Kaiapoi-Tuahiwi Community Board

Agenda

Monday 17 December 2018

4.00pm

Meeting Room 1 (upstairs)
Ruataniwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:
Jackie Watson (Chair)
Chris Greengrass (Deputy Chair)
Neville Atkinson
Roger Blair
Martin Pinkham
Philip Redmond
Sandra Stewart
AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 17 DECEMBER 2018 AT 4PM.

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

BUSINESS

1 APOLOGIES

2 CONFLICTS OF INTEREST

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 19 November 2018

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 19 November 2018, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS

6 ADJOURNED BUSINESS

7 REPORTS

7.1 Approval of Terms of Reference for the Kaiapoi Signage Working Group – Michelle Flanagan (Landscape Planner – District Regeneration) and Roxanne Ramsay (Project Administrator - District Regeneration)

RECOMMENDATION

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 181029126592.

(b) Approves the Terms of Reference for the Kaiapoi Signage Working Group.

(c) Notes that the Kaiapoi Signage Working Group reports to the Kaiapoi-Tuahiwi Community Board.
7.2 Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2018/19 – Edwina Cordwell (Governance Team Leader)

RECOMMENDATION

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 181204142498.

(b) Approves a grant of $________ to You Me We Us towards the cost of advertising a Waitangi Day community event.

OR

(c) Declines the application from You Me We Us.

8 CORRESPONDENCE

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for November- December 2018

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 181210145563.

10 MATTERS REFERRED FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 8 November 2018 (Trim No. 181031127749).

10.2 Woodend-Sefton Community Board meeting minutes – 12 November 2018 (Trim No 181122137148).

10.3 Rangiora-Ashley Community Board meeting minutes – 13 November 2018 (Trim No 181106130190).

10.4 Youth Council meeting minutes – 25 September 2018.


10.6 Annual Report for Te Kōhaka o Tūhaitara Trust for the Year Ended 30 June 2018 – report to Audit and Risk Committee 20 November 2018 (Trim No 181109132152).

10.7 Capital Projects Report for the period ended 30 September 2018 – report to Audit and Risk Committee 20 November 2018 (Trim No 181101128611).

10.8 Community Facilities – User applications for exemption from fees – report to Community and Recreation Committee 20 November 2018 (Trim No 181109132237).

10.9 Library Update to 31 October 2018 – report to Community and Recreation Committee 20 November 2018 (Trim No 181108131993).

10.10 Request for Funding to be brought forward for Raven Quay and Feldwick Stormwater Infrastructure Earthquake Repairs – report to Council 4 December 2018 (Trim No 181119135752).
10.11 **Rangiora-Woodend Road, Gressons Road, Boys Road and Northbrook Road Speed Limit Review Consultation – report to Council 4 December 2018** (Trim No 181121136994).

**RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.11.

*Note: Items were circulated to Board members separately.*

11 **MEMBERS’ INFORMATION EXCHANGE**

The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.

12 **CONSULTATION PROJECTS**

**Residential 4 Zones & San Dona Olive Grove Area**

Consultation closes Friday 23 December 2018.


13 **REGENERATION PROJECTS**

13.1 **Town Centre, Kaiapoi**

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:


13.2 **Kaiapoi Regeneration Steering Group**

The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 4 February 2019. This meeting is open to the public.

14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**

Balance as at 10 December 2018: $3548 (including carry forward).

14.2 **General Landscaping Budget**

Balance as at 12 September 2018: $46,420 (including carry forward).

15 **MEDIA ITEMS**
16 QUESTIONS UNDER STANDING ORDERS

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING
The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 18 February 2019 at the Ruataniwha Kaiapoi Civic Centre.

<table>
<thead>
<tr>
<th>Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Members Forum</td>
</tr>
</tbody>
</table>
MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 19 NOVEMBER 2018
COMMENCING AT 4.00PM.

PRESENT
J Watson (Chairperson), R Blair, M Pinkham and P Redmond.

IN ATTENDANCE
Councillor A Blackie
J Palmer (Chief Executive), Mayor D Ayers, C Brown (Manager - Community and Recreation), J McBride (Roading and Transport Manager), B Rice (Senior Transport Engineer), K Straw (Civil Projects Team Leader) and E Cordwell (Governance Team Leader).

1 APOLOGIES
Moved J Watson Seconded P Redmond
THAT apologies be received and sustained from C Greengrass, S Stewart and N Atkinson.

CARRIED

2 CONFLICTS OF INTEREST
M Pinkham for Item 15.2 as a member of the Kaiapoi Promotions Association.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 15 October 2018
Moved J Watson Seconded P Redmond
THAT the Kaiapoi-Tuahiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 October 2018, as a true and accurate record.

CARRIED

4 MATTERS ARISING
P Redmond noted that the sundial had been installed.
Approximately 20 peonies and roses had been collected by the community via You Me We Us.
5 DEPUTATIONS AND PRESENTATIONS
Tracy Doe and Cat Hannah of Neighbourhood Support were again unable to attend. E Cordwell provided members with the material that had been provided by Neighbourhood Support to the other Community Boards.

6 ADJOURNED BUSINESS
There was no adjourned business.

7 REPORTS
7.1 Service Request Information – Maree Harris (Customer Services Manager)

J Palmer provided members with an overview of the report and statistical graphs. It is proposed to present a report on a quarterly basis to each of the Boards and staff are seeking feedback on any additional areas for reporting that would be helpful.

WDC is working hard to ensure that customer service performance is much more visible to all concerned.

R Blair felt that it was important for the customer to receive feedback on the progress of their request and how this occurred.

J Palmer replied that he wished to see more consistency in the tracking of progress and feedback. Some residents seek feedback and others are content to have logged the call. Staff are seeking new ways to interact and communicate with customers.

P Redmond queried the best way to record problems and mentioned the Snap Send Solve (SSS) App which he has used and whether this is the best mechanism.

J Palmer said that staff encourage residents to use phone, email, SSS, visit or any other form of communication. All are processed and logged the same way once they are received.

M Pinkham queried the typical response time. J Palmer advised that each business area has different response times according to the nature of the issue. For example under one hour for a dog attack or water outage. Others can be a matter of days or included in a future project or at the right time of year/seasonal.

Categories and response times had been set in 2014 and were now under review.

M Pinkham also queried the % of SSS and J Palmer believed it was approximately 10% of the total requests received.

P Redmond found the report useful noting that parks and greenspace seemed to have an increasing number of issues. C Brown advised that staff and contractors are now using the service request system themselves to monitor their own responses and work and that was a contributing factor.

J Palmer added that the drier winter had also impacted on some services such as drainage.
Moved J Watson    Seconded M Pinkham

THAT the Kaiapoi Tuahiwi Community Board:

(a) **Receives** report No: 181026126010.
(b) **Notes** that all Boards will receive quarterly reports.
(c) **Notes** the importance of ensuring service requests are lodged in the Technology One computer system to enable effective response management and monitoring.

CARRIED

7.2 **Kairaki Reserve Redevelopment Draft Concept Plan – Dan Cameron, (Community Engagement Officer)**

C Brown provided an overview of the report. He noted that there had been Public Toilet and Play Strategy Reviews and that the recommendations took account of these.

