Rangiora-Ashley Community Board

Agenda

Wednesday 11 April 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 11 APRIL 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 – 14 March 2018

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Confirms the circulated minutes of the Rangiora-Ashley Community Board meeting, held on 14 March 2018, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS

5.1 Tessa Sturley (Community Team Leader) and Madeline Burdon (Community Development Advisor) – will provide an update on the Kippenberger Community activity.

5.2 Joanne McBride (Development Manager, Project Delivery Unit) and ECan will provide an update on potential stop bank work around the Ashley River.

6 ADJOURNED BUSINESS

Nil.
7 REPORTS

7.1 Millton Avenue RDA requested Tree Removals – Greg Barnard (Park Community Assets Officer)

RECOMMENDATION

THAT the Rangiora–Ashley Community Board:

(a) Receives report No. 180327032604.

(b) Approves the retention of the three Monterey Pines that are located as shown on attachment (i) within the area of Council managed land leased to Riding for Disabled.

(c) Recommends that Riding for the Disabled move the container located between the trees to another position within the site in order to minimise the risk to users and damage to the container.

7.2 Application for Rangiora-Ashley Community Board Discretionary Grant 2017/2018 – Edwina Cordwell (Governance Adviser)

RECOMMENDATION

THAT the Rangiora–Ashley Community Board:

(a) Receives report No. 180327032777.

(b) Approves a grant of $______ to the Waimakariri Arts Trust – Kaiapoi Art Expo towards the running costs of the Kaiapoi Art Expo and Schools’ Art Expo, particularly promotional advertising in the Northern Outlook.

OR

(c) Declines the application from the Waimakariri Arts Trust – Kaiapoi Art Expo.

7.3 Anzac Day Services 2018 – Edwina Cordwell (Governance Adviser)

RECOMMENDATION

THAT the Rangiora–Ashley Community Board:

(a) Receives report No. 180326032235.

(b) Appoints Board member(s) ………………………to lay a wreath on behalf of the Board at the Ashley War Memorial on Tuesday 24 April 2018.

(c) Appoints Board member(s) ………………………to attend the ANZAC Day service at Rangiora High School at 9.30am (assemble 9.20am) on Wednesday 25 April 2018, in conjunction with the Council representative.

OR

(d) Appoints Board member(s) ………………………to attend the ANZAC Day service at Rangiora High School at 9.30am (assemble 9.20am) on Wednesday 25 April 2018 and to lay a wreath on behalf of the Board.
(e) **Appoints** Board Member(s) ………………………to lay a wreath on behalf of the Board at the Rangiora Cenotaph Service at 11.30am (assemble at RSA 11.15am) on Wednesday 25 April 2017.

(f) **Appoints** Board Member(s) ………………………to attend the Cust and West Eyrton Anzac Day Parade at 10.00am on Wednesday 25 April 2018 and to lay a wreath at Cust.

(g) **Appoints** Board Member(s) ………………………to attend the Fernside Anzac Day Parade at 10am on Wednesday 25 April 2018, in conjunction with the Council representative.

OR

(h) **Appoints** Board Member(s) ………………………to attend the Fernside Anzac Day Parade at 10am on Wednesday 25 April 2018 and to lay a wreath on behalf of the Board

8 **CORRESPONDENCE**

Nil.

9 **CHAIRPERSON’S REPORT**

9.1 **Chair's Diary for March 2018**

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 18040435207.

10 **MATTERS FOR INFORMATION**

10.1 **Oxford-Ohoka Community Board meeting minutes – 8 March 2018** (Trim No. 180301021620).

10.2 **Woodend-Sefton Community Board meeting minutes – 12 March 2018** (Trim No. 180306023479).

10.3 **Woodend-Sefton Community Board meeting Extraordinary meeting minutes – 26 February 2018** (Trim No. 180301021894).

10.4 **Kaiapoi-Tuahiwi Community Board meeting minutes – 19 February 2018** (Trim No. 180214015060).

10.5 **Youth Council meeting minutes – 27 February 2018**

10.6 **Library Update** Report to Community and Recreation Committee 27 March 2018 (Trim No. 180316028214).

10.7 **Lees Road and Barkers, Kaiapoi Road Speed Limit** Report to Council 6 March 2018 (Trim No. 180115002738).

10.8 **Update on the Management of Council Wastewater Treatment Plants** Report to Council 20 March 2018 (Trim No. 180301021693).

10.9 **Poyntzs Road Source Upgrade Project – Consultation** Report to Utilities and Roading Committee 20 March 2018 (Trim No. 180305022630).

10.10 **ANZAC Day Services 2018** Report to Council 3 April 2018 (Trim No. 180301021693).

THAT the Rangiora-Ashley Community Board receives the information in items 11.1-11.10.
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
There are no current consultation projects.

13 REGENERATION PROJECTS
Updates on the Rangiora Town Centre projects are emailed regularly to Board members. These updates can be located using the link below:

14 BOARD FUNDING UPDATE
14.1 Board Discretionary Grant
Balance as at 11 April 2018: $6,764.04.
14.2 General Landscaping Fund
Balance as at 11 April 2018: $1,840.

15 MEDIA ITEMS

16 QUESTIONS UNDER STANDING ORDERS

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING
The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 16 May 2018 in the Council Chambers at the Rangiora Service Centre.

Workshop

- Proposed concept plan for enhancement of Sparks Land Reserve – Dan Cameron (Green Space Community Engagement Officer)
- Members Forum
MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD
HELD IN THE LOBURN DOMAIN PAVILION, 154 LOBURN-WHITEROCK ROAD,
LOBURN ON WEDNESDAY 14 MARCH 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), J Palmer (Chief Executive), G Cleary
(Manager Utilities and Roading), C Brown (Manager Greenspace), K Simpson (3 Waters
Manager), C Roxburgh (Water Asset Manager), S Hart (Business and Centres Manager),
Sean de Roo (Project Coordinator), E Cordwell (Governance Adviser) and E Stubbs
(Minute Secretary).

1 APOLOGIES
An apology was received and sustained from R Brine for early departure at 8.30pm.

2 CONFLICTS OF INTEREST
Nil.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Rangiora-Ashley Community Board – 14 February 2018
Moved P Williams seconded D Gordon
THAT the Rangiora-Ashley Community Board:
(a) Confirms the circulated minutes of the Rangiora-Ashley Community
Board meeting, held on 14 February 2018, as a true and accurate
record.

CARRIED

4 MATTERS ARISING
R Brine provided additional information to item 12.7 in the February Minutes, the
$40,000 requested by Neighbourhood Support had not been included in the draft
LTP.

C Prickett and M Clarke arrived at 7.05pm and 7.09pm respectively

5 DEPUTATIONS AND PRESENTATIONS
5.1 C Brown introduced Rosie Oliver and D Robertson from the North Canterbury
Sports and Recreation Trust (the Trust). C Brown played two videos, one a
‘flyover’ of the proposed Multi Use Sports Facility and the other from the Trust
showing the possible uses of the proposed facility. These uses included;
netball, basketball, futsal, badminton, volleyball, archery tag, indoor bowls,
roller derby, table tennis, korfball, dodgeball, handball, gymnastics and
tumbling, group fitness, fitness centre, community use, cultural events,
corporate events and civil defence.
R Oliver was excited to help in the consultation process for the new multi-use sports facility. The Trust was working with grass roots sports every day.

P Williams asked what were the criteria for introducing a new kind of sport. R Oliver commented that newer sports could be introduced before high usage sports. There would need to be some ‘give and take’. With the ability to curtain off four courts, it would provide more flexibility.

P Williams asked if new sports would require unique equipment, and if money was to be spent on new equipment, was there a criteria. D Robertson commented that they did not know what the trends were, however, a number of the new sports on the videos used equipment already available. C Brown commented that the facility would cater for the real demand in the current main sports. When the facility was built, there would be flexibility to cater for new sports and staff would work with those sports as they emerged. Often ‘fringe’ sports had their own equipment. New sports could be introduced on the ‘shoulder’ seasons when it was not so busy. Other spaces could also be used including the Woodend Community Centre.

R Brine requested clarity on the situation with the Rangiora High School gym. D Robertson advised that the current building required refurbishment, which was likely to begin in Term 4 and would require the building to be plastic wrapped. It would be closed for 12 months. Once the building reopened, it became a little more complicated, as there would be new requirements under the Vulnerable Children’s Act in order for the Trust to negotiate access.

C Prickett asked if the new stadium had been designed with enough storage. C Brown advised that had been a part of the functional design brief. There was considerable storage at the rear of the facility and there was a lot more storage percentage wise than the Woodend Community Centre.

C Prickett asked if it was an open space such that one sport could not dominate an area and C Brown commented that the Trust had experience in managing equipment, and there were options such as roll out cages.

C Prickett asked if there had been consideration for a café space in the stadium. C Brown advised that it had been considered in the working group. The decision at the time was that a café facility was not viable. There was space for caterers and mobile food vendors. The financial viability of a café required consideration as well as the availability of space due to the requirements for a commercial kitchen and the impact on the space available for sports.

K Barnett asked about the arrangements for ongoing management by the Trust. D Robertson advised that management by the Trust on behalf of the community had been accepted in principle, however the arrangement had not been finalised.

6 ADJOURNED BUSINESS

Nil.

7 REPORTS

7.1 Rangiora town entrance enhancement – Tori Stableford (Green Space Landscape Architect)

C Brown spoke to the report highlighting that the Board had allocated $30,000 towards the enhancement of Rangiora town entrances, as a number of the entrances were looking tired. He noted that following concerns raised by the Board, bollards had been temporary installed to restrict car parking at the Lineside Road entrance and they appeared to be working.

C Brown advised that the report proposed implementation of stage 1 followed by stage 2. C Brown explained the different aspects of stage 1 noting that
part of the solution would be to take over maintenance of the area from NZTA who were not focused on the amenity of the area. The costs of stage 1 were lower cost as compared to stage 2, as much of the work had already been completed with the Passchendaele Path. The cost for the proposed kerb and channel would come from the roading budget.

C Brown noted that staff would be preparing a report to Council seeking funding to prepare a strategic town entrance plan in order to get consistency around town entrances. It was recommended that stage 2 of the report be implemented after the strategy was completed.

C Brown explained various aspects of stage 2. He highlighted the problem with the fastigiated oaks requiring trimming on one side of the road and the suggestion that these be replaced with a more suitable species. He noted that there would be strong public interest in the possibility of removing entrance trees and would require community consultation. C Brown commented that the worst area in stage 2 was directly outside the old Lineside Auto and it was possible that this one section of stage 2 could be included.

C Prickett asked why the price of the ‘extra area’ outside Lineside Auto was $22,000 compared to $30,000 for all of stage 1 and C Brown advised it was due to the large number of plants required.

R Brine asked if there were economies of scale of completing stage 1 and the extra area together and C Brown said there may be cost savings as there would be one set up cost, less traffic management costs, however the cost for the plants would be the same.

R Brine asked how the extra area could be funded and J Gerard advised there was $23,000 remaining in the Board’s General Landscaping Fund. D Gordon asked if there were any projects identified for that and C Brown advised that they had a list of Board requests however, there was nothing that the Community Board had currently asked for. E Cordwell advised there would be another allocation in the next financial year.

G Miller asked about large trees on the entranceway and C Brown advised that they would be looking at the most practical way of getting the most amount of large trees on entranceways, as it was important for biodiversity and amenity. There were complications with the presence of powerlines. G Miller commented that Keep Rangiora Beautiful wished also to see greater enhancement of the area and asked C Brown if the community could provide assistance. C Brown advised they would welcome funds and assistance to help reduce the cost of planting.

Some concerns were raised regarding the use of London Plane trees and C Brown acknowledged the concerns, and commented there were other options that could be considered.

K Barnett asked if care and maintenance of the plants had been considered while they were becoming established. C Brown advised that watering was included as part of the first year growing period. In addition hardy species were selected, including wind, drought and wet feet tolerant so that they had a low maintenance cost.

K Barnett asked if there were plans to make the Lineside Road corner safer and C Brown advised that there was to be a meeting to discuss that corner with NZTA. K Barnett asked about the level of maintenance and C Brown advised that roading were already in discussion with NZTA.

