Oxford-Ohoka Community Board

Agenda

Thursday 7 March 2019

7.00pm

West Eyreton Hall
3 Earlys Road
West Eyreton

Members:
Doug Nicholl (Chair)
Mark Brown (Deputy Chair)
Wendy Doody
James Ensor
Shirley Farrell
Kevin Felstead
John Lynn
Thomas Robson
Board Members

OXFORD-OHOKA COMMUNITY BOARD

AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD IN THE WEST EYRETON HALL, 3 EARLYS ROAD, WEST EYRETON ON THURSDAY 7 MARCH 2019 AT 7PM.

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

BUSINESS

PAGES

1 APOLOGIES

2 CONFLICTS OF INTEREST

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Oxford-Ohoka Community Board – 7 February 2019

RECOMMENDATION

(a) THAT the Oxford-Ohoka Community Board:

Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 7 February 2019, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS

6 ADJOURNED BUSINESS

7 REPORTS

7.1 Application to the Oxford-Ohoka Community Board’s Discretionary Grant Fund 2018-2019 – Kay Rabe (Governance Adviser)

RECOMMENDATION

THAT the Oxford - Ohoka Community Board:

(a) Receives report No. 190213016331.

(b) Approves a grant of $.................... to Waimakariri Arts Trust-Kaiapoi Art Expo towards advertising the Kaiapoi Art Expo and Schools’ Art Expo in local papers.

OR

(c) Declines the application from Waimakariri Arts Trust-Kaiapoi Art Expo.
8 CORRESPONDENCE

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for February 2019

RECOMMENDATION
THAT the Oxford-Ohoka Community Board:
(a) Receives report No 190225021207.

10 MATTERS FOR INFORMATION

10.1 Woodend-Sefton Community Board meeting minutes – 11 February 2019 (Trim No 190207013695).

10.2 Kaiapoi-Tuahiwi Community Board meeting minutes – 18 February 2019 (Trim No 190213016349)

10.3 Youth Council meeting minutes – November 2018.

10.4 Family Violence Prevention – report to Community and Recreation Committee 12 February 2019 (Trim No 190131010856)

10.5 Aquatic Facilities Update – Community and Recreation Committee 12 February 2019 (Trim No 190116003969).

10.6 Capital Projects Report for the period ended 31 December 2018 – report to Audit and Risk Committee 12 February 2019 (Trim No 190128008548).

10.7 Community Facilities – User applications for exemption from fees – report to Community and Recreation Committee 12 February 2019 (Trim No 190129009698).

10.8 Library Update to 31 January 2019 – report to Community and Recreation Committee 12 February 2019 (Trim No 190131011192).

10.9 Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – report to Kaiapoi Tuahiwi Community Board 18 February 2019 (Trim No 190109001449).

10.10 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Kaiapoi Tuahiwi Community Board 18 February 2019 (Trim No 190110002007).

10.11 Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – report to Rangiora Ashley Community Board 13 February 2019 (Trim No 190109001505).

10.12 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Rangiora Ashley Community Board 13 February 2019 (Trim No 190110001941).

10.13 Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – report to Woodend Sefton Community Board 11 February 2019 (Trim No 190109001833).

10.14 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Woodend Sefton Community Board 11 February 2019 (Trim No 190110001871).
RECOMMENDATION

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.14

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

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant

Balance as at 26 February 2019: $727.

13.2 General Landscaping Fund

Balance as at 26 February 2019: $1,060.

14 MEDIA ITEMS

15 QUESTIONS UNDER STANDING ORDERS

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for Wednesday 3 April 2019 commencing at 7.00pm, at the Mandeville Sports Club.

Workshop

- Members Forum

Briefing

(Please note a briefing is public excluded)

- Parking Update – Chris Brown (Community and Recreation Manager)
MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD
HELD IN THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON THURSDAY
7 FEBRUARY 2019 AT 7.00M.

PRESENT
D Nicholl (Chair), M Brown, W Doody, J Ensor, S Farrell, K Felstead, and T Robson.

IN ATTENDANCE
D Ayers (Mayor), S Markham (Manager Strategy & Engagement), E Cordwell (Governance Team Leader), and K Rabe (Governance Adviser).

1 APOLOGIES
Moved M Brown             seconded S Farrell
An apology for absence was received and sustained from John Lynn.
CARRIED

2 CONFLICTS OF INTEREST
Item 7.1 (b) M Brown as Board member of the Mandeville Sports Club
Item 7.1 (d) S Farrell as Secretary/Treasurer of Oxford Promotions Action Committee

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Oxford-Ohoka Community Board – 6 December 2018
Moved S Farrell             seconded M Brown
THAT the Oxford-Ohoka Community Board:

Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 6 December 2018, as a true and accurate record subject to the following amendment:

“Item 11 ‘Members Information Exchange – S Farrell’ (bullet point 1)
Oxford Promotions Action Committee had been asked by ENC where they thought the charging stations should be and the Committee indicated the Oxford Farmers Market carpark.

