Ruatangata	Sand and varnish floor in women's toilets	Low	1			
Springfield	Repair (sand and resurface) or replace particle board flooring in kitchen	High	5	1617	\$5,000	YES
Springfield	ADDED 03/17: Replace rotten exterior door to kitchen and library			1617		
Springfield	Repair roof: <ul style="list-style-type: none"> Re-nail as required Repair minor rot to the end of the fascia boards and window sills 	High	5			
Springfield	ADDED 12/17: Replace urinal	Medium	5	1718	\$2,850	
Springfield	Repaint hall exterior (within 5 years)	Medium	3			
Springfield	Treat for bora in walls and repair as required	Medium	3			
Springfield	Repaint walls and ceiling in kitchen and toilets	Low	1			
Springfield	Update cabinetry and fixtures in kitchen and bathrooms	Low	1			
Taurikura	Repaint south and west exterior walls	High	5			
Taurikura	Repair or replace roof on north face and renail as required	High	5			
Taurikura	Treat rust on head flashings	Medium	3			
Taurikura	Refix spouting and down pipes on the lean-to	Medium	3			
Taurikura	Repair or replace step into top area of hall which is currently too high	Medium	3			
Taurikura	Repair or replace steps to stage area	Medium	3	1617	\$3,135	
Taurikura	Repaint kitchen and bathrooms	Low	1	1617		
Waikiekie	Relevel floor where sagging	High	5			
Waikiekie	Repair leaking water tank and lack of water supply to building	High	5			
Waikiekie	Treat minor rust to steel window frames, and to lead head nails and sheet laps on roof	Medium	3			
Waikiekie	Replace ceiling in main hall due to sagging and repaint	Medium	3			
Waikiekie	Repair possible water leak and repair holes in floor	Medium	3			
Waikiekie	Treat for borer in timber near stage	Medium	3			

Community Halls Fund

Hall	Jobs identified	Priority	Score	Applied (year)	\$ requested	Complete?
Waikiekie	Replace front door to a single, wide door with secure locks	Low	1			
Waikiekie	Replace steps to stage and ensure these are not too steep and/or have a hand rail	Low	1			
Waiotira	Remedy water ponding under the building	High	5	1718	\$5,000	
Waiotira	Replace and/or reseal particle board floor and hard board wall linings in kitchen, toilets and storage area	High	5	1718 (floor)		
Waiotira	Treat rust/rot, repair and paint as required <ul style="list-style-type: none"> Rusty flashing at bottom of vertical iron Some rust to apron flashing Signs of rust around lead head nails on main roof Barge board in poor condition with some rot to ends 	High	5			
Waiotira	Replace/upgrade fixtures in male toilets	Medium	3			
Waiotira	Repair leaking cracks in water tank	Medium	3			
Waiotira	Replace water damaged ceiling tiles	Low	1			
Waiotira	Repaint interior walls and ceiling in main hall, toilets, kitchen and storage area	Low	1			
Waipu	Repair lower roof sheeting	High	5	1617	\$5,000	YES
Waipu	Repair or replace toilet extraction vent, cowl and weather hat (rusting)	High	5	1617		YES
Waipu	ADDED July 2017 – “An independent inspection by a local carpenter in March 2016 identified one of our exterior walls as having "moisture transgressing through the blocks and creating damp inside the rooms. Ideally the wall should be water blasted and resealed with a recommended block sealer". This wall is adjacent to a building site and once that building is completed, there will be no access to the wall again.”	High	5	1718	\$5,000	
Waipu	Install flashing on porch weatherboards	High	5	1617		YES
Waipu	Replace fibrolite to gable end of library	High	5			
Waipu	Re-roof main upper roof over hall <i>within 5 years</i>	Medium	3			
Waipu	Repaint exterior timber weatherboards <i>within 5 years</i>	Medium	3			
Waipu	Install hand rails for steps to stage	Medium	3			
Whakapara	Repair minor rust to ridge flashing, metal gutter and spouting, and storage area roof ADDED Dec 2017 – “Advised that all of the gutters and spouting needs to be replaced as it is in poor condition... a priority for the Committee and needs to be carried out before next winter.”	High (revised)	5	1718	\$5,000	
Whakapara	ADDED Dec 2017 – “Installation of 3 security lights for safety and security.”			1718		
Whakapara	Replace vinyl flooring in kitchen	Medium	3			
Whakapara	Line storage area walls and paint	Low	1			
Whakapara	Replace and seal particle board floor in storage area	Low	1			
Whakapara	Revarnish hall floor	Low	1			
Whakapara	Fix cracks in plasterboard at entrance and paint	Low	1			
Whakapara	Paint interior walls	Low	1			
Whananaki	CARRIED OVER: Paint hall roof			1617	\$3,000	YES
Whananaki	Repair possible water leak in main hall ceiling and replace water damaged ceiling sheet	High	5	1617	SELF	YES
Whananaki	ADDED Dec 2017 – paint interior	n/a	n/a	1718	\$3,000	
Whananaki	Reseal hard board flooring in kitchen	High	5		SELF	YES
Whananaki	Upgrade kitchen cabinetry	Low	1			
Whananaki	Upgrade bathroom fixtures	Low	1			
Whananaki	Repaint men’s bathroom ceiling	Low	1	1617	SELF	YES
Whananaki	Repair wall linings in storage area and repaint	Low	1			
Whareora	Remove lichen from roof and install down pipe to veranda roof	High	5			
Whareora	Install head flashings to windows on west side	High	5			
Whareora	Replace broken spouting rain water head	Medium	3			
Whareora	Replace broken sewer inspection point	Medium	3			
Whareora	Install handrail on stage steps	Medium	3			
Whareora	Repair push bar on stage exit door	Medium	3			
Whareora	Repaint exterior walls in full or partial to cover tagging	Low	1	1617	?	
Whatitiri	Clean concrete ramp at back exit as slippery and dangerous	Medium	3			
Whatitiri	Treat minor rot in exterior cladding, wash building, and repair	Medium	3			
Whatitiri	Repair PVC downpipe to water tank	Medium	3			

