



AGENDA

Waikanae Community Board Meeting

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

Date: Tuesday, 1 February 2022

Time: 7.00pm

**Location: Council Chamber
Ground Floor, 175 Rimu Road
Paraparaumu**

**Mike Mendonca
Acting 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 Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 1 February 2022, 7.00pm.

Waikanae Community Board Members

Mr James Westbury	Chair
Cr Jocelyn Prvanov	Member
Mr Richard Mansell	Member
Mr Tonchi Begovich	Member
Ms Michelle Lewis	Member

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1 WELCOME

1.1 DECLARATION FOR NEW ELECTED MEMBER AND EXPLANATION OF LEGISLATION

Kaituhi | Author: **Fiona Story, Senior Advisor Democracy Services**

Kaiwhakamana | Authoriser: **Janice McDougall, Group Manager People and Partnerships**

Te pūtake | Purpose

- 1 To provide new elected members a general explanation of laws relevant to their role in line with the statutory requirement to brief elected members at the start of each triennium (Schedule 7, Section 21(5)(c) of the Local Government Act 2022).

He whakarāpopoto | Executive summary

- 2 Not required.

Te tuku haepapa | Delegation

- 3 The Waikanae Community Board have the delegation to consider this matter.

Taunakitanga | Recommendations

THAT ELECTED MEMBERS NOTE THE GENERAL EXPLANATION OF LEGISLATION RELEVANT TO NEW ELECTED MEMBERS TO THE WAIKANAE COMMUNITY BOARD.

Tūāpapa | Background

- 4 This report covers key statutory obligations, which include provisions relating to meetings and official information, members' financial interests and disclosure duties, and offences relating to corruption.

He kōrerorero | Discussion

Local Government Official Information and Meetings Act 1987

- 5 This Act applies to every local authority in New Zealand and has two main aspects. The first concerns "official information", its availability and the means of making it available. The second aspect deals with meetings of local authorities and their committees and in particular public participation in such meetings. The principles underpinning the Act include open government and accountability.
- 6 Official information which includes practically all information held by a local authority or by any of its members, or staff in their official capacities, should be made available unless there are good reasons for withholding it. Good reasons for withholding are detailed in the Act and can be summarised as follows:
 - Providing the information would contravene legal requirements, including
 - Breaching legal privilege
 - Prejudicing the maintenance of the law; or
 - Endangering the health or safety of any persons;
 - The need to protect the privacy of natural persons;
 - To prevent material loss to members of the public or improper commercial exploitation of information held, whether related to the authority's activities or those of another party;

- To protect the public interest
- To enable a local authority to conduct its affairs effectively without improper pressure or harassment;
- The information requested is not available or is trivial;
- Substantial collation or research would be required to provide the information

- 7 Decisions made by the Council regarding withholding information may be reviewed by the Ombudsman. The Chief Executive is delegated the power relating to requests for Official or Personal Information (the latter is subject to the provisions of the Privacy Act 2020), as it would not be practical for Council to consider all such requests.
- 8 Meetings of Council, its Committees and Community Boards are open to the public and the Council must publish a list of all meetings, with times and venues, in advance, each month. Agendas must also be available to the public before the meetings. Timeframes for both aspects are governed by the Act. The public may on occasion be excluded from all or part of a meeting for reasons essentially the same as the ones for withholding official information, as summarised above.
- 9 Meetings are run according to Standing Orders and members must abide by these. The Chair is the presiding member and must ensure that order is maintained.

The Local Authorities' (Members' Interests) Act 1968

- 10 The significant sections of this Act relate to Contracting and Pecuniary Interests, and Conflicts of Interest. It is important to note that these provisions also relate to a member's spouse or civil partner. The Office of the Auditor-General's has a publication called [Local Authorities \(Members' Interests\) Act 1968: A guide for members of local authorities on managing financial conflicts of interest — Office of the Auditor-General New Zealand \(oag.parliament.nz\)](https://oag.parliament.nz/publications/local-authorities-members-interests-act-1968-a-guide-for-members-of-local-authorities-on-managing-financial-conflicts-of-interest).
- 11 Section 5 of the Act disqualifies a person from being elected or appointed to membership of a Council or Committee if they have an interest in contracts to be let by that Council or Committee above \$25,000 in any one year, without the approval of the Audit Office.
- 12 Regarding discussing and voting, an elected member or appointed member may not take part in discussions, or vote on any matter if they have a direct or indirect financial interest. (An indirect financial interest could be one held by an elected member's spouse or partner.) Failure to observe this requirement is considered an offence and conviction would lead to disqualification from office. Members should declare any interests to the meeting (without being required to specify what the interest is) and it is the member's responsibility to act on this matter.
- 13 Situations sometimes arise (particularly in a small community) where an elected member does not have a pecuniary interest but does have an interest greater than the public at large, for example, as an office-holder in a community organisation seeking funding from Council.
- 14 A Register of Members' Interests is held at Council (updating is coordinated through the Democracy Services team) and members will be asked to declare any interests every six months. The Register is publicly available on the Council website.

Sections 99, 105, and 105A of the Crimes Act 1961

- 15 These sections make it a crime for any official to corruptly accept or obtain any bribe for themselves or another person for doing, or failing to do, an action within in their official capacity; or to corruptly use, for their own gain, information obtained in their official role. A breach of these provisions carries a penalty of a term of imprisonment, not exceeding seven years.

The Secret Commissions Act 1910

- 16 Under this Act it is an offence for an elected member to accept or attempt to obtain for themselves (or any other person) a gift, inducement or reward for doing or not doing something. A breach of these provisions carries a penalty of a term of imprisonment, not exceeding seven years.

The Financial Markets Conduct Act 2013

- 17 This Act promotes informed participation in the financial markets, facilitating the development of fair, efficient and transparent financial markets. It replaces a number of outdated pieces of legislation, including the Securities Act 1978 and also details how offences and misconduct around financial products or services would be dealt with.
- 18 The Act essentially places elected members in the same position as company directors if the Council ever offered stock to the public (which the Council's current Treasury Management Policy expressly bans). Elected members may be personally liable if investment documents such as a prospectus contained untrue statements.

The Health and Safety at Work Act 2015

- 19 This Act allocates duties to those people who are in the best position to control risks to health and safety as appropriate to their role in the workplace and for the person conducting a business or undertaking (known as a 'PCBU') to ensure, as far as reasonably practicable the safety of workers and others who may be impacted by the work the business undertakes. One of the significant changes is the introduction of the term 'officer' who is any person occupying a position in the business or undertaking who exercises significant influence over the management of the business or undertaking. The roles of Chief Executive, the Mayor and Elected Members are deemed to be officers under the Act.
- 20 Officers have obligations of due diligence to ensure that the organisation meets its health and safety obligations:
- (a) to acquire, and keep up-to-date, knowledge of work health and safety matters; and
 - (b) to gain an understanding of the nature of the operations of the business or undertaking and generally of the hazards and risks associated with those operations; and
 - (c) to ensure that the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work; and
 - (d) to ensure that the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards, and risks for responding in a timely way to that information; and
 - (e) to ensure that the business or undertaking has and implements processes for complying with any duty of organisation under his Act; and
 - (f) to verify the provision and use of the resources and processes referred to in paras (c) to (e).
- 21 Elected members are exempt from prosecution for failure to comply with the duty of officers when acting in their capacity as an officer, however they are still required to exercise due diligence when carrying out their duties. The role of the Chief Executive is not exempt from prosecution.

Local Government Act 2002

- 22 Under Schedule 7 of the Local Government Act 2002 an elected member may be ousted from office if, while in office, that person is convicted of an offence punishable by a term of imprisonment of two years or more.

Public Records Act 2005

- 23 This Act's purpose is to provide a framework to keep central and local government organisations accountable by ensuring records are full and accurate, well maintained and accessible. The definition of a record includes information, whether in its original form or otherwise, and is not limited to just written information. It includes a signature, a seal, text, images, sound, speech, or data in any medium and recorded or stored by any electronic device or process. In the conduct of their affairs elected members should be mindful of the parameters of this Act, especially in respect of storage and archiving of emails.

He take | Issues

- 24 The content of this report is for noting. There are no issues for consideration or options to consider.

Ngā kōwhiringa | Options

- 25 There are no options to consider.

Tangata whenua

- 26 In recognition of the Crown's responsibility under the Treaty of Waitangi, the Local Government Act sets out principles and requirements for Council to facilitate Māori participation in all decision-making processes, which includes appropriate consultation with Māori on different issues (refer section 4, Parts 2 and 6 of the Local Government Act).
- 27 Since 1994, Council has been party to a Memorandum of Partnership with the three local iwi and hapu on the Kāpiti Coast District represented by Te Rūnanga O Toa Rangātira, Ngā Hapū o Ōtaki and Te Āti Awa ki Whakarongotai Charitable Trust. The Memorandum of Partnership sets out principles and objectives to ensure an effective and meaningful partnership between Council and iwi. The partnership is reflected in Council's Governance Structure and Delegation at A.1.
- 28 Te Whakaminenga o Kāpiti was established as the independent advisory forum for the partnership consisting of a representative of each of Council's iwi partners. The forum was created to strengthen iwi capacity to manage and maintain mana whenua interests in the district, providing an opportunity to exchange views on issues that impact on the social, environmental, economic and cultural wellbeing of tāngata whenua.

