



# **AGENDA**

## **Paekākāriki Community Board Meeting**

**I hereby give notice that a Meeting of the Paekākāriki Community Board will be held on:**

**Date: Tuesday, 9 June 2020**

**Time: 7.00pm**

**Location: St. Peter's Hall, Beach Road, Paekākāriki**

**Natasha Tod  
Group Manager Regulatory Services**

**Kapiti Coast District Council**

**Notice is hereby given that a meeting of the Paekākāriki Community Board will be held in the St. Peter's Hall, Beach Road, Paekākāriki, on Tuesday 9 June 2020, 7.00pm.**

**Paekākāriki Community Board Members**

Ms Holly Ewens	Chair
Ms Jessica Hortop	Member
Ms Tina Pope	Deputy
Mr Daniel O'Connell	Member
Cr Sophie Handford	Member

## Order Of Business

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	Nil	



**1 WELCOME**

**2 APOLOGIES**

**3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Notification from Elected Members of:

3.1 – any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting, and

3.2 – any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

**4 PUBLIC SPEAKING TIME**

**5 MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses
- (b) Leave of Absence
- (c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)
- (d) Community Board Members' Activities

## 6 REPORTS

### 6.1 CONSIDERATION OF FUNDING APPLICATIONS

**Author:** Amanda Cottrell, Executive Secretary to Group Manager Regulatory Services

**Authoriser:** Angela Bell, Acting Group Manager Regulatory Services

#### PURPOSE OF REPORT

- 1 Three applications for a Community Grant have been received from:
  - Mary Gow, for the Mulled Wine concerts.
  - Mr Bob Zuur, for the “Bubbles of Paekākāriki” exhibition.
  - Mr Dave Johnson for \$500 for a gift to the owners of Paekākāriki Village Grocery Store for recognition of their service to the Paekākāriki community during the Covid-19 lockdown.
- 2 The Chair has advised a further application for a Community Grant will be forthcoming from:
  - Mr Gilbert for \$150 for the creation of community recognition certificates for individuals within the community in recognition of their individual service to the Paekākāriki community during the Covid-19 lockdown.

#### DELEGATION

- 3 The Paekākāriki Community Board has the authority to consider this matter under Part D of the Governance Structure for the 2019-2022 Triennium.

#### BACKGROUND

- 4 This is the fifth allocation of grants for the 2019/2020 financial year.

#### ISSUES AND OPTIONS

##### Issues

- 5 Grants are allocated in accordance with established criteria (copy attached).
- 6 Three applications have been received for funding from the Community Grants Fund.
- 7 The applicants have been advised of the criteria and meeting date via email.

##### Applications from the Community Grants Fund:

##### 7.1 Mary Gow

A request for a grant of \$500 to assist with production costs of the Mulled Wine concert in Paekākāriki.

##### 7.2 Mr Bob Zuur

A request for a grant of \$500 to assist with the costs of a photography exhibition entitled “Bubbles of Paekākāriki”.

##### 7.3 Mr Dave Johnson

A request for a grant of \$500 for a gift to the owners of Paekākāriki Village Grocery Store for recognition of their service to the Paekākāriki community during the Covid-19 lockdown.

- 8 The Board was unable to meet in person due to the circumstances imposed by the Covid-19 lockdown requirements for social distancing.
- 9 As the Board was unable to meet the decisions were made via emails from all Board members and need to be ratified at this meeting.
- 10 The Board will consider Mr Johnson's application in 7.3 above at this meeting as it was received late.
- 11 The forthcoming application listed in Item Two above has not yet been received, however the Board will consider it at this meeting due to this being the last meeting before the end of the financial year on 30 June 2020.

## **CONSIDERATIONS**

### **Policy considerations**

- 12 There are no policy considerations.

### **Legal considerations**

- 13 There are no legal considerations.

### **Financial considerations**

<b>2018/2019 Budget Allocation</b>	<b>Total Allocated To Date</b>	<b>Total Available for Distribution</b>
\$6,038.00	\$3,650.00	\$1,888.00

- 14 For this funding round, the total amount in grants being applied for from the Discretionary Fund is \$1,650.00.
- 15 Below are the successful applicants for the 2019/2020 year to date for the Board's information:

<b>Date</b>	<b>Recipient</b>	<b>Amount</b>	<b>Purpose of Grant</b>	<b>Report Back</b>
6 August 2019	Kidz Need Dadz Wellington	\$150.00	Fathers' Day community event	
6 August 2019	Gary Allen	\$500.00	Sound system for St Peters Hall	√
17 September 2019	Doris Zuur, Pae Kai (Informal Paekākāriki Community Group)	\$500.00	Cooking meals for those in need	
17 September 2019	Paekākāriki School	\$500.00	To take measures to ensure water is accessible from the School's water tank for BAU and use in an emergency	
17 September 2019	Tina Pope, Wainuiwhenua Working Group	\$500.00	Making a video for Wainuiwhenua Project	
17 September	Danielle Burns, Paekākāriki Pride	\$500.00	Assistance with Paekākāriki	

Date	Recipient	Amount	Purpose of Grant	Report Back
2019	Festival		Pride Festival event costs	
3 December 2019	Andrew McKay, Ngā Uruora – Kāpiti Project	\$500.00	Purchasing plants for the Waikākāriki Wetland.	
3 December 2019	Paekākāriki Orchards and Gardens Group	\$500.00	Assistance with the costs of building a shed at the Community Orchard.	
04 May 2020	Paekākāriki School	\$500.00	Assistance with the costs of installation of Solar Panels at Paekākāriki School	

### Tāngata whenua considerations

16 There are no tāngata whenua considerations.

## SIGNIFICANCE AND ENGAGEMENT





### Significance policy

17 This report is not significant under the Council's Significance and Engagement Policy.

### RECOMMENDATIONS

- 18 That the Paekākāriki Community Board declines funding application from Mary Gow for \$500 to assist with the production costs of the Mulled Wine concert in Paekākāriki.
- 19 That the Paekākāriki Community Board approves a funding application from Mr Bob Zuur for \$500 to assist with the costs of a photography exhibition entitled "Bubbles of Paekākāriki".
- 20 That the Paekākāriki Community Board approves a funding application from Mr Dave Johnson for \$ to assist with the costs of a gift to the owners of Paekākāriki Village Grocery Store for recognition of their service to the Paekākāriki community during the Covid-19 lockdown.
- 21 That the Paekākāriki Community Board approves a funding application from Mr Gilbert for \$ for the creation of community recognition certificates for individuals within the community in recognition of their individual service to the Paekākāriki community during the Covid-19 lockdown.

