Rangiora-Ashley Community Board

Agenda

Wednesday 12 December 2018

7.00pm

Waimakariri District Council Chambers
215 High Street
Rangiora

Members:
Jim Gerard Q.S.O (Chair)
Duncan Lundy (Deputy Chair)
Kirstyn Barnett
Robbie Brine
Murray Clarke
Keith Galloway
Dan Gordon
Judith Hoult
Sarah Lewis
Greg Miller
Chris Prickett
Paul Williams
AGENDA FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD TO BE HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON WEDNESDAY 12 DECEMBER 2018 AT 7PM.

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 Rangiora-Ashley Community Board – 13 November 2018 and the Rangiora-Ashley Road and Reserve Naming Committee - 25 October 2018

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Confirms the circulated minutes of the Rangiora-Ashley Community Board meeting, held on 13 November 2018, as a true and accurate record.

(b) Receives the circulated minutes of the Rangiora-Ashley Road and Reserve Naming Committee meeting, held on 25 October 2018.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS

5.1 Heather Warwick (Chief Executive, Enterprise North Canterbury) will speak to the Board the role of Enterprise North Canterbury.

5.2 Ruth Zahner (Chair, Timebank) and Martin Pugh (Secretary, Timebank) will speak to the Board in support of the Timebank Discretionary Funding Application.

6 ADJOURNED BUSINESS
7 REPORTS

7.1 Request for Loading Zone alterations and carpark removal – Good Street and Gables Arcade, Rangiora – Glenn Kempton (Engineering Technician), Kieran Straw (Civil Projects Team Leader) and Joanne McBride (Roading and Transport Manager)

RECOMMENDATION

THAT the Rangiora Ashley Community Board recommends:

THAT the District Planning and Regulation Committee:

(a) Receives report No. 181026125716
(b) Approves the removal of three existing carparks and loading zone as shown in Figure 1.
(c) Approves the time limit reduction for parking within the 16.00m loading zone shown in Figure 1 from 20 minutes to 5 minutes.
(d) Approves the installation of a new approximately 9.00m long loading zone on Good Street as shown in Figure 1.

7.2 Applications to the Rangiora-Ashley Community Board's Discretionary Grant Fund 2018/2019: – Edwina Cordwell (Governance Team Leader)

RECOMMENDATION

THAT the Rangiora Ashley Community Board:

(a) Receives report No. 181128139669.
(b) Approves a grant of $________ to TimeBank Waimakariri Inc. towards the cost of promotional material.
(c) Declines the application from TimeBank Waimakariri Inc.
(d) Approves a grant of $________ to North Loburn School towards the purchase of a small garden shed.
(e) Declines the application from North Loburn School.

8 CORRESPONDENCE

9 CHAIRPERSON'S REPORT

9.1 Chair's Diary for November 2018

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 181204142444.
10  MATTERS 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 Request for three elected members to be appointed to a hearing panel to consider objections to a new bus shelter installation adjacent to 321 High Street, Rangiora – report to Council 6 November 2018 (Trim 181024124226).

10.4 Youth Council meeting minutes – 25 September 2018.

10.5 Adoption of Reviewed Kaiapoi Town Centre Plan – 2028 and Beyond – report to Council 6 November 2018 (Trim No 181001113553).


10.7 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).

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

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

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

THAT the Rangiora-Ashley Community Board receives the information in items 10.1-10.10.

Note: Matters for Information were circulated separately to members.

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 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant
Balance as at 5 December 2018: $5423 plus estimated carry forward of $1451.

13.2 General Landscaping Fund
Balance as at 5 December 2018: $26,160 (including carry forward).
14 MEDIA ITEMS

15 QUESTIONS UNDER STANDING ORDERS

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING
The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 13 February 2019 in the Council Chambers at the Rangiora Service Centre.

Workshop
- Members Forum

Briefing
- Simon Hart – update on Good Street
MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD
HELD IN THE CUST COMMUNITY CENTRE, 9 MILL ROAD, CUST ON TUESDAY 13
NOVEMBER 2018 AT 7PM.

PRESENT
J Gerard QSO (Chair), D Lundy (Deputy Chair), K Barnett, R Brine, M Clarke, K Galloway,
D Gordon, J Hoult, S Lewis, G Miller, C Prickett and P Williams.

IN ATTENDANCE
J Millward (Manager Finance and Business Support), K Simpson (3 Waters Manager), S
Allen (Water Environment Advisor), L Hurley (Technical Administrator), C Brown
(Community and Recreation Manager), M Harris (Customer Services Manager), D Ayers
(Mayor), S Hart (Business and Centres Manager), D Cameron (Green Space Community
Engagement Officer), V Thompson (Business and Centres Advisor), J McBride (Roading
and Transport Manager), E Cordwell (Governance Team Leader) and E Stubbs (Minute
Secretary).

There were three members of the public in attendance.

1 APOLOGIES
An apology was received and sustained from R Brine for early departure at 9pm.

2 CONFLICTS OF INTEREST
There were no conflicts of interest.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Rangiora-Ashley Community Board – 10 October 2018
Moved S Lewis seconded P Williams
THAT the Rangiora-Ashley Community Board:
(a) Confirms the circulated minutes of the Rangiora-Ashley Community
Board meeting, held on 10 October 2018, as a true and accurate record.
CARRIED

4 MATTERS ARISING
There were no matters arising.

5 DEPUTATIONS AND PRESENTATIONS
5.1 Kirstyn Barnett (Cust Community Network (CCN) Chair) and Yolanda
Lawrence (CCN Secretary) Spoke to the Board about the Cust Community
Centre (CCC).

K Barnett advised that the CCN wished to see a footpath to the CCC. The hill
to the CCC was slippery and dangerous particularly for the elderly and
children. It was especially highlighted at the ANZAC Day Service. It was a
60km/hr urban road and they believed there should be a footpath. K Barnett
the comment that footpaths in Cust were in general poorly maintained and
narrow and asked what level of service was appropriate. The path adjacent
to the war memorial was slanted and was a trip hazard.
K Barnett noted that the CCN had wished to raise Earlys Road however were aware that was in the Oxford Ohoka Community Board ward.

K Barnett referred to matters raised in the CCN submission to the Long Term Plan, in particular regarding consideration of a Reserve Management Plan for the CCC. The plan should look at the inside and outside of the CCC including the tennis courts, river and picnic area. K Barnett noted that Council had advised the reserve was not a priority area.

K Barnett was delighted to see Item 7.1 Cust Community Centre Advisory Group on the agenda. The Advisory Group had not met for many years. By restarting the group it could provide Council a good steer on essential items such as issues with the dishwasher.

J Lawrence referred to the need for footpaths. The CCC hosted Plunket once a week to which a number of parents preferred to walk, however at the moment it was not feasible to walk down the road with young children and prams as the visibility was poor and the alternative was to walk in the grass. In addition there was potential for elderly to slip attending the ANZAC parade.

G Miller asked if the road was blocked for the ANZAC parade. K Barnett replied that a portion was. However due to the numbers some people walked on the grass.

G Miller referred to the Domain and asked if the management program would extend to that also. K Barnett advised the answer had been that it was not a priority area for development. The CCN would like to see it developed further.

G Miller commented that the roads in the area were in poor shape. K Barnett noted that Cust had a number of groups but needed a collective voice to raise concerns. As an Incorporated Society the CCN was happy to help groups with fundraising.

6 ADJOURNED BUSINESS

There was no adjourned business.

7 REPORTS

7.1 Cust Community Centre Advisory Group– Chris Brown (Manager Community and Recreation)

J Gerard congratulated C Brown on his appointment to Manager Community and Recreation.

C Brown advised that the purpose of the report was to approve updated Terms of Reference for the Cust Community Centre Advisory Group (CCCAG), appoint a Board Representative and allow Staff to seek expressions of interest for the CCCAG. The CCCAG had been formed a long time ago and members were no longer active in the group. It was important that there was an active Advisory Group as the CCC was due for refurbishment. Following the earthquakes the CCC had strengthening work carried out, but did not receive a cosmetic upgrade, as it had been important to reopen the Centre quickly to allow community use.

The CCCAG would work with staff in order to set priorities for Centre management and cosmetic upgrades with which they could go back to Council to seek funding.

C Brown advised that the Board could appoint more than one member to the CCCAG.

D Gordon asked if the CCN would be represented on the Advisory Group, C Brown advised yes. Interest would be sought from the wider community including regular Centre users.
D Gordon asked if there was Council involvement in the CCCAG and C Brown advised that the Rangiora Ashley Community Board had delegation. The Terms of Reference could be amended by the Board to include more than one representative of the Board.

D Gordon expressed interest in being a representative.

C Prickett asked if repairing the dishwasher came under cosmetic upgrade. C Brown advised that the scope for improvements had not yet been determined and Staff would work with the new Advisory Group on that. The asset structure for buildings would be used so that assets inside and outside of the building would be assessed on a condition rating. Once that was completed it would be a good starting point for the group to prioritise work. The dishwasher was an operational issue and could be fixed straightaway.

K Barnett asked if the CCC also included the reserve and grounds, for example the driveway and signage. C Brown replied yes and no, the carpark serviced the building. With regard to the Jack Graham Reserve, Green Space did not consider it a priority. There were other reserves in the district that needed upgrades more that the Jack Graham Reserve. If the community was empowered to carry out additional fundraising then the Council was happy to work alongside. Staff did not envisage Jack Graham Reserve or the Domain to be included in the CCC scope, however the shrub beds alongside the tennis court could be looked at. C Brown noted the tennis courts had been resurfaced as part of a district wide programme.

D Gordon asked if there was a service request put in for the dishwasher and C Brown replied yes.

D Gordon commented that the curtains in the centre were disintegrating. C Brown advised that they could use a replacement budget, however he suggested waiting so they could be looked at as part of the whole upgrade.

J Gerard suggested requesting a report on the reserve to consider as a Board. C Brown advised he could take information out of the Play Strategy to show where hierarchies developed with regard to people's ability to undertake play within those spaces. Looking at a comprehensive concept plan would require another project to be taken off list.

D Gordon asked if a report on domain a status update could be an interim measure. C Brown commented that there had recently been a workshop on the General Landscaping budget and staff had asked to report back on a number of items.

R Brine referred to the 10year plan noting it was renegotiated every three years. At that time a case could be made to reprioritise. C Brown commented that playgrounds were an emotional topic and the expected lifespan in terms of functionality and safety were different to whether it was suitable. Expectations were always changing.

