



EXTRAORDINARY WESTERN COMMUNITY FUNDING PANEL MEETING

10 November 2020

Pursuant to a requisition dated 30 October 2020 from Ms S Harris (Chair)
an extraordinary meeting will be held in the
Maungaraki Community Centre, 135 Dowse Drive, Maungaraki, Lower Hutt,
on:

Thursday 19 November 2020 commencing at 9.00am

Membership

Sarah Harris (Chair)
George Collins
Mark Rahman
Cr Chris Milne
Cr Brady Dyer (alternate)

Chris Parkin
Elaine Richardson
Cr Simon Edwards

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

Have your say

You can speak under public comment to items on the agenda to the Mayor and Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this by emailing DemocraticServicesTeam@huttcity.govt.nz or calling the Democratic Services Team on 04 570 6666 | 0800 HUTT CITY

Community Funding Panels Delegations, Guidelines and Criteria 2020-2023

Membership: 7

5 community representatives, 1 Ward Councillor and a city-wide Councillor, with Alternate city-wide Councillors appointed to attend Community Funding Panel meetings as required or in the absence of the sitting city-wide Councillor.

Quorum:	4 (to include a City Councillor)
Meeting Cycle:	When required
Reports to:	Community and Environment Committee (yearly)

This document records functions and responsibilities of Community Funding Panels ('the Panels').

Purpose

The role of the Panels is that of community funders focused on supporting local projects and initiatives in their communities.

Function

- 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 and Environment 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 hire of equipment, advertising costs, purchasing food for a specific event. Operational costs cannot be applied for.
- 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:

Hutt City Council's Standing Orders apply, subject to the provisions for meeting quorum and decision making required to allocate and manage the Local Community Projects Fund and Community Engagement Fund.

Informal meetings and administration:

- Where funding decisions are not being made, the Panels are encouraged to meet informally.
- Council's Democratic Services Division will support each Panel by way of formal meeting administration, co-ordination and governance advice.
- A senior member of Council's staff will support each Panel.

CHAIRS

Chairs will be recommended to Council, following establishment of the Panels, for an initial period, following which the Panel will elect its Chair for the remainder of the triennium. It is preferred that Councillors are not Chairs, although this is possible should no other panel member be able to commit to the role.

- Organisations that are granted funding are responsible for completing an accountability form to report on the funds spent.

Appendix 1 - Checklist for Local Community Projects Fund

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

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 completion, 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 FUNDING PANEL

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ORDER PAPER

PUBLIC BUSINESS

1. APOLOGIES

Ms S Harris, Mr G Collins and Cr C Milne

2. APPOINTMENT OF CHAIR

3. 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.

4. CONFLICT OF INTEREST DECLARATIONS

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

5. COMMUNITY ENGAGEMENT FUND 2020-2021 (20/1426)

Memorandum dated 4 November 2020 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.

Kate Glanville
SENIOR DEMOCRACY ADVISOR

Our Reference 20/1426



TO: Chair and Members
Extraordinary Western Community Funding Panel Meeting

FROM: Debbie Hunter

DATE: 04 November 2020

SUBJECT: COMMUNITY ENGAGEMENT FUND 2020-2021

Recommendations

That the Panel:

- (i) notes that the Community Engagement Fund closed on 14 October 2020 and five 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) determines the funding to be granted through the Western Community Engagement Fund 2021-2022.

Purpose of Memorandum

1. For the Panel to assess and determine the funding to be granted through the Western Community Funding Panel Community Engagement Fund 2020-2021.

Background

Community Engagement Fund

2. Hutt City Council agreed through the 2016/2017 Annual Plan to contribute \$48,850 for the Community Board/Community Funding Panel Community Engagement Fund.
3. This is for local activities and events that directly benefit the communities concerned.
4. The fund was advertised through the Hutt News, Panel Members, as well as also through the Council's online grants system.
5. Organisations were required to make an application through the Council's website.
6. Five applications were received under the Western Community Funding Panel Community Engagement Fund 2020-2021.

7. Five eligible applications received as follows:

No	Organisation	Description	\$Request
1	Kelson Community Association (for Kelson School)	Towards the purchase of kapa haka uniforms for Year 4 pupils at Kelson School	\$2,388
2	Kelson Community Association	To purchase a large macrocarpa picnic table to be placed at the Kelson/Speedy's Reserve entrance to Pareraho Forest	\$550
3	Kelson Community Association (for Kelson School)	Support towards community playground equipment. Playground is on Council land available for use by Kelson School	\$3,000
4	Kelson Community Association (for Kelson School)	Support towards entertainment equipment costs for the Kelson School Fundraiser Gala to be held in 2021	\$1,205
5	Nourish Trust	Purchase of food - Xmas hamper boxes for families in need from local primary schools	\$2,000
TOTAL REQUESTED			\$9,143

8. The Panel has \$6,201.00 available to be allocated. Any unallocated funds can be used in Round 2 of the Community Engagement Fund.
9. All applications were scored through a matrix system and assessed by Panel members.
10. Eligible Community Engagement Fund applications presented in this round request a total of \$9,143.

Appendices

There are no appendices for this Memorandum.

Author: Debbie Hunter
Community Advisor Funding and Community Contracts

Approved By: Melanie Laban
Head of Community Projects and Relationships