



RĀRANGI TAKE AGENDA

Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board Meeting

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

Te Rā | Date: Tuesday, 3 September 2024

Te Wā | Time: 7.00pm

Te Wāhi | Location: St Peter's Hall, Beach Road, Paekākāriki

**James Jefferson
Group Manager Regulatory and Environment**

Kāpiti Coast District Council

Notice is hereby given that a meeting of the Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board will be held in the St Peter's Hall, Beach Road, Paekākāriki, on Tuesday 3 September 2024, 7.00pm.

Poari ā-Hapori o Paekākāriki | Paekākāriki Community Board Members

Chair Kelsey Lee	Chair
Deputy Sorcha Ruth	Deputy
Mr Sean McKinley	Member
Mr Christian Judge	Member
Cr Sophie Handford	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****5.1 WREMO UPDATE: COMMUNITY RESILIENCE FOR COMMUNITY BOARDS****TE PŪTAKE | PURPOSE**

- 1 Renee Corlett, Senior Advisor Community Resilience and Recovery, Wellington Region Emergency Management Office (WREMO), will speak to the roles of Community Boards in an emergency response.

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
- (d)

7 HE KŌRERO HOU | UPDATES

Nil

8 PŪRONGO | REPORTS

8.1 CONSIDERATION OF FUNDING APPLICATIONS

Kaituhi | Author: **Maria Cameron, Advisor Governance**

Kaiwhakamana | Authoriser: **James Jefferson, Group Manager Regulatory and Environment**

TE PŪTAKE | PURPOSE

- 1 To consider eligible applications to the Community Grants Discretionary, and to note Accountability Reports.

HE WHAKARĀPOPOTO | EXECUTIVE SUMMARY

- 2 An Executive Summary is not required for this report.

TE TUKU HAEPAPA | DELEGATION

- 3 The Paekākāriki Community Board has delegated authority as at section D of the 2022-2025 Governance Structure:
Approving criteria for, and disbursement of, community-based grant funds as approved through the LTP or Annual Plan.

TAUNAKITANGA | RECOMMENDATIONS

- A. That the Paekākāriki Community Board approve a grant of \$ to Jan Borland on behalf of Paekākāriki Community Trust to assist with the costs of signage and advertising for the Christmas Fete in December 2024.
- B. That the Paekākāriki Community Board approve a grant of \$ to Julia Truscott on behalf of Wai Ata Studio to assist with the costs of running the Rangi Mārie Peace Festival in Paekākāriki in November 2024.

TŪĀPAPA | BACKGROUND

- 4 This is the second meeting of the 2024/25 financial year.
- 5 The Paekākāriki Community Board has one fund from which they can draw on to grant applications for funding – the Community Board Grant Fund. The board also makes recommendations on funding applications to the biannual Campe Estate Trust meetings.
Paekākāriki Community Board Grants
- 6 The purpose of the Paekākāriki Community Board Grant is to support activities that encourage the development of cultural, sports, environmental, social or educational activities within the local district.
- 7 The organisation/individual must reside in the Paekākāriki area. The Board may consider financial assistance for events occurring outside the Paekākāriki Community, where it is shown the community will benefit.
- 8 The criteria for the Paekākāriki Community Board Grants are attached in Appendix 1.
- 9 It should be noted that the conditions and criteria do not preclude the Paekākāriki Community Board from considering any application at its discretion.

HE KŌRERORERO | DISCUSSION

10 There are two applications for funding to be considered at this community board meeting. These are summarised below and attached as appendices two and three.

Paekākāriki Community Trust

Jan Borland, on behalf of Paekākāriki Community Trust, has applied for a grant of **\$742.90** to assist with the costs of signage and advertising for the Christmas Fete in December 2024.

Wai Ata Studio

Julia Truscott, on behalf of Wai Ata Studio, has applied for a grant of **\$500** to assist with the costs of running the Rangī Mārie Peace Festival in Paekākāriki in November 2024.

He take | Issues

11 There are no issues to be considered within this report.

Ngā kōwhiringa | Options

12 There were no options to be considered within this report.

Tangata whenua

13 There are no Tangata whenua issues to be considered within this report.

Panonitanga āhuarangi | Climate change

14 There are no climate change considerations required within this report.

Ahumoni me ngā rawa | Financial and resourcing

15 An amount of **\$6,743.00** is allocated in the 2024/25 budget for the Paekākāriki Community Board. This is summarised in the table below:

Total budget allocated for the 2024/25 year	\$6,743.00
Grants Allocated:	
Nourish Trust – Christmas Hampers	\$500.00
Paekākāriki School – transport to Aquatic Centre for lessons	\$313.74
James Kilbride, 8 Paekākāriki Kāpiti College Students, Kapa Haka Trip	\$500.00
Paekākāriki Resilient – Over 65’s Meeting	\$250.00
Circle of Fifths Production of A Midsummers Night Dream	\$500.00
Balance as of 27 August 2024	\$4,679.26

16 Accountability Reports received and attached as appendices four and five of this report.

Ture me ngā Tūraru | Legal and risk

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

Ngā pānga ki ngā kaupapa here | Policy impact

18 Grants are allocated in accordance with established criteria, attached as appendix one of this report.

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

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

Whakatairanga | Publicity

- 20 Board members play an active role around the community in promoting the discretionary grant and details are available via the Council's website.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. PCB Community Grant Criteria and Application Form [↓](#)
2. PCB Grant Application - Jan Borland, Paekākāriki Community Trust PCB04 - Public Excluded (under separate cover)
3. PCB Grant Application - Julia Truscott, Wai Ata Studio PCB05 - Public Excluded (under separate cover)
4. PCB Accountability Report - Paekākāriki Museum Trust - Public Excluded (under separate cover)
5. PCB Accountability - Paekākāriki Surf Lifeguards - Public Excluded (under separate cover)

PAEKĀKĀRIKI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Criteria for Community Grants

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

Eligible Organisations/Individuals

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

Criteria

1. The applicant is unable to receive sufficient grants from other sources.
2. The applicant must be non-profit-making.
3. The organisation/individual must use the financial assistance for its activities in the Paekākāriki community. The Board may consider financial assistance for events occurring outside the Paekākāriki community where it is shown the community will benefit.
4. Organisations must provide the most recent financial statements, and a copy of a resolution noting the decision to apply for funding.
5. The organisation/individual has not received financial assistance from the Paekākāriki Community Board Community Grants Fund in the last 12 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.

Maximum Grant

The maximum amount payable is **\$500.00**.

Updated January 2023

PAEKĀKĀRIKI COMMUNITY BOARD COMMUNITY GRANTS APPLICATION FORM

Accountability

1. Applicants are required to provide written confirmation or a verbal report **within two months** of completion of the activity that the money was spent for the purpose granted. Individuals are required to outline the benefits gained, 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.
2. The Paekākāriki Community Board requires all monies not used for the purpose applied for 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 (maximum of five supporting pages).
2. Applications must include a bank deposit slip.
3. The applicant or a representative must attend the Paekākāriki Community Board meeting to speak in support of the application and to answer any questions arising from the application. If no representation is made at the meeting the application may not be considered on that night but could be considered at a subsequent meeting, attended by the applicant.

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

Applications are to be addressed to:

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 Paekākāriki Community Board meeting date to meet the reporting deadline.

Meetings are held every six weeks.

**PAEKĀKĀRIKI COMMUNITY BOARD
COMMUNITY GRANTS APPLICATION FORM**

Applicant Details

Name: _____

Organisation (if applicable): _____

Address: _____

Daytime Contact Phone: _____ Email: _____

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

When do you need it? (Start date) _____

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

How can you demonstrate the benefits to the Paekākāriki Community as a result of providing you with this grant?

Costs (travel, accommodation, etc.)
(Where possible please provide written quotes)

Income (fundraising, grants, saving, etc.)

Total	\$	Total	\$

Updated January 2023

**PAEKĀKĀRIKI COMMUNITY BOARD
COMMUNITY GRANTS APPLICATION FORM**

How much are you applying for? Total \$ _____

Are you GST Registered? Yes / No

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

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

Have you received any grants from the Paekākāriki Community Board in the past 3 years?
(Please list)

Declaration

I certify that the information provided above is accurate:

Signature: Date:

Send application and supporting documentation to:

Democracy Services Team
Kāpiti Coast District Council
Private Bag 60601 OR democracy.services@kapiticoast.govt.nz
Paraparaumu 5254

Please attach:

- ✓ **A bank deposit slip, for direct credit payment if application is successful**
- ✓ **Any other supporting information that will help your application (maximum of five pages)**

Updated January 2023

9 TE WHAKAŪ I NGĀ ĀMIKI | CONFIRMATION OF MINUTES

9.1 CONFIRMATION OF MINUTES

Author: Maria Cameron, Advisor Governance

Authoriser: James Jefferson, Group Manager Regulatory and Environment

Taunakitanga | Recommendations

That the minutes of the Paekākāriki Community Board meeting of 6 August 2024 be accepted as a true and correct record.

NGĀ ĀPITI HANGA | ATTACHMENTS

1. Paekākāriki Community Board Unconfirmed Minutes from 6 August 2024 Meeting [↓](#)

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

6 AUGUST 2024

**MINUTES OF THE KĀPITI COAST DISTRICT COUNCIL
PAEKĀKĀRIKI COMMUNITY BOARD MEETING
HELD IN THE ST PETER'S HALL, BEACH ROAD, PAEKĀKĀRIKI
ON TUESDAY, 6 AUGUST 2024 AT 7.02PM**

PRESENT: Chair Kelsey Lee, Mr Sean McKinley, Mr Christian Judge, Cr Sophie Handford

IN ATTENDANCE: Mr James Jefferson, Ms Maria Cameron

WHAKAPĀHA | APOLOGIES: Deputy Chair Sorcha Ruth

LEAVE OF ABSENCE: Nil

1 NAU MAI | WELCOME

The Chair welcomed everyone to the meeting

2 WHAKAPĀHA | Apologies

APOLOGY

COMMITTEE RESOLUTION PCB2024/24

Moved: Chair Kelsey Lee

Seconder: Cr Sophie Handford

That the apology received from Deputy Chair Sorcha Ruth 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

There were no declarations of interest relating to items on the agenda.

4 HE WĀ KŌRERO KI TE MAREA | PUBLIC SPEAKING TIME

Paul Spittal spoke on behalf of Nourish Trust and in support of their finding application and answered questions from the Board.

Jan Nisbet updated the board on; contacting GW for the need for signs at either end of the village indicating where the alternate off main road trail joins in with the village so that people don't get lost in the middle; Whareroa farm and some of the work happening there clearing bush; bike library is coming back into the space under St Peters' Hall; and the wattle trees that are becoming a problem.

5 NGĀ TEPUTEIHANA | DEPUTATIONS

There were no deputations.

PAEKĀKĀRIKI COMMUNITY BOARD MEETING MINUTES

6 AUGUST 2024

6 NGĀ TAKE A NGĀ MEMA | MEMBERS' BUSINESS

- (a) No leaves of absence were requested during the meeting.
- (b) Matters of an Urgent Nature

The Chair raised as a matter of an urgent nature the consideration of two late Funding Applications from Circle of Fifths Production for 'A Mid-Summer Nights' Dream'.

MATTER OF AN URGENT NATURE

COMMITTEE RESOLUTION PCB2024/25

Moved: Chair Kelsey Lee
 Seconder: Mr Christian Judge

That the Paekakariki Community Board accept the two late applications for funding, from Circle of Fifths Production for 'A Mid-Summer Nights' Dream'.

CARRIED

- (c) Community Board Members' Activities

The Chair, Kelsey Lee, spoke about the planned murals in the village that have now been started by artist Miriama Grace-Smith. The first being on the water tank, then there will be one on the wharepaku/toilets on main street and also on a power box.

The Chair advised that the 'Paekākāriki' sign at the front of village is being repainted and will need to be taken away for the work to be done as it is on the rail corridor.

Christian Judge asked about a possible liaison with Ngāti Haumia ki Paekākāriki regarding something added either under or on the sign at the entrance reflecting Ngāti Haumia links to Paekākāriki.

Christian Judge asked staff for an update on discussions around a carving around the door at the Memorial Hall (James Jefferson advised this will be added to the Matters Under Action).

Christian also asked who is appropriate person to invite to start discussions around a safe crossing on State Highway (Chair advised this will be added to the Matters Under Action).

Cr Sophie Handford gave an update around discussions with residents at north end of Tilley Road around flooding issues and wanting to progress the stream restoration. Cr Handford advised she will be following up with James Jefferson.

Cr Sophie Handford noted that conversations around Budge House are now at an Iwi level and it is important to allow that process to play out. Sophie also spoke about the give-a-little page to help Karl Farrell and whanau pay for treatment.

Sean McKnley recognised and thanked Christian for his part in getting the colourful rainbow signs in the village.

7 HE KŌRERO HOU | UPDATES

No updates were scheduled for this meeting.

10 NGĀ TAKE E MAHIA ANA | MATTERS UNDER ACTION

10.1 MATTERS UNDER ACTION

Author: Maria Cameron, Advisor Governance

Authoriser: James Jefferson, Group Manager Regulatory and Environment

MATTERS UNDER ACTION

Taunakitanga | Recommendations

That the Paekākāriki Community Board meeting notes the matters under action

NGĀ ĀPITI HANGA | ATTACHMENTS

1. PCB MUA September 2024 [↓](#)

11 CLOSING KARAKIA