Item 11 ‘Members Information Exchange – S Farrell’ (bullet point 3)
Attended Pearson Park Advisory Group meeting – A member of the Oxford Farmers Market commented to one of the Pearson Park Advisory Group members some time ago they would like a representative but were told that was unnecessary.”

CARRIED

4 MATTERS ARISING
K Felstead gave an update on the meeting with concerned residents regarding various drinking water issues raised by the deputation to the Board at its November 2018 meeting.

D Nicholl also mentioned meeting with a resident in regard to concerns over the Council's charges for water.
S Farrell requested feedback on the query regarding the LED street lights in Oxford which had been raised with staff at the December 2018 meeting.

5 DEPUTATIONS AND PRESENTATIONS

5.1 Mandeville Residents’ Association – Karen Jackson and Richard Jackson were present and spoke on behalf of the Association raising concerns around safety issues and lack of parking in the Mandeville Village shopping precinct. The Association tabled its presentation and a suggested plan for an additional carparking area.

K Jackson informed the Board that a local land owner had indicated a possible willingness to sell land adjacent to the business area to increase parking to mitigate safety issues for pedestrians in the area.

The Mandeville Residents’ Association requested a formal report to come to the Board within a month to clarify the situation and so that a decision could be made.

Staff advised the Board that staff were working of the matter but were unaware of this potential offer of land. The landowner had not approached the Council and this would be needed before any assessment would be undertaken.

K Jackson also advised that the carparks appeared too narrow and residents were reluctant to use them especially if they had large 4WD vehicles.

D Nicholl informed K Jackson that staff had been out to check the size of the carparks and had confirmed that they were compliant with the District Plan.

S Farrell asked whether there were any footpaths to the side of the presented potential parking area and it was confirmed that there was not.

M Brown requested clarification that the additional area under discussion was in fact of private land.

J Ensor requested clarification on the number of carparks shown on the original resource consent and commented on the lack of provision for staff carparking.

It was confirmed that all relevant conditions of the District Plan were complied with. D Nicholl also commented that the village had proved much more popular than anticipated.

It was intended that an update or report would be presented to the March meeting.

6 ADJOURNED BUSINESS

There was no adjourned business.

7 REPORTS

7.1 Application to the Oxford-Ohoka Community Board’s Discretionary Grant Fund 2018-2019 – Kay Rabe (Governance Adviser)

K Rabe spoke to the report.

Moved T Robson seconded W Doody

THAT the Oxford - Ohoka Community Board:

(a) Receives report No. 181220151474.

(b) Approves a grant of $500 to Aimtru Archers Club Incorporated towards the cost of specialised equipment (arrows) to introduce new programmes for people with intellectual disabilities.
W Doody commented that the Archery group was extremely pro-active for people with disabilities and had won the Peter Allen Sports Award.

Moved W Doody seconded T Robson

(c) Approves a grant of $500 to Oxford Promotions Action Committee Inc towards the cost of signage for the Oxford Winter Lights Festival.

CARRIED

W Doody commented on the hard work of the Committee and her support for the event.

7.2 **New Zealand Community Boards’ Conference 2019 – Kay Rabe (Governance Adviser)**

K Rabe spoke to the report.

Moved W Doody seconded K Felstead

THAT the Oxford - Ohoka Community Board:

(a) Receives report No. 190109001708.

(b) Approves three (3) members, being S Farrell, J Ensor and T Robinson to attend the New Zealand Community Boards’ Conference to be held in New Plymouth from 11 to 13 April 2019.

(c) Notes the attendees will write an individual report on the conference sharing ideas/knowledge gained and present the report at their respective Board’s May 2019 meeting.

(d) Notes that the total cost for each attendee is approximately $1,821 (including GST).

S Farrell requested, that the Board consider any recommendations emerging from the conference feedback.

CARRIED

7.3 **Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – Kay Rabe (Governance Adviser)**

K Rabe spoke to the report.

Moved S Farrell seconded T Robson

THAT the Oxford - Ohoka Community Board:

(a) Receives report No 190110001832.

(b) Circulates a copy of this report to all of the Community Boards.

CARRIED

K Rabe clarified that Waimakariri Arts Trust – Kaiapoi Art application included advertising in the Northern Outlook and North Canterbury News.

7.4 **Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – Kay Rabe (Governance Adviser)**

K Rabe took the report as read.

Moved M Brown seconded W Doody
THAT the Oxford - Ohoka Community Board:
(a) Receives report No 190110001846.
(b) Circulates a copy of this report to all of the Community Boards.

CARRIED

8 CORRESPONDENCE

Moved W Doody seconded M Brown
THAT the Oxford-Ohoka Community Board:
(a) Receives the memo regarding Bay Road Footpath Renewal Works (TRIM 181212146986) (as previously circulated).
(b) Receives the tabled memo responding to the Chair’s question as regards access to the subdivision at the 404 Mill Road development (TRIM 190204012525)

CARRIED

S Farrell asked for the background to the memo and D Nicholl advised that a query had been raised by a resident. There could be a potential issue in the future.