The toilets at Kairaki Reserve are some of the worst in the district and the proposal is to replace them. There is also funding to replace the playground equipment.

Staff have undertaken preliminary consultation and developed a concept plan which and now wish to go to wider formal public consultation with users of the space. It is currently proposed to move the playground nearer to the car park. The location of the toilets is limited to the availability of water and other services but also need to be on higher ground if possible to prevent flooding. The half basketball court will be retained. There is also a proposal for a sealed path and some seating.

A Blackie expressed support for the whole concept and the work staff had done to develop the concept. C Brown agreed and hoped that there would be few changes identified due to the work already undertaken. It would be good to ensure engagement and feedback from all users of the area and any further suitable suggestions.

A Blackie noted the poor state of the car park surface and that there was no budget assigned under the LTP until 2021. He asked if the council should be spending money on the other facilities if the car park was so poor. He also queried if it was feasible to tar seal the area given the low lying nature and flood prone aspect of the land. C Brown advised that 50% of the funding for the car park area would be available in 2020. The top car park was poor but the bottom car park was only protected by stop banks. The pot holes are regularly maintained but it does present a challenge.

J Watson asked for further clarity on car park maintenance as she had also noted a significant deterioration. C Brown advised that it was ongoing and usually twice a year for potholes but additional work was undertaken sometimes and that he would organise this again.

Sealing would be considered in 2019/20. J Watson asked if this would align with the playground installation and C Brown said that it would.

M Pinkham queried whether the toilets could be located on a raised platform to prevent flooding. C Brown said that the proposed new site is slightly higher than current and that the advice of drainage staff will be sought on its construction.

The toilets cannot be located on the top terrace as there are no services and it would be too costly to install such connections.
THAT the Kaiapoi Tuahíwi Community Board:

(a) Receives report No. 181025125234

(b) Approves staff to undertake public consultation on the proposed Draft Concept Plan for Kairaki Reserve

(c) Notes that staff will bring a further report to the Board on the outcome of the public consultation.

CARRIED

7.3 Meeting Dates from February 2019 to October 2019 – Edwina Cordwell (Governance Team Leader)

The report was taken as read.

THAT the Kaiapoi Tuahíwi Community Board:

(a) Receives report No. 181030127236.

(b) Resolves to hold Board meetings at the Ruataniwha Kaiapoi Civic Centre, Williams Street, Kaiapoi, commencing at 4.00pm, on the following dates:

- Monday 18 February 2019
- Monday 18 March 2019
- Monday 15 April 2019
- Monday 20 May 2019
- Monday 17 June 2019
- Monday 15 July 2019
- Monday 19 August 2019
- Monday 16 September 2019.

CARRIED

7.4 Submissions on the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy – Edwina Cordwell (Governance Team Leader)

E Cordwell advised that the report was to formally ensure that the Board’s submissions were a matter of public record.

THAT the Kaiapoi Tuahíwi Community Board:

(a) Receives report No. 181030127314.

(b) Notes the Board’s submissions to the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy.

CARRIED
8 MATTERS REFERRED FROM THE REGENERATION STEERING GROUP

8.1 Kaiapoi Reserves Master Plan – Sarah Lodge (Communications Advisor – District Regeneration) and Michelle Flanagan (Landscape Planner – District Regeneration)

C Brown took the report as read.

P Redmond queried an entry on Page 118 regarding the softball diamond and location of the car park and overflow car parking.

There was also a query on connecting walkways. C Brown outlined previous discussions on the matter and the various paths and cycle ways that had resulted from these. He also advised that overflow parking is needed very occasionally and could be addressed in the future if this became an issue. He felt that once users of the area had a chance to get to know the various new sports and reserve areas as well as car parks and walkways things would soon settle into a pattern.

J Palmer provided further reassurance on options should the need arise.

P Redmond asked if the ‘overflow’ area could have some shingle and J Palmer agreed that it could and also a chain and padlock to manage appropriate usage.

C Brown also advised that softball is currently a popular and growing sport but it is not yet clear whether this will be ongoing.

P Redmond had further queries on various aspects of the maps presented in the report, including the proposed dog park and how this would be accessed. J Palmer provided responses.

P Redmond advised that he had attended the Drop In Session at Paris for the Weekend and that the Coastguard had mentioned access by the public to the boat ramp and the possibility of access over the stop bank.

There was a variety of discussion of this as well as the Askeaton boat ramp. C Brown advised that from the outset there had been public support for improvements to the Askeaton boat ramp rather than the Coastguard ramp for public boat launching. There was overwhelming preference for Askeaton as being easier to access and park trailers etc.

M Pinkham was supportive of the Askeaton ramp and that funds should be allocated to this in preference.

M Pinkham also queried the nature of the shared walkway/cycleway and the widths as defined on the indicative maps. C Brown advised of the various key linkage and recreational routes with regard to the sports grounds, surrounding roads and stormwater area.

A Blackie also observed that at various CERA and Regeneration working parties, Environment Canterbury were not in favour of access over the stopbank to the boat ramp and that there would be significant cost. This was why it had not been included.

P Redmond also supported the Askeaton boat ramp.
Moved J Watson Seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No. 181011118491.
(b) Approves the Reserves Master Plan for the Kaiapoi East Regeneration Areas.
(c) Notes that $18.6 million has been allocated for the implementation of the Recovery Plan, and this includes the development of the new reserves in the Kaiapoi Regeneration Areas.
(d) Notes that staff will progress with the design and development of the sports fields, softball diamonds, dog park, community BMX track, and stormwater management area, and recreation and ecological linkages without further community consultation.
(e) Notes that the Reserves Master Plan will be updated once the new reserve names are adopted.
(f) Circulates this report to the Community and Recreation Committee for their information.

CARRIED

J Watson stated that she felt the proposals would work well.

9 CORRESPONDENCE

J Watson noted the invitation to the Te Kohaka o Tuhaitara Trust End of Year Function on Wednesday 5 December at 5pm.

10 CHAIRPERSON’S REPORT

10.1 Chair’s Diary for October-November 2018

Moved J Watson Seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No. 181113133573.

CARRIED

11 MATTERS REFERRED FOR INFORMATION

11.1 Oxford-Ohoka Community Board meeting minutes – 3 October 2018
(Trim No. 180926111501).

11.2 Rangiora-Ashley Community Board meeting minutes – 10 October 2018
(Trim No. 181003114872).

11.3 Woodend-Sefton Community Board meeting minutes – 8 October 2018
(Trim No. 181003114663).

11.4 Review of Water Supply Bylaw 2012 – report to Utilities and Roading Committee 16 October 2018 (Trim No 180910103408).

11.5 Annual Compliance Report for Waimakariri District Council owned Drinking-Water Supplies with the Drinking Water Standards for New Zealand – report to Utilities and Roading Committee 16 October 2018 (Trim No 181002113999).

11.6 Adoption of Reviewed Kaiapoi Town Centre Plan – 2028 and Beyond – report to Council 6 November 2018 (Trim No 181001113553).
THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 11.1-11.6.