Panonitanga āhuarangi | Climate change

There are no climate change considerations.

Ahumoni me ngā rawa | Financial and resourcing

There are no financial and resourcing considerations

Ture me ngā Tūraru | Legal and risk

- 31 There are no additional legal considerations. This report has been reviewed by inhouse legal counsel.
- 32 If any Elected Member has doubts about compliance with any legislation they are advised to consult with the Governance and Legal Services team in the first instance.

Ngā pānga ki ngā kaupapa here | Policy impact

- 33 This report is assessed to have a low level of significance under Council policy.

Te whakawhiti kōrero me te tūhono | Communications & engagement

34 Not required.

Te mahere tūhono | Engagement planning

35 Not required.

Whakatairanga | Publicity

Not required.

Ngā āpitihanga | Attachments

Nil

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 ROAD NAMING - MANU PARK, WAIKANAE

Kaituhi | Author: **Jeffrey Clement, Information Management Team Leader**

Kaiwhakamana | Authoriser: **Mike Mendonca, Acting Group Manager Place and Space**

Te pūtake | Purpose

1 This report asks the Waikanae Community Board to approve six names for six new roads.

He whakarāpopoto | Executive summary

2 Not required.

Te tuku haepapa | Delegation

3 The Waikanae Community Board has the delegated authority to consider this matter under 'Part D Community Boards' of the Governance Structure

Accepting or rejecting. Officer recommendations in respect of names for local roads (excluding the former State Highway and reserves, structures and commemorative places, in accordance with existing council policy.

Taunakitanga | Recommendations

That the Waikanae Community Board approves the names for the following roads:

- A. Approves the name for Road 2 shown in Appendix 1 of this report.
- B. Approves the name for Road 3 shown in Appendix 1 of this report.
- C. Approves the name for Road 4 shown in Appendix 1 of this report.
- D. Approves the name for Road 5 shown in Appendix 1 of this report.
- E. Approves the name for Road 6 shown in Appendix 1 of this report.
- F. Approves the name for Road 7 shown in Appendix 1 of this report.

Tūāpapa | Background

- 4 Under the Kāpiti Coast District Council's policy, developers are required to submit three name suggestions, in preferential order, for each road to be named, whether it is public or private
- 5 Supplementary information in support of the names is to be provided by the developer and this may be consistent themes, historical connections of previous owners.
- 6 The Waikanae Community Board may accept one of the proposed names within the report or reject all the suggested names and request the staff to provide alternative names in a subsequent report.
- 7 The developer is Waikanae North Limited.

He kōrerorero | Discussion

- 8 The Manu Park Subdivision is a continuation of the Waikanae North subdivision and will create six new roads which will be vested to the Council.
- 9 The six roads are shown as Road 2 to 7 at the attachment to this report. Road 1 shown on the attachment is the continuation of the existing Waipunahau Road.
- 10 The Council Road naming and Street Numbering Policy 2011: states that to ensure that road names reflect the objectives, developers (or residents of Private rights-of-way shall provide

three suitable names for each road on their plans when submitting their engineering survey drawings, in order of preference with the rationale behind each name.

- 11 Proposed names should avoid the names of kin unless they have strong historical links to the geographical area.
- 12 Throughout the process local Iwi and historian have been consulted and have supported the options provided

He take | Issues

- 13 It is proposed the roads within the development are named after native birds.

Ngā kōwhiringa | Options

- 14 The three names provided in preferential order for Road 2 are as follows:

Option 1

Kāruhiruhi Street

Option 2

Poaka Street

Option 3

Gannet Street

- 15 The three names provided in preferential order for Road 3 are as follows:

Option 1

Pīhoihoi Close

Option 2

Tīeke Close

Option 3

Toutouwai Close

- 16 The three names provided in preferential order for Road 4 are as follows:

Option 1

Kōtuku-Ngutupapa Way

Option 2

Mollymawk Way

Option 3

Tara Way

- 17 The three names provided in preferential order for Road 5 are as follows:

Option 1

Kiwi Pukupuku Close

Option 2

Wattlebird Close

Option 3

Wood Pigeon Close

- 18 The three names provided in preferential order for Road 6 are as follows:

Option 1

Korimako Close

Option 2

Parrot Close

Option 3

Silvereye Close

- 19 The three names provided in preferential order for Road 7 are as follows:

Option 1

Miromiro Close

Option 2

Kingfisher Close

Option 3

Red-Crowned Parakeet Close.

Tangata whenua

- 20 Local Iwi have been consulted and support the recommendations put forward by the developers.

Panonitanga āhuarangi | Climate change

- 21 There are no climate change considerations required within this report

Ahumoni me ngā rawa | Financial and resourcing

- 22 The cost of signage is borne by the developer as per usual conditions of the Resource Consent.

Ture me ngā Tūraru | Legal and risk

- 23 The Council and its Community Boards can name roads, pursuant to Sections 319 and 319A of the Local Government Act 1974.

Ngā pānga ki ngā kaupapa here | Policy impact

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

Te whakawhiti kōrero me te tūhono | Communications & engagement

- 25 Consultation has been made with local iwi and recommendations are noted within this report for Board Members' decision.

Te mahere tūhono | Engagement planning

- 26 An engagement plan is not needed to implement these decisions.

Whakatairanga | Publicity

- 27 There are no publicity issues arising from this report

Ngā āpitihanga | Attachments

1. Road Map - Manu Park, Waikanae [↗](#)



6.2 CONSIDERATION OF APPLICATIONS FOR FUNDING

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

Kaiwhakamana | Authoriser: **Mike Mendonca, Acting Group Manager Place and Space**

Te pūtake | Purpose

- 1 To consider grant applications to the Promotions Fund and the Discretionary Fund, and to note Accountability Reports received.

He whakarāpopoto | Executive summary

- 2 As above.

Te tuku haepapa | Delegation

- 3 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’.

Taunakitanga | Recommendations

- A. That the Waikanae Community Board approves a Promotions Fund grant of \$..... to the Mahara Gallery, to assist with the cost of publicity and promotional materials.
- B. That the Waikanae Community Board approves a Discretionary Fund grant of \$..... to Ebony Mason, to assist with the cost of representing Touch Kāpiti Horowhenua at the Touch Nationals being held in Christchurch in February 2022.

Tūāpapa | Background

- 4 This is the fourth Waikanae Community Board meeting of the 2021/2022 financial year, with three further meetings scheduled before the end of the year.
- 5 Grants are allocated in accordance with specific evaluation criteria (at Attachment 1). Criteria include that accountability reports on grants allocated are required to be submitted six months after the event or activity for which the grant was awarded takes place.
- 6 All applicants have been advised by email of the meeting date, time and location.

He kōrerorero | Discussion

- 7 Two applications for funding have been received and are attached to this report (under separate cover) as Attachment 2. Those applications are summarised below.

Promotion Fund

- 8 There is currently \$19,475 available for distribution from the Promotion Fund in the 2021/2022 financial year.

- 9 One new grant application for \$3,498 is presented for the Board’s consideration:

Mahara Gallery

- 10 Funding of \$3,498 is sought to assist with the cost of publicity and promotional materials.
- 11 This application can be considered under Eligible Purpose 1: *Contributing to making Waikanae a Good Place to Live.*

Discretionary Fund

- 12 There is currently \$2,753.38 available for distribution from the Discretionary Grants Fund in the 2021/2022 financial year.
- 13 One new grant application for up to \$400 is presented for the Board's consideration:
Ebony Mason
- 14 Funding of \$400 is sought to assist with the cost of representing Touch Kāpiti Horowhenua at the Touch Nationals being held in Christchurch in February 2022.
- 15 Criteria for the Discretionary Fund states that up to \$200 can be granted for sports/competitions where the applicant has been selected to compete in a national event. This applicant has requested that the Board use their discretion and grant \$400 if possible.
- 16 This application can be considered under Eligible Purpose 1: *Community, cultural or sports purposes, including travel both within New Zealand and overseas.*

He take | Issues

- 17 There are no issues to be considered.

Ngā kōwhiringa | Options

- 18 There are no options to be considered.

Tangata whenua

- 19 There are no tangata whenua matters to be considered.

Panonitanga āhuarangi | Climate change

- 20 There are no climate change matters to be considered.

