



EXTRAORDINARY WESTERN COMMUNITY PANEL MEETING

27 October 2017

Pursuant to a requisition dated 18 October 2017 signed by the Chair
an Extraordinary Western Community Panel meeting to be held in the
**Community Corner, Maungaraki Community Hall, 135 Dowse Drive, Maungaraki,
Lower Hutt**
on:

Wednesday 1 November 2017 commencing at 6.00pm

Membership

	Tracey Coleman (Chair)	
Gregguil Besa		Paul Caygill
Pam Hindmarsh		Ellen Jackman
Cr Margaret Cousins		Cr Chris Milne

For the dates and times of Council Meetings please visit www.huttcity.govt.nz

Central, Eastern, Northern and Western Community Panels Delegations, Guidelines and Criteria

Membership: 7

5 community representatives and 2 Ward Councillors

Quorum: 4 (to include one Ward Councillor)
Meeting Cycle: When required
Reports to: Community Services Committee (yearly)

This document records the delegation of Council functions, responsibilities, duties and powers to Community Panels ('the Panels'). The delegations are expressed in general terms. The delegations shall be exercised with proper regard for the Council's strategic direction, policies, plans and Standing Orders.

Note: Community Panels are a new concept for Hutt City. Council has deliberately kept the guidelines and rules broad and at a high level. Panels are encouraged to help shape themselves and evolve in order to best meet their key responsibilities.

PURPOSE:

The Panels were established by Council at its meeting held on 23 May 2017. The purpose of the Panels is outlined in the general functions listed below. The role of the Panels is to represent and act as an advocate for the interests of their communities.

GENERAL FUNCTIONS:

- **Representation** – discuss, debate and provide feedback to Council on all important local issues, city wide matters of significance, Annual Plans and policy setting.
- Allocate and manage a **Local Community Projects Fund**.
- Allocate and manage the local **Community Engagement Fund for the Central, Eastern, Northern and Western Wards** to assist and support local community events and initiatives.

GUIDELINES AND CRITERIA FOR LOCAL COMMUNITY PROJECTS FUNDS:

- To be used to fund one or more local community projects per triennium.
- Projects are to develop community assets that are not able to be funded in Council's Long Term Plan and/or Annual Plan.
- Community assets include, but are not limited to, playgrounds, street furniture, public art, tree planting, lighting, safety improvements, way finding, signage, improvements to existing public places and facilities. These community assets should be in public spaces.
- The development of new assets needs to be in accordance with Council strategies, policies and plans.

- Where on-going maintenance and or other costs are required after completion, these need to be provided for. This may be by way of formal agreement with the relevant division of Council.
- Approval of spending must be by resolution of the Panels.
- A report must be submitted, at the end of each financial year, to the Community Services Committee, detailing expenditure over the year.

CRITERIA FOR THE PANELS TO MANAGE THE LOCAL COMMUNITY PROJECTS FUND:

- See attached Appendix 1 for the internal process that must be followed to ensure appropriate officers receive information on projects and can provide feedback.
- Projects must be supported by officers if there are on-going maintenance or other costs post completion.
- Each Panel will agree and determine a process for determining how projects will be identified and how funding decisions will be made.

CRITERIA FOR THE PANELS TO MANAGE THE COMMUNITY ENGAGEMENT FUND

- The fund is for local activities and events that directly benefit the communities concerned.
- To be eligible for funding the organisation must be a charitable trust or an incorporated society and the activity must take place within the Hutt.
- Panels may choose to allocate the entire fund in one funding round or they can have two funding rounds per annum. An appropriate assessment sheet is used by members when determining which organisation(s) should receive funding.
- The funds can be used towards the hireage of equipment, advertising costs, purchasing food for a specific event. Operational costs cannot be applied for.
- Organisations that are granted funding are responsible for completing an accountability form to report on the funds spent.
- Council's Community Funding Advisor is available to support and assist community groups when making applications through the Council's online grants system.

STANDING ORDERS:

The Hutt City Council's Standing Orders apply, subject to the provisions for meeting quorum and decision making as set out in these delegations.

INFORMAL MEETINGS AND ADMINISTRATION:

- Where funding decisions are not being made, the Panels are encouraged to meet informally.

- Council's Secretariat Services Division will support each Panel by way of formal meeting administration, co-ordination and governance advice.
- A senior member of Council's Community Services Division will support each Panel.

CHAIRS

Chairs will be recommended to Council at the beginning of the triennium, for a 12 month period. At which point, the Panel will elect its Chair for the remaining term. It is preferred that Ward Councillors are not Chairs, although this is possible should no other panel member be able to commit to the role.

Appendix 1 - Checklist for Local Community Projects Fund

Attach project description/application to this checklist and email to relevant Manager(s).