C Prickett referred to the wording of the Terms of Reference as he wanted to ensure community group representatives could be included. It was noted that K Barnett was likely to be on the CCCAG as Chair of the CCN.

Moved D Gordon seconded J Hoult

THAT the Rangiora Ashley Community Board:

(a) Receives report No. 181105129353.

(b) Approves the Terms of Reference for the Cust Community Centre Advisory Group (Trim 181105129572) with the proviso for two appointed board representatives.

(c) Approves appointing D Gordon and D Lundy as two representatives of the Board Members to the Cust Community Centre Advisory Group.
(d) **Approves** Staff seeking expressions of interest from the Cust Community for membership of the Cust Community Centre Advisory Group.

(e) **Notes** that a report will be prepared for the Rangiora - Ashley Community Board to appoint up to 7 members of the Cust Community to the Cust Community Centre Advisory Group.

**CARRIED**

D Gordon acknowledged the member of CCN present. He commented that he had served nine years on the CCC as Council representative and it was a pleasure to serve with local individuals. In those days they were looking at ways to save. There had been a priority around the tennis courts as there had been a risk they would be removed. Money was spent on the courts rather than the centre. Another issue had been subsidence and drainage. The time had come to spend money on the CCC. It was good that the Group had been re-established to move forward.

J Hoult supported reestablishment principally so that the Community Board could be more aware of the district as a whole. It was a way the Board could engage and support growth and development and help with the ongoing needs of the community. The appointed members would report to the Board.

K Barnett as a local Councillor welcomed the initiative and focus on the area. The group had lapsed through circumstance and timing however there were still valuable members with knowledge to take the group forward with a partnership between the community and Council.

J Gerard commented he would like the CCC and Domain to work together as a wider partnership rather than compete. He noted that the CCC was a classic example of community fundraising, the community had carted hay for weeks to raise money for the hall.

**7.2 Service Request Information – Maree Harris (Customer Services Manager)**

M Harris spoke to the report advising that management were keen to see the Boards receiving information on service request activity. The report compared requests for each quarter against the previous year and also requests completed within the required timeframe compared to other boards, and the district as a whole. She advised she would like feedback from the Board as to whether they found the information useful, and if there was any other information they would like to receive.

K Barnett asked if it was possible to get a breakdown between rural and urban. M Harris advised currently only the Ward was recorded. She noted the idea had been raised by other boards also for a more comprehensive breakdown between communities and she would try to improve the geographic breakdown.

C Prickett commented it would be interesting to know why requests were not completed in a certain timeframe and to compare departments. D Gordon commented some of that information was presented to the Audit Committee. M Harris advised that there was a definite effort by groups to lift the service request timeframe completion. The reasons why timeframes were not achieved varied. For example a noise request could be kept open so that it allowed the system to continue to monitor and keep issues to the forefront.

K Galloway asked if the information included snap/send/solve requests. M Harris replied yes. Requests also came via email which was monitored and requests logged into system. It was publicised that urgent after hours requests should be called through to the centre.
K Galloway asked whether he should receive a reply when he used snap/send/solve. M Harris noted a call back option could be requested. She would look to see if that option was available in snap/send/solve.

C Prickett expressed concern that snap/send/solve was not monitored after hours as those sending may be unaware it was not monitored. He asked if that information was clear to those sending in a request. He asked if the app was generic or in house and if it could be changed if required. M Harris replied it was generic and could not be changed easily.

P Williams appreciated getting the information. He asked was it possible if a service request was not followed up there be a note given to the person putting in the request to say why it wasn’t followed up or happening immediately. M Harris replied she would think that would be happening in longer cases.

D Lundy asked if there was a policy regarding a number of requests in a certain time, for example for a pothole. He gave the example of three requests over a year for a pothole, there had been delays and the service requests had not been replied to. M Harris replied she could not guarantee that all people making requests received a reply.

D Gordon commented that he was impressed with the snap/send/solve and service request system and he had had good feedback. He was surprised that service requests were not being monitored on weekends. If Council was directing people to use the system in this day and age then there should be the ability to triage urgent requests and action. He asked if the terms of contract for after-hours could be reconsidered.

J Hoult commented that her experience of the system had been very good and she had been kept informed. It was worthwhile getting the reports and she asked if they were available to the community as well so they could see the Council was working for them. M Harris commented she could make them available to the Communications team.

K Barnett commented it was a good report, she asked about the status of the linkage to My Council. M Harris replied that it could be entered on My Council now. Staff were using the activity around bins to test the efficiency of the system. K Barnett asked if that eservice was monitored 7days and M Harris replied no. J Millward commented that a priority project was eservices, looking at how to improve systems 24/7. That project had just started and improvements should be seen in 5-6 months. There was some website development to be done.

C Prickett asked if it was possible to filter requests if 100 had been sent on an issue already. M Harris replied that in the group category panel similar requests would be displayed underneath, the service request had not been committed to be send at that point. From a customer point of view if each customer wanted a follow-up it was important to link to names.

K Galloway asked what My Council was. M Harris replied it was an eservices package in Tech1. It was a line of business portal that required a better connection to the website.

Moved P Williams seconded K Galloway

THAT the Rangiora Ashley Community Board:

(a) Receives report No: 181026126020.
(b) Notes that all Boards will receive quarterly reports.
(c) Notes the importance to ensuring service requests are lodged in the Technology One computer system to enable effective response management and monitoring.

CARRIED
7.3 ‘Koura Creek’ – North Brook Springhead Safety Enhancements – Sophie Allen (Water Environment Advisor)

S Allen spoke to the report regarding enhancements at the Koura Creek Springhead. There had been recent urbanisation around the springhead including a new playground. Concerns around the springhead had been raised by community members. There was currently riparian planting around the springhead, however there were gaps. The proposed enhancements were a good location to celebrate the ecological and cultural significance of springheads.

The cost of fencing installation was $5,800 which would be covered under existing drainage budgets. Since the report had been written the idea of a concrete border had been raised, it would not add significant cost. The proposed extension to the native planting would fill in gaps and deter children getting through. S Allen noted an interpretation panel could be installed at a later date, it was believed safety should be addressed before the signage.

G Miller asked how long the playground had been operational and S Allen advised it was one year old. K Simpson advised the planting around the springhead was 2-3 years, prior to that there had been a hawthorn hedge.

D Gordon raised concerns that there not be a blanket approach to the budget. K Simpson advised that the budget in the recommendation was $6,800 the concrete would add around $500. He said that if it was higher they could come back to the Board however the total cost would definitely not exceed $10,000.

G Miller asked if an ‘ugly’ fence was really necessary as it would detract from the natural beauty of the area. The playground was a new addition. He asked if there had been incidents of children getting into the springhead. Water was also flowing at a distance away where children could enter. K Simpson commented it was a good point across the district there were similar stormwater management areas. K Simpson believed there was a need long term for the fence, even once the vegetation had established, due to the installation of the sign. The sign was encouraging people to go close to the springhead therefore there needed to be appropriate health and safety provisions. He understood what G Miller was saying and advised that staff were currently looking at stormwater management and WorkSafe guidance documents to develop a strategy.

Moved D Gordon seconded C Prickett

THAT the Rangiora Ashley Community Board:

(a) Receives report No. 180925111216.

(b) Approves fencing installation ($5,800 excl. GST), and native plantings at an estimated total cost of $1,000 (excl. GST) from existing Drainage budgets.

(c) Notes that an interpretation panel about spring water, ecological and cultural values could be installed at a future date.

CARRIED

G Miller against

D Gordon supported staff and was satisfied on the balance of ecological and cultural values and regeneration work.

C Prickett agreed with G Miller’s comments however on balance he noted the presence of the playground and educational promotion. There was a need to address safety.

S Lewis agreed the fence was ugly and hoped the planting would be disguised. An option would be to fence the playground.
K Barnett commented on the effect of rural environment changing to urban. The level of service would not allow a fenced playground. She believed the measures were appropriate to keep children safe.

G Miller would vote against the motion, he did not believe the fence was necessary as there were open drains everywhere and the situation was no different. The planting of the springhead assisted with safety.

7.4 \textbf{Proposed Closure of Stockwater Race R3Q-5 – Owen Davies (Drainage Asset Manager) and Libica Hurley (Technical Administrator)}

L Hurley spoke to the report which was an application for closure of stock water race R3Q-5. L Hurley referred to the location map noting the race ran along Dalziels Road and private property. All residents affected had provided written support. The race was already dry and the recommendation to the Utilities and Roading Committee formalised a diversion already in place.

L Hurley advised the reason for the application was debris blocking the race and causing nuisance flooding. The rating impact was a loss of $381.

C Prickett asked about maintenance of the empty drain going forward. O Davies advised that maintenance was outlined in the stock water race bylaw, landowners were responsible to maintain an empty drain.

P Williams asked if lack of maintenance the reason the race was not used properly? L Hurley replied that the stock water race ran through farm and intercepted rural residential/lifestyle property. Those did no use the stock water. The farms losing access to R3Q-5 had access to other parts of the scheme.

P Williams asked if the race was close could it be resurrected. L Hurley replied that if the lifestyle blocks were sold and their use was changed they would not have access to that water.

P Williams asked about the usefulness of the race to alleviate flooding. O Davies replied that staff had walked the potential overland flood path. It was believed the closure would not impact. K Simpson advised that the culverts under the road would remain.

P Williams asked if the closure would impact on the trees. L Hurley replied the large gum on the edge of the race was large and healthy and the race had been diverted for some time. The flow during flood events would continue.

K Galloway asked about flow between Mertons and Lehmans Roads and K Simpson advised this was the flood path that was walked, they were not concerned about the closure in relation to that flood path.

Moved R Brine seconded C Prickett

\textbf{THAT} the Rangiora–Ashley Community Board \textbf{recommends}:\newline

\textbf{THAT} the Utilities and Roading Committee:

(a) \textbf{Receives} report no. 180926111437\newline

(b) \textbf{Approves} the closure of Stockwater Race R3Q-5.\newline

(c) \textbf{Notes} that, following the closure of R3Q-5, Council staff will discuss maintenance arrangements and possible filling in of sections of the race with the affected property owners.\newline

(d) \textbf{Notes} that, following approval to close R3Q-5, the Council may be required to apply for an Archaeological Authority as per requirements of \textit{Heritage New Zealand Pouhere Toanga Act 2014}, in order to authorise earthworks associated with possible filling in of sections.

\textbf{CARRIED}
R Brine commented it was a comprehensive report and the questions had been asked and answered to his satisfaction.

C Prickett agreed with the comments of R Brine.

