



AGENDA

Waikanae Community Board Meeting

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

Date: Tuesday, 30 March 2021

Time: 7.00pm

**Location: Waikanae Community Centre, Utauta
Street, Waikanae**

**Sacha Haskell
Group Manager Place and Space**

Kapiti Coast District Council

Notice is hereby given that a meeting of the Waikanae Community Board will be held in the Waikanae Community Centre, Utauta Street, Waikanae, on Tuesday 30 March 2021, 7.00pm.

Waikanae Community Board Members

Mr James Westbury	Chair
Ms Margaret Stevenson-Wright	Deputy
Cr Jocelyn Prvanov	Member
Mr Richard Mansell	Member
Mr Tonchi Begovich	Member

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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 APPOINTMENT OF BOARD MEMBERS TO EXTERNAL ORGANISATIONS

Author: Leyanne Belcher, Democracy Services Manager

Authoriser: Janice McDougall, Group Manager People and Partnerships

PURPOSE OF REPORT

- 1 This report seeks the appointment of a Board member to the Pharazyn Reserve Focus Group, the appointment of a Board member to Waimanu Lagoons Focus Group and the appointment of a member to represent the Board and attend meetings of the Strategy and Operations Committee.

DELEGATION

- 2 The Community Board has the authority to consider this matter.

ISSUES AND OPTIONS

- 3 The board is being asked to make an appointment to the Pharazyn Reserve Focus Group.
 - 3.1 The Pharazyn Reserve is a Council-sponsored project for the rehabilitation of an area stretching from the old sewerage ponds at the junction of Rutherford Drive and Paetawa Road, and across the roadway to the beach.
 - 3.2 The Focus Group is a voluntary community group which provides advocacy for and development of the Reserve as a wildlife and passive recreation space. The Group includes community representatives as well as Community Board representatives. Meetings are usually held every three months, or more frequently as required.
 - 3.3 The Pharazyn Reserve Focus Group requires two Community Board members. The Board may appoint two members one of whom may be the alternate.
 - 3.4 At the beginning of the triennium on 19 November 2019 the Waikanae Community Board appointed Board members Geoffrey Churchman and Margaret Stevenson-Wright to the Pharazyn Reserve Focus Group.
 - 3.5 Following Mr Churchman's resignation from the Community Board a vacancy exists for a representative to the Pharazyn Reserve Focus Group.
 - 3.6 At the Waikanae Community Board meeting of 9 February members resolved that this matter lie on the table. The matter is therefore being brought back to this meeting in order for members to consider and resolve to make an appointment to the Pharazyn Reserve Focus Group.
- 4 The Waimanu Lagoons Focus Group is a voluntary group whose purpose is to provide a forum for regular two-way communication with Parks and Recreation and to assist the Council with the practical management of the reserve (see Waimanu Lagoons Focus Group Terms of Reference as at Appendix 1), Meetings are usually held every three months or more frequently as required.
 - 4.1 The Waimanu Lagoons Focus Group requires one Community Board member to be appointed.
- 5 Following the resignation of Jill Griggs, the Board is also being asked to appoint a member to represent the Board at the Strategy and Operations Committee meetings.

CONSIDERATIONS

Policy considerations

- 6 There are no policy considerations.

Legal considerations

7 There are no legal considerations.

Financial considerations

8 There are no financial considerations.

Tāngata whenua considerations

9 There are no tāngata whenua considerations.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

10 This matter has a low level of significance under Council's Significance and Engagement Policy.

Engagement planning

11 An engagement plan is not needed to implement this decision.

RECOMMENDATIONS

That the Waikanae Community Board appoints to the Pharazyn Reserve Focus Group.

That the Waikanae Community Board appoints to the Waimanu Lagoons Focus Group.

That the Waikanae Community Board appoints..... to attend meetings of the Strategy and Operations Committee.

APPENDICES

1. Waimanu Lagoons Focus Group Terms of Reference [↓](#)

OBJECTIVES AND RESPONSIBILITIES

Section 24 of the Management Plan for Waimanu Lagoons states that the two main purposes of the Waimanu Lagoons Management Group are as follows:

- To provide a forum for regular two-way communication with the Parks and Recreation Department
- To assist the Council with the practical management of the reserve, in particular:
 - monitoring
 - assisting with special enhancement programmes
 - formulating recommendations to Council for inclusion in the Annual Plan
 - to seek funding from alternative sources to supplement Council funding as necessary

PROCEDURES

Frequency

Meetings will normally be held at three monthly intervals but additional meetings can be called to consider any urgent issues and provide for consultation as required.

Delegation

The Waimanu Lagoons Focus Group is governed by the aims, objectives and policies contained within the Management Plan for Waimanu Lagoons and can also provide an advocacy role to Council.

Principal Reporting Officer – Parks and Recreation Manager.

Membership

The Management Plan states that membership of the Group is open to anyone who is interested, with a core group of no more than ten members, comprising:

Neighbours of the Waimanu Lagoons Group	- two representatives
Forest & Bird Protection Society	- one representative
Friends of the Waikanae River	- one representative
Tangata Whenua	- one representative
Waikanae Rotary Club	- one representative

Waikanae Estuary Guardians	- one representative
Waikanae Beach Residents	- one representative
Waikanae Community Board	- one representative
Community Affairs Committee	- one representative
Department of Conservation*	- one representative
Wellington Regional Council*	- one representative
Parks and Recreation staff*	- one representative

**As observers*

SELECTION OF MEMBERS

Target groups identified above should appoint their own members to the Group.

QUORUM

Five members of the committee shall be sufficient for a quorum.

TERM OF APPOINTMENT

Membership of the Focus Group will normally be for three years.

REMUNERATION

Membership of the Focus Group will be voluntary and will not attract meetings fees or allowances.

COMPLETION DATE

The Terms of Reference will be reviewed before the conclusion of the first three year term of the Focus Group ie. before October 2021.

6.2 CONSIDERATION OF APPLICATIONS FOR FUNDING

Author: Tracey Waye, Executive Secretary to Group Manager Place and Space

Authoriser: Sacha Haskell, Group Manager Place and Space

PURPOSE OF REPORT

1 Ten new funding applications have been received:

Capital Improvement Grant

- Cancer Society of New Zealand, Wellington Division Incorporated
- Menzshed Kapiti Incorporated
- Nga Manu Nature Reserve
- Ngatiawa Retreat Trust
- Reikorangi Residents Association
- Waikanae Beach Residents Society Incorporated
- Waikanae Bridge Club (x 2)
- Waikanae Montessori Preschool
- Waikanae Volunteer Fire Brigade

Promotion Fund

- Time Out Project Ltd

DELEGATION

2 The Waikanae Community Board has the delegated authority as at Section D of the Governance Structure approved by Council on 7 November 2019:

‘Approving criteria for, and disbursement of, community-based grant funds as approved through the Long Term Plan or Annual Plan’.

BACKGROUND

3 Budget allocations for the 2021/21 financial year for the Waikanae Promotion Fund, Discretionary Grants Fund and Waikanae Capital Improvement Fund are as follows:

Fund	2020/21 budget allocation	Unspent funds carried forward from 2019/20	Total available for allocation	Total allocated to date ¹	Total unallocated to date
Discretionary Grants Fund	\$6,534	\$2,384	\$8,918	\$3,400	\$5,518
Waikanae Promotion Fund	\$36,587	\$15,312	\$51,899	\$23,332.75	\$28,566.25
Waikanae Capital Improvement Grant	\$36,587	\$36,587	\$73,174	\$50,000	\$23,174

¹ Includes 3 yearly grant payments previously approved

- 4 Accountability reports on grants allocated are required six months after the event or activity for which the grant was awarded takes place.
- 5 An amount of approximately \$1.067 million is held in the Waikanae Capital Improvement Fund and this is expected to reduce to \$1.028 million by the end of the current financial year. The table overleaf shows how the funds have been allocated:

Amount (\$000)	Purpose of Grant
1,065	Balance at 30 June 2019 as per Annual Report
-23	Expenditure during 2019/20 (for Mahara Gallery Trust)
25	Interest earnings for the 2019/20 year
1,067	Balance at 30 June 2020 as per Annual Report <i>(subject to audit)</i>
-73	Forecast grants for 2020/21 (note this includes unspent budgeted grants from 2019/20)
34	Estimated Interest earnings for the 2020/21 year
1,028	Forecast Balance as at 30 June 2021

CONSIDERATIONS

Issues

- 6 Grants are allocated in accordance with the specific criteria (attached to this report as **Attachment 1**).
- 7 All applicants have been advised by email of the meeting date, time and location.

Capital Improvement Grant

- 8 There is currently \$23,174 available for distribution from the Capital Improvement Grant in the 2020/21 financial year.
- 9 Ten new grant applications totalling up to \$83,349.93 are presented for the Board's consideration, noting that:
 - a) Some of the amounts sought are flexible; and
 - b) Some of the applications could potentially be considered under either the Discretionary Fund or the Promotion Fund

Cancer Society of New Zealand, Wellington Division Incorporated

- 10 Funding of \$1,739.99 is sought to assist with the cost of fence replacement and a new garden shed at the Society's Kāpiti Support Centre located at 27 Kāpiti Road, Paraparaumu.

Menzshed Kapiti Incorporated

- 11 Funding of \$15,000 is sought to assist with the fit-out cost of Menzshed's new Meetings and Amenities building.

Nga Manu Nature Reserve

- 12 Funding of \$18,802.61 is sought to assist with the cost of new furniture and flooring for the Robin's Nest function venue at Nga Manu Nature Reserve.

Ngatiawa Retreat Trust

- 13 Funding of \$4,500 is sought to assist with the cost of painting the buildings at the Ngatiawa Retreat.

Reikorangi Residents Association

- 14 Funding of up to \$7,200 is sought to assist with the cost of developing a landscape strategy for the Reikōrangī Domain.
- 15 This application has been presented to the Capital Improvements Grant, the Discretionary Fund and the Promotion Fund, with the Board invited to allocate funds from whichever grant programme it considers most appropriate.

Waikanae Beach Residents Society Inc

- 16 Funding is sought to assist with the cost of designing and installing history boards at selected locations at Waikanae Beach.
- 17 The WBRSI have applied for three years of funding – \$6,000 in year 1; \$14,000 in year 2 and \$5,000 in year 3, however criteria for the Capital Improvement Fund does not allow a multi-year application. Amendment to this could impact the nature of future applications and set a precedent for multi-year applications in the future.

Waikanae Bridge Club Inc (application 1)

- 18 Funding of up to \$7,808.90 is sought to assist with the cost to install air-conditioning in the Clubrooms.
- 19 The WBC has submitted two applications and if only one can be granted, this application is their preferred option over paragraph 20 below which is their second application.

Waikanae Bridge Club Inc (application 2)

- 20 Funding of up to \$12,325.43 is sought to assist with the cost to install new carpet in the Clubrooms.
- 21 The WBC has submitted two applications and have indicated that the application for assistance with installation of air-conditioning is their preference (paragraph 19 above). If sufficient funds are available the WBC would appreciate a contribution towards the cost of the new carpet.

Waikanae Montessori Preschool

- 22 Funding of \$3,000 - \$5,000 is sought to assist with the cost of relaying the playground matting.

Waikanae Volunteer Fire Brigade

- 23 Funding of \$3,973 is sought to assist with the cost of purchasing lights, a chainsaw and two iPads for fire rescue vehicles.

Discretionary Fund

- 24 There is currently \$5,518 available for distribution from the Discretionary Fund in the 2020/21 financial year.
- 25 One new grant application for \$197.60 is presented for the Board's consideration:

Time Out Project Ltd

- 26 Funding of \$197.60 is sought to assist with the cost of hiring the Waikanae Memorial Hall in order to provide free yoga classes.

- 27 This activity can be considered under Eligible Purpose 1: *Community, cultural or sports purposes including travel both within New Zealand and overseas.*
- 28 Copies of all the above applications are attached to this report (under separate cover) as **Attachment 2**.

Promotion Fund

- 29 There is currently \$28,566.25 available for distribution from the Promotion Fund in the 2020/21 financial year.
- 30 There are no new applications for the Board to consider.

Historical Grants

- 31 Attached to this report as **Attachment 3** are tables showing all grants made in the current triennium, plus the list of current 3-yearly grants.

RECOMMENDATIONS

- 32 That the Waikanae Community Board grants the Cancer Society of New Zealand, Wellington Division Incorporated, a Capital Improvement Fund grant of \$..... to assist with the cost of fence replacement and a new garden shed at the Society's Kāpiti Support Centre located at 27 Kāpiti Road, Paraparaumu.
- 33 That the Waikanae Community Board grants Menzshed Kapiti Incorporated a Capital Improvement Fund grant of \$..... to assist with the fit-out cost of Menzshed's new Meetings and Amenities building.
- 34 That the Waikanae Community Board grants Nga Manu Nature Reserve a Capital Improvement Fund grant of \$..... to assist with the cost of new furniture and flooring for the Robin's Nest function venue at Nga Manu Nature Reserve.
- 35 That the Waikanae Community Board grants the Ngatiawa Retreat Trust a Capital Improvement Fund grant of \$..... to assist with the cost of painting the buildings at the Ngatiawa Retreat.
- 36 That the Waikanae Community Board grants the Reikorangi Residents Association a Capital Improvement Fund grant of \$..... to assist with the cost of developing a landscape strategy for the Reikōrangī Domain.
- 37 That the Waikanae Community Board grants the Waikanae Beach Residents Society Incorporated a Capital Improvement Fund grant of \$..... to assist with the cost of designing and installing history boards at selected locations at Waikanae Beach.
- 38 That the Waikanae Community Board grants the Waikanae Bridge Club Incorporated a Capital Improvement Fund grant of \$..... to assist with the cost to install air-conditioning in the Clubrooms.
- 39 That the Waikanae Community Board grants the Waikanae Bridge Club Incorporated a Capital Improvement Fund grant of \$..... to assist with the cost to install new carpet in the Clubrooms.
- 40 That the Waikanae Community Board grants the Waikanae Montessori Preschool a Capital Improvement Fund grant of \$..... to assist with the cost of relaying the playground matting.
- 41 That the Waikanae Community Board grants the Waikanae Volunteer Fire Brigade a Capital Improvement Fund grant of \$..... to assist with the cost of purchasing lights, a chainsaw and two iPads for fire rescue vehicles.
- 42 That the Waikanae Community Board grants Time Out Project Ltd a Discretionary Fund grant of \$..... to assist with the cost of hiring the Waikanae Memorial Hall in order to provide free yoga classes.

APPENDICES

1. Attachment 1 - Grant criteria [↓](#)
2. Attachment 3 - Grants made in the current triennium [↓](#)
3. Attachment 4 - Accountability reports received [↓](#)
4. Attachment 2 - New grant applications (under separate cover) [⇒](#)

Waikanae Community Board – Attachment 1:

- Discretionary Grants Fund criteria
- Promotion Fund criteria
- Capital Improvement Fund criteria

**WAIKANAĒ COMMUNITY BOARD
DISCRETIONARY GRANTS – CRITERIA**

Priority

Groups or individuals who promise a future input into the development of community, cultural or sports activities within the district.

Eligibility Criteria

1. Applicants must reside in the Waikanae Ward.
2. Groups must be non-profit making.
3. Applications may only be made once in a 12 month period, calculated from the date funding was last received, except in exceptional circumstances and at the Board's discretion.

Applications will be considered for:

1. Community, cultural or sports purposes, including travel both within New Zealand and overseas.
2. Groups or individuals who are unable to receive sufficient grants from other sources because of the time frame or because they are otherwise ineligible.
3. Grants to partially or fully offset the cost of any Council permit, licence or resource consent fees on the basis that the proposed activity falls into a "worthy cause" category.
4. The remission of hall rental for "worthy causes" in line with Council policy that all remissions of hall rentals are accounted for by being funded from approved grants budgets.
5. Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to ONLY funding the organisation as a whole.
6. Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Discretionary Grants Fund will not be eligible for three years of annual funding.

Ineligible purposes

1. Capital expenditure.
2. Expenses incurred for school curriculum activities.
3. Grants will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.
4. Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for further funding from the Waikanae Community Board for the same activities.

Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.

**WAIKANAĒ COMMUNITY BOARD
DISCRETIONARY GRANTS – CRITERIA**

Grant allocation guidelines

In order to ensure that funds are managed carefully throughout the entire financial year, funds for sporting or travel activity will generally have a maximum amount payable as follows:

For sports/competitions (including associated travel costs):

- \$100 Participation in a national or international event without selection (i.e. if you pay you can participate)
- \$200 Competing in a national event (after selection)
- \$500 Competing in an international event (after selection)

For travel:

- \$200 To attend coaching/training clinics out of Waikanae (national or international), which will benefit more members of the community
- \$200 Attending national AGMs (or similar) for Waikanae community groups
- \$250 Attending national AGMs (or similar) for very active or highly beneficial Waikanae community groups

For all other applications, the maximum grant payable is \$500 per grant.

Applicants must provide at least three quotes for any items to be purchased with the grant money.

Note – all applications must include full supporting documentation.

Consideration of Grants

Grants will be considered quarterly and at each meeting the Board will allocate up to 25% of the annual budget, with the exception of the last meeting of the financial year, which may allocate all remaining funds available.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Accountability

Applicants must provide evidence that the money was spent for the purpose granted, within **six months** of receipt of the grant.

Procedure for applications

Applications are to be made on the approved application form and addressed or emailed to:

Tracey Waye
Executive Secretary
Kāpiti Coast District Council
Private Bag 60 601
Paraparaumu 5254

tracey.waye@kapitcoast.govt.nz

**WAIKANAĒ COMMUNITY BOARD
PROMOTION FUND – CRITERIA**

Priority

Groups or individuals who, through their activities, are promoting the Waikanae Ward.

Eligibility Criteria

1. Applications must be for promotions within the Waikanae Ward.
2. Applications will be considered for "events based" activities.
3. Applications will be considered for exceptional circumstances.

Applications must include an outline of the expected benefits to the Waikanae Ward.

Does the application promote Waikanae by:

1. Contributing to making Waikanae a Good Place to Live; or
2. Contributing to making Waikanae an Active Community; or
3. Attracting visitors to the area; or
4. Promoting Waikanae as a visitor destination.

To allow the Community Board to forward plan they encourage organisations to provide an annual calendar of events and activities, and to note the activities which they may need funding for.

Applicants must provide at least 3 quotes for any items to be purchased with the grant money.

Applicants are to give full details of the reason for application, and amount requested, and to note any other applications for funding currently sought from other bodies.

Where an application for funding for a particular purpose might be received from individual members of an organisation and from the organisation as a whole, preference will be given to **ONLY** funding the organisation as a whole.

Where an organisation anticipates that it will require ongoing annual funding, to be used for the same purpose each year, it may apply for three consecutive years of annual funding within a single application. If such an application is approved, the funding will be released in annual instalments. The second and third instalments will only be released once the Community Board has received a satisfactory accountability report in relation to the previous year's funding. First-time applicants to the Promotion Fund will not be eligible for three years of annual funding.