W Doody queried the designation of the land and any resource consent restriction.

D Nicholl replied that these were originally four hectare blocks which was subdivided into smaller sections on condition of only one access to Mill Road and would contain possibly 81 houses. There is a right of way but not a Council vested road.

S Farrell asked if this was Kintyre Road.

J Ensor queried drainage and floor levels and K Felstead advised that the resource consent had been approved in 2017.

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for November 2018

Moved M Brown seconded J Ensor
THAT the Oxford-Ohoka Community Board:
(a) Receives report No 190115003214.

CARRIED

10 MATTERS FOR INFORMATION

10.1 Woodend-Sefton Community Board meeting minutes – 12 November 2018 (Trim No 181122137148).
10.2 Woodend-Sefton Community Board meeting minutes – 10 December 2018 (Trim No 181205142989).
10.3 Rangiora-Ashley Community Board meeting minutes – 13 November 2018 (Trim No 181106130190).
10.4 Rangiora-Ashley Community Board meeting minutes – 13 November 2018 (Trim No 181206144348).
10.5 Kaiapoi-Tuahiwi Community Board meeting minutes – 19 November 2018 (Trim No 181114134202)
10.6 Kaiapoi-Tuahiwi Community Board meeting minutes – 17 December 2018 (Trim No 181211146279)

10.7 Youth Council meeting minutes – October 2018.

10.8 Waimakariri Stockwater Race – Closure Policy and strategy – report to Utilities and Roading Committee 11 December 2018 (Trim No 181024124336)

10.9 Rangiora-Woodend Road, Gressons Road, Boys Road and Northbrook Road Speed Limit Review Consultation – report to Council 4 December 2018 (Trim No 181121136994).

10.10 Zone Implementation Programme Addendum (ZIPA) implementation - WDC role and funding options – report to Council 29 January 2019 (Trim No 181217148924).

10.11 Library Update to 30 November 2018 – report to Community and Recreation Committee 18 December 2018 (Trim No 181130141223).

10.12 Aquatic Facilities Update Report – report to Community and Recreation Committee 20 November 2018 (Trim No 181030126776).


10.14 Waimakariri Youth Strategy Review – report to Community and Recreation Committee 18 December 2018 (Trim No 181206144197).

10.15 Community Team Update – report to Community and Recreation Committee 18 December 2018 (Trim No 181206144576).

Moved J Ensor    seconded S Farrell
THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.15
CARRIED

S Farrell raised her concerns regarding the closure of some water-races in the area, saying that in some cases landowners had filled in the water-race channels and this had subsequently caused flooding during wet weather.

Staff confirmed that in closing any water-race there was a procedure that was followed and that if any landowner wanted to fill the channel he had to gain permission from the Council, as some water-races had other channels which could, in some cases, allow for the land owner to infill land while others were vital to be kept open.

K Felstead confirmed this was the policy and was adhered to.

W Doody commented, that while she understood the need for some closures to occur, it was a loss to heritage of by gone days of farming.

D Nicholl advised that in the instance of the recent closure, there was an alternative route. K Felstead also noted that maintenance is costly. D Nicholl had concerns that some stockwater races were being used to manage drainage/flooding and that proper drainage was needed.

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.
J Ensor
- Successful year for Surf Lifesaving and that the extra week of duty for Woodend and Pegasus had been beneficial.

T Robson
- Youth Development Strategy update
- Attended the Oxford Christmas Carol event which was a great success.
- Attended All Boards Briefing

S Farrell
- Also attended the Oxford Christmas Carol event
- Snap, Send Solve impressive and good response
- Great Bay Road outcome – thanked staff for the work done
- Canterbury Landscapes compost site – request for monitoring report on contents of compost as an increase in feral cats in the area, possibly feeding off rats and mice etc drawn by the compost. Staff would seek an information memorandum on the matter.

M Brown
- In the last stage of completing the Mandeville Sports Club application to RATA
- Meeting of the West Eyerton Advisory Group – request regarding the timeline for finishing the fencing and planting round the second well. At present just temporarily fenced. Staff to follow up.
- Thanked staff for the monitoring of nitrate reports and requested that these be shared on a regular basis.
- Swannanoa Domain looking very good and thanked staff for the excellent work done to achieve such a successful result.
- Noted the retirement of the West Eyerton School Principal – Gillian Gallagher
- Noted an overflowing culvert requiring maintenance. Staff to follow up.

