

Agenda for the Inaugural meeting of the Raglan Community Board to be held in the Town Hall, Supper Room, Bow Street, Raglan on **TUESDAY 1 NOVEMBER 2022** commencing at **1:30pm**.

The Chief Executive will chair the meeting until the Board Chairperson has been appointed in accordance with clause 21, Schedule 7, Local Government Act 2002.

1. DECLARATION BY MEMBERS OF THE RAGLAN COMMUNITY BOARD

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

2. APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON – RAGLAN COMMUNITY BOARD

3

3. APOLOGIES

4. CONFIRMATION OF AGENDA

5. DECLARATIONS OF INTEREST

6. PRESENTATION BY THE MAYOR

Her Worship the Mayor will address the Board

Verbal

7. REPORTS

7.1 Explanation of Statutory Matters affecting Elected Members

5

7.2 Meeting Dates – Balance 2022

11

7.3 Discretionary Funding Guidelines

12

7.4 Discretionary Fund Report to August 2022

15

GJ Ion
CHIEF EXECUTIVE

To	Waikato District Council
Report title	Declaration by Community Board Members
Date:	25 October 2022
Report Author:	Rosa Leahy, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Executive summary

Whakaraapopotanga matua

Under Schedule 7, clause 14 subclause (1) of the Local Government Act 2002 a person may not act as a member of the local authority until:

- a. that person has, at a meeting of the local authority following the election of that person, made an oral declaration in the form set out in subclause (3); and
- b. a written version of the declaration has been attested as provided under subclause (2).

Each Community Board Member will make their declaration in alphabetical order, then sign the two written copies of the declaration which will be witnessed and signed by Her Worship the Mayor. One copy is for the minutes and the other is for the Community Board Member.

2. Attachments

Ngaa taapirihanga

There are no attachments to this report.

To	Raglan Community Board
Report title	Appointment of Chairperson and Deputy Chairperson
Date:	25 October 2022
Report Author:	Rosa Leahy, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. EXECUTIVE SUMMARY

WHAKARAAPOTOTANGA MATUA

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

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

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

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

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

There are two options specified in clause 25:

System A

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

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

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

System B

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

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

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

2. STAFF RECOMMENDATIONS

TUUTOHU-AA-KAIMAHI

- a. **THAT the Raglan Community Board resolves to use System B for the election of Chairperson and Deputy Chairperson as detailed in clause 25, Schedule 7 of the Local Government Act 2002;**
- b. **THAT is appointed Chairperson of the Raglan Community Board; and**
- c. **THAT is appointed Deputy Chairperson of the Raglan Community Board.**

3. ATTACHMENTS

NGAA TAAPIRIHANGA

There are no attachments for this report.

To	Raglan Community Board
Report title	Explanation of Statutory Matters affecting Elected Members
Date:	25 October 2022
Report Author:	Rosa Leahy, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Executive summary

Whakaraapopototanga matua

As required by clause 21(5) of Schedule 7 of the Local Government Act 2002, the Chief Executive is to provide or arrange a general explanation of:

- i. the Local Government Official Information and meetings Act 1987; and
- ii. other legislation affecting members, including provisions of the Local Authorities (Members Interests) Act 1968; and sections 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.

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

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Raglan Community Board acknowledges the legislation affecting elected members and notes the requirement to advise the Democracy Manager of any interests or issues arising from the relevant legislation.

3. Attachments

Ngaa taapirihanga

Attachment 1 - Explanation of legislation affecting elected members.

Attachment – Explanation of Legislation

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

Access to Local Authority Information

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

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

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

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

Local Authority Meetings

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

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

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

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

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

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

The Act has two main requirements – members cannot:

- i. enter into contract with the Council worth more than \$25,000 (incl GST) in a financial year ('the contracting rule'); or
- ii. participate in matters before the Council in which they have a pecuniary interest, other than an interest in common with the public (the 'discussing and voting rule').

