



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, 30 July 2024

Te Wā | Time: 6.30pm

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

**Mark de Haast
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 30 July 2024, 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

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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 TEPUTEIHANA | DEPUTATIONS**

Nil

6 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

7 HE KŌRERO HOU | UPDATES

Nil

8 PŪRONGO | REPORTS

8.1 CONSIDERATIONS OF APPLICATIONS FOR FUNDING

Kaituhi | Author: **Evan Dubisky, Advisor Governance**

Kaiwhakamana | Authoriser: **Mark de Haast, 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 Nourish Trust to provide hampers of food at Christmas.
- B. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Kapiti Running and Tri Club Inc to assist with financial costs of running events.
- C. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Loss and Grief Centre Kapiti to assist with costs for running a Bereaved by Suicide Support Group for the wider Kapiti community.
- D. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Kapiti Crop Swap to assist with their rent costs and to print new brochures to reach members of the community.
- E. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Presbyterian Support Central to purchase a TV for elderly local residents who attend Enliven's not-for-profit aged-care day programme.
- F. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Home4All to assist with the purchase of a duo-bike to enable them to cycle with three visitors instead of one.
- G. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Kapiti Latin Communities to assist with the costs of bussing out-of-towners to The Cultural Diversity Festival on 10 August 2024.
- H. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Everyday Networks-Kapiti Kiwis to assist with the costs of organising a wellbeing trip for their group of 9 intellectually disabled participants.

1. That the Paraparaumu Community Board approves a Discretionary grant of \$_____ to Melectra Management Ltd to assist with the costs of running a travel sketching workshop in November 2024.

TŪĀPAPA | BACKGROUND

- 4 This is the first Paraparaumu Community Board meeting of the 2024/2025 financial year.
- 5 To allocate Discretionary Grants, the Board should duly consider the established criteria, attached as Appendix 1 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 2 (under separate cover) to this report and summarised below.
- 8 Nourish Trust
Gabrielle Ralph, on behalf of Nourish Trust, has applied for a grant of \$750 to provide food hampers to provide to families during Christmas.
- 9 Kapiti Running and Tri Club Inc
Mike Heron, on behalf of Kapiti Running and Tri Club Inc, has applied for a grant of \$500 to assist with financial costs of running events.
- 10 Loss and Grief Centre Kapiti
Letitia Geldenhuys, on behalf of Loss and Grief Centre Kapiti, has applied for a grant of \$750 to assist with costs for running a Bereaved by Suicide Support Group for the wider Kapiti community.
- 11 Kapiti Crop Swap
Jessica Keltie, on behalf of Kapiti Crop Swap, has applied for a grant of \$550 to assist with their rent costs and to print new brochures to reach members of the community.
- 12 Presbyterian Support Central
Becky Williams, on behalf of Presbyterian Support Central, has applied for a grant of \$750 to purchase a TV for elderly local residents who attend Enliven's not for profit aged-care day programme.
- 13 Home4All
Marian Weststrate, on behalf of Home4All, has applied for a grant of \$7,500 to assist with the purchase of a duo-bike to enable them to cycle with three visitors instead of one.
- 14 Kapiti Latin Communities
Fernando Figueroa Pereira, on behalf of Kapiti Latin Communities, has applied for a grant of \$750 to assist with the costs of bussing out-of-towners to The Cultural Diversity Festival on 10 August 2024.
- 15 Everyday Networks-Kapiti Kiwis
Brian Sullivan, on behalf of Everyday Networks-Kapiti Kiwis, has applied for a grant of \$750 to assist with the costs of organising a wellbeing trip for their group of 9 intellectually disabled participants.
- 16 Melectra Management Ltd.
Michelle Scullion, on behalf of Melectra Management Ltd, has applied for a grant of \$750 to assist with the costs of running a travel sketching workshop in November 2024.
- 17 The discretionary grant applications under consideration in this report total \$13,050.

He take | Issues

- 18 There are no issues to consider.

Ngā kōwhiringa | Options

19 There are no options to consider for this report.

Mana whenua

20 Mana Whenua have not been consulted as part of this report. The funding allocation is fully within the delegation of the Paraparaumu Community Board to consider.

Panonitanga Āhuarangi me te Taiao | Climate change and Environment

21 There are no climate change and environment considerations within this report.

Ahumoni me ngā rawa | Financial and resourcing

22 Budget allocations for the 2024/2025 financial year for the Paraparaumu Community Board Discretionary Grant are as follows:

2024/2025 budget allocation	Total allocated to date	Total unallocated to date
\$32,167.00	\$0.00	\$32,167.00

23 For the previous 2023/24 financial year, Discretionary Grants approved by the Paraparaumu Community Board are attached as Appendix 3.

