Oxford-Ohoka Community Board

Agenda

Thursday 7 September 2017

7.00pm

Mandeville Sports Club
431 Mandeville Road
Ohoka

Members:
Doug Nicholl (Chair)
Mark Brown (Deputy Chair)
Wendy Doody
James Ensor
Shirley Farrell
Kevin Felstead
John Lynn
Thomas Robson
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GOV-26-10-06 Summary Agenda Oxford-Ohoka Community Board

Board Members
OXFORD-OHOKA COMMUNITY BOARD

AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD IN THE MANDEVILLE SPORTS CLUB, 431 MANDEVILLE ROAD, OHOKA ON THURSDAY 7 SEPTEMBER 2017 AT 7PM.

Edwina Cordwell
Governance Advisor

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 – 3 August 2017

RECOMMENDATION
   (a) THAT the Oxford-Ohoka Community Board:
       Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 3 August 2017, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS
   5.1 Public Forum

   5.2 Ohoka Domain Advisory Group
       Representatives of the Ohoka Domain Advisory Group will speak to the Board regarding the Ohoka Homestead Gatekeepers Lodge.
6 ADJOURNED BUSINESS

6.1 Application for Oxford-Ohoka Community Board Discretionary Grant 2017-2018 – Edwina Cordwell (Governance Advisor)

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 170720075877.

(b) Approves a grant of $__________ to Social Inclusion Initiatives Group towards the costs of Welcome Bags for newcomers to the Waimakariri District.

OR

(c) Declines the application from Social Inclusion Initiatives Group.

7 REPORTS

7.1 Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017– Edwina Cordwell, (Governance Adviser)

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) Receives report No 170825091888.

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

8 CORRESPONDENCE

9 CHAIRPERSON’S REPORT

9.1 Chairperson's Report for August 2017

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) Receives report No 170829093224.

10 MATTERS FOR INFORMATION

10.1 Rangiora-Ashley Community Board meeting minutes – 9 August 2017
(Trim No. 170713072971)

10.2 Annual Report: Dog Control 2016/2017 – Malcolm Johnston, (Environmental Services Manager) – Report to Planning and Regulation Committee meeting 15 August 2017 (Trim No. 170710071156)

10.3 Changes to Mandeville Speed Limits– Ken Stevenson (Roading Manager) B Rice (Senior Transport Engineer), and H Davies (Roading Projects Engineer) – Report to Council 1 August 2017 (Trim No. 170713072773)

10.5 **Poyntzs Road Source Upgrade – Request to Consult Community Regarding Proposed Pipe to Connect to West Eyreton – Report to Council 5 September 2017 (Trim No. 170816088611)**

**RECOMMENDATION**

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.5

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**

12.1 **Accessibility**

Consultation closes 5pm, 8 September 2017.


13 **REGENERATION PROJECTS**

13.1 **Town Centre, Oxford**

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


13.2 **New Arterial Road, Kaiapoi**

Regular updates on the progress of the new Arterial Road will be posted on the Council's website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:


14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**

Balance as at 7 September 2017: $5,533.25

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

17  URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING
The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 5 October 2017 commencing at 7.00pm, at the West Eyreton Hall.

Workshop
1. Members’ Forum
MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD
HELD IN THE WEST EYRETON HALL, 2 EARLYS ROAD, WEST EYRETON ON
THURSDAY 3 AUGUST 2017 AT 7PM.

PRESENT
D Nicholl (Chair), M Brown (Deputy Chair), W Doody, J Ensor, J Lynn and T Robson.

IN ATTENDANCE
S Markham (Manager, Strategy and Engagement), G Reburn, (Parks & Recreation Operations Team Leader), Mayor Ayers, S Nichols (Governance Manager) and E Stubbs (Minutes Secretary).

1 APOLOGIES
Moved W Doody Seconded J Ensor
Apologies were received and sustained from K Felstead and S Farrell for absence.
CARRIED

2 CONFLICTS OF INTEREST
W Doody declared a conflict with item 7.3 as a Councillor on the hearing panel.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Oxford-Ohoka Community Board – 6 July 2017
Moved M Brown seconded J Ensor
(a) THAT the Oxford-Ohoka Community Board:
Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 6 July 2017, as a true and accurate record.
CARRIED

4 MATTERS ARISING
Nil.

5 DEPUTATIONS AND PRESENTATIONS
5.1 Swannanoa Cricket Club
Mike Martin, Club Captain and Tim Fulton, Club Secretary provided an update on the Club’s plans to develop the Swannanoa Domain into a niche North Canterbury cricket venue and make it a more beautiful location for cricket and other users.
M Martin outlined the progress made recently with the size of the club growing to include a second competition team. The club had raised $15,000 for new quality nets along with new sightscreens installed. M Martin noted that alongside the improvements at the cricket club there had also been an increased number of people using the domain recreationally including dog walkers, and other cricket teams utilising the ground for training.
M Martin advised that there were two main projects for the next step in development. Firstly the club wanted to shift the existing pavilion to the
location of the new nets which was out of the easterly wind, and lay decking around the pavilion to provide a shady space for spectators and social functions. The estimated cost to move the pavilion and decking was $35,000. They had been in discussion with the Rata Foundation regarding funding and the Rata Foundation had been receptive to the proposal. Support was required from the Council for the proposal which had been discussed with Green Space staff.

The second main project was irrigation for the cricket ground. The club was looking for support from the Council as they believed that irrigating the ground would not just benefit the club but also other users of the domain. The increase in local population and the focus on increasing participation in sport was noted. It was suggested that the installation of a bore would be very beneficial, which had an estimate of approximately $35,000.

D Nicholl asked if the club believed it would get a permit for a water take and M Martin advised he did not think it would be an issue having spoken to Clemence Drilling Ltd. J Ensor advised that the area was in the ‘red zone’ which meant water was already over allocated. He suggested the club speak to a neighbour who had a historic water take.

W Doody queried the relationship with the Mandeville Cricket Club and M Martin advised they worked closely with Mandeville and had its full support. W Doody noted that the pitch was artificial at the moment and commented on the increased care and maintenance required for a grass wicket.

J Lynn asked about the toilet facilities, particularly if the pavilion was moved. M Martin advised that the toilets would remain where they were. Power and water was already available to the new pavilion site. The club had two units of water a day.

T Fulton the Club Secretary introduced himself. He noted that in the 2005 Draft Concept Plan for the Domain there had also been the proposal to move the pavilion to the same site. He noted that the club was 120 years old and asked about the Council’s role in developing supporting infrastructure at Mandeville. W Doody advised that the Mandeville Cricket Club had applied to the Annual Plan and Long Term Plan for funding. S Markham commented that it was a good time to bring the development proposals to the Board highlighting the potential for an application to the Council’s 10 year budget plan.

G Reburn advised of a conversation with M Martin that morning confirming the Council had tried to provide irrigation to the ground in the past and that the two units of water were not enough. Further time was required to look into solutions as there was potential to explore providing other units of water without having to go to a bore. Mainpower Oval could provide a comparison for the water quantity required. In terms of moving the building, the Council had no issue with that. Following a conversation with C Sargison (Community and Recreation Manager) a report on the Swannanoa Domain could be brought to the Board in October 2017. There was also a Sports Field Strategy that considered future use.

