



PAEWHIRI TOHA PŪTEA HAPORI KI TE URU WESTERN COMMUNITY FUNDING PANEL

9 June 2022

Order Paper for the meeting to be held in the
Maungaraki Community Centre, 135 Dowse Drive, Maungaraki, Lower Hutt,
on:

Thursday 16 June 2022 commencing at 5.30pm
Please note change of time

Meetings are held under the Orange Traffic Light setting

Membership

| | |
|-------------------|---------------------------|
| | Sarah Harris (Co-Chair) |
| | Chris Parkin (Co-Chair) |
| George Collins | Mark Rahman |
| Elaine Richardson | Cr Chris Milne |
| Cr Simon Edwards | Cr Brady Dyer (alternate) |

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

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

PAEWHIRI TOHA PŪTEA HAPORI KI TE URU WESTERN COMMUNITY FUNDING PANEL

Meeting to be held in the Maungaraki Community Centre, 135 Dowse Drive,
Maungaraki, Lower Hutt on
Thursday 16 June 2022 commencing at 5.30pm.

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

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.

4. MINUTES

Meeting minutes Western Community Funding Panel, 29 October 2020 7

Meeting minutes Western Community Funding Panel, 19 November 2020 9

Meeting minutes Western Community Funding Panel, 28 October 2021 11

5. WESTERN COMMUNITY ENGAGEMENT FUND - ROUND 2 - 2021-2022 (22/1319)

Report No. WCFP2022/3/114 by the Community Advisor Funding and Community Contracts 16

6. LOCAL COMMUNITY PROJECTS FUND (22/1328)

Report No. WCFP2022/3/115 by the Community Advisor Funding and Community Contracts 19

7. 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.

Judy Randall
DEMOCRACY ADVISOR

HUTT CITY COUNCIL**WESTERN COMMUNITY FUNDING PANEL**

Minutes of a meeting held in the Maungaraki Community Centre, 135 Dowse Drive,
Maungaraki, Lower Hutt on
Thursday 29 October 2020 commencing at 7.30pm

PRESENT: Ms Sarah Harris (Chair) Cr Simon Edwards
Mr Chris Parkin Mr Mark Rahman

APOLOGIES: Ms E Richardson, Cr C Milne and Mr G Collins

IN ATTENDANCE: Mr M Jennings, Kaitātari Tumuaki Māori | Principal Māori
Advisor
Ms D Hunter, Community Funding Advisor and Community
Contracts

PUBLIC BUSINESS**8. APOLOGIES**

RESOLVED: (Ms Harris/Mr Rahman) **Minute No. WCFP 20601**

"That the apologies received from Ms Richardson, Mr Collins and Cr Milne be accepted and leave of absence be granted."

9. PUBLIC COMMENT

There was no public comment.

10. CONFLICT OF INTEREST DECLARATIONS

Ms Harris and Mr Parkin declared conflicts of interest in relation to Item 4, Community Engagement Fund 2020-2021 and took no part in discussion or voting on the matter.

PRECEDENCE OF BUSINESS

In accordance with Standing Order 10.4, the Chair accorded precedence to item 5 2021-2022 Meeting Schedule.

The item is recorded in the order in which it is listed on the order paper.

11. **COMMUNITY ENGAGEMENT FUND 2020-2021** (20/1291)

Ms Harris and Mr Parkin declared conflicts of interest and took no part in discussion or voting on the matter.

Due to a lack of quorum, the item would be placed at the beginning of the order paper of the next meeting.

RESOLVED: (Ms Harris/Mr Parkin)

Minute No. WCFP 20602

"That the Panel

- (i) agrees to meet at 9.00 am on 19 November 2020, 135 Dowse Drive, Maungaraki, Lower Hutt to determine the funding to be granted through the Western Community Funding panel Community Engagement Fund 2021-2022; and*
- (ii) agrees to Cr Edwards chairing the next meeting of the Panel."*

12. **2021-2022 MEETING SCHEDULE** (20/1301)

Memorandum dated 22 October 2020 by the Senior Democracy Advisor.

RESOLVED: (Ms Harris/Mr Parkin)

Minute No. WCFP 20603

"That the Panel:

- (i) notes the meeting dates for 2021 and 2022 in respect of its own meetings attached as Appendix 2 and 3 to the memorandum;*
- (ii) agrees the start time for 7.30pm for its meetings;*
- (iii) agrees the venues for its 2021 meetings will be held at the Maungaraki Community Centre, 135 Dowse Drive, Lower Hutt;*
- (iv) will decide at its formal meeting on 28 October 2021, the venues for its 2022 formal meetings;*
- (v) notes that the Chair will set dates for informal meetings of the Panel as the need arises; and*
- (vi) delegates authority to the Chief Executive in consultation with the Community Funding Panel Chair to alter the date, time or venue of a meeting, or cancel a meeting, should circumstances require this."*

There being no further business the Chair declared the meeting closed at 8.05 pm.