Ahumoni me ngā rawa | Financial and resourcing

- 21 Budget allocations for the 2021/2022 financial year for the Promotions Fund, the Discretionary Fund and the Capital Improvement Fund are as follows:

Fund	2021/22 budget allocation	Total allocated to date ¹	Total unallocated to date
Discretionary Grants Fund	\$6,710	\$3,956.62	\$2,753.38
Waikanae Promotion Fund	\$37,575	\$18,100	\$19,475
Waikanae Capital Improvement Grant	\$37,575	\$0	\$19,475

- 22 Attached to this report as Attachment 3 are tables showing all grants made in the current triennium.
- 23 Attached to this report as Attachment 4 are all accountability reports received since the last Waikanae Community Board meeting.
- 24 An amount of approximately \$936,000 is held in the Waikanae Capital Improvement Fund and this is expected to reduce to \$908,000 by the end of the current financial year. The table overleaf shows how those funds have been allocated:

¹ Includes 3 yearly grant payments previously approved

Amount (\$000)	Purpose of Grant
1,067	Balance at 30 June 2020 as per Annual Report
-67	Correction of previously overstated balance
-50	Contribution towards pump track at Waikanae Park
-23	Grants Paid in 2020/21
9	Interest earnings for the 2020/21 year
936	Balance at 30 June 2021 as per Annual Report <i>(subject to audit)</i>
-37	Forecast grants for 2021/22
9	Estimated Interest earnings for the 2021/22 year
908	Forecast Balance as at 30 June 2022

Ture me ngā Tūraru | Legal and risk

25 There are no legal or risk matters to be considered.

Ngā pānga ki ngā kaupapa here | Policy impact

26 As noted previously, grants are allocated in accordance with established criteria (attached to this report as Attachment 1).

Te whakawhiti kōrero me te tūhono | Communications & engagement

27 Board members actively engage with the community to promote the various grants available.

28 Information on grants and the application process are also available via the Council's website.

29 All applicants will be contacted via email once decisions around funding have been made.

Te mahere tūhono | Engagement planning

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

Whakatairanga | Publicity

Successful grants are communicated through the Council's usual communication channels.

Ngā āpitihanga | Attachments

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

Appendix 1 – Grant criteria

**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.

**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.

24/02/2022

**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

Appendix 3 – All grants made in the current triennium

**WAIKANAĒ COMMUNITY BOARD
LIST OF GRANTS MADE IN THE 2021/2022 YEAR¹
@ 19/01/22**

Summary:

Fund	2021/22 budget allocation	Total allocated to date ²	Total unallocated to date
Discretionary Grants Fund	\$6,710	\$3,956.62	\$2,753.38
Waikanae Promotion Fund	\$37,575	\$18,100	\$19,475
Waikanae Capital Improvement Grant	\$37,575	\$0	\$19,475

Capital Improvement Grant:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
Total CIF granted		\$73,174	<i>Balance available \$0</i>		

Discretionary Grants Fund:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
10/08/21	Combined Lions Club of Kapiti	\$500 (Year 1)	To assist with the cost of printing leaflets for the Combined Lions Clubs' annual collection of donated food for the Kapiti Foodbank	353275	Received 03/12/21
10/08/21	Mulled Wine Concerts	\$500	To assist with the costs of the 'Matthew Marshall Classical Guitarist' concert on 15 August 2021	353847	Received 22/09/21
Xx/03/22	Otaki & Districts RSA	\$500 (Year 2)	To assist with the costs of the annual ANZAC Day commemorative services in Waikanae	344305	Due June 2022
Xx/10/21	Kidz Need Dadz	\$500 (Year 2)	To assist with the cost of the annual Fathers Day community event	341513	Due June 2022

¹ All amounts are GST exclusive

² Includes 3 yearly grant payments previously approved

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
04/11/21	Cancer Society of NZ Wellington Division Inc	\$456.62 (exc)	To assist with the cost of purchasing a suitable cabinet for storing wigs and other head-covering products	355462	Due May 2022
04/11/21	Kapiti Coast Derby Crew	\$500	To assist with the cost of hiring the Waikanae Memorial Hall for games and practices.	355465	Due May 2022
04/11/21	Kapiti US Marines Trust	\$500 (exc)	To assist with the cost of making film and photograph archived material available to the public, and to set up a small maintenance fund	Tbc	Due May 2022
04/11/21	Waikanae Swimming Club (Year 1)	\$500	To assist with the cost of covering pool hire fees during the season.	355466	Due May 2022
Total Discretionary granted		\$3,956.62	<i>Balance available \$2,753.38</i>		

Promotion Fund:

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
16/08/21	Waikanae Boating Club	\$3,500 (Year 2)	To assist with the cost of running the annual 'Youth and Community Fishing' event in 2021, 2022 and 2023	341516	Due May 2022
08/09/21	Lions Club of Waikanae	\$4,500 (Year 2)	To assist with the costs of the Super Spring Garden Trails held in January each year	343039	Due June 2022
09/09/21	Waikanae Music Society	\$2,100 (Year 2)	To assist with the cost of printing the Society's marketing brochures and flyers	343038	Due January 2022
04/11/21	Land Matters Ltd	\$5,000 (exc)	To assist with the cost of a feasibility study looking at a purpose-built mountain bike track linking Paraparaumu, Waikanae and Ōtaki	355461	Due May 2022

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
04/11/21	Waikanae Surf Club	\$3,000	To assist with the cost of purchasing a purpose-built wheelchair which would provide users with easier access to the beach and the sea	Tbc	Due May 2022
	Total Promotions granted	\$18,100	<i>Balance available \$19,475</i>		

**WAIKANAE COMMUNITY BOARD
LIST OF GRANTS MADE IN THE 2020/2021 YEAR¹
@ 17/01/22**

Summary:

tara	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	\$7,328.46	\$1,589.54
Waikanae Promotion Fund	\$36,587	\$15,312	\$52,335.36 ³	\$52,335.36	\$0
Waikanae Capital Improvement Grant	\$36,587	\$36,587	\$73,174	\$73,174	\$0

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.	N/a	N/a
30/03/21	Cancer Society of NZ, Wellington Division Inc	\$1,739.99	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.	348268	Received 23/08/21
30/03/21	Menzshed Kapiti	\$14,461.41	To assist with the fit-out cost of Menzshed's new Meetings and Amenities building.	348435	Received 21/10/21
30/03/21	Waikanae Montessori Preschool	\$3,000	To assist with the cost of relaying the playground matting.	348436	Received 10/05/21

¹ All amounts are GST exclusive

² Includes 3 yearly grant payments previously approved

³ Includes \$436.36 transferred from Discretionary Grants fund on 30/03/21

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
30/03/21	Waikanae Volunteer Fire Brigade	\$3,973	To assist with the cost of purchasing lights, a chainsaw and two iPads for fire rescue vehicles.	345690	Received 06/09/21 (for all equipment except iPads) Advised 15/11/21 that FENZ are coming out with a new system which means they might no longer need to buy the iPads
Total CIF granted		\$73,174	Balance available \$0		

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
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	Received 12/04/21
17/03/21	Ōtaki & Districts RSA	\$500 (Year 1)	To assist with the costs of the annual ANZAC Day commemorative services in Waikanae.	344305	Received 16/07/21

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
30/03/21	Time Out Project Ltd	\$197.60	To assist with the cost of hiring the Waikanae Memorial Hall in order to provide free yoga classes.	348440	Received 04/11/21
30/03/21	Transferred to Promotional Fund	\$436.36	To enable payment of applications to the Promotional Fund	N/a	N/a
22/06/21	Friends of the Waikanae River	\$1,483.50	To assist with the cost of designing and printing Information Brochures for the Waikanae River Shared Pathway	352124	Due December 2021
22/06/21	Kapiti Chorale	\$500	To assist with the annual cost of hiring the St Paul's Anglican Church Hall in Paraparaumu for choir rehearsals		Received 15/12/21
22/06/21	Pharazyn Reserve Focus Group	\$1,311	To assist with the cost of creating signage to display the bird life found in the Reserve		Due December 2021
Total Discretionary granted		\$7,328.46	<i>Balance available \$1,589.54</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	Received 15/12/21
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	Received 12/08/21

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	Received 16/12/21
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 30/03/21 – advised \$ \$ being held by the Treasurer, funding has not yet been committed pending further decisions from Board re total project funding/phasing 29/11/21 – have emailed to say they can't progress project without staff input – matter now being escalated
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	Received 28/01/21
30/03/21	Nga Manu Nature Reserve	\$15,802.61	To assist with the cost of new furniture and flooring for the Robin's Nest function venue at Nga Manu Nature Reserve.	348437	Due September 2021 Reminder sent 26/11/21 Update received 27/11/21 – work still in progress

Date	Recipient	Amount	Purpose of Grant	EPO	Report Back
30/03/21	Reikorangi Residents Association	\$7,200	To assist with the cost of developing a landscape strategy for the Reikorangi Domain.	348525	Due September 2021 Reminder sent 26/11/21
30/03/21	Waikanae Beach Residents Society Inc	\$6,000	To assist with the cost of designing and installing history boards at selected locations at Waikanae Beach.	348438	Due September 2021
30/03/21	Transferred from Discretionary Grants fund	+ \$436.36	To enable payment of applications to the Promotional Fund	N/a	N/a
	Total Promotions granted	\$52,335.36	<i>Balance available \$0</i>		

**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.		Received 15/12/21
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) Received 13/07/21 (part 2)
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>		

Appendix 4 – Accountability reports received

Kapiti Chorale Incorporated

Grant Accountability Report for Waikanae Community Board

I am pleased to report on the application of the \$500 granted to assist the Chorale with the costs of hall-hire for rehearsals this year.

