

Agenda

Kaiapoi-Tuahiwī Community Board

Monday 19 August 2024

4pm

Kaikanui Room
Ruatanīwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:

Jackie Watson (Chairperson)

Sandra Stewart (Deputy Chairperson)

Neville Atkinson

Tim Bartle

Al Blackie

Tracey Blair

Russell Keetley

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AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 19 AUGUST 2024 AT 4PM.

RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS COUNCIL POLICY UNTIL ADOPTED BY THE COUNCIL

	<u>BUSINESS</u>	<i>PAGES</i>
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahiwi Community Board – 15 July 2024</u>	8-16
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 July 2024, as a true and accurate record.	
3.2	<u>Matters Arising (From Minutes)</u>	
3.3	<u>Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 15 July 2024</u>	17-18
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Receives the circulated notes of the Kaiapoi-Tuahiwi Community Board workshop, held 15 July 2024.	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
	Nil.	

5 **ADJOURNED BUSINESS**

5.1 **Application to the Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

Refer to memo (Trim: 240723120572).

19-33

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240520080329.
- (b) **Approves** a grant of \$..... to the Community Wellbeing North Canterbury Trust towards the purchase of a digital media screen.

OR

- (c) **Declines** the application from the Community Wellbeing North Canterbury Trust.

6 **REPORTS**

6.1 **The Oaks, Kaiapoi – Request for No Stopping Lines – Peter Daly (Road Safety Coordinator/Journey Planner) and Joanne McBride (Roading and Transport Manager)**

34-37

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240711113549.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the installation of 16 metres of 'No Stopping' lines at the dead end of the formed road of The Oaks, Kaiapoi, per Figure 3 of the report.
- (c) **Notes** the cost of approving this request is estimated at less than \$10.00, which will be funded from existing maintenance budgets. The work will be scheduled to coincide with other marking jobs in that area to minimise the cost of installation.

6.2 **Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Fund and 2024/25 General Landscaping Budget – Kay Rabe (Governance Advisor)**

38-47

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240515077917.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2024/25 is \$28,660, with a carryover from 2023/24 of \$16,990, for a total allocation of \$45,650 during the current financial year.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2024/25 was \$8,600.

- (d) **Approves** the Board's 2024/25 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089866).
- (e) **Approves** the Board's 2024/25 Discretionary Grant Accountability Form (Trim No. 210603089980).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2024/25 financial year (July 2024 to June 2025).

6.3 **Applications to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

48-88

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240709111723.
- (b) **Approves** a grant of \$..... to Allstar U18 towards their annual training camp.
- OR**
- (c) **Declines** the application from Allstars U18.
- (d) **Approves** a grant of \$..... to the Kaiapoi Garden Club towards the costs of running the Kaiapoi Garden Competition.
- OR**
- (e) **Declines** the application from the Kaiapoi Garden Club.
- (f) **Approves** a grant of \$..... to Oxford Community Trust towards catering costs for its Day Out event.
- OR**
- (g) **Declines** the application from Oxford Community Trust.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 **Chairperson's Report for July 2024**

The Chairperson will provide a verbal update.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

9 MATTERS REFERRED FOR INFORMATION

9.1 **Oxford-Ohoka Community Board Meeting Minutes 3 July 2024.**

9.2 **Woodend-Sefton Community Board Meeting Minutes 8 July 2024.**

9.3 **Rangiora-Ashley Community Board Meeting Minutes 10 July 2024.**

- 9.4 Submission Environment Canterbury Long Term Plan – Report to Council meeting 4 June 2024 – Circulates to all Boards.
- 9.5 Submission Fast Track Approvals Bill – Report to Council Meeting 2 July 2024 – Circulates all Boards.
- 9.6 Submission Local Government Water Services Preliminary Arrangements Bill – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.7 Programme for District Wide Parking Management Plans – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.8 Elected Member Remuneration 2024/25 – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.9 Representation Review Proposal – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.10 Health, Safety and Wellbeing Report June 2024 – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 9.11 July 2023 Flood Recovery Progress Update – Report to Utilities and Roading Committee 16 July 2024 – Circulates to all Boards.
- 9.12 Adoption of Final 3 Waters, Solid Waste and Transport Activity Management Plans 2024 – Report to Utilities and Roading Committee 16 July 2024 – Circulates to all Boards.
- 9.13 Approval of Capital Work Renewals Programmes and Sports Ground Growth Programme for Greenspace – Report to Community and Recreation Committee 23 July 2024 – Circulates to all Boards.
- 9.14 Aquatics July Report – Report to Community and Recreation Committee 23 July 2024 – Circulates to all Boards.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.14.

Note:

- 1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*

10 MEMBERS' INFORMATION EXCHANGE

89-90

10.1 Philip Redmond

10.2 Brent Cairns

11 CONSULTATION PROJECTS

11.1 A Lease for the Historical Scow Success

<https://letstalk.waimakariri.govt.nz/a-lease-for-the-historical-scow-success>

Consultation closes Friday 30 August 2024.

11.2 Welcoming Communities

<https://letstalk.waimakariri.govt.nz/welcoming-communities>

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 July 2024: \$7,500.

12.2 General Landscaping Budget

Balance as at 31 July 2024: \$28,660. Plus, carryover of \$16,990.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 16 September 2024 at 4pm.

Workshop

- *Members Forum*

MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 15 JULY 2024, AT 4PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie, T Bartle, T Blair and R Keetley (arrived at 4.17pm).

IN ATTENDANCE

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), J McBride (Roading and Transport Manager), I Clark (Project Manager Community and Recreation) and K Rabe (Governance Advisor).

There were two members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: A Blackie

THAT an apology for absence be received and sustained from N Atkinson and for late arrival for R Keetley who arrived at 4.17pm.

CARRIED

1.1 Matters Arising (From Minutes)

There were no matters arising.

1.2 Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 17 June 2024

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated notes of the Kaiapoi-Tuahiwi Community Board workshop, held 17 June 2024.

CARRIED

2 DEPUTATIONS AND PRESENTATIONS

There were no deputations or presentations.

3 ADJOURNED BUSINESS

There was no adjourned business.

4 REPORTS

4.1 Ground Lease Kaiapoi Menz Shed – I Clark (Project Manager Community and Recreation)

I Clark presented the report which sought two decisions in relation to the use of the Kaiapoi Community Hub site located in the Kaiapoi South Regeneration area. The decisions sought the approval for the ground lease for Kaiapoi Menz Shed and approval for the temporary storage of three containers on their site.

T Bartle sought clarity on the wording of recommendation (h) in relation to the 'slight differences' between the leases and I Clark replied this was a difference in wording only.

P Redmond asked when the storage agreement came into effect and was told the timing would start once the containers arrived on site, which could be several months away.

B Cairns sought clarity on the term storage and queried if any work would be occurring within the containers. I Clark explained that the first step was to complete the first building, which would then be used for work while the containers would be used to store materials and tools etc.

P Redmond asked if insurance cover would be the same for both the Menz Shed and YDot, given that the Menz Shed would be using volatile materials. I Clark replied that liability insurance would be for one million dollars for both groups. P Redmond queried what YDot did and was told it was basically a trade school which was why the liability cover was the same as the Menz Shed.

Moved: A Blackie

Seconded: T Bartle

THAT the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** Report No. 240513076330.
- (b) **Approves** the awarding of a ground lease to Kaiapoi Menz Shed at the Kaiapoi Community Hub located at 38 Charters Street for a term of 30 years.
- (c) **Approves** delegated authority to the General Manager of Community and Recreation to finalise lease negotiations with the Kaiapoi Menz Shed.
- (d) **Notes** the storage containers must comply with the design guidelines and are temporary for a maximum period of 24 months.
- (e) **Notes** staff will issue the Menz Shed with an advisory reminder that the containers must be removed or replaced with a permanent solution after 18 months of being on site.
- (f) **Approves** two 20-foot containers and one 40-foot container to be placed temporarily at the Kaiapoi Community Hub for storage purposes for a period of up to two years. Staff will notify the board when this period begins as will only start once building commences.
- (g) **Notes** the lease fee will only be paid if requested (\$1.00 per annum) to fall in line with other community lease agreements, as determined by Council.

- (h) **Notes** that there are slight differences between the lease agreement between the Kaiapoi Menz Shed and the other confirmed leases on the site. This is due to the feedback received from groups as well as the different activities they carry out. However, general conditions are the same.
- (i) **Notes** that consultation regarding the master plan for the Community Hub was undertaken with the community in late 2021. The location of the proposed buildings on this site is in line with this consultation.
- (j) **Notes** that costs associated with the development of the leased area will lie with individual group and the Lessee must ensure that works comply with the site Design Guidelines attached to this report.
- (k) **Notes** that any lease would be subject to a two-year period to start their build to enable the Group to raise the funds it needs for the project.

CARRIED

4.2 **Proposed Roding Capital Works Programme for 2024/25 and Indicative Three Year Programme – K Straw (Civil Projects Team Leader) and J McBride (Roding and Transport Manager)**

J McBride and K Straw presented the report which sought the Borad's endorsement to the proposed 2024/25 Roding Capital Works Programme.

J Watson noted that recently a footpath had been constructed on Fuller Street between Silverstream and the Kaiapoi Borough School. However, this highlighted the untidy nature of the opposite berm and queried if it was possible to construct a kerb for that side of the street. J McBride replied that there was no budget for new kerbs and channels only for renewals. If the Board wished it could submit for new kerbing through the Annual Plan.

B Cairns sought clarity regarding the renewal of the footpath on Charles Street (outside Paris for the Weekend) and was told that only the current footpath would be replaced and any extension to the Coastguard could be considered under the Minor Improvement Project budget if required.

T Bartle queried the School Safety Project for Kaiapoi North School and its carryover from 2023/24 financial year. J McBride replied that staff had been working with the school to improve crossing safety and reconfigure street parking to improve line of sight and safety for children crossing Williams Street. A report would be coming to the Board on this matter later in the year. T Bartle also queried the speed treatment for Cosgrove Street. J McBride replied that this would be for traffic calming measures at the intersection of Cosgrove Street and Island Road.

Moved: J Waston

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240419062979.
- (b) **Endorses** the 2024/25 DRAFT Proposed Roding Capital Works Programme (Trim No. 240624102120).
- (c) **Endorses** the indicative Roding Capital Works Programme for the 2025/26, 2026/27 and 2027/28 financial years.

- (d) **Notes** that the outcome of the National Land Transport Programme (NLTP) will not be known until September 2024, and as such it will not be known as to whether co-funding is available until that time.
- (e) **Notes** that feedback from the Community Boards, will be incorporated into the final report which is proposed to be submitted to the Utilities and Roading Committee in August 2024 for approval.

CARRIED

J Watson noted that this was necessary work to be carried out throughout the district therefore supported the motion.

A Blackie concurred.

4.3 **Applications to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe introduced the applications and took the report as read.

T Bartle queried if the Board had any guidelines or criteria on the amounts it allocated to groups. K Rabe replied that currently there were no guidelines however a workshop on the criteria for the Discretionary Grant Fund would be held after the meeting to discuss this and other concerns raised regarding the Discretionary Grant Fund criteria.

The Board agreed to consider each application individually.

P Redmond queried the policy on funding sports clubs and was told that historically Boards had funded sports clubs acknowledging the general aim of clubs was not to make profit and most clubs who held money did so for maintenance works.

Moved: A Blackie

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240520080329.
- (b) **Approves** a grant of \$500 to the Waimakariri United Football Club

CARRIED

A Blackie supported this motion as the Waimakariri United Football Club was a strong club which continued to grow. He acknowledged the club had \$67,000 in the bank and as the Board's funds were limited, he believed that \$500 was a reasonable contribution towards this initiative.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (c) **Approves** a grant of \$600 to the R13 Youth Development Trust for art supplies for Art Therapy sessions.

CARRIED

J Watson supported this application noting that the R13 Youth Development Trust had been active in Kaiapoi for some time and did not appear to have much in the way of funding. She believed that this was a strong group which did good work with youth in the area.

J Watson noted that this application had been sent on behalf Karanga Mai Early Learning Centre. She noted she had some connection with the Learning Centre when she taught at Kaiapoi High School and acknowledged that some members may have reservations as this application could be considered coming from a school however, she would move the recommendation.

Moved: J Watson

- (d) **Approves** a grant of \$600 to the Community Wellbeing North Canterbury Trust towards the purchase of a digital media screen.

The motion lapsed for want of a seconder.

T Bartle suggested that this report be left to lie on the table until further information regarding the application was received, namely why the Centre had not applied to the Kaiapoi High School for this equipment, why the Trust had filled in the application on the Centre's behalf and if this was a Trust application why would they apply to the Board when it appeared the Trust had sufficient funds to purchase the required media screen themselves.

Moved: T Bartle

Seconded: J Watson

THAT the application lie on the table until further information has been received regarding why the Centre had not applied to the Kaiapoi High School for this equipment, why the Trust had filled in the application on the Centre's behalf and if this was a Trust application why would they apply to the Board when it appeared the Trust had sufficient funds to purchase the required media screen themselves.

CARRIED

5 **CORRESPONDENCE**

5.1 **Council Long Term Plan Submission Response Letter (Trim: 240216022707)**

5.2 **Letter regarding the Ground Lease Conditions of Historic Railway Building (Trim: 240624101909)**

The Chair requested that the letter from J Pearce be acknowledged in the first instance and that this matter be discussed after the meeting in workshop to find a way forward.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahivi Community Board:

- (a) **Receives** the Council Long Term Plan Submission Response Letter (Trim: 240216022707).
- (b) **Receives** the letter regarding the Ground Lease Conditions of Historic Railway Building (Trim: 240624101909).

CARRIED

6 **CHAIRPERSON'S REPORT**

6.1 **Chairperson's Report for June 2024**

The Chairperson gave an update on the Kaiapoi Art Expo which had claimed all her time during June and July. She requested that the Board acknowledge the Trustees who run the art expo and who had gone above and beyond given that there had been a new co-ordinator to manage the Expo this year, who had required mentoring resulting in the Trustees putting more time than usual on the organisation of the Expo. The Board

acknowledged Joan Whillans, Clare Giffard, Julia Hassall and Christine Eastgate and the work they had done to produce a successful and positive event for the district. J Watson noted that sales were down however that was understandable given the economic situation however attendance had been both positive and astonishingly high. She also acknowledged the major sponsors which included Corcoran French, Jed Pearce, Rangiora Pak n Save for the School Expo, John Rhind for 'People's Choice'. The people's choice winner was all over social media which would benefit the artist and the Expo.

A Backie also offered a vote of thanks to J Watson for her untiring work and effort to ensure a successful event which benefited not only Kaiapoi but the district.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

CARRIED

7 MATTERS REFERRED FOR INFORMATION

- 7.1 Oxford-Ohoka Community Board Meeting Minutes 5 June 2024.
- 7.2 Woodend-Sefton Community Board Meeting Minutes 10 June 2024.
- 7.3 Rangiora-Ashley Community Board Meeting Minutes 12 June 2024.
- 7.4 Submission Environment Canterbury Long Term Plan – Report to Council meeting 4 June 2024 – Circulates to all Boards.
- 7.5 46 Main North Road, Kaiapoi – Public and Iwi Feedback – Reserve Classification – Report to Council Meeting 4 June 2024 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 7.6 Health, Safety and Wellbeing Report May 2024 – Report to Council Meeting 4 June 2024 – Circulates to all Boards.
- 7.7 Enterprise North Canterbury Approved Statement of Intent (SOI) Beginning 1 July 2024, and associated 2024/25 Enterprise North Canterbury Annual Business Plan – Report to Audit and Risk Committee meeting 11 June 2024 – Circulates to all Boards.
- 7.8 Commence Public Consultation on Amended Stormwater Drainage and Watercourse Protection Bylaw 2024 – Report to Utilities and Roading Committee meeting 18 June 2024 – Circulates to all Boards.
- 7.9 Private Well Study – Results from 2023 Study – Report to Utilities and Roading Committee meeting 18 June 2024 – Circulates to all Boards.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.9.

CARRIED

8 MEMBERS' INFORMATION EXCHANGE

8.1 Al Blackie

- Te Kohaka Trust recovering after a difficult month with resignations from staff.
- Public planting days a success.
- Kainga Ora briefing to Council – currently 33 properties in Rangiora and Kaiapoi. Concern that 'pepper potting' was not occurring as originally promised.
- Northern Pegasus Bay Bylaw hearing later in the week with 33 people wishing to be heard.

8.2 Tim Bartle

- Attended All Boards session and disappointed at the lack information shared regarding the District Plan.
- Attended Drainage Advisory Groups – dry winter so no issues at present.
- Matariki event a success and lighting show impressive however highlighted the need for a power supply at Norman Kirk Park.
- North Canterbury Neighbourhood Support ticking along.
- Successful Expo – great for Kaiapoi.

8.3 Tracey Blair

- Darnley Club meeting and garage building project starting.
- Low attendance numbers due to winter illnesses.
- AGM to be held on 10 September 2024.

8.4 Brent Cairns

- Superb Arts Expo.
- Unexpected numbers at Matariki event. Changes to be made to next years event to improve some aspects e.g. traffic management.
- Accessibility platforms at Pegasus and Waikuku which would allow more people to enjoy the beach.
- Springston Trophy event – Enterprise North Canterbury also funded the event so there was concern regarding overlaps with funding. As Portfolio holder he had been included on the ENC funding committee to see how overlaps could be mitigated in the future.
- Kaiapoi Promotions Association had their next event on the 17th July 2024 at 5,30pm at the Coast Guard, they would have Bianca Punt from Attraction Studio to talk marketing tips and the Committee would talk about the review of Christmas event location and how that event would expand into an evening music event.