### APPENDICES

1. Community Grants Criteria [!\[\]\(32b3140000635d85b5fcc7ce37a1b40f\_img.jpg\)](#) 
2. Mary Gow Community Grant Application form [!\[\]\(6a35e7fc1cc98abd5e41a848bc25419c\_img.jpg\)](#) 
3. Bob Zuur Community Grant Application form [!\[\]\(38806768eaad96b91f2e2289ed43ffa9\_img.jpg\)](#) 
4. Dave Johnson Community Grant Application form [!\[\]\(a430106f064658ab055e99ad185ad376\_img.jpg\)](#) 



### CRITERIA FOR COMMUNITY GRANTS

The purpose of the Paekākāriki Community Board's Community Grants is to provide financial assistance for projects or activities that promote the well being of the Paekākāriki community and show clear community benefit.

#### **Eligible Organisations/Individuals**

1. The organisation/individual must reside in the Paekākāriki area. The Board may consider financial assistance for events occurring outside the Paekākāriki Community where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paekākāriki areas.

#### **Criteria**

1. The applicant is unable to receive sufficient grants from other sources.
2. The applicant must be non-profit making.
3. The organisation/individual must use the financial assistance for its activities in the Paekākāriki Community. The Board may consider financial assistance for events occurring outside the Paekākāriki Community where it is shown the community will benefit.
4. Organisations must provide the most recent financial statements and a copy of a resolution noting the decision to apply for funding.
5. The organisation/individual has not received financial assistance from the Paekākāriki Community Board Community Grants Fund in the last twelve months.
6. Only one application will be considered by an organisation for one event (Individual team member applications will not be eligible).

**NOTE:** All applications must have full documentation to support their application  
**(maximum of five pages in total).**

#### **Eligible Purposes:**

1. Unique or infrequent project or activity;
2. Special project or activity;
3. Meritorious project or activity;
4. To partially or fully offset the cost of any Council permit, licence or resource consent fees\*;
5. The remission of hall rental\*.

\* within **the current financial year** of the project or activity

**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

**Applicant Details**

Name: MARY CATHERINE GOW  
 Organisation (if applicable): MULLED WINE CONCERTS IN PAEKĀKĀRIKI  
 Address: [REDACTED]  
 Daytime Contact Phone: [REDACTED] Email: [REDACTED]

**Why do you need this funding?** (Please attach further information that will help your application)

1. To assist with piano delivery on May 29, 2020, assuming that we will be in Level 2 of Covid19 Restrictions. CONCERT on Sunday 31 MAY.
  2. To assist with intelligent advertising on commercial radio, social media (FB boosting - see invoices) + WEBSITE UPDATES (invoice attached)
- When do you need it (start date)?** MAY 26, 2020

**What are the expected benefits to you (the applicant)?**

- To PROVIDE THE 3 PIANISTS with a quality piano
- To meet costs of advertising to attract an audience of under 100 (the maximum number permitted)
- To meet the fees of the professional musicians

**How can you demonstrate what benefits you can provide to the Paekākāriki area as a result of providing you with this grant?**

Our village needs an event to bring them outside - an attractive concert (seating well spaced, hand sanitiser, rules observed!) Reasonably priced, no transport costs - continued overleaf

**Costs** (travel, accommodation etc)

**Income** (fundraising, grants, saving)

PIANO Delivery	724.50	Fundraiser concert	-
BEACH FM	92.00	Cancelled.	
WEB Promo / poster	300.00	Projected audience	1250
FB Boost / EVENT	75.96	£50 x \$25	
FINDER			
<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$ 1250</b>

MUSICIANS

1500.00

Updated October 2019

2692.46

5978692

**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

How much are you applying for? Total \$ 500

Are you GST Registered? Yes (No)

*(If yes, and your application is successful, you will be required to provide a GST invoice before your grant can be paid)*

**What other funds have been sought for this project / activity? (Please list)**

NONE. The prolonged measures of Covid 19 has had the CCN2 funding Round (APRIL 9) deferred to September, meaning that MWconcerts will receive no funds in 2020 (AUGUST 16 IS OUR last concert)

**Please list any grants received from the Paekākāriki Community Board in the past 3 years?**

	19/02/19	
2019	APRIL	\$500
2017	APRIL	\$500

**Declaration**

*I certify that the information provided above is accurate:*

Signature: Meghan

Date: 5.05.2020

**Please supply bank account details for payment if application is successful:**

Bank Account Number:	
Name on Account:	

**Please attach any other supporting information that will help your application (a maximum of 5 pages in total)**

Send application to:	Judy Rennie, Executive Secretary Kāpiti Coast District Council Private Bag 60601 Paraparaumu 5254
Email address:	judy.rennie@kapiticoast.govt.nz

## BENEFITS TO PĀEKĀKĀRIKI AREA Continued

- AUDIENCE COMING FROM OUTSIDE OF PĀEKĀKĀRIKI AND KAPITI WILL VISIT OUR CAFES (SOME IN NEED OF SUPPORT) AND MUSEUMS/ART GALLERIES.
- MUSICIANS YOUNG AND LESS YOUNG WILL HAVE A REASON TO ATTEND AN ACTIVITY WHERE THEY CAN UNITE AS A FAMILY.
- CONCERTS CREATE INSPIRATION FOR YOUNG MUSICIANS TO CONTINUE THEIR MUSIC STUDIES - ADULTS ALIKE. THEY ALSO ENCOURAGE LESSONS TO CONTINUE - EVEN BY USING ZOOM!



## QUOTE

Mary Gow  
65 Ames Street  
Paekakariki  
Paekakariki 5034  
NEW ZEALAND

Date  
5 Mar 2020  
Expiry  
4 Apr 2020  
Quote Number  
QU-0025  
GST Number  
104-437-940

Amoova Ltd  
34 Nathan Avenue  
Paraparaumu Beach  
Paraparaumu 5032  
NEW ZEALAND

Description	Quantity	Unit Price	Discount	Amount NZD
Grand Piano Relocation Schimmel Grand From: Amoova Storage To: Paekakariki Memorial Hall, The Parade, Paekakariki	1.00	420.00	25.00%	315.00
Grand Piano Relocation Schimmel Grand From: Paekakariki Memorial Hall, The Parade, Paekakariki To: Amoova Storage	1.00	420.00	25.00%	315.00
Note: Standard pricing for these moves >560 each way. Pricing is given at lower rate due to multiple moves ongoing and a further 25% discount for promotional supplements.				
Subtotal (includes a discount of 210.00)				630.00
TOTAL GST 15%				94.50
TOTAL NZD				724.50

### Terms

To be read in conjunction with our terms and conditions



**Beach FM**  
 PO Box 157  
 Paraparaumu 5254  
 Phone: 04 296 1399

### Mulled Wine Concert

Paekakariki  
 5034

### Tax Invoice

GST Number 107-133-818  
 Date 31/03/2020  
 Account Mulled Wine Concert  
 Our Reference 5859-1  
 Advertiser Mary Gow  
 Your Reference  
 Order No.

Qty Description	Rate	Gross	Discount	Amount
40 (1) Beach FM ROS 06:00-21:59 Start Date 9/03/2020 End Date 21/03/2020	2.00	80.00	0.00	80.00
Sponsorship of the Paekakariki News for 6 months included in their advertising package		0.00	0.00	0.00

You can Direct Credit our bank account at: ANZ Bank, Paraparaumu, 01 0731 0217350 02, please include your reference details.

Payment is due within 7 days of the date of this invoice.

Where payment is not made in full on the due date, the Advertiser shall pay interest on all overdue amounts at the rate of 10% per month.

Total spots	40		80.00
		Plus GST	12.00
		<b>Total Invoice</b>	<b>\$92.00</b>

### Remittance Slip - Please detach and return with your payment

Please forward payment of this invoice to  
 Beach FM  
 P O Box 157,  
 Paraparaumu,  
 Kapiti 5254

Mulled Wine Concert  
 Account Mulled Wine Concert  
 Date 31/03/2020  
 Our Reference 5859-1  
 Invoice Amount \$92.00

**Tax Invoice / Receipt**

Mary Gow

**Eventfinda Limited****GST Number:** 92-931-951

Eventfinda Limited

4 Leek Street

Newmarket

Auckland 1023

New Zealand

**Order Number:**

LXJ38RH

**Order Date:**

02 March 2020 5:00pm

**Order Details**

Description	Qty	Price	Sub Total
<b>Sponsored Listing Review</b>	1	<b>\$39.95</b>	<b>\$39.95</b>
GST			\$5.21
<b>Grand Total (incl GST)</b>			<b>\$39.95</b>
<b>Amount Paid</b>			<b>\$39.95</b>
<b>Balance Due</b>			<b>\$0.00</b>

For your records only, please send no payment.



Tony Fuell &lt;tonyfuell@gmail.com&gt;

**Your Facebook advert receipt (Account ID: [REDACTED])**

1 message

Facebook Ads Team <advertise-noreply@support.facebook.com>  
Reply-To: noreply <noreply@facebookmail.com>  
To: Tony Fuell <tonyfuell@gmail.com>

31 March 2020 at 23:09



Receipt for Tony Fuell (Account ID: [REDACTED])

**Summary**

AMOUNT BILLED

**\$36.01 NZD**

BILLING REASON

Remaining ad costs at the end of the month.

DATE RANGE

29 Feb 2020, 00:00 - 20 Mar 2020, 23:59

PRODUCT TYPE

Facebook Ads

PAYMENT METHOD

REFERENCE NUMBER ⓘ

CAMPAIGN

Post: "Not to be missed!"

RESULTS

2,350  
Impressions

AMOUNT

\$36.01

TOTAL

\$36.01

**PAID**

Transaction ID: 2607046316074440-5508140

Thanks,  
The Facebook Ads Team

[Manage Your Ads](#)[See Full Receipt](#)

This is an automated message. Please do not reply. If you have questions about ads, you can get help. You can also manage your email notification settings for this ad account.

Facebook, Inc., Attention: Community Support, 1 Facebook Way, Menlo Park, CA 94025



Kolorato Digital / Tiziana Stoto  
 35 Kakariki grove, 5036 Waikanae  
 koloratodigital@gmail.com  
 04 9043396

**BILL TO**

Mulled Wine Concerts  
 Mary Gow  
 Paekakariki

Invoice No: 200324\_MWC\_K

Invoice Date: 24/03/20

Due Date: 07/04/20

DESCRIPTION	HOURS	HOURLY RATE	TOTAL
Website and FB updates from 16/01 to 16/03/2020 Posters, ticket, programme for March concert	6	\$100	600.00

**SUBTOTAL** 600.00

**50% DISCOUNT** 300.00

**SUBTOTAL LESS  
DISCOUNT** 300.00

**SHIPPING/HANDLING** 0.00

**Balance Due \$ 300**

Kindly pay this invoice  
 within 14 days to avoid  
 overdue fees.  
 Thank you!

**Instructions & Terms**

Number: 38 9009 0780454 00 Bank: KiwiBank  
 Branch: Paraparaumu Name: Tiziana Stoto

**Overdue fees:** 2% of interest per month after the payment due date.

**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

CRITERIA FOR COMMUNITY GRANTS

The purpose of the Paekākāriki Community Board's Community Grants is to provide financial assistance for projects or activities that promote the well being of the Paekākāriki community and show clear community benefit.

**Eligible Organisations/Individuals**

1. The organisation/individual must reside in the Paekākāriki area. The Board may consider financial assistance for events occurring outside the Paekākāriki Community where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paekākāriki areas.

**Criteria**

1. The applicant is unable to receive sufficient grants from other sources.
2. The applicant must be non-profit making.
3. The organisation/individual must use the financial assistance for its activities in the Paekākāriki Community. The Board may consider financial assistance for events occurring outside the Paekākāriki Community where it is shown the community will benefit.
4. Organisations must provide the most recent financial statements and a copy of a resolution noting the decision to apply for funding.
5. The organisation/individual has not received financial assistance from the Paekākāriki Community Board Community Grants Fund in the last twelve months.
6. Only one application will be considered by an organisation for one event (Individual team member applications will not be eligible).

**NOTE:** All applications must have full documentation to support their application  
**(maximum of five pages in total).**

**Eligible Purposes:**

1. Unique or infrequent project or activity;
2. Special project or activity;
3. Meritorious project or activity;
4. To partially or fully offset the cost of any Council permit, licence or resource consent fees\*;
5. The remission of hall rental\*.

\* within **the current financial year** of the project or activity

**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM****Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. Retrospective expenses\*\*.

\*\*Grants will not be paid retrospectively other than for hall hire or for the cost of a permit, licence or resource consent fee.

**Maximum Grant**

The maximum grant payable is **\$500**.

**Accountability**

Applicants are required to provide written confirmation or a verbal report that the money was spent for the purpose granted within two months of completion of the activity. Individuals are required to outline the benefits gained for them and community groups are required to furnish a written report outlining the benefits gained by the community. In normal circumstances applicants failing to meet accountability criteria will be excluded from any further applications for two years.

The Paekākāriki Community Board requires all monies that are not used for the purpose applied for to be returned to the Community Grants Fund. Failure to do so may exclude the applicant from any further application.

**Procedure for Applications**

1. Applications must be made on the approved application form and must contain all supporting information. Failure to provide all of the required information will result in the application being returned to the applicant.
2. Applications must include a bank deposit slip.
3. The applicant or a representative must attend the Paekākāriki Community Board meeting to speak in support of the application and to answer any questions arising from the application. If no representation is made at the meeting the application may not be considered on that night but could be considered at a subsequent meeting, attended by the applicant.

***The above conditions and criteria do not preclude the Paekākāriki Community Board from considering any application at its discretion.***

**Applications are to be addressed to:**

Judy Rennie, Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60-601  
Paraparaumu 5254  
  
judy.ennie@kapiticoast.govt.nz

**PLEASE NOTE:**

Applications must be received by the Kāpiti Coast District Council at least 8 working days prior to the Paekākāriki Community Board meeting date, in order to meet the reporting deadline.

Meetings of the Paekākāriki Community Board are held every six weeks.

Updated October 2019

5978692

**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

**Applicant Details**

Name: Bob Zuur

Organisation (if applicable): N/A

Address: [REDACTED]

Daytime Contact Phone: [REDACTED].....Email: [REDACTED].....

**Why do you need this funding?** (Please attach further information that will help your application)

During the last week of the Covid-19 Level 4 lockdown I photographed 55 groups of people self-isolating together in Paekakariki ("The Bubbles of Paekakariki"). All photographs were taken from the property boundary and were taken in generally less than 5 minutes to give effect to lockdown rules. The 55 bubbles cover about 1 in 12 dwellings in Paekakariki and so the project is a valuable social record of this historic time.

The next stage is to hold a public photo exhibition firstly in Paekakariki and secondly in the Paraparaumu area (e.g. the gallery adjoining the library). A subsequent exhibition in Wellington is being investigated. Ideally the exhibition would be combined with other community events. Funding is sought to print the 55 photos and for other costs associated with the exhibitions.

**When do you need it (start date)?** The exhibitions would be held once current lockdown rules are relaxed (Level 2), venues have been confirmed and opportunities for cooperation with other groups/events have been identified. This is hopefully in June.

**What are the expected benefits to you (the applicant)?**

I have undertaken this project in a voluntary capacity, but will benefit through a strengthened professional profile.

**How can you demonstrate what benefits you can provide to the Paekākāriki area as a result of providing you with this grant?**

The collection of prints represents a record of this historical event for Paekakariki. The project was discussed on the Paekakariki Tauhorohoro Facebook page and received 64 comments, of which 62 very positive and 1 expressed reservations about people in unhappy bubbles. Subsequent discussions within the "Bubbles" FB page about the exhibition have been entirely positive. The photos are all upbeat and the words describing the bubbles' experiences generally paint optimistic stories about living in Paekakariki.

**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

**Costs** (travel, accommodation etc)**Income** (fundraising, grants, saving)

Photo printing <sup>1</sup> \$10 x 55	\$550	I have enquired with Epson to provide ink and/or paper.	??
Matt boards for mounting photos \$6.50 x 55	\$358		
Black paper for behind prints <sup>2</sup>	\$120	I have some brown kraft paper if funding is limited.	
St Peter's Hall hire \$10 x 8 hours	\$80		
<b>Total</b>	<b>\$1108</b>	<b>Total</b>	<b>\$??</b>

**How much are you applying for?**

Total \$500

**Are you GST Registered?**

No

*(If yes, and your application is successful, you will be required to provide a GST invoice before your grant can be paid)***What other funds have been sought for this project / activity? (Please list)**

I have enquired with Epson NZ for them to provide ink and/or paper. I have yet to hear back.

**Please list any grants received from the Paekākāriki Community Board in the past 3 years?**

None

**Declaration***I certify that the information provided above is accurate:*

Signature: [Signed]

Date: 5 May 2020

**Please supply bank account details for payment if application is successful:**

<b>Bank Account Number:</b>	
<b>Name on Account:</b>	

***Please attach any other supporting information that will help your application (a maximum of 5 pages in total)***

<b>Send application to:</b>	Judy Rennie, Executive Secretary Kāpiti Coast District Council Private Bag 60601 Paraparaumu 5254
<b>Email address:</b>	judy.rennie@kapiticoast.govt.nz

<sup>1</sup> Cost of materials – I can print archival prints on my printer.<sup>2</sup> 600mm x 50mm.

Updated October 2019

**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

## “Bubbles of Paekakariki” project description

### Introduction

In response to the threat of coronavirus, New Zealand locked-down from 25 March to 27 April 2020. During this period, we faced controls never before experienced in New Zealand, being restricted to home within defined “bubbles”, only going outside for supermarket shopping and exercise.

On 19 April I posted the following on the Paekakariki Tauhoro Facebook Group<sup>3</sup>:

*At the moment we are living in semi-isolated bubbles. Some are families, others thrown together in the days that preceded the lockdown. I would like to offer to photograph our bubbles. Clearly this would subject to current social distancing rules: e.g. taken from the road without entering the property and from no less than 2 metres away (preferably more). The bubbles would get a digital file suitable for printing or sharing at no cost.*

This post received 64 responses, of which 62 were very positive and 1 expressed reservations about people in unhappy bubbles. Over the last week of Level 4 while on my exercise cycling around Paekakariki, I photographed 55 bubbles from property boundaries, with photography generally taking less than 5 minutes. The bubbles were requested to provide 3 or 4 sentences about what the lockdown meant for them. These stories expressed affection for Paekakariki and its community, tempered with real challenges. Express permission has been sought from the bubbles to use the photos and words in exhibitions and on the internet.

A “Bubbles of Paekakariki” Facebook Group<sup>4</sup> was created to share photos among project participants. This group has 76 members. A selection of some of the bubble photos is provided below.

### Next steps

Project participants are enthusiastic about including their photos in a photo exhibition to be held in Paekakariki. I would also like to hold exhibitions in Paraparaumu (e.g. in the meeting room beside the library) and in Wellington. Participants are also keen to include photos in a photostory on [www.paekakariki.nz](http://www.paekakariki.nz) and this has been discussed with Mark Amery.

The next steps are:

#### 1) Obtain funding for exhibition

Likely costs of holding an exhibition in Paekakariki are:

Photo printing <sup>5</sup> \$10 x 55	\$550
Matt boards for mounting photos \$6.50 x 55	\$358
Black paper for behind prints <sup>6</sup>	\$120
St Peter's Hall hire \$10 x 8 hours	\$80
<b>Total</b>	<b>\$1108</b>
<i>Funding sought:</i>	<i>\$500</i>

<sup>3</sup> <https://www.facebook.com/groups/347339858664827/>

<sup>4</sup> <https://www.facebook.com/groups/609268666340195/>

<sup>5</sup> Cost of materials – I can print archival prints on my printer.

<sup>6</sup> 600mm x 50m.

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Once photos are printed and mounted, they can be used at no further cost in subsequent exhibitions. I have had initial discussions with Epson NZ about providing ink and/or paper for the photos – this is being considered.

Hall hire would be reduced if the exhibition would be combined with other events (see below).

This project is consistent with recovery/restoration and community wellbeing post-covid. The KCDC has agreed to “Allow Community Boards to repurpose unallocated discretionary grants for 2019/20 to COVID-19 response initiatives”<sup>7</sup>. The Bubbles Project could benefit from a partnership with a community group such as Paekakariki Orchard and Gardens (POG) – see below.

Central and local government will be wanting to strengthen communities in their post covid-19 restoration phase -- there may be other funding options further down the track.

## **2) Talk to the Community Trust about the use of St Peters hall**

This discussion would identify possible dates, indicative costs, and the opportunity to link in with a reopening of the hall following the renewal of the floor.

## **3) Talk to POG**

Last year POG held an excellent mid-winter dinner in St Peter's Hall. This year's dinner could potentially be combined with this exhibition. The discussion with POG should also explore seeking combined funding for a community post-covid restoration project.

## **4) Talk to [www.paekakariki.nz](http://www.paekakariki.nz)**

Initial discussions have been held with Mark Amery, who is enthusiastic about a photostory on [www.paekakariki.nz](http://www.paekakariki.nz). Outstanding questions primarily relate to format and timing (ideally at about the time of the exhibition).

### **Timing**

There is considerable uncertainty at present about when the country will move to Level 2 and whether Level 2 will allow small gatherings to occur, such as the proposed exhibition. The best information at the moment is that gatherings of up to 100 people indoors will be allowed while maintaining physical distancing and contact tracing requirements<sup>8</sup>. It would be feasible to hold the exhibition under these restrictions. The Prime Minister will indicate Level 2 controls on 7 May and on 11 May Cabinet will decide when Level 2 comes into effect.

