

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

Date: Tuesday 11 December 2018
Time: 9.00am
Meeting Room: Collingwood Firestation, Tasman
Venue: Street, Collingwood

Golden Bay Community Board

AGENDA

MEMBERSHIP

Chairperson	A Langford
Deputy Chairperson	G Knowles
Members	D Gowland
	A Grant
	Cr S R Brown
	Cr P F Sangster

(Quorum 3 members)

Contact Telephone: 03 525 0054
Email: emma.gee@tasman.govt.nz
Website: 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 Golden Bay Community Board meeting held on Tuesday, 13 November 2018, be confirmed as a true and correct record of the meeting.

6 PRESENTATIONS

Nil

7 REPORTS

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7 REPORTS

7.1 CHAIRS REPORT

Decision Required

Report To: Golden Bay Community Board
Meeting Date: 11 December 2018
Report Author: Emma Gee, Customer Services Officer
Report Number: RGBCB18-12-1

1 Summary

1.1 The Chair's report is included in the agenda.

2 Draft Resolution

That the Golden Bay Community Board receives the Chairs Report RGBCB18-12-01

3 Purpose of the Report

3.1 The Board will discuss issues raised in Public Forum.

4 Board Meeting Schedule

4.1 The evening meeting in October was well attended, but the comment was made that public forum was still too early. One suggestion is to have public forum at 6pm so more people can attend. A proposed schedule for meetings is:-

February - Takaka Day meeting

March - Collingwood Day meeting

April- Takaka Day meeting

May - Takaka Night meeting

June - Collingwood Day meeting

July - Takaka Day meeting

August - Takaka Night meeting

September - Collingwood Day meeting

October - Takaka Day meeting

November - Takaka Night meeting

December - Collingwood Day meeting

The Board need to be aware and recognise that there would be difficulties in staff attendance at night meetings.

An alternate proposal is that the Board has informal additional evening meetings where community members could bring their concerns in an open setting, where the Board is not bound by standing orders.

5 Stone Sculptures

5.1 Deputy Chair Knowles would like to discuss the placing in Golden Bay of the Oamaru stone sculpture by Bodhi Vincent called Pacific Angel.

6 Attachments

Nil

7.2 GOLDEN BAY COMMUNITY BOARD - PROJECTS FUNDING CRITERIA**Decision Required**

Report To:	Golden Bay Community Board
Meeting Date:	11 December 2018
Report Author:	Dennis Bush-King, Environment and Planning Manager
Report Number:	RGBCB18-12-2

1 Summary

- 1.1 The Golden Bay Community Board now has a Special Projects Fund created this year as a result of a \$10 increase to the Golden Bay Community Board rate. This report seeks the Board's agreement to the process and criteria used to assess how the fund will be disbursed. The proposed criteria are outlined in Attachment 1.
- 1.2 The opportunity has been taken to also update the process for allocating funds from the existing Discretionary Fund to improve process accountability.
- 1.3 In both cases, the model adopted by the Motueka Community Board has been adopted with some changes around timing of applications and in relation to the Discretionary Fund, a general fund approach has been adopted rather than using a classification system.

2 Draft Resolution

That the Golden Bay Community Board:-

- 1) receives the Golden Bay Community Board - Projects Funding Criteria RGBCB18-12-2; and**
- 2) approves the draft criteria for the Special Projects Fund as contained in Attachment 1 to report RGBCB18-12-2; and**
- 3) approves the updated criteria for the Discretionary Fund as contained in Attachment 3 to report RGBCB18-12-2.**

3 Purpose of the Report

- 3.1 To obtain Board approval for the criteria to be applied to the disbursement of funds from the Special Projects Fund and to formalise the process for disbursement of funds from the Golden Bay Community Board Discretionary Fund.