It was asked if there was any timing around the application to the Rata Foundation and M Martin advised that the proposal needed to be ratified at the AGM. S Nichols advised the Board could supply a letter supporting the club’s application to the Rata Foundation.

M Brown suggested that once the pavilion had been moved, consideration could be given to providing funding from the Board’s General Landscaping budget for landscape enhancement around the pavilion.
J Ensor queried whether the presenters had seen the moved Pony Club buildings at Mandeville which included wheelchair access. He suggested that to begin with only the pitch should be irrigated as an interim measure as had happened at Mainpower Oval when that was set up.

W Doody and D Nicholl requested an invitation to the Club’s AGM.

The Chair thanked the presenters for their informative discussion.

6 ADJOURNED BUSINESS
Nil.

7 REPORTS

7.1 Oxford Public Toilet Mural – C Brown (Community Green Space Manager)

S Nichols advised she would take the report as read.

W Doody believed that until the Art in Public Places Policy was operational the Board needed to postpone making a decision on a mural for the Oxford Town Centre Toilets.

S Nichols advised that C Sargison had made a suggestion that a potential Board initiative could be to run a local competition for a design for the mural, however that decision did not need to be made tonight.

S Markham commented that it would be best to wait until the new Oxford Library and Service Centre building and landscaping was complete so the community could envisage the concept better.

W Doody noted there was potential to apply to Creative Communities for funding.

T Robson had an issue with waiting especially with no end date in sight. He commented there would not be enough time after the Long Term Plan for painting before winter. S Nichols commented that the recommendation could be amended to review the option again in December.

W Doody suggested that there were a number of groups in Oxford including Keep Oxford Beautiful with whom the mural should be discussed. S Markham asked if there was a liaison role with Keep Oxford Beautiful. W Doody replied no but that she could speak with them. M Brown queried whether the Pearson Park Advisory Group should also be included in discussion. He would like to think as many groups as possible would be involved.

Moved W Doody seconded D Nicholl

THAT the Oxford-Ohoka Community Board:

(a) Receives report No 170713072891.

(b) Lays the report on the table until the September 2017 meeting, pending further information.

CARRIED

7.2 Application for Oxford-Ohoka Community Board Discretionary Grant 2017-2018 – E Cordwell (Governance Adviser)
S Nichols advised the Board that the group had also approached the Rangi-Ashley and Woodend-Sefton Community Boards for funding for this project, and proposed seeking funding for other projects from the Kaiapoi-Tuahiwi Community Board.

J Lynn had a number of questions about the application including; how did they promote themselves over the wider district area? How did community groups connect with them? How long had the group been around? The project had a value of $12,000 of which $1,500 was requested from the community boards – where did the rest come from? It was noted that the group had answered that the project could not continue without the funding from the Board.

S Nichols suggested that staff from the Community Team attend the next meeting in order to answer some of the Board’s questions.

Moved M Brown  seconded J Lynn

THAT the Oxford-Ohoka Community Board:

(a) Receives report No 170720075877.
(b) Lays the report on the table until the September 2017 meeting, when staff will attend to provide additional information on the project.

CARRIED

7.3 Approval of the Oxford-Ohoka Community Board's Submission to the Waimakariri District Council regarding the Draft Waste Management and Minimisation Plan – Edwina Cordwell (Governance Advisor)

W Doody declared an interest and did not take part in discussion.

S Nichols noted that the report was seeking approval of the Board’s submission to the Draft Waste Management and Minimisation Plan and asked if the Board was satisfied with the submission or requested changes.

Moved M Brown  seconded T Robson

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 170713072831.
(b) Approves the Board’s Submission to the Waimakariri District Council regarding the Draft Waste Management and Minimisation Plan (Trim 170711071987).

CARRIED

D Nicholl commented that he was happy with the submission.

8 CORRESPONDENCE

The Board had received an invitation to the Gatekeepers Lodge on 2 September 2017.
9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for July 2017

Moved T Robson  seconded J Ensor

THAT the Oxford-Ohoka Community Board:

(a) Receives report No 170727079813.

10 MATTERS FOR INFORMATION

10.1 Kaiapoi-Tuahiwi Community Board meeting minutes – 17 July 2017
(Trim No. 170713072971)

10.2 Waimakariri District Rural Fire Assets and Functions transfer to FENZ –
Report to Council – 4 July 2017 (Trim No.170619062744)

10.3 Submission to the Canterbury Regional Transport Committee on the
proposal to vary the Regional Land Transport Plan – Report to Council –
4 July 2017  (Trim No.170630063196)

J Ensor commented that the Rural Fire Assets and Functions transfer to FENZ
was a comprehensive report and believed the changes outlined in the report
were a huge gain for the district. J Ensor noted the Council’s submission to
the Canterbury Regional Transport Committee commenting that the motorway
addition was a ‘no-brainer’ and that this Board was largely affected by the
transport issues.

Moved M Brown  seconded W Doody

THAT the Oxford-Ohoka Community Board receives the information in items
10.1-10.3.

11 MEMBERS’ INFORMATION EXCHANGE

11.1 J Ensor

• Attended Waimakariri Health Advisory Group (WHAG) meeting commenting
  it was great to see the engagement and coordination of health issues in the
district.

11.2 T Robson

• Attended Youth Council Meeting. The Youth Development Strategy survey
  was reviewed. The survey looked at what had changed for young people in
  the district and how young people felt about interaction with the Council
  including decision making. It also looked it issues around mental health.
  There was to be a Meet the General Election Candidates session on 22
  August 2017.
• Attended OPAC (Oxford Promotions) meeting where a number of ways to
  better promote Oxford were discussed.
• Attended Oxford Farmers Market as part of the Waste Minimisation
  Consultation. A number of people had commented positively on the
  Council’s fast response to recent flooding issues.
11.3 **M Brown**
- Had been a volunteer judge at the recent large Pony Club event in Mandeville.
- Had facilitated the attendance of the Swannanoa Cricket Club.
- Commented there had been a good response by the Council to the recent flooding.

11.4 **J Lynn**
- Gatekeepers Lodge – there was an estimate of $25,000 to shift the building. Invited Board members to attend the open day so they would have an idea of the proposal prior to any request for Council funding.
- Commented it was good to see the consultation on the Ohoka Domain. S Nichols advised that results from public consultation would assist with the formation of a concept plan which would come to the Board for consideration. S Markham commented further on the consultation processes to formulate a proposal.

11.5 **W Doody**
- **Council**
  - The Three Waters Working Party had provided recommendations to the Council on a district wide rating strategy. It would be considered further through a special engagement process.
  - Commented on a new initiative in Christchurch where there was electronic monitoring of mobility parking spaces.
  - The Northern Pegasus Bay Bylaw Working Party had provided recommendations for the Implementation Plan.
  - Following consultation changes to speed limits around Mandeville and Rangiora had been approved.
  - Discussion around findings of government inquiry into Havelock North drinking water incident.
  - **LGNZ Conference 2017**
  - Commented that the conference was beneficial, with good exhibitors and interesting progress with technology. Noted the walking tours and especially the Devonport Library which embraced the history of the township.

11.6 **D Nicholl**
- Attended Oxford Farmers Market where there was good interest in the Waste Minimisation Strategy. Over 2,000 people from the district had already submitted comments.

12 **CONSULTATION PROJECTS**
12.1 **Waste Minimisation and Management Plan**
Consultation ends Friday 11 August 2017.

