Kaiapoi-Tuahiwi Community Board

Agenda

Monday 20 July 2020

5.00pm

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

Members:

Chris Greengrass (Chair)
Jackie Watson (Deputy Chair)
Neville Atkinson
Al Blackie
Brent Cairns
John Meyer
Martin Pinkham

Board Members
KAIAPOI-TUAHIWI COMMUNITY BOARD

AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 20 JULY 2020 AT 5PM.

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 Kaiapoi-Tuahiwi Community Board – 15 June 2020**

6 - 21

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 June 2020, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS

5.1 **Woodend Community Association – Walking and Cycling Proposal as part of the Wheels to Waipara**

5.2 **Marilyn & Graham Johnstone - 360 Degree Walking Track around Kaiapoi**

6 ADJOURNED BUSINESS

7 REPORTS

7.1 **Cemetery Strategy Development – Lynley Beckingsale (Policy Analyst)**

22 – 24

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No: 200623076392.

(b) **Notes** the draft Cemetery Strategy will be open for public consultation from 7 August to 31 August 2020.

7.2 **Kaiapoi-Tuahiwi Community Board's 2020/21 Discretionary Grant Fund and 2020/21 General Landscaping Fund – Thea Kunkel (Governance Team Leader)**

25 – 34

RECOMMENDATION

THAT the Kaiapoi - Tuahiwi Community Board:

(a) **Receives** report No. 200622075741.

(b) **Notes** that the carry-forward balance of the Boards General Landscaping Budget is $66,380 and that Council will make no further allocation for the 2020/21 financial year.

(c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for the 2020/21 financial year is $6,130.

(d) **Approves** the Board's 2020/21 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 200630080116).

(e) **Approves** the Board's 2020/21 Discretionary Grant Accountability Form (Trim No. 200630080085).

(f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2020/21 financial year (July 2020 to June 2021).

7.3 **Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2020/21 – Thea Kunkel (Governance Team Leader)**

27 – 82

RECOMMENDATION

THAT the Kaiapoi - Tuahiwi Community Board:

(a) **Receives** report No. 200706082865.

(b) **Approves** a grant of $..... to the Reflections Community Trust towards the cost of entertainment at the Waimakariri Light Party

OR

(c) **Declines** the application from the Reflections Community Trust.

(d) **Approves** a grant of $..... to All together Kaiapoi towards the cost of an event commemorating 10-years since the Canterbury Earthquake.

(e) **Declines** the application from the All Together Kaiapoi.

8 CORRESPONDENCE

RECCOMENDATION *83*

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** the acknowledgment of the Council's response to the Board's Draft Annual Plan Submission (Trim No 200212018174).

9 CHAIRPERSON'S REPORT

9.1 **Chairpersons Report for July 2020**

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RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No 200715088150

10 MATTERS REFERRED FOR INFORMATION

10.1 **Oxford-Ohoka Community Board meeting minutes – 3 June 2020 (Trim No 200609067938).**

10.2 **Woodend-Sefton Community Board meeting minutes – 8 June 2020 (Trim No 200609067915).**

10.3 **Rangiora-Ashley Community Board meeting minutes – 10 June 2020 (Trim No 200615071954).**

10.4 **Review of Terms of Reference of the Land and Water Committee – report to Council 2 June 2020 (Trim 200320038527) – circulate to Rangiora–Ashley and Kaiapoi-Tuahiwi Community Boards.**

10.5 **Enterprise North Canterbury Draft Statement of Intent beginning 1 July 2020 – report to Council 2 June 2020 – circulate to all Boards.**

10.6 **Sea Foam Sampling Update – report to Council 2 June 2020 (Trim 200505051761) – circulate to Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards.**

10.7 **Implementation Plan for Town Entrance Strategy – report to Council 2 June 2020 (Trim 200521059905) – circulate to all Boards.**

10.8 **Aquatic Facilities Update– report to Community and Recreation Committee 16 June 2020 (Trim No 200526061693) - circulate to all Boards.**

10.9 **Library Update to 4 June 2020 – report to Community and Recreation Committee 16 June 2020 (Trim No 200604066093) - circulate to all Boards.**

10.10 **Arohatia te Awa Working Group Terms of Reference – report to Land and Water Committee11 June 2020 (Trim No 200316035838) - circulate to all Boards.**

10.11 **Zone Implementation Programme Addendum (ZIPA) projects summary 2020-21 – report to Land and Water Committee11 June 2020 (Trim No 200526061824) - circulate to all Boards.**

10.12 **Cam River Enhancement Fund and Kaiapoi River Rehabilitation Projects Update– report to Land and Water Committee11 June 2020 (Trim No 200526062002 [v2]) circulate to Rangiora–Ashley and Kaiapoi-Tuahiwi Community Boards.**

10.13 **Cam River Floodgate automation – cultural context and consideration of process– report to Mahi Tahi Committee 16 June 2020 (Trim No 200310033024) circulate to Kaiapoi-Tuahiwi Community Boards.**

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board receives the information in Items 10.1-10.13.

Note: Items have been circulated via emailed agenda links to Board members as they have become available.

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 Poyntzs Road Water Supply Upgrade

https://letstalk.waimakariri.govt.nz/poyntzs-road-water-supply-upgrade

Consultation closes 22 July 2020.

13 REGENERATION PROJECTS

13.1 Town Centre, Kaiapoi

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

http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre

14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant

Balance as at 1 July 2020: $6,740.

14.2 General Landscaping Budget

Balance as at 1 July 2020: $66,380.

15 MEDIA ITEMS

16 QUESTIONS UNDER STANDING ORDERS

Nil.

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 17 August 2020 at 5pm.

Workshop

- *Members Forum*

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 15 JUNE 2020 AT 5PM.

PRESENT

C Greengrass (Chairperson), J Watson (Deputy Chairperson), N Atkinson, A Blackie, B Cairns, J Meyer and M Pinkham.

IN ATTENDANCE

Mayor D Gordon, S Stewart (Kaiapoi-Woodend Ward Councillor), P Redmond (Kaiapoi-Woodend Ward Councillor), C Brown (Manager Community and Recreation), B Rice (Senior Transport Engineer), J McBride (Roading and Transport Manager), R O'Loughlin (Greenspace Asset and Capital Programme Advisor), G MacLeod (Greenspace Manager), S Morrow (Rates Officer Land Information), M Barnes (Construction Management Engineer), G Stephens (Greenspace Community Engagement Officer), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer)

1 APOLOGIES

Nil.

2 CONFLICTS OF INTEREST

Item 8.6 - M Pinkham declared a conflict of interest.

3 CURRENT REGISTER OF INTERESTS

Moved: C Greengrass Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** the current Register of Interests.

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 16 March 2020

Moved: B Cairns Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 16 March 2020, as a true and accurate record.

5 MATTERS ARISING

There were no matters arising.

Unconfirmed

6 DEPUTATIONS AND PRESENTATIONS

6.1 Cure Boating Club

Club President Paul Curgenven and Peter Midgley updated the Board on the progress with the Cure Boating Clubs new building. P Curgenven advised that most of the demolition had been completed. He noted that the Club had enough funds to complete the proposed renovation project as planned. There may be some finishing work that would have to be done later, but it was estimated that the current project would take six months, so there was enough time to raise some more funds to finish the rest of the job. They acknowledged the Council's help with the securing the funding and thanked the Council for the grant funding to assist the Club with the rebuild.

C Greengrass stated that since its establishment Cure Boating Club had been very much a part of the history and community of Kaiapoi. She congratulated them on securing the funding to renovate the Club building.

7 ADJOURNED BUSINESS

There was no adjourned business.

8 REPORTS

With permission from the Chairperson Item 8.3 was considered first.

8.3 Kaiapoi Memorial Reserve Toilet – R O'Loughlin (Greenspace Asset and Capital Programme Advisor)

G MacLeod explained that the public toilet at the Kaiapoi Memorial Reserve was earmarked for decommissioning and removal in line with the Council's Public Toilet Strategy. He noted that there had been some negative feedback from the public since the demolition notice was put at the toilet.

In response to questions, R O'Loughlin advised that the Kaiapoi Memorial Reserve toilet did not meet sanitary requirements as there were no internal drains in the toilet. If Council were to retain the public toilet the internal drain issue would need to be addressed.

N Atkinson noted that the Board had previously suggested installing a single cubicle toilet at the Kaiapoi Memorial Reserve because of the close proximity to the Library toilets and the other three public toilets in the area. G MacLeod explained that although the option had not been costed the estimated cost for a single cubicle toilet would be around $150,000.

P Redmond asked what the approximate cost of demolishing the toilet block would be. R O'Loughlin noted that the quotes that staff had received for the removal of the toilet was approximately $10,000.

C Greengrass, while acknowledging it was 'out of the way', queried why the toilets behind the Rugby League Club could not be opened to the public. C Brown explained that at the moment the Rugby League Club toilets could only be accessed with a key, all four Clubs had keys and use these toilets. He noted that the Rugby League Club toilets had not been built as public toilets. The Club had external facing toilets for public use on league days, but he would not recommend that these toilets be opened for general community use, as he was concerned about possible vandalism.

Unconfirmed

C Greengrass asked if there were any signs indicating toilets. R O'Loughlin advised that there were not currently signs but staff would look at erecting signs.

Moved: J Watson Seconded: A Blackie

THAT the Kaiapoi - Tuahiwi Community Board:

(a) **Receives** report No. 200604065503.

(b) **Approves** staff continuing with the decommissioning of the Kaiapoi Memorial Reserve Toilet as identified in the Public Toilet Strategy 2017 (171114123588).

CARRIED

J Watson noted that there were an adequate number of toilets in the Kaiapoi Town Centre and when the swing bridge opens up it was not very far to walk to the toilets on Charles Street.

A Blackie stated that it would be too costly to fix the Kaiapoi Memorial Reserve toilet or to build a new single cubicle toilet, and the Council needed to spend its limited funds in other areas.

C Greengrass advised that having signage to point to the toilets in the Library, at the Working Man's Club and at Trousselot Park would be very valuable.

8.1 **Tuahiwi to Ashley Speed Limit Review – J McBride (Roading and Transport Manager) and B Rice (Senior Transport Engineer)**

B Rice noted that the report was a follow on from the consultation done in September 2019. The consultation showed general support for the proposed changes to the speed limits. He noted that the Council also received feedback from New Zealand Transport Agency (NZTA) which resulted in amendments in some areas. There seem to be three main areas of concern, namely Tulls Road, Tuahiwi Road and unsealed roads.

In relation to Tuahiwi Road, NZTA were concerned about the proposal to reduce the speed to 40km/h through Tuahiwi Village. NZTA and the NZ Police agreed that the appropriate speed was 50km/h, for Tuahiwi Village. However, there was an option of installing 40km/h speed variation signs outside the school which would slow traffic down at the start and end of the school day. It was also noted that there was a possibility of the Central Government passing a new ruling that 40km/h speed limits be imposed outside all schools in the near future.

With regard to Tulls Road, NZTA suggested that the safe speed for this road should be 60km/h rather than the proposed 80km/h. However, the Council had committed to do safety improvements on the road so as to maintain the 80km/h that was consulted on.

In the matter of unsealed roads, the Council had consulted on the reductions of speeds from 100km/h down to 80km/h on all unsealed roads in the district. However, NZTA had strongly advocated for 60km/h as a safe speed on unsealed roads. It was noted that there was a desire for a Regional Speed Management Plan which would allow for the speed on unsealed roads throughout the region to be changed to 60km/h as a consistent approach throughout the region.

Unconfirmed

M Pinkham commended staff for the approach that they took in dealing with speed limits at a 'wider area' level. He asked if there was any further move from NZTA to have a global 80km/h speed limit on sealed rural roads. B Rice advised NZTA was aware of the pressure from local authorities and the time and effort that they had put in to reducing to 80km/h. However at this stage there was no move to implement a global speed limit on sealed rural roads.

Moved: J Meyer Seconded: M Pinkham

(a) **Receive** report No. 191024149080;

AND

RECOMMEND THAT the Council:

(b) **Approves** the following changes to speed limits:

	Road	**Proposed Speed Limit (km/h)**
I.	**Coldstream Road** from the end of the existing 50km/h limit to the eastern end of the Multi-Use Sports Facility.	**50**
II.	**Coldstream Road** from the eastern end of the Multi-Use Sports Facility to Smarts Road.	**80**
III.	**Golf Links Road** from Kippenberger Avenue to Coldstream Road	**80**
IV.	**Golf Links Road** from Coldstream Road to end (unsealed section)	**60**
V.	**Marchmont Road** entire length	**80**
VI.	**Smarts Road** entire length	**80**
VII.	**Tuahiwi Road** from Boys Road to the start of the existing 50km/h limit	**80 (No Change to existing)**
VIII.	**Camside Road** from Boys Road for a distance of 280m (sealed section)	**80**
IX.	**Camside Road** from 280m from Boys Road to Marsh Road (unsealed section)	**60**
X.	**Turiwhaia Road** entire length	**80**
XI.	**Greens Road** entire length	**80**
XII.	**Te Pouapatuki Road** entire length	**80**
XIII.	**Church Bush Road** entire length	**80**
XIV.	**Pa Road** entire length	**80**
XV.	**Bramleys Road** Lineside Road to Cox Road (sealed section)	**80**
XVI.	**Bramleys Road** Cox Road to Tuahiwi Road (unsealed section)	**60**
XVII.	**Revells Road** entire length	**80**
XVIII.	**Tulls Road** entire length	**80**
XIX.	**Pegasus Boulevard** from SH1 to the Infinity Drive Roundabout	**60**
XX.	**Wards Road** entire length	**60**
XXI.	**Preeces Road** entire length	**60**
XXII.	**Kaiapoi Pa Road** entire length	**60**

Unconfirmed

	Road	Proposed Speed Limit (km/h)
XXIII.	**Stokes Road** entire length	**60**
XXIV.	**Okaihau Road** entire length	**60**
	Waikoruru Road entire length	**60**
XXV.	**Marsh Road** from 300m east of railway line to Waikoruru Road (unsealed section)	**60**
XXVI.	**Camside Road** entire length	**60**
XXVII.	**Youngs Road** entire length	**60**
XXVIII.	**Cox Road** entire length	**60**
XXIX.	**Power Road** entire length	**60**
XXX.	**Topito Road** unsealed section	**60**
XXXI.	**Topito Road** sealed section	**80**

(c) **Notes** that the Register of Speed Limits will be updated to include these changed speed limits;

(d) **Notes** that the Speed Limits Bylaw 2009 allows speed limits to be change by Council resolution following consultation as required by the Land Transport Rule: Setting of Speed Limits (2017);

(e) **Notes** that operating speeds will be surveyed on these road six months after implementation of the new speed limits;

(f) **Notes** that staff will continue to investigate alternative options such as variable speed limits at Tuahiwi School and the Marae in consultation with the school, Runanga and NZ Transport Agency;

(g) **Notes** that changes to the Coldstream Road limit from the end of the existing 50km/h limit to the eastern end of the Multi-Use Sports Facility will take effect once upgrades on this section of Coldstream associated with the sports facility are complete. Traffic management, including temporary speed limits as necessary, will be in place during construction.