P Williams would oppose the motion. Water races did a lot of good and once they were gone they were gone forever. The water race had been put in for a reason. The future use of the property was uncertain. There was not a cost to retaining the race. He was concerned about flood events.

K Galloway supported the comments of P Williams.

J Gerard supported the motion, in the history of the district as land changes were made races were turned off. Races were difficult to maintain by cleaning and mowing. There were alternative arrangements such as piped schemes.

K Barnett referred to race areas attracting feral pests such as rats unless they were maintained. She was pleased the landowners were on board.

R Brine concurred with a number of the comments. He referred to Item 4.5 which addressed flooding.

7.5 Proposed Construction of Cricket Nets with Artificial Turf in Dudley Park – Ed Sard (Green Space Community Assets Officer)

C Brown spoke briefly to the report regarding approval for replacement cricket nets. Rangiora Cricket Club (RCC) had sought funding from a number of different organisations and would be fulling funding the project. Council would be assisting with Health and Safety. The nets would be open to the general public and were a good asset for Dudley Park.

K Galloway asked about Council maintenance costs. C Brown advised that RCC would be responsible for maintenance. If there was a requirement for Council to take over responsibility they were a useful asset. There were no capital or operating costs associated.

K Barnett asked if the noise from the nets would be greater than the hockey turf. C Brown commented he would suggest there would be less due to the ball. Also the hockey turf was used extensively.

K Barnett asked if there was a comprehensive development plan for Dudley Park and C Brown replied there was no recent concept plan for Dudley Park. In the future they were looking to install lights to take pressure off other fields. The nets would not be taking space used for much else and they would be close to the cricket activity.

Moved C Prickett seconded D Gordon

THAT the Rangiora Ashley Community Board:

(a) Receives report no. 181024124395

(b) Notes that the construction of new cricket nets with artificial turf aligns with the Waimakariri District Council Sports Facilities Plan 2017 – 2027 and Community Facilities and Greenspace Activity Management Plan 2018.

(c) Approves the Rangiora Cricket Club constructing replacement cricket nets with artificial turf wickets in Dudley Park at the location identified on the plan included as Attachment (i).

(d) Notes that the cost of the cricket nets will be fully funded by the Rangiora Cricket Club.
(e) **Notes** that the cricket nets will be fully available for public use.

CARRIED

C Prickett commented the recommendation was a no brainer and he was glad to see the nets available for public use.

D Gordon agreed with C Prickett.

**7.6 Applications to the Rangiora-Ashley Community Board’s Discretionary Grant Fund 2018/2019 – Edwina Cordwell (Governance Team Leader)**

E Cordwell advised she would take the report as read.

**Community Wellbeing North Canterbury Trust**

K Barnett asked how the Family Care Whanau Care workshop knew they would have 100% Rangiora-Ashley ward attendees. E Cordwell noted the event had been chosen to run in Rangiora and was likely to be targeting those residents in particular with transport issues. K Galloway explained they knew who would be attending the course.

Moved K Galloway seconded K Barnett

**THAT** the Rangiora-Ashley Community Board:

(a) **Receives** report No. 181031127495.

(b) **Approves** a grant of $480 to Community Wellbeing North Canterbury Trust towards the cost of booklet guides for participants of the Our Family Whanau Care parenting course.

CARRIED

**Cust Tennis Club**

R Brine asked if they had funded balls for clubs in the past and E Cordwell advised that requests for sports equipment was included in the criteria.

P Williams asked how many balls $500 would be purchased. E Cordwell advised that the club had used the previous year as a comparison. She could request that information as part of the accountability report if the Board was supportive.

Moved K Galloway

**THAT** the Rangiora-Ashley Community Board:

(a) **Declines** the application from Cust Tennis Club.

LAPSED

Moved D Gordon seconded K Barnett

**THAT** the Rangiora-Ashley Community Board:

(a) **Approves** a grant of $500 to Cust Tennis Club towards the costs of tennis balls.

CARRIED

K Galloway against

K Barnett noted that this was the first application from Cust Tennis Club.

G Miller expressed concerned that the grant maybe spent prior to March and suggested allocating not the full amount to ensure the grant could be spread more evenly.

R Brine commented that the Board should be aware other clubs would follow this precedent.
D Gordon commented a group could put in a discretionary grant application and it was up to the board to make decision. The Board had not granted a lot in this area.

**Rangiora Croquet Club**

Moved G Miller seconded D Lundy

**THAT** the Rangiora-Ashley Community Board:

(a) **Approves** a grant of $400 to Rangiora Croquet Club towards the cost of installation of an electricity cable and purchase of an air compressor for the mower shed.

**CARRIED**

G Miller commented it would be of good benefit to the club.

D Lundy commented the club had shown initiative over the years. The recommendation for $400 reflected the trend of the debate.

**Rangiora High School Nursery School**

Moved G Miller seconded C Prickett

**THAT** the Rangiora-Ashley Community Board:

(a) **Approves** a grant of $500 to Rangiora High School Nursery School towards the cost of specialised sensory equipment.

**CARRIED**

G Miller supported the application which benefited children now and for the future.

C Prickett agreed with G Miller, spending money on younger children was worth double in later life.

**Rangiora Toy Library**

Moved D Gordon seconded R Brine

**THAT** the Rangiora-Ashley Community Board:

(a) **Approves** a grant of $500 to Rangiora Toy Library towards the cost of a new bike and trike.

**CARRIED**

D Gordon commented he had visited the group on a number of occasions and they were a group of well organised volunteers. The toys went into the community to be reused.

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

E Cordwell spoke briefly to the report noting that September would be the last month for meetings for all Boards in 2019 before the elections.

D Gordon commented that the recommendation did not include Cust or Loburn which was something the Board wanted to have. Was there a reason why staff did not recommend those venues?

E Cordwell replied that it was the up to the Board’s consideration, holding meetings in the same venue ensured consistency – same day, same time, and same place. The agenda tonight had a local flavour however that did not
always occur. The meeting venue had been chosen purely for consistency however she understood the desire to be in local venues.

Moved D Gordon seconded J Hoult

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 181030127297.

(b) Resolves to hold Board meetings at the Council Chambers, Rangiora Service Centre, 215 High Street, Rangiora, commencing at 7.00pm, on the following dates:

   Wednesday 13 February 2019
   Wednesday 13 March 2019
   Wednesday 10 April 2019
   Wednesday 15 May 2019
   Wednesday 12 June 2019
   Wednesday 10 July 2019
   Wednesday 14 August 2019
   Wednesday 11 September 2019.

(c) Resolves to hold one meeting in Loburn and one meeting in Cust, at dates to be determined depending on availability.

CARRIED

D Gordon commented there had been a good turnout of people for the local flavour agenda. The Communications team could highlight meetings in different areas. He was happy to leave the timing of those meetings to staff.

J Hoult supported the recommendation as it was important to get out into the community which could be achieved by going to other venues.

C Prickett was sceptical about holding meetings at different venues. If the public had an interest in a topic they would travel.

K Barnett referred to the change of date required to hold a meeting at Cust and noted Cust School had offered their facilities as a possible venue. She was supportive of the motion as the Board needed to respond to the makeup of its area. It was important to see the facilities in person rather than just in a report.

P Williams’ supported different venues. Personally it was his first time to the CCC and it was a great venue. He suggested venues could be selected around the agendas.

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

Moved D Gordon seconded R Brine

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 181030127313.

(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  CORRESPONDENCE
There was no correspondence.

9  CHAIRPERSON’S REPORT
9.1 Chair’s Diary for October 2018
J Gerard advised that the Youth Development Grant had been awarded to exceptional young students from Kaiapoi High School who were wanting to set up a Student Army and hoped to spread the group to other schools in the district.

Moved J Gerard  seconded K Barnett
THAT the Rangiora-Ashley Community Board:
(a) Receives report No. 181106130293.

CARRIED

10  MATTERS FOR INFORMATION
10.1 Oxford-Ohoka Community Board meeting minutes – 3 October 2018 (Trim No. 180926111501).
10.2 Woodend-Sefton Community Board meeting minutes – 8 October 2018 (Trim No. 181003114663).
10.3 Kaiapoi Tuahiwi Community Board meeting minutes – 15 October 2018 (Trim No.181010118122).
10.5 Review of Water Supply Bylaw 2012 – report to Utilities and Roading Committee 16 October 2018 (Trim No 180910103408).

Moved D Lundy  seconded S Lewis
THAT the Rangiora-Ashley Community Board receives the information in items 10.1-10.6.

CARRIED

R Brine left at 9pm during Item 11.

11  MEMBERS’ INFORMATION EXCHANGE
11.1 S Lewis
- Attended Soroptomist Annual fundraising Fair.
- Attended te Kohaka o Tuhaitara Trust annual open day. Noted potential for artist trail on Tuahiwi Road.

11.2 D Gordon
- Congratulated C Brown on his new role as Manager Community and Recreation.
- Attended Soroptomist Annual Craft Fair.
- Attended re-opening of Rangiora RSA. Fantastic facility with foresight to look at wider needs of community and future of the club. Noted 28 community groups were housed at the RSA as regular users of facility.
• Attended Rangiora Tennis Club meeting who were looking to relocate to the multisport facility.
• Attended North Canterbury Sports Awards.
• Noted the opening of Ivory Bar.
• Attended Armistice Day commemorations.
• Attended Rangiora Racecourse meeting.
• Attended Fonterra Open Gates event at Claxby Farm, impressive operation.
• Met with croquet club, they were looking to extend their greens. A lot of growth in the club.

11.3 K Barnett
• Attended a number of events already mentioned.
• Was a judge at Centre Stage and noted the talent was to a very high standard.
• Noted upcoming hearing for new bus shelter.
• Noted PGA event to be held at Pegasus Golf Club.

11.4 K Galloway
• Complimented Chief Executive on the Christmas lights.
• Attended Soroptomist Fair.
• Attended Rangiora A&P show.
• Noted historical video developed by the Rangiora Museum showcasing amazing history.
• Commented the Blake Street market required promotion.

11.5 G Miller
• Attended community service provider’s regular network meeting.
• Attended ECan and WDC tour of source of the Cam River looking at potential enhancements. Noted fish used to be present in the past.
• Keep Rangiora Beautiful – noted upcoming planting along Milton Avenue.

11.6 J Hoult
• Attended Halloween Light Party supporting North Canterbury Neighbourhood Support Gets Ready promotion.
• Timebank – at the stage of signing up members. Rata funding for coordinator for first six month project, project was now underway.
• Continuing te Reo lessons.
• Provided an update on the Road Naming Committee meeting. The Townsend Road developers had a strong art connection. The road names approved for the subdivision were the surnames of famous New Zealand artists.