8.5 Philip Redmond

- Local Government New Zealand Sovereign Citizens zoom session really interesting and could circulate articles on this to members.
- Otautahi Community Housing Trust opening.
- Kaiapoi Community Networking forum.
- Canterbury Property Investors Association forum.
- Road Safety Working Group meeting.
- Adopted the Council's Long Term Plan with rate increase of 9.39%.
- Water done Well teams meeting.
- North Canterbury Sports and Recreation meeting.
- Various Council briefings, workshops, meetings including drainage advisory groups, District Licencing Committee hearing and several roading related meetings with residents and staff.

8.6 **Sandra Stewart**

- Waimakariri Biodiversity Trust looking for Trustees.
- Wonderful Art Expo
- Concern raised regarding the saltwater incursion in the Kaiapoi River.
- Attended the Central Rural Advisory Group meeting and requests that the Board invite Environment Canterbury to come and discuss the Cam River stop banks upgrade as well as the Kaiapoi River monitoring.

8.7 **Russell Keetley**

- Attended Kaiapoi Art Expo and Fire and Ice events.
- Attended All Boards session.
- Attended Museum meeting.
- Concern that more traffic management was needed for big events.

9 **CONSULTATION PROJECTS**

9.1 **Oxford Football Club Using Cust Domain**

<https://letstalk.waimakariri.govt.nz/oxford-football-club-using-cust-domain>

Consultation closes Friday 2 August 2024.

9.2 **Welcoming Communities**

<https://letstalk.waimakariri.govt.nz/welcoming-communities>

Consultation closes mid-August 2024.

The Board noted the consultation projects.

10 **BOARD FUNDING UPDATE**

10.1 **Board Discretionary Grant**

Balance as at 30 June 2024: \$8,600.

The Board noted the funding update.

11 **MEDIA ITEMS**

Nil.

12 **QUESTIONS UNDER STANDING ORDERS**

Nil.

13 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 19 August 2024 at 4pm.

There being no further business the meeting concluded at 4.48pm

CONFIRMED

Chairperson

Date

Workshop
(4.49pm to 4.48pm)

- *Discretionary Grant Funding – Kay Rabe (Governance Advisor) – 15 minutes*
- *Lease for Historic Railway Building*
(See Trim Ref 240716116525)
- *Members Forum*
Nil.

NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, ON MONDAY 15 JULY 2024 AT 4.48PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie, T Bartle, T Blair and R Keetley.

IN ATTENDANCE

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation) and K Rabe (Governance Advisor).

There was one member of the public present.

APOLOGIES

Moved: J Watson

Seconded: T Bartle

THAT an apology for absence be received and sustained from N Atkinson.

CARRIED

1. LEASE ON HISTORIC RAILWAY BUILDING

Key points:

- Letter from J Pearce regarding the ongoing discussions with Council regarding the Reserve Ground lease conditions for the Historic Railway building currently trading as Paris for the Weekend Café. In particular, Council's right to give only 12 months' notice to terminate the ground lease without appropriate compensation to the Tenant/Business, as well as no formal right of renewal when the 33-year lease expires.
- The tenant/business needs to have certainty that their lease would not be terminated with 12 months' notice, therefore losing their business and goodwill value.
- Requested a notice period of six years and compensation payable for the building would be purchased at an agreed market value.
- Paris for the Weekend was a good tenant and should be looked after.
- Building on Reserve land which was governed by the Reserves Management Act.
- Act does not allow for a termination lease however the Council gives a 12 month termination clause which is in breach of the Act.
- All Council's leases have a 12 month termination clause written into them.
- Differing opinions by the lawyers that were consulted.

Questions/Issues:

- *Can the Board recommend to the Council to increase the termination clause to six years?*
Council could however it would be against the law which the Council was unlikely to agree to.
- *Could the land be changed from Recreation Reserve?*
Yes, however complicated and would need the Ministers permission.
- *What does the compensation cover?*
Compensation is for the building not the business or tenant, however the Council may choose not to buy the building and in that case the building would need to be sold and possibly relocated.
- *What do other Council's offer for businesses on reserve land?*
Unsure but will do further research on the matter.
- *Is the lease already signed*
No.

C Brown agreed to do further research and bring a report to the Board on the matter.

2. **DISCRETION GRANT FUND DISCUSSION** – K Rabe (Governance Adviser).

Key points:

- Review criteria to see if any changes are required.
- Concern that groups were not being treated equally.
- Concern that the correct amounts are being granted especially for groups with large bank balances.
- School applications still need clarity.
- Should criteria be weighted.
- Same groups applying every year.
- Groups applying to all Community Boards and to Council funding streams – double dipping?
- Bank statements to be provided to ensure funds being paid to groups/organisations.

Questions/Issues:

- Should Boards be funding sports clubs.
- Board considers all those factors when considering the application. Can not have everything cut and dried which was why discretion required.
- Consider PTA's is a loophole – not sure if they agree. Uncomfortable with accepting applications from schools or PTAs. Schools need to give evidence that there will be a significant benefit for the general community if funded.
- Concern regarding groups with large balances – should more consideration be given to smaller groups. Could be asset rich and money poor.
- What about if the applicant had to have a budget for an event or programme of less than a certain figure?
- Board funding was for benefitting the community as a whole should this apply to sports clubs as well.
- In relation to groups who applied every year – what about a stand down period. Groups could only apply every second or third year.

3. **BOAT TRAILER PARKING** – C Brown (General Manager Community and Recreation).

Key points:

- Memo circulated regarding this matter.
- Request that the Board agree for staff to consult on deferring boat trailer parking and giving a lease to occupy to the Alwin G Trust for restoring the scow.
- C Brown noted that a report would go to the Council asking for the funding for the boat trailer parking initiative to be pushed out to later years in the Long Term Plan subject to releasing the funding required for the upgrading of the dump station. Would be approaching New Zealand Motor Caravan Association for a contribution for upgrading the dump station.

THERE BEING NO FURTHER BUSINESS THE WORKSHOP CONCLUDED AT 5.48pm.

WAIMAKARIRI DISTRICT COUNCIL

MEMO

FILE NO AND TRIM NO: GOV-26-10-04 / 240723120572

DATE: 23 July 2024

MEMO TO: Kaiapoi-Tuahiwi Community Board

FROM: Kay Rabe, Governance Adviser

SUBJECT: Response from Community Wellbeing North Canterbury Trust
Regarding your Funding Queries

The purpose of this memo is to give the Board the responses received regarding the Board's queries relating to the Trust's funding application.

The Board considered a funding application from Community Wellbeing North Canterbury Trust for the purchase of a digital media screen for Karangi Mai Early Learning Centre. The Board decided to leave the application to lie on the table until further information had been received in relation to the application.

Please note the response (in blue font) received from D Ryan, the Trust's General Manager.

- Why was this application not made to the Kaiapoi High School in the first instance
The Early Learning Centre (Community Wellbeing) operates in partnership with the Young Parents College (YPC) at Kaiapoi High School, however, as separate entities. The digital screen is for the tamariki at the Early Learning Centre (ELC). Also, several of the tamariki at the ELC are community participants, so have no direct link to the YPC or High School. In this instance, it would not be appropriate for us to request funding from KHS for this item.
- Why was the application made by the Trust and not the Learning Centre as previously occurred.
The Early Learning Centre is one of the services operated by Community Wellbeing North Canterbury Trust. As the Trust's GM, I am also the licensee of the ELC so am responsible for funding and finance. We have streamlined our funding application processes to reflect this connection.
- Concern that the Trust's financials show a large balance and yet it is applying to the Board for funding for a reasonably small expense.
The Trust strives to operate in a financially responsible and sustainable way. This means that we fundraise or seek funding for items such as this as opposed to utilising reserves. What may appear to be a large balance is set aside for a responsible wind up if required for the Trust's 40 employees. Like other Not for Profit organisations, we request funding for items such as these which frees up our resources to provide essentials such as free food and other supports for parents of the tamariki at the Early Learning Centre.

D Ryan has stated that she would be happy to attend the next meeting to provide an overview of our Trust and the work we do, which had its beginnings in Kaiapoi in 1988. Also happy to answer any further questions.

K Rabe

WAIMAKARIRI DISTRICT COUNCIL

REPORT OR DECISION

FILE NO and TRIM NO: GOV-26-08-06 / 240520080329

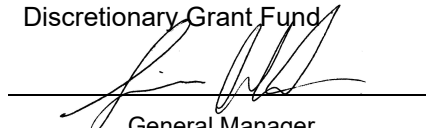
REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 15 July 2024

AUTHOR(S): Kay Rabe, Governance Advisor

SUBJECT: Applications to the Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Fund

ENDORSED BY:
(for Reports to Council,
Committees or Boards)


General Manager


Chief Executive

1. SUMMARY

1.1 The purpose of this report is to consider the following three applications for funding received from:

Name of Organisation	Purpose	Amount requested
Waimakariri United Football Club	Towards bibs for their Mainland competition teams	\$856
R13 Youth Development Trust	Towards art supplies for Art Therapy sessions	\$600
Community Wellbeing North Canterbury Trust	Towards the purchase of a digital media screen	\$600
Total:		\$2,056

Attachments:

- i. Application from Waimakariri United Football Club (Trim Ref. 240522082462).
- ii. Application from R13 Youth Development Trust (Trim Ref. 240617097685).
- iii. Application from Community Wellbeing North Canterbury Trust (Trim Ref: 240617098002).
- iv. A spreadsheet showing the previous two years' grants.
- v. Board funding criteria 2024/25. (Trim Ref: 210603089725).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240520080329.
- (b) **Approves** a grant of \$..... to the Waimakariri United Football Club towards purchasing bibs for their Mainland competition teams.

OR

- (c) **Declines** the application from the Waimakariri United Football Club.

- (d) **Approves** a grant of \$..... to the R13 Youth Development Trust for art supplies for Art Therapy sessions.
- OR**
- (e) **Declines** the application from the R13 Youth Development Trust.
- (f) **Approves** a grant of \$..... to the Community Wellbeing North Canterbury Trust towards the purchase of a digital media screen.
- OR**
- (g) **Declines** the application from the Community Wellbeing North Canterbury Trust.

3. **BACKGROUND**

- 3.1 The **Waimakariri United Football Club** seeks funding to purchase bibs.
- 3.2 The **R13 Youth Development Trust** seeks funding to purchase art supplies to support art therapy sessions.
- 3.3 The **Community Wellbeing North Canterbury Trust** is seeking funding towards purchasing a digital media screen for the Karanga Mai Early Learning Centre for educational purposes.
- 3.4 The current balance of the Board's 2024/25 Discretionary Grant fund is \$8,600.

4. **ISSUES AND OPTIONS**

Waimakariri United Football Club (the Club)

4.1 Information provided by the Club:

- 4.1.1 The Club was formed in December 2008 following the merger of the Rangiora Football Club, the Kaiapoi Town Association Football Club and North Canterbury United. Since then, many of its top competition-grade teams have finished in the top three and won several leagues. The Club continues to grow and regularly competes in South and North Island Tournaments. In 2015, the Club achieved entry into the Women's Premier League, proving the Club has a substantial development programme for junior girls.
- 4.1.2 The Club has 904 registered players, with 481 members based at Kendal Park. The Club is seeking funding to buy bibs for its Kaiapoi-based in-house teams. Bibs allow players to identify teammates during games and training drills, eliminating confusion, improving communication, and assisting coaches. The bibs are made of breathable material that provides proper ventilation, ensuring players do not overheat.
- 4.1.3 The bibs are estimated to cost \$1,776, and the purchase will be made even if this application is unsuccessful.

4.2 Council Evaluation:

- 4.2.1 The Club's application for \$856 complies with the Board's Discretionary Grant Application Criteria, as it is from a local sports club. This is the first time the Club has applied to the Board for funding. However, the Club has also applied to the Rangiora-Ashley Community Board for \$920 towards bibs for the teams that play at Maria Andrews Park in Rangiora. The Rangiora-Ashley Community Board will be considering its application on 10 July 2024.
- 4.2.2 Grants are generally limited to \$750, with a maximum of \$1,000 in any financial year. However, groups can apply twice a year, provided it is for different projects. The Board can consider granting more than \$750 in exceptional circumstances, provided detailed reasons for exceeding the present limit are provided.

R13 Youth Development Trust (*the Trust*)

4.3 Information provided by the Trust:

- 4.3.1 The Trust is a non-governmental organisation set up in 2009 which provides a range of free services to improve the quality of life of at-risk youth, youth offenders and their whānau in the wider North Canterbury region. The Trust supports young people aged between 10 and 20 in finding opportunities for growth and wellbeing. The Trust aims to enhance the dignity and quality of life for young people, their whānau, and their community by eliminating barriers to opportunity and assisting them in reaching their fullest potential. Some of the wrap-around services include mentoring, restorative justice and a family harm programme.
- 4.3.2 The Trust is seeking funding to purchase art supplies to support its art therapy sessions. This initiative is expected to benefit approximately 1,000 people which include the families and friends of the youth people attending the sessions. The art sessions will allow young people to set goals and objectives by creating a scrapbook detailing their journey with the Trust. This is a meaningful, hands-on way of assisting them to see the positive outcomes they have achieved and to communicate that with their peers. This initiative will also engage and motivate them, keeping them out of trouble and giving them an opportunity to express themselves.
- 4.3.3 The project is estimated to cost \$600, and if this application is not successful, the resources will still be purchased to allow the therapy sessions to continue.

4.4 Council Evaluation:

- 4.4.1 The Trust's application for \$600 complies with the Board's Discretionary Grant Application Criteria as it is from a not-for-profit organisation. This is the second time the Trust has applied for funding; the first was in April 2023, when the Board granted the Trust \$500 towards sports and kitchen equipment and a new printer. However, in July 2019, the Rangiora-Ashley Community Board granted the Trust \$500 towards the hosting of Community Youth Programmes. The required Accountability Forms were received.

Community Wellbeing North Canterbury Trust (*the Trust*)

4.5 Information provided by the Trust:

- 4.5.1 For more than 30 years, the Trust has been working to create a resilient North Canterbury community by providing free social and community services. The Trust began in 1988 as the Kaiapoi Community Development Trust; however, in the 1990s, the Trust expanded its scope to include the whole Waimakariri District and became known as the Waimakariri District Community Development Trust. In 2010, the Trust became the Wellbeing North Canterbury Community Trust to better reflect the scope of its service delivery, which had expanded to encompass both the Waimakariri and Hurunui Districts. The Trust is governed by a Board comprising of representatives from across North Canterbury.
- 4.5.2 The Trust is seeking funding to purchase a digital media screen to be used for educational purposes for the Karanga Mai Early Learning Centre in Kaiapoi (the Centre). The Centre is one of the Trust's initiatives for supporting local families, whānau and individuals to reach their full potential through free wellbeing services.
- 4.5.3 The Centre has a current role of 35 children who enjoy the interaction and learning a digital media screen provides, using it to explore short documentaries about the world, learning and cultural music and dances. The Centre also displays slideshows of recent learnings and excursions the children have been on as it showcases the fun and sense of community important to the Trust. An interactive media device is a valuable tool in delivering a varied and engaging curriculum to complement or extend the learning experiences offered. This screen will also be utilised in staff meetings and for professional development opportunities.

4.5.4 The estimated cost for a digital media screen is approximately \$599. If this application is unsuccessful, the Trust will be unable to replace the current broken screen until sufficient funds have been raised through other means. The children are missing the opportunity to engage with educational material, and a further delay would not be ideal. No other fundraising has been undertaken in relation to this initiative.

4.6 Council Evaluation:

4.6.1 The Trust's application for \$600 complies with the Board's Discretionary Grant Application criteria as the Trust is a not-for-profit organisation.

4.6.2 The Board has allocated the following funding to the Trust and the Centre over the past five years. All Accountability Forms have been received.

Date	Project	Funding	4.6.3
February 2019	Towards the purchase of wireless speakers and a washing line	\$415	
June 2020	Towards the purchase of a laptop for teachers	\$500	
December 2020	Towards High Vis vests for the children	\$200	
August 2023	Towards the cost of setting up an 0800 number	\$600	

In addition the Rangiora-Ashley Community Board granted the Trust \$500 in October 2020 towards the cost of buying a dishwasher.

4.7 The Board may approve or decline grants as per the grant guidelines.

4.8 **Implications for Community Wellbeing**

There are social and cultural implications, as both the Club and the Trusts provide opportunities for social interaction, which builds a sense of community. Participating in sports and social events assists in reducing feelings of isolation and encourages social connection.

4.9 The current balance of the Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Fund is \$8,600. If the applications are granted, the Board will have \$6,544 left for the remainder of the financial year.

4.10 The Management Team has reviewed this report.

5. COMMUNITY VIEWS

5.1 **Mana Whenua**

Te Ngāi Tūāhuriri hapū is likely to be affected by or have an interest in the subject matter of this report, as it includes community-based assistance for youth and other social assistance.

5.2 **Groups and Organisations**

No other groups and organisations are likely to be affected by or to have an interest in the subject matter of this report.

5.3 **Wider Community**

The wider community will likely be interested in the report's subject, as sports, social, and education events encourage social interaction, which builds a sense of mental health and contributes to community well-being.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

6.1.1 The 2024-34 Long Term Plan includes a budget provision of \$8,600 for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups for the 2024/25 financial year (July 2024 to June 2025).