CARRIED

Note: Items were circulated to Board members separately.

12 MEMBERS’ INFORMATION EXCHANGE

The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.

P Redmond

24 October	Attended Wellbeing North Canterbury AGM and 30th Anniversary.
19 October	NZTA Drop In regarding Woodend traffic and pedestrian safety.
5 November	Greater Christchurch Transport Strategy hearing at Environment Canterbury. Attended in support of J Watson and M Pinkham presenting the Board’s submission.
6 November	Reserve Master Plan Drop In session at Paris for the Weekend. Noted few attended.

Regeneration Steering Group meeting.
11 November	Armistice Commemoration Service in Kaiapoi with J Watson and C Greengrass.
12 November	Mix n Mingle. M Pinkham also attended.
19 November	Kaiapoi North School morning tea ‘shouted’ by the Community Board. Principal very appreciative of the support.

M Pinkham

31 October	Wellbeing North Canterbury AGM.

Rangiora Promotions Association meeting.
5 November	Greater Christchurch Transport Strategy hearing to present the Board’s submission and a personal submission.

Regeneration Steering Group meeting.
11 November	Armistice Commemoration Service.
12 November	Wellbeing North Canterbury hosted session with KPA.
15 November	KPA Committee meeting to finalise Carnival arrangements.

A Blackie

- Attended event at Kairaki Beach aimed at increasing awareness of the Northern Pegasus Bay bylaw. WDC staff, ECAN Ranger, BBQ and Kairaki beach Fire Fighters all there. Little awareness of the bylaw or that driving was not permitted on the beach. Low turnout as the weather had been poor.
- Advised that the potential Kaiapoi Off Road event had been cancelled.
- Query raised over potential old Pa site on Courtenay Drive. J Palmer to follow up.
• Update on trenching project on S Eyre road and whether this had any beneficial impact on prevention of nitrate leaching. Results were awaited but some issues encountered with trench collapse.

R Blair
• Had also attended the Wellbeing North Canterbury AGM.
• Advised of Darnley Club Christmas events.

J Watson
• K Watson advised members of the Pines Beach Gala on 25 November and the Tuahiwi fair on 24 November.
• Expressed her thanks to all WDC staff involved in organising the morning tea for the staff of Kaiapoi North School.

13 CONSULTATION PROJECTS

Our Space 2018-2048 Greater Christchurch Settlement Pattern Update
Consultation closes Friday 30 November 2018.
http://www.greaterchristchurch.org.nz/ourspace

14 REGENERATION PROJECTS

14.1 Town Centre, Kaiapoi
Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

14.2 Kaiapoi Regeneration Steering Group
The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 3 December 2018. This meeting is open to the public.

15 BOARD FUNDING UPDATE

15.1 Board Discretionary Grant
Balance as at 9 October 2018: $4,048 (including carry forward).

15.2 Retrospective Approval of Discretionary Grant Application.
E Cordwell advised of a late report to ratify the Board’s prior decision (via email) to award a Discretionary Grant and sought the Board’s approval to consider this.

Moved J Watson Seconded P Redmond
THAT the Kaiapoi-Tuahiwi Community Board:
Agree to receive and consider the report – ‘Ratification of Approval of Urgent Discretionary Grant Application’ (TRIM No. 181119135222).

CARRIED
E Cordwell presented the report advising that the Board's decision had been taken under urgency in view of the specific and unique circumstances surrounding the fire at Kaiapoi North School.

The Board had approved via email a fully completed and valid application for funding from the Kaiapoi Promotions Association to enable the children to continue to take part in the Santa Parade on 1 December 2018. The funds would be used to create the float static display and a range costumes including fairy wings for the 51 children at the school. This report was to ratify the decision and ensure that the decision was in the public arena and formally recorded.

Moved P Redmond seconded J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 181119135222.
(b) Notes the application for funding from the Kaiapoi Promotions Association (Trim No. 181112133268).
(c) Ratifies the Board’s decision, via email on 13 November 2018, to grant $500 to the Kaiapoi Promotions Association to enable 51 children at Kaiapoi North School to continue to be part of the Kaiapoi Carnival and Santa Parade on 1 December 2018.

CARRIED

M Pinkham sat back from the table and took no part in the voting thereon.

J Watson thanked staff and Board members for all their work to enable the grant to be approved in these unique circumstances.

15.3 **General Landscaping Budget**

Balance as at 12 September 2018: $46,420 (including carry forward).

16 **MEDIA ITEMS**

None.

17 **QUESTIONS UNDER STANDING ORDERS**

None.

18 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

None.

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 17 December 2018 at the Ruataniwha Kaiapoi Civic Centre.

The meeting closed at 5.05pm
CONFIRMED

____________________________________
Chairperson

____________________________________
Date

**Workshop**

- *Walkways and Cycleways – Bill Rice (Senior Roading Engineer)*

  Members discussed various potential walkways and cycleways across the district and connecting the various townships.

- *Members Forum*
1. **SUMMARY**

1.1 This report is to seek the Kaiapoi-Tuahiwi Community Board’s approval of the proposed Terms of Reference for the Kaiapoi Signage Working Group.

1.2 The purpose of the Kaiapoi Signage Working Group is to oversee the design, content and location of new interpretive and/or information signage in Kaiapoi.

**Attachments:**

i. Terms of Reference – Kaiapoi Signage Working Group – November 2018 (180518055044).

2. **RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 181029126592.

(b) **Approves** the Terms of Reference for the Kaiapoi Signage Working Group.

(c) Notes that the Kaiapoi Signage Working Group reports to the Kaiapoi-Tuahiwi Community Board.

3. **BACKGROUND**

3.1 This report follows on from a previous report presented to the Kaiapoi-Tuahiwi Community Board on 18 June 2018 (180518055013) seeking approval to establish a working group to consider interpretive and information signage in reserves and public spaces in Kaiapoi. This report included a draft Terms of Reference for the Kaiapoi Signage Working Group.

3.2 At the June 2018 meeting the Kaiapoi-Tuahiwi Community Board appointed three Board members to the Kaiapoi Signage Working Group. The appointed members were Roger Blair, Chris Greengrass and Jackie Watson.

3.3 The membership of the Working Group was also to include representation from the Kaiapoi Museum and the Waimakariri District Council Green Space department. Jean Turvey and
Dale Brown are the nominated representatives from the Museum, and Michelle Flanagan is the current staff representative.

3.4 The draft Terms of Reference also included representation from Te Ngāi Tūāhuriri Rūnanga. At the 20 September 2018 Council/Runanga meeting, the Rūnanga advised that they would like the Working Group to engage with Mahaanui Kurataiaio Limited regarding interpretive signs in Kaiapoi. The Working Group will do this as required during the development of any interpretive/information signage.

4. ISSUES AND OPTIONS

4.1. The draft Terms of Reference for the Kaiapoi Signage Working Group were discussed at the first meeting and amendments proposed. This report seeks approval of the Terms of Reference for the Kaiapoi Signage Working Group included as Attachment i.

