



CENTRAL COMMUNITY PANEL

6 June 2018

Order Paper for the meeting to be held in the
Turakirae Meeting Room, Hutt City Council, 30 Laings Road, Lower Hutt,
on:

Monday 11 June 2018 commencing at 6.30pm

Membership

Alex Bengree	Jo Clendon (Chair)	Chris Hay
Prabha Ravi		Matt Renata
Deputy Mayor D Bassett		Cr S Edwards

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

CENTRAL COMMUNITY PANEL

Meeting to be held in the Turakirae Meeting Room, Hutt City Council, 30 Laings Road,
Lower Hutt on
Monday 11 June 2018 commencing at 6.30pm.

ORDER PAPER

PUBLIC BUSINESS

1. APOLOGIES

No apologies have been received.

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. MINUTES

Meeting minutes Extraordinary Central Community Panel Meeting, 30 October 2017 11

5. COMMUNITY ENGAGEMENT FUND 2017-2018 (18/902)

Memorandum dated 24 May 2018 by the Community Advisor - Funding and Community Contracts 14

6. 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.

HUTT CITY COUNCILCENTRAL COMMUNITY PANEL

Minutes of an extraordinary meeting held in the Council Chambers, Level 2,
Hutt City Council, 30 Laings Road, Lower Hutt on
Monday 30 October 2017 commencing at 6.30pm

PRESENT: Jo Clendon (Chair) Chris Hay
Prabha Ravi Matt Renata
Deputy Mayor D Bassett Cr S Edwards

APOLOGIES: An apology was received from Alex Bengree

IN ATTENDANCE: Ms M Laban, Divisional Manager Community Projects and Relationships
Mrs H Clegg, Minute Taker

PUBLIC BUSINESS1. APOLOGIES

RESOLVED: (Deputy Mayor Bassett/Jo Clendon)

Minute No. CCP 17501

"That the apology from received from Alex Bengree be accepted and leave of absence be granted."

2. PUBLIC COMMENT

There was no public comment.

3. CONFLICT OF INTEREST DECLARATIONS

The Chair advised she was a former member of the Hutt Art Society. She noted her membership had lapsed and she no longer attended meetings. Members noted that this did not constitute a conflict of interest.

4. **COMMUNITY ENGAGEMENT FUND 2017-2018** (17/1602)

Memorandum dated 16 October 2017 by the Community Advisor - Funding and Community Contracts

The Divisional Manager Community Projects and Relationships elaborated on the memorandum.

In response to a question from a member, the Divisional Manager Community Projects and Relationships advised the applications had been investigated and officers considered that if the full amount requested was not granted by members then the projects could still proceed, albeit in a revised format.

The Chair noted that applicants were asked to provide details of contingency plans if full funding was not successful. She advised that the application from NZ Myanmar Ethnic Council was incomplete, with only quotes for the printing portion of the project being provided. Under the rules for allocation of funds, members may only grant funding for projects with attached quotes.

Cr Edwards offered to liaise with the Ethnic Council to obtain full quotes for its application to enable it to be fully considered.

Members noted that some organisations did not possess the skills to accurately complete the application forms. The Divisional Manager Community Projects and Relationships advised that the Community Advisor – Funding and Community Contracts could assist the organisations. She further advised that the NZ Myanmar Ethnic Council application could be approved pending receipt of the appropriate quotes and paperwork by 15 November 2017.

In general, members supported the application from the Hutt Art Society. The Divisional Manager Community Projects and Relationships agreed to investigate whether the event was being held in conjunction with the Society's 60th Anniversary celebrations.

In response to a further question from a member, the Divisional Manager Community Projects and Relationships advised that if \$900.00 was allocated to each of the two applications then \$7,520.00 would be available to the second round of the Community Engagement Fund for the Central Ward.

RESOLVED: (Cr Edwards/Jo Clendon)

Minute No. CCP 17502

"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 as per the information sheet attached as Appendix 1 to the report;*
- (iii) *approves the application from the Hutt Art Society for \$900.00 for the Have a Look, Have a Go – Hutt Art Open Day towards the cost of consumables;*

- (iv) *approves the application from the New Zealand Myanmar Ethnic Council for the Connecting Myanmar Former Refugees and Kiwi Families in Hutt City towards the cost of printing and consumables, subject to Cr Edwards liaising with the NZ Myanmar Ethnic Council to obtain satisfactory quotes and paperwork to support the \$900.00 funding request by 15 November 2017; and*
- (v) *agrees to a second round of funding in 2018 with proposed opening/closing dates as follows:*

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

5. QUESTIONS

The Chair advised that further to discussions, she had asked the Divisional Manager Parks and Gardens to brief future informal meetings on the issues of youth, community hubs, facilities, events and places that attract people to the area.

The Divisional Manager Community Projects and Relationships advised that the Council's City Safety Manager was responsible for the City's Community Patrols and Neighbourhood Support groups. She noted the Central Community Patrol was close to commencing.

Members noted that informal meetings would be held on 13 November 2017, 11 December 2017, 12 February 2018 and 12 March 2018. Mr Renata noted his apology for the meeting in November 2017. Members further noted that agendas would be prepared for the informal meetings, initially by the Chair and then shared amongst the members.

There being no further business the Chair declared the meeting closed at 6.57 pm.

Jo Clendon
CHAIR

Our Reference 18/902



TO: Chair and Members
Central Community Panel

FROM: Debbie Hunter

DATE: 24 May 2018

SUBJECT: COMMUNITY ENGAGEMENT FUND 2017-2018

Recommendations

That the Panel:

- (i) notes that the Community Engagement Fund closed on 4 May 2018 and four applications had been received;
- (ii) agrees that the applications were considered according to the merits of the application criteria and priorities of the fund; and
- (iii) agrees to determine the funding to be granted to the community engagement fund applications.

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/events that directly benefit the communities concerned.
4. In November 2017 the Panel allocated \$1,800.00, leaving a balance of \$7,520.00 to be available in a second round of funding.
5. The fund was promoted through Hutt City Council's grants system, and through contacts/networks via members of the Community Boards/Panels.
6. Four applications were received under the Central Community Panel Community Engagement Fund requesting a total of \$9,711.00. They are as follows:

No.	Organisation	Description	\$Eligible Request
1	Hutt Art Society	Art for Hearts Sake - equipment hire for professional production of an exciting film celebrating 60 years of Hutt Art Society.	2,500.00
2	La Leche League Lower Hutt Group	Big Latch On event to be held at the Little Theatre on 3 August 2018. Request towards venue hire + catering.	645.00
3	NZ Family and Foster Care Federation Inc	"We can work together to meet their needs" - A one day hui to be held on 23 October 2018 at Hope Centre, Lower Hutt for foster carers and professionals from health, education and social service sector. Request towards venue hire + resources. Request is proportioned to the number of Lower Hutt foster carers).	2,088.00
4.	Dress for Success (Hutt Valley)	Purchase of equipment and resources to support service delivery from Lower Hutt.	4,478.00
		TOTAL REQUESTS	\$9,711.00

7. The Panel has \$7,520.00 available to be allocated. The funds need to be allocated by end of June 2018.
8. Panel members completed an assessment sheet rating each application and the ratings have been collated and included to form a collective rating for the application.
9. 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.

Appendices

There are no appendices for this Memorandum.

Author: Debbie Hunter
Community Advisor - Funding and Community Contracts

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