4 Background and Discussion

- 4.1 The Board asked Council to increase the Golden Bay Community Board Rate so as to assemble a Special Projects fund to enable projects to be undertaken in the Golden Bay Ward. The rate will accrue a fund annually amounting to \$10,000.
- 4.2 The Motueka Community Board has had in place a similar fund since 2011/2012 and Board members have considered and indicated that a similar process should be used to disburse the funds, subject to some minor amendments. Attachment 1 contains proposed Criteria for Grants from the Special Projects Fund and an application form is attached as Attachment 2.
- 4.3 The Special Projects Fund can be used towards Council related projects or those promoted by community groups or organisations. There is an expectation that if the funds are directed to Council projects that staff will be able to advise how best this done. In relation to community initiated projects there will need to be an application process detailing the status of the applicant, project budget and other financial information, with reporting back requirements.
- 4.4 The Board needs to consider when applications would be called for. Given the fund is only just starting, one application round per year is appropriate but this could be altered in future. The Board indicated invitations could be invited in March, considered at the May meeting, with advice to project sponsors in June so the projects would start 1 July. In relation to funds allocated to Council projects this would have to be decided around March/April to fit in with the Council's Annual Plan cycle. This may determine whether any funds become available for community groups.
- 4.5 The Board has also discussed the process of allowing access to the Discretionary Fund which amounts to about \$13,000 pa. The fund has not always been used and is currently in surplus at \$xxxxx.
- 4.6 The Board has agreed there needs to be a better and more transparent and accountable process around use of the Discretionary Fund. Criteria has been developed and are attached as Attachment 3. The Board has indicated a preference to accept bids for funds generally rather than split the fund into categories of recipients. Rather than receive applications on a quarterly basis like the Motueka Community Board, the Board has indicated a preference to allow applications to be received at any time except that they will come through to the next suitable Board meeting provided received three weeks before the meeting date.

5 Options

- 5.1 The Board may approve, reject or approve a modified version of the proposed funding criteria.

6 Strategy and Risks

- 6.1 There are risks that the Community Board could expose Council to litigation over health and safety or public liability claims. This is only likely to be an issue for projects not managed and delivered through normal Council processes. This would include using Council approved contractors.
- 6.2 In order to manage these risks, the Board would need to ensure that contracted organisations have appropriate health and safety plans in place and follow other best practice procedures in using the funds granted.

7 Policy / Legal Requirements / Plan

- 7.1 The Board must deal with the funding for Special Projects in accordance with the supporting Council policy and agreed procedures. A delegation already exists for this disbursement of approved funds.
- 7.2 Where the Board engages a person or contractor to carry out work it has specific responsibilities under the Health and Safety legislation. For this reason only approved Council contractors would be engaged and other individuals and organisations must have a health and safety plan in place prior to work commencing.

8 Consideration of Financial or Budgetary Implications

- 8.1 Both the Special Projects and Discretionary Funds are provided for in the Annual Plan and are treated as closed accounts. Council pays interest on any credit balance in the closed account. For this reason any outstanding amount in the fund at year end will attract interest income.
- 8.2 Funds unused in one year are carried forward to the following year.

9 Significance and Engagement

- 9.1 Overall the decision is considered to be of low significance for the district. It will be of moderate significance for the local community. The Board has previously engaged informally with the local community on the Special Projects Fund. The funding provided through the rate increase was consulted on through the Long Term Plan consultation process. It is not considered that there needs to be any consultation of the process for disbursing the funds.

Issue	Level of Significance	Explanation of Assessment
Is there a high level of public interest, or is decision likely to be controversial?	Moderate	The use of the funds to assist with local projects will be of high interest to the Golden Bay Ward but of low interest to the rest of the district.
Is there a significant impact arising from duration of the effects from the decision?	Low	This is putting in place a process for disbursing funds for as long as the community wants to incur the additional rate but across the district is a decision of low significance.
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?	No	
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 It is desirable that the Board have in place a set of criteria for managing the disbursement of allocated funds which are collected through the local community board rate and which assist with the delivery of projects important to the Golden Bay Ward not otherwise funded by the Council.

11 Next Steps / Timeline

11.1 Implement the resolutions.

12 Attachments

- | | |
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| 1. Golden Bay Community Board - Projects Funding Criteria | 13 |
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Golden Bay Community Board – Special Projects Fund

Purpose – To provide funding towards projects and initiatives in the Golden Bay Community Board area that the Board considers to be of a high priority for the Golden Bay Ward but are not high enough in relation to district-wide priorities to gain direct Council funding.