(h) **Notes** that staff will investigate safety improvements on Tulls Road for inclusion in the minor safety programme, or for possible inclusion in the 2021–31 LTP;

(i) **Notes** that a copy of this report will be provided to Te Ngāi Tū Ahuriri Rūnanga through the liaison Committee and directly through to their representative.

CARRIED
(N Atkinson abstained)

J Meyer acknowledged the amount of work that staff had put into this project and noted that this was a big move forward.

M Pinkham noted his support for limiting the speed on rural roads to 80km/h, as many of the districts rural roads were not designed for speeds in excess of that.

Unconfirmed

8.2 **Main North Road, Tram Road Speed Limit Review – B Rice (Senior Transport Engineer)**

B Rice explained that there were a couple of drivers to the speed limit review. The first was the work that was being done on the Northern Motorway. NZTA were signalising the Tram Road/Main North Road intersection and they were signalising the Tram Road Motorway on ramp intersection. In addition staff were also in the process of designing a shared path cycleway from the Tram Road intersection through to the southern end of Kaiapoi. Council was also working with Heller's to design a new entrance way. All the above-mentioned would significantly change the traffic environment at that location and staff was therefore recommending a reduction the speed from 80km/h to 60km/h.

J Watson commented that she was pleased to hear that a traffic light was going to being installed on the Tram Road on ramp. However, she expressed concern about the speeding motorists coming off the SH1 at 100km/h and going on to Tram Road. She enquired if NZTA would be erecting bigger signs to warn motorists to reduce speed. B Rice explained that the responsibility of signage would most likely fall on the Council. J Watson suggested that signs should be erected further back on the motorway to timeously warn people of the speed reduction. B Rice noted that that was something staff could look at.

A Blackie enquired why the new proposed speed limit only seemed to apply to the eastern end of Greig's Road, why could it not be extended an extra 100 metres and include that double intersection off Island and Heyward's Roads. B Rice explained that a 60km/h speed limit may not be considered appropriate on the urban section to the west of Grieg's Road, but staff could investigate the matter further.

N Atkinson noted that on the bridges on Tram Road and Ohoka Road over SH1 the speed limit was 80km/h and asked if there were any discussions with NZTA the speed limits on these bridges. B Rice advised that staff had been in discussion with NZTA regarding the Tram Road overbridge and need to have the discussion with them about the Lineside and Ohoka Road bridges.

In light of the already ongoing discussions with NZTA, N Atkinson enquired if would not be more sensible to review all the speed limit simultaneously as opposed to one by one. B Rice explained that there was some urgency around getting a new speed limit in place when the new traffic signals go in.

Moved: N Atkinson Seconded: B Cairns

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 200603065191.

RECOMMEND THAT the Council:

(b) **Approves** consultation being carried out on the proposed speed limit changes summarised below:

Location	Current (km/h)	Proposed (km/h)
Main North Road, from the old Waimakariri River Bridge to the 50km/h limit at Kaiapoi.	80	60
Tram Road from Main North Road to 180m west of Greigs Road.	80	60

Unconfirmed

(c) **Notes** the consultation on this proposal will be carried out between 13th July and 10th August 2020.

(d) **Notes** that this report has been presented to the Kaiapoi - Tuahiwi Community Board at its June meeting.

(e) **Notes** that the results of the consultation, and the final speed limit proposals will be presented to the Kaiapoi - Tuahiwi Community Board prior to coming to Council for approval.

(f) **Notes** that any submissions on the proposal will be taken into account before the final speed limit change proposals are presented to the Council approval.

CARRIED

8.4 **Potential Road Name For Kaiapoi-Tuahiwi Community Area – S Morrow (Rates Officer land Information)**

Moved: A Blackie Seconded: N Atkinson

THAT the Kaiapoi - Tuahiwi Community Board:

(a) **Receives** report No. 200603065321.

(b) Approves that the new road name Penney be added to the current official Kaiapoi-Tuahiwi Community area Pre-approved Road Name list for the future use.

CARRIED

8.5 **Road naming – Lime Developments Limited – Scott Morrow (Rates Officer land Development)**

M Pinkham expressed a concern that the report only covering a small part of the subdivision. He explained that he did not have an issue with the name Silverstream Boulevard for the short section of main thoroughfare, as it was the main thoroughfare through the whole subdivision. However, continuing Silverstream Boulevard further to the east would split Adderley Terrace into two separate sections. The residents of Adderley Terrace would need to be consulted on this matter. The other concern was that neither of the recommended names (Maggie Way and Lime Avenue) were on the pre-approved Road Naming List for Kaiapoi list.

Moved: M Pinkham

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 200604065962.

(b) **Approves** the existing road name Silverstream Boulevard for Road #3 as shown the attached plan.

(c) **Accepts** the following proposed road names for Roads #1 & 2 provided by the developer as shown on the attached plan.

1. Ohapuku Way
2. Waverley Avenue

MOTION LAPSED

Unconfirmed

Moved: A Blackie Seconded: J Meyer

(a) **THAT t**he Kaiapoi-Tuahiwi Community Board adjourn to go into a workshop to discuss the proposed road names for Roads #1 and 2 provided by Lime Developments Limited.

CARRIED

The Kaiapoi-Tuahiwi Community Board when into workshop from 6:05pm to 6:13pm.

Moved: C Greengrass Seconded: A Blackie

(a) **THAT** the Kaiapoi-Tuahiwi Community Board reconvene its meeting.

CARRIED

Subsequent to discussion it was agreed that names for Roads #1 and 2 would be drawn from the pre-approved Road Naming List for Kaiapoi list.

Moved: J Watson Seconded: J Meyer

THAT the Kaiapoi - Tuahiwi Community Board:

(a) **Receives** report No. 200604065962.

(b) **Approves** the existing road name Silverstream Boulevard for Road #3 as shown the attached plan.

(c) **Approves** the following the following road names for Roads #1 and 2 as shown on the attached plan, as per the pre-approved Road Naming List for Kaiapoi list:
1. Joslen Way.
2. Bollington Way.

CARRIED

J Watson commented that it was important to use names that were historically appropriate to the area.

M Pinkham requested that the Board received a report on the other proposed road names in the area.

8.6 **Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2019/20 – Thea Kunkel (Governance Team Leader)**

T Kunkel noted the Board still had $1,610 funding available for allocation in the 2019/20 financial year.

Moved: B Cairns Seconded: A Blackie

THAT the Kaiapoi - Tuahiwi Community Board:

(a) **Receives** report No. 200603065114.

(b) **Approves** a grant of $500 to OurKidz NZ OSCAR towards the cost of starting a Before and After School Programme.

CARRIED

B Cairns and A Blackie commended OurKidz NZ for the good work that they had been doing in the Kaiapoi area. An additional Before and After School Programme at St Patrick's School would allow them to accommodate more children.

Unconfirmed

Moved: J Watson Seconded: J Meyer

THAT the Kaiapoi - Tuahiwi Community Board:

(c) **Approves** a grant of $500 to the Karanga Mai Early Learning Centre towards the cost of purchasing two new laptops.

CARRIED

J Watson noted that Karanga Mai Early Learning Centre had received funds from the Board in previous financial years and they were doing a commendable job.

A Blackie commented that Karanga Mai Early Learning Centre was essential for providing care for the children of young parents while they attend Karanga Mai Young Parents College. He however, caused that the Learning Centre was already well funded by Community Wellbeing North Canterbury and other organisations.

8.7 **Ratification of the Boards submission to the Waimakariri District Council 2020/21 Draft Annual Plan – Thea Kunkel (Governance Team Leader)**

Moved: A Blackie Seconded: J Watson

THAT the Kaiapoi - Tuahiwi Community Board:

(a) **Receives** report No. 200408043803.

(b) **Retrospectively ratifies** the Board's submission to the Waimakariri District Council Draft Annual Plan 2020/21 (Trim Ref: 200408043608).

CARRIED
(N Atkinson abstained)

9 CORRESPONDENCE

Moved: C Greengrass Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** the invitation from the Kaiapoi District Historical Society Inc. to their Annual General Meeting to be held at 7:30pm on Wednesday 24 June 2020 at the Kaiapoi Riverside Bowling Club Rooms.

CARRIED

10 CHAIRPERSON'S REPORT

- Attended various Zoom meetings.
- Attended Waimakariri Access Group Meeting.
- Attended an afternoon tea at the Darnley Club to acknowledge the volunteers who have assisted with paid staff to engage with clients on a regular basis during Covid-19 lockdown and preceding levels .
- All Together Kaiapoi – No KYDZ group this year.
- All Together Kaiapoi met with Chris Brown at the space between ANZ and Kaye Buchan's (Williams Street) to discuss getting the space updated. Concept plan will come back to the Board.

11 MATTERS REFERRED FOR INFORMATION

Unconfirmed

11.1 **Oxford-Ohoka Community Board meeting minutes – 4 March 2020** (Trim No 200313035165)

11.2 **Woodend-Sefton Community Board meeting minutes – 9 March 2020** (Trim No 200227026903)

11.3 **Rangiora-Ashley Community Board meeting minutes – 11 March 2020** (Trim No 200304029600)

Moved: A Blackie Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board receives the information in Items 10.1-10.3.

CARRIED

12 MEMBERS' INFORMATION EXCHANGE

J Watson

- Update on Virtual Kaiapoi Art Expo.
- Last Saturday 13 June 2020 a group of art lovers from Christchurch came to look at the Art on the Quay.

S Stewart

- Overview of Waterzone Meeting.
- Ecan was invited by the Government to put in bids for money for environmental projects post Covid-19 lockdown.
- Update on Provincial Growth Fund projects.

M Pinkham

- Wellbeing North Canterbury – Covid-19 impact.
- Update on the Kaiapoi Promotions Association.

P Redmond

- Annual Plan Deliberation - Decisions going to Council on 16 June 2020.
- Council was coming up with a Recovery Plan headed 'Better Than Before'.
- LGNZ Webinar on how we can look after the economic effects of Coivid-19 in terms of rates.
- Became Chair of Waimakariri District Creative New Zealand Communities.
- Council Portfolio - Regulation and Civil Defence. Busy with civil defence matters during Covid-19 and the establishment of the emergency operations centre.
- Lime Living Retirement Village update.
- Rangiora Racecourse Quarry consent.
- Working with the Sefton Community Hall Committee which submitted to the Annual Plan regarding rebuild or relocate options.
- Working with the Sefton Library regarding its possible disposal.

J Meyer

- Waimakariri Access Group Meeting.
- New World within the District went the extra mile during the lockdown period.

B Cairns

- In his role as Chair of the Kaiapoi Food Forest Trust, he was asked to attend "Food and Budgeting" meetings. In support of community food services and other initiatives. From that they were looking at developing a plan "Food Secure Communities". Along with the likes of sorting out free firewood for those in need.
- Attended Assisting communities Zoom meeting.

Unconfirmed

- North Canterbury Neighborhood support meetings. Local school identified parents had lost work/income and with the help of a local church and contacts was providing weekly food parcels to 21-30 families.
- Kaiapoi Food Forest. This week they had schools back visiting the food forest. Have been invited to be part of Children's University.
- Visits from University of Canterbury staff and CCC Rongoā practitioner, Aperahama Kipa.
- Have been getting a larger number of helpers coming on Wednesday evenings, all wanting to learn how to grow food sustainably. They also had two days where they supervised Corrections teams.
- During isolation they delivered food boxes to up to 94 families per week, of those up to 18 families were connected with the local Runanga.
- Porters Place stream clean up.
- New bike shop on Ohoka Rd, new furniture Shop on Charles Street, Armadillios has bought out Jagz.
- Have created a promote Kaiapoi video, https://kaiapoinewzealand.com website to promote Kaiapoi to visitors, have created https://Artist2U.com to attract visitors to the district through promoting the Arts.

N Atkinson

- Various Zoom meeting.
- Mahi Tahi Joint Development Committee Meeting 16 June 2020.
- Update on alcohol licensing.
- Update on road maintenance contract.
- Update on Clean Air Plan.
- Update on 3 Waters.
- Update on Park and Ride.
- Update on Greater Canterbury Partnership.
- Update on power cut in Woodend on Sunday 14 June.

A Blackie

- Dredging up and running.
- Tika Haka Trust was moving to bring to Council the proposal to start leasing the Kairaki sections.
- Landscaping for the eastern areas the tender was out. Changing room and softball diamonds were underway.
- BMZ track maintenance was under control.
- Ice on the terraces.

13 CONSULTATION PROJECTS

None.

14 REGENERATION PROJECTS

14.1 Town Centre, Kaiapoi

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below: http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre

Unconfirmed

15 BOARD FUNDING UPDATE

15.1 **Board Discretionary Grant**
Balance as at 31 March 2020: $1,610.

15.2 **General Landscaping Budget**
Balance as at 31 March 2020: $66,380.