11.7 M Clarke
• Attended Rangiora A&P show.
• Helping with organisation of Community Watch 20 year Celebration.

11.8 P Williams
• Attended Community Service Awards – a well organised night with worthy recipients.
• Laid wreath for Armistice Day commemorations at Cenotaph.
• Attended Rangiora A&P show in Councillors’ tent, was disappointed that he was the only member present to answer questions from the public. There was good feedback from the public and a good initiative with community watering trees outside their homes with free buckets. D Gordon noted he was in China at the time.
• Dog Park – required water on the main side.
- Had a number of complaints regarding roading, including drainage and potholes on Milton Avenue following developments.

11.9 **D Lundy**
- Busy with the Rangiora A&P Show.
- Noted discussion at Road Naming Committee regarding use of first and surname for road names.
- Attended Loburn Pet Show as judge.
- Loburn Domain – the lighting issues were being resolved. Path forward with memorial and construction would begin in February. Noted pressure for a further rugby field at the grounds. Highlighted there were less younger members coming through to lead the club to provide the same support to the Domain in the future.
- The Garrymere Working Party would be starting soon.
- Congratulated C Brown on his new role as Manager Community and Recreation.

11.10 **C Prickett**
- Noted flooding at Milton Avenue and commented he had been impressed with the response of the roading manager.

12 **CONSULTATION PROJECTS**

**Our Space 2018-2048 Greater Christchurch Settlement Pattern Update**
Consultation closes Friday 30 November 2018.

http://www.greaterchristchurch.org.nz/ourspace


E Cordwell noted that there had been an application for a new off license that she wished to bring to the Board’s attention. She asked if the Board wished to make a submission. As part of the DLC, P Williams and J Gerard would not be involved.

It was agreed a submission would be made. E Cordwell and D Lundy would coordinate.

13 **BOARD FUNDING UPDATE**

13.1 **Board Discretionary Grant**
Balance as at 2 October September 2018: $7,803.36 plus estimated carry forward of $1451.

13.2 **General Landscaping Fund**
Balance as at 2 October 2018: $26,160 (including carry forward).

14 **MEDIA ITEMS**

15 **QUESTIONS UNDER STANDING ORDERS**
16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING
The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 12 December 2018 in the Council Chambers at the Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.20pm.

CONFIRMED

________________
Chairperson

________________
Date

Workshop

• Bill Rice (Senior Roading Engineer) – Cycleways and Walkways.
  Members discussed various proposals for a District wide integrated cycle and walkway network.

• Simon Hart (Business and Centres Manager) – Rangiora Town Centre Plan
  Staff provide an update on the proposed review and outline timetable for this major project.

• Members Forum
MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY ROAD AND RESERVE NAMING COMMITTEE HELD IN THE RAKAHURI COMMITTEE ROOMS, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON THURSDAY 25 OCTOBER 2018 AT 2PM.

PRESENT
J Hoult (Chair), D Lundy and J Gerard QSO.

IN ATTENDANCE
S Morrow (Land Information Officer) and E Cordwell (Governance Advisor).

1 APOLOGIES
Moved J Gerard seconded K Galloway
An apology was received and sustained from K Galloway for absence.

2 CONFLICTS OF INTEREST
Nil.

3 DEPUTATIONS AND PRESENTATIONS
Paul McGowan addressed the Committee, on behalf of the developer, with regard to the proposed road name for Westpark subdivision (Item 4.1).

He advised that the suggested names were specifically chosen to be in keeping with the neighbouring development of Windsor Park and that this new road will have access from Salisbury Avenue. Clarendon and Woodford are places near to Salisbury in the UK whilst Sarum is the historical name for Salisbury.

P McGowan also requested the Committee consider the continuation of the use of ‘Place’ to be consistent with the rest of the subdivision.

J Gerard queried the developer’s name preference and P McGowan replied that it was Clarendon.

J Hoult sought clarification of the connecting roads and naming. She also noted that the suggested names for the sub-division did not have any local connection or to the historical landowner.

P McGowan advised that the developer would prefer to maintain consistency with the subdivision theme and that those names that were linked to the landowner or locally connected had already been used.

They had reviewed the Rangiora-Ashley Approved Road and Reserve Name list and had identified Langley as a possibility but this was not the preferred name.

J Hoult thanked P McGowan for his deputation.

4 REPORTS
4.1 Road Naming – Westpark Developments Limited – Scott Morrow (Rates Officer Land Information)
S Morrow spoke briefly to his report.

There were no further questions.
Moved D Lundy seconded J Gerard

THAT the Rangiora–Ashley Reserve and Road Naming Committee:

(a) Receives report No. 180904100958
(b) Approves Clarendon Place for the new road on Lot 1001 DP 518260 as marked as Road # 5 on the attached plan.

CARRIED

J Gerard did not wish to add anything further.

D Lundy felt that Clarendon would blend well and complete the sub-division.

J Hoult also felt that this was consistent.

4.2 Road Naming – Waimakariri District Council – Scott Morrow (Rates Officer Land Information)

S Morrow took his report as read.

J Gerard noted that there were streets that changed name as they turn a corner and asked if there was a specific policy in this regard.

S Morrow said that the policy was that the continuation may have the same name.

J Gerard was in favour of continuation.

D Lundy felt that J Gerard had raised a good point and would like to see consistency maintained.

J Hoult also noted that the policy had not always been followed.

Moved J Gerard seconded J Hoult

THAT the Rangiora–Ashley Reserve and Road Naming Committee:

(a) Receives report No 180920108905.
(b) Approves the road name for the new road as shown on the plan in south west Rangiora as Townsend Road.

CARRIED

J Gerard did not wish to add anything further.

J Hoult felt that the policy should apply and was effective in this case.

4.3 Road Naming – Townsend Fields Limited – Scott Morrow (Rates Officer Land Information)

S Morrow spoke to his report.

J Gerard noted that all the proposed names included a first name and that this was a departure from usual practice where only the surname would be used.

S Morrow advised that given that the proposed names were of artists the use of surname only may not be generally recognisable to the community.

J Hoult disagreed and felt that surnames would be recognised. Five were well known Canterbury artists.

J Gerard was concerned that the potential use of first and surnames would require a change and update to the existing approved name list as this was surname only.
S Morrow advised that the decision was for the Committee and that surname only was usually used. There were a few examples across the District of ‘full names’.

D Lundy was concerned that it would be difficult to determine when, or if, full names or surnames should be used, should the Committee move in this way.

J Gerard was concerned about setting a precedent and asked about names in the rest of the District.

S Morrow advised that these were usually surname only, but that the developer’s preferences were also considered as part of any decision making.

J Gerard was comfortable with the use of surname but not the full name.

D Lundy was concerned about deviating so significantly from the current policy and practice. He also asked for clarification of which road names currently existed if only the proposed surnames were to be considered.

J Hoult asked when a decision was needed and if the report could be laid on the table.

S Morrow advised that the road names were needed by November.

J Hoult wished to review those names with a strong Canterbury connection and felt that Don Binney did not meet this criteria.

She also noted that there may also be a Bennets Road which would preclude consideration of Graham Bennett based on the use of surname. It was also noted that Gibbs Drive is in Woodend and would be a further potential duplicate based on surname only.

Moved J Hoult seconded J Gerard

THAT the Rangiora–Ashley Reserve and Road Naming Committee:

(a) Receives report No 180920108914.

(b) Approves six new road names as shown as Roads 1-6 on the attached plan as:

   a. Angus
   b. Goldie
   c. Hotere Place
   d. McCahon
   e. Page
   f. Lusk

CARRIED

J Hoult was supportive of the developer’s desire to use artists’ names and the continuation of the use of surname only, rather than full name.

J Gerard was also supportive of both the road names and maintaining current policy.

D Lundy suggested that if full names were to be considered this should be discussed with the Community Board as a whole.

NEXT MEETING

The next meeting of the Rangiora-Ashley Road and Reserve Naming Committee will convene as required.
THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 2.30 PM

CONFIRMED

______________________
Chair

______________________
Date
1. **SUMMARY**

1.1 This report requests the removal of an existing “Loading Zone” within the New World Laneway, adjacent to the Gables Arcade. It is proposed to install a raised pedestrian platform to connect the existing footpath alongside New World with the Gables Entrance in this location. The concept design including the raised platforms was approved by the then Rangiora Community Board in May 2016 (Doc. 160429038349).

1.2 This report also requests the removal of three existing car parking spaces on Good Street. It is proposed to install kerb build-outs and a raised courtesy crossing to assist pedestrians across Good Street in this location. It is also proposed to convert the third car-park into a “Loading Zone” to allow heavy vehicles to queue prior to entering the New World delivery area.

1.3 In order to install a raised pedestrian platform and provide a safe pedestrian crossing point between the Gables Arcade and the public carpark, the existing loading zone situated outside the Gables Arcade entrance will need to be removed. This will still leave a 16 metre long loading zone which will be utilised for deliveries.

1.4 Parking surveys completed in the Blake Street carpark show that the existing vehicle carparks rarely reach capacity.

1.5 There are two options available to the Community Board:

- **Option One** – Support the removal of three existing carparks and one existing loading zone to allow installation of a new loading zone and raised pedestrian platforms within Good Street and the Gables Arcade parking area. The 16.00m loading zone, that is to remain, is recommended to have the 20 minute parking limit removed and be used solely for loading operations only.

OR

- **Option Two** – Keep the existing loading zone and carparks and do not construct the raised pedestrian platforms. In regards to pedestrian safety, this is not recommended.
2. **RECOMMENDATION**

THAT the Rangiora Ashley Community Board recommends:

THAT the District Planning and Regulation Committee:

(a) **Receives** report No. 181026125716

(b) **Approves** the removal of three existing carparks and loading zone as shown in Figure 1.

(c) **Approves** the time limit reduction for parking within the 16.00m loading zone shown in Figure 1 from 20 minutes to 5 minutes.

(d) **Approves** the installation of a new approximately 9.00m long loading zone on Good Street as shown in Figure 1.
3. **BACKGROUND**

3.1. This project is a result of the increasing safety concerns for the public within the existing laneway behind New World in Rangiora. New World’s loading operations, which involve heavy vehicles and high volumes of forklift activity take place within the laneway which is currently shared by pedestrians and traffic.

