RĀRANGI TAKE
AGENDA

Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Districtwide Facility Hire Remissions) Meeting

I hereby give notice that a Meeting of the Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Districtwide Facility Hire Remissions) will be held on:

Te Rā | Date:	**Tuesday, 26 November 2024**
Te Wā | Time:	**9.30am**
Te Wāhi | Location:	**Council Chamber Ground Floor, 175 Rimu Road Paraparaumu**

Brendan Owens

Group Manager Customer and Community

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Districtwide Facility Hire Remissions) will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 26 November 2024, 9.30am.

Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Districtwide Facility Hire Remissions) Members

Cr Nigel Wilson	Chair
Cr Glen Cooper	Deputy
Mayor Janet Holborow	Member
Cr Rob Kofoed	Member
Cr Shelly Warwick	Member

Te Raupapa Take | Order Of Business

1 Nau Mai | Welcome 5

2 Karakia a te Kaunihera | Council Blessing 5

3 Whakapāha | Apologies 5

4 Te Tauākī o Te Whaitake ki ngā Mea o te Rārangi Take | Declarations of Interest Relating to Items on the Agenda 5

5 He Wā Kōrero ki te Marea mō ngā Mea e Hāngai ana ki te Rārangi Take | Public Speaking Time for Items Relating to the Agenda 5

6 Ngā Take a ngā Mema | Members' Business 5

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8 Te Whakaū i ngā Āmiki | Confirmation of Minutes 11

8.1 Confirmation of Minutes 11

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1 NAU MAI | WELCOME

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

I a mātou e whiriwhiri ana i ngā take kei mua i ō mātou aroaro	*As we deliberate on the issues before us,*
E pono ana mātou ka kaha tonu ki te whakapau mahara huapai mō ngā hapori e mahi nei mātou.	*We trust that we will reflect positively on the communities we serve.*
Me kaha hoki mātou katoa kia whaihua, kia tōtika tā mātou mahi,	*Let us all seek to be effective and just,*
Ā, mā te māia, te tiro whakamua me te hihiri	*So that with courage, vision and energy,*
Ka taea te arahi i roto i te kotahitanga me te aroha.	*We provide positive leadership in a spirit of harmony and compassion.*

3 WHAKAPĀHA | APOLOGIES

4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Notification from Elected Members of:

4.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

4.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) Leave of Absence

(b) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

7 PŪRONGO | REPORTS

7.1 CONSIDERATION OF APPLICATIONS FOR DISTRICTWIDE FACILITY HIRE REMISSION

Kaituhi | Author**:** **Tracey Waye, Executive Assistant Customer and Community**

Kaiwhakamana | Authoriser**:** **Brendan Owens, Group Manager Customer and Community**

TE PŪTAKE | PURPOSE

1 Two applications for funding have been received:

- Lions Club of Waikanae
- Waikanae Swimming Club

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2 This report outlines two applications which have been received to the Districtwide Facility Hire Remissions grants programme, and requests that the Grants Allocation Committee (Districtwide Facility Hire Remissions) consider the applications and allocate grant funds as it sees fit.

TE TUKU HAEPAPA | DELEGATION

3 The Grants Allocation Committee has delegated authority to consider this report under Section C.4 of the Governance Structure approved by Council on 24 November 2022:

Districtwide Hall Hire Remissions – This programme is to assist hall users whose event is benefitting the District as a whole rather than an individual community.

TAUNAKITANGA | RECOMMENDATIONS

A. That the Grants Allocation Committee (Districtwide Facility Hire Remissions) grants $..... to the Lions Club of Waikanae, to assist with the cost of hiring the Waikanae Community Centre for their annual Senior Citizens' Christmas Luncheon in December 2024.
B. That the Grants Allocation Committee (Districtwide Facility Hire Remissions) grants $..... to the Waikanae Swimming Club, to assist with the cost of pool lane hire fees at the Waikanae Pool.

TŪĀPAPA | BACKGROUND

4 The Council has $3,300 in the 2024/25 budget for Districtwide Facility Hire Remissions. This budget is targeted at facility users whose event is benefiting the District as a whole rather than an individual community.

5 In the current financial year, no grants have been allocated to date, leaving $3,300 available for granting.

6 The maximum grant payable under the current policy is $1,000.

7 Criteria for the Districtwide Facility Hire Remissions grant is attached to this report as **Appendix 1**.

HE KŌRERORERO | DISCUSSION

8 Copies of all grants received are attached to this report as **Appendix 2 (under separate cover).**

9 The following events comply with the criteria for Districtwide Facility Hire Remissions Grants being “worthy causes” whose events are providing community, cultural or sporting activities within the District as a whole.