Amount Spent

I can report that the Chorale spent a total of \$1,822.49 (incl GST) on hall-hire for rehearsals and that this amount was paid to the Anglican Parish of St Paul's along with costs for the hire of the Church for concerts. A spreadsheet summarising the invoice details for the year is attached. Also attached is a copy of hall-hire invoices received for the year ended 31 December 2021.

Benefits of the Grant to the Kapiti Chorale

As noted in our application, assistance with the costs of weekly hall-hire for rehearsals has meant that our members could keep singing and reap the social, mental and general health benefits of that activity. This was particularly important for our older members. We were also able to keep our membership subscriptions at the same rate as the prior year. The Community Grant assistance also meant that we could retain some of our reserves for concert costs as there is always a risk that a concert will not break-even.

Benefits of the Grant to the Kapiti Community

With the financial support and encouragement of the Kapiti Coast District Council through its Community Grants we were able to produce three concerts this year as usual. Admittedly one concert had to be limited because of a late start to Session 3 as Covid Alert Level 2 came into effect from August 17. Our rehearsals for the Session 3 concert did not commence until early October.

Concert ticket costs remained the same as in the previous year for the benefit of our faithful local audience. The concerts were very well received by our audiences and thoroughly enjoyed by our performers. The dates of the concerts are as follows:

Session 1: "The Glory of Brass" held Saturday 8 May and Sunday 9 May 2021 with Kapiti Brass Band

Session 2: "Handel with a dash of Purcell" held on Saturday 7 August 2021

Session 3: "Potpourri" held on Sunday 21 November 2021

Appreciation

The Committee and members of the Kapiti Chorale are very grateful for the financial support that we have received from the Community Board. It has helped us to keep on singing for our personal benefit and to hold concerts for the entertainment of our local community. Additionally, by holding concerts we have created business for other organisations in the community such as the Anglican Parish of St Paul's and for other supplier businesses that we use, such as Spectro Print. We also contract and pay individual soloists and instrumentalists to perform with us to present a well-rounded musical experience.

Irene McShane

Treasurer

Kapiti Chorale Incorporated

14 December 2021

Attachments: 1. Invoice copies

2. Invoice summary spreads

Anglican Parish of Kapiti
1 Langdale Avenue
Paraparaumu 5032
Phone: 04 904 7300
Email: office@kapitianglican.org.nz

TAX INVOICE
530

To:
Kapiti Chorale
treasurer@kapitichorale.org.nz

Invoice Number:
GST Number: 16-261-815

Invoice Date: 4-Mar-21

Attention:
Treasurer

Description	Date	Quantity	Rate excl GST	Amount
Hall hire (St Paul's)		Hours		
Hall	1-Feb	3	\$13.04	\$39.13
Hall	8-Feb	3	\$13.04	\$39.13
Hall	15-Feb	3	\$13.04	\$39.13
Hall	22-Feb	3	\$13.04	\$39.13
Nett				\$156.52
GST				\$23.48
Total				\$180.00

Note:

Payment can be made directly to
Bank Account Number: 03 0732 0069986 00
Bank Account Name: Kapiti Anglican Parish
Bank: Westpac
Please enter the invoice number in the reference field.

Paid 23/03/21

Anglican Parish of Kapiti
1 Langdale Avenue
Paraparaumu 5032
Phone: 04 904 7300
Email: office@kapitianglican.org.nz

TAX INVOICE
535

To:
Kapiti Chorale
treasurer@kapitichorale.org.nz

Invoice Number:
GST Number: 16-261-815

Invoice Date: 1-Apr-21

Attention:
Treasurer

Description	Date	Quantity	Rate excl GST	Amount
Hall hire (St Paul's)		Hours		
Hall	1-Mar	3	\$13.04	\$39.13
Hall	8-Mar	3	\$13.04	\$39.13
Hall	15-Mar	3	\$13.04	\$39.13
Hall	22-Mar	3	\$13.04	\$39.13
Hall (Saturday)	20-Mar	4	\$13.04	\$52.17
Nett				\$208.70
GST				\$31.30
Total				\$240.00

Note:

Payment can be made directly to
Bank Account Number: 03 0732 0069986 00
Bank Account Name: Kapiti Anglican Parish
Bank: Westpac
Please enter the invoice number in the reference field.

pd 20/04/21
JMC

PB 190421

PR 040521
gms

15 April No schenoneid from the field
12 April No schenoneid at 2nd Pond

Anglican Parish of Kapiti
 1 Langdale Avenue
 Paraparaumu 5032
 Phone: 04 904 7300
 Email: office@kapitianglican.org.nz

TAX INVOICE
 548

To:
 Kapiti Chorale
treasurer@kapitichorale.org.nz

Invoice Number:
GST Number: 16-261-815

Invoice Date: 4-Jun-21

Attention:
 Treasurer

Description	Date	Quantity	Rate excl GST	Amount
Hall hire (St Paul's)		Hours		
Hall	3-May	3	\$ 13.04	\$ 39.13
Hall	4-May	3.5	\$ 13.04	\$45.65
Saturday 8th Concert	8-May	1	\$260.87	\$260.87
Verger	8-May	1	\$69.57	\$69.57
Sunday 9th Concert	9-May	1	\$260.87	\$260.87
Verger	9-May	1	\$69.57	\$69.57
Hall	17-May	3	\$ 13.04	\$39.13
Hall	24-May	3	\$ 13.04	\$39.13
Hall	31-May	3	\$ 13.04	\$39.13
Church <i>Sectionals</i>	31-May	1	\$ 13.04	\$13.04
Nett				\$876.09
GST				\$131.41
Total				\$1,007.50

Note:

Payment can be made directly to
Bank Account Number: 03 0732 0069986 00
Bank Account Name: Kapiti Anglican Parish
Bank: Westpac
 Please enter the invoice number in the reference field.

PB 6/06/21
 mg

Anglican Parish of Kapiti
 1 Langdale Avenue
 Paraparaumu 5032
 Phone: 04 904 7300
 Email: office@kapitianglican.org.nz

TAX INVOICE
 551

To:
 Kapiti Chorale
treasurer@kapitichorale.org.nz

Invoice Number:
GST Number: 16-261-815
Invoice Date: 9-Jul-21

Attention:
 Treasurer

Description	Date	Quantity	Rate excl GST	Amount
Hall hire (St Paul's)		Hours		
Hall	7-Jun	3	\$ 13.04	\$ 39.13
Hall	12-Jun	4	\$ 13.04	\$52.17
Hall	14-Jun	3	\$ 13.04	\$39.13
Church <i>Redional</i>	14-Jun	1	\$ 13.04	\$13.04
Hall	21-Jun	3	\$ 13.04	\$39.13
Hall	28-Jun	3	\$ 13.04	\$39.13
Nett				\$221.74
GST				\$33.26
Total				\$255.00

Note:

Payment can be made directly to
Bank Account Number: 03 0732 0069986 00
Bank Account Name: Kapiti Anglican Parish
Bank: Westpac
 Please enter the Invoice number in the reference field.

PB 16/07/21
 h/m/s

Anglican Parish of Kapiti
 1 Langdale Avenue
 Paraparaumu 5032
 Phone: 04 904 7300
 Email: office@kapitianglican.org.nz

TAX INVOICE
 555

To:
 Kapiti Chorale
treasurer@kapitichorale.org.nz

Invoice Number:
GST Number: 16-261-815
Invoice Date: 29-Jul-21

Attention:
 Treasurer

Description	Date	Quantity	Rate excl GST	Amount
Hall hire (St Paul's)		Hours		
Hall	3-Jul	4	\$ 13.04	\$ 52.17
Hall	5-Jul	3	\$ 13.04	\$39.13
Church	12-Jul	3	\$ 13.04	\$39.13
Hall	19-Jul	3	\$ 13.04	\$39.13
Hall	26-Jul	3	\$ 13.04	\$39.13
Nett				\$208.70
GST				\$31.30
Total				\$240.00

Note:

Payment can be made directly to
Bank Account Number: 03 0732 0069986 00
Bank Account Name: Kapiti Anglican Parish
Bank: Westpac
 Please enter the invoice number in the reference field.

PB 05/08/21 *[Signature]*

Anglican Parish of Kapiti
1 Langdale Avenue
Paraparaumu 5032
Phone: 04 904 7300
Email: office@kapitianglican.org.nz

TAX INVOICE
566

To:
Kapiti Chorale
treasurer@kapitichorale.org.nz

Invoice Number:
GST Number: 16-261-815
Invoice Date: 29-Sep-21

Attention:
Treasurer

Description	Date	Quantity	Rate excl GST	Amount
Hall hire (St Paul's)		Hours		
Hall (Monday)	2-Aug	3	\$ 13.04	\$39.13
Church (Thursday)	5-Aug	3	\$ 13.04	\$39.13
Saturday 7th Concert (Church and Hall)	7-Aug	1	\$260.87	\$260.87
Verger	7-Aug	1	\$69.57	\$69.57
Nett				\$408.70
GST				\$61.30
Total				\$470.00

Note:

Payment can be made directly to
Bank Account Number: 03 0732 0069986 00
Bank Account Name: Kapiti Anglican Parish
Bank: Westpac
Please enter the invoice number in the reference field.