3.2. Currently, there is no footpath which links Good Street to the Gables Arcade. Pedestrians proceed to walk through the laneway with no separation between vehicles and loading operations.

3.3. Physical works to remediate the above safety issues is planned to commence early 2019. This contract includes a new footpath on the southern side of the New World laneway, between Good Street and the Gables Arcade.

3.4. In order to install a raised pedestrian platform and provide a safe pedestrian crossing point between the Gables Arcade and the public carpark, the existing loading zone situated outside the Gables Arcade entrance will need to be removed. This will still leave a 16 metre long loading zone which will be utilised for deliveries.

3.5. This project will be completed in conjunction with the land swap recently completed between New World and the Waimakariri District Council to allow New World to carry out all of their unloading operations within a gated compound behind the supermarket (Doc. 160927099410).

4. **ISSUES AND OPTIONS**

4.1. The removal of the Good Street carparks and Gables Arcade Loading Zone may cause some negative reactions amongst local residents and business owners, although car parking surveys rarely show that the carparks to the north of High Street reach capacity. These negative reactions will be greatly offset by the increased safety for pedestrians and road users.

4.2. By not providing a truck parking option on Good Street heavy vehicles may continue to queue on Good Street which may cause frustration and delay to those wishing to access the Gables Arcade or the Blake Street carpark.

4.3. It is proposed to terminate the footpath on the eastern side of Good Street at the new raised pedestrian platform to deter pedestrians from entering the new laneway and encourage use of the new footpath provided.

4.4. Options:

4.5. There are two options available to the Community Board:

Option One – Support the removal of three existing carparks and one existing loading zone to allow installation of a new loading zone and raised pedestrian ramp’s within Good Street and the Gables Arcade parking area.

This is the recommended option as it provides significantly improved pedestrian connectivity at each end of the New World Laneway, and provides heavy vehicles with adequate queuing space while waiting to complete deliveries into the New World. The 16.00m loading zone, that is to remain, is recommended to have the 20 minute parking limit removed and be used solely for loading operations only.

**OR**

Option Two – Keep the existing loading zone and carparks and remove the dedicated raised pedestrian platforms from the design. This option is not recommended.
5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.2. The PCG Group has reviewed the request and agrees that the removal of the existing carparks and loading zone is appropriate and a key aspect in pedestrian and road user safety.

5.3. Businesses at the Gables Arcade have been verbally consulted about the upcoming project and the proposal to remove the 7.00m loading zone. No negative feedback was received, businesses were pleased to hear that the area was being tidied up and links were being installed between Good Street and New World. Currently public vehicles are allowed to park there for up to 20 minutes and the business owners confirmed this happens on frequent occasions.

5.4. Wider Community

5.5. The wider community has not been initially consulted about this project. Advertisements will be carried out outlining the dates and the proposed works once the tender has been awarded including an update to the car park and loading zone removal.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

6.2. These works will be carried out under Contract 18/52 which is to be funded from the Rangiora Town Revitalise Budget. There is sufficient budget to complete these works.

6.3. Community Implications

6.4. This project will have positive implications to the community, it will improve the safety of the surrounding areas and provide safe vehicle and pedestrian access to the Gables Arcade and Good Street area.

6.5. Risk Management

6.6. Contract 18/52 will significantly decrease the risk of safety issues within the New World Laneway area by providing a footpath and dedicated carriageway. Currently New Worlds loading operations are within a shared carriageway with no footpath access for pedestrians.

   Contract 18/52 has been subject to a Safety in Design review.

6.7. Health and Safety

6.8. The preferred tenderer will supply a Site Specific Safety Plan and Quality Assurance plan prior to commencing work on the site.

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

The Health and Safety at Work Act, Land Transport Management Act and Local Government Act are relevant in this matter.

7.3. Community Outcomes
The following community outcomes are relevant in this matter:

- There is a safe environment for all;
- Public spaces and facilities are plentiful, accessible and high quality.
- Transport is accessible, convenient, reliable and sustainable
- Businesses in the District are diverse, adaptable and growing.

7.4. **Delegations**

7.4.1. The Board, under delegation S-DM 1041, has specific jurisdiction for:

"Approving traffic control and constraint measures on streets, and recommending to District Planning and Regulations Committee; matters relating to Council parking by-laws"
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-11-06 /181128139669
REPORT TO: Rangiora-Ashley Community Board
DATE OF MEETING: 12 December 2018
FROM: Edwina Cordwell – Governance Adviser
SUBJECT: Applications to the Rangiora-Ashley Community Board’s Discretionary Grant Fund 2018/2019.

1. SUMMARY

1.1. The purpose of this report is to consider two applications for funding received from:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Purpose</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>TimeBank Waimakariri Inc.</td>
<td>Towards the cost of promotional material.</td>
<td>$500</td>
</tr>
<tr>
<td>North Loburn School</td>
<td>Towards the purchase of a small garden shed.</td>
<td>$499</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$999</strong></td>
</tr>
</tbody>
</table>

Current total balance of the fund is $5,423 plus a carry forward of $1,451, totalling $6,874.

Attachments:

i. Application from TimeBank Waimakariri Inc. (Trim No. 181121136573).
ii. Application from North Loburn School (Trim No. 181101128492).
iii. Spreadsheet showing previous year’s grants.
iv. Board funding criteria 2018/2019 (Trim No. 180627071240).

2. RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 181128139669.
(b) Approves a grant of $________ to TimeBank Waimakariri Inc. towards the cost of promotional material.

OR

(c) Declines the application from TimeBank Waimakariri Inc.
(d) **Approves** a grant of $________ to North Loburn School towards the purchase of a small garden shed.

**OR**

(e) **Declines** the application from North Loburn School.

3. **BACKGROUND**

3.1 *TimeBank Waimakariri Inc.* is seeking funding towards the cost of promotional material and/or a teardrop flag to be used at promotional events and galas.

3.2 A copy of the leaflets has been supplied and will be circulated to Board members at the meeting.

3.3 *North Loburn School* is an Enviroschool (Green/Gold) and wishes to purchase a garden shed to store tools, hazardous chemicals and paints away from the children who also work in the gardens.

4. **ISSUES AND OPTIONS**

4.1. *TimeBank Waimakariri Inc.* has been successful in receiving funding from the Community Organisation Grants Scheme (COGS) to find a part time co-ordinator who will undertake a project to run a six month pilot TimeBank project in the greater Rangiora area. It is hoped that this will lead to a greater awareness and take up of TimeBank and lay the foundations for further funding bids to secure increased administration and co-ordinator hours.

4.2. The application will ensure that there is publicity and promotion for TimeBank Waimakariri which in turn will increase awareness and membership. TimeBank as a concept increases community connectivity, social interaction and community strength and resilience. Increasing membership will add to the pool of skills and expertise that is on offer and increased connections for members in their communities.

4.3. The project will initially be in the greater Rangiora area but it is envisaged that it will grow into the wider District and build on the learning of the TimeBank Hurunui. It is envisaged that at least 50 people will benefit from the project with 80% of these from the Board’s community area.

4.4. The group have secured $12,000 from COGS as above and a further $1,200 of support ‘in kind’. The project will continue even if funds are declined. All financial information has been supplied.

4.5. *North Loburn School* is an Enviroschool and mindful of the way it uses and stores garden chemicals, paints. The school is small and storage space at a premium.

4.6. The school has a part time gardener and has identified that a small storage shed would be suitable for storage of tools and also for the safe storage of the chemicals and paint away from the children. Any hazardous machinery would also be kept in the shed. The students have built their own ‘enviro’ storage shed for their own tools and equipment.

4.7. The gardener, pupils and wider community will benefit from the shed and the continuation of the enviro school accreditation. Pupils will continue to learn about their environment and growing food in an even safer environment.
4.8. The school has held a seedling sale to raise funds for its Garden to Table project. The project would have to seek other sources of funding if the application were declined. All financial information has been supplied.

4.9. The Management team have reviewed this report.

5. COMMUNITY VIEWS

5.1. Groups and Organisations
The TimeBank project will be seeking feedback and ideas going forward.

5.2. Wider Community
As above for the TimeBank.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications
The Annual Plan for 2018/19 includes budget provision for the Rangiora-Ashley Community Board to approve grants to community groups up to a total of $10,400.

The current balance of the fund is $5,423 plus a carry forward of $1,451, totalling $6,874. The total of the applications in this report is $999.

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
All projects benefit a wide range of people of all ages in the community.

6.3. Risk Management
North Loburn School seeks to minimise risk to its pupils through acquisition of the shed.

6.4. Health and Safety
The North Loburn School shed would provide an even safer and more secure storage and materials away from pupils.

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.
Groups Applying for Board Discretionary Grants 2018/2019

Name of Group: TimeBank Waimakariri Incorporated

Address: 14 Holly Place, Rangiora 7400

Contact Person within Organisation: Ruth Zahner

Position within Organisation: Chairperson

Contact phone number: 022 098 5006 Email: brzahner@gmail.com

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

In June 2018 the TimeBank Waimakariri (TBW) management committee applied for funding through the Community Organisation Grant Scheme (COGS) to run a six month pilot project within the district. The aim being to determine the interest in and feasibility of implementing a TimeBank in the district. It was decided to concentrate the trial in the greater Rangiora area as the population base is large, demographically diverse and relatively geographically confined. The information gathered throughout the pilot will provide evidence for future funding applications (eg to organisations such as Rata Foundation) as it is envisaged TBW will grow and require increased administration funding and coordinator hours.

The COGS application was successful and the grant was used to employ a part-time coordinator who started in October.

(Specific details of grant funding use on additional page)

What is the timeframe of the project/event date? October 2018-May 2019

Overall Cost of Project: $12,000.00 Amount Requesting: $500.00

How many people will directly benefit from this project? 50+

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
- Older adults
- Whole community/ward

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

- Rangiora-Ashley 80%
- Oxford-Ohoka %
- Woodend-Sefton %
- Kaiapoi-Tuahiwi %

Other (please specify): Target of pilot is Rangiora town and surrounds but will not exclude people from the greater Waimakariri area.

If this application is declined will this event/project still occur? Yes

If No – what are the consequences to the community/organisation?
Grant funding will be specifically used for publishing promotional/informative material (see attached examples of leaflet and membership booklet) and/or a teardrop flag to be used at promotional events such as community galas etc.
What are the direct benefit(s) to the participants?

TimeBank members will feel more connected with others and valued for their contribution within the community. Through acknowledgment of trades on the Community Weaver website members know the TBW is actively working for the benefit of members in their district. This increases community strength and resilience.

What is the benefit(s) to your organisation?