6.1.2 The current balance of the Kaiapoi-Tuahiwi Community Board 2024/25 Discretionary Grant Fund is \$8,600. If all the applications are granted, the Board will have \$6,544 left for the remaining eleven months of the financial year.

6.1.3 The application criteria specify that grants are customarily limited to \$750 per application, with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice in a financial year, providing the applications are for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board-resolved values.

6.2 Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts.

6.3 Risk Management

There are no risks arising from the adoption/implementation of the recommendations in this report.

6.4 Health and Safety

All health and safety-related issues will fall under the auspices of the groups and organisations which apply for funding.

7. CONTEXT

7.1 Consistency with Policy

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2 Authorising Legislation

Not applicable.

7.3 Consistency with Community Outcomes

People are friendly and caring, creating a strong sense of community in our District. There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 Authorising Delegations

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants 2023/2024

Name of group: Community Wellbeing North Canterbury Trust

Address: 200 King Street, Rangiora 7400

Contact person within organisation: Deirdre Ryan

Position within organisation: Manager

Contact phone number: 0220 643 571 Email: manager@wellbeingnc.org.nz

Describe what the project is and what the grant funding will be used for? *(Use additional pages if needed)*

Digital media screen at Karanga Mai Early Learning Centre to use for educational purposes.

What is the timeframe of the project/event date? ongoing

Overall cost of project: 599.00 Amount requested: 599.00

How many people will directly benefit from this project? 35

Who are the range of people benefiting from this project? *(You can tick more than one box)*

- People with disabilities (mental or physical) Cultural/ethnic minorities District
 Preschool School/youth Older adults Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka _____% Rangiora-Ashley _____% Woodend-Sefton _____% Kaiapoi-Tuahiwi 100 %

Other (please specify): _____

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

Our current digital media screen is broken, and the tamariki are missing the opportunity to engage with educational material. They are also unable to showcase their learning for whanau, especially in our larger community events such as matariki. Our current budget doesn't provide for items like this, so we would need to fundraise towards the cost of a replacement.

What are the direct benefit(s) to the participants?

The tamariki really enjoy the interaction and learning that a digital media screen provides- using it to explore short documentaries about our world, learning cultural music and dances, etc. We also like to create and display slideshows of recent learnings and excursions, especially when have a community event, it gives us a chance to showcase the fun and sense of community we have here at Karanga Mai Early Learning Centre.

What is the benefit(s) to your organisation?

An interactive media device is a valuable tool for helping us to deliver a varied and engaging curriculum. Kaiako use it as a teaching tool to compliment or extend on the children's learning. We also use it in staff meetings and professional development opportunities as a presentational tool.

What are the benefit(s) to the Kaiapoi-Tuahwi community or wider district?

Strengthening anything in education strengthens a community.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)? Yes No

If yes, name of parent group: _____

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

At present we have not yet approached any other organisation.

Have you applied to the Kaiapoi-Tuahwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

0800 number for Kaiapoi Community Support to help clients access our Foodbank without barriers.

- Enclosed Financial Balance Sheet and Income & Expenditure Statement
(compulsory – your application cannot be processed without financial statements)
 Supporting costs/quotes
 Other supporting information

- I am authorised to sign on behalf of the group/organisation making this application.
 I declare that all details contained in this application form are true and correct to the best of my knowledge.
 I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
 I accept that information provided in this application may be used in an official Council report available to the public.

Please note: A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed: Blambert

Date: 17th June 2024

Profit and Loss

Community Wellbeing North Canterbury Trust For the year ended 30 June 2024

	2024 YTD	BUDGET 2024
Trading Income		
Aotearoa Gaming Trust	15,000.00	15,000.00
Associate Teacher Income/Professional Learning Income	1,168.11	-
Kiwi Gaming Foundation	3,956.58	4,000.00
Childcare fees	3,832.27	8,554.00
Community Pantry Contribution	-	3,000.00
Donations	35,389.89	120,000.00
Odyssey House Trust CHCH - Flexi Fund	11,600.65	2,000.00
Gain on disposal PPE	5,221.54	-
Hanmer Springs Thermal Pools & Spa	5,000.00	5,000.00
Hurunui District Council	13,750.00	15,000.00
Income b/fwd previous year	-	967.00
Interest Income	15,174.95	33,879.00
Kaiapoi-Tuahiwi Community Board	600.00	-
The Lion Foundation	3,957.00	4,000.00
MainPower	10,000.00	-
Mana Ake Travel Contribution	17,129.35	18,000.00
Ministry of Education	409,712.51	404,132.00
Ministry of Education - Equity	47,170.29	42,933.00
Ministry of Education - Targeted Funding	7,040.44	8,193.00
Te Whatu Ora	790,899.03	729,975.00
Ministry of Justice	134,560.36	141,500.00
Ministry of Social Development Discretionary Funding	109,483.20	-
The NZ Lotteries	91,666.63	99,999.00
Odyssey House Trust CHCH	257,263.16	287,125.00
Overhead recovery	352,636.75	405,266.00
Partnering for Outcomes	405,156.04	448,870.00
Pub Charity	-	10,000.00
Rātā Foundation	124,791.61	130,000.00
Reparation Payments, Donations	4,600.00	1,000.00
Right Service Right Time	3,781.25	500.00
Room Hire consulting room	5,986.76	5,040.00
Room Hire Pegasus	6,240.00	10,192.00
Team Leader Contribution	150,527.25	171,541.00
Training and Transport Incentive Allowance	-	2,000.00
Volunteer Coordinator Contribution	1,100.00	1,200.00
Waimakariri District Council	81,858.26	87,290.00
Work and Income	73,793.10	59,415.00
Silver Chef	134.00	-
Potential Funding	10,000.00	71,910.00
Total Trading Income	3,210,180.98	3,347,481.00

	2024 YTD	BUDGET 2024
Gross Profit	3,210,180.98	3,347,481.00
Other Income		
Aoake te Rā	7,665.00	10,000.00
Ministry of Social Development Connectors	144,190.76	97,780.00
SIQ Payments	1,800.00	-
Manatū Wāhine	9,000.00	-
Te Kāhui Ako Kātote	2,779.09	-
Total Other Income	165,434.85	107,780.00
Operating Expenses		
ACC	10,811.43	10,602.00
Alarm monitoring	865.10	1,020.00
Audit fees	9,694.44	10,000.00
Bank Fees	472.43	300.00
Board Meeting Expenses	1,343.40	1,200.00
Business Cards	1,027.78	1,200.00
Cleaning	3,510.00	3,500.00
Client discretionery	8,241.41	12,920.00
CMS Annual Fee	4,225.00	3,840.00
Contractor Fees	1,593.46	-
Contractor fees - Business Marketing Coordinator	34,117.71	39,416.00
Contractor fees - Project Leader	15,650.62	14,939.00
Depreciation	60,165.02	65,945.00
Document destruction	516.63	600.00
Donor Database	50.00	300.00
Electricity	5,278.52	8,707.00
Employment Advertising	1,245.00	1,200.00
Employment assistance programme	4,399.84	2,327.00
Equipment Low Value	1,842.29	3,604.00
Facilitator Fees	14,464.15	23,000.00
Financial services	18,900.00	19,600.00
Food, Teas, consumables etc	63,085.94	68,688.00
Website Running Costs	5,176.70	4,000.00
General Advertising	680.00	900.00
Gifts	1,744.55	1,300.00
Health & Life Insurances	49,109.88	52,216.00
HR Software	9,810.05	5,000.00
ICT Consumables	2,457.06	3,600.00
Insurance	25,419.05	23,273.00
Internal Audits	9,296.60	1,500.00
Interpreter Fees	-	960.00
IT Equipment	2,640.78	8,004.00
IT managed services	26,667.00	28,140.00
KidsCan food, consumables, etc	932.01	1,070.00

	2024 YTD	BUDGET 2024
Kiwisaver	59,687.83	63,609.00
Landline and Broadband	6,274.89	5,949.00
Legal expenses	24,934.02	3,000.00
Licence Checking	(13.63)	96.00
Loss on disposal	351.78	-
Mail Chimp Subscription	239.15	261.00
Marketing Material	2,256.50	3,500.00
Membership, Publications	3,075.86	2,500.00
Mobile phone	12,019.60	12,609.00
Discretionary Expense	50,470.47	-
Payment of Donations/Reparations	4,600.00	1,000.00
Photocopying and Printing	12,338.32	12,900.00
Post Box rental	243.48	200.00
Postage	20.61	50.00
Professional Supervision	17,909.58	31,670.00
Registration/Professional Fees	6,150.65	8,866.00
Relieving Staff	99,211.62	59,424.00
Rent	81,972.41	82,642.00
Repairs and Maintenance	19,514.17	8,080.00
Resources	4,493.61	2,500.00
SecureMe / Digital Cert.	935.00	1,020.00
Security	359.28	354.00
Software & upgrades	2,045.18	5,751.00
Staff training	9,015.91	11,616.00
Stationery & Office Equipment Low Value	4,553.05	12,164.00
Storage Container	1,739.10	2,100.00
Sustainability	130.43	540.00
Targeted Funding Expense	1,023.75	8,193.00
Travel reimbursement	21,179.62	20,570.00
Trust Functions (Incl. Staff Xmas event)	442.90	300.00
Trust overhead contribution	503,164.00	576,807.00
Vehicle Fuel	11,195.98	12,044.00
Vehicle Lease	3,826.13	4,174.00
Vehicle Maintenance	3,948.54	5,000.00
Vehicle rego, WOF, insurance	8,246.69	8,604.00
Venue hire and catering	3,271.57	300.00
Volunteer Training and Expenses	1,798.44	5,967.00
Wages and salaries	2,131,946.26	2,120,329.00
Water Cooler	1,273.86	1,044.00
Workforce Development	26,071.79	12,500.00
Xmas Event	1,150.59	1,550.00
YPC Vehicle Cost Contribution	23,807.49	24,000.00
Odyssey House Trust CHCH Flexi Fund Expense	9,824.78	2,000.00
Manatū Wāhine expenses	9,008.17	-
KMELC Community Kai	397.07	-

Profit and Loss

	2024 YTD	BUDGET 2024
Parenting Programme Expense	2,540.35	300.00
Total Operating Expenses	3,584,080.70	3,558,954.00
Net Profit	(208,464.87)	(103,693.00)

Balance Sheet

Community Wellbeing North Canterbury Trust

As at 31 May 2024

31 MAY 2024

30 JUN 2023

Current Assets

Bank accounts and cash

Bank and cash/(bank overdraft)	223,001	160,093
Total Bank accounts and cash	223,001	160,093

Debtors and prepayments

Trade receivables

Prepayments	-	6,792
Balance day debtors	1,078	12,660
MOE funding owed (ELC)	47,995	77,996
Accounts Receivable	101,440	342,965
Total Trade receivables	150,513	440,413

Total Debtors and prepayments	150,513	440,413
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Other Current Assets

Investments (current)	477,584	542,606
Total Other Current Assets	477,584	542,606

Total Current Assets	851,099	1,143,113
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Current Liabilities

Trade and other payables

Trade payables	15,661	27,760
Holiday Pay provision	119,345	89,977
Income in advance - Unspent grants	203,045	479,131
Income in advance - Karanga Mai	29,501	-
Rounding	(3)	(2)
Balance date creditors	13,900	15,833
Wages Payable - Payroll	88,648	90,364
Goods and services tax	6,298	42,134
PAYE	59,491	48,125
Total Trade and other payables	535,887	793,322

Other current liabilities

Westpac Creditcard (D Ryan)	129	46
Westpac Creditcard (J McInerney)	130	440
Business Creditcard (Kim)	(972)	-
Total Other current liabilities	(712)	486

Total Current Liabilities	535,175	793,808
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Working Capital	315,924	349,305
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Non-Current Assets

Property, Plant and Equipment

	31 MAY 2024	30 JUN 2023
Fixed assets	199,563	267,719
Total Property, Plant and Equipment	199,563	267,719
Total Non-Current Assets	199,563	267,719
Total Assets less Total Liabilities (Net Assets)	515,487	617,024
Accumulated Funds		
Accumulated surpluses or (deficits)		
Retained earnings/Accumulated funds	617,024	740,288
Current year earnings	(101,538)	(123,264)
Total Accumulated surpluses or (deficits)	515,487	617,024
Total Accumulated Funds	515,487	617,024

DEAL



thewarehouse

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WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: RDG-28 / 240711113549

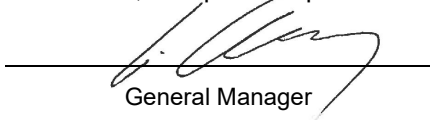
REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 19 August 2024

AUTHOR(S): Peter Daly, Road Safety Coordinator/Journey Planner
Joanne McBride, Roding and Transport Manager

SUBJECT: The Oaks, Kaiapoi - Request for No Stopping Lines

ENDORSED BY:
(for Reports to Council,
Committees or Boards)


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report arises from a request from the residents of The Oaks, Kaiapoi to have 'No Stopping' lines installed at the end of the street.
- 1.2. This has been requested to make it easier and safer for residents to get in and out of driveways.

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240711113549.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roding Committee:

- (b) **Approves** the installation of 16 metres of 'No Stopping' lines at the dead end of the formed road of The Oaks, Kaiapoi, per Figure 3.
- (c) **Notes** the cost of approving this request is estimated at less than \$10.00, which will be funded from existing maintenance budgets. The work will be scheduled to coincide with other marking jobs in that area to minimise the cost of installation.

3. BACKGROUND

- 3.1. Prior to the September 2010 earthquake, The Oaks was a 160-metre-long street with a cul-de-sac turning head, extending south from Courtenay Drive.
- 3.2. In 2018 approximately 120m of The Oaks formed roadway was decommissioned, leaving a remaining short distance of roadway from Courtenay Drive to the driveways of no. 1 and no. 22, as shown in Figures 1 and 2. A turning head not provided at the end of the road.
- 3.3. The properties at no. 1 The Oaks and no. 22 have their driveways exiting close to where the road has been terminated, as shown in Figure 1.

Figure 1. The Oaks, Kaiapoi



Figure 2. Decommissioning of The Oaks



- 3.4. The residents of no. 1 and no. 22 The Oaks use the short distance of roadway remaining as their manoeuvring area when reversing into or out of their driveways.
- 3.5. The space is regularly used during the day for parking by people who use the adjacent recreational area. In addition, the space is a short distance from Woodford Glen. People attending events at Woodford Glen use those spaces and walk across the recreational area to avoid the traffic congestion on Doubledays Road.
- 3.6. When people use this space for parking it's makes it significantly more difficult for the residents of the adjacent houses to move in and out of their driveways.

- 3.7. Those parking in The Oaks have the option to utilise the significant free parking spaces on The Oaks adjacent to the kerb, or alternatively on nearby Courtenay Drive (approximately 30 metres away). Installing no stopping lines as requested would also provide a clear space for turning at the end of the street.

4. **ISSUES AND OPTIONS**

- 4.1. The requested road markings are as shown below in Figure 3.

Figure 3. Requested Parking Restrictions – Proposed No Stopping Lines



- 4.2. The following options are available:

4.2.1. **Option One: Approve the installation of No Stopping Lines**

This option involves approving the installation of 16 metres of 'No Stopping' lines as shown in Figure 3 to provide a clear turning area at the end of the street.

This is the recommended option as it provides space for manoeuvring at the end of the formed roadway.

4.2.2. **Option Two: Decline the installation of No Stopping Lines**

This option would see the installation of no stopping lines being declined. This is not the recommended option, as it does not provide space for turning at the end of the formed area.

Implications for Community Wellbeing

There are no implications on community wellbeing by the issues and options that are the subject matter of this report.

- 4.3. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū members are unlikely to be affected by or have an interest in the subject matter of this report.

5.2. **Groups and Organisations**

There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. **Wider Community**

Those who currently use this area for parking have free parking available on The Oaks and in nearby Courtenay Drive.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

The cost of road marking is provided for from within the existing road maintenance budget. The cost of this work is minimal and can be covered within existing budgets. The work can be managed within current workloads.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts, though even minor improvements to the level of service of public transport operations are desirable.

6.3 **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report.

6.4 **Health and Safety**

Physical works will be undertaken through the Road Maintenance Contract. The Road Maintenance contractor has a Health and Safety Plan and a SiteWise score of 100.

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. **Authorising Legislation**

Land Transport (Traffic Control Devices) Rule 2004, Section 2, requires a Road Controlling Authority to "authorise and, as appropriate, install or operate traffic control devices."

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report.

7.4. **Authorising Delegations**

The Community Board has the following delegations:

- Maintaining an overview of services provided by the Council such as road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management projects within the community.
- The Utilities and Roading Committee enjoys all powers granted to a standing committee and are responsible for Roading matters.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-08-06 / 240515077917

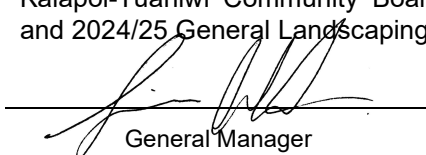
REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 19 August 2024

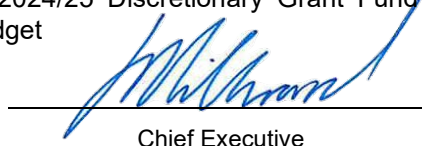
AUTHOR(S): Kay Rabe, Governance Advisor

SUBJECT: Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Fund and 2024/25 General Landscaping Budget

ENDORSED BY:
(for Reports to Council,
Committees or Boards)



General Manager



Chief Executive

1. SUMMARY

- 1.1 This report provides information regarding the Kaiapoi-Tuahiwi Community Board's (the Board) 2024/25 General Landscaping Budget and Discretionary Grant Fund.
- 1.2 This report also requests the Board to consider the approval of the Discretionary Grant Criteria, as included in the Application Form, and the Accountability Form for the 2024/25 financial year.