18/13/10/21
849

Anglican Parish of Kapiti
 1 Langdale Avenue
 Paraparaumu 5032
 Phone: 04 904 7300
 Email: office@kapitianglican.org.nz

TAX INVOICE
 571

To:
 Kapiti Chorale
treasurer@kapitichorale.org.nz

Invoice Number:
GST Number: 18-261-815
Invoice Date: 4-Nov-21

Attention:
 Treasurer

Description	Date	Quantity	Rate excl GST	Amount
Hall hire (St Paul's)		Hours		
	4-Oct	3	\$ 13.04	\$39.13
	11-Oct	3	\$ 13.04	\$39.13
	18-Oct	3	\$ 13.04	\$39.13
	25-Oct	3	\$ 13.04	\$39.13
Nett				\$156.52
GST				\$23.48
Total				\$180.00

Note:

Payment can be made directly to
Bank Account Number: 03 0732 0069986 00
Bank Account Name: Kapiti Anglican Parish
Bank: Westpac
 Please enter the invoice number in the reference field.

PB 13421


Paid 15/11/21 MYP

Anglican Parish of Kapiti 1 Langdale Avenue Paraparaumu 5032 Phone: 04 904 7300 Email: office@kapitianglican.org.nz		TAX INVOICE 576
To: Kapiti Chorale treasurer@kapitichorale.org.nz		Invoice Number: 16-261-815 GST Number: Invoice Date: 9-Dec-21
Attention: Treasurer		

Description	Date	Quantity	Rate excl GST	Amount
Hire (St Paul's)	1-Nov	3	\$ 13.04	\$39.13
	6-Nov	4	\$ 13.04	\$52.17
	8-Nov	3	\$ 13.04	\$39.13
	15-Nov	3	\$ 13.04	\$39.13
	20-Nov	4	\$13.04	52.17
	21-Nov		\$86.98	\$86.98
Concert (\$100.00 one off discount)	21-Nov		\$69.67	69.57
Verger for Concert				\$378.28
Nett				\$378.26
GST				\$56.74
Total				\$435.00

Note:

Payment can be made directly to
 Bank Account Number: 03 0732 0069986 00
 Bank Account Name: Kapiti Anglican Parish
 Bank: Westpac
 Please enter the invoice number in the reference field.

PA 10/12/21


Kapiti Chorale Incorporated
Hall hire costs
for the year ended 31 December 2021

Anglican Parish of Kapiti invoices

Inv no	Date	Month	Hall Hire	Church Hire for Concert	Verger	GST	Invoice Totals
530	4/03/21	Feb	156.52			23.48	180.00
535	1/04/21	Mar	208.70			31.30	240.00
542	28/04/21	Apr	117.39			17.61	135.00
548	4/06/21	May	215.21	521.74	139.14	131.41	1,007.50
551	9/07/21	Jun	221.74			33.26	255.00
555	29/07/21	Jul	208.7			31.3	240.00
566	29/09/21	Aug	78.26	260.87	69.57	61.3	470.00
							Session 3 delayed
		Sep					0.00 start
571	4/11/21	Oct	156.52			23.48	180.00
576	9/12/21	Nov	221.73	86.96	69.57	56.74	435.00
Subtotal			1,584.77	869.57	278.28		
GST			237.72	130.43	41.74		
Total			1,822.49	1,000.00	320.02		3,142.50

**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: Time Out project ltd
Amount of Grant: \$ 197.60

Date Received:
29.05.2021

Project/Event for which grant was made: Community Yoga

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 to rent a room at the Waikanae Memorial hall to offer Yoga for the Community free of charge. The benefits of the Waikanae Ward are to support a strong and healthy community, making regular Yoga classes possible for everybody. Having a space to teach without having to come up with the rent costs was very helpful and made it possible for me to offer free Yoga classes.

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: Anja Wilhelmer

Signature: 

Position: Yoga Instructor

Date: 04.11.2021
#1095956

WAIKANAĒ 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: Waikanae Boating Club Youth and Community Fishing

Amount of Grant: \$ 3,500

Date Received: 16/10/2020

Project/Event for which grant was made: Youth and Community Fishing Event

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 event was held on Saturday the 13th of March 2021.

The Waikanae Boating Club (WBC) vision has shifted in recent times to be a club that gives back to the community.

It was a marquee event for the club, and it significantly raises our profile in the community as well as providing an excellent event for the participants. This year our participants had a wide range of issues/struggles. I have listed below just a few of these below:

- Cerebral palsy
- Liver transplant, immune deficiency
- From a Solo family and has low self esteem
- Foster child whose father passed away and mother has severe brain damage
- Fragile X syndrome
- Learning disorders and low self esteem
- Financial hardship at home
- Loss of income through Covid.

It was an absolute stunning day for the participants. After a cooked breakfast and a briefing, the participants boarded their boats and a small flotilla headed out towards Te Horo for a fish and later to the north end of Kapiti Island. The fishing was sensational, with all the participants catching enough fish to take home to feed their extended families. They were shown the Seals at the north end of Kapiti Island, and we were extremely lucky that we had pods of dolphins appear, which added to the on-water experience. We even had a whale swimming past once the boats were back on shore. You could not ask for a better nature experience on the water.

After lunch the participants were given a ride in a helicopter around and over Kapiti Island which for most will be a once in a lifetime experience.

We have received feedback from the participants support people, that the day was also a break for them. Even though they were spending the day with their child, everything was put on so they could relax and also enjoy the days experience. It was great to know that we not only provided a brilliant day for the participants but also for their caregivers which is a fantastic byproduct of the day.

All up we had close to 100 volunteers helping out making this day possible. From the committee, Skippers who provide their boats and the associated expenses for free, the first mates, the watch tower staff, traffic control and boat launchers, Coastguard, Soroptimist who prepared the food and even the air cadets who helped with public control when the helicopter was in use.

#1095956

**WAIKANAĒ COMMUNITY BOARD
COMMUNITY GRANTS**

Every year we do not know how the event could get better but this year everyone involved from participants, skippers and volunteers believe this was the best yet.

Expenses – This year we had some very generous donations (food and clothing) which helped reduce our expenses. We are not expecting these donations to be repeated in future years. Below are the expenses of the event for the 2021 event:

EXPENSES	
Food	-\$1,577.48
Clothing	-\$ 1,312.43
Helicopter	-\$2,512.75
Donations *	-\$ 1,000.00
Materials	-\$ 567.70
Printing	-\$149.50
TOTAL	-\$7,119.86

* Coastguard & Soroptimist (food preparation)

It was great to see Councillor Pryor at the event. Next year we hope that more councillors can come down and see the absolute joy on the participants faces which the grant has gone towards creating.

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

Please sign below: *(Waikanae Boating Club)*
(2 signatories required for organisations only)

Grant Recipient: <u>Paul Temple</u>	Second Contact: <u>Steve Kelly</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Position: <u>Committee Member</u>	Position: <u>Chair</u>
Date: <u>16-12-21</u>	Date: <u>16/12/21</u>

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

#1095956

Tracey Waye

From: Tara Fitzgerald <tara.fitzgerald28@hotmail.com>
Sent: Wednesday, 15 December 2021 4:24 PM
To: Tracey Waye
Subject: Thank you!

Dear Members of the Waikanae Community Board,

I am so sorry you haven't heard from me sooner, I posted a physical thank you letter from Denmark which has clearly not arrived!

I am writing now to say an enormous thank you for the grants I received. I was lucky enough to receive a six-month scholarship to attend a gymnastics and leadership boarding school in Denmark in 2020, through Gymnastics New Zealand. At the time I had just finished studying at Victoria University and like most students, didn't have the money to fly across the world for half a year! Before my trip, you were kind enough to give me \$500. This was extremely helpful and went towards flights and travel insurance. Of course, while I was away the pandemic hit and it became nearly impossible to come home. The school I was at offered all of its international students another semester with reduced fees if we needed to stay put. At this time, you were kind enough, yet again, to grant me another \$1000. This paid for my course fees for another semester which provided huge piece of mind as I didn't have to hurry home by a specific time.

I had the most incredible year of my life learning lots about gymnastics but even more about community, culture and society through Denmark's very interesting education system. I have since been home for a year, teaching everything I learnt in our lovely voluntary gymnastics club here and working at Waikanae School. Now it has all come full circle and I have been offered a job at the school I was at in Denmark and am flying back in two weeks to live there for a couple of years. Without your huge generosity, my life would not have completely changed in the incredible way that it did. Thank you so much for all that you have done for me and continue to do for the community.

Wishing you all a lovely Christmas!