Divisional Manager Parks and Gardens
Divisional Manager Road and Traffic
City Safety Manager
Divisional Manager Leisure Active
Divisional Manager Museums
Divisional Manager Environmental Consents
Divisional Manager Regulatory Services

Council Managers to complete:

1. Do you support this project? Yes or No (please circle)
2. Do you have any initial concerns with this project?
3. What needs to be taken into account when the panel is considering this project for funding? (bylaws, consents):
4. Do you deem this to be a new asset? Yes or No (please circle)

If yes, does it align with Council's strategic, policies or plans?

If no, why not?

5. Is there budget set aside for this project? Yes or No (please circle)
If yes, please state what year this funding will be made available:

Can you liaise with this group in your planning stages of this project, for their input
Yes or No (please circle)

If no, why not?

6. Can this project be funded through Council's Long Term Plan? Yes or No (please circle)
If no, why not:
7. Will there be a maintenance budget or other costs post completed that need to be factored into this project? Yes or No (please circle)

If yes, please advise the amount required:

HUTT CITY COUNCIL

WESTERN COMMUNITY PANEL

Extraordinary meeting to be held in the Community Corner, Maungaraki Community Hall, 135 Dowse Drive, Maungaraki, Lower Hutt on Wednesday 1 November 2017 commencing at 6.00pm.

ORDER PAPER

PUBLIC BUSINESS

1. APOLOGIES

2. PUBLIC COMMENT

Generally up to 30 minutes is set aside for public comment (three minutes per speaker on items appearing on the agenda). Speakers may be asked questions on the matters they raise.

3. CONFLICT OF INTEREST DECLARATIONS

4. COMMUNITY ENGAGEMENT FUND 2017-2018 (17/1622)

Memorandum dated 20 October 2017 by the Community Advisor -
Funding and Community Contracts

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5. QUESTIONS

With reference to section 32 of Standing Orders, before putting a question a member shall endeavour to obtain the information. Questions shall be concise and in writing and handed to the Chair prior to the commencement of the meeting.

Kate Glanville
SENIOR COMMITTEE ADVISOR

Our Reference 17/1622



TO: Chair and Members
Extraordinary Western Community Panel Meeting

FROM: Debbie Hunter

DATE: 20 October 2017

SUBJECT: COMMUNITY ENGAGEMENT FUND 2017-2018

Recommendations

That the Panel:

- (i) notes that the Community Engagement Fund closed on 6 October 2017 and two applications had been received;
- (ii) agrees that the applications were considered according to the merits of the application criteria and priorities of the fund. Information sheet is attached as Appendix 1 to the report;
- (iii) agrees to determine the funding to be granted to the community engagement fund applications; and
- (iv) agrees to a second round of funding in 2018 with proposed opening/closing dates as follows:

<u>Open Fund</u>	<u>Close Fund</u>	<u>Decisions Due</u>
1 March 2018	10 April 2018	13 June 2018

Purpose of Memorandum

1. For the Panel to assess and determine the funding to be granted to the eligible Community Engagement Fund applications.

Background

Community Engagement Fund

2. Hutt City Council agreed through the 2017/2018 Annual Plan to contribute \$48,850 for the Community Board/Panel Community Engagement Fund.
3. This is for local activities and events that directly benefit the communities concerned.

4. The fund was promoted through Hutt City Council's grants system, publically advertised in the Hutt News, and through contacts/networks via members of the Community Boards/Panels.
5. Two applications were received under the Western Community Panel Community Engagement Fund requesting a total of \$3,200.00. They are as follows:

No.	Organisation	Description	\$Eligible Request
1	Maungaraki Community Association	Upgrade of current Maungaraki community website.	1,200.00
2	Alicetown Community Association	Alicetown Fun Day March 2018 - funding towards hireage of equipment.	2,000.00
		TOTAL REQUESTS	3,200.00

6. The Panel has \$6,201.00 available to be allocated. The funds need to be allocated by the Panel by end of June 2018.
7. Panel members completed an assessment sheet rating each application and the ratings have been collated and included to form a collective rating for each application.
8. Any funding that is approved, standard conditions apply. Organisations are required to submit an accountability form within six weeks of completion of the project/event.
9. The balance of the funds will be used in a second round of funding in 2018. The opening and closing dates of the fund is proposed as follows:

<u>Open Fund</u>	<u>Close Fund</u>	<u>Decisions Due</u>
1 March 2018	10 April 2018	13 June

Appendices

No.	Title	Page
1↓	Information Sheet - Community Engagement Fund 2017-2018	11

Author: Debbie Hunter
Community Advisor - Funding and Community Contracts

Reviewed By: Melanie Laban
Divisional Manager, Community Projects and Relationships

Approved By: Matt Reid
General Manager City and Community Services

BACKGROUND

Hutt City Council made budgetary provisions in 2017/2018 of \$48,850.00 per annum for the Community Engagement Fund.

Purpose

To support community development or community events in the local community with the objective of strengthening and building a community.

The Community Board (CB)/Community Panel (CP) may allocate all available funding in the first round or may decide to only allocate some and have a second round of funding. The second round of funding is normally held in May.

Who is Eligible?

Your organisation must be either an Incorporated Society or a Charitable Trust. The event/activity must take place within Lower Hutt.

Ineligible Purposes

Funding will not be granted for the following:

- purchase of land or buildings or alterations to buildings, including building maintenance, loans and mortgages
- organisations or groups providing services that are considered to be the responsibility of central or local government or some other funding body (such as health, education or the provision of utilities)
- retrospective costs for activities which have already taken place or been completed (ie. costs incurred before the CB/CC meeting date to consider the application)
- organisations or groups which seek to redistribute funds to other recipients at their own discretion
- fundraising costs and legal costs
- debt repayment or refinancing of existing loans
- capital investment or trust funds
- prize monies
- ongoing operating costs of community groups or organisations such as rent and salaries

Accountability and Acknowledgement

Successful applicants are required to complete an accountability form (with receipts and photographs

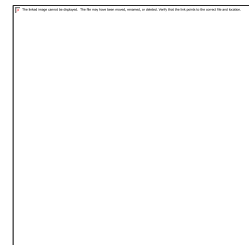
if applicable) within six weeks of the completion date.



Application Tips

Applicant groups are strongly recommended to:

- show realistic project/activity costs
- show they have an identified need for the project/activity and that they have planned carefully
- have tried other sources of funding
- provide letters of support or other proof of wider community support
- be available to attend and speak to the application at the CB/CC meeting



How to Apply

You will need to make an application online through Hutt City Council's online grants management system. Your organisation will need to register on the site if they are not already registered. You can access the site via <http://www.huttcity.govt.nz/Services/Funding/> under the Community Engagement Fund.

Or you can choose to meet with the Community Advisor: Funding/Contracts who will help you through the process.

Application Closing Dates

You will be able to edit your application until the closing date of the fund - 6 October 2017 at 5pm.

When will the decisions be made

CBs/CPs will consider applications in their area at their November meeting dates:

For more details about these meeting dates please visit infocouncil.huttcity.govt.nz/

All applications are assessed in terms of how well they meet the purpose of the fund, as outlined above, and other criteria agreed by Council and the CBs/CCs.

Applicants are advised via the online grants system and will be required to send through a signed copy of the agreement as well as a valid invoice.

Help and Support

The Community Advisor: Funding/Contracts is available to meet with you to help you complete your application through the online system. You may contact her on 570 6955 or email her funding@huttcity.govt.nz.

There is also a Know How document on making an application to the Community Engagement Fund. You may download this from our Funding Resources page or you may request a copy by emailing the Community Advisor: Funding/Contracts.

Previous Allocations

- Xmas in Da Hood – equipment hire
- Tumeke Taita – purchase of consumables
- Naenae Festival – equipment hire

Flowchart on Process

- Has a project or an activity they would like funding for. There is no limit on what you can apply.
- Checks that they are eligible
- Your organisation will need to register on the Hutt City Council's grants management system huttcitycouncilgrants.force.com/
- Make the application
- Get quotes from your suppliers. Attach these to your application.
- Once the application closes the Community Funding Advisor will follow up on anything that is missing.
- You **may be** contacted by a CB/CC member to discuss your application.
- The CB/CC will make a decision at the next public meeting
- The Community Funding Advisor will update the grants system and you will receive a

generated funding agreement by email advising you of the outcome of your application. This is the email that you are using through the grants management system.

- You will need to get the agreement signed by authorised members of your Trust. You will be required to send through an invoice for the total amount you have been granted.
- You will need a valid Tax Invoice. If your organisation is GST registered, please add GST to the amount granted.
- Remember to include the bank details on the invoice so payment can be made. Send the Invoice and Signed Agreement to the Community Funding Advisor who will then ensure the funds are paid. Normally monthly.
- Once you have completed your project and spent the funds you will need to complete an Accountability Form. This can be done through the grants system.



Make sure you remember to acknowledge Hutt City Council and ensure that the grant allocated is set out in your financial accounts as a separate line item.

Also, please make sure you contact the Community Funding Advisor by on 570 695 or funding@huttcity.govt.nz. The Advisor will be more than happy to talk to you about your application.

Other Resources Available:

- Funding Guide
- HCC Funding Calendar
- FAQ on the grants management system
- Know How document on making an application for the Community Engagement Fund
- Meet with the Community Funding Advisor on to one or invite her to attend a meeting to discuss all of her funding knowledge.