Attachments:

- i. Draft Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Application Criteria and Application Form (Trim No. 210603089866).
- ii. Draft Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Accountability Form (Trim No. 210603089980).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240515077917.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2024/25 is \$28,660, with a carryover from 2023/24 of \$16,990, for a total allocation of \$45,650 during the current financial year.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2024/25 was \$8,600.
- (d) **Approves** the Board's 2024/25 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089866).
- (e) **Approves** the Board's 2024/25 Discretionary Grant Accountability Form (Trim No. 210603089980).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2024/25 financial year (July 2024 to June 2025).

3. BACKGROUND

- 3.1 Each financial year the Community Boards are allocated a discretionary sum that the Board may allocate towards landscape projects which enhance and beautify the community. This fund is not a contestable fund.
- 3.2 The Discretionary Grant Fund is a contestable fund available to the Board to allocate to community groups and organisations, meeting the fund's criteria and seeking funding for various events, initiatives, and projects.

4. ISSUES AND OPTIONS

4.1 2024/25 General Landscaping Budget

- 4.1.1 The General Landscaping Budget's allocation for the 2024/25 financial year approved by the Council for the Board is \$28,660. However, the unspent amount of \$16,990 was carried over from the 2023/24 financial year, therefore, the available funding for the 2024/25 financial year will be \$45,650.
- 4.1.2 Community Boards often identify community landscaping enhancement projects for which this budget can be used. Equally, local community members often suggest minor landscaping improvements, such as additional seating, paving, signage, or something similar.
- 4.1.3 The Board and the Council's Greenspace Team will hold a workshop in September 2024 to identify potential projects of interest and priority for the community area for this financial year's allocation. Staff will then refine details and costings before providing a report to the December 2024 meeting for the Board to allocate funding. This timing will enable planting projects to occur during autumn and prior to the end of the financial year.

4.2 2024/25 Discretionary Grant Fund

- 4.2.1 The Council has reviewed the Community Boards' Discretionary Grant Fund allocations as part of the 2024-34 Long Term Plan process. The revised allocation was based on \$0.51 per head of population in the Board's geographical areas. The Board's Discretionary Grant Fund allocation for the 2024/25 financial year is \$8,600.
- 4.2.2 At the end of each financial year, the Board reviews its Community Board Discretionary Grant Criteria, Application Form, and Accountability Form. Therefore, the Community Boards held individual workshops during July 2024 to discuss a strategic approach to managing Discretionary Grant funding and ensure consistency of understanding among Board members. At the workshops, the Community Boards confirmed that the allocation of Discretionary Grant Funding should be at the discretion of each Board as they are familiar with the needs of community groups/organisations in their area. However, they suggested the following amendment to the Discretionary Grant Fund criteria:
 - Applications from schools should not be supported unless significant community benefit is shown.
 - Access to other Council funding sources, such as Community Grants, other Community Boards, and Enterprise North Canterbury, should be considered.
 - Applicants should be requested to provide a bank statement as part of their application so that the Governance Team can verify their bank details before Community Boards consider applications. The bank statement will be kept confidential and not included in Community Board agendas (but mentioned in the report).
 - Community Boards should not fund applications for recurring annual expenditures.

4.2.3 The Board's 2024/25 Application and Accountability Forms and template for Informal Community Groups' Financial Requirements have been updated to include the abovementioned suggestions. The Boards are acknowledged to be familiar with the needs of the community groups/organisations within their areas. Any funds dispersed would be up to the discretion of each Board, especially when dealing with requests from school committees/funding organisations and groups applying to more than one Community Board for funding for the same project/event.

4.2.4 The Board considers applications from non-profit community-based organisations, registered charities, or incorporated societies. However, not all eligible groups may be aware of the fund. Therefore, it is essential that Board members continue to be proactive in promoting the funds through networking with community groups.

4.2.5 Staff will periodically advertise the Discretionary Grant through the Community Notice Board page in the Northern Outlook and Chatter. Application Forms are also available on the Council website, from Service Centres, or by contacting the Council.

4.3 **Implications for Community Wellbeing**

The issues and options that are the subject of this report have no significant implications for community wellbeing. However, funding community and landscaping projects will increase the general wellbeing of the community within the Board's area.

4.4 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

Te Ngāi Tūāhuriri hapū is not likely to be affected by or have an interest in the subject matter of this report. However, they may wish to apply for funding for events and projects.

5.2 **Groups and Organisations**

Community groups and organisations are likely to be affected by or be interested in the subject matter of this report, as the Board's Discretionary Grant fund could assist them in achieving community-based programmes during the current financial year.

5.3 **Wider Community**

The wider community is not likely to be affected by or be interested in this report's subject matter. However, it should be noted that the funding allocated to community groups and the landscaping projects will increase the general feeling of wellbeing within the Board's community.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

6.1.1 The decisions sought by this report have financial implications. The Council has approved an allocation of \$28,660 to the Board's General Landscaping Budget for the 2024/25 financial year. However, the unspent amount of \$16,990 was carried over from the 2023/24 financial year; the available funding for the 2024/25 financial year will therefore be \$45,650.

6.1.2 The Council resolved not to carry over any unspent funding from the Community Boards Discretionary Grants from the 2023/24 financial year. However, it has reviewed the Community Boards' Discretionary Grant Fund allocations as part of the 2024-34 Long Term Plan process. The revised allocation was based on \$0.51c per head of population in the Board's geographical areas. The Board's Discretionary Grant Fund allocation for the 2024/25 financial year is, therefore, \$8,600.

6.2 **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts.

6.3 **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report.

6.4 **Health and Safety**

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report.

7. **CONTEXT**

7.1 **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2 **Authorising Legislation**

Not applicable.

7.3 **Consistency with Community Outcomes**

People are friendly and caring, creating a strong sense of community in our District.

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 **Authorising Delegations**

The Community Boards have delegated authority for both funds.

GOVERNANCE

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. Staff cannot process your application without financial information.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment/materials
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

Criteria for application

- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- Applications will only be accepted from community-based project groups, not for profit organisations, registered charities or incorporated societies.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered provided there is proof that the activity is not funded by the Ministry of Education. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred i.e retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited up to \$750 with a maximum of \$1,000 in any financial year (July to June), but a group can apply twice a year, providing it is for different projects. The Board will consider granting more than \$750 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit relevant financial information to prove they can deliver the project. Applications will only be processed once the financial information is received. The Community Board reserves the right to request additional financial information on any application if deemed necessary.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government.
- Applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board, including information on applications to other Community Boards.
- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates so they can be processed in time.
- An Accountability Form must be provided to the Council within 20 working days after the event, completion of the project or when the funds were spent outlining how the funds were applied. Relevant proof of purchase such as receipts, banks statements or invoices must be included with the Accountability Form and photos of the event or purchase is encouraged.
- Where possible Boards request permission to utilise these photos on its Facebook page, the Council website or other social media, to encourage other community groups' participation.
- In the event that funds are not spent on the project or activity applied for within 12 months of the date of the event/project, the recipient will be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2024/2025

Name of group: _____

Address: _____

Contact person within organisation: _____

Position within organisation: _____

Contact phone number: _____ Email: _____

Describe what the project is and what the grant funding will be used for? (Use additional pages if needed)

What is the timeframe of the project/event date? _____

Overall cost of project: _____ Amount requested: _____

How many people will directly benefit from this project? _____

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical) Cultural/ethnic minorities District
 Preschool School/youth Older adults Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka _____% Rangiora-Ashley _____% Woodend-Sefton _____% Kaiapoi-Tuahiwi _____%

Other (please specify): _____

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

What are the direct benefit(s) to the participants?

What is the benefit(s) to your organisation?

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)? Yes No

If yes, name of parent group: _____

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

- Enclosed Financial Balance Sheet and Income & Expenditure Statement
(*compulsory – your application cannot be processed without financial statements*)
- Supporting costs/quotes
- Other supporting information

- I am authorised to sign on behalf of the group/organisation making this application.
- I declare that all details contained in this application form are true and correct to the best of my knowledge.
- I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
- I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE: A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed: _____ Date: _____

GOVERNANCE

Kaiapoi-Tuahiwi Community Board

Accountability Form for 2024/2025

Discretionary Grant Recipients

For funding provided during the period July 2024 – June 2025

This form is to tell the Board what you spent the money on.

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete this form and return within 20 days after the event or completion of the project. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project and permission to utilise the photos on its Facebook page, the Council's website and other social media. The information provided will be used in a report to the Board that will be publicly available.

Name of group: _____

Date: _____ Amount allocated: \$ _____

Purpose for grant: _____

Please give details below of how the money was spent. Include receipts or bank statements as proof of purchase.

_____ \$ _____
_____ \$ _____
_____ \$ _____

Give a brief outline on how the funds were applied and the benefits that have been achieved with these funds including the number of people who attended or were assisted. Please include photographs, where possible:

(Use additional pages if necessary)

Permission to use photos on the Board's Facebook page, the Council's website and other social media: Yes No

Continued over page

Two authorised signatories to complete the details below:

Date: _____

Date: _____

First contact name: _____

Second contact: _____

Signature: _____

Signature: _____

Position: _____

Position: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Address: _____

Address: _____

Return to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

OR

IM@wmk.govt.nz

DRAFT

WAIMAKARIRI DISTRICT COUNCIL

REPORT OR DECISION

FILE NO and TRIM NO: GOV-26-08-06 / 240709111723

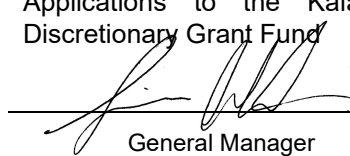
REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 19 August 2024

AUTHOR(S): Kay Rabe, Governance Advisor

SUBJECT: Applications to the Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Fund

ENDORSED BY:
(for Reports to Council,
Committees or Boards)


General Manager


Chief Executive

1. SUMMARY

1.1 The purpose of this report is to consider the following three applications for funding received from:

Name of Organisation	Purpose	Amount requested
Allstars U18	Towards the annual training camp	\$750
Oxford Community Trust	Towards catering costs for the Trust's Day Out event	\$750
Kaipoi Garden Club	Towards costs relating to running the Kaiapoi Garden Competition	\$560
Total:		\$2,060

Attachments:

- i. Application from Allstars U18 (Trim Ref. 240705110194).
- ii. Application from the Kaiapoi Garden Club (Trim Ref: 240730125204).
- iii. Application from Oxford Community Trust (Trim Ref. 240717117586).
- iv. A spreadsheet showing the previous two years' grants.
- v. Draft Board funding criteria 2024/25.

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240709111723.
- (b) **Approves** a grant of \$..... to Allstar U18 towards their annual training camp.
OR
- (c) **Declines** the application from Allstars U18.

- (d) **Approves** a grant of \$..... to the Kaiapoi Garden Club towards the costs of running the Kaiapoi Garden Competition.
OR
- (e) **Declines** the application from the Kaiapoi Garden Club.

(f) **Approves** a grant of \$..... to Oxford Community Trust towards catering costs for its Day Out event.

OR

(g) **Declines** the application from Oxford Community Trust.

3. **BACKGROUND**

3.1 The **Allstars U18** seeks funding to send its teams to the annual training camp at Spencer Park (Christchurch).

3.2 The **Kaiapoi Garden Club** seeks funding towards costs for running the 2024/25 Kaiapoi Garden Competition.

3.3 The **Oxford Community Trust** is seeking funding to cover the catering costs for its Day Out event in October 2024.

3.4 The current balance of the Board's 2024/25 Discretionary Grant fund is \$7,500.

4. **ISSUES AND OPTIONS**

Allstars U18 (the Allstars)

4.1 Information provided by the Allstars:

4.1.1 The Allstars Marching group were formed in 2015 under Coach Julia Allen. They have a range of teams, starting with four-year-olds. The Allstars have four coaches, two competitive teams, and a non-competitive team. However, this application relates to the U18 team.

4.1.2 The Allstars are seeking funding to send its U18 team to a training camp where two experienced coaches will assist the girls' training and guide the Allstars in new techniques and drills for the coming season. The Allstars have found these training camps very beneficial in past seasons and now consider the camp a vital part of their marching season preparation. Currently, most of the members of the team come from the Kaiapoi-Tuahiwi area.

4.1.3 The training camp will be held at Spencer Park from 30 August to 1 September 2024 and will directly benefit 18 girls; however, what has been learned and shared will benefit all the Allstars teams. The camp will also provide the necessary skills for the girls to represent their community on a regional and national level. The skills learned at past camps have enabled the Allstars to excel in their technical routines, and in 2022, they placed second at the South Island Championships. Other benefits of attending the training include an increase in self-confidence and learning to deal with anxiety in competitive situations. The Allstars are affiliated with Marching Canterbury and Marching New Zealand.

4.1.4 The Allstars have not applied for funding from other organisations, and the estimated cost of the camp is approximately \$1,500. However, the girls are involved in fundraising and will be holding a barbeque fundraiser to assist with costs. Currently, Allstars have half the cost of attending the camp. However, many low-income families cannot afford to cover the remaining cost. The training camp will not proceed if this application is unsuccessful.

4.2 Council Evaluation:

4.2.1 The Allstars application for \$750 complies with the Board's Discretionary Grant Application Criteria, as it is from a local sports club. If the Board chooses to grant the Club \$750, each competitor will receive approximately \$42. However, this would be a collective team grant and not to individual members.

- 4.2.2 Although the application clearly states that the competitors would benefit from attending the training camp, no accurate indication was provided of how the training camp would benefit the Kaiapoi-Tuahwi community.
- 4.2.3 The Allstars received the following funding during the last five years, and all Accountability Forms have been received.

Date	Activity	Amount
June 2019	Hosting a training camp	\$500
May 2021	Hosting a training camp	\$500
June 2022	Hosting a training camp	\$500
June 2023	Attending a training camp	\$750
Total		\$2,250

- 4.2.4 The Board has been funding the Allstars training camp for the last four years; as this is an annual expenditure, it is recommended that the Board suggest that the Allstars apply to the Council for funding through the 2025/26 Annual Plan process.

Kaiapoi Garden Club (the Club)

4.3 Information provided by the Club:

- 4.3.1 The Club has recently taken over the organisation of the Kaiapoi Garden Competition, originally established by the Beautifying Society and organised by All Together Kaiapoi, after the earthquakes. All Together Kaiapoi has recently disbanded, and Kaiapoi Garden Club were approached to host this successful event, which promotes and beautifies Kaiapoi.
- 4.3.2 The Club is seeking funding primarily for engraving the trophies/cups and catering at the event. Any additional funds will be used towards the hiring of the venue. This initiative involves all aspects of the community and will benefit approximately 100 people directly. Gardening also provides physical and mental benefits, and beautiful gardens encourage others to take up this pastime. The competition engenders civic pride, encourages awareness of the environment, and helps to beautify the town, which is enjoyed by many visitors and tourists. It also encourages people to become involved in gardening and join the Club. The winners of all categories are advertised with addresses so that everyone can visit the gardens from the street.
- 4.3.3 As the Club only recently agreed to host the event, no budget was set during its 2024 planning; therefore, the Club has no funds to run the event, and the cost of running this event is unknown. Currently, the Club is funded through member subscriptions, raffles, and an annual plant sale.

4.4 Council Evaluation:

- 4.4.1 The application for \$560 complies with the Board's Discretionary Grant criteria as this is an application from a non-profit organisation for a community-based event. If this application is unsuccessful, the competition will proceed; however, raising the required funding may be challenging. In previous years, Ray White Real Estate has sponsored the competition, and the Club will be approaching them to continue their sponsorship. This would be the first time the Club has applied for Board funding.

Oxford Community Trust (the Trust)

4.5. Information provided by the Trust:

- 4.5.1 The Oxford Community Trust (the Trust) is a registered charitable trust established in 1994 to work alongside the Waimakariri Community Development Trust. However, since 2000, the Trust has operated independently and plays a key role in ensuring that community-based social services are provided in the Oxford area.
- 4.5.2 The Trust wishes to host a Day Out Event on 11 October 2024 to bring together all social service providers working and delivering social services in the Waimakariri and Hurunui Districts. The objective is for these people to network, interact, and get to know each other. Although these providers often work together to achieve positive outcomes for the districts, they seldom get to meet each other face-to-face. A similar event was hosted in 2021 and proved to be hugely successful.
- 4.5.3 The benefit for the participants who work on the front line with all sectors of our communities during stressful times in those people's lives. By bringing these providers together, they are able to share experiences and offer support and advice to others in the field, as well as collaborate and streamline systems, which will benefit clients. Some of the groups being invited to attend the event are Satisfy Food, Police, Wellbeing North Canterbury, Salvation Army and Comcare, all of which work in schools and homes around the districts.
- 4.5.4 The event is estimated to cost \$5,000 and is expected to draw approximately 80 participants, some from Christchurch and Hurunui. If this application is unsuccessful, the event will still take place.