S Harris
CHAIR

CONFIRMED as a true and correct record
Dated this 16th day of June 2022

HUTT CITY COUNCILWESTERN COMMUNITY FUNDING PANEL

Minutes of an extraordinary meeting held in the Maungaraki Community Centre,
135 Dowse Drive, Maungaraki, Lower Hutt on
Thursday 19 November 2020 commencing at 9.00am

PRESENT: Mr S Edwards (Chair)
Cr B Dyer Mr C Parkin
Mr M Rahman Ms E Richardson

APOLOGIES: Ms S Harris, Mr G Collins and Cr C Milne

IN ATTENDANCE: Ms D Hunter, Community Funding Advisor and Community
Contracts

PUBLIC BUSINESS**13. APOLOGIES**

RESOLVED: (Cr Edwards/Cr Dyer) **Minute No. WCFP 20601(2)**

"That the apologies received from Ms Harris, Mr Collins and Cr Milne be accepted and leave of absence be granted."

14. APPOINTMENT OF CHAIR

RESOLVED: (Cr Dyer/Mr Rahman) **Minute No. WCFP 20602(2)**

"That Cr Edwards be appointed as Chair for the meeting of the extraordinary Western Community Funding Panel held on 19 November 2020."

15. PUBLIC COMMENT

There was no public comment.

16. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

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

Memorandum dated 4 November 2020 by the Community Advisor Funding and Community Contracts

The Community Advisor Funding and Community Contracts elaborated on the report.

RESOLVED: (Cr Edwards/Cr Dyer)

Minute No. WCFP 20603(2)

“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;*
- (iii) determines the funding to be granted through the Western Community Engagement Fund 2021-2022;*
- (iv) approves the application from Kelson Community Association (Umbrella organisation for Kelson School) for \$2,388.00 towards the purchase of kapa haka uniforms for Year 4 pupils at Kelson School;*
- (v) approves the application from Kelson Community Association (Umbrella organisation for Kelson School) for \$300.00 towards equipment hire costs for the Kelson School Fundraiser Gala;*
- (vi) approves the application from Nourish Trust for \$400 for the purchase of food for the Xmas hamper boxes specifically for the Western Ward schools;*
- (vii) declines the application from Kelson Community Association (umbrella organisation for Kelson School) for the purchase of playground equipment as the Panel agreed that the request was not eligible under this fund; and*
- (viii) declines the application from Kelson Community Association (umbrella organisation for Kelson School) for the purchase of a macrocarpa picnic table to be placed at the Kelson/Speedy’s Reserve entrance to Pareraho Forest as the Panel agreed that the request was not eligible under this fund.”*

18. **QUESTIONS**

There were no questions.

There being no further business the Chair declared the meeting closed at 9.40 am.

Cr S Edwards
CHAIR

CONFIRMED as a true and correct record
Dated this 16th day of June 2022

HUTT CITY COUNCILPAEWHIRI TOHA PŪTEA HAPORI KI TE URU
WESTERN COMMUNITY FUNDING PANEL

Minutes of a meeting held in the Maungaraki Community Centre, 135 Dowse Drive,
Maungaraki, Lower Hutt on

Thursday 28 October 2021 commencing at 7.30pm

| | |
|------------------|----------------------------|
| | Ms Sarah Harris (Co-Chair) |
| | Mr Chris Parkin (Co-Chair) |
| Mr Mark Rahman | Ms Elaine Richardson |
| Cr Simon Edwards | |

APOLOGIES: Cr C Milne and Mr G Collins

IN ATTENDANCE: Ms D Hunter, Community Funding Advisor and Community
Contracts
Ms J Randall, Democracy Advisor

PUBLIC BUSINESS19. APOLOGIES

RESOLVED: (Ms Harris/Mr Rahman)

Minute No. WCFP 21501

"That the apologies received from Cr Milne and Mr Collins be accepted and leave of absence be granted."

20. PUBLIC COMMENT

Comments are recorded under the item to which they relate.

21. CONFLICT OF INTEREST DECLARATIONS

Mr Rahman declared a conflict of interest in relation to Item 4, Western
Community Funding and took no part in discussion or voting on the matter.

4. MINUTES

RESOLVED: (Mr Parkin/Ms Harris)

Minute No. WCFP 21502

"That the minutes of the meeting of the Western Community Funding Panel held on Thursday, 24 June 2021 be confirmed as a true and correct record."

5. WESTERN COMMUNITY FUNDING (21/1713)

Memorandum dated 18 October 2021 by the Community Advisor Funding and Community Contracts

Mr Rahman declared a conflict of interest and took no part in discussion or voting on the matter.

The list of hampers being distributed per school by Nourish in the Western Ward and across Lower Hutt was tabled at the meeting and is attached as pages 4-5 to the minutes.

In response to a question from a member, the Community Funding and Community Contracts Advisor noted Nourish was working on a plan to enable the hampers to be delivered should COVID alert levels be raised.

Members discussed ways to promote the funds that still remained in the Community Engagement Fund and the Local Community Projects Fund.

The Community Funding and Community Contracts Advisor agreed to publicise the funding allocations on Council's website once the funds had been distributed. She further agreed to find out if a previously approved project for which \$16,000 had been allocated was to go ahead. She added funds for the Maungraki Community Bike Track project would be transferred to the appropriate division of Council and members would be kept updated on how the project was progressing.

The Chair asked Mr Rahman to forward the Funding Panel's thanks to the Maungaraki Community Association for their thorough application.

RESOLVED: (Cr Edwards/Ms Richardson)

Minute No. WCFP 21503

"That the Panel:

- (1) *notes the Community Funding Panel Delegations, Guidelines and Criteria 2020-2023 for the Local Community Projects Fund for the Western Ward attached as pages 2-4 of the agenda;*
- (2) *notes that this is the first round of funding through the Community Engagement Fund 2021-2022 for the Western Ward;*
- (3) *notes the Community Engagement Fund closed on Thursday 14 October 2021 and one application has been received;*
- (6) *approves the application from Nourish Trust for \$2,000 towards the purchase of food for Christmas hampers for families in need in the Western Ward; and*
- (7) *agrees that the organisation granted funding will be required to attend a meeting of the Panel once the project has been completed."*

RESOLVED: (Mr Parkin/Cr Edwards)

Minute No. WCFP 21504

"That the Panel:

- (1) *notes the Community Funding Panel Delegations, Guidelines and Criteria 2020-2023 for the Local Community Projects Fund for the Western Ward attached as pages 2-4 of the agenda; and*
- (2) *approves the allocation of \$70,000 from the Community Projects Fund towards the proposed Maungaraki Community bike track, to be situated on the Council Reserve field in Maungaraki adjacent to the Maungaraki Community Hall and Maungaraki Primary School."*

6. QUESTIONS

There were no questions.

There being no further business the Chair declared the meeting closed at 7.51pm.

S Harris
CO-CHAIR

C Parkin
CO-CHAIR

CONFIRMED as a true and correct record
Dated this 16th day of June 2022

| School | Address | Ward | No of hampers | Value |
|---------------------------|---|---------|---------------|---------------------|
| Avalon Primary School | 10 Gordon Street, Avalon, Lower Hutt | Central | 20 | \$ 3,000.00 |
| Boulcott School | 21-29 Boulcott Street, Boulcott, Lower Hutt | Central | 14 | \$ 2,100.00 |
| Dyer St School | 9 Dyer St, Epuni | Central | 6 | \$ 900.00 |
| Eastern Hutt School | 83 Kings Crescent, Lower Hutt | Central | 7 | \$ 1,050.00 |
| Kimi Ora (Special School) | 100 Walters Street, Avalon, Wellington 5011 | Central | 20 | \$ 3,000.00 |
| Pukeatua Primary School | 19 Frederick Street | Central | 15 | \$ 2,250.00 |
| | | | 82 | \$ 12,300.00 |

\$ -

| School | Address | Ward | No of hampers | Value |
|----------------|------------------------------|------------|---------------|-----------|
| Muritai School | 154 Muritai Road, Eastbourne | Eastbourne | 1 | \$ 150.00 |