Application – This policy applies to the disbursement of funds from the Golden Bay Community Board Special Fund.

Policy

General Criteria

1. All approved projects must fit within the purpose of local government contained in Section 10 of the Local Government Act 2002.
2. All applications become public via agendas and minutes.
3. Applications for projects not initiated directly by the Community Board must be made on the prescribed application form (Attachment 1) and include supporting financial and other documentation as required. Incomplete applications will not be considered.
4. Applications must be for a specific project and disclose any other Council funding applied for, eg, Community Grants.
5. Each year, more funding requests will be received than funds available and not all applications will be successful. The Board's decision on applications is final and no correspondence will be entered into.
6. Funding is to be used only for the purpose approved. Unused funding must be returned to the Board at the termination or completion of the project.
7. On completion, a formal report back to the Board on the Special Project Fund grant projects is required, based on the attached Community Grants accountability form (Attachment 2).
8. Projects must take place within the Golden Bay Ward and demonstrate a clear benefit to the local community, including addressing an identified community need.
9. Projects are to be completed within the current funding year (1 July to 30 June in the following year).
10. The Golden Bay Community Board acknowledges that there could be extraordinary situations which do not fully meet the criteria described in this policy. The Community Board reserves the right to consider and approve such applications.

Council and Infrastructure related funding criteria

1. Generally the projects will be those "of low priority to the Council in the context of district-wide priorities, but high priority for the local community".
2. The funding contribution to any project will not normally exceed \$5,000.
3. Projects will be Council-approved projects or infrastructure.

4. Infrastructure projects and projects on/in Council property will be managed by Council staff and only utilise Council-approved contractors.

Special Project Fund Grants funding criteria.

These will be any projects that do not fall under Council and Infrastructure related funding above.

1. The funding contribution to any project will not exceed \$5,000.
2. Where appropriate, project activities are to be supported by a Health and Safety Plan;
3. Projects need to demonstrate their contribution to Council's Community Outcomes;
4. Projects need to demonstrate local community support;
5. Assistance is for organisations not for individuals;
6. This type of fund is not to be used for a project that is the responsibility of Central Government or other agencies;
7. The Board reserves the right not to support those projects that are solely reliant on Board funding;
8. Funding is normally allocated as one-off grants.
9. Only one application per project is permitted.

Special Project funding will not be provided for:

1. Ongoing operational costs that are not project specific;
2. Costs that cannot be verified with appropriate quotes;
3. Projects that have already been completed;
4. Costs related to legal action or debt servicing;

Process Council Funding

1. The Board engages with the community and invites applications for community led projects for the coming year. These applications must be received in time for consideration at the March Community Board Meeting. The Applications are checked for policy compliance, reviewed and prioritised by the Board.
2. The Board, as part of the annual budget process, and with the assistance of Council officers, prepares a short list of both lower priority Council and other community projects for the coming year.
3. The Community Board then meets, considers applications and candidates for funding, staff advice on the proposed projects, and decides on the next year's projects. This will normally occur by the June Board meeting.

Golden Bay Community Board – Special Funds Application

Your Organisation	
Address	
Email contact	
Is your organisation GST Registered	
Is your organisation registered with the Charities Commission	
Describe your project (What is the project, who is involved, how will it be delivered)	
How will your project benefit the community?	

1. Project Start Date: _____ 2. Project End Date: _____
3. Project Location: _____ 4. Expected _____ number _____ of participants/beneficiaries:

Your Project Budget

Project Income: Please list all income for the project, including grants you have received or applied for; cash; and in-kind or volunteer time contributions.

5. Income item	6. Amount
7. Grants applied for (outcome unknown)	8.
9. Grants applied for (successful outcome)	10.
11. Dollar value of volunteer labour	12.
13. Dollar value of in-kind contributions	14.
15. Cash	16.
17. Other (please describe)	18.
19. TOTAL	20.