4.6 Council Evaluation:

- 4.6.1 The application for \$750 complies with the Board's Discretionary Grant criteria as it is from a not-for-profit organisation. Although the event is expected to draw approximately 80 participants, the application does not indicate what percentage will be from the Kaiapoi-Tuahiwi area. It should also be noted that the Trust usually does not provide support to communities in the Kaiapoi-Tuahiwi area.
- 4.6.2 Based on the viewpoint that social service providers serve the whole district and that any collaboration between the providers would benefit all communities, the Trust has requested \$750 from the Rangiora-Ashley, Oxford-Ohoka, and Woodend-Sefton Community Boards, which will be considered during their August meetings. The Trust has also requested \$1,200 from the Creative Communities Scheme for this event.
- 4.6.3 The Trust has also previously received the following funding from the Board, and all Accountability Forms have been received.

Date	Project	Funding
December 2020	Towards hosting a Wellbeing Networking event (KTCB)	\$500
February 2021	Towards hosting a Wellbeing Networking event (OOCB)	\$500
	Towards hosting a Wellbeing Networking event (WSCB)	\$340
	Towards hosting a Wellbeing Networking event (RACB)	\$500
December 2021	Towards the purchase of a gazebo (OOCB)	\$500
Total		\$2,340

- 4.7 The Board may approve or decline grants as per the grant guidelines.

4.8 **Implications for Community Wellbeing**

There are social and cultural implications, although physical exercise provides opportunities for social interaction, which builds a sense of community. Participating in sports and social events assists in reducing feelings of isolation and encourages social connection. Community services provide for much needed support reduce feelings of isolation, which benefit communities both physically and improves mental wellbeing

4.9 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

Te Ngāi Tūāhuriri hapū may not likely be interested in the subject matter of this report.

5.2 **Groups and Organisations**

No other groups and organisations are likely to be affected by or to have an interest in the subject matter of this report.

5.3 **Wider Community**

The wider community will likely be interested in the report's subject, as sports and social events encourage social interaction, which builds a sense of mental health and contributes to community wellbeing.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

6.1.1 The 2024-34 Long Term Plan includes a budget provision of \$8,600 for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups for the 2024/25 financial year (July 2024 to June 2025).

6.1.2 The current balance of the Kaiapoi-Tuahiwi Community Board 2024/25 Discretionary Grant Fund is \$7,500. If all the applications are granted, the Board will have \$5,440 left for the remaining ten months of the financial year.

6.1.3 The application criteria specify that grants are customarily limited to \$750 per application, with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice in a financial year, provided the applications are for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board-resolved values.

6.2 **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts.

6.3 **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report.

6.4 **Health and Safety**

All health and safety-related issues will fall under the auspices of the groups and organisations which apply for funding.

7. **CONTEXT**

7.1 **Consistency with Policy**

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2 Authorising Legislation

Not applicable.

7.3 Consistency with Community Outcomes

People are friendly and caring, creating a strong sense of community in our District.

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 Authorising Delegations

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants 2023/2024 / 25

Name of group: Allstars U18

Address: [Redacted]

Contact person within organisation: [Redacted]

Position within organisation: Secretary / Treasurer / Coach

Contact phone number: [Redacted] Email: allstarsmarchingteams@gmail.com

Describe what the project is and what the grant funding will be used for? (Use additional pages if needed)

Training camp for our U18 team with skilled coaches to teach new drills for the coming season at Spencer Park.

What is the timeframe of the project/event date? 30 Aug - 1 Sept

Overall cost of project: \$1500 Amount requested: \$750

How many people will directly benefit from this project? 18

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical)
- Cultural/ethnic minorities
- District
- Preschool
- School/youth
- Older adults
- Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka 5% Rangiora-Ashley 5% Woodend-Sefton % Kaiapoi-Tuahiwi 90%

Other (please specify):

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

We have alot of low income families who simply cannot cover the costs. We have raised half the funds. This camp is so beneficial for these girls and they really learn so much over the weekend.

What are the direct benefit(s) to the participants?

They grow confidence - learn how to deal with anxiety - grow their own skill sets and are usually ready to fully compete against their peers.

What is the benefit(s) to your organisation?

We have girls skilled in new drills by the end of the weekend. They can compete with confidence.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

We are ready to compete and represent our region at local, regional, national & international events

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)? Yes No

If yes, name of parent group: We belong to Marching Canterbury & Marching NZ.

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

BBqs at Pakn Save Rangiora.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No


If yes, please supply details:

We got a grant last year for Camp.

- Enclosed Financial Balance Sheet and Income & Expenditure Statement
(compulsory - your application cannot be processed without financial statements)
 Supporting costs/quotes
 Other supporting information

- I am authorised to sign on behalf of the group/organisation making this application.
 I declare that all details contained in this application form are true and correct to the best of my knowledge.
 I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
 I accept that information provided in this application may be used in an official Council report available to the public.

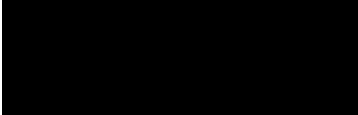
Please note: A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed: 

Date: 3/7/24



AllStars Marching Teams



3 July 2024

To whom it may concern

We have this camp every season, once our drills are released. It helps our girls in so many ways with bonding, learning new skills, working as a team and confidence in themselves.

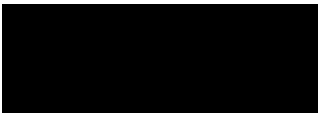
We have invited other coaches along to help girls learn to deal with stress, pressure and anxiety.

We will be looking at health factors, and nutrition as a team and learning all the new drills required for the season.

Once this complete, our girls will be able to compete against the other teams in the region, island and nationally.

We find weekends like this really boost the girls and creates a great team environment between girls and coaches.

Thanks for your consideration.



Secretary

AllStars marching teams

AUDITORS REPORT July 2024

To the members of ALLSTARS MARCHING

Disclaimer

This report was undertaken in good faith, and reliance has been placed on information and expectations as supplied to me. No liability of any kind is accepted in respect of any reliance made on these accounts.

I have audited the Financial Statements of Allstars Marching for the period 1 April 2023 to 31 March 2024, as presented to me.

The financial statements provide information about the past financial performance of the teams for the year ended 31 March 2024.

The accounts have been prepared on a GST inclusive basis.

Treasurers responsibilities

The treasurer is responsible for the preparation of Financial Statements which comply generally with accepted accounting practice and give a true and fair view of the financial position of the teams as at 31 March 2024, and of the results of its operations for the year ended 31 March 2024.

AUDITORS RESPONSIBILITIES

The Auditors responsibility is to express an independent opinion in the Financial Statements for the year ended 31 March 2024 as presented by the treasurer and report my opinion to the members of the teams.

UNQUALIFIED OPINION

As in similar organisations it is not possible to establish adequate control over cash receipts prior to being brought into records, however within these accounts it is minimal.

I have now obtained all the information requested, and received sufficient explanations where required.

In my opinion:

- (a) Proper accounting records have been kept by Balerion Masters as far as it appears from my examination of those records, and
- (b) The financial statements
 - (i) Comply with generally accepted accounting practices in New Zealand; and
 - (ii) Give a true and fair view of the financial position of Allstars Marching as at 31 March 2024, and their true financial performance for the year ended on that date.

The Audit was completed on the 3 July 2024 and my unqualified opinion is expressed as at that date.



Bernice Jones

Allstars marching teams - Summary Report

This report shows reconciled transactions only.

Account: *** ALL ***

From : 1/04/2023

To : 31/03/2024

Category	%	Income	Expense	Balance
Income				
bank interest	0%	155.18		155.18
bank transfer in	13%	11,476.65		11,476.65
donations	2%	1,770.00		1,770.00
fees	17%	14,818.50		14,818.50
funding	16%	14,000.00		14,000.00
fundraising	15%	13,074.02		13,074.02
opening balance	26%	22,700.33		22,700.33
refunds	8%	7,031.00		7,031.00
souvenir orders	0%	373.00		373.00
team photos	0%	288.00		288.00
travel payments	1%	845.00		845.00
uniform sales	2%	1,650.00		1,650.00
Income Total		88,181.68		88,181.68
Expense				
accommodation	16%		13,391.40	(13,391.40)
Bank Charges	0%		69.78	(69.78)
camp costs	2%		1,582.00	(1,582.00)
comp entries	3%		2,408.00	(2,408.00)
Entertainment	1%		425.50	(425.50)
flights	25%		20,479.22	(20,479.22)
General Expense	19%		15,983.13	(15,983.13)
hall hire	4%		3,160.38	(3,160.38)
registrations	4%		3,454.00	(3,454.00)
reimbursements	1%		713.55	(713.55)
souvenirs	1%		562.00	(562.00)
team levies	1%		778.00	(778.00)
team photo cost	0%		378.00	(378.00)
transfer to new acct	14%		11,383.15	(11,383.15)
uniform costs	2%		2,039.55	(2,039.55)
van hire	7%		6,126.00	(6,126.00)
Expense Total			82,933.66	(82,933.66)
Grand Total:		88,181.68	82,933.66	5,248.02

Allstars marching teams - Detailed Report

This report shows reconciled transactions only.

From : 1/04/2023

Account: *** ALL ***

To : 31/03/2024

Date	Type	Notes	Income	Expense	Balance
Income					
bank interest					
30/04/2023	DEP	CR.INT TO 30/04/2023 ASB BANK - INTEREST	30.83		
31/05/2023	DEP	CR.INT TO 31/05/2023 ASB BANK - INTEREST	40.62		
30/06/2023	DEP	CR.INT TO 30/06/2023 ASB BANK - INTEREST	14.37		
31/07/2023	DEP	CR.INT TO 31/07/2023 ASB BANK - INTEREST	8.79		
31/08/2023	DEP	CR.INT TO 31/08/2023 ASB BANK - INTEREST	4.38		
30/09/2023	DEP	CR.INT TO 30/09/2023 ASB BANK - INTEREST	4.26		
30/09/2023	DEP	REWARD INTEREST ASB BANK - INTEREST	0.68		
31/10/2023	DEP	CR.INT TO 31/10/2023 ASB BANK - INTEREST	4.41		
30/11/2023	DEP	CR.INT TO 30/11/2023 ASB BANK - INTEREST	4.27		
31/12/2023	DEP	CR.INT TO 31/12/2023 ASB BANK - INTEREST	4.42		
31/12/2023	DEP	REWARD INTEREST ASB BANK - INTEREST	12.58		
31/01/2024	DEP	CR.INT TO 31/01/2024 ASB BANK - INTEREST	4.44		
29/02/2024	DEP	CR.INT TO 29/02/2024 ASB BANK - INTEREST	4.15		
31/03/2024	DEP	CR.INT TO 31/03/2024 ASB BANK - INTEREST	4.45		
31/03/2024	DEP	REWARD INTEREST ASB BANK - INTEREST	12.53		
	Sub Total		155.18		155.18
bank transfer in					
8/05/2023	DIRCRE	from sbs D/C FROM ALLSTARS	1,821.65		
5/07/2023	DIRCRE	from sbs D/C FROM ALLSTARS	1,500.00		
16/07/2023	DEP	From ALLSTARS MARCHI to savings CREDIT	2,000.00		
25/07/2023	DIRCRE	left over from gc trip D/C FROM J ALLEN	1,155.00		
6/03/2024		Deposit: ALLSTARS MARCHING - to cover funding	5,000.00		
	Sub Total		11,476.65		11,476.65
donations					
20/06/2023		Deposit: Mainpower New Zealan - Mainpower	500.00		
30/06/2023		Deposit: CHCH CASINO - CCCTrust	500.00		
21/08/2023		waimak for camp, kaiapoi-tuahwi community board, INV00341	500.00		
20/11/2023		Deposit: Mainpower New Zealan - Mainpower	250.00		
8/03/2024	DIRCRE	donation D/C FROM BELLAM,LISA-M	20.00		
	Sub Total		1,770.00		1,770.00

Date	Type	Notes	Income	Expense	Balance
fees					
3/04/2023	DIRCRE	julia Gc fees D/C FROM J ALLEN	50.00		
3/04/2023	DIRCRE	lisa Gc fees D/C FROM J ALLEN	110.00		
5/04/2023		Deposit: CAWOOD,PAUL R - AUSTRALIA CAWOOD Ella	19.00		
5/04/2023	DIRCRE	D/C FROM BELLAM R G F	40.00		
11/04/2023	DIRCRE	adam Gc fees D/C FROM J ALLEN	50.00		
11/04/2023		bella hood fees, bella hood, INV00291	200.00		
12/04/2023		Deposit: CAWOOD,PAUL R - AUSTRALIA CAWOOD Ella	19.00		
13/04/2023		Deposit: Manihera M L G - Manihera Aussie Fees	350.00		
17/04/2023		sophie fees, sophie gibbs, INV00296	65.00		
18/04/2023	DIRCRE	jaide Gc fees D/C FROM J ALLEN	200.00		
19/04/2023	DIRCRE	jaide Gc fees D/C FROM J ALLEN	150.00		
19/04/2023	DIRCRE	carla Gc tatto ticket D/C FROM J ALLEN	60.00		
19/04/2023		Deposit: CAWOOD,PAUL R - AUSTRALIA CAWOOD Ella	19.00		
19/04/2023	DIRCRE	adam Gc fees D/C FROM J ALLEN	250.00		
26/04/2023		Deposit: CAWOOD,PAUL R - AUSTRALIA CAWOOD Ella	19.00		
28/04/2023		Deposit: Bolger M P - Aus trip Maddy atger	350.00		
2/05/2023		bella gc, bella hood, INV00291	123.00		
2/05/2023		Deposit: MR S K ATKINSON - gc tia	303.50		
3/05/2023		bella gc, bella hood, INV00291	123.00		
3/05/2023		Deposit: CAWOOD,PAUL R - AUSTRALIA CAWOOD Ella	19.00		
3/05/2023		Deposit: BOYLE,JORDAN	400.00		
23/05/2023		suzi fees, suzi haslett-watts, INV00333	400.00		
19/06/2023		shelby fees, shelby busch, INV00339	465.00		
21/06/2023		pearl, pearl blease, INV00335	50.00		
27/06/2023		aroaha fees, aroaha howse, INV00334	475.00		
27/06/2023		pearl fees, pearl blease, INV00335	50.00		
5/07/2023		azaelya fees, azaelya boldy, INV00331	50.00		
5/07/2023		azaelya hoodie, azaelya boldy, INV00331	50.00		
12/07/2023		pearl fees, azaelya boldy, INV00331	50.00		
12/07/2023		pearl fees, pearl blease, INV00335	50.00		
15/07/2023		amy aus fees, amy willett-hall, INV00342	350.00		
19/07/2023		azaelya fees, azaelya boldy, INV00331	50.00		
20/07/2023		pearl fees, pearl blease, INV00335	50.00		
26/07/2023		pearl fees, pearl blease, INV00335	50.00		
27/07/2023		azaelya fees, azaelya boldy, INV00331	50.00		
2/08/2023		kyla fees, kyla reid, INV00340	200.00		
2/08/2023		azaelya fees, azaelya boldy, INV00331	50.00		
4/08/2023		autymn fees, autymn brown, INV00332	415.00		
4/08/2023		remi fees, remi chamberlain (chantelle), INV00311	55.00		
8/08/2023		bella hoodie, bella hood, INV00345	55.00		
9/08/2023		azaelya fees, azaelya boldy, INV00331	50.00		
14/08/2023		stella, stella manihera, INV00344	200.00		
16/08/2023		azaelya fees, azaelya boldy, INV00331	50.00		
22/08/2023		aimee, aimee hooper, INV00349	100.00		
22/08/2023		suzi, suzi haslett-watts, INV00333	65.00		
22/08/2023		pearl fees, pearl blease, INV00335	70.00		
23/08/2023		jess and brooke, jess and brooke , INV00346	870.00		
23/08/2023		azaelya fees, azaelya boldy, INV00331	50.00		
23/08/2023		grace, grace ormiston, INV00336	207.50		
24/08/2023		Deposit: JETTEC - Norah Wiltonmarching 23/24	180.00		
30/08/2023		azaelya, azaelya boldy, INV00331	15.00		
8/09/2023		bella h, bella hood, INV00345	50.00		
12/09/2023		bella c, BELLA CAFELL, INV00347	50.00		
13/09/2023		pearl, pearl blease, INV00335	55.00		
17/09/2023		stella, stella manihera, INV00344	140.00		

