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
11 May 2016
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.

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PUBLIC EXCLUDED BUSINESS

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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.
Community Funding Sub-Committee
Terms of Reference

A sub-committee of the Planning Committee.

Chairperson
Councillor S J Deeming

Members
Mayor

Section 41A(5) of the Local Government Act 2002 provides that the Mayor is a member of each committee of the territorial authority.

Councillors S M Glen, G M Martin and B L McLachlan

Attendance at Meetings
The Chief Executive Officer, Group Managers, Department Managers and such other Council Officers as deemed necessary may attend committee meetings.

Definitions
Contestable funding includes one off payments, funding contracts and community loans. Funding relates particularly to those funds available to community groups and organisations.

Context
Relevant legislation includes:
- The Local Government Act 2002
- Reserves Act 1977
- Resource Management Act 1991

Relevant Council documents include:
- Funding and Grants Policy
- Funding and Grants Administration Policy
- Standing Orders
- Delegations Manual

Terms of Reference
1. To carry out the contestable funding process in accordance with the Whangarei District Council Funding Policy in an objective, fair and transparent way.

2. To assess applications for contestable funding in a consistent way with a view to:
   - Balanced application of the funding policies and guidelines
   - Maximising benefits from the funds available
   - Obtaining the most benefit for the District and sectors within the District
   - Balancing short term and long term outcomes

3. To ensure that information regarding funding decisions and recommendations are conveyed to all stakeholders.

4. To advocate for best practice community funding in the context of Whangarei District Council priorities.

Delegated Responsibilities, Duties and Powers
Delegated Authority to approve payment of grants and funding to the value of $15,000 or less and make recommendations on grants or loans over $15,001.

Meeting Date and Time
This Subcommittee shall meet at 8.30am on the 2nd Wednesday of the months of February, March, April, May, September and November (and at such other times as may be necessary).

13/76539
1 Community Fund Round 2 2015-2016

Reporting officer: Cindy Velthuizen (Community Funding Officer)
Date of meeting: 11 May 2016

1 Purpose
To approve the allocation of the Community Fund for round 2 of 2015-2016.

2 Recommendation
1. That Council receive the information.

2. That grants from Round 2 of the 2015-2016 Community Fund be made to the following organisations:
   a) Te Otuihau Community Development Project $7,000
   b) Tutukaka Coast Ratepayers and Residents Assoc. $5,000
   c) Swimming Northland $6,000
   d) Te Kiko Trust $4,500
   e) Waipu Rugby Squash Club $1,700
   f) 1st Kamo and 2nd Whangarei Girls Brigade Companies $7,000
   g) Whangarei Anglican Care Trust $3,200
   h) Whangarei Theatre Company $4,000
   i) Whangarei Parents Centre $3,117
   j) Women’s International Newcomers Group $1,000
   k) Epilepsy Association of New Zealand Inc. $369

3. That $10,000 is used from the 2015-2016 Transition Fund to facilitate Community Fund grants to the following:
   l) True Tales of Hikurangi $5,000
   m) True Tales of Onerahi $5,000

4. That the applications to Round 2 of the 2015-2016 Community Fund be declined:
   a) Parent to Parent Northland
   b) Personal Paua
   c) The Parenting Place – Attitude Youth Division
   d) Whangarei Rowing Club
   e) Whangarei Steam and Model Railway Club
   f) Whananaki School
   g) The Salvation Army NZ Trust.
3 Background

The Community Fund was established to assist community groups that are undertaking a project or event within the Whangarei District, which is aligned to Council’s Community Outcomes and that benefits the wider community or a sector of the community.

The Community Fund has two funding rounds per year, usually with closing dates in October and April.

Round 2 opened on 2 February and closed 8 April. A workshop to support potential applicants was held on 16 March, and was very well attended. Follow-up conversations occurred with a number of the attendees, and six of the applicants requested in-person assistance with their applications.

4 Discussion

Twenty applications were received for this round, seeking a total of $120,099.52. The assessment of these applications is discussed in Attachment 1. Applications received are for a wide range of projects covering recreation, local history, mentoring and support, youth and club celebrations.

Of the grants recommended to be awarded, the average grant size is $3,899.