16 MEDIA ITEMS

17 QUESTIONS UNDER STANDING ORDERS

7.1 **Operation of the grey water disposal area on Charles Street in Kaiapoi.**

The following questions were raised by Board, Member B Cairns, on 5 May 2020 under Section 20 of Standing Orders:

1 Is the new design Safe?

Design for the permanent arrangement is currently underway and construction is not yet complete. The current temporary arrangement was reviewed and assessed as adequate to use on an interim basis based on the low traffic volumes, low traffic speeds, good visibility, and also now the current low usage rate.

2 Is the new design "fit for purpose"?

Design is currently underway and construction is not yet complete

3. The latest roading upgrades… *there is no parking on the river side of Charles Street, Kaiapoi. Prior to quakes there was parking on the river side of the road to accommodate campervan waste disposal.*

It was not planned to have parking on the river side of the street. The concepts were reviewed with the Community Board. The campervan dump station is intended to have an off-street parking apron.

4. The Greywater drive in area, *only has one entrance, so large camper vans have difficulty turning or are forced to reverse backwards onto a live road.*

Once upgraded the greywater drive in area will have two entrances. The cut-downs are not yet formed however the crossing beams were put in place ready for the two vehicle entrance cut-downs to follow at a later date. The planned vehicle crossings were conceptually located to ideally combine with the proposed car and boat trailer parking in this area. The trailer parking project is now proposed to be deferred however the dump station crossings will still be formed in the next 2 months. It is proposed to construct a small concrete pad/apron for parking in the interim until future decisions are made about the dump station (e.g. whether it shifts long-term, or gets a significant upgrade, possibly in conjunction with the NZMCA park proposals).

Unconfirmed

5 *The road is so narrow that larger camper vans cannot do a U turn and have to travel in some cases to Cass and Jollie street corner to turn around.*

The turn-around area 'jug-handle' is in the current road rebuild contract scope but has not yet been constructed. It is located before (i.e. to the west of) the narrowed one-way area on rebuilt Charles Street. It will be completed within the next 2 months. This will avoid the need to travel to Cass and Jollie Street to turn around.

6. Campervans have different sides that they dispense their waste from and therefore park beside the greywater station facing a certain way, however as there is no parking any more on that side of the road, in some cases camper vans will park on a live lane.

This is acknowledged. It is anticipated that vehicles will be able to drive-in either way/direction using the (soon to be completed) entrances, and park in either direction on the proposed concrete apron off-road. A preferable longer-term solution is to relocate the dump station disposal point to a central two-lane position on a larger new apron however there is no budget for this works. It is noted that staff did not want to suggest a commitment to this level of expenditure until it is known whether NZMCA may construct another dump station associated with their proposed motorhome park (and make the facility publicly available), or commit funds of their own to a larger scale upgrade of the current facility on Charles St. This could be explored if desired but will require additional budget. The current small concrete apron pad proposed is intended to be funded from existing Regeneration budgets and constructed as a variation to the current road upgrades project.

7. When campervans are parked in live lanes, the concern is that people will step out into live lanes, placing people's lives at risk

Understood. As previously noted, the current temporary arrangement was reviewed and assessed as adequate to use on an interim basis, based on the low traffic volumes, low traffic speeds, good visibility, and also now the current low usage rate. The current upgrade scheme is being developed to give people the facility to park off-road, in either direction, and avoid people having to park in live lanes or on the road reserve.

17.2 **Kaiapoi BMX track and Porters Place Drain/creek**

The following questions were raised by Board, Member B Cairns, on 9 June 2020 under Section 20 of Standing Orders:

Question 1

Is there any funds put aside for the maintenance of the BMX track in Kaiapoi?

Response:

The Council's Landscape Architect, Kevin Dwyer, who worked as the Project Manager alongside the designer on the BMX Track, has confirmed that he inspected the Kaiapoi Community BMX track recently as part of the Contract Final Completion. In his opinion the track has performed well and shows no signs of subsidence or construction failure.

Unconfirmed

However, there are some areas, particularly on the crest of mounds, where the fine limestone dust layer has worn. The compacted layer of larger limestone aggregate base is undamaged. This wear is expected and consistent with normal use of the track and was an item that requires periodic and ongoing maintenance. This was noted as part of the operations and maintenance instructions supplied by the track builder at Practical Completion, prior to the track opening. In Kevin's opinion it is not a construction defect and is perfectly acceptable and would be addressed and part of the regular maintenance regime.

Making sure that the BMX track is up to the right standard is the Councils responsibility and the area is therefore now maintained by Greenspace and any future maintenance will be in conjunction with Trent who has offered to come and carry out any track maintenance on a six monthly basis. This is programmed to happen at the end of the year and has been costed as part of Greenspace District Maintenance Budget for Parks & Reserves.

Question 2

A local resident has asked if the drain/creek on Porters Place, Kaiapoi will be cleaned out any time soon.

Response:

Sicon used a machine to clean the weed out along Porter Place in December 2019. Delta has carried out hand maintenance and tree removal along sections of Dudley Drain prior to lockdown but nothing since. Delta will be on site next week to remove the litter and excess weed.

The photo provided may cause concerns, however it should be noted that these are free floating Macrophytes; Azolla Rubra, which is a native fern and Lemna minor or common name duck weed. The presence of these two plants is beneficial because they are both native to New Zealand, important for habitat and, especially duck weed, important food source for waterfowl and fish. They both take nutrients from the water and provide shade which suppresses the growth of the larger introduced weeds such as watercress Nasturtium Officinale and curly leaved pond weed Potamogeton Crispus. These two introduced weeds are the reason the Council has to employ a digger every year to remove them.

17.3 Mandeville Swing Bridge

The following questions were raised by Board, Member M Pinkham, on 11 and 12 June 2020 under Section 20 of Standing Orders:

Question 1

What is the nature of the problems with the Mandeville Swing Bridge that have necessitated its closure, and what is the timeline for it to be repaired and reopened?

Response:

In response to the first part of the question – "What is the nature of the problems with the Mandeville Swing Bridge that have necessitated its closure?"

During an inspection on the Mandeville Footbridge in December 2019 to assess requirements for planned maintenance and repairs to be undertaken early in 2020, a significant failure on one of the timber towers of the bridge

Unconfirmed

was identified. The visible timber rot in the support beams were cause for safety concerns, as the tower could potentially collapse without warning, and the resultant load shifts could trigger failure of both cables and then collapse of the bridge. As a result of this, the bridge had to be closed to the public immediately.

In response to the second part of the question – "What is the timeline for it to be repaired and reopened?"

Over the past few months, staff have had several meetings at the bridge to scope out several repair options that were being considered for the tower, with the chosen option to be undertaken together with the already programmed maintenance works. Council's contractors and specialist bridging contractors have worked through the pricing and programming of the preferred repair option, following consultation with the Council's Bridge Engineer (Stantec) and the Historical Places Trust. The methodology includes constructing specialised scaffolding around the failed timber tower to support the cable load while the timber tower is replaced.

The repairs and maintenance have been programmed for completion before the end of this financial year (30 June 2020). Delays due to the Covid-19 situation and a current delay with delivery of the hardwood beam required for the repair are being experienced, but Council contractors are still committed to completing the repair within the next few weeks, after which the bridge will be reopened to the public.

Moved: A Blackie Seconded: B Cairns

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Notes** the questions raised by Board Member B Cairns on 5 May 2020 under Section 20 of Standing Orders regarding the Charles Street, Grey water Disposal Area.

(b) **Notes** the questions raised by Board Member B Cairns on 9 June 2020 under Section 20 of Standing Orders regarding the Kaiapoi BMX track and Porters Place Drain/creek.

(c) **Notes** the questions raised by Board Member M Pinkham on 11 and 12 June 2020 under Section 20 of Standing Orders regarding the Mandeville Swing Bridge

18 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

There was no urgent general business under standing orders.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board would be held at the Ruataniwha Kaiapoi Civic Centre on Monday 20 July 2020 at 5pm.

Unconfirmed

Workshops

- *The Kaiapoi-Tuahiwi Community Board when into workshop - 6:05pm to 6:13pm.*

- *Kaiapoi Town – Detailed Design Cycleway Update – M Barnes (Construction Management Engineer) – 6:58pm to 7:27pm*
  - The Board members agreed that a site visit should be made to the Isaac Wilson Road /Vickery Street Intersection to get more clarity on the design plans for the Kaiapoi Cycle way at this intersection.

Briefing

- *General Landscaping Budget – G Stephens (Greenspace Community Engagement Officer) – 7:30pm to 7:40pm*
  Identified projects:
  - Interactive Maps;
  - Patchina's Walkway;
  - Landscape planning at Tuahiwi Reserve, and
  - Path extension at Pines Beach Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 7.41pm.

CONFIRMED

_____

Chairperson

_____

Date

Unconfirmed

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO:	POL-08-70 / 200623076392
REPORT TO:	Kaiapoi-Tuahiwi Community Board
DATE OF MEETING:	20 July 2020
FROM:	Lynley Beckingsale, Policy Analyst
SUBJECT:	Cemetery Strategy development
SIGNED BY: **(for Reports to Council, Committees or Boards)**	Department Manager / pp Chief Executive

1. SUMMARY

1.1 This report is to inform the Kaiapoi-Tuahiwi Community Board of the development of a draft Cemetery Strategy for public consultation in August 2020.

1.2 The draft strategy is being developed by Council officers from Greenspace, Customer Services and Policy and Strategy with support from the Communications officer.

1.3 The objectives of the strategy are to ensure:

- growth demands and community expectations are met;
- cemeteries are well designed, safe and comply with relevant legislation;
- up-to-date information regarding Council managed cemeteries is readily available; and
- clear direction is provided for Council staff and the community regarding the use and management of cemeteries.

1.4 An action plan and a policy will be developed alongside the Cemetery Strategy.

1.5 The draft strategy will be taken to Council on 4 August for their agreement to consult with the wider community.

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No: 200623076392.

(b) **Notes** the draft Cemetery Strategy will be open for public consultation from 7 August to 31 August 2020.

3. BACKGROUND

3.1 Cemeteries play an important role in our society supporting our sense of community and reflecting the history of local people and cultures that founded and influenced our District.

3.2 The Council manages six cemeteries, five of which are in active use. Two cemeteries include Service Cemeteries. Additionally, the Sefton Cemetery Reserve is set aside for future use.

3.3 There are also 16 privately owned cemeteries (Church and/or trustee) and three urupa managed by Te Ngai Tuahuriri Runanga in the Waimakariri District.

4. ISSUES AND OPTIONS

4.1. The Cemetery Strategy provides a plan for the management of cemeteries for the next 20 years with an associated action plan to monitor the supply of cemetery land and demand for burial plots both coffin burial and ashes interments.

4.2. Associated with the Cemetery Strategy will be a Cemetery Policy with rules and regulations to guide the day-to-day running of cemeteries and assist with decision-making.

4.3. Challenges for cemetery management have been identified and these include: ascertaining whether there is enough suitable land to meet burial demands; the reservation (pre-purchase) of plots; changing demographics and cultural diversity; ceding of failing cemeteries to Council; and the provision of pet cemeteries.

4.4. Under the *Cremation and Burial Act 1964* Council is legally obliged to provide cemeteries in the District. A current review of the Act may result in increased obligations for Council with regard to cemetery management.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

5.1.1. Council staff will contact the Funeral Directors, Monumental Masons and contractors currently involved in cemetery management in the District as well as the Returned Services Association and Veterans Affairs.

5.2. Wider Community

5.2.1. It is proposed the wider community will be consulted both through the Community Boards and public consultation in August 2020. A robust communication plan is in place with multiple mediums of communication.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

6.1.1. The development of the Cemetery Strategy will be covered in current budgets. Any future investment will be managed through Annual and Long Term Planning processes.

6.2. Community Implication

6.2.1. The development of the Cemetery Strategy will ensure cemeteries meet growth demands and community expectations.

6.3. **Risk Management**

6.3.1. Review of the *Burial and Cremation Act 1964* introduces legislative change with increased obligations on Council. Council has submitted to the Ministry of Health consultation document and progress through Parliament will be monitored.

6.3.2. Community concern regarding any changes to cemetery management in the District is managed by sound communications via multiple mediums and channels.

6.4. **Health and Safety**

6.4.1. Not applicable

7. CONTEXT

7.1. **Policy**

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

7.2. **Legislation**

7.2.1. Burial and Cremations Act 1964 (Part 1, Establishment, maintenance, and regulation of cemeteries)

7.2.2. Reserves Act 1977(S23)

7.2.3. Health Act 1956 (S25)

7.2.4. Local Government Act 2002 (S125)

7.2.5. Resource Management Act 1991(S31)

7.3. **Community Outcomes**

Governance

a. Effect is given to the principles of the Treaty of Waitangi
b. There are wide ranging opportunities for people to contribute to the decision making that effects our District

Environment

c. There is a safe environment for all
d. There is a healthy and sustainable environment for all

Places and spaces

f. The community's cultures, art and heritage are conserved and celebrated
g. Public spaces and facilities are plentiful, accessible and high quality
i. People are friendly and caring, creating a strong sense of community in our District

7.4. **Delegations**

7.4.1. Not Applicable

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	GOV-26-08-06 / 200622075741
REPORT TO:	Kaiapoi-Tuahiwi Community Board
DATE OF MEETING:	20 July 2020
FROM:	Thea Kunkel - Governance Team Leader
SUBJECT:	Kaiapoi-Tuahiwi Community Board's 2020/21 Discretionary Grant Fund and 2020/21 General Landscaping Fund

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

Department Manager

pp Chief Executive

1 SUMMARY

1.1 This report provides information regarding the Board's 2020/21 General Landscaping Budget and the 2020/21 Discretionary Grant fund.

1.2 This report also requests the Kaiapoi-Tuahiwi Community Board (the Board) to consider for approval, the Discretionary Grant Criteria, Application Form and the Accountability Form for the 2020/21 financial year.

Attachments:

i. Draft Kaiapoi-Tuahiwi Community Board 2020/21 Discretionary Grant Application Criteria and Application Form (Trim No. 200630080116).
ii. Draft Kaiapoi-Tuahiwi Community Board 2020/21 Discretionary Grant Accountability Form (Trim No. 200630080085).