13 **REGENERATION PROJECTS**
13.1 **Town Centre, Oxford**
Updates on the Oxford Town Centre projects are emailed regularly to Board members. These updates can be located using the link below:
13.2 **New Arterial Road, Kaiapoi**

Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:


S Nichols advised that following on from the June transport briefing there would be a report from staff regarding Main Street, Oxford in September 2017 for consideration.

14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**

Balance as at 3 August 2017: $5,533.25

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 Oxford-Ohoka Community Board is scheduled for Thursday 7 September 2017 commencing at 7.00pm, at the Mandeville Sports Club.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.10pm

CONFIRMED

________________________
Chairperson

________________________
Date
1. **SUMMARY**

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

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Purpose</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Inclusion Initiatives Group C/o You Me We Us</td>
<td>Towards the cost of Welcome Bags for newcomers to the Waimakariri District</td>
<td>$500</td>
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</table>

Current balance is $5,533.25.

**Attachments:**

i. Application from Social Inclusion Initiatives Group (Trim No. 170714073483)

ii. Spreadsheet showing previous two years grants.

iii. Board funding criteria 2017/2018 (Trim No. 170626065542)

2. **RECOMMENDATION**

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

(a) **Receives** report No. 170720075877.

(b) **Approves** a grant of $__________ to Social Inclusion Initiatives Group towards the costs of Welcome Bags for newcomers to the Waimakariri District.

OR

(c) **Declines** the application from Social Inclusion Initiatives Group.
3. **ISSUES AND OPTIONS**

3.1. The Social Inclusion Initiatives Group (SIIG) began in 2007 following a community forum which established Social Services Waimakariri under which nine working groups were established to respond to prioritised social needs. Membership varies as to which agencies or groups want to be involved and have capacity and is supported by a Waimakariri District Council staff member.

3.2. The SIIG operates under the umbrella of You Me We Us who have been a member of the SIIG and distribute the welcome bags in the Kaiapoi area. In 2010 SIIG began developing and distributing 'Welcome Bags' to newcomers to the District.

3.3. The bags contain local information such as library details, I Site, ‘Knowing your Neighbour’, street maps, ‘New to Waimakariri?’ booklet, Volunteer and Sport Directories, Neighbourhood Support and much more. Each bag has a tag attached with a river stone and welcome message. The bags provide an opportunity to intentionally welcome newcomers, provide information and encourage connections within and across communities.

3.4. SIIG members donate their time to fill and distribute the bags together with schools, pre schools, real estate staff, faith organisations, service centre and library staff. In recent years funding has been received from Work and Income, the Canterbury Earthquake fund and other philanthropic sources. To date over 4,000 bags have been distributed.

3.5. As the number of newcomers are expected to increase SIIG wishes to continue to create more Welcome Bags and seeks funding towards the costs of these from the Rangiora-Ashley, Woodend-Sefton and Oxford-Ohoka Community Boards.

3.6. Waimakariri District Council offers Welcome Packs to new rate payers with specific Council service information such as:

- Libraries fact sheet
- Aquatic Centres Programmes and Activities
- Aquatic Centres Aquarobics
- Southbrook Transfer Station brochure
- Direct Debit application form
- Paying your Rates fact sheet
- Registering your Dog fact sheet
- Household Refuse and Recycling Fact Sheet

3.7. SIIG has not applied to the Kaiapoi-Tuahiwi Community Board for this specific project as there are other future You Me We Us projects that could be considered for funding by this Board. SIIG seeks to create 2,000 bags at a total cost of $12,925.50 over the next 12 months.

3.8. SIIG estimates that over 22% of the predicted newcomers will be from the Oxford-Ohoka community area. The bags will NOT be created if the funding is declined.

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

4. **COMMUNITY VIEWS**

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

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. The Annual Plan for 2017/18 includes budget provision for the Oxford-Ohoka Community Board to approve grants to community groups up to a total of $6,033.25. The requested grants for consideration in August 2017 total $500.
5.2. The current balance of the grant fund is $5,533.25

5.3. 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.

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

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

Not applicable.

6.3. **Community Outcomes**

6.3.1. People are friendly and caring, creating a strong sense of community in our District.

6.3.2. There are wide ranging opportunities for people of different ages to participate in community and recreational activities.

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Edwina Cordwell
Governance Adviser
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).

<table>
<thead>
<tr>
<th>Examples (but not limited to) of what the Board cannot fund:</th>
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<tbody>
<tr>
<td>× Wages</td>
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<td>× Debt servicing</td>
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<tr>
<td>× Payment for volunteers (including arrangements in kind eg petrol vouchers)</td>
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<tr>
<td>× Stock or capital market investment</td>
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<tr>
<td>× Gambling or prize money</td>
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<tr>
<td>× Funding of individuals (only non-profit organisations)</td>
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<tr>
<td>× Payment of any legal expenditure or associated costs</td>
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<tr>
<td>× Purchase of land and buildings</td>
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<tr>
<td>× Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests</td>
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<tr>
<td>× Payment of fines, court costs or mediation costs, IRD penalties</td>
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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 Oxford-Ohoka 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 Oxford-Ohoka 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 Oxford-Ohoka 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  
Oxford-Ohoka Community Board  
C/- Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

Or hand deliver to either:

- 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 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: Social Inclusion Initiatives Group
Address: C/- MSD, 4 High Street, Rangiora 7400
Contact Person within Organisation: Rebecca Bithray
Position within Organisation: Social Services Waimakariri Project Facilitator
Contact phone number: 03 909 0486 Email: ssfwfacilitator@gmail.com

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

The Social Inclusion Initiatives Group (SIIG) has developed a generic resource “Welcome Bags” for newcomers to Waimakariri. Decorated by local primary school children and Idea Services clients, the bags contain local information such as: library information, i site, knowing your Neighbour, street maps, New to Waimakariri? booklet, The Volunteer and Sport & Recreation Directories, flyer with Activities for under 5s, pens, Newcomers’ Network & Neighbourhood Support flyers. Each bag has a tag attached, with a small river stone and a welcome message. The idea for the bags came from the dramatic population increase plus so many folk relocating here post earthquakes. The information content was trialled with camping ground residents and at library drop ins for newcomers; also other Council information goes to new ratepayers only, not those in renting situations. The bags provide an opportunity to intentionally welcome newcomers plus provide information and to support connections within and across communities. The grant funding will be used for purchasing the bags and contribute toward printing of some content; members of SIIG donate their time to fill and distribute the bags along with preschools, schools, real estate staff, Ministers, resident and community group members, service centre and library staff. We have received Earthquake and philanthropic funding in the past whilst Work & Income plus Council have assisted with printing some resources. To date we have distributed approximately 4,000 welcome bags, utilising key groups as above and also at some events. Now some groups add their own material to help establish connections for new people in their own locality (eg Oxford Community Trust, You We Me Us, Pegasus and Cust residents, and schools). Reliable statistics forecast a local population increase for some time yet. SIIG has agreed to continue producing welcome bags as a key tool to support connections. Our focus is a population approach and to “reduce the risk of Social Isolation” by fostering connections.

