

# Community Funding Subcommittee

---

## **Notice of Meeting**

A meeting of the Community Funding Subcommittee will be held in the Council Chamber, Forum North, Whangarei on:

**Wednesday  
9 April 2014  
8.30am**

**Subcommittee of:**  
Planning Committee

**Committee**  
Cr S J Deeming (Chairperson)  
Her Worship the Mayor  
Cr S M Glen  
Cr G M Martin  
Cr B L McLachlan

---

**OPEN MEETING**

**APOLOGIES**

**CONFLICTS OF INTEREST**

Members are reminded to indicate any items in which they might have a conflict of interest.

**INDEX**

<b>Item No</b>	<b>Page No</b>
1. 2013-2014 Community Halls Fund .....	1
2. Community Funding Review .....	7

**Local Government Act 2002 Amendment Act 2012 – Decision Making**  
*Full consideration has been given to the provisions of the Local Government Act 2002 Amendment Act 2012 in relation to decision making and in particular the current and future needs of communities for good quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost effective for households and businesses. Consideration has also been given to social, economic and cultural interests and the need to maintain and enhance the quality of the environment in taking a sustainable development approach.*

**Recommendations contained in this agenda may not be final decisions.  
Please refer to the minutes for resolutions.**

# 1. 2013-2014 Community Halls Fund

---

**Reporting officer** Bree Kurtovich (Community Funding Officer)

**Date of meeting** 9 April 2014

## ***Vision, mission and values***

*This item is in accord with Council's vision, mission and values statement as operating in effective partnerships with voluntary hall committees ensures the sustainable provision of community facilities throughout the district.*

## **Introduction**

The Community Halls Fund is designed to assist community hall committees in the District with facility maintenance. The fund is available for community operated halls that have not for profit legal status and are available for public use and/or hire and have been identified in Council's 2007 Community Halls Strategy.

Applications are considered annually.

## **Community Halls Maintenance**

A building review of the District's halls is carried out every three years, with the latest building review being carried out in 2013. The building review identifies a list of maintenance issues for each hall. Hall committees work to address the identified issues with the assistance of grants from the Community Halls Fund. The budget allocated for community halls maintenance for the 2013-2014 financial year is \$60,000, with a maximum grant size of \$5,000 per community hall.

## **Community Halls Insurance**

On 11 December 2013 the Planning Committee agreed that "\$30,000 be reallocated, from the 2013-2014 Operational Support Fund budget to the 2013-2014 Community Halls Fund budget, to accommodate the inclusion of an up to \$1,000 grant per hall to assist with hall insurance." The background to this decision was the reallocation of the Operational Support Fund for the 2013-2014 financial year. This is a one off additional grant.

A maximum of \$1,000 can be allocated to each community hall, and only for the insurance purpose outlined above. The decision of the Planning Committee on 11 December 2013 outlined above was explicit about the funds being used for insurance purposes, and therefore any remaining funds from within this allocation cannot be used to towards community halls building maintenance.

## **2013-2014 Applications**

In January 2014, 30 community hall committees in the District were invited to apply to the 2013-2014 Community Halls Fund. Applications closed on Friday 14 March 2014. Applications were received from 23 community hall committees. All 23 halls that applied requested both the insurance and maintenance components.

All 25 applications received meet the eligibility criteria. Project summaries of all applications are attached (see Attachment 1).

The Community Halls funding for 2013-2014 was significantly oversubscribed, with several requests well above the maximum \$5,000 grant available for community hall maintenance. The total amount requested from the 2013-2014 Community Halls Fund is:

- Insurance \$ 21,690.69
- Maintenance \$137,642.54
- Total \$159,333.23

The total amounts recommended for disbursement are:

- Insurance                 \$21,690.69
- Maintenance            \$59,958.50
- Total                      \$81,649.19

These recommended figures are within the budgets allocated to this fund for the 2013-2014 financial year.