Project Expenses: Please list all expenses for the project, briefly describing what the expense is.

21. Expense item	22. Value
23.	24.

25.	26.
27.	28.
29.	30.
31.	32.
33.	34.
35. TOTAL	36.

Project Shortfall: This calculated value should match the Requested Amount on your online application.

37. Project Shortfall	38. Value
39. Expenses minus income (ie, amount requested)	40.

Declarations

We declare that the information supplied here on our behalf is correct. If the application is successful, we agree to:

1. Return the Project Report Form (Accountability Form) by the end of June 2018. We understand that failure to do so will result in ineligibility for the next year’s funding scheme.
2. Participate in any funding audit of our organisation or project conducted by or on behalf of Tasman District Council.

Declared by (name)	Date:
And (name)	Date:

COMMUNITY GRANTS ACCOUNTABILITY FORM

Name of Organisation _____

We, being Officers/Accountant of the above organisation hereby certify that we received a grant from the Golden Bay Community Board in

The grant was spent as follows and we attach evidence of expenditure (receipts, invoices or signed statements by the organisation’s Accountant).

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

Amount allocated: \$ _____

Amount unspent: \$ _____

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

How was the support of Tasman District Council acknowledged (attach evidence)

Event organisers - was your event listed on www.itson.co.nz? yes no

Name and signature of two office holders:

1st Contact: _____ 2nd Contact: _____

Signature: _____ Signature: _____

Position: _____ Position: _____

Telephone: _____ Telephone: _____

Date: _____ Date: _____

Please return this form when your project is finished or by 31 July the year after the grant was made to:

Senior Administration Officer
Tasman District Council
Golden Bay Service Centre
PO Box 74
TAKAKA

(Please use a separate form for each grant received.)

Attachment 3

Golden Bay Community Board – Discretionary Fund

Purpose – to provide low level funding to towards projects, events, and initiatives in the Golden Bay Community Board area that the Board considers to be of a high priority for the Golden Bay Ward but are not high enough in relation to district-wide priorities to gain direct Council funding.

Application – This policy applies to the disbursement of funds from the Golden Bay Community Board Special Fund.

Policy

- There is a \$500 maximum for applications for non-Motueka Community Board initiated projects.
- Applications should be made three weeks before the Golden Bay Community Board meeting or applications will be considered at the next Board meeting.
- Applicants may be given less funding than they apply for.
- Projects must be completed within nine months of receiving funding.
- Successful applicants report back to the Golden Bay Community Board on the project and how the funding was used within nine months of receiving funding. Community Board support staff follow up with each organisation who has been provided funding.
- Exceptional and unique circumstances will be considered.

Process

Applications can be received online or lodged with the Golden Bay Community Board, c/- Tasman District Council, Po Box 74 Takaka. Copy attached as Attachment 1.

Applicants are welcome to speak to their request at the Community Board meeting.

**Golden Bay Community Board
Discretionary Fund Application Form**

Name of organisation:	
Address:	
Contact Person:	
Phone:	
Email:	
Purpose of organisation:	
Amount applied for: (up to \$500)	
Details of project to be funded:	
Category of funding relating to this application (see guidelines)	
Who/What will benefit from the project in the Golden Bay community?	
Describe any voluntary time and any other funding contributions received for this project	
Who else have you asked for funding for this project?	
Bank Account Number	

7.3 FINANCIAL REPORT**Information Only - No Decision Required**

Report To:	Golden Bay Community Board
Meeting Date:	11 December 2018
Report Author:	Liz Cameron, Assistant Management Accountant
Report Number:	RGBCB18-12-3

1 Summary

- 1.1 The financial report for the period ending 31 October 2018 is attached (Attachment 1).
- 1.2 The net financial position for the year-to-date is a deficit of \$482.
- 1.3 Overall expenditure for the year was 34% of the budget, which is slightly ahead of the year-to-date budget spend (being 33% through the financial year).
- 1.4 Closed account interest earned on the Golden Bay Community Board opening surplus is \$243 (YTD).
- 1.5 Income from the Sunday Market for October was \$183 and was banked in November.
- 1.6 The net position for the Community Board's overall funds, as at 31 October 2018, is a surplus balance of \$36,324.