D Lundy asked if there was any discussion at a political or staff level regarding Mainpower overhead wires in that area of town. D Gordon advised that there was an upcoming meeting with the Chief Executive of Mainpower, Councillors, the Board Chair and Craig Sargison to discuss that area as well as wires on Kippenberger Avenue.
K Galloway asked for trees planted in front of businesses was any consideration given to the effect on those businesses and C Brown replied yes, the plants were low growing and they would discuss with business owners. In stage 1, there were only a few businesses to consult. Subject to the outcome of the proposed strategy for town entrances there would be wider community consultation.

Moved D Gordon seconded R Brine

THAT the Rangiora–Ashley Community Board:

(a) Receives report No. 180302022080.
(b) Approves the implementation of Stage 1 of the Rangiora Town entrance Lineside Road planting scheme. This involves planting of new berms and the creation of new planting areas in the area between the railway and the new cycleway road crossing.
(c) Notes that the cost of implementing stage 1 is estimated to be $30,000. The Rangiora – Ashley Community Board have already allocated this amount of funding towards town entrance enhancement.
(d) Approves the inclusion of the area in stage 2 as set out in section 4.22 of the report, and allocates $22,000 from this year’s General Landscape Fund to fund it.
(e) Notes that the extension to the kerb to the rail crossing will cost $30,000 and will be undertaken by the Roading Unit.
(f) Notes that staff will be preparing a report for Council consideration which will seek funding to prepare a strategic plan for town entrances in the district. This will look to ensure consistency in levels of service relating to development and maintenance.
(g) Notes that subject to the outcome of the town entrance strategic plan staff will look to undertake consultation with affected business owners and the general public regarding the implementation of stage two which is proposed to include a tree replacement programme and that staff will consult with Mainpower regarding the potential for possible undergrounding or services.
(h) Notes that at this stage there is no funding available for the implementation of stage two for either the proposed shrub beds or tree replacement.

CARRIED

D Gordon commented that it was good timing while the old Lineside Auto was vacant to tidy the area up and start a precedent. He appreciated the work of staff already to prevent car parking and noted he was not getting the same number of complaints. The Strategic Plan for town entrances was important and the report was timely as many places were poised for development, as well as the Rangiora Town Centre Strategy about to be raised. He was pleased to see progress.

R Brine concurred with D Gordon.

C Prickett referred to potential cost savings with the ‘extra section’ of stage 2 included and suggested the $22,000 may not all be spent. He agreed with the concept of completing stage 2 at some time.

7.2 Adoption of Community Board Standing Orders – Edwina Cordwell (Governance Adviser)

E Cordwell spoke to the report reassuring the Board the content was the same as within the current WDC Standing Orders, but it was now easier to read. It mirrored those adopted by Council but did not include sections only relevant
to Council. Council had lengthened their allowable meeting time from 6hrs to 10hrs, however 6hrs had been retained for the Boards. The length of time to wait for a quorum had been extended to 15 minutes and there was the inclusion of a section regarding the use of electronic devices in meetings. E Cordwell drew the Board’s attention to a 75% voting requirement to adopt rather than a majority. There was a refresher session available 5.30pm Wednesday 21 March in the Rangiora Council Chambers.

E Cordwell advised that the three other Boards at their previous meetings had adopted the Standing Orders. Kaiapoi Tuahiwi Community Board in Section 12.3 had decided to delegate leave of absence to the chair to ensure confidentiality.

J Gerard highlighted Sections 19.7/8 where if a financial conflict of interest was declared the member should withdraw from the table and leave the room. In a non-financial conflict of interest was declared that member should leave the table but not the room.

C Prickett asked if there was a threshold for financial interest and J Gerard stated that was a matter for members to determine for themselves.

D Lundy asked for clarification around a member of the public attending a meeting and wishing to speak, he was aware that they would be required to apply to the Community Board Advocate beforehand. He suggested the Community Board would be seen in a poor light if that person were not allowed to speak. E Cordwell advised that if a member of the public turned up on the night, it would be at the Chair’s discretion prior to the meeting to decide if it was a relevant and reasonable request. She noted that on occasion there could be a public forum. This had a slightly different format and the public forum would be on the agenda. C Prickett commented in the past it was not unknown for the members of the public to answer questions during debate.

D Gordon supported the comments of D Lundy and suggested consideration be given to holding public forums and advertising of those.

K Barnett asked whether assisting with a funding application should be considered a conflict of interest. J Gerard suggested it would be as the member had made a decision prior to debate, however ultimately it was an individual responsibility.

Moved G Miller  seconded J Hoult

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

(a) **Receives** report No. 180130008380.

(b) **Adopts** the Draft Waimakariri District Council Community Boards’ Standing Orders (Trim 180124006310) effective from 20 March 2018.

(c) **Notes** that once adopted these Standing Orders will also apply to the Rangiora-Ashley Road and Reserve Naming Committee.

(d) **Delegates** the Chairperson of the Rangiora Ashley Community Board to grant a member leave of absence pursuant to Standing Orders Rule12.3.

**CARRIED**

G Miller believed the Standing Orders were right and proper.

J Hoult supported the inclusion of the right to delegate leave of absence to the Chair.

8 **CORRESPONDENCE**

Nil.
9  CHAIRPERSON’S REPORT

9.1 Chair’s Diary for February/March 2018

Moved J Gerard  seconded D Lundy

Moved M Clarke  seconded J Hoult

THAT the Rangiora-Ashley Community Board:
(a) Receives report No. 180305022847.

CARRIED

10  MATTERS FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 8 February 2018
(Trim No. 180201009687).

10.2 Woodend-Sefton Community Board meeting minutes – 12 February 2018
(Trim No. 180208012087).

10.3 Youth Council meeting minutes – 28 November 2017 (Trim No.
180115002480)

10.4 Risk Assessment and Financing Strategy relating to Major Natural
Disasters Report to Council 30 January 2018 (Trim No. 180112002169).

10.5 Multi Use Sports Facility Report to Council 30 January 2018 (Trim No.
180118003759).

10.6 Herbicide, Glyphosate use for Waimakariri District Council weed control
operations Report to Council 30 January 2018 (Trim No. 180111001840).

10.7 Additional Business and Centres Unit Resource Report to Council 30
January 2018 (Trim No. 180109001129)

10.8 Community Facilities Provision Report to Council 30 January 2018 (Trim
No. 171026115830)

10.9 China Sister City Visit to Enshi & Establishment of an Advisory Group
Report to Council 7 February 2018 (Trim No. 180117003619)

10.10 Capital Projects Report for the period ended 31 December 2017 Report to
Audit and Risk Committee 13 February 2018 (Trim No. 180117003619)

10.11 Library Update Report to Community and Recreation Committee 13 February
2018 (Trim No. 180201010087)

Moved C Prickett  seconded R Brine

THAT the Rangiora-Ashley Community Board receives the information in
items 11.1-11.11.

CARRIED

11  MEMBERS’ INFORMATION EXCHANGE

11.1 M Clarke

• Drafted letter on behalf of Waimakariri Health Advisory Group
  regarding inclusion of a waiting room for those discharged at night.

11.2 J Hoult

• Attended North Canterbury Neighbourhood Support (NCNS) strategic
  meeting to increase effectiveness of group within the district.
  Represented NCNS at an Older Peoples Expo and suggested that
there were a number of groups trying to do the same thing and that it would be good to improve co-ordination.

- Timebank – had initially made good progress however now required financial advice to further its intention to become an incorporate society.
- Attended ‘Rubbish Trip’ presentation regarding coeducation around waste. Information regarding Waimakariri businesses without packaging would be included on the Rubbish Trip website.
- Attended All Boards Briefing.
- Attended multi-use sport stadium presentation.

11.3 **S Lewis**

- Attended Passchendaele Path opening and noted huge attendance.
- Attended Friends of Tuhaitara Trust open day with D Gordon and was impressed with the work of the group.
- Was interviewed for the Northern Outlook Woman’s Day celebration for her work in founding the Cycling and Walking Group.

11.4 **G Miller**

- Attended Passchendaele Path opening.
- **Keep Rangiora Beautiful**
  - Submission to the LTP regarding the Koura Creek area commenting it was a fantastic potential asset to the community.
  - Submission regarding Flaxton Road in Fernside Road and Threkhelds Road area.
- Commented on large trucks parking on road and lack of bylaw to address.

11.5 **C Prickett**

- Attended All Boards Briefing.
- Attended Cust Community Network meeting and noted their wish list for direction/action.
- Attended Rangiora Airfield noise contour evening for public.
- Attended Loburn Reserve meeting.
- Noted graffiti on Ashley Bridge.

11.6 **P Williams**

- Attended meeting with residents of Northbrook area affected by flooding, was pleased with the way staff handled the situation and provided a temporary solution.
- Attended Airport designation meeting and commented it was important for the area and long term for future of the airport. Noted it was used for Civil Defence and emergency, there were now 90 hangers and 24 full time staff.
- Attended Poyntzs Road and Garrymere water meetings.
- Attended two Civil Defence meetings and noted procedures to declare an emergency. In the absence of the Mayor or Deputy Mayor, he or J Meyer could declare an emergency.
- Attended multi-use stadium public meeting and was disappointed at the attendance.

11.7 **K Barnett**

- Attended Local Government Rural Provincial Sector Meeting and noted hot topics of – water and affordability of rates. She noted the difficulty of comparing rates across the country, however in one method of comparison Waimakariri rated the fourth best in country. In some areas 18% of household income went to rates.
- Rangiora Colour Festival – needs more volunteers.
- Noted the large number of meetings prior to Easter.
11.8 **D Gordon**
- A busy month.
- Noted number of issues raised in Garrymere drop in session and upcoming public meeting at the Loburn Domain 7pm Tuesday.
- Meeting with Spring Brook subdivision residents and agreed staff response was well managed.
- Met with resident regarding lack of footpath on Coldstream Road – railway line to Hockey Turf. Should consider a submission to the LTP for safety of access.
- Attended Rangiora Croquet Club meeting.
- Attended Salvation Army meeting.
- Attended Passchendaele Path opening.
- Attended Tuhaitara Trust open day.
- Attended Airfield meeting.
- Attended multi-use stadium drop-in session.
- Attended LTP drop in session at Pak n Save and commented staff were doing a great job in promoting. The rates calculator was very successful.
- Attended Friends of the Town Hall meeting – a defibrillator would be installed at the Town Hall this month – funds raised from Christmas Tree festival.
- Noted Pride Festival 11am Sunday 18 March.

11.9 **D Lundy**
- Attended Garrymere water supply drop-in session and received a number of calls from residents, commented that it was a hot topic in the area.
- Attended All Boards briefing.
- Attended Civil Defence meeting.
- Attended Loburn Reserve Meeting – provided background regarding the Memorial. It had been decided that the honour boards should be displayed more respectfully on the old Coronation Hall site. Acknowledged the help of Grant Stephens (Green Space Community Engagement Officer). Noted the issues with Health and Safety with work carried out on a volunteer basis and housekeeping with Council buildings. Discussed permanent light onto the road.

11.10 **K Galloway**
- Attended All Boards Briefing.
- Discussion with residents of Frazier Place regarding condition of stream.
- Thanked staff for placement of rubbish bin at White Street bus stop.
- Asked if copies of the minutes of the Rangiora Promotions Association meetings could be circulated to the Board.
- Attended GreyPower meeting – J Palmer spoke and was well received.
- Noted felling of trees at St Johns Church.
- In discussion with roading regarding safety improvements at Arlington playground.
- Milton Dog Park – shelters progressing over $5000 available.

*R Brine left at 8.30 during item 11.*

12 **CONSULTATION PROJECTS**

E Cordwell reminded the Board of the submission workshop on Wednesday 21 March.

13 **REGENERATION PROJECTS**

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


14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**


14.2 **General Landscaping Fund**

Balance as at 14 March 2018 $23,840.

15 **MEDIA ITEMS**

Nil.

16 **QUESTIONS UNDER STANDING ORDERS**

Nil.

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 11 April 2018 in the Council Chambers at the Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 8.49PM.

CONFIRMED

___________________
Chairperson

___________________
Date
1. SUMMARY

1.1. The purpose of this report is to provide the Rangiora - Ashley Community Board with information to allow a decision to be made on the future of three Council owned Monterey Pines (Pinus Radiata) trees situated in the area leased to Riding for the Disabled adjacent the East Millton Ave Reserve.

1.2. Riding for the Disabled (RDA) leases an area of Council managed land as shown in Attachment (i) for carrying out their equestrian based activities. Situated within the area are a number of large conifers comprising Monterey Pines and Monterey Cypress. The Chair of RDA has requested that three large Monterey Pines located as shown in Attachment (i) be removed on the basis that they are dangerous and present a hazard to the users of the facility. RDA have placed a container between the trees which is used as a storage area for their riding tack and RDA feel that allowing their members to use the area around the container places them at risk from falling branches and pine cones. The RDA Chair also reports that fallen needles from the trees form a thick carpet of rotting material on the roof of the container that prevents the containers shedding storm water and may, in time, cause rust to form and compromise its the weather tightness.

1.3. This report proposes that the Rangiora – Ashley Community Board determines a course of action for the future of the trees.

Attachments:

i. RDA Proposed Tree Removal Location Map (Trim 180327032596)
ii. Letter from Riding for the Disabled requesting permission to remove trees on Council owned landed (Trim 171213135363)
iii Diagram outlining the Benefits of Trees in public spaces (Trim 180327032594)

2. RECOMMENDATION

THAT the Rangiora – Ashley Community Board:

(a) Receives report No. TRIM number 180327032604

(b) Approves the retention of the three Monterey Pines that are located as shown on attachment (i) within the area of Council managed land leased to Riding for Disabled.
Recommends that Riding for the Disabled move the container located between the trees to another position within the site in order to minimise the risk to users and damage to the container.

3. BACKGROUND

3.1 North Canterbury Equestrian Trust lease an area of Council administered land between the Ashley River and Millton Avenue, Rangiora for the purposes of holding equestrian related activities. Riding for the Disabled (RDA) sub-lease an area of land from the Trust for their exclusive use to provide an area where young riders with disabilities can enjoy equestrian activities in a safe and controlled environment. Within the area leased by RDA there are a number of trees comprised of Monterey Pines and Monterey Cypress. Prior to the area being used by RDA the area was considered unused and the trees were not maintained.

3.2 The sub-lease to RDA commenced on 31st March 2015 and they commenced work to develop the area soon after. Development included the construction of a small building, installation of various jumps and obstacles, construction of a dressage arena and the placement of a shipping container to be used as a storage facility for riding tack. The container is placed between three Monterey Pine trees located in the north-east corner of the leased area.

3.3 Following a request from RDA seeking permission to remove the trees beside the container and to carry out the work themselves as well as permission to carry out pruning work on other trees in the area (attachment ii) staff arranged for tree maintenance to be carried out on all the trees in the lease area by our contract arborists. Work included the removal of two trees that were considered dangerous, removal of dead wood from other trees, reduction or removal of limbs where required and lifting of the canopies to allow horses and riders to pass under the trees safely.

3.4 Council’s contract arborists report that they have assessed all the trees in the leased area and have carried out all work to ensure that they are safe according to best practice.

4. ISSUES AND OPTIONS

4.1. RDA have requested the removal of the three Monterey Pines that they consider dangerous and present a hazard to the users of the facility who may be carrying out activates around the RDA owned container on site. RDA feel that allowing their members to use the area around the container places them at risk from falling branches and pine cones. The RDA Chair also reports that fallen needles from the trees form a carpet of rotting material on the roof of the container that prevents the containers shedding storm water and may, in time, cause rust to form.

4.2. The trees are approximately 30 year old and may have been self-seeded. They were in poor form prior to the recent maintenance work but the work has mitigated the danger of falling branches by removing any dead wood and reducing several branches that may have failed in strong wind events. The branch unions have been inspected by arborists when the maintenance work was carried out and there are no signs that any of them have issues that may cause them to fail. The trees are in good health and would be expected to continue to be so for a number of years. Being in good health they will continue to produce pine cones as that is a natural part of their life cycle and it is not possible to prevent them from doing this without damaging them or removing them entirely.

4.3. It should be noted that there are a number of other conifers in the leased area that produce cones and seed pods. These also present a risk to users of the area but the risk is considered minimal to the extent that RDA allows users and their horses to move freely.
around them. There is an increase in the risk from falling cones around the container as users are actively encouraged to spend extended periods of time around the area to access equipment and perform maintenance on riding tack outside the container.

4.4. There are three possible options for the future of the trees as follows:

4.4.1. **RDA move the container away from the trees.** *(This is the preferred option).* Staff have suggested that the RDA could move the container to an area away from the trees. This would allow the trees to remain and be maintained in good condition and mitigate the risk from falling cones to the same level as other, similar trees in the area. The RDA Chair has advised that RDA have no desire to move the container or pay for it being moved and their preference is for the trees to be removed. The cost of moving the container is estimated to be under $500.

4.4.2. **Remove the trees completely.** *(This is not the preferred option).* Removing the trees will completely mitigate any risk of falling branches or cones but will reduce the benefits they provide. Benefits include shade and shelter, absorption of air born pollutants and amenity value to the otherwise bare landscape that runs between the RDA leased area and the Ashley River stop bank to the west.

4.4.3. **Maintain the Status Quo,** i.e. ensure the trees are maintained in good health and form and allow the container to remain in its current position. *(This is not the preferred option).* Recent maintenance has mitigated the potential for any limbs to break out or the trees to fail but it is not possible to mitigate the risk posed by falling pine cones. Should the container remain in its current position there is a risk that users may be struck by falling cones particularly in high wind events. Should this option be adopted it may be necessary for RDA to limit access to the area around the container during high wind events and this would be their responsibility to implement and manage.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

As this area is Council controlled land leased for the exclusive use of Riding for the Disabled there has been no external consultation carried out on this matter. The area surrounding the trees is away from public view and it is unlikely that outside parties would have any particular stance on the future of these trees. The head lease holder, North Canterbury Equestrian Trust has been approached for their views on the proposed removals but no comment has been received at the time of writing of this report. Prior to the leasing of the area by RDA it was not used by the Equine Trust. Staff will continue to seek the views of the Trust on the matter and advise the Board of their views if available when presenting this report.

5.2. **Wider Community**

Not applicable as above

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

The financial implications of the three identified options are as follows:
**Option 1:** RDA move the container and the trees are retained and maintained on an ongoing basis in the future. There is no additional cost to Council, however, there would be a cost to RDA for moving the container which is estimated to be less than $500. This is the preferred option.

**Option 2:** Remove the trees completely. There will be an estimated cost of approximately $2700 which will come from the Streets and Reserve Trees Maintenance budget. This is not the preferred option.

**Option 3:** Maintain the Status Quo, i.e. the trees are maintained under the Street and Reserve Trees Maintenance Programme and the container remains in its current position. There is no additional cost to Council for this option. This is not the preferred option.

6.2. **Community Implications**

There are no community implications beyond the effect of any decision may have on the trees being a council owned asset and the loss of the overall benefit that trees provide to the District. Their removal will reduce the amount of shade available and remove the visual amenity provided by the trees to the users of the leased area. See (attachment iii) for details of the benefits provided by trees. The trees are not readily visible from outside the area and there would be minimal loss of visual amenity to the wider community should they be removed.

6.3. **Risk Management**

The basis of the request to remove the trees is that they present a risk to users of the area directly around the trees and that over time the fallen needles from the trees will cause the container roof to develop rust, eventually leading to a situation where the container may not remain weather tight.

The trees have been maintained using good arboricultural practice and council’s contract arborists have reported that they are confident that the risk to users from the trees has been minimised. It is not possible to remove the risk that the pine needles may eventually create issues with the container as pine trees shed needles as part of their natural life cycle and this will occur so long as the trees remain in situ and the container remains in its current location. In order to completely remove the risk to the users of the area the options are that the container be moved away from the trees (the preferred option) or the trees be removed (not the preferred option).

By either moving the container or removing the tree Council will reduce the risks around the trees to the minimum. Should the Board resolve that the container should be moved and the trees remain there is a risk that RDA will not undertake to move the container. This would have the result that an identified safety risk will not be mitigated using all practical steps.

There are no financial risks or risks to other council property, projects or activities presented by determining the future of the trees.

6.4. **Health and Safety**

See section 6.3 above for details of health and safety issues identified that the trees may present and the mitigations of hazards.

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

There is no specific legislation regarding the removal of street trees. Applicants do have the right of legal recourse under the provisions of the Property Law Act 2007 should the Board decide not to authorise removal of the trees. Sub part 4 of the act refers to the removal of trees. Section 335 refers to what the court may consider should an application be made.

335 Matters court may consider in determining application for order under section 333

(1) In determining an application under section 334, the court may make any order under section 333 that it thinks fit if it is satisfied that—

- (a) the order is fair and reasonable; and
- (b) the order is necessary to remove, prevent, or prevent the recurrence of—
  - (i) an actual or potential risk to the applicant’s life or health or property, or the life or health or property of any other person lawfully on the applicant’s land; or
  - (ii) an undue obstruction of a view that would otherwise be enjoyed from the applicant’s land, if that land may be used for residential purposes under rules in a relevant proposed or operative district plan, or from any building erected on that land and used for residential purposes; or
  - (iii) an undue interference with the use of the applicant’s land for the purpose of growing any trees or crops; or
  - (iv) an undue interference with the use or enjoyment of the applicant’s land by reason of the fall of leaves, flowers, fruit, or branches, or shade or interference with access to light; or
  - (v) an undue interference with any drain or gutter on the applicant’s land, by reason of its obstruction by fallen leaves, flowers, fruit, or branches, or by the root system of a tree; or
  - (vi) any other undue interference with the reasonable use or enjoyment of the applicant’s land for any purpose for which it may be used under rules in the relevant proposed or operative district plan; and
- (c) a refusal to make the order would cause hardship to the applicant or to any other person lawfully on the applicant’s land that is greater than the hardship that would be caused to the defendant or any other person by the making of the order.

7.3. Quality Systems

The Council’s operating procedures contained within the Quality Manual (QS-R905 Street Trees), relating to tree removal in streets and relevant to this situation are as follows:

“3. REMOVAL OF STREET TREES;

3.1 Objective

To protect the Council’s and community’s investment in street trees in the immediate future and throughout generations.

3.2 Explanation
3.2.1 Not everyone values street trees. The Council receives a number of requests each year from residents requesting that a particular tree or street of trees be removed. The most common reasons given for the request are nuisance from shading and leaf litter.

3.2.2 In some cases inappropriate species have been planted and a replacement programme is needed. In others the Council considers the nuisance the tree is causing an individual is less than the loss the removal of the tree will be to the community and future generations, given the number of years it takes for a tree to reach maturity.

3.3 Standard Operating Procedure

3.3.1 The removal of a healthy tree will only be considered in the following circumstances and even then, only when all options for retaining it have been eliminated:
- Where it causes severe hardship consistent with District Court decisions
- Where it causes severe disruption to essential services
- Where it is necessary for a street tree redevelopment plan to be implemented
- Where it is necessary for the realignment/reformation of a footpath

3.3.2 Trees, which are obviously dead, dangerous or diseased will be removed. Note: The Rangiora Community Board has delegation for the removal of trees from parks, reserves and streets or other Council land located in Rangiora.

3.3.3 In situations where residents claim healthy street trees are having a negative impact on their properties, the following procedure will be followed:
- The tree/s will be inspected by a Council Recreation and Reserve Advisor to ascertain the problem/s.
- Any appropriate remedial works will be carried out by skilled tree contractors at the Council’s expense. (appropriate works are defined as those necessary to alleviate the problem/s, although not to the extent that the natural attractive form or stability of the tree is destroyed in the operation).

3.3.4 Where a resident’s request for the removal of a tree is declined, the applicant may ask for the issue to be forwarded to Council’s Community & Recreation Committee or the Community Board for its consideration.

3.3.5 Where a resident’s request for the removal of a tree has been declined by the Council, the resident has the right to apply to the District Court to have the matter heard.

3.3.6 In the event of a road widening or other type of public work where trees are present and have to be removed, consideration is to be given to relocate the trees, if they are suitable for this purpose."

7.4. Community Outcomes

There is a safe environment for all
- Harm to people from natural and man-made hazards is minimised.

Public spaces and facilities are plentiful, accessible and high quality
- There is a wide variety of public places and spaces to meet people’s needs
- There are wide-ranging opportunities for people to enjoy the outdoors
- The accessibility of community and recreation facilities meets the changing needs of our community

7.5. Delegations

The Rangiora Community Board has the authority to authorise tree removal within the ward.
Greg Barnard
Parks Community Assets Officer
Dear Sir,

Re: Conifer felling and trimming

As you will be aware, we, together with the Pony Club, are the leaseholders for the block at 4B Milton Avenue, Rangiora, and as such, seek your approval to fell 3 x pine trees and trim some branches off others.

The 3 we would like to fell are at the north end of the arena at either side of our container. The primary reason for their removal is one of safety. They are old trees and during strong winds, from both the north and south, branches, and some are quite large, and cones drop onto the ground. This is an area where people are always around - the container is our tack room and is trafficked in and out of during each riding session (and we have riding on most days) Tack needs regular cleaning and this is also carried out in this area - we tend to sit just outside the container and clean/wash as there is a tap very close by. We do feel with the threat being hit with either a branch or even pine cones, is a real hazard and we must address this for the safety of our volunteers and riders.

The second reason we would like these removed is that the pine needles drop on top of our container, forming a continuous mat, which in winter is sodden, and stops the water from draining from the container roof - we are concerned that this will cause premature rusting of the container roof. We do get up and sweep the cones and needles off but again, this is a danger as most of our volunteers are not young and should not be climbing up ladders.

The branches that require felling are in the paddock to the west of our arena and this is an area where we actually take our riders most sessions at this time of the year as the trees offer welcome shade on hot days - shade required not only for our riders but for our horses and volunteers. At present, they are a real hazard as certainly our larger horses cannot go near them as the branches are too low and could easily knock a rider off. Even the smaller ponies are struggling to miss some of the lower branches now.
We have had concerns voiced by two of our rider's parents and other informed people over these hazards and as an organisation we have a responsibility to attend to this and eliminate the danger. One of the parents who actually raised the concern, would be happy to do the required trimming and felling. We understand he is a licensed operator.

I would appreciate it if you could give urgent consideration to these requests and I will meet you on site and explain the situation at any time suitable to you.

Yours sincerely,

Lin Bisman
Chair
North Canterbury Riding for the Disabled
Urban forest benefits

- Reinforces sense of place & city identity
- Improves community cohesion
- Reconnects children with nature
- Encourages outdoor activity
- Reduces heat related illnesses
- Improves mental well-being
- Enables energy savings
- Increases property prices
- Enables health savings
- Avoids costs of infrastructure damage
- Assists in carbon trading

Summary of the benefits offered by urban trees (adapted from the Woodland Trust UK)
REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-11-06 /180327032777

REPORT TO: Rangiora-Ashley Community Board

DATE OF MEETING: 11 April 2018

FROM: Edwina Cordwell, Governance Adviser

SUBJECT: Application for Rangiora-Ashley Community Board Discretionary Grant 2017/2018.

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

1. SUMMARY

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

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Purpose</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waimakariri Arts Trust-Kaiapoi Art Expo</td>
<td>Towards the running costs of the Kaiapoi Art Expo and Schools’ Art Expo, particularly promotional advertising in the Northern Outlook</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$500.00</strong></td>
</tr>
</tbody>
</table>

Current balance is $6,764.04

Attachments:

i. Application from the Waimakariri Arts Trust – Kaiapoi Art Expo (Trim No. 180215015797).
ii. Spreadsheet showing previous two years’ grants.
iii. Board funding criteria 2017/2018 (Trim 170627066273).

2. RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 180327032777.

(b) Approves a grant of $_________ to the Waimakariri Arts Trust – Kaiapoi Art Expo towards the running costs of the Kaiapoi Art Expo and Schools’ Art Expo, particularly promotional advertising in the Northern Outlook.

OR

(c) Declines the application from the Waimakariri Arts Trust – Kaiapoi Art Expo.
3. **BACKGROUND**

3.1 Waimakariri Arts Trust- Kaiapoi Art Expo is seeking funds towards the running costs of the Kaiapoi Art Expo and Schools’ Art Expo, particularly promotional advertising in the Northern Outlook. The event is planned for Saturday 14 July and Sunday 15 July from 10am to 5pm in the Riverview Lounge, Kaiapoi Club with an opening night function for sponsors, funders, artists and art lovers on Friday 13 July.

3.2 Funding is being sought from all the Waimakariri Community Boards as this event is a major one in both the Trust’s and Waimakariri District’s calendar. More than 3,500 people are expected, covering all demographics.

3.3 Over the past 12 years the event has enabled over 800 artists to showcase their artworks. The number of artists from the Rangiora-Ashley community area continues to rise from 27% in 2011 to 40% in 2017.

4. **ISSUES AND OPTIONS**

4.1. The Expo allows more than 100 new and existing Waimakariri artists public exposure and the opportunity to sell their work. The Schools’ Expo enables Waimakariri school students to exhibit alongside amateur, hobby and professional artists.

4.2. If the Board decide to support this event it would be acknowledged on the Sponsor’s Board, in the Art Expo catalogue and on the website. Financial information has been supplied. The event will still proceed if the funds are declined.

4.3. The Trust is seeking funds from a range of sources including the other Waimakariri Community Boards. The Board allocated $500 to the 2017 event to support promotional advertising in the Northern Outlook. Last month the Oxford-Ohoka Community Board granted $500 towards this event for 2018.

4.4. The Board may approve or decline grants to the applicant in accordance with the grant guidelines.

4.5. The Management Team have reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

Not applicable.

5.2. **Wider Community**

Not applicable.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

The Annual Plan for 2017/18 includes budget provision for the Rangiora-Ashley Community Board to approve grants to community groups up to a total of $12,264.04. The requested grants for consideration in April total $500.

The current balance of the grant fund is $6,764.04.
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**

A wide range of members of the community from all demographics will both attend, and participate in, the Expo and Schools’ Expo.

6.3. **Risk Management**

Not applicable.

6.4. **Health and Safety**

The Trust makes all arrangements for the event including Health and Safety requirements.

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 to participate in community and recreational activities.

7.4. **Delegations**

Community Boards have delegated authority to approve such grants.

Edwina Cordwell
Governance Adviser
26 January 2018

The Secretary
Rangiora-Ashley Community Board
Private Bag 1005
Rangiora

Dear Sir / Madam

RE: Donation from Rangiora-Ashley Community Board

Please find enclosed our application form and associated documentation in relation to an application for a donation from Rangiora-Ashley Community Board for $500.00 towards running costs associated with the Kaiapoi Art Expo and School Art Expo and in particular advertising in the Northern Outlook promoting the Expo and other local activities.

We have requested funding from all Waimakariri Community Boards and Advisory Boards, as this event complements existing art events and activities in Waimakariri and is a major event on both the Trust’s and the Waimakariri District’s calendar.

The Kaiapoi Art Expo was a local initiative developed by the Waimakariri Arts Trust, and has continued to grow and develop, encouraging participation in visual arts particularly for new and emerging artists. The Expo gives artists the opportunity to showcase and / or sell their work at an event attended by several thousand-art lovers. Exhibitors do not need to belong to an existing art group, the only criteria is that they live in the Waimakariri District. Through financial generosity from funders the Waimakariri Arts Trust have held 12 successful Art Expos and this year will be delivering the 13th Kaiapoi Art Expo.

The Art Expo will maintain its already successful process but will offer new initiatives focusing on increasing the number of visitors to the Expo and encouraging them to visit other local locations and events within the district.

The Waimakariri Arts Trust is made up of local and respected board members who selflessly volunteer their time to the Kaiapoi Art Expo:

- **Dan Gordon**, Chairman – Councillor Waimakariri District Council, member and Trustee: North Canterbury Sport and Recreation Trust, Rangiora-Ashley Community Board, Rangiora Promotions Management Board, Rangiora Winter Festival, West Eyreton Rural Water Supply Advisory Group, Friends of Rangiora Town Hall, President of the Rotary Club of Rangiora.

- **Jackie Watson**, Vice Chairman – Business Owner, Chairperson Kaiapoi-Tuahiwi Community Board, Coordinator Art On The Quay, Arts Canterbury

- **Wilson Henderson**, Trustee – Chair Arts Canterbury, Artist

- **Christine Kay-Eastgate**, Trustee – Partner, Corcoran French Lawyers

- **Maureen Toland**, Trustee – Business Owner
The 2018 event is planned for Saturday 14 July and Sunday 15 July from 10am to 5pm in the Riverview Lounge, with an opening night function for sponsors, funders, artists and art lovers on Friday 13 July. Entry is by way of a gold coin donation, this does not deter some 3,500 visitors.

Over the past 12 years we have enabled over 800 artists to showcase their artworks. The number of exhibiting artists from the Rangiora-Ashley community continues to rise from 27% in 2011 to 40% in 2017.

If the Rangiora-Ashley Community Board are in a position to support the Waimakariri Arts Trust with funding for the 2018 Kaiapoi Art Expo, we would acknowledge this support, on our Sponsors’ board, in the Art Expo catalogue and on our website.

Thank you for the opportunity to submit an application. I would be happy to speak to this application if required and I can be contacted on 021 659 127 or via email info@kaiapoiartexpo.co.nz.

We hope you will be in a position to support this Waimakariri-wide Art Expo and look forward to hearing from you in due course.

Yours faithfully

Theresa Smith
Event Coordinator
Kaiapoi Art Expo
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 consider a number of factors in their 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 need to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board require 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 funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

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

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

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

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

• Grant applications will be considered every second month by the Rangiora-Ashley Community Board: July, September, November 2016 and February, April, June 2017. 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 2016 to June 2017) 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 community of the Rangiora-Ashley Ward.

• The applications should clearly state the purpose for which the money is to be used.

• The applicants 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 support 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 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.

What happens now?

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

Community Board Advocate
Rangiora-Ashley Community Board
C/- Waimakariri District Council
Private Bag 1005
Rangiora 7440

Or hand deliver to either

• Oxford Library & Service Centre, Pearson Park Pavilion, Oxford.
• Rangiora Service Centre, 215 High Street, Rangiora.
• Ruataniwaha 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 decision and if successful an invoice and your organisation’s bank account details will be requested.
• On receipt of this information payment will be processed to your organisation's bank account.
Groups Applying for Board Discretionary Grants 2016/2017

Name of Group: Waimakariri Arts Trust
Address: PO Box 389 Kaiapoi 7644
Contact Person within Organisation: Theresa Smith
Position within Organisation: Event Coordinator
Contact phone number: 021 659 127   Email: info@kaiapoiartexpo.co.nz

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

Running costs associated with the KAIAPOI ART EXPO and SCHOOL ART EXPO in particular advertising in the Northern Outlook promoting the Expo and other local activities as well as stationery and postage expenses.
For more details please see attached cover letter describing in detail the 2-day Kaiapoi Art Expo event.

What is the timeframe of the project? July 13 - 15, 2018

Overall Cost of Project: $48,500   Amount Requesting: $500

How many people will directly benefit from this project? 3500+

Who is 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 by Ward:

- Rangiora-Ashley 40%  
- Woodend-Sefton 15%  
- Kaiapoi-Tuahiwi 33%  
- Oxford-Ohoka 12%

Other (please specify):

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

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

The Art Expo has strong relationships with local businesses who provide sponsorship, the venue, and various goods and services. The Expo enables just over 100 new and existing Waimakariri artists public exposure of their work and opportunity to sell artwork. Art builds confidence amongst artists and fosters relationships between artists and the community - offering access to and participation in the the arts. The Schools Expo allows Waimakariri school students the opportunity to exhibit alongside amateur, hobby and professional artists.

What is the benefit(s) to your organisation?

To provide another (13th) successful event for the Waimakariri District. Increase exposure and credibility of the Waimakariri Arts Trust which will enable the Trust to continue to foster and promote arts in the Waimakariri district.

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

This is a community-originated and positive event that is friendly, inviting and a low cost for all to participate in and attend. The Expo complements existing art events and activities in the Waimakariri and is a major event on both the Trust's and the Waimakariri District’s calendar. The Expo attracts in excess of 3,000 visitors to the Kaiapoi community and Waimakariri District. This year planned extra event activities will encourage visitors to attend other events in the district longer. The Expo utilises local media to promote the event and local businesses to provide the venue and various services.

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

[Yes] [No]

If yes, name of parent group

Waimakariri Arts Trust

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

The Trust coordinates and delivers the annual Kaiapoi Art Expo.

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:

The Trust plans to apply for funding from: Canterbury Community Trust - for salaries and wages: $10,000 / Creative Communities Waimakariri - for promotion: $2,000 / Waimakariri Boards - for promotion in local papers and event & operating costs such as floral arrangements, entertainment and photography: $4,000 / Lion Foundation - for lighting: $4,000 / CERT - for catalogue printing: $2,500 / Mainland Foundation - for panel hire: $2,200 / Air Rescue - for panel hire: $500 / The Southern Trust - for postcard distribution: $3189.65 / First Sovereign - catalogue printing: $1,000

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:

Last year in March we applied to the Board for costs associated with running the Kaiapoi Art Expo 2017,

Enclosed

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

[Supporting costs/quotes (not compulsory)]

[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: Theresa Smith  
Date: 24 January 2018
### Budget - Kaiapoi Art Expo 2018

**Income (GST incl.):**

<table>
<thead>
<tr>
<th>Expenses (GST incl.):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
</tr>
<tr>
<td>Advertising &amp; Signage</td>
</tr>
<tr>
<td>Expanding Fee (4@ $25.00)</td>
</tr>
<tr>
<td>Donation (Voluntary @ Door)</td>
</tr>
<tr>
<td>Raffles (sell 400 @ $2 each)</td>
</tr>
<tr>
<td>Rental - Panels/Plinths (80 @ $75.00)</td>
</tr>
<tr>
<td>Catalogue Advertising (1 @ $75.00)</td>
</tr>
<tr>
<td>Art Expo Self Funding</td>
</tr>
<tr>
<td><strong>Potential Sponsorship</strong></td>
</tr>
<tr>
<td>Potential Funders</td>
</tr>
<tr>
<td>Potential Sponsor/Funders Total</td>
</tr>
<tr>
<td><strong>Sundry</strong></td>
</tr>
<tr>
<td><strong>Confirmed Sponsorship</strong></td>
</tr>
<tr>
<td>Confirmed Funders</td>
</tr>
<tr>
<td><strong>Confirmed Sponsorship/Funders</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Potential Funders</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rata Foundation - Wages</td>
</tr>
<tr>
<td>Lion Foundation - Lighting</td>
</tr>
<tr>
<td>Pub Charity - Postcards Print</td>
</tr>
<tr>
<td>CERT - catalogue</td>
</tr>
<tr>
<td>Air Rescue - Panel Hire</td>
</tr>
<tr>
<td>The Southern Trust - Postcards Distri.</td>
</tr>
<tr>
<td>First Sovereign - Catalogue costs</td>
</tr>
<tr>
<td>Four Winds - Postcards Print</td>
</tr>
<tr>
<td>Creative Communities - promotion</td>
</tr>
<tr>
<td>Oxford-Ohoka CB - Oxford Observer</td>
</tr>
<tr>
<td>Kaiapoi-Tuahiwi CB - Advocate</td>
</tr>
<tr>
<td>Rga - Ashley CB - Northern Outlook</td>
</tr>
<tr>
<td>Woodend-Seton CB - Entertainment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Potential Sponsor/Funders Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sundry</strong></td>
</tr>
<tr>
<td><strong>Confirmed Sponsorship</strong></td>
</tr>
<tr>
<td>Confirmed Funders</td>
</tr>
<tr>
<td><strong>Confirmed Sponsorship/Funders</strong></td>
</tr>
</tbody>
</table>

**TOTAL INCOME** | 22,975.00 |
| **difference** | (25,526.56) |
| **difference with potential** | 5,361.49 |

| **Budget** | Costtu |
|----------------------|
| **Confirmed Sponsorship** | 8,000.00 |
| Confirmed Funders | 5,000.00 |
| **Confirmed Sponsorship/Funders** | 13,000.00 |

**TOTAL EXPENSES** | 48,501.56 |

* discretionary if budget allows

---

*Voluntary @ Door*
Financial and Service Statements *

Waimakariri Arts Trust

For the Year Ended 31 March 2017

Comprising

Statement of Receipts and Payments (Cash Flow)
Statement of Resources and Commitments (Assets and Liabilities)
Statement of Service Activity
Entity Information
Notes

* The Financial and Service Statements comprise the 'Performance Report' for Charity reporting purposes.
Waimakariri Arts Trust

Statement of Receipts and Payments (Cash Flows)

For the period 1 April 2016 to 31 March 2017

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Cash Received</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Donations, Fundraising and other similar receipts</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td>$ 3,879</td>
<td>$ 3,702</td>
</tr>
<tr>
<td>CERT</td>
<td>$ 2,228</td>
<td></td>
</tr>
<tr>
<td>Friends of Trust</td>
<td>$ -</td>
<td>$ 645</td>
</tr>
<tr>
<td>Raffles</td>
<td>$ 967</td>
<td>$ 977</td>
</tr>
<tr>
<td>Rata Foundation</td>
<td>$ 10,000</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>Waimakariri District Council Funding</td>
<td>$ 1,578</td>
<td>$ 2,692</td>
</tr>
<tr>
<td>Private Sponsors (Note 7)</td>
<td>$ 11,850</td>
<td>$ 10,100</td>
</tr>
<tr>
<td>Fees, subscriptions, receipts, donations from members</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Receipts from providing goods or services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commission on Art Sales (Note 6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Art Sales</td>
<td>$ 38,644</td>
<td>$ 23,157</td>
</tr>
<tr>
<td><em>Less : Remittance to Artists</em></td>
<td>-$ 32,219</td>
<td>-$ 19,290</td>
</tr>
<tr>
<td>Artist Entry Fee</td>
<td>$ 4,815</td>
<td>$ 3,585</td>
</tr>
<tr>
<td>Auctions</td>
<td>$ 800</td>
<td>$ -</td>
</tr>
<tr>
<td>Opening Night Ticket Sales</td>
<td>$ 30</td>
<td>$ 380</td>
</tr>
<tr>
<td><strong>Interest, dividends and other investment Receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>$ 87</td>
<td>$ 399</td>
</tr>
<tr>
<td><strong>Other Receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sundry</td>
<td>$ 300</td>
<td>$ 669</td>
</tr>
<tr>
<td><strong>Total Operating Cash Received</strong></td>
<td>$ 42,958</td>
<td>$ 37,016</td>
</tr>
</tbody>
</table>

**Operating Cash Paid**

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Expenses related to public fundraising</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenses related to providing goods or services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertising and Promotion</td>
<td>$ 12,935</td>
<td>$ 7,258</td>
</tr>
<tr>
<td>Art Week</td>
<td>$ 1,410</td>
<td></td>
</tr>
<tr>
<td>Audit Fee</td>
<td>$ 239</td>
<td>$ 266</td>
</tr>
<tr>
<td>Coordinator/Treasurer</td>
<td>$ 11,860</td>
<td>$ 10,544</td>
</tr>
<tr>
<td>Event Expenses</td>
<td>$ 10,885</td>
<td>$ 8,843</td>
</tr>
<tr>
<td>Insurance</td>
<td>$ 245</td>
<td>$ 245</td>
</tr>
<tr>
<td>Opening Night</td>
<td>$ 4,027</td>
<td>$ 4,206</td>
</tr>
<tr>
<td>Stationery/Photocopy/Post</td>
<td>$ 1,107</td>
<td>$ 479</td>
</tr>
<tr>
<td>Schools' Expo</td>
<td>$ 279</td>
<td>$ -</td>
</tr>
<tr>
<td>Signage</td>
<td>$ 2,659</td>
<td>$ 3,963</td>
</tr>
<tr>
<td>Trustee Expenses</td>
<td>$ 1,143</td>
<td>$ 559</td>
</tr>
<tr>
<td>Website</td>
<td>$ 345</td>
<td>$ 385</td>
</tr>
<tr>
<td><strong>Grants and donations made</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donation made to Oxford Arts Trust</td>
<td>$ 1,000</td>
<td></td>
</tr>
<tr>
<td><strong>Other Payments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sundry</td>
<td>$ 234</td>
<td>$ 408</td>
</tr>
<tr>
<td><strong>Total Operating Cash Paid</strong></td>
<td>$ 48,367</td>
<td>$ 37,754</td>
</tr>
<tr>
<td>Description</td>
<td>Amount</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Operating Cash Flow</td>
<td>-$5,409</td>
<td>Net Cash Flow</td>
</tr>
<tr>
<td>Add Opening Cash Balance</td>
<td>$31,152</td>
<td>Closing Cash Balance</td>
</tr>
<tr>
<td>Closing Cash Balance</td>
<td>$25,743</td>
<td></td>
</tr>
<tr>
<td>Represented by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westpac Cheque Account</td>
<td>$5,079</td>
<td></td>
</tr>
<tr>
<td>Westpac Simple Saver</td>
<td>$20,663</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$25,743</td>
<td></td>
</tr>
</tbody>
</table>
Waimakariri Arts Trust

Statement of Resources and Commitments (Assets and Liabilities)

As At 31 March 2017

<table>
<thead>
<tr>
<th>Schedule of Resources (Assets)</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Accounts and Cash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westpac Cheque Account</td>
<td>$5,079</td>
<td>$10,549</td>
</tr>
<tr>
<td>Westpac Simple Saver</td>
<td>$20,663</td>
<td>$20,602</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td><strong>$25,743</strong></td>
<td><strong>$31,151</strong></td>
</tr>
</tbody>
</table>

**Other Resources**

| Significant Fixed Assets at Cost - 20 Advertising Billboards | $5,500 | $5,500 |

Schedule of Commitments (Liabilities)

| Unexpended Grants (Note 4)     | $2,228 | $ - |
|**Total Commitments**           | **$2,228** | **$ -** |
Waimakariri Arts Trust

Statement of Service Activity

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

Outputs

2017

Artwork & Artist Statistics: Number of Artists - 98
Number of Artworks Exhibited - 568

2016

Artwork & Artist Statistics: Number of Artists - 88
Number of Artworks Exhibited - 509

AUDITED
Waimakariri Arts Trust

Entity Information

Mandatory disclosures according to s.3 of PBE SFR-C (NFP)

Type of Organisation
Waimakariri Arts Trust is a Charitable Trust incorporated under the Charitable Trusts Act 1957.

Purpose of Organisation
To facilitate, promote, educate and foster support for art in the Waimakariri District and to contribute to the Waimakariri District's reputation as a cultural area for the benefit of the people of the Waimakariri District.

Organisation Structure
The Trust is administered by a Board of Trustees who is accountable to, and elected by, members of the Trust.

Main Sources of Funds
The Main Sources of funds for the Trust are grants from philanthropic and government funders, and private sponsorships for our annual art exhibition. The Trust sells artwork on behalf of the artists on a commission basis.

Main Methods of Fundraising
The Trust holds fundraising events for members and the general public.
The Trust receives grants and donations from government and private sources.

Volunteers and in-kind Donations
The Trust depends on voluntary work for most of its activities.
Waimakariri Arts Trust

Notes

1 Basis of Preparation
Waimakariri Arts Trust is permitted by law to apply standard SFR-C(NFP) and has elected to do so.

Transactions are reported on a the basis of cash received and spent in the Statement of Cash Flow. Significant amounts owed or owing are accrued in the Statement of Assets and Liabilities.

2 Taxation
As a Registered Charity the organisation is exempt from Income Tax.

The organisation is not registered for GST, and all figures are shown inclusive of GST.

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

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

<table>
<thead>
<tr>
<th>2017</th>
<th>Purpose</th>
<th>Received</th>
<th>Unexpended</th>
</tr>
</thead>
<tbody>
<tr>
<td>RATA Foundation</td>
<td>Kalapoi Art Expo Event Coordination</td>
<td>$10,000</td>
<td>$ -</td>
</tr>
<tr>
<td>CERT *</td>
<td>Catalogue Printing</td>
<td>$2,228</td>
<td>$2,228</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$12,228</td>
<td>$2,228</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2016</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RATA Foundation</td>
<td></td>
<td>$10,000</td>
<td>$ -</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$10,000</td>
<td>$ -</td>
</tr>
</tbody>
</table>

* CERT Grant received in advance for 2017 EXPO

5 Related Parties
The following significant financial transactions have occurred with related parties

2017
Relationship with Related Party
Nil

2016
Relationship with Related Party
Member of Management Team
6 Sales

Waimakariri Arts Trust sells artwork on behalf of the artists on a commission basis. The gross sales figure in a given year and the remittance to artists from those sales in that year are disclosed in the funds received section of the statement. The Trust’s commission income is the difference between the two.

7 Sponsorships

The Trust would like to acknowledge the support of our sponsors:

<table>
<thead>
<tr>
<th>Sponsor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashton Wheelans</td>
<td>$ 500</td>
</tr>
<tr>
<td>Blackwells Department Store</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>Bowden Environmental</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>Canvas Technology</td>
<td>$ 300</td>
</tr>
<tr>
<td>Corcoran French</td>
<td>$ 4,750</td>
</tr>
<tr>
<td>Investment World Limited</td>
<td>$ 300</td>
</tr>
<tr>
<td>John Rhind</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>Mike Pero</td>
<td>$ 500</td>
</tr>
<tr>
<td>Property Lifestyle Concepts</td>
<td>$ 500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 11,850</strong></td>
</tr>
</tbody>
</table>
AUDITOR’S REPORT

Opinion
I have audited the Performance Report of Waimakariri Arts Trust, a Charitable Trust and registered Charity, for the year ending 31 March 2017. These statements include the Statement of Receipts and Payments, Statement of Resources and Commitments, Statement of Service Performance and the Notes.

In my opinion the Performance Report provides a true and fair view of the cash flows of Waimakariri Arts Trust for the year ended 31 March 2017 and their assets and liabilities at that date in accordance with the financial reporting framework for registered Charities. The activities disclosed in the Statement of Service Performance provide a fair representation of those activities.

My audit was completed on 13 June 2017 and my opinion is expressed as at that date.

Basis for Opinion
I have been guided by New Zealand auditing standards ISA(NZ) in performing this audit in as much as they are applicable to small not-for-profit entities. The auditor’s responsibilities with respect to such audits can be accessed here: https://xrb.govt.nz/Site/Auditing_Assurance_Standards/Current_Standards/Page8.aspx

An audit involves collecting and examining evidence that the information presented in the Financial and Service Statements correctly represents the actual financial activities and position of the organisation to a high degree of certainty and accuracy. This also means that the information given in the Statements must be complete with no significant omissions that may mislead the reader of the Statements.

Note that the requirement of completeness does not extend to the Statement of Service Performance, and my assurance in respect of this Statement is limited to the fair representation of information given there and does not contain an acknowledgment that this information represents all significant activities of the organisation.

I selected audit procedures relevant to the not-for-profit nature, size and type of organisation and considered the information needs of the likely users of the Statements predominantly in financial respects in doing so. These procedures involved, but were not restricted to:

- Gathering evidence that both cash receipts and cash payments are accurately represented and include all money received and paid by the organisation. Such evidence may include the organisation’s internal processes and analysis of the organisation’s transaction patterns.
- Gathering evidence that the presentation of the organisation’s assets and liabilities is complete and, where dollar-values are available, that these are disclosed as required.
- Verifying compliance with accounting standard PBE SFR-C (NFP).
- Gathering evidence supporting the assertions made in the Statement of Service Performance.
I have received sufficient and appropriate evidence to form an audit opinion. Other than in my capacity as auditor I have no relationship with or financial interest in the Trust, according to the Professional and Ethics Standard 1 issued by the NZ Auditing and Assurance Standards Board.

Responsibilities of Those Charged with Governance for the Financial Statements
It is the responsibility of the organisation's Board of Trustees to ensure that a Performance Report is prepared, that gives a true and fair view in accordance with PBE SFR-C(NFP), and to ensure that appropriate processes and procedures are in place to prevent misstatements from occurring through error or fraud.

Leigh Brook, BBus
Christchurch Community Accounting
leigh@commacounting.co.nz
<table>
<thead>
<tr>
<th>Month considered</th>
<th>Group</th>
<th>Project</th>
<th>Amount Requested</th>
<th>Amount Granted</th>
<th>Running Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Pegasus Residents group Inc.</td>
<td>Towards costs for activities at a Christmas event, &quot;Christmas on the Lake&quot;</td>
<td>$500</td>
<td>$400.00</td>
<td>$2,510.00</td>
</tr>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>towards the costs of funding Pedalmania to be part of the Waimakariri Light Party 2016 event</td>
<td>$390</td>
<td>$390.00</td>
<td>$2,120.00</td>
</tr>
<tr>
<td>September</td>
<td>Okuku Pony Club</td>
<td>Towards accommodation costs while attending the Springfield Trophy event</td>
<td>$500</td>
<td>$500.00</td>
<td>$1,620.00</td>
</tr>
<tr>
<td>February</td>
<td>Woodend Bowling Club</td>
<td>towards the cost to core and solid spike the outdoor bowling green</td>
<td>$449</td>
<td>-</td>
<td>$1,620.00</td>
</tr>
<tr>
<td>April</td>
<td>Kaiapoi Art Expo and Schools Art Expo</td>
<td></td>
<td>$300</td>
<td>$300.00</td>
<td>$1,320.00</td>
</tr>
<tr>
<td>April</td>
<td>Sefton School PTA</td>
<td>towards purchase of a TV &amp; Apple TV box</td>
<td>$500</td>
<td>$500.00</td>
<td>$820.00</td>
</tr>
<tr>
<td>June</td>
<td>The Woodpecker Community Trust</td>
<td></td>
<td>$500</td>
<td>$600.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>September</td>
<td>Southbrook School PTA</td>
<td>Towards the costs of hiring Ethel &amp; Bethel to run a bingo fundraiser event</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Vision West Community Trust</td>
<td>Towards the cost of photoelectric smoke alarms in social housing</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Rangiora Croquet Club Inc.</td>
<td>Towards the part funding of a second set of Quadway Hoops</td>
<td>$500</td>
<td>$500.00</td>
<td>$8,510.00</td>
</tr>
<tr>
<td>September</td>
<td>Okuku Pony Club</td>
<td>Towards accommodation costs while attending the Springfield Trophy event</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Reflections Community Trust</td>
<td>toward the cost of a dog agility display for the Waimakariri Light Party 2016</td>
<td>$350.00</td>
<td>$200.00</td>
<td>$8,310.00</td>
</tr>
<tr>
<td>November</td>
<td>Presbyterian Support Upper South Island</td>
<td>Towards the costs of establishing an outdoor garden area for the Totara Club.</td>
<td>$1,000.00</td>
<td>$500.00</td>
<td>$7,810.00</td>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td>Description</td>
<td>Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Ashley Playcentre</td>
<td>Towards the purchase of a John Deere ride-on tractor.</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Cust-West Eyreton Playcentre</td>
<td>Towards the purchase of a tablet, Microsoft Office programme and virus protection.</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Rangiora Playcentre</td>
<td>To purchase a profile holder and a non-slip entrance mat.</td>
<td>$456.21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Rangiora Playcentre</td>
<td>To purchase a profile holder and a non-slip entrance mat.</td>
<td>$380.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Rangiora and Districts Early Records Society Inc.</td>
<td>Towards the cost of conservation framing of a sale map for the Red Lion Hotel</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Canterbury Justices of the Peace Association Inc.</td>
<td>Towards the cost of a pull-up banner</td>
<td>$235.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>North Canty Riding for the Disabled Inc</td>
<td>Equipment and mounting block for less able riders</td>
<td>$389.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Kaiapoi Art Expo and Schools Art Expo</td>
<td>Towards running costs - in particular advertising - applied to all boards</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>HomeShare Lunch Group</td>
<td>Towards entry costs for senior citizens participating in the HomeShare Lunch Group to Orana Park</td>
<td>$295.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>North Canterbury Model Railway Club Inc.</td>
<td>Towards the cost of advertising an 'open day' event 18-19 March 2017.</td>
<td>$250.00</td>
<td></td>
<td></td>
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<tr>
<td>June</td>
<td>Cust Bowling Club</td>
<td></td>
<td>$500.00</td>
<td></td>
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<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>Towards the costs of hiring a clown/street performer for the Waimakariri Light Party 2016</td>
<td>$450</td>
<td></td>
<td></td>
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<tr>
<td>August</td>
<td>Vision West Community Trust</td>
<td>Towards the cost of photoelectric smoke alarms in social housing</td>
<td>$500.00</td>
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<td></td>
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<tr>
<td>August</td>
<td>Big Brothers Big Sisters of North Canterbury</td>
<td>Towards entry costs to Laserstrike for children being mentored</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td>Description</td>
<td>Amount 1</td>
<td>Amount 2</td>
<td>Amount 3</td>
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</tr>
<tr>
<td>August</td>
<td>Kaiapoi Pony Club</td>
<td>Towards training and equipment for the Springston Trophy event</td>
<td>$500</td>
<td>$500.00</td>
<td>$3,710.00</td>
</tr>
<tr>
<td>September</td>
<td>Kaiapoi Community Garden Trust</td>
<td>Towards advertising costs for the Annual Spring Open Day</td>
<td>$276</td>
<td>$276.00</td>
<td>$3,434.00</td>
</tr>
<tr>
<td>November</td>
<td>You Me We Us</td>
<td>towards the cost of paying for a performer and advertising for a Waitangi Day celebration</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$2,934.00</td>
</tr>
<tr>
<td>February</td>
<td>Reflections Community Trust</td>
<td>Toward the cost for Kaiapoi Photographic Club to take photos at the Kaiapoi Children’s day for future promotional purposes and archival records</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$2,859.00</td>
</tr>
<tr>
<td>February</td>
<td>Community Wellbeing North Canterbury Trust / Kaiapoi Community Support</td>
<td>Towards the cost of purchasing a commercial chest freezer</td>
<td>$327.43</td>
<td>$327.43</td>
<td>$2,531.57</td>
</tr>
<tr>
<td>March</td>
<td>Canterbury Justices of the Peace Association Inc.</td>
<td>Towards the cost of a pull-up banner</td>
<td>$235.75</td>
<td>$235.75</td>
<td>$2,295.82</td>
</tr>
<tr>
<td>March</td>
<td>Karanga Mai Early Learning Centre</td>
<td>Towards the cost of a new couch for breast-feeding mothers to nurse their babies</td>
<td>$500</td>
<td>$500.00</td>
<td>$1,795.82</td>
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<tr>
<td>April</td>
<td>Kaiapoi Toy Library</td>
<td>Towards the purchase of board games</td>
<td>$500.00</td>
<td>$100</td>
<td>$1,695.82</td>
</tr>
<tr>
<td>April</td>
<td>R13 Youth Development Trust</td>
<td>To enable Chair/Manager to attend a 5 day child protection programme</td>
<td>$700.00</td>
<td>$250</td>
<td>$1,445.82</td>
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<tr>
<td>April</td>
<td>Tuahiwi Community Preschool</td>
<td>towards the creation of a bicultural themed entranceway feature</td>
<td>$500.00</td>
<td>$200</td>
<td>$1,245.82</td>
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<tr>
<td>Month</td>
<td>Organization/Project</td>
<td>Purpose</td>
<td>Amounts</td>
<td></td>
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<tr>
<td>April</td>
<td>Waimakariri Arts Trust-Kaiapoi Art Expo</td>
<td>Towards running costs associated with the Kaiapoi Art Expo and Schools’ Art Expo, in particular advertising in the Kaiapoi Advocate and venue clearing costs</td>
<td>$500.00 $300 $945.82</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>KHS CACTUS Programme</td>
<td></td>
<td>$500.00 $945.82 $-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Oxford Area School - Senior Netball team</td>
<td>Towards costs associated with attending the South Island Secondary Schools Netball Tournament in Nelson</td>
<td>$500.00 $250.00 $4,060.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Little by Little</td>
<td>Towards costs associated with a new community initiative</td>
<td>$250.00 $250.00 $3,810.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Oxford Play Centre</td>
<td>Towards purchase of a lawn mower</td>
<td>$250.00 $250.00 $3,560.00</td>
<td></td>
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</tr>
<tr>
<td>July/August</td>
<td>Under Our Feet Charitable Trust</td>
<td>Towards the purchase of compost and seedlings</td>
<td>$250.00 $-</td>
<td></td>
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</tr>
<tr>
<td>July</td>
<td>North Canterbury Family Violence Network</td>
<td>To fund a presentation to raise family violence awareness among Oxford Area School youth</td>
<td>$500.00 $250.00 $3,310.00</td>
<td></td>
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<tr>
<td>August</td>
<td>Under Our Feet Charitable Trust</td>
<td>Towards the purchase of compost and seedlings</td>
<td>$250.00 $250.00 $3,060.00</td>
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</tr>
<tr>
<td>September</td>
<td>Okuku Pony Club</td>
<td>Towards accommodation costs while attending the Springston Trophy event</td>
<td>$500.00 $250.00 $2,810.00</td>
<td></td>
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<tr>
<td>September</td>
<td>Eyreton Pony Club</td>
<td>Towards the cost of fencing a learner’s area</td>
<td>$450.00 $450.00 $2,360.00</td>
<td></td>
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<tr>
<td>February</td>
<td>Canterbury Justices of the Peace Association Inc.</td>
<td>Towards the cost of a pull-up banner</td>
<td>$235.75 $235.75 $2,124.25</td>
<td></td>
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</tr>
<tr>
<td>April</td>
<td>Oxford Community Trust- Waimak Kids Oscar</td>
<td>Towards purchase of play equipment from the Big Game Company</td>
<td>$500 $500.00 $1,624.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Arts in Oxford Printmaking Group</td>
<td>Towards the purchase of reusable equipment to make paper and sculptures</td>
<td>$491 $491.00 $1,133.25</td>
<td></td>
<td></td>
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<tr>
<td>April</td>
<td>Waimakariri Arts Trust-Kaiapoi Art Expo</td>
<td>Towards running costs of the Kaiapoi Art Expo and Schools’ Art Expo, particularly promotional advertising in the Oxford Observer</td>
<td>$500 $500 $633.25</td>
<td></td>
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</tr>
<tr>
<td>Month considered</td>
<td>Group</td>
<td>Project</td>
<td>Amount Requested</td>
<td>Amount Granted</td>
<td>Running Balance</td>
</tr>
<tr>
<td>------------------</td>
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</tr>
<tr>
<td>July</td>
<td>Woodend Spring Flower Show</td>
<td>Towards the purchase of new signs</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$3,610.00</td>
</tr>
<tr>
<td>August</td>
<td>Woodend Playcentre</td>
<td>Towards the cost of a First Aid Course for parents of the playcentre</td>
<td>$700.00</td>
<td>$500.00</td>
<td>$3,110.00</td>
</tr>
<tr>
<td>September</td>
<td>Woodend Before and After School Programme</td>
<td>New sports equipment</td>
<td>$500.00</td>
<td>$250.00</td>
<td>$2,860.00</td>
</tr>
<tr>
<td>October</td>
<td>Ashley Playcentre</td>
<td>Towards the cost of a First Aid Course for parents of the playcentre</td>
<td>$500.00</td>
<td>$350.00</td>
<td>$2,510.00</td>
</tr>
<tr>
<td>December</td>
<td>North Canterbury Neighbourhood Support</td>
<td>to purchase name badges for the committee members</td>
<td>$300.00</td>
<td>$300.00</td>
<td>$2,210.00</td>
</tr>
<tr>
<td>February</td>
<td>Sefton Community Newsletter</td>
<td>Towards costs associated with transition to new printing team</td>
<td>$500.00</td>
<td>$350.00</td>
<td>$1,860.00</td>
</tr>
<tr>
<td>March</td>
<td>Pegasus Bay School PTA</td>
<td>Towards costs for senior playground</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$1,360.00</td>
</tr>
<tr>
<td>April</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>Towards venue hire and music provided for the 2016 Kaiapoi Art Expo and Schools' Art Expo</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$860.00</td>
</tr>
<tr>
<td>April</td>
<td>North Canterbury Riding for the Disabled</td>
<td>for three volunteers to undertake an introductory course towards their Assistant Coaches Certificate</td>
<td>$498.00</td>
<td>$498.00</td>
<td>$362.00</td>
</tr>
<tr>
<td>June</td>
<td>Woodend Bowling Club Inc.</td>
<td>Towards the upgrading of covered kitchen lighting</td>
<td>$335.80</td>
<td>$335.80</td>
<td>$26.20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$4,110.00</strong></td>
</tr>
<tr>
<td><strong>Woodend-Ashley Community Board</strong></td>
<td><strong>10.138.100.2410</strong></td>
<td><strong>Total</strong></td>
<td><strong>$6,120.00</strong></td>
<td><strong>$6,120.00</strong></td>
<td></td>
</tr>
<tr>
<td>Month</td>
<td>Organization</td>
<td>Purpose</td>
<td>Amounts</td>
<td></td>
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</tr>
<tr>
<td>August</td>
<td>International Day of Older Persons Group</td>
<td>Towards costs associated with International Day of Older Persons</td>
<td>$250.00</td>
<td>$250.00</td>
<td>$5,870.00</td>
</tr>
<tr>
<td>August</td>
<td>The Ashley Lodge No.28</td>
<td>Towards fundraising event for the replacement of defibrillators in each of the four ambulances based in Rangiora</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$5,370.00</td>
</tr>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>Towards the hire of Pedalmania for the Waimakariri Light Part 2015</td>
<td>$375.00</td>
<td>$375.00</td>
<td>$4,995.00</td>
</tr>
<tr>
<td>August</td>
<td>Rangiora Community Garden</td>
<td>Towards the purchase of materials for 3 new signs</td>
<td>$482.00</td>
<td>$482.00</td>
<td>$4,513.00</td>
</tr>
<tr>
<td>August</td>
<td>Caring for Carers Inc</td>
<td>Towards annual venue hire and refreshments for meetings of the Rangiora Support Group</td>
<td>$388.00</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Fall Prevention Exercise Group</td>
<td>Towards costs associated with establishing an exercise programme for seniors</td>
<td>$500.00</td>
<td>$250.00</td>
<td>$4,263.00</td>
</tr>
<tr>
<td>October</td>
<td>Ashgrove School PTA – ReStyle Me</td>
<td>Towards venue hire for 'ReStyle Me', a fundraising event for Ashgrove School</td>
<td>$500.00</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Ashgrove School PTA – Santa's Grotto</td>
<td>Gate signage at the Rangiora A&amp;P Showgrounds entrance for Santa's Grotto</td>
<td>$379.50</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>McAlpines North Canterbury Pipe Band (Inc)</td>
<td>Towards new kilts for band members</td>
<td>$500.00</td>
<td>$350.00</td>
<td>$3,913.00</td>
</tr>
<tr>
<td>October</td>
<td>Ashgrove School PTA – Ashgrove Twilight Gala</td>
<td>To hire deep fryers and cooking oil for the Ashgrove Twilight Gala</td>
<td>$425.00</td>
<td>-</td>
<td></td>
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<tr>
<td>October</td>
<td>Rangiora Toy Library</td>
<td>Towards advertising costs of a fundraising event as part of its 21st Birthday celebrations</td>
<td>$741.00</td>
<td>$350.00</td>
<td>$3,563.00</td>
</tr>
<tr>
<td>December</td>
<td>North Canterbury Neighbourhood Support</td>
<td>Towards the costs associated with running the 'Old Fashioned Family Picnic'</td>
<td>$250.00</td>
<td>$250.00</td>
<td>$3,313.00</td>
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<tr>
<td>December</td>
<td>Rangiora Playcentre</td>
<td>To purchase a new pull up banner</td>
<td>$379.00</td>
<td>$379.00</td>
<td>$2,934.00</td>
</tr>
<tr>
<td>Month</td>
<td>Organization</td>
<td>Description</td>
<td>Amounts</td>
<td></td>
<td></td>
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<td>-----------------------------------------------------------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Rangiora Toy Library</td>
<td>towards the purchase of new toys, specifically, a replacement tractor</td>
<td>$456.25 $456.25 $2,477.75</td>
<td></td>
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<tr>
<td>April</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>Towards the hire and installation of lighting for the 2016 Kaiapoi Art Expo and Schools’ Art Expo</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>North Canterbury Riding for the Disabled</td>
<td>towards costs associated with relocating to the Millton Memorial Reserve</td>
<td>$500.00 $500.00 $1,977.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>North Canterbury Family Violence Network</td>
<td>towards costs of a Safety and Respect presentation and follow-up barbeque for Rnagiora High School and/or Rnagiora New Life School secondary students</td>
<td>$500.00 $316.26 $1,661.49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Cat Care Incorporated</td>
<td>Towards the costs of a Microchipping Day</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Disability, Carers and Friends Group</td>
<td>For the purchase of a trestle table and costs of catering for a Dance Social</td>
<td>$500.00 $250.00 $1,411.49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Rangiora Croquet Club Inc.</td>
<td>For part funding one set of Quadway Hoops</td>
<td>$500.00 $300.00 $1,111.49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>The Rangiora and Districts Early Records Society Inc</td>
<td>For costs associated with set up, production and installation of four ACM vinyl signs to replace existing</td>
<td>$327.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Seftonian Battle Sport</td>
<td>For new sporting and Safety equipment for players, specifically 4 x trebuchets and 2 x armour</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Social Services Waimakariri</td>
<td>Toward the costs of catering for a community forum event</td>
<td>$200.00 $200.00 $911.49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo resubmission</td>
<td>Towards the hire and installation of lighting for the 2016 Kaiapoi Art Expo and Schools’ Art Expo</td>
<td>$500.00 $327.75 $583.74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Community College North Canterbury</td>
<td>For the venue hire and supplies of a youth open night</td>
<td>$400.00 $400.00 $183.74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>You Me We Us</td>
<td>Towards advertising of the September 4th Observance Day</td>
<td>$496.80 $496.80 $5,623.20</td>
<td></td>
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</tr>
</tbody>
</table>

**Total Amount:** $6,120.00
<table>
<thead>
<tr>
<th>Month</th>
<th>Organisation</th>
<th>Purpose</th>
<th>Amount</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Hinemoa-Kaiapoi Hockey Club</td>
<td>Towards assisting team members with the cost of travel to a tournament in Fiji</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$5,123.20</td>
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<tr>
<td>August</td>
<td>Canterbury Youth Development Programme</td>
<td>Towards providing breakfast three mornings per week for eight weeks and food for the Longest Day Challenge</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$4,623.20</td>
</tr>
<tr>
<td>September</td>
<td>Arthritis New Zealand</td>
<td>towards venue hire and advertising associated with running self-management sessions and workshops in Kaiapoi</td>
<td>$500.00</td>
<td>$250.00</td>
<td>$4,373.20</td>
</tr>
<tr>
<td>September</td>
<td>Kaiapoi District Historical Society Incorporated</td>
<td>Towards the cost of installing updates of PastPerfect (a museum programme) and linking four computers for volunteers to work on at the same time</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$3,873.20</td>
</tr>
<tr>
<td>November</td>
<td>You Me We Us</td>
<td>for advertising of Kaiapoi’s 2016 Waitangi Day celebrations</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$3,373.20</td>
</tr>
<tr>
<td>December</td>
<td>North Canterbury Neighbourhood Support</td>
<td>towards costs associated with running the ‘Old Fashion Family Picnic’</td>
<td>$300.00</td>
<td>$350.00</td>
<td>$3,023.20</td>
</tr>
<tr>
<td>March</td>
<td>Kaiapoi Photographic Club Inc</td>
<td>Toward printing costs for Club members involved in a photographic exhibition - &quot;Waimakariri - from the Mountains to the Sea&quot;</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$2,523.20</td>
</tr>
<tr>
<td>March</td>
<td>Satisfy Food Rescue</td>
<td>To purchase a sandwich board to identify Satisfy Food Rescue in the community</td>
<td>$350.00</td>
<td>-</td>
<td>$2,523.20</td>
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<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>Towards the hire and installation of lighting for the 2016 Kaiapoi Art Expo and Schools’ Art Expo</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$2,023.20</td>
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<tr>
<td>March</td>
<td>You Me We Us</td>
<td>Towards advertising costs for a 'Pop Up cinema' event</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$1,523.20</td>
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<tr>
<td>Month</td>
<td>Organization</td>
<td>Description</td>
<td>Grants</td>
<td></td>
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<tr>
<td>April</td>
<td>Social Services Waimakariri</td>
<td>towards catering costs for a community forum to discuss establishing a Community House and capacity for a Children's Team for the community</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$1,323.20</td>
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<tr>
<td>April</td>
<td>North Canterbury Family Violence Network</td>
<td>towards the costs associated with a presentation to Kaiapoi High School about family violence and a bbq to follow</td>
<td>$500.00</td>
<td>$198.44</td>
<td>$1,124.76</td>
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<tr>
<td>November</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>Towards running costs, in particular, the music provided over the weekend for 2016 Kaiapoi Art Expo.</td>
<td>$300.00</td>
<td>$250.00</td>
<td>$3,860.00</td>
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<tr>
<td>November</td>
<td>Oxford Table Tennis</td>
<td>Towards the purchase of tables</td>
<td>$250.00</td>
<td>$250.00</td>
<td>$3,610.00</td>
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<tr>
<td>November</td>
<td>Keep Oxford Beautiful</td>
<td>for a photo and information panel about the Oxford Historic Jail</td>
<td>$250.00</td>
<td>$250.00</td>
<td>$3,360.00</td>
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<tr>
<td>November</td>
<td>Friends of Oxford Hospital</td>
<td>towards the purchase of a Lazy Boy recliner chair and disability aids for patients</td>
<td>$350.00</td>
<td>$250.00</td>
<td>$3,110.00</td>
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<tr>
<td>November</td>
<td>Oxford Pony Club</td>
<td>towards the cost of running a two day show jumping course for its club members</td>
<td>$250.00</td>
<td>$250.00</td>
<td>$2,860.00</td>
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<tr>
<td>November</td>
<td>North Canterbury Neighbourhood Support</td>
<td>towards costs associated with running the 'Old Fashion Family Picnic'</td>
<td>$250.00</td>
<td>$250.00</td>
<td>$2,610.00</td>
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<td>November</td>
<td>West Eyreton School</td>
<td>purchase of a banner-stand</td>
<td>$345.00</td>
<td>$250.00</td>
<td>$2,360.00</td>
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<td>November</td>
<td>Oxford Tennis Club</td>
<td>Towards two weather shelters for the new courts</td>
<td>$500.00</td>
<td>$250.00</td>
<td>$2,110.00</td>
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<td>November</td>
<td>View Hill Improvement Society</td>
<td>To purchase three alloy framed umbrellas for use at the View Hill Domain</td>
<td>$477.00</td>
<td>$250.00</td>
<td>$1,860.00</td>
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<td>April/May</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards the floral arrangements for the 2016 Kaiapoi Art Expo and Schools’ Art Expo</td>
<td>$500.00</td>
<td>$250.00</td>
<td>$1,610.00</td>
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<tr>
<td>Date</td>
<td>Organisation</td>
<td>Purpose</td>
<td>Total Amount</td>
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<tr>
<td>April/May</td>
<td>Oxford Community Trust</td>
<td>for stationery and art supplies for Oscar School Holiday programme</td>
<td>$ 560.03</td>
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<td></td>
<td>Oxford Area School - Senior Netball team</td>
<td>towards costs associated with attending the South Island Secondary Schools Netball Tournament in Nelson</td>
<td>$ 500.00</td>
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<tr>
<td>April/May</td>
<td>Friends of Oxford Hospital</td>
<td>towards purchase of window screen blinds for patients rooms</td>
<td>$ 250.00</td>
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<td></td>
<td>Little by Little</td>
<td>towards costs associated with a new community initiative</td>
<td>$ 250.00</td>
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<td>April/May</td>
<td>Oxford Netball Club</td>
<td>for the purchase of two portable netball goals</td>
<td>$ 199.90</td>
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<td></td>
<td>Oxford O.S.C.A.R.</td>
<td>for First Aid training of staff</td>
<td>$ 175.00</td>
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<td>April/May</td>
<td>West Eyreton School</td>
<td>towards graphic design work for a banner</td>
<td>$ 295.00</td>
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<td></td>
<td>Social Services Waimakariri</td>
<td>towards costs of catering for a community forum event</td>
<td>$ 200.00</td>
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<td>April/May</td>
<td>Oxford Play Centre</td>
<td>towards purchase of a lawn mower</td>
<td>$ 250.00</td>
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<tr>
<td>April/May</td>
<td>Oxford Plunket</td>
<td>for the purchase of child safety gates and new toys for the Oxford Plunket Rooms</td>
<td>$ 500.00</td>
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<td></td>
<td>Cust Netball Club</td>
<td>Towards the purchase of uniforms and equipment to enable childrens' participation</td>
<td>$500.00</td>
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<td></td>
<td>Under Our Feet Charitable Trust</td>
<td>Towards the purchase of compost and seedlings</td>
<td>$250.00</td>
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</tbody>
</table>
1. SUMMARY

1.1 The purpose of this report is to seek approval of Board representation at wreath laying services within the Rangiora-Ashley community area on ANZAC Day 2018.

2. RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) Receives report No. 180326032235.

(b) Appoints Board member(s) .........................to lay a wreath on behalf of the Board at the Ashley War Memorial on Tuesday 24 April 2018.

(c) Appoints Board member(s) ......................to attend the ANZAC Day service at Rangiora High School at 9.30am (assemble 9.20am) on Wednesday 25 April 2018, in conjunction with the Council representative.

OR

(d) Appoints Board member(s) ......................to attend the ANZAC Day service at Rangiora High School at 9.30am (assemble 9.20am) on Wednesday 25 April 2018 and to lay a wreath on behalf of the Board.

(d) Appoints Board Member(s) .....................to lay a wreath on behalf of the Board at the Rangiora Cenotaph Service at 11.30am (assemble at RSA 11.15am) on Wednesday 25 April 2017.

(e) Appoints Board Member(s) ....................to attend the Cust and West Eyreton Anzac Day Parade at 10.00am on Wednesday 25 April 2018 and to lay a wreath at Cust.

(f) Appoints Board Member(s) ......................to attend the Fernside Anzac Day Parade at 10am on Wednesday 25 April 2018, in conjunction with the Council representative.

OR

(g) Appoints Board Member(s) ......................to attend the Fernside Anzac Day Parade at 10am on Wednesday 25 April 2018 and to lay a wreath on behalf of the Board.

3. BACKGROUND

3.1 Anzac Day is on Wednesday 25 April 2018 and it is normal for a representative of the Council to be in attendance at each service to lay the wreath on behalf of the district. Wreathes are also laid at Rangiora and Kaiapoi on behalf of the people of Zonnebeke,
Belgium to support the twinning relationship between the two districts. A reciprocal arrangement is made with the District of Zonnebeke.

3.2. Wreaths will also be laid by the Community Boards at Kaiapoi, Rangiora, Oxford, West Eyreton, Cust, Ashley War Memorial, Sefton and Tuahiwi. The Boards will be also represented at Ohoka, Fernside, Rangiora High School and Woodend services in conjunction with the Council representatives and wreath laying.

4. ISSUES AND OPTIONS

4.1. All services are on Wednesday 25 April unless otherwise stated. The times of the services are:

- Kaiapoi Cenotaph Dawn Service 6.30am
- Kaiapoi Cenotaph (Trousselot Park) 10.00am (assemble cnr Davis and Sewell St
  by tennis courts 9.45am)
- Rangiora High School 9.30am (assemble 9.20am)
- Rangiora Cenotaph 11.30am (assemble at RSA 11.15am)
- Oxford Town Hall 9.30am
- Cust Community Centre 10.00am
- Fernside Hall 10.00am
- Tuahiwi (Urupa) 2.00pm
- Ohoka Hall 11.00am (Tuesday 24 April) Ohoka Hall
- Sefton Cenotaph 6.00pm (Tuesday 24 April) Sefton Domain
- Woodend Community Centre 6.00pm (Tuesday 24 April).

4.2. The Rangiora service will be held at the Cenotaph. The Rangiora RSA will also lay wreaths at the Rangiora High School.

4.3. The Kaiapoi service will be held in Trousselot Park. Members are also invited to the dawn service being held at the war memorial, Raven Quay at 6.30am. Community participation will be welcomed at this service.

4.4. The Oxford service will be held at the Oxford Town Hall and the Cust/West Eyreton service is held at the Cust Community Centre.

4.5. Four services are held in the district prior to ANZAC with one being at the Ohoka Hall (Mill Road), and another at the Sefton Domain. This year a new service will occur at the Woodend Community Centre at the same time as the Sefton service. Members of the Woodend-Sefton Community Board will also support the Sefton and Woodend services.

4.6. A service is also held at the Ashley war memorial on Tuesday 24 April and supported by members of the Rangiora-Ashley Community Board.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations
Staff assist the local RSA representatives with traffic management plans, advertising of services and service sheets. There is public expectation of ANZAC Services occurring.

5.2. Wider Community
Advertising will be made prior to the day outlining the time and place of ceremonies in the district and inviting all members of the community to attend one or more service.

The community anticipates that ANZAC services will be held in the District.
6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

The costs for wreaths, advertising and incidental costs are met from the Governance budget. Advertising will be made prior to the day outlining the time and place of ceremonies in the district and inviting all members of the community to attend one or more service. Service sheets are also produced in-house for several of the smaller community services.

6.2. **Community Implications**

Not applicable.

6.3. **Risk Management**

Not applicable.

6.4. **Health and Safety**

Local RSAs host the services and are responsible for traffic management plans and all associated organisation.

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.

7.4. **Delegations**

Not applicable.

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Edwina Cordwell  
Governance Adviser
1. **SUMMARY**

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT / MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 6 March</td>
<td>Attend drop in session Re Sport’s Facility</td>
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<tr>
<td>Wednesday 7 March</td>
<td>• Staff briefing re Garrymere Water scheme with Ward Councillors</td>
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<td>• All Boards Briefing</td>
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<td>• Rangiora Airport Draft LTP meeting</td>
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<tr>
<td>Tuesday 13 March</td>
<td>• Meeting Edwina Cordwell re Agenda</td>
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<tr>
<td></td>
<td>• Rangiora Promotions</td>
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<td>• Friends of the Town Hall</td>
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<tr>
<td>Wednesday 14 March</td>
<td>• Meeting Craig Sargison/Dan Gordon</td>
</tr>
<tr>
<td></td>
<td>• Rangiora-Ashley Community Board meeting</td>
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<tr>
<td>Thursday 15 March</td>
<td>Meeting Edwina Cordwell</td>
</tr>
<tr>
<td>Tuesday 20 March</td>
<td>• Meeting re potential for Young Achievers Grant</td>
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<td>• Public Meeting, Loburn re Garrymere Water Supply Scheme</td>
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<tr>
<td>Wednesday 21 March</td>
<td>• RACB LTP Submission workshop</td>
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<td>• All Boards Standing Orders Refresher Training</td>
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<td>• Timebank meeting</td>
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<tr>
<td>Thursday 22 March</td>
<td>• Mainpower Meeting re Kippenberger trees etc</td>
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<td>• ENC function at Waipara with Cnr Gordon</td>
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<td>• Annual Hui</td>
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<td>Wednesday 28 March</td>
<td>Last Wednesday Club</td>
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<tr>
<td>Thursday 29 March</td>
<td>ARLA Hearing re DLC</td>
</tr>
</tbody>
</table>

2. **RECOMMENDATION**

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

(a) Receives report No. 18040435207

Jim Gerard QSO
CHAIRPERSON