In a given financial year, the Council may not allocate sufficient funding to the Community Board to enable it to pay all grants arising from three year funding arrangements approved in a previous year. In such situations the available funding will be distributed on a pro-rata basis to those organisations to which funding has already been approved.

Activities for which funding has already been received from either the Grants Allocation Committee or one of the other community boards in the district will not be eligible for funding from the Waikanae Community Board for the same activities.

Accountability

Successful applicants will be asked to provide a report on how the grant was spent, within **six months** of receipt of the grant.

Successful applicants must contact the Community Board immediately if, for any reason, they are unable to use the grant funding for the purposes for which it was originally approved.

Procedure for applications

Applications are to be made on the approved application form and addressed to: Tracey Waye, Kāpiti Coast District Council, Private Bag 60601, Paraparaumu 5254 or email: tracey.waye@kapiticoast.govt.nz.

Notwithstanding all of the above, the Waikanae Community Board has the right if justification can be proven, to make a grant outside the criteria.

Applications will not be considered retrospectively and must be received by the Kāpiti Coast District Council prior to the event taking place and at least eight working days before the Community Board meeting date.

4/19/2021

**WAIKANAĒ CAPITAL IMPROVEMENT GRANT
APPLICATION FORM**

**WAIKANAĒ COMMUNITY BOARD
WAIKANAĒ CAPITAL IMPROVEMENT GRANT 2020/2021**

Interest received on the Waikanae Capital Improvement Fund provides money for the Waikanae Capital Improvement Grant, which assists Waikanae organisations with capital projects. An amount of approximately \$23,000 is available in the 2020/2021 financial year for this purpose.

Criteria

The criteria for the Waikanae Capital Improvement Grant are as follows:

1. Projects must be of benefit to a significant portion of the Waikanae community;
2. There must be significant input of locally raised funds;
3. Grants must conform to the accountability requirements for other Council grants i.e. business plan and annual accounts must be provided for grants greater than \$5,000;
4. Applications must be supported by at least three quotations (where appropriate) for the capital works for which funding is being requested; and
5. Applications must be for capital expenditure only. For the purpose of this application, capital expenditure is considered to be money spent by an organisation to acquire equipment or to upgrade and improve assets, and may include items such as property or buildings.

Generally this funding round is only once a year – advertising is placed in local newspapers and organisations are invited to apply. Closing date is 12 March 2021 and completed applications will be considered by the Waikanae Community Board at their Board meeting to be held on 30 March 2021 at the Waikanae Community Centre, Utauta Street, Waikanae.

In addition to a simple business plan and a copy of the organisation's annual accounts for grants requests over \$5,000, applicants are expected to provide:

- Total projected project costs;
- Total amount raised by the organisation to date;
- Expected revenues and sources;
- Total amount requested;
- Contingencies; and
- A process for managing any identified risks for the project.

Applications including supporting information should be sent to:

Tracey Waye
Executive Secretary
Kāpiti Coast District Council
Private Bag 60601
PARAPARAUMU 5254

tracey.waye@kapiticoast.govt.nz

Successful applicants are required to provide an accountability report back to the Board detailing how the WCB Capital Improvement Funds were spent.

This must be completed within a six month period.

**WAIKANAĒ CAPITAL IMPROVEMENT GRANT
APPLICATION FORM**

APPLICANT DETAILS

Name:

Organisation (if applicable):

Address:

Daytime contact phone:

Email:

Have you applied for funding before from the Waikanae Community Board?

If so, when and for how much?

ARE YOU GST REGISTERED? Yes / No

ARE YOU AN INCORPORATED SOCIETY? Yes / No

If yes, please attach a current Certificate of Incorporation

How did you hear about the Capital Improvement Grant?

Successful applicants are required to provide an accountability report back to the Board detailing how the WCB Capital Improvement Funds were spent.

This must be completed within a six month period.

DECLARATION

I certify that the information provided above is accurate:

Signature:

Date:

Please send your application, including any supporting information to:

Tracey Wye
Executive Secretary
Kāpiti Coast District Council
Private Bag 60 601
PARAPARAUMU

*Please **attach** a bank deposit slip
to enable payment to be made if application is successful*

Waikanae Community Board – Attachment 3:

- All grants made in the current triennium

**WAIKANAĒ COMMUNITY BOARD
LIST OF GRANTS MADE IN THE 2020/2021 YEAR¹
@ 03/03/21**

Summary:

Fund	2020/21 budget allocation	Unspent funds carried forward from 2019/20	Total available for allocation	Total allocated to date ²	Total unallocated to date
Discretionary Grants Fund	\$6,534	\$2,384	\$8,918	\$3,400	\$5,518
Waikanae Promotion Fund	\$36,587	\$15,312	\$51,899	\$23,332.75	\$28,566.25
Waikanae Capital Improvement Grant	\$36,587	\$36,587	\$73,174	\$50,000	\$23,174

Capital Improvement Grant:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
10/12/20 (date approved by Council)	KCDC Parks and Recreation team	\$50,000	To contribute to the cost of funding a modular pumptrack at Waikanae Park.		
Total CIF granted		\$50,000	<i>Balance available \$23,174</i>		

Discretionary Grants Fund:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
17/08/20	Combined Lions Club of Kapiti Inc	\$400 (Year 3)	To assist with the costs of the Club's annual Foodbank Collection (2018, 2019 and 2020)	341556	Received 23/12/20
11/08/20	Kidz Need Dadz Wellington	\$500 (Year 1)	To assist with the cost of the annual Fathers Day community event being held on 6 September 2020.	341513	Received 29/09/20
11/08/20	Feline Fix	\$500	To assist with the cost of desexing and rehoming cats, for those families who are unable to do so themselves.	341558	Received 23/11/20

¹ All amounts are GST exclusive

² Includes 3 yearly grant payments previously approved

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
11/08/20	Ferndale Residents Association	\$500	To assist with the cost of rabbit-proofing the community orchard in the Ferndale subdivision.	341559	Received 15/10/20
11/08/20	Mulled Wine Concerts	\$500	To assist with the cost of providing music events in Kapiti, including website costs, hall hire, publicity and piano tuning.	341522	Received 07/09/20
17/11/20	Waikanae Swimming Club	\$500	To assist with the cost of covering pool hire fees at the Waikanae Pool, over the 20/21 summer season.	344567	Due May 2021
xx/03/21	Ōtaki & Districts RSA	\$500 (Year 1)	To assist with the costs of the annual ANZAC Day commemorative services in Waikanae.		
Total Discretionary granted		\$3,400	<i>Balance available \$5,518</i>		

Promotion Fund:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
11/08/20	Discover Kapiti Heritage Group	\$350	To assist with the cost of holding a history and heritage event to be run over Wellington Anniversary weekend in January 2021.	341523	Received 02/03/21
11/08/20	Tara Fitzgerald	\$1,000	To assist with the cost of extending her stay at the Ollerup gymnastic academy in Denmark, following the school going into lockdown in March 2020 due to Covid-19.	341567	Due July 2021
11/08/20	Kapiti Coast Museum	\$1,983.75	To assist with the cost of upgrading their website.	341524	Received 05/03/21
11/08/20	Mahara Gallery	\$2,706	To assist with the cost of running a monthly column in a local community newspaper.	341572	Due January 2022 11 monthly columns completing in July 2021

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
11/08/20	Waikanae Boating Club	\$3,500 (Year 1)	To assist with the cost of running the annual 'Youth and Community Fishing' event in 2021, 2022 and 2023	341516	Due July 2021
29/09/20	Lions Club of Waikanae	\$4,500 (Year 1)	To assist with the costs of the Super Spring Garden Trails held in January each year.	343039	Received 22/03/21
29/09/20	Combined Lions Club of Kapiti Charitable Trust (Bookfair)	\$693	To assist with the cost of advertising the annual Monster Lions Book Fair.	343035	Received 22/12/20
29/09/20	Waikanae Beach Residents Society Inc	\$5,000	To assist with the cost of installing history information boards at selected locations at Waikanae Beach.	343350	Due March 2021
29/09/20	Waikanae Bowling Club	\$1,600	To assist with the cost of replacing the 26 year old bar stools in the Clubhouse.	343353	Received 02/03/21
29/09/20	Waikanae Music Society	\$2,000 (Year 1)	To assist with the cost of printing the Society's marketing brochures and flyers.	343038	Due March 2021
	Total Promotions granted	\$23,332.75	<i>Balance available</i> \$28,566.25		

**WAIKANAĒ COMMUNITY BOARD
LIST OF GRANTS MADE IN THE 2019/2020 YEAR¹
@ 03/12/20**

Summary:

Fund	2019/20 Budget Allocation	Total Allocated to Date ²	Total Unallocated to Date
Discretionary Grants Fund	\$6,534	\$4,150	\$2,384
Waikanae Promotion Fund	\$36,587	\$13,275	\$15,312
Waikanae Capital Improvement Grant	\$36,587	\$0	\$36,587

Waikanae Capital Improvement Grant:

Date	Recipient	Amount	Purpose of Grant	Report Back
-	-	-	-	-
	TOTAL WCIF	\$35,100	Balance \$	

Discretionary Grants Fund:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
03/09/19	Kidz Need Dadz Kapiti	\$500 (Year 3)	To assist with the costs of running a Father's Day event for 2017, 2018 and 2019.		Received 10/07/20
03/09/19	Kapiti Ballet Society	\$500 (Year 3)	To assist with the costs of running the Annual Dance Competition in 2017, 2018 and 2019.		Received 03/11/20
06/08/19	Combined Lions Club of Waikanae Inc	\$400 (Year 2)	To assist with the costs of the Club's annual Foodbank Collection (2018, 2019 and 2020)		Received 20/01/20
17/09/19	Fernando Figuero	\$500	To assist with the cost of running the Kapiti Coast Latin America and Spain Film Festival in Otaki, in October 2019.		Received 01/07/20

¹ All amounts are GST exclusive

² Includes 3 yearly grant payments previously approved

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
17/09/19	NZ Camellia Society, Kapiti Branch	\$250	To assist with the cost of running the 2019 Camellia Show, from 16-17 August 2019.		Received 13/08/20
17/09/19	Waikanae Under 12 Wolves	\$500	To assist with the cost for the team to compete at the NZ Junior Rugby Festival, being held in Taupo in September 2019.		Received 28/11/19
17/09/19	Wellington Hutt Valley Boxing Association Inc	\$500	To assist with the cost of providing trophies and medals for the Wellington Amateur Boxing Championships, held in Waikanae on 17 August 2019.		Received 12/08/20
17/09/19	Rotary Club of Waikanae	\$500	To assist with the cost of sending two students from Waikanae to the Rotary National Science and Technology Forum being held in Auckland in January 2020.	338129	Received 22/06/20
19/11/19	Environmental Mentoring Group between Paraparaumu College and Waikanae School	\$500	To assist with the cost of providing sustainable stationery packs to students at Waikanae School.		Received 19/10/20
17/03/20	Otaki & Districts RSA	\$0 (this year)	<p>To assist with the cost of the annual ANZAC Day commemorative service in Waikanae.</p> <p>The Board approved a grant of \$500/year for the next three years, however due to Covid these activities did not take place in 2020. The grant payments will therefore commence in 2021.</p>	N/a	N/a
Total Discretionary granted		\$4,150	<i>Balance available \$2,384</i>		

Waikanae Promotion Fund:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
03/09/19	Waikanae Lions Club	\$3,500 (Year 3)	To assist with the costs of printing and advertising for the Waikanae Lions Super Spring Garden Trail for each year in 2017, 2018 and 2019.		Received 28/02/2020
20/09/19	Waikanae Boating Club	\$3,000 (Year 3)	To assist with the costs of running the Fishing for Youth Day in 2019.		Received March 2020
23/09/19	Waikanae Music Society	\$1,900 (Year 3)	To assist with printing costs for the Society's annual concert brochure		Received 07/09/20
17/09/19	Information Waikanae	\$1,015	To assist with the cost of setting up an information centre following the closure of the Waikanae Library Service Centre in December 2019. <i>Originally the amount of \$1,200 was granted but after Covid \$185 was returned as the Info Centre will not be re-opening.</i>		Received 10/02/20
17/09/19	Wellington Hutt Valley Boxing Association Inc	\$500	To assist with the cost of hiring the Waikanae Memorial Hall, including the sound system, for the Wellington Amateur Boxing Championships held in Waikanae on 17 August 2019.		Received 12/08/20
17/09/19	Tara Fitzgerald	\$500	To assist with the cost of attending the Ollerup gymnastics school in Denmark, from January – June 2020.		Due December 2020
19/11/19	Combined Lions Club of Kapiti	\$835.20	To assist with the cost of hiring the Waikanae Memorial Hall and sound system, for the Monster Lions Book Fair held on 19 October 2019.		Received 13/12/19
19/11/19	Discover Kapiti Heritage Group	\$350	To assist with the cost of promoting a history and heritage event to be run over Wellington Anniversary weekend in January 2020.		Received 11/03/20

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
17/03/20	Anja Wilhelmer (Time Out Project)	\$174.80	To assist with the cost of renting the Waikanae Community Centre from April – October, in order to provide free yoga classes over the winter months. <i>Although the Board originally approved a grant of \$228, due to Covid not all of the yoga classes were held. The revised grant amount was provided via email from Anja, after we asked her to reassess her costs.</i>	338467	Received 10/06/20
29/04/20 (via telcon)	Kapiti Women's Centre	\$1,000	To assist with the cost of providing support, information and other services to its clients.	338066	Received 10/11/20 (part 1) \$400 yet to spend
29/04/20 (via telcon)	Otaki RSA	\$500	To contribute to the Poppy Appeal fund.	338085	Received 21/09/20
20/05/20 (via telcon)	Waikanae Saturday Market	\$8,000	To assist with the cost of re-establishing the Waikanae Saturday market.		Received 02/03/21 (part 1) \$1,456 yet to spend
Total Promotions granted		\$21,275	<i>Balance available \$15,312</i>		

**MAIKANAE COMMUNITY BOARD
LIST OF GRANTS MADE IN THE 2018/2019 YEAR¹**

Summary:

Fund	2018/19 Budget Allocation	Total Allocated to Date	Total Unallocated to Date
Discretionary Grants Fund	\$6,268	\$3,512.50	\$2,755.50
Waikanae Promotion Fund	\$35,100	\$16,321	\$18,779.00
Waikanae Capital Improvement Grant	\$35,100	-	-

Waikanae Capital Improvement Grant:

Date	Recipient	Amount	Purpose of Grant	Report Back
-	-	-	-	-
	TOTAL WCIF	\$35,100	Balance \$	

Discretionary Grants Fund:

Date	Recipient	Amount	Purpose of Grant	Report Back
26/7/18	Lions Club of Waikanae	-\$500.00	Refund due to Lions Club receiving a Capital Improvement grant for an AED defibrillator	Refund returned July 2018
28/8/18	Kidz Need Dadz Kapiti	\$500.00 (Year 2)	To assist with the costs of running a Father's Day event for 2017, 2018 and 2019.	Received 12/03/19
28/8/18	Lions Club of Waikanae Inc	\$400.00 (Year 1)	To assist with the costs of purchasing collection bags for the Club's annual Foodbank Collection (2018, 2019 and 2020)	Received 24/01/19
28/8/18	*Kapiti Youth Support	\$312.50	To assist with costs associated with the Youth Art Exhibition in the 2018 Kapiti Coast Arts Trail.	Received 10/10/19
29/1/19	Rose Biddiscombe	\$500.00	To assist with costs of representing New Zealand at the Taekwondo World Championships in Germany in April 2019.	Received 13/01/20
29/1/19	Kapiti Branch of Camellia Society Inc	\$500.00	To assist with its 2018 Camellia Show event.	Received 28/02/2019
12/03/19	Waikanae Estuary Care Group	\$0	To assist with the cost organising a hui for the Waikanae River. <i>Advised 03/04/19, that funds no longer required.</i>	

¹ All amounts are GST exclusive

Date	Recipient	Amount	Purpose of Grant	Report Back
12/03/19	Menzshed Kapiti	\$300	As reimbursement costs for Kate Hartmann and Sue Lusk, for the 2018 Christmas community event.	Received 29/04/19
12/03/19	Kapiti Boxing Club	\$500	To assist with purchasing award medals and sound system costs for a Kapiti Boxing event on 30 March 2019.	Received 17/06/19
21/05/19	Kapiti Health Advisory Group	\$500	To assist with the cost of producing a brochure which will provide information on transport options to Wellington and Kenepuru Hospitals and other CCDHB services.	Received 06/09/19
18/06/19	Christopher Campbell	\$500	To assist with the cost of attending the 2019 High School Honors Performance Series at the Sydney Opera House, in late July/early August 2019.	Received 13/02/20
Total Discretionary		\$3,512.50	<i>Balance available \$2,755.50</i>	

Waikanae Promotion Fund:

Date	Recipient	Amount	Purpose of Grant	Report Back
28/8/18	Legacy (Eleanor Reo)	\$200	To assist with venue, promotion banners, whiteboard and stationery costs	Received 19/09/2018
28/8/18	Waikanae Rugby Club (Chiefs Under 13s)	\$1,500	To assist with costs of competing in the NZ Junior Rugby Festival in Taupo	Received 09/01/2020
3/10/18	Waikanae Music Society	\$1,800 (Year 2)	To assist with funding towards the printing of the 2019 Annual Concert brochure for the Waikanae Music Society.	Due April 2019 Reminder sent 09/01/20
3/10/18	Waikanae Boating Club	\$3,000 (Year 2)	To assist with the costs of running the Fishing for Youth Day in 2019.	Received 13/05/2019
20/11/18	Discover Kapiti Heritage Group	\$500	To assist with the promotion of a history and heritage event on Wellington Anniversary weekend in January 2019.	Received 20/02/2019
20/11/18	Tutere Gallery & Creative Space	\$300	To assist with materials and time for the Armistice Day poppy installation at the Waikanae Beach Domain on 11 November 2018.	Received 22/11/2018
29/1/2019	Coastella Community Music Initiative	\$500	To assist with workshops to encourage the development of emerging young artists in the community.	Received 29/04/19
12/03/19	Kapiti Boxing Club	\$500	To assist with costs for hiring the Waikanae Memorial Hall and providing a doctor for the Kapiti Boxing event on 30 March.	Received 17/06/19

Date	Recipient	Amount	Purpose of Grant	Report Back
12/03/19	Waikanae Beach Tennis Club	\$500	To pay for a professional tennis instructor and encourage participation of more local children.	Received 17/01/20
12/03/19	Mulled Wine Concerts	\$500	To assist with the cos of advertising and promotion for concerts in May and July 2019.	Received 29/07/19
21/05/19	Otaki and District Memorial RSA	\$500	To assist with the cost of running an Anzac Day service in Waikanae.	Received 09/01/20
18/06/19	Mahara Gallery Trust	\$6,521	To assist with the cost of a range of advertising and promotion events, including Makariki events.	Received 20/12/19
TOTAL Promotions		\$16,321	Balance available \$18,779	

Waikanae Community Board – Attachment 4:

- Accountability reports received

WAIKANAĒ COMMUNITY BOARD
COMMUNITY GRANTS

SCANNED

Edoc# 7844063

Accountability Report Back

You/your organisation received a grant from the Waikanae Community Board recently. As part of the acceptance of this grant we require you to complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable.

Please complete this form within **six months** of the use of the grant and return to the address listed below.

NOTE: You must return this form in order to be considered for future funding.

Name of Individual/Organisation: combined lions clubs of kapiti - monster Book Fair

Amount of Grant: \$ 693.00

Date Received: 29/9/2020

Project/Event for which grant was made: Lions monster Book Fair

Please give details of how money was spent, the benefits you received and the benefits to the Waikanae Ward as a result of the grant.

The money was spent on advertising costs relating to newspaper adverts.

The benefit to us was that the less expenses we have to pay the more money we can give to our recipients.

The Lions Book fair brings thousands of people to the Waikanae area from all areas including dealers who travel from all parts of the country, including the South Island.

Received by
Kāpiti Coast District Council
at Paraparaumu
22 DEC 2020
By Anne Time _____

NOTE: If the money has not been spent please explain why and your intentions for the money.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: PETER CRESSWELL Second Contact: KAY PAYNE

Signature: [Signature] Signature: K. Payne

Position: Chairman Position: Secretary

Date: 22/12/2020 Date: 22/12/2020

Please return to:
Tracey Waye
Kāpiti Coast District Council
Private Bag 60 601
Paraparaumu 5254
tracey.waye@kapiticoast.govt.nz

#1095956

WAIKANAE COMMUNITY BOARD
COMMUNITY GRANTS

Accountability Report Back

You/your organisation received a grant from the Waikanae Community Board recently. As part of the acceptance of this grant we require you to complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable.

Please complete this form within six months of the use of the grant and return to the address listed below.

NOTE: You must return this form in order to be considered for future funding.

Name of Individual/Organisation: Combined Lions Clubs of Kapiti
Amount of Grant: \$ 400 —
Date Received: Aug 2020
Project/Event for which grant was made: Annual Lions Foodbank Collection

Please give details of how money was spent, the benefits you received and the benefits to the Waikanae Ward as a result of the grant.

The grant Covered half of the Cost associated
with the printing the Foodbank leaflets
The 2 Community Boards that helped fund
this Project Paraparaumu / Raumati \$400 —
Waikanae \$400 —
Total \$800 —

The food is for people in need of food
for their families we collected food in
the Waikanae area from houses, it was very
successful with a total of 490 boxes
collected the Foodbanks being very grateful.

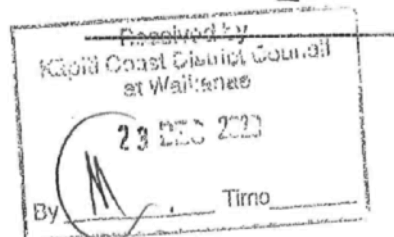
NOTE: If the money has not been spent please explain why and your intentions for the money.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: Carol Hudson Second Contact: Carol Thornton
Signature: [Signature] Signature: [Signature]
Position: Co ordinator Position: Secretary
Date: 23.12.2020 Date: [Signature]

Please return to: Tracey Waye
Kapiti Coast District Council
Private Bag 60 601
Paraparaumu 5254
tracey.waye@kapiti.coast.govt.nz

#1095956



WAIKANAĒ COMMUNITY BOARD COMMUNITY GRANTS	Received by Kāpiti Coast District Council at Paraparaumu
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Accountability Report Back

You/your organisation received a grant from the Waikanae Community Board recently. As part of the acceptance of this grant we require you to complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable.

Please complete this form within **six months** of the use of the grant and return to the address listed below.

NOTE: You must return this form in order to be considered for future funding.

Name of Individual/Organisation: Discover Kapiti Heritage Group
 Amount of Grant: \$ 350 —
 Date Received: 21/8/2020
 Project/Event for which grant was made: Discover Kapiti Heritage Group History & Heritage Promotion

Please give details of how money was spent, the benefits you received and the benefits to the Waikanae Ward as a result of the grant.

The grant was spent on newspaper media advertising of the Wellington Anniversary weekend promotion of the history and heritage event held in January 2021 for the Discover Kapiti Heritage Group. The 10 museums in the Kapiti region, which includes 2 in Waikanae attracted a total of 959 visitors. We achieved our aim to showcase our local history and heritage by attracting visitors to Waikanae and the wider Kapiti region. These visitors were both local and from outside of Kapiti with visitors being registered as coming from as far afield as Wellington, Masterton, Featherston, Feilding and Auckland.

NOTE: If the money has not been spent please explain why and your intentions for the money.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: <u>ALAN CARLEY</u>	Second Contact: <u>WILSON LATTEY</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Position: <u>Chairman</u>	Position: <u>Treasurer</u>
Date: <u>2/3/21</u>	Date: <u>2.3.21</u>

Please return to:
 Tracey Waye
 Kāpiti Coast District Council
 Private Bag 60 601
 Paraparaumu 5254
tracey.waye@kapiticoast.govt.nz

#1095956

NZME. NEW ZEALAND
MEDIA AND
ENTERTAINMENT

CUSTOMER TAX INVOICE/STATEMENT

Page 1 of 2

NZME Holdings Limited / GST No 10-816-106



Discover Kapiti Heritage Group
82 Belvedere Avenue
Waikanae 5036

25/2/2021
Paid
NZME KAPITI NEWS
P.O. BOX 462
PARAPARAUMU

ACCOUNT ACTIVITY

Previous Balance	\$0.00
Payments Received	\$0.00
Credits for previous charges	\$0.00
Subtotal/Overdue	\$0.00

CURRENT CHARGES

PAID
2 FEB 2021
\$1,339.75

TOTAL DUE

\$1,339.75

Current charges / credits include GST of: \$174.75

PLEASE NOTE:

All mailed accounts now incur a \$5 + GST fee per month. Alternatively, to avoid this fee you can receive your invoice via email. To set this up please contact our Customer Service team quoting your Account Number, on 0800 110 579 or clientservices@nzme.co.nz

THANK YOU FOR YOUR CUSTOM.

PAY BY CREDIT CARD

NZME.

Please cut this portion & enclose with payment. Please see reverse for payment options.

REMITTANCE SLIP

Please send payment to:

NZME Holdings Limited
PO Box 3992
Shortland Street
Auckland 1140

Discover Kapiti Heritage Group

Account Number	73468683
Invoice Number	33780444
Payment Due	20/02/21
TOTAL DUE	\$1,339.75

138797 4855 NZME_NZ_M_MVC_01.ap 00398 001*

3240: 000073468683: 0033780444: 0000133975:

CUSTOMER SERVICES

PHONE

0800 110 579

EMAIL

clientservices@nzme.co.nz

Account Number

73468683

Invoice Number

33780444

Invoice Date

31/01/21

Current Due Date

20/02/21

TOTAL DUE

\$1,339.75

OPEN YOUR BUSINESS UP TO HERALD PREMIUM.

CHECK OUT OUR CORPORATE SUBSCRIPTIONS AT NZHERALD.CO.NZ/CORPORATE

Herald Premium



CUSTOMER TAX INVOICE/STATEMENT

Page 2 of 2

Account Number 73468683
Invoice Number 33780444

Balance of statement 32637170 dated 29/02/20

0.00

SUBTOTAL \$0.00

NEW INVOICES

Date	Product	Campaign	Qty	Segment	Reference	GST Excl.	Amount
13/01	Kapiti News	11511986		Run Of Paper	Alan;Heritage group	250.00	287.50
20/01	Kapiti News	11511991		Run Of Paper	Alan;Heritage group	650.00	747.50
20/01	Kapiti News	11511991		Run Of Paper	NZME Processing Fee	15.00	17.25
15/01	Horowhenua C	11511981		Run Of Paper	Alan;Heritage Group	250.00	287.50
TOTAL NEW INVOICES						1165.00	1339.75

Includes GST of \$174.75

TOTAL DUE \$1,339.75

Our standard Terms and Conditions applicable to this invoice are available at <http://advertising.nzme.co.nz/terms-conditions/>

PAYMENT OPTIONS

Electronic Banking

Pay to:
Bank Account **03 0175 0660342 03**
Reference **73468683**

Send your remittance to
ar.enquiry@nzme.co.nz

Credit Card

Credit card payments can be made using Visa, Mastercard, American Express or Diners Club. To make a credit card payment phone us on **0800 110 579**.

Customers will be charged an additional credit card transaction fee plus GST, when making payments on account by Visa, Mastercard, American Express (1.71%), Diners Club (2.75%).

Direct Debit

Have the total amount due deducted from your nominated bank or credit card account on the due date.

For any queries, or to set up, contact us on **0800 110 579**.

PAY BY BANK TRANSFER

PAY BY CREDIT CARD

Ed 7741914

WAIKANA E COMMUNITY BOARD
COMMUNITY GRANTS

20 NOV 2020

Accountability Report Back

You/your organisation received a grant from the Waikanae Community Board recently. As part of the acceptance of this grant we require you to complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable.

Please complete this form within six months of the use of the grant and return to the address listed below.

NOTE: You must return this form in order to be considered for future funding.

Name of Individual/Organisation: Feline Fix
Amount of Grant: \$ \$500.00
Date Received: 21 August 2020
Project/Event for which grant was made: Desexing Community Cats

Please give details of how money was spent, the benefits you received and the benefits to the Waikanae Ward as a result of the grant.

Our Grant has enabled us to assist 8 families by subsidising the costs to desex their pets - 4 cat neuters (males) and 4 spays (females). These cats are now no longer contributing to the huge number of unwanted kittens born every season.

Without this Grant and the assistance of Feline Fix, these cats may not have been fixed by their owners which is beneficial to the community, not only in terms of cat numbers, but to protecting wildlife and preventing feral cats which can become a community problem.

NOTE: If the money has not been spent please explain why and your intentions for the money.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: <u>Annette Buckley</u>	Second Contact: <u>Sandra Knight</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Position: <u>Co-Founder</u>	Position: <u>Co-Founder</u>
Date: <u>20-11-20</u>	Date: <u>20 November 2020</u>

Please return to:
Tracey Waye
Kapiti Coast District Council
Private Bag 60 601
Paraparaumu 5254
tracey.waye@kapiticoast.govt.nz

#1095956

CareVets Kapiti

301 Kapiti Road
Paraparaumu Beach

Phone: 04 2972500

Feline Fix
121 Realm Drive
Paraparaumu Beach
Kapiti Coast 5032

GST No: 99-335-842
Tax Invoice No: 415212
Date: 2 OCT 20

Client Ref: FELIN12 For Ragnar Naylor

Description	Quantity	Total \$
Charity Cat Castrate	1	50.00

Invoice Totals:

This invoice Includes GST of \$6.52

Invoice Total 50.00

To pay by direct credit, or to set up an automatic payment, use the client ref and these bank details, ASB Bank 12-3232-0177837-00. If your account defaults from your credit contract, we reserve the right to add interest and/or account fees, if the account is overdue by more than 45 days, we may send your account to debt collection.

PAID
9.11.20

CareVets Kapiti

301 Kapiti Road
Paraparaumu Beach

Phone: 04 2972500

Feline Fix
121 Realm Drive
Paraparaumu Beach
Kapiti Coast 5032

GST No: 99-335-842
Tax Invoice No: 419985
Date: 29 OCT 20

Client Ref: FELIN12 For Meow Meow
Houliston

Description	Quantity	Total \$
Charity Cat Castrate	1	50.00

Invoice Totals:

This invoice Includes GST of \$6.52

Invoice Total 50.00

To pay by direct credit, or to set up an automatic payment, use the client ref and these bank details, ASB Bank 12-3232-0177837-00. If your account defaults from your credit contract, we reserve the right to add interest and/or account fees, if the account is overdue by more than 45 days, we may send your account to debt collection.

PAID
9.11.20

CareVets Kapiti

301 Kapiti Road
Paraparaumu Beach

Phone: 04 2972500

Feline Fix
121 Realm Drive
Paraparaumu Beach
Kapiti Coast 5032

GST No: 99-335-842
Tax Invoice No: 414839
Date: 29 SEP 20

Client Ref: FELIN12 For Smudge
Potter

Description	Quantity	Total \$
Charity Cat Castrate	1	50.00

Invoice Totals:

This invoice Includes GST of \$6.52

Invoice Total **50.00**

To pay by direct credit, or to set up an automatic payment, use the client ref and these bank details, ASB Bank 12-3232-0177837-00. If your account defaults from your credit contract, we reserve the right to add interest and/or account fees, if the account is overdue by more than 45 days, we may send your account to debt collection.

PAID

CareVets Kapiti

301 Kapiti Road
Paraparaumu Beach

Phone: 04 2972500

Feline Fix
121 Realm Drive
Paraparaumu Beach
Kapiti Coast 5032

GST No: 99-335-842
Tax Invoice No: 412872
Date: 9 SEP 20

Client Ref: FELIN12 For Marmite Guild

Description	Quantity	Total \$
Charity Cat Neuter	1	60.00
Invoice Totals:		
This invoice includes GST of \$7.83	Invoice Total	60.00

To pay by direct credit, or to set up an automatic payment, use the client ref and these bank details, ASB Bank 12-3232-0177837-00. If your account defaults from your credit contract, we reserve the right to add interest and/or account fees, if the account is overdue by more than 45 days, we may send your account to debt collection.

PAID

CareVets Kapiti

301 Kapiti Road
Paraparaumu Beach

Phone: 04 2972500

Feline Fix
121 Realm Drive
Paraparaumu Beach
Kapiti Coast 5032

GST No: 99-335-842
Tax Invoice No: 419185
Date: 21 OCT 20
Vet Code: ARV

Client Ref: FELIN12 For Tinkerbell
O'hagan

Description	Quantity	Total \$
Charity Cat Spey	1	80.00
Invoice Totals:		
This invoice Includes GST of \$10.43	Invoice Total	80.00

To pay by direct credit, or to set up an automatic payment, use the client ref and these bank details, ASB Bank 12-3232-0177837-00. If your account defaults from your credit contract, we reserve the right to add interest and/or account fees, if the account is overdue by more than 45 days, we may send your account to debt collection.

PAID
9.11.20

CareVets Kapiti

301 Kapiti Road
Paraparaumu Beach

Phone: 04 2972500

Feline Fix
121 Realm Drive
Paraparaumu Beach
Kapiti Coast 5032

GST No: 99-335-842
Tax Invoice No: 418389
Date: 14 OCT 20
Vet Code: ARV

Client Ref: FELIN12 For Stormy Toa-
Tenarara

Description	Quantity	Total \$
Charity Cat Spey	1	70.00
Invoice Totals:		
This invoice Includes GST of \$9.13	Invoice Total	70.00

To pay by direct credit, or to set up an automatic payment, use the client ref and these bank details, ASB Bank 12-3232-0177837-00. If your account defaults from your credit contract, we reserve the right to add interest and/or account fees, if the account is overdue by more than 45 days, we may send your account to debt collection.

PAID
9.11.20

CareVets Kapiti

301 Kapiti Road
Paraparaumu Beach

Phone: 04 2972500

Feline Fix
121 Realm Drive
Paraparaumu Beach
Kapiti Coast 5032

GST No: 99-335-842
Tax Invoice No: 420065
Date: 30 OCT 20

Client Ref: FELIN12 For Gally Lindsay

Description	Quantity	Total \$
Charity Cat Spey	1	70.00

Invoice Totals:

This invoice Includes GST of \$9.13

Invoice Total 70.00

To pay by direct credit, or to set up an automatic payment, use the client ref and these bank details, ASB Bank 12-3232-0177837-00. If your account defaults from your credit contract, we reserve the right to add interest and/or account fees, if the account is overdue by more than 45 days, we may send your account to debt collection.

PAID
9.11.20

CareVets Kapiti

301 Kapiti Road
Paraparaumu Beach

Phone: 04 2972500

Feline Fix
121 Realm Drive
Paraparaumu Beach
Kapiti Coast 5032

GST No: 99-335-842
Tax Invoice No: 413506
Date: 16 SEP 20
Vet Code: LOV

Client Ref: FELIN12 For Frankie
Tennent

Description	Quantity	Total \$
Charity Cat Spey	1	70.00
Invoice Totals:		
This invoice Includes GST of \$9.13	Invoice Total	70.00

To pay by direct credit, or to set up an automatic payment, use the client ref and these bank details, ASB Bank 12-3232-0177837-00. If your account defaults from your credit contract, we reserve the right to add interest and/or account fees, if the account is overdue by more than 45 days, we may send your account to debt collection.

PAID

WAIKANAĒ COMMUNITY BOARD
COMMUNITY GRANTS

Accountability Report Back

You/your organisation received a grant from the Waikanae Community Board recently. As part of the acceptance of this grant we require you to complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable.

Please complete this form within **six months** of the use of the grant and return to the address listed below.

NOTE: You must return this form in order to be considered for future funding.

Name of Individual/Organisation: Kopiti Coast Museum
Amount of Grant: \$ 1983.75
Date Received: 21/08/2020
Project/Event for which grant was made: Kopiti Coast Museum website upgrade

Please give details of how money was spent, the benefits you received and the benefits to the Waikanae Ward as a result of the grant.

The Museum website was rebuilt, data from the old inoperable site was migrated to the new site and the site was updated to enhance the user experience. Crucially the website is now able to be used on mobile phones. The work was undertaken by a local technician so feedback from the Museum could be incorporated quickly. Additionally he provided training to enable Museum volunteers to update sections of the site ourselves. The improved website looks crisp, is easy for visitors to Waikanae to access and can be used on mobile phones.

NOTE: If the money has not been spent please explain why and your intentions for the money.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: Anne Thompson Second Contact: Mark Holland
Signature: [Signature] Signature: _____
Position: Treasurer Position: Chairman
Date: 5/3/21 Date: 5/3/20

Please return to: Tracey Waye
Kāpiti Coast District Council
Private Bag 60 601
Paraparaumu 5254
tracey.waye@kapiticoast.govt.nz

#1085956

**WEB PAGE BUILDER TRADING AS ANDREW RUNDLE-KESWICK
MAC OPERATOR / WEB DEVELOPER / WORDPRESS DEVELOPER**

TAX INVOICE

Attention: Mark Holland

Andrew Rundle-Keswick
+64 4 904 0087
+64 21 104 1986
andrewrundle@mac.com

Kapiti Coast Museum
9 Elizabeth Street
Waikanae, 5036.
Date: 18 November 2020

PO Box 2127
Raumati Beach 5255
GST Number: 94-217-113

Invoice Number: **8694**
Payment can be made directly to my bank: ASB
Account: 12-3157-0236357-50

Date	Description	Quantity	Unit Price	Cost
Tue 3/11/2020	Meeting Re website at Museum	1.75	\$65.00	\$113.75
Thu 5/11/2020	Research emails	0.5	\$65.00	\$32.50
Thu 5/11/2020	Research PastPerfect	0.25	\$65.00	\$16.25
Thu 5/11/2020	Adjustments to website	0.5	\$65.00	\$32.50
Fri 6/11/2020	Read PastPerfect manual	1.25	\$65.00	\$81.25
Fri 6/11/2020	Create HTML, colours & Logo for PastPerfct	1.5	\$65.00	\$97.50
Sat 7/11/2020	Add HTML etc, edit colours on PastPerfect @ Museum	4	\$65.00	\$260.00
Sat 7/11/2020	Make additional CSS spacing and alignments to PP	1.25	\$65.00	\$81.25
Tue 10/11/2020	Make Virtual Exhibit responsive	1.25	\$65.00	\$81.25
Tue 10/11/2020	Supporter Logos	0.5	\$65.00	\$32.50
Tue 10/11/2020	Documentation on Red box editing	1.25	\$65.00	\$81.25
Fri 13/11/2020	Visit Museum add Viewport code	1	\$65.00	\$65.00
Sat 14/11/2020	PastPerfect research & email to museumsoftware.com	0.75	\$65.00	\$48.75
Mon 16/11/2020	Add logos to supporter page	0.5	\$65.00	\$32.50
Tue 17/11/2020	Make Virtual Exhibit responsive	1.75	\$65.00	\$113.75
Wed 18/11/2020	Make About Us and Our Collections pages responsive	0.5	\$65.00	\$32.50
	Subtotal	18.5	Hours	\$1,202.50
		GST	15.00%	\$180.38
		Total		\$1,382.88

Hi Mark,

Here is my invoice for the Work done on kapiticoastmuseum.org.nz Website.