What is the timeframe of the project? 12 months
Overall Cost of Project: $12,925.50
Amount Requesting: $500

How many people will directly benefit from this project? 2,000

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:
Oxford-Ohoka 22 % Rangiora-Ashley 31 % Woodend-Sefton 21 % Kairapoi-Tuahiwi 26 %

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?

Not having the welcome bags and their information resources, means we have one less tool in the District to make information easily accessible to newcomers; one less tool as a means to engage with and connect people thus reducing “social isolation”. Plus there are flow on benefits from the students, community agencies and Idea Services clients giving back to their communities. Health research and evidence indicate that the absence of meaningful social interactions affect health and wellbeing so we are keen to support that “social connectedness” with the Welcome Bag initiative.
OXFORD-OHOKA COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

What are the direct benefit(s) to the participants?
Evidence indicates that socially cohesive societies are healthier and have lower mortality rates. Where people are connected and have opportunities to participate, there is also higher "social capital". We have consistently positive feedback from recipients of welcome bags, some who have been moved to tears, plus from those people involved with distributing them. School staff have shared that it has generated positive discussion amongst students involved in the decoration, who have reflected on how do they welcome new children and make them feel valued and included.

What is the benefit(s) to your organisation?
The Social Inclusion Initiatives Group began in 2007 following a community forum which established Social Services Waimakariri under which 9 working groups were established to respond to prioritised social needs. SIIG began developing and distributing the Welcome Bags in 2010 and have instigated a number of other District wide and locally based initiatives. Membership varies as to which agencies or groups want to be involved and have capacity, supported by a Council staff member. SIIG has found this resource to be one of the most effective in sharing community information.

What are the benefit(s) to the Oxford-Ohoka community or wider district?
As newcomers are forecast to increase, SIIG members want to continue developing welcome bags. Our focus is not only newcomers but existing residents "at risk of social isolation". Under the umbrella of Social Services Waimakariri our mission "to work together to enhance social service delivery, so that people can be connected to their community and freely access the services they need for their wellbeing"

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)  
☑ Yes  ☐ No

If yes, name of parent group  You We Me Us

What is the relationship between your group and the parent group?
You We Me Us has been a member of the Social Inclusion Initiatives group, and distributes the welcome bags in Kaiapoi

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:
We received MSD Earthquake funding in 2012 part of which went to the bags ($1,500) and content; Manchester Unity supported the Bags ($400) and another trial project in 2015-6; Groups have donated time and other resources like printing. The Office of Ethnic Affairs are funding 150 bags. We are applying to 2 other local community boards and will reapply to the Rotary Neighbourhood Fund who declined us earlier.

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:
SIIG hasn’t but SSW received 2 grants toward the Community House forum cost in Rangiora in May 2016 ($700 all up ). Please note neither SIIG nor SSW have a legal entity status. You We Me Us have applied for their own projects to the Kaiapoi Community Board on previous occasions.

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: Kath Adams  Date: 15 JUNE 2017
SOCIAL INCLUSION INITIATIVES GROUP

Details of costs involved in creating & supplying “Welcome to Waimakariri” Bags & contents as at 6 June 2017 (note quotes):

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Cost</th>
<th>Gst</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>#8 White paper twist handle bags - Shardlows</td>
<td>$770.00</td>
<td>$115.50</td>
<td>$885.50</td>
</tr>
<tr>
<td>2000</td>
<td>New to Waimakariri Booklet – supply/print/bind</td>
<td>$5165.22</td>
<td>$774.78</td>
<td>$5940.00</td>
</tr>
<tr>
<td>4</td>
<td>Packs metallic card for Stone and welcome</td>
<td>$104.35</td>
<td>$15.65</td>
<td>$120.00</td>
</tr>
<tr>
<td>2000</td>
<td>Waimakariri Volunteer Directory supply/print/bind</td>
<td>$2260.87</td>
<td>$339.13</td>
<td>$2600.00</td>
</tr>
<tr>
<td>2000</td>
<td>Waimakariri recreation Directory supply/print/bind</td>
<td>$2939.13</td>
<td>$440.87</td>
<td>$3380.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Cost</th>
<th>Gst</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>#8 White paper twist handle bags - Shardlows</td>
<td>$19.25</td>
<td>$2.89</td>
<td>$22.14</td>
</tr>
<tr>
<td>50</td>
<td>New to Waimakariri Booklet – supply/print/bind</td>
<td>$129.13</td>
<td>$19.37</td>
<td>$148.50</td>
</tr>
<tr>
<td>1</td>
<td>Packs metallic card for Stone and welcome</td>
<td>$26.08</td>
<td>$3.91</td>
<td>$29.99</td>
</tr>
<tr>
<td>50</td>
<td>Waimakariri Volunteer Directory supply/print/bind</td>
<td>$56.52</td>
<td>$8.48</td>
<td>$65.00</td>
</tr>
<tr>
<td>50</td>
<td>Waimakariri recreation Directory supply/print/bind</td>
<td>$73.48</td>
<td>$11.02</td>
<td>$84.50</td>
</tr>
</tbody>
</table>

|              | $304.46 | $45.67  | $350.13 |

| Subtotal    | $1685.93| $12925.50|
Interim Statement of Accounts for You Me We Us
1st April 2016 - 31st May 2017

<table>
<thead>
<tr>
<th>Income:</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grants:</strong></td>
<td></td>
</tr>
<tr>
<td>Rata Foundation (Wages and Exp.) 25 000</td>
<td>Wages:</td>
</tr>
<tr>
<td>COGS (General Operations) 5 000</td>
<td>Insurance:</td>
</tr>
<tr>
<td>Lottery (Wages) 20 000</td>
<td>Stationery:</td>
</tr>
<tr>
<td>WDC (Projects) 500</td>
<td>Telephone:</td>
</tr>
<tr>
<td>M of Culture (Waitangi Project) 1 500</td>
<td>Purchases:</td>
</tr>
<tr>
<td>Pub Charity (Projects) 670</td>
<td>Refunded grants: 1 110</td>
</tr>
<tr>
<td>Rotary (Projects) 1 250</td>
<td>Projects:</td>
</tr>
<tr>
<td>CERT (Projects) 600</td>
<td>Beautification: 5 104</td>
</tr>
<tr>
<td>Lion Foundation (Projects) 2 250</td>
<td>Spring Festival: 4 310</td>
</tr>
<tr>
<td><strong>Sponsorship:</strong></td>
<td>Calendars &amp; Welcome Bags: 1 135</td>
</tr>
<tr>
<td>Easy Lawn (Spring Festival) 1 800</td>
<td>Flag:</td>
</tr>
<tr>
<td>Waimak Motors (Pop Up Cinema) 1 800</td>
<td>Pop Up Cinema: 2 075</td>
</tr>
<tr>
<td>Silverstream (Amazing Race) 2 000</td>
<td>Waitangi Day: 4 035</td>
</tr>
<tr>
<td>Various (Amazing Race) 260</td>
<td>Amazing Race: 2 552</td>
</tr>
<tr>
<td><strong>Donations:</strong></td>
<td>Miscellaneous: 120</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sales and Stall Rentals:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Race Entries:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Interest</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>63 306</td>
</tr>
<tr>
<td></td>
<td>51 830</td>
</tr>
</tbody>
</table>

Balance as at 1st April 2016: 9 339  
Balance as at 31st May 2017: 30 820

Figures have been rounded to whole dollars and accounts have not been checked. Financial year ends on the 30th June at which time an accurate report will be prepared. Bank balances are correct and income is accurate. Actual costs for projects while reasonably accurate have not had all sums checked.