<sup>7</sup> <https://www.kapiticoast.govt.nz/our-district/cdem/covid-19/support-package/>

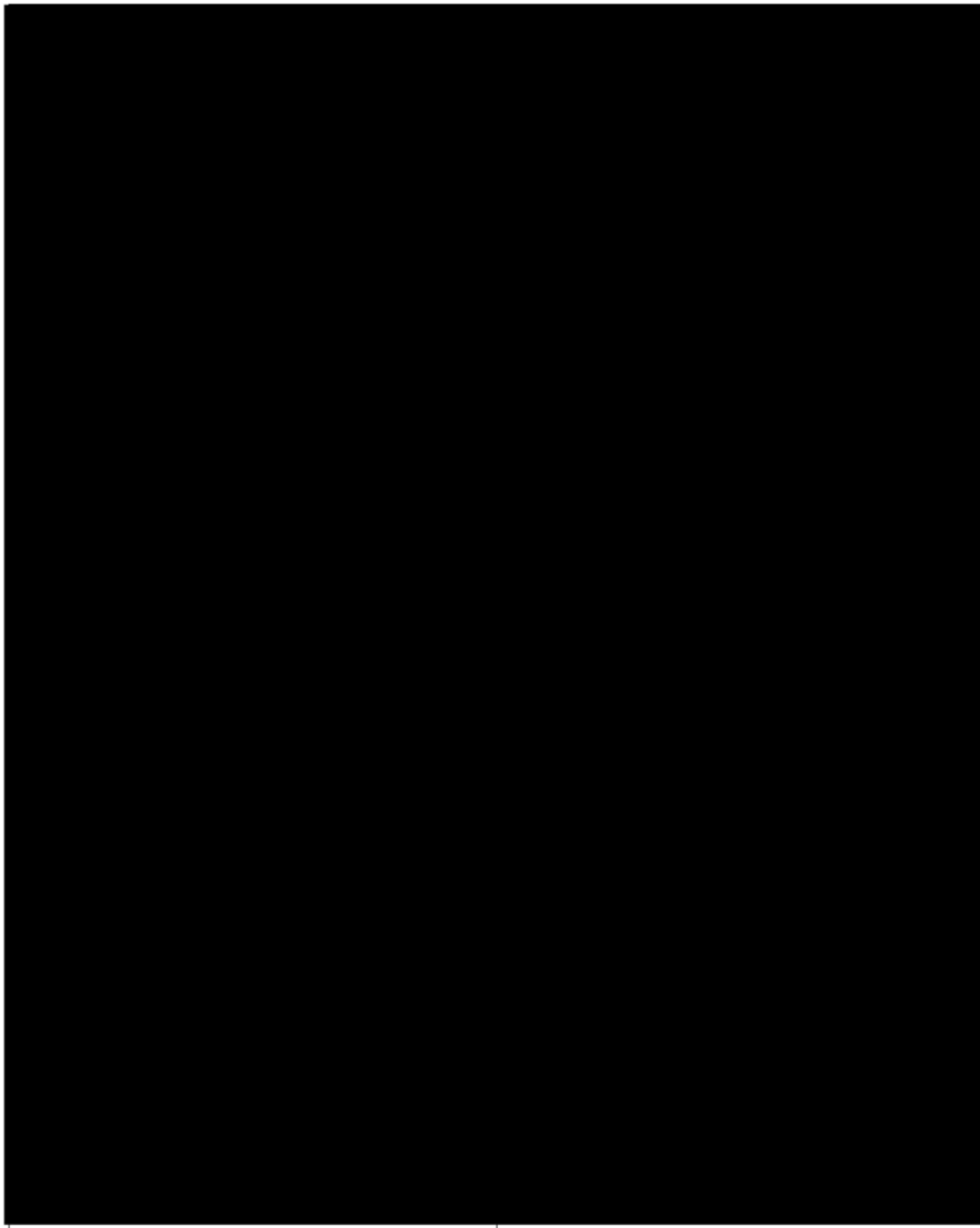
<sup>8</sup> <https://www.stuff.co.nz/national/health/coronavirus/121394282/coronavirus-heres-what-we-know-about-covid19-alert-level-2-so-far>

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Examples of bubble photos (please do not circulate beyond KCDC and the PCB).



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**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

**CRITERIA FOR COMMUNITY GRANTS**

The purpose of the Paekākāriki Community Board's Community Grants is to provide financial assistance for projects or activities that promote the well being of the Paekākāriki community and show clear community benefit.

**Eligible Organisations/Individuals**

1. The organisation/individual must reside in the Paekākāriki area. The Board may consider financial assistance for events occurring outside the Paekākāriki Community where it is shown the community will benefit.
2. Eligible organisations include those that provide cultural, sports, environmental or social services to the Paekākāriki areas.

**Criteria**

1. The applicant is unable to receive sufficient grants from other sources.
2. The applicant must be non-profit making.
3. The organisation/individual must use the financial assistance for its activities in the Paekākāriki Community. The Board may consider financial assistance for events occurring outside the Paekākāriki Community where it is shown the community will benefit.
4. Organisations must provide the most recent financial statements and a copy of a resolution noting the decision to apply for funding.
5. The organisation/individual has not received financial assistance from the Paekākāriki Community Board Community Grants Fund in the last twelve months.
6. Only one application will be considered by an organisation for one event (Individual team member applications will not be eligible).

**NOTE:** All applications must have full documentation to support their application (maximum of five pages in total).

**Eligible Purposes:**

1. Unique or infrequent project or activity;
2. Special project or activity;
3. Meritorious project or activity;
4. To partially or fully offset the cost of any Council permit, licence or resource consent fees\*;
5. The remission of hall rental\*.

\* within the current financial year of the project or activity

**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM****Ineligible Purposes**

1. Expenses incurred for school curriculum activities.
2. Retrospective expenses\*\*.

\*\*Grants will not be paid retrospectively other than for hall hire or for the cost of a permit, licence or resource consent fee.

**Maximum Grant**

The maximum grant payable is \$500.

**Accountability**

Applicants are required to provide written confirmation or a verbal report that the money was spent for the purpose granted within 2 months of completion of the activity. Individuals are required to outline the benefits gained for them and community groups are required to furnish a written report outlining the benefits gained by the community. In normal circumstances applicants failing to meet accountability criteria will be excluded from any further applications for two years.

The Paekākāriki Community Board requires all monies that are not used for the purpose applied for to be returned to the Community Grants Fund. Failure to do so may exclude the applicant from any further application.

**Procedure for Applications**

1. Applications must be made on the approved application form and must contain all supporting information. Failure to provide all of the required information will result in the application being returned to the applicant.
2. Applications must include a bank deposit slip.
3. The applicant or a representative must attend the Paekākāriki Community Board meeting to speak in support of the application and to answer any questions arising from the application. If no representation is made at the meeting the application may not be considered on that night but could be considered at a subsequent meeting, attended by the applicant.

***The above conditions and criteria do not preclude the Paekākāriki Community Board from considering any application at its discretion.***

**Applications are to be addressed to:**

Judy Rennie, Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60-601  
Paraparaumu 5254

judy.rennie@kapiticoast.govt.nz

**PLEASE NOTE:**

Applications must be received by the Kāpiti Coast District Council at least 8 working days prior to the Paekākāriki Community Board meeting date, in order to meet the reporting deadline.

Meetings of the Paekākāriki Community Board are held every six weeks.

Updated January 2018

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**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

**Applicant Details**

Name: .....

Organisation (if applicable): .....

Address: .....

Daytime Contact Phone: ..... Email: .....

**Why do you need this funding?** (Please attach further information that will help your application)

.....

.....

.....

.....

.....

**When do you need it (start date)?** .....**What are the expected benefits to you (the applicant)?**

.....

.....

.....

.....

**How can you demonstrate what benefits you can provide to the Paekākāriki area as a result of providing you with this grant?**

.....

.....

.....

**Costs** (travel, accommodation etc)**Income** (fundraising, grants, saving)

<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>

**PAEKĀKĀRIKI COMMUNITY BOARD  
COMMUNITY GRANTS – APPLICATION FORM**

How much are you applying for? Total \$.....

Are you GST Registered? Yes / No

*(If yes, and your application is successful, you will be required to provide a GST invoice before your grant can be paid)*

**What other funds have been sought for this project / activity? (Please list)**

.....  
.....  
.....  
.....

**Please list any grants received from the Paekākāriki Community Board in the past 3 years?**

.....  
.....  
.....

**Declaration**

*I certify that the information provided above is accurate:*

Signature: *David Johnson* .....

Date: .....

**Send application to:**

Judy Rennie, Executive Secretary  
Kāpiti Coast District Council  
Private Bag 60601  
Paraparaumu 5254

**Email address:**

judy.ennie@kapiticoast.govt.nz

**Please attach:**

- ✓ A bank deposit slip, for direct credit payment if application is successful
- ✓ Any other supporting information that will help your application

# **DS Johnson**

## **The Co-operative Bank**



**6.2 CONSIDERATION FOR GRANTS FROM CAMPE ESTATE**

**Author:** Amanda Cottrell, Executive Secretary to Group Manager Regulatory Services

**Authoriser:** Angela Bell, Acting Group Manager Regulatory Services

**PURPOSE OF REPORT**

- 1 At the start of the Covid-19 government lockdown, a request was received for \$10,000 to be released from the Campe Estate Trust fund to Paekākāriki Informed Communities Inc help mobilise significant community initiatives coordinated by the Emergency Preparedness Group alongside the Community Board, to support the community response to Covid-19.
- 2 The Paekākāriki Community Board members agreed to the above request via email, as the Board was unable to hold a face to face meeting during the lockdown period.
- 3 The Paekākāriki Community Board members now need to formally ratify the decision to release the funding.

**DELEGATION**

- 4 The Paekākāriki Community Board has delegated authority as at section D of the Governance Structure:

*Authority to consider and make recommendations to the Campe Estate Subcommittee on grant application received seeking funding from the Campe Estate funding, and distribute fund deriving from the Arthur Thomas Clarke Trust.*

**ISSUES AND OPTIONS****Issues**

- 5 The process for grant applications from the Campe Estate is that the Paekākāriki Community Board first considers the application to ensure that they meet the agreed criteria and then makes its recommendation to the Campe Estate Subcommittee.
- 6 The application met the criteria for the Campe Estate grants, i.e. from organisations that provide services which support the people of Paekākāriki with an emphasis on youth.
- 7 The Paekākāriki Community Board was unable to meet face to face due to the lockdown, so the decision to grant the funding to Paekākāriki Informed Communities Inc was made via unanimous email consensus between the Board members. The Board members intend to ratify this decision at this meeting.

**CONSIDERATIONS****Financial considerations**

- 8 The Council's interest earning special funds and reserves accrue interest. The Council endeavours to maximise interest earned, where applicable.

Campe Estate Grants	
<b>Opening Balance as at 1 April 2019</b>	<b>\$118,280.07</b>
(including interest received to 31 March 2019 of \$3,810.57)	
<b>Less: Grants Recommended 7 May 2019</b>	
Paekākāriki Scout Group	\$356.00
Paekākāriki Sports Club Inc.	\$1,350.00
Paekākāriki School	\$1,000.00
The GO Club	\$1,000.00
<b>Less:</b> repurposed to the Paekākāriki Informed Communities Inc, in response to COVID-19	\$10,000.00
	<b>\$13,706.00</b>
<b>Plus: Interest to 31 March 2020</b>	<b>\$4,295.42</b>
<b>Closing Balance as at 31 March 2020</b>	<b>\$108,869.49</b>

### Legal considerations

- 9 It is important that the assets/proceeds from the Campe Estate are used for the purpose as stated in the Will for the Campe Estate, i.e. that the assets/proceeds are used for charitable purposes for the benefit of the people of Paekākāriki township. While there is an emphasis on youth it is not a binding condition.

### Consultation

- 10 The proposed grant meets the grant criteria and is supported by the Paekākāriki Community Board.

### Policy Implications

- 11 There are no policy implications from this report.

## SIGNIFICANCE AND ENGAGEMENT

### Significance policy

- 12 This matter has a low level of significant under Council policy.

## RECOMMENDATION

- 13 That the Paekākāriki Community Board ratify the \$10,000 Covid-19 emergency funding grant paid to Paekākāriki Informed Communities Inc from the Campe Estate funds during the Covid-19 government lockdown to assist with mobilising significant community initiatives coordinated by the Emergency Preparedness Group alongside the Paekākāriki Community Board.

Report prepared by:

Approved for submission by:

Amanda Cottrell  
**Executive Secretary**  
**Regulatory Services**

Angela Bell  
**Acting Group Manager**  
**Regulatory Services**

## APPENDICES

1. Criteria for Campe Estate Community Grants [↓](#) 



### **CRITERIA FOR CAMPE ESTATE COMMUNITY GRANTS**

The Paekākāriki Community Board will receive the applications and make recommendations to the Campe Estate Subcommittee who will consider the recommendations and administer the distribution of the grants.

The criteria for applications are:

1. Applications with a focus on people aged under 25 years will be considered a priority;
2. Applications will be accepted from organisations that provide services which benefit the people, especially the young people of Paekākāriki;
3. Applications will be accepted from individuals provided there are tangible benefits to the Paekākāriki area;
4. Applications will include an outline of the expected benefits of any grant to the applicant, the organisation and the Paekākāriki community;
5. Applicants will only receive one grant per financial year;
6. Successful applicants will provide a report to the Community Board for the information of the Campe Estate Trustees on the uses of the funding and an account of the benefits which have accrued to the Paekākāriki community, the individual and/or the group.

### **Procedure for Applications**

Applications must be made on the approved application form and addressed to:

**Judy Rennie**  
Campe Estate Grants  
Kāpiti Coast District Council  
Private Bag 60 601  
PARAPARAUMU 5254

Email: [judy.ennie@kapiticoast.govt.nz](mailto:judy.ennie@kapiticoast.govt.nz)

**7        UPDATES**

**7.1      NEW ZEALAND TRANSPORT AGENCY**

**7.2      TRANSMISSION GULLY PROJECT**

**7.3      WAINUIWHENUA PROJECT**

**8 MATTERS UNDER ACTION****8.1 MATTERS UNDER ACTION**

**Author:** Amanda Cottrell, Executive Secretary to Group Manager Regulatory Services

**Authoriser:** Natasha Tod, Group Manager

**PURPOSE OF REPORT**

- 1 To update Matters Under Action.

**RECOMMENDATIONS**

- 1 That the Community Board note matters under action.

**APPENDICES**

1. Matters Under Action [!\[\]\(1e63609ed98a835f4eb8c01936fe5abe\_img.jpg\) !\[\]\(894ed1eaf67f827f170900945f995ae3\_img.jpg\)](#)

Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
1.	29/1/2013	Ongoing	Coastal protection upgrade	Coastal & Stormwater Asset Manager	<p>For the Paekākāriki seawall, as part of 2018 LTP, Council has approved funds to continue with the consented option (concrete wall). Progress to-date is as follows:</p> <ul style="list-style-type: none"> <li>Detailed designs and tender drawings completed</li> <li>Building Consent granted</li> <li>Preparation of tender documents for physical works in progress</li> <li>Original Plan was to tender physical works in 2020/21 and carry out construction in 2021/22 and 2022/23</li> <li>In April 2020, application made under “Shovel Ready” projects requesting funds to fast track construction. This application has now been short listed and if government decide to approve for shovel ready funding the construction can commence in 2020/21 financial year and complete in 2021/22.</li> </ul>
2.	16/11/2018	Ongoing	Vacant house in Te Miti Street, Paekākāriki	Property Services Manager	Council considered the disposal of this property at its Public Excluded meeting on 6 December 2018. An offer has been made to acquire the property and we are awaiting a formal response. Discussions with Housing Trust are needed.
3.	12/2/2019	Ongoing	Transmission Gully Project	Senior Policy Adviser	Darren Utting will give an update at a later Community Board meeting regarding the Mackays interchange.
4.	12/2/2019	Ongoing	Revocation	GM Infrastructure Services	Council is awaiting a decision from NZTA regarding their aspirations for this part of SH1.

Item	Date Raised	Target Date	Matter	Responsible Officer	Action/Progress
5.	7/5/2019	Ongoing	Ian's Coffee site	Property Services Manager	The property was acquired for a future carpark. The building will be demolished when the carpark is built. Currently there is no funding allocated for this work. A decision is yet to be made about whether the carpark is to be for commuters or not.
6.	25/6/2019	Ongoing	Queen Elizabeth Beachfront	GM Regulatory Services	Railway Irons and old posts on beach in front of QE Park and ramp outside Surf Club. GM awaiting response to her email to GWRC requesting clarification of responsibility for removing unsafe items from the beach. The ramp at the Surf Club was removed by Council staff as it was dangerous.
7.	3/12/2020	Ongoing	Wainuiwhenua Project	GM Regulatory Services	The presentation and signing of an MOU with Council was postponed in February to enable the Wainuiwhenua Group to update Ngāti Toa on the project. A proposal seeking further support for the next stage of the project is also being advanced through the Annual Plan process.
8.	11/2/2020	Ongoing	Proposed Weigh Station/ Commercial Vehicle Safety Centre	GM Regulatory Services	NZTA invited to 9 June 2020 Community Board meeting.

**9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Nil