A pecuniary interest is an interest that involves money.

The contracting rule (section 3)

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

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

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

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

The contracting rule does not apply if:

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

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

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

Discussing and voting rule (section 6)

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

The test used by the OAG is:

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

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

- i. the nature of the member's interest (such as the kind of interest, its size or extent, and whether it is a direct or indirect interest);
- ii. the size of the group of people who are also affected; and
- iii. whether or not the member's interests and the group's interests are affected in a similar way.

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

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

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

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

The disclosure and abstention are recorded in the minutes.

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

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

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

Crimes Act 1961

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

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

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

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

Secret Commissions Act 1910

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

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

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

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

Local Government Act 2002

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

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

Health and Safety in Work Act 2015

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

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

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

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

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

Financial Markets Conduct Act 2013

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

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

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

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

Bylaws

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

To	Raglan Community Board
Report title	Meeting Schedule for 2022
Date:	25 October 2022
Report Author:	Rosa Leahy, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Executive summary

Whakaraapopototanga matua

It is a requirement under Schedule 21(d) of the Local Government Act 2002, that Council fixes a date and time of the first meeting of the local authority or the adoption of a schedule of meetings.

Due to the election it is anticipated that there will only be one formal community board meeting held in 2022, for which the proposed date is:

- Wednesday, 14 December 2022

At this meeting the community board will consider their meeting dates for 2023.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Raglan Community Board:

- a. confirms the next ordinary meeting for Wednesday, 14 December 2022 at 1:30pm; and**
- b. notes that a schedule of meetings for 2023 will be presented for approval at the meeting on Wednesday, 14 December 2022.**

3. Attachments

Ngaa taapirihanga

There are no attachments to this report.

To	Raglan Community Board
Report title	Discretionary Funding Guidelines for Community Boards
Date:	26 October 2022
Report Author:	Rosa Leahy, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

1. Executive summary

Whakaraapopototanga matua

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

An outline of the funding guidelines is set out in the attachment to this report.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Discretionary Funding Guidelines for Community Boards report be received.

3. Attachments

Ngaa taapirihanga

Attachment 1 – Funding Guidelines for Community Boards and Community Committees

DISCRETIONARY FUNDING GUIDELINES

How to make a funding application

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

Funding Mechanisms

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

Who can apply?

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

1. Waikato District Council Community Boards and the Te Kauwhata and Meremere Community Committees
 Community boards and the Te Kauwhata and Meremere Community Committees allocate grants for events and projects in their areas. Applicants must outline how their event or project will contribute to the community board area and wider community. The relevant community board or committee has responsibility for determining grant applications in their area.
2. Waikato District Council Discretionary & Funding Committee
 The Discretionary & Funding Committee allocates grants from the Rural Ward Fund. Rural grants are available for events and projects in rural areas and areas that are not served by Community Boards or the Te Kauwhata and Meremere Community Committees. Applicants must outline how their event or project will contribute to the community Rural area and wider community. The Discretionary & Funding Committee has responsibility for determining grant applications in the Rural area.

3. Criteria for grants

Applications are required to meet the following criteria:

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

- c) Applications for Christmas parade/events will need to be made to the relevant community board or community committee.
- d) Applicants need to describe in their application why the event or project is important to the community and how the wider community will benefit by the event or project.
- e) Applicants can have in-kind contributions recognised in terms of the non-grant funding component provided they demonstrate good community engagement.
- f) Applications must detail how the monies sought will specifically be used and how the balance of the monies required for the event or project will be obtained.
- g) Capital expenditure items may be considered for grant applications.
- h) Applicants can make more than one application for a grant within a 12-month period provided that the grant being sought is for a different project or event and an accountability statement has been completed.
- i) Applications may be considered from schools where the Ministry of Education will not fully fund the project and the benefits are for the wider community.
- j) Grants will not be considered for events or projects that have already occurred / projects completed (i.e. no retrospective funding).
- k) Grants will not be given to oppose consent decisions, attend conferences or to contest legal cases.
- l) Applications from commercial entities will not be considered.
- m) All applications will need to provide the relevant template describing the event/project, budget and relevant quotes.
- n) The project or event must take place in the Waikato District Council area of jurisdiction.
- o) Council-owned property i.e. halls managed by hall committees and who receive a targeted rate are not eligible for funding.