Sincerely yours,

Andrew

*pd
21/11/20*

E & OE

**WEB PAGE BUILDER TRADING AS ANDREW RUNDLE-KESWICK
MAC OPERATOR / WEB DEVELOPER / WORDPRESS DEVELOPER**

TAX INVOICE

Attention: Mark Holland

Andrew Rundle-Keswick
+64 4 904 0087
+64 21 104 1986
andrewrundle@mac.com

Kapiti Coast Museum
9 Elizabeth Street
Waikanae, 5036.

Date: 2 November 2020

PO Box 2127
Raumati Beach 5255
GST Number: 94-217-113

Invoice Number: **8690**

Payment can be made directly to my bank: ASB
Account: 12-3157-0236357-50

Date	Description	Quantity	Unit Price	Cost
Thu 1/10/2020	Meeting Re website	0.5	\$65.00	\$32.50
Tue 13/10/2020	Create Slider	0.5	\$65.00	\$32.50
Tue 27/10/2020	Updates to Website	4.75	\$65.00	\$308.75
Tue 27/10/2020	Make changes with Neville on Phone	1	\$65.00	\$65.00
Tue 27/10/2020	Nevilles updates	3	\$65.00	\$195.00
Mon 2/11/2020	2nd round of updates	1	\$65.00	\$65.00
Mon 2/11/2020	Make changes with Neville on Phone	0.5	\$65.00	\$32.50
		Subtotal		\$731.25
		GST	15.00%	\$109.69
		Total		\$840.94

Hi Mark,

Here is my invoice for the Work done on kapiticoastmuseum.org.nz Website.

Sincerely yours,

Andrew

pd 21/11/20

E & OE

8690

WAIKANAĒ COMMUNITY BOARD
COMMUNITY GRANTS

Accountability Report Back

You/your organisation received a grant from the Waikanae Community Board recently. As part of the acceptance of this grant we require you to complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable. Please complete this form within **six months** of the use of the grant and return to the address listed below.

NOTE: You must return this form in order to be considered for future funding.

Name of Individual/Organisation: *Kapiti Women's health Collective Inc*
Amount of Grant: *\$ 1000.00 + GST*
Date Received: *8th May 2020*
Project/Event for which grant was made: *Support to Refuge clients and online Zoom for meetings during COVID-19 levels.*

Please give details of how money was spent, the benefits you received and the benefits to the Waikanae Ward as a result of the grant.

Spent so far:

18/08/2020	Zoom Video Communications Inc	\$229.36
20/08/2020	Harvey Norman	\$ 96.00
03/09/2020	Harvey Norman	\$ 96.00
	Total spent so far	\$421.36

Allocated but, yet to be purchased

Vodafone \$25 top up credit	\$200.00
BP – \$20 petrol cards	\$200.00
Total yet to be purchased	\$400.00

So far, we have spent some of the grant on 8 x Vodafone smart A9 mobile phones for women using our refuge service. These are basic prepaid phones, gifted to the women, so they have a new phone and number when required to keep them safe. We also plan to load them with \$25 of credit. The credit has not been needed yet, (as we had been given some credit) but we do plan to use some of the remaining grant to purchase \$200 worth of Vodafone credit soon.

We have also used some of the grant on a standard pro annual subscription to Zoom video communications. We have used Zoom during COVID-19 lockdown and level 2 for our centre worker and staff meetings. These has enabled older volunteers, to keep in touch while maintaining their safety.

\$200 of the remaining grant, is planned and has been allocated to \$20 BP petrol cards, to be given to refuge clients to help with petrol costs to and from, lawyer and court appointments.

As our services reach all women across the Kapiti Coast district, this benefits the Waikanae Ward. Several of our volunteers live within the Waikanae Ward, have benefited from be able to keep in contact with the centre. The remainder of the grant (\$178.64) that has not been spent or allocated, we can return it to you or if ok with you, can use it when we have a need.

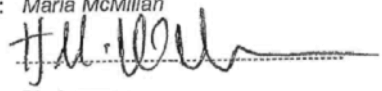
NOTE: If the money has not been spent please explain why and your intentions for the money.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: *Louise Waterworth*

Second Contact: *Maria McMillan*

Signature: 

Signature: 

Position: *Centre Manager*

Position: *Chairperson*

Date: *9th November 2020*

Date: *9th November 2020*

Please return to:
Tracey Waye
Kapiti Coast District Council
Private Bag 60 601
Paraparaumu 5254
tracey.waye@kapiticoast.govt.nz

#1095956



INVOICE

Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113
billing@zoom.us

Invoice Date: 08/18/2020
Invoice #: INV36787401
Payment Terms: Due Upon Receipt
Due Date: 08/18/2020
Account Number: 7000447153
Currency: USD
Account Information: Kapiti Womens Centre
7 Ngahina Street,
Paraparaumu, Wellington 5032
New Zealand
manager@kapitiwomenscentre.org.nz

Remittance Details should be sent to:
Finance@zoom.us

Purchase Order Number:

Customer VAT/Tax Number: 055 445 931

Zoom W-9

CHARGE DETAILS				
Charge Description	Service Period	Subtotal	Tax	TOTAL
Charge Name: Standard Pro Annual Quantity: 1 Unit Price: \$149.90	08/18/2020-08/17/2021	\$149.90	\$0.00	\$149.90

INVOICE TOTALS				
INV DATE 18/8/2020	DATE TO PAY 18/8/2020			
INV TOTAL	CG	AMOUNT		
G/L ACCT#				
Centre	473	74-95	USD	
Refuge	473	74-95	USD	
AUTH. SIGNER <i>ama</i>				
			Subtotal:	\$149.90
			Total (Including Tax):	\$149.90
			Invoice Balance:	\$0.00

TAX DETAILS				
Charge Name	Tax Name	Jurisdiction	Charge Amount	Tax Amount
			Total Tax	\$0.00

TRANSACTIONS				
Invoice Total				\$149.90
Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
08/18/2020	P-39088682	Payment		(\$149.90)

11/9/2020

Transaction Detail - Westpac



Transaction Detail

Account: KWC Manager Expenses - 03-0732-0040497-025
 Description: DEBIT
 Other Party Name: ZOOM.US 18
 Debit: \$229.36
 Credit:
 Payment Date: 21/08/2020
 Particulars: *****
 Analysis Code: 8797
 Reference: USD 148.90

Transaction Note

Business Online Helpdesk 0800 337 522

<https://bol.westpac.co.nz/s1gcb/bank/banking/common/CDTransactionView?row=17>

Harvey Norman

Harvey Norman Stores (NZ) Pty Ltd
Harvey Norman AV/IT Paraparaumu
Coastlands Shopping Centre
Paraparaumu
Kapiti Coast
Ph: 04 296 3100 Fax: 04 296 3199

Assistant: 6333/59 Aldrin Date: 20/08/20
Operator: 6068/44 Jenny Time: 11:26:28
Customer: 9026223 Location: 37
Sales Type: CASH SALE Transaction: 2189557

TAX INVOICE INVOICE 37/1081086

KAPITI WOMANS HEALTH COLLECTIV

VODAFONE SMART A9 LOCKED W PP SIM

Quantity: 1
Price: \$24.00
Dept.Code: 062
Product Code: 359309
Batch Number: 652022723

Warranty Information
Manufacturer Warranty of 24 Months
See Manufacturers documentation for Warranty Details.

Other Details

Item Total: \$24.00

Product Notes

IMEI: 358260091854982

VODAFONE SMART A9 LOCKED W PP SIM

Quantity: 1
Price: \$24.00
Dept.Code: 062
Product Code: 359309
Batch Number: 652022723

Warranty Information
Manufacturer Warranty of 24 Months
See Manufacturers documentation for Warranty Details.

Other Details

Item Total: \$24.00

Product Notes

IMEI: 358260091605756

VODAFONE SMART A9 LOCKED W PP SIM

Quantity: 1
Price: \$24.00
Dept.Code: 062
Product Code: 359309
Batch Number: 652022723

Warranty Information
Manufacturer Warranty of 24 Months
See Manufacturers documentation for Warranty Details.

Other Details

Item Total: \$24.00

Product Notes

IMEI: 358260091647576

INV DATE	20/8/20	DUE DATE	20/8/20
INV TOTAL	DATE TO PAY		
G/L ACCT#	CC	AMOUNT	
Refuge	527.	96-00	
AUTH. SIGNER <i>[Signature]</i>			

VODAFONE SMART A9 LOCKED W PP SIM

Quantity: 1
Price: \$24.00
Dept.Code: 062
Product Code: 359309
Batch Number: 652022739

Warranty Information

Manufacturer Warranty of 24 Months
See Manufacturers documentation for Warranty Details.

Other Details

Item Total: \$24.00

Product Notes

IMEI: 358260091926806

Invoice Notes

sn: 358260091854982

TOTAL GST INC	\$96.00
INV TOTAL	\$0.00
MONEYS DUE NOW	\$96.00
E.F.T.Pos	\$96.00
524651xxxxxx8797-/-	
BALANCE OWING	\$0.00

ANZ
HARVEY NORMAN
COMPUTERS 5032
PARAPARAUMU
New Zealand
68036003
MID 37540200
TSP 375402000002
TIME 20AUG20 11:26
TRAN 039371 CREDIT
Debit Mastercard
MASTERCARD C
CARD.....8797
RID A000000004
PIX 1010
TVR 0000008000
TSI E800
ARQ 420A956DE95CBE83
AUTH R19632
PURCHASE NZD96.00
TOTAL NZD96.00
(000) APPROVED
CUSTOMER COPY

(GST No. 68.036.003)
Retain this docket as Proof of Purchase

Customer Signature: _____
No of Pieces: _____

EB0E

V2019.6

Harvey Norman

Harvey Norman Stores (NZ) Pty Ltd
Harvey Norman AV/IT Paraparaumu
Coastlands Shopping Centre
Paraparaumu
Kapiti Coast
Ph: 04 296 3100

Reprinted: 09/11/20 12:01:26

Assistant: 6333/54 Aldrin Date: 20/08/20
Operator: 6311/54 Yasmine Time: 11:28:30
Customer: 9026223 Location: 37
Sales Type: CASH SALE Transaction: 2196753

TAX INVOICINVOICE REPRINT 37/1081092

KAPITI WOMANS HEALTH COLLECTIVE INC

VODAFONE SMART A9 LOCKED W PP SIM

Quantity: 4
Price: \$24.00
Dept.Code: 062
Product Code: 359309
Batch Number: 5220244

Warranty Information

Manufacturer Warranty of 24 Months
See Manufacturers documentation for Warranty Details.

Item Total: \$96.00

* TAKEN * on 04/09/20

Delivery Address

KAPITI WOMANS HEALTH COLLECTIV
123HN

Phone: 9026223

TOTAL GST INC	\$96.00
INV TOTAL	\$0.00
INV DEPOSIT	\$96.00
BALANCE OWING	\$0.00

(GST No. 68.036.003)
Retain this docket as Proof of Purchase

Customer Signature: _____
No of Pieces: _____

ES06.

V2020.17

Harvey Norman

Harvey Norman Stores (NZ) Pty Ltd
Harvey Norman AV/IT Paraparaumu
Coastlands Shopping Centre
Paraparaumu
Kapiti Coast
Ph: 04 296 3100 Fax: 04 296 3199

Assistant: 6333/54 Aldrin Date: 03/09/20
Operator: 6311/54 Yasmine Time: 12:48:32
Customer: 9026223 Location: 37
Sales Type: CASH SALE Transaction: 2196334

INVOICE PAYMENT 1081092

KAPITI WOMANS HEALTH COLLECTIVE INC

INV PENDING	\$96.00
PAID SO FAR	\$0.00
INV PAYMENT	\$96.00
E.F.T.Pos	\$96.00
524651xxxxxx8797-/-	
BALANCE OWING	\$0.00

ANZ

HARVEY NORMAN
COMPUTERS 5032
PARAPARAUMU
New Zealand
68036003

MID 37540200
TSP 375402000001
TIME 03SEP20 12:48
TRAN 006870 CREDIT
Debit Mastercard
MASTERCARD C
CARD.....8797
RID A000000004
PIX 1010
TVR 0000008000
TSI E800
ARQ 4CBA550EB0478584
AUTH R38492
PURCHASE NZD96.00
TOTAL NZD96.00

(000) APPROVED
CUSTOMER COPY

(GST No. 68.036.003)

Retain this docket as Proof of Purchase

ES06.

V2020.13

INV DATE	3/9/20	DUE DATE	3/9/20
INV TOTAL	DATE TO PAY		
G/L ACCT#	CC	AMOUNT	
Ref. 527		96.00	
AUTH. SIGNER gna.			

WAIKANAE COMMUNITY BOARD
COMMUNITY GRANTS

Accountability Report Back

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Please complete this form within **six months** of the use of the grant and return to the address listed below.

NOTE: You must return this form in order to be considered for future funding.

Name of Individual/Organisation: Reikorangi Resident's Association

Amount of Grant: \$5,000

Date Received: 2018

Project/Event for which grant was made: Intallation of toilet at end of Mangaone south Road

Please give details of how money was spent, the benefits you received and the benefits to the Waikanae Ward as a result of the grant.

This was a joint project between the Reikorangi Resident's Association, the Department of Conservation and the Kāpiti Coast District Council to construct and maintain a toilet at the Mangaone South Road carpark for the purpose of walkers using the Te Araroa Trail, the Mangaone Bush Track and the Puketua Track. Te Araroa Trail alone has 1,400 walkers annually through. Anecdotally, the carpark is full every weekend over summer and busy most weekends of the year.

While the Association was awarded the grant from the Waikanae Community Board at their meeting on the 19 June 2018, there were delays in constructing the toilet as the Department of Conservation (DOC), who were the project lead, needed to source additional internal funding to complete the project as the project had gone over budget (\$27,500 budget and \$40,000 actual) following further internal and community consultation on what was required. Additional funding was eventually secured through DoC's Tourism Infrastructure fund for the increased project costs. The project involved the following works:

- 1 new NORski single fully accessible toilet
- 1 new picnic table (still to be installed next to tent sites – programmed for November 2021)
- 1 – 2 new tent sites (required earthworks, new tracks and grass seed)
- New native plantings (to be undertaken this winter with support from the community group)
- Day shelter (pre-existing on-site but to be painted January 2021 – still to be done)
- New or refurbished road bollards
- New interpretation signage to be designed and installed next to the boiler (provisional on securing funding)
- Further blackberry control (on an on-going basis)

Once the project was finalised through DoC and the additional funding secured, the Reikorangi Resident's Association was invoiced for the \$5,000 by DoC which the association paid to DoC on the 2 August 2019 (a copy of this invoice is available upon request).

The Association was notified on the 6 November 2020 by DoC that the toilet, tracks and new tent sites and installation of new bollards were completed in and a memorandum of understanding signed between DoC and KCDC's Parks and Recreation team with KCDC agreeing to contribute \$1,000 annually towards the cost of maintenance and cleaning of the toilet (see copy attached of the signed memorandum). The memorandum was effective from 1 March 2020 for a period of ten years and expires on 1 March, 2030 unless both parties (DOC and KCDC) agree to a review.

Our key point of contact with DoC was Robert Ashe, the project manager running the project. Robert was incredibly thorough, always helpful and responsive to the community to work collaboratively. Robert also wanted us to mention Ranger Peter Blaxter from DoC who was the main person running the project on the ground and specifically wanted to give him kudos for the project. Community members - Anna Carter, Brian Kelly, Mark Gibbin, Helen Naylor and Missy Sinai were also actively involved in achieving the outcomes of this project and we want to acknowledge them too.

#1095956

WAIKANAE COMMUNITY BOARD
COMMUNITY GRANTS

Robert has said that if our association was able to secure an additional \$1,000 they can arrange for the interpretation signage for the historic boiler which is located in the carpark.

The Association will continue to work with DoC and KCDC to support them in the planting and weed control as required.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: Julia Palmer

Second Contact: Mark Gibben

Signature: Julia Palmer

Signature: Mark Gibben

Position: Chair

Position: Treasurer

Date: 15 February 2021

Date: 16 Feb 2021

Please return to:
Tracey Waye
Kāpiti Coast District Council
Private Bag 60 601
Paraparaumu 5254
tracey.waye@kapiticoast.govt.nz

#1085956

MEMORANDUM OF UNDERSTANDING



FOR THE PROVISION OF VISITOR FACILITIES (TOILET & CAMPSITES) AT THE MANGAONE SOUTH ROAD END

This memorandum of understanding is made this 12th day of February, 2020.

PARTIES

1. Kapiti Coast District Council ("KCDC")
 2. Director General of Conservation ("the Director-General")
- ("the Parties")

INTRODUCTION

The Department of Conservation Te Papa Atawhai (DOC) is responsible for managing and promoting conservation and the enjoyment of the natural and historic heritage of New Zealand on behalf of, and for the benefit of, present and future New Zealanders.

DOC aims to achieve greater conservation outcomes through the efforts of others. This will see us placing greater emphasis on collaboration and relationship-building with existing and new partners, making it easier for others to get involved and work with us.

DOC has made a national commitment to the Te Araroa Trail with the Te Araroa Trust (the Trust), signing a formal MOU with the Trust in 2002. The commitment is underlined more specifically as set out in the 2019 Wellington Conservation Management Strategy, Policy 3.3/2.6. This states that DOC will work with the Te Araroa Trust locally on the development of a high standard Te Araroa Trail experience, including the provision of visitor facilities and information.

The Kapiti Coast District Council's (KCDC) vision, 'toitū Kāpiti', reflects its drive for a vibrant and thriving Kāpiti, while also incorporating its aspiration for strong, safe communities. Toitū means to be sustainable. In the context of our vision, it means that to achieve what we want for our community, we must look after and enhance our land, our waters, and our people.