## Recommendations

- 1) That the information be received.
- 2) That grants from the 2013-2014 Community Halls Fund be made to the community hall committees for the following community halls, for insurance costs:
 

a) Glenbervie Hall	\$1,000.00	
b) Hukerenui District Memorial Hall	\$1,000.00	
c) Kara/Kokopu Hall	\$163.32	
d) Kaurihohore/Kauri Hall	\$1,000.00	
e) McLeod Bay Hall	\$1,000.00	
f) Mangapai Hall	\$1,000.00	
g) Marua Hall	\$1,000.00	
h) Maungakaramea Community Centre Hall	\$1,000.00	
i) Maungatapere Community Centre Hall	\$1,000.00	
j) Oakura Domain Hall	\$1,000.00	
k) Opuawhanga Hall	\$1,000.00	
l) Otaika Hall	\$1,000.00	
m) Parakao Hall	\$1,000.00	
n) Parua Bay and Districts Community Centre	\$1,000.00	
o) Purua Hall	\$1,000.00	
p) Ruatangata Public Hall	\$1,000.00	
q) Springfield Domain Hall	\$790.00	
r) Taurikura Hall	\$953.82	
s) Waipu Public Coronation Hall	\$1,000.00	
t) Whakapara Hall	\$1,000.00	
u) Whananaki Public Hall	\$1,000.00	
v) Whareora Hall	\$978.40	
w) Whatitiri Domain Hall	\$805.15	
- 3) That grants from the 2013-2014 Community Halls Fund be made to the community hall committees for the following community halls, for the specific purposes listed:
 

a) Glenbervie Hall	\$1,700.00	Exterior painting
b) Hukerenui District Memorial Hall	\$2,800.00	Toilets & kitchen floor
c) Kara/Kokopu Hall	\$5,000.00	Repiling the hall & kitchen
d) Kaurihohore/Kauri Hall	\$2,000.00	Replace the roof
e) McLeod Bay Hall	\$1,750.00	Exterior cladding & roof
f) Mangapai Hall	\$1,750.00	Front door, veranda & safety film
g) Marua Hall	\$2,000.00	Remaining half of hall floor
h) Maungakaramea Community Centre Hall	\$2,000.00	Oven, kitchen & men's toilets
i) Maungatapere Community Centre Hall	\$5,000.00	Joists, storeroom & handrails
j) Oakura Domain Hall	\$5,000.00	Repiling, then roof, then windows
k) Opuawhanga Hall	\$2,300.00	Kitchen, ceiling & interior painting
l) Otaika Hall	\$3,000.00	Repair rot, rust & water damage
m) Parakao Hall	\$3,000.00	Exterior repair & painting
n) Parua Bay and Districts Community Centre	\$2,250.00	Repair skylights in toilets
o) Purua Hall	\$1,058.50	Exterior walls, spouting & toilet
p) Ruatangata Public Hall	\$2,500.00	Toilets and hall floor

q) Springfield Domain Hall	\$1,000.00	Concrete repair, tree root removal
r) Taurikura Hall	\$3,000.00	Exterior walls & roof repairs
s) Waipu Public Coronation Hall	\$2,600.00	Gutters & interior painting
t) Whakapara Hall	\$2,000.00	Window sills, kitchen roof & gutters
u) Whananaki Public Hall	\$4,000.00	Ceiling, painting & drapes
v) Whareora Hall	\$2,500.00	Reroofing hall
w) Whatitiri Domain Hall	\$1,750.00	Repair exterior rot and facing.

### Attachment

[Application summaries](#)

