



RĀRANGI TAKE AGENDA

Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board Meeting

I hereby give notice that a Meeting of the Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board will be held on:

Te Rā | Date: Tuesday, 29 August 2023

Te Wā | Time: 6.30pm

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

**Sheryl Gavin
Acting Group Manager Corporate Services**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board will be held in the Council Chamber, Ground Floor, 175 Rimu Road, Paraparaumu, on Tuesday 29 August 2023, 6.30pm.

Poari ā-Hapori o Paraparaumu | Paraparaumu Community Board Members

Mr Glen Olsen	Chair
Mr Guy Burns	Deputy
Mr Bernie Randall	Member
Mr Karl Webber	Member
Cr Glen Cooper	Member
Cr Kathy Spiers	Member

Te Raupapa Take | Order Of Business

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1 NAU MAI | WELCOME**2 WHAKAPĀHA | APOLOGIES****3 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |
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 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME**5 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS**

(a) Leave of Absence

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

(c) Community Board Members' Activities

6 HE KŌRERO HOU | UPDATES

Nil

7 PŪRONGO | REPORTS

7.1 CONSIDERATIONS OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Evan Dubisky, Democracy Services Advisor**

Kaiwhakamana | Authoriser: **Sheryl Gavin, Acting Group Manager Corporate Services**

TE PŪTAKE | PURPOSE

1. For the Paraparaumu Community Board to consider applications to the Discretionary Fund and to note Accountability Reports of previous funding recipients.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

2. Not required for this report.

TE TUKU HAEPAPA | DELEGATION

3. The Paraparaumu Community Board has delegated authority under section D of the 2022-2025 Governance Structure to consider and approve grant funding applications. The section states that the community board has the delegation to: *Approve criteria for, and disbursement of, community-based grant funds as approved through the Long-Term Plan or Annual Plan.*

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paraparaumu Community Board approves a Discretionary grant of \$..... to The Combined Lions Club of Kāpiti to assist with the printing costs of flyers and advertising to promote Food Bank collection in November.
- B. That the Paraparaumu Community Board approves a Discretionary grant of \$..... to Michelle Scullion to assist with the cost of organising a travel sketching course at KEDA business hub on 25-26 November 2023.

TŪĀPAPA | BACKGROUND

4. This is the second Paraparaumu Community Board meeting of the 2023/2024 financial year.
5. To allocate Discretionary Grants, the board should duly consider the established criteria, attached as Appendix 4 to this report.
6. Once funding has been approved and allocated to applicants, accountability reports will be required two months after the event or activity for which the grant was awarded takes place.

HE KŌRERORERO | DISCUSSION

7. The following applications for funding have been received and are attached as Appendix 1 and 2 to this report and summarised below.

The Combined Lions Club of Kāpiti

8. The Combined Lions Club of Kāpiti has applied for a grant of \$250 to assist with the printing cost of flyers and advertising to promote Food Bank collection in November.

Michelle M Scullion

9. Ms Scullion has applied for a grant of \$750 to assist with the cost of organising a travel sketching workshop in Kāpiti.
10. The total discretionary grant applications under consideration in this report is \$1,000.

He take | Issues

11. There are no issues to consider.

Ngā kōwhiringa | Options

12. There are no options to consider for this report.

Mana whenua

13. Mana Whenua have not been consulted as part of this report. The funding allocation is fully within the delegation of the community board to consider.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

14. There are no over-arching climate change and environment considerations within this report.

Ahumoni me ngā rawa | Financial and resourcing

15. Budget allocations for the 2023/2024 financial year for the Paraparaumu Community Board Discretionary Grant is as follows:

2023/24 budget allocation	Total allocated to date	Total unallocated to date
\$23,954	\$4,483.80	\$19,470.20

16. For the 2023/24 financial year, Discretionary Grants approved by the Paraparaumu Community Board are as follows:

Discretionary Grants				
Date	Recipient	Amount	Purpose of Grant	Report Back
18/07/23	Kāpiti Chorale	\$183.80	Assist with the cost of their 40 th anniversary concert to be held at Te Raukura ki Kāpiti on Saturday 12 August	November 2023
18/07/23	1 st XI Boys Football Team, Paraparaumu College	\$500	Assist with the team attending the winter Tournament in Auckland in August 2023.	November 2023
18/07/23	Loss and Grief Centre	\$500	Assist with the set-up of a Bereaved by Suicide Support Group launching in August 2023	November 2023
18/07/23	Paraparaumu College 1st XI Boys Hockey team	\$500	Wear matching with matching hoodies while they attend the Rankin Cup/India Shield competition held in Wellington between 28 August and 2 September 2023	Funds returned
18/07/23	Nourish Trust	\$500	Assist their mission to support the community through giving out hampers of food at Christmas	Report due March 2024
18/07/23	Kāpiti Underwater Club	\$600	Assist with hosting the North Island Spearfishing Championships in Feb 2024	May 2024
18/07/23	Paraparaumu Beach School	\$500	Assist with the girls' hockey team to the Zespri AIMS (Association of Intermediate Middle Schooling) Games in Tauranga in September 2023	December 2023