4.2 Allocation of the 2017-2018 Resident and Ratepayer Administration Fund

Meeting: Community Funding Committee
Date of meeting: 14 February 2018
Reporting officer: Cindy Velthuizen, Community Funding Officer

1 Purpose

To allocate grants from the 2017-2018 Resident and Ratepayer Administration Fund.

2 Recommendations

That the Community Funding Committee;

a) Approves grants of \$700 each from the 2017-2018 Resident and Ratepayer Administration Fund to the following:

- i. Brooks Area Community Group Incorporated
- ii. Hikurangi Friendship House Charitable Trust
- iii. Kamo Community Incorporated
- iv. The Lang Cove Residents Association
- v. Maungakarama Recreation Society
- vi. Onerahi Community Association
- vii. Pataua Area Ratepayers and Residents Association
- viii. Portland Residents and Ratepayers Association
- ix. Ruakaka Parish Residents and Ratepayers Association
- x. Ruatangata Public Hall Society
- xi. Teal Bay Ratepayers and Residents Association
- xii. Tikipunga Community Trust
- xiii. Tutukaka Coast Ratepayers and Residents Association
- xiv. Urquharts Bay Association
- xv. Waipu Riding Residents and Ratepayers Association
- xvi. Whananaki Beach Residents and Ratepayers Association
- xvii. Whangarei Heads Citizens Association
- xviii. Whangaruru North Residents and Ratepayers Association
- xix. Whangaruru South Residents and Ratepayers Association

and

b) Declines grants from the 2017-2018 Resident and Ratepayer Administration Fund to the following based on ineligibility:

- i. Northland Indian Association
- ii. Whakapara Hall Society Incorporated
- iii. Whangaruru Coastal Community and Sports Association.

3 Background

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 \$700 administration grant recognizes 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

All known resident and ratepayer groups were invited to apply, and the Fund was advertised for 8 weeks in Council News (online and print).

Twenty-two applications were received, including two new entities.

4.1 Criteria

The criteria applied for this Fund is that the group:

- has a not-for-profit legal status, is financially stable, and has held an AGM within the last 12 months; and
- is up-to-date with their online filing under the Charities Services or Incorporated Societies registers; and
- is 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.

Most of the applicants demonstrate a strong level of engagement.

4.2 Discussion on applications

The summary of the applications received (attachment 1) discusses the merits of each applicant and whether the criteria is met.

Three applications are recommended to be declined based on not meeting the criteria.

Copies of the original applications were available to the Committee prior to the meeting.

4.3 Financial considerations

The available budget for this Fund is \$15,000.

The set grant is \$700 per group.

Nineteen applicants are recommended for approval, totalling \$13,300 – within 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.