By increasing membership, as a result of publicity, the wealth of skills and talents available for trading to all TBW members grows. This provides increased opportunities for members to make connections to others within their community.

What are the benefit(s) to the Rangiora-Ashley community or wider district?

This pilot project is focussed mainly in the greater Rangiora area however will not exclude people from other communities within the district who may want to join. As TimeBank Waimakariri grows it is envisaged that the entire Waimakariri district will be involved, similar to the Hurunui TimeBank, and that there will also be a Learning Exchange operating for all to attend.

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

Yes ☐ No ☑

If yes, name of parent group

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

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

- Community Organisations Grant Scheme - $12,000.00
- Local businesses - Create Design Studio @ Printing.com, Rangiora - support in kind to the value of approximately $1,200.00
- Prosser Quirke Accounting - free advice
- Williams Mckenzie - free legal advice

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

Yes ☐ No ☑

If yes, please supply details:

Enclosed

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

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

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

Signed: [Signature]
Date: 20-11-2018
TimeBank Waimakariri
215 High Street
Rangiora 7400

<table>
<thead>
<tr>
<th>Your Ref</th>
<th>Item Text</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>89888</td>
<td>COGS Canterbury Rural 26/7/2018</td>
<td>$8,000.00</td>
</tr>
</tbody>
</table>

|                      | Total (excl. GST) NZD | $8,000.00 |
|                      | Total GST NZD         | $0.00     |
|                      | Total (incl. GST) NZD | $8,000.00 |

DO NOT PAY. This invoice will be settled by direct credit to your Bank Account.

Inland Revenue provides financial transaction processing and services for Department of Internal Affairs. This is a shared service initiative between government departments.
# Transaction List

## TimeBank Waimakariri - 03-0674-0259289-000

Current Balance as at 18/11/2018: $6,975.73 CR

<table>
<thead>
<tr>
<th>Payment Date</th>
<th>Description</th>
<th>Other Party Name</th>
<th>Particulars</th>
<th>Analysis Code</th>
<th>Reference</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/11/2018</td>
<td>Payment</td>
<td>Lee Lawrence</td>
<td>Invoice</td>
<td>7 Nov 2018</td>
<td>27621842</td>
<td>$1,025.15</td>
<td></td>
</tr>
<tr>
<td>31/10/2018</td>
<td>BANK INITIATED</td>
<td></td>
<td>Closure</td>
<td>Unincorporated</td>
<td>Ed</td>
<td></td>
<td>$8,000.87</td>
</tr>
<tr>
<td>31/10/2018</td>
<td>Credit Interest</td>
<td></td>
<td>CREDIT INTEREST</td>
<td>Less W/Tax</td>
<td>$0.01</td>
<td></td>
<td>$0.01</td>
</tr>
</tbody>
</table>

Closing Balance: $8,000.88 CR

Opening Balance: $0.00 CR
# TIMEBANK WAIMAKARIRI BUDGET - Pilot project

To be undertaken within July 2018 - June 2019

## PROJECTED INCOME

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount (NZ$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COGS Grant Request</td>
<td>9,500.00</td>
</tr>
<tr>
<td>Grants from other sources</td>
<td>2,500.00</td>
</tr>
</tbody>
</table>

**Total Income** 12,000.00

## EXPENDITURE

### Personnel costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount (NZ$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-ordinator employment costs</td>
<td>6,500.00</td>
</tr>
<tr>
<td>Staff supervision / mentoring</td>
<td>500.00</td>
</tr>
<tr>
<td>Travel associated reimbursement costs</td>
<td>1,000.00</td>
</tr>
</tbody>
</table>

### Operational costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount (NZ$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile phone</td>
<td>400.00</td>
</tr>
<tr>
<td>Equipment (laptop, etc)</td>
<td>500.00</td>
</tr>
<tr>
<td>Incidentals -software</td>
<td>200.00</td>
</tr>
<tr>
<td>Admin overheads</td>
<td>900.00</td>
</tr>
<tr>
<td>Advertising / promotions</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

**TOTAL EXPECTED EXPENDITURE** 12,000.00
CERTIFICATE OF INCORPORATION

TIMEBANK WAIMAKARIRI INCORPORATED
2714211

TIMEBANK WAIMAKARIRI INCORPORATED is incorporated under the Incorporated Societies Act 1908 this 15th day of August 2018.

Registrar of Incorporated Societies
27th August 2018
Timebank Waimakariri

To: Timebank Waimakariri committee,

Thank you for the opportunity and privileged to create the visual identity for Timebank Waimakariri. This service was proudly donated to Timebank by Create Design Studio and holds a market value as outlined below. We trust this donation has set you up with a brand that can be showcased and recognised within the community to bring awareness of your organisation.

**Full brand identity:**
Concept and logo exploration (including 3-4 initial concepts and a development of a final concept)
$680+GST

3 Stock Images - $30+GST each

6 Panel DL leaflet design - $195+GST

**Total** - $965+GST

We would also like to thank you for the opportunity to provide the costings of some printed and promotional material for your consideration. Please find included the cost breakdowns below.

**6 panel DL folded leaflet. Printed full colour offset on 130gsm gloss**
500 - $485+GST
1000 - $507+GST
2000 - $612+GST

**Teardrop Flag** (UV ink, printed full colour both sides on 280gsm poly. Includes ground spike)
Size small - 2.2 m - $248+GST

**Coreflute signage** - 600x900mm full colour one side
1 - $61+GST
5 - $260+GST
10 - $400+GST

Please note we have a large range of paper types and other flag sizes, if you require any other costings please feel free to contact me at any stage.

Kind Regards,
Laura Good
OWNER

www.createdesignstudio.co.nz
Groups Applying for Board Discretionary Grants 2018/2019

Name of Group: North Loburn School
Address: 817 Loburn White Rock Road
Contact Person within Organisation: Damyn Ward
Position within Organisation: Principal
Contact phone number: 03 312 8852 Email: principal@northloburn.school.nz

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

As an enviro school (Green/Gold) we are mindful of the way we use and store garden chemicals, paints etc. As a small rural school we are limited in the space we have and are seeking a small grant to enable us to purchase a new garden shed. This would ensure that the more hazardous chemicals are stored away from children. We have a part time gardener who is dedicated. At present we are unable to provide simple storage space for tools etc. Our own 'enviro shed' built by the students houses our student based equipment.

What is the timeframe of the project/event date? As soon as possible

Overall Cost of Project: $499 Amount Requesting: $499

How many people will directly benefit from this project? 1x Gardener, School community as a whole

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:

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

Other (please specify):

If this application is declined will this event/project still occur? Yes No If possible we would look to find other funding.

If No – what are the consequences to the community/organisation?
What are the direct benefit(s) to the participants?

As a school this project is primarily to free up storage space and create a safer, more environmentally friendly storage option for my gardener.

What is the benefit(s) to your organisation?

Allows our school to then separate out the 'student' gardening resources away from the 'school gardens' tools. The hazardous machinery would be kept here.

What are the benefit(s) to the Rangiora-Ashley community or wider district?

We would promote the Rangiora Ashley Community Board through website, FIS etc. We would be able to continue our focus on the garden and the teaching of this as well as teaching children safe storage.

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

Yes No

If yes, name of parent group

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

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

We have recently held a seedling sale with the money raised, going back into our wonderful garden to table project.

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

Yes No

If yes, please supply details:

Enclosed

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

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

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

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

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

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

Signed: Damien Ward
Date: 11/1/2018

Principal
Thursday 1st November

To members of the Rangiora-Ashley Community Board,

I am writing to you to seek some financial assistance towards the purchase of a small garden shed for our school. We are a Green / Gold enviroschool and have been at this level for a number of years. We are extremely proud of our achievements in this area and believe that we continue to be leader in the way we manage our environment as a school.

We are fortunate to have a dedicated gardener who works tirelessly in her own time to maintain our gardens for us. We have a thriving Garden to Table programme and have recently achieved success in winning a national Young Gardener of the Year award for the second year running. I have included some information on this in a supporting document.

One of the issues we do face is storage space. We do have a container that is currently used to store our garden to Table resources and a plentiful supply of firewood. A number of years ago an eco shed was built completely out of tyres and this is where our childrens garden tools are kept.

The one resource we do not have is a specific garden shed for our school gardener. As her job involves a little more of the robust gardening work she has a number of electric and petrol tools, as well as the chemicals we use within our school grounds and currently has nowhere to store them. They are currently stored in a locked shed near our pool which I believe is not ideal.

I am seeking some funding to purchase a small garden shed from our local Bunnings store which we would then place strategically near the gates where our gardener enters the school. This would be solely for her use and would ensure that all of her tools and relevant gardening equipment could be kept in one place. It would also provide a space to ensure that all the necessary health and safety forms and notices could be displayed. The shed would ensure allow me to remove the tools and chemicals away from the pool. Our pool is a well used community resource and as such I am mindful if ensuring it is as safe as possible.
I would like to acknowledge the work of our gardener as she commits many hours above what she is actually paid. While we do run working bees to stay on top of the environment, her work in planting new native trees, managing difficult areas and her vision for what our school could look like are all skills that we love about her.

I look forward to hearing from you in the hope that you would be willing to support this small project for our school.

Sincerely

Darryn Ward
Principal
North Loburn School
0274 222928
principal@northloburn.school.nz
North Loburn School
Overview: 30 September 2018

Income:

September ended with a deficit of $8,336. This brings the year to date result to a surplus of $29,556. This includes a small balance for net Cluster payments of $300, Net Trading Income of $15,747 plus Net Activities Surplus of $7,600. The full year budget is for a deficit of $23,172.

As at September, total income is ahead of budget level with 102% of the annual budget having been received. Total Donations reported $15,959 net funds by the end of the month (annual budget $1,200). Student Fees were 46% of budget.

Expenditure:

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Expected Expenditure YTD</th>
<th>September %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>71%    75%</td>
<td></td>
</tr>
<tr>
<td>Learning Resources</td>
<td>41%    75%</td>
<td></td>
</tr>
<tr>
<td>Property Management</td>
<td>55%    75%</td>
<td></td>
</tr>
</tbody>
</table>

At the end of the month, total Administration costs were below budget with 71% of the annual budget spent. Within this figure a few items were trending ahead of budget (i.e. over 75% of annual budget spent to date). These included (with % budget spent in brackets): Telecommunications (77%), Photocopying (81%), Function/Event Costs (119%), First Aid Supplies (200%), SMS & School Docs (102%) and Insurance (91%).