Together, these elements articulate the unique appeal of the Kāpiti lifestyle.

More specifically, KCDC manages a wide range of parks, reserves and open space on behalf of the community. KCDC facilitates barrier-free access on a network of cycleways, walkways, and

DOC-CM6036612

4

bridleways. Easily accessible parks and open spaces provide active and passive recreation, play, and social opportunities for both residents and visitors.

KCDC's strategy is to maintain a rich and diverse network of open space that protects and enhances the region's ecology -- a network that provides quality recreation spaces and facilities that are readily accessible to the community.

This Agreement is signed by the following on behalf of their respective organisations,

DIRECTOR GENERAL OF CONSERVATION

KCDC



SIGNED on behalf of the Director-General of Conservation by Jack Mage acting under delegated authority.

Witness signature:



Witness name: Robert Ashé
Witness occupation: Senior Ranger,
Recreation/Historic, Kapiti Wellington DOC



25/2/20

SIGNED on behalf of Kapiti Coast District Council by Alison Laws

Witness signature:



Witness name: Clare Mopney
Witness occupation: parks administrator

PURPOSE

1. This Memorandum of Understanding (Memorandum) records the principles and objectives underpinning the Parties' relationship and describes the conservation project the Parties intend to jointly collaborate on.
2. The purpose of this Memorandum is to work together to deliver quality recreational facilities (a toilet and campsite) at the Mangaone South Road end site.

Parties' Objectives

3. The Parties are seeking to enhance and share each Party's collective organisational strengths, capability, and resources to achieve conservation gains and community engagement that leads to social, environmental and economic transformation for the long-term.
4. This Memorandum will also provide the framework for collaboration at the newly redeveloped site.
5. The Parties wish to conduct their relationship based on good faith and respect for each other's views. This is a long-term commitment. The Parties hope this collaboration will have lasting social, environmental, and economic impacts.

BACKGROUND

6. DOC was approached by the Reikorangi Residents Association (RRA) in 2018 seeking the construction of a toilet at the road end of Mangaone South Road. There has been an increase in walkers knocking on local doors asking to use their toilets and growing evidence of toileting in the surrounding area.
7. The Mangaone South Road end is where two DOC tracks converge – the locally popular Mangaone Walkway and the Pukeatua Track, which is a part of Te Araroa Walkway. KCDC is the vested owner of the road reserve land at the end of the Walkway where the tracks meet the road.
8. DOC is primarily committed to lifting the standard of facilities on the Te Araroa Trail but agreed in principle to work with local residents and KCDC to co-fund a toilet and small camping facility at the site to help address the toileting issue and lift the quality of facilities available to Te Araroa Trail walkers.
9. The RRA contributed \$5,000 toward the construction costs of a new toilet in 2019 and KCDC have agreed to contribute \$1,000 per year towards the on-going maintenance of the toilet.
10. This has been a DOC led project and DOC has worked closely with affected local residents to come up with a plan for the site that was agreeable to all.
11. The Parties wish to record their agreement for the ongoing management of this site in this document.

DOC-CM6036612

3

THE AGREEMENT

Mangaone South Road and toilet

12. DOC agrees to design, consent, and build a new toilet and campsite area at the Mangaone Road end site and will take on-going responsibility for the maintenance and cleaning of the toilet and redeveloped site.
13. KCDC agrees to allow DOC to do this on their land giving DOC ongoing management responsibility for the site. Any subsequent work that could impact on the management of the road needs to be agreed upon in advance.
14. The toilet and associated assets will remain the property of DOC.
15. KCDC agrees to contribute \$1,000 per year towards the on-going maintenance of the toilet by transferring the funds into the DOC bank account on receipt of an invoice from DOC.
16. DOC agrees to monthly servicing of the toilet in summer (December-February) and every two months at other times. These service levels can be increased, if required, and could also be contracted out in the future.
17. DOC agrees to pump the toilet containment tank clean once a year, or more frequently on an as-needed basis, if necessary.

Mangaone South Road end site

18. KCDC agrees to allow DOC to redevelop the road end site according to the attached landscape plan (Appendix 1). This includes:
 - > new roadside bollards
 - > new native plantings
 - > new access tracks
 - > new adventure camping size tent sites
 - > new signage, including interpretation
 - > new picnic tables
19. DOC agrees to maintain the redeveloped site on an as-needed basis during regular service visits. DOC will keep grass mowed and tidy, contain weed regrowth (especially blackberry), and ensure all DOC signage is clean and up to date.
20. DOC agrees to collect discarded rubbish during regular service visits but will not install rubbish bins on site in keeping with our campsite standards and "take home" policy on rubbish.
21. DOC agrees to monthly maintenance servicing of the site in summer (December-February) and every two months at other times. These service levels can be increased, if required, and could also be contracted out in the future.
22. If KCDC decides to install rubbish bins at site, then KCDC will commit to emptying and the upkeep, unless a new agreement is entered into with DOC over cost sharing.

DOC-CM6086612

4

Campsites

23. DOC agrees to build and maintain three small 'adventure' campsites designed primarily for use by Te Araroa Trail walkers.
24. The site has the potential for eleven small 'adventure' campsites. DOC would like to retain the flexibility to add sites if growing Te Araroa Trail walker demand warrants it.

Unintended Consequences

25. KCDC agrees to work constructively with DOC, local residents, and the Police to help address any possible unintended consequences, like freedom camping, from the new toilet and site redevelopment.
26. DOC agrees to take primary responsibility for the ongoing maintenance of the toilet and campsite. KCDC agrees to take primary responsibility for ongoing compliance and road maintenance.

Handling complaints

27. DOC will handle complaints about service standards of the site but redirect all other complaints or enquiries to the appropriate agency.

Vehicles

28. DOC will provide roadside bollards to protect its assets from vehicle damage.
29. Vehicle parking and road maintenance will continue to be the responsibility of KCDC.

Dogs

30. Dogs will continue to need to be retained on leash at this site. KCDC will retain responsibility to manage any dog issues at the site.

Gate

31. The road gate will continue to be locked over summer and left unlocked at other times as currently practiced by the local residents. If unauthorised access and/or vandalism becomes a problem, DOC will work with KCDC and local residents to find a solution for a more durable barrier, such as an automatic gate.

Term

32. This Memorandum is effective from 1 March, 2020 for a period of ten years and expires on 1 March, 2030 (unless during the review process both parties agree in writing to renew the term of the Memorandum before its expiry).
33. The Parties agree to meet six months prior to the expiry of this Agreement to consider the future terms of their relationship.

DOC-CM6038612

5

Relationship Management and Communication

34. The following people are the agreed contacts.

Director General of Conservation	Ngāi Tahu
Robert Ashe Senior Ranger, Rec/Historic	Allison Law Parks & Recreation Manager
138 Wall Place, Kenepepuru PO Box 5086 Wellington 6140 rashe@doc.govt.nz 027 247 6218	175 Rima Road Private Bag 60601 Paraparaumu 5254 allison.law@kapiti.coast.govt.nz 027 5555 740

35. It is the responsibility of these contact people to:

- > Arrange meetings and reviews;
- > Oversee milestone or reporting requirements;
- > Communicate on matters of interest to either party.

36. In the interests of clear communication, each Party should consult with the other Party prior to making public statements.

Review of Agreement

37. This Agreement can be reviewed after the first year of operation and then every three years thereafter to discuss progress in implementing the objectives of the Memorandum.

Community agreements and contractual arrangements

38. The relationship of the Parties under this Memorandum is not one of legal partnership, joint venture, or agency.

39. The Parties do not intend this Memorandum to be legally binding.

Confidentiality

40. Neither of the Parties is to disclose any confidential information received from the other to any third party without written consent, unless required by the Official Information Act 1982 or the Local Government Official Information and Meetings Act 1987. In this case, either Party will inform the other Party prior to disclosure.

Intellectual Property and Data Sharing

41. All intellectual property brought by each Party to the relationship under this Memorandum remains in the ownership of that Party.

42. Use of logos or other corporate identification must be agreed to in writing by each Party on a case by case basis.

DOC-OM6036612

6

Dispute resolution

43. Any disputes arising from this Memorandum will be settled by full and frank discussion and negotiation between the Parties.
44. Should the dispute not be resolved satisfactorily by these means, the Parties agree to mediate any dispute in terms of the Resolution Institute standard Mediation Agreement (NZ version).
45. The mediation shall be conducted by a mediator and at a fee agreed by the Parties. Failing agreement between the Parties, the mediator shall be selected, by the Chair for the time being of Resolution Institute.

DOC-GM6036612

7

APPENDIX 1: THE LANDSCAPE PLAN



WAIKANAE COMMUNITY BOARD COMMUNITY GRANTS	Received by Kāpiti Coast District Council at Paraparaumu - 2 MAR 2021 By <u>Annie</u> Time <u>2.27</u>
--	--

Accountability Report Back

You/your organisation received a grant from the Waikanae Community Board recently. As part of the acceptance of this grant we require you to complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable.

Please complete this form within **six months** of the use of the grant and return to the address listed below.

NOTE: You must return this form in order to be considered for future funding.

Name of Individual/Organisation: Waikanae Bowling Club Inc
 Amount of Grant: \$1,840 (inc GST)
 Date Received: 30/10/2020
 Project/Event for which grant was made: New bar stools for Clubrooms

Please give details of how money was spent, the benefits you received and the benefits to the Waikanae Ward as a result of the grant.

Please see ATTACHMENT

NOTE: If the money has not been spent please explain why and your intentions for the money.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: <u>WAIKANAE BOWLING CLUB</u>	Second Contact: <u>HELEN GUTHRIE</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Position: <u>Secretary</u>	Position: <u>Executive</u>
Date: <u>02/03/21</u>	Date: <u>02/03/21</u>

Please return to:
 Tracey Waye
 Kāpiti Coast District Council
 Private Bag 60 601
 Paraparaumu 5254
tracey.waye@kapiticoast.govt.nz

#1095956



WAIKANA E

Bowling Club Inc

2 March 2021

ATTACHMENT

Accountability Report for Waikanae Bowling Club Inc

The grant of \$1840 (inc GST) received from the Waikanae Community Board at its' meeting on 29 September 2020 was for the purchase of 16 new bar stools for the Waikanae Bowling Club's lounge.

They, along with a donation from Pub Charity Limited to buy new chairs, have transformed the look of the Clubrooms and we have had many complimentary comments from members and visitors about the new look and comfort of both chairs and bar stools.

We have many visitors, both local and out of town, who use our facilities every day and the new look will be of great benefit to all. We hope to hire the Clubrooms out for more corporate functions in the future.

The Waikanae Community Board logo is up on the front page of our website www.bowlsaikanae.com. We are at present having a sign made recognising the generosity of our recent funding organisations and it will be displayed in a prominent position in the Clubrooms. Your logo will also be in our new 2021/2022 Club Handbook and in the President's Annual Report.

A photo of the new bar stools was sent to Tracey Waye in January 2021.

Helen Guthrie QSM
Waikanae Bowling Club

354-356 TE MOANA ROAD WAIKANA E. PO BOX 75 WAIKANA E 5250
PHONE (04) 293-6250. E MAIL waikanaebowling@xtra.co.nz
www.bowlsaikanae.com

Willgraeme Furniture Manufacturers Ltd

129 London Street
Wanganui
PO Box 7016
Wanganui

GST Reg. No : 130-385-060

Tax Invoice

Invoice No: 00000216

Bill To:	Ship To:
WAIKANAE BOWLING CLUB WAIKANAE	WAIKANAE BOWLING CLUB WAIKANAE

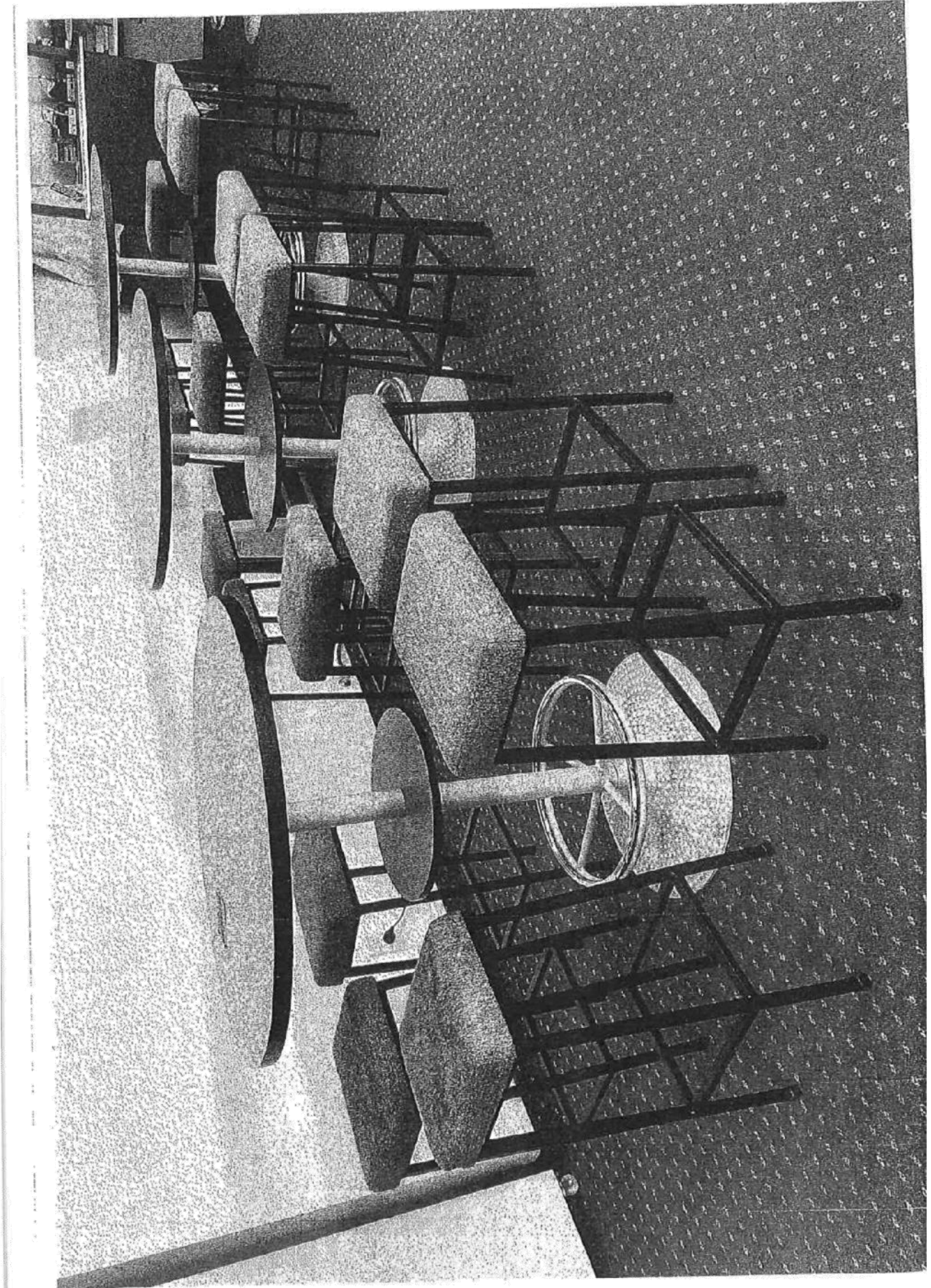
Your No.	Ship Via	Ship Date
Krys		

Terms	Date
Net 20th	21/12/2020

QTY	ITEM NO.	DESCRIPTION	PRICE	EXTENDED
16	25000	JENHA STOOL • KINDRED FOSSIL FABRIC • SATIN BLACK RIPPLE POWDER COAT	\$114.67	\$1,834.72
Comment:			Sale Amt.:	\$1,834.72
			GST:	\$275.21
			Total Amt.:	\$2,109.93
			Paid Today:	\$2,109.93
			Balance Due:	\$0.00

DIRECT CREDIT ACCOUNT: ANZ 06-0793-0832420-00

Page 1 of 1



WAIKANAĒ COMMUNITY BOARD
COMMUNITY GRANTS

Accountability Report Back

You/your organisation received a grant from the Waikanae Community Board recently. As part of the acceptance of this grant we require you to complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable.

Please complete this form within **six months** of the use of the grant and return to the address listed below.

NOTE: You must return this form in order to be considered for future funding.

Name of Individual/Organisation: Waikanae Community Market Inc
Amount of Grant: \$8000.00
Date Received: 17/7/2020
Project/Event for which grant was made: To support the establishment of a locally run community market under the auspices of Waikanae Community Market Inc.

Please give details of how money was spent, the benefits you received and the benefits to the Waikanae Ward as a result of the grant.

To date \$6544 has been spent by way of establishment costs. This includes licenses (\$1814), marketing (\$645), training (\$1935) and the purchase of gazebos (\$790) and office equipment.

The unspent amount of \$1456 will be used to fund further committed training initiatives, health & safety, marketing, a gazebo, and signage. When these funds have been spent in full, a second Accountability Report will be provided.

The benefits of this spend are as follows:

- a) The market has been established as a formal entity with a governance structure.
- b) The market acts as a focal and gathering point for the local Waikanae community.
- c) The market provides an outlet for local growers, crafts people and ad-hoc non-profit community organisations.
- d) The Christmas market, with community input, has generated funds and food for Kapiti Foodbank
- e) The market also attracts customers from the wider Wellington and Horowhenua area, who then take advantage of other Waikanae retail outlets and activities.

NOTE: If the money has not been spent please explain why and your intentions for the money.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: Rob Noble-Beasley Second Contact: Alan Gibbs
Signature: [Signature] Signature: [Signature]
Position: Chairman Position: Treasurer
Date: 20/2/2021 Date: 20/2/2021

Please return to: Tracey Waye
Kapiti Coast District Council
Private Bag 60 601
Paraparaumu 5254
tracey.waye@kapiticoast.govt.nz

#1085958

A1+A2

Alan Gibbs

From: Rachelle Nash <rachnash@hotmail.co.nz>
Sent: Monday, 2 November 2020 8:21 am
To: Alan Gibbs
Subject: KCDC Verification help

Hi Alan, I have paid the casuals on Saturday, I think it was \$15, the extra \$1 was a donation.
 Why I am emailing you is, I need to know what is happening or has happened about the remainder of the \$500 grant I was to receive for help to verify my kitchen.
Jill has paid \$153, but the remainder of \$347 needs to be paid, or if it has already been done could you let me know, as it hasn't shown up on my invoice from KCDC yet.
 On the same topic, Kylie Andrews hasn't received her grant either I don't think.
 There were four of us I think who all received up to \$500 for help to get the market/kitchens legal.
 Anyway, I spoke to Helen on Saturday she said to talk to you regarding this.
 Talk to you soon. Thanks very much.