2 RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 200622075741.

(b) **Notes** that the carry-forward balance of the Boards General Landscaping Budget is $66,380 and that Council will make no further allocation for the 2020/21 financial year.

(c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for the 2020/21 financial year is $6,130.

(d) **Approves** the Board's 2020/21 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 200630080116).

(e) **Approves** the Board's 2020/21 Discretionary Grant Accountability Form (Trim No. 200630080085).

(f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2020/21 financial year (July 2020 to June 2021).

3 BACKGROUND

3.1 The Council allocates a General Landscaping Budget to each of the Community Boards to be expended on appropriate projects and initiatives in each Board's community area and the Council's Greenspace team. This fund is not a contestable fund.

3.2 The Discretionary Grant Fund is a contestable fund enabling community groups and organisations meeting the relevant criteria, to seek funding for various events, initiatives and projects.

4 ISSUES AND OPTIONS

2020/21 General Landscaping Capital Budget

4.1 After feedback from the Community Boards, a decision was made by the Council to forgo the General Landscaping Budget for the 2020/21 financial year which would contribute to the wider Council savings to reduce rates across the district post Covid-19. The Board had an amount of $66,380 in the 2019/20 financial year that was unspent and therefore will be carried forward to allow projects to be undertaken during the 2020/21 year for its area.

4.2 An initial workshop is scheduled for August 2020 for the Board and the Council's Greenspace Manager to identify a range of potential projects for funding. A report seeking the Board's formal approval for funding will then be presented to a subsequent Board meeting, before agreed projects commence after September 2020.

2020/21 Discretionary Grant Fund

4.3 The 2020/21 Discretionary Grant Fund approved by the Council for the Board is $6,130. Due to Covid-19 national lockdown the Board did not receive as many applications as usual and was therefore unable award all its 2019/20 Discretionary Grant funding. An amount of $610 will, therefore, be carried forward from the 2019/20 financial year, thereby bringing the Discretionary Grant Fund to a total of $6,740 for this financial year.

4.4 Due to no meeting being held in April and May and the unavailability of Workshops in June, the Board has not had the opportunity to collectively review the criteria. However the Board Chairs met on 28 May 2020, to ascertain if the existing Application and Accountability Forms needed to be updated. There was however a consensus that only a few minor amendments should be made, as the system seems to be working well.

4.5 The Community Board Chairs noted that every application needed to be assessed on its own merits, the following recommendations were however made:

- Applicants should be advised that priority will be given to funding projects that will benefit communities in the Board area.
- Long-standing annual events, with established funding, should instead be encouraged to source funding through the Annual Plan process.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding for example schools.

4.6 With regard to Accountability Forms, the majority of the Community Board Chairs agreed that it was not practical to make the submission of receipts with Accountability Form compulsory. Additionally, it was agreed that the timeframe for the submission of Accountability Forms should be amended, from six months to three months after the event or completion of the project.

4.7 Not all eligible groups may be aware of the fund, so it is anticipated that Community Board members will continue to be pro-active in this regard, through networking and community groups they interact with.

4.8 It is recommended that the Board regularly review the remaining balance of the fund to ensure that it is on track to be spent.

4.9 Staff will periodically advertise the Discretionary Grant through the Community Notice Board page in the Northern Outlook and The Chatter. Application forms are available on the Council website, from Service Centres or by contacting the Governance Support Team.

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

5 COMMUNITY VIEWS

5.1 Groups and Organisations

No community views have been sought.

5.2 Wider Community

No consultation has been undertaken with the broader community.

6 IMPLICATIONS AND RISKS

6.1 Financial Implications

The Board has an amount of $66,380 in its General Landscaping Budget that has been carried forward from the previous financial year.

The Annual Plan for 2020/21 includes budget provision for the Board to approve Discretionary Grants to groups up to a total of $6,130. An amount of $610 will be carried forward from the 2019/20 financial year, thereby bringing the Discretionary Grant Fund to a total of $6,740 for this financial year.

6.2 Community Implications

It is anticipated that due to Covid-19, many non−profit community-based organisations, registered charities and incorporated societies will be impacted by the Covid-19 lockdown and require funding assistance.

The carry forwarded balance of the Board's General Landscaping Budget will impact on the type and scale of the projects undertaken during this financial year.

6.3 Risk Management

There are no risks to the Council.

6.4 Health and Safety

Not applicable.

7 CONTEXT

7.1 Policy

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

7.2 Legislation

Not applicable.

7.3 Community Outcomes

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

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

7.4 **Delegations**

The Community Boards have delegated authority for both funds.

Thea Kunkel
Governance Team Leader

Waimakariri District Council
215 High Street
Private Bag 1005
Rangiora 7440, New Zealand
Phone 0800 965 468

KAIAPOI-TUAHIWI COMMUNITY BOARD

Discretionary Grant Application

Information to assist groups with their application

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

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

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

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

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

Examples (but not limited to) of what the Board cannot fund:	*Examples (but not limited to) of what the Board can fund:*
× Wages	✓ New equipment
× Debt servicing	✓ Toys/educational aids
× Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
× Stock or capital market investment	✓ Safety equipment
× Gambling or prize money	✓ Costs associated with events
× Funding of individuals (only non-profit organisations)	✓ Community training
× 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	

Continued over page

Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Generally funding grants will be a maximum of $500 in any one financial year (July 2020 to June 2021) 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.
- Priority is to be given to groups with strong links with the Kaiapoi-Tuahiwi community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

What happens now?

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

Post to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

Email: records@wmk.govt.nz

Or hand deliver to:

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

What happens next?

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

Groups applying for Board Discretionary Grants 2020/2021

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/event date? _____

Overall Cost of Project: _____ Amount Requesting: _____

How many people will directly benefit from this project? _____

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

☐ People with disabilities (mental or physical) ☐ Cultural/ethnic minorities ☐ District

☐ Preschool ☐ School/youth ☐ Older adults ☐ Whole community/ward

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

Oxford-Ohoka _____% 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 Kaiapoi-Tuahiwi 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 Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? ☐ Yes ☐ No

If yes, please supply details:

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

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

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

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

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

Please note: If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: _____ Date: _____

Waimakariri District Council
215 High Street
Private Bag 1005
Rangiora 7440, New Zealand
Phone 0800 965 468

KAIAPOI-TUAHIWI COMMUNITY BOARD

Accountability Form for 2020/2021 Discretionary Grant Recipients

For funding provided during the period July 2020 – June 2021

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 three months after the event or completion of the project. 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 publicly available.

Name of group: _____

Date: _____ Amount allocated: $ _____

Purpose for grant: _____

Please give details of how money was spent:

_____ $ _____

_____ $ _____

_____ $ _____

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:

(Use additional pages if necessary)

Continued over page

Two authorised signatories to complete the details below:

Date: _____	Date: _____
First contact name: _____	Second contact: _____
Signature: _____	Signature: _____
Position: _____	Position: _____
Phone: _____	Phone: _____
Address: _____	Address: _____
_____	_____

Return to:

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

WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO:	GOV-26-08-06 / 200706082865
REPORT TO:	Kaiapoi-Tuahiwi Community Board
DATE OF MEETING:	20 July 2020
FROM:	Thea Kunkel, Governance Team Leader
SUBJECT:	Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2020/21

SIGNED BY:
(for Reports to Council or Committees)

Department Manager

pp Chief Executive

1 SUMMARY

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

Name of Organisation	Purpose	Amount requested
Reflections Community Trust	Towards the cost of entertainment at the Waimakariri Light Party	$200
All Together Kaiapoi	Towards the cost of an event commemorating 10-years since the Canterbury Earthquake	$1000
Total:		**$1,200**

Attachments:
i. An application from Reflections Community Trust (Trim Ref: 200630080167)
ii. An application from All Together Kaiapoi (Trim Ref: 200715088071)
iii. A spreadsheet showing the previous two years' grants
iv. Board funding criteria 2020/21. (Trim Ref: 200617073764).

2 RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 200706082865.

(b) **Approves** a grant of $..... to the Reflections Community Trust towards the cost of entertainment at the Waimakariri Light Party

OR

(c) **Declines** the application from the Reflections Community Trust.

(d) **Approves** a grant of $..... to All together Kaiapoi towards the cost of an event commemorating 10-years since the Canterbury Earthquake.

(e) **Declines** the application from the All Together Kaiapoi.

3 BACKGROUND

3.1 The ***Reflections Community Trust*** will be hosting the 16th Waimakariri Light Party on Saturday 31 October 2020 and is seeking funds towards the cost of hiring trampoline mats from Flip Out.

3.2 ***All Together Kaiapoi*** will be hosting an event on Friday 4 September 2020 to commemorate 10-years since the Canterbury Earthquake and is seeking funds towards the cost of hosting the event.

3.3 The current balance of the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2020/21 is $6,740.

4 ISSUES AND OPTIONS

Reflections Community Trust

4.1 The concept of the Light Party is a 'nation-wide' non-scary alternative to Halloween. The Trust aims to provide a fun night for children and youth by offering safe, family entertainment. The Light Party effectively keeps children from 'trick or treating', an activity which can be intimidating for vulnerable community members.

4.2 Especially elderly people in the community have expressed their relief that there are fewer children roaming the streets on Halloween. As they often feel intimated into opening their doors in the evening to people they do not know. There is also the financial burden of providing the demanded lollies.

4.3 The event will this year again be hosted at Wylie Park in Kaiapoi, as this the most suitable venue in the Waimakariri area given the nature and size of the event. However, the Light Party is truly a Waimakariri wide event with participants attending from Kaiapoi (44%), Rangiora (24%), other areas in the Waimakariri District (19%) and Christchurch (13%).

4.4 Started in 2004 with approximately 350 attendees, the event has grown to in-excess of 5,000 pre-schoolers, children, youth and families attending. The Trust relies heavily on the generous support and donation of time from volunteers to manage the event e.g. set-up and breakdown of the event, managing entertainment, the collection of rubbish etc.

4.5 Besides being fun, community events such as the Light Party offer a host of economic and social benefits to the greater Waimakariri community. These events also offer an opportunity to foster stronger relationships between the various communities within the Waimakariri district.
.

4.6 The Trust is requesting a grant of $200 which will be used to hire hiring trampoline mats from Flip Out as part of the entertainment provided. A grant from the Board would help keep growing this amazing event and directly benefits the many pre−schoolers, children, youth and families in the Waimakariri area and enables the Trust to continue to provide family fun entertainment at a small cost of $2 donation entry. The event will however continue even if this application is unsuccessful.

4.7 It should be noted that over the last five years the Board has allocated the following funding to the Trust:

2015/16	Towards the cost of hiring of Pedalmania	$375
2016/17	Towards the costs of hiring a clown/street performer	$450
2017/18	Towards the costs of pre and post event advertising	$420
2018/19	Toward costs of hiring bouncy castles	$475
2019/20	Toward costs of hiring Natural Magic Pirates Show	$300
	Total	**$2,020**

4.8 The Trust is also applying to the Woodend-Sefton Community Board for $200 funding and the Rangiora-Ashley Community Board for $460 to cover the advertising costs. All previous

Accountability Forms have been received. It is suggested that organisations that host long standing events be encouraged to apply for funding through the Council's Annual Plan.

All Together Kaiapoi (ATK)

4.9 ATK is planning to host a district wide event to commemorate 10 years since the Canterbury Earthquake. The District suffered significant damage as a result of the September 4th earthquake. Since then the District has undertaken significant regeneration in effected areas.

4.10 The event was originally intended to be funded by the Council, however funding was removed from the 2020/21 budget as a result of COVID 19. ATK is now working with Council staff and elected members to source alternative funding for the event by approaching businesses and other discretionary funding sources.

4.11 It is envisaged that the event will be held in Kaiapoi on Friday 4 September 2020, but it will be a district wide event, that will involve a minor road closure to allow for food stalls, live music and a fire-works display.

4.12 ATK is requesting a grant of $1,000 which will be required to pay for a number of event necessities such as traffic management. It is likely that the overall event when including promotion and facilitation will cost approximately $20,000. . A grant from the Board would assist in the remembrance of a defining moment in Waimakariri history. The event will however continue even if this application is unsuccessful.

4.13 It should be noted that ATK was previously known as You Me We Us, and as such received the following funding form the Board over the last 5 years:

2015/16	Towards advertising of the September 4th Observance Day	$496.80
	Towards the cost of Waitangi Day Celebration	$500.00
	Towards advertising costs for a 'Pop Up cinema' event	$500.00
2016/17	Towards the cost of Waitangi Day Celebration	$500.00
2017/18	Towards the costs of the Spring Festival	$500.00
2018/19	Towards the cost of Waitangi Day Celebration	$500.00
2019/20	Towards the cost of Waitangi Day Celebration	$500.00
	Total	**$3,496.80**

4.14 The Board may approve or decline grants per the grant guidelines.

4.15 The Management Team has reviewed this report.

5 COMMUNITY VIEWS

5.1 Groups and Organisations

No community views have been sought, however the organisations that applied interact with families in the community.

5.2 Wider Community

No consultation has been undertaken with the broader community regarding any of these applications.

6 FINANCIAL IMPLICATIONS AND RISKS

6.1 Financial Implications

The Annual Plan for 2020/21 includes budget provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to a total of $6,130. An amount of $610 was carried forward from the 2019/20 financial year, thereby bringing the Discretionary Grant Fund to a total of $6,740 for this financial year.

The application criteria specify that grants are customarily limited to a maximum of $500 in any one financial year (July to June), even though a group can apply up to twice in a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups, if decided benefits exceed Board resolved values.

6.2 **Community Implications**

6.2.1 Moving on from the extraordinary first half of this year following the Covid 19 lockdown, the Light Party is a wonderful opportunity for the community to gather together and have a fantastic time.

6.2.2. The event will enable the community to celebrate the District's continued triumph over the adversity caused by the Canterbury Earthquake 10 years ago.

6.3 **Risk Management**

There are no risks to the Council.

6.4 **Health and Safety**

All health and safety-related issues will fall under the auspice of the Reflections Community Trust and All Together Kaiapoi.

7 CONTEXT

7.1 **Policy**

These matters are not of significance in terms of the Council's Significance and Engagement Policy.

7.2 **Legislation**

Not applicable.

7.3 **Community Outcomes**

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

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

7.4 **Delegations**

Community Boards have delegated authority to approve such grants.

Thea Kunkel
Governance Team Leader

TRIM: 200630080167 / GOV-26-08-05

KAIAPOI-TUAHIWI COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

Groups Applying for Board Discretionary Grants 2019/2020

Name of Group: Reflections Community Trust.

Address: 391 High street, Rangiora.

Contact Person within Organisation: Tiana Wills.

Position within Organisation: Trust Administrator.

Contact phone number: 0211163 981 Email: tianawills@outlook.co.nz.

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

The project is the Waimakariri Light party event in it's 16th year.
The funding requested would be used towards entertainment Flip Out (Trampoline mat).

Thank you.

WAIMAKARIRI DISTRICT COUNCIL
RECEIVED: 30 JUN 2020
To: Rea

What is the timeframe of the project/event date? 31/10/2020.

Overall Cost of Project: $21,013.79c **Amount Requesting:** $ 200.00
Budget Attached.

How many people will directly benefit from this project? 5000 people or more.

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

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

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

Kaiapoi-Tuahiwi 44% Rangiora-Ashley 24% Woodend-Sefton 9.5% Oxford-Ohoka ? %

Other (please specify): Survey results attached for your viewing, from last year.

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

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

P.S Apologies coffee cup mark ☺

190621087512

TRIM: 200630080167 / GOV-26-08-05

KAIAPOI-TUAHIWI COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

What are the direct benefit(s) to the participants?

Our brief is attached for your viewing. for the following 3 questions. Thank you.

What is the benefit(s) to your organisation?

What are the benefit(s) to the Kaiapoi-Tuahiwi 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:

Our Preliminary Budget is attached for your viewing.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? ☑ Yes ☐ No

If yes, please supply details:

For last year's Waimakariri Night party Entertainment (The Natural Magic Pirates).

Enclosed

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

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

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

Signed: Joan Wells. Date: 25/6/2020

TRIM: 200630080167 / GOV-26-08-05

Organised by
Reflections Community Trust
P O Box 215, Kaiapoi
reflections.trust@gmail.com
021 1163981

29/6/2020
Kaiapoi-Tuahiwi Community Board

Dear Trustees
RE: APPLICATION FOR FUNDING –ENTERTAINMENT COSTS– WAIMAKARIRI LIGHT PARTY 2020

On behalf of the Trustees of the Reflections Community Trust ("the Trust"), I **attach** our completed Funding Application Form for funding in the sum of $200.00, together with supporting documentation, for your attention.

The Trustees are requesting a grant from Kaiapoi-Tuahiwi Community Board to assist with funding for Entertainment from Flip Out(Trampoline Mats) for the Waimakariri Light Party 2020.

The Waimakariri Light Party is in its 16th year and the focus is always on bringing our community together offering this alternative event on Halloween.

Although the event is held in Trousselot Park, The Light Party is truly an Iconic Waimakariri wide event with participants attending from [Kaiapoi (44%), Rangiora (24%), other areas in the Waimakariri District and Christchurch (32%.).

A grant from Kaiapoi-Tuahiwi Community Board would help us to keep growing this amazing event and directly benefits the many pre-schoolers, children, youth and families in the Waimakariri area and enables the Trust to continue to provide family fun entertainment at a small cost of $2 donation entry.

I thank you in advance for considering our application and look forward to hearing from you in due course.

Kind Regards
Yours faithfully

Tiana Wills

Tiana Wills
Trust Administrator and Event Coordinator

TRIM: 200630080167 / GOV-26-08-05

REFLECTIONS
COMMUNITY TRUST

P O Box 215, Kaiapoi
reflections.trust@gmail.com
021 157 6914

Motion to Apply for Funding

It was agreed at a meeting held on 17 of June 2020 of Reflections Community Trust to apply to Kaiapoi-Tuahiwi Community Board for funding in the amount of Two Hundred dollars ($200.00) to cover the cost of the below mentioned costs for the Waimakariri Light Party.

This application to the **Kaiapoi- Tuahiwi Community Board** would be used to cover costs towards:

Local Entertainment Flip Out (Trampoline Mat) ***$200.00***

I certify that this is a true and correct record of a resolution passed at this meeting.

Julie Knowles (Trustee)
On behalf of Sue Edwards
Secretary
Reflections Community Trust

TRIM: 200630080167 / GOV-26-08-05

QUOTE

Reflections Community Trust, Kaiapoi

Date
15 Jun 2020

Expiry
15 Jul 2020

Quote Number
QU-0027

Reference
Light Party 31st October 2020

GST Number
118456459

Clear Rock Limited
Trading as Flip Out - Christchurch
230 Maces Road
03 384 8244
Christchurch@flipout.co.nz

Description	Quantity	Unit Price	Amount NZD
Air track to light party	1.00	200.00	200.00
		Subtotal	200.00
		TOTAL NZD	**200.00**

Terms

Saturday 31st October 2020
430pm until 7.30pm
Wylie Park, kaiapoi

TRIM: 200630080167 / GOV-26-08-05

WAIMAKARIRI LIGHT PARTY®
a positive alternative to halloween

Saturday 31 October 2020
4.30pm to 7.30pm
Wylie Park, Kaiapoi

The Waimakariri Light Party falls under the direction of the Reflections Community Trust, a charitable trust set up in 2002 and based in Kaiapoi.

Moving on from the extraordinary first half of this year following the Covid 19 lockdown, the Light Party is a wonderful opportunity for our community to gather together and have a fantastic time. The Light Party is a "nation-wide" non-scary alternative to Halloween, and is a great option for parents who may not like the creepy side of the Halloween tradition, but at the same time, do not want their children to feel like they are missing out. The Trust aims to bring the local community together and put on a fun night for children and youth (aged between 4 to 14 years old), by providing family orientated, non-scary entertainment in a safe and positive environment. The Light Party effectively keeps children off the streets from trick or treating, an activity which can turn sour quite easily. Children and youth who attend also receive lollies handed out by our team of volunteers. Local householders, particularly the elderly have expressed their relief that there have been fewer children coming to their homes trick or treating on the evening of 31 October.

The Waimakariri Light Party is now in its 16th year, having provided to the community a safe alternative to Halloween since 2004. Starting from extremely humble beginnings of around 350 attendees – the event has now grown to more than 5,000 preschoolers, children, youth and families attending each year. The Light Party has become an iconic Waimakariri event for families, and although based in Kaiapoi, (Wylie Park is the most suitable venue in the Waimakariri area for the nature and size of the event) it is truly a Waimakariri wide event with participants attending from Kaiapoi (44%), Rangiora (24%), Woodend (9.5%), and with 13% attending from northern Christchurch suburbs. (*Figures taken from 2019 survey of event.*)

Our Waimakariri Mayor Dan Gordan will officially open the event at 4.30pm. The fun at the Waimakariri Light Party, will kick-off with a multitude of entertainment including bungees, bouncy castles, bumper boats, pony rides, climbing walls, mini jeeps, water walkers and Pedalmania crazy bikes. A highlight of the night will be a non-scary fancy dress competition, followed by a fancy-dress parade. Additional entertainment will include a dog agility display by the Waimakariri Dog Training Club, and stage performances by the Natural Magic Pirates. Clowns (Silly Billy Clown and Lieutenant Lou Lou), and magician, Josh Grimaldi, will be roaming around the event interacting with attendees.

Food will be available to purchase during the event from many community group food stalls. This is an opportunity for local groups, schools and churches to raise funds as well as promote themselves and be active in the community. The Light Party will also host local community information stands including NZ Fire Service, North Canterbury Neighbourhood Support, St John, Plunket and Eco Educate.

The Waimakariri Light Party relies on the generous support and donation of time from volunteers to manage the event, from the Committee to event marshals, activity participation, i.e. face painting, set-up and breakdown of the event, collection of rubbish... the jobs are endless. The Trust aims to ensure the Waimakariri Light Party remains accessible for all families to attend regardless of their financial situation. To date this has been achieved with the generous support of funding organisations, local Churches, service organisations and local businesses who provide funding, sponsored goods and voluntary hours to the event.

In 2015, the Reflections Community Trust reluctantly made the decision to introduce a $2.00 donation to enter the Light Party, to enable the Trust to continue to provide a high-quality event that is still very affordable for families and participants. Reflections Community Trust aims to serve the children and their families in our community, by providing early intervention through quality effective and educational community based programmes, projects and events that are accessible to all people in our community to provide hope in the next generation.

Organised by:
REFLECTIONS

P O Box 215, Kaiapoi
reflections.trust@gmail.com
021 157 6914
Website: www.waimaklightparty.org
Facebook: "waimaklightparty"

TRIM: 200630080167 / GOV-26-08-05

2019 Waimakariri Light Party Survey Results

47 surveys were completed with a total of 84 participants recording details.

How did you hear about the Waimakariri Light Party?

Previously Attended	Newspaper	School	Posters / Signs	Friends	Facebook	Other*
26	2	10	0	20	22	4
31%	2%	12%	0%	24%	26%	5%

**** Including found out from family, church.***

What Age bracket are your children?

Pre-schooler	5 – 8 years	9 – 11 years	12 – 14 years	15 – 18 years	Older*
10	23	9	14	3	25
12%	27%	11%	17%	3%	30%

Male	Female
37	47
44%	56%

**** Caregivers, Parents, Grandparents, Older Siblings***

Where do you normally live?

Kaiapoi	Rangiora	Woodend	Pegasus	Christchurch	Other*
37	20	8	0	11	8
44%	24%	9.5%	0%	13%	9.5%

**** Tuahiwi, Ohoka, Clarkville, Wellington, Amberley, Paeroa***

Ethnicity

NZ European	Maori	Pacific	Asian	British	Other*
41	16	2	9	9	7
49%	19%	2%	11%	11%	8%

****South African, Australian, Tongan, Scottish***

How much would you be prepared to pay to attend the Waimakariri Light Party?

$2.00 per person entry	**$5.00** per person entry
33	18
39%	22%

A charge **per family***
33
39%

***Cap at $10 for family - most common reply**
$15 per family, $7.00 per family, $5.00 per family.

Additional Comments

- This is such a cool event!
- Would like to see fairy lights around Wylie Park
- Tighter security needed
- Hold the event later for older kids
- Would like to see a Ferris wheel
- Enjoyed the atmosphere
- Reintroduce entry stamps
- More coffee trucks
- Enjoyed seeing children dressed up
- Loved the bouncy castles
- More parking needed
- More food variety options
- Yummy food
- Would like to see the water activities back
- Have more of the popular activities
- Big Dog Guy (Relay Rail Dog) was the best!
- Loved the Titanic!
- More seating needed
- Would be good to have more background music
- Really enjoyed the Pedalmania bikes
- Not too loud – great for sensitive people
- More vegetarian, gluten free and dairy free food
- Loved the bouncy castles
- Some queues too long
- Need more rubbish bins
- Enjoyed the Escape Room!
- Loved the running bungy
- Jeeps are the best
- Enjoyed the Kapa Haka performances
- More activities for smaller children
- Would like to see free food
- Loved the school performances

TRIM: 200630080167 / GOV-26-08-05

Preliminary Budget for 2020 Waimakariri Light Party

Income	Estimate	Actual
Own Funding		
Commercial Food Vendor	$ 640.00	
Community Group Fees	$ 105.00	
Entry donations -3,227.35 @ $2.00 each	$ 6,454.50	
Estimated Total of own funds	**$ 7,199.50**	
Funding Applications		
CERT	$ 3,000.00	
Pub Charity	$ 6,270.84	
Bennett Ostler	$ 200.00	
Rangiora Community Board	$ 460.00	
Woodend Community Board	$ 230.00	
Kaiapoi Community Board	$ 300.00	
Lion Foundation	$ 3,780.00	
Total Funding Applications	**$ 14,240.84**	
Total Projected Income	**$ 21,440.34**	
		$ -

TRIM: 200630080167 / GOV-26-08-05

Expenses	Budget
Chartites Services	$ 54.00
Accountant Fees	$ 150.00
Advertising	
North Canterbury News	$ 184.00
North Canterbury News (Thank you Notice)	$ 276.00
Posters (donated)	$ -
Facebook Promotion	$ 150.00
Fancy Dress Competition expenses	$ 50.00
Fire Service Donation	$ 75.00
Insurance	$ 1,190.25
Mileage	$ 50.00
Photographic Club	$ 75.00
Portable Generators	donated
Rubbish Bin Hire	donated
Signage	$ 250.00
Sponsor Board	$ 272.55
St John Donation	$ 75.00
Stage Truck donation	$50.00
Storage - Kaiapoi Mill (beers)	$ 50.00
Telephone - Mobile Calls	$ 50.00
Toilet Hire	donated
Treasurer Wages	$ 1,700.00
Venue Fee	$ 25.55
Entertainment/Sound/Mcee	$16,286.44
Total	$ 21,013.79

TRIM: 200630080167 / GOV-26-08-05

Inland Revenue
Te Tari Taake

Inland Revenue Department,
Private Bag Christchch
Telephone 0800 377 774
Facsimile 03-363 1001

BUSINESSLINK

27 FEB 2003

REFLECTIONS COMMUNITY TRUST

P O BOX 215
KAIAPOI 8252

IRD Number 84-478-644

Our Reference

Your Reference

DEAR Sir/Madam

Resident Withholding Tax on Interest and Dividends Certificate of Exemption **IRD/Exemption number:** 84-478-644

Here is your Certificate of Exemption from resident withholding tax on interest and dividends (IR 15C). Please keep it in a safe place. You will have to show it to those paying you interest or dividends, or you may have to return it to Inland Revenue if requested.

This certificate exempts you from paying resident withholding tax but does not exempt you from paying income tax. You must still file an income tax return.

If you no longer qualify for an exemption please send this certificate back to us with a written explanation. You must do this within five working days of the date you were no longer entitled to an exemption.