Eligibility Criteria

Applications are required to meet the following criteria:

- a) Applicants must be either a community groups, non-commercial groups and voluntary organisations
- b) Successful applicants must complete a project accountability report within 2 months of the completion of the project before being eligible for further funding. This is essential for auditing requirements.
- c) Applicants may be required to attend the community board / community committee and the Discretionary & Funding Committee to present their application.

Funding Rounds

Applications to be presented to the boards/committee's chair or funding representative two weeks prior to the next scheduled meeting.

Presenting your application

Applicants are advised in writing by the community board/committee of the outcome of the funding.

To	Raglan Community Board
Report title	Discretionary Fund Report to 19 August 2022
Date:	26 October 2022
Report Author:	J Schimanski, Support Accountant and Rosa Leahy, Democracy Advisor
Authorised by:	Alison Diaz, Chief Financial Officer and Gaylene Kanawa, Democracy Manager

1. Purpose of the report

Te Take moo te puurongo

The purpose of this report is to update the Raglan Community Board on the Discretionary fund spend to date, commitments and balance as at 19 August 2022.

At the previous meeting held on the 7 September 2022 there were two applications approved for funding by the board that are not included in this report.

The Board approved \$2,493.48 to go towards replacing the boundary fence at the Raglan Community House (RCB2209/04). However, the Democracy Team received a revised quote from Raglan Community House and \$1,915.39 will now be paid to the group. The Board also approved \$723.00 to go towards a youth music event 'Whaingaroa Talent Factory' organised by Raglan Community Radio (RCB2209/05).

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the Raglan Community Board:

- a. receives the Discretionary Fund Report to 19 August 2022; and**
 - b. considers the Discretionary Fund applications from the Raglan Community Patrol Charitable Trust, Raglan Community Health and Fitness Gym and Raglan Community Arts Council and determine if they will fund, partially fund or decline these applications.**
-

3. Attachments **Ngaa taapirihanga**

Attachment 1 – Discretionary Fund report to 19 August 2022

Attachment 2 & 3 – Discretionary Fund applications from Raglan Community Patrol Charitable Trust

Attachment 4 – Discretionary Fund application from Raglan Community Health and Fitness Gym

Attachment 5 – Discretionary Fund application from Raglan Arts Council

RAGLAN COMMUNITY BOARD DISCRETIONARY FUND REPORT 2022/23 (July 2022 - June 2023)

As at Date: 19-Aug-2022

	1.206.1704
2022/23 Annual Plan	14,086.00
Carry forward from 2021/22	12,347.58
Total Funding	26,433.58
 Income	
 Total Income	-
 Expenditure	
 Total Expenditure	-
 Net Funding Remaining (Before commitments)	26,433.58
 Commitments	
09-Feb-2022 Commitment of \$1,000.00 toward Raglan Naturally to assist vulnerable people in the community Covid-19 reponse, subject to a funding application.	RCB2202/07 1,000.00
15-Jun-2022 Commitment of \$2,500.00 (incl GST) to Zoom Printing toward the cost of 2200 booklets for the My Mental Health Tool kits funding application from R Gibbs	RCB2206/03 2,173.91
27-Jul-2022 WEC Maui Dolphin Day Event - Funds to be returned to Council and returned to pool the amount of \$3,500.00	RCB2207/22 (3,500.00)
Total Commitments	(326.09)
 Net Funding Remaining (Including commitments)	26,759.67

COMMUNITY BOARD/COMMITTEE FUNDING APPLICATION FORM

18

Important notes for applicant:

- Prior to submitting your application, please contact the Chair/Funding Representative, to discuss your application requirements and confirm that your application meets the eligibility criteria
- Application form must be completed in full and can be emailed to the Chair/Funding Representative
- All parts of the application need to be completed and all supporting information supplied

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

Section 1 – Your Details:

Name of your organisation and contact person

Raglan Community Patrol Charitable Trust, Terence Ryan (Trustee & Funding Cordinator)

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

We work with the local police to help make Raglan a safer, kinder place to live in and to visit.

