



## WESTERN COMMUNITY PANEL

7 June 2018

Order Paper for the meeting to be held in the  
**Maungaraki Community Hall, 135 Dowse Drive, Maungaraki,**  
on:

**Tuesday 12 June 2018 commencing at 7.30pm**

### **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](http://www.huttcity.govt.nz)



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

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## **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**

Meeting to be held in the Maungaraki Community Hall, 135 Dowse Drive, Maungaraki

on

Tuesday 12 June 2018 commencing at 7.30pm.

**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. MINUTES**

Meeting minutes Extraordinary Western Community Panel Meeting, 1  
November 2017

9

**5. COMMUNITY ENGAGEMENT FUND 2017-2018 (18/901)**

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

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**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.

Donna Male  
**COMMITTEE ADVISOR**



HUTT CITY COUNCILWESTERN COMMUNITY PANEL

Report of an extraordinary meeting held in the Community Corner, Maungaraki  
Community Hall on

Wednesday 1 November 2017 commencing at 6.05pm

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PRESENT:

Ms T Coleman (Chair)  
Mr P Caygill  
Ms E Jackman  
Cr C Milne (from 6.08pm)

Mr G Besa  
Ms P Hindmarsh  
Cr M Cousins

APOLOGIES:

Apology for lateness received from Ms Hindmarsh

IN ATTENDANCE:

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

PUBLIC BUSINESS1. APOLOGIES

RESOLVED: (Ms Coleman/Ms Jackman)

**Minute No. WCP 17501**

*"That the apology for lateness received from Ms Hindmarsh be accepted and leave of absence be granted."*

2. PUBLIC COMMENT

Comments are recorded under the item to which they relate.

3. CONFLICT OF INTEREST DECLARATIONS

Ms Coleman advised she was a member of the Maungaraki Community Association and took no part in any discussion or voting on matters relating to the Association.

Mr Besa advised he was a member of the Alicetown Community Association and took no part in any discussion or voting on matters relating to the Association.

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

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

Speaking under public comment, **Mr Max Shierlaw, on behalf of the Maungaraki Community Association**, spoke to their grant application. He explained the current website was operated remotely from England by a former member, using outdated software. A new member of the Association, Mr Newton King, had offered to create a new website for a competitive price. Mr King was an experienced website and graphic designer, Mr Shierlaw advised the Association had discussed whether there may be a conflict of interest with a member being paid to provide a service. Mr Shierlaw explained the Association had agreed Mr King would not take part in any discussions concerning the operation or funding of the website.

In response to questions from members, Mr Shierlaw explained the target audience was primarily Maungaraki residents, but as often occurred with the internet, anyone who accessed the website would be able to view its content. He envisaged it would be used to promote events and community services eg, hall hirage, school galas in Maungaraki, but also events of interest to Maungaraki residents which may not be occurring within the suburb eg, the recent Festival of Lights celebration. He agreed the website could be used to promote events within the wider Western Ward area and that there may be links to other items of interest within the City. He further explained the existence of the new website would be publicised on the Association's Facebook page and within the monthly newsletter which was distributed to every letterbox within Maungaraki. Mr Shierlaw also confirmed on-going maintenance costs were not part of the application, although they had been originally, and that these would be borne by the Association, along with any on-going updating related costs.

Mr Shierlaw then requested the Community Panel investigate approaching Council to install drainage in the sports field. He explained it was a well used field in summer but was often closed to the public in winter due to water pooling issues.

In response to a question from a member, Mr Shierlaw explained the whole community including the school, had access to and could use the field for a variety of activities.

The Chair explained the process to date, concluding that the score sheet results were a guide and the Panel could allocate some, all or none of the funding requests received. She added that if funds were not allocated in this round, they would be put back into the fund for allocation in round two.

Ms Coleman declared an interest in Maungaraki Community Association and took no part in discussion or voting on the matter. Ms Hindmarsh assumed Chair for the item.

There was general discussion on this item, with members agreeing that the presentation from Mr Shierlaw had answered their questions. They further agreed that an up-to-date website for the suburb would be an useful asset and have long term benefits for Maungaraki with potential to grow to include all of the Western Ward.

In response to a question from a member, the Divisional Manager, Community Projects

and Relationships explained the purpose of the scoring sheets and that there was no requirement for members to justify their scores.

The Panel agreed to fund the Maungaraki Community Association the full eligible request of \$1200.

Ms Coleman resumed the Chair. Mr Besa declared an interest in Alicetown Community Association and took no part in discussion or voting on the matter.

The Chair explained the quote received from the Alicetown Community Association was out-of-date. The Divisional Manager, Community Projects and Relationships explained funding could be granted, subject to receipt of the appropriate paperwork by a specified date.

There was general discussion, with members agreeing it was a worthy application, noting it had a successful history, however concern was raised with the lack of detail provided.

The Panel agreed to fund the Alicetown Community Association the full eligible request of \$2000, with the conditions that an updated quote and a timeline or project plan be presented to the Community Advisor – Funding and Community Contracts by 31 December 2017. Also that advice of provisional dates for the event be presented to the Panel by their first meeting of 2018. The Panel was mindful of the event being weather dependent.

**RESOLVED:** (Ms Coleman/Mr Besa)

**Minute No. WCP 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. Information sheet is attached as Appendix 1;*
- (iii) *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>

**RESOLVED:** (Ms Hindmarsh/Mr Caygill)

**Minute No. WCP 17503**

*"That the Panel approves the application from the Maungaraki Community Association for the upgrade of the current Maungaraki community website for \$1,200.00."*

RESOLVED: (Ms Coleman/Cr Milne)

**Minute No. WCP 17504**

*"That the Panel:*

- (i) approves the application from the Alicetown Community Association for Alicetown Fun Day March 2018 for hireage of equipment for \$2,000.00, subject to an updated quote and a timeline (or project plan) be presented to Council's Community Advisor – Funding and Community Contracts by 31 December 2017; and*
- (ii) advice of provisional dates for the event being presented to the Panel by its first meeting of 2018."*

**5. QUESTIONS**

There were no questions.

There being no further business the Chair declared the meeting closed at 6.58pm.

Tracey Coleman  
**CHAIR**

**CONFIRMED as a true and correct record  
Dated this 12th day of June 2018**

*Our Reference* 18/901



**TO:** Chair and Members  
Western 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 three 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 the recommended allocations for the Western Community Panel.

### **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 \$3,200.00 of the engagement fund, leaving a balance of \$3,001.00 to be available in the second round of funding.
5. In March 2018, one of the successful applicants from the previous round, advised that their event that they had received funding for had been cancelled. They requested that the funding \$2,000.00 be used towards a different purpose.
6. The Panel unanimously agreed that the organisation be invited to reapply in the second round of the Community Engagement Fund.
7. The Panel has \$5,001.00 available to be allocated. The funds need to be allocated by the Panel by end of June 2018.

8. The fund was promoted through Hutt City Council's grants system, and through contacts/networks via members of the Community Boards/Panels.
9. Three applications were received under the Western Community Panel Community Engagement Fund requesting a total of \$4,980.00. They are as follows:

No.	Organisation	Description	\$Eligible Request
1	Belmont Ratepayers Improvements Association	Purchase of a new Belmont sign to replace current Belmont Domain signage.	3,337.00
2.	Kelson Community Association Inc	Purchase of trestle tables, toys for the Community Centre.	643.00
3	Western Hills Toy Library	Purchase of toys for the toy library collection.	1,000.00
		<b>TOTAL REQUESTS</b>	<b>\$4,980.00</b>

10. 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.
11. 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

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