10 Applications have been received from:

Lions Club of Waikanae

11 Funding of $350 is sought to assist with the cost of hiring the Waikanae Community Centre for their annual Senior Citizens’ Christmas Luncheon in December 2024.

12 This event is held at no charge to attendees and is purposely targeted at Senior Citizens who are often on their own at Christmastime.

Waikanae Swimming Club

13 Funding of $1,000 is sought to assist with the cost of lane hire at the Waikanae Pool.

14 This enables the club to keep membership fees as low as possible. The applicant has confirmed that although the club is based in Waikanae, membership is open to the entire district and they currently have members from Ōtaki through to Paraparaumu.

He take | Issues

15 There are no issues to be considered.

Ngā kōwhiringa | Options

16 There are no options to be considered.

Mana whenua

17 There are no mana whenua issues to be considered.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

18 There are no climate change/environmental issues to be considered.

Ahumoni me ngā rawa | Financial and resourcing

19 Under the Local Government Amendment Act 2012 the local authority must “demonstrate prudent management of its revenues, expenses, assets, liabilities, investments or general financial dealings”.

20 An amount of $3,300 is provided in the 2024/25 budget for the Districtwide Facilities Hire Remission Grant. To date, no funds have been allocated in the currently financial year, leaving $3,300 available for distribution.

21 The total being applied for in this funding round is $1,350.

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

22 There are no legal or organisational risk issues to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

23 The current criteria and process for the operation of this grant fund was approved by Council on 21 August 2008. After the Grants Allocation Committee meeting on 20 September 2016 the Assessment Procedure was added.

24 The criteria are attached to this report as **Appendix 1**.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

25 An engagement plan is not needed to implement this decision.

Whakatairanga | Publicity

26 All successful applications will be publicised as appropriate through the Council's regular communications channels.

NGĀ ĀPITIHANGA | ATTACHMENTS

1. Appendix 1 - Grant Criteria ⇩
2. Appendix 2 - Applications Received - Public Excluded (under separate cover)

APPENDIX 1

DISTRICTWIDE FACILITY HIRE REMISSIONS GRANTS APPLICATION FORM

The purpose of the Districtwide Facility Hire Remission Grant is to provide financial assistance for groups or individuals who promise a future into the development of community, cultural or sporting activities within the District.

The programme is to assist facility users whose event is benefitting the District as a whole rather than an individual community.

Eligible Organisations/Individuals

1. Applicants must reside in the Kāpiti Coast District.
2. Eligible organisations include those that provide community, cultural or sports activities within the District as a whole.

Applications will be considered for:

1. The remission of facility hire, within **the current financial year** of the project or activity.
2. That the remission of facility hire rental for "worthy causes" be in line with Council policy in that all remissions of facility rentals be accounted for by being funded as grants from approved grants budgets under the control of the Council or Community Boards.

Ineligible Purposes

Grants will not generally be considered retrospectively (applications must be received by the Kāpiti Coast District Council prior to the event taking place).

Maximum Grant

The maximum grant payable is **$1,000** per grant.

Accountability

Applicants must provide evidence that the money was spent for the purpose granted within six months of receipt of the grant.

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information. Failure to provide all of the required information will result in the application being returned to the applicant.
2. Applications must include a bank deposit slip.

Assessment Procedure

The Grants Allocation Subcommittee (Districtwide Facility Hire Remissions) will assess all eligible applications and allocate the funds in accordance with the programme's criteria and protocols. In assessing applications the Committee will consider measures such as (but not limited to):

- The clear aims and objectives of the applicant;
- The project or event for which the grant is requested;

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DISTRICTWIDE FACILITY HIRE REMISSIONS GRANTS APPLICATION FORM

- Where appropriate, evidence of a sound management structure and good financial management;
- How closely the application fits with the scheme criteria;
- The identification and evaluation of local needs;
- The use of any previous money granted by Council;
- The level of community involvement in the project; and
- The expected outcomes and benefits of the service/project for the Kāpiti Coast District.

Applications are to be addressed to:

Jasmine Speight
Property and Facilities Support Officer
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

jasmine.speight@kapiticoast.govt.nz

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8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF MINUTES

Author: **Maria Cameron, Advisor Governance**

Authoriser: **Brendan Owens, Group Manager Customer and Community**

Taunakitanga | Recommendations

That the minutes of the Grants Allocation Committee (Heritage Fund) meeting of 17 September 2024 be accepted as a true and correct record.