4.2. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. The Kaiapoi Signage Working Group will engage with Mahaanui Kurataiaio Limited in regard to the interpretive signs as requested by Te Ngāi Tūāhuriri Rūnanga.

5.1.2. The Working Group also includes two members from the Kaiapoi Museum. The Working Group will also seek input from other relevant groups and organisations during development of the signage content as necessary. This could include the Kaiapoi Maritime Heritage Trust, Landmarks and Heritage New Zealand.

5.2. Wider Community

5.2.1. During the preparation of the Waimakariri Residential Red Zone Recovery Plan, members of the community expressed a desire for heritage/interpretive trials around Kaiapoi.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

6.1.1. The Kaiapoi-Tuahiwi Community Board have allocated $20,000 for the installation of four interpretive signs in central Kaiapoi (at the September 2018 Board Meeting).
6.2. **Community Implications**

6.2.1. The development of interpretive/information signage in Council reserves is part of telling the local environmental, cultural, historical (past and recent) and social stories.

6.3. **Risk Management**

6.3.1. Any signage will be subject to the Waimakariri District Plan, Signage Bylaw and any other relevant Council documents.

6.4. **Health and Safety**

6.4.1. Any signage will be designed and constructed in accordance with relevant standards. The scope of the Kaiapoi Signage Working Group does not include any signage required for health and safety purposes, any standard roading or directional signage, and any standard reserve signage.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

- Reserves Act, 1977
- Waimakariri District Plan
- Waimakariri District Council Signage Bylaw

7.3. **Community Outcomes**

- The community’s cultures, arts and heritage are conserved and celebrated
- The distinctive character of our towns, villages and rural areas is maintained

7.4. **Delegations**

7.4.1. The Kaiapoi-Tuahiwi Community Board has the authority to approve the terms of reference of the Kaiapoi Signage Working Group.
# Terms of Reference

**Kaiapoi Signage Working Group**  
November 2018

## PURPOSE

- To develop a hierarchy for new interpretive and information signage in Kaiapoi.
- To oversee the design, content and location of new interpretive and/or information signage in Kaiapoi.

## OBJECTIVES

The Kaiapoi Signage Working Group will:

- Identify and provide advice on potential new locations for interpretive and/or information signage in Kaiapoi.
- Provide advice on the design themes and content of new interpretive and/or information signage in Kaiapoi.
- Provide recommendations on a priority schedule for new interpretive and/or information signage in Kaiapoi.

## SCOPE

The Kaiapoi Signage Project includes:

- Interpretive and information signage in Kaiapoi for the purposes of telling local environmental, cultural, historical (past and recent) and social stories.

The Kaiapoi Signage Project does not include:

- Existing interpretive or information signage.
- Standard reserve signage.
- Standard roading or directional signage.
- Any signage (temporary or permanent) required for health and safety purposes.
- Signage on private property.
- Entrance signs to the township or town centre.
- Any signage (interpretive or information) will be subject to the Waimakariri District Plan, Signage Bylaw and any other relevant Council documents.

## OUTPUTS

- Signage hierarchy.
- Spatial map and/or schedule showing some potential locations for interpretive/information signage.
- Priority plan for the staging of interpretive/information signage development and installation.
- Recommendations for inclusion in reports to the Kaiapoi-Tuahiwi Community Board and Regeneration Steering Group (as appropriate).

## COMMITMENT

Signage Working Group members will:

- Operate in a collaborative manner
- Communicate honestly, effectively and respectfully
- Commit to attending all working group meetings if possible
- Share relevant information
- Be respectful of all the different stories of Kaiapoi and their expression.
| **ACCOUNTABILITY** | The Kaiapoi Signage Working Group reports to the Kaiapoi-Tuahiwi Community Board. The Kaiapoi Signage Working Group will provide a verbal report to the Regeneration Steering Group and Te Ngāi Tūāhuriri Rūnanga and Council Joint Representatives Meeting as necessary. |
| **MEMBERSHIP** | Kaiapoi-Tuahiwi Community Board – Jackie Watson  
Kaiapoi-Tuahiwi Community Board – Chris Greengrass  
Kaiapoi-Tuahiwi Community Board – Roger Blair  
Kaiapoi Museum – Dale Brown  
Kaiapoi Museum – Jean Turvey  
Waimakariri District Council Green Space representative – Michelle Flanagan |
| **CHAIRPERSON** | Jackie Watson |
| **QUORUM** | Two members, plus the Chair. |
| **MEETINGS** | The Kaiapoi Signage Working Group will meet as required during the development of the hierarchy. |
| **AGENDA** | The staff representative is responsible for preparing and distributing a written agenda, plus any other meeting papers, at least 5 working days before the meeting. |
| **MINUTES** | The discussion and decisions of the meeting will be recorded and circulated to all members within 5 working days of the meeting. |
| **FUNCTIONAL RELATIONSHIPS** | • Kaiapoi- Tuahiwi Community Board  
• Regeneration Steering Group  
• Te Ngāi Tūāhuriri Rūnanga via Mahaanui Kurataiao Limited |
| **REVIEW** | This Terms of Reference will be reviewed annually. The next review will be September 2019. |
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-08-06/181204142498

REPORT TO: Kaiapoi-Tuahiwi Community Board

DATE OF MEETING: 17 December 2018

FROM: Edwina Cordwell – Governance Team Leader

SUBJECT: Application to the Kaiapoi-Tuahiwi Community Board’s Discretionary Grant Fund 2018/2019.

SIGNÉ BY: 

(1) Department Manager
(2) Chief Executive

1. SUMMARY

1.1. The purpose of this report is to consider an application for funding received from:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Purpose</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>You Me We Us</td>
<td>Towards the cost of advertising a Waitangi Day community event</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$500</strong></td>
</tr>
</tbody>
</table>

Current balance is $5,708 including an anticipated carry forward of $1,161 from 2017/18.

Attachments:

i. Application from You Me We Us (Trim No. 181127139431).

ii. Spreadsheet showing previous two years grants.

iii. Board funding criteria 2018/2019 (Trim No. 180627071241).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 181204142498.

(b) Approves a grant of $________ to You Me We Us towards the cost of advertising a Waitangi Day community event.

OR

(c) Declines the application from You Me We Us.
3. **BACKGROUND**

3.1 *You Me We Us* is seeking funds towards the cost of advertising a Waitangi Day community event in Kaiapoi on 6 February 2019.

4. **ISSUES AND OPTIONS**

4.1. *You Me We Us* is co-ordinating a community event for Waitangi Day 2019.

4.2. The overall cost of the event is estimated to be $4,500. The funds would be used to advertise in the Kaiapoi Advocate and to provide a donation to Community Watch who provide security especially for the Hangi.

4.3. The event celebrates cultural history through speeches, Kapa Haka and a concentration on Maori crafts. There is also a wide range of entertainment and activities for the whole community. It is anticipated that over 1,500 people would benefit from the event of whom 95% are from the Board’s community area.

4.4. The event will still take place if funds are declined but there would be fewer activities and less advertising. Funding has also been sought from the Ministry of Culture and Heritage and Trust Aoraki. Financial information has been supplied and all accountability forms received.

4.5. The Management Team have reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

Not applicable.

5.2. **Wider Community**

Not applicable.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

The Annual Plan for 2018/19 includes budget provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to a total of $6,000.

The current balance of the fund is $5,708 including an anticipated carry forward of $1,161 from 2017/18.

The application criteria specify that grants are normally limited to a maximum of $500 in any one financial year (July to June) but the group can apply up to twice in that year, providing it is for different projects.

GST is paid to appropriately registered groups where applicable above the Board resolved values.

6.2. **Community Implications**

The event will be enjoyed by a wide range of people in the community.

6.3. **Risk Management**

Not applicable.
6.4. **Health and Safety**
Community Watch and other appropriate agencies will be engaged with ensuring health and safety of all concerned.

7. **CONTEXT**

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

7.2. **Legislation**
Not applicable.

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

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

7.4. **Delegations**
Community Boards have delegated authority to approve such grants.

Edwina Cordwell
Governance Team Leader
Groups Applying for Board Discretionary Grants 2018/2019

Name of Group: YOU ME WE US KAIAPOI
Address: 24 Sewell St, KAIAPOI
Contact Person within Organisation: KATH ADAMS
Position within Organisation: TREASURER
Contact phone number: 327 8881 Email: james.adams@xtra.co.nz

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

The project is the annual Waitangi Day Community Event. This event celebrates our bicultural history through speeches, Kapa Haka and the next event a concentration on Maori crafts. Last year a multicultural dimension was added – this proved very popular and is again a focus. There is entertainment & fun activities free to and for the whole community to build the sense of camaraderie within the town. Specifically the KCB grant would be used to advertise the event in the Advocate & provide a donation to Community Watch who provide security, especially for the hangi.

What is the timeframe of the project/event date? 6- Feb. 2019

Overall Cost of Project: $ 4500 Amount Requesting: $ 500

How many people will directly benefit from this project? 1500 +

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

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

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

Kaiapoi-Tuahiwi 95% Rangiora-Ashley 2.5% Woodend-Sefton 2.5% Oxford-Ohoka %

Other (please specify):

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

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

Fewer activities would result & less widespread advertising.
KAIPOI-TUAHIWI COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

What are the direct benefit(s) to the participants?
A sense of having participated in a significant community event. People will have had fun together. A variety of cultures will have been honoured.

What is the benefit(s) to your organisation?
Pleasure at having provided a great community event.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?
Celebration of a very important historic occasion. People have joined together to have fun. Free entertainment provided.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)?
Yes

If yes, name of parent group

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

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:
Applications to Ministry of Culture & Heritage.
Trust Pakaki.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?
Yes

If yes, please supply details:
Grant for 2018 Waitangi Day.

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

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

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

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

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

PLEASE NOTE - If submitting your application electronically, entering your name in the Signature box below will be accepted as your signature:

Signed: J.L. Adams

Date: 16/11/18
You Me We Us Kaiapoi

Statement of Receipts and Payments (Cash Flows)

For the period 1 July 2017 to 30 June 2018

<table>
<thead>
<tr>
<th>Operating Cash Received</th>
<th>2018 NZ</th>
<th>2017 NZ</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Donations, Fundraising and other similar receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants (Note 4)</td>
<td>$23,890</td>
<td>$56,260</td>
</tr>
<tr>
<td>Sponsorships</td>
<td>$5,500</td>
<td>$3,800</td>
</tr>
<tr>
<td><strong>Fees, subscriptions and other receipts (including donations) from members</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td>$150</td>
<td>$765</td>
</tr>
<tr>
<td><strong>Receipts from providing goods or services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amazing Race</td>
<td>$2,724</td>
<td>$638</td>
</tr>
<tr>
<td>Spring Fest</td>
<td>$1,838</td>
<td>$1,288</td>
</tr>
<tr>
<td>Waitangi Day Event Income</td>
<td>$2,207</td>
<td>$609</td>
</tr>
<tr>
<td>Market Fees</td>
<td></td>
<td>$470</td>
</tr>
<tr>
<td>Night Market</td>
<td></td>
<td>$130</td>
</tr>
<tr>
<td>Calendar Income</td>
<td></td>
<td>$645</td>
</tr>
<tr>
<td>Lantern Festival</td>
<td>$2,600</td>
<td>-</td>
</tr>
<tr>
<td>Pop Up Cinema Income</td>
<td>$981</td>
<td>-</td>
</tr>
<tr>
<td>Flags Income</td>
<td>$318</td>
<td>-</td>
</tr>
<tr>
<td>Kydz Kaiapoi</td>
<td>$2,040</td>
<td>-</td>
</tr>
<tr>
<td>Information Booklets Income</td>
<td>$100</td>
<td>-</td>
</tr>
<tr>
<td><strong>Interest, dividends and other Investment Receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>$15</td>
<td>$35</td>
</tr>
<tr>
<td><strong>Other Receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sundry Income</td>
<td>$30</td>
<td>$34</td>
</tr>
<tr>
<td><strong>Total Operating Cash Received</strong></td>
<td>$42,393</td>
<td>$64,674</td>
</tr>
</tbody>
</table>

Operating Cash Paid

| Volunteer and employee-related payments | | |
| Wages | $33,770 | $31,944 |
| **Expenses related to providing goods or services** | | |
| Pop-Up Cinema | $3,397 | $1,368 |
| Spring Fest Expenses | $4,379 | $4,439 |
| Waitangi Day Event Expenses | $4,532 | $4,066 |
| Beautification Project | $1,354 | - |
| Food Market Expenses | | $598 |
| Kydz Kaiapoi Expenses | $2,742 | - |
| Training | $120 | - |
| Lantern Festival | $522 | - |
| Christmas Expenses | | $1,112 |
| Amazing Race | $3,137 | $3,310 |
| Information Booklet | $104 | - |
| Kaiapoi Flag | $565 | $538 |
| Postage | $120 | - |
| Welcome Bags | $514 | $854 |
| **Grants and donations made** | | |
| Gifts | $87 | $234 |
| Donations | $200 | $50 |
You Me With Us Kaiapoi

Statement of Receipts and Payments (Cash Flows) - Continued

**Other Payments**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cash</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mural Project</td>
<td>$4,364</td>
<td></td>
</tr>
<tr>
<td>General Expenses</td>
<td>$76</td>
<td></td>
</tr>
<tr>
<td>Stationery and Office Equipment</td>
<td>$437</td>
<td></td>
</tr>
<tr>
<td>Telecomunications</td>
<td>$260</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>$483</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Cash Paid</strong></td>
<td>$54,163</td>
<td>$54,163</td>
</tr>
</tbody>
</table>

**Operating Cash Flow**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cash</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gazebo</td>
<td>$10,511</td>
<td></td>
</tr>
<tr>
<td>Office Equipment</td>
<td>$149</td>
<td></td>
</tr>
<tr>
<td><strong>Total Capital Cash Applied</strong></td>
<td>$449</td>
<td></td>
</tr>
</tbody>
</table>