\$ -

| School | Address | Ward | No of hampers | Value |
|--------------------------|--|---------|---------------|---------------------|
| Rata Street School | 73 Rata Street, Naenae, Lower Hutt 5011 | Eastern | 20 | \$ 3,000.00 |
| Naenae Primary School | Wheatley St, Naenae | Eastern | 60 | \$ 9,000.00 |
| Naku Enei Tamariki | | Eastern | 20 | \$ 3,000.00 |
| St Bernadette's School | 190 Naenae Road | Eastern | 28 | \$ 4,200.00 |
| Wa Ora Montessori School | 278 Waddington Drive, Naenae, Lower Hutt, Wellington | Eastern | 2 | \$ 300.00 |
| | | | 130 | \$ 19,500.00 |

| School | Address | Ward | No of hampers | Value |
|-----------------------------|--|----------|---------------|---------------------|
| Pomare School | 4 Partridge Street Taita Lower hutt | Northern | 12 | \$ 1,800.00 |
| St Michael's School, Taita | 3 Cooper Street, TAITA | Northern | 35 | \$ 5,250.00 |
| Taita Central School | 33a Churton Cres, Taita, Lower Hutt | Northern | 40 | \$ 6,000.00 |
| Tawhai School | 69 Glen Road, Stokes Valley | Northern | 20 | \$ 3,000.00 |
| Tui Glen School | 126 Stokes Valley Road | Northern | 15 | \$ 2,250.00 |
| Gracefield School | 20a Bell Road, Waiwhetu LOWER HUTT 5010 | Petone | 15 | \$ 2,250.00 |
| Hutt Central School | 6 Railway Avenue, Alicetown 5010 | Petone | 3 | \$ 450.00 |
| Petone Central School | 16 Britannia Street, Petone, Lower Hutt 5012 | Petone | 5 | \$ 750.00 |
| Randwick School | 59 Randwick Rd, Moera, Lower Hutt 5010 | Petone | 6 | \$ 900.00 |
| Sacred Heart School, Petone | 33 Britannia Street, Petone | Petone | 10 | \$ 1,500.00 |
| Wilford School | 100A William Street, Petone, Lower Hutt | Petone | 12 | \$ 1,800.00 |
| | | | 173 | \$ 25,950.00 |

| School | Address | Ward | No of hampers | Value |
|----------------------------|---------------------------------------|-------------|---------------|--------------------|
| Arakura School | 209 Wellington Road, Wainuiomata | Wainuiomata | 25 | \$ 3,750.00 |
| Konini Primary School | 28 Konini Street, Wainuiomata 5014 | Wainuiomata | 21 | \$ 3,150.00 |
| Wainuiomata Primary School | Homedale Road Wainuiomata | Wainuiomata | 15 | \$ 2,250.00 |
| | | | 61 | \$ 9,150.00 |

| School | Address | Ward | No of hampers | Value |
|---|---|---------|---------------|-------------|
| Maranatha Christian School | 180 Hill Road, Belmont, Lower Hutt | Western | 5 | \$ 750.00 |
| Te Ara Whanui Kura Kaupapa Māori o Ngā Kōhanga Reo o Te Awa Kairangi | 11-27 Victoria Street Alicetown Lower Hutt | Western | 15 | \$ 2,250.00 |
| | | | 20 | \$ 3,000.00 |

Western Community Funding Panel

31 May 2022

File: (22/1319)

Report no: WCFP2022/3/114

Western Community Engagement Fund - Round 2 - 2021-2022

Purpose of Report

1. For the Western Community Funding Panel to assess and determine the funding to be granted through Round 2 of the Western Community Engagement Fund 2021-2022.

Recommendations

That the Western Community Panel:

- (1) notes the Community Funding Panel's Delegations, Guidelines and Criteria 2020-2023 for the Community Engagement Fund attached in the first pages of the agenda;
- (2) notes that this is the second round of funding through the Community Engagement Fund 2021-2022 for the Western Ward;
- (3) notes the Community Engagement Fund closed on Wednesday 1 June 2022 and one application had been received;
- (4) determines the funding to be granted through the Community Engagement Fund 2021-2022 for the Western Ward;
- (5) agrees that the application received under the Community Engagement Fund is considered according to the merits of the application criteria and priorities of the fund; and
- (6) agrees that the organisation granted funding will be required to attend a meeting of the Western Community Funding Panel once the project has been completed.

Background

2. Council agreed through the 2016/2017 Annual Plan to contribute \$48,850 for the Community Board/Community Funding Panel Community Engagement Fund.
3. The Western Community Funding Panel is allocated \$6,201 per annum. This is for local activities and events that directly benefit the communities concerned.
4. The fund was advertised through Western Community Panel members, as well as through Council's online grants system.
5. Organisations were required to make an application through Council's website.
6. The Western Community Panel at its meeting held in December 2021 allocated \$2,000. There is \$4,201 available to be allocated.

Discussion

7. One application has been received under Round 2 of the Western Community Funding Panel Community Engagement Fund 2021-2022.
8. The eligible application to be considered is as follows:

| No | Organisation | Description | \$Request |
|------------------------|---------------------------|---|----------------|
| 1 | Wellington Free Ambulance | For the purchase of a new AED to be located and installed at Korokoro School and also for the relocation of an existing AED at Manor Golf Club (currently inside) to the outside of the building. | \$4,535 |
| TOTAL REQUESTED | | | \$4,535 |

9. The application was scored through a matrix system and assessed by Panel members.
10. The eligible Community Engagement Fund application presented in this funding round requests a total of \$4,535.

Options

11. If the Panel chooses not to fully allocate the funding, no unspent funding can be carried over to the new financial year 2022-2023.

Climate Change Impact and Considerations

12. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.

Legal Considerations

13. There are no legal considerations to be considered.

Financial Considerations

14. The funds need to be fully allocated by the end of June 2022.

Appendices

There are no appendices for this report.

Author: Debbie Hunter

Community Advisor Funding and Community Contracts

Reviewed By: Melanie Laban

Head of Connected Communities

Approved By: Andrea Blackshaw

Director Neighbourhoods and Communities

01 June 2022

File: (22/1328)

Report no: WCFP2022/3/115

Local Community Projects Fund

Purpose of Report

1. To advise the Community Funding Panel (the Panel) on options approved by Council for the distribution of the Local Community Projects fund (the LCP fund) 2019-2022.

Recommendations

That the Community Funding Panel:

- (1) determines which option they will advance:
 - (a) Option 1
 - (i) continue to work through the existing Local Community Projects Fund process with officials until the extended deadline of 31 March 2023;
 - (ii) determine a priority order for projects, noting that each Division of Council will work on one project per Panel at a time; or
 - (b) Option 2
 - (i) distribute all or part of the remaining funds through a contestable process to community groups (Charitable Trusts including marae, churches, sports groups and schools within the relevant wards); or
 - (c) Option 3
 - (i) a combination of Options A and B with funds allocated to both processes;

- (2) notes that for Options 2 and 3, each Community Funding Panel will determine the amount to be allocated to the contestable fund and make decisions on who receives grants; and
- (3) notes that any remaining 2019-2022 unallocated funds may be either:
 - (a) carried over to future Panels; or
 - (b) tagged to an existing Council workstream for use in future years to benefit the Ward it was intended for.

For the reason that this will enable more of the Local Community Projects Fund to be allocated the Community Funding Panels for its intended purpose.

Background

2. The Panels are funded \$114K per triennium. This is a non-contestable fund and is for the purpose of funding community assets. The current guidelines and criteria for the LCP Fund can be found on Council's website: <https://www.huttcity.govt.nz/people-and-communities/community-funding/local-community-projects-fund>
3. Currently all potential projects need to have a checklist completed by the relevant Council division where the proposed asset would eventually belong to/be maintained to ensure strategic alignment and future affordability. Once this has been completed, officers then make a recommendation to Council's Corporate Leadership Team to endorse. Once the Panel has formally agreed to supporting the project, the project is added to the work programme of that Council division to manage.
4. Council's Parks and Reserves team plays a key role in the LCP Fund process in terms of investigating and providing advice on potential assets/projects and then delivery of approved projects. It has been challenging at times to prioritise this against other Council projects. Additionally, some Panels spend more time developing ideas for projects, and they are only put forward late in the triennium, leaving limited time to deliver.
5. Our Parks and Reserves team has faced particular challenges this year relating to resources and the impacts of COVID, and as such they have needed to prioritise their work programme.
6. The Panel Chairs were advised in early February 2022 that no new projects would be assessed by officers until the situation with the Omicron outbreak improved, and the LCP Fund was effectively put on hold.
7. Chairs have raised concerns about this delay given it is only seven months until the end of the triennium, and officers have met with them to discuss possible solutions, which have been put to Council.
8. Under the LCP Fund there are currently unallocated funds totalling

\$438k made up of each Panel's currently unspent budget. Only the unallocated funds have the option to become a contestable fund as follows:

| Community Funding Panel | Amount Unallocated |
|--------------------------------|---------------------------|
| Central | \$209K |
| Eastern | \$114K |
| Northern | \$71K |
| Western | \$44K |

Discussion

9. At a Council meeting held on 24 May 2022, following a recommended item from the Communities Committee meeting held on 27 April 2022, the following was resolved:

RESOLVED: (Deputy Mayor Lewis/Cr Dyer) **Minute No. C 22201(3)**

"That Council:

- (1) *agrees to extend the term of the current Community Funding Panels until 31 March 2023, for the purpose of decision-making on the Local Community Projects Fund;*
- (2) *agrees to change the criteria for the Local Community Projects Fund to enable an alternate method of distribution in this triennium;*
- (3) *asks officers to continue to work with the current Community Funding Panels to confirm and deliver as many of the proposed projects as possible;*
- (4) *agrees that any remaining 2019-2022 funds may be carried over to the future Community Funding Panels; and*
- (5) *extends its thanks to the Community Funding Panels for their work to date."*

Extending the term of Panels

10. Extending the term of the Panel members to 31 March 2023 would enable more projects to be progressed and/or delivered. At that point in time, projects that have been approved by the Panel but have not yet been delivered, will remain on the work programme and be delivered in future years.
11. This extension should not prohibit, or overlap with, the possible establishment of new Panels for the 2022-2025 triennium, and the existing Panels would not be involved in decisions on the Community Engagement Fund 2022/2023. There would be no additional honorarium paid to Panel members as this has not been budgeted for.

Additional method for distribution of funds

12. The Panels now also have the option to distribute unallocated funds during this triennium to a community group (Charitable Trusts

including marae, churches, sports groups and schools within the relevant wards) through a one-off contestable fund.

13. Council officers have proposed that the one-off contestable LCP fund would open for applications on Monday 20 June 2022 and close on Monday 18 July 2022. They would engage with Council's Communications and Engagement team to ensure appropriate exposure of the new funds to the community.
14. All applications would need to be submitted through Council's website, and would need to align with the following revised criteria:
 - Aligns with the strategic direction of Council, for example supporting Council's efforts to be carbon neutral by 2050;
 - New community assets must directly benefit the following wards: Eastern, Central, Northern and Western. These assets could include, but are not limited to, computers, gardening equipment, support vehicles, kitchen equipment, AEDs, school playgrounds;
 - New community assets must not require Council support to be delivered (ie: cannot be on reserve land or road reserve);
 - This funding is a one-off grant and any future maintenance would be the responsibility of the applicant organisation.
15. Upon closure of the one-off contestable LCP Fund, officers would carry out due diligence on any applications received.
16. Decisions would be made by the Panel and approval of spending must be by resolution of the Panel at a formal meeting (this has not changed). Accountability reports will need to be completed at the end of each project.

Options

- (a) Option 1
 - (i) continue to work through the existing Local Community Projects Fund process with officials until the extended deadline of 31 March 2023;
 - (ii) determine a priority order for projects, noting that each Division of Council will work on one project per Panel at a time; or
- (b) Option 2
 - (i) distribute all or part of the remaining funds through a contestable process to community groups (Charitable Trusts including marae, churches, sports groups and schools within the relevant wards).

This is a one-off opportunity for community groups to apply for the purchase of an asset. There are minimal contestable funding opportunities within the Hutt Valley for the purchase of assets. This option would also allow for more projects to be supported as support or input from Council officers would not be required. If this option is chosen for the disbursement of all a Panel's funds, that Panel would not need to operate beyond the current triennium; or

(c) Option 3

- (i) a combination of Options A and B with funds allocated to both processes.

17. Any remaining 2019-2022 LCP funds may be carried over to future Panels or tagged to particular Council workstreams for delivery in future years in the ward the funding was intended for.

Climate Change Impact and Considerations

18. There are no climate change implications to be considered. However, any asset funded through this new contestable fund must support Council's Climate Change Action Plan.

Consultation

19. A meeting was held with officers and Panel Chairs in May 2022 to discuss the options proposed that had been agreed by Council at their meeting held on 24 May 2022.

Risks

20. There are no significant risks.

Financial Considerations

21. There will be no change to Council's financial position as this report proposes methods of spending the LCP Fund, with no change to the balance of the funding available.
22. The LCP fund is a capital fund. Due to this, applications are assessed to ensure their funding is consistent with capital expenditure guidelines.

Legal implications

23. There are no legal implications.

Health, Safety and Security implications

24. These will be considered when appropriate, through the application assessment process.

Communication and Engagement

25. Officers will engage with Council's Communications and Engagement team to ensure appropriate exposure of the new funds to the community.
26. Funding decisions will be provided to the Communications and Engagement team for them to share with the wider community.

Appendices

There are no appendices for this report.

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