2013-2014 Community Halls<sup>4</sup> Fund - Application Summary

Hall	Legal entity	\$ Requested for maintenance	\$ Rec'd for maintenance	\$ Requested for insurance	\$ Rec'd for insurance	Hall maintenance items to be addressed by this grant	Comment
Glenbervie Hall	The Glenbervie Hall and Recreation Society Incorporated	2,300.00	<b>1,700.00</b>	1,000.00	<b>1,000.00</b>	Paint the back wall and the two end walls.	Some paint already purchased. This job was last identified on the 2007 building review.
Hukerenui District Memorial Hall	Hukerenui and Districts Memorial Hall Incorporated	3,087.11	<b>2,800.00</b>	1,000.00	<b>1,000.00</b>	Mens and ladies toilets, vinyl on kitchen floor.	Job addresses three identified areas in the 2013 building review.
Kara/Kokopu Hall	The Kara Kokopu Public Hall Society Incorporated	5,000.00	<b>5,000.00</b>	163.32	<b>163.32</b>	Repile the hall and kitchen.	Repling the hall and kitchen are identified areas on the 2013 building review. Also looking at addressing four further identified items once repiling is complete (repaint, handrail, line storage area, repair rot).
Kaurihohore/Kauri Hall	Kaurihohore Public Hall Society Incorporated	10,000.00	<b>2,000.00</b>	1,000.00	<b>1,000.00</b>	Replace the roof.	Three concerns with leaking roof, flashings, spouting and roof rust are identified in the 2013 building review. 2013 Building WOF identifies that reroofing is needed. Also need to cover yearly fire surveys cost of \$150.
McLeod Bay Hall	Whangarei Heads Citizens' Association (Incorporated)	2,400.00	<b>1,750.00</b>	1,000.00	<b>1,000.00</b>	Exterior cladding (west wall and base), retil roof, realign cladding.	Addresses the three remaining items from the 2013 building review.
Mangapai Hall	Mangapai Hall Society Incorporated	4,698.53	<b>1,750.00</b>	1,000.00	<b>1,000.00</b>	Main front door, veranda, safety film.	New items - not identified in the building reviews (no 2013 review performed). Appear to be valid maintenance requirements.
Marua Hall	Marua Public Hall Association Incorporated	5,000.00	<b>2,000.00</b>	1,000.00	<b>1,000.00</b>	Floor sanding and polyurethane finish (remaining half of hall floor).	Floor sealing for toilets (but not entire hall) appears in the 2013 building review. \$5,000 was provided in 2012-2013 for sanding and sealing of the hall floor - entire cost quoted was \$11,250, so only some of the job was completed.
Maungakaramea Community Centre Hall	Maungakaramea Recreation Society Incorporated	16,030.00	<b>2,000.00</b>	1,000.00	<b>1,000.00</b>	New oven, refurbish kitchen (including storage), refurbish men's toilets.	Men's toilet maintenance identified in 2013 building review. Replace stove identified in 2010 building review. Kitchen maintenance identified in 2007 building review.

## 2013-2014 Community Halls Fund - Application Summary

Maungatapere Community Centre Hall	Maungatapere Community Centre Incorporated	5,000.00	<b>5,000.00</b>	1,000.00	<b>1,000.00</b>	Replace rotten floor joists, frame and line storeroom, handrails to storeroom and stage.	Floor and storeroom identified in 2013 building review.
Oakura Domain Hall	Oakura Beach Reserve Board	5,000.00	<b>5,000.00</b>	1,000.00	<b>1,000.00</b>	Repiling, then roof repair & repaint, then window repair/replacement	Repiling does not appear in 2013 building review. Window and roof repair do appear in 2013 building review. Group does not want to perform any other work until repiling is performed.
Opuawhanga Hall	Opuawhanga Community Hall Trust	5,671.80	<b>2,300.00</b>	1,000.00	<b>1,000.00</b>	Reline kitchen, replace and paint ceiling panels, paint interior walls and kitchen floor	Addresses four items from the 2013 building review.
Otaika Hall	Otaika Public Hall Society Incorporated	8,429.03	<b>3,000.00</b>	1,000.00	<b>1,000.00</b>	Repair rot to weatherboards on west wall, head flashing for doors on east wall, replace rusted metal spouting on west end, re-route downpipes discharge to ensure water flows away from the hall, replace water damaged particle board floor in women's toilets	Addresses five items from the 2013 building review - total cost is \$11027, so will address as many as possible based on funding received.
Parakao Hall	Parakao Hall Society Incorporated	4,222.50	<b>3,000.00</b>	1,000.00	<b>1,000.00</b>	Repair rotten weatherboards and facings, repaint exterior: rear wall and two side walls	Addresses two major items from the 2013 building review.
Parua Bay and Districts Community Centre	Parua Bay and Districts Community Centre Society Incorporated	5,000.00	<b>2,250.00</b>	1,000.00	<b>1,000.00</b>	Repair skylights in toilets.	Addresses one major weatherproofing item from the 2013 building review.
Purua Hall	Purua Hall Association Incorporated	1,058.50	<b>1,058.50</b>	1,000.00	<b>1,000.00</b>	Repair rotten fascia and bargeboards, replace steel spouting, replace mens toilet.	Addresses two weatherproofing items from the 2013 building review.
Ruatangata Public Hall	The Ruatangata Public Hall Society Incorporated	7,509.38	<b>2,500.00</b>	1,000.00	<b>1,000.00</b>	Women's toilet: paint walls, lay vinyl, replace one toilet; Men's toilet: paint ceiling, replace one toilet, clean and polish floor; Sand and polyurethane hall floor.	Addresses four items from the 2013 building review. Have decided to vinyl rather than polyurethane in the women's toilets.
Springfield Domain Hall	Springfield Domain Board	2,723.75	<b>1,000.00</b>	790.00	<b>790.00</b>	Replacing bulging concrete, pulling up tree roots, installing a barrier.	Does not relate to any items in the 2013 building review, however addresses health and safety concerns, identified as important by the community.