Seven applications are recommended to be declined.

Some of the applications were not fully developed, or include some ineligible expenses. In these cases the applicants were contacted to enable them to make corrections or provide additional information. Three of these failed to satisfy requirements and therefore are recommended to be declined (Parent to Parent Northland, Whananaki School, and The Salvation Army NZ Trust).

Two applications are declined on the basis of being ineligible capital improvement projects (Whangarei Rowing Club and Whangarei Steam and Model Railway Club).

A further two applications are recommended to be declined on the basis that such support services already exist and/or are funded by other agencies (Personal Paua and The Parenting Place - Attitude Youth Division).

It is recommended to utilise $10,000 from the 2015-2016 Transition Fund under-spend to support this round of the Community Fund due to the number and quality of applications.

5 Considerations

5.1 Financial/budget considerations

The Community Fund budget for Round 2 is $42,966. The allocation recommended for this round is $42,886 and is within budget.

An additional two grants of $5,000 each are proposed to be paid from the Transition Fund under-spend.
5.1  **Transition Fund under-spend**

Following on from the success of the book 'True Tales of Kamo', community groups in Onerahi and Hikurangi are now also preparing their collections of local stories.

The printing cost is $10-$15,000 – a significant and prohibitive outlay for these community groups, although they anticipate recouping some of these costs through book sales over time. From discussions with these applicants, it is our understanding that further community groups may also be commencing their 'True Tales' books and may also be seeking support from Council.

These projects may be perceived as slightly outside of the scope of the Community Fund, however, these projects are worthy of consideration as these books document local history with engaging stories, and are entirely community driven.

Given the intent and limited budget of the Community Fund, and the many worthy applications received, it is proposed to consider the two ‘True Tales’ projects using the under-spend from the 2015-2016 Transition Fund. It is recommended to grant $5,000 each to True Tales of Onerahi and True Tales of Hikurangi from the Transition Fund budget, under the auspices of the Community Fund Round 2, 2015-2016. There is sufficient budget in the 2015-2016 Transition Fund to accommodate this.

6  **Significance and Engagement**

Having considered the Significance and Engagement Policy this decision is not considered significant and the public will be informed via Agenda publication on the website.

**Attachments**

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<tr>
<th>Organisation</th>
<th>Project</th>
<th>When</th>
<th>Where</th>
<th>Eligibility</th>
<th>Amount requested</th>
<th>Amount Recommended</th>
<th>% of Request</th>
<th>Commentary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Te Ohau Community Development Project (under Tikia)</td>
<td>Tikopua High School swimming pool available to community</td>
<td>Summer of 2016-2017 Tikopua High School</td>
<td>E</td>
<td>10,000</td>
<td>$7,000</td>
<td>70%</td>
<td>To cover the first month of operation to enable the school pool to be available for the community outside of school hours and to include some learn to swim classes. Meets social outcomes of recreation, health, safety, and community engagement/ownership. A high cost but high benefit initiative. Will be seeking funds for other summer months.</td>
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<tr>
<td>Tubulaka Coast Ratepayers and Residents Assoc. Inc.</td>
<td>Puhe Koppi community re-vegetation project</td>
<td>February 2016 - 2021 Koppi Hill, Ngununguru</td>
<td>E</td>
<td>5,969</td>
<td>$5,000</td>
<td>84%</td>
<td>To restore native vegetation and provide seating on iconic Ngunguru hill overlooking the estuary, enhancing the area for recreation and exercise. The project includes a school education programme. A well thought out project with solid planning and budgeting. Good level of donated trees/seats and voluntary labour. Inclusive and engaging community project.</td>
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<tr>
<td>Swimming Northland</td>
<td>Whangarei Aquatic Centre lane hire subsidy</td>
<td>All year Whangarei Aquatic Centre</td>
<td>E</td>
<td>12,500</td>
<td>$6,000</td>
<td>48%</td>
<td>To provide lane hire subsidy to local swimming clubs (158 swimmers with five clubs in the district). Good proposal with rationale and comparisons to other sports provided. A strong sports club that is not seasonally based and does not benefit from Council’s provisions to other mainstream sports. The organisation runs at a small loss each year.</td>
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<tr>
<td>Te Kio Trust</td>
<td>Maori Role Models on TOUR 2016</td>
<td>Aug-Sept 2016 Whangarei primary schools</td>
<td>E</td>
<td>6,998</td>
<td>$4,500</td>
<td>44%</td>
<td>To provide workshops for 12 schools within the district with a local Maori role model (reputable local artist Theresa Reihana). Feedback reports on previous tours in Manawatu and Whanganui. Budget is sound with the Trust contributing the ineligible costs. Workshop duration is a full day, and the applicant has stated all schools have expressed interest. New and unique project, providing motivation and positive role modeling to primary school children.</td>
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<tr>
<td>Whangarei Rugby Squash Club</td>
<td>Waipu celebrates 140 years</td>
<td>1-2 July 2016 Waipu</td>
<td>E</td>
<td>2,400</td>
<td>$1,700</td>
<td>71%</td>
<td>To support birthday celebrations for a long standing club. Seeking only for shortfall after expected ticket sales. Budget reasonable.</td>
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<tr>
<td>1st Kamo and 2nd Whangarei Girls Brigade Companies</td>
<td>For local girls and parents to attend Fonormapae (national camp)</td>
<td>15-21 January 2017 Marsden Bay</td>
<td>E</td>
<td>8,750</td>
<td>$7,000</td>
<td>85%</td>
<td>To support 20 local girls and 5 local adult supervisors to attend the national camp. Camp occurs every four years and this time is in Whangarei, meaning no travel costs and a rare/reasonable only chance for attendance. Camp fees are high and prohibitive for some families. Grant would be divided up amongst the 25. Recommending high level of funding as this is a truly unique opportunity.</td>
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<tr>
<td>Whangarei Anglican Care Trust</td>
<td>Senior Chef (3x 8 week courses)</td>
<td>May-September 2016 (3 courses) Anglican Care Centre, Devoren Street</td>
<td>E</td>
<td>4,989</td>
<td>$3,200</td>
<td>64%</td>
<td>To cover the costs of 3 x 8 week courses on cooking and nutrition for people over 65, as developed by Canterbury DHB. Experienced, trusted organisation that has run 14 courses already with excellent feedback and reporting (some funded by WDC). Clear and realistic budget. All food is donated by Regent New World. Recommending partial funding and that the applicant approaches Northland DHB in future.</td>
<td></td>
</tr>
<tr>
<td>Whangarei Theatre Company (Inc)</td>
<td>Sound of Music production</td>
<td>14-29 July 2016 Forum North Event Centre</td>
<td>E</td>
<td>11,000</td>
<td>$4,000</td>
<td>36%</td>
<td>To run a season of The Sound of Music. Experienced and trusted organisation. Contributes to local economy and to a vibrant performing arts scene. Higher than usual costs due to scale of production, rights, and as holding at Forum North. Some confusion over budget due to revisions made since application was submitted. Current cash assets of $23,000; operating loss of $12,000 last financial year; and equity of $575,000.</td>
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<tr>
<td>Whangarei Parents Centre</td>
<td>Teddy Bears’ Picnic 2016</td>
<td>5-Nov-16 Kaw North</td>
<td>E</td>
<td>3,123</td>
<td>$3,117</td>
<td>100%</td>
<td>To fully deliver the 4th annual event, popular for families. Well planned and solid, modest budget. Responding to public feedback for more entertainment. A very family friendly, engaging community event. Recommended figure adjusted for incorrect GST inclusion.</td>
<td></td>
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<tr>
<td>Whangarei (Women’s International Newcomers Group Social Inc)</td>
<td>Whangarei 10th Anniversary International Hot Luck Lunch</td>
<td>28/11/2016 Whangarei Intermediate</td>
<td>E</td>
<td>1,425</td>
<td>$1,000</td>
<td>70%</td>
<td>To cover costs towards celebratory lunch of which the members are contributing the food. Proposal and budget are sound and modest. This event will have a strong reach with members from other parts of NZ potentially attending. Annual Plan shows good level of community engagement for migrants to Whangarei.</td>
<td></td>
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<tr>
<td>Epilepsy Association of New Zealand Inc.</td>
<td>Epilepsy Awareness - advertisement</td>
<td>6-Aug-16 Whangarei</td>
<td>E</td>
<td>359</td>
<td>$359</td>
<td>100%</td>
<td>To pay for a newspaper advertisement as part of the Selling Out! There expo which will qualify them for a free stand at the Expo to promote their services. Very modest application and good cause to support.</td>
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<tr>
<td>Parent to Parent Northland (under the umbrella of Parent to Parent NZ)</td>
<td>Delivery of parent training courses</td>
<td>25-28 June 2016</td>
<td>CCS Disability Action Centre, Kamo</td>
<td>E4</td>
<td>3,862</td>
<td>$5</td>
<td>6%</td>
<td>To provide a two-day course training parents of children with special needs. While held in Whangarei, all attendees are mostly from outside the district (maximum of 15 participants with 10 of those already registered from Kerikeri). The application was not well presented or thought-through, with a number of inconsistencies even after discussions with the applicant. Budget also includes ineligible expenses of $995. No quotes provided as full programme is presented by national body. While local Northland branch has little reserves, the national body has current assets of $1.5m and working capital of $858,000. Application is poor and does not demonstrate benefit to the district.</td>
</tr>
<tr>
<td>Personal Plaza (under the umbrella of St John's Golden Church)</td>
<td>Living the Last Lap pilot workshop</td>
<td>Jun-16</td>
<td>Anglican Care Centre, Deverin Street</td>
<td>E</td>
<td>1,150</td>
<td>$5</td>
<td>6%</td>
<td>To deliver a pilot workshop of 3 hours x 4 days facilitating discussions on death, grief and living with meaning. Includes guest speakers bringing cultural perspectives. Budget is modest, and plan is sufficient for a pilot workshop series. Facilitation fees are noted for 16 hours while workshop is for 12. Other support options already in existence for those coping with death and dying.</td>
</tr>
<tr>
<td>The Parenting Place - Attitude Youth Division</td>
<td>Attitude presentations for Whangarei and Northland high schools</td>
<td>30 May - 3 June 2016</td>
<td>Various schools</td>
<td>E</td>
<td>2,000</td>
<td>$5</td>
<td>6%</td>
<td>To provide 23 presentations to 6 Whangarei district high schools on issues affecting youth, and the provision of drug and alcohol handbooks for all Year 10 students. Well established nationwide programme with excellent reports and feedback. Other funding confirmed to meet costs. While a worthy project, this fits in with the school curriculum of life studies.</td>
</tr>
<tr>
<td>Whangarei Rowing Club Inc.</td>
<td>Concreting of apron boat stand area</td>
<td>Not stated</td>
<td>Boat shed, Rowing Clubrooms, Riverside</td>
<td>D1</td>
<td>3,725</td>
<td>$0</td>
<td>6%</td>
<td>To concrete the area around the boat stand, addressing safety and flood damage issues. Ineligible as this is capital improvement.</td>
</tr>
<tr>
<td>Whangarei Steam and Model Railway Club</td>
<td>Laying of rail track (300 metres)</td>
<td>8-Jul-05</td>
<td>Heritage Park, Kwi North</td>
<td>D1</td>
<td>8,960</td>
<td>$0</td>
<td>6%</td>
<td>To supply the drainage metal required to install another 300 meters of rail track. The organisation has already purchased the sleepers and rails, and the purchase of metal is for track safety. This extension would give the tram ride a ‘destination’ finishing at gate 2. An enthusiastic group of volunteers, the club has 22 members. The applicant advised that the Heritage Museum/Kwi North is providing the land but no other contribution. This is a capital improvement and council already funds the Heritage Museum/Kwi North.</td>
</tr>
<tr>
<td>Whananaki School</td>
<td>Celebrity speaker event for the community</td>
<td>1-Jun-16</td>
<td>Whananaki Community Hall</td>
<td>E4</td>
<td>4,800</td>
<td>$4</td>
<td>6%</td>
<td>Poor application with a lot of information missing. The applicant has not responded to requests for more information. This is a school as well, but an event for the whole community. Unclear whether there would be ticket sales to cover the cost. No needs or benefits identified.</td>
</tr>
<tr>
<td>The Salvation Army NZ Trust</td>
<td>Recovery Kids programme</td>
<td>Not stated</td>
<td>Salvation Army Hall, Whangarei</td>
<td>E4</td>
<td>10,000</td>
<td>$4</td>
<td>6%</td>
<td>Programme for about 10 families connected to the church, for social outings. Project plan and budget significantly underdeveloped and no quotes provided. Budget includes hall hire and wages for staff, both of which seem to be already paid for by the organisation. The organisation has a high level of income and current assets. Little evidence of needs and benefits shown.</td>
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**TOTALS**  
**$100,010**  
**Budget:** $42,966  
**Difference:** $80  
**Average:** $3,999

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<tr>
<td>True Tales of Hikurangi / Don Goodall (under the umbrella of the Hikurangi Historical Museum Society)</td>
<td>To produce book ‘True Tales of Hikurangi’</td>
<td>Book launch November 2016</td>
<td>Various</td>
<td>E2</td>
<td>15,000.00</td>
<td>$5,000</td>
<td>6%</td>
<td>To cover the printing costs to produce this book of local stories and memories, following on from the success of the Kamo version. One of two similar in this round, with more predicted to come. Book launch is in November.</td>
</tr>
<tr>
<td>True Tales of Onerahi (under the umbrella of Onerahi Resource Centre)</td>
<td>To produce book ‘True Tales of Onerahi’</td>
<td>Book launch November 2016</td>
<td>TBC</td>
<td>E2</td>
<td>5,000.00</td>
<td>$5,000</td>
<td>6%</td>
<td>To cover the printing costs to produce this book of local stories and memories, following on from the success of the Kamo version. One of two similar in this round, with more predicted to come. Book launch is in November.</td>
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**Eligibility key**  
E - Eligible application and all required information provided  
E2 - Eligible, but application does not clearly meet criteria  
E3 - Eligible, but application is a low priority for funding  
E4 - Eligible, but application is incomplete or insufficiently developed  
D1 - Ineligible application

**Community Fund Round 2 2015-2016 Application Summaries**  
(Budget is $42,966)
2 Community Funding Work Plan 2016-2017

Reporting officer: Cindy Velthuizen (Community Funding Officer)
Date of meeting: 11 May 2016

1 Purpose
To inform Council of the community funding work plan for the 2016-2017 year.

2 Recommendation
1. That Council note the information.

3 Background
The Community Services Department’s principle objective is to help build communities where people feel safe and are able to participate in a range of community activities that benefit both individuals and the wider community. The department supports better local solutions to local problems, and helps build strong communities through enabling participation and adding value.

Community Funding is one of the three of the Department’s focused work areas. The Funding work area consists of a number of portfolios including the administration of contestable and non-contestable funding, the administration of the Creative Communities Scheme, the Civic Honours nomination process and administering loan applications. It manages approximately $1.5 million non-contestable, and $200,000 contestable council-funded grants, and $56,000 funded by Creative New Zealand (for the Creative Communities Scheme).

The Community Funding Officer works closely with a wide range of community stakeholders such as community hall committees, resident and ratepayer groups, and arts and recreation providers in the district.

4 Discussion
Attachment 1 shows the key dates for community funding rounds and meeting dates for the Community Funding Subcommittee for the 2016-2017 year.

Due to local body elections in October, some dates for funding rounds are slightly different to previous years. Dates for December onwards are to be finalised once the new council has determined meeting schedules.
The workplan includes some key activities occurring in addition to the funding rounds:

Civic Honours Policy review

The Civic Honours Policy was last updated in 2005 and will be reviewed in the coming year. Staff will prepare a draft review of the Policy to workshop with councillors.

Community Halls Strategy review

The Community Halls Strategy was created in 2007 and will be reviewed in the coming year. Staff will prepare a draft review of the Strategy to workshop with councillors

Community Halls maintenance reviews

Council’s Community Halls Strategy states that building maintenance reviews will be conducted every three years in order to prioritise maintenance work undertaken with Community Halls Fund grants. The three-yearly maintenance review is due in 2016 and will be conducted by council’s building inspection team between September and December. Staff will hold workshops with hall committees in February to discuss their building maintenance reports, how the Community Hall Fund works, and to present the revised Community Halls Strategy.

Grants, Concessions and Loans

Following on from the review of the Grants, Concessions and Loans Policy last year, staff will be further developing the procedures and requirements for these. This will be reported back to the Community Funding Sub-Committee in 2017.

5 Significance and Engagement

Having considered the Significance and Engagement Policy this report is not considered significant and the public will be informed via agenda publication on the website.

Attachment

Community Funding Work Plan 2016-2017
# 2016-2017 Community Funding Work Plan

NOTE: The following work plan is for councillors and staff use only. A funding calendar for public use is available at 16/39813.

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<tr>
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<th>Meeting date</th>
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<tr>
<td>Quarterly Reports (June) agenda</td>
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<td>13 July 2016</td>
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<tr>
<td>Community Fund (Round 1)</td>
<td>1 June 2016</td>
<td>8 July 2016</td>
<td>10 August 2016</td>
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<tr>
<td>Workshop 1 June 2016</td>
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<tr>
<td>Performing Arts Fund</td>
<td>1 June 2016</td>
<td>8 July 2016</td>
<td>10 August 2016</td>
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<td>Workshop 1 June 2016</td>
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<tr>
<td>Creative Communities Scheme (Round 1)</td>
<td>1 July 2016</td>
<td>12 August 2016</td>
<td>15 September 2016</td>
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<td>Workshop 6 July 2016</td>
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<tr>
<td>Project accountability reports will be assessed and presented to CCS committee in June</td>
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<tr>
<td>Quarterly Reports (September) agenda</td>
<td>-</td>
<td>-</td>
<td>TBC</td>
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<tr>
<td>• Community Halls maintenance reviews</td>
<td>September – December 2016</td>
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<tr>
<td>• Review of concessions</td>
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<tr>
<td>• Review Community Halls Strategy</td>
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<td>• Review Civic Honours Policy</td>
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<td>• Annual Grants agenda</td>
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<td>• Meet with stakeholders and collaborators (e.g. Foundation North, quarterly reporters)</td>
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Due to council elections in October, the following dates will be confirmed December 2016.

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<td>Quarterly Reports (December) agenda</td>
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<td>February 2017</td>
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<td>Transition Fund</td>
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<td>Residents and Ratepayers Admin Grant Fund</td>
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<td>Annual Operating Fund</td>
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<td>Creative Communities Scheme (Round 2)</td>
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<td>Workshop February 2017</td>
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<td>Project accountability reports will be assessed and presented to CCS committee in February</td>
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<td>Quarterly Reports (March) agenda</td>
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<td>Community Fund (Round 2)</td>
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<td>Community Halls Fund</td>
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RESOLUTION TO EXCLUDE THE PUBLIC

That the public be excluded from the following parts of proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

1. The making available of information would be likely to unreasonably prejudice the commercial position of persons who are the subject of the information. {Section 7(2)(c)}.

2. To enable the council (the committee) to carry on without prejudice or disadvantage commercial negotiations. {Section 7(2)(i)}.

3. To protect the privacy of natural persons. {Section 7(2)(a)}.

4. Publicity prior to successful prosecution of the individuals named would be contrary to the laws of natural justice and may constitute contempt of court. {Section 48(1)(b)}.

5. To protect information which is the subject to an obligation of confidence, the publication of such information would be likely to prejudice the supply of information from the same source and it is in the public interest that such information should continue to be supplied. {Section 7(2)(c)(i)}.

6. In order to maintain legal professional privilege. {Section 2(g)}.

7. To enable the council to carry on without prejudice or disadvantage, negotiations {Section 7(2)(i)}.

Resolution to allow members of the public to remain

If the council/committee wishes members of the public to remain during discussion of confidential items the following additional recommendation will need to be passed:

Move/Second

"That _____________________________ be permitted to remain at this meeting, after the public has been excluded, because of his/her/their knowledge of Item _____________.

This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because _________________________________________________________.

Note:

Every resolution to exclude the public shall be put at a time when the meeting is open to the public."