Kath Adams (Treasurer) YMWU
<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 Springston 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 Springston Trophy event</td>
<td>$500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Reflections Community Trust</td>
<td>towards 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>
</tbody>
</table>
## 2016-2017 Community Board Discretionary Grant

### Rangiora-Ashley Community Board

<table>
<thead>
<tr>
<th>Month</th>
<th>Organisation</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Ashley Playcentre</td>
<td>Towards the purchase of a John Deere ride-on tractor.</td>
<td>$500.00</td>
</tr>
<tr>
<td>November</td>
<td>Cust-West Eyerton Playcentre</td>
<td>Towards the purchase of a tablet, Microsoft Office programme and virus protection.</td>
<td>$500.00</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>
</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>
</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>
</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>
</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>
</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>
</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>
</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>
</tr>
<tr>
<td>June</td>
<td>Cust Bowling Club</td>
<td></td>
<td>$500.00</td>
</tr>
<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>
</tr>
<tr>
<td>August</td>
<td>Vision West Community Trust</td>
<td>Towards the cost of photoelectric smoke alarms in social housing</td>
<td>$500</td>
</tr>
<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</td>
</tr>
<tr>
<td>Month</td>
<td>Organization</td>
<td>Purpose</td>
<td>Grant Amounts</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Pony Club</td>
<td>Towards training and equipment for the Springston Trophy event</td>
<td>$500, $500.00, $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, $276.00, $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, $500.00, $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, $75.00, $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, $327.43, $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, $235.75, $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>$500.00, $500.00, $1,795.82</td>
</tr>
<tr>
<td>April</td>
<td>Kaiapoi Toy Library</td>
<td>Towards the purchase of board games</td>
<td>$500.00, $100, $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, $250, $1,445.82</td>
</tr>
<tr>
<td>April</td>
<td>Tuahiwi Community Preschool</td>
<td>towards the creation of a bicultural themed entranceway feature</td>
<td>$500.00, $200, $1,245.82</td>
</tr>
<tr>
<td>Month</td>
<td>Recipient</td>
<td>Purpose</td>
<td>Amounts</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<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>
</tr>
<tr>
<td>June</td>
<td>KHS CACTUS Programme</td>
<td></td>
<td>$500.00 $945.82 $ -</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>
</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>
</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>
</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>
</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>
</tr>
<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>
</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>
</tr>
<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>
</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 $235.75 $2,124.25</td>
</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>$500.00 $500.00 $1,624.25</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>$491.00 $491.00 $1,133.25</td>
</tr>
<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>
</tr>
</tbody>
</table>
2016-2017 Community Board Discretionary Grant

$ 3,676.75
<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>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>$500.00</td>
<td>$350.00</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>
</tbody>
</table>

**Total:** $4,110.00 + $6,120.00 = $10,230.00
<table>
<thead>
<tr>
<th>Month</th>
<th>Organization</th>
<th>Description</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<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 $250.00 $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 $500.00 $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 $375.00 $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 $482.00 $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>
</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 $250.00 $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>
</tr>
<tr>
<td>October</td>
<td>Ashgrove School PTA – Santa’s Grotto</td>
<td>Gates signage at the Rangiora A&amp;P Showgrounds entrance for Santa’s Grotto</td>
<td>$379.50 $-</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 $350.00 $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>
</tr>
<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 $350.00 $3,563.00</td>
</tr>
<tr>
<td>December</td>
<td>North Canterbury Neighbourhood Support</td>
<td>Towards costs associated with running the 'Old Fashioned Family Picnic'</td>
<td>$250.00 $250.00 $3,313.00</td>
</tr>
<tr>
<td>December</td>
<td>Rangiora Playcentre</td>
<td>To purchase a new pull up banner</td>
<td>$379.00 $379.00 $2,934.00</td>
</tr>
<tr>
<td>Month</td>
<td>Organization</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------</td>
<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</td>
</tr>
<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>
</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</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</td>
</tr>
<tr>
<td>June</td>
<td>Cat Care Incorporated</td>
<td>Towards the costs of a Microchipping Day</td>
<td>$250.00</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</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</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>
</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>
</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</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</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</td>
</tr>
<tr>
<td>July</td>
<td>You Me We Us</td>
<td>Towards advertising of the September 4th Observance Day</td>
<td>$496.80</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$ 6,120.00</strong></td>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>-----------</td>
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<td>-----------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<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>
</tr>
<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>
</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>
</tr>
<tr>
<td>September</td>
<td>Kaiapoi District Historical Society Incorporated</td>
<td>Towards the cost of installing updates of <em>PastPerfect</em> (a museum programme) and linking four computers for volunteers to work on at the same time</td>
<td>$ 500.00</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>
</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>
</tr>
<tr>
<td>March</td>
<td>Kaiapoi Photographic Club Inc</td>
<td>Toward printing costs for Club members involved in a photographic exhibition - “Waimakariri - from the Mountains to the Sea”</td>
<td>$ 500.00</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>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td></td>
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<td>-------</td>
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<td></td>
</tr>
<tr>
<td>April</td>
<td>Social Services Waimakariri</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>North Canterbury Family Violence Network</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Oxford Table Tennis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Keep Oxford Beautiful</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Friends of Oxford Hospital</td>
<td></td>
<td></td>
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<tr>
<td>November</td>
<td>Oxford Pony Club</td>
<td></td>
<td></td>
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<tr>
<td>November</td>
<td>North Canterbury Neighbourhood Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>West Eyreton School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Oxford Tennis Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>View Hill Improvement Society</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April/May</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 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>
</tr>
<tr>
<td>April 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>
</tr>
<tr>
<td>November 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>
</tr>
<tr>
<td>November Oxford Table Tennis</td>
<td>towards the purchase of tables</td>
</tr>
<tr>
<td>November Keep Oxford Beautiful</td>
<td>for a photo and information panel about the Oxford Historic Jail</td>
</tr>
<tr>
<td>November Friends of Oxford Hospital</td>
<td>towards the purchase of a Lazy Boy recliner chair and disability aids for patients</td>
</tr>
<tr>
<td>November Oxford Pony Club</td>
<td>towards the cost of running a two day show jumping course for its club members</td>
</tr>
<tr>
<td>November North Canterbury Neighbourhood Support</td>
<td>towards costs associated with running the 'Old Fashion Family Picnic'</td>
</tr>
<tr>
<td>November West Eyreton School</td>
<td>purchase of a banner-stand</td>
</tr>
<tr>
<td>November Oxford Tennis Club</td>
<td>Towards two weather shelters for the new courts</td>
</tr>
<tr>
<td>November View Hill Improvement Society</td>
<td>To purchase three alloy framed umbrellas for use at the View Hill Domain</td>
</tr>
<tr>
<td>April/May Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards the floral arrangements for the 2016 Kaiapoi Art Expo and Schools’ Art Expo</td>
</tr>
<tr>
<td>Date</td>
<td>Organisation</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>April/May</td>
<td>Oxford Community Trust</td>
</tr>
<tr>
<td></td>
<td>Oxford Area School - Senior Netball team</td>
</tr>
<tr>
<td>April/May</td>
<td>Friends of Oxford Hospital</td>
</tr>
<tr>
<td></td>
<td>Little by Little</td>
</tr>
<tr>
<td>April/May</td>
<td>Oxford Netball Club</td>
</tr>
<tr>
<td></td>
<td>Oxford O.S.C.A.R.</td>
</tr>
<tr>
<td>April/May</td>
<td>West Eyreton School</td>
</tr>
<tr>
<td></td>
<td>Social Services Waimakariri</td>
</tr>
<tr>
<td>April/May</td>
<td>Oxford Play Centre</td>
</tr>
<tr>
<td>April/May</td>
<td>Oxford Plunket</td>
</tr>
<tr>
<td>April/May</td>
<td>Cust Netball Club</td>
</tr>
<tr>
<td></td>
<td>Under Our Feet Charitable Trust</td>
</tr>
</tbody>
</table>
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 Oxford-Ohoka Community Board: July, September, November 2017 and February, April, June 2018. 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 2017 to June 2018) 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 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 Oxford-Ohoka 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
Oxford-Ohoka Community Board
C/- Waimakariri District Council
Private Bag 1005
Rangiora 7440