24 3 completed Accountability Reports for a Discretionary Grant approved by the Paraparaumu Community Board prior to 30 June 2024 are attached as Appendix 4 (under a separate cover).

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

25 There are no legal or organisational risk considerations in this report.

Ngā pānga ki ngā kaupapa here | Policy impact

26 Grants are allocated in accordance with the established criteria as per Appendix 1 to this report.

TE WHAKAWHITI KŌRERO ME TE TŪHONO | COMMUNICATIONS & ENGAGEMENT**Te mahere tūhono | Engagement planning**

27 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

28 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. Discretionary Grant Criteria of Paraparaumu Community Board [↓](#)
2. Discretionary Grant Applications Received (under separate cover) [⇒](#)
3. List of Discretionary Grant Recipients for 2023/2024 Financial Year [↓](#)
4. Accountability Reports Received (under separate cover) [⇒](#)

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.

2023/24 Financial Year Paraparaumu Community Board

Date	Recipient	Amount	Purpose of Grant	Report Due
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	Received October 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.	Received September 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	Received October 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	Received
18/07/23	Paraparaumu College 1st XI Boys Hockey team	-\$500	Funds unused	Funds returned
18/07/23	Nourish Trust	\$500	Assist their mission to support the community through giving out hampers of food at Christmas	Received April 2024
18/07/23	Kāpiti Underwater Club	\$600	Assist with hosting the North Island Spearfishing Championships in Feb 2024	May 2024 – followed up July 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	Received October 2023
18/07/23	Euan Mason	\$600	Assist with the cost of him representing Paraparaumu College at various upcoming cycling events	Received December 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	Received October 2023
18/07/23	Kapiti Boxing Club	\$600	Assist with running an Amateur Boxing Tournament on the 19 th August 2023	November 2023 - followed up Jan & July 2024
29/08/23	Michelle Scullion	\$750	Assist with the cost of organising a travel sketching course at KEDA business hub on 25-26 November 2023	Received January 2024
29/08/23	The Combined Lions Club of Kāpiti	\$250 -\$35.35	Assist with the printing costs of flyers and advertising to promote Food Bank collection in November. \$35.35 of unused funds were returned.	Received December 2023
24/10/23	Kāpiti Health Advisory Group, Sandra Daly	\$750	Assist with the printing costs of brochures and posters to provide information about accessing health services	January 2024 - followed up Jan & July 2024
24/10/23	Kāpiti Basketball Association	\$500	Partially cover the costs of teams to attend the Basketball New Zealand AON Regional Tournament on October 4th to 7th 2023	Received November 2023
24/10/23	Widowed, Separated & Divorced Support Group	\$750	Assist with the costs associated with providing support group services to the Paraparaumu community, including a 10-week course	Received May 2024

Date	Recipient	Amount	Purpose of Grant	Report Due
24/10/23	Ashton & Kim Foote	\$500	Assist with the costs associated with a school trip to Thailand which they have been fundraising for.	Received April 2024
05/12/23	Naomi Allen-Boyd	\$650	Assist with the costs associated with attending NZ Touch Rugby Nationals in Auckland	April 2024 – followed up July 2024
07/12/23	The Combined Lions Club of Kāpiti	-\$35.35	Refund of unused funds	N/A
13/02/23	Kapiti Cubers	\$560	To cover venue hire until the end of the financial year 2025	May 2024 – followed up July 2024
13/02/23	Kapiti Senior Singers	\$750	Assist with the costs of a pianist for rehearsals and concerts in order to achieve the required standard of performance for their choir	Received July 2024
13/02/23	Paraparaumu College	\$750	To assist with costs for a cultural festival three-hour mini night market, including advertising, hiring of staging and sound equipment, activity resources and performance costs	Received May 2024
26/03/24	Horowhenua Coastal Football Club Inc.	\$750	To assist with the purchase of equipment to deliver their football programmes.	June 2024 – followed up July 2024
26/03/24	Kāpiti Primary School	\$750	To assist with paying the wages of mentors who deliver the Create and Relate programme to primary school students.	June 2024 – followed up July 2024
07/05/24	Brain Injury Association Wellington	\$750	To assist with the costs of running regular support groups in Paraparaumu	August 2024
07/05/24	Fletcher Martin	\$750	To assist with the costs of representing Paraparaumu College at the London International Youth Science Forum (LIYSF) in 2024	October 2024
07/05/24	Coastguard Kapiti Coast	\$1200	To assist with the purchase of an Automated External Defibrillator outside Paraparaumu Boating Club	Verbal accountability report on 18 June 2024
07/05/24	The Combined Lions Club of Kapiti	\$300	To assist with the printing costs of flyers and advertising to promote Food Bank collection in November 2024	January 2025
07/05/24	Paraparaumu Scouts Group	\$750	To purchase replacement tents and cover some of the cost of their annual insurance	August 2024
07/05/24	Linda Wood	\$750	To help cover the costs for her daughter travel to Christchurch in August 2024 to attend the Canterbury Champs gymnastics event	October 2024
07/05/24	Kapiti Archery Club	\$750	To purchase amenities to enhance the infrastructure of the club and prioritize the well-being of those who partake in their archery activities	August 2024
07/05/24	Kapiti Art Studio	\$1000	To help pay for flights, accommodation, and transportation costs for Rebecca Bond and artist Erena Wylie to attend the Webbs auction in Auckland where Erena's art is up for auction	September 2024
07/05/24	Kapiti Chess Club	\$517.50	To pay for the venue hire for the 30th Kāpiti Rapid Chess Championship	August 2024
18/06/24	Digital Seniors	\$750	To assist with expenses related to expanding their technology support for seniors to the Kapiti Coast	September 2024

Date	Recipient	Amount	Purpose of Grant	Report Due
18/06/24	Benefit Advocacy Kapiti	\$750	To assist with the costs of providing services to support beneficiaries' financial entitlements	August 2024
18/06/24	Waikanae CAMEO Society Inc	\$750	To assist with financial needs including rent and electricity	August 2024
18/06/24	Feline Fix	\$750	To assist with providing cat de-sexing services to financially restricted families and animal rescues	August 2024
18/06/24	Kapiti Senior Fitness	\$750	To support those who are struggling with the costs to attend fitness classes	September 2024
18/06/24	Natasha Goggin	\$1000	To help cover the travel costs to attend the U21 tenpin bowling team at the World Youth Tenpin Bowling Championships in South Korea and the Australian National Championships to be held in Queensland	October 2024
18/06/24	Special Olympics Kapiti	\$966.80	To purchase equipment for footballers to support their training	Verbal accountability report at 30 July 2024 meeting
18/06/24	Cancer Society of NZ	\$750	To help purchase stackable folding chairs and garden maintenance supplies for their community garden	November 2024
18/06/24	Ngahina Kindergarten	\$750	To help fund a 50th Year Celebration event	November 2024
18/06/24	Raumati Line Dancers	\$500	To help with hall hire to hold "Socials," which usually have around 70 dancers attending from various areas of New Zealand	September 2024
18/06/24	Paraparaumu Beach School	\$750	Towards the cost of accommodation in Tauranga for the girls' hockey team to participate in the Zespri AIMS Games in September 2024	November 2024
18/06/24	Kapiti Boating Club	\$1415	To assist with the costs of installing shelving in their kitchen to better meet the demands of both their 600+ members and community hires	September 2024
18/06/24	Caleb Pulepule	\$200	To cover a contribution he is responsible to provide to Wellington Hockey Association to be their traveling umpire at the U16 Representative Hockey Tournament from July 15-18 2024 in Hamilton	October 2024
18/06/24	Mulled Wine Concerts	\$500	To assist with costs associated with a concert on 23 June 2024, including hall hire and printing flyers	September 2024
18/06/24	Good Bitches Trust	\$750	To support their national fundraising kaupapa and signal to volunteers in this community that their contribution is seen and valued	November 2024
18/06/24	Volunteer Kapiti	\$750	To assist with outreach to volunteer involving organisations in Paraparaumu and the promotion of volunteering in Paraparaumu	October 2024
18/06/24	Kapiti US Marines Trust	\$340.25	To fund improvements with their signage including story telling at Camp Russel, near Whareroa Farm	October 2024
Total		\$31,348.00		

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

Author: Evan Dubisky, Democracy Services Advisor

Authoriser: Mark de Haast, Group Manager Corporate Services

TAUNAKITANGA | RECOMMENDATIONS

That the minutes of the Paraparaumu Community Board meeting of 18 June 2024 be accepted as a true and correct record.

NGĀ ĀPITIHINGA | ATTACHMENTS

1. Unconfirmed Minutes of 18 June 2024 Paraparaumu Community Board Meeting [↓](#)

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION**10.1 MATTERS UNDER ACTION**

Author: Evan Dubisky, Democracy Services Advisor

Authoriser: Mark de Haast, Group Manager Corporate Services

MATTERS UNDER ACTION

Attached as Appendix 1 are the updated matters under action for the Paraparaumu Community Board to review and note. The updated information is bolded.

TAUNAKITANGA | RECOMMENDATIONS

That the Paraparaumu Community Board note the attached matters under action

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Matters Under Action - July 2024 [↓](#)

11 KARAKIA WHAKAMUTUNGA | CLOSING KARAKIA