Discretionary Grants				
Date	Recipient	Amount	Purpose of Grant	Report Back
18/07/23	Euan Mason	\$600	Assist with the cost of him representing Paraparaumu College at various upcoming cycling events	November 2023
18/07/23	Loved4Life	\$500	Assist with the cost of providing volunteers with the materials for making quilts for new babies in the community	November 2023
18/07/23	Kapiti Boxing Club	\$600	Assist with running an Amateur Boxing Tournament on the 19 th August 2023	November 2023
	Total	\$4,483.80		

17. Completed Accountability Reports of grants approved by the former Paraparaumu/Raumati Community Board during the 2022/23 financial year, are attached as Appendix 3.
18. Discretionary and Initiatives Grants approved by the Paraparaumu Community Board since the 2022 Local Body Elections for the 2022/2023 financial year are attached as Appendix 5 of this report. No new accountability reports have been received against these grants.

Tūraru ā-Ture me te Whakahaere | Legal and Organisational Risk

19. There are no legal or risk considerations in this report.

Ngā pānga ki ngā kaupapa here | Policy impact

20. Grants are allocated in accordance with the established criteria as attached in Appendix 4.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT

Te mahere tūhono | Engagement planning

21. This matter has a low level of significance under Council's Significance and Engagement Policy and engagement is not conducted prior to decision making.

Whakatairanga | Publicity

22. Board Members play an active role around the community in promoting the discretionary grants available. Details are also made available on Council's website.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Lions Club of Kāpiti (under separate cover) [⇒](#)
2. Michelle Scullion (under separate cover) [⇒](#)
3. Accountability Reports (under separate cover) [⇒](#)
4. Discretionary Grant Criteria [↓](#)
5. Discretionary and Initiatives Funds PARCB 2022/2023 [↓](#)

PARAPARAUMU COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Criteria for Community Grants

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

Eligible Organisations/Individuals

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

Criteria

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

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

Eligible Purposes:

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

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

Ineligible Purposes

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

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

Updated January 2023

PARAPARAUMU COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Maximum Grant

The maximum grant payable is **\$750**.

Accountability

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

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

Procedure for Applications

1. Applications must be made on the approved application form and must contain all supporting information. Failure to provide all of the required information will result in the application being returned to the applicant.
2. Applications must include a bank deposit slip.

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

Applications are to be addressed to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

or

democracy.services@kapiticoast.govt.nz

Please Note: Applications must be received by the Kāpiti Coast District Council at least 8 working days before the Paraparaumu Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

2022/24 Financial Year Paraparaumu Community Board

Discretionary Grants

Date	Recipient	Amount	Purpose of Grant	Report Back
8/11/22	Kāpiti Community Patrol	\$2,000.00	Ongoing operating costs for running the Patrol	Report due Feb 23
14/2/23	US Marines Trust	\$750.00	Funding for installation of Pou at Queen Elizabeth Park	Received March 2023
14/2/23	Fletcher Cooper	\$1,000.00	Attending the Tropical 7's Rugby Tournament in Tampa, Florida	Received June 2023
28/3/23	Cole Jennings	\$2,000.00	Attending the 2023 Special Olympics.	Report due Sep 2023
28/3/23	Kāpiti Big Air Rebels Cheerleading Team	\$750.00	Attending the 2023 Australasian Cheer Championships.	Report due Jan 2024
28/3/23	Kāpiti Coast United Football Club	\$2,500.00	Funding for Easter Football Tournament	Report due July 2023
23/5/23	Natasha Goggin	\$2,000.00	Attending various Tenpin Bowling tournaments	Report due November 2023
23/5/23	Mitchel Goggin	\$1,000.00	Attending various Tenpin Bowling tournaments	Report due October 2023
23/5/23	Kāpiti Powerlifting Club	\$1,840.00	Attending the Asian/Pacific/African Classic Championships	Report due September 2023
23/5/23	Lucas Foote	\$750.00	Attending Softball Tournament	Report due October 2023
23/5/23	Kāpiti Chess Club	\$1,000.00	Additional Chess Resources	Report due October 2023
Total		\$15,590.00		