**Capital Cash Flow (Investing/Financing)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cash</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Cash Flow</strong></td>
<td>$10,062</td>
<td></td>
</tr>
</tbody>
</table>

Add Opening Cash Balance

<table>
<thead>
<tr>
<th>Amount</th>
<th>Opening Cash Balance</th>
<th>Closing Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$27,483</td>
<td>$17,421</td>
<td>$27,483</td>
</tr>
</tbody>
</table>

Closing Cash Balance

<table>
<thead>
<tr>
<th>Amount</th>
<th>$27,483</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,118</td>
<td></td>
</tr>
</tbody>
</table>

Represented by:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westpac Cheque Account</td>
<td>$12,118</td>
</tr>
<tr>
<td></td>
<td>$12,118</td>
</tr>
</tbody>
</table>
You Me We Us Kaiapoi

Statement of Resources and Commitments (Assets and Liabilities)

As At 30 June 2018

<table>
<thead>
<tr>
<th>Schedule of Resources (Assets)</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Accounts and Cash</td>
<td>$NZ</td>
<td>$NZ</td>
</tr>
<tr>
<td>Cash at Bank</td>
<td>$12,118</td>
<td>$27,483</td>
</tr>
<tr>
<td>Other Resources</td>
<td>$449</td>
<td>$449</td>
</tr>
<tr>
<td>Significant Fixed Assets at Cost (Note 3)</td>
<td>$449</td>
<td>$449</td>
</tr>
</tbody>
</table>

| Schedule of Other Information | 2018  | 2017  |
| Unexpended Grants (Note 4)    | $-    | $21,839  |
You Me We Us Kaiapoi

Statement of Service Activity

Mandatory disclosures according to s.4 of PBE SFR-C (NFP)

Outputs

2018

Events - Kane Shield, Spring Festival, two Outdoor Cinema Performances, KYDZ events (Skate Day and Mud Fest), Amazing Race, Waitangi Day Heritage and Fun Family Day, Lantern Festival.
Provided approximately 400 Welcome Bags to new comers to Kaiapoi.
New addition of Kaiapoi information booklet provided free to residents.
Support in setting up Kaiapoi Food Forest (a separate Trust since September 2017)

2017

Events - Spring Festival, Amazing race, Waitangi day, Pop up Cinema.
Projects- Mural Project, beautification.
Provided 800 welcome bags, 500 booklets to Kaiapoi residents.
Notes

1 Basis of Preparation
You Me We Us Kaiapoi is permitted by law to apply standard SFR-C(NFP) and has elected to do so.
Transactions are reported on a the basis of cash received and spent in the Statement of Cash Flow. Significant amounts owed or owing are accrued in the Statement of Assets and Liabilities.

2 Taxation
As a Registered Charity the organisation is exempt from Income Tax.
The organisation is not registered for GST, and all figures are shown inclusive of GST.

3 Schedule of Fixed Assets
Items of Property, Plant and Equipment are shown at Cost. Applying depreciation is not permitted under this Reporting Standard.
a. Significant Purchased Assets

<table>
<thead>
<tr>
<th>Asset</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gazebo</td>
<td>$ 300</td>
<td>$ 300</td>
</tr>
<tr>
<td>Office Equipment</td>
<td>$ 149</td>
<td>$ 149</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 449</strong></td>
<td><strong>$ 449</strong></td>
</tr>
</tbody>
</table>

4 Grants
The following table shows grants that were received during the year, and any money not yet

<table>
<thead>
<tr>
<th>Grantmaker</th>
<th>Purpose</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>NZ Lottery</td>
<td></td>
<td>$ 15,000</td>
<td>$ -</td>
</tr>
<tr>
<td>Christchurch Methodist Mission</td>
<td></td>
<td>$ 1,200</td>
<td>$ -</td>
</tr>
<tr>
<td>Lion Foundation</td>
<td></td>
<td>$ 1,625</td>
<td>$ -</td>
</tr>
<tr>
<td>Waimakariri District Council</td>
<td></td>
<td>$ 2,800</td>
<td>$ -</td>
</tr>
<tr>
<td>CERT Grant</td>
<td></td>
<td>$ 2,215</td>
<td>$ -</td>
</tr>
<tr>
<td>Ministry of Culture</td>
<td></td>
<td>$ 2,000</td>
<td>$ -</td>
</tr>
<tr>
<td>Pub Charity</td>
<td></td>
<td>$ 545</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$ 25,385</strong></td>
<td><strong>$ -</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grantmaker</th>
<th>Purpose</th>
<th>2017</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waimakariri District Council</td>
<td></td>
<td>$ 500</td>
<td>$ -</td>
</tr>
<tr>
<td>Rata Foundation</td>
<td>Wages</td>
<td>$ 25,000</td>
<td>$ 21,839</td>
</tr>
<tr>
<td>CERT grant</td>
<td></td>
<td>$ 600</td>
<td>$ -</td>
</tr>
<tr>
<td>COGS</td>
<td></td>
<td>$ 5,000</td>
<td>$ -</td>
</tr>
<tr>
<td>Lion Foundation</td>
<td></td>
<td>$ 1,740</td>
<td>$ -</td>
</tr>
<tr>
<td>NZ Lottery</td>
<td></td>
<td>$ 20,000</td>
<td>$ -</td>
</tr>
<tr>
<td>Pub charity</td>
<td></td>
<td>$ 670</td>
<td>$ -</td>
</tr>
<tr>
<td>Rotary</td>
<td></td>
<td>$ 1,250</td>
<td>$ -</td>
</tr>
<tr>
<td>Ministry of Culture</td>
<td></td>
<td>$ 1,500</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$ 56,260</strong></td>
<td><strong>$ 21,839</strong></td>
</tr>
<tr>
<td>Name: J. Hingston</td>
<td>Cheque: £200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Watch</td>
<td>Cash:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaiapoi Inc.</td>
<td>Total: £200</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Many thanks for your kind donation; it's much appreciated. We are happy to help in the future.

Jenny Hingston
Treasurer

Community Watch
Kaiapoi Inc.

Receipt from donation to Kaiapoi Community Watch for security of hungi - 2018 Waitangi Day event.
Waitangi Day Advertising.

Glenda Osborne <gosborne@xtra.co.nz>
To: youmeweuskaiapoi@gmail.com

Hello,

My name is Glenda Osborne from The Kaiapoi Advocate.
I am advising Youmeweus Of Kaiapoi the cost of advertising for Waitangi Day Celebrations.
Our Quarter Page is 18 cm high by 13cm wide, and the cost per insertion is $260.00 + gst.

The issue for your notice will be our first issue back which is the 25th January.

Many Thanks,
Kind Regards,
Sales Consultant.
Kaiapoi Advocate.
Ph 021 081 2345

Fri, Nov 23, 2018 at 1:29 PM
You Me We Us Kaiapoi

Introduction:

YMWU was set up after the Canterbury Earthquakes to re-build community wellbeing. Initially it was run by the Community Team of the Waimakariri District Council with a community advisory group to assist. Funding as originally from Ministry of Internal Affairs paid through the council. When this funding finished the Advisory Group resolved to form a community trust to ensure the community building and beautification projects could continue. It has operated as an independent body for three years now with a paid part time co-ordinator.

