



CENTRAL COMMUNITY FUNDING PANEL

10 August 2022

Order Paper for the meeting to be held in the
Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt,
on:

Wednesday 17 August 2022 commencing at 5.30pm

Meetings are held under the Orange Traffic Light setting

Membership

Wayne Gazley (Chair)
Catherine Chapman
Prabha Ravi
Cr Deborah Hislop

Matt Claridge
Cr Glenda Barratt
Cr Josh Briggs (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 RIU CENTRAL COMMUNITY FUNDING PANEL

Meeting to be held in the Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt
on
Wednesday 17 August 2022 commencing at 5.30pm.

ORDER PAPER

PUBLIC BUSINESS

1. APOLOGIES

Cr D Hislop

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 Central Community Funding Panel, 15 June 2022 6

5. CENTRAL PANEL LOCAL COMMUNITY PROJECTS FUND (ONE-OFF CONTESTABLE FUND) (22/1937)

Report No. CCFP2022/4/160 by the Community Advisor Funding and Community Contracts 8

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.

Kathryn Stannard
HEAD OF DEMOCRATIC SERVICES

HUTT CITY COUNCILPAEWHIRI TOHA PŪTEA HAPORI KI TE RIU | CENTRAL COMMUNITY
FUNDING PANEL

Minutes of a meeting held in the Council Chambers, 2nd Floor, 30 Laings Road,
Lower Hutt on
Wednesday 15 June 2022 commencing at 5.32pm

PRESENT: Wayne Gazley (Chair)
Catherine Chapman Cr D Hislop
Cr J Briggs

APOLOGIES: Matt Claridge, Prabha Ravi and Cr G Barratt

IN ATTENDANCE: D Hunter, Community Advisor Funding and Community
Contracts
M Laban, Head of Connected Communities
K Stannard, Head of Democratic Services

PUBLIC BUSINESS**1. APOLOGIES**

RESOLVED: (W Gazley/Cr Hislop)

Minute No. CCFP 22301

That the apology received from M Claridge, P Ravi and Cr G Barratt be accepted and leave of absence be granted."

2. PUBLIC COMMENT

There was no public comment.

3. CONFLICT OF INTEREST DECLARATIONS

There were no conflict of interest declarations.

4. MINUTES (22/1417)

RESOLVED: (C Chapman/Cr Hislop)

Minute No. CCFP 22302

"That the minutes of the meeting of the Central Community Funding Panel held on Wednesday 27 October 2021 be confirmed as a true and correct record."

5. **LOCAL COMMUNITY PROJECTS FUND** (22/1351)

Report No. CCFP2022/3/113 by the Community Advisor Funding and Community Contracts

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

Members discussed all three options for the distribution of the Local Community Projects fund. They discussed their preferred option being option two.

In response to a question from a member, the Community Advisor Funding and Community Contracts said she would engage with Council's Communications and Engagement team to ensure appropriate exposure of the new funds to the community. Members asked for the communications plan to be distributed to each member.

RESOLVED: (W Gazley/C Chapman)

Minute No. CCFP 22303

"That the Central Community Funding Panel:

- (1) *determines to advance option 2 - distribute all the remaining funds through a contestable process to community groups (Charitable Trusts including marae, churches, sports groups and schools within the ward);*
- (2) *notes that the Central 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 Community Funding 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 to the Community Funding Panels for its intended purpose.

6. **QUESTIONS**

There were no questions.

There being no further business the Chair declared the meeting closed at 5.40pm.

Wayne Gazley
CHAIR

CONFIRMED as a true and correct record
Dated this 17th day of August 2022



Central Community Funding Panel

02 August 2022

File: (22/1937)

Report no: CCFP2022/4/160

Central Panel Local Community Projects Fund (One-Off Contestable Fund)

Purpose of Report

1. For the Central Community Funding Panel to assess and determine the funding to be granted through the Central Panel Local Community Projects Fund one-off contestable fund.

Recommendations

That the Panel:

- (1) notes the Community Funding Panels Delegations, Guidelines and Criteria 2020-2023 attached as pages 2-3 of the agenda;
- (2) notes that this is a “one off” contestable fund through the Local Community Projects Fund 2019-2022 for the Central Ward;
- (3) notes the Central Local Community Projects Fund closed on Monday 18 July 2022 and 45 applications were received;
- (4) notes that there are 21 eligible applications to be considered requesting a total of \$329,103;
- (5) determines the funding to be granted through the Local Community Projects Fund 2019-2022 for the Central Ward;
- (6) agrees that the applications received under the Central Local Community Projects Fund were considered according to the merits of the application criteria and priorities of the fund; and
- (7) agrees that the organisations granted funding will be required to complete an accountability form once the project has been completed.

Background

2. On 24 May 2022, as a result of resource challenges within Council and impacts of COVID the following resolution was passed by Council:

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."*
3. The Central Community Funding Panel at their meeting held on 3 June 2022 agreed to the following:

RESOLVED: (Mr Gazley/Ms Chapman) **Minute No. CCFP 22302**

"That the Central Community Funding Panel:

- (1) *determines to advance option 2 - distribute all the remaining funds through a contestable process to community groups (Charitable Trusts including marae, churches, sports groups and schools within their ward);*
- (2) *notes that the Central 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 Community Funding 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."

4. The Central Community Funding Panel has \$209,000 available for allocation noting that \$100K has been carried over from the previous triennium.
5. The criteria of the fund is as follows:

- Organisations must be either a charitable trust or incorporated society (this includes marae, churches, sports clubs), and schools are also eligible to apply;
 - Organisations must be based in the Central Ward;
 - Applications must be for the purchase of an asset over \$1000 and the asset must be added to the organisation's asset register;
 - New community assets could include, but are not limited to: computers, gardening equipment, support vehicles, kitchen equipment, AEDs, school playground equipment;
 - The asset must not be stored on Council reserve land or road reserve;
 - The application should align with the strategic direction of Council -10-Year Plan.
6. Applications through the Local Community Projects Fund – Central Ward opened on Monday 20 June 2022 and closed on Monday 18 July 2022.
 7. The fund was advertised through the Panel Members, Councillors, Hutt News, social media as well as also through Council's online grants system.
 8. Organisations were required to make an application through Council's website.

Discussion

9. 45 applications were received under this "one-off" contestable fund. 21 applications were deemed ineligible. Of those 20 organisations are based outside the Central Ward. One application is for a purpose that is ineligible under this fund.
10. All ineligible organisations have been advised and have been recommended alternative funding sources through Hutt City Council contestable funding/ alternative potential funders.
11. There are 24 applications to be considered requesting a total of \$329,103.

12. The 24 eligible applications to be considered are as follows:

No	Organisation	Description	\$Request
1	Avalon Intermediate School	Purchase of student resources/necessities for Pacific Language week	10,000
2	Hutt Water Polo Club Inc	Purchase of gear and equipment	8,870
3	Lower Hutt Childcare Centre	Purchase and installation of safe fall surf	9,500
4	The Family Centre, Lower Hutt	Purchase of digitizing equipment	25,455
5	Dyer Street School	For the purchase of stage curtains for school hall	7,063
6	Birthright Hutt Valley Trust	Purchase of shelving, storage boxes, heater	1,054
7	Toku Reo Charitable Trust	Purchase of gaming computer and installation	1,841
8	Hutt Bowling Club	Purchase and installation of a petanque terrain	40,000
9	Lower Hutt Women's Centre	Purchase of a new zip and laptop	2,554
10	Hutt Community Radio and Audio Archives Charitable Trust	Purchase of digital audio console and equipment	9,547
11	Lower Hutt Tennis Club	Purchase and installation for acrylic sports court surfacing of four tennis courts	37,500
12	Hutt City FM Incorporated	Purchase of equipment to enable completion of their community radio station	4,089
13	Avalon School	Purchase of sports uniforms and equipment	5,000
14	Southend Business Group Inc	Purchase of computer equipment	4,944
15	Mix Inc	Purchase of computer equipment	7,103
16	Women of Worth Charitable Company Ltd	Purchase of vehicle and CRM database and equipment	38,089
17	Avalon Intermediate School	Purchase of x2 airtime permanent outdoor basketball hoops	7,550
18	Hutt Valley High School	Installation and purchase of safety doors for the Hutt Valley High School's Sports pavilion	7,400

19	Dress for Success Wellington	Purchase of furniture and equipment	19,665
20	Hutt District Cricket Club Inc	Purchase of new cricket balls and the supply and installation of PVC covers around the outdoor bowling nets	14,688
21	Hutt Cricket Academy Inc	Purchase of a new bowling machine and to fix existing indoor netting	20,338
22	Te Omanga Hospice	Purchase of a new clinical vehicle	27,922
23	Keep Hutt Valley Beautiful Trust	Purchase of a second hand vehicle and purchase of new equipment	13,879
24	SeniorNet Hutt City Inc	For the purchase of new computers and software	5,052
		TOTAL REQUESTED	329,103

13. All Central Community Funding Panel members received copies of the applications to assess against the criteria of the fund.

Options

14. If the Central Community Funding Panel chooses not to fully allocate the funding, unspent funds can be carried over to the future Community Funding Panels. Decisions regarding the future of community funding panels will be decided by the new Council for the 2022-2025 triennium.

Climate Change Impact and Considerations

15. 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

16. There are no legal considerations to be considered.

Financial Considerations

17. If the funds are not fully allocated, any remaining funds may be carried over to the future Community Funding Panels.

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