## 2013-2014 Community Halls Fund - Application Summary

Taurikura Hall	Taurikura Hall Board	5,000.00	<b>3,000.00</b>	953.82	<b>953.82</b>	Repair/replace rusting roof iron, repair barge board on east face, clean and paint north face, replace rusty head flashings, renail roof as required.	Addresses all of the remaining items (all major weatherproofing items) from the 2013 building review.
Waipu Public Coronation Hall	Waipu Public Coronation Hall and Library Association Incorporated	6,000.00	<b>2,600.00</b>	1,000.00	<b>1,000.00</b>	Repair and replace rusted iron in water spouting gutter. Interior painting.	Addresses two of the remaining three items from the 2013 building review.
Whakapara Hall	Whakapara Hall Society Incorporated	15,567.07	<b>2,000.00</b>	1,000.00	<b>1,000.00</b>	Replace rotten window sills, repair kitchen roof, gutters and flashing.	Roof over the kitchen appears in the 2013 building review. The other maintenance items appear to be reasonable and necessary.
Whananaki Public Hall	Whananaki Beach Residents and Ratepayers Association Incorporated	10,868.00	<b>4,000.00</b>	1,000.00	<b>1,000.00</b>	Replace rusting iron, repair and repaint ceiling, paint roof and exterior, repair and repaint interior, replace drapes.	Addresses two of the items from the 2013 building review (rusting iron and ceiling), other items are additional to this.
Whareora Hall	Whareora Hall Society Incorporated	4,546.87	<b>2,500.00</b>	978.40	<b>978.40</b>	Reroofing hall.	Reroofing appears on the 2013 building review.
Whatitiri Domain Hall	Whatitiri Community Centre Committee	2,530.00	<b>1,750.00</b>	805.15	<b>805.15</b>	Repair rot: s/e facia, s/w Facia. n/e barge board; repair facing over join in weatherboard on s/e wall.	Addresses all four of the remaining weatherproofing items from the 2013 building review.
		<u>137,642.54</u>	<u><b>59,958.50</b></u>	<u>\$21,690.69</u>	<u><b>\$21,690.69</b></u>		



## 2. Community Funding Review

---

**Reporting officer** Owen Thomas (Community Services Manager)

**Date of meeting** 9 April 2014

### ***Vision, mission and values***

*This item is in accord with Council's vision, mission and values statement as supporting community initiatives builds strong communities where people feel safe and able to participate.*

### **Introduction**

The purpose of this agenda item is to consider extending the overall review of Council's Funding. As part of its commitment to 'good quality' public service, the Community Funding Subcommittee instigated a number of small changes to increase the efficiency and effectiveness of Council's Community Funding during the last 12 months. As part of a wider commitment to continuous improvement, the Leadership Team have asked that staff look at all of Council's Funding and recommend a more consistent and transparent administration system.

### **Background**

In April 2013 an agenda item was presented to the Community Funding Sub-committee outlining inefficiencies in the allocation of the Operational Support Fund.

At its meeting of 10 April 2013 the Community Funding Sub-committee resolved:

2. *That the Community Funding Sub-committee recommends to the District Living Committee that the budget allocation for the 2013-14 Operational Support Fund be held in reserve pending the outcome of the Community Funding review.*
4. *That a full review of all Community grants be undertaken and a report brought back by 30 April 2014."*

At its meeting of 8 May 2013 the District Living Committee resolved:

2. *That the budget allocated for the 2013-14 Operational Support Fund be held in reserve pending the outcome of the Community Funding review, as recommended by the Community Funding Sub-committee."*

The budget allocation for the 2013-2014 Operational Support Fund was \$50,000. The 10 April 2013 agenda item indicated that it was expected that the fund's budget would be re-allocated amongst other funds in the Community Funding portfolio.

At its meeting of 25 September 2013 the Community Funding Sub-committee resolved:

2. *That an additional \$4,000 be added to the Resident and Ratepayer Admin fund to accommodate an increase of the admin grant from \$500 to \$700.*
3. *That the remaining \$16,000 be held until Council has considered additional support for Surf Life Saving NZ's summer patrols in the District.*
4. *That the School Scholarships be discontinued in the 2014-15 financial year, to be replaced with an appropriate activity to celebrate and recognise young achievers in the District.*
5. *That the Community Funding Sub-committee recommends to the appropriate committee of the new Council following the local body elections in October 2013, that an additional \$30,000 be added to the Community Halls Fund to accommodate the inclusion of up to \$1,000 grant per hall per annum to assist with hall insurance."*

At its meeting of 9 October 2013 the District Living Committee resolved:

- “2. *That a one-off grant of \$16,000 be made to Surf Life Saving Northern Region to enable an additional two weeks of surf life saving service at Whangarei Heads and Ruakaka beaches and one additional week at Waipu Cove beach over the 2013-14 summer holiday period.*”

At its meeting of 11 December 2013 the Planning Committee resolved:

- “2. *That \$30,000 be reallocated, from the 2013-2014 Operational Support Fund budget to the 2013- 2014 Community Halls Fund budget, to accommodate the inclusion of an up to \$1,000 grant per hall to assist with hall insurance.*”

As listed above there have been a number of changes to Council's Community Funding to ensure its provision as a 'good quality' public service. Following these decisions, operational activities have occurred to further develop their intended outcomes. These include, notifying organisations and other members of the public of changes, amending application forms, enhancing reporting and working with our Youth Advisory Group to plan the inaugural Whangarei Youth Awards.

## **Funding Review - Further Considerations**

At a recent Council workshop, Councillors were provided with a list of payments and grants distributed by the organisation. Currently there are varying levels of transparency, decision making and administration across all of this activity.

The Council's Leadership Team (Senior Managers) have tasked staff to review this activity and develop a consistent administration framework and policy to improve operational efficiency and effectiveness in conducting these activities as clearly and consistently as possible.

The intended outcomes of this review will be:

- Identifying organisations receiving multiple payments for the same activity – Double dipping
- Strategic priorities for fund administration for the whole organisation
- Identifying gaps and duplications in fund administration/grant provision
- A comprehensive picture of Council support to organisations across the district
- Improved reporting and accountability.

It is expected that the exercise will also provide other benefits to the organisation's range of public services and community infrastructure that we either provide or support.

## **Conclusion**

Seeking continuous improvement is healthy for any organisation. Community Funding, administered by the Community Services Department and over seen by the Community Funding Subcommittee, is clear and accountable. The support of the subcommittee assists staff in providing an effective service to a variety of community organisations.

Staff are seeking an extension of the 'time-frame' discussed with the subcommittee 12 months ago while the approach currently used for funding by Council's Community Service Department is considered for the whole organisation.

## **Recommendations**

1. That the information be received.
2. That the budget allocated for the 2014-15 Operational Support Fund be held in reserve pending the outcome of the Community Funding review.
3. Staff report back to the Community Funding Subcommittee on the progress of this review by October 2014.