6 Attachment

Summary of applications

2017-18 Resident and Ratepayer Fund applicants

	Organisation	Meets Criteria?	Summary of Activity
1	Brooks Area Community Group Inc.	Yes	Liaison with NZTA on bypass consultation. Developing community newsletter, and a number of subcommittees for community projects. Comment: <i>Newly formed group, established October 2017. Already showing a good level of activity.</i>
2	Hikurangi Friendship House Charitable Trust	Yes	Community newsletter, safety initiatives, drop-in centre, hall and library administration, and community events. Liaison with Council over roading issues and LTP.
3	Kamo Community Incorporated	Yes	Community newsletter and Christmas parade. Developing plan for CCTV and heritage trail.
4	Lang Cove Residents Association Inc.	Yes	Community email newsletters, defibrillator and CPR training, pest control, installation of beach table and seat, and various environmental and maintenance projects. Liaison with Council over resource consent applications.
5	Maungakareme Recreation Society Inc.	Yes	Community news and events, civil defence and first aid initiatives, environmental projects. Liaison with Council on proposed playground, and sportsground and community hall issues. Comment: <i>While a sports association, the Society is seen as the representative R&R group for the community and can demonstrate activities in this regard.</i>
6	Northland Indian Association	No	Community events, community newsletter, new migrant support. Liaison with Council over security and youth activities. Comment: <i>This is a community of interest, not a Resident and Ratepayer Group. WDC supports migrants through Citizens Advice Bureau Whangarei and through support of events and celebrations. Members fall under their local resident and ratepayer group.</i>
7	Onerahi Community Association Inc.	Yes	Community newsletter and online channels, management of hall and community house, Christmas festival, community awards, and safety initiatives. Liaison with Council on environmental issues, community issues, development, bylaw consultations, etc.
8	Pataua Area Ratepayers and Residents Association Inc.	Yes	Community noticeboard, mid-winter dinner, safety initiatives, rabbit and mangrove control, and planting. Liaison with Council over boat ramp, road repairs, mangrove control, bylaws consultation and resource consent applications.
9	Portland Residents and Ratepayers Association Inc.	Yes	Community newsletter/noticeboard, list of personal contacts, social events, working bees, grants/donations. Liaison with WDC, NRC, NZTA and Golden Bay Cement. Comment: <i>Form is incomplete, however, AGM minutes and chair's report provide details sufficient for application.</i>
10	Ruakaka Parish Residents and Ratepayers Association Inc.	Yes	Mainly environmental and safety projects. Liaison with Council on foreshore/beach issues, bylaws consultation, and community development.
11	Ruatangata Public Hall Society Inc.	Yes	Limited. The focus is the management of the hall and tennis courts. The society is working towards the purchase of a defibrillator and has commenced producing a community newsletter. Comment: <i>Given their efforts, that they are close to their funding target for the defibrillator, and that this is a community asset, Council could give this administration grant as a contribution.</i>
12	Teal Bay Ratepayers and Residents Association Inc.	Yes	Community newsletter, safety initiatives, community events, environmental projects. Liaison with Council re bylaws consultation.
13	Tikipunga Community Trust	Yes	Community newsletter, environmental projects, community projects including pool and Whanau at the Falls. Liaison with Council on safety signage and bylaw consultation. Provides small grants/donations.

	Organisation	Meets Criteria?	Summary of Activity
14	Tutukaka Coast Ratepayers and Residents Association Inc.	Yes	Community newsletter, environmental projects, general support of community projects. Liaison with Council on several coastal and community issues, bylaws and plan change consultations, and more.
15	Urquharts Bay Association Inc.	Yes	Community news and events, support of local projects and working with Whangarei Heads Assoc on CCTV. Liaison with Council on erosion, litter and safety concerns.
16	Waipu Riding Residents and Ratepayers Association Inc.	Yes	Community email newsletter, monthly meetings, working bees, . Liaison with Council on waste management, parking and roading issues, vehicles on beaches, Annual and LTP plans.
17	Whakapara Hall Society Inc.	No	Community newsletter and contact list, 1-2 community events per year, tree planting. No liaison with Council. Comment: <i>The Society is focused on the activities of the hall. There is little R&R activity, although the group has addressed some safety concerns and organised some community events. Needs to better demonstrate R&R activity to receive this grant.</i>
18	Whananaki Beach Residents and Ratepayers Association Inc.	Yes	Community newsletter and events, civil defence and first aid initiatives, community safety patrols, CCTV, environmental projects and more. Liaison with Council on signage, rubbish, graffiti, seawall repairs, road safety, and bylaws consultation.
19	Whangarei Heads Citizens Association	Yes	Community newsletter and events, hall administration. Liaison with Council over development of 'McLeod Green', waste management, and bylaws consultation.
20	Whangaruru Coastal Community and Sports Association Inc.	No	Liaison with Council and the community over the development of a sports facility. Comment: <i>This is a sports association, not a Resident and Ratepayer Group. They are focused on the development of their facility, not active in typical ratepayer group activities. There are existing ratepayer groups for this community. Also, no AGM was held in the last 12 months.</i>
21	Whangaruru North Residents and Ratepayers Association Inc.	Yes	Community news and events, safety initiatives, environmental projects. Liaison with Council on road safety, signage, and rubbish issues.
22	Whangaruru South Residents and Ratepayers Association Inc.	Yes	Community newsletter, civil defence and first aid initiatives, community safety patrols, CCTV, environmental projects and more. Liaison with Council on rubbish bins, drainage issues, and wandering stock.

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.