Yours faithfully

D Butler
Commissioner of Inland Revenue

Inland Revenue
Te Tari Taake

Private Bag Christchch
Telephone 03-363 1011

BUSINESSLINK

CERTIFICATE OF EXEMPTION FROM RESIDENT WITHHOLDING TAX ON INTEREST/DIVIDENDS

REFLECTIONS COMMUNITY TRUST

P O BOX 215
KAIAPOI 8252

Exemption/IRD Number 84-478-644

This certifies that Resident Withholding Tax deductions are not to be made from any interest and dividends paid to the named recipient from 27/02/2003

D Butler
Commissioner of Inland Revenue

This certificate is issued without alteration or erasure

TR06.02 **IR15C**

TRIM: 200630080167 / GOV-26-08-05

14th July 2019

The Treasurer
Reflections Community Trust

Dear Jannene

I have reviewed the financial books for the Reflections Community Trust for the year ended 31 March 2019 with the information provided and have found everything to be correct with a couple of minor points to be brought to attention (See attached notes)

As always records have been kept in excellent order with good cross referencing.

The results summary is as follows:

RCT General	Profit	$2986.30
Light Party	Profit	$2741.90
Christmas Meal	Profit	$ 5.27
Childrens Day	Loss	$ 411.04
Overall Profit	Profit	$5322.43

Westpac Cheque Account	Opening balance 01/4/18	15879.36
	Overall profit	5322.43
	Closing balance 31/3/19	21201.79

Also attached is a breakdown of the donations and grants as requested.

Yours faithfully

Glenda Greenwood
27 Cam Road
Kaiapoi

TRIM: 200630080167 / GOV-26-08-05

Reflections Community Trust
Notes to be read with the financial review for year ended 31 March 2019

1/ An entertainer for the light party (All Caked Up) paid a total of $80.00. According to the receipt this was $75.00 for the fee and $5.00 donation. However these have been entered in to the incorrect area i.e. $75.00 went to donation and $5.00 to fees.

The overall cash situation (including that required for the Charities Annual Return) doesn't change so I don't think it necessary to redo the printouts.

2/ The receipts for the web page advertising and facebook advertising don't give sufficient detail to confirm what and who they are for but I understand this must have been a difficult area to provide one.
I have sighted an email which shows the intent of the advertising and the amount outlayed which I feel is sufficient to back up the invoice.

3/ Several purchases in the Petty Cash area have no receipt but this was brought to my attention before starting. All items are minor amounts.

TRIM: 200630080167 / GOV-26-08-05

CHARITIES SERVICES
Ngā Ratonga Kaupapa Atawhai

Supporting charities in New Zealand for stronger communities

Annual Return Summary

Generated on:
4 July 2019

Registration Number:	CC22246
Charity Name:	Reflections Community Trust
Annual Return Reference:	AR012
For Year Ending:	31 March 2019

Charity Details

Legal Name:	Reflections Community Trust
Trading Name:	
IRD Number:	84-478-644
NZBN Number:	9429043015450
Charity's Postal Address:	PO Box 215 Kaiapoi 7644
Charity's Street Address:	45 Charles Street Kaiapoi 7630
Phone:	03 313 4728
Fax:	
Email:	reflections.trust@gmail.com
Website:	http://www.waimaklightparty.org/
Facebook:	
Twitter:	
Social Network Name:	

Primary Contact

First Name:	Julie Knowles
Email:	reflections.trust@gmail.com
Daytime Phone:	033134278
Other Phone:	0211576914
Fax:	

Alternative Contact

First Name:	Susan Edwards
Email:	s.edwards@clarkville.school.nz
Daytime Phone:	033274588
Other Phone:	0274510555
Fax:	

TRIM: 200630080167 / GOV-26-08-05

Officer Details

Current Officers

Name	Officer Type	Position	Position Appointment Date
Julie Patricia Knowles	Individual	Trustee	02/05/2018
Susan Claire Rose Edwards	Individual	Trustee	01/04/2009
Peter Gardyne	Individual	Trustee	28/03/2008

Past Officers

Name	Officer Type	Position	Last Date as an Officer
Carol Oakley	Individual	Trustee	10/05/2019
Jonathon Hales	Individual	Trustee	01/09/2017
Christine Nikoloff	Individual	Trustee	31/12/2012
Alan Collins	Individual	Trustee	02/10/2010

Purpose & Structure

Purpose

Charitable Purpose:

The aim of the Trust is to provide hope for the next generation through caring for and serving the children and their families of our community, especially those in hardship, through providing them with low cost programmes and events.

Structure:

Entity Structure:

Charitable trust

Activity, Sector and Beneficiary

Main Activity:	The Trust's signature event is the iconic Waimakariri Light Party held annually on 31 October as a safe and positive alternative to Halloween. The Trust also manages the Community Christmas Lunch
Main Sector:	Children and their families
Main Beneficiary:	General public

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People

Paid work (average week)

People employed full time:	0
People employed part time:	2
Average paid hours per week:	9

Volunteer work (average year)

Total volunteers:	50
Volunteer hours:	250

Your Organisation

Reporting Tier

Tier 4 (Can be used if annual operating payments are under $125,000 and charity has no Public Accountability.)

Provision of financial services

Does your charity, in its ordinary course of business, lend money (to or on behalf of others), or manage money or funds on behalf of others?	No

Income Spent on charitable purposes overseas

Over the last financial year, did your charity provide any goods or services overseas?	No
Over the last financial year did your Charity use any business income (e.g. sale of goods or services) for Charitable purpose overseas?	No
Over the last financial year, did your charity receive donations and use any of its funds for charitable purposes overseas?	No

Audit & Review

Is it a requirement of your charity's rules to have your performance report reviewed or audited?	Yes
Please confirm that the performance report that you are submitting has been reviewed or audited:	Yes
Did your charity receive a modified audit opinion for any reason other than because the charity received cash donations?	No

Related party transactions

Does your charity's performance report disclose any related party transactions?	No

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Statement of Receipts and payments

Operating Receipts

Donations, fundraising and other similar receipts:*	42,017
Fees, subscriptions and other receipts (including donations) from members:*	0
Receipts from providing goods or services:*	1,413
Interest, dividends and other investment receipts:*	24
Other receipts:*	1
Total receipts:	43,455

Operating Payments

Payments related to public fundraising:*	0
Volunteer and employee related expenses:*	7,457
Payments related to providing goods and services:*	0
Grants and donations paid:*	0
Other operating payments:*	30,676
Total operating payments:	38,133

Operating Surplus/Deficit

Operating surplus/deficit:	5,322

Capital Receipts

Receipts from the sale of resources:*	0
Receipts from borrowings:*	0

Capital payments

Purchase of resources:*	0
Repayments of borrowings:*	0

Statement of Resources and Commitments

Resources

Bank accounts and cash:*	21,401
Money held on behalf of others:*	0
Money owed to the entity by third parties:*	0
Other resources:*	0

Commitments

Money payable by the entity:*	0
Other commitments:*	0
Guarantees:*	0

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Supporting Information

Certification

Certifying Officer:

Withhold Annual Return

Withhold annual return: No

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Balance Sheet

Reflections Community Trust
As at 31 March 2019
Cash Basis

	31 MAR 2019	31 MAR 2018
Assets		
Bank		
Westpac cheque Account	21,201.79	15,879.36
Total Bank	**21,201.79**	**15,879.36**
Current Assets		
Bank Clearing account	(20,640.70)	(20,640.70)
Christmas Meal funds	1,374.35	1,374.35
Light Party Funds	19,126.04	19,126.04
Petty Cash	200.00	200.00
RCT General Funds	140.31	140.31
Total Current Assets	**200.00**	**200.00**
Total Assets	**21,401.79**	**16,079.36**
Net Assets	**21,401.79**	**16,079.36**
Equity		
Current Year Earnings	5,322.43	4,459.43
Historical adjustments	2,128.20	2,128.20
Retained Earnings	7,463.13	7,463.13
Retained Earnings9	6,488.03	2,028.60
Total Equity	**21,401.79**	**16,079.36**

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Profit and Loss

Reflections Community Trust
For the year ended 31 March 2019
Cash Basis

Event is RCT General.

	2019	2018
Trading Income		
Grant	7,000.00	6,500.00
Interest Received	24.04	23.09
Total Trading Income	**7,024.04**	**6,523.09**
Gross Profit	**7,024.04**	**6,523.09**
Operating Expenses		
Accident Compensation Levy	-	51.88
Accountancy Fees	138.00	138.00
Audit / Review Fees	150.00	100.00
Miscellaneous	151.94	88.25
Other expenses	174.41	257.81
Postage, Stationary.	70.99	-
Printing and photocopying	413.97	172.48
Wages, Salaries.	2,938.43	1,151.57
Total Operating Expenses	**4,037.74**	**1,959.99**
Net Profit	**2,986.30**	**4,563.10**

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Profit and Loss

Reflections Community Trust
For the year ended 31 March 2019
Cash Basis

Event is Christmas Meal.

	2019	2018
Trading Income		
Donations	842.00	495.88
Grant	1,015.00	-
Lunch sales	1,413.00	1,330.00
Sundry	1.00	-
Total Trading Income	**3,271.00**	**1,825.88**
Gross Profit	**3,271.00**	**1,825.88**
Operating Expenses		
Advertisng, Promotion.	845.25	811.63
Consumables	-	1,560.00
Contract payments	-	877.50
Food & Drink	1,771.00	79.00
Miscellaneous	110.00	235.88
Other expenses	200.00	162.99
Postage, Stationary.	-	49.00
Printing and photocopying	9.90	-
Wages, Salaries.	329.58	541.19
Total Operating Expenses	**3,265.73**	**4,317.19**
Net Profit	**5.27**	**(2,491.31)**

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Profit and Loss

Reflections Community Trust
For the year ended 31 March 2019
Cash Basis

Event is Light Party.

	2019	2018
Trading Income		
Commission & stall fees	970.00	580.00
Donations	6,585.00	9,164.03
Gate Sales	4,586.20	6,454.50
Grant	15,581.27	20,494.98
Total Trading Income	**27,722.47**	**36,693.51**
Gross Profit	**27,722.47**	**36,693.51**
Operating Expenses		
Advertisng, Promotion.	512.19	476.15
Consumables	-	1,540.00
Contract payments	-	2,390.00
Entertainment hire	18,154.44	19,669.60
Equipment hire	-	75.00
Food & Drink	97.50	-
Ground Fees	25.55	25.55
Insurance	1,190.25	1,161.50
Miscellaneous	1,650.23	184.79
Other expenses	-	1,354.00
Postage, Stationary.	69.90	167.90
Printing and photocopying	168.88	154.57
Sound system hire	-	1,207.50
Wages, Salaries.	3,111.63	4,339.47
Total Operating Expenses	**24,980.57**	**32,746.03**
Net Profit	**2,741.90**	**3,947.48**

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Profit and Loss

Reflections Community Trust
For the year ended 31 March 2019
Cash Basis

Event is Children's Day.

	2019	2018
Trading Income		
Commission & stall fees	260.00	155.00
Donations	30.00	-
Grant	5,148.00	4,871.50
Total Trading Income	**5,438.00**	**5,026.50**
Gross Profit	**5,438.00**	**5,026.50**
Operating Expenses		
Advertisng, Promotion.	651.75	322.36
Consumables	143.03	101.50
Contract payments	807.75	81.25
Entertainment hire	3,869.50	4,407.50
Ground Fees	-	25.55
Miscellaneous	-	75.00
Other expenses	50.00	582.82
Postage, Stationary.	26.99	5.50
Printing and photocopying	30.00	54.80
Wages, Salaries.	270.02	930.06
Total Operating Expenses	**5,849.04**	**6,586.34**
Net Profit	**(411.04)**	**(1,559.84)**

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Profit and Loss

Reflections Community Trust
For the year ended 31 March 2019
Cash Basis

	2019	2018
Trading Income		
Commission & stall fees	1,230.00	735.00
Donations	7,457.00	9,659.91
Gate Sales	4,586.20	6,454.50
Grant	28,744.27	31,866.48
Interest Received	24.04	23.09
Lunch sales	1,413.00	1,330.00
Sundry	1.00	-
Total Trading Income	**43,455.51**	**50,068.98**
Gross Profit	**43,455.51**	**50,068.98**
Operating Expenses		
Accident Compensation Levy	-	51.88
Accountancy Fees	138.00	138.00
Advertisng, Promotion.	2,009.19	1,610.14
Audit / Review Fees	150.00	100.00
Consumables	143.03	3,201.50
Contract payments	807.75	3,348.75
Entertainment hire	22,023.94	24,077.10
Equipment hire	-	75.00
Food & Drink	1,868.50	79.00
Ground Fees	25.55	51.10
Insurance	1,190.25	1,161.50
Miscellaneous	1,912.17	583.92
Other expenses	424.41	2,357.62
Postage, Stationary.	167.88	222.40
Printing and photocopying	622.75	381.85
Sound system hire	-	1,207.50
Wages, Salaries.	6,649.66	6,962.29
Total Operating Expenses	**38,133.08**	**45,609.55**
Net Profit	**5,322.43**	**4,459.43**

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Donations Transactions

Reflections Community Trust

For the period 1 April 2018 to 31 March 2019

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT
Donations					
30 Apr 2018	Receive Money	ESKANDER B E		-	5.00
4 May 2018	Receive Money	SONIC & MANZ		-	25.00
14 May 2018	Receive Money	All Caked Up By - Donation		-	5.00
15 Jun 2018	Receive Money	helloworld - helloworld Kaiapoi		-	100.00
19 Jun 2018	Receive Money	GRACEWORKS DE - GraceWorks 000002		-	250.00
27 Jun 2018	Receive Money	Trust Aoraki - Trust Aoraki Grant		-	3,000.00
11 Jul 2018	Receive Money	Anglican Life Rangiora - TELLER DEP		-	150.00
30 Jul 2018	Receive Money	Anglican Parish of Kaiapoi - donation		-	250.00
15 Aug 2018	Receive Money	Catholic Parish of W - WAIMAKARIRI CATHOLIC		-	550.00
17 Aug 2018	Receive Money	PLACEMK CRANFD - Placemakers Kaiapoi		-	250.00
27 Aug 2018	Receive Money	various - Bowden Environmental		-	250.00
27 Aug 2018	Receive Money	various - Neil Price Compliance Training		-	80.00
14 Sep 2018	Receive Money	Kaiapoi Co-o - Kaiapoi Union Parish		-	100.00
1 Oct 2018	Receive Money	J H CANTERBURY N - JENNNORTH JENNNORTH		-	100.00
17 Oct 2018	Receive Money	McAlpines - TELLER DEP		-	250.00
19 Oct 2018	Receive Money	MRS L K COLTON - Donation Remax		-	300.00
24 Oct 2018	Receive Money	John Knox Presbyterian Church - TELLER DEP		-	500.00
29 Oct 2018	Receive Money	AITKEN K D - mobile foods		-	275.00
1 Nov 2018	Receive Money	KAIAPOI BAPTIST - KAIAPOI BAPTIST		-	500.00
7 Nov 2018	Receive Money	COLLINS B H - Collins Co		-	200.00
21 Nov 2018	Receive Money	KAIAPOI BAPTIST - KAIAPOI BAPTIST		-	105.00
20 Dec 2018	Receive Money	Manchester Unity - loyal rga lo dge mufs		-	110.00
21 Dec 2018	Receive Money	various		-	2.00
18 Feb 2019	Receive Money	SONIC & MANZ - Children day site fee/don		-	25.00
18 Feb 2019	Receive Money	ESKANDER B E - American Del Donuts		-	5.00
Total Donations				**-**	**7,387.00**
Total				**-**	**7,387.00**

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Grant Transactions

Reflections Community Trust

For the period 1 April 2018 to 31 March 2019

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT
Grant					
23 Apr 2018	Spend Money	Pub Charity Limited - Internet Payment		39.00	-
23 May 2018	Receive Money	North Canterbury Eco - ENC part 2 for 2018		-	455.00
28 Jun 2018	Receive Money	PubCharityLimited - PubCharityLi		-	6,000.00
26 Jul 2018	Receive Money	LION FOUNDATION - GRANT PMT LION FOUND		-	4,000.00
31 Jul 2018	Receive Money	CERT YOUR LO - CERT Grant		-	5,175.75
29 Aug 2018	Receive Money	WAIMAKARIRI D/C - Kaiapoi-Tuahiwi Communit Board		-	475.00
8 Oct 2018	Receive Money	North Canterbury Eco - ENT N CANT 8 2019 Childrens Day		-	432.50
23 Oct 2018	Receive Money	WAIMAKARIRI D/C - Rangiora-Ashley Community Board		-	291.64
23 Oct 2018	Receive Money	WAIMAKARIRI D/C - Wodend-Sefton Community Board		-	272.55
23 Oct 2018	Receive Money	MAINPOWER NEW Z - Mainpower		-	1,015.00
6 Dec 2018	Receive Money	Rata Foundation		-	7,000.00
19 Dec 2018	Spend Money	Pub Charity Limited - Reimb unusued funds		217.56	-
1 Feb 2019	Receive Money	PubCharityLimited - PubCharityLi iapoiChildre		-	4,299.50
21 Mar 2019	Spend Money	Waimakariri District - Internet Payment		120.97	-
21 Mar 2019	Spend Money	Waimakariri District - Internet Payment		95.50	-
21 Mar 2019	Spend Money	Waimakariri District - Internet Payment		199.64	-
Total Grant				**672.67**	**29,416.94**
Total				**672.67**	**29,416.94**

NEW ZEALAND
COMPANIES OFFICE

CERTIFICATE OF INCORPORATION

REFLECTIONS COMMUNITY TRUST
1208209

This is to certify that REFLECTIONS COMMUNITY TRUST was incorporated under the Charitable Trusts Act 1957 on the 22nd day of April 2002.

Mandy McDonald

Registrar of Incorporated Societies
17th day of July 2016

REGISTRAR OF INCORPORATED SOCIETIES NEW ZEALAND

For further details visit www.societies.govt.nz

Certificate printed 17 Jul 2016 09:13:08 NZT

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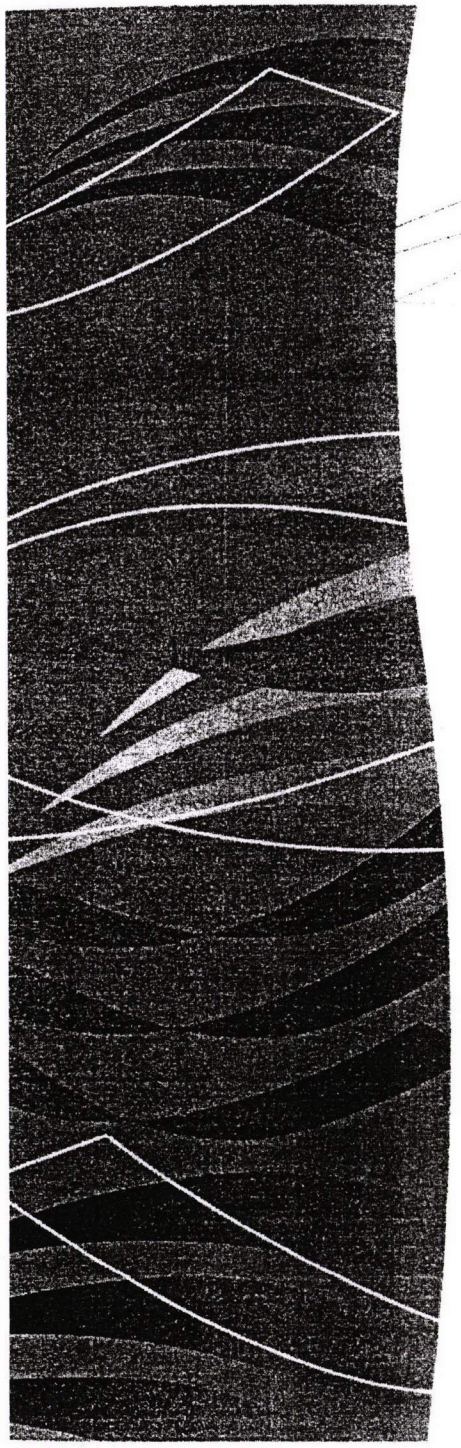

charities commission
Komihana Kaupapa Atawhai

Certificate of Registration

Reflections Community Trust

Registration number: CC22246

This is to certify that Reflections Community Trust was registered as a charitable entity under the Charities Act 2005 on 28 March 2008.

Chair
Charities Commission

Chief Executive
Charities Commission

TRIM: 200630080167 / GOV-26-08-05

Westpac

deposit

Rangiora
Cnr Ashley & High Streets, Rangiora, NZ

DATE

NOTES	$
COINS	$
TOTAL CASH	$
CHEQUES AS REVERSE	$
TRANSFER FROM ACCOUNT NO.	$

PAID IN BY: (PLEASE PRINT NAME)

FOR THE CREDIT OF

REFLECTIONS

TOTAL $

Westpac New Zealand Limited

⑈030674⑆ 0193865⑈00 ⑈ 50

Groups applying for Board Discretionary Grants 2020/2021

Name of Group: All together Kaiapoi

Address: 30 Bracebridge Street, Kaiapoi 7630

Contact Person within Organisation: Linda Dunbar

Position within Organisation: All Together Kaiapoi Project Coordinator

Contact phone number: 027 781 3048 Email: alltogetherkaiapoi@gmail.com

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

The project is a district event to commemorate 10 years since the Canterbury Earthquake.
The District suffered significant damage as a result of the September 4th earthquake. Since this time the District has undertaken significant regeneration in effected areas.
The event was originally funded by Council however funding was removed as a result of COVID.

What is the timeframe of the project/event date? 4 September 2020

Overall Cost of Project: $20, 000 Amount Requesting: $1,000

How many people will directly benefit from this project? Many

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

☑ People with disabilities (mental or physical) ☑ Cultural/ethnic minorities ☑ District

☑ Preschool ☑ School/youth ☑ Older adults ☑ Whole community/ward

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

Oxford-Ohoka 10 % Rangiora-Ashley 10 % Woodend-Sefton 10 % Kaiapoi-Tuahiwi 70 %

Other (please specify): People from Christcurch is also expected to attend

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

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

What are the direct benefit(s) to the participants?

The event is a district wide event. It will involve a small road closure to allow for food stalls, live music and a fire-works display.

What is the benefit(s) to your organisation?

Al together Kaiapoi is working with Council staff and elected members to fund alternative funding sources to create the event by approaching businesses and other discretionary funding sources.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

he event is a district wide event. It will involve a small road closure to allow for food stalls, live music and a fire-works display.

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:

Al together Kaiapoi will be approaching other organisations and business for funding

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? ☑ Yes ☐ No

If yes, please supply details:

You Me We Us received $500 for the Waitangi Day Celebration in December 2019.

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

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

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

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

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

Please note: If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: _____ Date: 15 July 2020

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You Me We Us Kaiapoi

Statement of Receipts and Payments (Cash Flows)

For the period 1 July 2018 to 30 June 2019

	2019 $NZ	2018 $NZ
Operating Cash Received		
Donations, Fundraising and other similar receipts		
Grants (Note 4)	$ 45,180	$ 26,885
Sponsorships	$ 9,500	$ 5,500
Fees, subscriptions and other receipts (including donations) from members		
Donations	$ 20	$ 150
Receipts from providing goods or services		
Amazing Race	$ 1,590	$ 2,724
Spring Fest	$ 2,923	$ 1,338
Waitangi Day Event Income	$ 1,726	$ 1,012
Fun Run	$ 2,590	$ -
Garden Competition	$ 6,804	$ -
River Carnival	$ 3,000	$ -
Lantern Festival	$ 1,400	$ 1,600
Pop Up Cinema Income	$ -	$ 981
Flags Income	$ -	$ 318
Kydz Kaiapoi	$ 1,474	$ 1,740
Information Booklets Income	$ 200	$ 100
Interest, dividends and other Investment Receipts		
Interest	$ 17	$ 15
Other Receipts		
Sundry Income	$ 40	$ 30
Total Operating Cash Received	$ 76,465	$ 42,393
Operating Cash Paid		
Volunteer and employee-related payments		
Wages	$ 35,976	$ 33,770
Expenses related to providing goods or services		
Pop-Up Cinema	$ -	$ 3,397
Spring Fest Expenses	$ 6,812	$ 4,379
Waitangi Day Event Expenses	$ 3,785	$ 4,532
Beautification Project	$ -	$ 1,354
River Carnival	$ 8,124	$ -
Kyds Kaiapoi Expenses	$ 2,238	$ 2,742
Fun Run Expenses	$ 3,053	$ -
Kaiapoi Advocate Newsletter	$ 4,436	$ -
Training	$ -	$ 120
Lantern Festival	$ 3,024	$ 522
Garden Competition Expenses	$ 746	$ -
Amazing Race	$ 2,627	$ 3,137
Information Booklet	$ 621	$ 104
Kaiapoi Flag	$ 410	$ 565
Postage	$ 60	$ 120
Welcome Bags	$ 277	$ 514
Grants and donations made		
Gifts & Donations	$ -	$ 287

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You Me With Us Kaiapoi

Statement of Receipts and Payments (Cash Flows) - Continued

Other Payments		
Mural Project	$ -	$ -
General Expenses	$ 961	$ 883
Stationery and Office Equipment	$ 161	$ 715
Telecomunications	$ 240	$ 220
Insurance	$ 250	$ 245
Marketing	$ 440	$ 152
Total Operating Cash Paid	$ 74,241	$ 57,758
Operating Cash Flow	$ 2,224	($ 15,365)
Capital Cash Flow (Investing/Financing)	$ -	$ -
Net Cash Flow	$ 2,224	($ 15,365)
Add Opening Cash Balance	$ 12,118	$ 27,483
Closing Cash Balance	$ 14,342	$ 12,118
Represented by:		
Westpac Cheque Account	$ 14,342	$ 12,118
	$ 14,342	$ 12,118

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You Me We Us Kaiapoi

Statement of Resources and Commitments (Assets and Liabilities)

As At 30 June 2019

		2019 $NZ		2018 $NZ
Schedule of Resources (Assets)				
Bank Accounts and Cash				
Cash at Bank	$	14,332	$	12,118
Other Resources				
Significant Fixed Assets at Cost (Note 3)	$	449	$	449
Schedule of Other Information				
Unexpended Grants (Note 4)	$	-	$	-

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You Me We Us Kaiapoi

Statement of Service Activity

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

Outputs

2019

Events - Kane Shield. Spring Festival. KYDZ events (Skate Day and Mud Fest). Amazing Ra
Waitangi Day Heritage and Fun Family Day. Lantern Festival. Family 10 Km Fun Run, 150
participants. Kaiapoi Beautiful Gardens Competitions. River Carnival, participants in 100C
partnership with a special Carnival group).

2018

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

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You Me We Us Kaiapoi

Entity Information

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

Type of Organisation

You Me We Us Kaiapoi is a Charitable Trust incorporated under the Charitable Trusts Act 1

Purpose of Organisation

1. To build strong connections and relationships amongs the community of Kaiapoi and surrounding areas and establish strong partnerships with other community organisations sustain community growth and action.
2. To identify community projects in Kaiapoi and work collectively and co-operatively to d the desired outcomes.
3. To increase community participation in Kaiapoi in volunteer work.
4. To build on strengths, creativity and ideas to encourage people to participate in comm projects and activities in Kaiapoi.

Organisation Structure

The organisation is governed by a Board of Trustees which meets regularly. Day-to-day operation of the organisation is handled by an appointed coordinator.

Main Sources of Funds

The Main Sources of funds for the organisation are grants from government funders, sponsorship from local businesses for specific projects.

Main Methods of Fundraising

The organisation regularly applies to philanthropic or government funders for grants and donations, as well as raising service fees.

Volunteers and in-kind Donations

Volunteer work supplements paid work for most operations of the organisation.