Thank you very very much,
 Tara Fitzgerald

WAIKANAE COMMUNITY BOARD
COMMUNITY GRANTS

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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: The Combined Lions Clubs of Kopih
Amount of Grant: \$ 500.00
Date Received: September 2021
Project/Event for which grant was made: Annual 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 was used to help pay for the printing of leaflets advertising the Foodbank Collection.

Cost of Leaflets printing \$1337.45

The balance of the amount due was paid from grants from the Paraparaumu/Raumati and the Paekakariki Community Boards plus the Lions clubs
The Food Collected is for members of the Community in need of food

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

Please sign below: (Signatories required for organisations only)

Grant Recipient: Andrew Leung
Signature: [Signature]
Position: Coordinator
Date: 1/12/21

Second Contact: Murray Wadham
Signature: [Signature]
Position: Secretary Kopih
Date: 2-12-2021

Please return to: Tracey Waye
Kāpiti Coast District Council
Private Bag 60 601
Paraparaumu 5254



December 3, 2021

Great Foodbank outcome again!

This year's Foodbank appeal collection last Saturday was again a record with some 600 boxes of food received. (Last year's total was 490 boxes.)

Lions clubs, with help from volunteers had delivered 19,000 flyers throughout Paekakariki, Raumati, Paraparaumu, Waikanae and Otaki the previous week, then Lions went out again on Saturday morning to collect donations.

As food was brought in to the Coast Community Church, 90 volunteers helped with sorting and packing. Kapiti's Foodbank coordinator Kerry Lovell said the church had been the perfect location to receive the food, the use of which had been gifted at no cost.

She said they were delighted with the outcome "The week prior we were down to our last few boxes and out of stock of many standard foods. Now all items are back on our shelves, so that worry is now over for a while and we can continue to provide our critical services to those in need.

Jenny Askwith, Otaki Lions club Foodbank coordinator said they received similar quantities to previous years and the Otaki shelves are now stacked ready for Christmas. She thanked the Otaki community for their generous donations once again.

Andrew Laing, who coordinated the Combined Lions clubs' operation said the community's response was once again amazing. Particularly from the retirement villages whose residents not only donated a lot of food, but also gave monetary donations to help Foodbank's funds.

Andrew said the financial assistance from the Paekakariki, Paraparaumu/Raumati and Waikanae community boards was also invaluable in helping to fund the administrative side of the project.

The *Kapiti News* and NZME local radio stations and BeachFM and Coast Access Radio also all did their bit towards the project's success.

Release prepared by Joe Franklin, 027 6600 374,

jalfway1036@gmail.com

***Contacts; Andrew Laing on 04 9051417
or Kerry Lovell at Foodbank, 9049884***

Photo Caption

Donations in the Coast Community Church foyer prior to sorting and packaging



WAIKANAĒ 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: Ngā Manu Nature Reserve

Amount of Grant: \$18,173 inc GST _____

Date Received: 28 April 2021 _____

Project/Event for which grant was made: Upgrades (new flooring and furniture) for Robins Nest (Ngā Manu's hireable venue) _____

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 new vinyl flooring to cover a painted chip-board surface, and tables which replaced existing furniture which was ten years old and needing constant repairs. There has been very positive feedback immediately once the upgrades were implemented. Visiting school groups often use Robins Nest as an assembly point before exploring the Reserve, or as a place where they can reassemble for lunch. In both instances large groups often sit upon the floor. The vinyl flooring has allowed us to keep the surface cleaner and a more appropriate surface for this. The venue has also benefitted from the lift which the flooring has given to the space, which was what we had hoped. We have hosted several KCDC meetings since the upgrade, and the feedback on the space has been heartening. Robins Nest is the hub for many of the activities which take place at Ngā Manu. We host our Winter Lecture series in the building, and it is used by community groups on many occasions. It is also an important source of revenue through corporate, and social (especially weddings) bookings. The new flooring and tables are important infrastructure which support these uses. As Ngā Manu looks to broaden its connection to more audiences within the community of the Kapiti Coast it is vital that Robins Nest remains a desirable focal point of the Reserve. The upgrades which the Waikanae Community Board have supported ensure our goal to be at the heart of community activity.

In our application we submitted quotes from 3 flooring suppliers/installers located on the Kapiti Coast. Once the application had been successful one of the suppliers returned with a new quote which was \$1150 better than their original quote. The cost of the new vinyl was \$1000 cheaper than what we requested.

There were numerous delays in receiving the tables from manufacturers, due to supply-chain issues related to Covid. Eventually there was an increase of \$200 on the quote which we submitted.

The total spend on the upgrade was \$17,392.60 which was \$780.40 less than what we received from the WCB grant.

There are ongoing minor maintenance tasks associated with Robin's Nest which lie within the scope of our intent of providing a venue, to which the remainder could be directed. For instance, we intend to carpet the furniture storeroom in which the tables are kept between events. The carpet will protect the metal finishing edge which is vulnerable when the tables are stored.

Otherwise, we are happy to reimburse the remainder of the grant to WCB for re-distribution.

#1095958

WAIKANAE COMMUNITY BOARD
COMMUNITY GRANTS

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: Matu Booth

Second Contact: Pat Stuart

Signature: [Signature]

Signature: [Signature]

Position: Manager

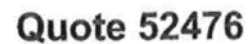
Position: Chair

Date: 11/01/2022

Date: 11.01.2022

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

#1095056



Nga Manu
Rachel Deller-Pincott
74 Nga Manu Nature Reserve
PO Box 126
Waikanae 5250

GST Reg No: 126-491-284

Details			Extension	
2		Table complete 2400mm (8 foot) standard charcoal frame and plywood top	343.47	686.94
14	T2400	Table complete 1800mm (6 foot) standard charcoal frame and plywood top	326.08	4,565.12
1	T1800	Freight to Waikanae - Palletised and delivered on a taillift truck	325.00	325.00
16	FREIGH	Can be made with Black frames for an additional \$10 per table. We will 4 weeks from time or order to produce this run of tables based on current workload.	10.00	160.00
	MISC			
			Subtotal:	5,737.06
			GST:	860.56
			Total Quoted:	\$6,597.62

Page 55

To: Nga Manu Trust
PO Box 126
Waikanae
Waikanae 5250
NEW ZEALAND

Invoice Date TubeFab
2 Aug 2021
Reference Number
52476

Description	Quantity	Unit Price	GST	Amount NZD
RN Trestle tables 2400	2.00	343.47	15%	686.94
RN Trstle Tables 1800	14.00	326.08	15%	4,565.12
Black Frames	16.00	10.00	15%	160.00
Freight	1.00	325.00	15%	325.00
Subtotal				5,737.06
TOTAL 15%				860.56
TOTAL NZD				6,597.62
Less Amount Paid				6,597.62
AMOUNT DUE				0.00
DUE DATE				20 Aug 2021

This is not a tax invoice



Prepared for Nga Manu Nature Reserve
 To Matu Booth
 Email manager@ngamanu.co.nz
 Address 74 Nga Manu Reserve Rd, Waikanae, 5036
 Phone 0211449666
 Copy to Rachael
 Prepared by Sue McClure, Flooring Design Kapiti
 Address 188 Kapiti Road, Paraparaumu 5032
 Phone 04 297 2202 Website www.flooringdesign.co.nz
 GST Number 70 484 242
 Quote number 3681 Date May 14, 2021 Valid until July 24, 2021 at 9:31AM

Vinyl Quote

Rooms: Robins Nest

The product and installation is quoted for on the above rooms:

Jacobsen, Tarkett, Eclipse Premium Classic, Colour: #035 Homogeneous commercial vinyl,	85.217 x 52.8 25% discount 3,374.59
Jacobsen Freight	30.00 x 1 30.00
Jacobsen, Tarkett, Vinyl Weld Rod, Colour: #14	2.826 x 37.5 20% discount 84.78
Standard install of 2m wide vinyl	48.6956 x 52.8 12% discount 2,262.59
Welding Welding of all seams	7.1304 x 37.5 10% discount 240.65
Finishing bars Supply and installation of finishing bars, colour: Champagne	21.7391 x 2 10% discount 39.13
Sand & fill with 1 x coat of FRC/feather.	35.6521 x 104.7 14% discount 3,210.19

	95.00
Rubbish Disposal	x 0.2
Including disposal of pre-existing floor coverings and any material encountered during preparation and installation of this job.	19.00

	42.00
Local travel	x 3
	126.00

COVID-19

At Flooring Design Kapiti we are very mindful of the current Coronavirus risk. Please be assured we have put in place guidelines for our team to help protect our valued customers and our team from coming into contact with the virus. Please let us know if you, or someone in your household, is in self-isolation.

Thank you for the opportunity to provide this quote

We look forward to working with you in the near future. If you have any questions you can use the form at the bottom of this quote or give us a call.

Service & Excellence You Can Trust!

For decades Flooring Design have been warming the hearts and floors of our customers using superior quality floor coverings and underlay to suit every budget. Please view the quote and feel free to give us any feedback. Whether it be a different product or colour, we can meet your needs!



Subtotal, includes discount of 2,008.28	9,386.93
GST 15%	1,408.05
Total including GST	\$10,794.98

Our Terms

Only services specified on this quote are accounted for. Unless specified, there has been no allowance for shifting of furniture, whiteware, or toilets. Contact details for specialists/furniture mover is Kapiti Removals & Storage 04 298 5888. A 2% surcharge is applied on all credit card payments. Upon acceptance of this quotation a 50% deposit is required. Please find attached below the acceptance and installation guides.

 Flooring Design Terms & Conditions Hardgrave Flooring

 Client Induction for Health & Safety

 InstallNotes

Vinyl Quote

Total including GST \$10,791.98

Additional comments

Order/reference number

✓ Yes, I Rachael agree to and accept this quote, on June 28, 2021 at 11:06AM.

To: Nga Manu Trust
PO Box 126
Waikanae
Waikanae 5250
NEW ZEALAND

Invoice Date
7 Jul 2021

Flooring Design Kapiti

Description	Quantity	Unit Price	GST	Amount NZD
Vinyl	1.00	9,386.94	15%	9,386.94
Subtotal				9,386.94
TOTAL 15%				1,408.04
TOTAL NZD				10,794.98
Less Amount Paid				10,794.98
AMOUNT DUE				0.00
DUE DATE				7 Jan 2022

This is not a tax invoice

7 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES - 9 NOVEMBER 2021

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

Authoriser: Mike Mendonca, Acting Group Manager Place and Space

Taunakitanga | Recommendations

That the minutes of the Waikanae Community Board meeting of 9 November 2021 be accepted as a true and correct record.

APPENDICES

1. Confirmation of Minutes - 9 November 2021 [↓](#)

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

9 NOVEMBER 2021

MINUTES OF KAPITI COAST DISTRICT COUNCIL
WAIKANAĒ COMMUNITY BOARD MEETING
HELD AT THE WAIKANAĒ COMMUNITY CENTRE, UTAUTA STREET, WAIKANAĒ
ON TUESDAY, 9 NOVEMBER 2021 AT 7.00PM

PRESENT: Mr James Westbury, Cr Jocelyn Prvanov, Mr Richard Mansell, Mr Tonchi Begovich

IN ATTENDANCE: Cr Martin Halliday, Ms Natasha Tod, Mr Kelvin Irvine

APOLOGIES: Mayor Gurunathan

LEAVE OF ABSENCE: Nil

1 WELCOME

The Chair welcomed everyone in attendance and declared the meeting open.

2 APOLOGIES

Apologies from Mayor Gurunathan were noted.

3 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

Nil.

4 PUBLIC SPEAKING TIME

Anna Carter and John Pritchard spoke to the grant application from Land Matters Ltd for funds to assist with the cost of a feasibility study looking at a purpose-built mountain bike link track linking Paraparaumu, Waikanae and Ōtaki, and answered questions from Board members.

Greg Shaw spoke to the grant application from the Waikanae Surfing Club for funds to assist with the cost of purchasing a purpose-built wheelchair that will enable children to have access to the beach and the sea, and answered questions from Board members.

Kate Douglas spoke to the grant application from the Waikanae Swimming Club for three years of funds to assist with the cost of covering pool hire fees during the summer season.

Mandy Savage spoke to the grant application from the Cancer Society of New Zealand Wellington Division for funds to assist with the cost of purchasing a suitable cabinet for storing wigs and other head-covering products.

Peter Blackler spoke to the grant application from MenzShed Kapiti to assist with the cost of a new resource consent which will allow the new MenzShed Kapiti centre to be used by other community groups, and answered questions from Board members.

Glen Wiggs spoke in opposition to the grant application from MenzShed Kapiti, citing several reasons including that it would be an attack on the Waikanae Beach special character, and that he believed commercial activity is prohibited in an area zoned open space with the designation of local park.

John Tocker spoke in opposition to the grant application, citing several reasons including that it is inappropriate for people to use facilities for purposes that are not allowed under the rules that govern open space, and that community groups should use facilities that already exist such as the Waikanae Beach Hall.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

9 NOVEMBER 2021

Steve Hollett spoke about the gazetting of reserves in the Waikanae Beach area, and asked the Board to seek from Council an inventory of all reserves in Waikanae, the Gazette reference of each and a statement as to its current effectiveness and potential enhancements.

TABLED DOCUMENTS

The following documents were tabled.

Appendices

- 1 Steve Hollett - speaking notes

Gerald Rhys provided an update to Board members from the Waikanae Beach Residents Society, and answered questions from Board members.

Quentin Poole provided an update to Board members from Coastal Ratepayers United. He asked that a Community Board member be appointed as an observer to the Takutai Kapiti Coastal Adaptation Panel, to replace previous Board member Margaret Stevenson-Wright, and that the Board continues its support of CRU.

TABLED DOCUMENTS

The following documents were tabled.

Appendices

- 1 Quentin Poole - speaking notes

5 MEMBERS' BUSINESS

(a) Public Speaking Time Responses

The Chair noted that most public speakers had been responded to at the time they spoke. He then referred to the request made by Steve Hollett re the gazetting of reserves.

COMMITTEE RESOLUTION WCB2021/40

Moved: Cr Jocelyn Prvanov

Seconder: Mr Tonchi Begovich

That the Waikanae Community Board requests that the Council undertakes an inventory of all reserves in the Waikanae area, their status, whether or not they have been appropriately gazetted and if not, what actions need to be taken to achieve that. The Board requests that a report on this be presented to the Community Board meeting scheduled for March 2022.

CARRIED

(b) Leave of Absence

Nil.

(c) Matters of an Urgent Nature (advice to be provided to the Chair prior to the commencement of the meeting)

The Chair noted there were two items that had been brought to his attention:

- The first was with regard to the gazetting of reserves, which has already been discussed
- The second is with regard to the upcoming Waikanae by-election, noting that today it was confirmed that the by-election would be held on 17 February 2022. Ms Tod advised the delay in confirming the date was due to uncertainty around Covid. Board members asked whether electioneering activities could be held during "non-working

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

9 NOVEMBER 2021

days" i.e. those days during the Christmas/New Year break. Ms Tod agreed to forward that question to the Democracy Services team.

Board members then discussed the process that had been followed following the resignation of the former Community Board member. They commented that it was difficult to participate in all meetings with a reduced number of Board members, and also noted the prolonged absence of a senior manager supporting the Board, which made it difficult for the Board to carry out its duties.

The Board asked Ms Tod to convey these messages back to the Chief Executive.

The meeting adjourned at 8.47pm and resumed at 8.50pm.

(d) Community Board Members' Activities

The Chair invited Board members to highlight their key activities:

Tonchi Begovich was pleased to see commencement of the new Mahara Gallery

Richard Mansell has been engaged with the Representation Review and attending/observing online meetings

Cr Jocelyn Prvanov attended the blessing at Otaraua Park for the "Jobs for Nature" nursery and training centre

James Westbury has been engaging with the community as part of the Representation Review

6 REPORTS

6.1 CONSIDERATION OF APPLICATIONS FOR FUNDING

Board members discussed the applications presented for consideration:

COMMITTEE RESOLUTION WCB2021/41

Moved: Cr Jocelyn Prvanov

Seconder: Mr Tonchi Begovich

That the Waikanae Community Board grants Land Matters Ltd a Promotion Fund grant of \$5,000 (excluding GST) to assist with the cost of a feasibility study looking at a purpose-built mountain bike track linking Paraparaumu, Waikanae and Ōtaki.

CARRIED

COMMITTEE RESOLUTION WCB2021/42

Moved: Mr Richard Mansell

Seconder: Mr Tonchi Begovich

That the Waikanae Community Board grants Cancer Society of NZ Wellington Division Inc a Discretionary Grant of \$456.62 (excluding GST) to assist with the cost of purchasing a suitable cabinet for storing wigs and other head-covering products.

CARRIED

COMMITTEE RESOLUTION WCB2021/43

Moved: Mr Tonchi Begovich

Seconder: Cr Jocelyn Prvanov

That the Waikanae Community Board grants Kapiti Coast Derby Crew a Discretionary Grant of \$500 to assist with the cost of hiring the Waikanae Memorial Hall for games and practices.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

9 NOVEMBER 2021

CARRIED

COMMITTEE RESOLUTION WCB2021/44

Moved: Cr Jocelyn Prvanov

Seconder: Mr Tonchi Begovich

That the Waikanae Community Board grants Kapiti US Marines Trust a Discretionary Grant of \$500 (excluding GST) to assist with the cost of making film and photograph archived material available to the public, and to set up a small maintenance fund.

CARRIED

Board members discussed the grant application from MenzShed, noting that questions had been raised about the designation of the land that the MenzShed is located on. Board members suggested that a meeting be arranged in the New Year between Board members, MenzShed committee members and Council officers, to discuss how the issue can move forward. Board members are supportive of Menzshed's activities but require further information before a decision can be made.

COMMITTEE RESOLUTION WCB2021/45

Moved: Mr Tonchi Begovich

Seconder: Cr Jocelyn Prvanov

That the Discretionary Fund application from MenzShed Kapiti, for funds to assist with the cost of a new resource consent, be left to lie on the table and not be discussed further at this meeting.