NGĀ ĀPITIHANGA | ATTACHMENTS

1. Minutes - Grants Allocation Committee (Heritage Fund) 17 September 2024 ⇩

MINUTES OF KAPITI COAST DISTRICT COUNCIL
GRANTS ALLOCATION COMMITTEE (HERITAGE FUND) MEETING
HELD AT THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON TUESDAY, 17 SEPTEMBER 2024 AT 9.29AM

PRESENT: Cr Nigel Wilson, Cr Glen Cooper

IN ATTENDANCE: Ms Anna Smith, Ms Maria Cameron, Mr Brendan Owens, Mr Gareth Eloff, Ms Rachel Ashdown, Ms Jessica Mackman

WHAKAPĀHA | APOLOGIES: Cr Shelly Warwick, Cr Rob Kofoed

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

The Chair welcomed everyone to the meeting.

2 KARAKIA A TE KAUNIHERA | COUNCIL BLESSING

Mr Brendan Owens read the Council blessing.

3 WHAKAPĀHA | APOLOGIES

APOLOGY

COMMITTEE RESOLUTION GACH2024/1

Moved: Cr Nigel Wilson
Seconder: Cr Glen Cooper

That the apologies received from Mayor Janet Holborow, Cr Shelly Warwick and Cr Rob Kofoed be accepted.

CARRIED

4 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE | DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were no declarations of interest relating to items on the agenda.

5 HE WĀ KŌRERO KI TE MAREA MŌ NGĀ MEA E HĀNGAI ANA KI TE RĀRANGI TAKE | PUBLIC SPEAKING TIME FOR ITEMS RELATING TO THE AGENDA

There were no public speakers.

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

(a) No leaves of absence were requested during the meeting.

(B) THE CHAIR HAD NOT BEEN ADVISED OF ANY MATTERS OF AN URGENT NATURE PRIOR TO THE COMMENCEMENT OF THE MEETING.

Unconfirmed

7 PŪRONGO | REPORTS

7.1 HERITAGE FUND 2024-25

Rachel Ashdown, Advisor Biodiversity and Landscapes, introduced the report on behalf of Andy McKay Team Leader Environment and Ecological Services and requested that the report be taken as read.

COMMITTEE RESOLUTION GACH2024/2

Moved: Cr Glen Cooper
Seconder: Cr Nigel Wilson

A. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of $5,000 to Scott Dray on behalf of David and Anne Porter for management work at 268 Maungakotukutuku Road, Paraparaumu.

B. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of $5,000 to Drew Mackenzie for management work at 701 State Highway 1,Te Horo.

C. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of $5,000 to Marilyn and Wayne Stevens on behalf of Hautere Estate Limited for maintenance work at 1070 State Highway 1 South, Te Horo.

D. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of $4,992 to Lesley Catterall for preservation/management work at 207 Te Hapua Road, Te Horo.

E. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of $3,625 to Marie Smith on behalf of the Methodist Church of New Zealand Kapiti Uniting Parish for maintenance work at 9 Taiata Street, Waikanae Beach.

F. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of $3,300 to Kathleen Campbell on behalf of the Deborah Charitable Trust for management work at 1400 Ōtaki Gorge Road, Ōtaki.

G. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of $3,000 to Kōtuku Kaihau on behalf of Kaihau Estate for management work at 51 Taylors Road, Ōtaki.

H. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of $2,500 to Daniel Scott-Kingsbury for management work at [redacted].

I. That the Grants Allocation Subcommittee (Heritage Fund) approve a grant of $1,958 to Peter Kiernan for management work at 118 Waterfall Road, Paraparaumu.

CARRIED

COMMITTEE RESOLUTION GACH2024/3

Moved: Cr Nigel Wilson
Seconder: Cr Glen Cooper

J. That the Grants Allocation Subcommittee (Heritage Fund) directs the Manager – Parks, Open Space and Environment to use their discretion to allocate remaining funds to projects if they appear before the end of the 2024-25 financial year and meet the relevant criteria.

CARRIED

Unconfirmed

COMMITTEE RESOLUTION GACH2024/4

Moved: Cr Nigel Wilson
Seconder: Cr Glen Cooper

K. That the Grants Allocation Subcommittee (Heritage Fund) directs Council officers to review the Heritage Fund criteria to bring it into line with other Council grants and to better serve the aspirations of the community.

CARRIED

At the request of the Chair, Mr Brendan Owens closed the meeting with karakia.

The Te Komiti Tuku Tahua Pūtea | Grants Allocation Committee (Heritage Fund) meeting closed at 9.37am

.....

HEAMANA | CHAIRPERSON

Unconfirmed