Phone number/s: 021 027 01 527

Email/address: tjem.ryan@gmail.com

Section 2 – Your event / project

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

Community patrolling in Raglan has operating for 25 years. A modest function (60 people) to mark this on November 20 (2 PM to 4 PM) in the Raglan Club Bowling Lounge is planned.

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

Like many communities in NZ, there is an ongoing problem of usually minor crime (thefts, vehicle break-ins, damage to properties and public facilities etc). Community patrolling helps the police reduced this.

Are you GST registered? No Yes GST Number 908-747--583

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

- Include copies of written quotes and any other additional information that may assist the board/committee to make an informed decision on your application
- 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
- **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	\$	\$ 1087.00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc. <p style="text-align: right;">Total A</p>	\$	From reserves \$217.00

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)
Venue Hire	\$	\$ 261.00
Catering 60 * \$10	\$	\$ 522.00
Tea, Coffee, Juice	\$	\$ 87.00
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC <p style="text-align: right;">Total B</p>	\$ 0.00	\$ 870.00

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

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

	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from other funders <p style="text-align: right;">Total C</p>	\$ 0.00	\$ 0.00

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

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

Name: Terence John Ryan

Position in Organisation: Trustee, Funding Coordinator

Signature: _____ Date: 13 October 2022

Raglan Bakery
 TAKE AWAY FOODS²⁰

033

Name:	Table No:	\$	c
Community Patrol			
Function 20 November			
Estimated 60 persons			
Food (afternoon tea)			
<i>OK</i> \$10 per person			
"Manager" 60 x \$10		\$600	00
Total inclusive of GST		\$600	00

PLEASE RETAIN AND
 PRESENT WHEN YOUR
 NUMBER IS CALLED

033

27 October 2022

21

From: Raglan Club
Bow St
Raglan.

To whom it may concern.

Community Patrol function

20th Nov 2-4pm Raglan Bowling Club

Cost: \$300 inc

Per management
Heber King.

COMMUNITY BOARD/COMMITTEE FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Chair/Funding Representative, to discuss your application requirements and confirm that your application meets the eligibility criteria
- Application form must be completed in full and can be emailed to the Chair/Funding Representative
- All parts of the application need to be completed and all supporting information supplied

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

Section 1 – Your Details:

Name of your organisation and contact person

Raglan Community Patrol Charitable Trust, Terence Ryan (Trustee & Funding Cordinator)

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

We work with the local police to help make Raglan a safer, kinder place to live in and to visit.

Phone number/s: 021 027 01 527

Email/address: tjem.ryan@gmail.com

Section 2 – Your event / project

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

Raglan Community Patrol must raise all the funds to meet our costs. Submissions are made to a number of organisations each year, based on the annual budget. This year the costs of running the patrol car

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

Like many communities in NZ, there is an ongoing problem of usually minor crime (thefts, vehicle break-ins, damage to property and public facilities etc). Community patrolling helps the police reduced this. The

Are you GST registered? No Yes GST Number 908-747--583

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

- Include copies of written quotes and any other additional information that may assist the board/committee to make an informed decision on your application
- 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
- **IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)**

Please complete all of the following sections Annual Costs	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	\$	\$ 8,225.00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc. Total Income Total A \$		\$7,373.00

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)
Vehicle Expenses	\$	\$ 852.00
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC Total B	\$ 0.00	\$ 852.00

Has / will funding been sought from other funders Yes No If 'Yes', please list the funding organisation(s) and the amount of funding sought

See Below	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from other funders Total C	\$ 0.00	\$ 0.00

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

The current financial situation for 2022 is: WEL Trust (\$1,200), Trust Waikato (\$1,000), COGS (\$3,000), Raglan Medical Centre donation (\$200) and miscellaneous donations (\$500). The refund from GST payments is expected to be \$1,073. Thus, Total Income, to date is \$7,373 with expenses of \$8,225, a deficit of \$852.