Initiatives (Localism) Grants

Date	Recipient	Amount	Purpose of Grant	Report Back
8/11/22	Lions Club of Kapakapanui	\$1,000.00	Costs to hold District Convention 11-12 March 2023 at Southwards.	Received March 2023
14/2/23	Kāpiti Arts Studio	\$750.00	Printing of a book with illustrations from a local artist and written by former volunteer	Report due April 23
14/2/23	Kāpiti Boating Club	\$750.00	Cover of fuel costs for Charity Women's Fishing Competition	Received March 2023
28/3/23	Kāpiti Concert Orchestra	\$2,000.00	Cost of venue hire for concert to be held	Report due July 2023
23/5/23	Paraparumu Kindergarten	\$1,800.00	Cost of materials and artist's time to lead a multi school creation of Kahe Te Rau o Te Rangi	Report due October 2023

23/5/23	People First NZ inc	\$840.00	Operational costs to run the Kāpiti People First Group	Report due October 2023
23/5/23	Kāpiti Boating Club	\$1,486.80	Cost of purchase of cutlery and plates for the Club	Report due August 2023
23/5/23	Paraparumu Beach Business Association	\$1,579.00	Cost of marketing and development of workshops to promote the development of the Paraparumu Beach Business precinct	Report due August 2023
23/5/23	Te Kura Waka o Whatonga Waka Ama Club	\$1,000.00	Cost of setting up and procure items like branding, uniforms, architectural design concepts and coaching training development	Report due August 2023
23/5/23	Cancer Society	\$750.00	Cost of replacing the dishwasher at their Kāpiti Support Centre	Received June 2023
23/5/23	Hoop Club Kāpiti	\$1000.00	Cost of renting the gymnasium and equipment	Received June 2023
Total		\$12,955.80		

8 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES**8.1 CONFIRMATION OF MINUTES**

Author: Evan Dubisky, Democracy Services Advisor

Authoriser: Sheryl Gavin, Acting Group Manager Corporate Services

Taunakitanga | Recommendations

That the minutes of the Paraparaumu Community Board meeting of 18 July 2023 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Minutes 18 July 2023 [↓](#)

PARAPARAUMU COMMUNITY BOARD MEETING MINUTES

18 JULY 2023

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
PARAPARAUMU COMMUNITY BOARD MEETING
HELD IN THE COUNCIL CHAMBER, GROUND FLOOR, 175 RIMU ROAD, PARAPARAUMU
ON TUESDAY, 18 JULY 2023 AT 7.03PM**

PRESENT: Mr Glen Olsen, Mr Guy Burns, Cr Glen Cooper, Cr Kathy Spiers

IN ATTENDANCE: Cr Martin Halliday, Ms Steffi Haefeli, Mr Ewen Church, Mr Evan Dubisky, Ms Kris Pervan, Mr Dave Hardy

WHAKAPĀHA | APOLOGIES: Mr Karl Webber and Mr Bernie Randall

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

The Chair welcomed everyone to the meeting.

2 WHAKAPĀHA | APOLOGIES

APOLOGY

COMMITTEE RESOLUTION PARCB2023/23

Moved: Cr Kathy Spiers

Seconder: Mr Guy Burns

That the apology received from Karl Webber and Bernie Randall be accepted.

CARRIED

**3 TE TAUĀKĪ O TE WHAITAKE KI NGĀ MEA O TE RĀRANGI TAKE |
DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Guy Burns declared an interest in item 7.3, the grant application by Kāpiti Chorale.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Irene McShane, on behalf of Kāpiti Chorale spoke about their grant application and how the grant would benefit the group in supporting them with their 40th anniversary concert. She answered members' questions.

Geoff McDonnell, on behalf of the Underwater Club, spoke about their grant application to support the club with hosting the North Island Spearfishing Championships next year. Funds raised from the competition will help support Mary Potter Hospice. He answered members' questions.

Euan Mason spoke about his grant application to support him attending a number of national level cycling events and answered members' questions.

Rangi Esson, on behalf of Kāpiti Boxing, spoke about their grant application to assist with hosting an Amateur Boxing Tournament and answered members' questions.

Trish Hargreaves spoke about anti-social issues experienced recently in the Nikau Valley and answered members' questions.

9 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

9.1 MATTERS UNDER ACTION

Author: Evan Dubisky, Democracy Services Advisor

Authoriser: Sheryl Gavin, Acting Group Manager Corporate Services

Attached as appendix to this report are the updated Matters Under Action for the Paraparaumu Community Board, to review and note.

TAUNAKITANGA | RECOMMENDATIONS

That the Paraparaumu Community Board note the attached matters under action.

APPENDICES

1. Matters Under Action - Paraparaumu Community Board [↓](#)

10 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA