

Notice is given that an ordinary meeting of the Motueka Community Board will be held on:

**Date:** Tuesday 21 March 2017  
**Time:** 4.00pm  
**Meeting Room:** Motueka Office  
**Venue:** 7 Hickmott Place  
Motueka

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## Motueka Community Board

### AGENDA

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#### MEMBERSHIP

<b>Chairperson</b>	B Maru
<b>Deputy Chairperson</b>	R Horrell
<b>Members</b>	C Hutt B Dowler Cr P L Canton Cr P H Hawkes Cr D J Ogilvie

(Quorum 4 members)

Contact Telephone: 03 528 2015  
Email: [heather.spiers@tasman.govt.nz](mailto:heather.spiers@tasman.govt.nz)  
Website: [www.tasman.govt.nz](http://www.tasman.govt.nz)



## **AGENDA**

### **1 OPENING, WELCOME**

### **2 APOLOGIES AND LEAVE OF ABSENCE**

#### **Recommendation**

**That apologies be accepted.**

### **3 PUBLIC FORUM**

### **4 DECLARATIONS OF INTEREST**

### **5 CONFIRMATION OF MINUTES**

**That the minutes of the Motueka Community Board meeting held on Tuesday, 21 February 2017 and**

**the minutes of the Extraordinary Motueka Community Board meeting held on Tuesday, 14 March 2017, be confirmed as a true and correct record of the meeting.**

### **6 PRESENTATIONS**

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### **8 CORRESPONDENCE**

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## 6 PRESENTATIONS

### 6.1 ANNUAL PLAN PRESENTATION

Information Only - No Decision Required

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	21 March 2017
<b>Report Author:</b>	Heather Spiers, Senior Customer Services Officer - Motueka
<b>Report Number:</b>	RMCB17-03-01

#### PRESENTATION

Mayor Richard Kempthorne and Environment and Planning Manager, Dennis Bush-King will make a presentation to the Board on the Annual Plan.

#### Appendices

Nil



## 7 REPORTS

### 7.1 DISCRETIONARY FUND APPLICATION - TASMAN GYMNASTICS CLUB

Decision Required

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	21 March 2017
<b>Report Author:</b>	Heather Spiers, Senior Customer Services Officer - Motueka
<b>Report Number:</b>	RMCB17-03-02

#### 1 Summary

- 1.1 **Tasman Gymnastics Club** has applied for **\$500.00** to help provide tailored sessions for children enrolled with physical or learning disabilities.
- 1.2 Any children with physical or learning needs can enroll in sessions at the Motueka Recreation Centre will benefit from this.
- 1.3 This application complies with Board guidelines and there are budgeted funds available to meet this request.
- 1.4 This meeting will consider applications for the March 2017 funding round for discretionary funding.
- 1.5 Currently there is a balance of \$5,831.00 being carried forward from December 2016 for the discretionary fund. If all applications being considered at this meeting are approved in full, the remaining balance will be \$4,350.00

#### 2 Draft Resolution

**That the Motueka Community Board receives the Discretionary Fund Application from Tasman Gymnastics Club RMCB17-03-02 and**

1. **Grants Tasman Gymnastics Club \$500.00; or**
2. **that the Motueka Community Board declines the application from Tasman Gymnastics Club on the grounds.....**

### 3 Purpose of the Report

- 3.1 To consider an application from **Tasman Gymnastics Club** to help provide tailored sessions for children enrolled with physical or learning disabilities.

### 4 Background and Discussion

- 4.1 The Board sets aside funds on an annual basis to support small board or community initiatives.
- 4.2 Staff have reviewed the application and confirm that it complies with the Board guidelines.
- 4.3 **Tasman Gymnastics Club** has an all-inclusive policy for gymnastic classes where children with learning and physical disabilities are encouraged to joint their after school classes but some children prefer a smaller class with a higher coach to child ratio.

### 5 Options

The Board has three options.

- 5.1 **Option 1** - The Board can approve the application in full and provide \$500 to Tasman Gymnastic Club.
- 5.2 **Option 2** – The Board could approve an amount less than the application.
- 5.3 **Option 3** – The Board could decline the application. In declining the application, the Board should communicate the reason for the decision to Tasman Gymnastics Club

### 6 Strategy and Risks

- 6.1 There are no strategic challenges or risks in making this decision.

### 7 Policy / Legal Requirements / Plan

- 7.1 There are no legal or policy implications arising from this decision.
- 7.2 Discretionary funding criteria needs to be met.

### 8 Consideration of Financial or Budgetary Implications

- 8.1 The budget for the discretionary fund was confirmed as part of the Long Term Plan 2015-2025 so there are no financial implications from accepting the application. Currently there is a balance of \$5831.00 available in the discretionary fund.
- 8.2 If all the applications being considered at this meeting are approved in full, the remaining balance will be \$4850.00.

### 9 Significance and Engagement

- 9.1 This decision has a low level of significance. It does not amend the budgets in the Annual Plan nor is it dealing with any strategic activities or assets. It will have some public interest, although this is considered to be relatively low.
- 9.2 Staff consider that there is no requirement for formal consultation as the discretionary fund budget was signalled and approved through the Long Term Plan 2015-2025 process.



**10 Conclusion**

10.1 The application meets the requirements set down by the Board. The Board should turn its mind to merits of the application and make its decision accordingly.

**11 Next Steps / Timeline**

11.1 The outcome of the Board's decision will be communicated to the applicant.

11.2 If the application is approved in full or part, payment will be made to the applicant by direct credit within ten working days of receiving bank account details.

**12 Attachments**

1. Discretionary Fund application - Tasman Gymnastics Club Annual Report

11



**DRAFT**

# Annual Report

Tasman Gymnastics Club Incorporated  
For the year ended 31 December 2016

Prepared by Angela Mangnall

**DRAFT**

## Contents

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11	Notes to the Financial Statements

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## Compilation Report

### Tasman Gymnastics Club Incorporated For the year ended 31 December 2016

Compilation Report to the Trustees of Tasman Gymnastics Club Incorporated.

#### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Tasman Gymnastics Club Incorporated for the year ended 31 December 2016.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

#### Responsibilities

The Trustees are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

#### No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. These accounts are subject to an Audit.

#### Independence

We have no involvement with Tasman Gymnastics Club Incorporated other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

#### Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

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Angela Mangnall

Chartered Accountant

Dated: 15 February 2017

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## Directory

### Tasman Gymnastics Club Incorporated For the year ended 31 December 2016

#### Nature of Business

Gymnastics Club

#### Address

135 Kelling Road, Upper Moutere, Upper Moutere, New Zealand, 7175

#### Club Committee

Sam Lowe

Kirsty MacKenzie

Bronwyn Webby

Angela Mangnall

Sue Saville

#### Chartered Accountant

Angela Mangnall, 405 Aporo Road, RD1, Upper Moutere, Nelson 7173

#### Bankers

Nelson Building Society

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## Approval of Financial Report

### Tasman Gymnastics Club Incorporated For the year ended 31 December 2016

The Trustees are pleased to present the approved financial report including the historical financial statements of Tasman Gymnastics Club Incorporated for year ended 31 December 2016.

APPROVED

For and on behalf of the Club Committee.

\_\_\_\_\_  
Sam Lowe

Date .....

**DRAFT****Statement of Financial Performance****Tasman Gymnastics Club Incorporated  
For the year ended 31 December 2016**

	NOTES	2016
<b>Trading Income</b>		
Fundraising		8,047
Grants Received		14,850
Sponsorship		1,250
Student Fees		54,811
<b>Total Trading Income</b>		<b>78,959</b>
<b>Cost of Sales</b>		
Instructor fees		37,786
<b>Total Cost of Sales</b>		<b>37,786</b>
<b>Gross Profit</b>		<b>41,172</b>
<b>Other Income</b>		
Interest Received		97
Sundry Income		130
Uniform Sales		462
<b>Total Other Income</b>		<b>689</b>
<b>Total Income</b>		<b>41,862</b>
<b>Expenses</b>		
Advertising		232
Bank Charges		47
Committee Expenses		224
Computer Expenses		278
Depreciation		275
General Expenses		477
Hall & Equipment Hire		14,225
Insurance		1,208
Licences & Registrations		102
Minor Assets		140
Motor Vehicle Expenses		2,069
Postage, Printing & Stationery		340
Protective Clothing		47
Repairs & Maintenance		13
Show, Display & Competition Expenses		1,639
Staff Training		95
Telephone, Tolls & Internet		100
Uniforms		1,835
<b>Total Expenses</b>		<b>23,345</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



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Statement of Financial Performance

	NOTES	2016
<b>Profit (Loss) Before Taxation</b>		<b>18,517</b>
<b>Net Income Before Tax</b>		<b>18,517</b>
<b>Net Income for the Year</b>		<b>18,517</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

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## Statement of Changes in Equity

Tasman Gymnastics Club Incorporated  
For the year ended 31 December 2016

	2016
<b>Equity</b>	
Opening Balance	-
<b>Increases</b>	
Net Income for the Period	18,517
<b>Total Increases</b>	<b>18,517</b>
<b>Total Equity</b>	<b>18,517</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

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## Statement of Financial Position

Tasman Gymnastics Club Incorporated  
As at 31 December 2016

	31 DEC 2016	31 DEC 2015
<b>Assets</b>		
<b>Current Assets</b>		
<b>Cash and Bank</b>		
NBS Cheque Account	7,760	-
<b>Total Cash and Bank</b>	<b>7,760</b>	<b>-</b>
Income Tax Receivable	32	-
<b>Total Current Assets</b>	<b>7,792</b>	<b>-</b>
<b>Non-Current Assets</b>		
Property, Plant and Equipment	10,725	-
<b>Total Non-Current Assets</b>	<b>10,725</b>	<b>-</b>
<b>Total Assets</b>	<b>18,517</b>	<b>-</b>
<b>Net Assets</b>	<b>18,517</b>	<b>-</b>
<b>Equity</b>		
Retained Earnings	18,517	-
<b>Total Equity</b>	<b>18,517</b>	<b>-</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

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## Depreciation Schedule

### Tasman Gymnastics Club Incorporated For the year ended 31 December 2016

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING VALUE
<b>Motor Vehicles</b>						
Mercedes Van	11,000	-	11,000	-	275	10,725
<b>Total Motor Vehicles</b>	<b>11,000</b>	<b>-</b>	<b>11,000</b>	<b>-</b>	<b>275</b>	<b>10,725</b>
<b>Total</b>	<b>11,000</b>	<b>-</b>	<b>11,000</b>	<b>-</b>	<b>275</b>	<b>10,725</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

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## Notes to the Financial Statements

### Tasman Gymnastics Club Incorporated For the year ended 31 December 2016

#### 1. Reporting Entity

Tasman Gymnastics Club Incorporated is an Incorporated Society registered under the Incorporated Societies Act 1908. Tasman Gymnastics Club Incorporated is engaged in the business of running a gymnastics Club in the Tasman region.

#### 2. Statement of Accounting Policies

##### Basis of Preparation (Alternate Note)

The financial statements have been specifically prepared for the purposes of meeting the trust's income tax requirements and to comply with the Rules of the Club set out in its Constitution.

##### Historical Cost

These financial statements have been prepared on a historical cost basis. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise indicated.

##### Changes in Accounting Policies

These are the first accounts prepared for the Tasman Gymnastics Club Incorporated. As such, there have been no changes in accounting policies.

##### Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Sales of services are recognised in the period by reference to the stage of completion of the transaction at the end of the reporting period.

##### Property, Plant and Equipment and Investment Property

Property, plant and equipment and investment property are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

An item of property, plant and equipment or investment property is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

Upon derecognition, the asset revaluation reserve relating to the asset disposed shall be transferred to retained earnings.

##### Depreciation

Account	Method	Rate
Motor Vehicles	Diminishing Value (100%)	30%

## Notes to the Financial Statements

**DRAFT****Income Tax**

Income tax is accounted for using the taxes payable method. The income tax expense in profit or loss represents the estimated current obligation payable to Inland Revenue in respect of each reporting period after adjusting for any variances between estimated and actual income tax payable in the prior reporting period.

**Goods and Services Tax**

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST.

	2016
<b>3. Income Tax Expense</b>	
Net Profit (Loss) Before Tax	18,517
<b>Deductions from Taxable Profit</b>	
Losses Carried Forward	-
<b>Total Deductions from Taxable Profit</b>	-
Taxable Profit (Loss)	18,517
Tax Payable at 33%	6,110
<b>Deductions from Tax Payable</b>	
Opening Balance	-
Resident withholding tax paid	32
<b>Total Deductions from Tax Payable</b>	32
Income Tax Payable (Refund Due)	6,078
	2016
<b>4. Equity</b>	
<b>Retained Earnings</b>	
Opening Balance	-
Current Year Earnings	18,517
<b>Total Retained Earnings</b>	18,517
<b>Total Equity</b>	18,517
	2016
<b>5. Property, Plant and Equipment</b>	
<b>Vehicles</b>	
Vehicles owned	11,000
Accumulated depreciation - vehicles owned	(275)
<b>Total Vehicles</b>	10,725
<b>Total Property, Plant and Equipment</b>	10,725
	2016
<b>6. Related Parties</b>	
<b>Receivables</b>	
Party and nature of relationship	-

Notes to the Financial Statements

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	2016
<b>Receivables</b>	
Party and nature of relationship	
<b>Total Receivables</b>	
<b>Payables</b>	
Party and nature of relationship	
Party and nature of relationship	
<b>Total Payables</b>	
<b>Sales</b>	
Party and nature of relationship	
Party and nature of relationship	
<b>Total Sales</b>	
<b>Purchases</b>	
Party and nature of relationship	
Party and nature of relationship	
<b>Total Purchases</b>	

**Item 7.1**

**Attachment 1**



**7.2 DISCRETIONARY FUND APPLICATION - TARRANT MEMORIAL FUND COMMITTEE****Decision Required**

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	21 March 2017
<b>Report Author:</b>	Heather Spiers, Senior Customer Services Officer - Motueka
<b>Report Number:</b>	RMCB17-03-03

**1 Summary**

- 1.1 The Tarrant Memorial Fund Committee has applied for \$500.00 from the Motueka Community Board's Discretionary Fund to assist in administrative costs for the Tarrant Memorial Re-dedication on Saturday 8 July 2017.
- 1.2 The funds will be used towards the production and printing of Orders of Service, Invitations, hire of equipment and associated embellishments relating to the re-dedication of the Tarrant Memorial
- 1.3 This application complies with the Board guidelines and there are budgeted funds available to meet the request.
- 1.4 This meeting will consider applications for the March 2017 round for discretionary funding.
- 1.5 Currently there is a balance of \$5,831.00 being carried forward from September 2016 for the discretionary fund. If all the applications being considered at this meeting are approved in full, the remaining balance will be \$4,350.00

**2 Draft Resolution**

**That the Motueka Community Board receives the Discretionary Fund Application - Tarrant Memorial Fund Committee RMCB17-03-03; and**

- 1. Grants The Tarrant Memorial Fund Committee \$500.00 or**
- 2. That the Motueka Community Board declines the application from The Tarrant Memorial Fund Committee on the grounds that .....**

**3 Purpose of the Report**

- 3.1 To consider an application from The Tarrant Memorial Fund Committee to assist in administrative costs for the Tarrant Memorial Re-dedication on Saturday 8 July 2017

**4 Background and Discussion**

- 4.1 The Board sets aside funds on an annual basis to support small board or community initiatives.
- 4.2 Staff have reviewed the application and confirm that it complies with the Board guidelines.
- 4.3 The Tarrant Memorial Fund Committee is dedicated to helping the restoration of the 1903 memorial for a local Boer War Trooper who died in the war.

**5 Options**

- 5.1 The Board has three options.
- 5.2 **Option 1** - The Board can approve the application in full and provide \$500.00 to The Tarrant Memorial Fund Committee from the Discretionary Fund for the provision of administrative support towards the Re-dedication of the Memorial.
- 5.3 **Option 2** – The Board could approve an amount less than the application.
- 5.4 **Option 3** – The Board could decline the application. In declining the application, the Board should communicate the reason for the decision to The Tarrant Memorial Fund Committee.

**6 Strategy and Risks**

- 6.1 There are no strategic challenges or risks in making this decision.

**7 Policy / Legal Requirements / Plan**

- 7.1 There are no legal or policy implications arising from this decision.
- 7.2 Discretionary funding criteria needs to be met.

**8 Consideration of Financial or Budgetary Implications**

- 8.1 The budget for the discretionary fund was confirmed as part of the Long Term Plan 2015-2025 so there are no financial implications from accepting the application. Currently there is a balance of \$5,831.00 within the discretionary fund.
- 8.2 If all the applications being considered at this meeting are approved in full, the remaining balance will be \$4,350.00

**9 Significance and Engagement**

- 9.1 This decision has a low level of significance. It does not amend the budgets in the Annual Plan nor is it dealing with any strategic activities or assets. It will have some public interest, although this is considered to be relatively low.
- 9.2 Staff consider that there is no requirement for formal consultation as the discretionary fund budget was signalled and approved through the Long Term Plan 2015-2025 process.

**10 Conclusion**

10.1 The application meets the requirements set down by the Board. The Board should turn its mind to merits of the application and make its decision accordingly.

**11 Next Steps / Timeline**

11.1 The outcome of the Board's decision will be communicated to the applicant.

11.2 If the application is approved in full or part, payment will be made to the applicant by direct credit within ten working days of receiving bank account details.

**12 Attachments**

Nil



**7.3 DISCRETIONARY FUND APPLICATION - VISION MOTUEKA****Decision Required**

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	21 March 2017
<b>Report Author:</b>	Heather Spiers, Senior Customer Services Officer - Motueka
<b>Report Number:</b>	RMCB17-03-04

**1 Summary**

- 1.1 Vision Motueka has applied for \$481.00 to help provide funding towards fabric and wood for “Boomerang Bags”, a community led project whose purpose is to reduce the use of plastic bags and raise awareness of the consequences to our local environment and the global issues of continuing to use plastic bags. Boomerang Bags is an international project and Motueka is the fourth town in New Zealand to join the cause. Fabric Bags are made and there are many distribution points around the town e.g. supermarkets, Community Store, Op shops, Motueka Library and High Street retailers. Each shop will have a distribution box and customers can take a BB to use and return it – or not. The idea being that customers have a choice of bags to use for all their shopping needs.
- 1.2 Businesses can benefit from the use of the fabric bags instead of providing plastic bags. The river, beaches, bush and sea in our area can benefit from fewer plastic bags in our environment. Our local people can become more aware of the issues, both locally and globally, of continuing to use plastic bags.
- 1.3 This application complies with Board guidelines and there are budgeted funds available to meet this request.
- 1.4 This meeting will consider applications for the March 2017 funding round for discretionary funding.
- 1.5 Currently there is a balance of \$5,831.00 being carried forward from December 2016 for the discretionary fund. If all applications being considered at this meeting are approved in full, the remaining balance will be 4,350.00.

**2 Draft Resolution**

**That the Motueka Community Board receives the Discretionary Fund Application from Vision Motueka RMCB17-03-04 and**

- 1. grants Vision Motueka \$481.00; or**
- 2. that the Motueka Community Board declines the application from Vision Motueka on the grounds.....**

### 3 Purpose of the Report

- 3.1 To consider an application from **Vision Motueka** to help raise awareness of and reduce distribute Boomerang Bags, a community led project to try and reduce the use of plastic bags.

### 4 Background and Discussion

- 4.1 The Board sets aside funds on an annual basis to support small board or community initiatives.
- 4.2 Staff have reviewed the application and confirm that it complies with the Board guidelines.
- 4.3 Boomerang Bags started as an initiative from MoTec (Parklands School) staff as an activity for students. There are 13 schools in the district that attend MoTec.
- 4.4 With four sewing bees and the invitation to many community and cultural groups (Pasifica, church, Crafty Tarts, RSA, retirement homes, Community store and service groups) there will be a mix of students and adults creating the BBs together.
- 4.5 All individuals and groups are giving their time to BB in the cutting, pinning, sewing and the final presentation of the bags. The distribution boxes are being made by a local group. The staff at MoTec are giving their time, outside of school hours to organize and coordinate the sewing bees. No funding has been received for the project. There has been a request for fabric from individuals and groups within the community to source the material for making the bags.

### 5 Options

The Board has three options.

- 5.1 **Option 1** - The Board can approve the application in full and provide \$481 to Vision Motueka.
- 5.2 **Option 2** – The Board could approve an amount less than the application.
- 5.3 **Option 3** – The Board could decline the application. In declining the application, the Board should communicate the reason for the decision to Vision Motueka

### 6 Strategy and Risks

- 6.1 There are no strategic challenges or risks in making this decision.

### 7 Policy / Legal Requirements / Plan

- 7.1 There are no legal or policy implications arising from this decision.
- 7.2 Discretionary funding criteria needs to be met.

**8 Consideration of Financial or Budgetary Implications**

- 8.1 The budget for the discretionary fund was confirmed as part of the Long Term Plan 2015-2025 so there are no financial implications from accepting the application. Currently there is a balance of \$5831.00 available in the discretionary fund.
- 8.2 If all the applications being considered at this meeting are approved in full, the remaining balance will be \$4850.00.

**9 Significance and Engagement**

- 9.1 This decision has a low level of significance. It does not amend the budgets in the Annual Plan nor is it dealing with any strategic activities or assets. It will have some public interest, although this is considered to be relatively low.
- 9.2 Staff consider that there is no requirement for formal consultation as the discretionary fund budget was signalled and approved through the Long Term Plan 2015-2025 process.

**10 Conclusion**

- 10.1 The application meets the requirements set down by the Board. The Board should turn its mind to merits of the application and make its decision accordingly.

**11 Next Steps / Timeline**

- 11.1 The outcome of the Board's decision will be communicated to the applicant.
- 11.2 If the application is approved in full or part, payment will be made to the applicant by direct credit within ten working days of receiving bank account details.

**12 Attachments**

1. Discretionary Fund Vison Motueka attachments

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1

Motueka ITM

16-18 King Edward Street  
 Motueka 7120  
 sales@itm-motueka.co.nz  
 03 5287254 Fax 03 5288711



QUOTATION

No: **192177**  
 Date: 08/03/17  
 GST No: 81-857-202  
 Client code: PC MOT  
 Client Reference: VISION MOT  
 Our Reference:  
 Valid To Date: / /

Charge TO:  
 Motueka Pcard Cash Charges  
 Motueka ITM Building Centre  
 14-18 King Edward Street  
 Motueka 7120

Deliver To:  
 Vision Motueka  
 Boomerang Bag Project  
 Attn: Claire Hutt

clairehutt123@gmail.com

Phone: 03 5287254

Fax:

Mobile:

Quoted By: Alan Ball

Stock Code	Stock Description	Unit	Quantity	Retail Price	Net Price	Net Total
44499012	Plywood Non-Structural H3.2 2.4x1.2 12mm Pine Plywood quoted for Community Project.	sheet	2.00	38.92	38.92	77.84

NET amount \$77.84  
 GST amount \$11.68  
 =====  
 TOTAL \$89.52  
 =====

- \* Quoted price(s) subject to price fluctuations and/or plan/job variations.
- \* The timber lengths quoted may not always be available.
- \* To ensure your quoted rates please state this quote number when ordering.
- \* Promotional prices quoted are only valid during the period of the promotion.
- \* Delivery charges may be applied for delivery by an ITM Service vehicle.



Birch Polyester Overlocking Thread

Was: ~~\$6.99~~ - ~~\$6.99~~

Now: \$4.89 - \$6.99

**BUY NOW**



Birch Overlocking Thread Value Pack

Was: \$14.99

Now: \$10.49

**BUY NOW**

**From:** Sheena Walton  
**Sent:** Wednesday, 1 March 2017 3:05 p.m.  
**To:** 'Jo Calt'  
**Subject:** RE: FW: Boomerang Bags Screen

Hello Jo,

Yes we sell Permaset Aqua SC Mid Red at \$33.60 per kg + GST or 500gms at half that price. It is quite a blue shade red.

We also sell Scarlet at \$46.89 kg + GST and 500gms at half that price. It is quite a yellow shade red.

Regards

Sheena  
Uniscreen Christchurch

**From:** Jo Calt [<mailto:joc@parklands.school.nz>]  
**Sent:** Wednesday, 1 March 2017 2:47 p.m.  
**To:** Sheena Walton  
**Subject:** Re: FW: Boomerang Bags Screen



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**TAX INVOICE**

GST No. 53 248 926

Parklands School

Phone:                      Fax:

Parklands School

Invoice Number: UI105983

Date	Delivery	Customer	Order Number	Sales Person	Page
1/03/2017	1/03/2017	CASH	JO CALT	0008	1

Code	Description	QTY	Unit	Price	Discount	Amount
FRMESH600X500N43-	Wood Frame 600x500 Meshed 43-80	1	ea	\$35.00		\$35.00
MISCSTEN	DE STENCIL - film supplied 600 x 500mm	1	ea	\$25.98		\$25.98
NZCBLUE	Freight - NZCouriers Blue ticket	1	ea	\$10.23		\$10.23

Total Net	\$71.21
GST	\$10.69
<b>Invoice Total Including GST</b>	<b>\$81.90</b>

CONDITIONS OF SALE: The goods are supplied on the condition that the user establish their suitability for the job concerned. Since end use is beyond our control we will not be responsible for any loss damage or injury, whether direct or indirect, resulting from use of these products.

Risk in all goods supplied to a customer by Universal Machinery Supplies Ltd "The Company" shall pass when such goods are delivered to the customer or into custody on the customer's behalf but ownership of such goods is retained by the Company until payment is made for those goods. If such goods are sold by the customer prior to payment therefore then the proceeds of sale therefore shall be the property of the Company.

**Terms: Net 20th month following invoice date.**  
Payment may be made direct to BNZ 020214 0053474 00

**7.4 RESERVE FINANCIAL CONTRIBUTIONS**

**Decision Required**

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	21 March 2017
<b>Report Author:</b>	Beryl Wilkes, Reserves and Facilities Manager
<b>Report Number:</b>	RMCB17-03-05

**Summary**

- 1.1 This report provides an update on:
- the current status of the Motueka Ward’s Reserve Financial Contributions (RFC’s) accounts;
  - the projects for the 2016/2017 financial year and discusses the projects for the upcoming Annual Plan 2017/2018; and
  - the Special Purpose Committee requests for the 2017/2018 financial year.
- 1.2 The RFC accounts are made up of funds received from subdivision levies and large resource consent levies.
- 1.3 The funds received in the Motueka Ward stay in the Ward to be used for the purchase of land for reserves, capital improvements to reserves and other capital works for recreation activities.
- 1.4 The Special Purpose Committee capital project budgets sit in the operating accounts. The committees apply each year for funds to carry out capital projects on the hall or reserve they manage on behalf of Council.

**2 Draft Resolution**

**That the Motueka Community Board**

- 1. receives the Reserve Financial Contributions report RMCB17-03-05; and**
- 2. approves the following Special Purpose Committee projects and budgets:**

<b>Project</b>	<b>Requested Budget</b>
<b>Riwaka Memorial Hall – fencing, painting, new dishwasher and car park repairs</b>	<b>\$12,000</b>

### 3 Purpose of the Report

- 3.1 This report is to provide an update on the status of the Motueka Ward's Reserve Financial Contributions (RFC's) accounts and projects and the Special Purpose Committee requests for the 2017/2018 financial year and to discuss the projects for the upcoming Annual Plan 2017/2018.

### 4 Background and Discussion

- 4.1 The projects listed for the 2017/2018 financial year are already in the Annual Plan however if the RFC's collected in 2016/2017 are not sufficient to cover these budgeted projects some prioritising of projects may be required.
- 4.2 As the chart below indicates, our capital works programme has been delayed due to staff resource issues and the 2016/2017 budget has not been fully utilised. The Board may decide to receive the report and leave the issue of the 2017/2018 projects until the July meeting to see if further RFC funds have been received. This would allow for a fully informed discussion and reprioritisation of work if required at that time.

Account	Budget LTP 2017/18	Total Budget 2016/2017	YTD Actuals 2016/2017
RFC LEVIES - MOTUEKA	-273,914	-268,625	-101,138
Closed Account Interest	-30,093	-4,468	-15,727
<b>Total Income</b>	<b>-304,007</b>	<b>-273,093</b>	<b>-116,865</b>
<b>Expense</b>			
VALUATION FEES	6,396	6,264	4,206
MUSEUM	0	24,000	0
Motueka - Landscape Work	0	15,000	0
WW Tapu/Stephens	0	30,000	0
Cemeteries		14,479	
Picnic General		9,000	0
Garden Goodman Pond	0	1,612	504
Mot Garden Artwork	0	20,000	0
Motueka Quay Wharf Repair	0	48,000	0
Mot Lib Invest & Concept Plans	0	25,000	0
KEEP MOT BEAUTIFUL	10,000	10,441	3,830
CLOCK TOWER TRUST	7,147	7,309	5,250
Riwaka Rugby Ground (DSIR)	0	14,500	0
RFC's TRSF TO DISTRICTWIDE	13,523	17,194	0
Community Projects	77,632	35,805	0
Walkways General	10,633	15,637	2,129
Walkways Gen - Ca	0	33,179	0
Purchase New Reserve	159,493	348,750	0
COASTCARE	18,111	35,676	0
TOILETS GENERAL	0	20,000	0
Motueka Quay Carpark/Landscaping	0	50,000	0
Sportsfields General	26,582	52,122	0
Picnic Area/Gardens General	10,632	20,654	0

Account	Budget LTP 2017/18	Total Budget 2016/2017	YTD Actuals 2016/2017
Playgrounds General	42,531	137,075	1,809
Sportspark - New Field development	0	137,216	0
<b>Total</b>	<b>382,680</b>	<b>1,128,913</b>	<b>17,728</b>

- 4.3 The Special Purpose Committees are the Volunteer Management Committees that look after the local Halls and Recreation Reserves. Each year they ask for funds to carry out capital works on the Halls and Reserves e.g. painting, new furniture, new roof etc. These projects are funded from an operating account and not from the RFC's.
- 4.4 The requests for capital works projects for the 2017/2018 financial year are listed in the table below. There is no request for funds for the Memorial Hall as in the past two years we have upgraded the stage and the evacuation system, a number of smaller improvements have been carried out and the seismic upgrade of the hall completed.

MOTUEKA	Project	Amount \$
Memorial Hall	Nil requested	
Motueka Community House	Nil requested	
Riwaka Hall	Fencing, new dishwasher, painting, carpark reseal,	12,000
<b>Total</b>		<b>12,000</b>

## 5 Options

- 5.1 The options for the RFC's account in the 2017/2018 financial year are:
- **Option One** – Refine the project list now to match the current income in the account. This option would set expectations for the 2017/2018 year to meet the possible lower budget, if further RFC income does not come into the account. However, the Annual Plan budgets for the 2017/2018 year are now largely finalised and the income likely to be received by 30 June 2017 is not known. Projects could be cut unnecessarily at this stage.
  - **Option Two** – Agree to finalise the proposed project list for the 2017/2018 financial year at the June or July 2017 Motueka Community Board meeting when the income for the account may have increased. This option has the advantage of allowing consideration of the projects at the time when the income from the current year is known and when any likely carryover budgets will be clearer. This is the **recommended** option.
  - The Special Purpose Funding projects - the options are to support or decline these requests. As the Special Purpose Funding projects are funded from the operations account they need to fit the budget. The only requests to date for funds for the 2017/2018 financial year from this account for the Motueka Ward are from the Riwaka Hall Committee. It is recommended that the request for funds from the Hall Committee be approved.

**6 Strategy and Risks**

- 6.1 Provided the Board recommends projects that comply with the purpose of the RFC fund, the legal/policy risks associated with the decisions sought are low.
- 6.2 There is a risk that all the project work will not be able to be undertaken due to:
- lack of staff capacity to complete all the projects;
  - land purchase timing being difficult to predict.
- 6.3 The work plan aligns with the Council's strategic direction in terms of the provision of high quality customer services and some projects involve strong partnerships and relationships with other organisations (e.g. Keep Motueka Beautiful).

**7 Policy / Legal Requirements / Plan**

- 7.1 Strict criteria apply to the use of RFC's with use being in the main restricted to:
- land purchase for reserves;
  - capital improvements to reserves; and
  - other capital works for recreation activities.

**8 Consideration of Financial or Budgetary Implications**

- 8.1 Due to the difficulty of predicting the future income for the RFC's accounts from proposed subdivisions, the income in the year it is received is retained and allocated to capital projects in the year following. We will then be allocating a known amount of funding and not anticipating funding before it is received.
- 8.2 The opening balance at 1 July 2016 for the Motueka Ward RFC account was \$1,005,460.00. To date the income is \$116,706 made up of interest earned and \$101,138.00 of RFC income of an anticipated \$273,093.00.
- 8.3 The RFC account for Motueka is currently behind in the forecast income, it is predicted that further income will be received into the account before the end of the financial year but it is not certain that it will reach the total amount.
- 8.4 The current proposed project list for the 2017/2018 financial year amounts to \$382,680.00. If the income does not increase, the list will need to be reviewed.
- 8.5 The list (in item 4.2) of proposed projects for the 2017/2018 financial year incorporates the project list for this financial year and the actual money spent to date on these items. We will be requesting that Council carry forward funds unspent at the end of each financial year.
- 8.6 The annual regional budget for the Special Purpose Committees is \$100,000.00. The request from the Riwaka Hall Committee will fit into the budget for the 2017/2018 financial year.



## 9 Significance and Engagement

9.1 The significance of the projects varies depending on the public interest in each project. Overall, the level of significance is in the range of low to moderate. However, the key projects have been consulted on through the Long Term Plan 2015-2025 process, so the Board does not need to undertake any consultation at this stage prior to making the decisions sought in this report.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Low to Moderate	The projects carried out are of an interest to the Motueka Community some will be of more interest than others and it would often depend on the value of the project or how it would affect local residents directly.
Is there a significant impact arising from duration of the effects from the decision?	Low	For a higher value project, the ongoing operating and maintenance costs could be an issue for the community but in the wider context, this impact is likely to be low.
Does the decision relate to a strategic asset? (refer Significance and Engagement Policy for list of strategic assets)	No	
Does the decision create a substantial change in the level of service provided by Council?	No	
Does the proposal, activity or decision substantially affect debt, rates or Council finances in any one year or more of the LTP?	Low	For a higher value project, the ongoing operating and maintenance costs could be an issue for the community. Capital costs of projects charged to RFC so do not impact on rates.
Does the decision involve the sale of a substantial proportion or controlling interest in a CCO or CCTO?	No	
Does the proposal or decision involve entry into a private sector partnership or contract to carry out the deliver on any Council group of activities?	No	
Does the proposal or decision involve Council exiting from or entering into a group of activities?	No	

**10 Conclusion**

- 10.1 The RFC accounts are used to provide capital funding for Reserves and Facilities for the community. The income can be variable depending on what development is happening in the Motueka Ward. It is hard to predict the income as the timing of developments are at the whim of the developer and the economy.
- 10.2 The Special Purpose Committee capital budget is set each year and provides funds for the whole District. On occasion it is oversubscribed and when that occurs we need to prioritise the requests and agree to defer some projects to the following year or decline the requests if they are not supported.

**11 Next Steps / Timeline**

- 11.1 Work will continue on the RFC projects in the current financial year. We will come back to the Board in June/July 2017 to prioritise the RFC projects, if there is insufficient income in the account to complete any carry over projects and the projects identified for the 2017/2018 financial year.

**12 Attachments**

Nil

## 7.5 CHAIRPERSON'S REPORT

Information Only - No Decision Required

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	21 March 2017
<b>Report Author:</b>	Brent Maru, Chairman, Motueka Community Board
<b>Report Number:</b>	RMCB17-03-06

### 1 Summary

1.1 This report contains the Motueka Community Board Chair's regular meeting report

### 2 Draft Resolution

**That the Motueka Community Board receives the Chairperson's Report RMCB17-03-06**

**3 Apology**

- 3.1 My apologies to the Motueka Community Board March meeting. It is our teams' annual staff hui which I did not foresee with the change to four-weekly meetings but have now cleared my diary for the third Tuesday of the month going forward.

**4 Stormwater**

- 4.1 Are there any further issues that have been highlighted to any Board Members?
- 4.2 Could Board members please ensure that Board Member Dowler is passed any relevant information as the Board's delegated Engineering Services representative.

**Recommended Action:**

- 4.3 Ensure that Motueka Community Board's submission to the Council's annual plan highlights stormwater as the number one priority and seeks clear achievable outcomes.

**5 Policing**

- 5.1 I met with Matt Arnold-Kelly on Friday 24 February 2017 and discussed and highlighted several specific concerns to him. He is aware that he will receive regular contact from me. Could the Board please forward any specific incidents around policing to me and I will continue to raise and question.

**Recommended Action:**

- 5.2 Continue open dialogue with Police management to resolve the community concerns that we continue to receive.

**6 Motueka Reserves Management Plan**

- 6.1 I suggest the Motueka Community Board formalise their submission to the Motueka Reserves Management Plan at the March Meeting following last weeks' workshop.

**Recommended Action:**

- 6.2 Formalise the Motueka Community Board's submission to the Motueka Management Plan Review.

**7 Public Toilets (Board Member Hutt)**

- 7.1 Is there an update from Board Member Hutt?

**Recommended Action:**

- 7.2 Board Member Hutt continues to work with the Parks and Reserves team to upgrade the Pah Street toilets.

**8 Freedom Camping**

- 8.1 I have picked up on a comment from Cr Canton which I feel is important. This is for the Board to have a collective stance on Freedom Camping. What are the issues, solutions and how does the Board wish any bylaw to be implemented, including what areas could be set aside as Freedom Camping sites?
- 8.2 Of interest a number continue to utilise the Motueka River mouth as a spot out of sight, which is concerning considering no toilet or dumping sites are in place.

**Recommended Action:**

- 8.3 Any feedback to Community Development Committee in regards to how Freedom Camping has been managed through 2016/17 summer period.

**9 Youth Engagement**

- 9.1 With my apology, can the Board please defer this discussion to the April Board Meeting?

**Recommended Action:**

- 9.2 That the Youth discussion is deferred to the April 2017 meeting

**10 Pah Street Cenotaph**

- 10.1 Update from the Corporate Services Manager, Mr Mike Drummond.

**11 Open Forum Meetings**

- 11.1 Propose to put these on hold for now with the return to the four-weekly Motueka Community Board meetings.

**12 Tarrant Memorial**

- 12.1 Cr Ogilvie, Steve Elkington and Gwyn Rees to meet to discuss how this Memorial may be best protected, noting that the memorial is situated on road reserve and so falls under Engineering Services not Parks and Reserves.
- 12.2 For information of the Moteuka Community Board members the RSA are organising an official unveiling of the Memorial on the 8<sup>th</sup> July 2017 at 2:30pm.
- 12.3 The RSA will make a Discretionary Fund Application to the March meeting towards this event.

**13 Special Projects Fund**

- 13.1 I propose that the Motueka Community Board review the remaining projects approved, subject to further staff feedback and seek feedback from staff around an acceptable action date for these projects to proceed.
- 13.2 Already approved projects are a work in progress. Invoice received from Motueka District Community Patrol Charitable Trust Fund.
- 13.2 Update from Board Secretary deferred until April Motueka Community Board meeting in order to ensure relevant parties are notified.

**Recommended Action:**

The Motueka Community Board reviews the remaining projects approved and seek feedback from staff on an acceptable action date for projects to proceed.

**14 Minor Improvements Programme 2017-2018 Motueka Ward**

14.1 Attached is a draft report for recommendations for the Transportation “Minor Improvements Programme” for the forthcoming year. Thanks to Cr Ogilvie for his involvement in this.

**15 Items from Board Members**

Motueka Community Board members are invited to provide any updates of interest or raise any other matters.

**16 Attachments**

- |    |  |    |
|----|--|----|
| 1. | Transportation: Engineering Services Department Minor Improvements Programme<br>2017-2018 Motueka Ward | 47 |
|----|--|----|

**Transportation : Engineering Services Department****Minor Improvements Programme, 2017 – 2018****Motueka Ward**

Tudor Street	Pedestrian Crossing, set back from the High Street intersection by approx. 15 metres.
SH60, approx. 100 metres south of "Mrs Smith's Café", Riwaka (Requires liaison with NZTA)	Pedestrian Refuge to allow school children to more safely cross the State Highway to and from Riwaka School. Consultation with NZTA is required.
Main Road, Lower Moutere / Hursthouse Street intersection	Road mark a "right turn bay" from Lower Moutere Road into Hursthouse Street.
Swamp Road, Riwaka	Road mark both road edges with a continuous white line, and regularly spaced marker pegs. (A narrow and busy road as vehicles, including heavy traffic, by-pass the Riwaka 50kph restriction. Others as a direct route onto West Bank, Canterbury, West Coast.
Mickells Road, Brooklyn	Construct a "cul-de-sac" style turning cycle at the western end of Mickells Road.
King Edward Street / Queen Victoria Street intersection (Aerodrome Corner)	Construct a Round-a-Bout to allow a safer traffic flow at this busy intersection.
Riwaka-Kaiteriteri Road, particularly Stephens Bay Road to Kaiteriteri	Erect guard-rails, cautionary and speed restriction signage and improved road-marking on this narrow section of the road. (A major upgrade is required, but above work would be preliminary).
Riwaka to Sandy Bay Road	Rock falling from cut batters, requiring a bench.
Brooklyn Valley Road – from the end of the seal to the bridge across the Brooklyn Stream	The road base is a "rocky-clay" and requires a gravel cover and grading.
Old Wharf road No's 90 – 110 – northern side	Kerb and Channel, to complete this section of Old Wharf Road, east of thorp Street.
King Edward Street intersection with High Street / SH60	Provide a left turning lane at the King Edward Street intersection with High Street / SH60. Note: There is room to provide such a lane. The width is the same as at Greenwood Street / High Street corner where a left-turning lane eases traffic flows.

Centre-Lane Markings	A number of streets do not have centre-lane markings:- <ul style="list-style-type: none"> <li>- Whakarewa Street (access to Motueka High School)</li> <li>- Lodder's Lane, Riwaka</li> <li>- Greenwood Street (sections)</li> <li>- Saxon Street (sections)</li> <li>- Wildman Road</li> </ul>
Whakarewa Street and Chamberlain Street intersection	Could the vegetation at this corner be removed? This would improve sight distance considerably.
King Edward Street, Old Wharf Road, intersection with High Street / SH60	This is increasingly a high-volume intersection. (Recreation centre, Goodman Park, two recent subdivisions). A "Round-a-Bout" is preferred. Consultation with NZTA is required.



## 7.6 DEPUTY CHAIRPERSON'S REPORT

Information Only - No Decision Required

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	21 March 2017
<b>Report Author:</b>	Heather Spiers, Senior Customer Services Officer - Motueka
<b>Report Number:</b>	RMCB17-03-07

### 1 Summary

1.1 This report is in conjunction with the Chairperson's regular meeting report in his absence.

### 2 Draft Resolution

**That the Motueka Community Board receives the Deputy Chairperson's Report RMCB17-03-07**

**3 Motueka Reserves**

- 3.1 The Motueka Community Board needs to decide on what it wants to submit to the Motueka Reserves Plan

**4 Engineering Updates**

- 4.1 Could the Motueka Community Board please have a brief update on the status of widening the Motueka bridge as it is a “repair” that must surely be moving up the priority list with The New Zealand Transport Agency (NZTA).

**5 Motueka Roundabouts**

- 5.1 Could the Motueka Community Board please have a brief update on the status of roundabouts in the town as everybody is experiencing the “Motueka Crawl”. Getting onto and off the main street is a battle with fruit trucks only just starting their seasonal work. Mountable roundabouts are a cheap way to control traffic and do not slow the flow too much. NZTA must surely have a status for these.

**6 Motueka Tourism Boom**

- 6.1 Our town is certainly experiencing a great boom in tourism. There has been an analysis which has decided that part of our tourist boom is caused by SH1 being out to Kaikoura. No doubt it has had an influence but I don't think it is that significant. As an example, a relative of mine from the Far North tried to get a motel in Motueka on the 1 March 2017 and could only find one at the last place she tried and it was the last room they had.

Obviously the Chinese New Year creates a second wave so to speak but there is no accommodation on the West Coast, Queenstown or Wanaka. Great for the town but a negative is that we do not have Motor Inn type hotel to take a full bus load of tourists, so they stay in Nelson, even though they probably don't want to. Maybe tourism operators should be contacted or perhaps our Wakatu Incorporation may like to resurrect their design for a hotel in Marahau.

**7 Sections For Sale In Motueka**

- 7.1 Can the Board please have a brief report from Dennis Bush-King on the status of the number of sections for sale in Motueka? I suspect the numbers are falling rapidly and may hinder growth for the future – when suddenly there will be none available. The Board needs to be proactive and communicate with potential developers.

**8 Outstanding Projects on Special Projects List**

- 8.1 Can the Motueka Community Board please have a report from staff on what steps must be taken in order to get outstanding projects on the Special Projects List underway e.g. footpath in Wallace Street.

**9 Thank You**

- 9.1 I would like to thank Engineering Services staff for the new bitumen hotmix which has been applied to a busy section of King Edward Street. This is the way to go to allow tandem delivery trucks and cranes to enter and exit the road without chewing up the tar seal. The other advantage of course is that it levels the old road surface which is really a series of sewage pipe crossings that have never been fixed correctly and cause a ‘thunking’ sensation every time I drive that street which is often.

**10 Motueka Community Board Chair**

- 10.1 At this point which is early in our elected term, I am impressed with the way in which our Chair is handling communication with the public and with staff representatives. This is great for the future and it is important we continue to work well together.

**11 Attachments**

Nil



**7.7 FINANCIAL REPORT - FEBRUARY 2017**

Information Only - No Decision Required

**Report To:** Motueka Community Board  
**Meeting Date:** 21 March 2017  
**Report Author:** Bryce Grammer, Financial Accountant  
**Report Number:** RMCB17-03-08  
**File Reference:**

**1 Summary**

- 1.1 The financial report for the period ending 28 February 2017 is attached (Attachment 1).
- 1.2 The net financial position for the year is a surplus of \$32,756.
- 1.3 Overall expenditure is at 32% of budget which is well below the year to date budgeted spend of 67%. This is mainly due to there being minimal Special Projects expenditure for the year to date.
- 1.4 The income from the Motueka Sunday Market is currently below budget due to the time of the year. The majority of the income from the market is received over the summer months.
- 1.5 Closed account interest has been received on the positive Motueka Community Board opening balance. This rate has been adjusted to 2% for the quarter beginning 1 January 2017, as per the Council's Treasury Risk Management Policy.
- 1.6 The net position of the Community Board's overall funds as at 28 February 2017 is a balance of \$105,044.

**2 Draft Resolution**

**That the Motueka Community Board receives the Financial Report - February 2017 RMCB17-03-08.**

**3 Attachments**

- |    |                              |    |
|----|------------------------------|----|
| 1. | Financial Summary - Feb 2017 | 55 |
|----|------------------------------|----|



<b>TASMAN DISTRICT COUNCIL</b>						
<b>Motueka Community Board</b>						
<b>February 2017</b>						

	Month Actual	Month Budget	Month Budget %	YTD Actual	Annual Budget	YTD Budget %
<b>Charges</b>						
<i>Remuneration</i>						
Chairperson Monthly Salary	\$1,156	\$1,141	101%	\$8,946	\$13,687	65%
Members(3)	\$1,156	\$1,813	64%	\$11,539	\$21,751	53%
Member Reimbursements	\$41	\$0	0%	\$2,231	\$4,176	53%
<i>Miscellaneous</i>						
	<i>pages</i>	<i>rate</i>				
Photocopying	0	0.1		\$0	\$226	0%
Community Board discretionary fund	\$0	\$439	0%	\$4,064	\$5,264	77%
Youth Development Fund	\$0	\$83	0%	\$495	\$1,000	50%
Community Board Expenses	\$0	\$0	-	\$456	\$0	-
Cost of Elections	\$104	\$104	100%	\$834	\$1,253	67%
Advertising	\$0	\$0	-	\$450	\$0	-
Special Projects	\$0	\$4,046	0%	\$2,150	\$48,549	4%
<b>Total Charges</b>	<b>\$2,457</b>	<b>\$7,852</b>	<b>31%</b>	<b>\$31,598</b>	<b>\$98,395</b>	<b>32%</b>
<i>Less</i>						
CCB Rate	-\$7,157	-\$7,215	99%	-\$57,257	-\$86,579	66%
Sunday Market Income	-\$1,526	-\$870	175%	-\$5,988	-\$10,435	57%
Closed Account Interest	-\$143	-\$115	124%	-\$1,109	-\$1,383	80%
<b>Net Charges February 2017</b>	<b>-\$ 6,369</b>	<b>-\$ 348</b>		<b>-\$ 32,756</b>	<b>\$ -</b>	

**Equity**

Opening Credit Balance 1 July 2016	\$ 72,288
Net Surplus February 2017	\$ 32,756
Closing Credit Balance 28 February 2017	<u>\$ 105,044</u>

**Notes to the accounts**

**A) Discretionary Fund**

Balance brought forward from 2015/16	\$ 4,631
Plus Budget Allocation	\$ 5,264
Available Funds	<u>\$ 9,895</u>
Less Expenditure	\$ 4,064
Less Commitments	\$ -
Remaining Balance	<u>\$ 5,831</u>

**Discretionary Fund Expenditure**

Community Christmas Dinner	\$ 500
Motueka Memorial RSA	\$ 495
Motueka Memorial RSA	\$ 500
High School grant	\$ 500
Project De Vine	\$ 500
MDNSS Community Grant	\$ 300
Saint Peter Chanel School	\$ 499
Our Kai Motueka	\$ 280
Our Kai Motueka	\$ 490
<b>Total Expenditure to February 2017</b>	<u><u>\$ 4,064</u></u>

**B) Youth Development Fund**

Balance brought forward from 2015/16	\$ 1,259
Plus Budget Allocation	\$ 1,000
Available Funds	<u>\$ 2,259</u>
Less Expenditure	\$ 495
Less Commitments	\$ -
Remaining Balance	<u>\$ 1,764</u>

**Youth Development Fund Expenditure**

Special Olympics	\$ 495
<b>Total Expenditure to February 2017</b>	<u><u>\$ 495</u></u>

**C) Special Projects**

Balance brought forward from 2015/16	\$ 48,546
Plus Budget Allocation	\$ 48,549
Available Funds	<u>\$ 97,095</u>
Less Expenditure	\$ 2,150
Less Commitments	\$ -
Remaining Balance	<u>\$ 94,945</u>

**Special Projects Expenditure**

Bench Seat	\$ 2,150
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## 8 CORRESPONDENCE

### 8.1 CORRESPONDENCE - MARCH 2017

Information Only - No Decision Required

<b>Report To:</b>	Motueka Community Board
<b>Meeting Date:</b>	21 March 2017
<b>Report Author:</b>	Heather Spiers, Senior Customer Services Officer - Motueka
<b>Report Number:</b>	RMCB17-03-09

#### 1 Summary

1.1 This report includes incoming and outgoing correspondence during March 2017.

#### 2 Draft Resolution

**That the Motueka Community Board receives the Correspondence - March 2017 report, RMCB17-03-09**

**3 Purpose of the Report**

- 3.1 The purpose of this report is to inform the Motueka Community Board about incoming and outgoing correspondence for March 2017.

