

Agenda for a meeting of the Ngaruawahia Community Board to be held via Audio Visual Conference on **TUESDAY, 7 SEPTEMBER 2021** commencing at **6.00pm**.

1. **APOLOGIES AND LEAVE OF ABSENCE**
  
2. **CONFIRMATION OF STATUS OF AGENDA**
  
3. **DISCLOSURES OF INTEREST** 2
  
4. **CONFIRMATION OF MINUTES** 4  
 Meeting held on Tuesday, 27 July 2021
  
5. **PUBLIC FORUM**
  
6. **REPORTS**
  - 6.1 Roller Door Project Update *Verbal*
  - 6.2 Graeme Dingle Foundation Waikato and Ngaruawahia High School - Youth Community Development Programme 11
  - 6.3 Discretionary Fund Report to 30 August 2021 12
  - 6.4 Ngaruawahia Senior Citizens and Friendship Club – Vintage Railway and Nikau Caves Tour 14
  - 6.5 Ngaruawahia Works and Issues Report: Status of Items September 2021 25
  - 6.6 Chairperson’s Report *Verbal*
  - 6.7 Councillors’ Report *Verbal*
  - 6.8 Community Board Members’ Report *Verbal*

GJ Ion  
**CHIEF EXECUTIVE**

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### **Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	31 August 2021
<b>Prepared by</b>	Matt Horsfield Democracy Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0303
<b>Report Title</b>	Register of Interests

### **1. EXECUTIVE SUMMARY**

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A copy of the Register of Interests is attached for the Board's information. The register will be updated following receipt of information during the year.

### **2. RECOMMENDATION**

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**THAT the report from the Chief Executive be received.**

### **3. ATTACHMENTS**

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Register of Interests – Ngaruawahia Community Board.

## Register of Elected Members Interests

Name	Community Board	Financial Interests <a href="#">Please refer to Statement Reference here.</a>		Non - Financial Interests								
		1 to 6	With the exception of	Companies		Employment	Other Organisations		Property	Gifts (received since 21 October 2019)	Payments for activities and services (since 21 October 2019)	Debts
				Director/Manager	Financial Interests		Trustee/Beneficiary	Governing Body				
<b>Kiri-Kauhrangi Breeze Morgan</b>	Ngaruawahia	No	N/A	N/A	N/A	N/A	• Ngaruawahia Tu Tangata Trust (Trustee)	Turangaeaewae Kohanga Reo (Co-Chair)	N/A	N/A	N/A	N/A
<b>Greg Wiechern</b>	Ngaruawahia	No	N/A	• Wiechern Properties Ltd (Rental Properties)	• Wiechern Properties Ltd (Rental Properties)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>Jack Ayers</b>	Ngaruawahia	No	N/A	N/A	N/A	N/A	• Waipa School Board of Trustees (Board Member)	N/A	N/A	N/A	N/A	N/A
<b>Rongo Kirkwood</b>	Ngaruawahia	No	N/A	• Riverbed Motel (Accommodation)	• Riverbed Motel (Accommodation)	• Trust Waikato (Community Trust)	• Ngaruawahia High School Board of Trustee (Board Member)	N/A	N/A	N/A	N/A	N/A
<b>Dianne Firth</b>	Ngaruawahia	No	N/A	N/A	• Soalchemy (Soap Making) • Shipits (Dress Making)	N/A	• Dianne Firth Family Trust (Trustee) • KH & CL Ulrich Trust (Beneficiary) • Ngaruawahia High School Board of Trustee (Board Member)	• Glen Massey School PTA (Treasurer)	1x Ngaruawahia (Beneficiary of Trust) 1x Hamilton (Beneficiary of Trust)	N/A	N/A	N/A
<b>Venessa Rice</b>	Ngaruawahia	No	N/A	N/A	N/A	• Ngaruawahia Community House (local community services and activities) • Ngaruawahia High School (Husband employed as groundsman)	N/A	Ngaruawahia Community Patrol	2x Ngaruawahia (Owner)	N/A	N/A	N/A

YELLOW INDICATES THAT THE ELECTED MEMBER DID NOT SUBMIT A COMPLETED FORM

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**Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	31 August 2021
<b>Prepared by</b>	Matt Horsfield Democracy Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0508
<b>Report Title</b>	Confirmation of Minutes

**1. EXECUTIVE SUMMARY**

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To confirm the minutes for a meeting of the Ngaruawahia Community Board held on Tuesday 27 July 2021

**2. RECOMMENDATION**

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**THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 27 July 2021 be confirmed as a true and correct record.**

**3. ATTACHMENTS**

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NCB Minutes – 27 July 2021

**MINUTES** for a meeting of the Ngaruawahia Community Board held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY, 27 JULY 2021** commencing at **6.03pm**

**Present:**

Ms K Morgan (Deputy Chairperson)  
Mr J Ayers  
Ms D Firth  
Ms R Kirkwood  
Ms V Rice  
Cr JM Gibb  
Cr E Patterson (*From 6:08pm*)

**Attending:**

Mr M Horsfield (Democracy Advisor)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Ms Morgan/Mr Ayers)**

**THAT** the apologies from **Mr G Wiechern (Chairperson)** and **Mr K Abbot** be received.

**THAT** an apology for lateness from **Cr Patterson** be received.

**CARRIED**

**NCB2107/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Cr Gibb/Ms Rice)**

**THAT** the agenda for the meeting of the **Ngaruawahia Community Board** held on **Tuesday 27 July 2021** be confirmed and all items therein be considered in open meeting;

**AND THAT** all reports be received.

**CARRIED**

**NCB2107/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

Ms Firth requested her Register of Interests details be updated to add the following non-financial interest which had been removed from the register.

- Trustee - Ngaruawahia High School Board of Trustees.

**ACTION:** Democracy Advisor to update the Register of Interest to include Ms Firth's update.

## **CONFIRMATION OF MINUTES**

**Resolved: (Ms Firth/Ms Rice)**

**THAT the minutes for the meeting of the Ngaruawahia Community Board held on Tuesday 15 June 2021 be confirmed as a true and correct.**

**CARRIED**

**NCB2107/03**

## **REPORTS**

Public Forum  
Agenda Item 5.1

There were no members of the public in attendance.

Discretionary Fund Report to 13 July 2021  
Agenda Item 6.1

The report was received [*NCB2107/02 refers*] and the following discussion was held:

- The payment of the 50% subsidy to Belgravia Leisure for the Ngaruawahia Pool was not included in the report.

**ACTION:** Payment to Belgravia Leisure for the 50% subsidy towards the Ngaruawahia Pool to be included in the next Discretionary Fund Report.

- Council has funds already budgeted for the Dog agility park. Funds from the discretionary fund will be utilised for the installation of equipment.
- Ms Rice received a quote from Cornerstone Security for the upgrade of street security cameras for the intersection of Great South Road and River Road. Ms Rice noted she was still waiting for a quote for power access to the camera.

Cr Patterson entered the meeting at 6:08PM during the above item.

Ngaruawahia Works and Issues Report: Status of Items July 2021

Agenda Item 6.2

The report was received [NCB2107/02 refers] and the following discussion was held:

- Dog Agility – Ms Rice has been working with the project manager from HEB Construction for the installation of equipment along with health and safety.
- Te Mana O Te Rangi will need to be updated in the next Works & Issues report as the unveiling has been held.
- Patterson Park – Lighting upgrades will be included in the report to the Infrastructure Committee on 28<sup>th</sup> July 2021.

Vote of thanks.

**Resolved: (Cr Patterson/Ms Firth)**

**THAT the Ngaruawahia Community Board pass a vote of thanks to all in attendance, and particularly acknowledge all the Kaumatua, who attended the Te Mana O Te Rangi sign unveiling.**

**CARRIED**

**NCB2107/04**

Fourth Quarter Service Request Report

Agenda Item 6.3

The report was received [NCB2107/02 refers] and no discussion was held.

Chairperson's Report

Agenda Item 6.4

The Chairperson was not in attendance and did not provide a written report. Ms Morgan noted the Chairperson intends to provide a report at the next Community Board workshop.

Councillors' Report

Agenda Item 6.5

Cr Gibb and Patterson gave a verbal overview on current Council issues.

Cr Gibb

- Cr Gibb acknowledged that Cr Patterson has been instrumental in organising gardening outside Turangawaewae Marae, and that the Marae has extended their gratitude for the work, as well as the tidiness of the gardens and grounds around Ngaruawahia.
- Cr Gibb acknowledged Jared Williams from the Ngaruawahia United Football Club, who recently passed away.
- The Representation Review was discussed. There has been limited feedback from the community and it was urged that the community make submissions. There will be significant changes made to the Ngaruawahia ward as it will be merged with the Huntly ward. The two Maaori Ward councillors will represent the whole district.
- Discussed the importance of Council workshops and Chairpersons (or their representatives) attending.

Cr Patterson

- Important to keep pushing the security project and there were opportunities with Citycare to get more help with community projects such as the murals on the Great South Road roller doors.
- Cr Patterson discussed the Total Mobility Scheme, which will be on the Infrastructure Committee agenda on 28<sup>th</sup> July 2021. The scheme proposes that Council along with the NZTA and the Waikato Regional Council supports a scheme that allows disabled people to use mobility services with subsidies for taxis and other transportation methods.

Board members further discussed the possibility of a Ngaruawahia health shuttle and noted there was a programme by Trust Waikato and Waikato Regional Council underway to bring community transport service(s) together, as well as develop an online platform for people with limited access to transport.

Community Board Member's Report  
Agenda Item 6.6

Members provided verbal reports on the following issues:

Ms Kirkwood

- Turangawaewae Marae will be rolling out events for their 100<sup>th</sup> year centenary over 12 months from August 2021 to August 2022. The scale of the programme was still in development.

Mr Ayres

- Acknowledged that the Te Mana O Te Rangi Reserve signs were now in place and the reserve project can now move forward with the next stages.

Ms Rice

- Noted she was still to follow up with Citycare regarding the Great South Road roller door murals.
- A draft Terms & Conditions document has been made for market stall holders for the Saturday markets, as well as a possible market coordinator has been identified. Important that the proposed Terms & Conditions were included in a future agenda and minuted.
- Ms Rice noted her frustration in regard to the CRM process, in particular, the lack of responses and action for submitted issues along with the lack of community faith in the CRM system. Questions were raised whether the frustrations were the result of the system or issues not being actioned.

**ACTION:** The Board requested that the Chief Executive look into the ineffectiveness of the CRM system and further requests a response from him in regard to the progress underway to improve the CRM system.

Ms Firth

- Headway has been made finding the photo panels but BP have not responded to her attempts to progress further. She will continue to endeavour to contact BP to progress further.

Ms Morgan

- Noted that her son wanted to express his thanks to the Councillors and Board members who supported the adoption of Maaori Wards.

There being no further business the meeting was declared closed at 6:57PM.

Minutes approved and confirmed this                      day of                      2021.

Ms K Morgan  
**DEPUTY CHAIRPERSON**

Unconfirmed

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**Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Vishal Ramduny Acting General Manager Community Growth
<b>Date</b>	26 August 2021
<b>Prepared by</b>	Lianne van den Bemd Community-Led Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	CDR0502 / 3231214
<b>Report Title</b>	Graeme Dingle Foundation Waikato and Ngaruawahia High School - Youth Community Development Programme

## **1. EXECUTIVE SUMMARY**

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Representatives from the Graeme Dingle Foundation Waikato and Ngaruawahia High School will be in attendance to speak to the Ngaruawahia Community Board about the Youth Community Development Programme.

## **2. RECOMMENDATION**

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**THAT** the report from the **Acting General Manager Community Growth** be received.

## **3. ATTACHMENT**

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Nil

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**Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Alison Diaz Chief Financial Officer
<b>Date</b>	30 August 2021
<b>Prepared by</b>	Julie Kelly Support Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0508
<b>Report Title</b>	Discretionary Fund Report to 30 August 2021

**1. EXECUTIVE SUMMARY**

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To update the Board on the Discretionary Fund Report to 30 August 2021.

**2. RECOMMENDATION**

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**THAT** the report from the Chief Financial Officer be received.

**3. ATTACHMENTS**

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Discretionary Fund Report to 30 August 2021

**NGARUAWAHIA COMMUNITY BOARD DISCRETIONARY FUND REPORT 2021/22 (July 2021 - June 2022)**
**As at Date: 30-Aug-2021**

			<b>GL 1.205.1704</b>
<b>2021/22 Annual Plan</b>			20,999.00
<b>Carry forward from 2020/21</b>			80,535.00
<b>Total Funding</b>			<u><u>101,534.00</u></u>
<b>Income</b>			-
<b>Total Income</b>			<u>-</u>
<b>Expenditure</b>			
<b>Total Expenditure</b>			<u>-</u>
<b>Net Funding Remaining (Excluding commitments)</b>			<u><u>101,534.00</u></u>
<b>Commitments</b>			
13-Nov-18	Te Mana o Te Rangi Reserve - includes \$500 commitment for an opening ceremony (NCB1906/04). 08/09/20 Commitment increased by \$20,000 (NCB2009/04)	NCB1811/04 NCB1906/04 NCB2009/04	40,000.00
04-Nov-19	Ngaruawahia Railway Bridge commitment: 50% subsidy of Ngaruawahia pool 18/19 (NCB1811/04) & 19/20. (NCB1911/09) <i>Less : Payments made to Belgravia Leisure for Pool Admissions (23/01/2020)</i> <i>Less : Payments made to Belgravia Leisure for Pool Admissions (28/02/2020)</i> <i>Less : Payments made to Belgravia Leisure for Pool Admissions (26/03/2020)</i>	NCB1811/04 NCB1911/09  NCB2006/04 NCB2002/01	10,000.00  <i>(1,309.74)</i> <i>(903.97)</i> <u><i>(334.78)</i></u> 7,451.51
01-Dec-20	Allocation of \$2,000 to the Ngaruawahia High School towards the costs relating to the Ngaruawahia Dog Agility Park project.	NCB2012/03	2,000.00
15-Jun-21	Commitment of \$25,000 allocated to an ongoing Security Project in Ngaruawahia	NCB2106/04	25,000.00
27-Jul-21	Funds from the discretionary fund will be utilised for the installation of equipment at the Dog Agility Park.		
<b>Total Commitments</b>			<u><u>74,451.51</u></u>
<b>Net Funding Remaining (Including commitments)</b>			<u><u>27,082.49</u></u>

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### Open Meeting

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Vishal Ramduny Acting General Manager Community Growth
<b>Date</b>	25 August 2021
<b>Prepared by</b>	Lianne van den Bemd Community-Led Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference</b>	CDR0502 / 3230682
<b>Report Title</b>	Ngaruawahia Senior Citizens and Friendship Club – Vintage Railway and Nikau Caves Tour

## I. EXECUTIVE SUMMARY

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The purpose of this report is to present an application for funding from the Ngaruawahia Senior Citizens and Friendship Club to the Ngaruawahia Community Board towards the cost of their Vintage Railway and Nikau Caves Tour.

## 2. RECOMMENDATION

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**THAT** the report from the **Acting General Manager Community Growth** be received;

**AND THAT** an allocation of \$..... is made to the **Ngaruawahia Senior Citizens and Friendship Club** towards the cost of their **Vintage Railway and Nikau Caves Tour**;

**OR**

**AND THAT** the request from the **Ngaruawahia Senior Citizens and Friendship Club** towards the cost of their **Vintage Railway and Nikau Caves Tour** is declined / deferred until ..... for the following reasons:

## 3. BACKGROUND

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The Ngaruawahia Senior Citizens and Friendship Club was formed about 60 years ago and continues to serve the community well by looking after local seniors and others in the community, especially those who are house-bound and may have no family to care for them.

The purpose the planned October Vintage Railway and Nikau Caves Tour is that it is **the** highlight since the initial COVID-19 lockdown back in March 2020. It provides the opportunity for people identified to finally get together with others and engage in a day of some fun and friendship outside their daily environment.

Those on the tour will include selected seniors, caregivers (necessary to provide care and assistance towards medical conditions), others and club members. A suitable bus, that supports the holding of passenger disability devices, has been arranged and the day's highlights include morning tea at the Glen Afton Vintage Railway and lunch at the Nikau Caves Café.

Core club membership consists of 60 members, plus some casuals who participate when they can. 10 committee members will be helping on the day of the event and the first 50 people who identify their interest in the tour will participate.

Members will contribute \$20 each, with further help available if they cannot afford the full \$20. With this intention, the club seek funding support for the balance from the Ngaruawahia Community Board. The group aims to contribute towards the event through sales tables and raffles which they hold monthly.

#### **4. OPTIONS CONSIDERED**

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- 1) That the application is approved and an allocation of partial or full funding requested be made.
- 2) That the application is declined.
- 3) That the application is deferred.

#### **5. FINANCIAL**

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Funding is available to allocate for the year.

The project is noted to cost \$3,065.00. The Ngaruawahia Senior Citizens and Friendship Club is seeking funding of \$1,000.00 towards the cost of their Vintage Railway and Nikau Caves Tour.

GST Registered	No
Set of Accounts supplied	Yes
Previous funding has been received by this organisation	Yes

#### **6. POLICY**

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The application meets the criteria set in the Discretionary Grants Policy, one of which is that grants up to \$5,000.00 can be funded up to 100% at the discretion of the relevant community board or committee or Council's Discretionary & Funding Committee.

For grants above \$5,000.00 a funding cap of 75% of the total project cost applies and other funding needs to be sought.

Funds cannot be uplifted until all sufficient funds for the project are approved.

## **7. CONCLUSION**

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Consideration by the Ngaruawahia Community Board is required regarding this funding request.

## **8. ATTACHMENT**

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Discretionary Fund Application - Ngaruawahia Senior Citizens and Friendship Club – Vintage Railway and Nikau Caves Tour

## DISCRETIONARY FUNDING APPLICATION FORM

### Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development advisor, on 0800 492 452 Ext 5732, to discuss your application requirements and confirm that your application meets the eligibility criteria.
- Have you discussed your application with the Waikato District Council community development advisor  
Yes  No
- Application form must be completed in full and emailed to Funding [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form  
Yes  No
- All parts of the application need to be completed and all supporting information supplied.

**PLEASE NOTE: Incomplete applications WILL NOT be considered and will be returned.**

**Contact email:** (Correspondence will be emailed from [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz))

**Which of the 2 funds are you applying for: (please tick one appropriate box.)**

1. Discretionary and Funding Committee

Project Fund (Rural Ward Areas)

Event Fund

OR

2. Community Board / Committee Discretionary Fund for local Town / Village, Projects / Events

Raglan

Taupiri

Onewhero-Tuakau

Ngaruawahia

Huntly

Te Kauwhata

Meremere

### Section 1 – Your details

1. Name of your organisation and contact person

Ngaruawahia Senior Citizens and Friendship Club. - Bev Wills

2. What is your organisation's purpose/background (who are you? what do you do?)

This club was formed about sixty years ago and still serves the community very well, we look after the Seniors and others in the community, especially those locked in who have no one to care for them,

## 3. Phone number/s

Bev Wills [REDACTED]

## 4. Email / Address

[REDACTED]

## 5. If you are a Registered Charity (we require your registration number &amp; confirmation that your organization registration is current)

N/A

**Section 2 – Your event / project**

## 1. What is your event / project, including date and location? (please describe in full the project details)

To take a bus load to the Vintage railway in Glen Afton have morning tea and then on to Nikau Caves and Cafe

## 2. How many volunteers and who else is involved in the project?

All the Committee and the whole of the Seniors and to the community if we have spare seats

## 3. How will the wider community benefit from this event/project?

Taking out seniors who are house bound for some fun and friendship.

Are you GST registered? No  Yes  GST Number / / \_\_\_\_\_**PLEASE NOTE: The following documentation MUST be supplied with your application:**

- A copy of the last reviewed or audited accounts (whichever applies) for your organisation/group/club
- A copy of any documentation verifying your organisation's legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

**Section 3 – Funding requirements**1. **NOTE: Please provide full details for the following:**

- How much your event/project will cost,
- How much you are seeking from the Waikato District Council,
- How much you are seeking from other providers,
- Details of other funding and donated materials/resources being sourced, and
- Current funds in hand to cover the costs of the event/project.

**IMPORTANT:** Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)

Please complete all of the following sections	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
What is the <b>total</b> cost of your project/event	\$ 3065	\$
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
<b>Total A</b>	\$ 2065	\$

2. Only include the Funding being sought from Waikato District Council below:

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Bus (50 seater)	\$ 1090.	\$
Train (minimum charge \$400 for 25 people)	\$ 400.	\$
Train balance 25 people at \$15 per person	\$ 335.	\$
Nikau Caves - lunch 50 at \$22 per person	\$ 1100.	\$
	\$	\$
	\$	\$
<b>Total Funds being sought from WDC</b> <span style="float: right;"><b>Total B</b></span>	\$ 1000.00	\$

3. Has / will funding been sought from other funders? Yes  No

If 'Yes', please list the funding organisation(s) and the amount of funding sought

a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
<b>Total of other funds being sought</b> <span style="float: right;"><b>Total C</b></span>	\$	\$

4. Describe any donated material / resources provided for the event/project:

We hold sales tables & raffles each month. This is our only fundraising as the club is elderly. We have a core membership of 60 members, plus some casuals that come only sometimes. 10 committee members will be helping. The first 50 who put their name in will be attending.

Senior Citizens Friendshi8p club will contribute from funds \$1065.  
Members will pay \$20 each. with further help given if they can not afford the full \$20.

We are asking the Waikato District Council Discretionary funding for the \$1000 balance.

The purpose of the tour is that t will be the highlight of the year for many since the initial first COVID lockdown in March 2020

**Section 4 – Community wellbeing and outcomes****1. Which community wellbeing will your project contribute to?***(See the guidelines sheet for more information on this section).*

Social  Economic  Cultural  Environmental

**2. Which of the five community outcomes for the Waikato district does this project contribute to?***(See the guidelines sheet for more information on this section).*

Accessible  Safe  Sustainable  Healthy  Vibrant

**Section 5 – Previous Funding Received from Waikato District Council****1. If you have received funding from or through the Waikato District Council for any project/event in the past two years, please list below:**

What Board / Committee	Type of Project / Event	Date received	Amount
WDC Discretionary Funding	Boat trip Raglan	30/10/19	1525.

**2. Please confirm that a 'Funding Project Accountability' form has been completed and returned to Waikato District Council for the funds listed above.****NOTE: This will be checked and confirmed by council staff.**

I confirm that an accountability statement has been completed and returned for previous funding received.

Name: Bev Wills [REDACTED] Date: 4/8/21

I certify that the funding information provided in this application is correct.

Name: Bev Wills [REDACTED] Date: 4/8/21

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

Signature: [REDACTED] Date: 4/8/21

*\*Incomplete applications will not be accepted and will be returned*

**Bev**

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**From:** "Colin Jenner" <hooksandjan@actrix.co.nz>  
**Date:** Friday, 30 July 2021 2:18 p.m.  
**To:** [REDACTED]  
**Subject:** Visit to Busin Trainway on 12/10/21

Hi Bev,

Thanks for your enquiry into a charter trip on our railway for Ngaruawahia Senior citizens.

Our prices are a minimum \$400 for 25 people then \$15 per head over the 25. If you want us to provide tea & coffee, that will be \$2 extra per cup. You told me you would provide the biscuits.

The trip takes about ¾ hour then a bit longer if you want to look through our workshops.

If you don't know how to get to our railway, lets know & I'll send you details. Lets know if you will be coming & what time you will arrive.

Colin Jenner



Virus-free. [www.avast.com](http://www.avast.com)

**Bev**

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**From:** "Nikau Cave and Cafe" <info@nikaucave.co.nz>  
**Date:** Friday, 30 July 2021 10:23 a.m.  
**To:** "Bev" [REDACTED]  
**Subject:** RE: seniors trip

Good morning Bev,

Thank you for your emails.

The bus can park right by the ramp into the Cafe.

Let me know if you are not happy with this menu. As you say I can change it if need be.

Lunch for Ngaruawahia Senior Citizens, October 2021 \$22.00

Quiche  
Coleslaw  
freshly baked bread  
Cake

Kind regards,  
Anne

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**From:** Bev [mailto:[REDACTED]]  
**Sent:** Friday, 30 July 2021 8:51 a.m.  
**To:** info@nikaucave.co.nz  
**Subject:** Fw: seniors trip

Hi can you please tell me how close the bus can get to the cafe as we will have several people on walkers and walking sticks and crutches  
Many Thanks Bev

**From:** [Bev](#)  
**Sent:** Wednesday, July 28, 2021 2:10 PM  
**To:** [info@nikaucave.co.nz](mailto:info@nikaucave.co.nz)  
**Subject:** seniors trip

Good afternoon re our phone call the other day to bring seniors out to lunch in October, could you send a copy of your menu as I am seeking funding so need something to show them just the printed menu you have, we can change it later if need be  
Many thanks Bev Wills  
Ngaruawahia Senior Citizens

## CHARTER QUOTATION

BEV WILLS

EMAIL: [REDACTED]

DATE: Tue 27 Jul 21

ATTENTION: Bev Wills

FAX:

Page 1 of 1

Dear Bev

Quote Ref No: 60087

Thank you for contacting us in reference to your coach requirements. As discussed please find below a quote for your proposed tour as per the proposed outlined itinerary.

Date of Travel: Fri 01 Oct 21      No Days: 1  
 Validity From: 1/10/2021      To: 1/10/2021  
 Pick Up Point: 9:00:00 AM RSA Ngaruawahia  
 Destination: Glen Afton / Waikaretu  
 Drop Off Point: 4:00:00 PM RSA Ngaruawahia

Costs quoted are per vehicle, based on the above outlined itinerary. All charters are subject to our terms below:

Bus - 40-45 Seats	\$1,045.00	Bus - 49-53 Seats	\$1,090.00
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**New Zealand Goods and Services Tax set at 15% is included in the above prices.**

**General Terms**

- Section 38 of the Summary Offences Act 1981 states that "there is a total ban on the consumption of alcohol on any passenger service vehicle including vehicles on charter". In accordance with New Zealand law, no smoking or drinking of alcoholic beverages is permitted on board the coach. Please also note that all of Leisure Time Tours coaches are of a very high standard therefore to maintain this standard we do not permit eating and or drinking in any of our vehicles.
- The minimum charge in the case of soiling the coach is \$150.00 plus any subsequent lost revenue.
- Price has been calculated based travelling to and from the destination using the shortest possible route unless otherwise specified. Drivers time has been based on the times as indicated above. Additional time required before or after these mentioned within the advised itinerary are charged at an additional \$45.00 per hour – maximum coach hire is 13 hours, subject to availability and drivers legal driving times. If times are not stipulated our quote is based on a 9 hour hire per day.
- The company does not guarantee to complete any journey in a given time, and accepts no responsibility or liability for additional costs, any loss, or inconvenience caused by delays or unusual circumstances which are out of our control. The company reserves the right to substitute alternative equipment at its option in the event of unanticipated circumstances which necessitate a change. The company does not accept responsibility for loss or damage to property left in a vehicle.

**Price Validity/ Availability**

- Prices were correct at the time and date of printing and are valid for the dates of travel indicated only. If no travel date is indicated the quote is valid for 30 days from date of quote.
- Prices are subject to change due to outside influences e.g. fuel price increases etc
- At the time of quotation your booking is not held. Coach bookings are confirmed subject to availability.

**Payments**

- Unless otherwise stated all quotes are nett of commission and are payable directly to Leisure Time Tours Ltd.
- A non-refundable deposit of 10% is required to secure a charter and unless alternative arrangements have been made, full payment is due no less than 5 days prior to tour/charter commencement.
- Credit card payments are available with a 2% surcharge.
- For any International Transfers a bank fee of NZ\$25 must be added to the payment.

**Cancellations Policy**

- Final confirmation is to be provided 5 days prior to tour/charter commencement by full and final payment. At this time the tour cannot be cancelled without a cancellation fee which is no less than 50% of the hire price. If cancelled within 24 hours of commencement or during the tour, the hirer will not receive any refund.

**Acceptance of Terms and Conditions:**

- It is understood by Leisure Time Tours that the terms and conditions of hire are accepted by the client when the quote is accepted.

Once again thank you for the opportunity to provide you with a quotation for your coach charter requirements. If there is anything else that we can do to be of assistance, please do not hesitate to contact our office.

*Glenys Taylor*

Leisure Time Tours Ltd.



**Ngaruawahia Senior Citizens & Friendship Club****Financial Report for the period 1/4/20 to 31/3/21**

<b>Balance as at 1/4/20</b>		<b>\$2,095.35</b>
<b>Income</b>		
Subscriptions	153.00	
Door takings	411.00	
Raffles	714.00	
Sales table	42.80	
Cash float rebanked	50.00	
Dinners	1442.62	
Tauranga Bus Trip	1076.00	
Karamu House - grant	1000.00	
		<b>\$4,889.42</b>
<b>Expenditure</b>		
Rent	150.00	
Morning teas	147.38	
Raffles	171.75	
Meat Raffles	150.00	
Entertainers	300.00	
Tauranga Bus Trip	1190.00	
Dinners	2474.66	
Stationery - cards & stamps	55.40	
Reviewer	35.00	
		<b>\$4,674.19</b>
<b>Net Surplus</b>		<b>\$215.23</b>
<b>Balance as at 31/3/21</b>		<b>\$2,310.58</b>
<b>Cash Float</b>		<b>\$199.00</b>

I have checked all these records and find them correct.



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### **Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Kurt Abbot Projects & Innovation Manager
<b>Date</b>	31 August 2021
<b>Prepared by</b>	Sharlene Jenkins Executive Assistant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0508
<b>Report Title</b>	Ngaruawahia Works & Issues Report: Status of Items September 2021

## **1. EXECUTIVE SUMMARY**

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The purpose of this report is to update the Ngaruawahia Community Board on issues arising from the previous meeting and works underway in Ngaruawahia.

## **2. RECOMMENDATION**

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**THAT the report from the Projects & Innovation Manager be received.**

## **3. ATTACHMENTS**

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- Ngaruawahia Community Board Issues Register – September 2021
- Ngaruawahia Works as at 23 August 2021

## NGARUAWAHIA COMMUNITY BOARD ISSUES REGISTER – September 2021

Issue	Area	Action	Comments
Ngaruawahia Dog Agility Park Project	Operations Group / Service Delivery	<p>September 2018: The Community Board would like the old playground equipment to be repurposed for the Ngaruawahia Dog Run as dog agility equipment.</p> <p>There are plans to recycle what we can from the Ngaruawahia Playground and reuse some of it at the dog park on Ellery Street. There are some additional items that will need to be purchased to complete the project but this will be done in the near future.</p> <p>JULY 2020: Staff to continue to make efforts to contact the school and report back to the Board.</p>	<p>SEPTEMBER 2019: WDC staff are working with Ngaruawahia High School who have taken on the design, build and installation project of the dog agility equipment at Ngaruawahia Dog Park. This will earn them a large amount of their NCEA standards for this year. They will be engaging with the Community Board in the near future to progress this project.</p> <p>In addition to this, staff have been approached by the Ngaruawahia Christian Youth Camp regarding any remaining surplus equipment (old metal monkey bars etc) that are not able to be repurposed at the dog parks. Subject to Council resolution, it is planned that this equipment will be gifted to them in the near future rather than disposing of through scrap metal.</p> <p>FEBRUARY 2020: The Ngaruawahia High project is progressing well, but has been on hold due to the school holidays.</p> <p>The students have designed and mapped out their course and sought feedback from Council on any amendments needed prior to approval. This project should pick up momentum now that students have returned to school for Term 1.</p> <p>JUNE 2020: Our Project Development Team have provided feedback on the Ngaruawahia High design and requested more details.</p> <p>As Terms 1 and 2 were disrupted by COVID-19 restrictions, we have not yet received the details requested. We are re-engaging with Ngaruawahia High to support them to progress the project.</p> <p>JULY 2020: Staff have made a number of attempts to contact the Lead Teacher and School Office but have not had any response. Staff will visit the school at the beginning of Term 3 to enquire if the project is still part of the Schools plan for students to earn NCEA credits, or if the project is on hold.</p> <p>SEPTEMBER 2020: Staff will be in attendance at the September meeting to update the Board.</p> <p>OCTOBER 2020: The Ngaruawahia High School project lead teacher will be in attendance at the December Community Board meeting to update the Board.</p> <p>DECEMBER 2020: Ngaruawahia High School Lead Project teacher Adrian Reeves will be in attendance at the December Board meeting to discuss the project.</p>

Issue	Area	Action	Comments
	Cr Patterson	DECEMBER 2020: Staff to support with security fencing and signage/communication with the public while install happening.	JANUARY 2021: Meeting with staff, Cr Patterson and Ms Rice scheduled for 02 February.
	Cr Patterson	DECEMBER 2020: Cr Patterson to investigate if the other half of original park equipment is available for NHS use.	JANUARY 2021: Meeting with staff, Cr Patterson and Ms Rice scheduled for 02 February.
	Cr Patterson	DECEMBER 2020: The Health & Safety of volunteers are our responsibility. Could ask Citycare to help with erecting fences and providing an experienced person on site as part of their community support. Cr Patterson to discuss with Council staff.	JANUARY 2021: Meeting with staff, Cr Patterson and Ms Rice scheduled for 02 February.  MARCH 2021: Cr Patterson and Ms Rice met with staff on 02 February. Will continue working with Ngaruawahia High School to support funding and general enquiries.
Speed Limits – Schools	Roading, Service Delivery	JULY 2020: Staff to check the accuracy of District Mapping, in particular Glen Massey School on Waingaro Road and follow up on 40km school limit signage in Ngaruawahia.	SEPTEMBER 2020: Permanent speed limit changes for all Waikato district schools are being considered to ensure consistency across the district. We are waiting on guidance from the Ministry of Transport before presenting a report to Council for resolution change to the bylaw (likely to be October). OCTOBER 2020: A paper is being prepared for the November Policy & Regulatory meeting for speed limit changes around all schools in the district. DECEMBER 2020: This report has been deferred until the New Year. Staff will provide a link to the report for the Board's information once it is presented to Policy & Regulatory. JANUARY 2021: The implementation of the district-wide speed bylaw will be presented to Council in May 2021. The speed zones outside of schools are changing across the entire district and this is one of many proposed changes which will be put before Council for their approval. JUNE 2021: This report is still to be presented to Council. JULY 2021: The staff report <i>Proposed 2021 Amendments to the Waikato District Council Speed Limits Bylaw 2011</i> has been submitted to the Policy & Regulatory Committee meeting on 21 July 2021.

Issue	Area	Action	Comments
Te Mana O Te Rangi Reserve Update	Open Spaces, Service Delivery	<p>SEPTEMBER 2020: Update requested by the Chair.</p> <p>OCTOBER 2020: Staff requested to attend the Board's workshop on 03 November to provide an update on Te Mana O Te Rangi Reserve.</p> <p>FEBRUARY 2021: Staff to meet with Mana Whenua groups and advise the Community Board of the unveiling arrangements.</p> <p>MARCH 2021: Chair to continue working to confirm a date for the unveiling.</p>	<p>OCTOBER 2020: Survey and drone photos are complete. We now need to stitch the aerals together and overlay on the survey before we are ready for another hui to discuss engaging the specialist from Waikato Regional Council. This should be completed in the next couple of weeks.</p> <p>DECEMBER 2020: A Waikato Regional Council advisor has been engaged to provide development guidelines.</p> <p>JANUARY 2021: Development guidelines have been provided by Waikato Regional Council. Ngaruawahia Community Board is now working with Waikato District Council and Ngati Tamainupo to hold an event for unveiling the reserves signage. The signage will be installed by WDC shortly before the event.</p> <p>MARCH 2021: Staff have had discussions with the Ngaruawahia Community Board; Turangawaewae Kaumatua; Turangawaewae Trust Board; and Tamainupo Representatives. A plan for the unveiling / blessing is still to be confirmed.</p> <p>AUGUST 2021: The unveiling of Te Mana o Te Rangi Reserve was held on 17 July 2021.</p>
Daffodil Volunteer Planting Day 2021	Community Board / Open Spaces, Service Delivery	<p>OCTOBER 2020: The Community Board would like to organise a daffodil volunteer planting day in 2021.</p> <p>FEBRUARY 2021: Mr Ayres will be the contact person to lead the volunteer day. Waikato District Council to assist the lead with completing Health &amp; Safety Plan.</p>	<p>Staff would like to know if the Community Board is interested in organising a daffodil volunteer planting day for around April next year?</p> <p>The Community Board would need to commit approximately 2hours for 30 people (or break this down into a smaller group over a couple of days). Waikato District Council will supply 1500 bulbs if the community supplies the volunteers. 1500 daffodils is approximately 60m2.</p> <p>Open Spaces will confirm locations closer to the time, but it would likely be Waipa or Waikato Esplanade. If the Community Board is keen, Council will also get the approval of iwi and mana whenua.</p> <p>DECEMBER 2020: Staff are still to contact iwi and mana whenua.</p> <p>JANUARY 2021: Ngaruawahia Community Board to provide a contact person to lead the volunteer day. WDC to assist the lead with completing health and safety plan.</p> <p>MARCH 2021: Staff will be contacting Mr Ayres to discuss drafting a JSA (Job Safety Analysis).</p> <p>APRIL 2021: The JSA is complete. Daffodils will be delivered to the different groups across the district once they have been received, this should be in the next few weeks. Mr Ayres to confirm date of planting day.</p> <p><i>(Update as at 06 April)</i></p>

Issue	Area	Action	Comments
		JUNE 2021: Council to provide Citycare of Daffodil planting locations.	JULY 2021: All locations of Daffodil planting throughout the district, including Ngaruawahia were provided to Citycare on 16 June.
Thai Food Truck	Monitoring, Customer Support	MAY 2021: Staff to investigate issues regarding the location of the food truck and request they move to an alternative location.	JUNE 2021: Council Monitoring staff have approached the food truck and although compliant from a parking and trading in public places perspective discussed traffic safety concerns as a result of the food truck location. The food truck has since moved to a new location. Council are keeping an eye on the new location as it seems to now be spot for car boot sales (plants being the most recent). No further complaints have been received since the food truck moved but our Compliance Officer is aware and regularly passes the new location.
Disclosures of Interest	Democracy, Operations Group	JULY 2021: Democracy Advisor to update the Register of Interest to include Ms Firth's update.	SEPTEMBER 2021: The Register of Interest has been updated.
Discretionary Fund Report – Belgravia Leisure 50% subsidy	Finance, Operations Group	JULY 2021: Payment to Belgravia Leisure for the 50% subsidy towards the Ngaruawahia Pool to be included in the next Discretionary Fund report.	SEPTEMBER 2021: There have been no further payments made to Belgravia Leisure since the last discretionary fund report (as at 13 July 2021).
Service Request System	Chief Executive Office	JULY 2021: The Board requested that the Chief Executive look into the ineffectiveness of the CRM system and further requests a response from him in regard to the progress underway to improve the CRM system.	SEPTEMBER 2021: Staff are reviewing our service request process and systems as part of a priority project: <i>Service Request Transformation</i> . This priority project has multiple workstreams to ensure we integrate with our partners and implement improvements for our customers. With over 13,000 service requests recorded in the last 12 months, this is one of our highest touch point activities with our customers and therefore is the number one priority project for us in our Customer and Community space.

## **NGARUAWAHIA WORKS – 23 August 2021**

*Note: Currently under Covid-19 Level 4 lockdown restrictions*

### **Perry Bridge Lighting – Power System Replacement**

Continuing discussions with specialist in off-grid solutions to replace the power supply and lights. Awaiting confirmation of funding available.

### **Sportsfield Lighting – Paterson Park**

Awaiting scope, design and pricing from Elektron.

### **Dog Park Reserve Carpark**

The contractors Traffic Management Plan is now with KiwiRail who are involved due to the proximity to the Level Crossing. Waiting on KiwiRail.

### **Ngaruawahia Aquatic Centre**

#### Entranceway

This is a proposed new entranceway off Market Street to be designed and constructed to improve access to the pool. In the planning phase.

#### Building works

Currently in the planning phase for the bleachers (seating) replacement, decking replacement, office window upgrades, painting/roofing works.