

Agenda for a meeting of the Huntly Community Board to be held in the Riverside Room, Civic Centre, Main Street, Huntly on **TUESDAY, 27 OCTOBER 2020** commencing at **6.00pm**.

- 1. APOLOGIES AND LEAVE OF ABSENCE**

- 2. CONFIRMATION OF STATUS OF AGENDA**

- 3. DISCLOSURES OF INTEREST**

- 4. CONFIRMATION OF MINUTES**
 Meeting held on Tuesday, 15 September 2020 2

- 5. PUBLIC FORUM**

- 6. REPORTS**
 - 6.1 NZ Police Update 10
 - 6.2 Discretionary Fund Report to 8 October 2020 11
 - 6.3 Friendship House (Huntly) Community Charitable Trust - Community Dinner Project 2021 13
 - 6.4 Friendship House (Huntly) Community Charitable Trust - Huntly Christmas on Main Event 2020 37
 - 6.5 Huntly Station Update 63
 - 6.6 Huntly Railway Station Name 64
 - 6.7 Submission – Proposed Waikato District Council Alcohol Control Bylaw 2020 70
 - 6.8 Submission - Proposed Waikato District Council Significance and Engagement Policy 73
 - 6.9 Huntly Works & Issues Report: Status of Items October 2020 77
 - 6.10 Chairperson’s Report 84
 - 6.11 Councillors’ and Community Board Members’ Reports *Verbal*

GJ Ion
CHIEF EXECUTIVE

Open Meeting

To	Huntly Community Board
From	Gavin Ion Chief Executive
Date	21 October 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV1318
Report Title	Confirmation of Minutes

1. EXECUTIVE SUMMARY

To confirm the minutes of the Huntly Community Board meeting held on Tuesday, 15 September 2020.

2. RECOMMENDATION

THAT the minutes of the meeting of the Huntly Community Board held on Tuesday, 15 September 2020 be confirmed as a true and correct record of that meeting.

3. ATTACHMENTS

HCB Minutes – 15 September 2020

MINUTES of a meeting of the Huntly Community Board held in the Huntly West Community Hub, Harris Street, Huntly on **TUESDAY, 15 SEPTEMBER 2020** commencing at **6.00pm**.

Present:

Mr D Whyte (Chairperson)
Cr S Lynch
Cr F McNally
Ms K Bredenbeck
Mr DRM Cork
Mr GB McCutchan
Ms E Wawatai
Mr LR Wootton

Attending:

His Worship the Mayor Mr AM Sanson

Sergeant J Stapleford (NZ Police)
Constable J McFarlane (NZ Police)
Mr D Thompson (Electoral Commission)
Mr C Smith (Terra Firma)
Mr L Smith (Terra Firma)
Ms L Smith (Terra Firma)
Ms R Brunning (Terra Firma)
Ms R Roberts (Terra Firma)
Mr P Vitasovich

Ms V Jenkins (HR Manager)
Mr A Pipe (Environmental Health Team Leader)
Ms J Bell-Wymer (Corporate Planner)
Mrs LM Wainwright (Committee Secretary)

APOLOGIES AND LEAVE OF ABSENCE

There were no apologies.

CONFIRMATION OF STATUS OF AGENDA ITEMS

Resolved: (Mr Whyte/Mr McCutchan)

THAT the agenda for a meeting of the Huntly Community Board held on Tuesday, 15 September 2020 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received;

AND FURTHER THAT Mr Paul Vitasovich be given full speaking rights for Item 7.2 – Gleeson & Cox – Managed/Clean Fill Site – Chair’s Update.

CARRIED

HC2009/01

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Mr Whyte/Ms Wawatai)

THAT the minutes of a meeting of the Huntly Community Board held on Tuesday, 4 August 2020 be confirmed as a true and correct record of that meeting.

CARRIED

HC2009/02

PUBLIC FORUM

The following items were discussed at the public forum:

- Communities were encouraged to vote in the upcoming general election.
- Motorbikes on walking and mountain bike tracks at Puketirini.

PRESENTATION – TERRA FIRMA RESOURCES

The report was received [*HCB2009/02 refers*]. Mr Smith and family highlighted the following points:

- The property for development was adjacent to the south side of the lake.
- An application would be made to rezone the land to residential. The hearing would be held in January 2021.
- Wetlands would be increased in size.
- Wastewater and water reticulation infrastructure was close to the proposed development site.
- Intensive planting had taken place on the site and further plantings would be carried out.

REPORTS

NZ Police Update

Agenda Item 7.1

The report was received [*HCB2009/02 refers*]. Sergeant Stapleford and Constable McFarlane highlighted the following points:

- The police had recovered stolen motorbikes.
- The illegal use of motorbikes – gathering evidence for the Police would help to identify offenders.
- A Facebook page between the Police and Huntly business owners had been developed.
- Work between the Police and schools was underway to assist with reducing youth crime.

Gleeson & Cox – Managed/Clean Fill Site – Chairperson’s Update

Agenda Item 7.2

The report was received [*HCB2009/02 refers*] and the following matters were noted:

- A resource consent had not yet been applied for.
- Gleeson & Cox had applied for a fill site in Mercer.
- The prevailing wind at the Huntly site would produce large amounts of dust.

Resolved: (Mr Whyte/Mr McCutchan)

THAT the Huntly Community Board retrospectively approves the statement in relation to Gleeson & Cox's proposed managed/clean fill site (Attachment I to this report), noting this statement:

- has been sent to **Waikato District Council**; and
- represents the views of the **Huntly Community Board**, and not the **Waikato District Council**.

CARRIED

HC2009/03

Stage 2 Proposed District Plan – Draft Community Board Submission
Agenda Item 7.3

The report was received [*HC2009/02 refers*] and no discussion was held.

Resolved: (Mr Whyte/Ms Bredenbeck)

THAT the Huntly Community Board approves the draft submission on the Proposed District Plan (Stage 2) as attached to this report, subject to any amendments requested by the Board and that the submission be presented in the required format;

AND THAT the Huntly Community Board authorises the Chairperson to complete the required submission form and submit the submission to **Waikato District Council.**

CARRIED

HC2009/04

Blueprints – Community Board Feedback
Agenda Item 7.4

The report was received [*HC2009/02 refers*] and no discussion was held.

Resolved: (Mr Whyte/Ms Bredenbeck)

THAT the Huntly Community Board retrospectively approves the feedback to **Waikato District Council in relation to the **Blueprint (Huntly)**, as attached to this report.**

CARRIED

HC2009/05

Alcohol Control Bylaw

Agenda Item 7.5

The report was received [*HCB2009/02 refers*]. The Environmental Health Team Leader and Corporate Planner outlined the consultation process and advised as follows:

- The Board was encouraged to submit to the draft Proposed Waikato District Council Alcohol Control Bylaw 2020, which had been released for consultation. Community feedback would be critical and add value when considering the bylaw.
- The new Bylaw would enable Police to have more enforcement power.

Resolved: (Mr Whyte/Mr McCutchan)

THAT the Huntly Community Board delegates the Chairperson to draft a submission to the Waikato District Council in relation to the Proposed Alcohol Control Bylaw 2020 as follows:

- **The draft submission reflects the direction provided by the Board;**
- **The draft submission is circulated to all Board members by email for review and approval;**
- **The final, approved submission is submitted to the Council before the submission close-off date; and**
- **The final, approved submission is presented to the next Community Board meeting for noting.**

CARRIED**HCB2009/06**Works and Issues Report – September 2020

Agenda Item 7.6

The report was received [*HCB2009/02 refers*] and discussion was held on the following matters:

- Platform at the Huntly Rail Station would be completed in September 2020.
- Rail platform fitout (shelters, fencing, signage) would be installed in October 2020.
- Park & Ride carpark would be completed in November 2020.

Street Lighting Huntly – WEL Networks Response
Agenda Item 7.7

The report was received [*HCB2009/02 refers*] and discussion was held on the following matter:

- Time delay between Council receiving a CRM on street light outage and receipt of the complaint by WEL Energy.

ACTION: Staff to investigate time delay and report back to the next Board meeting.

Discretionary Fund Report to 31 July 2020
Agenda Item 7.8

The report was received [*HCB2009/02 refers*] and discussion was held.

ACTION: Staff to investigate the commitment “Huntly Christmas related activities – recurring” and report back to the next Board meeting.

ACTION: Staff to investigate the uplifting of funds for the “Lakeside Christian Life Centre” and report back to the next Board meeting.

Resolved: (Mr Whyte/Ms Bredenbeck)

THAT the Graeme Dingle Foundation – Huntly West community led project funds of \$115.43 (Resolution No. HCB1905/04) be returned to the pool.

CARRIED

HCB2009/07

Chairperson’s Report
Agenda Item 7.9

The report was received [*HCB2009/02 refers*]. The chairperson advised that he would prepare a draft submission to the Significance and Engagement Policy and circulate to all Board members by email for review and approval.

Project Update – Mana in the Main Street
Agenda Item 7.10

The report was received [*HCB2009/02 refers*] and discussion was held on the following matters:

- Balustrade on the jetty at Garden Place – vertical metal railings had been removed.
- Replacement/removal of the delapidated sign located at the entrance to Z Energy, Huntly.

Project Update – Safe Huntly (Graffiti)
Agenda Item 7.11

The report was received [*HCB2009/02 refers*] and discussion was held on the following matters:

- Graffiti in the Main Street of Huntly was under control.
- The Safe Huntly group had made a difference in keeping the community free of graffiti.

Welcome Signs
Agenda Item 7.12

No discussion was held.

Councillor’s/Councillors’ and Board Members’ Reports
Agenda Item 7.13

The report was received [*HCB2009/02 refers*] and discussion was held on the suitability of the Huntly Community Hub as a venue for Board meetings. Alternating the venues would remain for future Board meetings.

There being no further business the meeting was declared closed at 7.50pm.

Minutes approved and confirmed this _____ day of _____ 2020.

D Whyte
CHAIRPERSON

Open Meeting

To	Huntly Community Board
From	Gavin Ion Chief Executive
Date	14 October 2020
Prepared by	Lynette Wainwright Committee Secretary
Chief Executive Approved	Y
Reference #	GOV0505
Report Title	NZ Police Update

1. EXECUTIVE SUMMARY

To advise members that a representative from the New Zealand Police will be in attendance at the Community Board meeting.

2. RECOMMENDATION

THAT the verbal report from the NZ Police be received.

Open Meeting

To	Huntly Community Board
From	Alison Diaz Chief Financial Officer
Date	08 October 2020
Prepared by	Jean de Abreu Support Accountant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0505
Report Title	Discretionary Fund Report to 08 October 2020

1. EXECUTIVE SUMMARY

To update the Board on the Discretionary Fund Report to 08 October 2020.

2. RECOMMENDATION

THAT the report from the Chief Financial Officer be received.

3. ATTACHMENTS

Discretionary Fund Report to 08 October 2020

HUNTLY COMMUNITY BOARD DISCRETIONARY FUND REPORT 2020/21 (July 2020 - June 2021)

As at Date: 08-Oct-2020

			GL 1.204.1704
2020/21 Annual Plan			24,026.00
Carry forward from 2019/20			41,384.00
Total Funding			65,410.00
Income			
Total Income			-
Expenditure	Resolution No.		
Total Expenditure			-
Net Funding Remaining (Excluding commitments)			65,410.00
Commitments			
21/06/2016	Commitment for placemaking projects (HCB1606/03/1)		15,000.00
17/09/2019	Huntly Fire Brigade - towards the Secret Garden Project	HCB1909/04	250.00
17/09/2019	Huntly Menz Shed - towards the Secret Garden Project	HCB1909/04	250.00
18/02/2020	Funding to Justin Twomie Mahon, for Painting and Decorating, for the amount of \$1,000.00. Murals to address graffiti in the Huntly Main Street and Bridge Street shops.	HCB2002/07	1,000.00
	<i>Less: Expenses</i>		- 2,874.61
21/02/2017	Huntly Christmas related activities - recurring	HCB1702/04	to be confirmed
21/05/2019	Revitalise 2 Huntly entrance sites	HCB1905/06	5,000.00
Total Commitments			18,625.39
Net Funding Remaining (Including commitments)			46,784.61

Open Meeting

To	Huntly Community Board
From	Vishal Ramduny Acting General Manager Community Growth
Date	9 October 2019
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference #	GOV0505 / 2778629
Report Title	Friendship House (Huntly) Community Charitable Trust - Community Dinner Project 2021

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Friendship House (Huntly) Community Charitable Trust towards the cost of their Community Dinner Project 2021.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the Friendship House (Huntly) Community Charitable Trust towards the cost of their Community Dinner Project 2021;

AND THAT the request from the Friendship House (Huntly) Community Charitable Trust towards the cost of their Community Dinner Project 2021 is declined / deferred until for the following reasons.

3. BACKGROUND

Friendship House (Huntly) Community Charitable Trust is hosting a series of community dinners, for the community groups and organisations within their Raahui Pookeka during 2021, in the Huntly township. The Community Dinner Project will provide a community meal once a month for 10 months during 2021, with the event put on by the community for the community.

The intention is that each organisation will be provided with \$500.00 to cover the cost of hosting their dinner, which will be supported by volunteers.

A different local community group or organisation will host the event each month, with people working together and combining resources to host the event.

Local organisations and community groups that will volunteer includes:

- Huntly Kids Kitchen
- Huntly Community Advice Centre
- Huntly College
- St Anthony's Church.

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 \$5,000.00. The Friendship House (Huntly) Community Charitable Trust is seeking funding of \$5,000.00 towards the cost of hosting their Community Dinner Project 2021.

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

6. CONCLUSION

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 percent at the discretion of the relevant community board or committee or Council's Discretionary and Funding Committee.

For grants above \$5,000.00, a funding cap of 75 percent 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. ATTACHMENT

Friendship House (Huntly) Community Charitable Trust - Community Dinner Project 2021

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
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form
Yes No
- All parts of the application need to be completed and all supporting information supplied.

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

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

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 type="checkbox"/> | Huntly <input checked="" type="checkbox"/> | Te Kauwhata <input type="checkbox"/> | Meremere <input type="checkbox"/> |

Section I – Your details

1. Name of your organisation and contact person

Friendship House (Huntly) Community Charitable Trust - Victoria Kemp

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

Friendship House and Huntly West Hub are two community houses serving with the purpose of supporting our community to wellbeing by providing services and opportunities to meet the wants and needs of our community

3. Phone number/s

4. Email / Address

friendship.huntly@gmail.com

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

CC47572

Section 2 – Your event / project

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

Community dinner project 2021. 10 community dinners hosted by different local organisations in Raahui Pookeka during 2021.

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

Huntly Kids Kitchen, Huntly Community Advice Centre, Huntly College, St Anthony's Church and more to confirm.

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

Bringing the community together for a meal and conversation.
Reducing isolation.
Getting to know your neighbours.
Working together.
Everyone is welcome.

Are you GST registered? No Yes GST Number 108 / 259 / 434

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 requirements1. **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	\$	\$ 5000.00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$	\$ 5000.00

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)
10 Community dinners @ \$500.00 each	\$	\$ 5000.00 <input type="checkbox"/>
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$	\$ 5000.00 <input type="checkbox"/>

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:

Volunteers, venues, equipment, food, promotion, advertising, travel assistance.

NOTE: The \$500 per month will be used by each organisation to cover costs of hosting the dinner, mostly food costs.

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
Huntly Community Board	Christmas in the park	21/10/19	3922.08
Creative Communities	Creative Huntly: 13/04/19, 30/10/19	06/07/20	12454.27

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: Only Christmas in the Park and 2019 CCS Date: 09.09.20

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

 Name: Victoria Kemp Date: 09.09.20

Position in organisation (tick which applies)

Chairman Secretary Treasurer manager Signature: Victoria Kemp Date: 24.08.2020***Incomplete applications will not be accepted and will be returned**



Friendship House (Huntly) Community Charitable Trust

55 William Street

Huntly

3700

friendship.huntly@gmail.com 07 8287559

Community Dinner Project 2021

OVERVIEW

The Community Dinner Project will provide a community meal once a month for 10 months during 2021.

A different local community group or organisation will host the dinner or lunch each month, put on by the community for the community. Each organisation will provide volunteers, venues and food. Organisations can work together to host a lunch to combine resources.

FHCCT will apply for enough funding so that each group will have a budget of \$500 to host the dinner. The funding will lighten the financial load to the organisations and members.

Working with NWTT and others we can transport those that need assistance to get to the venue.

All hosts and partners will have a representative on the Community Dinner Project.

Community working together to create more connections and wellbeing.

GOALS

1. Bringing the community together for a meal and conversation.
2. Reducing isolation.
3. Getting to know your neighbours.
4. Working together.
5. Everyone is welcome.

Possible community hosts and partners:

Huntly Lions, Huntly BPW, St Anthony's Catholic Church, Huntly College, Church of Jesus Christ of Latter day Saints, Huntly Baptist Church, Waahi Whaanui Trust, Lakeside Christian Life Centre and Community Centre, Trinity Co-operating Church, Huntly Kids Kitchen, Waahi Paa Marae, Huntly RSA over 50's club, North Waikato Transport Trust, Huntly Rotary, Te Ohaaki Marae, Kaitumutumu Marae, Te Kauri Marae, Huntly Community Advice Centre, Raahui Pookeka Distribution Hub.

Friendship House (Huntly) Community Charitable Trust

**Performance Reports
For the Year Ended 31st December 2019**

Friendship House (Huntly) Community Charitable Trust
Performance Reports
For the Year Ended 31st December 2019

Contents

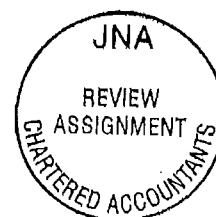
Entity Information	2
Entity Information (Continued)	3
Statement of Service Performance	4
Statement of Accounting Policies	5
Notes to the Accounts	6 & 7
Statement of Financial Performance	8
Statement of Movements in Equity	9
Statement of Financial Position	10
Schedule of Fixed Assets and Depreciation	11
Statement of Cash Flows	12
Independent Assurance Practitioner's Review Report	13 & 14

Friendship House (Huntly) Community Charitable Trust


Entity Information

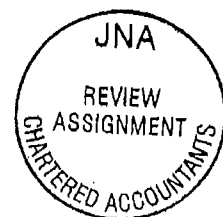
For the Year Ended 31st December 2019

Legal Name of Entity:	Friendship House (Huntly) Community Charitable Trust
Type of Entity and Legal Basis (if any):	Charitable Trust registered under the Charities Act 2005
Registration Number:	CC47572
Entity's Purpose or Mission:	<p>The purpose of the Trust is to provide community resource centres to help our community thrive, using the following objectives:</p> <p>3.1 Provide a range of services and opportunities that meet the needs of the community.</p> <p>3.2 Identify, facilitate and provide opportunity for access to information, resources, activities, health, social interaction, employment, education, housing and welfare for all members of our community.</p> <p>3.3 Work together in partnership with individuals, groups, local and central government to achieve the objectives of the Trust and encourage collaboration between existing services, community resources and facilities.</p> <p>3.4 Clearly and effectively communicate the activities of Friendship House to the Huntly and surrounding community.</p> <p>3.5 Promote and support other local activities and services that are working to encourage positive change in our community.</p> <p>3.3 Other support and assistance consistent with this charitable purpose.</p>
Entity Structure:	<p>Trust Structure: The Board will comprise of no less than four (4) Trustees and no more than ten (10) Trustees. We currently have eight (8) trustees that constitute our governance board, including three executive officer positions: chairperson, treasurer and secretary. Operational Structure: Our operations are managed by three paid employees. We employ a manager, coordinator and art coordinator. Volunteer's support us with our various activities throughout the year.</p>
Main Sources of the Entity's Cash and Resources:	Friendship House (Huntly) Community Charitable Trust's main funding sources are government grants, community grants and donations/Koha.
Main Methods Used by the Entity to Raise Funds:	Fundraising activities include donations or Koha for workshops.
Entity's Reliance on Volunteers and Donated Goods or Services:	Volunteers donate time and sometimes resources to run workshops and our regular Morning Tea. The Trust receives food donations for our Huntly Community Pantry and food rescue.



Friendship House (Huntly) Community Charitable Trust
Entity Information (continued)
For the Year Ended 31st December 2019

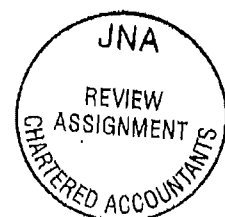
Physical Address:	55 William Street Huntly 3700
Postal Address:	55 William Street Huntly 3700
Phone:	07 8287559
Email:	friendship.huntly@gmail.com
	https://www.facebook.com/Friendship-House-Huntly-Community-Charitable-Trust-313414105436218/
Website:	https://friendship-house.webnode.com/
Accountants:	Accounting Concepts, 68 Main Street, Huntly, 3700
Reviewer:	Jefferies Nock & Associates Chartered Accountants 187 Peachgrove Road 5 Cross Road Hamilton



Friendship House (Huntly) Community Charitable Trust
Statement of Service Performance
For the Year Ended 31st December 2019

Description of the Entity's Outcomes	The people in our community to flourish and grow. Friendship House and Huntly West Hub to provide the best community support provision, providing accessible opportunities for people to learn grow, play and make positive changes in their lives. Reducing isolation, a connected community, people learning new skills and using them in their daily lives, volunteers feeling valued and people feeling supported.
--------------------------------------	--

Description and Quantification (to the extent practicable) of the Entity's Outputs:	2019
Playgroup	511
Wool Gathering	346
Networking Morning Tea	107
Free Morning Tea	1158
Kids Art Club	950
Huntly Art Club	248
Mosaic Club	245
Children Art & Craft Classes	1498
Adult Art & Craft Classes:	271
Other children's activities and workshops	65
Other events and exhibitions (Art in the Park, Photography, Christmas in the Park)	783
Cooking classes, cost saving workshops, Christmas is on its way	215
Other agencies and organisations	1751
Drop in, information, other	1248
Counsellors and clients	387
Steady as you go – exercise class	405
Other group meetings (Friendship Circle, Grandparents raising Grandchildren, , NWTT, FH Trust, Bellyful, Harty Sistaz,)	322
Huntly Kids Kitchen, Sunday dinner and Holiday breakfast club.	328
Food rescue (recipients)	2340
Plunket, PEPE and coffee groups	634
Huntly Community Pantry	617
Bellyful meals delivered	436
Phone calls	1801



Friendship House (Huntly) Community Charitable Trust

STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

STATEMENT OF ACCOUNTING POLICIES

Reporting Entity

The reporting entity is Friendship House (Huntly) Community Charitable Trust, set up under the provisions of the Charitable Trusts Act 1957. It is registered with the Charities Commission 2005.

Statement of Compliance and Basis of Preparation

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

The measurement system adopted is that of historical cost.

SPECIFIC ACCOUNTING POLICIES

The following specific accounting policies which materially affect the measurement of profit and financial position have been applied.

1 Grants Funding Income

Grants Funding is recognised when received. Grants, which have not been expensed in the current year are carried forward to the next year and are shown in the Statement of Financial Performance and also in the Statement of Financial Position as a liability.

2 Fixed Assets

Fixed assets are stated at cost less depreciation. A fixed assets and depreciation schedule forms part of these accounts in which the depreciation rates and basis of calculation is indicated. The rates used depreciate the assets over the term of their estimated useful lives.

3 Income Tax

The Trust undertakes activities on behalf of its local community and is registered under the Charities Commission 2005, and therefore is exempt from Income Tax.

4 Accounts Receivables

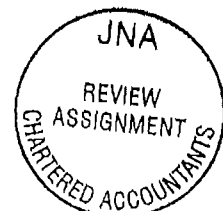
Accounts owing to the Trust are stated at their estimated realisable value.

5 GST

All items in the financial statements are stated exclusive of GST, with the exception of accounts receivable and account payable which stated as GST inclusive.

CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies and they were applied consistently during the year.



Friendship House (Huntly) Community Charitable Trust

STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

NOTES TO THE ACCOUNTS

Related Parties

There are no related party transactions.

Trustee Fees

The Trust has paid no trustee fees.

Contingencies

The Trust has no identified material contingencies at balance date.

Commitments

The Trust has a commitment to utilising some grant income received during the year (or prior year/s) for specific expenditure items – any unexpended income is shown in the Statement of Financial Position as Unexpended Grants and is carried forward to the following year as detailed in the Statement of Financial Performance.

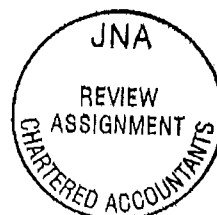
Significant Events after Balance Date

The Trust has no significant events after balance date.

Going Concern

The Trust is a community based organisation with charitable purposes. It relies on grant funding from community organisations from year to year to continue to operate along with voluntary contributions from its members and the community. The Trust remains a going concern on the basis.

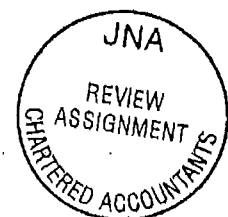
	<i>Note</i>	2019	2018
		\$	\$
REVENUE			
Interest		433	553
Grant – WEL Energy		36,500	24,000
Grant – Trust Waikato		13,000	11,000
Grant – Lion Foundation		2,630	-
Grant – NZ Lotteries		52,000	43,000
Grant – Pub Charity		2,630	-
Grant – COGS		10,000	6,000
Grant – Tindall		1,250	-
Grant – WDC		10,688	9,003
Grant – Len Reynolds Trust		7,000	4,000
Grant – DV Brant Trust		-	2,600
Grant – Ultrafast Broadband		1,499	-
Grant – Wallace Foundation Grant		733	-
SeniorNet Donations		5	105
Donations		8,893	10,666
Rent - Plunket		9,280	9,280
Rent - Room Hire		5,159	1,214
Total Income		161,700	121,421
Less Expenses			
Accident Compensation Levy		666	238
Accountancy Fees		738	641
Advertising		141	225
Audit Fees		1,000	900
Bank Charges		-	15
Buildings		567	545
Cleaning & Laundry		617	447



Friendship House (Huntly) Community Charitable Trust

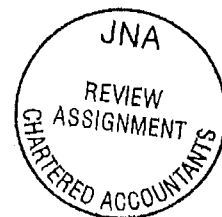
STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

Community Development Sessions	12,431	20,094
Community Pantry	2,721	5,439
General Expenses	-	820
Insurance	341	696
IRD Penalties	-	112
Light Power & Heating	1,145	1,152
Office Expenses	1,064	1,323
Printing, Stamps & Stationery	774	1,062
Rents	10,435	10,435
Staff Hospitality Allowance	1,234	917
Staff Training & Welfare	1,804	129
Subscriptions	606	688
Telephone, Tolls & Internet	3,300	3,035
Travel - National	2,018	1,136
Volunteer Appreciation	2,977	3,513
Wages & Salaries	107,250	76,386
Total Expenses	<u>151,830</u>	<u>129,948</u>
Net Surplus/(Deficit) Before Depreciation	<u>9,870</u>	<u>(8,527)</u>
Less Depreciation		
Depreciation as per Schedule	<u>1,189</u>	<u>1,711</u>
Surplus/(Deficit) Before Beneficiary Distributions	<u>8,681</u>	<u>(10,238)</u>
NET SURPLUS/(DEFICIT)	<u>\$8,681</u>	<u>(\$10,238)</u>



Friendship House (Huntly) Community Charitable Trust
Statement of Financial Performance
For the Year Ended 31st December 2019

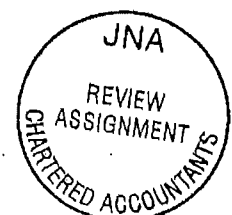
	<i>Note</i>	2019	2018
		\$	\$
REVENUE			
Interest		433	553
Grants		137930	99603
Sundry Income		-	-
Donations		8898	10771
Revenue from providing goods and services		14439	10494
Total Income		161,700	121,421
Less Expenses			
Operating Expenses		28506	24516
Volunteer and employee related costs		110893	79899
Community Workshop Expenses		12431	25533
Community Event Expenses		-	-
Total Expenses		151,830	129,948
Net Surplus/(Deficit) Before Depreciation		9,870	(8,527)
Less Depreciation			
Depreciation as per Schedule		1,189	1,711
Surplus/(Deficit) Before Beneficiary Distributions		8,681	(10,238)
NET SURPLUS/(DEFICIT)		\$8,681	(\$10,238)



Friendship House (Huntly) Community Charitable Trust

STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

Community Development Sessions	12,431	20,094
Community Pantry	2,721	5,439
General Expenses	-	820
Insurance	341	696
IRD Penalties	-	112
Light Power & Heating	1,145	1,152
Office Expenses	1,064	1,323
Printing, Stamps & Stationery	774	1,062
Rents	10,435	10,435
Staff Hospitality Allowance	1,234	917
Staff Training & Welfare	1,804	129
Subscriptions	606	688
Telephone, Tolls & Internet	3,300	3,035
Travel - National	2,018	1,136
Volunteer Appreciation	2,977	3,513
Wages & Salaries	107,250	76,386
Total Expenses	<u>151,830</u>	<u>129,948</u>
Net Surplus/(Deficit) Before Depreciation	9,870	(8,527)
Less Depreciation		
Depreciation as per Schedule	1,189	1,711
Surplus/(Deficit) Before Beneficiary Distributions	<u>8,681</u>	<u>(10,238)</u>
NET SURPLUS/(DEFICIT)	<u>\$8,681</u>	<u>(\$10,238)</u>



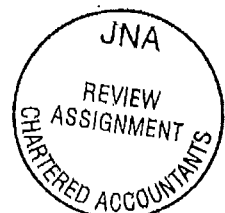
Friendship House (Huntly) Community Charitable Trust
Statement of Financial Position
As at 31st December 2019

	<i>Note</i>	2019	2018
		\$	\$
CURRENT ASSETS			
BNZ SeniorNet Account 01		3,731	4,001
BNZ 00		64,045	62,234
BNZ Playgroup		619	571
BNZ - Memorial Hall		4,493	50
BNZ - Groceries		302	232
GST Refund Due		962	811
Accounts Receivable		3,191	659
Total Current Assets		<u>77,343</u>	<u>68,558</u>
NON-CURRENT ASSETS			
Fixed Assets as per Schedule		10,749	6,678
Investments			
Term Deposit		15,990	15,613
TOTAL ASSETS		<u>104,083</u>	<u>90,849</u>
CURRENT LIABILITIES			
Accounts Payable		(2,683)	4,349
Grant Received in Advance		72,338	65,600
Funds Held for War Memorial Hall Committee		4,847	-
Total Current Liabilities		<u>74,502</u>	<u>69,950</u>
TOTAL LIABILITIES		<u>74,502</u>	<u>69,950</u>
NET ASSETS		<u>\$29,580</u>	<u>\$20,899</u>
Represented by;			
ACCUMULATED FUNDS			
Funds Settled		31,126	31,126
Retained Earnings		(1,546)	(10,227)
TOTAL ACCUMULATED FUNDS		<u>\$29,580</u>	<u>\$20,899</u>

The accompanying notes form part of this Performance Report and should be read in conjunction with the reports contained herein.

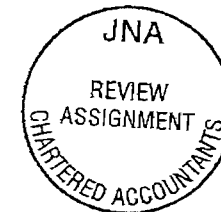
For and on behalf of the Trustees:

.....
 Chairperson
/...../.....



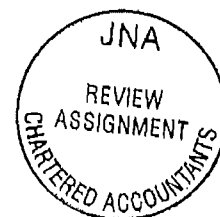
Friendship House (Huntly) Community Charitable Trust
Depreciation Schedule
For the Year Ended 31st December 2019

Asset	Private Use	Cost Price	Book Value 01/01/2019	Additions Disposals	Gain/Loss on Disposal	Capital Profit	--- Depreciation --- Mth Rate \$	Accum Deprec 31/12/2019	Book Value 31/12/2019
PLANT & EQUIPMENT									
Heat Pump		5,304	2,923				12 10.0% DV	292	2,631
Dishwasher		1,477	534				12 20.0% DV	107	427
Carpet Cleaner		748	275				12 25.0% DV	69	206
Eucalyptus Toddler Playset		3,151	2,563				12 13.0% DV	333	2,230
Shapes Walker		368	81				12 67.0% DV	54	27
Dump Truck		803	176				12 67.0% DV	118	58
Balance Wobbler in Frame		575	126				12 67.0% DV	84	42
Heat Pumps				5,260			3 10.0% DV	132	5,128
Sub-Total		12,426	6,678	5,260				1,189	10,749
TOTAL		12,426	6,678	5,260				1,189	10,749



Friendship House (Huntly) Community Charitable Trust
Statement of Cash Flows
For the Year Ended 31st December 2019

	2019 \$	2018 \$
OPERATING ACTIVITIES		
Cash was provided from:		
Receipts from Customers	190,158	163,009
	<u>190,158</u>	<u>163,009</u>
Cash was applied to:		
Payments to suppliers and employees	172,355	132,587
Other Operating Activities	6,065	7,288
	<u>178,420</u>	<u>139,876</u>
Net Cash Inflow (Outflow) from Operating Activities	<u>11,739</u>	<u>23,133</u>
INVESTING ACTIVITIES		
Cash was applied to:		
Purchase of fixed assets	5,260	-
	<u>5,260</u>	<u>-</u>
Net Cash Inflow (Outflow) from Investing Activities	<u>-</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH HELD	<u>6,479</u>	<u>23,133</u>
Cash and cash equivalents as at 1 January 2019	82,701	59,568
Cash and Cash Equivalents as at 31 December 2019	<u>89,180</u>	<u>82,701</u>



INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

To the Trustees of Friendship House (Huntly) Community Charitable Trust

We have reviewed the accompanying performance report of Friendship House (Huntly) Community Charitable Trust which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 December 2019, the statement of financial position as at 31 December 2019, and the statement of accounting policies and other explanatory information.

Trustees Responsibility for the Performance Report

The Trustees are responsible on behalf of the entity for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- b) the preparation and fair presentation of the performance report which comprises:
 - the entity information;
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit), and
- c) for such internal control as the Trustees determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the performance report. We conducted our review of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400 (Revised), Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity, and the review of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Those standards require us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit). Those standards also require that we comply with ethical requirements.

A review of the performance report in accordance with ISRE (NZ) 2400(Revised) and ISAE (NZ) 3000 (Revised) is a limited assurance engagement. We will perform procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluate the evidence obtained. The procedures selected depend on our judgement, including the areas identified where a material misstatement is likely to arise and includes performing procedures to obtain evidence and evaluating whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

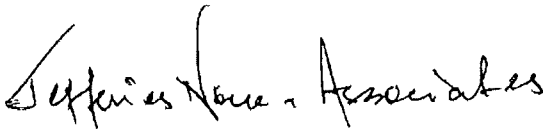
The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand) and ISAE (NZ) 3000 (Revised). Accordingly, we do not express an audit opinion on the performance report.

Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Friendship House (Huntly) Community Charitable Trust.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are not suitable; or that
- b) the performance report does not fairly, in all material aspects:
 - the financial position of Friendship House (Huntly) Community Charitable Trust as at 31 December 2019, and of its financial performance and cash flows for the year then ended; and
 - the entity information and its service performance for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).



Jefferies Nock & Associates

3 July 2020

Hamilton

Open Meeting

To	Huntly Community Board
From	Vishal Ramduny Acting General Manager Community Growth
Date	12 October 2020
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference #	GOV0505 / 2865500
Report Title	Friendship House (Huntly) Community Charitable Trust - Christmas on Main 2020

I. EXECUTIVE SUMMARY

The purpose of this report is to present an application for funding from the Friendship House (Huntly) Community Charitable Trust towards the cost of their Christmas on Main 2020.

2. RECOMMENDATION

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

AND THAT an allocation of \$..... is made to the **Friendship House (Huntly) Community Charitable Trust** towards the cost of their **Christmas on Main 2020**;

AND THAT the request from the **Friendship House (Huntly) Community Charitable Trust** towards the cost of their **Christmas on Main 2020** is declined / deferred until for the following reasons.

3. BACKGROUND

Friendship House (Huntly) Community Charitable Trust is hosting their annual Christmas parade on Main Street, Huntly on Saturday 12 December 2020.