At the end of the month, total Learning Resource costs were below budget with 41% of the annual budget spent. Within this figure a few items were trending ahead of budget. These included (with % budget spent in brackets): COL Expenses (87%), Manual Training (81%), Copyright (89%), Sports Equipment (92%) and Grant Expenses (306%).

At the end of the month total Property Management Costs were trending below budget with 55% of the annual budget spent. Within this figure a few items were trending ahead of budget. These included (with % of annual budget spent in brackets): Security (150%), Grounds & Pool Maintenance (133%) and Water Rates (90%).
North Loburn School
Overview: 30 September 2018

Personnel | 97% | 75% | At the end of the month total Personnel Costs were trending ahead of budget with 97% of the annual budget spent. Within this figure, the items trending ahead of budget included (with % budget spent in brackets): Total Teaching Wages (413%), ORRS Funded Teacher Aides (100%), Teacher Aide - Other ($2,119 spent), ACC Levy (111%), Principal’s Conference (88%), Professional Development (132%) and Professional Membership (162%).

Depreciation/Minor Assets | 96% | 75% | Depreciation and Minor Asset Purchases finished at 96% of annual level at the end of the month.

Working Funds / Working Capital (as per the projected uncommitted funds statement)

The net working funds at were $67,269. Uncommitted Funds were not calculated for this month pending further discussion on future commitments.

Graphical Analysis

Surplus /(Deficit)

Total Income

Total Operating Expenditure

Administration Expenses

2018 Budget 2018 Actual 2017 Actual
North Loburn School
Overview: 30 September 2018

Learning Resources Expenses

Property Management Expenses

Personnel Expenses

Working Capital Movement

2018 Budget
2018 Actual
2017 Actual

Working Capital mth
Working funds projection year end
Minimum Threshold
# Income Statement - Summary

**North Loburn School**  
For the month ended 30 September 2018

<table>
<thead>
<tr>
<th></th>
<th>SEP 2018</th>
<th>YTD ACTUAL</th>
<th>2018 OVERALL BUDGET</th>
<th>BUDGET REMAINING</th>
<th>% BUDGET USED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government Funding</td>
<td>19,490</td>
<td>189,807</td>
<td>220,862</td>
<td>31,055</td>
<td>86</td>
</tr>
<tr>
<td>Donations</td>
<td>533</td>
<td>15,959</td>
<td>1,200</td>
<td>(14,759)</td>
<td>1,330</td>
</tr>
<tr>
<td>Student Fees</td>
<td>434</td>
<td>5,453</td>
<td>11,755</td>
<td>6,302</td>
<td>46</td>
</tr>
<tr>
<td>Other Income</td>
<td>120</td>
<td>1,020</td>
<td>2,000</td>
<td>980</td>
<td>51</td>
</tr>
<tr>
<td>Local Funds</td>
<td>676</td>
<td>29,254</td>
<td>6,200</td>
<td>(23,054)</td>
<td>472</td>
</tr>
<tr>
<td>Total Operating Income</td>
<td>21,253</td>
<td>241,492</td>
<td>242,017</td>
<td>525</td>
<td>100</td>
</tr>
<tr>
<td>Other Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Activities</td>
<td>2,940</td>
<td>7,600</td>
<td>-</td>
<td>(7,600)</td>
<td>-</td>
</tr>
<tr>
<td>Trading Income</td>
<td>(3,570)</td>
<td>15,747</td>
<td>17,860</td>
<td>2,113</td>
<td>88</td>
</tr>
<tr>
<td>Total Other Income</td>
<td>(631)</td>
<td>23,347</td>
<td>17,860</td>
<td>(5,487)</td>
<td>131</td>
</tr>
<tr>
<td>Total Income</td>
<td>20,622</td>
<td>264,839</td>
<td>259,877</td>
<td>(4,962)</td>
<td>102</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>5,705</td>
<td>23,180</td>
<td>32,698</td>
<td>9,518</td>
<td>71</td>
</tr>
<tr>
<td>Learning Resources</td>
<td>130</td>
<td>14,840</td>
<td>35,955</td>
<td>21,115</td>
<td>41</td>
</tr>
<tr>
<td>Property Maintenance</td>
<td>1,134</td>
<td>14,732</td>
<td>26,750</td>
<td>12,018</td>
<td>55</td>
</tr>
<tr>
<td>Personnel</td>
<td>17,290</td>
<td>146,748</td>
<td>150,546</td>
<td>3,798</td>
<td>97</td>
</tr>
<tr>
<td>Asset Transactions</td>
<td>4,699</td>
<td>35,484</td>
<td>37,100</td>
<td>1,616</td>
<td>96</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>28,959</td>
<td>234,983</td>
<td>283,049</td>
<td>48,066</td>
<td>83</td>
</tr>
<tr>
<td><strong>Operating Surplus (Deficit)</strong></td>
<td>(8,336)</td>
<td>29,856</td>
<td>(23,172)</td>
<td>(53,028)</td>
<td>(129)</td>
</tr>
<tr>
<td>Cluster</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cluster Expenses</td>
<td>-</td>
<td>(300)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Cluster</td>
<td>-</td>
<td>(300)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Surplus (Deficit)</strong></td>
<td>(8,336)</td>
<td>29,556</td>
<td>(23,172)</td>
<td>(52,728)</td>
<td>(128)</td>
</tr>
</tbody>
</table>
EXCLUSIVE

Storite

Rite 4 Sloping Roof Garden Shed W: 2.28m, D: 1.83m, H: 1.98m Alu-zinc

SKU: 167328 MODEL: RITE 4 - Z/A

⭐⭐⭐⭐⭐ 4.0 (1) Write a review

$499 each

Available at Mitre 10 MEGA stores.

Floor area 4.17m squared. Flooring and accessories can be added at an optional extra cost. Lockable hinged door with door bracing for security. Tools and assembly required. Features a sloping roof for easy drainage. Rivets and screws supplied. H: 1980mm at front, W: 2280mm, D: 1830mm.
Features and benefits

- Made from Hi-tensile steel.
- Deep-rib profile for extra strength.
- Durable stainless steel hinges supplied.

Bulky  Self Assembly

Buying options

Click & Collect

Choose a collection store ()

Home Delivery

Available for delivery within 3 - 7 days. You will be contacted within 24 hours of purchase to organise your delivery.

https://www.mitre10.co.nz/shop/storite-rite-4-sloping-roof-garden-shed-w-2-28m-d-1-83m-h-1-98m-alu-zinc/p/167328
Absco Sheds 2.26 x 1.52 x 2.08m Premier Single Door Shed - Karaka

SKU: 00038033

From $429

Price correct as at Thu 01 Nov 2018 9:42:56am

Colour: Karaka

Not all products available in all stores

Contact your nearest store for product information.

https://www.bunnings.co.nz/absco-sheds-2-26-x-1-52-x-2-08m-premier-single-door-shed-karaka_p00038033
Product Description

Absco Sheds are the leaders in outdoor storage and garden products. Made from high tensile steel and featuring a 30 year written warranty, Absco Sheds are the perfect solution for your backyard.

Absco Sheds are quick and easy to assemble, featuring the patented SNAPTITE assembly system, pre-drilled holes, labelled parts, rolled safety edges and superior wall rigidity. The SNAPTITE system significantly reduces the use of screws for faster assembly.

To assist with your assembly, download the 'Absco Sheds' app to view easy to follow assembly videos and instruction manuals, warranty information and product details. This app is free to download from the App Store and Google Play store.

- SNAPTITE assembly system
- 30 year written warranty
- Pre-drilled holes for fast assembly
- High tensile steel
- Australian made and owned

Ideas & Advice
Help Us Grow it More!

Term 3 2018 Newsletter

Sponsorship Prospectus
Kia ora and welcome to the first addition of our Garden To Table termly newsletter. The purpose of this newsletter is to provide an update of the many exciting things that are going on at North Loburn with our Garden to Table programme and to celebrate the way our tamariki are learning and engaging in this programme. We are extremely excited and proud of what we are doing in this programme.

Our Vision Statement

Our school's vision statement is To nurture well-rounded citizens of the future with a lifelong passion for learning. We here at North Loburn, have no doubt that our Garden to Table programme is going a long way to helping us deliver our vision. It is authentic learning at its absolute best and provides opportunities for true integration of the curriculum. You only have to visit a session and listen to the children talking amongst themselves to know that they are fully engaged. I have no doubt that this programme is all about the children doing it for themselves.

James from Natural New Zealand Honey

This has been an exciting year for us with James from Natural New Zealand Honey coming on board as a sponsor. But his support has not stopped there. Throughout the year we have had a number of visits from James. I know for a fact that our children have always been eagerly waiting for the arrival of James and his beekeeping equipment, his honey for them to sample and his very cool smoke machine.

In Term 3 we all chose to use BEES as our topic for learning. This was a wonderful choice and provided all the classes with some fantastic learning. There were a wide range of activities taking place throughout the term.

One of the highlights of this unit was another visit from James Malcolm. We love having James at school because of the way he is able to capture the children's interest. They have loved the chance to taste the honey, to learn about the process of honey making, to see James using his smoke machine and to ask him so many different questions.

Thanks James for supporting our programme and allowing us to learn from you.
Yummy Bagels

One of my favourite sessions, and I am sure it was the same for the children was the session where bagels were made. Under the watchful eye of our kitchen specialist, Cherry, and guidance from the parents the students worked together to cook some amazing bagels.

One of the benefits of being the principal is the fact that I get regular invites to these sessions, so turning up and seeing freshly cooked bagels on the menu certainly made my mouth water. I can also attest to the quality and taste - they were yum!

Thanks Mitre 10

We are extremely grateful to Mitre 10 for their support with our Garden to Table programme. We were in need of some new tools for the garden and Mitre 10 came to the party. They very kindly donated 12 new garden tools to our programme. It is through generous support such as this that we are able to maintain and keep our programme going.

Term 3 GTT - a first

Term 3 has been an exciting term for our children in terms of the Garden to Table programme. Through the support of our sponsors we were able to run this programme in Term 3 for the first time.

I am sure you can appreciate just how much of a challenge this presented for Cherry and Rachel as it meant thinking about the winter vegetables we would need and what recipes to have for our classes. There was also the need to try and get as many helpers as we could for the sessions.

I would like to thank Cherry and Rachel, and our many helpers for their work throughout the term. They have kept the programme humming and ensuring it has been a success.

Upskilling our students

As mentioned earlier in this newsletter, this programme provides a great chance for the children to enhance and lead their learning and to work towards our visions.