Rachelle Nash

✓ Rachelle Nash \$153 - pd 20/7/20
 ✓ Kylie Andrews " " 20/7/20

to KCDC 660
 to KCDC 660

G+N McQuitty Food license pd 5/9/20 \$500 to KCDC
 Honey Food license 314 to KCDC

Worksheet of members

Balance to pay to reimburse

R Nash 347-00
 K Andrews 347-00


 Paid 1/11/20

Kāpiti Coast
DISTRICT COUNCIL
Me Huri Whakamuri, Ka Titiro Whakamua

TAX INVOICE

GST No. 51 - 860 - 608

175 Rimu Road, Private Bag 60601,
Paraparaumu 5254
Phone: (04) 296 4700
Freephone: 0800 486 486
Website: www.kapiticoast.govt.nz
Email: accounts@kapiticoast.govt.nz

Helen Amey
Helen Amey
86a Winara Avenue
Waikanae 5036

Account Number FP643
Invoice Date 25/08/20
Invoice Number 98544

Quantity	Description	Rate	Amount	
	Food Premises Verification - FCP Lic No.: FP643 86a Winara Avenue, Waikanae	314.00	\$314.00	*
	(* Incl GST \$40.96)			
	Total		\$314.00	

Payment can be made by direct credit to Bank account # 03-0732-0306101-00. Please display your Account Number (as above) on your remittance. Email remittances to: accounts@kapiticoast.govt.nz. Any costs to recover this debt will be on-charged.



ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT	DUE DATE
Helen Amey	FP643	\$314.00	20 SEP 20

Payable at KCDC



FP643 DR



\$314.00

Payable at New Zealand Post - Easy and Convenient



KCCAC 0000759244000031400

TAX INVOICE
 GST No. 51 - 860 - 608
 175 Rimu Road, Private Bag 60601,
 Paopapaumu 5254
 Phone: (04) 296 4700
 Freephone: 0800 436 486
 Website: www.kapiti.coast.govt.nz
 Email: accounts@kapiti.coast.govt.nz

Account Number FP648
Invoice Date 25/08/20
Invoice Number 98964

Chris & Nicola McGinty
 73 Nimmo Avenue East
 Waikanae 5036

A4 #1

Quantity	Description	Rate	Amount
	Food Premises Verification - FCP Lic No.: FP648 73 Nimmo Avenue East, Waikanae	614.00	\$614.00
(* Incl GST \$80.09)			
Total			\$614.00

Pay \$500 from CB.

Payment can be made by direct credit to Bank account # 03-0732-0306101-00. Please display your Account Number (as above) on your remittance. Email remittances to: accounts@kapiti.coast.govt.nz. Any costs to recover this debt will be on-charged.



ACCOUNT NAME
Chris & Nicola McGinty

ACCOUNT NUMBER
FP648

AMOUNT
\$614.00

DUE DATE
20 SEP 20

Payable at KCDC



FP648 DR



\$614.00

Payable at New Zealand Post - Easy and Convenient



KCCAC 0000762350000061400

*Paid \$500
31/9/20*

AS+AB

Alan Gibbs

From: Rachelle Nash <rachnash@hotmail.co.nz>
Sent: Monday, 2 November 2020 8:21 am
To: Alan Gibbs
Subject: KCDC Verification help

Hi Alan, I have paid the casuals on Saturday, I think it was \$15, the extra \$1 was a donation.
 Why I am emailing you is, I need to know what is happening or has happened about the remainder of the \$500 grant I was to receive for help to verify my kitchen.
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 On the same topic, Kylie Andrews hasn't received her grant either I don't think.
 There were four of us I think who all received up to \$500 for help to get the market/kitchens legal.
 Anyway, I spoke to Helen on Saturday she said to talk to you regarding this.
 Talk to you soon. Thanks very much.

Rachelle Nash

x Rachelle Nash \$153 -pd 20/7/20
 x Kylie Andrews " " 20/7/20

to KCDC bld
 to KCDC bld

B1



8 Omaha Street, Waikanae
P.O. Box 472, Waikanae 5036

GST Reg. 84 798 193

TAX INVOICE

Bill To:

Rod McLeod
208 Hula Street
RD1
Waikanae

Invoice No.: 00007123

Date: 30/08/2020

Your Order No:

DESCRIPTION	AMOUNT	CODE
2mm White PVC 500x300 offcuts	\$90.00	S15
ONLINE BANK ACCOUNT: DISPLAY TACTIX (2003) LTD 030732-0637410-00		

Terms: 20th of the following month	Freight:	\$0.00
	GST:	\$13.50
	Total Inc GST:	\$103.50
Balance Due:		\$103.50

SignCraft Kapiti is a division of Display Tactix (2003) LTD

B2



9 Omaha Street, Waikanae
P.O. Box 472, Waikanae 5036

GST Reg. 84 798 193

TAX INVOICE

Bill To:

Rod McLeod
208 Huia Street
RD1
Waikanae

Invoice No.: 00007493

Date: 20/10/2020

Your Order No:

DESCRIPTION	AMOUNT	CODE
Black Numbers for Waikanae Community Market	\$40.00	S15
<p>ONLINE BANK ACCOUNT: DISPLAY TACTIX (2003) LTD 030732-0637430-00</p>		
<p>For Credit Card & PayPal payments, please go to: www.displaytactix.co.nz/invoice</p>		
<p>Terms: 20th of the following month</p>		
<p>Freight: \$0.00 GST: \$6.00 Total Inc GST: \$46.00</p>		
<p>Balance Due:</p>		\$46.00

SignCraft Kapiti is a division of Display Tactix (2003) LTD

\$149.50
Paid by banking
23/10/20 4.30 pm

Page 1 of 1

NZME. NEW ZEALAND
MEDIA AND
ENTERTAINMENT

CUSTOMER TAX

Account Number
Invoice Number

NEW INVOICES

Date	Product	Campaign	Qty	Segment	Reference	GST Excl.	Amount
31/07	Radio Packg	291181	199	Sat/Sun Morning	Tactical Plan Jul20	190.00	218.50
TOTAL NEW INVOICES						190.00	218.50

Includes GST of \$28.50

TOTAL DUE

\$218.50

Our standard Terms and Conditions applicable to this invoice are available at <http://advertising.nzme.co.nz/terms-conditions/>

PAYMENT OPTIONS

Electronic Banking

Pay to:
Bank Account **03 0175 0660342 03**
Reference **76061441**

Send your remittance to
ar.enquiry@nzme.co.nz

Credit Card

Credit card payments can be made using Visa, Mastercard, American Express or Diners Club. To make a credit card payment phone us on **0800 110 579**.

Customers will be charged an additional credit card transaction fee plus GST, when making payments on account by Visa, Mastercard, American Express (1.71%), Diners Club (2.75%).

Direct Debit

Have the total amount due deducted from your nominated bank or credit card account on the due date.

For any queries, or to set up, contact us on **0800 110 579**.

Handwritten: Hef B4

NZBN ^{More business} _{Less work}
NEW ZEALAND BUSINESS NETWORK

MBIE GST Number 109304085

NESTLE OLIVE ANCHOVY 200G \$2.90
 NESTLE Almonds Original 240g \$6.49
 PANS FINEST FLAT BREAD CHEESE 130G \$2.89
 PANS FINEST SEED CRKR FIG BLK OLIVE 100G \$3.89
 WATERHINS TWISTS CLASSIC CHEDDAR 110G \$3.99
 WHITLOCKS RELISH BEETROOT BALSAMIC 275G \$4.49
 PRODUCE \$5.00 \$5.00
 GALAXY BLUE CREAMY 100G \$3.28
 HOMEOWN KOMBUCHA GINGER 350ML \$2.89
 HOMEOWN KOMBUCHA ORANGE VAN OATS 350ML \$2.89
 LISAS HUMMUS BEETROOT/ROAST CASHEW 200G \$4.45
 LONGBUSH BRIE 125G \$3.49
 MATH AND CHEESE EPICURE 200G \$7.49
 MATH SINGLE BATCH SHIRAZ 750ML \$27.89
 2 @ \$13.90
 WITHER HILLS PINOT GRIS 750ML \$25.89
 2 @ \$12.89
 17 BALANCE DUE \$108.41
 EFTPOS \$108.41
 *****2829
 Auth Code = R12242
 SUB TOTAL \$94.27
 TOTAL GST \$14.14
 TOTAL \$108.41

CHANGE

NEW WORLD WAIKANAE
 5 PARATA STREET
 WAIKANAE

EFTPOS
 TERMINAL 64762803
 TIME 08 Jul 20 13:20

ARD

COMMUNITY MARKET INCORPORATED

Invoice No BR00010525
 Authorisation ID R85655
 Invoice Date 14 July 2020
 Payment Option Credit or Debit Card
 Your reference

Qty	GST	Total Fee
1	\$13.33	\$102.22

Net Amount	\$88.89
GST	\$13.33
TOTAL	\$102.22
Total Due	\$0.00

PAID

and 1142, New Zealand
 64 3 962 2705

New Zealand Government

85

Wix LTD
40 Namal Tel Aviv, 6350671
Israel

Issued to:
Nicola Dunham
7A Tawa Street Waikanae
NZ-N New Zealand

Invoice #699851191 Jun 25, 2020 Paid

Description	Site	Billing Period	Quantity	Amount
Premium Plan Unlimited	Mysite 1	Yearly Jun 25, 2020 - Jun 25, 2021	1	US\$150.00

Payment Method: Mastercard **** 2392

Coupon discount -US\$75.00
Subtotal US\$75.00


Total US\$75.00

~~USD 117.00~~
NZD 117.12

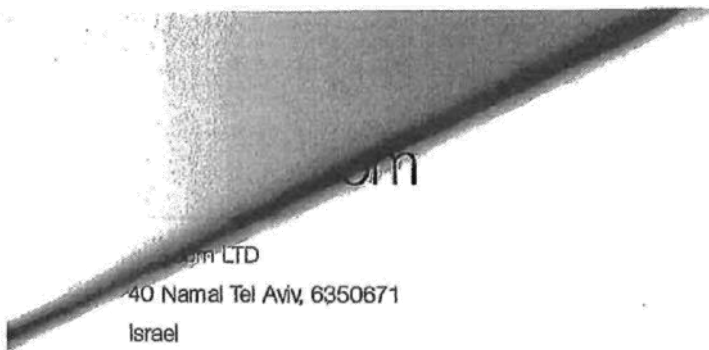
* Any deductions listed above apply to the current invoice only.

Feel free to contact us:

 wix.com/support

 1-415-639-9034

 wix.com/contact



~~#28 #3~~ B6
rec'd 1 July 2020
Paid to Nic 15 Jul 202

Wix LTD
40 Namal Tel Aviv, 6350671
Israel

Issued to:
Nicola Dunham
7 Tawa Street Waikanae
NZ-N New Zealand

Invoice #699851801 Jun 25, 2020 Paid

Description	Site	Billing Period	Quantity	Amount
Domain waikanaecommunitymarket.com	Mysite 1	2 Year Jun 25, 2020 - Jun 25, 2022	1	US\$13.95

Payment Method: Mastercard **** 2392

Subtotal

US\$13.95

Total

US\$13.95

NZD 21-77

Feel free to contact us:

 wix.com/support

 1-415-639-9034

 wix.com/contact

CI



TAX INVOICE

Waikanae Community Market Incorporated

Invoice Date
24 Dec 2020

Invoice Number
INV-0326

Reference
STMS L 1 9-10 March
2021

GST Number
123-725-085

TTM Training and
Compliance Limited
Attention: David Roberts
PO Box 1700
Paraparaumu Beach 5252
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
STMS L1 Open workshop	2.00	440.00	880.00
Location: Wellington			
Date: 9-10 March 2021			
Attendees:			
Mike Hart			
Helen Arney			
NZTA Registration	2.00	40.00	80.00
		Subtotal	960.00
		TOTAL GST 15%	144.00
		TOTAL NZD	1,104.00

Due Date: 3 Jan 2021

Unless other arrangements have been made with us, Payment PRIOR to the workshop is required - qualifications will only be registered with NZTA if payment has been made.
Overdue accounts may incur a late payment fee.
Bank Account for payment 12-3140-0261169-50, use invoice number for reference.



Paid 2/1/21
[Signature]



Waikanae Community Market Incorporated Society
C/- Michael Hart
135 Langdale Ave
Paraparaumu 5032

TAX INVOICE

GST No. 51 - 860 - 608
175 Rimu Road, Private Bag 60601,
Paraparaumu 5254
Phone: (04) 296 4700
Freephone: 0800 486 486
Website: www.kapiticoast.govt.nz
Email: accounts@kapiticoast.govt.nz

Account Number CFB19596
Invoice Date 16/12/20
Invoice Number 105175

Quantity	Description	Rate	Amount	
	Waikanae Memorial Hall- small hall RN19596 Defib training 9 Feb 2021	26.00	\$26.00	*
	(* Incl GST \$3.39)			
	Total		\$26.00	

Paid 23/12/20
[Signature]

Payment can be made by direct credit to Bank account # 03-0732-0306101-00. Please display your Account Number (as above) on your remittance. Email remittances to: accounts@kapiticoast.govt.nz. Any costs to recover this debt will be on-charged.



ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT	DUE DATE
Waikanae Community Market Incorpora	CFB19596	\$26.00	30 DEC 20

Payable at KCDC



CFB19596 DR



\$26.00

Payable at New Zealand Post - Easy and Convenient



KCCAC 0000778532000002600

C3



TAX INVOICE

Waikanae Community Market Incorporated

Invoice Date
21 Dec 2020

Invoice Number
INV-0320

Reference
TC 19 Jan 2021

GST Number
123-725-085

TTM Training and
Compliance Limited
Attention: David Roberts
PO Box 1700
Paraparaumu Beach 5252
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
TC Level 1 Open Workshop	2.00	280.00	560.00
Location: Porirua			
Date: 19 January 2021			
Attendees:			
Michael Hart			
Damian Amey			
NZTA Registration	2.00	40.00	80.00
Subtotal			640.00
TOTAL GST 15%			96.00
TOTAL NZD			736.00

Due Date: 31 Dec 2020

Unless other arrangements have been made with us, Payment PRIOR to the workshop is required - qualifications will only be registered with NZTA if payment has been made.
Overdue accounts may incur a late payment fee.
Bank Account for payment 12-3140-0261169-50, use invoice number for reference.



Paid 23/12/20
[Signature]



BT C4

TAX INVOICE

Waikanae Community Market Inc
86A Winara Avenue
Waikanae
Waikanae 5036
NEW ZEALAND

Invoice Date
22 Oct 2020
Invoice Number
INV-71729
Reference
STMS Roderic Moloney
GST Number
126549059
NGTC 2018 Limited
PO Box 1700
Paraparaumu Beach
Paraparaumu 5252
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Catering Cost Recovered as a result of NO SHOW for Roderick Moloney NO SHOW on STMS 2 day workshop 12-13 Oct 2020	2.00	30.00	60.00
		Subtotal	60.00
		TOTAL GST 15%	9.00
		TOTAL NZD	69.00

Due Date: 29 Oct 2020

Unless other arrangements have been made with us, Payment Prior to the workshop is required.
Overdue accounts may incur a late payment fee.
Bank Account for payment 12-3157 0144479-000, use invoice number for reference.

Thank You!

*Paid IT banking
23/10/20 4.25pm
[Signature]*

FW: Blackhawk Gazebo and Display - Order 540

Handwritten: 540

From: Blackhawk Gazebo and Display <hello@blackhawks.co.nz>
 Date: 1 September 2020 at 12:23:43 NZST
 To: jill.griggs@yahoo.co.nz
 Subject: Blackhawk Gazebo and Display - Order 540
 Reply-To: Blackhawk Gazebo and Display <hello@blackhawks.co.nz>



A Great Day Out, Regardless

Thank you for your interest in Blackhawk Gazebo and Display products. Your order has been received and will be processed once payment has been confirmed.

Order Details

Order ID: 540
 Date Added: 01/09/2020
 Payment Method: Pay with Credit Card (eWAY)
 Shipping Method: Free Shipping

E-mail: jill.griggs@yahoo.co.nz
 Telephone: 021565681
 IP Address: 210.246.63.10
 Order Status: Processed

Payment Address

Jill Griggs
 73 Aston Road
 RD1
 Waikanae 5036
 Wellington
 New Zealand

Shipping Address

Helen Amey
 86a Winara Avenue
 Waikanae 5036
 Wellington
 New Zealand

Product	Model	Quantity	Price
3x3m Pro Steel - Basic Package - Add Accessories: None - Add Back Side: None - Color: Grey	3x3m Pro Steel Gazebo - Basic Package Special	2	\$395.00

Sub-Tot

Free Shippi

Tot

Handwritten: \$790.00

Please reply to this e-mail if you have any questions.

1

www.noelleeming.co.nz

1/

05:03:0016
Invoice: 140888049
Person: DANIEL P S
Super Gold Card SALE

J Griggs
73 Aston Road
RD 1
Waikanae
Ph: 021 565 681

168111 BROTHER MFCJ1300DW W/F PRINTER
1 @ \$ 349.99 15.0% \$ 349.99
Offer discount \$ -35.04

Total Sale \$ 314.95
Payment By Mastercard \$ 314.95
Change \$ 0.00

PRICES INCLUDE G.S.T. AT RATE SHOWN
Fly Buys: 6014355039797013 Pts: 6



Thank you for shopping at Noel Leeming.

We are happy to exchange or credit (as a Card) within 14 days of purchase if the product is in its original condition and not on the Product Exclusion List. Please visit www.noelleeming.co.nz for details.

If the goods are faulty we will meet our obligations under the Consumer Guarantees Act to provide a solution. Please refer to our website (<https://www.noelleeming.co.nz/help/terms-and-conditions/consumer-guarantees-act.html>) for details.

Noel Leeming is committed to respecting your privacy. Our privacy policy explains in more detail how we handle your personal information. For more detail see our Privacy Policy at www.noelleeming.co.nz.

Payment on your receipt

**WE VALUE YOUR FEEDBACK
TELL US HOW WE DID
TODAY AND YOU COULD
WIN 1 of 5 \$200 NOEL
LEEMING GIFT CARDS!**

ACCOUNT: N.
J Griggs

Please answer the following question:
After today's in-store experience, how likely are you to recommend us to friends?
Survey Feedback code: JPYGNLG
Enter online at www.noelleeming.co.nz/feedback

Payable at KCD



CFB19392 DR

Or Enter by text, following the below steps:
STEP 1. Text "Noels" to 2578
STEP 2. We will send back a link to the feedback survey
Full terms and conditions available at www.noelleeming.co.nz

TAX INVOICE

GST No. 51 - 860 - 608

175 Rimu Road, Private Bag 60601,
Paraparaumu 5254
Phone: (04) 296 4700
Freephone: 0800 486 486
Website: www.kapiticoast.govt.nz
Email: accounts@kapiticoast.govt.nz

Account Number CFB19392
Invoice Date 27/08/20
Invoice Number 99029

	Rate	Amount
n Hall Hire		
ity Market 30/9/20 6-10pm	30.40	\$30.40

\$30.40

00. Please display your Account Number (as above)
costs to recover this debt will be on-charged.

Kāpiti Coast
DISTRICT COUNCIL

AMOUNT
\$30.40

DUE DATE
20 SEP 20

at New Zealand Post - Easy and Convenient



CCAC 0000766704000003040

Order Details

FI
Business cards

Account # 6699-0211-3392

Order # 5MGLT-06A58-101

Date: 10/09/2020 7:24 PM

Estimated Date of Arrival: 22/09/2020

Order Status: Processing

Shipping Address

Rachel Collen
42 Rata Street
Waikanae, 5036
New Zealand
0273407982
[Edit Shipping Address](#)

Billing Address

Rachel Collen
42 Rata Street
Waikanae, 5036
New Zealand
0273407982

Delivery Speed

Standard

Payment Information

VISA ****1014
Exp. 3/2024


Order Total

Product Total	\$33.98
Postage & Packaging Standard - Est. Arrival 22 Sep	\$8.99
GST (Excluded Above)	\$6.45
Total amount:	\$49.42

[Cancel Items](#)

[Res](#)

1 Item(s)



Standard Business Cards
market v.2

Status: Processing

Qty 1000

[Edit Your Design](#)

Show Selected Options

Base Price	\$33.98
Blank Reverse Side	INCLUDED
Matte	INCLUDED
Item Total	\$33.98

https://www.vistaprint.co.nz/vp/ns/my_account/order_detail.aspx?alt_order_id=5MGLT-06A58-101&print=1

[Privacy - Terms](#)

Mail - Your Stamps Plus order has been received!