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

Name: Terence John Ryan

Position in Organisation: Trustee, Funding Coordinator

Signature: _____ Date: 13 October 2022

RAGLAN COMMUNITY PATROL TRUST

1 January 2022-31 December 2022

Funding request	Budgeted amount	Actual amount	
Other income received		Actual amount	Notes
WEL Trust	\$ 1,600	1,200	
Trust Waikato	\$ 2,000	1,000	
Raglan Medical Centre	\$ 600	600	
Donations	\$ 200	500	
COGS	\$ 3,000	3,000	
GST Return	\$ 975	\$ 1,073	
TOTAL INCOME	\$ 8,375	7,373	
EXPENDITURE	Budgeted amount	Actual amount	Amount paid by grant
Car Registration	\$ 200	\$ 200	\$ 200
Car Insurance	\$ 550	\$ 550	\$ 550
Car Mobile	\$ 180	\$ 180	
Car running costs (12 mths)	\$ 3,500	\$ 4,150	
Training meetings	\$ 400	\$ 400	
CPNZ subscription	\$ 45	\$ 45	\$ 45
Administration	\$ 500	\$ 500	\$ 500
Equipment (batteries etc)	\$ 100	\$ 200	
Uniforms for new members	\$ 300	\$ 300	\$ 300
Attendance National CPNZ (1 person)	\$ 1,200	\$ 1,200	
Allow for 1 insurance claim (NCB)	\$ 500	\$ 500	
Honorarium	\$ 500		
TOTAL EXPENDITURE	\$ 7,975	\$ 8,225	\$ 1,595
GST paid on	\$ 7,475	\$ 8,225	
Operational Surplus/Deficit	\$ 400	-\$ 852	

COMMUNITY BOARD/COMMITTEE FUNDING APPLICATION FORM

25

Important notes for applicant:

- Prior to submitting your application, please contact the Chair/Funding Representative, to discuss your application requirements and confirm that your application meets the eligibility criteria
- Application form must be completed in full and can be emailed to the Chair/Funding Representative
- All parts of the application need to be completed and all supporting information supplied

Huntly Meremere Ngaruawahia
Onewhero-Tuakau Raglan Taupiri
Te Kauwhata

Section 1 – Your Details:

Name of your organisation and contact person

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

Phone number/s:

Email/address:

Section 2 – Your event / project

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

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

Are you GST registered? No Yes GST Number

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

- Include copies of written quotes and any other additional information that may assist the board/committee to make an informed decision on your application
- 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
- **IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)**

Section 3 – Project/Event Costs & Details

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	\$	\$
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc. <p style="text-align: right;">Total A</p>	\$	\$

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)
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC <p style="text-align: right;">Total B</p>	\$	\$

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

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

	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from other funders Total C	\$	\$

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

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

Name: _____

Position in Organisation: _____

Signature: Rebecca McKechnie Date: _____

24/08/2022

Rebecca Mckechnie

Gym Trustee

Raglan Health and Fitness Community Gym Trustee

To whom it may concern,

Raglan community gym known as a non-profit organisation for 30 years was established by members to provide a service and support to assist individuals that don't have the financial means to access or pay yearly fee of a body corporation. Raglan community gym also allows free access for emergency agencies within Raglan to utilise and maintain the betterment of their wellbeing physically and mentally.

Raglan gym is also in collaboration with other business in Raglan to provide support and a safe environment for Rangatahi/youth that have limited support external to the gym. Our Rangatahi/youth will train under the supervision of a qualified mentor/facilitator on a weekly basis. To allow this programme to commence and continue will ensure our Rangatahi build resilience along with interconnection with society.

For the gym to continue to function and provide support to new and existing members for the long-term Raglan community health and fitness trustees are kindly requesting assistance in purchasing new gym equipment. With the assistance of purchasing new, durable equipment will ensure low fee for using the gym will continue and individuals affected by social economics which is currently for ever changing. Members will continue to benefit from an environment to improve and maintain physical and mental well-being. Your support and assistance would be greatly appreciated. I can be contacted on 021 041 0080 If you require additional information.

Your Sincerely

Rebecca Mckechnie

Raglan Health and Fitness Community Gym Trustee

LEE WAREHOUSE

Tax Invoice

Date: 31/08/2022

Quote Number:5888-6688

From:
<p>Lee Warehouse 104 Central Park Drive, HendersonAuckland. Ph:09-8366168 Email: support@leeawarehouse.co.nz GST: 120-542-947</p>

Bill to:
<p>Rebecca McKechnie</p>

Item Description + Quantity	Amount
Assault Bike	\$1,500
Commercial Smith Machine	\$2,700
Commercial Half Squat Rack	\$1,000
Curl Bar Bench Commercial	\$450
Weights Bench Commercial	\$599
Barbell Stand	\$140
Roma Chair	\$299

Subtotal	\$5815.66
GST	\$872.34
Total Price	\$6688

COMMUNITY BOARD/COMMITTEE FUNDING APPLICATION FORM

Important notes for applicant:

- Prior to submitting your application, please contact the Chair/Funding Representative, to discuss your application requirements and confirm that your application meets the eligibility criteria
- Application form must be completed in full and can be emailed to the Chair/Funding Representative
- All parts of the application need to be completed and all supporting information supplied

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

Section 1 – Your Details:

Name of your organisation and contact person

Raglan Community Arts Council Inc. Jacqueline Anderson, Manager Raglan Old School Art Centre

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

Refer additional section

Phone number/s:

07 825 0023

Email/address:

accounts@raglanartscentre.co.nz

Raglan Old School Art Centre, 5 Stewart St, Raglan 3225

Section 2 – Your event / project

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

Refer additional section

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

Refer additional section

Are you GST registered?

No Yes


GST Number 55-079161

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

- Include copies of written quotes and any other additional information that may assist the board/committee to make an informed decision on your application
- 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
- **IMPORTANT: Please ensure all quotes supplied are clearly itemised and match the "Project Breakdown" (Total B)**

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

We are the arts and creative organisation for the Raglan Whaingaroa area. We have been operating since 1982. Our aim is to nurture and encourage development of the arts in this area.

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

Our team of volunteers are organising a Raglan Film Festival for the Raglan Whaingaroa community. Film festival week 10-19 November. RAFFA awards, dinner and red carpet evening at the Te Uku Community Hall Saturday 19 Nov.

How will the wider community benefit from this event/project

Key people are local filmmakers, actors and editors from children through to adults. Categories are Tamariki, Rangatahi, Open Amateur and Open Professional (over 16yrs). Raglan community, film festival nominees attend screenings as well as visitors from the the Waikato region and to

Section 3 – Project/Event Costs & Details

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	\$ 18,946.00	\$ 18,946.00
Existing funds available for the project. Include any projected income i.e. ticket sales, merchandise etc.		17446
Total A	\$	\$

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)
contribution sand + lighting	\$	\$ 1,000
contribution Te Uku hall hire	\$	\$ 200
contribution Old school venue hire costs	\$	\$ 300
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from WDC	Total B	\$ 0.00
		\$ 1,500

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

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

	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Funds being sought from other funders	Total C	\$ 0.00
		\$ 0.00