Or hand deliver to either
- 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 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 2017/2018

Name of Group: 

Address: 

Contact Person within Organisation: 

Position within Organisation: 

Contact phone number: Email: 

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

What is the timeframe of the project? 

Overall Cost of Project: $ Amount Requesting: $ 

How many people will directly benefit from this project? 

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:

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

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?

What is the benefit(s) to your organisation?

What are the benefit(s) to the Oxford-Ohoka community or wider district?

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

Yes  No

If yes, name of parent group

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

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

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:

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: ____________________________  Date: ________________
1. SUMMARY

1.1. The purpose of this report is to update the Oxford-Ohoka Community Board on the Board’s Discretionary Grant applications for the second half of the 2016-2017 financial year, including accountability forms received to date.

Attachments:

i. Accountability Form from Waimakariri Arts Trust. (Trim 170809084906)

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) Receives report No 170825091888.

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

3. ISSUES AND OPTIONS

3.1. The Council allocates the Oxford-Ohoka Community Board a set amount of funds to distribute by application to non-profit groups, registered charities and incorporated societies who have strong links to, and benefit, the communities of the Oxford-Ohoka community area. The allocation for the 2016-2017 financial year was $4,310.

3.2. By the end of the 2016-2017 financial year the former Oxford-Eyre Ward Advisory Board, and the post-October 2016 elected Oxford-Ohoka Community Board had approved eleven applications. Four of these eleven applications were granted in the 1 January to 30 June 2017 period:
3.3. As at 30 June 2017, no Accountability Forms had been received.

3.4. The Waimakariri Arts Trust has since returned its Accountability Form and this has been included for the Board’s information.

3.5. The remaining applicants have sent invoices and received their grants but have not yet reached their deadline to return Accountability Forms. According to the Board’s Grant Criteria, Accountability Forms are due within six months of the grant being allocated, when funds are spent, or prior to a new application.

3.6. The Waimakariri Arts Trust utilised its grant for advertising costs with the Oxford Observer, Oxford Bulletin and via radio for both the Kaiapoi Art and Schools’ Art Expos.

3.7. The Expos were held from 14 to 16 July 2017 at the Kaiapoi Club and received a record number of more than 4000 visitors. 109 artists, 4% of whom were from the Board’s community area, and 14 Waimakariri schools exhibited.

3.8. Promotion through local papers had a positive effect on the numbers visiting the Expo. The Board’s contribution of funds was acknowledged in the Sponsor’s list.

3.9. The Oxford-Ohoka Community Board distributed a total of $3,676.75 during the 2016-17 financial year from their total fund of $4,310. The balance of $633.25 was carried forward into the 2017-18 financial year.

3.11. Staff will continue to keep in contact with the groups to make sure the Accountability Forms are returned within six months of the grant being allocated, as outlined in the letter sent to successful applicants. If the group make any applications in the future, they will be reminded that it will not be considered by the Board until the accountability form from past applications has been completed and returned.

<table>
<thead>
<tr>
<th>Group</th>
<th>Project</th>
<th>Amount granted</th>
<th>Month funds granted</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canterbury Justices of the Peace Association Inc.</td>
<td>Towards the costs of a pull-up banner</td>
<td>$235.75</td>
<td>February</td>
<td>Invoice received 21/02/2017.</td>
</tr>
<tr>
<td>Waimakariri Arts Trust</td>
<td>Towards the costs of promotional advertising in the Oxford Observer for the Kaiapoi Art Expo and Schools’ Art Expo</td>
<td>$500</td>
<td>April</td>
<td>Invoice received 28/04/2017. Accountability Form received 9/08/2017.</td>
</tr>
<tr>
<td>Oxford Community Trust- Waimak Kids Oscar</td>
<td>Towards the costs of play equipment</td>
<td>$500</td>
<td>April</td>
<td>Invoice received 30/06/2017.</td>
</tr>
<tr>
<td>Arts in Oxford Printmaking Group</td>
<td>Towards the purchase of reusable equipment to make paper and sculptures</td>
<td>$491</td>
<td>April</td>
<td>Invoice received 3/05/2017.</td>
</tr>
</tbody>
</table>
3.10. The Management Team has reviewed this report.

4. **COMMUNITY VIEWS**

4.1. Not applicable.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. The Board allocates funds to groups who meet the criteria set out in the application form.

5.2. Groups must complete and return an Accountability Form within six months to be eligible for future applications.

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

It is a delegation of the Board to distribute this fund as per clause 12 of the delegations to Community Boards, S-DM 1041.

6.3. **Community Outcomes**

6.3.1. People are friendly and caring, creating a strong sense of community in our District.

6.3.2. There are wide ranging opportunities for people of different ages to participate in community and recreational activities.

Edwina Cordwell
Governance Adviser
Oxford-Ohoka Community Board
Accountability Form for 2016/2017 Discretionary Grant Recipients
For funding provided during the period October 2016 – June 2017

This form is to tell the Board what you spent the money on.

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: Waimakariri Art Trust
Date: 17/7/17
Amount allocated: $500.00
Purpose for grant: Running costs associated with running the Kaiapoi Art Expo, in particular advertising in local papers – Oxford Bulletin, Oxford Observer and

Please give details of how money was spent:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxford Observer - 4 page colour</td>
<td>$150</td>
</tr>
<tr>
<td>Oxford Bulletin - full page colour</td>
<td>$70</td>
</tr>
<tr>
<td>Radio promotion - The Breeze, Newstalk, MoreFM</td>
<td>$280</td>
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</tbody>
</table>

A description of the activities undertaken and benefits that have been achieved with these funds. Please include, where possible, photographs and the number of people who attended or were assisted:

The Kaiapoi Art Expo was held from 14-16 July at the Kaiapoi Club. The funds paid for promotion of the Expo, in particular, in local papers, Oxford Bulletin and Observer as well as through radio. This year the Expo had a record number of visitors to the Expo, over 3800. We had 129 artists exhibit in the Expo and 30 volunteers who assisted the smooth running of the Expo. Promotion through local papers had a positive effect on numbers visiting the Expo.

(Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date 17/7/17
First contact name: Myra Smith
Signature: [Signature]
Position: Event Coordinator
Phone: 021 659 17
Address: 10 Lionel Street, Avonside, Christchurch

Date 5/8/2017
Second contact: Linda Doherty
Signature: [Signature]
Position: Treasurer
Phone: 0277 873 048
Address: 3 Laurel Lane, Kaiapoi

Return to: Community Board Advocate
Waimakariri District Council
Private Bag 1005
Rangiora 7440
Thank you for your involvement in the 2017 Corcoran French Kaiapoi Art Expo.

Yet again the Kaiapoi Art Expo has proven to be a valued and popular event to the Waimakariri district. This year the Expo showcased outstanding work from a selection of high calibre artists who attracted a record number of over 4000 visitors to the Expo and encouraged them to purchase 173 artworks totaling $40,712.50. This brings the total to $322,602.00 worth of artwork sold over the past 12 years by the Waimakariri Arts Trust on behalf of artists.

Our sincere thanks to all exhibitors for showcasing your work and congratulations to those who were successful with sales and obtaining new commissions or exhibiting offers. The Expo was established to support you as well to provide opportunity for the community to be able to appreciate your creative talent.

Mark Larsen with this year’s entry of “No Fishing” won the John Rhind Funeral Directors’ People’s Choice Award. The Bowden Environmental School Expo showcased artwork from very talented students from 14 Waimakariri schools. The School People’s Choice vote went to April Meakin from Kaiapoi High School with a very impressive pencil artwork of Mother Teresa.

We thank the support of our many sponsors, with special thanks to Corcoran French Lawyers, Rātā Foundation, Visit Waimakariri, Bowden Environmental, Pak’n Save, Rangiora and John Rhind Funeral Directors.

The aim of the Waimakariri Arts Trust is to foster arts in Waimakariri. As a registered charitable trust we endeavour to provide all artists with an opportunity to display your creative talent. Exhibitors represent a true cross-section of the art community, from amateur through to professional artists. All art mediums are encouraged to exhibit.

Please find enclosed our debrief document which has some interesting facts and figures on this year’s Expo. Over the weekend we provided each visitor with an optional survey and encouraged him or her to fill it in. We received a large number of responses and will collate the results and use feedback to shape next year’s 13th Expo ensuring it is bigger and better than this year’s very successful Expo.

Yours sincerely

Dan Gordon
Chairman
Waimakariri Arts Trust
Corcoran French Kaiapoi Art Expo – 15 & 16 July 2017
Kaiapoi Festival – 12 to 15 July 2017

Who
- 109 Waimakariri artists with 32 new artists and 77 returning artists.
- 14 Waimakariri Schools
- Over 300 attended the Corcoran French Lawyers Official Opening
- Over 4000 visitors to the Kaiapoi Art Expo
- Impressive turnout for Have-A-Go day
- In spite of the worst winter’s day for many years, excellent number of travelers took part in the Artist Open Studio Tour on Wednesday 12 July

Results
571 exhibits on display plus 14 school panels
173 artworks sold with 62% of artists who sold work

Attendance and Sale Statistics
The Expo had a record number of visitors and sales this year. With an estimated 4000 plus visitors to the Expo and a record of over $40,000 in sales.

<table>
<thead>
<tr>
<th>Year</th>
<th>Waimakariri artists</th>
<th>Exhibits</th>
<th>Waimakariri artists that sold work</th>
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<tbody>
<tr>
<td>2017</td>
<td>109</td>
<td>571</td>
<td>62%</td>
</tr>
<tr>
<td>2016</td>
<td>98</td>
<td>568</td>
<td>68%</td>
</tr>
<tr>
<td>2015</td>
<td>88</td>
<td>509</td>
<td>55%</td>
</tr>
<tr>
<td>2014</td>
<td>105</td>
<td>523</td>
<td>54%</td>
</tr>
<tr>
<td>2013</td>
<td>110</td>
<td>672</td>
<td>53%</td>
</tr>
<tr>
<td>2012</td>
<td>100</td>
<td>544</td>
<td>59%</td>
</tr>
<tr>
<td>2011</td>
<td>103</td>
<td>634</td>
<td>23%</td>
</tr>
<tr>
<td>2010</td>
<td>126</td>
<td>649</td>
<td>21%</td>
</tr>
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</table>

Artists and Artwork

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<th></th>
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<td>40%</td>
<td>26%</td>
<td>36%</td>
<td>48%</td>
<td>42%</td>
<td>27%</td>
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<tr>
<td>Kaiapoi/Clarkville</td>
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<td>32%</td>
<td>27%</td>
<td>28%</td>
<td>17%</td>
<td>47%</td>
<td>33%</td>
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<tr>
<td>Ashley/Loburn</td>
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<td>2%</td>
<td>6%</td>
<td>7%</td>
<td>3%</td>
<td>2%</td>
<td>6%</td>
<td>7%</td>
</tr>
<tr>
<td>Woodend</td>
<td>5%</td>
<td>3%</td>
<td>6%</td>
<td>7%</td>
<td>6%</td>
<td>0%</td>
<td>0%</td>
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<tr>
<td>Waikuku Beach (Woodend)</td>
<td>3%</td>
<td>3%</td>
<td>7%</td>
<td>8%</td>
<td>4%</td>
<td>7%</td>
<td>9%</td>
<td></td>
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<tr>
<td>Pegasus Town (Woodend)</td>
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<td>3%</td>
<td>6%</td>
<td>1%</td>
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<td>1%</td>
<td>8%</td>
<td>2%</td>
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<tr>
<td>Outside Waimakariri</td>
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<td>11%</td>
<td></td>
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</table>

Promoting arts in Waimakariri
Organisers of the annual Kaiapoi Art Expo
School Expo
The Bowden Environmental School Expo showcased artwork from 14 Waimakariri schools. The School People Choice vote went to the very talented April Meakin from Kaiapoi High School with her pencil artwork of Mother Teresa.

People's Choice
Again public were encouraged to vote for their favourite artwork. Mark Larsen was the clear winner by a landslide with his oil painting.
1st Mark Larsen - "No Fishing"
2nd Jennifer Stebbings - "The Stream Fair"
3rd Christine Watton - "Wild Flowers II"

Other Awards
This year the Waimakariri Arts Trust voted the following as winners:
Outstanding Panel - Gaby Reade
Outstanding Photography - Stefan Nikoloff
Outstanding Portrait - Connie Davies
Outstanding Flora & Fauna - Lyn Leonard
Outstanding Abstract - Paul Smith
Outstanding New Artist - Sarah Rutherford
Outstanding School Panel - St Joseph's School
Outstanding Portrait - Connie Davies
Outstanding Flora & Fauna - Lyn Leonard

Media & Advertising
This year the Trust installed 22 billboards all around North Canterbury and parts of Christchurch. The billboards were bold and very easy to read installed in prominent areas. The billboards were a great success and contributed to the large crowds who visited the Expo over the weekend.

The Trust again chose to use radio as a major form of promotion with advertising campaigns on The Breeze, More FM and Newstalk ZB. The Breeze ran two campaigns one of which was a very successful campaign with Sue White and Paint and Sip.

This year time was spent setting up and running social media promotions and the Trust will look at increasing their knowledge of social media for next year so they are able to increase promotion through social media at minimal costs.