CARRIED

COMMITTEE RESOLUTION WCB2021/46

Moved: Cr Jocelyn Prvanov

Seconder: Mr Tonchi Begovich

That the Waikanae Community Board grants the Waikanae Surf Club a Promotion Fund Grant of \$3,000 to assist with the cost of purchasing a purpose-built wheelchair which would provide users with easier access to the beach and the sea.

CARRIED

It was noted that the Council's Funding Coordinator was working to raise funds for a similar initiative at Paraparaumu Beach, and Ms Tod was asked to arrange for contact details to be exchanged between the Funding Coordinator and the Waikanae Surf Club.

COMMITTEE RESOLUTION WCB2021/47

Moved: Mr James Westbury

Seconder: Mr Tonchi Begovich

That the Waikanae Community Board grants the Waikanae Swimming Club a Discretionary Grant of \$500 for the next three years (2021, 2022 and 2023) to assist with the cost of covering pool hire fees during the season.

CARRIED

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

9 NOVEMBER 2021

6.2 WAIKANAĒ COMMUNITY BOARD - DRAFT CALENDAR OF MEETINGS 2022

COMMITTEE RESOLUTION WCB2021/48

Moved: Mr Tonchi Begovich

Seconder: Mr Richard Mansell

That the Waikanae Community Board notes the draft Council Calendar of Meetings 2022 set out in Appendix 1 of this report 'Draft Calendar of Meetings 2022'.

That the Waikanae Community Board confirms the schedule of meetings for the Waikanae Community Board 2022.

CARRIED

6.3 WORKS PLANNED FOR WAIKANAĒ BEACH HALL 2021-2024

Mr Kelvin Irvine, Acting Property Services Manager, spoke to the report which was taken as read, and answered questions from Board members. Discussion points included:

- Any change to the planned strengthening works on this building would require revocation of the 2018 Council decision that the hall be remediated to 80% of New Building Standard within eight years
- Hall hireage rates across the District and revenue generated by this hall
- The outcome of the Use and Demand Survey

COMMITTEE RESOLUTION WCB2021/49

Moved: Mr Tonchi Begovich

Seconder: Mr Richard Mansell

That the Waikanae Community Board receives the information provided in the report "Works Planned for Waikanae Beach Hall 2021-2024".

CARRIED

COMMITTEE RESOLUTION WCB2021/50

Moved: Mr Tonchi Begovich

Seconder: Mr Richard Mansell

That the Waikanae Community Board requests that Council defers the planned strengthening and renewal work on the Waikanae Beach Hall, to enable discussion between Council, the Waikanae Community Board and the Waikanae Beach Residents Association regarding a possible alternative hall or facility which is fit for purpose.

CARRIED

7 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF MINUTES

It was noted that an email had been received from a Board member who had subsequently resigned, with suggested amendments to the draft minutes of the 10 August 2021 minutes. Those suggestions were discussed.

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

9 NOVEMBER 2021

COMMITTEE RESOLUTION WCB2021/51

Moved: Mr Richard Mansell
 Seconder: Mr James Westbury

That the minutes of the Waikanae Community Board meeting on 22 June 2021 be accepted as a true and accurate record of the meeting.

CARRIED

COMMITTEE RESOLUTION WCB2021/52

Moved: Mr Richard Mansell
 Seconder: Mr James Westbury

That on the basis that the audio recording of the meeting be checked for accuracy, the minutes of the Waikanae Community Board meeting on 10 August 2021 be accepted as a true and accurate record of the meeting.

CARRIED

The Chair then noted there was additional Matter of an Urgent Nature to be discussed, which had been overlooked earlier in the meeting.

(c) Matters of an Urgent Nature – continued

Board members discussed their representation on a number of groups:

COMMITTEE RESOLUTION WCB2021/53

Moved: Cr Jocelyn Prvanov
 Seconder: Mr Richard Mansell

That the Waikanae Community Board recommends that Tonchi Begovich be the Board representative on the Mahara Gallery Trust, and will report back any updates at each Community Board meeting.

CARRIED

COMMITTEE RESOLUTION WCB2021/54

Moved: Mr Richard Mansell
 Seconder: Cr Jocelyn Prvanov

That the Waikanae Community Board recommends that James Westbury will be the Board representative as an observer on the Coastal Adaptation Panel and will report back any updates at each Community Board meeting.

CARRIED

COMMITTEE RESOLUTION WCB2021/55

Moved: Mr James Westbury
 Seconder: Mr Tonchi Begovich

That the Waikanae Community Board recommends that Richard Mansell replace Margaret Stevenson-Wright as the Chair of the Pharazyn Reserve Focus Group, and will report back any updates at each Community Board meeting.

CARRIED

WAIKANAĒ COMMUNITY BOARD MEETING MINUTES

9 NOVEMBER 2021

8 MATTERS UNDER ACTION

8.1 MATTERS UNDER ACTION AT 2 NOVEMBER 2021

The report was taken as read and Ms Tod invited questions from Board members which she would take back to staff:

- Board members advised they wished to be represented on the Library Working Group which is about to be set up
- Board members requested a meeting be arranged with Alison Law of the Project Management Office, providing further detail on progress to date on the Waikanae Library, noting this is one of the largest investments in the current Long Term Plan. This meeting should be held before Christmas 2021
- Is there alternative temporary exhibition space arranged for once the Mahara Gallery closes?

It was agreed the item on Summerset Retirement Village can be removed from Matters Under Action.

9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil

The Waikanae Community Board meeting closed at 10.05pm.

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CHAIRPERSON

8 MATTERS UNDER ACTION

8.1 MATTERS UNDER ACTION AT 25 JANUARY 2022

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

Kaiwhakamana | Authoriser: Mike Mendonca, Acting Group Manager Place and Space

TE PŪTAKE | PURPOSE

HE WHAKARĀPOOTO | EXECUTIVE SUMMARY

TE TUKU HAEPAPA | DELEGATION

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Waikanae Community Board notes the Matters Under Action register updated at 25 January 2022.

TŪĀPAPA | BACKGROUND

HE KŌRERORERO | DISCUSSION

[He take | Issues](#)

[Ngā kōwhiringa | Options](#)

[Tangata whenua](#)

[Panonitanga āhuarangi | Climate change](#)

[Ahumoni me ngā rawa | Financial and resourcing](#)

[Ture me ngā Tūraru | Legal and risk](#)

[Ngā pānga ki ngā kaupapa here | Policy impact](#)

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

[Te mahere tūhono | Engagement planning](#)

[Whakatairanga | Publicity](#)

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Matters Under Action at 25 January 2022 [↓](#)

**WAIKANAE COMMUNITY BOARD
MATTERS UNDER ACTION REGISTER
@ 25 January 2022**

Item	Date Raised	Target Date	Matter	Progress
1	Ongoing	2033	Waikanae Town Centres project: - Library - Mahara Gallery - Waikanae Temporary Toilet	<p>Updates to be provided as standing item at each Board meeting:</p> <ul style="list-style-type: none"> Library – planning is underway. The first stage is to understand and recommend a location (within Mahara Square), functions and services. This is likely to take up to six months. Mahara Gallery – Crowe Construction have been awarded the contract, and construction begins on Monday 8 November. Staff have met with business and building owners. Wider communications are underway and will continue throughout the project. Waikanae Temporary Toilet – preparation for the Exeloo is underway and the new toilet will be available from late January 2022. Port-a-loos will be in place from 8 November when the existing public toilets will be closed as part of the Mahara Gallery rebuild. <p><i>A verbal update will be provided at the meeting of 1 February 2022.</i></p>
2	22/06/21		Old State Highway 1 revocation (including widening of Waikanae Bridge once work commences)	<p>A briefing for Elected Members providing an update on the PP20 revocation process was held on 9 March 2021. Public consultation was held and the design scheme is now being drafted. This is likely to take until November/December 2021.</p> <p>Once that work is complete there will be another briefing to EMs ahead of the next round of engagement with the community, before the draft plan becomes final.</p>
3	22/06/21		Old State Highway 1 road naming	<p>The process for the renaming of what will be the old SH1 route will be worked through once the state highway status is legally revoked, at which time the state highway reverts to the status of a local road. At this time that process for M2PP will most likely be complete in late 2022 and for PP20 in 2024.</p>
4	09/11/21	Ongoing	Mahara Gallery Trust	<p>Update from Board representative [Tonchi Begovich] to be provided as standing item at each Board meeting.</p>
5	09/11/21	Ongoing	Coastal Adaptation Panel	<p>Update from Board representative [James Westbury] to be provided as standing item at each Board meeting.</p>
6	09/11/21	Ongoing	Pharazyn Reserve Focus Group	<p>Update from Board representative [Richard Mansell] to be provided as standing item at each Board meeting.</p>
7	09/11/21	Ongoing	Library Working Group	<p><i>Group membership is still being confirmed.</i></p>
8	21/01/22	Ongoing	Representation Review	<p>Update to be provided at the meeting.</p>

9 CONFIRMATION OF PUBLIC EXCLUDED MINUTES

Nil