F2
Common Seal

has been received!

gs-(info@stampsplus.co.nz)

cataholik@yahoo.co.nz

Date: Thursday, 10 September 2020, 03:33 pm NZST

Thank you for your order

Hi Rachel,

Just to let you know — we've received your order #7412, and it is now being processed:

[Order #7412] (September 10, 2020)

Product	Quantity	Price
Common Seal Stamp 42x42mm	1	NZD \$53.33
Stamp Text: Waikanae Community Market Inc		
Ink Colour: Black		
Subtotal:		NZD \$53.33
Shipping:		NZD \$10.50 via Flat Rate - New Zealand
Payment method:		Visa 1014
Total:		NZD \$63.83

Billing address

Rachel Collen
42 Rata Street
Waikanae 5036
0273407982
cataholik@yahoo.co.nz

Shipping address

Rachel Collen
42 Rata Street
Waikanae 5036

Thanks for using stampsplus.co.nz!

153

Subtotal: \$25.65

Shipping: \$8.61

Tax: \$0.00

Order Total: \$34.26

Paid with Visa (...1014): \$34.26

Questions about your order? Contact Us.



Love it. Snap it. Share it. #Zazzle



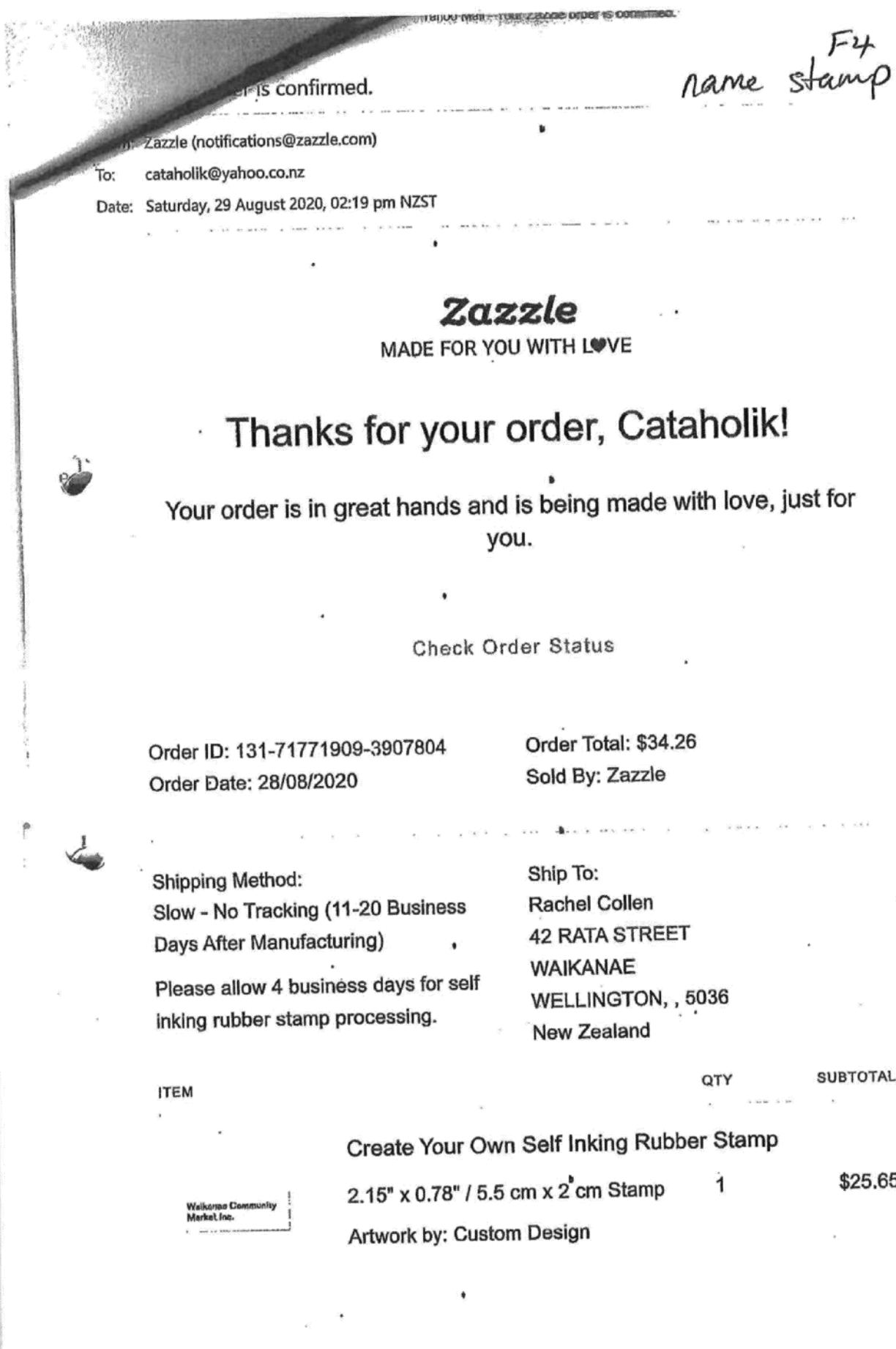
We promise 100% satisfaction. If you don't absolutely love it, we'll take it back!

[Unsubscribe](#) | [Privacy Policy](#) | [User Agreement](#) | [Contact Us](#)

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FS

2/7/20

Receipt book name stamp

\$2.00

Good as Gold
Coastlands Parade,
Paraparaumu
GST NO : 100493445

Served by: Janni at
goodasgold

Receipt / Tax Invoice 05/08/20
2 Sep 2020 4:24pm

ITEM \$2.00 \$2.00

Subtotal \$1.74
Tax (17.5%) \$0.26
Total \$2.00

h \$2.06
add, 2 Sep 20 4:24pm
TO PAY \$0.06

Thanks You!
Have a nice
day.

rolik!

i love, just for

Days After Manufacturing)

Please allow 4 business days for self
inking rubber stamp processing.

42 RATA STREET
WAIKANAE
WELLINGTON, 5036
New Zealand

ITEM

QTY

SUBTOTAL

Create Your Own Self Inking Rubber Stamp

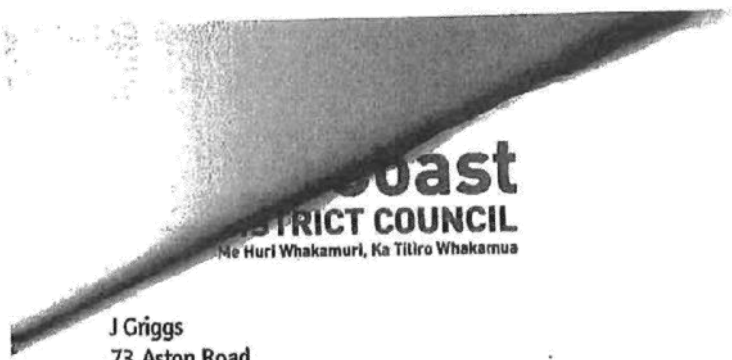
2.15" x 0.78" / 5.5 cm x 2" cm Stamp

1

\$25.65

Artwork by: Custom Design

Waikanae Community
Market Inc.



TAX INVOICE

GST No. 51 - 860 - 608

175 Rimu Road, Private Bag 60601,
Paraparaumu 5254
Phone: (04) 296 4700
Freephone: 0800 486 486
Website: www.kapiticoast.govt.nz
Email: accounts@kapiticoast.govt.nz

Account Number CFB19392
Invoice Date 27/08/20
Invoice Number 99029

Quantity	Description	Rate	Amount	
	Waikanae War Memorial Hall - Main Hall Hire			
	Rental :19392 , Waikanae Community Market 30/9/20 6-10pm	30.40	\$30.40	*
	(* Incl GST \$3.97)			
	Total		\$30.40	

Payment can be made by direct credit to Bank account #03-0732-0306101-00. Please display your Account Number (as above) on your remittance. Email remittances to: accounts@kapiticoast.govt.nz. Any costs to recover this debt will be on-charged.



ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT	DUE DATE
J Griggs	CFB19392	\$30.40	20 SEP 20

Payable at KCDC



CFB19392 DR



\$30.40

Payable at New Zealand Post - Easy and Convenient



KCCAC 0000766704000003040

175 Rimu Road, Paraparaumu
6440

28/08/2020 10:47 D#720 Op:EP Reg:06

ADJUSTABLE TABLE 65X45X61-71CM NUMBER 8
269212 EACH *N \$36.49
1 @ \$36.49
Total \$36.49

E-MCARD [549464... 2820] \$36.49
Tendered \$36.49
Balance \$0.00

This sale includes GST of \$4.76
Airpoints# 2642001670240

locally owned and operated
Please retain your receipt



Your Unique Code: X30-0228770800



Be in to WIN a \$1,000 Mitre 10 GiftCard!
Just give us your feedback on-line @
www.mitre10.co.nz/my10centsworth/

Thank you - We value your feedback!!

CUSTOMER

TAX INVOICE

GST No. 51 - 860 - 608

175 Rimu Road, Private Bag 60601,
Paraparaumu 5254
Phone: (04) 296 4700
Freephone: 0800 486 486
Website: www.kapiticoast.govt.nz
Email: accounts@kapiticoast.govt.nz

Account Number FP643
Invoice Date 25/08/20
Invoice Number 98544

Rate	Amount	
314.00	\$314.00	*

ue, Waikanae

Total \$314.00

1306101-00. Please display your Account Number (as above)
t.nz. Any costs to recover this debt will be on-charged.



ACCOUNT NAME
Helen Amey

ACCOUNT NUMBER
FP643

AMOUNT
\$314.00

DUE DATE
20 SEP 20

Payable at KCDC



FP643 DR



\$314.00

Payable at New Zealand Post - Easy and Convenient



KCCAC 0000759244000031400

Crombie Lockwood
A Gallagher Company

Crombie Lockwood (NZ) Limited
Level 1, 15 Willeson Street Wellington 6011
P O Box 496, Wellington 6140

P +64 4 802 0040

F +64 4 802 0041

www.crombielockwood.co.nz

Statement

Waikanae Community Markets Inc
C/-88A Winara Ave
Waikanae 5036

Client Number 191-OGK6R
Broker Marisa Brinck
Statement Date Wednesday, August 19, 2020
Premium Funded

STATEMENT

Page 1

Statement Details

Invoice Date	Effective Date	Reference	Description	Policy Charge	Funded
02-07-20	03-07-20	102804754	New Liability Package	\$437.00	

Recd 26/8/2020

Overdue
\$437.00

Current
\$0.00

Total Amount Due
\$437.00 NZD

REMITTANCE ADVICE

Crombie Lockwood (NZ) Limited
Private Bag 68910
Newton
Auckland 1145

Client Number 191-OGK6R
Branch WELLINGTON
Statement Date Wednesday, August 19, 2020
Client Name Waikanae Community Markets Inc

Amount Due \$437.00 NZD

Please pay into our NZD ACCOUNT 01 1839 0159564 00

Particulars

OGK6R-191

Reference

WAIKANAE COMMUNITY MAR

Prefer to pay monthly and spread the cost? [Click the link below or ask your broker how](http://www.crombielockwood.co.nz/pay-monthly)

www.crombielockwood.co.nz/pay-monthly

Invoice 20-00010642

Jadelamb Industries Ltd t/as Action Safety

GST: 093-991-850

46 Te Roto Drive, Paraparaumu 5032

Ph: 04 298 2229, Email: info@actionsafety.co.nz

TAX INVOICE 20-00010642



Sales Person: Joe D

Date: 14 Aug 2020

Paid In Full: 14 Aug 2020

All Items Fulfilled: 14 Aug 2020

CUSTOMER DETAILS

Cash Sale

Order Comments

Thank you for your custom

DESCRIPTION:	QTY:	UNIT PRICE: (INC TAX)	TOTAL: (EX TAX)	TOTAL: (INC TAX)
Esko Hand Sanitiser 500ml Pump (ID: 137010, 9421025849596, EHSG500PUMP) Brand: Esko	4	\$25.99	\$90.40	\$103.96 DISC :\$84.00
Esko Hand Sanitiser 5Ltr (ID: 137011, 9421025849558, EHDG5000) Brand: Esko	1	\$189.99	\$165.21	\$189.99 DISC :\$52.00

Freight: \$0.00 \$0.00

OUR DIRECT DEPOSIT DETAILS:

ACC Name: Jadelamb Industries Ltd

BSB:

ACC: 02-0733-0099271-00

TOTAL ITEMS: 5 GRAND TOTAL: \$255.61 \$293.95

TOTAL PAID: \$293.95

ROUNDING: \$0.00

TOTAL DISCOUNT: DISC: \$116.00

TOTAL GST: \$38.34

BALANCE DUE: \$0.00

Payment History

Payment Method	Date	Outlet	Amount	Balance
CreditCard	14/08/2020 13:35	Paraparaumu	\$293.95	\$0.00

Thank you for your custom

#12
F10

NEW ZEALAND
COMPANIES OFFICE

NZ  More business
BN  Less work
NEW ZEALAND BUSINESS NUMBER

MBIE GST Number 109304085

Tax Invoice

Jill Griggs
73 Aston Road
Rd 1
Waikanae 5391
New Zealand
jill.g.griggs@gmail.com

Invoice No BR00010525
Authorisation ID R85655
Invoice Date 14 July 2020
Payment Option Credit or Debit Card
Your reference

Description	Qty	GST	Total Fee
Incorporated Society Registration WAIKANAE COMMUNITY MARKET INCORPORATED	1	\$13.33	\$102.22

Net Amount	\$88.89
GST	\$13.33
TOTAL	\$102.22
Total Due	\$0.00

PAID

Companies Office
Private Bag 92061, Victoria Street West, Auckland 1142, New Zealand
New Zealand: 0508 762 438 International: +64 3 962 2705
revenue@mbie.govt.nz



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
© Crown Copyright 2019

New Zealand Government

COMMUNITY GRANTS SCHEME
ACCOUNTABILITY FORM



Your organisation has received a grant from the above scheme. As part of the acceptance of this grant we require evidence that the money was spent for the purpose granted. Please attach copies of receipts of payments.

Name of Organisation: Waikanae Lions Club
Amount of grant: \$ 4500
Date received: 20/10/20
Project for which grant was made: Waikanae Lions Super Garden Trail

Please provide details of how the money was spent (copies of receipts must be attached):

Printing GI 12,000 leaflets	\$ 4255.00
Printing GI 5000 tickets	\$ 787.75
GI 150 posters	\$ 241.50
	\$

NOTE: Please contact Claire Rewi, Claire.rewi@kapiticoast.govt.nz or 0800 486 486 to discuss options if you have funds still available.

Please provide a brief description of the benefits that have been achieved with these funds:

1800 people visited gardens in Waikanae over the weekend 30/31 January. We raised in excess of \$40,000 to be shared between Zeal and the Child Cancer Foundation.

Two signatures are required:

Name: Kevin Sheppard
Signature: [Signature]
Position: President
Date: 11/3/21

Name: David GIBBONS
Signature: [Signature]
Position: Treasurer
Date: 11/3/21

Please indicate your interest in being involved in feedback to help council better support community groups.

Yes: ☒
Name: Kevin Sheppard
Mobile: 027 289 8544

No: ☐
Daytime phone: _____
Email: Kevin.sheppard@gmail.com

Once completed, drop this form off with supporting information at any one of our Service Centres or post to: Kāpiti Coast District Council, Private Bag 60 601, Paraparaumu 5254

PRECISE PRINT & design

TAX INVOICE

Waikanae Lions Club
P.O. Box 42
Waikanae

Invoice Date
16 Nov 2020
Invoice Number
INV-29179
Reference
75303
GST Number
052-116-619

Precise Print (1989) Limited
PO Box 22
Paraparaumu
5036

Description	Quantity	Unit Price	Amount NZD
12,000 x Garden Trail leaflets, 5 panels	1.00	3,100.00	3,100.00
Artwork	1.00	600.00	600.00
		Subtotal	3,700.00
		TOTAL GST 15%	555.00
		TOTAL NZD	4,255.00

Due Date: 20 Dec 2020

THANK YOU - WE APPRECIATE YOUR BUSINESS

Any claims for credit must be made within 7 days of receiving invoice.

TERMS: PAY BY 20TH OF MONTH FOLLOWING.

Bank Account Details: 06 0730 0081412 00

All goods remain the property of Precise Print Limited until fully paid for.

Email: linda@preciseprint.co.nz



PAYMENT ADVICE

To: Precise Print (1989) Limited
PO Box 22
Paraparaumu
5036

Customer Waikanae Lions Club
Invoice Number INV-29179
Amount Due 4,255.00
Due Date 20 Dec 2020
Amount Enclosed

Enter the amount you are paying above



TAX INVOICE

Waikanae Lions Club
P.O. Box 42
Waikanae

Invoice Date
13 Nov 2020
Invoice Number
INV-29178
Reference
75302
GST Number
052-116-619

Precise Print (1989) Limited
PO Box 22
Paraparaumu
5036

Description	Quantity	Unit Price	Amount NZD
2 x Kinds Tickets x 2500 of each kind	1.00	685.00	685.00
		Subtotal	685.00
		TOTAL GST 15%	102.75
		TOTAL NZD	787.75

Due Date: 20 Dec 2020
THANK YOU - WE APPRECIATE YOUR BUSINESS

Any claims for credit must be made within 7 days of receiving invoice.
TERMS: PAY BY 20TH OF MONTH FOLLOWING.
Bank Account Details: 06 0730 0081412 00
All goods remain the property of Precise Print Limited until fully paid for.