K Feldstead
- NZ Order of Merit Awards – recipients honoured. One recipient unable to attend.
- Presentation of Community Service Award to Michael Patterson who had been unable to attend the formal event.
- Notice of Motion by D Gordon regarding maintenance to empty sections, requesting a possible By-law to be introduced to mitigate dry grass fire hazards. Outcome to be known in March.
- Pegasus Bay By-law monitoring – great work done but acknowledgement that more enforcement would need to be budgeted in the next Annual Plan.
- Update on Rural No 1 Well
- Adopted the new Procurement and Contract Policy
- Health and Safety report

W Doody
- Roading resels and resurfacing
- All fords in and around the area are open
- Sicon replacing timber handrail on Cust River bridge
- Jaycee Room at the Museum open for the weekend
- Ohoka Domain programme update
- Earthquake sensors installed in district including Oxford Service Centre – monitoring in real time and information visible to Public
- Summertime reading at the library a success
- Pools very busy and a successful Swim School
- Email from Charlotte Church (Oxford Area School) wanting projects in the community. W Doody meeting with her on 20 February to see what ideas they have on community clean up/gardening etc
- Confirmed that she requested traffic counters – one in Harewood Road

M Brown asked which fords had been closed and for how long
12 CONSULTATION PROJECTS
- Age Friendly survey out – anyone can complete
- Annual Plan deliberations and a reminder that the All Boards Briefing on 6 March 2019 will be devoted to the Annual Plan. A reminder that public consultation starts on 11 March and runs to the 11 April 2019.

13 BOARD FUNDING UPDATE
13.1 Board Discretionary Grant
   Balance as at 31 January 2019: $1,727.

13.2 General Landscaping Fund
   Balance as at 31 January 2019: $1,060.

14 MEDIA ITEMS
Good news stories regarding the Board funding allocations.

15 QUESTIONS UNDER STANDING ORDERS
There were no questions under standing orders.

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS
There was no general business under standing orders.

NEXT MEETING
The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 7 March 2019 commencing at 7.00pm, in the West Eyreton Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED 8.12pm.

CONFIRMED
________________________
Chairperson
________________________
Date

Workshop
- Members Forum
   Discussion of Oxford A & P Show on 30 March 2019 and arrangements for members to have a stand there.
1. **SUMMARY**

1.1. The purpose of this report is to consider one 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 advertising the Kaiapoi Art Expo and Schools’ Art Expo in local papers.</td>
<td>$500</td>
</tr>
</tbody>
</table>

Total: $500


Attachments:

i. Application from Waimakariri Arts Trust-Kaiapoi Art Expo (Trim 190213016331).

ii. Spreadsheet showing previous two years grants.


2. **RECOMMENDATION**

**THAT** the Oxford-Ohoka Community Board:

(a) Receives report No. 190213016331.

(b) Approves a grant of $................. to Waimakariri Arts Trust-Kaiapoi Art Expo towards advertising the Kaiapoi Art Expo and Schools’ Art Expo in local papers.

**OR**

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

3.1. *Waimakariri Arts Trust-Kaiapoi Art Expo* is seeking funds towards promoting the Kaiapoi Art Expo and Schools’ Art Expo in local papers. This event is scheduled for 14 and 15 July 2019.

4. **ISSUES AND OPTIONS**

4.1. Funding is being sought from all the District’s Community Boards as this is a major event in the District’s calendar. More than 3,500 people are expected, covering all demographics, and with an estimated 32% of participants coming from the Oxford Ohoka area.

4.2. The Expo allows new and existing Waimakariri artists public exposure and opportunity to sell their work. The Schools’ Expo allows Waimakariri school students an opportunity to exhibit alongside amateur, hobby and professional artists.

4.3. If the Board chooses to support this event it would be acknowledged on the Sponsor’s board, in the Art Expo catalogue and on their website. The event will proceed if this application is declined.

4.4. Other funding sources have been listed along with the amounts applied for on the application form. The Waimakariri Arts Trust - Kaiapoi Art Expo was granted $500 by the Board towards advertising in local papers last year.

4.5. All accountability forms have been received. Financial information has been included with the application.

4.6. The Board may approve or decline grants in accordance with the grant guidelines.

4.7. The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1. Community organisations in applying to the Board’s Discretionary Grant, are seeking to assist all sectors of the community.

6. **FINANCIAL IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

The Annual Plan for 2018/19 includes budget provision for the Oxford-Ohoka Community Board of $6,520. The requested grants for consideration in March 2019 total $500.

The current balance of the grant fund is $1,227.

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

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

6.2. **Community Implications**

The event will benefit the community at large.

6.3. **Risk Management**

Not applicable.
6.4. Health and Safety

All health and safety issues will fall under the Waimakariri Arts Trust for the duration of the event.

7. CONTEXT

7.1. Policy

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

Kay Rabe
Governance Adviser
OXFORD-OHOKA COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

Groups Applying for Board Discretionary Grants 2018/2019

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 KAIPOI ART EXPO and SCHOOL ART EXPO in particular advertising in the Oxford Observer and Oxford Bulletin promoting the event.
For more details please see attached cover letter describing in detail the 2-day Kaiapoi Art Expo event and Arts Week.

What is the timeframe of the project/event date? July 12 - 14, 2019
Overall Cost of Project: $51,175  Amount Requesting: $500

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

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

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

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

Oxford-Ohoka 32 %  Rangiora-Ashley 39 %  Woodend-Sefton 19 %  Kaiapoi-Tuahiwi 10 %

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, various goods and services such as catering, entertainment, floral arrangements, etc. Enables just over 100 new and existing local artists the opportunity to showcase and / or sell their work at an event attended by several thousand art lovers.

What is the benefit(s) to your organisation?

To provide another (14th) 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 Oxford-Ohoka 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 3,500 visitors to the Kaiapoi community and Waimakariri District.

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: The Southern Trust, Postcards Diet 3,000 / Cert. Catalogue 3,000 / Air Rescue, Radio 800 / Lion Foundation, Lighting 4,000 / First Sovereign, Panel Hire 1,000 / Creative Communities, Promotion 2,000 / Other Waimak District Boards, various $1500 / Rate Foundation, Wages $5,000

Have you applied to the Oxford-Ohoka 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 2018 and received $500.

Enclosed

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

□ Supporting costs/quotes

☑ Other supporting information

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

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

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

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

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

Signed: ___________________________ Date: 14/02/2019
**Budget - Kaiapoi Art Expo 2019**

*discretionary if budget allows*

### Income (GST incl):

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
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<tbody>
<tr>
<td>Self Funding Estimates</td>
<td></td>
</tr>
<tr>
<td>Displaying Fee (8 @ $25.00)</td>
<td>200.00</td>
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<tr>
<td>Donation (Voluntary @ Door)</td>
<td>3,800.00</td>
</tr>
<tr>
<td>Raffles (sell 350 @ $2 each)</td>
<td>700.00</td>
</tr>
<tr>
<td>Rental - Panels/Plinths (80 @ $75.00)</td>
<td>6,000.00</td>
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<tr>
<td>Catalogue Advertising (6 @ $75.00)</td>
<td>450.00</td>
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<td>Commission</td>
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**Art Expo Self Funding** 17,650.00

### Expenses (GST incl):

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<th>Item</th>
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<tbody>
<tr>
<td>Advertising &amp; Signage</td>
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<tr>
<td>Print media</td>
<td>5,726.42</td>
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<tr>
<td>Social (Facebook &amp; Website)</td>
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<tr>
<td>Radio (Newstalk &amp; MoreFM)</td>
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<tr>
<td>Billboard Print (22)</td>
<td>273.50</td>
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<tr>
<td>Billboard Install</td>
<td>850.00</td>
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<tr>
<td>Trailer Billboards</td>
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**Printing & Stationery** 5,840.00

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<tr>
<th>Item</th>
<th>Budget</th>
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<tr>
<td>A5 Postcard Print (46,365 + 635)</td>
<td>2,410.33</td>
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<tr>
<td>Postcards Distribution</td>
<td>3,174.65</td>
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<tr>
<td>Footpath Signage and Signs install</td>
<td>1,216.00</td>
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**Event & Operating Costs** 14,450.00

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<th>Item</th>
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<tr>
<td>Effpos &amp; Money Counter Hire</td>
<td>120.00</td>
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<tr>
<td>Expo Entertainment - band hire</td>
<td>400.00</td>
</tr>
<tr>
<td>Opening night food/beverage</td>
<td>3,800.00</td>
</tr>
<tr>
<td>Oper Studio Signs</td>
<td>80.00</td>
</tr>
<tr>
<td>Venue Hire and setup crew</td>
<td>200.00</td>
</tr>
<tr>
<td>Lighting</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Panel Hire</td>
<td>4,500.00</td>
</tr>
<tr>
<td>Photography</td>
<td>200.00</td>
</tr>
<tr>
<td>Schools Popset Black Card 125 (3yrs)</td>
<td>0.00</td>
</tr>
<tr>
<td>NCFA - Display and Stage</td>
<td>500.00</td>
</tr>
<tr>
<td>Have a Go Artists</td>
<td>200.00</td>
</tr>
<tr>
<td>Have a Go Signs</td>
<td>100.00</td>
</tr>
<tr>
<td>Have a Go Flyers</td>
<td>100.00</td>
</tr>
<tr>
<td>Opening Night Entertainment - Anotoly</td>
<td>250.00</td>
</tr>
</tbody>
</table>

**Suncry** 500.00

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domain Name Reg</td>
<td>-</td>
</tr>
<tr>
<td>Trustee Insurance</td>
<td>-</td>
</tr>
<tr>
<td>Public Liability Insurance</td>
<td>-</td>
</tr>
<tr>
<td>Storage costs</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage</td>
<td>500.00</td>
</tr>
<tr>
<td>Volunteer expenses</td>
<td>100.00</td>
</tr>
<tr>
<td>Wages</td>
<td>11,000.00</td>
</tr>
</tbody>
</table>

**Potential Sponsorship/Funders** 27,200.00

### Confirmed Sponsorship

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowden Environmental</td>
<td>3,000.00</td>
</tr>
<tr>
<td>John Rhind - People's Choice</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Property Lifestyle Concepts - Gold</td>
<td>500.00</td>
</tr>
<tr>
<td>Canvas Technology - Silver</td>
<td>300.00</td>
</tr>
<tr>
<td>Corcoran French</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

**Confirmed Sponsorship/Funders** 9,800.00

### TOTAL INCOME

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmed Sponsorship/Funders</td>
<td>9,800.00</td>
</tr>
</tbody>
</table>

**TOTAL INCOME with POTENTIAL** 54,650.00

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONFIRMED SPONSORSHIP/FUNDERS</td>
<td>9,800.00</td>
</tr>
<tr>
<td>TOTAL INCOME</td>
<td>27,450.00</td>
</tr>
</tbody>
</table>

**difference without potential** (23,724.66)

**difference with potential** 3,475.34

**TOTAL EXPENSES** 51,174.66
Waimakariri Arts Trust

Statement of Receipts and Payments (Cash Flows)

For the period 1 April 2017 to 31 March 2018

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Cash Received</strong></td>
<td>$NZ</td>
<td>$NZ</td>
</tr>
<tr>
<td><strong>Donations, Fundraising and other similar receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td>$ 4,366</td>
<td>$ 3,879</td>
</tr>
<tr>
<td>CERT</td>
<td>$ 2,500</td>
<td>$ 2,228</td>
</tr>
<tr>
<td>Raffles</td>
<td>$ 1,149</td>
<td>$ 967</td>
</tr>
<tr>
<td>Rata Foundation</td>
<td>$ 7,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Waimakariri District Council Funding</td>
<td>$ 1,600</td>
<td>$1,578</td>
</tr>
<tr>
<td>Enterprise North Canterbury</td>
<td>$10,000</td>
<td>$ -</td>
</tr>
<tr>
<td>Air Rescue</td>
<td>$ 500</td>
<td>$ -</td>
</tr>
<tr>
<td>First Sovereign</td>
<td>$ 1,000</td>
<td>$ -</td>
</tr>
<tr>
<td>The Southern Trust</td>
<td>$ 5,000</td>
<td>$ -</td>
</tr>
<tr>
<td>The Lion Foundation</td>
<td>$ 7,000</td>
<td>$ -</td>
</tr>
<tr>
<td>Private Sponsors (Note 7)</td>
<td>$15,300</td>
<td>$11,850</td>
</tr>
<tr>
<td><strong>Receipts from providing goods or services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Art Sales</td>
<td>$ 40,716</td>
<td>$ 38,644</td>
</tr>
<tr>
<td>Less : Remittance to Artists</td>
<td>($ 32,861)</td>
<td>($ 32,219)</td>
</tr>
<tr>
<td>Commission on Art Sales (Note 6)</td>
<td>$ 7,857</td>
<td>$ 6,425</td>
</tr>
<tr>
<td>Artist Entry Fee</td>
<td>$ 4,838</td>
<td>$ 4,815</td>
</tr>
<tr>
<td>Auctions</td>
<td>$ -</td>
<td>$800</td>
</tr>
<tr>
<td>Opening Night Ticket Sales</td>
<td>$ 30</td>
<td>$ 30</td>
</tr>
<tr>
<td><strong>Interest, dividends and other Investment Receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>$ 38</td>
<td>$ 87</td>
</tr>
<tr>
<td><strong>Other Receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sundry</td>
<td>$ 225</td>
<td>$ 300</td>
</tr>
<tr>
<td><strong>Total Operating Cash Received</strong></td>
<td>$68,403</td>
<td>$42,958</td>
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</tbody>
</table>

Operating Cash Paid

**Expenses related to providing goods or services**

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising and Promotion</td>
<td>$ 13,197</td>
<td>$12,935</td>
</tr>
<tr>
<td>Art Week</td>
<td>$ 200</td>
<td>$ 1,410</td>
</tr>
<tr>
<td>Audit Fee</td>
<td>$ 291</td>
<td>$ 239</td>
</tr>
<tr>
<td>Coordinator/Treasurer</td>
<td>$12,866</td>
<td>$11,860</td>
</tr>
<tr>
<td>Event Expenses</td>
<td>$ 12,793</td>
<td>$10,885</td>
</tr>
<tr>
<td>Insurance</td>
<td>$ 245</td>
<td>$ 245</td>
</tr>
<tr>
<td>Opening Night</td>
<td>$ 3,987</td>
<td>$ 4,027</td>
</tr>
<tr>
<td>Stationery/Photocopy/Post</td>
<td>$ 342</td>
<td>$ 1,107</td>
</tr>
<tr>
<td>Schools' Expo</td>
<td>$ 252</td>
<td>$ 279</td>
</tr>
<tr>
<td>Signage</td>
<td>$ 3,493</td>
<td>$ 2,659</td>
</tr>
<tr>
<td>Trustee Expenses</td>
<td>$ 804</td>
<td>$ 1,143</td>
</tr>
<tr>
<td>Website</td>
<td>$ 817</td>
<td>$ 345</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>$ -</td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>Other Payments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sundry</td>
<td>$ 69</td>
<td>$ 234</td>
</tr>
<tr>
<td><strong>Total Operating Cash Paid</strong></td>
<td>$49,356</td>
<td>$48,367</td>
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</tbody>
</table>
Waimakariri Arts Trust

Statement of Resources and Commitments (Assets and Liabilities)

As At 31 March 2018

<table>
<thead>
<tr>
<th>Schedule of Resources (Assets)</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Accounts and Cash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westpac Cheque Account</td>
<td>$24,106</td>
<td>$5,079</td>
</tr>
<tr>
<td>Westpac Simple Saver</td>
<td>$20,684</td>
<td>$20,663</td>
</tr>
<tr>
<td>Money Owed to the Entity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Significant Accounts Receivable</td>
<td>$3,800</td>
<td>$-</td>
</tr>
<tr>
<td>Other Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Significant Fixed Assets at Cost - 20 Advertising Billboards</td>
<td>$5,500</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

Schedule of Commitments (Liabilities)

Money Payable by the Entity

Significant Accounts Payable

<table>
<thead>
<tr>
<th>Schedule of Other Information</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexpended Grants (Note 4)</td>
<td>$11,000</td>
<td>$2,228</td>
</tr>
</tbody>
</table>
### Board Discretionary Grants July 2017 - June 2018

<table>
<thead>
<tr>
<th>Month considered</th>
<th>Group</th>
<th>Project</th>
<th>Amount Requested</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>towards costs of a sign for the 2017 Waimakariri Light Party</td>
<td>$234</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>SLIG You Me We Us</td>
<td>towards the costs of Welcome bags</td>
<td>lie on table</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>SLIG You Me We Us</td>
<td>towards the costs of Welcome bags</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>September</td>
<td>Pegasus Residents Association</td>
<td>towards the costs of Christmas on the Lake</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards running costs in particular advertising in NC News and provision of music</td>
<td>$500</td>
<td>$300</td>
</tr>
<tr>
<td>June</td>
<td>Sefton Community Newsletter</td>
<td>towards the cost of delivery of newsletter</td>
<td>$385</td>
<td>$500</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Month</th>
<th>Group</th>
<th>Project</th>
<th>Amount Requested</th>
<th>Amount Granted</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Rotary Club of Rangiora</td>
<td>Towards the costs of building a Fitness Trail/Circuit of up to 12 stations along the Rakahuri Trail.</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>July</td>
<td>Southbrook School Parent Teacher Association</td>
<td>Towards the costs of a cordless scanner for the school library.</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>August</td>
<td>North Canterbury Musical Society</td>
<td>Towards the costs of signage for Costume hire service</td>
<td>$350</td>
<td>$350</td>
</tr>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>Towards the costs of Children's Magic Theatre - light festival 31 October 2017</td>
<td>$300</td>
<td>declined</td>
</tr>
<tr>
<td>August</td>
<td>SLIG You Me We Us</td>
<td>Towards the cost of Welcome Bags</td>
<td>$500</td>
<td>declined</td>
</tr>
<tr>
<td>September</td>
<td>International Day Older Persons</td>
<td>towards afternoon tea to celebrate International Day of older persons</td>
<td>$350</td>
<td>$350</td>
</tr>
<tr>
<td>October</td>
<td>Kidsfirst Kindergartens Bush Street</td>
<td>Towards costs of replacing books and purchase of new large books for group stories</td>
<td>$300</td>
<td>lie on table</td>
</tr>
</tbody>
</table>

**Total: $12,264.04**
<table>
<thead>
<tr>
<th>Month</th>
<th>Organization</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Kidsfirst Kindergartens Bush Street</td>
<td>Towards costs of replacing books and purchase of new large books for group stories</td>
<td>$300</td>
</tr>
<tr>
<td>December</td>
<td>Rangiora Croquet Club</td>
<td>Towards costs of a new dishwasher</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>SeniorNet North Canterbury</td>
<td>Towards promotion of courses and workshops</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>Lions Club Rangiora</td>
<td>Towards the costs of two shelters for the Millton Memorial Dog Park</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>Loburn School</td>
<td>Towards the costs of Year 8 participating in the William Pike Challenge Award</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>Presbyterian Support</td>
<td>Towards the costs of Suicide Prevention Event 28 February 2018</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>Trinity Methodist Mainly Music</td>
<td>Towards the costs of creating lockable storage room for sound and musical equipment</td>
<td>$500</td>
</tr>
<tr>
<td>February</td>
<td>Cust Bowling Club Inc</td>
<td>To purchase a second hand mower</td>
<td>$500</td>
</tr>
<tr>
<td>April</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards the cost of the Kaiapoi Arts Expo and Schools Expo particularly advertising in the Northern Outlook</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Rangiora Districts Early Records Society Inc</td>
<td>replace scanner</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Okuku Pony Club</td>
<td>coaching training</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>McAlpines Canterbury Pipe Band</td>
<td>towards the costs of new flashes for the band uniforms</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Athletics Club</td>
<td>towards the costs of club singlets for 7 to 14 year olds</td>
<td>$427</td>
</tr>
<tr>
<td>June</td>
<td>Rangiora Playcentre</td>
<td>towards the costs of sensory and touch based play materials</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Ashley Playcentre</td>
<td>towards the cost of ink catridges</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Academy of music</td>
<td>towards the end of year concert</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Friends of Rangiora Town Hall</td>
<td>towards the costs of auditorium CCTV and backstage screen to assist with productions</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Academy of Music</td>
<td>towards the costs of replacement drum kit</td>
<td>$420</td>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td>Purpose</td>
<td>Allocated</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>July</td>
<td>Kaiapoi Cricket Club</td>
<td>Towards costs of signage to promote the Cricket Club’s 150th Jubilee in late September 2017</td>
<td>$600</td>
</tr>
<tr>
<td>July</td>
<td>Reflections Community Trust</td>
<td>Towards the costs of pre and post event advertising for the Waimakariri Light Party 2017</td>
<td>$460</td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Borough School</td>
<td>Sports equipment</td>
<td>$500</td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Riverside Bowls</td>
<td>towards the cost of a new set of bowls</td>
<td>$420</td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Community Watch</td>
<td>towards the cost of uniforms</td>
<td>$500</td>
</tr>
<tr>
<td>August</td>
<td>You Me We Us</td>
<td>towards the cost of the Spring Festival</td>
<td>$500</td>
</tr>
<tr>
<td>September</td>
<td>Kaiapoi Pony Club</td>
<td>costs of events and coaching to improve the skill of young riders</td>
<td>$500</td>
</tr>
<tr>
<td>September</td>
<td>Clarkville Play Centre</td>
<td>towards the costs of indoor tents and tunnels</td>
<td>$317</td>
</tr>
<tr>
<td>September</td>
<td>Pines Karaki Beach Association Inc</td>
<td>towards the costs of a celebration to mark the opening of the new hall</td>
<td>$500</td>
</tr>
<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards the running costs of Kaiapoi Art Expo and Schools Art Expo in particular advertising in the Kaiapoi Advocate, venue hire and set up costs</td>
<td>$500</td>
</tr>
<tr>
<td>April</td>
<td>Clarkville play centre</td>
<td>towards the costs of playdough equipment and wooden puzzles</td>
<td>$442</td>
</tr>
<tr>
<td>May</td>
<td>KYDz (YouMeWeUs Youth Group)</td>
<td>towards advertising and promotion of ‘KYDz Mud Fest’ event</td>
<td>$300</td>
</tr>
<tr>
<td>June</td>
<td>Karanga Mai Early Learning Centre</td>
<td>towards the costs of a new heavy duty washing machine</td>
<td>$439</td>
</tr>
<tr>
<td>July</td>
<td>Waimakariri Gorge Golf Club</td>
<td>Towards costs of tree replacement following the September/October 2013 storm, taking place between winter 2017 and winter 2018</td>
<td>$500</td>
</tr>
</tbody>
</table>

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

$4,960

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

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

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

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

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

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

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

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

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

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

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

- Grant applications will be considered every month by the Oxford-Ohoka Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Generally funding grants will be a maximum of $500 in any one financial year (July 2018 to June 2019) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- The group should have strong links with the Oxford-Ohoka community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Oxford-Ohoka Community Board.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An accountability form must be provided to the Council outlining how the funds were applied, within six months of the grant being allocated, when funds are spent, or prior to a new application. A new application will not be accepted until the previous accountability form has been completed and returned. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

What happens now?

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

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

Or hand deliver to:

- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board’s decision and if successful an invoice and your organisation’s bank account details will be requested.
- On receipt of this information payment will be processed to your organisation’s bank account.
Waimekariri District Council
Report

File No: GOV-26-10-06 /190225021207

Report to: Oxford-Ohoka Community Board

Date of Meeting: 7 March 2019

From: Doug Nicholl, Chairperson Oxford-Ohoka Community Board

Subject: Chair’s Diary for February 2019

1. Summary

14 February

Attended the Ohoka Rural Drainage Advisory Committee meeting.

There is to be a meeting with the Mandeville Residents’ Association regarding drainage in the near future.

Recommendation

That the Oxford-Ohoka Community Board:

Receives report No. 190225021207.

Doug Nicholl
Chairperson