**4 Attachments**

- |    |   |    |
|----|---|----|
| 1. | Letter of Support - Motueka Short Term Housing                          | 59 |
| 2. | St Peter Chanel School letter of accountability for Discretionary Funds | 61 |
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# Motueka Community Board

tasman district council

24<sup>th</sup> February 2017

Motueka Short Term Accommodation Trust  
c/- Mr Peter Smale  
22 Atkins Street  
Motueka

Dear Mr Smale

Councillor Ogilvie advised the Motueka Community Board at our February meeting of the Motueka Short Term Accommodation Trust and the Motueka Uniting Parish's proposal to erect at least two units at 3A Manoy Street for "short term accommodation for families in trauma situations".

I acknowledge that housing remains at crisis point for many who relocate, transition through or lose existing accommodation arrangements in Motueka.

On behalf of the Motueka Community Board I offer this letter in support of your proposed project, wishing you every success and strongly recommending support from funders. In addition, we support any application that the Tasman District Council may be able to provide by way of waiving or reducing any development levies and resource consent costs.

Furthermore, we feel this project is certainly in very capable hands, with Mr Smale being renowned and respected for success in similar projects of this nature.

Yours sincerely

Brent Maru  
Motueka Community Board Chair





## *St Peter Chanel School*

423 HIGH STREET, MOTUEKA  
PH: (03) 528 7366  
EMAIL: [office@spcmotueka.school.nz](mailto:office@spcmotueka.school.nz)  
[www.spcmotueka.school.nz](http://www.spcmotueka.school.nz)

Motueka Community Board  
Tasman District Council  
PO Box 123  
MOTUEKA 7143

**RE: Motueka Community Board Grant to St Peter Chanel School,  
Motueka**

I write to you on behalf of the Board of Trustees, the students and staff and the families/whanau of St Peter Chanel School.

We wish to share our appreciation of the grant received in 2016 for St Peter Chanel School to replace our shade sail over the sandpit.

We were granted \$499 towards the costs of the replacement of this shade sail.

Thank you for the generosity you have shown our school.  
Our students and community members will benefit from this generosity for years to come.

Please find attached the completed Motueka Community Board Accountability Form plus invoice from Tasman Canvas.

Yours sincerely,

Margaret Campbell-McCauley  
Principal  
St Peter Chanel School  
MOTUEKA



Motueka Community Board Accountability Form

Name of Organisation: St Peter Chanel School motueka

We, being Officers/Accountant of the above organisation hereby certify that we received a grant from the Motueka Community Board Discretionary Fund.

The grant was spent as follows and we attach evidence of expenditure (receipts, invoices or statement signed by the organisation):

<u>Tasman Canvas</u>	\$ <u>2446-63</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Amount allocated: \$ 499.00

Amount unspent: \$ \_\_\_\_\_

With this grant we were able to deliver the following benefits to the community:

The money from this grant was used to  
replace our much worn shade sail over  
our school sandpit.

Name and signature:

Signature: [Handwritten Signature]

Position: Principal

Telephone: 03 5287366

Date: \_\_\_\_\_

Please return this form when your project is finished or within 9 months of receiving the grant to:  
 Motueka Community Board Secretary  
 Tasman District Council  
 PO Box 123  
 Motueka 7143  
 (Please use a separate form for each grant received)

Tasman Canvas Ltd

Trading as:

**TASMAN CANVAS**

*Unique shelter, standing out and staying up*

78 High St Motueka  
 Phone: 03 528 4640  
 info@tasmancanvas.co.nz  
 www.tasmancanvas.co.nz

**TAX INVOICE**

St Peter Chanel School  
 423 High St  
 Motueka  
 7120

Invoice No. 00003644  
 Date 14/12/2016  
 GST Number 100-903-377  
 Account \*None

DESCRIPTION	QTY	RATE	DISCOUNT	TOTAL
Shadesail over Sandpit				
Extrablock	22	\$61.40	20%	\$1,080.64
Wire 4mm S/S	32	\$3.50		\$112.00
Wire Support Thimble 8mm	4	\$14.00		\$56.00
D-Shackle 10mm	8	\$10.55		\$84.40
Turnbuckle Jaw/Jaw 10mm	4	\$37.60		\$150.40
Webbing PE Sail Hvy Wht 38mm	4	\$2.60		\$10.40
Acrylic binding 25mm	2	\$1.83		\$3.66
Manufacture	8	\$63.00		\$504.00
Installation	2	\$63.00		\$126.00
COMMENT				
SUB TOTAL				\$2,127.50
GST				\$319.13
<b>TOTAL</b>				<b>\$2,446.63</b>

**Remittance Advice**

Please detach and return with your payment to:

Tasman Canvas  
 78 High St  
 MOTUEKA

St Peter Chanel School  
 423 High St  
 Motueka  
 7120

ACCOUNT \*None  
 INVOICE NO. 00003644  
 DATE DUE 14/12/2016  
 TOTAL \$2,446.63

Please Direct Payment to Bank Account: 117426 0011286 00

*1223-32*  
*14/12/16 C/N 102593 \$1223-31*





(Next meeting)



Kia ora Brent

I am writing to invite you to attend the inaugural Motueka Kai Fest as a special dignitary. Motueka Kai Fest is a colourful and celebratory signature event to be held each year during harvest time to remind ourselves and tell the world about the great food that we produce.

The purpose of the event is to celebrate that Motueka grows great food, thanks to outstanding water, soil, climate, and people. Through it, we also aim to bring together our community of many cultures to learn more about and honour one thing which we all have in common - kai.

The first event will take place on **Sunday, April 9th, 2017, from 10am to 3pm on Decks Reserve**. Specifically, the part of the event programme which we would like you to support by your presence is the opening pageant and ceremony, which will begin at 11.00am and run for about 20 minutes.

The event organisers aim to renew awareness of this special part of Motueka life around harvest time each year, and celebrate it through community gathering, fun, pageantry, games, sharing of cultures, sampling and learning.

Motueka Kai Fest will involve the participation of people from across the whole community as participants, entertainers, artists, food processors, teachers, demonstrators, dignitaries and onlookers. The involvement of schools, community groups and food businesses and producers will be central to the celebration.

As someone with leadership responsibilities in our community, in particular focused on young people – I am very keen on you being part of the official party. Please don't hesitate to contact me if you have any questions? Can you please confirm your availability with our coordinator Teri Everitt by email on [Motueka.kai.fest@gmail.com](mailto:Motueka.kai.fest@gmail.com)

Mauri ora  
Ropata Taylor

[ropata@wakatu.org](mailto:ropata@wakatu.org)