

Agenda for a meeting of the Ngaruawahia Community Board to be held in the Council Chamber, 15 Galileo Street, Ngaruawahia on **TUESDAY, 24 MARCH 2020** commencing at **6.00pm**.

*Information and recommendations are included in the reports to assist the Board in the decision making process and may not constitute Council's decision or policy until considered by the Board.*

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

Meeting held on Tuesday, 11 February 2020

2

**5. PUBLIC FORUM**

**6. REPORTS**

- |     |   |               |
|-----|---|---------------|
| 6.1 | Youth Engagement Officer – Joe Wilson                                       | <i>verbal</i> |
| 6.2 | Discretionary Fund Report to 16 March 2020                                  | 10            |
| 6.3 | Ngaruawahia RSA & Memorial Club Inc. – Installation of flags for ANZAC 2020 | 12            |
| 6.4 | Ngaruawahia Works & Issues Report: Status of Items March 2020               | 42            |
| 6.5 | Chairperson's Report  | 48            |
| 6.6 | Councillors' Report   | <i>Verbal</i> |
| 6.7 | Community Board Members' Report   | <i>Verbal</i> |

GJ Ion  
**CHIEF EXECUTIVE**

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### **Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	24 March 2020
<b>Prepared by</b>	Grace Brady Democracy Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV0508
<b>Report Title</b>	Confirmation of Minutes – 11 February 2020

### **1. EXECUTIVE SUMMARY**

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To confirm the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 11 February 2020

### **2. RECOMMENDATION**

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**THAT the minutes of a meeting of the Ngaruawahia Community Board held on Tuesday 11 February 2020 be confirmed as a true and correct record of that meeting.**

### **3. ATTACHMENTS**

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NCB Minutes – 11 February 2020

**MINUTES** of a meeting of the Ngaruawahia Community Board held in the Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 11 FEBRUARY 2020** commencing at **6.02pm**

**Present:**

Mr G Wiechern (Chairperson)  
 Ms K Morgan  
 Mr J Ayers  
 Ms D Firth  
 Ms R Kirkwood [*until 7:32pm*]  
 Ms V Rice  
 Cr E Patterson

**Attending:**

Sergeant Brendon Bland, NZ Police  
 Constable Amber Lee NZ Police

Ms M May (Community Connections Manager)  
 Mr B Stringer (Democracy Manager)

**APOLOGIES AND LEAVE OF ABSENCE**

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

**THAT** an apology be received from Cr Gibb.

**CARRIED**

**NCB2002/01**

**CONFIRMATION OF STATUS OF AGENDA ITEMS**

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

**THAT** the agenda for a meeting of the Ngaruawahia Community Board held on Tuesday, 11 February 2020 be confirmed and all items therein be considered in open meeting;

**AND THAT** all reports be received.

**CARRIED**

**NCB2002/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CONFIRMATION OF MINUTES**

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

**THAT the minutes of a meeting of the Ngaruawahia Community Board held on Monday, 4 November 2019 be confirmed as a true and correct record of that meeting.**

**CARRIED**

**NCB2002/03**

## **PUBLIC FORUM**

The NZ Police representatives updated the Board, and the following matters were discussed:

- Trail bikes and wheel spinning incidents.
  - Important the public notified police of where incidents occurred so they could respond accordingly.
  - Community Board members supportive of installation of new cameras to identify vehicle registration plates.
- Public encouraged to phone 105 to report non-urgent incidents.
- Need to meet with Kiwi Rail as to what action it was taking around young people jumping from the rail bridge; whether surveillance was required.

**ACTION:** Chairperson to contact Mr James Whetu to attend a workshop or the next Board meeting to discuss work previously undertaken on options to mitigate rail bridge jumping.

The Board thanked police representatives for attending the meeting.

## **REPORTS**

### Discretionary Fund Report

#### Agenda Item 6.1

The report was received [*NCB2002/02 refers*] and discussion was held.

**ACTION:** Staff to follow up on the commitments for the Horotiu Playcentre and the feedback to be provided by the Graeme Dingle Foundation.

- Te Mana o Te Rangi Reserve – Mr James Whetu had been working on concept designs and had the background information. It was suggested Mr Whetu also update the Board on this matter.
- Swimming pool subsidies – Belgravia had advised \$1506 was the subsidised amount for the 2019/20 summer as at 26 January 2020.

**ACTION:** Staff to contact Belgravia to assist payment of subsidy on behalf of the Board, and follow up on the 2018/19 invoice payment.

### Community Board Code of Conduct

#### Agenda Item 6.2

The report was received [*NCB2002/02 refers*] and the Democracy Manager provided an overview of the report.

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

**THAT the Ngaruawahia Community Board adopt the attached Code of Conduct (Attachment I to the staff report) ('the Code') in accordance with clause 15(6), Schedule 7, Local Government Act 2002;**

**AND FURTHER THAT the Community Board notes the newly adopted Code will replace the current Code of Conduct for the Community Board with immediate effect.**

#### **CARRIED**

**NCB2002/04**

Ngaruawahia Works & Issues Report: Status of Items February 2020  
 Agenda Item 6.3

The report was received [NCB2002/02 refers] and discussion was held.

The Community Connections Manager updated the Board on the following matters:

- Playground equipment at The Point – staff had worked with high school students on design concept; excess equipment had been passed to Ngaruawahia Christian Youth Camp.
- Cenotaph – it had taken longer than expected to source stone and supplier for bronze plaque to rectify damage. Stonework repair would be undertaken first; all work expected to be completed before ANZAC day.
- Centennial Park – endeavour to find budget from other Ngaruawahia projects that would not proceed in order to meet financial shortfall. A report would be presented to Council in April to confirm change to budgets.

The following matters were also discussed:

- Board members were encouraged to register CRMs for work required in Ngaruawahia.

**ACTION:** Staff to update the Board on the following issues:

- Repair to sign outside the Community House;
- Signage to reflect change in permitted parking times following recent change to bylaw;
- Repair of light in pedestrian crossing on River Road following 2019 incident.

- Parking in town to be a future item for the Board's discussion; particularly in relation to the impact of Council staff parking on local retailers. Council would need to be involved in exploring options with the Board.

The Board confirmed it wanted the Works & Issues report to continue.

Ngaruawahia Community Board Resolution/Action Register  
Agenda Item 6.4

The report was received [NCB2002/02 refers] and discussion was held on whether to continue with the Register.

**ACTION:** The Youth Engagement Advisor requested to attend the March 2020 Board meeting.

**Resolved: (Mr Wiechern/Cr Patterson)**

**THAT the Community Board agrees that the Resolution/Action Register be reported to the Board on a six-monthly basis and that completed matters in the Register be removed.**

**CARRIED**

**NCB2002/05**

Year to Date Service Request Report  
Agenda Item 6.5

The report was received [NCB2002/02 refers] and discussion was held.

**ACTION:** Staff to clarify reference to “Ward” in the report; specifically whether the data related to the Community Board area only.

- Community Connections Manager noted that there was not a consistent approach to how teams recorded when CRMs were closed; staff would continue to review.

Chairperson’s Report  
Agenda Item 6.6

The report was received [NCB2002/02 refers] and the Chair summarised his report. The following matters were discussed:

- Workshops to be held between each public Board meeting.

**ACTION:** Staff to investigate whether quarterly Community Board/Committee sessions would continue this triennium.

- Projects the Board would take forward (including the library and Memorial Hall), in consultation with the community.

Councillors’ Report  
Agenda Item 6.7

Cr Patterson updated the Board on the following matters:

- The Solid Waste review - a steering group with Councillors and staff would meet next week; Cr Patterson would bring this issue back to the Board for discussion.
- Inorganic collection May 2020 – Board members requested that there be clear communication to the community about the current and future collections.

Community Board Members’ Report  
Agenda Item 6.8

Members provided a verbal report on the following issues:

- Ms Kirkwood would attend a Te Maruata (LGNZ) hui in May 2020.
- Current water restrictions – the connection between Ngaruawahia, Taupiri and Huntly to assist with movement of water to meet demand, as required.
- Mr Ayers would make enquiries with Waikato Regional Council in relation to the proposed pontoon.



- The Board's Ngaruawahia Pool Fun Day on Sunday, 16 February 2020 – support from local retailers appreciated.
- The upcoming Waikato Tainui Games and Regatta events were significant national events for the community.

Ms Kirkwood retired from the meeting at 7.32pm during discussion on the above item.

There being no further business the meeting was declared closed at 7.54pm.

Minutes approved and confirmed this                                      day of                                      2020.

Mr G Wiechern  
**CHAIRPERSON**

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**Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Tony Whittaker Chief Operating Officer
<b>Date</b>	05 March 2020
<b>Prepared by</b>	Sam Sun Management Accountant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0508
<b>Report Title</b>	Discretionary Fund Report to 16 March 2020

**1. EXECUTIVE SUMMARY**

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To update the Board on the Discretionary Fund Report to 16 March 2020.

**2. RECOMMENDATION**

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

**3. ATTACHMENTS**

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Discretionary Fund Report to 16 March 2020

**NGARUAWAHIA COMMUNITY BOARD DISCRETIONARY FUND 2019/2020 (01 July 2019 - 30 June 2020)**

			<b>GL 1.205.1704</b>
<b>2019/20 Annual Plan</b>			20,999.00
<b>Carry forward from 2018/19</b>			50,435.00
<b>Total Funding</b>			<u><u>71,434.00</u></u>
<b>Expenditure</b>			
13-Aug-19	Ngaruawahia Senior Citizens and Friendship Club towards the cost of their Land to Sea event	NCB1908/04	1,525.00
<b>Total Expenditure</b>			<u>1,525.00</u>
<b>Net Funding Remaining (Excluding commitments)</b>			<u><u>69,909.00</u></u>
<b>Commitments</b>			
13-Nov-18	Te Mana o Te Rangi Reserve - includes \$500 commitment for an opening ceremony (NCB1906/04)	NCB1811/04	20,000.00
13-Nov-18	Ngaruawahia Entranceways	NCB1811/04	10,000.00
04-Nov-19	Ngaruawahia Railway Bridge commitment: 50% subsidy of Ngaruawahia pool 18/19 (NCB1811/04) & 19/20. (NCB1911/09)	NCB1811/04 NCB1911/09	10,000.00
14-Feb-19	Catering for NCB 2019 meetings (\$10 per meeting) Less: Expenses	NCB1902/04	80.00 <u>40.00</u> 40.00
19-Mar-19	Horotiu Playcentre - cost of purchasing new heat pump	NCB1903/05	2,000.00
16-May-19	Graeme Dingle Foundation Waiakto - cost of developing a Youth led Community Project on proviso that feedback will be given to the board once projects are completed	NCB1905/06	1,885.00
<b>Total Commitments</b>			<u><u>43,925.00</u></u>
<b>Net Funding Remaining (Including commitments) as of 16 March 2020</b>			<u><u>25,984.00</u></u>

### **Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	27 February 2020
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference</b>	GOV0502 / GOV0508 / 2527702
<b>Report Title</b>	Ngaruawahia RSA & Memorial Club Inc. – Installation of flags for ANZAC 2020

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is to present an application for funding from Ngaruawahia RSA & Memorial Club Inc. towards the cost to erect the ANZAC flags along the Great South Road, Ngaruawahia.

## **2. RECOMMENDATION**

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

**AND THAT an allocation of \$..... is made to the Ngaruawahia RSA & Memorial Club Inc. towards the cost to erect the ANZAC flags;**

**OR**

**AND THAT the request from the Ngaruawahia RSA & Memorial Club Inc. towards the cost to erect the ANZAC flags is declined / deferred until ..... for the following reasons:**

## **3. BACKGROUND**

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The Ngaruawahia RSA & Memorial Club Inc. is based at the Huntly War Memorial Hall.

The event for the ANZAC commemorations usually involves erecting the ANZAC flags and white crosses in the field of remembrance along the Great South Road early in April, leading up to the ANZAC Day Service.

The following people will help with this project – RSA Welfare Committee and volunteers. The # flags will be installed on the # April 2020.

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

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

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- 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**

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Funding is available to allocate for the year.

The project is noted to cost \$2,500.00. The Ngaruawahia RSA & Memorial Club Inc. is seeking funding of \$2,500.00 towards the cost to erect the ANZAC Day flags.

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

#### **6. POLICY**

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

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

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

#### **7. CONCLUSION**

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

#### **8. ATTACHMENTS**

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App - Ngaruawahia RSA & Memorial Club Inc. - Erection of flags for ANZAC Day



## DISCRETIONARY FUNDING APPLICATION FORM

**Important notes for applicant:**

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

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

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

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

1. Discretionary and Funding Committee                      Project Fund (Rural Ward Areas)                       Event Fund

OR

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

- |   |                                  |  |                                   |
|---|----------------------------------|--|-----------------------------------|
| Raglan <input type="checkbox"/>                 | Taupiri <input type="checkbox"/> | Onewhero-Tuakau <input type="checkbox"/> |                                   |
| Ngaruawahia <input checked="" type="checkbox"/> | Huntly <input type="checkbox"/>  | Te Kauwhata <input type="checkbox"/>     | Meremere <input type="checkbox"/> |

**Section I – Your details**

**1. Name of your organisation and contact person**

Ngaruawahia RSA & Memorial Club Inc

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

To provide comfort and support to not only service personnel and their families but to also provide a safe, welcoming place where the community can interact through various activities

## 3. Phone number/s

824 8905

## 4. Email / Address

ngamawhiarsa@gmail.com

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

**Section 2 – Your event / project**

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

ANZAC Day Commemorations. Early April we will erect our ANZAC Day flags along Great South Rd, Ngamawhia. Similarly the white crosses will be erected in the field of remembrance

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

RSA Welfare Section, RSA Committee, RSA Volunteers (35 in total)

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

The public of Ngamawhia has embraced ANZAC Day commemorations this is visible by the large numbers attending the services and parade. Flags and Crosses are a visual reminder to all.

Are you GST registered? No  Yes  GST Number 11 / 286 1062

**PLEASE NOTE: The following documentation MUST be supplied with your application:**

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

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

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

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

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

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

Project Breakdown (itemised costs of funding being sought)	GST Inclusive Costs (use this column if you are NOT GST registered)	GST Exclusive Costs (use this column if you are GST registered)
Erecting of flags	\$	\$ 2500.00
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from <u>WDC</u> Total B	\$	\$ 2500.00

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

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

a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
Total of other funds being sought Total C	\$	\$

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

Flags are owned and provided each year from The Ngahauwaha RSA Memorial Club.



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

Social  Economic  Cultural  Environmental

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

Accessible  Safe  Sustainable  Healthy  Vibrant

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

What Board / Committee	Type of Project / Event	Date received	Amount
Wellbeing Trust	Roof Repairs	2018	20K
WDC	ANZAC	2019	3,600.
WDC	White Crosses	2018	2K

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

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

Name: Christopher George Jew Date: 5/2/20

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position in organisation (tick which applies) Chairman  Secretary  Treasurer

Signature: C. Jew Date: 5/2/20

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



31 January 2020

### Commentary supporting Discretionary Funding Application

The Ngaruawahia RSA & Memorial Club is an integral part of the Ngaruawahia social community. With our rich history, links to the Hopuhopu Army Base, coupled with the cultural significance of the local contribution to the Maori Battalion, The Ngaruawahia RSA & Memorial Club is a truly valued community entity.

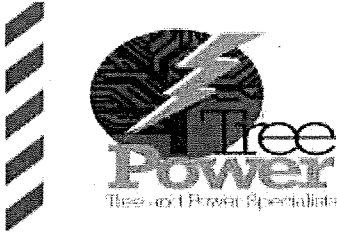
Going hand in hand with this is our flagship proposition – ANZAC Day. Ngaruawahia looks absolutely fantastic as you come into town and the vibrant street flags herald our very special link with the men and women who contribute to our military service.

The white crosses are a solemn reminder of the sacrifice that was made and our recognition of that sacrifice.

The Ngaruawahia RSA & Memorial Club stage the Dawn Parade, and then host attendees for breakfast afterwards. We then in turn host the attendees of the Civic Ceremony at 11am for a light luncheon at the conclusion of the ceremony.

I will attach a sample of the programme for the Dawn Service held in 2019, which we will replicate this year.

These commemorations are taken extremely seriously by the Ngaruawahia RSA & Memorial Club, it is part of our core purpose and we look for support in our endeavours to host these commemorations again in 2020.



12 Metre Cherry Picker

Date: 4.02.20

Attention: Wendy Diamond.

Company: Ngaruawahia RSA Memorial Club  
Incorporated.

Telephone #: 8248905

Email #: ngaruawahiaRSA@gmail.com

Subject: Flag hanging.

**Facsimile Transmission****Tree Power Ltd**Felling, Pruning, Trimming, Shaping,  
Tree clearance from power & phone service.P.O. Box 20193, Te Rapa, Hamilton  
Telephone 0-7-856 8887 Mobile 0274 929 514**Qualified Linesmen & Arborists**

Sender: Warren Allen (Possum)

Sender Telephone #: 0-7 856 8887

Sender Fax #: 0-7 856 3338

You should receive 1 page, including this cover sheet.. If you do not receive all the pages, please call the number above.

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Thank you for the opportunity to submit a quote for work as follows:-

**Location.** The main road in Ngaruawahia ( Great south road.)

**Hanging & removal of flags on poles.**

**Two men and 12m cherry picker to hang and remove approx 47 flags on the Greatsouth road.**

**Price \$2,500+GST**

**Works.** Ref no.0463601

Should you any further queries please feel free to contact me

W S Allen (Possum) Managing Director.

**Tree work is carefully carried out by:-**

- Specially trained Contractors equipped with fully insulated 12m Cherrypicker, Wood Chipper, modern specialised tree pruning and felling equipment & techniques  
Qualified Arborist - Full insurance cover (\$2,000,000).



ANZ Bank New Zealand Limited

# Deposit

The Base Branch  
The Base Shopping Centre, Te Rapa

Teller's initials  
and stamp

Proceeds of cheques unavailable until cleared. ANZ does not receive deposits marked for specific application. ANZ is not responsible for delays in processing this deposit.

For credit of

Paid in by (first and last name)

FOR NGARUAWAHIA RSA MEMORIAL CLUB INC  
GENERAL ACCOUNT

Date

Notes

Coins

Sub Total Cash

Cheques  
as per reverse

\$

Document Set ID: 1892119 100408 060377 009811606 50  
Version: 1, Version Date: 05/02/2018

**The Ngaruawahia RSA  
Memorial Club Inc**

**Financial Statements  
FOR THE YEAR ENDED 31 MARCH, 2019**

## The Ngaruawahia RSA Memorial Club Inc

**Contents of Financial Statements**

For the Year Ended 31 March 2019

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## The Ngaruawahia RSA Memorial Club Inc

## Divisional Statement of Financial Performance

For the Year Ended 31 March 2019

Note	2019	2018
	\$	\$
<b>BAR</b>		
<b>Operating Revenue</b>		
Bar Sales	305,025	295,584
<b>Less Cost of Sales</b>		
Opening Stock	5,826	4,912
Bar Purchases	116,549	113,675
	<u>122,375</u>	<u>118,587</u>
Closing Stock	(8,387)	(5,825)
Total Cost of Sales	<u>113,988</u>	<u>112,761</u>
<b>Gross Surplus from Trading</b>	<u>191,037</u>	<u>182,823</u>



This statement should be read in conjunction with the attached notes

## The Ngaruawahia RSA Memorial Club Inc

## Divisional Statement of Financial Performance (continued)

For the Year Ended 31 March 2019

	Note	2019	2018
		\$	\$
<b>GAMING</b>			
<b>Operating Revenue</b>			
Gaming Machine Sales		87,778	74,500
<b>Less Cost of Sales</b>			
IRD Duty		20,764	17,370
Problem Gaming Levy		1,318	975
Gaming Licence Fees		7,939	8,103
Repairs & Maintenance		6,628	928
Electronic Monitoring Services		5,707	5,243
<b>Total Cost of Sales</b>		<b>42,356</b>	<b>32,619</b>
<b>Gross Surplus from Trading</b>		<b>45,422</b>	<b>41,881</b>



This statement should be read in conjunction with the attached notes.



## The Ngaruawahia RSA Memorial Club Inc

## Divisional Statement of Financial Performance (continued)

For the Year Ended 31 March 2019

Note	2019	2018
	\$	\$
<b>FUNDRAISING</b>		
<b>Operating Revenue</b>		
Battens Up & Raffles	70,705	66,360
Housie	7,116	10,284
Merchandise	1,057	1,242
Special Events Income	1,762	6,419
Rouse the Rascal Sales	14,067	-
<b>Total Revenue</b>	<b>94,707</b>	<b>84,305</b>
<b>Less Cost of Sales</b>		
Opening Stock	300	-
Battens Up & Raffles	52,398	36,892
Housie	921	1,607
Merchandise	1,395	2,817
Special Events	2,333	4,246
Rouse the Rascal Costs	8,499	-
	<b>65,546</b>	<b>45,562</b>
	<b>65,846</b>	<b>45,562</b>
Closing Stock	-	(300)
<b>Total Cost of Sales</b>	<b>65,846</b>	<b>45,262</b>
<b>Gross Surplus from Trading</b>	<b>28,861</b>	<b>39,043</b>



This statement should be read in conjunction with the attached notes

*C. G. H.*

## The Ngaruawahia RSA Memorial Club Inc

## Divisional Statement of Financial Performance (continued)

For the Year Ended 31 March 2019

Note	2019	2018
	\$	\$
<b>KITCHEN</b>		
<b>Operating Revenue</b>		
Kitchen Sales	165,397	138,782
<b>Less Cost of Sales</b>		
Opening Stock	893	750
Purchases	75,224	63,135
Less Closing Stock	(2,845)	(893)
<b>Cost of Sales</b>	<u>73,272</u>	<u>62,992</u>
Kitchen Wages	120,790	52,000
Other - Share of Costs	11,489	1,742
	<u>205,551</u>	<u>116,734</u>
<b>Gross Deficit (Surplus) from Trading</b>	<u>(40,154)</u>	<u>22,048</u>



This statement should be read in conjunction with the attached notes

*Calvin*

The Ngaruawahia RSA Memorial Club Inc  
**Combined Statement of Financial Performance**  
 For the Year Ended 31 March 2019

Note	2019	2018
	\$	\$
<b>Divisional Revenue</b>		
Surplus from Bar	191,037	182,822
Surplus from Gaming	45,422	41,881
Surplus from Fundraising	28,860	39,043
(Deficit) Surplus from Kitchen	(40,154)	22,048
<b>Total Divisional Revenue</b>	<b>225,165</b>	<b>285,794</b>
<b>Operating Revenue</b>		
Donations - Courtesy Van	9,758	7,284
Donations - General	17,140	24,869
Grants Received - WDC	19,391	2,962
Grants Received - WEL Energy	8,696	3,000
Other Income	1,712	4,300
Rent Received	29,350	36,528
Subscriptions	18,054	19,447
Interest Received	12	7
Wage Subsidy	1,400	3,508
<b>Total Operating Revenue</b>	<b>105,513</b>	<b>101,905</b>
<b>Net Revenue</b>	<b>330,678</b>	<b>387,699</b>
<b>Less Expenses</b>		
<b>Administration Expenses</b>		
Accountancy and Xero Fees	4,081	2,519
Advertising	1,207	1,379
Audit Fee	3,346	2,900
Computer Expenses	3,348	4,226
Donations	218	1,800
Entertainment - Deductible	12,712	7,664
Licences & Registrations	5,323	2,742
Membership Draw	4,870	8,000
Printing, Stamps & Stationery	1,410	2,092
Security Expenses	554	477
Telephone, Tolls & Internet	2,204	2,408
Management Contract/Salary	78,035	77,000
	<b>117,308</b>	<b>113,007</b>



This statement should be read in conjunction with the attached notes

*C. G. G.*

## The Ngaruawahia RSA Memorial Club Inc

## Combined Statement of Financial Performance (continued)

For the Year Ended 31 March 2019

Note	2019	2018
	\$	\$
<b>Overhead Expenses</b>		
ACC Levies	1,614	1,749
Birthday Club	1,931	(52)
Cleaning & Laundry	3,147	5,180
Club Hospitality	493	799
Club Levy	-	1,575
Light, Power & Heating	13,545	13,466
Eftpos & Till Expenses	1,360	1,386
Equipment Hire	-	32
General Expenses	2,842	3,388
Insurance	12,285	9,776
Capitations	4,183	5,936
IRD Penalties	210	1,575
Sky TV	7,809	9,012
Membership Cards	248	1,007
Motor Vehicle Expenses	4,713	4,523
Repairs & Maintenance	44,691	31,161
Professional Development	538	845
Rates	2,900	5,525
Rent - Plant & Equipment	2,094	2,074
Rubbish	976	1,842
Uniforms	-	517
Wages & Salaries	117,598	90,258
	223,177	191,574
<b>Finance Expenses</b>		
Bank Fees & Charges	2,720	612
Interest - Bank Loans	24,819	29,916
Overdraft Interest	464	-
Interest Paid - IRD	80	-
Interest Paid - Hire Purchase	-	(799)
	28,083	29,730
<b>Non Cash Expenses</b>		
Depreciation	26,643	33,550
<b>Total Expenses</b>	395,211	367,861
<b>Net (Deficit) Surplus</b>	(54,533)	19,838



This statement should be read in conjunction with the attached notes.

## The Ngaruawahia RSA Memorial Club Inc

## Statement of Movements in Equity

For the Year Ended 31 March 2019

	2019	2018
	\$	\$
<b>Revenues and Expenses</b>		
Net (Deficit) Surplus	(64,533)	19,838
<b>Total Recognised Revenues and Expenses</b>	<b>(64,533)</b>	<b>19,838</b>
<b>Distributions</b>		
The Ngaruawahia RSA Memorial Club Inc	-	(1,324)
Owners Equity at the Beginning of the Year	638,585	620,071
<b>Owners Equity at the End of the Year</b>	<b>574,052</b>	<b>638,585</b>



This statement should be read in conjunction with the attached notes.

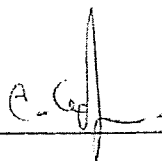
## The Ngaruawahia RSA Memorial Club Inc

## Statement of Financial Position

As at 31 March 2019

	Note	2019	2018
		\$	\$
<b>Current Assets</b>			
Floats and Cash on Hand	2	11,298	6,176
BNZ Club Account	2	40	40
ANZ Membership Account	2	2,057	1,903
ANZ RSA Gaming Account	2	31	4,842
Trade Receivables	3	30,531	16,804
Other Receivables	3	10,200	-
Income Tax Receivable		11	9
Stock on Hand	4	8,387	5,826
Stock on Hand	4	2,845	892
Stock on Hand	4	-	300
Other Current Assets	5	3,167	4,150
<b>Total Current Assets</b>		<b>68,567</b>	<b>40,942</b>
<b>Non-Current Assets</b>			
Property, Plant & Equipment	6	1,121,075	1,136,500
<b>Total Assets</b>		<b>1,189,642</b>	<b>1,177,442</b>
<b>Current Liabilities</b>			
ANZ Credit Card	7	804	450
ANZ RSA General	7	4,595	22,504
Members Cards	8	2,386	462
Accounts Payable	8	157,149	44,741
Subscriptions in Advance	8	7,171	4,977
Bonds Held	8	500	500
Holiday Pay Provision	8	14,307	2,487
Short Term Loan	8	5,000	-
Current Portion of Term Liabilities	8	41,369	38,860
GST Payable		13,465	13,481
<b>Total Current Liabilities</b>		<b>246,746</b>	<b>128,462</b>
<b>Non-Current Liabilities</b>			
ANZ Loan	9	368,844	410,395
<b>Total Liabilities</b>		<b>615,590</b>	<b>538,857</b>
<b>Net Assets</b>		<b>574,052</b>	<b>638,585</b>
<b>Equity</b>			
<b>Total Equity</b>		<b>574,052</b>	<b>638,585</b>

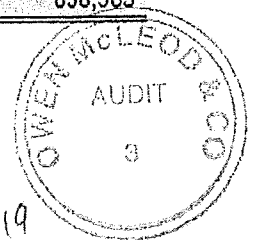
For and on behalf of the club



President

Date

11/7/19



This statement should be read in conjunction with the attached notes

The Ngaruawahia RSA Memorial Club Inc  
**Notes to and forming part of the Financial Statements**  
 For the Year Ended 31 March 2019

**1 Statement of Accounting Policies**

**Reporting Entity**

The Ngaruawahia RSA Memorial Club Inc is an incorporated society, registered under the Incorporated Societies Act 1908.

The special purpose financial report was authorised for issue by Members of the Committee of The Ngaruawahia RSA Memorial Club Inc.

**Statement of Compliance and Basis of Preparation**

The special purpose financial statements of The Ngaruawahia RSA Memorial Club (Inc) have been prepared in accordance with the stated accounting policies.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost and accrual basis have been applied.

The information is presented in New Zealand dollars. All values are rounded to the nearest \$.

**Specific Accounting Policies**

The following specific accounting policies which materially affect the measurement of the Combined Statement of Financial Performance and Statement of Financial Position have been applied:

(a) Inventories

Inventories are stated at the lower of cost and net realisable value. Cost is determined using the first-in, first-out (FIFO) method.

(b) Trade Receivables

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.

(c) Revenue

Sales of goods are recognised when they have been delivered and accepted by the customer.

This statement should be read in conjunction with the attached notes.



*[Handwritten signature]*

The Ngaruawahia RSA Memorial Club Inc  
Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 March 2019

(d) Property, Plant & Equipment

The entity has the following classes of Property, Plant & Equipment:

Buildings	0 -10% DV
Motor Vehicles	20% DV
Furniture & Fittings	10 - 40% DV
Plant & Equipment	10 - 40% DV
Land	0% DV

All property, plant & equipment except for land is stated at cost less depreciation. Land is stated at rateable valuation. Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007.

(e) Income Tax

No provision for income tax has been made as there is no current or deferred tax payable.

(f) Goods and Services Taxation (GST)

All items in the Statement of Financial Position are stated exclusive of GST except for receivables and payables which are stated inclusive of GST.

(g) Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on a basis consistent with those from previous financial statements.

2 Cash & Bank Balances

	2019	2018
	\$	\$
<b>Cash Balance</b>		
Floats and Cash on Hand	11,298	6,176
<b>Bank Account Balances</b>		
BNZ Club Account	40	40
ANZ Membership Account	2,057	1,903
ANZ RSA Gaming Account	31	4,842
	<u>2,128</u>	<u>6,785</u>
<b>Total Cash &amp; Bank Balances</b>	<u>13,426</u>	<u>12,961</u>

This statement should be read in conjunction with the attached notes





## The Ngaruawahia RSA Memorial Club Inc

## Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 March 2019

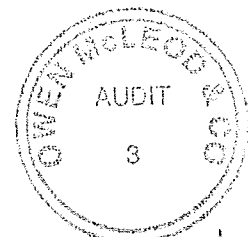
3 Trade and Other Receivables	2019	2018
	\$	\$
Trade Receivable		
Accounts Receivable	30,531	16,804
Other Receivables		
Eftpos	10,200	-
<b>Total Trade and Other Receivables</b>	<b>40,731</b>	<b>16,804</b>

All amounts are short-term and have been reviewed for indicators of impairment. The carrying value of trade receivables is considered a reasonable approximation of fair value.

4 Inventories	2019	2018
	\$	\$
Stock on Hand		
Stock on Hand	8,387	5,826
Stock on Hand	2,845	892
Stock on Hand	-	300
<b>Total Inventories</b>	<b>11,232</b>	<b>7,018</b>

5 Other Current Assets	2019	2018
	\$	\$
Theft Recovery	3,167	4,150
<b>Total Other Current Assets</b>	<b>3,167</b>	<b>4,150</b>

6 Property, Plant & Equipment	Cost	Depreciation Charged	Accumulated Depreciation	Closing Book Value
<b>Property, Plant &amp; Equipment 2019</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Freehold Land - At cost	234,000	-	-	234,000
Buildings - At cost	1,514,261	2,797	748,917	765,345
Plant & Equipment	278,370	6,838	227,075	51,295
Motor Vehicles	23,055	2,007	15,028	8,027
Furniture & Fittings	192,056	2,519	166,370	25,686
Fixed Assets	185,395	12,482	148,673	36,722
<b>Total Property, Plant &amp; Equipment</b>	<b>2,427,138</b>	<b>26,643</b>	<b>1,306,063</b>	<b>1,121,075</b>



This statement should be read in conjunction with the attached notes

C.G.

## The Ngaruawahia RSA Memorial Club Inc

## Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 March 2019

	Cost	Depreciation Charged	Accumulated Depreciation	Closing Book Value
<b>Property, Plant &amp; Equipment 2018</b>	\$	\$	\$	\$
Freehold Land - At cost	234,000	-	-	234,000
Buildings - At cost	1,514,261	3,220	746,120	768,141
Plant & Equipment	278,370	7,848	220,237	58,133
Motor Vehicles	23,055	2,508	13,021	10,034
Furniture & Fittings	180,839	2,172	163,851	16,988
Fixed Assets	185,395	17,801	136,191	49,204
<b>Total Property, Plant &amp; Equipment</b>	<b>2,415,921</b>	<b>33,549</b>	<b>1,279,420</b>	<b>1,136,500</b>

7 Bank Overdrafts	2019	2018
	\$	\$
Bank Account Balances		
ANZ Credit Card	804	450
ANZ RSA General	4,595	22,504
<b>Total Bank Overdrafts</b>	<b>5,399</b>	<b>22,954</b>

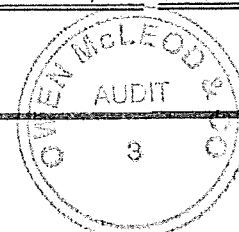
  

8 Payables & Accruals	2019	2018
	\$	\$
Accounts Payable		
Members Cards	2,386	462
Accounts Payable	157,149	44,741
<b>Total Accounts Payable</b>	<b>159,535</b>	<b>45,203</b>
Other Payables & Accruals		
Subscriptions in Advance	7,171	4,977
Bonds Held	500	500
Holiday Pay Provision	14,307	2,487
Short Term Loan	5,000	-
<b>Total Other Payables &amp; Accruals</b>	<b>26,978</b>	<b>7,964</b>
Current portion of Term Liabilities		
Current Portion of Term Liabilities	41,369	38,860
<b>Total Payables &amp; Accruals</b>	<b>227,882</b>	<b>92,027</b>

9 Term Loans - Secured	2019	2018
	\$	\$
ANZ Loan		
Total Outstanding	410,213	449,255
Less:		
Current Portion	41,369	38,860
Term Portion	368,844	410,395
<b>Total Term Loans - Secured Over Land &amp; Buildings</b>	<b>368,844</b>	<b>410,395</b>

This statement should be read in conjunction with the attached notes



The Ngaruawahia RSA Memorial Club Inc  
Notes to and forming part of the Financial Statements (continued)

For the Year Ended 31 March 2019

10 Gaming Information for Gaming Licence Purposes

	2019	2018
	\$	\$
<b>Gaming Proceeds</b>		
Proceeds	87,778	74,500
<b>Less</b>		
Accounting Fees	408	252
Audit Fees	335	290
Depreciation on Gaming Machines	12,482	17,801
Electricity	1,355	1,347
Gaming Machine Duty	20,764	17,370
Problem Gambling Levy	1,318	975
Electronic Monitoring	5,707	5,242
Licence Fees	7,939	-
Service and Repair of Gaming Machine	6,628	-
Insurance	1,229	976
Till Software	335	423
Eftpos	136	139
Rates	290	552
Security	55	48
Rubbish Disposal	98	184
Salaries & Wages	10,500	10,305
Interest	2,482	2,911
<b>Total Gaming Proceeds</b>	<b>15,717</b>	<b>15,685</b>

11 Related Parties

There were no significant transactions or transactions that were on terms and conditions that are likely to be different from the terms and conditions of transactions in similar circumstances, involving related parties during the financial year. (Last year - Nil)

12 Capital Commitments

The Ngaruawahia RSA Memorial Club Inc has no capital commitments as at 31 March 2019, (2018 Nil).

13 Contingent Liabilities

The Ngaruawahia RSA Memorial Club Inc has no contingent liabilities and no guarantees as at 31 March 2019. (2018: Contingent Liabilities Nil. Guarantees Nil.)

14 Events Occurring After Balance Date

No significant events have occurred subsequent to balance date.

15 Audit

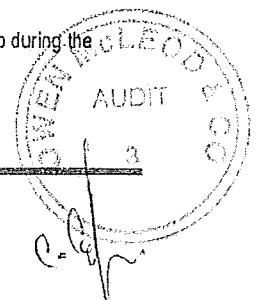
These financial statements have been subject to an audit. Please refer to Auditor's Report.

16 Going Concern

The financial statements have been prepared on a going concern basis, the validity of which depends on the ability of the Club to meet its budgeted cash flow targets.

The committee has reached this conclusion having regard to circumstances that they consider likely to affect the Club during the ensuing year and which may affect the validity of the going concern assumption.

This statement should be read in conjunction with the attached notes.



## INDEPENDENT AUDITOR'S REPORT

To the members of The Ngaruawahia RSA Memorial Club Inc

### Opinion

We have audited the special purpose financial statements of The Ngaruawahia RSA Memorial Club Inc, which comprise the statement of financial position as at 31 March 2019 and the statement of financial performance, trading accounts and statement of movements in equity for the year then ended, and notes to the special purpose financial statements, including a summary of significant accounting policies.

### Basis for Qualified Opinion

In common with other non-profit organisations, our work was limited as control over donations, fundraising and fees, before being recorded, is limited and there are no practical audit procedures to determine the effect of this limited control.

### Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements on pages 2 to 14 present fairly, in all material respects, the financial position of The Ngaruawahia RSA Memorial Club Inc as at 31 March 2019, and its financial performance for the year then ended.

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Club in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, the Club.

### Emphasis of Matter – Basis of Accounting and Restriction on Distribution

We draw attention to Note 1 of the special purpose financial statements, which describes the basis of accounting. The special purpose financial statements are prepared to assist the Committee in complying with the special purpose framework referred to above. As a result, the financial statements may not be suitable for another purpose. Our report is intended solely for the members of the Club and the Department of Internal Affairs, and should not be distributed to other parties. Our opinion is not modified in respect of this matter.

**Emphasis of Matter – Going Concern**

In forming our opinion, we have considered the adequacy of the disclosures made in the financial report regarding the use of the going concern assumption.

The financial statements have been prepared on a going concern basis, the validity of which depends on future cash flows meeting budgeted levels. The financial report does not include any adjustments that would result from a failure to achieve budgeted income. Details of the circumstances relating to this matter are described in Note 16.

**Responsibilities of Committee for the Special Purpose Financial Statements**

The Committee is responsible for the preparation of the special purpose financial statements in accordance with the special purpose framework and for such internal control as those charged with governance determine is necessary to enable the preparation of special purpose financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the special purpose financial statements, those charged with governance are responsible for assessing the Club's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless they either intend to liquidate the Club or to cease operations, or have no realistic alternative but to do so.

**Auditor's Responsibilities for the Audit of the Special Purpose Financial Statements**

Our objectives are to obtain reasonable assurance about whether the schedule is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this schedule.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

Identify and assess the risks of material misstatement of the schedule, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the The Ngaruawahia RSA Memorial Club Inc's internal control.

Conclude on the appropriateness of the use of the going concern basis of accounting by the Committee, and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on The Ngaruawahia RSA Memorial Club Inc's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the schedule or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the The Ngaruawahia RSA Memorial Club Inc to cease to continue as a going concern.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

We communicate with The Ngaruawahia RSA Memorial Club Inc regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



R K Owen  
Owen McLeod & Co  
12 July 2019  
Hamilton  
New Zealand



12 July 2019

The Chairperson  
The Ngaruawahia RSA Memorial Club Inc  
PO Box 74  
Ngaruawahia 3742

Dear Sir

## Audit Management Letter for the Year Ended 31 March 2019

### 1. Introduction

We have completed the audit of The Ngaruawahia RSA Memorial Club Inc for the year ended 31 March 2019 and enclose the financial statements with the audit report attached.

This letter provides a summary of:

- the audit scope
- the audit opinion
- the issues arising from the audit

You will appreciate that while our audit is carried out in accordance with International Standards on Auditing, it cannot, and should not, be relied upon to detect every instance of misstatement, fraud, irregularity or inefficiency.

The responsibility for the implementation and monitoring of internal and management controls rests with management and the Committee.

### 2. Audit Scope

The audit aimed to:

- Provide an audit opinion on whether the financial statements fairly reflect the Club's reported financial results and financial position.
- Assess and report on aspects of the Club's financial management and controls.

### 3. Audit Opinion

We have issued a modified audit opinion on the financial statements for the year ended 31 March 2019, which is normal for organisations where raffles, donations and fees are received.

### 4. Issues arising from the audit:

#### Financial situation of club

The overall financial situation of the club has deteriorated significantly over the past year. In the 2017/2018 year you had an operating surplus of \$19,838. The 2018/2019 result is a loss of \$64,533.

Freephone 0800 269 139

91 Clarence Street Hamilton 3204  
PO Box 389 Hamilton 3240

Telephone 07 839 1235  
Facsimile 07 839 1237

enquiries@owenmcleod.co.nz  
www.owenmcleod.co.nz



The major factor contributing to the loss is the substantial increase in the staff salaries cost. This has gone from \$143,000 in 2017/2018 to \$220,000 in 2018/2019 year – with a much smaller increase in overall revenue.

This has had a major impact on the club's cash resources and as a result a number of creditors haven't been paid. The amount owing to creditors is now in excess of \$150,000. Immediate remedial action needs to be taken.

We suggest you take action as follows:

- Establish the up to date financial situation at 30 June 2019.
- Review the trading results for the period April – June 2019. Did the club achieve a surplus?
- If the losses are continuing, you need to take action to reduce costs immediately – We note that the forecast for the next year shows an increase in salaries – not a decrease.
- Work out a plan as to how to start reducing the creditor balance – after you get back to surplus.

### **Going Concern Issue**

As the club has financial issues, we have added an emphasis of matter paragraph in the Audit Report

### **Till System/Banking**

We had difficulty in reconciling the daily register tapes through the summary sheet to the bankings.

We understand that there were variances throughout the year that were not adequately explained. We note that the reconciliation sheets have now been updated to enable easier balancing.

These should be reviewed by Wendy as part of the reporting process.

### **Minutes**

The minutes we sighted were not signed off. These should be signed off at the subsequent meeting – when they should be confirmed.

## **5. Discussions with Management**

Under the NZ International Standards on Auditing (NZ ISAs), we are required to tell you, as the governing body of any disagreements we had the management.

We are pleased to tell you that we had no such disagreements. We have not noted any significant risk or exposures that are required to be separately disclosed in the performance report.

We have not identified any instances of fraud involving senior management or any other frauds that have caused a material misstatement in the performance report.

We reaffirm we are independent of your Club and that we have no relationship with your Club that impairs our independence.



**6. Conclusion**

We wish to acknowledge the friendly assistance provided by your staff during the audit. If there is any further information you require, please do not hesitate to contact me.

Yours faithfully  
OWEN MCLEOD & CO

A handwritten signature in black ink, appearing to be 'Richard Owen', written over a faint, illegible stamp or watermark.

**Richard Owen**

Encls

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### **Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Kurt Abbot Projects & Innovation Manager
<b>Date</b>	17 March 2020
<b>Prepared by</b>	Sharlene Jenkins Executive Assistant
<b>Chief Executive Approved</b>	Y
<b>Reference/Doc Set #</b>	GOV0508 / 2538276
<b>Report Title</b>	Ngaruawahia Works & Issues Report: Status of Items March 2020

## **1. EXECUTIVE SUMMARY**

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

## **2. RECOMMENDATION**

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

## **3. ATTACHMENTS**

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- Ngaruawahia Community Board Issues Register – March 2020
- Ngaruawahia Ward Map
- Ngaruawahia Works as at 10 March 2020

## NGARUAWAHIA COMMUNITY BOARD ISSUES REGISTER – March 2020

Issue	Area	Action	Comments
Playground equipment at the Point	Operations Group / Service Delivery	<p>2019: The Community Board would like the old playground equipment to be repurposed for the Ngaruawahia Dog Run as dog agility equipment.</p> <p>There are plans to recycle what we can from the Ngaruawahia Playground and reuse some of it at the dog park on Ellery Street. There are some additional items that will need to be purchased to complete the project but this will be done in the near future.</p>	<p>SEPTEMBER 2019: WDC staff are working with Ngaruawahia High School who have taken on the design, build and installation project of the dog agility equipment at Ngaruawahia Dog Park. This will earn them a large amount of their NCEA standards for this year. They will be engaging with the Community Board in the near future to progress this project.</p> <p>In addition to this, staff have been approached by the Ngaruawahia Christian Youth Camp regarding any remaining surplus equipment (old metal monkey bars etc) that are not able to be repurposed at the dog parks. Subject to Council resolution, it is planned that this equipment will be gifted to them in the near future rather than disposing of through scrap metal.</p> <p>FEBRUARY 2020: The Ngaruawahia High project is progressing well, but has been on hold due to the school holidays.</p> <p>The students have designed and mapped out their course and seeked feedback from Council on any amendments needed prior to approval. This project should pick up momentum now that students have returned to school for Term 1.</p>
Cenotaph Vandalism	Service Delivery	<p>Staff were notified of the damage to the cenotaph on Tuesday April 23rd and despite us speaking to contractors straight away, we were unable to get it fully repaired in time for Anzac Day.</p> <p>To ensure that there was no disruption to the ceremony on the day contractors repaired the cracks and reinstated the plaque. The marble slab was removed and the mess was tidied up.</p> <p>Contact was made with the RSA to let them know what had happened and they provided us with photographs of the cenotaph from before the damage. Through this we discovered that two brass wreaths had also been stolen.</p> <p>Since then, we have been contacted by Chris Allen from Architectural Building Conservation Ltd. They have offered to repair the damage for free. The remaining pieces of Marble have been delivered to him</p>	<p>SEPTEMBER 2019: This is still ongoing. Staff are working with contractors to source stone and organise installation.</p>

Issue	Area	Action	Comments
		<p>in Paeroa. There was extensive damage to the stone and therefore we no longer have large enough pieces to be able to “glue” it all back together. Chris said that the quarry that supplied the stone for these types of monuments around the country closed and it has been a struggle to match the marble since then.</p> <p>He will do some investigating, contact his suppliers and will let us know if he is able to source it, if the slab is repairable and if so, how long it will take. He is also going to find a supplier of the wreaths and will let us know the cost.</p>	
Parking Sign	Service Delivery	MARCH 2020: Staff to update the Community Board on repairs to parking sign outside of the Ngaruawahia Community House.	MARCH 2020: Completed, sign has been re-installed.
Permitted Parking Signs	Service Delivery	MARCH 2020: Staff to update the Community Board on signage to reflect change in permitted parking following recent change to bylaw.	MARCH 2020: Update to be provided at the meeting..
River Road Pedestrian Crossing	Service Delivery	MARCH 2020: Staff to update the Community Board on repairs of light in pedestrian crossing on River Road following 2019 incident.	MARCH 2020: Completed, the light has been replaced/repared.
Youth Representation	Community Growth	MARCH 2020: The Youth Engagement Advisor requested to attend the March 2020 Community Board Meeting	MARCH 2020: The Youth Engagement Advisor will be in attendance at the March 2020 Community Board meeting.
Resolution / Action Register	Operations Group	MARCH 2020: Resolution / Action Register to be reported on six-monthly. Completed matters to be removed.	MARCH 2020: Updated Resolution / Action Register scheduled as a standing item to be presented to the Community Board in June and December.
Year to Date Service Request Report	Operations Group	MARCH 2020: Staff to clarify reference to “Ward” in the report, specifically whether the data related to the Community Board area only.	MARCH 2020: The Year to Date Service Request report pulls through all service requests raised within the Ngaruawahia Ward (as per the attached map).

Issue	Area	Action	Comments
Quarterly Community Board / Committee Meetings	Operations Group	MARCH 2020: Staff to investigate whether quarterly Community Board / Committee sessions would continue this triennium.	MARCH 2020: Yes, Joint Community Board / Committee meetings will be held this triennium. They will be scheduled shortly.

## **NGARUAWAHIA WORKS – As at 10 March 2020**

### **Community Projects**

#### **Toilets**

##### **The Point, Ngaruawahia**

Contract 18/213 to refurbish toilet facilities at Great South Road, Pokeno and at The Point, Ngaruawahia was awarded to ESN Construction.

Insurance, bonds, and Site Specific Safety Plan (SSSP) are currently being worked through. Once complete, temporary toilets will be installed for the duration of the works, then work can get underway.

##### **Centennial Park, Ngaruawahia**

The funding solution recommendation was approved by Council on 24 February.

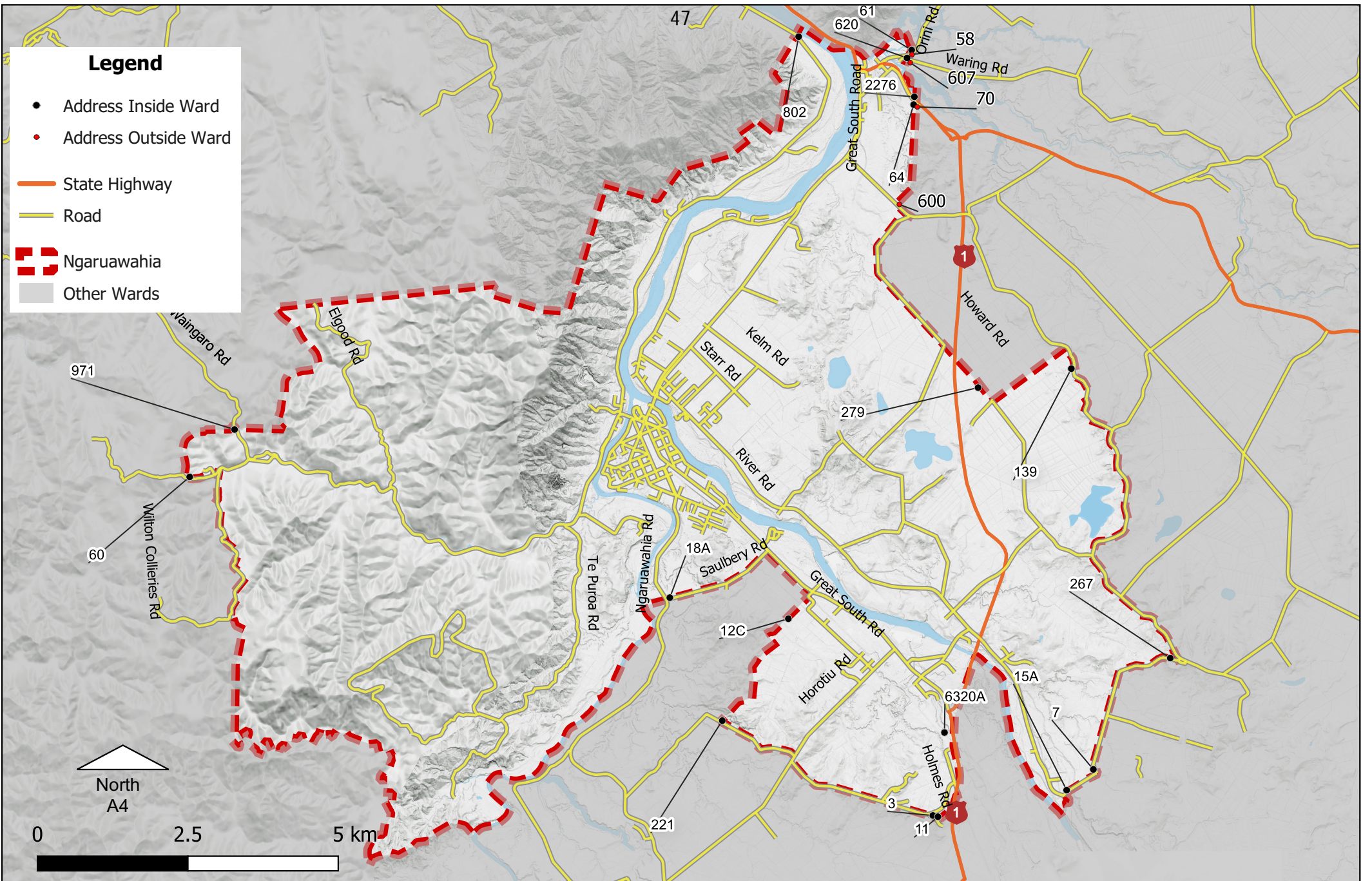
Contracts are in place for the works with Allens United Earthworks & Drainage Ltd for services and installation, and with Permaloo Ltd for toilet building supply.

#### **Cemeteries**

##### **Jackson Street Cemetery (Expected completion June 2020)**

Contract 18/153 Ngaruawahia Cemetery Access Road Upgrade has been advertised and closes at 4.00pm Friday, 03 April.

It is intended to evaluate and award the tender by Friday, 17 April and have the contractor established on Monday, 04 May. The work is expected to take six weeks.



### Legend

- Address Inside Ward
- Address Outside Ward
- State Highway
- Road
- ▬ Ngaruawahia
- ▬ Other Wards

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### **Open Meeting**

<b>To</b>	Ngaruawahia Community Board
<b>From</b>	Greg Wiechern Chairperson
<b>Date</b>	24 March 2020
<b>Reference #</b>	GOV0508
<b>Report Title</b>	Chairperson's Report

#### **1. EXECUTIVE SUMMARY**

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The purpose of this report is for the Chairperson to update the Board.

#### **2. RECOMMENDATION**

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**THAT the Chairperson's report be received.**

#### **3. ATTACHMENTS**

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Chairperson's Report – March 2020



Ngaruawahia Community Board Chairpersons Report March 2020

Ngaruawahia Swimming Pool Fun Day 16 February 2020. Kiri organised for the NCB to attend the fun day and managed to get sponsorship from several business owners for sausages, bread & sauce. The weather was great and the inflatable obstacle course was very popular. Eugene, Dianne & Greg assisted with the BBQ during the day which was successful.

First LTP meeting. 2 March 2020. Greg attended. Promoted the fact that Residents are paying \$60/week in rates and they have no way of making any savings as this is a fixed cost to each household. All Community Chairs have similar concerns for their urban areas. Any growth in the District should be paid for by those creating the need of extensions to services, not by existing residents.

Ngaruawahia Community Board informal workshop 10 March 2020. Our third informal workshop was attended by Kiri, Venessa, Jack Greg & Eugene. Apologies from Rongo, Dianne and Janet

Discussion regarding Ngaruawahia and Horotiu blueprints. A number of items from the proposed initiatives were discussed. Further discussion needs to be held to formally identify items that pertain to Council and in particular the Ngaruawahia Community Board and re-evaluate the priority. Consideration whether items that fall outside WDC & NCB should be removed from the blueprint.

Items NG4.1 (Council owned land and halls) and NG4.2 ((Te Mana o te Rangi reserve) were discussed in more detail.

Also discussed:

Increased concerns about wandering/insecure dogs in the town. Eugene to follow up

Speeding vehicles past Bernard Ferguson School. Kiri and Greg to follow up

Swimming pool contract, concern about cleanliness of changing areas etc. Eugene to follow up what is required under the contract.

Turangawaewae Regatta, 21 March. Jack, Venessa, Eugene, Janet & Greg to assist at Council stand.

Horotiu School Gala, 5 April 9am – 1 pm. NCB to have a table there to discuss issues with residents.

NCB resolution/ action register. Kiri to review the spreadsheet and suggest condensing items/actions

Chairpersons training. 13 March 2020. Greg attending