Date	Type	Notes	Income	Expense	Balance
19/09/2023		Deposit: JETTEC - Norah Wiltonteam jersey 23/24	35.00		
19/09/2023		neve, neve, mia and ivy rickard, INV00354	323.00		
20/09/2023		lexie, lexie wain, INV00356	50.00		
20/09/2023		bella c, BELLA CAFELL, INV00347	50.00		
21/09/2023		aimee, aimee hooper, INV00349	100.00		
22/09/2023		tia, tia atkinson, INV00353	480.00		
26/09/2023	DIRCRE	bella c, BELLA CAFELL, INV00347	50.00		
27/09/2023		lexie, lexie wain, INV00356	50.00		
27/09/2023		addison hale, addison hale, INV00338	75.00		
27/09/2023		pearl, pearl blease, INV00335	40.00		
29/09/2023		annabelle, anabelle, INV00358	215.00		
3/10/2023		may fees, may dougan, INV00355	215.00		
5/10/2023	DIRCRE	from sbs D/C FROM ALLSTARS	703.00		
10/10/2023		bella c, BELLA CAFELL, INV00347	50.00		
10/10/2023		Deposit: MORRISON A L - Mishyla	50.00		
14/10/2023		Deposit: STAPLEY,JD&HL - Stapley Marching Mya	180.00		
15/10/2023	DIRCRE	stella, stella manihera, INV00344	220.00		
17/10/2023		mia, neve, mia and ivy rickard, INV00354	150.00		
18/10/2023		lexie fees, lexie wain, INV00356	40.00		
24/10/2023		Deposit: MISS A L WATTS - Suzi SI merchHoodie	85.00		
24/10/2023		Deposit: MORRISON A L - Mishyla	50.00		
24/10/2023		lexie, lexie wain, INV00356	40.00		
24/10/2023		Deposit: DAWE,BIANCA R - Blair Dawe Fees Hoodie	215.00		
25/10/2023		addie, addison hale, INV00338	75.00		
31/10/2023		Deposit: MORRISON A L - Mishyla	50.00		
1/11/2023	DIRCRE	aimee fees, aimee hooper, INV00349	100.00		
2/11/2023		Deposit: J ALLEN - hoodies julia	110.00		
2/11/2023		Deposit: J ALLEN - souvenirs julia	35.00		
6/11/2023		grace, grace ormiston, INV00336	223.00		
7/11/2023		Deposit: MORRISON A L - Mishyla	50.00		
14/11/2023	DIRCRE	hoodie B Caffell D/C FROM CAFFELL S L	50.00		
14/11/2023		Deposit: RICKARD EARL FR - Malton mia Fees	250.00		
18/11/2023		addie, addison hale, INV00338	75.00		
21/11/2023		bella c fees, BELLA CAFELL, INV00347	150.00		
21/11/2023		Deposit: MORRISON A L - Mishyla	50.00		
28/11/2023		Deposit: MORRISON A L - Mishyla	50.00		
30/11/2023		Deposit: MRS M A TABLEY AND - k tabley k tabley k tabley	180.00		
5/12/2023		bella c, BELLA CAFELL, INV00347	50.00		
6/12/2023		Deposit: MORRISON A L - Mishyla	50.00		
6/12/2023		addie, addison hale, INV00338	75.00		
8/12/2023	DIRCRE	Amanda Hooper Coffee club D/C FROM HOOPER,AMANDA	25.00		
14/12/2023		Deposit: MORRISON A L - Mishyla	50.00		
15/12/2023	DIRCRE	aimee, aimee hooper, INV00349	120.00		
20/12/2023		Deposit: MORRISON A L - Mishyla	65.00		
16/01/2024		bella c, BELLA CAFELL, INV00347	50.00		
26/01/2024		anya, anya derecourt, INV00363	430.00		
30/01/2024		Deposit: IVORY T M - Makaylin Ivo INV00295	50.00		
31/01/2024		Deposit: Howes M N - Lexie hoodie	20.00		
1/02/2024		Deposit: B G COATES	80.00		
1/02/2024	DIRCRE	Makaylin Ivo IN00350 D/C FROM Ivory D S A	100.00		
4/02/2024		Deposit: IVORY T M - Makaylin Ivo INV00295	50.00		
9/02/2024		Deposit: IVORY T M - Makaylin Ivo INV00295	52.50		
11/02/2024	DIRCRE	from sbs D/C FROM ALLSTARS	152.50		
14/02/2024	DIRCRE	Makaylin Ivo IN00350 D/C FROM Ivory D S A	52.50		

Date	Type	Notes	Income	Expense	Balance
15/02/2024		Deposit: Howes M N - Lexie hoodie	15.00		
20/02/2024		Deposit: I B SEELEN, N M MACK - harperseelen	80.00		
22/02/2024		ella, ella cawood, INV00351	150.00		
28/02/2024		ella, ella cawood, INV00351	150.00		
	Sub Total		14,818.50		14,818.50
funding					
29/06/2023		Deposit: Aotearoa Gaming Trus - GA230615-797	1,500.00		
4/10/2023		Deposit: Pub Charity Limited - Pub Charity GA230831-515	4,500.00		
2/02/2024	DIRCRE	Kiwi Gaming Grant 4812 D/C FROM Kiwi Gaming	3,000.00		
8/03/2024		Deposit: ONE FOUNDATION LT - G8278OG9557 ONENZGRANT ONENZGRANT	5,000.00		
	Sub Total		14,000.00		14,000.00

Date	Type	Notes	Income	Expense	Balance
fundraising					
18/04/2023	DIRCRE	bbq fundraising 15/4 D/C FROM J ALLEN	732.00		
19/04/2023		Deposit: Stripe Payments - ageSizzle TRF IRZDGXZTBunningsSaus	162.50		
3/05/2023		Deposit: Stripe Payments - ageSizzle TRF TPRMEEKCBunningsSaus	28.50		
24/06/2023		Deposit: SUZANNE BREACH - brooke sausage brooke breac	2.50		
28/06/2023		Deposit: Stripe Payments - ageSizzle TRF OGKDX56LBunningsSaus	118.50		
12/07/2023		Deposit: Stripe Payments - ageSizzle TRF VKZXORL2BunningsSaus	75.50		
17/08/2023		wasteco, WASTEKO, INV00330	581.52		
13/09/2023		Deposit: Stripe Payments - ageSizzle TRF BAZQB1OSBunningsSaus	74.00		
20/09/2023		Deposit: Stripe Payments - ageSizzle TRF 50W6OGB8BunningsSaus	180.50		
29/09/2023		wasteco, WASTEKO, INV00343	883.50		
4/10/2023		Deposit: KL FRANKISH - Kim Rees 10 Raffles	20.00		
4/10/2023	DIRCRE	Manihera Raffle D/C FROM Manihera M L G	66.00		
4/10/2023	DIRCRE	firewood D/C FROM BELLAM R G F	20.00		
4/10/2023		Deposit: Bolger M P - Lena raffle	10.00		
4/10/2023		Deposit: Ivory D S A - David Ivory	20.00		
5/10/2023		Deposit: DW Cooke - Firewood Ref raffles	10.00		
5/10/2023	DIRCRE	from sbs D/C FROM ALLSTARS	70.00		
5/10/2023		Deposit: HUNT,RAYMOND - J Hunt Raffles SUZ	20.00		
7/10/2023	DIRCRE	Aimee Hooper Raffle ticke D/C FROM HOOPER,AMANDA	22.00		
24/10/2023		Deposit: MISS A L WATTS - suzi rafflr Hoodie	22.00		
25/10/2023		Deposit: BOYLE,JORDAN	20.00		
7/11/2023		Deposit: Cawood P R & K - Ella rose Raffle	4.00		
21/11/2023		Deposit: MISS A L WATTS - Suzi Quiz Hoodie	40.00		
21/11/2023		Deposit: Stripe Payments - ageSizzle TRF CGOBAB3ABunningsSaus	155.00		
27/11/2023		Deposit: N BLEASE - Pearl.B Quiz night \$	60.00		
28/11/2023		Deposit: BREACH, S L - brooke breach brooke breac	20.00		
28/11/2023	DIRCRE	quiz D/C FROM J ALLEN	40.00		
29/11/2023	DIRCRE	Manihera Stella Quiz D/C FROM Manihera M L G	60.00		
29/11/2023		Deposit: MISS K J BRASS - azaelya boldzaelya boldfees	40.00		
29/11/2023		Deposit: ORMISTON J M - ormiston ormiston ormiston	40.00		
29/11/2023	DIRCRE	JessBrooke Quiz money D/C FROM KINSMAN,NICOL	60.00		
1/12/2023		Deposit: MR N C HOOD - BellaH quiz	40.00		
2/12/2023	DIRCRE	quiz B Caffell D/C FROM CAFFELL S L	40.00		
3/12/2023		Deposit: MR N C HOOD - Bella Hood	20.00		
7/12/2023	DIRCRE	Manihera Stella Quiz D/C FROM Manihera M L G	20.00		
8/12/2023	DIRCRE	Amanda Hooper Quiz IOU D/C FROM HOOPER,AMANDA	20.00		
8/12/2023		wasteco, WASTEKO, INV00359	248.00		
16/12/2023	DIRCRE	Manihera Stella Sausage D/C FROM Manihera M L G	7.00		
16/12/2023		Deposit: BREACH, S L - brooke breach brooke breac	4.50		
18/12/2023	DIRCRE	WasteCo NZ D/C FROM WasteCo NZ	1,472.50		
20/12/2023		Deposit: Stripe Payments - ageSizzle TRF AUZ1VBNKBunningsSaus	174.50		
21/12/2023	DIRCRE	D/C FROM J ALLEN	706.00		

Date	Type	Notes	Income	Expense	Balance
14/02/2024		Deposit: Stripe Payments - ageSizzle TRF S7VKIKKPBunningsSaus	124.00		
15/02/2024	DIRCRE	from sbs D/C FROM ALLSTARS	136.00		
20/02/2024	DIRCRE	WasteCo NZ D/C FROM WasteCo NZ	1,813.50		
29/02/2024		team event, team event, INV00365	4,590.00		
Sub Total			13,074.02		13,074.02
opening balance					
1/04/2023		opening bal	16,886.41		
1/04/2023		opening balance	1,813.92		
4/04/2023		opening balance	4,000.00		
Sub Total			22,700.33		22,700.33
refunds					
6/12/2023	DIRCRE	D/C FROM J ALLEN	2,000.00		
3/02/2024		Deposit: MARCHING CANTY - MarchingCantcredit payout	31.00		
16/03/2024	DIRCRE	from sbs D/C FROM ALLSTARS	5,000.00		
Sub Total			7,031.00		7,031.00
souvenir orders					
15/10/2023		Deposit: BREACH, S L - marching s/i badge	15.00		
15/10/2023		Deposit: ORMISTON J M - ormiston ormiston ormiston	25.00		
18/10/2023	DIRCRE	badge D/C FROM BELLAM,LISA-M	15.00		
19/10/2023		Deposit: MRS D A AUGUST-JORDA - Addison pens si champs	8.00		
27/10/2023	DIRCRE	2x pens R Moffett South Island D/C FROM KINSMAN,NICOL	14.00		
29/10/2023		Deposit: Howse K J & E N - Bear badge Aroha howse	35.00		
31/01/2024	DIRCRE	souvenirs teddy badge julia D/C FROM J ALLEN	27.00		
6/02/2024	DIRCRE	suz breach badge D/C FROM BREACH, S L	12.00		
9/02/2024	DIRCRE	champ badge D/C FROM BELLAM,LISA-M	12.00		
9/02/2024	DIRCRE	quin souveni quin souveni quin souveni D/C FROM BOYLE,PAMMELA	12.00		
14/02/2024	DIRCRE	neve rickard marching souvenir D/C FROM J F MALTON, E F W RI	27.00		
14/02/2024	DIRCRE	JessBrooke 2bdg1ted3stk D/C FROM KINSMAN,NICOL	44.00		
14/02/2024	DIRCRE	Aimee Hooper Champs souve D/C FROM HOOPER,AMANDA	27.00		
14/02/2024		ella badge	12.00		
16/02/2024	DIRCRE	jaide souvenirs D/C FROM J ALLEN	54.00		
16/02/2024	DIRCRE	souvenirs julia D/C FROM J ALLEN	7.00		
17/02/2024	DIRCRE	Allstars Marching tia souviner D/C FROM DOSH	27.00		
Sub Total			373.00		373.00

Date	Type	Notes	Income	Expense	Balance
team photos					
8/08/2023		Deposit: MRS K J HOOD - Bella Hood photo	18.00		
8/08/2023		Deposit: KINSMAN,NICOL - JessBrooke 4 photos	72.00		
8/08/2023		suzy photo, bella hood, INV00345	18.00		
9/08/2023		Deposit: Willett-Hall D - Willett-HallDavid Amy	18.00		
9/08/2023		Deposit: Manihera M L G - Manihera Stella Photos	36.00		
15/08/2023	DIRCRE	team photo D/C FROM BELLAM R G F	18.00		
17/08/2023		Deposit: BOYLE,JORDAN - Photo Jordans	18.00		
17/08/2023		Deposit: Heslop E & Canh - JessCanham Photo	18.00		
17/08/2023		Deposit: MS K A BLAKELEY - jaide photos	36.00		
18/08/2023		Deposit: CAWOOD,PAUL R - Cawood Ella-Rose Photo	18.00		
21/08/2023		Deposit: Bolger M P - Photo Maddy atger	18.00		
		Sub Total	288.00		288.00
travel payments					
28/03/2024	DIRCRE	GlenNic Tattoowell D/C FROM KINSMAN,NICOL	845.00		
		Sub Total	845.00		845.00
uniform sales					
15/08/2023		Deposit: MRS K J HOOD - Bella Hood boots masters	100.00		
18/02/2024	DIRCRE	Kk Marching Nelson Hats D/C FROM SILKE	1,200.00		
5/03/2024	DIRCRE	KK Marching Jackets D/C FROM SILKE	350.00		
		Sub Total	1,650.00		1,650.00
Income Total			88,181.68		88,181.68

Date	Type	Notes	Income	Expense	Balance
Expense					
accommodation					
4/04/2023		u18s nats		1,300.00	
19/06/2023	WITHD	FC38-9000-0252903-00 accomm gc DEBIT		2,860.00	
22/11/2023		Bill Pay: Islands accom - 031750 0273395 00		3,200.00	
6/03/2024		Bill Pay: Narrows park - 389000 0252903 00		3,286.40	
18/03/2024	BILLPAY	BILL PAYMENT TO accom u18 PMT TO FC38-9014-0455103-00		2,745.00	
Sub Total				13,391.40	(13,391.40)
Bank Charges					
30/04/2023	WITHD	IRD:TAX ON INTEREST		13.87	
31/05/2023	WITHD	IRD:TAX ON INTEREST		18.27	
30/06/2023	WITHD	IRD:TAX ON INTEREST		6.46	
31/07/2023	WITHD	IRD:TAX ON INTEREST		3.95	
31/08/2023	WITHD	IRD:TAX ON INTEREST		1.97	
30/09/2023	WITHD	IRD:TAX ON INTEREST		2.22	
31/10/2023	WITHD	IRD:TAX ON INTEREST		1.98	
30/11/2023	WITHD	IRD:TAX ON INTEREST		1.92	
31/12/2023	WITHD	IRD:TAX ON INTEREST		7.65	
31/01/2024	WITHD	IRD:TAX ON INTEREST		1.99	
29/02/2024	WITHD	IRD:TAX ON INTEREST		1.86	
31/03/2024	WITHD	IRD:TAX ON INTEREST		7.64	
Sub Total				69.78	(69.78)
camp costs					
9/08/2023		Bill Pay: U18 camp deposit - 060103 0778739 00		300.00	
9/08/2023		Bill Pay: U13 camp - 060103 0778739 00		782.00	
16/08/2023		Bill Pay: U13 camp - 389000 0252903 00		500.00	
Sub Total				1,582.00	(1,582.00)
comp entries					
1/10/2023	WITHD	FC02-0800-0183001-00 comp entries u18 marching can DEBIT		544.50	
1/10/2023		Bill Pay: canty comp entries u13 - 020800 0183001 00		495.00	
5/10/2023	WITHD	FC02-0800-0183001-00 comp entries u18 marching can DEBIT		49.50	
5/10/2023		Bill Pay: u13 entrys balance - 020800 0183001 00		45.00	
24/10/2023	WITHD	FC02-0800-0183001-00 comp entries u18 marching can DEBIT		96.00	
24/10/2023		Bill Pay: canty entry fee - 020800 0183001 00		48.00	
13/11/2023	WITHD	FC03-1750-0192851-00 si entry fee DEBIT		300.00	
13/11/2023		Bill Pay: si entry fee u13 - 031750 0192851 00		300.00	
6/01/2024	BILLPAY	BILL PAYMENT TO nz champs u18 PMT TO FC06-0817-0107494-00		530.00	
Sub Total				2,408.00	(2,408.00)
Entertainment					
16/07/2023		Bill Pay: Amy oz fees - 389000 0252903 00- oz spending acct		350.00	
16/07/2023		Bill Pay: Oz fundraising - 389000 0252903 00-oz spending acct		75.50	
Sub Total				425.50	(425.50)