As well as this the Trust continued with promotion campaigns that have worked well for previous Expos:
- Ads and media releases printed in local, North Canterbury and Christchurch newspapers and magazines
- 44,000 postcards promoting the Expo and Festival distributed to residents around Canterbury
- Presence on a variety of event websites, radio notice boards and in school newsletters

Funding
The Expo is funded through sponsorship, funding and artists' contributions.
Sponsors
Our sincere thanks to the organisations and businesses that supported the 2017 Kaiapoi Art Expo and Kaiapoi Arts Week.

Corcoran French - Opening Night
Bowden Environmental - School Expo
John Rhind Funeral Directors - People's Choice
Pak'n Save Rangiora - Guest Artist Sponsor

Gold Sponsors
Property Lifestyle Concepts
Ray White - Christine Watton
Snap Fitness Kaiapoi
Red Eight Café
Ashton Wheelans Limited, Kaiapoi

Silver Sponsors
The Canvas Technology Centre
Framemakers & Elbee Crafts - Lynn Barr
Investment World
Essence North Canterbury

Bronze
Kaiapoi Club
Kaiapoi Mill
Paul Smith
Corina Hazlett Artist Studio
Artprint
Cameo Fine Arts
Kaiapoi Florist & Gifts
North Canterbury Floral Art
Stefan Nikoloff
Jagg of Sovereign Palms Kaiapoi
Coffee Culture Kaiapoi
New World, Kaiapoi

Funders
Rātā Foundation
Woodend-Sefton Community Board
Oxford-Ohoka Community Board
Kaiapoi-Tuahiwi Community Board
Rangiora - Ashley Community Board
Enterprise North Canterbury
CERT
Lion Foundation
The Southern Trust
TAX INVOICE

Waimakariri Arts Trust (Kaiapoi Art Expo)
Attention: Theresa
PO Box 389,
Kaiapoi 7644

Description

WILCO FLILLISAINGIII)

Invoice Date
1 Jul 2017

Invoice Number
INV-2815

Reference
July Issue 2017

GST Number
87-073-688

Quantity
1.00

Unit Price
130.43

Amount NZD
130.43

Subtotal
130.43

TOTAL GST 15%
19.57

TOTAL NZD
150.00

Due Date: 8 Jul 2017

BANKING DETAILS BELOW for "MADCO PUBLISHING LTD":

Your prompt attention to this invoice is greatly appreciated.....

TERMS: Advertising with Oxford Observer is conditional on payment of your account; debt recovery costs will be charged on any overdue amounts.

PAYMENT IS ACCEPTED BY CHEQUE OR ELECTRONIC (preferred) Internet Banking A/C Number: 38-9016-0178066-00 - Please use your Invoice Number & Business Name as the reference

CHEQUE: Make all cheques payable to "MADCO PUBLISHING LTD" & post to: P.O. Box 78, Oxford 7430

Thank you for advertising in the Oxford Observer;
We look forward to working with you again soon!

PAYMENT ADVICE

To: The Oxford Observer
Madco Publishing Limited
P.O. Box 78
Oxford
Phone: 0800 627 378 37
(0800 OBSERVER)
Mobile: 021 047 0066
Email: fiona@oxfordobserver.co.nz

Customer
Waimakariri Arts Trust (Kaiapoi Art Expo)

Invoice Number
INV-2815

Amount Due
150.00

Due Date
8 Jul 2017

Amount Enclosed

Enter the amount you are paying above
Good Morning Theresa

Thank you for your advert. It will go in the 7 July issue of the Bulletin.

The cost is $77.00. You may pay online.

Account Number: 01-0877-0129222-00
Account Name: Waimakariri District Council

Particulars: Kaiapoi Art
Code: OXBULL130
Reference: Art Expo

Regards Donna

Donna Hooper | Customer Services Co-Ordinator
Customer Services
donna.hooper@wmk.govt.nz
Customer Service: 0800 965 468 (0800WMKGOV)
Phone: 03 311 9005 |

From: Theresa Smith [mailto:info@kaiapoiartexpo.co.nz]
Sent: Thursday, 22 June 2017 6:37 PM
To: Oxford <Oxford@wmk.govt.nz>
Subject: Kaiapoi Art Expo Advert for July edition

Hi,
Can I please get this printed in your July edition? Please charge Waimakariri Arts Trust.
Thanks
Theresa
**Contract Confirmation**

**Contract:** 423012  
**Start Date:** 15-Jul-17  
**End Date:** 31-Jul-17  
**Client:** Enterprise North Canterbury T/A Visit Waimakariri /  
**Advertiser:** Enterprise North Canterbury T/A Visit Waimakariri /  
**Account Manager:** Christine Donaldson  
**Campaign:** CAN1126  
**Product:** Entertainment & Exhibitions/Events  
**Booked by:** Theresa Smith  
**Order Number**

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<td>Prime</td>
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THIS IS A CONTRACT CONFIRMATION ONLY.

**Total Amount** |
**Amount (Excluding GST)** |
**GST Amount** |
**Contract Amount (Including GST)** |

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**Mon, 03 Jul 2017 2:12 PM**

Contract Confirmation  
Page 1 / 1
Sue’s Crew with the Kaiapoi Art Expo Festival: 
Promotional Breakdown

TIMING: 8th - 14th July

OVERVIEW
Canterbury’s 94.5 The Breeze will run a week long promotion with Sue White giving listeners the chance to be part of ‘Sue’s Crew’ with the Kaiapoi Art Expo Festival.

Listeners can sign up to ‘Sue’s Crew’ online at thebreeze.co.nz and this will put them in the draw to be part of the next event - a paint and sip afternoon! Sue will giveaway a total of 6 spots across the week to people who have entered online. They will be invited to join Sue for a fun ‘paint and sip’ afternoon all thanks to the Kaiapoi Art Expo Festival.

To create a truly cross-platform campaign we will also post about the competition on The Breeze Canterbury Facebook page. We will also create a web article that will house all relevant information about the promotion and also details about the Kaiapoi Art Expo Festival and a link to the website.

PROMOTIONAL ELEMENTS PROMISED
5 x Days Announcer Liners @ $154 each
1 x Winner Announcement @ $462 each
1 x week WIN Website Article @ $500 per week
1 x Facebook Post @ $500 each
Announcer hosting @ $1,000 total
Total Promotional Value: $4,310

Investment: $890 (excl. GST)

Requirements:
1 x Paint and Sip Afternoon for Sue and winners including hospitality
(6 x winners, 1 x announcer, 1 x promo staff)
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: GOV-26-10-06 / 170829093224
REPORT TO: Oxford-Ohoka Community Board
DATE OF MEETING: 7 September 2017
FROM: Doug Nicholl, Chair Oxford-Ohoka Community Board
SUBJECT: Chairperson’s Report for August 2017

1. SUMMARY

Another quiet month with the exception of 10 days in Hawaii where it was approximately 30°C most days. A busy schedule of interesting trips and tours. Approximately 8 million tourists per year make it a busy place.

Three formal functions to attend towards the end of August including AGM’s and the Community Services Awards on 29 August.

I presented the Board’s submission to the formal Hearing on the Draft Waste Management and Minimisation Strategy/Kerbside collections on 31 August.

Some Board members visited the Ohoka Domain on Sunday 2 September to view the Old Gatekeeper’s Lodge and hear about the plans for its future.

Doug Nicholl
Chairperson
Oxford-Ohoka Community Board

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 170829093224