Trustees:

The following people were nominated as trustees for the Charitable Trust: Chris Greengrass (Chair), Jackie Watson, Brent and Shirley Cairns, Sara Green and Kath Adams (Treasurer). Linda Dunbar is the co-ordinator. One trustee, Christine Watton resigned owing to pressure of work but still strongly supports the Trust. Each school term one of the local Principals sits on the Board. There is a Junior committee called KYDZ who suggest and run special youth events.

Events:

The following are events run on an annual basis and have been held for the last three years:
Waitangi Day Family Community Event
2 Pop Up Outdoor Cinema events per year
Mid Winter Lantern Festival
Spring Festival – activities run over a week ending with a Party in the Park. Shop Window decoration competition, “handing out daffodils” in the street. (These free “gifts” are greeted with surprise and delight!)
Kane Shield – a handicap, swimming relay competition
Mud Fest (A Kydz initiative)
Skate Board Jam (A Kydz initiative)
Talent Quest (A Kydz initiative)
Community Quiz (A Kydz initiative)
Amazing Race (A fun event with a range of tasks taken throughout the town and surroundings requiring biking and running from place to place. Entries are taken as a pair)

New events planned for early 2019:
10 Km Run
River Carnival
Top Team competition

Other Activities:

An information booklet of Kaiapoi clubs and services has been compiled and is up dated annually. Distributed to all newcomers and is available to other residents
For all new residents a “Welcome Bag” is delivered personally by a YMWU representative
A special Kaiapoi flag has been designed and is flown at YMWU events
Several beautification sculptures, garden beds have been provided
Community Feedback:

Soon after the earthquakes a community forum was held at which about 100 people gave their ideas of what they would like to see in the town. There have also been many opportunities for people to contribute ideas about the Regeneration Area. Some of these ideas of course were the responsibility of the WDC but where the ideas required a community response YMWU took up that role. Recently YMWU held a community meeting where it reported on its activities and asked for any further ideas. There have been many very favourable comments from firms and people in the community with several firms sponsoring specific events.
<table>
<thead>
<tr>
<th>Month</th>
<th>Group</th>
<th>Project</th>
<th>Amount Requested</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>towards costs of a sign for the 2017 Waimakariri Light Party</td>
<td>$234</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>SIIG You Me We Us</td>
<td>towards the costs of Welcome bags</td>
<td>lie on table</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>SIIG You Me We Us</td>
<td>towards the costs of Welcome bags</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>September</td>
<td>Pegasus Residents Association</td>
<td>towards the costs of Christmas on the Lake</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards running costs in particular advertising in NC News and provision of music</td>
<td>$500</td>
<td>$300</td>
</tr>
<tr>
<td>June</td>
<td>Sefton Community Newsletter</td>
<td>towards the cost of delivery of newsletter</td>
<td>$385</td>
<td>$500</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>Total for grants allocated: $2,034 Total unallocated: $1,135.97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Rotary Club of Rangiora</td>
<td>Towards the costs of building a Fitness Trail/Circuit of up to 12 stations along the Rakahuri Trail.</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>July</td>
<td>Southbrook School Parent Teacher Association</td>
<td>Towards the costs of a cordless scanner for the school library.</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>August</td>
<td>North Canterbury Musical Society</td>
<td>Towards the costs of signage for Costume hire service</td>
<td>$350</td>
<td>$350</td>
</tr>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>Towards the costs of Children's Magic Theatre - light festival 31 October 2017</td>
<td>$300</td>
<td>declined</td>
</tr>
<tr>
<td>August</td>
<td>SIIG You Me We Us</td>
<td>Towards the cost of Welcome Bags</td>
<td>$500</td>
<td>declined</td>
</tr>
<tr>
<td>September</td>
<td>International Day Older Persons</td>
<td>towards afternoon tea to celebrate International Day of older persons</td>
<td>$350</td>
<td>$350</td>
</tr>
<tr>
<td>October</td>
<td>Kidsfirst Kindergartens Bush Street</td>
<td>Towards costs of replacing books and purchase of new large books for group stories</td>
<td>$300</td>
<td>lie on table</td>
</tr>
<tr>
<td>Month</td>
<td>Organization</td>
<td>Description</td>
<td>Amount 1</td>
<td>Amount 2</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>November</td>
<td>Kidsfirst Kindergartens Bush Street</td>
<td>Towards costs of replacing books and purchase of new large books for group</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>December</td>
<td>Rangiora Croquet Club</td>
<td>Towards costs of a new dishwasher</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>SeniorNet North Canterbury</td>
<td>Towards promotion of courses and workshops</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>Lions Club Rangiora</td>
<td>Towards the costs of two shelters for the Millton Memorial Dog Park</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>Loburn School</td>
<td>Towards the costs of Year 8 participating in the William Pike Challenge Award</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>Presbyterian Support</td>
<td>Towards the costs of Suicide Prevention Event 28 February 2018</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>Trinity Methodist Mainly Music</td>
<td>Towards the costs of creating lockable storage room for sound and musical</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>February</td>
<td>Cust Bowling Club Inc</td>
<td>To purchase a second hand mower</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>April</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards the costs of the Kaiapoi Arts Expo and Schools Expo particularly advertising in the Northern Outlook</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Rangiora Districts Early Records Society Inc</td>
<td>Replace scanner</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Okuku Pony Club</td>
<td>Coaching training</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>McAlpines Canterbury Pipe Band</td>
<td>Towards the costs of new flashes for the band uniforms</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Athletics Club</td>
<td>Towards the costs of club singlets for 7 to 14 year olds</td>
<td>$427</td>
<td>$427</td>
</tr>
<tr>
<td>June</td>
<td>Rangiora Playcentre</td>
<td>Towards the costs of sensory and touch based play materials</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Ashley Playcentre</td>
<td>Towards the cost of ink cartridges</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Academy of music</td>
<td>Towards the end of year concert</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Friends of Rangiora Town Hall</td>
<td>Towards the costs of auditorium CCTV and backstage screen to assist with productions</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Academy of Music</td>
<td>Towards the costs of replacement drum kit</td>
<td>$420</td>
<td>$420</td>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td>Description</td>
<td>Allocated</td>
<td>Unallocated</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------</td>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>July</td>
<td>Kaiapoi Cricket Club</td>
<td>Towards costs of signage to promote the Cricket Club’s 150th Jubilee in late September 2017</td>
<td>$600</td>
<td>$200</td>
</tr>
<tr>
<td>July</td>
<td>Reflections Community Trust</td>
<td>Towards the costs of pre and post event advertising for the Waimakariri Light Party 2017</td>
<td>$460</td>
<td>$460</td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Borough School</td>
<td>Sports equipment</td>
<td>$500</td>
<td>declined</td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Riverside Bowls</td>
<td>towards the cost of a new set of bowls</td>
<td>$420</td>
<td>$400</td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Community Watch</td>
<td>towards the cost of uniforms</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>August</td>
<td>You Me We Us</td>
<td>towards the cost of the Spring Festival</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>September</td>
<td>Kaiapoi Pony Club</td>
<td>costs of events and coaching to improve the skill of young riders</td>
<td>$500</td>
<td>declined</td>
</tr>
<tr>
<td>September</td>
<td>Clarkville Play Centre</td>
<td>towards the costs of indoor tents and tunnels</td>
<td>$317</td>
<td>declined</td>
</tr>
<tr>
<td>September</td>
<td>Pines Karaki Beach Association Inc</td>
<td>towards the costs of a celebration to mark the opening of the new hall</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards the running costs of Kaiapoi Art Expo and Schools Art Expo in particular advertising in the Kaiapoi Advocate, venue hire and set up costs</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>April</td>
<td>Clarkville play centre</td>
<td>towards the costs of playdough equipment and wooden puzzles</td>
<td>$442</td>
<td>declined</td>
</tr>
<tr>
<td>May</td>
<td>KYDz (YouMeWeUs Youth Group)</td>
<td>towards advertising and promotion of ‘KYDz Mud Fest’ event</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>June</td>
<td>Karanga Mai Early Learning Centre</td>
<td>towards the costs of a new heavy duty washing machine</td>
<td>$439</td>
<td>$439</td>
</tr>
<tr>
<td>July</td>
<td>Waimakariri Gorge Golf Club</td>
<td>Towards costs of tree replacement following the September/October 2013 storm, taking place between winter 2017 and winter 2018</td>
<td>$500</td>
<td>$500</td>
</tr>
</tbody>
</table>