They estimate to have 30 plus volunteers to support their event. The wider community will benefit by promoting and displaying their services, such as Police, Fire Brigade and Social Services. Local schools will perform in the Christmas Carols, with everyone partaking in different activities and entertainment of their choice.

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 \$7,004.48. The Friendship House (Huntly) Community Charitable Trust is seeking funding of \$7,004.48 towards the cost of hosting Christmas on Main 2020.

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

6. CONCLUSION

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 percent at the discretion of the relevant community board or committee or Council's Discretionary and 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. ATTACHMENT

Friendship House (Huntly) Community Charitable Trust - Christmas on Main 2020

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
- Please ensure you have read the **Guidelines** on [Waikato District Council Discretionary Grants Fund](#) prior to completing the application form (these are updated from time to time).
- I have read and understood the guidelines for funding application form
Yes No
- All parts of the application need to be completed and all supporting information supplied.

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

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

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 type="checkbox"/> | Huntly <input checked="" type="checkbox"/> | Te Kauwhata <input type="checkbox"/> | Meremere <input type="checkbox"/> |

Section I – Your details

1. Name of your organisation and contact person

Friendship House (Huntly) Community Charitable Trust - Gaylene Himona

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

Friendship House and Huntly West Hub are two community houses serving with the purpose of supporting our community to wellbeing.

3. Phone number/s

Friendship House 07 8287559

4. Email / Address

friendship.huntly@gmail.com

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

CC47572

Section 2 – Your event / project

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

Christmas on Main 2020
Main Street, Huntly Saturday 12th December 2020

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

30+

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

By promoting and displaying services that available to the community such as Police, Fire Brigade, Social Services etc, by involving local schools in performing Christmas carols, by engaging with young and old in activities on the day, by providing local entertainment during the event. But most of all a way of say WELL DONE to the people of Huntly, we got through Covid-19.

Are you GST registered? No Yes GST Number 108 / 259 / 434 __

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 requirements1. **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 total cost of your project/event	\$ 2,200.00	\$ 7,004.48
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		
Total A	\$ 2,200.00	\$ 7,004.48

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)
Staging and Sound (Above Productions)	\$	\$ 3,204.48 <input type="checkbox"/>
Opening Headliner - The Harmonic Resonators	\$	\$ 1,800.00 <input type="checkbox"/>
Koha for local acts (\$100 x 6 Acts TBC)	\$ 900.00	\$
Sport Prizes in the way of gifts/vouchers	\$ 1,000.00	\$
Closing Headliner - TBC	\$	\$ 2,000.00 <input type="checkbox"/>
MC fee	\$ 300.00	\$
Total Funds being sought from WDC Total B	\$	\$ 7,004.48 <input type="checkbox"/>

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:

During the timing of the alert level being reduced and the meeting of people who are keen to get involved and see this event happen and the due date of the application, we can confirm we have been offered the use of bouncy castles and rock climbing walls from Amanda Griffiths of Smart Choice Real Estate. Other than this, to date we have yet to source further materials/resources. We intend to approach those that contributed to the 2019 Christmas event for their support in funding.

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
Huntly Community Board	Christmas in the park	21/10/19	3922.08
Creative Communities	Creative Huntly: 13/04/19, 30/10/19	06/07/20	12454.27

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: Victoria Kemp **Date:** 01/10/2020

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

Name: Sandra Cleaver **Date:** 01/10/2020

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: _____ **Date:** _____

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

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
Huntly Community Board	Christmas in the Park	21/10/2019	3,922.08
Creative Communities	Creative Huntly: 13/04/2019, 30/10/2019	06/07/2020	12,454.27

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: Victoria Kemp *Victoria Kemp* Date: 13.10.2020

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

Name: Sandra Cleaver Date: _____

Position in organisation (tick which applies) Chairman Secretary Treasurer

Signature: *[Signature]* Date: 13-10-2020

*Incomplete applications will not be accepted and will be returned

Friendship House (Huntly) Community Charitable Trust

**Performance Reports
For the Year Ended 31st December 2019**

Friendship House (Huntly) Community Charitable Trust
Performance Reports
For the Year Ended 31st December 2019

Contents

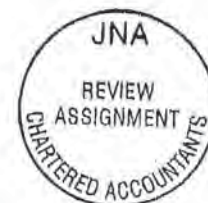
Entity Information	2
Entity Information (Continued)	3
Statement of Service Performance	4
Statement of Accounting Policies	5
Notes to the Accounts	6 & 7
Statement of Financial Performance	8
Statement of Movements in Equity	9
Statement of Financial Position	10
Schedule of Fixed Assets and Depreciation	11
Statement of Cash Flows	12
Independent Assurance Practitioner's Review Report	13 & 14

Friendship House (Huntly) Community Charitable Trust


Entity Information

For the Year Ended 31st December 2019

Legal Name of Entity:	Friendship House (Huntly) Community Charitable Trust
Type of Entity and Legal Basis (if any):	Charitable Trust registered under the Charities Act 2005
Registration Number:	CC47572
Entity's Purpose or Mission:	<p>The purpose of the Trust is to provide community resource centres to help our community thrive, using the following objectives:</p> <p>3.1 Provide a range of services and opportunities that meet the needs of the community.</p> <p>3.2 Identify, facilitate and provide opportunity for access to information, resources, activities, health, social interaction, employment, education, housing and welfare for all members of our community.</p> <p>3.3 Work together in partnership with individuals, groups, local and central government to achieve the objectives of the Trust and encourage collaboration between existing services, community resources and facilities.</p> <p>3.4 Clearly and effectively communicate the activities of Friendship House to the Huntly and surrounding community.</p> <p>3.5 Promote and support other local activities and services that are working to encourage positive change in our community.</p> <p>3.3 Other support and assistance consistent with this charitable purpose.</p>
Entity Structure:	<p>Trust Structure: The Board will comprise of no less than four (4) Trustees and no more than ten (10) Trustees. We currently have eight (8) trustees that constitute our governance board, including three executive officer positions: chairperson, treasurer and secretary. Operational Structure: Our operations are managed by three paid employees. We employ a manager, coordinator and art coordinator. Volunteer's support us with our various activities throughout the year.</p>
Main Sources of the Entity's Cash and Resources:	Friendship House (Huntly) Community Charitable Trust's main funding sources are government grants, community grants and donations/Koha.
Main Methods Used by the Entity to Raise Funds:	Fundraising activities include donations or Koha for workshops.
Entity's Reliance on Volunteers and Donated Goods or Services:	Volunteers donate time and sometimes resources to run workshops and our regular Morning Tea. The Trust receives food donations for our Huntly Community Pantry and food rescue.



Friendship House (Huntly) Community Charitable Trust
Entity Information (continued)
For the Year Ended 31st December 2019

Physical Address:	55 William Street Huntly 3700
Postal Address:	55 William Street Huntly 3700
Phone:	07 8287559
Email:	friendship.huntly@gmail.com
	https://www.facebook.com/Friendship-House-Huntly-Community-Charitable-Trust-313414105436218/
Website:	https://friendship-house.webnode.com/
Accountants:	Accounting Concepts, 68 Main Street, Huntly, 3700
Reviewer:	Jefferies Nock & Associates Chartered Accountants 187 Peachgrove Road 5 Cross Road Hamilton



Friendship House (Huntly) Community Charitable Trust

Statement of Service Performance

For the Year Ended 31st December 2019

Description of the Entity's Outcomes	The people in our community to flourish and grow. Friendship House and Huntly West Hub to provide the best community support provision, providing accessible opportunities for people to learn grow, play and make positive changes in their lives. Reducing isolation, a connected community, people learning new skills and using them in their daily lives, volunteers feeling valued and people feeling supported.
--------------------------------------	--

Description and Quantification (to the extent practicable) of the Entity's Outputs:	2019
Playgroup	511
Wool Gathering	346
Networking Morning Tea	107
Free Morning Tea	1158
Kids Art Club	950
Huntly Art Club	248
Mosaic Club	245
Children Art & Craft Classes	1498
Adult Art & Craft Classes:	271
Other children's activities and workshops	65
Other events and exhibitions (Art in the Park, Photography, Christmas in the Park)	783
Cooking classes, cost saving workshops, Christmas is on its way	215
Other agencies and organisations	1751
Drop in, information, other	1248
Counsellors and clients	387
Steady as you go – exercise class	405
Other group meetings (Friendship Circle, Grandparents raising Grandchildren, , NWTT, FH Trust, Bellyful, Harty Sistaz,)	322
Huntly Kids Kitchen, Sunday dinner and Holiday breakfast club.	328
Food rescue (recipients)	2340
Plunket, PEPE and coffee groups	634
Huntly Community Pantry	617
Bellyful meals delivered	436
Phone calls	1801



Friendship House (Huntly) Community Charitable Trust

STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

STATEMENT OF ACCOUNTING POLICIES

Reporting Entity

The reporting entity is Friendship House (Huntly) Community Charitable Trust, set up under the provisions of the Charitable Trusts Act 1957. It is registered with the Charities Commission 2005.

Statement of Compliance and Basis of Preparation

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

The measurement system adopted is that of historical cost.

SPECIFIC ACCOUNTING POLICIES

The following specific accounting policies which materially affect the measurement of profit and financial position have been applied.

1 Grants Funding Income

Grants Funding is recognised when received. Grants, which have not been expensed in the current year are carried forward to the next year and are shown in the Statement of Financial Performance and also in the Statement of Financial Position as a liability.

2 Fixed Assets

Fixed assets are stated at cost less depreciation. A fixed assets and depreciation schedule forms part of these accounts in which the depreciation rates and basis of calculation is indicated. The rates used depreciate the assets over the term of their estimated useful lives.

3 Income Tax

The Trust undertakes activities on behalf of its local community and is registered under the Charities Commission 2005, and therefore is exempt from Income Tax.

4 Accounts Receivables

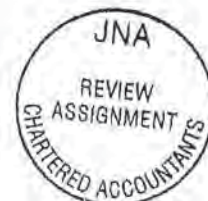
Accounts owing to the Trust are stated at their estimated realisable value.

5 GST

All items in the financial statements are stated exclusive of GST, with the exception of accounts receivable and account payable which stated as GST inclusive.

CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies and they were applied consistently during the year.



50 Friendship House (Huntly) Community Charitable Trust

STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

NOTES TO THE ACCOUNTS

Related Parties

There are no related party transactions.

Trustee Fees

The Trust has paid no trustee fees.

Contingencies

The Trust has no identified material contingencies at balance date.

Commitments

The Trust has a commitment to utilising some grant income received during the year (or prior year/s) for specific expenditure items – any unexpended income is shown in the Statement of Financial Position as Unexpended Grants and is carried forward to the following year as detailed in the Statement of Financial Performance.

Significant Events after Balance Date

The Trust has no significant events after balance date.

Going Concern

The Trust is a community based organisation with charitable purposes. It relies on grant funding from community organisations from year to year to continue to operate along with voluntary contributions from its members and the community. The Trust remains a going concern on the basis.

	<i>Note</i>	2019	2018
		\$	\$
REVENUE			
Interest		433	553
Grant – WEL Energy		36,500	24,000
Grant – Trust Waikato		13,000	11,000
Grant – Lion Foundation		2,630	-
Grant – NZ Lotteries		52,000	43,000
Grant – Pub Charity		2,630	-
Grant – COGS		10,000	6,000
Grant – Tindall		1,250	-
Grant – WDC		10,688	9,003
Grant – Len Reynolds Trust		7,000	4,000
Grant – DV Brant Trust		-	2,600
Grant – Ultrafast Broadband		1,499	-
Grant – Wallace Foundation Grant		733	-
SeniorNet Donations		5	105
Donations		8,893	10,666
Rent - Plunket		9,280	9,280
Rent - Room Hire		5,159	1,214
Total Income		161,700	121,421
Less Expenses			
Accident Compensation Levy		666	238
Accountancy Fees		738	641
Advertising		141	225
Audit Fees		1,000	900
Bank Charges		-	15
Buildings		567	545
Cleaning & Laundry		617	447



Friendship House (Huntly) Community Charitable Trust

STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS

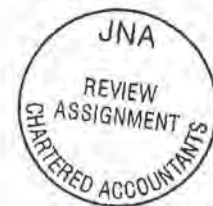
FOR THE YEAR ENDED 31 DECEMBER 2019

Community Development Sessions	12,431	20,094
Community Pantry	2,721	5,439
General Expenses	-	820
Insurance	341	696
IRD Penalties	-	112
Light Power & Heating	1,145	1,152
Office Expenses	1,064	1,323
Printing, Stamps & Stationery	774	1,062
Rents	10,435	10,435
Staff Hospitality Allowance	1,234	917
Staff Training & Welfare	1,804	129
Subscriptions	606	688
Telephone, Tolls & Internet	3,300	3,035
Travel - National	2,018	1,136
Volunteer Appreciation	2,977	3,513
Wages & Salaries	107,250	76,386
Total Expenses	151,830	129,948
 Net Surplus/(Deficit) Before Depreciation	 9,870	 (8,527)
Less Depreciation		
Depreciation as per Schedule	1,189	1,711
Surplus/(Deficit) Before Beneficiary Distributions	8,681	(10,238)
 NET SURPLUS/(DEFICIT)	 \$8,681	 (\$10,238)



Friendship House (Huntly) Community Charitable Trust
Statement of Financial Performance
For the Year Ended 31st December 2019

	<i>Note</i>	<i>2019</i>	<i>2018</i>
		\$	\$
REVENUE			
Interest		433	553
Grants		137930	99603
Sundry Income		-	-
Donations		8898	10771
Revenue from providing goods and services		14439	10494
Total Income		161,700	121,421
Less Expenses			
Operating Expenses		28506	24516
Volunteer and employee related costs		110893	79899
Community Workshop Expenses		12431	25533
Community Event Expenses		-	-
Total Expenses		151,830	129,948
Net Surplus/(Deficit) Before Depreciation		9,870	(8,527)
Less Depreciation			
Depreciation as per Schedule		1,189	1,711
Surplus/(Deficit) Before Beneficiary Distributions		8,681	(10,238)
NET SURPLUS/(DEFICIT)		\$8,681	(\$10,238)



Friendship House (Huntly) Community Charitable Trust

STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

Community Development Sessions	12,431	20,094
Community Pantry	2,721	5,439
General Expenses	-	820
Insurance	341	696
IRD Penalties	-	112
Light Power & Heating	1,145	1,152
Office Expenses	1,064	1,323
Printing, Stamps & Stationery	774	1,062
Rents	10,435	10,435
Staff Hospitality Allowance	1,234	917
Staff Training & Welfare	1,804	129
Subscriptions	606	688
Telephone, Tolls & Internet	3,300	3,035
Travel - National	2,018	1,136
Volunteer Appreciation	2,977	3,513
Wages & Salaries	107,250	76,386
Total Expenses	151,830	129,948
Net Surplus/(Deficit) Before Depreciation	9,870	(8,527)
Less Depreciation		
Depreciation as per Schedule	1,189	1,711
Surplus/(Deficit) Before Beneficiary Distributions	8,681	(10,238)
NET SURPLUS/(DEFICIT)	\$8,681	(\$10,238)



Friendship House (Huntly) Community Charitable Trust
Statement of Financial Position
As at 31st December 2019

	<i>Note</i>	2019	2018
		\$	\$
CURRENT ASSETS			
BNZ SeniorNet Account 01		3,731	4,001
BNZ 00		64,045	62,234
BNZ Playgroup		619	571
BNZ - Memorial Hall		4,493	50
BNZ - Groceries		302	232
GST Refund Due		962	811
Accounts Receivable		3,191	659
Total Current Assets		<u>77,343</u>	<u>68,558</u>
NON-CURRENT ASSETS			
Fixed Assets as per Schedule		10,749	6,678
Investments			
Term Deposit		15,990	15,613
TOTAL ASSETS		<u>104,083</u>	<u>90,849</u>
CURRENT LIABILITIES			
Accounts Payable		(2,683)	4,349
Grant Received in Advance		72,338	65,600
Funds Held for War Memorial Hall Committee		4,847	-
Total Current Liabilities		<u>74,502</u>	<u>69,950</u>
TOTAL LIABILITIES		<u>74,502</u>	<u>69,950</u>
NET ASSETS		<u>\$29,580</u>	<u>\$20,899</u>
Represented by:			
ACCUMULATED FUNDS			
Funds Settled		31,126	31,126
Retained Earnings		(1,546)	(10,227)
TOTAL ACCUMULATED FUNDS		<u>\$29,580</u>	<u>\$20,899</u>

The accompanying notes form part of this Performance Report and should be read in conjunction with the reports contained herein.

For and on behalf of the Trustees:

.....
 Chairperson



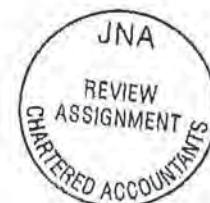
Friendship House (Huntly) Community Charitable Trust
Depreciation Schedule
For the Year Ended 31st December 2019

Asset	Private Use	Cost Price	Book Value 01/01/2019	Additions Disposals	Gain/Loss on Disposal	Capital Profit	— Depreciation —			Accum Deprec 31/12/2019	Book Value 31/12/2019
							Mth	Rate	\$		
PLANT & EQUIPMENT											
Heat Pump		5,304	2,923				12	10.0% DV	292	2,673	2,631
Dishwasher		1,477	534				12	20.0% DV	107	1,050	427
Carpet Cleaner		748	275				12	25.0% DV	69	542	206
Eucalyptus Toddler Playset		3,151	2,563				12	13.0% DV	333	921	2,230
Shapes Walker		368	81				12	67.0% DV	54	341	27
Dump Truck		803	176				12	67.0% DV	118	745	58
Balance Wobbler in Frame		575	126				12	67.0% DV	84	533	42
Heat Pumps				5,260			3	10.0% DV	132	132	5,128
Sub-Total		12,426	6,678	5,260					1,189	6,937	10,749
TOTAL		12,426	6,678	5,260					1,189	6,937	10,749



Friendship House (Huntly) Community Charitable Trust
Statement of Cash Flows
For the Year Ended 31st December 2019

	<i>2019</i>	<i>2018</i>
	\$	\$
OPERATING ACTIVITIES		
Cash was provided from:		
Receipts from Customers	190,158	163,009
	<u>190,158</u>	<u>163,009</u>
Cash was applied to:		
Payments to suppliers and employees	172,355	132,587
Other Operating Activities	6,065	7,288
	<u>178,420</u>	<u>139,876</u>
Net Cash Inflow (Outflow) from Operating Activities	<u>11,739</u>	<u>23,133</u>
INVESTING ACTIVITIES		
Cash was applied to:		
Purchase of fixed assets	5,260	-
	<u>5,260</u>	<u>-</u>
Net Cash Inflow (Outflow) from Investing Activities	<u>-</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH HELD	<u>6,479</u>	<u>23,133</u>
Cash and cash equivalents as at 1 January 2019	82,701	59,568
Cash and Cash Equivalents as at 31 December 2019	<u>89,180</u>	<u>82,701</u>



INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

To the Trustees of Friendship House (Huntly) Community Charitable Trust

We have reviewed the accompanying performance report of Friendship House (Huntly) Community Charitable Trust which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 December 2019, the statement of financial position as at 31 December 2019, and the statement of accounting policies and other explanatory information.

Trustees Responsibility for the Performance Report

The Trustees are responsible on behalf of the entity for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- b) the preparation and fair presentation of the performance report which comprises:
 - the entity information;
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit), and
- c) for such internal control as the Trustees determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the performance report. We conducted our review of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400 (Revised), Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity, and the review of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Those standards require us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit). Those standards also require that we comply with ethical requirements.

A review of the performance report in accordance with ISRE (NZ) 2400(Revised) and ISAE (NZ) 3000 (Revised) is a limited assurance engagement. We will perform procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluate the evidence obtained. The procedures selected depend on our judgement, including the areas identified where a material misstatement is likely to arise and includes performing procedures to obtain evidence and evaluating whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

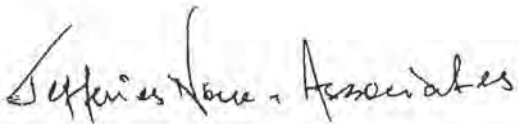
The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand) and ISAE (NZ) 3000 (Revised). Accordingly, we do not express an audit opinion on the performance report.

Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Friendship House (Huntly) Community Charitable Trust.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are not suitable; or that
- b) the performance report does not fairly, in all material aspects:
 - the financial position of Friendship House (Huntly) Community Charitable Trust as at 31 December 2019, and of its financial performance and cash flows for the year then ended; and
 - the entity information and its service performance for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).



Jefferies Nock & Associates
 3 July 2020
 Hamilton

"A"

Christmas in the Park 2019 Funds Received

Date	Organisation Name	Amount
30/09/2019	Kawacreationnz Limited	25.00
1/10/2019	Affkeck SL	25.00
3/10/2019	Compac Homes Ltd	500.00
9/10/2019	Norris Ward McKinnon	500.00
11/10/2019	Huntly Joinery	500.00
14/10/2019	Pedens Collision	500.00
16/10/2019	Century 21 Huntly	500.00
18/10/2019	Gleeson Quarries	600.00
21/10/2019	Huntly Community Board	3,922.08
21/10/2019	Sleepyhead	1,000.00
4/11/2019	Don Patterson	25.00
11/11/2019	Tracey Allen	25.00
11/11/2019	Silvia H Swetys Lunch Bar	25.00
13/11/2019	Rurawood	25.00
14/11/2019	T Wilson	25.00
20/11/2019	Raewyn	40.00
25/11/2019	Judy Garrick	25.00
27/11/2019	Autoparts	250.00
2/12/2019	D and E Bland	10.00
		<u>8,522.08</u>

Kia Ora Gaylene,

Apologies for the delay. Bob has quoted your Huntly Christmas Event as per below:

- \$366 per hour (minimum 4hour charge) / Price includes STMS,
- Submission of Traffic Management Plan \$370 (If more than 4 plans is required for approved, additional \$120 per drawing)

NOTE:

All charges **EXCLUDE** GST

Charges start and finish from our depot and back to our depot

Please feel free to call me if you have any queries

Regards,

Tina Thomas
021 243 2086



On Tue, 29 Sep 2020 at 15:38, Gaylene - Fry Wilson Todd & Co <gaylene@frywilson todd.co.nz> wrote:

Tena Koe Karena,

Thank you for taking my call. As discussed, we are holding a Christmas event here in Huntly and have been advised by the Waikato District Council that we require a Traffic Management Plan.

The information you requested is:

1. Date of Event – Saturday 12th December 2020
2. Time of Event – We are looking to start at 10am and finish at 2pm (as there is no parade and only static displays) we would have the road open in the morning to allow those who are displaying etc to setup and then close the road off completely.
3. Attached is a map sourced from the Waikato District Council site.

If we could have a quote for the Traffic Management Plan and Temporary Traffic Management Day (I understand these are two different quotes) urgently sent to us as the date for applications for funding to our local community board closes this Thursday 01 October 2020.

Please let me know if you require any further information.

Nga mihi

Fry Wilson Todd and Co



Friendship House (Huntly) Community Charitable Trust
 55 William Street
 Huntly 3700

Above Productions
 PO Box 28114, Rototuna, Hamilton 3256
 info@above.co.nz
 0800 862 268
 www.above.co.nz

Hire Quote: Huntly Christmas on Main 2020

Quote Valid Till	29/10/2020
Quote	Q-04798
Your Reference	
Rental Period	12/12/2020 06:00 to 12/12/2020 18:00

Item	Quantity	Days	List Price (ea)	Discount	Total
Stage 8M x 6M @900mm and Cover					
INCO10 Inflatable Stage Cover - 10x8x6.5m	1	1	1200.00	50.00%	600.00
Honda EU70is Generator (<i>component</i>)	1	1	100.00	50.00%	50.00
Prolyte Topline Stage Dex - 2M x 1M	24	1	45.00	50.00%	540.00
Prolyte Stage Dex 6m Skirt - 900mm (<i>accessory</i>)	2	1	15.00	50.00%	15.00
Stage Access Steps - 900mm (<i>accessory</i>)	2	1	35.00	50.00%	35.00
Total for Stage 8M x 6M @900mm and Cover:					\$1,240.00

Crew + Transport

Labour 2 - General	2 x 2.0 Hours		47.50		190.00
<i>Pack In</i>					
Labour 2 - General	2 x 1.5 Hours		47.50		142.50
<i>Pack Out</i>					
Truck Day Rate (inc insurance) 5 Ton	1 x 1.0 Day		174.00		174.00
Truck KM - 5 Ton Rate w/ Fuel	1 x 50.0 km		0.90		45.00
Total for Crew + Transport:					\$551.50

Audio

JBL SRX828SP Powered Sub	4	1	90.00	50.00%	180.00
JBL SRX835P Powered Top	4	1	90.00	50.00%	180.00
JBL PRX612M Self-powered single 12" + horn, two-way	2	1	50.00	50.00%	50.00
QSC Touchmix 16ch	1	1	50.00	50.00%	25.00
Whirlwind PC DI	2	1	15.00	50.00%	15.00
Sennheiser EW300 Series G2 Radio Kit	2	1	0.00	50.00%	0.00
Sennheiser EW300 Series G2 Radio Receiver (<i>component</i>)	2	1	25.00	50.00%	25.00
Sennheiser EW300 Series G2 Handheld Radio (<i>component</i>)	2	1	25.00	50.00%	25.00
Microphone Stand - Tall (<i>accessory</i>)	2	1	5.00	50.00%	5.00
FOH Pushup Cover 3Mx3M	1	1	80.00	50.00%	40.00
Total for Audio:					\$545.00

Crew & Transport

Audio Engineer	1 x 1.0 Day		350.00		350.00
Toyota Hiace Van	1 x 1.0 Day		85.00		85.00
Van KM Rate with fuel	1 x 50.0 km		0.30		15.00
Total for Crew & Transport:					\$450.00



Friendship House (Huntly) Community Charitable Trust
 55 William Street
 Huntly 3700

Above Productions
 PO Box 28114, Rototuna, Hamilton 3256
 info@above.co.nz
 0800 862 268
 www.above.co.nz

Hire Quote: Huntly Christmas on Main 2020

Discount	\$1,785.00
Sub Total	\$2,786.50
GST	\$417.98
Total	\$3,204.48

Terms & Conditions Bank account for Direct Credits: ANZ, 01-0450-0041635-00 All goods remain the property of Above Productions Ltd until paid in full. Any costs incurred in collection of overdue accounts are payable by the purchaser. Interest at the rate of 3% per month may be added to overdue accounts. All discounts will become void if payment is not made within 7 days. Standard terms and conditions apply.

Open Meeting

To	Huntly Community Board
From	Roger MacCulloch General Manager Service Delivery
Date	19 October 2020
Chief Executive Approved	Y
Reference #	HCB2020
Report Title	Huntly Station Update

1. EXECUTIVE SUMMARY

The Community Projects Manager, Paul McPherson and the Contracts Team Leader, Reuben Rink will be in attendance to provide a verbal update and provide a schematic map to the Board.

2. RECOMMENDATION

THAT the report from the **General Manager Service Delivery** be received.

3. ATTACHMENTS

Nil

Open Meeting

To	Huntly Community Board
From	Clive Morgan General Manager Community Growth
Date	19 October 2020
Prepared by	Vishal Ramduny Strategic Projects Manager
Chief Executive Approved	Y
Reference #	GOV0505 / 2915836
Report Title	Huntly Railway Station Name

I. EXECUTIVE SUMMARY

The Huntly Community Board is being asked to consider a proposal from the Tangata Whenua Working Group in Huntly to name the Huntly railway station as “Raahui Pookeka”.

The proposal is attached for the Board’s consideration. Donald Turner, Waikato-Tainui’s representative on the Hamilton to Auckland Rail Governance Working Group will be at the Board meeting to speak to the proposal.

Waikato District Council however would prefer that the name of the station also recognise the town’s existing name. Council is therefore proposing that the name “Huntly-Raahui Pookeka” be considered on the basis that this would acknowledge the town’s pakeha and Maori heritage.

The name of the station would be reflected on the station platform.

2. RECOMMENDATION

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

AND THAT the Huntly Community Board considers the proposal from the Tangata Whenua Working Group in Huntly for the name of the Huntly railway station to be “Raahui Pookeka”.

AND FURTHER THAT the Huntly Community Board considers “Huntly-Raahui Pookeka” as Council’s preferred name for the station in recognition of the town’s pakeha and Maori heritage.

AND FURTHER THAT the Huntly Community Board confirms “.....” as the name for the Huntly railway station platform.

3. OPTIONS

The Community Board has the option of deciding amongst the following names for the Huntly station:

- Huntly
- Raahui Pookeka
- Huntly-Raahui Pookeka

Huntly is the pakeha name for the town whilst Raahui-Pookeka is the Maori name. A double-barrel name (Huntly-Raahui Pookeka) would serve to integrate and recognise the town's history and culture.

The proposal from the Tangata Whenua Working Group to name the Huntly railway station as "Raahui Pookeka" is attached to this report. The proposal explains the rationale for local iwi wanting the name of the station to reflect the town's Maori history and heritage.

The Huntly Community Board is being asked to consider the preferred name put forward by the Tangata Whenua Working Group in Huntly and that of Council in making its decision.

4. ATTACHMENTS

1. Huntly Railway Station Platform Name - Proposal from the Tangata Whenua Working Group in Huntly
2. Letter of support from Waikato-Tainui

HUNTLY STATION PLATFORM NAMING

RAAHUI POOKEKA

History

In the 1870's Raahui Pookeka had its name changed to Huntly after the first Postmaster James Henry arrived in town. Henry had a stamp from previous work he did in the Scottish Village of Huntly which he started to use. Apparently, Henry or his boss, the Postmaster General, did not like Raahui Pookeka, so they called it Huntly instead¹.

Raahui Pookeka relates to the story of Te Putu, a warrior chief. Eel or tuna was the significant food source and Te Putu put a stake or pookeka in the ground to protect the food stocks and declared a raahui over the resource. Everyday Te Putu came and struck the top of the stick moving it further into the ground. Once the stake was fully submerged, Te Putu^{2,3} told his people to perform a haka to free them from the bond not to fish for tuna⁴. After fishing the tuna, they placed their catch in equal shares on the ground to share and feed the community.

Raahui Pookeka is a story of kaitiakitanga, guardianship. It is a story of working together, of sharing and caring for the environment².

RECLAIMING RAAHUI POOKEKA

There are a number of marae in and around Raahui Pookeka. The Tangata Whenua Working Group have representatives from 6 of these marae. As a place rich in Maori history the Tangata Whenua Working Group support the aspiration of reclaiming the name Raahui Pookeka to make what was wrong, right².

With the focus more on Te Reo Maori in these current times it is another significant reason

¹ Waikato Coalfield Museum

² Stuff News 03 Jul 2020 "Call for Huntly..."

³ Stuff News 20 Mar 2018 "Westside Stories..."

⁴ 2012 KEIA – Raahui Pookeka Ki Taupiri – Huntly Section of The Waikato Expressway, Page 24

for reclaiming Raahui Pookeka. To give mana back to our whenua.

HUNTLY RAILWAY STATION PLATFORM NAMING

As representatives of our marae we recommend to the Huntly Community Board, Kiwi Rail and Waikato District Council to name the Huntly railway station platform as Raahui Pookeka.

SIGNATORIES

We the Chairperson/s for our respective marae-stakeholders agree to the information outlined above by the Tangata Whenua Working Group and its intent to name the Huntly station platform as Raahui Pookeka.

Waahi Paa Chair

Kaitumutumu Chair

Te Ohaaki Chair

Matahuru Chair

Te Kauri Chair

Taupiri Chair

Waahi Whaanui Trust Chair

Dated

19 October 2020

Huntly Community Board
By Email and Letter

HAMILTON – AUCKLAND RAIL STATION NAMING

He hoonore, he korooria, he maungaarongo ki te whenua, he whakaaro pai ki ngaa tangata katoa. Paimaarire.

Waikato Tainui support the positive work that has been progressed with regard to Hei Awarua ki te Ora Hamilton to Auckland Corridor, however the issue of the Rail Station naming has been brought to our attention.

Local Marae and tribal members have raised the issue through our Rail Governance Representative Donald Turner. We also raised the matter at our Waikato District Council Co-Governance meeting on 14 October 2020.

Waikato-Tainui support Iwi and Manawhenua involvement in decision-making. Our Marae and tribal members have worked with the Waikato-Tainui Rail Governance Representative and provided their support for the Tangata Whenua Working Group report, through the Chairs of:

- Waahi Paa
- Kaitumutumu
- Te Ohaaki
- Matahuru
- Te Kauri
- Taupiri ; and
- Waahi Whaanui Trust.

Our Marae are the heartbeat of the Iwi and our tribal members. We support their decision and recommendation.

Naaku noa, naa



Rukumoana Schaafhausen
CHAIR, TE ARATAURA

07 858 0430 • 0800 TAINUI • reception@tainui.com • waikatotainui.com

4 te ara o Bryce, Pouaka Taapeta 648, Kirikiriroa 3204, Aotearoa

Open Meeting

To	Huntly Community Board
From	David Whyte Chairperson
Date	13 October 2020
Reference #	GOV0505
Report Title	Submission – Proposed Waikato District Council Alcohol Control Bylaw 2020

1. EXECUTIVE SUMMARY

The purpose of this report is to seek the Huntly Community Board’s retrospective approval to feedback provided by the Chairperson to Waikato District Council in relation to the Proposed Waikato District Council Alcohol Control Bylaw 2020. The Chairperson notes that the attached feedback has already been sent to Waikato District Council.

2. RECOMMENDATION

THAT the report from the Chairperon be received;

AND THAT the Huntly Community Board retrospectively approves the feedback to Waikato District Council in relation to the Proposed Waikato District Council Alcohol Control Bylaw 2020, as attached to this report.

3. ATTACHMENTS

Submission – Proposed Waikato District Council Alcohol Control Bylaw 2020

Huntly Community Board Submission on Liquor
September 2020

We support the total town wide liquor ban. This is because Huntly being a lower socio-economic town, has significant challenges with liquor consumption. Some of these challenges would be reduced if liquor consumption was limited to private property. Below is evidence of the harm that liquor consumption in public spaces produces. This evidence of harm has been collated in a very short space of time and shows the ubiquitous nature of the problem in Huntly. There are four key issues, the broken glass hazard that it produces, the litter problem, the sheer volume of glass and litter produced and lastly public drunkenness.

1) Broken glass. Broken glass is a hazard, since it has razor sharp edges. Broken glass from liquor bottles in public spaces is effectively the norm in Huntly. This was brought home to the chair of the board when he was showing a member of the WDC SLT an issue he was working on getting fixed. The member of the SLT team was startled to see a jagged half bottle sticking up in a public place (either footpath or carpark). The point was the chair is so used to seeing this, it didn't even register as an issue. This brought home how ubiquitous the problem is of broken liquor bottles in Huntly.

Now remember that this town has a significant proportion of folks who struggle financially. What this means in practical terms is that shoes for toddlers, youngsters, children and even adults can be not affordable. Thus bare feet may be the only option available to some. This accentuates the hazards of broken glass, as the shoe sole isn't between foot and glass.

The following examples are given to illustrate how this is a town wide problem:

- Broken cider bottle on footpath of Russell road. Russell road could be considered a better part of town. Once this policy was posted for public consultation, the chair was outside a property on Russell road and noticed a pile of broken glass on the footpath. This has come from a cider bottle, with the remaining parts of the bottle being in the gutter. This footpath is well used by children walking to and from Kimihia school. And being only a smaller pile of glass, presents a greater hazard since children may not notice it, yet the glass was freshly broken and very sharp.
- Broken bottles on park footpaths west side. Walking through a park footpaths next to the West Side Hub, earlier in the year, noticed the remnants of a Speights beer bottle sprinkled across the footpath, along with another clear liquor bottle further down
- Broken bottle outside shops. This being a Steinlager beer bottle, in shards and pieces outside shops which are heavily frequented by the public.
- Youths smashing bottles. Not all bottles left in the public spaces are broken. Some are left intact. However kids / youth often find these bottles and entertain themselves or show their anger and frustration with the world by smashing the bottles. For example a local business owner caught a mob of primary school kids behaving in a negative way outside his premises and neighbouring business. In shoeing them along they decided to take out their anger by finding nearby empty beer bottles and throwing / smashing them against the building / on the footpath outside the business.

Members of the community also commented the following on facebook when asked for community feedback:

- Sick of seeing smashed glass bottles on the footpaths / parks etc, areas where kids play. Most kids like to play around bare foot or with Jandals - End up getting cut from the smashed glass (many upvotes from other people, so hit a nerve)

- Agree broken bottles on footpaths near playgrounds and parks are a nuisance we like to take kids to the parks run around unfortunately we have had a couple of accidents with broken glass - such nuisance
- Vehicle tyres are my concern towards this. Sick of glass being shattered and unexpectedly driving over it
- like to see followed up with Harris street always has cans bottles ... park behind community hub has loads rubbish cans at times
- Finding empty cans and bottles all over my verge and front lawn and having to check before letting my son go out and play
- I'm usually sweeping up the smashed bottles on the road or kicking the glass to the side! I look for the top and bottom of the bottle as it is the most thickest part n the most dangerous!! Reason y its not safe for the kids .. they play along the footpath & the grass area on sides!!
- James Henry crescent always has broken bottles from party going people that hit it up on the weekends ... I've had to replace my car tyre 3times due to broken bottles on the road
- Willow lake road, another street / area considered a nice place of town. Beer bottles left roadside, and youths mid afternoon in the holidays came along and smashed these onto the footpath covering the footpath with broken glass. This made

2) Litter issue. Litter management is already challenge in Huntly. There seems to be a correlation between low socio-economic areas and litter. So hence overall in Huntly there are litter issues, with pockets of extremely high litter problems. Litter does harm in two major ways. Firstly the litter is transported through the storm water system it to the Waikato awa. Thus polluting the terrestrial, river and sea environments (the majority of sea plastic and litter comes from land).

The more pressing issue is that it impacts the feel of a town. Huntly needs investment to create jobs and incomes for locals. This investment will need to come from outside the town. When outsiders who are not used to the litter volumes found in Huntly, travel through the town, or visit, they are put off by the 'feel' of the place due to the litter. Thus the odds of them investing into Huntly are massively reduced. Thus the whole of Huntly suffers from under investment, and lack of employment opportunities.

The other impact is a more subtle one. It is the impact on the folks living with the litter, their self image, self care and care of resources. When we live, work or play in an area that has a high litter quantity, we are impacted. This impact reduces our self worth, that is we don't feel like 'a million bucks' because our environment tells us we are not worth it. And we don't take the same care and positive attention to assets and gear because again our environment tells us that things are not well looked after. So helping a community to change and have pride in itself goes hand in hand with a reduced litter problem.

Thus anything that reduces the litter would be helpful.

Also litter pick up costs move onto the rate payer. Thus from a cost point of view the reduction in cost from reduced litter pick up would be helpful to residents many who struggle to pay their rates.

An example of the litter problem, which impacts both the 'feel' of a place and the cost for pick up is on the ratepayer is shown in the photos below. This is located in a council carpark on the mainstreet of town (location number 44 mainstreet). As it clearly shown there is significant litter issue, and has been there for some time. This is a visual drain on the area, and eventually when enough CRM's have been raised over this issue, the council contractors will actually get to picking it up (been raised at least twice). In the mean time it is an eye sore and a hazard waiting to occur, due to potential broken glass issues.

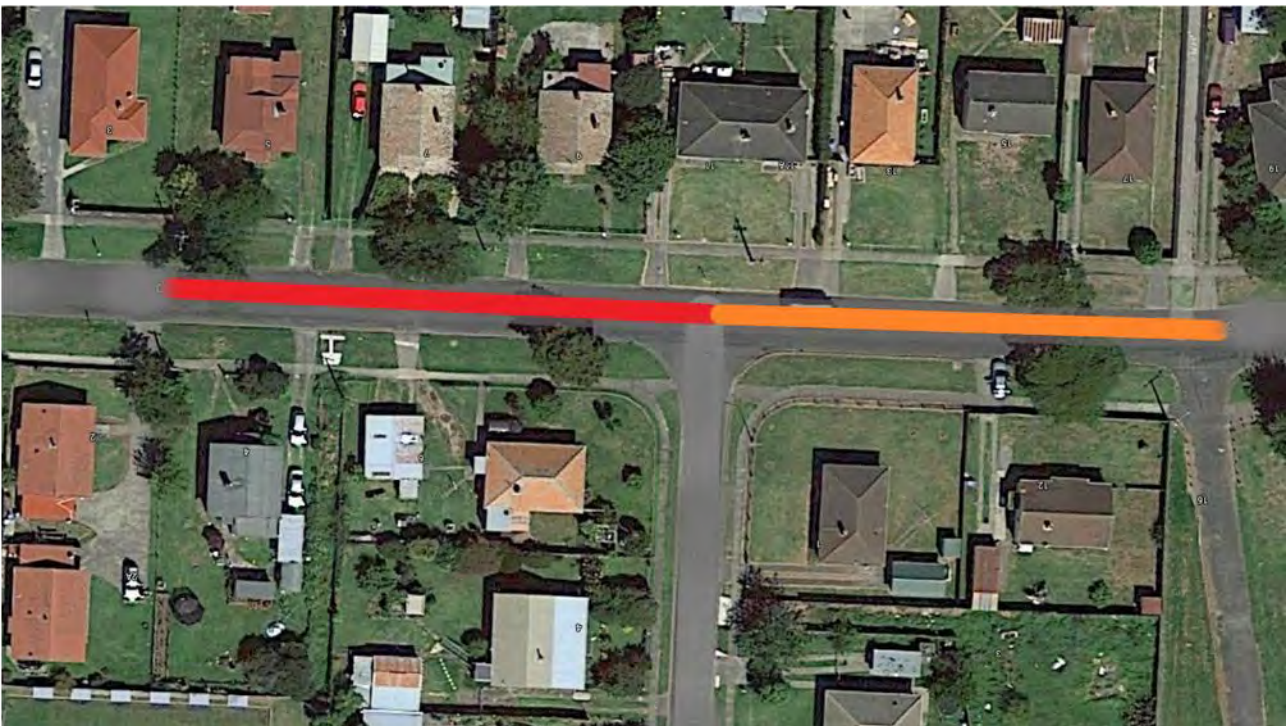
If councillors or council staff found this level of litter in a corner of the public carpark in the Ngaruawahia, they would be rightly revolted. They would also worry about what this communicated to the public about WDC and it would be cleaned up asap. Now Huntly feels the same impact, just that locals are jaded to this, as it is so common.



3) Volume of broken glass and litter It is hard to envision the share volume of broken glass and litter without having experienced it first hand. The chair attempts to spend an hour on Sundays doing something practical for the town. Often this is picking up litter in a particular area. When consultation arrived, he choose a street in Huntly that he used to periodically use to get home. This is a somewhat typical urban street in a lower socio-economic area of town. The goal was to walk the street gutter and pick up litter. And document any liquor related litter.

The google street map is shown below, the first stretch of three and half sections, on one side of the road (the red line) the chair came across:

- Small volume of broken glass from smashed beer bottle. The large chunks of glass had been removed, leaving the small pieces behind, still able to cut feet, but not conspicuous.
- Woodstock can
- Crushed cody's (rum and cola) can
- Small volume of broken glass from light ice beer bottle. The large chunks of glass had been removed, leaving the small pieces behind.



Thus the chair was spending as much time noting the alcohol related litter, than actually picking up the litter. So at this point the chair decided only to take note of the major litter / glass issues and ignore the small volumes of broken glass / litter. So in the next three and half homes, (the orange line), the following major litter / glass issues were observed:



The last photograph doesn't capture the issue very well because it is spread over a large area, but is a clear glass spirits bottle (750 ml or 1000 ml) smashed on the road, with large chunks of glass in the gutter and surrounds. Also four aluminium cans (one off camera) scattered through this glass.

At this point, the chair gave up documenting the volume of litter and hazards caused by drinking in public spaces. Since he was spending more time documenting than picking up litter.

Remember that this level of broken glass and litter was just across a few randomly selected homes, on a pseudo-randomly chosen part of town. The chair would be very happy to take anyone for a walk through the streets of Huntly on a Sunday showing the hazards and litter caused by public consumption of litter.

So the volume of broken glass and litter is a very large amount, and plays a significant part in the daily life of many Huntly residents.

4) Public drunkenness. Drinking in public spaces, leads to public drunkenness. This can really impact the folks who have to walk by, etc. The chair was in town the week that this was released for consultation. Having dreads and a long beard is socially acceptable in Huntly. However the chair visits places that people clearly are uncomfortable with his choice of hairstyles. This shows up in their body language and facial expressions.

Given he was in Huntly mainstreet, it was surprising that a woman was walking towards him with a look of a mixture of fear, disgust and other negative emotions. This appeared out of place, and the chair thought it unusual for Huntly. However once they had passed, he noticed a drunk standing next to the building on the footpath, with beer placed on the cobbles. He was talking to the passers by, and clearly the woman on the street felt unsafe and the drunk clearly caused discomfort to the woman. The chair unfortunately was in a rush, and wasn't till later and reflected that he realized he should have called it in to the police, or at least done something.

It was a learning experience how someone could have a big impact into a 'feel' of a place, and how their behaviour, if allowed to continue long term, would drive away those who would otherwise be their.

This is also reflected in community feedback with comment made:

- Constantly having young drunk people walking passed [in the] middle of the day drinking and having to keep my son away from them
- [Support the ban] So he drinking that go's on down there [in the green cathedral] and cars ripping up the gravel at all hours of the day and night, but most of all it will be safer for the children and all public to enjoy.

Conclusion

All of above examples of litter and hazards, really impact the tone of the town. Huntly suffers from a reputation problem. And as a result employers are hardly lining up to create jobs in the town. And investment into the town and community isn't happening. Part of changing a reputation of a town, is changing how the town sees itself. The broken glass and litter is a daily, constant reminder of how Huntly is a 'down and out' type of place. So not only is the practical impact of hazards of broken glass, or the litter expenses. But it extends to the soul of the town. Thus removing liquor consumption from public spaces, would reduce the scaring on the town's soul and bring a small amount of healing to the town. Thus Huntly Community Board supports a town wide ban on consumption of liquor in public spaces.

Open Meeting

To	Huntly Community Board
From	David Whyte Chairperson
Date	13 October 2020
Reference #	GOV0505
Report Title	Submission - Proposed Waikato District Council Significance and Engagement Policy

1. EXECUTIVE SUMMARY

The purpose of this report is to seek the Huntly Community Board's retrospective approval to feedback provided by the Chairperson to Waikato District Council in relation to the Proposed Waikato District Council Significance and Engagement Policy. The Chairperson notes that the attached feedback has already been sent to Waikato District Council.

2. RECOMMENDATION

THAT the report from the Chairperon be received;

AND THAT the Huntly Community Board retrospectively approves the feedback to Waikato District Council in relation to the Proposed Waikato District Council Significance and Engagement Policy, as attached to this report.

3. ATTACHMENTS

Submission - Proposed Waikato District Council Significance and Engagement Policy

Huntly Community Board
Submission on Proposed Significance and Engagement Policy
September 2020

We are pleased to see that Community Boards / Committees are recognized across the board as a way to connect and communicate with residents of their respective areas.

Apart from that, we find this policy document to be high level, and as such struggle to see on a practical operational level, how making suggested changes to this policy might improve the outcomes. Thus we don't have comment on the specifics of this policy.

However we do think that the council needs to be more proactive in communicating and engaging with both the public and community boards. Thus anything that encourages, or leads to more engaging should be encouraged. And that in general the council should seek to move from the left to the right across the engagement spectrum, from Inform to Empower.

Lastly it should be pointed out that in reality there is a column missing from the table, that sits to the left of inform. It would be titled Ignore. Since many public feel this is often the default mode of council. We are not suggesting that this column be inserted, but rather raising the point that Ignore can quite often occur. And it takes proactive effort to move from the left, to the right in this table. And thus without this effort, the default position of Ignore is obtained.

The Huntly Community Board is very happy to meet to suggest, brainstorm or discuss practical ways to move from Ignore though to Empower. And wish WDC success in engaging with their communities in the future.

Open Meeting

To	Huntly Community Board
From	Vanessa Jenkins People & Capability Manager
Date	19 October 2020
Prepared by	Sharlene Jenkins Executive Assistant
Chief Executive Approved	Y
Reference/Doc Set #	GOV0505 / 2912495
Report Title	Huntly Works & Issues Report: Status of Items October 2020

1. EXECUTIVE SUMMARY

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

2. RECOMMENDATION

THAT the report from the People & Capability Manager be received.

3. ATTACHMENTS

- Huntly Community Board Issues Register – October 2020
- Huntly Works as at 13 October 2020

HUNTLY COMMUNITY BOARD ISSUES REGISTER – October 2020

Issue	Area	Action	Comments
Promotional Signage for Huntly	Communications, Engagement & Marketing / Community Board	<p>DECEMBER 2019: Concept to be presented to the February 2020 meeting for approval.</p> <p>FEBRUARY 2020: Ms Bredenbeck to prepare proposal for March meeting.</p>	<p>FEBRUARY 2020: Staff would like to work with the Board on their concept, and discuss ideas of how to engage the community in the look and feel of signage. Communications Advisor to contact Kim Bredenbeck to discuss before bringing to the whole Board for support.</p>
Rail Communication Plan	Service Delivery	<p>FEBRUARY 2020: Staff to report back to the Board on the bypass approaches.</p>	<p>MARCH 2020: NZ Transport Authority (“NZTA”) have appointed a consultant to develop a business case for the revocation of the Huntly section of the old State Highway.</p> <p>This business case which covers all of the re-purposing work on the old State Highway will be developed over the next few months (3-4) and the handover is now not expected to be completed until June 2021. Waikato District Council staff will be working with NZTA to ensure all the issues are resolved prior to the handover. Input from the community will be welcome and necessary to ensure the best outcome.</p> <p>JUNE 2020: There are three pieces of work underway in regard to the revocation of the old State Highway through Huntly:</p> <ul style="list-style-type: none"> ▪ NZTA are developing a business case to identify and cost the changes needed to re-configure the existing road prior to handing back to WDC. The changes are expected to be quantified by the end of this calendar year. Any work will be completed prior to handover in June 2021. ▪ Beca are working on identifying and prioritising the transportation needs of Huntly for the next 10 years to be included in the LTP being prepared for sign-off in 2021. ▪ Beca are to assist in identifying the next maintenance and renewals program for the next 10 years on the old state highway to inform negotiations around the State Highway revocation. <p>AUGUST 2020: Staff are to meet with David Whyte in August to capture any issues that the Community Board want to raise with NZTA. The next workshop with NZTA is planned for August. NZTA are keen to ensure that potential benefits available due to the revocation are captured for the Huntly community.</p>
Shop Verandas	Community Board Chair	<p>JUNE 2020: Chair to contact the Building Quality Manager to discuss health & safety issues in relation to shop verandas.</p>	<p>AUGUST 2020: The Chair and Building Quality Manager have not connected yet.</p>

Issue	Area	Action	Comments
Street Lighting Huntly – WEL Networks Response	Service Delivery, Waikato District Alliance	Time delay between Council receiving CRM on street light outage and receipt of the complaint by WEL Energy. Staff to investigate time delay and report back to the next meeting.	OCTOBER 2020: This is under investigation. Staff will communicate progress with the Chair and update the Community Board once complete.
Huntly Christmas Related Activities – Recurring	Community Growth, Economic & Community Development	Staff to investigate the commitment “Huntly Christmas related activities – recurring” and report back to the next Board meeting.	OCTOBER 2020: This commitment was made by the previous Board in 2017 to ensure that funds were set aside for any community groups who applied for discretionary funds to hold community Christmas events i.e. Christmas parade, Carols at the Lakeside. All applications are still required to go through the discretionary fund process for the Board’s final approval.
Lakeside Christian Life Centre	Community Growth, Economic & Community Development	Staff to investigate the uplifting of funds for the “Lakeside Christian Life Centre” and report back to the next Board meeting	OCTOBER 2020: Payment of \$3,000 plus GST was made to Lakeside Christian Life Centre on 20 December 2019 for the 2019 Huntly Community Christmas Carols at the Lakeside event. A coding error has meant that this has continued to be shown as a commitment in the Huntly Community Board Discretionary Fund report. The transaction will be re-coded and will not show as a commitment in the December Discretionary Fund report.

HUNTLY WORKS – As at 13 October 2020

Community Projects Update

Huntly CCTV Project

Cameras have been installed in the majority of the locations through the Huntly CBD and Huntly West. SaferCities are working with NZ Police to get the Recorder installed in the Huntly Police Station.

Other outstanding item is the commissioning of cameras attached to private buildings, and final configuration and end-to-end testing once Recorder is installed.

Physical Works will be complete when the installation contractor returns to install the extended system at the upgraded Huntly Railway Station in November.

Huntly War Memorial Hall

All remaining works are nearing completion. Final details being sorted.

Huntly Grandstand Roof Replacement

Transpower guidance information when working near 110kv transmission lines has been received. With aspects of the repair work (sandblasting) having the potential to trigger a flash-over to the steel roof support columns and ties, the works will have to be carried out during power shutdowns. This will entail some delay to align with planning of de-energising the conductors, and will involve additional unforeseen costs.

Transpower have a community fund for situations where their infrastructure impedes or adds cost to community projects. WDC are preparing an application to this fund to cover the additional cost. The next application cut off is end of October and all efforts are being made to identify the additional costs and submit an application.

Huntly Park and Ride

Platform construction is now complete with just installation of signage, shelters, fencing, and safety markings to be completed in October.

KiwiRail's construction of the new Loop Track is nearing completing with just the Northern turnout installation planned for December, and some minor signals and switch commissioning.

The Park and Ride Carpark construction is now underway, following a scope and design negotiation process with our construction partners, Waikato District Alliance. Kerbing is complete. The full construction is forecast to be completed in November.

The test train has been through the side loop to the upgraded platform. Kiwirails Chief Designer (see photo below) took photos to record clearances and confirmed our construction tolerances are spot on.



*Test train at the upgraded platform checking clearances and heights
– all confirmed to specification*

WDC will host a Waikato Regional Council Councillor bus tour group on site on the 19 October.

Engagement-wise, staff are working with Mana Whenua groups on signage locations and the inclusion of Cultural elements. Staff will provide the Huntly Community Board with preliminary wayfinding signage plans prior to the 27 October meeting and will be on hand at the meeting to provide a brief update of the work, and receive any feedback on the preliminary signage locations for addition to the final wayfaring signage.

The commencement of the Train Service will likely be delayed until 2021 due to accelerated rail corridor maintenance in the Auckland Metro area.

Open Meeting

To	Huntly Community Board
From	David Whyte Chairperson
Date	21 October 2020
Prepared by	Lynette Wainwright Committee Secretary
DWS Document Set #	GOV0505
Report Title	Chairperson's Report

1. SUMMARY

The purpose of this report is to provide an update to the Board.

2. RECOMMENDATION

THAT the report from the Chairperson be received.

3. ATTACHMENTS

Chairperson's Report

HCB chairperson report

September – October 2020 by David Whyte

Some highlights of the CRM's raised over the last 6 weeks / work. First off some success in gardens in the mainstreet precinct at the north end of Vienna Fry Lane. Cleaning up and mulching of ugly looking gardens keeping them looking nice to planned renewals in either 2021 or 2022.

Also clean up of a flax garden, adjacent to the north end of the loos. This was not listed on the contract / for maintenance hence it had got overgrown.

Work has started on the bridge street area. Mulched has been completed though the large and small garden.



New procurement (buying) processes which means things have taken longer than expected for the contracted out stuff, so concreting of sections, bollard replacement and seat replacement are all in process. Due to the unseasonably dry weather the planting season has been cut short this year, so the plants allocated to this section will go in with the autumn rains.



There are a number locations in Huntly that have no footpaths. I would like to get them ranked and planned out for creation. Very aware that footpaths, or lack of them, is an issue across the whole district. I need to understand how the footpath creation is ranked, so we can get them into the queue.

While checking out a section of Mary Street that doesn't have a footpath discovered a fundamental issue with the gutters. The road / gutter has sunk, while the grates that drain the water away have not settled. Thus leading to the grates being significantly higher than the gutter. And given that the gutter is below a hill, the water runs continuously even without rain, into the gutter. Thus leading to swamp / algae etc. Have raised this as an issue that requires attention.



I have also asked if the white wooden fences on the hilly sections of East side Huntly are part of the contract as they are starting to look black with age, and require some love.

Pedestrian bridge. A few months ago a community member took photos of the terrible state of the bridge, and circulated to all who would listen. This got results and WDC have been working away at this. Currently the handrail is going to be replaced and the council has received a preliminary design which is based on the Tainui bridge handrail. The council have found funding for this, as it wasn't planned and will be progressing manufacture in due course.

Have attended the following interesting meetings:

CRM process challenges. Met with <redacted> (innovation and risk), <redacted> (IT), <redacted> (customer experience) and <redacted> about some of the challenges, I and others, have experienced in engaging with the CRM process. This was a very productive meeting, and I raised the following points:

- Being coded incorrectly thus sent to wrong department – results in failure of CRM. No consistent way for contractors who get the incorrect CRM to feed back into system – would have to enter data again.
- System isn't set up to handle pictures / photos all the way through to the contractor doing the job
- Perverse completion data, from WDC KPI's a job only has to be allocated a code, and assigned to contractor to be 'completed'. So completion data isn't actual completion, which leads to a false sense of achievement.
- No sign off that customer contacted. So don't get any incentive to follow up with customer ie customer asks to be contacted, no way of tracking if they were followed up
- CRM numbers not always being given out to customers who log jobs.
- Failure of jobs logged due to large size of attachments (>5MB) and the failure message being technical jargon and not understandable what the error was.
- When using web based forms, and you raise a complaint an 'No thanks' appeared which makes an irritated customer, even more pissed off. This issue was solved on the fly in the meeting, so that this is already fixed.

The meeting ended with a list of things that can be tackled and who was going to look into them. So hoping that we will see an improvement on these things.

SH1 Revocation's. Had a chat up with NZTA to get my up to speed on the project. Attended a workshop with waka kotahi (NZTA), CSP (the company that purchased Opus and are the contractors managing the process) and WDC. The concept is that the current old SH1 road was designed to move people as quickly as possible through Huntly. But a local road should be about local travel that is safe, and caters to local needs.

The level of works done on the road is still being debated and to what level (ie bare minimum vs higher levels of service). Happy to talk questions, give verbal update on the night.

My understanding, which I will seek to clarify is that the deferred maintenance from the corridor will be completed over the next 3 work seasons. This is a change from it all being done before hand over. Thus clarification is required.

Attended the Huntly West Hub networking event.

Two things for discussion / decisions

Fairfield park hoops. The hoops were presumably removed due to vandalism (the upright was bent over bad) and that the upgrade to the park was imminent. However due to delays beyond WDC control the upgrade has been paused awaiting paperwork from another government department. Thus it appears that the courts will be without hops for the foreseeable future.

A solution could be HCB use funds are re-install the hoop(s). I have a free standing netball hop that I am willing to donate, but the hoop would need to be resized to basketball size from netball, and a backing plate installed. It would then need to be installed in such a way as to prevent it 'walking'.

So metal work skills, ability to construct and install backboard, and install to concrete. Happy to help, if others come to the table with these skills.

Mainstreet extra clean. Taking some time to have a look around the mainstreet, it becomes apparent that the council / contractors do not clean a number of surfaces. For example gutters around the gardens, vertical concrete surfaces under the 'round' seat in garden place, the footings of the poppet head, among others.

We have two options, and would like feedback on which one HCB should do

1. Attempt to get the council to add these to the cleaning schedule, and then follow through enough times that things get done
2. Do it ourselves with some 'wet and forget' type product.

My personal preference is option (2). This is because it has taken over a decade to get to this state, and a good clean will result in a number of years before it is required again. And although it would take more time, would be less overall stress.

And I am prepared to plug away on a couple of Sunday's giving things a go. What I have found is that to get good long lasting results that the application rate is higher than marketed on the porous concrete surfaces. However done right, means that it stays clean for longer.