Cherry and Rachel have been delighted with the way the students have continued to build their skills. A great example of this is the knife licences that they are given. They have to work very hard to achieve these. They are also becoming more and more proficient and independent in the kitchen. This is great to hear. I know for a fact that they are using a wide range of skills in every session.
**Trying new things**

One of the best things about Garden To Table is the fact that it encourages our children to try new things. There are always those cases where children will say ‘we don’t like that vegetable’ but because their classmates are trying them they feel they need to as well. The great thing about this is that **some like** the new vegetables.

As well as trying new foods we cannot ignore the fact that the children are the leading hands in this work including preparing and cooking the food. They are trying and developing new skills. As I have mentioned earlier, the greatest thing about Garden to Table is that it is all about the kids doing it. We love this and so do they.

**Plentiful food**

When the decision was made to run the programme in Term 3 there were naturally some nerves as we were not one hundred percent sure that we would have the food.

So - it is with great pleasure that we are able to report that we managed to get through term 3 well. We have had a plentiful supply of vegetables – spring onions, leeks, lettuce, pumpkin, kale, silverbeet, beetroot and herbs to make some delicious dishes in the kitchen, including soups, muffins, dips, flat breads and even bagels.

**Growing our seeds**

In the garden we have been making compost, building our worm farms and preparing our garden beds for planting spring seeds.

Thanks Tui and Biogrow for donating us seed raising mix and fertilpots to grow our seeds for the Great New Zealand Seedling Sale.

Next term we are taking part in the Great New Zealand Seedling Sale and so we have been busy sowing our seeds in preparation.

The following advert has been included in our school newsletter to help us generate some interest.

**North Loburn Seedling Sale**

**Thursday 25th October 3.00pm**

- Vegetable seedlings
  - $1 $2 $3
- Worm Juice
  - $2

Melanie and Taylor tending to the garden.
A little creative fun in the kitchen

Early on at the beginning of the term we made use of a big old pumpkin that was too bitter to eat. The children watched on as we carved it up to make a jack-o-lantern. This created a great deal of excitement and delight, especially when we lit the candle in the pumpkin -in the dark room. It was very cool.

Another win for the programme.

Last week our school was notified that we had won another award in the Young Gardener Awards New Zealand for 2018. Last year we had two individuals who won awards so to get another win another one this year was absolutely brilliant.

For this year we are the T&G Established School of the Year winners, for schools on the Garden to Table programme for over two years.

This is such a great award to win. Well done to everyone who is involved in the programme. We are so proud of you.

You can go to this link to see the write up. https://younggardenerawards.co.nz/winners/

Term 4 and beyond

These are exciting times for our Garden to Table programme. Thanks to the wonderful sponsors who have come on board to support the programme we are delighted to be able to announce that from Term 4 we will be running the programme weekly. This has never happened before and would not be possible if it was not for the great support we have received.

By moving to a weekly programme we are also able to now include Kauri (our Year 5 and 6 class) in the sessions. These students have been wanting to be part of this for a long time. I can’t wait to share some of the great successes from Term 4 in later newsletters.

Thankyou!

To finish this edition of our Garden to Table newsletter I would like to thank the following sponsors for their support.

James Malcolm - Natural New Zealand Honey

Mike McCaleb - TV 5

Robin Brown - Rangiora New World

If you would like to support or contribute to our programme in any way please email principal@northloburn.school.nz

We would love to have you on board.
Some examples of some recent publicity highlighting our success as a school in our Gardening journey.

2018

T&G Garden to Table Established School of the Year

North Loburn School
North Canterbury

What started as a small garden project for this rural school has grown into a fully flourishing garden with nine large raised vegetable, three herb beds, a tunnel house and scarecrows. The school pins much of the programme’s success to the fact that the Garden to Table activities are tweaked to fit in with the school’s rural style, as well as being largely student lead. Older students lead younger ones in group projects such as building scarecrows and vegetable signs. Last term a class planted broad beans after reading Jack and the Beanstalk in a bid to link the gardening efforts with what’s happening in the class.

It’s back to school today, and for many of our Garden to Table schools, back to preparing for the Great New Zealand Seedling Sale in a couple of weeks’ time.

Kids around the country have been busy raising some of their favourite plants from seed to help you get your summer vege garden started. Head along to a participating school over the weekend of 27-28 October to buy some great hand-raised seedlings and support the school’s Garden to Table programme: www.greatnzseedlingsale.co.nz/schools-involved

Pictured are kids from North Loburn School in Canterbury sowing seeds last term. They were recently crowned Garden to Table Established School of the Year in the Young Gardener Awards NZ, so their seedlings are sure to be top quality!
JOHN LUNDY, 7, FROM NORTH LOWBURN SCHOOL, NORTH CANTERBURY, SAYS: "I get to garden at school and at home. I take pride in our school gardens and use what we grow to cook with in our Garden to Table cooking classes.

I gained a knife licence at school to chop up the vegetables that we grow. My proudest moment is when my dad used the farm drill and planted two big rows of peas for me in a paddock — 50kg of peas for fun and yummy yummy yummy! He did it for me and his dad used to do it for him."

EMMA WALSH, 7, FROM NORTH LOBURN SCHOOL, NORTH CANTERBURY is a special needs student who has 4p Syndrome and very limited speech. "Gardening, for Emma, is a source of wonder, connection with others, peace, calm and pride," says Emma's mum.

"It allows her to find success without the challenges of speech, written language and mathematics found in the classroom. She takes pleasure and pride in all aspects — from the pulpy, muddy and gumy experiences to the miraculous, colourful and tasty delights of gardening. Her love for planting and harvesting doesn't outweigh her love to nurture and care for the garden. She delights in seeing plants grow. It amazes her how they have a life that evolves and can reproduce itself."
<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 $500</td>
<td>$500 $500</td>
</tr>
<tr>
<td>September</td>
<td>Pegasus Residents Association</td>
<td>towards the costs of Christmas on the Lake</td>
<td>$500 $500</td>
<td>$500 $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 $300</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Sefton Community Newsletter</td>
<td>towards the cost of delivery of newsletter</td>
<td>$385 $500</td>
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</tbody>
</table>

Total for grants allocated: $2,034  Total unallocated: $1,135.97

<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>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 $500</td>
<td></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 $500</td>
<td></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 $350</td>
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</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 $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 $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 $350</td>
<td></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 $300</td>
<td>lie on table</td>
</tr>
</tbody>
</table>

Total: $12,264.04
<table>
<thead>
<tr>
<th>Date</th>
<th>Organization</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>November</td>
<td>Kidsfirst Kindergartens Bush Street</td>
<td>Towards costs of replacing books and purchase of new large books for group stories</td>
<td>$ 300</td>
</tr>
<tr>
<td>December</td>
<td>Rangiora Croquet Club</td>
<td>Towards costs of a new dishwasher</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>
</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>
</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>
</tr>
<tr>
<td>December</td>
<td>Presbyterian Support</td>
<td>Towards the costs of Suicide Prevention Event 28 February 2018</td>
<td>$ 500</td>
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<tr>
<td>December</td>
<td>Trinity Methodist Mainly Music</td>
<td>towards the costs of creating lockable storage room for sound and musical equipment</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>
</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>
</tr>
<tr>
<td>June</td>
<td>Rangiora Districts Early Records Society Inc</td>
<td>replace scanner</td>
<td>$ 500</td>
</tr>
<tr>
<td>June</td>
<td>Okuku Pony Club</td>
<td>coaching training</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>
</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>
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<tr>
<td>June</td>
<td>Rangiora Playcentre</td>
<td>towards the costs of sensory and touch based play materials</td>
<td>$ 500</td>
</tr>
<tr>
<td>June</td>
<td>Ashley Playcentre</td>
<td>towards the cost of ink catridges</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>
</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>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Academy of Music</td>
<td>towards the costs of replacement drum kit</td>
<td>$ 420</td>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<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>
</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>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Borough School</td>
<td>Sports equipment</td>
<td>$500</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>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Community Watch</td>
<td>towards the cost of uniforms</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>
</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>
</tr>
<tr>
<td>September</td>
<td>Clarkville Play Centre</td>
<td>towards the costs of indoor tents and tunnels</td>
<td>$317</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>
</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>
</tr>
<tr>
<td>April</td>
<td>Clarkville play centre</td>
<td>towards the costs of playdough equipment and wooden puzzles</td>
<td>$442</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>
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<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>
</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>
</tr>
</tbody>
</table>

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

Total for grants allocated: $10,347  Total unallocated: $1,917.04
<table>
<thead>
<tr>
<th>Month</th>
<th>Organization</th>
<th>Description</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>SIIG You Me We Us</td>
<td>Welcome bags</td>
<td>lie on table</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>SIIG You Me We Us</td>
<td>Welcome bags</td>
<td>$ 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).

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

- Grant applications will be considered every month by the Rangiora-Ashley 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 Rangiora-Ashley 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 Rangiora-Ashley 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 / MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 7 Nov</td>
<td>• Community Service Awards</td>
</tr>
<tr>
<td>Thursday 8 Nov</td>
<td>• Friends of the Town Hall</td>
</tr>
<tr>
<td>Monday 12 Nov</td>
<td>• Pre RACB meeting briefing</td>
</tr>
<tr>
<td>Wednesday 13 Nov</td>
<td>• Rangiora-Ashley Community Board meeting</td>
</tr>
<tr>
<td>Tuesday 20 Nov</td>
<td>• Rangiora Promotions Association</td>
</tr>
<tr>
<td>Wednesday 21 Nov</td>
<td>• Passchendaele Trust</td>
</tr>
<tr>
<td>Thursday 22 Nov</td>
<td>• ANZ Function</td>
</tr>
<tr>
<td></td>
<td>• Timebank</td>
</tr>
<tr>
<td>Friday 23 Nov</td>
<td>• Rangiora Festive Night and Fireworks Display</td>
</tr>
<tr>
<td>Saturday 24 Nov</td>
<td>• National Rose Show</td>
</tr>
<tr>
<td>Tuesday 27 Nov</td>
<td>• Attended R C Spark Funeral</td>
</tr>
<tr>
<td>Thursday 29 Nov</td>
<td>• Rangiora-Ashley Community Board Christmas Function</td>
</tr>
<tr>
<td>Friday 30 Nov</td>
<td>• DLC Hearing</td>
</tr>
</tbody>
</table>
2. **RECOMMENDATION**

    **THAT** the Rangiora-Ashley Community Board:

    (a) Receives report No. 181204142444.

Jim Gerard QSO
CHAIRPERSON