Email: linda@preciseprint.co.nz

PAYMENT ADVICE

To: Precise Print (1989) Limited
PO Box 22
Paraparaumu
5036

Customer Waikanae Lions Club
Invoice Number INV-29178
Amount Due 787.75
Due Date 20 Dec 2020
Amount Enclosed

Enter the amount you are paying above



TAX INVOICE

Waikanae Lions Club
P.O. Box 42
Waikanae

Invoice Date
3 Nov 2020
Invoice Number
INV-29177
Reference
75301
GST Number
052-116-619

Precise Print (1989) Limited
PO Box 22
Paraparaumu
5036

Description	Quantity	Unit Price	Amount NZD
1) Garden Trail posters 150 x A4 50 x A3	1.00	210.00	210.00
2) Signs			
3) Newspaper ads x 2			
		Subtotal	210.00
		TOTAL GST 15%	31.50
		TOTAL NZD	241.50

Due Date: 20 Dec 2020

THANK YOU - WE APPRECIATE YOUR BUSINESS

Any claims for credit must be made within 7 days of receiving invoice.
TERMS: PAY BY 20TH OF MONTH FOLLOWING.
Bank Account Details: 06 0730 0081412 00
All goods remain the property of Precise Print Limited until fully paid for.

Email: linda@preciseprint.co.nz



PAYMENT ADVICE

To: Precise Print (1989) Limited
PO Box 22
Paraparaumu
5036

Customer Waikanae Lions Club
Invoice Number INV-29177
Amount Due 241.50
Due Date 20 Dec 2020
Amount Enclosed

Enter the amount you are paying above

RECEIVED 28 JAN 2021 BY:	WAIKANAĒ COMMUNITY BOARD COMMUNITY GRANTS	SCANNED Edoc# 7937961
---	--	--

Accountability Report Back

You/your organisation received a grant from the Waikanae Community Board recently. As part of the acceptance of this grant we require you to complete the Accountability Report Back form and attach copies of receipts of payments and any other financial information as applicable.

Please complete this form within **six months** of the use of the grant and return to the address listed below.

NOTE: You must return this form in order to be considered for future funding.

Name of Individual/Organisation: Waikanae Music Society

Amount of Grant: \$ 2000 (exc GST)

Date Received: 5/10/20

Project/Event for which grant was made: Printing of 2021 brochure

Please give details of how money was spent, the benefits you received and the benefits to the Waikanae Ward as a result of the grant.

Waikanae Music Society is very grateful for the assistance of the Waikanae Comm Board. The money was used to finance the printing of the Waikanae Music Society's 2021 brochure containing 16 pages (including cover) of information about the Society and about the upcoming 8-concert season. Also information about how to access tickets and membership, etc. This was printed by Spectro in time for distribution at the Society's AGM and student concert on November 15 and has since been sent to all members and distributed widely throughout Kapiti and through the greater Wellington area. This distribution will continue throughout the year and will help to bring people to our concerts and also to the Waikanae area where hopefully they will also shop and visit local attractions. Copies of brochure are enclosed.

We have also made 2000 flyers from the front & back pages to make a January letterbox drop.

NOTE: If the money has not been spent please explain why and your intentions for the money.

Please sign below: (2 signatories required for organisations only)

Grant Recipient: <u>Wendy van Delden</u>	Second Contact: <u>PAUL DUNMORE</u>
Signature: <u>W. van Delden</u>	Signature: <u>P. Dunmore</u>
Position: <u>Concert Manager</u>	Position: <u>TREASURER</u>
Date: <u>12/1/21</u>	Date: <u>12/1/21</u>

Please return to: Tracey Waye
 Kapiti Coast District Council
 Private Bag 60 601
 Paraparaumu 5254
 tracey.waye@kapiticoast.govt.nz



GST No: 43-299-913
Tax Invoice Number
 29228

Waikanae Music Society
 PO Box 84
 WAIKANA E

Invoice date: 19/11/20
Customer Order No: Paul
Job Number: 37780
Customer Code: wmusic1

Quantity: 2000
Job Title: Booklet for 2021
Details: File supplied, layout required
 Printed CMYK throughout
 16 pages including cover
 Finished size 210 x 100mm
 Sponsorship ad for Spectro included

Materials 1,301.00
Production 734.00
Stock 193.00

Net 2,228.00
G.S.T 334.20
TOTAL \$2,562.20

1. Payments are due by 20th of month following month of purchase. 2. Each Month the Company will add an interest charge of 2% on any overdue balances. 3. Any costs incurred in the recovery of the account will be borne by the purchaser. 4. The risk in the goods supplied by the Company to the purchaser shall pass to the purchaser upon delivery, but the ownership in them shall not pass to the purchaser until the purchaser has paid in full for the same and discharged all outstanding indebtedness to the seller whatsoever. 5. The Company reserves the right to close this account or amend its credit terms.

Payment can be made directly to bank a/c: 06 0565 0091608 00. Please include your name and invoice number.

11 Milne Drive, Paraparaumu 5032, PO Box 2029, Raumati Beach 5255

6.3 COMMUNITY BOARD MEMBERS' ACTIVITIES

Author: Tracey Waye, Executive Secretary to Group Manager Place and Space

Authoriser: Sacha Haskell, Group Manager Place and Space

PURPOSE OF REPORT

- 1 This report outlines Board members' activities.

RECOMMENDATIONS

- 2 That the Waikanae Community Board notes the report listing Board members' activities.

APPENDICES

1. Community Board Members' Activities [↓](#)

Community Board Members' Activities

Tracey Waye

From: James Westbury <james@waikanaepharmacy.co.nz>
Sent: Wednesday, 24 March 2021 9:41 AM
To: Tracey Waye
Subject: FW: Activity report

Kind regards

James Westbury

 westburypharmacy

James Westbury
 Westbury Pharmacy
 12 Mahara Place
 Waikanae
 New Zealand

P:04 9029100
 M:0221341787
 F:04 9029101

Find us online: <http://www.westburypharmacy.co.nz/>
 Facebook: <https://www.facebook.com/WestburyPharmacyKapiti/>
 Instagram: [westburypharmacy](https://www.instagram.com/westburypharmacy)

From: james@waikanaepharmacy.co.nz <james@waikanaepharmacy.co.nz>
Sent: Tuesday, 23 March 2021 8:18 PM
To: tracey.wayne@kapiticoast.govt.nz
Subject: Activity report

Dear Tracey

Please see a list of my activities since the last community Board

11/02/21	LTP Workshop
15/02/21	Representation Review Briefing
16/02/21	District Growth Strategy
16/03/21	LTP workshop
08/03/21	Engagement communication Nga Manu
17/03/21	Engage Kapapakanui School to participate in the LTP consultation
17/03/21	Engage Waikanae School to participate in the LT consultation
23/3/21	Engage Waikanae Probus group to participate in the LTP
23/3/21	Participate in WREMO Council Briefing
25/3/21	Meeting Community Board informal
25/3/21	Participation in Council Meeting
30/3/21	LTP workshop

This does not include discussion with members of the public and sign posting local issues and contact points.

Activity Report for the period 10 February 2021- 30 March 2021

Margaret Stevenson-Wright

Discussion with relevant KCDC Management and community members around:

1. The Pharazyn Reserve Focus Group
2. Community Member's concern around Emergency Crossing in Waikanae
3. Community Member's concern around the deterioration of the road surface in a high use location.

10 February 2021	Road Safety Advisory Group Meeting
11 February 2021	Destination Marketing for Kapiti Briefing
17 February 2021	Informal Meeting of the Waikanae Community Board
18 February 2021	Waste Allocation Levy Grants Allocation Committee Meeting
19 February 2021	Conversations with both business owners and residents first on the scene when a child was hit in Elizabeth St.
20 February 2021	Gallery Exhibition Opening- Hemi McGregor
24 February 2021	Older Persons' Council Meeting
24 February 2021	Discussion with the Director of the Mahara Gallery and two of the Mahara Gallery Trust Board members re the planned enlargement of the Gallery.
25 February 2021	KCDC Council Meeting
4 March 2021	Cleansing Ceremony (Coro Don/Kahu Ropata) of Council Chamber.
	Strategy and Operations Meeting
9 March 2021	PP20 Revocation Briefing
	Introduction to the District Plan Forward Work Programme
18 March 2021	Strategy and Operations Committee Meeting
	KCDC Council Meeting
29 March 2021	Chair Pharazyn Reserve Focus Group Meeting
30 March 2021	Waikanae Community Board Meeting

Tracey Waye

From: Community Board Member Tonchi Begovich
Sent: Monday, 22 March 2021 3:23 PM
To: Tracey Waye
Subject: RE: Your WCB activity reports

Hi Tracey, pressed for time and cannot lay my hands on last Trienniums template I used, however use this email as my declaration for this meeting.

*Tonchi Begovich
 Waikanae Community Board Member
 Activity Declaration period 28 February to 30 March 2021
 Nil activity to declare*

Tonchi Begovich
 Waikanae Community Board

Tel 04 296 4700
 Mobile 021 223 6931
 Email: tonchi.begovich@kapiticoast.govt.nz



From: Tracey Waye <tracey.waye@kapiticoast.govt.nz>
Sent: Monday, 22 March 2021 9:04 AM
To: Community Board Member James Westbury <James.Westbury@kapiticoast.govt.nz>; Community Board Member Tonchi Begovich <Tonchi.Begovich@kapiticoast.govt.nz>
Subject: Your WCB activity reports

Hi James and Tonchi

Jocelyn Prvanov – Waikanae Ward Councillor activities

- 1 Oct Radio interview Beach FM
- 1 Oct Council meeting
- 2 Oct Informal meeting with WBC
- 6 Oct Long Term Plan briefing
- 7 Oct Electra Business Breakfast
- 8 Oct Councillor’s only meeting
- 10 Oct WKUKT Steering Committee meeting
- 13 Oct Long Term Plan briefing
- 14 Oct Friends of the Waikanae AGM
- 15 Oct Radio interview Beach FM
- 15 Oct WBC meeting – Frater Lane
- 16 Oct Meeting with the Mayor
- 20 Oct Districtwide Revaluation Briefing
- 20 Oct Review process for the District Growth Strategy Briefing
- 20 Oct Restricting Psychoactive Substances Briefing
- 20 Oct Sustainable Transport: Update Briefing
- 20 Oct Reimagining Libraries & Waikanae Library projects Briefing
- 27 Oct Wellington Regional Growth Framework Briefing
- 27 Oct Update on Takutai Kāpiti project progress
- 27 Oct Traffic Bylaw Briefing
- 27 Oct Councillor’s only meeting
- 28 Oct Paraparaumu/Raumati and Waikanae community boards Beach bylaw popup
- 29 Oct Council meeting
- 29 Oct I am Greta Movie
- 30 Oct KCDC Town Centres SH1 Revocation related projects Meeting
- 3 Nov Long Term Plan Briefing
- 3 Nov CWB meeting
- 4 Nov Electra Business Breakfast
- 5 Nov Radio interview Beach FM
- 5 Nov Strategy & Operations Committee Meeting

- 5 Nov KPI workshop
- 6 Nov Catchup on Environmental Portfolio
- 6 Nov WCB Waikanae Park development Meeting
- 7 Nov Beach bylaw drop up session Waikanae Beach
- 10 Nov Councillor's only meeting
- 12 Nov Radio interview Beach FM
- 12 Nov Chief Executive Performance and Employment Subcommittee
- 13 Nov Transmission Gully site visit with GW
- 14 Nov Meeting the by- election Candidates
- 17 Nov Long Term Plan briefing
- 17 Nov Waikanae Community Board meeting
- 19 Nov Strategy and Operations meeting
- 19 Nov Briefing Destination Management Plan for Greater Wellington Region
- 19 Nov WKUKT Community Members catchup
- 21 Nov WKUKT Steering Committee meeting
- 23 Nov Additional Beach bylaw hearings
- 26 Nov Radio interview Beach FM
- 26 Nov Beach bylaw hearings
- 27 Nov WKUKT Community Members catchup
- 28 Nov Waikanae market – what matters most
- 1 Dec Briefing - Review of District Growth Strategy: Issues, opportunities...
- 2 Dec Electra Breakfast
- 3 Dec Strategy and Operations meeting
- 4 Dec Meeting with the Mayor
- 5 Dec WKUKT Community Members catchup
- 7 Dec Meeting with Horowhenua Council in Levin
- 8 Dec CWB meeting
- 10 Dec Radio interview Beach FM
- 10 Dec Council meeting
- 10 Dec Council Christmas Drinks
- 12 Dec WKUKT Steering Committee meeting

18 Dec Blessing and opening of the cultural thread pathway along Frater Lane

30 Dec Catch with the Waikanae Community Board

22 Jan Councillor's Dinner

26 Jan Governance Skills and Practices Workshop

28 Jan Council meeting and LTP hearing

29 Jan Two Briefings

30 Jan WKUKT Steering Committee meeting

2 Feb Meeting with the Mayor

2 Feb Long term plan workshop

3 Feb Electra Business Breakfast

4 Feb Two Long term plan workshops

4 Feb Two Briefings

9 Feb 3 Briefings

9 Feb Meeting with Penny Gaylor

9 Feb Waikanae Community Board meeting

10 Feb Meeting with the Mayor

11 Feb Long term plan workshop

11 Feb Kapiti Destination Management Plan Briefing

16 Feb Briefing: District Growth Strategy Review

16 Feb Long term plan workshop

18 Feb Strategy and Operations committee meeting

18 Feb Climate Change Strategic Framework

18 Feb Briefing

20 Feb WKUKT Steering Committee meeting

23 Feb Communicating with Influence Workshop

23 Feb CWB meeting

25 Feb Community Meeting

2 Mar Briefing

2 Mar Drafting the Beach Bylaw 2021

3 Mar Electra Business Breakfast

4 Mar Strategy and Operations committee meeting

- 4 Mar Briefing
- 8 Mar Celebrating Resilient Women
- 9 Mar Introduction to the District Plan Forward Work Programme
- 9 Mar Councillor only meeting]
- 9 Mar Dinner – Collation members
- 10 Mar WKUKT Treaty House Workshop
- 12 Mar Templeton Group meeting
- 13 Mar Youth and Community Fishing Day
- 16 Mar LTP Consultation document briefing
- 16 Mar District growth Strategy Briefing
- 20 Mar Officially open the National Meccano exhibition
- 20 Mar Terisa Ngobi invitation by Waikanae Beach Residents Soc
- 24 Mar Representation review community engagement
- 25 Mar Council meeting
- 25 Mar Public meeting about the Wharemauku Stream
- 27 Mar Representation review community engagement
- 30 Mar LPT briefing
- 30 Mar Waikanae Community Board meeting

7 UPDATES

7.1 REPRESENTATION REVIEW UPDATE

8 MATTERS UNDER ACTION

8.1 MATTERS UNDER ACTION

Author: Tracey Waye, Executive Secretary to Group Manager Place and Space

Authoriser: Sacha Haskell, Group Manager Place and Space

RECOMMENDATIONS

That the Waikanae Community Board notes the Matters Under Action attached.

APPENDICES

1. Matters Under Action [↓](#)

**WAIKANAĒ COMMUNITY BOARD
MATTERS UNDER ACTION REGISTER
@ 23 March 2021**

Item	Date Raised	Target Date	Matter	Progress
1		October 2019	Future Waikanae Beach Vision and Action Plan	<p>Variation 2 to the KCDC Proposed District Plan:</p> <ol style="list-style-type: none"> 1. To rezone part of Waikanae Beach from Residential Zone to Beach Residential Zone; and 2. To make amendments to the Beach Character Setback Margin Provisions (which applied to all Beach Residential Zone properties). <p>A hearing was held on 3 August 2020. The hearings panel's recommendations were taken to the Strategy and Operations Committee on 5 November 2020 where the Committee adopted the panel's recommendations on the variation provisions and submissions. Decisions on the variation were formally notified on 18 November 2020 to enable submitters to lodge appeals. No appeals were lodged and the variation now has the same status as the PDP.</p> <p>All relevant information on the variation can be found at https://www.kapiticoast.govt.nz/your-council/planning/district-plan-review/variation-2/</p> <p>The above was the last update for the variation as it now has the same status as the rest of the PDP.</p>
2		2033	Waikanae Town Centres project	<p>Waka Katohi's SH1 revocation project has been rescheduled to now start in the Waikanae town centre zones 7 & 8 (Waikanae River to the New World) in November 2021, and is scheduled to be completed by March 2022. Council staff continue to work closely with Waka Katohi's contractor to ensure good communications with the community.</p> <p>The Town Centres project team have met with the Waikanae Community Board and Ward Councillor to discuss design options for town centres SH1 revocation related projects. The projects to be advanced are the Main Road streetscape between Frater Lane and Mahara Lane, and landscaping at the Transport Hub. We continue to develop the designs for the Waikanae Town centre projects and aim to have the next version of designs with the Community Board mid-year.</p>
3	17/09/19		Waikanae Library Project	<p>Council is committed to maintaining a presence in Waikanae. Following the closure of the Waikanae Library building in November 2018, Council is investigating options for its permanent replacement.</p> <p>Councillors will decide the scope of and timing for the new facility as part of setting Council's Long-term Plan 2021-41.</p>

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**WAIKANAE COMMUNITY BOARD
MATTERS UNDER ACTION REGISTER
@ 23 March 2021**

4			Mahara Gallery Project	<p>A long-planned upgrade of the Mahara Gallery in Waikanae will begin later this year after Kāpiti Coast District Council voted to confirm its \$2.8 million commitment to the project's \$6.5 million estimated cost. The project funding includes a \$250,000 grant from the Waikanae Community Board.</p> <p>The Council's decision follows the Mahara Gallery Trust's recent success in securing significant government funding from the Regional Culture and Heritage Fund (RCHF) towards the project. As well as enabling the Gallery to accept the gift of the Field Collection, it will also double the number of exhibition galleries and almost treble the exhibition space.</p> <p>Next stages Include Main contractor Procurement, Detail Design and Building Consent which we will work on over the next 3 months aiming to start physical construction late August early September.</p> <p>The relocation of the public toilets is being ran as a separate project but the intention is to have them up and running before demolition begins.</p>
5	11/08/20		Summerset development	<p>On 1 February the Council received a letter from the Ministry for the Environment advising that Summerset had lodged an application for the proposal under the COVID-19 Recovery (Fast Track) Consenting Act 2020. MfE sought comments from Council on this application, which were provided, and Council is now awaiting the decision from MfE on whether the application will be referred to the Expert Consenting Panel. We are not aware of any timeframe that the Minister must make this decision within.</p> <p>If it gets referred to the Expert Consenting Panel the application to Council will most likely be withdrawn, as we will no longer be processing it.</p>
6	11/08/20		Forward Work Programme	<p>There are currently no major works planned, outside of day to day maintenance works.</p>
7			Long Term Plan	<p>Key dates:</p> <ul style="list-style-type: none"> • 7 April – 10 May 2021 – Public consultation on the draft 2021-41 Long Term Plan • 17 May – 19 May 2021 – Public submission hearings (evening sessions will be scheduled if required) • 7 June 2021 – Council to make final decisions on outstanding matters relating to the draft 2021-41 Long Term Plan • 24 June 2021 – Council to adopt the final 2021-41 Long Term Plan and set rates for 2021/22

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9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil