

Agenda for the Inaugural meeting of the Huntly Community Board to be held in the Riverside Room, Civic Centre, Main Street, Huntly on **MONDAY 11 NOVEMBER 2019** commencing at **6.00pm**.

1. DECLARATION BY MEMBERS

Each Board Member will read and sign the declaration required under clause 14, Schedule 7 of the Local Government Act 2002.

2. APOLOGIES

3. CONFIRMATION OF AGENDA

4. DECLARATIONS OF INTEREST

5. APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON 2

6. PRESENTATION BY THE MAYOR

His Worship the Mayor will address the Board Verbal

7. SCHEDULE OF MEETINGS 6

8. REPORTS

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GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Huntly Community Board
From	Gavin Ion Chief Executive
Date	28 October 2019
Chief Executive Approved	Y
Reference/Doc Set #	GOV0505
Report Title	Appointment of Chairperson and Deputy Chairperson

1. EXECUTIVE SUMMARY

At the inaugural meeting the Community Board is required to appoint a Chairperson and a Deputy Chairperson. Schedule 7 of the Local Government Act 2002 sets out the process for such appointments.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

If needed:

AND THAT the Community board resolves to use **System B** for the election of Chairperson/Deputy Chairperson as detailed in clause 25, Schedule 7 of the Local Government Act 2002;

AND FURTHER THAT is appointed Chairperson of the Huntly Community Board;

AND FURTHER THAT is appointed Deputy Chairperson of the Huntly Community Board.

3. BACKGROUND

Schedule 7 of the Local Government Act 2002 identifies the need for the appointment of a Chairperson and Deputy Chairperson for each Community Board at the first meeting following the local authority elections.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Local Government Act 2002 requires that a Chairperson and Deputy Chairperson is appointed at the inaugural meeting following the local authority elections. The members need to decide on nominations for these positions. In the event there is more than one nomination then the Chief Executive, or his nominee, will conduct an election in accordance with the Local Government Act 2002.

All members of the Community Board are eligible for election as Chairperson and Deputy Chairperson - it does not matter whether the person was elected or appointed by Council.

4.2 OPTIONS

Members must decide on whom to elect to the two positions. This must be conducted by way of election and resolution of the Community Board.

A contested election must be conducted in accordance with clause 25, Schedule 7 of the Local Government Act 2002.

There are two options specified in clause 25:

System A

The candidate will be elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting. This system has the following characteristics:

- (a) there is a first round of voting for all candidates;
- (b) if no candidate is successful in that round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (c) if no candidate is successful in the second round, there is a third, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

System B

The candidate will be elected or appointed if he or she receives more votes than any other candidate. This system has the following characteristics:

- (a) there is only one round of voting; and
- (b) if two or more candidates tie for the most votes, the tie is resolved by lot.

System B is the recommended approach as it is simple and transparent.

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

The Local Government Act 2002 requires the Community Board to appoint a Chairperson and Deputy Chairperson. The conduct of a contested election should be in accordance with clause 25, Schedule 7 of the Local Government Act.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

This report is about the appointment of Chair and Deputy Chair which will be determined at the meeting.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform <input type="checkbox"/>	Consult <input checked="" type="checkbox"/>	Involve <input type="checkbox"/>	Collaborate <input type="checkbox"/>	Empower <input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	The Community Board must agree on a Chairperson and Deputy Chairperson at this meeting in order to ensure the appropriate governance structure is in place.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	✓		Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

Comment: This meeting is an opportunity to determine the views of the Board around the appropriate people to fill the role of Chairperson and Deputy Chairperson.

The matter needs to be determined by resolution of the members. Clearly, all members are affected by this decision.

6. CONCLUSION

This report fills a procedural requirement around the appoint of a Chairperson and Deputy Chairperson to oversee the conduct of meetings.

7. ATTACHMENTS

Nil.

Open Meeting

To	Huntly Community Board
From	Gavin Ion Chief Executive
Date	5 November 2016
Chief Executive Approved	Y
Reference/Doc Set #	GOV0505
Report Title	Schedule of Meetings

I. EXECUTIVE SUMMARY

The Community Board needs to agree on a schedule of meetings at its inaugural meeting.

The schedule of meetings for Council and Council committee meetings has yet to be resolved by the Council. A six-weekly meeting cycle commencing in February 2019 will be presented for approval at the 12 November 2019 Council meeting.

It is recommended that the Community Board aligns with this proposed meeting cycle. This is preferred over a monthly meeting cycle as it enables more time between meetings for actions to be adequately addressed and staff to prepare full reports for the next Board meeting. It is suggested this will result in better informed decision-making by the Board and sufficient time for meaningful updates to be provided by staff, leading to better results for the Huntly community.

2. RECOMMENDATION

THAT the report from the Chief Executive be received;

AND THAT the Huntly Community Board holds its meetings for the remainder of the 2019-22 triennium on a six-weekly cycle commencing at 6:00pm on Tuesday, 18 February 2020, with the remainder of meetings in 2020 to be held at 6:00pm on the following dates:

- Tuesday, 31 March 2020;
- Tuesday, 12 May 2020;
- Tuesday, 23 June 2020;
- Tuesday, 4 August 2020;
- Tuesday, 15 September 2020;
- Tuesday, 27 October 2020; and
- Tuesday, 8 December 2020.

3. BACKGROUND

Clause 21, Schedule 7 of the Local Government Act 2002 requires that a schedule of meetings should be adopted at the first meeting after the local authority elections.

4. DISCUSSION AND ANALYSIS OF OPTIONS

4.1 DISCUSSION

The Council meeting calendar is being drafted at present for approval at the Council meeting on 12 November 2019.

For the 2019-22 triennium, a six-weekly meeting cycle will be proposed for all Council and Council committee meetings (other than those committees that meet less regularly). Staff recommend that this leads to better, informed decision-making by enabling staff to have adequate time and resource to plan and draft reports between meetings, and for elected members, particularly Chairs, to address any actions arising from meetings (if required).

It is proposed that the Community Board align its meeting cycle for the remainder of the triennium with the schedule of meetings which will be presented to Council. This will ensure any recommendations made by the Board to the Council, or its committees, can be presented on a timely basis. A proposed schedule of meetings for 2020 is attached to this report.

In the event that the Board needs to meet on an urgent matter outside the proposed six-weekly cycle, this can be achieved by way of an extraordinary Community Board meeting or, if no decision is required, via a Board workshop.

4.2 OPTIONS

An alternative to the recommended option above, is for the Board to meet on a monthly basis. While this may provide a more regular date for meetings, it is not the recommended option for the following reasons:

- Based on recent Council terms, there is a definite risk of insufficient time and resource being available to address actions and present considered, informed reports back to the next Board meeting. This may adversely impact the quality of decision-making by the Board and the ability for staff to provide meaningful updates on action points.
- Not aligned to the proposed meeting cycle for Council and Council committees, which may result in any recommendation from the Community Board not being able to be addressed in a timely manner.
- It may be difficult to resource the Board meetings if it clashes with another community board meeting falling within the preferred six-week cycle.

Further, monthly meetings may not result in more meetings than a six-weekly cycle should the Board agree not to meet during four months each year, as was the approach in the previous triennium.

5. CONSIDERATION

5.1 FINANCIAL

Nil.

5.2 LEGAL

The Community Board is required to adopt a schedule of dates for its ordinary meetings in order to comply with the requirements of clause 21, Schedule 7 of the Local Government Act 2002.

5.3 STRATEGY, PLANS, POLICY AND PARTNERSHIP ALIGNMENT

The proposed time and date for the meetings fits in with the rest of the Council calendar.

5.4 ASSESSMENT OF SIGNIFICANCE AND ENGAGEMENT POLICY AND OF EXTERNAL STAKEHOLDERS

(Ascertain if the Significance & Engagement Policy is triggered or not and specify the level/s of engagement that will be required as per the table below (refer to the Policy for more detail and an explanation of each level of engagement):

Highest levels of engagement	Inform	Consult	Involve	Collaborate	Empower
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Tick the appropriate box/boxes and specify what it involves by providing a brief explanation of the tools which will be used to engage (refer to the project engagement plan if applicable).</i>	The Board needs to agree a meeting timetable which suits its needs.				

State below which external stakeholders have been or will be engaged with:

Planned	In Progress	Complete	
	✓		Internal
	✓		Community Boards/Community Committees
			Waikato-Tainui/Local iwi
			Households
			Business
			Other Please Specify

Comment: The Board will decide this matter as part of the meeting.

6. CONCLUSION

A meeting schedule for forthcoming meetings is required by the Local Government Act 2002. A six-weekly meeting cycle is proposed for the 2019-22 triennium.

7. ATTACHMENTS

Attachment I – Proposed 2020 Community Board Schedule of Meetings (HCB)

Huntly Community Board - Proposed Schedule of Meetings 2020 (Option 1)

	January	February	March	April	May	June		July	August	September	October	November	December	
Mon							Mon							Mon
Tues							Tues			1			1	Tues
Wed	1 New Years Day			1			Wed	1		2			2	Wed
Thur	2 Day after New Years			2			Thur	2		3	1		3	Thur
Fri	3			3	1		Fri	3		4	2		4	Fri
Sat	4	1		4	2		Sat	4	1	5	3		5	Sat
Sun	5	2	1	5	3		Sun	5	2	6	4	1	6	Sun
Mon	6	3	2	6 Council & Workshop	4	1 Queens Birthday	Mon	6	3	7	5	2 Council & Workshop	7	Mon
Tues	7	4	3	7	5	2	Tues	7	4 HCB	8	6	3	8 HCB	Tues
Wed	8	5	4	8	6	3	Wed	8	5	9	7	4	9	Wed
Thur	9	6 Waitangi Day	5	9	7	4	Thur	9	6	10	8	5	10	Thur
Fri	10	7	6	10 Good Friday	8	5	Fri	10	7	11	9	6	11	Fri
Sat	11	8	7	11	9	6	Sat	11	8	12	10	7	12	Sat
Sun	12	9	8	12	10	7	Sun	12	9	13	11	8	13	Sun
Mon	13	10	9	13 Easter Monday	11	8	Mon	13	10 Council & Workshop	14	12	9	14 Council & Workshop	Mon
Tues	14	11	10	14	12 HCB	9	Tues	14	11	15 HCB	13	10	15	Tues
Wed	15	12	11	15	13	10	Wed	15	12	16	14	11	16	Wed
Thur	16	13	12	16	14	11	Thur	16	13	17	15	12	17	Thur
Fri	17	14	13	17	15	12	Fri	17	14	18	16	13	18	Fri
Sat	18	15	14	18	16	13	Sat	18	15	19	17	14	19	Sat
Sun	19	16	15	19	17	14	Sun	19	16	20	18	15	20	Sun
Mon	20	17	16	20	18 Council & Workshop	15	Mon	20	17	21 Council & Workshop	19	16	21	Mon
Tues	21	18 HCB	17	21	19	16	Tues	21	18	22	20	17	22	Tues
Wed	22	19	18	22	20	17	Wed	22	19	23	21	18	23	Wed
Thur	23	20	19	23	21	18	Thur	23	20	24	22	19	24	Thur
Fri	24	21	20	24	22	19	Fri	24	21	25	23	20	25 Xmas day	Fri
Sat	25	22	21	25 Anzac Day	23	20	Sat	25	22	26	24	21	26 Boxing Day	Sat
Sun	26	23	22	26	24	21	Sun	26	23	27	25	22	27	Sun
Mon	27 Auckland Anniversary	24 Council & Workshop	23	27 Anzac day observed	25	22	Mon	27	24	28	26 Labour Day	23	28 Boxing day observed	Mon
Tues	28	25	24	28	26	23 HCB	Tues	28	25	29	27 HCB	24	29	Tues
Wed	29	26	25	29	27	24 Council - AP	Wed	29	26	30	28	25	30	Wed
Thur	30	27	26	30	28	25	Thur	30	27		29	26	31	Thur
Fri	31	28	27		29	26	Fri	31	28		30	27		Fri
Sat		29	28		30	27	Sat		29		31	28		Sat
Sun			29		31	28	Sun		30			29		Sun
Mon			30			29 Council & Workshop	Mon		31			30		Mon
Tues			31 HCB			30	Tues							Tues
	January	February	March	April	May	June		July	August	September	October	November	December	

KEY
Public Holiday
No Meetings
Council -
Every 6th Monday

Open Meeting

To	Huntly Community Board
From	Gavin Ion Chief Executive
Date	21 October 2019
Prepared by	Brendan Stringer Democracy Manager
Chief Executive Approved	Y
Reference #	GOV0505/2384323
Report Title	Explanation of Statutory Matters affecting Elected Members

I. EXECUTIVE SUMMARY

As required by clause 21(5) of Schedule 7 of the Local Government Act 2002, the Chief Executive is to provide or arrange a general explanation of the Local Government Official Information and meetings Act 1987 and other legislation affecting members.

A summary of relevant legislation is set out in the attachment to this report.

2. RECOMMENDATION

THAT the report from the Chief Executive be received.

3. ATTACHMENTS

I – Explanation of legislation affecting elected members.

Attachment – Explanation of Legislation

Local Government Official Information and Meetings Act 1987 ('LGOIMA')

Access to Local Authority Information

LGOIMA makes available to the public official information held by the Council and promotes the open and public transaction of business at Council meetings.

The guiding principle of LGOIMA is that the Council must make all information available to the public unless there is a good reason for withholding it. The Act sets out an exhaustive list of grounds for withholding information.

Any person may request that specified official information be made available. The Council is required to make a decision on the request no later than 20 working days after the day on which the request was received. All responses by the Council are reviewable by the Office of the Ombudsmen.

Any information provided in good faith and in accordance with the Council's duties does not give rise to legal remedies.

Local Authority Meetings

LGOIMA requires Council meetings to be publicly notified and open to the public. Any agendas, reports or minutes associated with a Council meeting, or circulated to elected members, must be made available to the public – unless there is good reason to withhold that information. Council has the right to exclude the public from the whole or any part of a meeting for any of the reasons specified in section 48 of the LGOIMA.

Minutes of the meetings may be inspected and copies requested by the public. The publication of defamatory matter contained in publicly available agendas or minutes is privileged, unless it can be proven that the Council was predominantly motivated by ill will or took improper advantage of the occasion of publication.

Confidential information given to elected members by the Council must remain confidential and must not be disclosed in public.

Local Authorities (Members' Interests) Act 1968 ('LAMIA')

LAMIA helps protect the integrity of Council's decision-making by ensuring that people are not affected by personal motives when they participate in Council decision-making and cannot use their position to obtain preferential access to contracts.

LAMIA regulates the actions of individual elected members, and also applies to Council committee members (regardless of whether a committee member is also an elected member).

The Act has two main requirements – members cannot:

- i. enter into contract with the Council worth more than \$25,000 (incl GST) in a financial year ('the contracting rule'); or

- ii. participate in matters before the Council in which they have a pecuniary interest, other than an interest in common with the public (the ‘discussing and voting rule’).

A pecuniary interest is an interest that involves money.

The contracting rule (section 3)

A member will be automatically disqualified from office if he/she is ‘concerned or interested’ in contracts with the Council, and the total payments made (or to be made) by the Council exceed \$25,000 (incl GST) in any financial year.

The \$25,000 limit relates to the total value of all payments made under all contracts in which a member is interested during a financial year.

A member can have an indirect interest if the contract is between the Council and another person to whom the member has a personal connection. By way of example only, a spouse/partner, a company in which the member (or their spouse/partner) owns 10% or more of shares, a family trust for which the member (or their spouse/partner) is a beneficiary).

The Office of the Auditor-General (‘OAG’) can give members prior approval and, in limited cases, retrospective approval for contracts that would otherwise disqualify that member under the Act.

The contracting rule does not apply if:

- i. the contract was entered into by a Council committee or a Council officer acting under delegation; and
- ii. the member is not a member of that committee and did not know, and had no reasonable opportunity of knowing, about the contract at the time it was made.

Not all contracts are subject to the contracting rule (e.g. a lease granted to the Council).

If a member breaches the contracting rule, the member will be disqualified from holding office as a member of the Council (or any committee) and is disqualified from being elected as a member (or appointed to a committee) until the next election. It is a criminal offence for a person to act as a member of the Council (or committee) while disqualified.

Discussing and voting rule (section 6)

Members are not allowed to participate in discussion or voting on any matter before the Council or Council committee in which they have a direct or indirect pecuniary interest, other than an interest in common with the public.

The test used by the OAG is:

Whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned.

The following factors are relevant when considering whether a member has an interest in common with the public:

- i. the nature of the member’s interest (such as the kind of interest, its size or extent, and whether it is a direct or indirect interest);
- ii. the size of the group of people who are also affected; and

- iii. whether or not the member's interests and the group's interests are affected in a similar way.

This is often a matter of degree and will always be decided in the circumstances in each situation.

The same requirements around a member having an indirect interest, as noted above in the contracting rule, apply for the discussing and voting rule.

If a member has a pecuniary interest in a matter that is before the Council, or a committee, that member **must**:

- i. declare the existence of a pecuniary interest; and
- ii. abstain from discussion and voting on the matter.

The disclosure and abstention are recorded in the minutes.

There are a number of situations where the discussing and voting rules does not apply (e.g. a member is appointed by the Council to represent a particular activity or organisation, and the member's pecuniary interest is no different from the interest of that activity or organisation).

Again, the OAG can grant an exemption to a member to enable him/her to participate in the discussion or voting within specified parameters.

It is a criminal offence if a member breaches this rule. If convicted, the member becomes incapable of continuing to hold office and a vacancy is created.

Crimes Act 1961

Under sections 105 and 105A of the Crimes Act, it is a crime for any elected member – as an 'official' – to:

- i. corruptly accept, obtain or offer to accept any bribe for the member (or anyone else) for acting, or not acting, in that member's official capacity;
- ii. use or disclose information acquired in that member's official capacity, to obtain (directly or indirectly) an advantage of a pecuniary gain for himself or herself or any other person.

A bribe has a wide definition in the Act, including money, employment or any benefit (whether direct or indirect).

These offences carry a maximum sentence of seven years' imprisonment. If convicted and sentenced to two or more years, the member's office is vacated.

Secret Commissions Act 1910

This legislation brings to members' attention that it is an offence to give or receive gifts, rewards, or other consideration during the course of conducting the affairs of Council.

Any gift or other consideration given, or offered or agreed to be given, to an elected member's close relatives or associates, or anyone chosen by an elected member, is regarded as being given or offered to the elected member (as the Council's agent).

It is also an offence for an elected member to present false or misleading receipts, invoices or accounts to the Council.

If convicted of any offence against the Act, an elected member can be imprisoned for up to seven years. If convicted and sentenced to two or more years, the member's office is vacated.

Local Government Act 2002

Sections 44 to 47 of the Local Government Act 2002 relates to financial loss incurred by local authorities, as a result of unlawful expenditure of money, the unlawful sale of an asset, a liability having been unlawfully incurred, or intentional or negligent failure to collect money the local authority is lawfully entitled to receive.

If the Auditor-General is satisfied that a loss has been incurred, the loss is recoverable as a debt due to the Crown from each member of the local authority jointly and severally.

Health and Safety in Work Act 2015

Under the Act, the Council (as a Person conducting a Business or Undertaking, or 'PCBU') must ensure, so far as reasonably practicable, the health and safety of all workers who work for the Council, and must, so far as is reasonably practicable, provide and maintain a work environment that is without risk to health and safety.

The duties of a PCBU also include the provision of information, training and supervision necessary to keep all persons safe, and to monitor the health of workers and conditions of the workplace for the purpose of preventing injury and illness.

The Act places a specific duty on those holding governance, or senior management. These persons are "officers" under the Act and are in a position to exercise significant influence in relation to the management of business. For the purposes of the Act, the Mayor, councillors and the Executive Leadership Team are officers.

Officers have to keep up to date with health and safety matters, gain an understanding of the risks and hazards associated with Council business, ensure that the PCBU has and uses appropriate resources to eliminate and minimise risks, and ensure that the PCBU has and implements processes for complying with duties under the Act.

Unlike the Executive Leadership Team, the Mayor and Councillors are not required to be directly involved in the day-to-day management of health and safety. They are, however, still required to take reasonable steps to understand Council's operations and health and safety risks, and to ensure that they are managed so that the organisation meets its legal obligations under the Act.

Financial Markets Conduct Act 2013

This Act governs how financial products are created, promoted and sold, and the ongoing responsibilities of those who offer and trade them. It also regulates the provision of some financial services.

The Act controls offers of financial products (debt, equity, managed investments products), and is likely to affect Council should it choose to go direct to the market with an offer of its own debt securities, such as bonds. The Act sets out the disclosure requirements for offers of financial products.

The Act also provides for fair dealing in relation to financial products and prohibits misleading or deceptive conduct and false, misleading or unsubstantiated representations.

Elected members are in a similar position as company directors, i.e. they could be personally liable for breaches of provisions under this Act.

Bylaws

Over the past few years the Council has been working to rationalise the number of bylaws. The current bylaws can be accessed on the Council's website [here](#).

Open Meeting

To	Huntly Community Board
From	Clive Morgan General Manager Community Growth
Date	21 October 2019
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference/Doc Set #	CDR0502 / 2380074
Report Title	Discretionary Funding Guidelines

I. EXECUTIVE SUMMARY

To provide the Board with Discretionary Funding Guidelines to assist the decision making process when considering applications for funding.

The Discretionary Funding Guidelines includes:

- Funding Mechanisms
- Who can apply
- Criteria and Eligibility for Grants (as per the Discretionary Grants Policy)
- Funding Rounds
- Application Process

The Community Development Advisor will be in attendance to present current Funding Applications and to assist with any queries around the application process.

2. RECOMMENDATION

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

3. ATTACHMENTS

Discretionary Funding Guidelines

DISCRETIONARY FUNDING GUIDELINES

How to make a funding application

Waikato District Council provides discretionary funding to assist community groups, non-commercial groups and voluntary organisations operating within the council's rural wards, community boards and the Te Kauwhata and Meremere Community Committees areas.

Funding Mechanisms

1. Waikato District Council Community Boards /Community Committees
2. Waikato District Council Discretionary and Funding Committee

Who can apply?

Any community group, non-commercial group or voluntary organisation can apply for a grant. Specific criteria for each fund is as follows:

1. Waikato District Council Community Boards and the Te Kauwhata and Meremere Community Committees

Community boards and the Te Kauwhata and Meremere Community Committees allocate grants for events and projects in their areas. Applicants must outline how their event or project will contribute to the community board area and wider community. The relevant community board or committee has responsibility for determining grant applications in their area.

2. Waikato District Council Discretionary & Funding Committee

The Discretionary & Funding Committee allocates grants from the Events Fund and the Rural Ward Fund. Rural Ward grants are available for projects and initiatives in rural areas and areas that are not served by a community board. Events grants are only available for events held within the Waikato District Council area.

Criteria for grants

Applications are required to meet the following criteria:

- a) Applications will be accepted from community groups, non-commercial groups and voluntary organisations. Applications from individuals will not be accepted.
- b) Applications will need to be made to the relevant community board or committee, or to Council's Discretionary & Funding Committee.
- c) Applications for Christmas parade/events will need to be made to the relevant community board or community committee.

- d) Applications for Anzac events will need to be made the Discretionary & Funding Committee only. Discretionary Grants Policy 2018 3
- e) Applicants need to describe in their application why the event or project is important to the community and how the wider community will benefit by the event or project.
- f) Grants up to \$5000 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 \$5000 a funding cap of 75% applies
- g) Applicants can have in-kind contributions recognised in terms of the non-grant funding component provided they demonstrate good community engagement.
- h) Applications must detail how the monies sought will specifically be used and how the balance of the monies required for the event or project will be obtained. All grant applications must include a detailed budget for the event or project.
- i) Capital expenditure items may be considered for grant applications.
- j) Applicants can make more than one application for a grant within a 12-month period provided that the grant being sought is for a different project or event and an accountability statement has been completed.
- k) Applications may be considered from schools where the Ministry of Education will not fully fund the project and the benefits are for the wider community. (maintenance and operational costs are excluded).
- l) Grants will not be considered for events or projects that have already occurred / projects completed (i.e. no retrospective funding).
- m) Grants will not be considered for ongoing operational & maintenance cost.
- n) Grants will not be given to oppose consent decisions, attend conferences or to contest legal cases.
- o) Applications from commercial entities will not be considered.
- p) Multiple applications through the discretionary grants funding cycle made to the community boards, community committees and Discretionary & Funding Committee for a local event can be considered provided there is wide community benefit.
- q) Applications above \$1000 will need to complete the prescribed application form, provide relevant quotes and financial statements.
- r) Applications under \$1000 will only need to provide a cover letter describing the event/project and relevant quotes.
- s) The project or event must take place in the Waikato District Council area of jurisdiction.
- t) Council-owned property i.e. halls managed by hall committees and who receive a targeted rate are not eligible for funding.

Eligibility Criteria

Applications are required to meet the following eligibility criteria:

- a)
- b) Applicants must demonstrate that they will be undertaking a project or event that benefits particular community/communities within the Waikato district.
- c) Applicants must be based in the Waikato district or offering services to a community/communities in the district.
- d) Applicants must be either a not for profit organisation OR a registered charitable trust, charitable entity or incorporated society.

- e) Incomplete or non-complying applications will not be considered. If an application is considered to be incomplete the applicant will be given five working days to submit the required outstanding information. If the required information is not received within five working days the entire application will be returned to the applicant.
- f) Successful applicants must complete a project accountability report within 2 months of the completion of the project before being eligible for further funding. This is essential for auditing requirements.
- g) Applicants or their agent will be required to attend the community board / community committee and the Discretionary & Funding Committee to present their application. For applications where an applicant cannot attend the meeting, they need to advise in advance their unavailability to the Community Development Advisor

Funding Rounds

Applications for Waikato District Council funds close on the First Friday of February, April, July, and October.

Presenting your application

Applications are generally considered in the month following the closing date. Applicants are advised in writing (letter and/or email) the date and time of the meeting.

Guide to Application Form

Prior to submitting your application, please contact the Waikato District Council's community development co-ordinator, on 0800 492 45 Ext 5732 or 5650, to discuss your application requirements and confirm that your application meets the eligibility criteria.

- ☐ Applications must be completed in the document provided and emailed to Funding funding@waidc.govt.nz
- ☐ All parts of the application need to be completed and all supporting information supplied.
- ☐ Please note that incomplete applications WILL NOT be considered and will be returned.

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 the last three months bank statements
- ☐ A copy of any documentation verifying your organisations legal status
- ☐ Encoded deposit slip to enable direct credit of any grant payment made
- ☐ Include copies of written quotes (these must match the Funding Requirements in section 4.)

Section 1 – Your details

- ☐ You need to provide the name and purpose of your organisation, address details and contact details for someone who we can contact in relation to the application.
- ☐ Charities Commission number (if you have one)
- ☐ If your organisation is GST registered, you must provide the GST number. Bank details are also required.

Section 2 – Community Well-beings and Outcomes

In order to be considered for funding, your project /event needs to contribute to one or more of the Waikato District Council's community well-beings and outcomes. Please tick at least one box on the form to indicate which wellbeing and outcome your project /event contributes to.

WAIKATO DISTRICT COMMUNITY WELL-BEINGS

<i>Social</i>	people have a voice in their future, choice in their lives and a sense of
<i>Economic</i>	use of land, infrastructure, regulation of activities, tourism
<i>Cultural</i>	communities and individuals participating in recreation, creative and cultural activities, arts, history, heritage and traditions.
<i>Environmental</i>	environmental outcomes our community wants to achieve, and how they prioritise the actions to achieve them.

WAIKATO DISTRICT COMMUNITY OUTCOMES

<i>Accessible Waikato</i>	A district where the community's access to transport infrastructure and technology meets its needs.
<i>Sustainable Waikato</i>	A district where growth is managed effectively and natural resources are protected and developed for future generations.
<i>Thriving Waikato</i>	A district that prides itself on economic excellence, where heritage and

culture are protected and celebrated.

Healthy Waikato A district with services and activities that promote a healthy community.

Safe Waikato A district where people feel safe and supported within their communities.

Section 3 – Your event or project

- ☐ Describe your event or project – what, when, where, why and who will benefit.

Section 4 – Funding requirements

Details of the cost of your project or event need to be provided in this section. You can complete the relevant part of the form OR if there is not enough room, you can attach additional budget details on a separate piece of paper. Please advise:

- ☐ Cost of the event/project
- ☐ How much funding is being sought from Waikato District Council
- ☐ What the funding will be used for
- ☐ Who is involved and how many volunteers
- ☐ Have described how the wider community will benefit from the event/project

You need to show here that you have enough funds to cover the total cost of your project/event. This includes details of alternative funding sources already accessed, or likely to be accessed. If you have received previous funding from the Waikato District Council in the last two years, you need to provide details of that.

Attachments required for section 4: Written proof of supplementary funding already raised or copies of applications to other funders (which are pending decision).

If your organisation is governed by another body (ie national or regional) you must provide a copy of any documentation verifying your organisations legal status. You may also provide a letter of support from the organisation's trustees/executive committee, along with any additional information in support of your application such as, newspaper articles, recent newsletters, letters of support etc.

How do I know if our application is successful?

If the committee or community board approves your application, the council will advise the contact person in writing and arrange for the grant to be paid.

If your application is not approved, the council will advise the contact person in writing.

What else you should know

- Groups benefiting from discretionary funding need to acknowledge the council's contribution, for example through brochures or billboards.
- Grants will automatically lapse if not uplifted within 12 months.
- Your organisation MUST complete an accountability form within 2 months on completion of the project.

Open Meeting

To	Huntly Community Board
From	Tony Whittaker Chief Operating Officer
Date	21 October 2019
Prepared by	Andrew Nimmo Project Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0505
Report Title	Discretionary Fund Report to 21 October 2019

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 21 October 2019.

2. RECOMMENDATION

THAT the report from the Chief Operating Officer be received.

3. ATTACHMENTS

Discretionary Fund Report to 21 October 2019

24 HUNTLY COMMUNITY BOARD DISCRETIONARY FUND 2019/20

	GL	GL 1.204.1704
2019/20 Annual Plan		24,026.00
Carry forward from 2018/19		32,264.00
Total Budget		56,290.00
Income		
Total Funding Available		56,290.00
Expenditure	Resolution No.	
20/08/2019 Huntly Community Patrol - towards the costs of maintaining the vehicle and petrol	HCB1908/05	1,000.00
20/08/2019 Huntly Community Angels & Friendship House - Christmas in the Park 2019	HCB1908/07	3,410.51
Total Expenditure		4,410.51
Net Funding Remaining (Excluding commitments)		51,879.49
Commitments		
21/06/2016 Commitment for placemaking projects (HCB1606/03/1)	15,000.00	
Less: Expenses	2,874.61	12,125.39
21/02/2017 Huntly Christmas related activities - recurring	HCB1702/04	to be confirmed
21/08/2018 Secret Garden Project (placemaking)	HCB1808/04	1,000.00
21/08/2018 Plastic organiser bins	HCB1808/04	75.00
21/05/2019 Graeme Dingle Foundation - Huntly West community led project	HCB1905/04	885.00
21/05/2019 Revitalise 2 Huntly entrance sites	HCB1905/06	5,000.00
20/08/2019 Waikato District Crime Prevention Technology Trust - towards Huntly CCTV Project	HCB1908/06	10,000.00
17/09/2019 Huntly Fire Brigade - towards the Secret Garden Project	HCB09/04	250.00
17/09/2019 Huntly Menz Shed - towards the Secret Garden Project	HCB09/04	250.00
Total Commitments		29,585.39
Net Funding Remaining (Including commitments) as of 21 October 2019		22,294.10

Open Meeting

To	Huntly Community Board
From	Clive Morgan General Manager Community Growth
Date	23 October 2019
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference	CDR0505 / 2384462
Report Title	Lakeside Christian Life Centre & Community Centre

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Lakeside Christian Life Centre & Community Centre towards the cost of their Community Christmas Carols at the Lakeside 2019 and funding a temporary air-conditioning unit.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the **Lakeside Christian Life Centre & Community Centre** towards the cost of their **Community Christmas Carols at the Lakeside 2019** and funding a temporary air-conditioning unit;

OR

AND THAT the request from the **Lakeside Christian Life Centre & Community Centre** towards the cost of their **Community Christmas Carols at the Lakeside 2019** and funding a temporary air-conditioning unit is declined / deferred until for the following reasons:

3. BACKGROUND

Lakeside Christian Life Centre & Community Centre is hosting their Community Christmas Carols at the Lakeside 2019, Sunday 1 December 2019 at 1 Emmanuel Place Huntly.

- The event is open to all families for a fun-filled evening of entertainment by our local schools and community groups.

- There will be 50 volunteers involved from local schools and community groups.

They will also need funding for a temporary air-conditioning unit, because the building they will use can get very stuffy and hot during summer times but the aim for next year is to approach more funders to get a permanent air-conditioning unit installed.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$4,234.42. The Lakeside Christian Life Centre & Community Centre is seeking funding of \$4,234.42 towards the cost of hosting their Community Christmas Carols at the Lakeside 2019 and funding a temporary air-conditioning unit.

GST Registered	Yes
Set of Accounts supplied	Yes
Previous funding has been accounted for by this organisation	Yes

6. POLICY

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

Consideration by the Committee is required with regard to this funding request.

8. ATTACHMENTS

App - Lakeside Christian Life Centre & Community Centre – Community Christmas Carols at the Lakeside 2019 and funding a temporary air-conditioning unit

LAKESIDE CHRISTIAN LIFE CENTRE

**1 Emmanuel Place
Huntly 3700
P.O. Box 47
Huntly 3740**

Snr Pastor: Pastor Owen Mounsey

Ph: (07) 828 8530

Email: lakesideclc@gmail.com

2nd October 2019

Funding Co-ordinator
Waikato District Council
Private Bag 544
Ngaruawahia 3742

Dear Funding Committee,

Attached in this email is our funding application for the 2019 Huntly Community Christmas Carols @ Lakeside being held Sunday 1st December 2019.

As you can see, we are also asking for help to install a temporary air-conditioning unit. We have had to install this over the past 3 years as the building can become very hot with the amount of people that attend and before that we had kids almost passing out due to the heat, so that is why we go for this option. We did try to apply to WEL to have a permanent one installed as they said they would help us with this, but we were denied. So next year we are going to try again and go to more funding committees to help us get a permanent one installed, so we do not have to worry about funding for a temporary one. We have also applied to WEL Energy for funding for a temporary install, but we are unsure of how much they will give towards it, as they have helped us in previous years.

We thank you for giving us the opportunity to apply for funding for our 2019 Community Christmas Carols @ Lakeside event. We look forward to hearing from the Funding Committee on the outcome of our funding application from the Huntly Community Board. Please contact me either by the above email address or my mobile number 027 6574622 if you have any questions regarding this application for funding.

Yours faithfully,



Helen Mahon
Administrator



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development co-ordinator, on 0800 492 45 Ext 5732 or 5650, 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**
- Applications must be completed in the document provided and emailed to Funding funding@waide.govt.nz
- Please ensure you have read the Guidelines prior to completing the application form (these are updated from time to time).
I have read and understood the guidelines for funding applications document **Yes/No**
- All parts of the application need to be completed and all supporting information supplied.

Please note that incomplete applications **WILL NOT** be considered and will be returned.

Contact email: (Correspondence will be emailed from funding@waide.govt.nz)

Which fund are you applying to: (Please tick **one appropriate box)**

Discretionary and Funding Committee

☐

Project Fund (Rural Ward Areas)

☐

Event Fund

OR

Community Board / Committee Discretionary Fund for local Projects/Events

Raglan

☐

Taupiri

☐

Onewhero-Tuakau

☐

Ngaruawahia

☐

Huntly

☒

Te Kauwhata

☐

Meremere

☐

Section I – Your details

Name of your organisation and contact person

Lakeside Christian Life Centre & Community Centre

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

Our motto is Building People Today for a Better Tomorrow. We offer our services and building to the community to be used for various community events, e.g. funerals, sporting prizegivings etc.

Phone number/s:

027 657 4622

Email/Address:

lakesideclc@gmail.com

If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current):

CC23881

Section 2 – Your event/project

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

2019 Huntly Community Christmas Carols @ Lakeside
1st December 2019
1 Emmanuel Place Huntly

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

50, local schools, local community groups

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

This event will allow families to come out for an evening of fun-filled entertainment by our local schools and community groups.

Are you GST registered?

No ☐

Yes



GST Number 77 / 789 / 057

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 the last three months bank statements
- A copy of any documentation verifying your organisations legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

Section 3 – Funding requirements

Note: Please provide full details of how much your event/project will cost, how much you are seeking from the Waikato District Council and 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 that 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 <u>total</u> cost of your project/event	\$	\$ 4234.42
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total	\$	\$ 0.00

Only include the Funding being sought from Waikato District Council below

Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	\$
Advertising	\$	\$ 360.00
Spot Prizes	\$	\$ 586.90
Sausages & Bread	\$	\$ 220.66
Refreshments	\$	\$ 163.48
Installation of Temporary Air-Conditioning Unit	\$	\$ 2903.38
	\$	\$
Total Funds being sought from <u>WDC</u> Total	\$	\$ 4234.42

Has/will funding be sought from other funders?

Yes



No



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

a) WEL Energy Trust - temporary air-con. unit	\$ _____	\$ 2903.38
b)	\$ _____	\$ _____
c)	\$ _____	\$ _____
d)	\$ _____	\$ _____
Total of other funds being sought Total	\$ _____	\$ 2903.38

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

Church members will host this evening. Local community groups will cook and serve sausages. Maori Wardens will control parking and security.

Section 4 – Community wellbeing and outcomes

Which community wellbeing will your project contribute to?
(See the guidelines sheet for more information on this section).

Social ☒ Economic ☐ Cultural ☒ Environmental ☐

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

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
Huntly Community Board	2019 Community Easter Event	23/4/19	\$1039.89
Huntly Community Board	2018 Community Christmas Carols	4/12/18	\$3450.00
Huntly Community Board	2017 Community Christmas Carols	6/12/17	\$2300.00

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.

Signed: H Mahon Name: Helen Mahon

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

Signature: H Mahon Date: 2/10/19

Position in organisation (tick which applies) Chairman ☐ Secretary ☒ Treasurer ☐

Signature: J Young Date: 2/10/19

Position in organisation (tick which applies) Chairman ☒ Secretary ☐ Treasurer ☐

*Incomplete applications will not be accepted and will be returned

Hart & Associates Limited

Director ~ Philip Hart

Associate ~ Jody Grut

**Lakeside Christian Life Centre
Review Report
For the Year Ended 31st March 2019**

Review Report

To the governing body, Lakeside Christian Life Centre

We have reviewed the attached Financial Statements. The Financial Statements provide information about the past financial performance of the society and its financial position as at 31st March 2019.

The Governing Body's Responsibilities

The governing body is responsible for the preparation of the financial report, which fairly reflects the financial position of the society as at 31st March 2019, and of the results of operations for the year ended on that date.

Reviewer's Responsibilities

It is our responsibility to provide a limited assurance on the financial report presented by the committee and to report our opinion to you.

Basis of Opinion

A review includes assessing how the entity has prepared the historic financial information and provides a report giving a conclusion on whether there is anything to suggest that the financial information has not been prepared in accordance with the applicable financial reporting standards.

Please note that this is not an audit and the nature, timing and extent of procedures are more limited to that of an audit. We are not licensed to provide an audit opinion.

Opinion

Nothing has come to our attention that causes us to believe that the annual financial statements are not presented fairly in all material respects in accordance with the applicable financial reporting standards

Our review was completed on 28th May 2019 and our opinion is expressed as at that date.

Reviewer: Philip Hart
Chartered Accountant
Huntly



Lakeside Christian Life Centre

Profit & Loss Statement

April 2018 through March 2019

Income			
Tithes and Offerings			
General Tithes & Offerings	111,800		
Koha	10,026		
Total Tithes and Offerings		121,826	
Investment and Property Income			
Interest Received	170		
Rent received	2,608		
Funeral Services	1,043		
Rent Received	1,843		
Bonus Bonds	110		
Total Investment and Property Income		5,775	
Missions and Activities			
Grants	33,011		
SuperKidz Club	5,193		
Emmanuel Catering	174		
Photocopying/Laminating Income	55		
Youth Group	1,583		
Community Christmas Carols	3,068		
Total Missions and Activities		43,083	
Total Income			170,684
Expenses			
Fellowship Running Expenses			
Accounting	400		
Advertising	1,159		
Bank Fees	232		
Bibles & Literature	236		
Computer Supplies	607		
Communion Supplies	211		
Depreciation	23,358		
Flowers	696		
Insurance	4,933		
Laundry & Cleaning	622		
Petty Cash	261		
Photocopying	3,801		
Postage	352		
Power	4,523		
Repairs and Maintenance	36		
Meals & Entertainment	394		
Stationery	834		
Subscriptions	145		
Telephones & Internet	2,879		
Mobile Phone	1,175		
Total Fellowship Running Expenses		46,852	
Ministries and Outreach			
AoG Levy			
Subscriptions & Levies	3,104		
Total AoG Levy		3,104	
Teaching			
Seminars & Conferences	-15		
Total Teaching		-15	
Music Resources			
Music Supplies	216		
Sound Equipment	261		
Instrument Tuning	139		
Copyright Fees	813		
Total Music Resources		1,429	
Children Ministries			
Superkidz Church	541		
Total Children Ministries		541	
Fellowship Ministries			
Mens Fellowship	286		
Emmanuel Catering	2,301		

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Lakeside Christian Life Centre

Profit & Loss Statement

April 2018 through March 2019

Ministerial Expenses	496	
Total Fellowship Ministries		3,083
Community Missions		
Welfare	145	
Community Christmas Carols	4,737	
Outreach	1,341	
Total Community Missions		6,222
Specific Missions		
John Childers	600	
Joanna McEwing - Joshua Fund	600	
Dale van Steenis	500	
Rhema Broadcasting Donation	680	
Total Specific Missions		2,380
Total Ministries and Outreach		16,744
Property Expenses		
Rates	1,384	
Repairs & Maintenance Building	2,388	
Repairs & Maintenance Property	1,745	
Water	338	
Total Property Expenses		5,855
Pastoral Expenses		
O & J Mounsey	29,872	
A.C.C. Levy	63	
Wages, Salaries & Stipends	19,696	
Total Pastoral Expenses		49,630
Motor Vehicle Costs		
Petrol	3,283	
Petrol vans	1,152	
Petrol staff	2,554	
Car Repairs & Maintenance	1,261	
Car Insurance	409	
Van Repairs & Maintenance	3,965	
Van Insurance	1,542	
Other Vehicles - Maintenance	235	
Total Motor Vehicle Costs		14,401
Expenses paid for Howick		
Expenses paid for Howick	-186	
Vehicle expenses paid for Howi	-211	
Total Expenses paid for Howick		-397
Total Expenses		133,085
Operating Profit		37,599
Designated Funds Received		
Designated Funds Disbursed		
Net Profit / (Loss)		37,599

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Lakeside Christian Life Centre

P O Box 47
Huntly 3740

Balance Sheet

As of March 2019

28/05/2019
11:02:00 a.m.

Assets		
Current Assets		
Cheque Account General - ANZ	23,539	
Serious Saver	9,958	
ANZ Bonus Bonds General	10,890	
ANZ Bonus Bonds Womens	250	
ANZ Bonus Bonds Youth	230	
Trade Debtors	149	
GST Refund Due	-9,880	
Total Current Assets		35,137
Fixed assets		
Land & Buildings		
Land at Cost	330,000	
Retaining Wall	5,714	
Provision for Depreciation	-1,794	
Trough	883	
Provision for Depreciation	-383	
Building at Valuation	731,713	
Provision for Depreciation	-132,134	
Container	17,641	
Provision for Depreciation	-7,141	
Total Land & Buildings		944,499
Vehicles		
Kingcat Lawn Tractor	8,696	
Provision for Depreciation	-5,996	
Ford Transit Van	31,130	
Provision for Depreciation	-13,130	
Ford Transit Van	34,783	
Provision for Depreciation	-13,783	
Lexus EYZ 153	4,348	
Provision for Depreciation	-748	
Total Vehicles		45,300
Plant and Equipment		
Plant and Equipment	64,239	
Provision for Depreciation	-56,739	
LCD TV Projector Unit	692	
Provision for Depreciation	-592	
Sound Equipment	16,618	
Provision for Depreciation	-3,618	
Televisions	2,190	
Provision for Depreciation	-1,390	
Security Cameras	483	
Provision for Depreciation	-283	
Ipads and Casings	2,861	
Provision for Depreciation	-861	
Ipods	2,857	
Provision for Depreciation	-757	
Floor Coverings	40,399	
Provision for Depreciation	-2,399	
Total Plant and Equipment		63,700
Computer Equipment		
Computer Printer	914	
Provision for Depreciation	-814	
Computer	814	
Provision for Depreciation	-614	
Total Computer Equipment		300
Furniture and Fittings		
Church Furniture	50,000	
Provision for Depreciation	-48,000	
Tables 2.	536	
Provision for Depreciation	-336	

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Lakeside Christian Life Centre

Balance Sheet

As of March 2019

28/05/2019
11:02:01 a.m.

Total Furniture and Fittings			
Total Fixed assets	2,200		
Total Assets		1,055,999	
			1,091,136
Liabilities			
Current Liabilities			
GST Owing			
GST Collected	2,215		
GST Claimable	-10,626		
GST Adjustment	-3,876		
GST Per Return	-100		
Total GST Owing		-12,386	
Total Current Liabilities			-12,386
Total Liabilities			-12,386
Net Assets			1,103,522
Equity			
Balance at Beginning of Year		1,065,923	
Current Year Earnings		37,599	
Total Equity			1,103,522

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CERTIFICATE OF INCORPORATION
of

LAKESIDE CHRISTIAN LIFE CENTRE
(HN/1130681)

This is to certify that LAKESIDE CHRISTIAN LIFE CENTRE was incorporated under the Charitable Trusts Act 1957 on the 23rd day of March 2001.



Neville Harris

Neville Harris
Registrar of Incorporated Societies
4 April 2001

Certificate of Registration

Lakeside Christian Life Centre

Registration number: CC23881

This is to certify that Lakeside Christian Life Centre was registered as a charitable entity under the Charities Act 2005 on 5 May 2008.



Chair
Charities Commission



Chief Executive
Charities Commission

Lakeside Christian Life Centre
Attention Helen Mahon
Administrator

September 30 2019

Good Morning, Helen

Please find our quote as requested for your up and coming event
Christmas Carols.

To supply and publish one quarter page advert in full colour

\$360.00 price excludes GST

Regards Jim & Karen Richardson
Chatter Community Newspaper
GST Number: 55 796 874

Chatter Celebrated 20 Years in Print March 2019

**P.O Box 113 Te Kauwhata
email: tkchatta@xtra.co.nz**

Office 07 8263 148

Jim: 0274 746867, Karen 0274 771 603

www.chatternewspaper.co.nz



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Briscoes Te Rapa
0800 274 726

Tax Invoice
GST 10-024-870 inc gst

September 20, 2019 10:18:08 10270200240317

Invoice: 1027
*** SUSPENDED ***

Customer Details:

lake

	\$
Salad Spinner ZY Swift Dry 1246 Large	99.99
****Quote****	
1071116 QTY 1 @ \$99.99 EA	
Hand Blender ZIP 3 in 1 421	99.99
1044162 QTY 1 @ \$99.99 EA	
Flask THE Thermos 1lt 2510R	99.99
1014805 QTY 1 @ \$99.99 EA	
Flask THE Thermos 1lt 2510R	99.99
1014805 QTY 1 @ \$99.99 EA	
Slow Cooker ZIP Round 3.5Lt 952	99.99
1083945 QTY 1 @ \$99.99 EA	
Drink Dispenser OF w/Hugs Set 13pc	15.00
1081749 QTY 1 @ \$15.00 EA	
Rice Cooker ZIP 7Cup S/S 837	99.99
Discount: E Promotion on Product	-60.00
Net Price	39.99
1044014 QTY 1 @ \$39.99 EA	
Toaster RH Classic RHT12BRU 2 Slice	119.99
****Quote****	
1067281 QTY 1 @ \$119.99 EA	
Total	\$674.93
Items 8	

*** SUSPENDED ***

You were served by Dylan

This receipt must be presented for any returns or
exchanges.

We'll happily exchange your purchase within 30 days,
provided goods are in original condition.

Briscoes is unable to exchange or return pillows,
shavers, hair straighteners and curlers.
Refer to www.briscoes.co.nz for our
refund and exchange guidelines.

Help us serve you better and be into

WIN a \$250 Gift Voucher

To enter visit briscoesfeedback.co.nz/TeRapa
See in store for terms and conditions

MAD BUTCHER

NEW ZEALAND'S BUTCHER *Since 1971*

Quote

Mad Butcher Chartwell

Lynden Court
Chartwell
PO Box 6044
Hamilton 3245

Lakeside CLC
Huntly

Phone: 07 853 7511
Fax: 07 853 7510

Date: 02/10/2019

Description

600 x Pre-cooked sausages	\$210.00
25 x Sandwich loaf bread @ \$1.75 each	\$ 43.75
Quote total (including GST):	\$253.75

countdown

countdown.co.nz

9164 Huntly PH: 07 828 2041
16 - 18 Tutate Mahuta Drive
Tax Invoice/Credit Note - GST No. 44-833-938

Training Mode

		\$
WW Still Spring Water 350ml X 12Pk		
Qty	10 @ \$5.00 each	50.00
Coca Cola Soft Drink 30X330ml		
Qty	2 @ \$23.00 each	46.00
PRICE REDUCED BY \$7.00 each		
Sprite Lemonade Soft Drink 30X330ml		
Qty	2 @ \$23.00 each	46.00
PRICE REDUCED BY \$7.00 each		
Lemon & Paeroa Soft Drink 30X330ml		
Qty	2 @ \$23.00 each	46.00
PRICE REDUCED BY \$7.00 each		

Training Mode

16 SUBTOTAL	\$188.00
TOTAL	\$188.00
Cash	\$188.00
Change	\$0.00
 TOTAL includes GST	 \$24.52

ONECARD REWARDS

JOIN ONECARD

Save your way, every day. PICK UP YOUR ONECARD today!

Thank you for visiting Countdown today.

Tell us about your experience
for a **CHANCE TO WIN a**
Countdown Gift Card
1x\$500 and 5x\$100 cards
to be won monthly.
Terms & Conditions apply.
Share your feedback at
www.countdownlistens.co.nz

You have earned a TOTAL of 6 Disney Word Tiles
to add to your collection

Training Mode

Thank you for shopping with us

STORE 9164 PDS 001 TRANS 330 16:17 02/10/2019



62991640010330021019



Proposal #:
Date :

P-122715-1
1/10/2019

Lakeside Christian Life Centre
1 Emmanuel Pl, Huntly 3700
Huntly 3700

Attn: Helen Mahon
Tel: 0276574622
Email: lakesideclc@ihug.co.nz

Sales Person: Eyad Moulhem
Tel: +61 447 543 704
Email: eyad.moulhem@aggreko.com.au

Dear Helen Mahon,

Thank you for your interest in services provided by Aggreko (NZ) LTD. I am pleased to submit the following proposal, which confirms our pricing and support services. Aggreko (NZ) LTD is responsive around the clock to ensure your complete satisfaction.

Overview of Services:

Thank you for your enquiry regarding your requirement for a temporary solution for temperature control services which you require for 1 day at Lakeside Christian Centre, Huntly.

As discussed, we understand that you require cooling for your Christmas carols event.

We are therefore pleased to submit our hire proposal based on the following scope of supply:

- 1 x 50KW AC Unit
- Additional: temporary supply & return duct, power cable & adapter tail to allow connection to switchboard

Aggreko will also provide you with:

- 24 hours, 7 days availability on all support services
- Reliability with full additional capacity and redundancy on all equipment
- Technical knowledge with comprehensive understanding of compliance issues relating to power supply
- All consumables and regular servicing of the equipment is included in our costings

I would like to take this opportunity to thank you for considering Aggreko for your temporary power and temperature control needs. We trust that the above proposal meets with your approval and we look forward to supporting you with your requirements.

If you require any further information please do not hesitate to contact me directly.

Sincerely,
Eyad Moulhem

Aggreko (NZ) LTD
Auckland NEW ZEALAND
1048-1050 Great South Road
Mt Wellington, Auckland 1060
New Zealand
Off: 0800 950 950
Fax: +61 3 95865051



Proposal #:
Date :

P-122715-1
1/10/2019

Expected Rental Start: 1/12/2019
Expected Rental End: 1/12/2019

Rental Duration: 1 Days

Recurring Charges: Rates Reflect Quantities

Qty	Description	Total Price
1	Air Conditioner 50 kW	
2	—20 Metre x CEE Form 63A Plug and Socket Cable 6mm2 x 5 Extension	
2	—Duct 20 in (500 mm) Flex	
1	Y-Piece	
1	Environmental Fee @ 1.5% — 1.50%	
1	Minor Damage Waiver @ 12% — 12.00%	
	TOTAL	1,163.38

One Time Charges:

Qty	Description	Price (Each)	Total Price
1	Freight - Delivery (Estimation/One Time)	450.00	450.00
1	Freight - Return (Estimation/One Time)	450.00	450.00
1	Labor - Setup (Estimation/One Time)	360.00	360.00
1	Labor - Teardown (Estimation/One Time)	180.00	180.00
1	Labor - Weekend - Call Out Fee (Fixed Rate/One Time)	300.00	300.00
	TOTAL		1,740.00

TOTAL DURATION PRICE

2,903.38

Open Meeting

To	Huntly Community Board
From	Clive Morgan General Manager Community Growth
Date	22 October 2019
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference	CDR0505 / 2384461
Report Title	Waikato Enterprise Committee Charitable Trust

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from Waikato Enterprise Committee Charitable Trust towards the cost of Santa's Grotto/Wonderland.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the **Waikato Enterprise Committee Charitable Trust** cost towards **Santa's Grotto/Wonderland**;

OR

AND THAT the request from the **Waikato Enterprise Committee Charitable Trust** cost towards **Santa's Grotto/Wonderland** is declined / deferred until for the following reasons:

3. BACKGROUND

The Waikato Enterprise Committee Charitable Trust is hosting a Santa's Grotto/Wonderland, *TBA Day and Date* December 2019 based at the Huntly War Memorial Hall.