2 Draft Resolution

That the Golden Bay Community Board receives the Financial Report RGBCB18-12-3

3 Attachments

- | | |
|-----------------------------------|----|
| 1. Financial Summary October 2018 | 23 |
|-----------------------------------|----|

TASMAN DISTRICT COUNCIL
Golden Bay Community Board
October 2018

	Month Actual	Month Budget	Month Budget%	YTD Actual	Annual Budget	Annual Budget %
Charges						
Remuneration						
Chairperson Monthly Salary	1,087	1,071	101%	4,332	12,852	34%
Members (3)	1,589	1,622	98%	6,333	19,467	33%
Community Board Members Reimbursements	642	655	98%	4,708	7,854	60%
Miscellaneous						
	<i>pages</i>	<i>rate</i>				
Photocopying	0	0.1	-	-	459	0%
Community Board discretionary fund	100	1,105	9%	2,612	13,260	20%
Community Board Expenses	171	197	87%	1,018	2,366	43%
Contingency allowance	-	68	0%	-	816	0%
Cost of Elections	-	20	0%	245	245	100%
Total Charges	3,589	4,777	75%	19,247	57,319	34%
Less						
CCB rate	4,644	4,605	101%	18,472	55,259	33%
Golden Bay Market	-	128	0%	50	1,535	3%
Closed Account Interest	58	44	133%	243	525	46%
Net Charges	1,113	9,553		(482)	-	

Equity

Opening Surplus/(Deficit) Balance 1 July 2018	36,807
Net Income Surplus/(Deficit) October 2018	(482)
Closing Surplus/(Deficit) Balance 31 October 2018	<u>\$36,324</u>

Discretionary Fund

Paint for Banners	139
Frames for Banners	2,373
Golden Bay High School donatin	100
	<u>\$ 2,612</u>

7.4 ACTION SHEET

Information Only - No Decision Required

Report To: Golden Bay Community Board
Meeting Date: 11 December 2018
Report Author: Emma Gee, Customer Services Officer
Report Number: RGBCB18-12-4

1 Summary

1.1 The Action sheet is attached to this report.

2 Draft Resolution

That the Golden Bay Community Board receives the Action Sheet RGBCB18-12-4

3 Attachments

- | | |
|-----------------|----|
| 1. Action Sheet | 27 |
|-----------------|----|

Action Sheet – Golden Bay Community Board

Item	Action Required	Responsibility	Completion Date/Status
Meeting Date: 13 March 2018			
Wainui Falls Car Park	Cr Sangster to speak with Engineering and landowners	Cr Sangster	10/07-Paul ongoing meetings with landowners 11/09-ongoing 09/10-ongoing 13/11-ongoing
Meeting Date: 12 June 2018			
Memorial Park	Abbie to contact local police Kane to invite along to the next Board meeting	Abbie Langford	21/06-Discussion with Francie Wafer, should look at inviting Ken & Kane to talk to Ken's report 10/07-Kane will attend a meeting in the near future and the Board to look at reserved funds to be used for security cameras 11/09-ongoing 9/10-ongoing 13/11-Abbie to call Kane to arrange him to attend a Board meeting and discuss Police Report
Zatori Corner	Emma to request and update from Jeremy Katters 14/08 – review also required of the grassy area at the end of the formed walkway.	Emma Gee Jeremy Katters	21/6-SR1813969 sent to Jeremy 6/7-Response from Steve Elkington "Rang and spoke to Pamela, she is keen to see shoulder levelled up and some gravel placed - Dolomite Chip. First stage from bridge at intersection back to Poplar In and Stage 2 to Cemetery. I will talk to Jeremy K to investigate" 10/07- Ongoing 9/10-ongoing 13/11-ongoing