Date	Type	Notes	Income	Expense	Balance
flights					
29/05/2023	WITHD	FC12-3113-0105216-01 airfares tattoo GC DEBIT		12,391.05	
1/09/2023	WITHD	FC38-9000-0252903-00 Airfares U18 Nationals DEBIT		1,055.50	
6/01/2024	BILLPAY	BILL PAYMENT TO Airfares U18 Nationals PMT TO FC38-9000-0252903-00		450.00	
10/02/2024	BILLPAY	BILL PAYMENT TO air nz flights PMT TO FC02-0100-0587283-00		4,729.00	
17/03/2024	BILLPAY	BILL PAYMENT TO Airfares U18 tattoo PMT TO FC38-9000-0252903-00		1,853.67	
Sub Total				20,479.22	(20,479.22)
General Expense					
8/05/2023		Bill Pay: Travel insurance GC - 030306 0612579 00		236.85	
24/05/2023		Bill Pay: Mc trophy - 020800 0183001 00		15.00	
24/05/2023		Bill Pay: Mc trophy - 020800 0183001 00		15.00	
9/06/2023		Bill Pay: Audit fee - 389000 0252903 00		80.00	
16/07/2023	WITHD	FC38-9000-0252903-00 to oz spending acc DEBIT		6,640.00	
29/07/2023		Bill Pay: Coach workshop - 060817 0107494 00		400.00	
21/08/2023		Bill Pay: U18 backpacks - 031318 0152754 00		596.28	
6/03/2024	BILLPAY	BILL PAYMENT TO food etc U18 Nationals PMT TO FC38-9000-0252903-00		3,000.00	
6/03/2024	BILLPAY	BILL PAYMENT TO cover funding PMT TO FC03-1355-0721653-00		5,000.00	
Sub Total				15,983.13	(15,983.13)
hall hire					
4/04/2023		Bill Pay: Hall hire burnside - 123191 0002255 00		180.00	
4/04/2023		Bill Pay: Hall hire burnside - 123191 0002255 00		270.00	
19/05/2023		Bill Pay: Hall hire clarkeville - 031585 0046999 00		100.00	
9/06/2023		Bill Pay: Hall hire burnside - 123191 0002255 00		180.00	
26/06/2023		Bill Pay: Hall hire clarkeville - 031585 0046999 00		100.00	
5/07/2023		Bill Pay: Hall hire burnside - 123191 0002255 00		360.00	
7/08/2023		Bill Pay: Hall hire clarkeville - 031585 0046999 00		200.00	
7/08/2023		Bill Pay: Hall hire burnside - 123191 0002255 00		270.00	
7/09/2023		Bill Pay: Hall hire burnside - 123191 0002255 00		360.00	
7/09/2023		Bill Pay: Ohoka hall - 123616 0009293 50		210.38	
7/09/2023		Bill Pay: Hall hire clarkeville - 031585 0046999 00		75.00	
5/10/2023		Bill Pay: Hall hire clarkeville - 031585 0046999 00		135.00	
5/10/2023		Bill Pay: Hall hire burnside - 123191 0002255 00		270.00	
11/12/2023	BILLPAY	BILL PAYMENT TO hall hire PMT TO FC12-3191-0002255-00		450.00	
Sub Total				3,160.38	(3,160.38)

Date	Type	Notes	Income	Expense	Balance
registrations					
5/10/2023	WITHD	FC02-0800-0183001-00 registration u18 marching can DEBIT		1,530.00	
5/10/2023		Bill Pay: u13 registrations - 020800 0183001 00		1,229.00	
24/10/2023		Bill Pay: u13 rego - 020800 0183001 00		97.00	
24/10/2023	WITHD	FC02-0800-0183001-00 regox2 u18 marching can DEBIT		254.00	
27/10/2023		Bill Pay: Open team - 020800 0183001 00		344.00	
	Sub Total			3,454.00	(3,454.00)
reimbursements					
11/12/2023	BILLPAY	BILL PAYMENT TO invercargill reimburse PMT TO FC38-9000-0252903-00		645.55	
15/02/2024		Bill Pay: Reimburse - 389000 0252903 00		68.00	
	Sub Total			713.55	(713.55)
souvenirs					
1/11/2023		Bill Pay: Souvenirs - 031750 0192851 00		301.00	
16/02/2024	BILLPAY	BILL PAYMENT TO souvenirs u18 PMT TO FC03-0314-0219849-00		261.00	
	Sub Total			562.00	(562.00)
team levies					
1/10/2023		Bill Pay: canty judges levy - 020800 0183001 00		100.00	
1/10/2023		Bill Pay: canty team levy u113 - 020800 0183001 00		200.00	
1/10/2023	WITHD	FC02-0800-0183001-00 judges levie u18 marching can DEBIT		100.00	
1/10/2023	WITHD	FC02-0800-0183001-00 team levies u18 marching can DEBIT		200.00	
11/02/2024	BILLPAY	BILL PAYMENT TO team levies u18 marching can PMT TO FC02-0800-0183001-00		178.00	
	Sub Total			778.00	(778.00)
team photo cost					
16/08/2023		Bill Pay: U18 photos - 389000 0252903 00		378.00	
	Sub Total			378.00	(378.00)
transfer to new acct					
8/05/2023		Bill Pay: to new acct - 123147 0537316 50		1,821.65	
5/07/2023		Bill Pay: to new acct - 123147 0537316 50		1,500.00	
16/07/2023	WITHD	FC12-3147-0537316-50 to savings DEBIT		2,000.00	
5/10/2023		Bill Pay: u18 payments into acct - 123147 0537316 00		703.00	
5/10/2023		Bill Pay: fundraisng u18 raffles - 123147 0537316 00		70.00	
11/02/2024		Bill Pay: to new everyday - 123147 0537316 00		152.50	
15/02/2024		Bill Pay: to new everyday - 123147 0537316 00		136.00	
16/03/2024		Bill Pay: to new everyday - 123147 0537316 00		5,000.00	
	Sub Total			11,383.15	(11,383.15)

Date	Type	Notes	Income	Expense	Balance
uniform costs					
19/05/2023		Bill Pay: T shirts - 389000 0252903 00		230.00	
24/05/2023		Bill Pay: Boot purchase - 389019 0160638 00		230.00	
12/06/2023		Bill Pay: Jacket fabric u16 - 123110 0051734 00		150.74	
5/10/2023		Bill Pay: open uniforms - 389000 0252903 00		124.10	
1/11/2023		Bill Pay: Inview print hoodies - 031585 0087184 00		1,124.71	
23/02/2024	BILLPAY	BILL PAYMENT TO boots for bella PMT TO FC01-0186-0204756-00		180.00	
Sub Total				2,039.55	(2,039.55)
van hire					
6/12/2023	BILLPAY	BILL PAYMENT TO Van hire Islands PMT TO FC38-9000-0252903-00		2,000.00	
6/12/2023		Bill Pay: Van hire - 389000 0252903 00		2,000.00	
22/01/2024		Bill Pay: Van hire u13 - 030674 0095253 00		412.40	
6/03/2024		Bill Pay: Van hire allstars - 1-9-055749		1,713.60	
Sub Total				6,126.00	(6,126.00)
Expense Total				82,933.66	(82,933.66)
Grand Total			88,181.68	82,933.66	5,248.02

Allstars marching teams - Summary Report

This report shows reconciled transactions only.

Account: *** ALL ***

From : 1/04/2023

To : 31/03/2024

Category	%	Income	Expense	Balance
Income				
bank interest	0%	155.18		155.18
bank transfer in	13%	11,476.65		11,476.65
donations	2%	1,770.00		1,770.00
fees	17%	14,818.50		14,818.50
funding	16%	14,000.00		14,000.00
fundraising	15%	13,074.02		13,074.02
opening balance	26%	22,700.33		22,700.33
refunds	8%	7,031.00		7,031.00
souvenir orders	0%	373.00		373.00
team photos	0%	288.00		288.00
travel payments	1%	845.00		845.00
uniform sales	2%	1,650.00		1,650.00
Income Total		88,181.68		88,181.68
Expense				
accommodation	16%		13,391.40	(13,391.40)
Bank Charges	0%		69.78	(69.78)
camp costs	2%		1,582.00	(1,582.00)
comp entries	3%		2,408.00	(2,408.00)
Entertainment	1%		425.50	(425.50)
flights	25%		20,479.22	(20,479.22)
General Expense	19%		15,983.13	(15,983.13)
hall hire	4%		3,160.38	(3,160.38)
registrations	4%		3,454.00	(3,454.00)
reimbursements	1%		713.55	(713.55)
souvenirs	1%		562.00	(562.00)
team levies	1%		778.00	(778.00)
team photo cost	0%		378.00	(378.00)
transfer to new acct	14%		11,383.15	(11,383.15)
uniform costs	2%		2,039.55	(2,039.55)
van hire	7%		6,126.00	(6,126.00)
Expense Total			82,933.66	(82,933.66)
Grand Total:		88,181.68	82,933.66	5,248.02

Groups applying for Board Discretionary Grants 2023/2024

Name of group: Kaiapoi Garden Club

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: President

Contact phone number: [REDACTED]

Email: [REDACTED]

Describe what the project is and what the grant funding will be used for? (Use additional pages if needed)

We are continuing the Kaiapoi Garden competition event in the Kaiapoi area that was started by the Beautifying Society many years ago. In more recent years it has been organised by All Together Kaiapoi but that organisation no longer exists.

The funding will help to pay for
Engraving cups/trophies, Partial hire of venue
Catering for the awards evening (food)

What is the timeframe of the project/event date? 1 September or 14 February 2025

Overall cost of project: \$1200 approximately Amount requested: \$560.00

How many people will directly benefit from this project? 70 - 100

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical) Cultural/ethnic minorities District
 Preschool School/youth Older adults Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka _____% Rangiora-Ashley _____% Woodend-Sefton _____% Kaiapoi-Tuahiwi 20 %

Other (please specify): Unknown. Last year was the biggest number of entries & many people viewed.

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

Please note. Our Garden Club budget did not allow for this event as we were asked to take over the organisation of the event after our budget was set for the year. All Together Kaiapoi (ATK) personnel (Jackie Watson) met with Kaiapoi Garden Club executive committee in February.

What are the direct benefit(s) to the participants?

To engender pride in their own environment. Pride in the property of the main business area in Kaiapoi in conjunction with Kaiapoi Promotions events that maybe planned. Help to beautify Kaiapoi Town.

What is the benefit(s) to your organisation?

Encouragement for members to participate in the competition. If our club members participate we are showing encouragement and leadership in our town. Promotion for the Kaiapoi Garden Club in the Kaiapoi- Tuahiwi. As this is our first year organising the competition we will re-access our goals and participation following the event,

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

When winners are advised, their success will be advertised in local papers and on social media. Addresses will be made available (with gardeners permission) for the wider community to go and view the gardens from the street.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)? Yes No

If yes, name of parent group: _____

What is the relationship between your group and the parent group?

N/A

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

Ray White Real Estate has sponsored this event in the past and will be contacted to do so again this year.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

Please note. ATK has organised this community event for several years and have received grants (2023/24 \$550). Kaiapoi Garden Club were asked to take over the running of the event and we agreed to. Our club funds come from subscriptions (\$25pp), raffles and an annual plant sale held in Kaiapoi (Farmers market area) for the community.

Enclosed Financial Balance Sheet and Income & Expenditure Statement
(*compulsory – your application cannot be processed without financial statements*)

Supporting costs/quotes

Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.

I declare that all details contained in this application form are true and correct to the best of my knowledge.

I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.

I accept that information provided in this application may be used in an official Council report available to the public.

Please note: A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed: _____

Date: 25 July 2024

Engraving Estimate

From Heather McCormack –Kaiapoi

10 Cups/Trophies approximately \$14 per item (\$140) - depends on how many letters are in a name

Last year Heather did the engraving and the cost was \$131.30

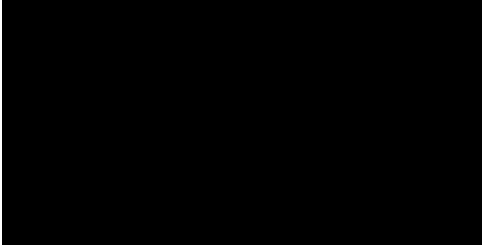


19 July 2024

Hire of venue.

Riverside Bowling Club rooms

We are waiting for their Board to meet. Our normal cost for the venue for our monthly meeting is \$60. For the Awards evening we would need a special license to serve alcohol and this cost was \$120 a year or so ago.



Kaiapoi Garden Competition

Catering quote (July 2024)

New World Kaiapoi

Club Sandwiches \$140

Savouries Mixed \$90

Cakes \$90

Total = \$320

Couplands

Club Sandwiches \$180

Savouries Mixed \$69.20 (frozen)

Cakes \$60 Two carrot cakes 45 pisces per cake

Total = \$309.20

Steve (private caterer)

Club Sandwiches \$129.60

Savouries Mixed \$102.80

Cakes \$150

Total \$382.40

PROJECTED BUDGET FOR Y/E 31ST DECEMBER 2024

Speaker Costs	9 x \$ 50	\$ 450.00	
Rent	9 x meetings plus 4 extra events	\$ 780.00	
Milk, Tea, Coffee, Sugar		\$ 80.00	
Stationery:-			
Raffle books	\$ 25.00 }		
Receipt book	\$ 35.00 }		
Cards & postage	\$ 50.00 }		
Photocopying	\$ 15.00 }		
Admin allowance x 3	\$ 60.00 }	\$ 180.00	
Presentation vouchers retiring members etc.		\$ 100.00	
Engraving		\$ 150.00	
C.H.S Sub.		\$ 60.00	
Xmas Raffle		\$ 150.00	
Presentation flowers (spring festival)		\$ 250.00	
Club Membership Promo	\$ 100.00 }		
Advertising Events	\$ 100.00 }	\$ 200.00	
Darnley plants		\$ 60.00	
Fire Brigade Garden 2 x trees		\$ 400.00	
Plant Sale :-			
Potting mix	\$ 100.00 }		
Labels	\$ 15.00 }	\$ 115.00	
Seed spuds	\$ 20.00	\$ 20.00	
Scrapbook record of Centenary Yr 2022		\$ 100.00	
Bus Trip		\$ 600.00	
Miscellaneous		\$ 300.00	
TOTAL =		\$4000.00	
Anticipated Income :-			
Subs		\$ 1090.00	
Sales Table & Raffles		\$ 650.00	
Plant Sale		\$ 1000.00	
TOTAL =		\$ 2740.00	leaves deficit of \$ 1260.00

KAIAPOI GARDEN CLUB FINANCIAL REPORT FOR YEAR 01/01/2023 TO 31/12/2023

<u>INCOME</u>	<u>2022</u>	<u>2023</u>	<u>EXPENSES</u>	<u>2022</u>	<u>2023</u>
Subs	885.00	830.00	Guest Speakers	343.81	339.00
Raffles	691.00	590.50	Hall Hire	685.00	540.00
Sales Table}		170.00	Stationery	191.78	110.36
Plant Sale }	2041.40	2097.40	Engraving	91.40	80.60
Donations	700.00	33.00	Misc.Exp	755.96	648.43
Bus Trip	1080.00	1256.00	Bus Trip	1135.00	1589.00
Xmas Dinner	1752.50	746.00	Xmas Dinner	1799.00	1281.50
Misc. Exp.	260.00	400.00	Donations		25.94
C.H.S Function		275.00	C.H.S. Sub & Events	50.00	375.00
Bank Interest	1.20	135.01	Centenary Exp.	3184.84	7.43
Centenary			Raffle Exp.	150.00	150.00
Sales & Sponsors	2425.00		Club Promo	202.41	840.00
<u>TOTAL</u>	<u>\$ 9836.10</u>	<u>\$ 6532.91</u>		<u>\$ 8589.20</u>	<u>\$ 5987.26</u>
<u>Total Income</u>	<u>\$ 9836.10</u>	<u>\$ 6532.91</u>			
<u>Total Expd.</u>	<u>\$ 8589.20</u>	<u>\$ 5987.26</u>			

KAIAPOI GARDEN CLUB - STATEMENT OF FINANCIAL POSITION AS AT 31/12/2023

<u>ASSETS</u>	2022	2023
Opening bank balance as at 01/01/2023	\$ 3606.50	\$ 7286.31
Profit/Loss	\$ 1246.90	\$ 545.65
Closing Balance as at 31/12/2023	<u>\$ 4853.40</u>	<u>\$ 7831.96</u>
Petty Cash on Hand	\$ 10.00	\$ 10.00
Accumulated Funds as at 31/12/2023	<u>\$ 4863.40</u>	<u>\$ 7841.96</u>

This is to certify that I have received the Financial Records of the Kaiapoi Garden Club for the Year Ended 31/ 12/2023 and find them to be a true and accurate record of the Club's finances for the year.

Signed:

K.M.WILSON.

DATED:



5.2.24

Groups applying for Board Discretionary Grants 2023/2024

Name of group: Oxford Community Trust

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: [REDACTED] Event Facilitator [REDACTED] Manager

Contact phone number: [REDACTED]

Email: [REDACTED]

Describe what the project is and what the grant funding will be used for? (Use additional pages if needed)

The Oxford Community Trust's Day Out has been designed to include social service providers working and delivering services in the Waimakariri and Hurunui districts. The purpose of the project is to bring together as many providers as possible to let these professionals meet and interact with other providers that they often collaborate with but never get to meet in person. The Objective of this day for the social service providers is to get to know one another while participating in activities in a friendly and creative environment. The event took place in 2021 and proved to be hugely successful. This fund will be used to contribute to a partial payment towards catering of food and refreshments. Venue hire and the bulk of activities will be paid for by an attendance fee charged by OCT.

What is the timeframe of the project/event date? 11 October 2024

Overall cost of project: 5000.00

Amount requested: \$750.00

How many people will directly benefit from this project? 80

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical) Cultural/ethnic minorities District
 Preschool School/youth Older adults Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka 100 % Rangiora-Ashley 100 % Woodend-Sefton 100 % Kaiapoi-Tuahiwi 100 %

Other (please specify): Christchurch and Hurunui

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

N/A

What are the direct benefit(s) to the participants?

Those invited to this event are the people who work on the front line with members of our community during a difficult time. The event's purpose is to allow these workers to have time away from their work but use this opportunity to learn more about their colleagues and others working in the same environment. This relationship-building will eventuate into streamlined collaborations that will benefit clients directly.

What is the benefit(s) to your organisation?

It is our objective to make use of this opportunity to strengthen our relationship with providers and to build on that relationship in such a way that it will bring services into Oxford. The Oxford community will be the ones benefitting from having more social services in the Oxford area.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

Kaiapoi Community Services, Satisfy Food, Police, and Barnardo's are just a few of the organisations working in Kaiapoi that will be invited to the event in Oxford. These organisations are huge providers of [redacted] services in the Kaiapoi Tuahiwi ward. Having an opportunity to strengthen relationships across sectors that work collaboratively will benefit members of communities directly.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)? Yes No

If yes, name of parent group: No

What is the relationship between your group and the parent group?

N/A

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

Oxford Ohoka Community Board = \$750.00
Rangiora Ashley Community Board = \$750.00
Woodend Sefton Community Board = \$750.00
Creative Communities Scheme = \$1200.00

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

N/A

Enclosed Financial Balance Sheet and Income & Expenditure Statement
(*compulsory – your application cannot be processed without financial statements*)

Supporting costs/quotes

Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.

I declare that all details contained in this application form are true and correct to the best of my knowledge.

I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.

I accept that information provided in this application may be used in an official Council report available to the public.

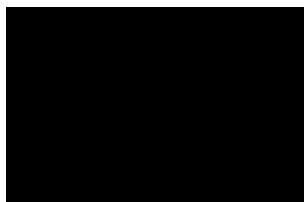
Please note: A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed: [redacted]

Date: 17 July 2024



Oxford Trust



Oxford Community Trust is organising a fun and pamper day for those in our community who work on the front line with vulnerable people. This fun day replicates a successful day hosted by the Trust in 2021. The event date is 11 October 2024. Below is a preliminary budget for the event. We have secured a venue and the assistance of Jo Seagar who will do the catering as she did in 2021. Some of the activities are still being finalised and we will do our best to secure the providers of the activities for the amounts we have in our budget. We will submit a fund application to the Creative Communities Scheme for the art part of the event in late July. We will also ask for a \$20 contribution from each of the people invited to the event to help cover the cost of vehicle hire, petrol, and other unforeseen expenses. Volunteers will do most of the work such as transportation, preparation and serving refreshments, cleaning and set up and facilitation on the day. The venue is free except for the kitchen that needs to be hired separately.

Preliminary Budget for Oxford Community Trust Day Out:

Activity	Provider	Quote
Food and Beverage	Jo Seagar (\$35 x 70)	\$2450.00
Kitchen Hire	Oxford Workman's Club	\$300.00
Hand Pamper Pack	Grace Johnstone	\$250.00
Hair Pamper Pack	Donna	\$300.00
Pendant Making	Oxford Art Gallery	\$1200.00
Massage Packs	To be advised	\$500.00
	TOTAL	\$5000.00

Oxford Community Trust
Profit & Loss
 July 2023 through June 2024

	Jul 23 - Jun 24
Ordinary Income/Expense	
Income	
I0100 Rent Income	328.26
I0150 Counselling	21.74
I0300 Mini Bus Income	4,843.33
I0400 Family Supervision	1,318.70
I0500 OSCAR Income	17,329.10
I0600 Youth Events Income	1,422.60
I0650 SIQ Food Parcels	720.00
I0700 Travel Income	11,916.11
I0750 Equipment Hire Income	556.53
I0800 Small Donations	23,932.98
I0900 Udrive Fee Income	1,347.85
I1000 Funders Income - Grants	
I1100 COGS Grant	35,000.00
I1200 WDC Council Grant	27,490.00
I1300 Lotteries Grant	57,920.59
I1400 MSD OSCAR Grant	5,805.00
I1500 Other Grants	3,752.83
I1600 Rata Foundation	45,000.00
I1700 Udrive Grant	943.41
Total I1000 Funders Income - Grants	175,911.83
I2000 Funders Income - Donation	
I2200 Other Donations	32,809.43
Total I2000 Funders Income - Donation	32,809.43
Total Income	272,458.46
Expense	
E1100 Premises & Equipment	
E1120 Vehicle Expenses	
E1121 Trailer Expenses	102.15
E1122 NC Mini Bus Donations	12,079.27
E1223 NC Mini Bus Expenses	9,058.33
E1224 Udrive Car Expenses	3,600.52
Total E1120 Vehicle Expenses	24,840.27
E1130 Rent	3,165.24
E1140 Repairs	
E1142 Equipment Repairs	300.00
Total E1140 Repairs	300.00
E1150 General & Motor Insurance	4,502.59
E1160 Utilities	
E1161 Power/Gas/Water	5,326.23
E1162 Telephone & Internet	1,875.00
E1163 Mobile Phone	1,105.30
E1164 Web Hosting	360.00
Total E1160 Utilities	8,666.53
Total E1100 Premises & Equipment	41,474.63
E1200 Office Administration	
E1210 Stationery & Supplies	2,425.80
E1240 Software Expense	3,192.05
Total E1200 Office Administration	5,617.85
E1300 Promotional	
E1310 Advertising	3,223.00
E1300 Promotional - Other	87.82
Total E1300 Promotional	3,310.82
E1400 Activities & Events	
E1410 Wonderland Project	5,485.67
E1440 IGYB Project	341.61
E1400 Activities & Events - Other	10,358.78
Total E1400 Activities & Events	16,186.06
E1500 Family Support	5,158.62
E1525 Food Bank	4,718.56
E1575 SIQ	879.59
E1600 Volunteers Expenses	7,395.84

Oxford Community Trust Profit & Loss July 2023 through June 2024

	Jul 23 - Jun 24
E1700 Financial	
E1710 Bank Service Charges	
E1711 Kiwibank Charges	430.70
Total E1710 Bank Service Charges	430.70
E1720 Professional Fees	
E1721 Accounting/Auditing Fees	2,651.53
E1722 Legal Fees	44.44
Total E1720 Professional Fees	2,695.97
Total E1700 Financial	3,126.67
E1800 Payroll Expenses	
E1810 Salaries	162,875.06
E1820 PAYE/SL/KWS	4,472.29
E1890 Holiday Pay Accrual	-791.39
E1800 Payroll Expenses - Other	56.78
Total E1800 Payroll Expenses	166,612.74
E1900 Other Expenses	
E1910 Training	816.96
E1920 Travel/Mileage	7,170.04
E1930 Subscriptions	442.61
E1940 Meals & Refreshments	1,260.22
E1950 Cleaning	1,387.47
E1960 Petrol Vouchers	909.67
E1970 Depreciation	6,581.14
E1980 Miscellaneous	29.30
Total E1900 Other Expenses	18,597.41
Total Expense	273,078.79
Net Ordinary Income	-620.33
Other Income/Expense	
Other Income	
I3000 Other Income	
I3100 Interest Earned	19,171.62
I3200 Miscellaneous Income	2.00
Total I3000 Other Income	19,173.62
Total Other Income	19,173.62
Other Expense	
E2000 Other Expenses	
E2100 Gifts & Donations	745.24
E2200 Loss on Asset Disposal	124.00
E2300 Refunds	130.00
Total E2000 Other Expenses	999.24
Total Other Expense	999.24
Net Other Income	18,174.38
Net Income	17,554.05

Oxford Community Trust Balance Sheet As of June 30, 2024

	Jun 30, 24
ASSETS	
Current Assets	
Chequing/Savings	
A0100 Kiwibank General	6,374.87
A0200 Kiwibank Bus Online Call	40,414.24
A0300 KWB 90 Day Notice Saver	272,342.46
A0600 Petty Cash	20.00
A0700 Vouchers	4,640.00
Total Chequing/Savings	323,791.57
Accounts Receivable	
A0800 Accounts Receivable	1,279.06
Total Accounts Receivable	1,279.06
Total Current Assets	325,070.63
Fixed Assets	
A1000 Non-Current Assets	
A1100 Furniture	10,474.93
A1200 Equipment	66,208.74
A1300 Vehicles	15,569.30
A1400 Buildings	19,500.00
A1000 Non-Current Assets - Other	-3,980.00
Total A1000 Non-Current Assets	107,772.97
A1500 Accumulated Depreciation	
A1510 Accum Dep'n Furniture	-5,465.44
A1520 Accum Dep'n Equipment	-19,239.43
A1530 Accum Dep'n Vehicles	-14,965.49
A1540 Accum Dep'n Buildings	-5,623.22
Total A1500 Accumulated Depreciation	-45,293.58
Total Fixed Assets	62,479.39
TOTAL ASSETS	387,550.02
LIABILITIES	
Current Liabilities	
Accounts Payable	
L0100 Accounts Payable	3,445.41
Total Accounts Payable	3,445.41
Credit Cards	
L0200 Credit Cards	
L0210 Jo Ealam Bus Visa	1,699.98
L0230 Youth Bus Visa	1,021.57
L0240 OSCAR Bus Visa	4.17
Total L0200 Credit Cards	2,725.72
Total Credit Cards	2,725.72
Other Current Liabilities	
L0300 GST Payable	-4,362.81
L1000 Funders	
L1300 Lotteries Grant	61,950.00
L1400 MSD OSCAR Grant	1,935.00
L1500 Rata Foundation Donation	10,000.00
L1700 Other Donations	1,098.47
Total L1000 Funders	74,983.47
L8050 Oxford Dementia Support	1,017.18

Oxford Community Trust
Balance Sheet
As of June 30, 2024

	<u>Jun 30, 24</u>
L9000 Payroll Liabilities	
L9010 PAYE Liability	2,589.48
L9020 Student Loan Liabilities	53.76
L9030 KWS Employee Liabilities	584.72
L9040 KWS Employer Liabilities	272.60
L9050 ESCT Liabilities	83.56
L9900 Holiday Pay Accrual	11,210.42
Total L9000 Payroll Liabilities	<u>14,794.54</u>
Total Other Current Liabilities	<u>86,432.38</u>
Total Current Liabilities	<u>92,603.51</u>
TOTAL LIABILITIES	<u>92,603.51</u>
NET ASSETS	<u>294,946.51</u>
EQUITY	
P0100 Trustees Funds	
P0110 Skurr Bequest	27,888.71
P0100 Trustees Funds - Other	133,348.02
Total P0100 Trustees Funds	<u>161,236.73</u>
P0200 Retained Earnings	116,155.73
Net Income	17,554.05
TOTAL EQUITY	<u>294,946.51</u>

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2023/24 Financial Year

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
		2023/24= \$8,390 = carry forwards \$1,632 = Returned funds \$500				\$ 7,522.00
17-Jul	Coastguard North Canterbury	towards upgrading the swift water rescue vessel		\$500	\$750	\$ 6,772.00
21-Aug	Waimakariri Access Group	Towards running an Inclusive Sports Event	9-May-24	\$750	\$418.27	\$ 6,353.73
21-Aug	Community Wellbeing North Canterbury Trust	towards an 0800 number	7-May-24	\$600	\$600	\$ 5,853.73
16-Oct	Pines Kairaki Beaches Association	Towards hosing a Christmas event	31-Jan-24	\$515	\$515	\$ 5,338.73
20-Nov	St Patick's School	towards a bike and scooter track		\$500	Declined	\$ 5,338.73
20-Nov	Community Watch Kaiapoi Inc	towards a AED	8-Mar-24	\$750	\$750	\$ 4,588.73
11-Dec	North Canterbury Pony Club	Towards first aid services	This will only be sent after October when	\$1,000	\$750	\$ 3,838.73
19-Feb	Northern Phoenix paddling club	towards go pro cameras	27-May-24	\$1,667	\$667	\$ 3,171.73
19-Feb	Waimakariri Community Arts Council – Kaiapoi's Art on the Quay	towards promotion of exhibitions	20-May-24	\$695	\$695	\$ 2,476.73
13-Mar	Cure Boating Club	Towards painting a mural on its walls	7-May-24	\$1,000	\$1,000	\$ 1,476.73
15-Apr	Kaiapoi Branch North Canterbury Pony Club Inc	Towards a new BBQ		\$611	\$250	\$ 1,226.73
15-Apr	St Patricks School PTA	Towards new sports balls		\$750	Declined	\$ 1,226.73
15-Apr	Pines Kairaki Beaches Association	Towards hosting community events		\$500	\$500	\$ 726.73
15-Apr	The Darnley Club	Towards the cost of transporting a client		\$728	Declined	\$ 726.73
17-Jun	Kaiapoi Softball Club	towards hosting a softball tournament		\$750	750	

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2024/2025 Financial Year

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
		2024/25= \$8,600				\$ 8,600.00
15-Jul	Waimakariri United Football Club	Towards Bibs for Mainland competition teams		\$856	\$500	\$8,100
15-Jul	R13 Youth Development Trust	Towards Art Therapy supplies		\$600	\$600	\$7,500
15-Jul	Community Wellbeing North Canterbury Trust	Digital media screen for Karanga Mai Early Learning Centre		\$600	Lie on the table	
19-Aug	Allstars U18	Towards training camp		\$750		
19-Aug	Oxford Community Trust	towards catering costs for Day Out event		\$750		
19-Aug	Kaiapoi Garden Club	towards costs of running Kaiapoi Garden Competition		\$560		

GOVERNANCE

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. Staff cannot process your application without financial information.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment/materials
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

Criteria for application

- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- Applications will only be accepted from community-based project groups, not for profit organisations, registered charities or incorporated societies.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered provided there is proof that the activity is not funded by the Ministry of Education. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred i.e retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited up to \$750 with a maximum of \$1,000 in any financial year (July to June), but a group can apply twice a year, providing it is for different projects. The Board will consider granting more than \$750 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit relevant financial information to prove they can deliver the project. Applications will only be processed once the financial information is received. The Community Board reserves the right to request additional financial information on any application if deemed necessary.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government.
- Applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board, including information on applications to other Community Boards.
- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates so they can be processed in time.
- An Accountability Form must be provided to the Council within 20 working days after the event, completion of the project or when the funds were spent outlining how the funds were applied. Relevant proof of purchase such as receipts, banks statements or invoices must be included with the Accountability Form and photos of the event or purchase is encouraged.
- Where possible Boards request permission to utilise these photos on its Facebook page, the Council website or other social media, to encourage other community groups' participation.
- In the event that funds are not spent on the project or activity applied for within 12 months of the date of the event/project, the recipient will be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested.
- On receipt of this information payment will be processed to your organisation's bank account.

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

For the month of July 2024

Member' Name: Philip Redmond

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
3 July	Clarkville Rural Drainage Advisory Group	Waghorn site retention outlets at incorrect levels.
4 July	Upper Sefton Road Drainage Meeting	On site to discuss remedial work to mitigate flooding
5 July	Kaiapoi Art Expo	Opening night event, well attended, reduced funding.
10 July	Ronels Cuppa	Pegasus Community Centre – large attendance
10 July	Belgium Trip Meeting	RSA Rangiora, Council included Mayor, Crs Brine, Fulton Redmond and several spouses. Self-funded – November 2024
11 July	Inquiry by Design – Rangiora South of High	Landowners and staff master planning
17 July	Kaiapoi Promotions Association meeting - Coastguard	Very well attended – discussion regarding market, parade and concert. Costs of temporary traffic management prohibitive
18 July	Northern Pegasus Bay Bylaw Hearing	Hearing of submissions all day, birds, dogs, fires and aircraft predominated
19 July	Northern Pegasus Bay Bylaw Deliberations	Recommendations to Council formulated and agreed by panel.
20 July	RSA Rangiora – Belgium Ambassador Michel Goffin	Unveiling of four ceremonial plaques relocated from Christchurch RSA for four women honoured by Queen Elizabeth of Belgium for service in World War One. Twining relationship with Zonnebeke Municipal Council
23 July	Kainga Ora Housing Open Home	Visited new homes at 6 Princess Place and 203 Williams Street. Costings not available, no consultation with neighbours if compliant with District Plan. Nice designs – all occupied now.
24 July	Pegasus Residents Group Inc AGM	Well attended, results of biannual residents survey, Mayor guest speaker, Council staff present, take of interest. Matt James re-elected president.
25 July	Abbeyfield North Canterbury AGM	Well attended, committee largely re-elected. Focus on fund raising and obtaining site for house.
31 July	Threlkelds Road Residents Meeting	Flooding issues impeding access/egress. Limited solutions.

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

For the month of July 2024

Member' Name: Brent Cairns

- **Attended Abbeyfields AGM – Council will soon make a decision re land for them to build homes on.**
- **Pegasus Residents Group AGM – update on lake etc.**
- **Kaiapoi Promotions meeting and AGM – they are to hold their Christmas event at Kaiapoi rugby, included will be an evening music event and they are proposing to not have a Christmas street parade, but a parade within the rugby club grounds.**
- **Ronels Cuppa, talked with resident re issues with rubbish collection, which staff were able to resolve very quickly.**
- **Kaiapoi Art expo and Fire and Ice – events bring people into the township and district...**
- **Inquiry by design reviewing Rangiora township – this was a really good exercise.**
- **Waimakariri Meeting and AGM – to have Ecan visit to discuss bus routes. Shona was again elected as Chair, she is doing a great job advocating for the group. Accessibility games at Mainpower stadium will be on again later in the year.**
- **Attended ENC networking meeting – lots of presenters with lots of good ideas.**
- **Attended Dudley pool for a demo re mobility chair, we reviewed the changing areas and other access issues at the same time.**
- **Attended monthly meeting at Kaiapoi Museum – developing a heritage and arts walking trail.**
- **North Canterbury Neighbourhood Support meeting – Getsready website which is our database name – is being updated and more user friendly.**
- **CD this Saturday 17th are holding Community Hub get togethers in Cust, Loburn, Pegasus and Kaiapoi.**
- **Youth Futures expo on tomorrow 13th at Mainpower stadium.**
- **Attended Oxford meeting re Quarry**
- **Have been appointed to ENC funding committee**
- **Cycleway signage has been purchased by ENC...just waiting for the go ahead to install**
- **Big Brothers Big Sisters Big Variety show on 18th September... calling for acts**
- **National poetry day 23rd August at Rangiora library 5.30pm – 7.30pm**
- **Attended Biodiversity “six legged ghosts” was a delightful talk.**