This will be an annual event for Huntly and the local residents have decided to construct a Santa's Grotto/Wonderland Christmas made from re-usable items. It will give children the opportunity to experience a Northern hemisphere interpretation of Christmas with a tunnel of snow, Christmas trees and Santa Claus etc. The hall will be blacked out and lit with lots of fairy lights to create a memorable atmosphere.

There will be 30 volunteers that will work alongside local community groups, Menzshed and Friendship House to develop this project.

This will be open and available to all locals, wider community and visitors.

4. OPTIONS CONSIDERED

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

5. FINANCIAL

Funding is available to allocate for the year.

The project is noted to cost \$ 2,642.00. The Waikato Enterprise Committee Charitable Trust is seeking funding of \$1,993.95 towards the cost of a Santa's Grotto/ Wonderland.

GST Registered	Yes
Set of Accounts supplied	Yes
Previous funding has been received by this organisation	Yes

6. POLICY

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

Consideration by the Committee is required with regard to this funding request.

8. ATTACHMENTS

App - The Waikato Enterprise Committee Charitable Trust – Santa's Grotto/Wonderland



DISCRETIONARY FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Waikato District Council's community development co-ordinator, on 0800 492 45 Ext 5732 or 5650, 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**
- Applications must be completed in the document provided and emailed to Funding funding@waikato.govt.nz
- Please ensure you have read the Guidelines prior to completing the application form (these are updated from time to time).
I have read and understood the understood the guidelines for funding applications document **Yes/No**
- All parts of the application need to be completed and all supporting information supplied.

Please note that incomplete applications **WILL NOT** be considered and will be returned.

Contact email: (Correspondence will be emailed from funding@waikato.govt.nz)

Which fund are you applying to: (Please tick **one** appropriate box)

Discretionary and Funding Committee

☐

Project Fund (Rural Ward Areas)

☒

Event Fund

OR

Community Board / Committee Discretionary Fund for local Projects/Events

Raglan

☐

Taupiri

☐

Onewhero-Tuakau

☐

Ngaruawahia

☐

Huntly

☒

Te Kauwhata

☐

Meremere

☐

Section I – Your details

Name of your organisation and contact person

Waikato Enterprise Agency

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

WEA is a registered Charitable Trust that has delivered economic, community and tourism development since

Phone number/s:

027 4949 640 or 07 828 8623

Email/Address:

Janie@waikatodistrict.co.nz

If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current):

CC42374

Section 2 – Your event/project**What is your event / project, including date and location?** *(please describe in full the project details)*

An energetic, enthusiastic group of local residents have put their heads together and designed a wonderful (reusable) Christmas concept portraying a white Christmas wonderland so the children of our community and rural communities can experience the pleasure of what a white Christmas would look like.

The Plan is to construct a Santa's Grotto/ Wonderland utilising the Northern hemispheres interpretation of Christmas with a tunnel of snow, Christmas trees, Santa Claus etc... Utilising the Huntly War Memorial Hall and constructing items that can be re-used again next year as the group intend to make it an annual event for Huntly, and surrounding districts young and old residents.

The volunteers will work in with local community groups; Menzshed and Friendship House, to develop the project and draw in local volunteer support and expertise as required.

The hall will be blacked out and lit with lots of fairy lights to create a special and memorable atmosphere.

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

Up to 30 people will support this project.

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

The event has been designed to be open and available to any residents or people that wish to visit the Christmas Wonderland. The kaupapa for this event is all are welcome to come and enjoy a fun Christmas experience.

Are you GST registered?

No

☐

Yes

☒

GST Number 055 / 961 / 514

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 the last three months bank statements
- A copy of any documentation verifying your organisations legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

Section 3 – Funding requirements

Note: Please provide full details of how much your event/project will cost, how much you are seeking from the Waikato District Council and 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 that 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 <u>total</u> cost of your project/event	\$3,092.00	\$2,642.00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total	\$500.00	\$500.00

Only include the Funding being sought from Waikato District Council below

Project Breakdown (itemised costs of funding being sought) If there is insufficient space below please provide a breakdown of costs on an additional sheet.	\$	\$
Construct 20 balustrades for the grotto	\$	\$1,460.00
construct Santa's letterbox	\$	\$190.00
Greenhouse Tunnel	\$399.90	\$343.95
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from <u>WDC</u> Total	\$	\$1993.95

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)	\$ _____	\$ _____
Total of other funds being sought Total	\$ _____	\$ _____

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

The volunteer contribution is estimated over 11 days to be 150 hours collectively

Phone number/s:

027 4949 640 or 07 828 8623

Email/Address:

Janie@waikatodistrict.co.nz

If you are a Registered Charity (we require your registration number & confirmation that your organization registration is current):

CC42374

Section 2 – Your event/project**What is your event / project, including date and location?** *(please describe in full the project details)*

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Up to 30 people will support this project.

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

The event has been designed to be open and available to any residents or people that wish to visit the Christmas Wonderland. The kaupapa for this event is all are welcome to come and enjoy a fun Christmas experience.

Are you GST registered?

No

☐

Yes

☐

GST Number 055 / 961 / 514

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 the last three months bank statements
- A copy of any documentation verifying your organisations legal status
- Include copies of written quotes (these must match the Funding Requirements in section 4.)

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

Social ☒ Economic ☐ Cultural ☐ Environmental ☐

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

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
N/A			

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.

Signed: _____ Name: _____

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

Signature: Kiri Bealobed Date: 8/10/19
 Position in organisation (tick which applies) Chairman ☐ Secretary ☒ Treasurer ☐

Signature: [Signature] Date: _____
 Position in organisation (tick which applies) Chairman ☒ Secretary ☐ Treasurer ☐

*Incomplete applications will not be accepted and will be returned

TAX INVOICE

G.S.T. No 50-703-347

To

Huntly War Memorial Hall Committee

Invoice No

2K190902

C/O Friendship House

Williams Street

Quote

WMHall-001

Huntly

Date

20-Sep-19

Lighting for Santa's Grotto and walkway

quantity

per ea

Cost

8 Way splitter board	6	\$16	\$96.00
Movement Sensors 12v dc	6	\$15	\$90.00
5m Mains Extension	6	\$5	\$30.00
Cable Ties and Clips(Fixings)	1	\$40	\$40.00
LED Special Strip light	2	\$40	\$80.00
Coloured floods	2	\$52	\$104.00
Installation Labour	8	\$50	\$400.00

Total

\$840.00

Account for payment

Perkins Instruments
ANZ 06-0401-0281026-00

Sub Total	\$840.00
GST	\$126.00
Total	\$966.00

Hit Sign in or register

Daily Deals

Gift Cards

Help & Contact

All the deals
let's chill.

Sell My eBay

Shop by
category

Search

Back to search results | Listed in category: Home & Garden > Holiday & Seasonal Décor > Other Holiday & Seasonal Décor

**50mtr Meters Roll Fake Snow Christmas nativity soft white blanket artificial**

QUICK DISPATCH & DELIVERY * QUALITY ARTIFICIAL SNOW

6 product ratings

Condition: **New**

Quantity: 1 More than 10 available / 200 sold

Price: **GBP 18.99**
Approximately
US \$23.69

Buy It Now

Add to cart

Add to Watchlist

100% buyer
satisfaction

Returns accepted

77 watchers

Shipping: **GBP 10.33 (approx. US \$24.12)** Expedited
Shipping to New Zealand | [See details](#)Item location: Ince Wigan, Lancashire, United Kingdom
Ships to: United Kingdom and many other countries. [See details](#)Delivery: Estimated between **Fri. Oct. 11** and **Thu. Oct. 17**
Includes international tracking

Payments:

Any international shipping and import charges are paid in part to
Piney Bowes Inc. [Learn More](#)**Seller information**

diy-foam-upholstery-supplies

99.8% Positive feedback

Save this Seller

Contact seller

Visit store

See other items

Registered as a Business Seller

Shop with confidence

eBay Money Back Guar

[Learn more](#)

Have one to sell? Sell now

Approx \$77

Similar sponsored items

50mtr Roll Fake Snow blan-
ket Christmas decoration
\$24.94Artificial Fake Snow Blanket
Roll Christmas Tree Simula-
\$5.85Fake Snow Santa's Grotto
Decoration Christmas Blan-
\$7.47DUTCH XMAS CHRISTIAN
BETHLEHEM
\$14.96Artificial Fake Snow Blanket
Roll Christmas Decor Scene
\$4.43100g Christmas
Snowflakes Whit
\$4.60

Related sponsored items

As you can see the cost is in GBP
we have not been able to find it in
NZ. But it no real problem

Feedback or



50mtr Roll Fake Snow blanket Christmas decoration
\$24.94



FAKE SNOW BLANKET ROLL CHRISTMAS TREE
\$4.98



SNOW BLANKET FAKE SNOW SHEET CHRISTMAS
\$4.98

Popular



Upholstery foam cushions sheets all sizes foam cut to
\$1.24

Popular



upholstery foam sheets cushions 60" x 20" any
\$5.60

Popular

Description Shipping and payments

Seller assumes all responsibility for this listing.

Shipping and handling

Item location: Ince, Wigan, Lancashire, United Kingdom

Shipping to: United Kingdom, Antigua and Barbuda, Austria, Belgium, Bulgaria, Croatia, Republic of, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Australia, United States, Canada, Brazil, Japan, New Zealand, China, Israel, Hong Kong, Norway, Indonesia, Malaysia, Mexico, Singapore, Korea, South, Switzerland, Taiwan, Thailand, Belize, Bermuda, Bolivia, Barbados, Cayman Islands, Dominica, Ecuador, Guernsey, Gibraltar, Guadeloupe, Grenada, French Guiana, Iceland, Jersey, Cambodia, Saint Kitts-Nevis, Saint Lucia, Liechtenstein, Sri Lanka, Macau, Monaco, Maldives, Montserrat, Martinique, Nicaragua, Pakistan, Peru, Paraguay, Reunion, Turks and Caicos Islands, Aruba, South Africa, Ukraine, Chile, Bahamas, Colombia, Costa Rica, Dominican Republic, Guatemala, Honduras, Jamaica, Panama, Philippines, El Salvador, Trinidad and Tobago, Uruguay, Vietnam

[Learn more](#)

Excludes: Channel Islands, PO Box

Quantity: 1

Change country:

New Zealand

[Get Rates](#)

Shipping and handling

GBP 19.33

Estimated delivery dates

Import charges (estimated)

GBP 0.00

To

New Zealand

Service

Expedited Shipping (International Priority Shipping)

Delivery*

Estimated between **Fri, Oct. 11** and **Thu, Oct. 1**

cleared payment

Handling time

Will usually ship within 1 business day of receiving cleared payment.

Taxes

Taxes may be applicable at checkout. [Learn more](#)

VAT price: 20.0% (included in the listed price)

If you have questions about this VAT tax, please contact the seller. The actual VAT requirements and rates may vary depending on the final sale.

Payment details

Payment methods

Sponsored items based on your recent views

[Feedback or](#)

6:48 am, 26 Sep

Hi Sandra! Log out



Browse

Community

List an item

My Trade Me

Home > Home & living > Outdoor, garden & conservatory > Greenhouses



800cm*300cm*200cm Tunnel GREENHOUSE

New Arrival

Listing #: 2329108863

Botany Downs, Auckland, NZ

View Count: 8

Closes: Tue 1 Oct, 8:01 pm

(Closes 10:00pm - 10:00pm)

Buy Now

\$399.90

Add to Cart

Start price

\$399.90

No reserve

Starting bid

\$399.90

Auto-bid

Place bid

Shipping

From \$39.00

More

Buyer Protection

Learn More

Applicant



-Extend your growing season! Large 18m² floor size - ideal for growing plants, flowers, fruits and vegetables all year round

-Heavy duty cover with extra-long sides, double zipped front & six roll up mesh windows

-Strong tubular steel frame - power coated for strength and durability

-Suitable for use on soil and hard surfaces

Installed by a professional

Specifications

Size (LWH): 800x300x200cm

Tube size (diameter x thickness): 25mm x 0.7mm Strong tubular steel

Cover material: 140G PE Waterproof Mesh

Pick up available from Howick Monday to Friday 9:00am-1:00pm.

No PO Boxes please. Auckland courier deliver cover from Orerua to Pokeno. Be sure of your RD status. Check your address here <http://www.nzcouriers.co.nz/checkit/>

Other listings you may like

MENZSHED HUNTLY

0034444

FORM NO. 925

NAME WAR MEMORABLE COMMITTEE HUNTLY		DATE 24-09-19	
ADDRESS			
SOLD BY	CASH	C.O.D.	CHARGE
			ON ACCT.
			MDSE. RETD.
			PAID OUT

QUAN.	DESCRIPTION	PRICE	AMOUNT
1	20 BALLUSTRADES FOR		
2	SANTA GROTTO		1460 00
3			
1	4 SANTA LETTER BOX		190 00
5			
6			
7			
8			
9			
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11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			1650 00

CUSTOMER'S ORDER NO.

RECEIVED BY:

Performance Report

Waikato Enterprise Agency For the year ended 30 June 2018

Prepared by Bizworx Consultancy Limited

Contents

3	Approval of Performance Report	
4	Entity Information	
6	Statement of Service Performance	
8	Statement of Financial Performance	
9	Statement of Financial Position	
10	Statement of Cash Flows	
11	Statement of Accounting Policies	13 Notes to the Performance Report
20	Auditors' Report	

Approval of Performance Report

Waikato Enterprise Agency

For the year ended 30 June 2018

The Trustees are pleased to present the approved performance report including the historical financial statements of Waikato Enterprise Agency for year ended 30 June 2018.

APPROVED



Trustee: Kim Bredenbeck.

Position: Trust Secretary

Date 5th December 2018

Trustee:

Position:

Date

Entity Information

Waikato Enterprise Agency

For the year ended 30 June 2018

Legal Name of Entity

Waikato Enterprise Agency

Other Name (inc Trading Name):

Huntly i-site

Raglan i-site

Entity Type and Legal Basis

Registered Charity

Incorporated Society

Registration Number

CC42374

Incorporation Number

617824

Entity's Purpose or Mission

Our mission is to "Move People Forward".

Entity Structure

The Waikato Enterprise Agency is an incorporated society with charitable status that has been delivering community and economic development programs and services since 1987. We have extensive networks and links into the New Zealand economic and social sectors combined with key relationships with the Waikato and Auckland communities for over 25 years. The agency is committed to the innovation and evolution of its services, providing training opportunities that deliver value to businesses and organisations.

Governance: Trustees meet regularly to oversee the operations of the Agency and i-Sites, and to determine strategic direction.

Operations: Employees attend to the day to day running of the Agency and i-Sites, assisted by volunteers.

Main Sources of Entity's Cash and Resources

Contracts with local and central government for services related to community development, including the provision of advice, information, and training opportunities, and operation of the Huntly and Raglan i-Sites, are the main sources of income.

Main Methods Used by Entity to Raise Funds

The Waikato Enterprise Agency seeks contracts with local and central government to develop, produce, and deliver life skills and cognitive programs into Waikato communities, and to maintain the i-Sites in Huntly and Raglan as part of their community development strategies.

Entity Information

Entity's Reliance on Volunteers and Donated Goods or Services

The Waikato Enterprise Agency is reliant on volunteers for donated time to assist with governance and operations.

Physical Address

156 Great South Road, Huntly, Waikato, New Zealand, 3700

Postal Address

PO BOX 54, Huntly, Waikato, New Zealand, 3740

Statement of Service Performance

Waikato Enterprise Agency

For the year ended 30 June 2018

Description of Entity's Outcomes

Delivered the skills for life programs for the Central Waikato Corrections Department encompassing Springhill Correctional Facility, and Waikeria and Tongariro Prisons, from the 1st July 2017 to the 30th June 2018. Provided team building and facilitation training to i-Site staff.

Engaged with the community both as an organisation and as individuals.

Provided high quality levels of information, bookings and product sales to locals, domestic and international visitors to the Huntly and Raglan i-Sites.

Ensured all tourism staff had reached at least level 3 or have started level 3.

Grew the number of tourist operators advertising and selling products and services through the i-Sites. Improved product knowledge and retail skills.

Description and quantification of Outputs

	This year	Last year
Skills for life programs delivered across three sites	83	84
Trainees completed and graduated with average class size of 8.2	726	702
Programs that retained 100% of trainees through to graduation	59%	37%
Trainees self identified as Maori - percentage identified as Kinesthetic learners	63%	62%
/staff completed National Certificate in Adult Literacy and Numeracy Level 5 / enrolled last year	1	2
I-site staff attending internal and external additional training / facilitation staff last year	6	5
Staff attending tourism conerence at National Park	3	
Not for profit groups umbrellaed for funding applications and assisted with reporting	1	2
i-Site days open	364	364
i-Site hours open - average per week	65	67
Commission sales made on behalf of operators that advertise at i-Site	\$101,703	\$210,280
Number of people visiting both i-Sites and received assistance	146,203	136,000
Support Raglan Museum by collecting museum entry donations with no commission	\$8,968	\$8,606

Statement of Service Performance

Additional Output Measures

- Assisted the North Waikato Transport Trust with product for prizes
- Assisted Huntly Waikato Sports with product for prizes
- Sold tickets for Raglan Wearable Arts with no commission charged
- No commissions charged to other community groups in Raglan
- Sold tickets for Huntly Wearable Arts with no commission charged
- Both i-Sites are Qualmarked and Certified
- Provided JP services for the Huntly community
- Staff engagement in community activities on a voluntary basis was a total of 2,284 hours for the year (and average of 43.9 hours per week)
- Collaborated with Hampton Downs Park Raceway and opened an on-site Information Centre

Additional Information

Staff levels increased from 16 to 18 by the end of the 2018 financial year. This includes full-time and part-time staff.

Statement of Financial Performance

Waikato Enterprise Agency

For the year ended 30 June 2018

	NOTES	2018	2017
Revenue			
Donations, fundraising and other similar revenue	1	7,937	320
Revenue from providing goods or services	1	725,470	753,541
Interest, dividends and other investment revenue	1	898	894
Other revenue	1	-	17,788
Total Revenue		734,305	772,542
Expenses			
Volunteer and employee related costs	2	467,064	436,436
Costs related to providing goods or service	2	333,355	331,342
Grants and donations made	2	8,047	1,435
Total Expenses		808,466	769,213
Surplus/(Deficit) for the Year		(74,161)	3,329

The accompanying accounting policies and notes form an integral part of this Performance Report.

Performance Report

Statement of Financial Position

Waikato Enterprise Agency

As at 30 June 2018

	NOTES	30JUN2018	30JUN2017
Assets			
Current Assets			
Bank accounts and cash	3	235,939	333,006
Debtors and prepayments	3	10,029	1,645
Inventory	3	31,891	17,710
Total Current Assets		277,860	352,361
Non-Current Assets			
Property, Plant and Equipment	5	24,476	11,065
Total Non-Current Assets		24,476	11,065
Total Assets		302,336	363,426
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	39,948	25,814
Other current liabilities	4	979	2,211
Total Current Liabilities		40,927	28,024
Non-Current Liabilities			
Loans	4	-	678
Total Non-Current Liabilities		-	678
Total Liabilities		40,927	28,702
Total Assets less Total Liabilities (Net Assets)		261,409	334,724
Accumulated Funds			
Accumulated surpluses or (deficits)	6	261,058	334,373
Reserves	6	351	351
Total Accumulated Funds		261,409	334,724

The accompanying accounting policies and notes form an integral part of this Performance Report.

Waikato Enterprise Agency

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Statement of Cash Flows

Waikato Enterprise Agency For the year ended 30 June 2018

	2018	2017
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	7,937	320
Fees, subscriptions and other receipts from members	713,752	761,747
Interest, dividends and other investment receipts	898	894
Cash receipts from other operating activities	1,592	-
GST	(230)	3,343
Payments to suppliers and employees	(772,541)	(743,377)
Donations or grants paid	(8,047)	(1,435)
Cash flows from other operating activities	(2,043)	(1,927)
Total Cash Flows from Operating Activities	(58,681)	19,566
Cash Flows from Investing and Financing Activities		
Receipts from sale of property, plant and equipment	-	255,725
Proceeds from loans borrowed from other parties	1,833	4,178
Payments to acquire property, plant and equipment	(22,172)	(6,753)
Repayments of loans borrowed from other parties	(3,743)	(1,289)
Capital repaid to owners or members	846	(846)
Cash Flows from Other Investing and Financing Activities	(15,150)	-
Total Cash Flows from Investing and Financing Activities	(38,386)	251,015
Net Increase/ (Decrease) in Cash	(97,067)	270,581
Cash Balances		
Cash and cash equivalents at beginning of period	333,006	62,425
Cash and cash equivalents at end of period	235,939	333,006
Net change in cash for period	(97,067)	270,581

The accompanying accounting policies and notes form an integral part of this Performance Report.

Waikato Enterprise Agency

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Statement of Accounting Policies

Waikato Enterprise Agency

For the year ended 30 June 2018

Reporting Entity

Waikato Enterprise Agency is a Charitable Trust that has been re-registered under the Charities Act 2005.

Basis of Preparation

Waikato Enterprise Agency has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Historical Cost

These financial statements have been prepared on a historical cost basis. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise indicated.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Waikato Enterprise Agency is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Interest received is recognised as interest accrues, gross of refundable tax credits received.

Government grants are recognised as revenue on receipt where no performance conditions have been specified on receipt of the grant.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Account Receivable

Accounts receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less an allowance for any uncollectible amounts. Individual debts that are known to be uncollectable are written off in the period that they are identified.

Inventories

Inventories are stated at the lower of cost, determined on a first-in-first-out basis, and net realisable value.

Property, Plant and Equipment

Property, plant and equipment are stated at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the year the asset is derecognised.

Upon derecognition, the asset revaluation reserve relating to the asset disposed shall be transferred to retained earnings.

Depreciation

Asset Category	Method	Rate
Buildings & Improvements	Straight Line	2.0% - 5.0%
Motor Vehicles	Straight Line	20.0%
Furniture & Fixtures	Straight Line	10.0% - 18.6%
Office Equipment	Straight Line	5.0% - 36.0%
Computer Equipment & Software	Straight Line	25.0% - 36.0%

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Notes to the Performance Report

Waikato Enterprise Agency

For the year ended 30 June 2018

	NOTES	2018	2017
1. Analysis of Revenue			
Donations, fundraising and other similar revenue			
Agency fundraising revenue			
Donations received		7,937	300
Total Agency fundraising revenue		7,937	300
Raglan i-Site fundraising revenue			
Donations received		-	20
Total Raglan i-Site fundraising revenue		-	20
Total Donations, fundraising and other similar revenue		7,937	320
Revenue from providing goods or services			
Agency goods and services revenue			
Department of Corrections contracts		331,000	331,000
Ministry of Social Development contracts		-	522
Waikato District Council income		-	47,990
Secretarial services		168	-
Other goods and services revenue		2,153	2,392
Total Agency goods and services revenue Hampton Downs i-Site goods and services revenue		333,321	381,904
Hampton Downs i-Site goods and services revenue			
Shop sales		1,431	-
Ticket Sales		139	-
Other goods and services revenue		22	-
Total Hampton Downs i-Site goods and services revenue		1,592	-
Huntly i-Site goods and services revenue			
Waikato District Council income		75,650	64,126
Shop sales		22,604	24,241
Accommodation and activities income		16,501	20,592
Ticket sales		12,484	14,248
Phone and stamps sales		2,841	3,616
Green Cathedral income		357	609
Other goods and services revenue		2,814	2,075

Total Huntly I-Site goods and services revenue	133,251	129,507
Raglan i-Site goods and services revenue		
Waikato District Council income	116,355	74,849
Shop sales	10,931	5,487
Accommodation and activities income	91,460	139,598
Ticket sales	21,909	9,020
Phone and stamps income	2,046	1,013
Museum income	11,169	8,774

Notes to the Performance Report

Other goods and services revenue	3,435	3,391
Total Raglan i-Site goods and services revenue	257,306	242,131
Total Revenue from providing goods or services	725,470	753,541
Interest, dividends and other investment revenue		
Interest income	898	894
Total Interest, dividends and other investment revenue	898	894
Other revenue		
Gain on sale/disposal of assets	-	17,788
Total Other revenue	-	17,788

	NOTES	2018	2017
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2. Analysis of Expenses

Volunteer and employee related costs		
Agency employee related costs		
ACC	492	543
Wages	277,083	281,392
Total Agency employee related costs	277,575	281,935
Agency volunteer related costs		
Trustee expenses	2,043	1,927
Total Agency volunteer related costs	2,043	1,927
Huntly i-Site employee related costs		
ACC	492	272
Wages	87,985	63,922
Total Huntly i-Site employee related costs	88,477	64,194
Raglan i-Site employee related costs		
ACC	492	272
Wages	98,477	88,110
Total Raglan i-Site employee related costs	98,969	88,381
Total Volunteer and employee related costs	467,064	436,436
Costs related to providing goods or services		
Agency goods, services, and administration expenses		
Advertising and marketing	817	494
Audit fees	1,296	446
Bank fees	743	747
Conferences and professional development	10,829	13,695
Equipment replacements	286	796

Notes to the Performance Report

General expenses	1,429	(15)
Legal, Accounting, Consultants	44	841
Loss on disposal of assets	235	1,118
Insurance	3,746	2,400
Power	-	112
Printing, stationery, postage, office supplies	27,630	27,990
Rates	-	1,186
Repairs and maintenance	217	1,991
	NOTES	2018
		2017
Subscriptions and publications	1,569	1,097
Telephone	3,259	3,672
Travel expenses	851	912
Vehicle expenses	16,843	12,178
Total Agency goods, services, and administration expenses Hampton	69,795	69,660
Downs i-Site administration and overhead expenses		
Advertising and marketing	248	-
Bank fees	190	-
Conferences and professional development	65	-
EFTPOS expenses	42	-
Printing, stationery, postage, office supplies	770	-
Travel expenses	176	-
Uniforms	298	-
Total Hampton Downs i-Site administration and overhead expenses	1,789	-
Huntly i-Site cost of goods and services		
Accommodation and activities purchases	20,735	26,383
Green Cathedral purchases	130	174
Phone and stamps purchases	2,858	2,880
Stock purchases and packaging	10,354	20,286
Tickets purchases	2,199	2,095
Total Huntly i-Site cost of goods and services Huntly	36,277	51,817
i-Site administration and overhead expenses		
Advertising and marketing	770	543
Audit fees	1,296	402
Bank fees	737	784
Conferences and professional development	878	1,164
EFTPOS expenses	1,935	495
Equipment replacements	379	468
General expenses	-	16
Insurance	895	1,160
Printing, stationery, postage, office supplies	28,859	11,060
Repairs and maintenance	49	274
Security	207	-
Subscriptions and publications	1,653	1,653

Notes to the Performance Report

Telephone		1,640	1,967
Travel expenses		1,096	617
Uniforms		141	41
Total Huntly i-Site administration and overhead expenses		40,534	20,643
Raglan i-Site cost of goods and services			
Accommodation and activities purchases		80,682	126,464
Phone and stamps purchases		2,278	1,214
Museum costs		10,856	8,606
Stock purchases and packaging		2,780	6,350
Tickets purchases		22,044	6,093
Total Raglan i-Site cost of goods and services	118,641	148,727	Raglan i-Site administration and overhead expenses
Advertising and marketing		1,051	2,048
Audit fees		1,296	402
Bank fees		2,451	3,208
Printing, stationery, postage, office supplies		48,440	19,763
Conferences and professional development		1,171	1,889
EFTPOS expenses		517	495
Equipment replacements		-	217
Insurance		895	838
Repairs and maintenance		16	79
Subscriptions and publications		1,762	1,660
Telephone		153	90
Travel expenses		357	209
Uniforms		33	49
Total Raglan i-Site administration and overhead expenses		58,141	30,947
Depreciation			
Depreciation		8,177	9,548
Total Depreciation		8,177	9,548
Total Costs related to providing goods or services		333,355	331,342
Grants and donations made			
Agency grants, donations, sponsorship		8,047	1,435
Total Grants and donations made		8,047	1,435
	NOTES	2018	2017

3. Analysis of Assets

Bank accounts and cash			
ANZ Main Account (-01)		23,817	74,384
ANZ On Call Account (-02)		167,471	207,801

Notes to the Performance Report

ANZ Operator Account (-03)	(66)	(68)
ANZ GST Account (-04)	9,133	17,617
ANZ Main Account (-05)	2,321	-
Westpac Main Account (-00)	15,360	10,661
Westpac Operator Account (01)	16,900	20,367
ANZ Debit Card	-	78
Visa Card	(40)	740
Cash Floats	1,000	600
Cash on Hand	44	826
Total Bank accounts and cash	235,939	333,006
Debtors and prepayments		
Accounts Receivable	10,029	1,645
Total Debtors and prepayments	10,029	1,645
Inventory		
Stock on hand - Hampton Downs	15,498	-
Stock on hand - Huntly	9,209	10,430
Stock on hand - Raglan	7,184	7,280
Total Inventory	31,891	17,710
	NOTES	2018
4. Analysis of Liabilities		2017
Creditors and accrued expenses		
Accounts Payable	26,052	7,699
GST	12,644	14,073
Income Received In Advance	1,252	4,042
Total Creditors and accrued expenses	39,948	25,814
Other current liabilities		
GEM Visa Loan - Current Portion	979	2,211
Historical Adjustment	846	-
Total Other current liabilities	1,825	2,211
Other non-current liabilities		
GEM Visa Loan - Term Portion	-	678
Total Other non-current liabilities	-	678
	NOTES	2018
5. Property, Plant and Equipment		2017
Buildings		

Notes to the Performance Report

Buildings and Improvements	4,743	4,743
Accumulated depreciation - buildings and improvements	(2,386)	(2,174)
Total Buildings	2,357	2,569
Motor Vehicles		
Vehicles	49,427	43,340
Accumulated depreciation - vehicles	(44,455)	(40,439)
Total Motor Vehicles	4,972	2,901
Furniture and Fittings		
Furniture and fittings	9,499	3,048
Accumulated depreciation - furniture and fittings	(2,050)	(1,580)
Total Furniture and Fittings	7,450	1,468
Office Equipment		
Office equipment	16,091	15,310
Accumulated depreciation - office equipment	(15,094)	(15,042)
Total Office Equipment	997	268
Computers and Software		
Computers and software	23,466	15,447
Accumulated depreciation - computers and software	(14,765)	(11,588)
Total Computers and Software	8,701	3,859
Total Property, Plant and Equipment	24,476	11,065
	NOTES	2018 2017

6. Accumulated Funds

Accumulated Funds		
Opening Balance	334,373	153,847
Prior period adjustment	7	15,669
Accumulated surpluses or (deficits)		
Write off asset revaluation reserve	-	161,528
Current year earnings	(74,161)	3,329
Total Accumulated surpluses or (deficits)	(74,161)	164,857
Total Accumulated Funds	260,212	334,373
Reserves	8	351
Total Accumulated Funds	260,563	334,724

7. Prior Period Adjustment

There were no prior period adjustments for the year ended 30 June 2018. (2017: Waikato Enterprise Agency has been using Xero to calculate GST and prepare management reports, since 1 July 2013. The annual financial statements were compiled in a different accounting program. No permanent adjustment was made in the annual financial statements to account for the opening balance of GST as at 30 June 2013, which was paid in July 2013. This has been rectified as at 1 July 2016.)

	NOTES	2018	2017
8. Breakdown of Reserves			
Reserves			
Capital gain		351	351
Total Reserves		351	351

A capital gain of \$351 was calculated upon disposal of assets during the year ended 30 June 2017.

9. Commitments

There are no commitments as at 30 June 2018 (Last year - nil).

10. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2018 (Last year - nil).

11. Related Parties

There were no transactions involving related parties during the financial year.

12. Events After the Balance Date

Waikato Enterprise Agency has a contract with the Waikato District Council to operate the i-Sites in Huntly and Raglan. An extension to this contract was confirmed by Council on 17 August 2018. The extended contract expires 31 March 2019. Waikato Enterprise Agency does not intend to seek a renewal of the contract.

Both the Raglan and Huntly i-Sites operate as community services, supporting local businesses and community groups through the promotion and sales of hospitality services, commodities, and event tickets, as well as providing employees with opportunities to upskill. Both sites generated losses in the 2017 and 2018 financial years, and therefore Waikato Enterprise Agency will be in a stronger financial position at the expiry of the contract. (Last year - nil).

13. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

14. Correction of Errors

There were no substantial errors requiring correction in the year ended 30 June 2018. (2017: A correction to the opening GST balance has been made to adjust the GST balance in the Statement of Financial Position, and the opening balance of Accumulated Funds.) [Note7].

Auditors' Report

Waikato Enterprise Agency

For the year ended 30 June 2018