Item	Action Required	Responsibility	Completion Date/Status
			14/08 – Jeremy Katterns agreed to also look at the grass area at the end of the formed walkway at the Zatori corner. 17/08 - Graham Rimmer is likely to bring a large culvert through this area as part of the works to be completed at Gibbs Road and a fix to the mud in this area is done in conjunction with Grahams site works 11/09-ongoing 9/10-ongoing 13/11-ongoing
Meeting Date: 10 July 2018			
Takaka Playground Opening	The Board to support an opening	Board	11/09-ongoing 09/10-ongoing 13/11-ongoing
Meeting Date: 09 October 2018			
Swamp Road One Way Bridge Sign	Emma agreed to email Jeremy Katterns to find out if the sign is planned to be moved back	Emma Gee	24/10-Email to Jeremy Katterns to request an update 21/11-email to request follow up to Jeremy Katterns 21/11-response from Jeremy this has been actioned
Collingwood Walkway	Cr Brown agreed to speak with Mr Birse	Cr Brown	13/11-ongoing
Meeting Date: 13 November 2018			
Port Tarakohe Oil Spill	Abbie to speak with Andrew Ellis	Abbie Langford	
Delegated Powers Workshop	Abbie to speak with Susan Edwards	Abbie Langford	15/11-actioned
GBSRF Facilitated meeting	Abbie to arrange dates with Mike Tasman-Jones	Abbie Langford	21/11-pencilled in for the February Board meeting

Item	Action Required	Responsibility	Completion Date/Status
Schedule of Board meetings	Abbie to include suggestions in the next chairs report	Abbie Langford	
Tinsel	Emma to pay Invoice up to \$500	Emma Gee	21/11-actioned
Visitor Information Centre	Abbie to email Jeremy Katterns to leave new changes but remove some gardens	Abbie Langford	14/11-actioned
Occupying Council roads	Dennis to check the Policy Information on Charges for Occupying Council Roads and report back.	Dennis Bush-King	
Fenwick Road	CR Sangster to follow with Mr Klein	Cr Sangster	
Training Workshop	Abbie to work with MCB to arrange a time for another training session	Abbie Langford	
Financial Report	Dennis to investigate the financial report being included in the Chairs report	Dennis Bush-King	

7.5 CORRESPONDENCE**Information Only - No Decision Required**

Report To: Golden Bay Community Board
Meeting Date: 11 December 2018
Report Author: Emma Gee, Customer Services Officer
Report Number: RGBCB18-12-5

1 Summary

- 1.1 A list of the inwards and outwards correspondence for November 2018 is included in this report. A copy of the correspondence is available on Council's website, along with this agenda. A copy may also be viewed at the Takaka Service Centre.

2 Draft Resolution

That the Golden Bay Community Board

- 1. receives the Correspondence report RGB18-12-5**

3 Incoming Correspondence

Date	Name	Subject
29/10/18	PDVT	Funding Application Information
7/11/18	Ratepayers & Residents Association	Conference
7/11/18	R Langford	Road Resealing
8/11/18	G & D Rogers	Pohara Flooding
8/11/18	K Arnold	Pohara Stormwater
8/11/18	G & D Rogers	Fonterra Corner
9/11/18	C Eley	Willow Street Carpark
9/11/18	GB Weekly	Invoice
13/11/18	J Katterns	Willow Street Carpark
13/11/18	GBHS	Receipt
13/11/18	M Nicholls	Oil Spill Photos Port Tarohe
13/11/18	M Nicholls	Oil Spill Photos Port Tarohe
13/11/18	F Fitz William	Control of vegetation
13/11/18	K Brookes	Waimea Dam
13/11/18	Tasman District Council	Earthquake Prone Priority Buildings
13/11/18	R Toder	Waimea Dam
16/11/18	M Van Enter	Motupipi Street Pedestrian Refuge
16/11/18	M Van Enter	Motupipi Street Pedestrian Refuge Layout
16/11/18	Rec Park Centre	Invoice (Paid)
22/11/18	Celebrations Group	Tinsel Invoice (paid)
22/11/18	Rec Park Centre	Room Hire Invoice (paid)
26/11/18	J Katterns	Change to GB Road Engineer

4 Outgoing Correspondence

Date	Name	Subject

5 Attachments

Nil