Total for grants allocated: $3,799   Total unallocated: $1,161

Total for grants allocated: $10,347  Total unallocated: $1,917.04

$4,960

$5,400
<table>
<thead>
<tr>
<th>Month</th>
<th>Organization</th>
<th>Project Description</th>
<th>Amount</th>
<th>Allocation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>SIIG You Me We Us</td>
<td>Welcome bags</td>
<td></td>
<td>lie on table</td>
</tr>
<tr>
<td>September</td>
<td>SIIG You Me We Us</td>
<td>Welcome bags</td>
<td>$ 500</td>
<td>declined</td>
</tr>
<tr>
<td>October</td>
<td>Oxford ICONZ (Boys and Girls Brigade)</td>
<td>Towards paint-balling supplies</td>
<td>$ 550</td>
<td>$ 500</td>
</tr>
<tr>
<td>October</td>
<td>Oxford Night Patrol Group</td>
<td>Towards the cost of reflective magnetic signs to identify patrollers using private vehicles</td>
<td>$ 239</td>
<td>$ 239</td>
</tr>
<tr>
<td>October</td>
<td>Oxford Community Mens Shed</td>
<td>Towards costs of the Spring into Oxford event</td>
<td>$ 500</td>
<td>$ 500</td>
</tr>
<tr>
<td>December</td>
<td>West Eyreton School</td>
<td>towards the cost of books focussing on healthy eating for the school library</td>
<td>$ 385</td>
<td>$ 385</td>
</tr>
<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>promotional advertising in the Oxford Observer and Oxford Bulletin</td>
<td>$ 500</td>
<td>$ 500</td>
</tr>
<tr>
<td>April</td>
<td>Ohoka School PTA plant sale sub committee</td>
<td>towards the costs of 'children size' gloves, garden tools, wheelbarrows and other items.</td>
<td>$ 500</td>
<td>$ 500</td>
</tr>
<tr>
<td>May</td>
<td>Eyreton PonyClub</td>
<td>Fencing to enclose learner rider area</td>
<td>$ 450</td>
<td>$ 500</td>
</tr>
<tr>
<td>June</td>
<td>Oxford Community Trust</td>
<td>towards the cost of a heat pump for the A&amp;P Building</td>
<td>$ 500</td>
<td>$ 663</td>
</tr>
<tr>
<td>June</td>
<td>Christchurch Western Riding Association</td>
<td>towards the cost of gravel for the entranceway</td>
<td>$ 500</td>
<td>$ 663</td>
</tr>
<tr>
<td>June</td>
<td>RSA</td>
<td>bronze cap -time capsule</td>
<td>$ 450</td>
<td>$ 450</td>
</tr>
</tbody>
</table>

Total for grants allocated: $5,400  Total unallocated: $0
Information to assist groups with their application

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

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

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

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

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

Examples (but not limited to) of what the Board cannot fund:

- Wages
- Debt servicing
- Payment for volunteers (including arrangements in kind eg petrol vouchers)
- Stock or capital market investment
- Gambling or prize money
- Funding of individuals (only non-profit organisations)
- Payment of any legal expenditure or associated costs
- Purchase of land and buildings
- Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests
- Payment of fines, court costs or mediation costs, IRD penalties

Examples (but not limited to) of what the Board can fund:

- New equipment
- Toys/educational aids
- Sporting equipment
- Safety equipment
- Costs associated with events
- Community training
Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.

- Generally funding grants will be a maximum of $500 in any one financial year (July 2018 to June 2019) but the group can apply up to twice in that year, providing it is for different projects.

- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.

- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.

- The group should have strong links with the Kaiapoi-Tuahiwi community.

- The application should clearly state the purpose for which the money is to be used.

- The applicant should submit a 1-2 page balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.

- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board.

- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).

- An accountability form must be provided to the Council outlining how the funds were applied, within six months of the grant being allocated, when funds are spent, or prior to a new application. A new application will not be accepted until the previous accountability form has been completed and returned. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for the recipient may be required to return the grant funding to the Council.

- If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440  
Email: records@wmk.govt.nz

Or hand deliver to:
- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.

- Following the meeting a letter will be sent to notify you of the Board’s decision and if successful an invoice and your organisation’s bank account details will be requested.

- On receipt of this information payment will be processed to your organisation’s bank account.
1. **SUMMARY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 November</td>
<td>Cure Boating Club 150th Dinner</td>
</tr>
<tr>
<td>22 November</td>
<td>• Kaiapoi Signage Working Group</td>
</tr>
<tr>
<td></td>
<td>• Barker Park Neighbourhood Picnic</td>
</tr>
<tr>
<td>26 November</td>
<td>All Boards Briefing</td>
</tr>
<tr>
<td>28 November</td>
<td>Pegasus Bay Bylaw Advisory Group Meeting</td>
</tr>
<tr>
<td>29 November</td>
<td>Blackwell’s Book Launch</td>
</tr>
<tr>
<td>1 December</td>
<td>Kaiapoi Santa Parade – Council Tent</td>
</tr>
<tr>
<td>3 December</td>
<td>Kaiapoi Regeneration Steering Group</td>
</tr>
<tr>
<td>4 December</td>
<td>Youth Development Grant Informal Meeting with Grant Recipients</td>
</tr>
</tbody>
</table>

**THAT** the Kaiapoi-Tuahiwi Community Board:

**Receives** report No. 181210145563.

Jackie Watson
Chair
Kaiapoi-Tuahiwi Community Board