TRIM: 191112158180 / GOV-26-08-05

You Me We Us Kaiapoi

Notes

1 Basis of Preparation

You Me We Us Kaiapoi is permitted by law to apply standard SFR-C(NFP) and has elected t so.

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

2 Taxation

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

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

3 Schedule of Fixed Assets

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

a. Significant Purchased Assets

	2019	2018
Asset	Cost	Cost
Gazebo	$ 300	$ 300
Office Equipment	$ 149	$ 149
Total	$ 449	$ 449

4 Grants

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

2019			
Grantmaker	Purpose	Received	Unexpended
NZ Lottery		$ 18,000	$ -
Rata Foundation		$ 18,000	$ -
Waimakariri District Council		$ 500	$ -
CERT Grant		$ 4,680	$ -
Ministry of Culture		$ 2,000	$ -
Lion Foundation		$ 2,000	$ -
Total		$ 45,180	$ -

2018			
Grantmaker	Purpose	Received	Unexpended
NZ Lottery		$ 15,000	$ -
Christchurch Methodist Mission		$ 1,200	$ -
Lion Foundation		$ 1,625	$ -
Waimakariri District Council		$ 4,300	$ -
CERT Grant		$ 2,215	$ -
Ministry of Culture		$ 2,000	$ -
Pub Charity		$ 545	$ -
Total		$ 26,885	$ -

Board Discretionary Grants July 2018 - June 2019

	Meeting considered	Group	Project	Amount Requested	Amount Granted
Woodend-Sefton Community Board 10.138.100.2410					**$ 4,750**
	Sept	Reflections Community Trust	Waimakariri Light Party	$ 273	$ 273
	Sept	Coastguard	Boat	$ 500	$ 500
	Oct	Pegasus Residents Group	Towards the Christmas on the Lake event 2018	$ 500	$ 600
	Feb	Pegasus Bay School PTA	Towards candy floss machine and bouncy castle	$ 445	$ 445
	March	The Lions Club of Pegasus Town	Towards the cost of running a Charity Fun Mud Run	$ 500	$ 500
	March	Waimakariri Arts Trust - Kaiapoi Arts Expo	Towards the costs of running the Expo in particular advertising in local papers	$ 500	$ 500
	March	Sefton Community Group	Towards the cost of running ANZAC Day service and Christmas carols in the domain	$ 500	$ 400
	April	Presbyterian Support	Towards costs of running An Expo of Ideas to Live Well and Give Well	$ 250	$ -
	April	Northside Boardriders Club Inc	For rescue boards	$ 500	$ 500
	May	Woodend School	Towards lighting costs for concert	$ 500	$ 500
					$ 4,218
					$ 11,513
	July	North Canterbury Model Railway Club Inc.	Towards the cost of signage to promote the club's Rangiora Sunday Markets	$410	$410
	August	All About Bees	Towards the costs of hall hire, advertising, website promotion of the Bee Expo 2 September 2018	$500	$0
	Sept	Reflections Community Trust	Waimakariri Light Party	$292	$292
	Sept	NC Citizens advice	Anniversary celebration	$500	$500

Rangiora-Ashley Community Board 10.137.100.2410	Sept	Coast guard	Replacement vessel	$500	$500
	Sept	International Day of Older Persons	Concert and afternoon tea	$500	$500
	Oct	McAlpines North Canterbury Pipe Band	Towards the costs of a piper attendign the RNZ Pipe Bands Association Summer School	$395	$395
	Nov	Rangiora Croquet Club	Installation of electricity supply and air compressor	$500	$400
	Nov	Community Wellbeing North Canterbury Trust	Cost of booklet guides Whanau care course	$480	$480
	Nov	Cust Tennis Club	Balls for junior teams	$500	$500
	Nov	Rangiora High School Nursery School	Sensory equipment	$500	$500
	Nov	Rangiora Toy Library	New bike and trike	$500	$500
	Dec	Waimakariri Timebank	Promotional material	$500	$500
	Dec	North Loburn School	Storage shed	$499	$500
	Feb	Presbyterian Support	An Expo of Ideas to Live Well and Give Well	$750	$500
	March	North Canterbury Musical Society	Towards the costs of replacement signage for the club and building	$500	$500
	March	Waimakariri Arts Trust - Kaiapoi Arts Expo	Towards cost of advertisisng in the Northern Outlook Arts Expo etc	$500	$500
	April	Cust Netball Club	Towards the cost of uniforms for Year 7/8 teams	$500	$500
	May	Rangiora Gymnastics Club	Towards cost of 2 sets of panel mats	$500	$500
	May	North Canterbury Athletic Club	Towards cost of crop tops	$432	$432
	May	Thrive Church	Towards venue and equipment hire	$500	$500
	May	Ashley Playcentre	Towards arts and craft resources	$500	$500
	June	Salvation Army - Just Brass	Cost of music stands for school programme	$450	$450

	June	Soroptimist North Canterbury	Cost of advertising for annual fair	$500	$350
	June	North Loburn Home and School Association	Cost of materials for building a pergola	$500	$350
	June	Loburn School Board of Trustees	Towards cost of signage	$500	$500
					$ 11,559
Kaiapoi-Tuahiwi Community Board 10.136.100.2410					**$ 7,600**
	August	Reflections Community Trust	Toward costs of hiring bouncy castles for Waimakariri Light Party	$475	$475
	August	Pines and Kaiaraki Beach Association	Towards the cost of promotional material advertising and signage for the new hall	$477	$477
	Sept	Kaiapoi North School Raupo Team	Outdoor play equipment	$500	$0
	Sept	Coastguard North Canterbury	Replacement rescue vessel	$500	$500
	Sept	Tuahiwi School	Tuahiwi Ka Matakura O Ruataniwha 2018 event	$500	$500
	Nov	KPA	Float for Kaiapoi North School	$ 500	$ 435
	Dec	You Me We Us	Towards Waitangi Day 2019 event	$ 500	$ 500
	Feb	Karanga Mai Early Learning Centre	Towards the purchase of a washing line and wireless speaker	$ 415	$ 415
	Feb	Kaiapoi Baptist Church	Upgrade of PA system	$ 500	$ 500
	March	Waimakariri Arts Trust - Kaiapoi Arts Expo	Running costs of the Kaiapoi Art Expo	$ 500	$ 500
	April	Clarkville Playcentre	Double seated tricycle & three balance bikes	$ 420	$ 420
	April	Presbyterian Support	Towards cost of running the event An Expo of Ideas to Live Well and Give Well	$ 500	$ -
	June	Kaiapoi Toy Library	Towards the cost of new toys	$ 500	$ 500
	June	Person to Person Trust	Towards resources for interactive sessions	$ 500	$ 500

	June	Community Patrols of New Zealand	Towards first aid courses	$ 500	$ 800
	June	All Stars Marching Team	Towards the cost of a training camp	$ 500	$ 500
					$ 7,022
Oxford-Ohoka Community Board 10.139.100.2410					**$ 6,520**
	July	Ohoka Netballl Club	New playing uniforms	$ 500	$ 500
	Sept	Ohoka School	150th celebrations	$ 500	$ 500
	Oct	Oxford Community Mens Shed	Spring into Oxford event	$ 500	$ 500
	Oct	Oxford Community Garden	Potting mix and other gardening necessities	$ 343	$ 343
	Oct	Waimakariri Gorge Golf Club	UV water purification system	$ 500	$ 500
	Oct	Oxford Playcentre	New vacuum cleaner	$ 500	$ 500
	Oct	Coastguard North Canterbury	New rescue vessel	$ 500	$ 500
	Nov	Eyreton Pony Club	Planting of trees	$ 450	$ 450
	Nov	Clarkville Playcentre	Puzzles	$ 500	$ 500
	Nov	Oxford Community Trust	Holiday Programme trip to Quail Island	$ 500	$ 500
	Feb	Aimtru Archers Club Incorporated	Towards the cost of equipment (arrows) to introduce new programmes for people with disabilities	$ 500	$ 500
	Feb	Oxford Promotions	Signage Oxford Winter Lights festival	$ 500	$ 500
	March	Waimakariri Arts Trust - Kaiapoi Arts Expo	Towards advertising	$ 500	approved for 2019/20
	June	Ohoka Women's Institute	Towards purchase of park bench	$ 500	$ 727
					$ 6,520

Waimakariri District Council
215 High Street
Private Bag 1005
Rangiora 7440, New Zealand
Phone 0800 965 468

OXFORD-OHOKA COMMUNITY BOARD

Discretionary Grant Application

Information to assist groups with their application

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

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

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

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

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

Examples (but not limited to) of what the Board cannot fund:	*Examples (but not limited to) of what the Board can fund:*
× Wages	✓ New equipment
× Debt servicing	✓ Toys/educational aids
× Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
× Stock or capital market investment	✓ Safety equipment
× Gambling or prize money	✓ Costs associated with events
× Funding of individuals (only non-profit organisations)	✓ Community training
× 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	

Continued over page

Criteria for application

- Grant applications will be considered every month by the Oxford-Ohoka Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Generally funding grants will be a maximum of $500 in any one financial year (July 2020 to June 2021) 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.
- Priority is to be given to groups with strong links with the Oxford-Ohoka community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary 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.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

What happens now?

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

Post to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440

Email: records@wmk.govt.nz

Or hand deliver to:

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

What happens next?

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

Groups applying for Board Discretionary Grants 2020/2021

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/event date? _____

Overall Cost of Project: _____ Amount Requesting: _____

How many people will directly benefit from this project? _____

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

☐ People with disabilities (mental or physical) ☐ Cultural/ethnic minorities ☐ District

☐ Preschool ☐ School/youth ☐ Older adults ☐ Whole community/ward

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

Oxford-Ohoka _____% 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
- ☐ 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: _____

Our Ref: LTC-03-16-03/200212018174

Kaiapoi-Tuahiwi Community Board

Draft Annual Plan 2020-2021

This note is to advise you of the Council's decisions in relation to the submission point(s) raised.

Submission Point: Rate Increase

Summary of submission: The Board would like to acknowledge the work done by the Council in preparing the draft 2020/21 Annual Plan. However, the Board accepts that due to current circumstances, the Council will have to reconsider its priorities in order to find the balance between Council spending and helping residents and businesses recover after the Covid-19 epidemic. The Board therefore wishes to request an opportunity to have some input before final decisions are made on any Council expenditure cuts in its area.

The Board also wishes to express its support for the Council's leadership during this time of uncertainty and wishes to thank the Council staff for the critical work being done to support communities in need. The Board would like to pledge its support to the residents of the wider Waimakariri District; just as they supported the Kaiapoi community after the earthquakes.

In light of the predicted negative economic impact of the Covid-19 pandemic on Waimakariri residents and businesses, the Board wishes to urge the Council to attempt to achieve the lowest possible rate increase for the coming financial year.

Council Decision: The Council has reviewed the operating and capital expenditure provided within the draft Annual Plan, together with the submissions received and has made a number of changes that it felt is necessary to reduce expenditure and rates as low as possible. It feels it has taken a responsible approach in the current economic environment and a balanced approach, where rates have been reduced as much as possible, but have also retained a capital works programme that will help stimulate local jobs and assist in economic recovery. The council has applied to the Government "Shovel ready" programme for funding for a number of number of capital works. The "Shovel ready" programme is an initiative that the government has established to stimulate recovery and the economy. As a result, the Council have reducing the rates increase signalled in the draft annual plan of 4% to 1.5%. About $11 million of the capital works programme has been deferred to later years, but has still retained a capital works programme of about $67m to ensure it is able to respond to growth, which is over 2% per annum and ensure the infrastructure does not deteriorate.

The rating year commencing 1 July 2020 will include new valuation movements and while the average property in the district could expect a 1.5% increase in rates, some properties will experience less or greater than the 1.5% increase due to the valuation movement and what targeted rates they are receiving.

Copies of the adopted Annual Plan are available at the Rangiora, Kaiapoi and Oxford service centres and libraries and on the Waimakariri District Council website.

CHAIRPERSON'S REPORT

For the month of June/July 2020

CHAIR'S DAIRY		DISCUSSION POINTS
Date	***Events attended***	***Community Feedback/Issues Raised***
16th June	Kaiapoi Community Garden	
22nd June	Board chairs met with The Mayor	
22nd June	Pines Kairaki Beaches Association	Association is placing a CCTV on the power pole near the Pines/Kairaki roundabout (16 or 17th July)
24th June	Age Friendly meeting	
24th June	Onsite visit - cnr Vickery St & Isaac Wilson Road Cycle way with board members and staff	
24th June	Kaiapoi District Historical Society	AGM- Presentation to Sally Howell
27th June	Called into the Honda Planting Site	Great crowd
28th July	Met with The Mayor and Baker Park neighbour re trees along property fence line	
1st July	Cure Boating Prize Giving	
6th July	Kane Shield meeting	Kane Shield to be held on the 24th August 6.30 start-Kaiapoi
7th July	Sept 4th Commemoration/Celebration meeting with Mayor, Councillors x 2 and staff	5pm-8pm of entertainment culminating in Fireworks display
9th July	Met with Rachel Thornton (Community Development facilitator)	
9th July	Art on the Quay exhibition opening	Congrats again to Jackie Watson & Art on the Quay team
10th July	Town Centre Lighting presentation	Presenters :- Connectics
11th July	Planted trees at the Honda Forest	Great positive comments from the many locals who attended the planting
13th July	Altogether Kaiapoi Meeting	Discussion re 4th Sept and also Spring festival (last week of Sept)
13th July	Town Centre Lighting presentation	Presenters :- Kevin Cawley
14th July	Sept 4th Commemoration/Celebration meeting with Mayor, Councillors x 2 and staff	
14th July	Waimakariri Access Group	Access group will be scoping Kaiapoi Town Centre using Mobility scooters, wheelchairs, zimmer frames etc Sept 8th
15th July	Met at Kairaki Car Park- The Mayor and councillors	
15th July	Met with Staff and Peraki St residents re cycle way.	

C Greengrass

Kaiapoi-Tuahiwi Community Board