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

Raglan Signs confete signage
 Wanna wife: (Puralink)
 381 Trust

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

Name: Jacqueline Anderson

Position in Organisation: Manager, Raglan Old School Arts Centre

Signature: 

Date: 27/10/22

Quote No. **5557****QUOTE****Customer**Name Raglan Film Festival 2022

Address _____

City _____

Phone _____

Date 15/02/2022

Qty	Description	Unit Price	TOTAL
2	Alto Fold back speakers	\$ 50.00	\$ 100.00
2	JBL Front of house speakers	\$ 60.00	\$ 120.00
1	5000 Lumen Data Projector	\$ 300.00	\$ 300.00
1	Sennhieser Radio Mic	\$ 50.00	\$ 50.00
1	Sound Mixer Behringer	\$ 40.00	\$ 40.00
14	Led par cans	\$ 30.00	\$ 420.00
8	Led Battery lamps	\$ 35.00	\$ 280.00
1	HDMI extender	\$ 20.00	\$ 20.00
2	Behringer Subs	\$ 60.00	\$ 120.00
5	Black Drapes and stands	\$ 25.00	\$ 125.00
20	Electrical cables	\$ 5.00	\$ 100.00
10	XLR cables	\$ 5.00	\$ 50.00
1	3 Metre Projection screen	\$ 100.00	\$ 100.00
2	Laptops	\$ 30.00	\$ 60.00
1	Lighting Desk	\$ 30.00	\$ 30.00
1	Mirror Ball	\$ 20.00	\$ 20.00
3	Tech Crew	\$ 180.00	\$ 540.00
SubTotal			\$ 2,475.00
TOTAL			\$ 2,475.00

Comments _____

We are a registered company but are not registered for GST as yet so there is no GST content in this quote.

Contact Ray at Living Productions on info@livingproductions.co.nz Ph 021 384 729

Thanks for giving us the opportunity to quote on this project.

Quote No. **5556****QUOTE**

Customer

Name Raglan Film Festival 2022
 Address _____
 City _____
 Phone _____

Date 15/02/2022

Qty	Description	Unit Price	TOTAL
5	Format and prepare Films for screening at Festival	\$ 55.00	\$ 275.00
3	Record event	\$ 60.00	\$ 180.00
6	Produce video for future promotions	\$ 55.00	\$ 330.00
		SubTotal	\$ 785.00
		TOTAL	\$ 785.00

Comments _____

We are a registered company but are not registered for GST as yet so there is no GST content in this quote.

Contact Ray at Living Productions on info@livingproductions.co.nz Ph 021 384 729

Thanks for giving us the opportunity to quote on this project.

Te Uku & District Memorial Hall Committee Inc

c/- Scott Raynel, Treasurer
44 Matakotea Road
R.D. 1
RAGLAN 3295

e-mail: scottraynel@gmail.com

Invoice No: 786671

Date: 16 October 2022

Dr to: Raglan Film Festival Committee
c/- Max King
max@raglanartscentre.co.nz

Deposit for Hall Hire 18-19 November 2022

\$200.00

Payment Terms: 7 days from invoice date

Please make Direct Credit payment to Westpac Frankton: **03-1563-0014056-00** and use the Invoice Number above as reference.



QUOTE

Raglan Film Festival Team

Date
17 Feb 2022

Expiry
17 Mar 2022

Quote Number
QU-0017

Reference
Max King - Room hire and
equipment

GST Number
55-079-161

Raglan Community Arts
Council Inc.
5 Stewart Street
Raglan 3225
Waikato
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Hire of Eva's Room for RAFFA screenings @ Reduced Community Rate	10.00	30.00	300.00
Hire of Whare Tunu Kai kitchen for RAFFA Red Carpet Evening	1.00	30.00	30.00
Hire of Projection equipment for RAFFA screenings	10.00	25.00	250.00
		INCLUDES GST 15%	75.65
		TOTAL NZD	580.00

