

Agenda for a meeting of the Waikato District Community Wellbeing Trust to be held in the Te Piringa Boardroom, District Office, 15 Galileo Street, Ngaruawahia on **MONDAY 3 DECEMBER 2018** commencing at **9.00am**.

1. **APOLOGIES AND LEAVE OF ABSENCE**
2. **CONFLICT OF INTEREST AND DISCLOSURES**
3. **CONFIRMATION OF AGENDA**
4. **CONFIRMATION OF MINUTES** 2
 Meeting held on 21 September 2018
5. **ACTION POINTS UPDATE**
6. **FORMAL RECEIPT OF EMAILED REPORTS**
 - Kiwi Wealth Fund Performance to 30 September 2018 6
 - Quarterly Certificate of Compliance to 30 September 2018 9
7. **GRANT UPDATE** 11
 - Raglan Community Arts Council status update 14
 - Ngaruawahia RSA status update 16
 - Taupiri Rugby Football Club status update 23
 - Te Kauwhata & Districts Accountability 24
 - Ngaruawahia Squash Racquets Club Accountability 27
 - Matangi Hillcrest Sports Club Accountability 29
8. **GENERAL BUSINESS**

MINUTES of a meeting of the Community Wellbeing Trust held in the Te Piringa Boardroom, District Office, 15 Galileo Street, Ngaruawahia on **FRIDAY 21 SEPTEMBER 2018** commencing at **9.00am.**

Present:

Cr J Church (Chairperson)
Ms J Muru
Ms E Bateup

Attending:

Ms M Davis (Financial Accountant)
Ms L van den Bemd (Community Engagement Advisor)
Ms E Wilson (Minutes)

Apologies and Leave of Absence
Agenda Item 1

THAT an apology for lateness be received from His Worship the Mayor, Mr AM Sanson, Cr R McGuire, Ms A Diaz (Finance Manager),

Resolved: (Ms Bateup / Ms Muru)

CARRIED on the voices

WBT1809/1

Confirmation of Agenda status

Resolved: (Ms Bateup / Ms Muru)

THAT the agenda for a meeting of the Waikato District Community Wellbeing Trust held on Friday 21 September 2018 be confirmed.

CARRIED on the voices

WBT1809/2

Disclosures of Interest
Agenda Item 2

There were no disclosures of interest.

CARRIED on the voices

WBT1809/3

Confirmation of Minutes

Agenda Item 3

Resolved: (Ms Bateup / Ms Muru)

THAT the minutes of a meeting of the Community Wellbeing Trust held on Wednesday 30 May 2018 be confirmed as a true and correct record of that meeting.

CARRIED on the voices

WBT1809/4

Action Points update

Agenda item 4

A verbal update was provided.

ACTION: Lianne to email out copy of Camera Trust completed paperwork.

ACTION: Lianne to follow up Te Kauwhata House opening and provide a further update at the next meeting.

Resolved: (Cr Church / Ms Bateup)

CARRIED on the voices

WBT1809/5

Annual Trust Deed compliance report

Agenda item 5

ACTION: Amendment required; Clause 3.2 on page 6 date needs to be changed from 2017 to September 2018

Resolved: (Cr Church / Ms Muru)

THAT the reports from the Finance Manager be received.

CARRIED on the voices

WBT1809/6

Kiwi Wealth Limited Fund Performance to 30 June 2018
Agenda item 5

Report taken as read.

Noted that the cover report should read 0.1% below the benchmark not above.

ACTION: Mairi to send question to KiwiWealth in relation to the movement into US market which is overweight.

Resolved: (Ms Muru / Ms Bateup)

THAT the report from the Finance Manager be received.

CARRIED on the voices

WBT1809/7

Quarterly Certificate of Compliance to 30 June 2018
Agenda Item 5

Report taken as read.

Resolved: (Cr Church / Ms Bateup)

THAT the report from the Finance Manager be received.

CARRIED on the voices

WBT1809/8

Draft Annual Report
Agenda item 6

Report taken as read.

Our funds have been split into 2 PIE funds so we receive gains, not direct income.

Audit only had minor wording changes noted.

ACTION: Mairi noted that payment to Waikato District Council will be made ASAP.

Resolved: (Cr Church / Ms Bateup)

THAT the report from the Finance Manager be received.

CARRIED on the voices

WBT1809/9

General Business

Agenda item 7

Fraud questionnaire was discussed.

ACTION: Amend GMI to Kiwiwealth in two places in document.

ACTION: Add 'send draft fraud questionnaire to all Trustees before signing' into the yearly works calendar.

Next meeting to be scheduled on Monday 3 December, 9am with Monday 10 December, 9am scheduled as back up.

Resolved: (Cr Church / Ms Bateup)

CARRIED on the voices

WBT1809/10

There being no further business the meeting was declared closed at 9.42am.

Minutes approved and confirmed this day of 2018.

Cr J Church
CHAIRPERSON

Open Meeting

To	Waikato District Community Wellbeing Trust
From	Alison Diaz Finance Manager
Date	16 November 2018
Chief Executive Approved	Y
Reference #	CNV0102/ 212160
Report Title	Kiwi Wealth Limited Fund Performance to 30 September 2018

I. EXECUTIVE SUMMARY

The investment fund performance for the quarter ended 30 September 2018 was 3.5% against a benchmark performance of 3.2%. The total return since inception is now 84.7% or 9.6% on an annualised basis.

The result for September provides a return of 0.1% against a benchmark performance of 0.1%, meeting the benchmark.

The Trustees are familiar with the fact that the investment objectives and investment portfolio do assume that the performance for some months may be negative. As the markets have been turbulent in recent times, a long term view of the fund needs to be taken.

2. RECOMMENDATION

THAT the report from the Finance Manager be received.

3. ATTACHMENTS

Kiwi Wealth Limited Fund Performance to 30 September 2018

Waikato District Community Wellbeing Trust

Investment Mandate

This is a balanced portfolio split 45/55 fixed interest/growth shares investments

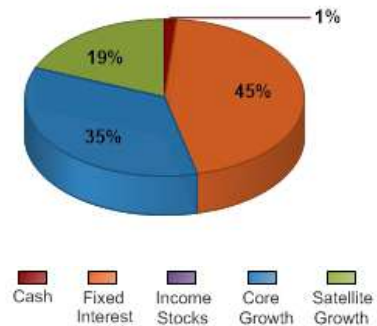
This mandate was last reviewed on 17 May 2018.

Asset Class	Ultimate Allocation	Target NZD Exposure
Cash	0.0%	
Fixed Interest	45.0%	100.0%
Income Stocks	0.0%	100.0%
Core Growth	27.5%	50.0%
Satellite Growth	27.5%	50.0%
Total	100.0%	

Portfolio Position

As at 30 September 2018, the total value of your investment portfolio is \$4,190,729. Your net contributions since inception in January 2012 have totalled \$2,160,573 (\$2,514,361 deposits less \$353,788 withdrawals).

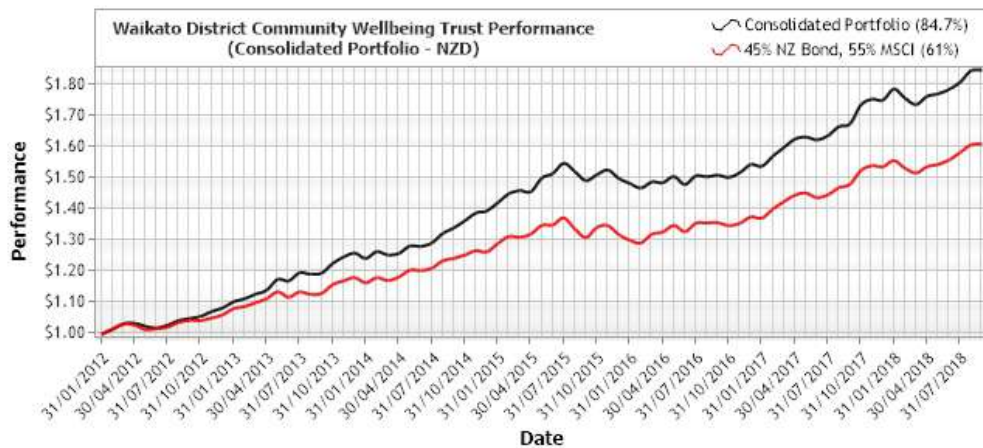
Asset Class	Actual Value	Actual Allocation
Cash	\$58,182	1.4%
Fixed Interest	\$1,881,376	44.9%
Income Stocks	\$0	0.0%
Core Growth	\$1,464,508	34.9%
Satellite Growth	\$786,664	18.8%
Total	\$4,190,729	100.0%



Portfolio Performance

The Kiwi Wealth Growth Fund (Growth PIE) rose 0.1% after tax and fees during the month, behind the benchmark, which rose 0.4%. The underperformance was related to stock selection, with the two equity sub-strategies run in-house (Satellite and Core Direct) both behind benchmark during September. This was partially offset by outperformance from the Core Global Fund.

The Kiwi Wealth Fixed Interest Fund (Fixed Interest PIE) was flat after fees and taxes, outperforming its benchmark, which declined 0.1% for the month. Outperformance was due to an overweight to company bonds, which performed well, and an underweight to average portfolio maturity, as interest rates finally rose slightly in New Zealand.



Your return for the month of September was 0.1% against a benchmark of 0.1%. Your net contributions since 31 January 2012 have totalled \$2,160,573 (\$2,514,361 deposits less \$353,788 withdrawals). As of 30 September 2018 the total value of your portfolio is \$4,190,729. This is a simple return of 94.0%. The total return on each dollar invested at inception is 84.7% (after withholding tax, brokerage, and fees), or 9.6% p.a. on an annualised basis.

	8 Loss/Gain				
	Last Month	Last 3 Months	Last 12 Months	Since Inception	Annualised
Consolidated Portfolio Inception date (31/01/2012)	0.1%	3.5%	10.3%	84.7%	9.6%
45% NZ Bond, 55% MSCI	0.1%	3.2%	8.7%	61.0%	7.4%
Cash Inception date (31/01/2012)	0.6%	3.5%	4.8%	23.0%	3.2%
45% NZ Bond, 55% MSCI	0.1%	3.2%	8.7%	61.0%	7.4%
Fixed Interest Inception date (31/01/2012)	0.1%	1.2%	4.3%	44.6%	5.7%
100% NZ Bond	-0.1%	1.0%	2.9%	17.5%	2.4%
Core Stocks Inception date (31/01/2012)	0.2%	5.6%	15.7%	119.0%	12.5%
MSCI	0.4%	5.1%	13.5%	106.1%	11.5%

Investment Strategy

Market Review

September was largely calm for share markets following the turmoil in emerging markets during August. Not even Donald Trump's tweet that the US would "...soon be taking in Billions in tariffs & making products at home" could disturb the market's equilibrium too much. The MSCI All Country World Index (MSCI ACWI) rose 0.5% in US dollars and was up 0.2% when measured in NZ dollars. Interest rates rose globally over the month, although less so in New Zealand where the Reserve Bank seems to have a bias toward a lower Official Cash Rate (OCR).

Portfolio Changes

In the Growth PIE we are currently around 91% invested in shares across the three sub-strategies. We retain around 7% in alternative strategies, which we expect to perform better than shares if there is a heavy sell-off in this asset class. Satellite continued to add selected healthcare names in September, as our belief is that many of these companies are relatively protected from macroeconomic pressures. We also added companies exposed to data security, which is likely to be a particular area of focus for corporates over the coming decade. Within Core Direct, we have tended to add to names that are more positively correlated to a stronger US dollar. Over September this has seen more purchases in the US at the expense of Asia and buying financials over technology at the margin.

In the Fixed Interest PIE, we have maintained our shorter average maturity position, preferring to invest in company bonds given the supportive economic backdrop. On the global side, we added to car-finance giant Ally (rating BB+), mobile/cable multinational Vodafone (BBB-), and established a new position in UK betting company William Hill (BB+). We also added new issuance from Spark (A-), Auckland Airport (A-), and Toyota (AA-) in New Zealand dollars.

Open Meeting

To	Waikato District Community Wellbeing Trust
From	Alison Diaz Finance Manager
Date	16 November 2018
Chief Executive Approved	Y
Reference #	CVN0102/ 2126330
Report Title	Quarterly Certificate of Compliance for period ending 30 September 2018

1. EXECUTIVE SUMMARY

The Waikato District Community Wellbeing Trust's ("Wellbeing Trust") Statement of Intent requires the Trustees to consider certain compliance obligations. These obligations are considered by the Trustees at each meeting from performance reporting and associated discussion.

This report provides a quarterly certificate of compliance using the information that has been considered by the Trustees since the commencement of this financial year.

2. RECOMMENDATION

THAT the report from the Finance Manager be received.

3. ATTACHMENTS

Quarterly Certificate of Compliance for period ending 30 September 2018

Waikato District Community Wellbeing Trust

Quarterly Certificate of Compliance

for period ending 30 September 2018

	Actual	Per Policy
Benchmark Portfolio (fixed interest : equities)	45 : 55	>45 : <55
Cap on value of single investments	Compliant	<7.5%
Grant distribution limit as % of net income after inflation	Compliant	<50%
Grant distribution cap as a % of capital	Compliant	<10%
Review of investment mandate (within last year)	Yes – at February 2018 meeting	Annual
Applicant accountability reports received	Yes	Required upon completion of project

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Chairperson

Open Meeting

To	Waikato District Community Wellbeing Trust
From	Alison Diaz Finance Manager
Date	22 November 2018
Prepared by	Lianne van den Bemd Community Development Advisor
Chief Executive Approved	Y
Reference #	CDR0502/2127647
Report Title	Approved grants and payment reconciliation December 2018

I. EXECUTIVE SUMMARY

This report provides a summary of unspent grants and details payments of completed projects grants. Status updates and Accountability Forms are attached to the report.

Unspent Grants

Organisation	Project	Amount Funded
Raglan Community Arts Council	To build a new theatre and clay shed on the Old School site in Raglan.	\$20,000.00
Ngaruawahia RSA	To partially upgrade the building roof.	\$20,000.00
Tuakau Youth Sport Trust	To build a new skate park in Tuakau. To undertake stage one of the consultation phase with the Tuakau youth and community. Project Accountability has been sent, still waiting a reply.	\$17,391.30 + gst
Waikato District Crime Prevention Trust	To upgrade the Huntly township existing CCTV cameras and equipment. Staff have been working closely with the Trust to complete the required application paper work. A report outlining the project scope will be provided early 2019.	\$25,000.00 Paper work complete.
Taupiri Rugby Club	To upgrade and replace the heating system	\$9,000.00

Project Accountability Forms

The following groups have completed their respective projects.

Organisation	Project	Amount Funded
Te Kauwhata & Districts Information & Support Centre (“the Community House”)	To purchase the existing Community House land and building.	\$40,000.00 Paid in two equal instalments. A site visit was undertaken by staff prior to payment.
Ngaruawahia Squash Club	To upgrade the Club’s bathroom facilities.	\$8,000.00 Paid in full.
Matangi Rugby Club	To upgrade the Club’s water supply connection.	\$ 6,161.70 Paid in full. A site visit was undertaken by staff prior to payment.
Bush Tramway Club	To extend the existing carriage storage shelter. Project accountability due early 2019.	\$10,000.00 Payment made in full. A site visit was undertaken by staff prior to payment.

2. RECOMMENDATION

THAT the report from the Finance Manager be received.

3. ATTACHMENTS

I. Unspent Grants

- Raglan Community Arts Council
- Ngaruawahia RSA
- Tuakau Youth Sport Trust
- Taupiri Rugby Club
- Waikato District Crime Prevention Trust

2. Project Accountability Forms

- Te Kauwhata & Districts Information & Support Centre (“the Community House”)
- Ngaruawahia Squash Club
- Matangi Rugby Club

Applicant Name: Raglan Community Arts Council			Project name: Creative Space building project		
Total Cost of Project \$ 506,256		Waikato Community Wellbeing Trust Grant: \$20,000		Other Funding Sought: \$ Fund raising continuing	
Project Status: Full details of where your project is at to date (Please include timeframes for future progress of the project.)					
The following are complete: foundation pad, concrete floor, steel portals. The project was delayed when the foundation had to be reworked due to soft soils not picked up by Geotech. Our fundraising activities are continuing.					
We will also be project managing the construction ourselves. This construction management donation in kind will achieve real savings and a frugal approach will lower construction and allow building supplies to be purchased at trade prices. A member is willing to make an interest free loan of up to \$100,000 if necessary to allow the project to be completed.					
The current project timings are:					
24 April	Commence project				
30 November	Completion and payment for groundwork, foundation and floor				
21 December	Completion Framework, Watertight and lockup stage				
15 March	Completion Services electric, plumbing				
15 May	Completion internal lining				
24 June	Completion finishes				
4 July	Target opening date				
Note: If your project and funding plan have significantly changed from your original proposal we will require a written letter to the Trust explaining the reason for the change. The Trust will then make a decision as to whether the funds allocated still meet the requirement of the allocation criteria.					
Full list of what funders you are applying to or have applied for funding from –including timeframes (e.g. date you applied for the funding and what date you expect to hear the outcome – decline or other otherwise).					
Sir John Logan Campbell Residuary Estate - received			20,000.00		
Trust Waikato – approved and used			50,000.00		
WEL Energy Trust – received and used			35,000.00		
Raglan Community Board – received and used			7,500.00		
Waikato District Wellbeing Trust - approved			20,000.00		
Raglan Lions Club – approved and used			5,000.00		
St Lazarus Trust - received			10,000.00		
Rose & Tim Stewart - received			10,000.00		
Lotteries Community Facilities Committee – received			150,000.00		

All above approved funding received, other than the ¹⁵Waikato Community Wellbeing Trust.

Issues i.e. consents. If you are having consenting issues that impair the project, please explain why.

A Waikato District Council sewer was located in a different position than shown on plans. This required redesign of one part of the foundation and a consent variation. The CEO assisted by expediting the processing of the variation.

All consents and variations are now issued.

Staff Comments:

Please return the completed form by email to funding@waidc.govt.nz

Wellbeing Trust Grant Project Status Update

Applicant Name: <i>Ngaurunui RSA</i>		Project name: <i>Roofing Improvements</i>	
Total Cost of Project In Hand: \$ <i>26 300.50</i>		Waikato Community Wellbeing Trust Grant: \$ <i>20000.00</i>	
Other Funding Sought: \$ <i>10k</i>			
<p>Project Status: Full details of where your project is at to date (Please include timeframes for future progress of the project).</p> <p><i>Quotes have been sought, and a preferred option chosen. Roofing Specialists will replace the worst section of the roof & get the building water tight.</i></p> <p>Note: If your project and funding plan have significantly changed from your original proposal we will require a written letter to the Trust explaining the reason for the change. The Trust will then make a decision as to whether the funds allocated still meet the requirement of the allocation criteria.</p>			
<p>Full list of what funders you are applying to or have applied for funding from –including timeframes (e.g. date you applied for the funding and what date you expect to hear the outcome – decline or other otherwise).</p> <p><i>We are applying to WEL for \$10k which has been approved.</i></p>			
<p>Issues i.e. consents. If you are having consenting issues that impair the project, please explain why.</p> <p><i>There will be additional costs for flashing repairs and skylight replacement but we can't do this until works commence.</i></p>			
Staff Comments:			
<p>Please return the completed form by email to funding@waidc.govt.nz</p>			

The Roofing Specialists Ltd



ACCEPTANCE of QUOTATION

I (your name) CHRIS ROWITT, wish to confirm my Acceptance of your quote –

Quotation #.....,

Dated 10/10/2018

and the (quoted price) of;

\$ 22870 (EXC. GST)

I attach my deposit of 50% of the quoted price being \$.....

The job site is: Ngaruwhania RSA 4 Market St

Postal Address (If differs from above) PO Box 74 Ngaruwhania

PLEASE CONFIRM COLOURS:

The Roof will be; As per Attached Quote

The Fascia will be;

The Spouting will be;

Date required for commencement of work; TBC

GENERAL TERMS & CONDITIONS

- "Acceptance in writing by the customer of this quotation creates a binding contract between the parties subject to the company's general terms & conditions of sale. Acknowledgement of reading and accepting those terms and conditions is evidence by the customer's signature on those terms & conditions".
- "Payment is due seven (7) days from the completion of the contract." The customer will be liable for all the company's costs in respect of Debt collection for unpaid amounts including solicitor/client costs".
- "All goods remain the property of The Roofing Specialists Ltd until full and final payment for the job/s have been made". If final payment has not been made, and an agreement of payment has not been made, then The Roofing Specialists Ltd, have the right to recover all goods used in the said contract, this means we can come in and remove ALL of the goods, whether they are fixed or not!
- "The customer is liable to the company for all and any losses incurred by the company where goods are ordered by the Company from it's supplier's in reliance upon this contract and the customer purports to cancel the contract prior to taking delivery of those goods from the company".

(Your) Signature [Signature] (Today's) Date 6-11-2018

Contact Phone# 07 824 8905

Bank Account Details: The Roofing Specialists Ltd
National Bank 06-0313-0052071-00 (please use quote# as reference)

THE ROOFING SPECIALISTS LTD

(Referred to as The Company)

GENERAL TERMS AND CONDITIONS OF SALE

All orders are accepted subject to the standard conditions of sale as printed herein. Unless expressly accepted in writing, any qualification to these Standard Terms and Conditions of Sale will be of no effect.

1. CONTRACTUAL TERMS

This Agreement sets forth the entire understanding of the parties. If the Customer requires specific warranties as the Goods and in particular for pre-painted materials (to ensure that the correct finish is used) an application must be made in writing by the Customer prior to ordering the Goods and any agreement as to specific warranties must be agreed to in writing by the company. All warranties (other than those specifically agreed to in writing by the Company), descriptions, representations and conditions as to fitness, suitability for any purpose, tolerance to any conditions or otherwise whether of a like nature or not and whether expressed or implied by law trade, custom or otherwise, not expressly set forth herein are expressly excluded. No agent or representative of The Company is authorised to make any representations, statements, warranties, conditions or agreements not expressly set forth herein and The Company is not in any way bound thereby nor can any such statement be taken to form any part of any agreement collateral hereto.

2. PRICES

Prices shall be those prevailing at date(s) of delivery. If delivery is by instalments, prices shall be those prevailing on the date of each delivery. The Company does not undertake that these quantities of materials will be sufficient to complete the job in respect of which such materials are required. The supply of any additional materials required for that purpose will be undertaken at such price as The Company shall determine but otherwise subject to all the terms and conditions of this contract. Where the dimensions quoted have been taken off plans or drawings supplied by the Customer no responsibility is accepted for the accuracy of those dimensions. All prices for Goods are exclusive of delivery charges (unless specifically quoted), Goods and Services Tax or any other taxes and duties, which shall be paid by the Customer.

3. TERMS OF SALE

Unless specifically agreed all sales shall be on a cash-before-delivery basis. Without prejudice to its other rights, The Company shall be entitled to withhold delivery until payment or if it considers the Customer's creditworthiness to be unsatisfactory. Any other credit granted shall be on the basis that the price shall be paid in full without deductions not later than the 20th day of the month following delivery. Credit shall be revocable by The Company prior to delivery. Any default in payment shall make all other monies payable by the Customer to The Company immediately due. Without prejudice to its other rights, The Company reserves the right to charge interest on any payments which are not made on the due date at a rate which is two per cent (2%) per annum over and above the current overdraft interest rate charged by The Company's current bank. The Company also reserves the right to recover any collection costs associated with the account. Failure to make payment on due date will constitute a default under the contract and The Company will be free to immediately exercise any and all of its remedies in respect to the default.

4. TESTING AND INSPECTION

The Customer shall have the right to test and inspect the goods at the premises of The Company before the Goods are delivered to the Customer. Any such testing will be final and The Company will not be responsible for further testing after such Goods have left The Company's premises.

5. DELIVERY

Delivery shall be affected upon arrival at the place(s) indicated on the quotation or invoice. When goods are to be delivered free on rail or truck The Company's obligation will be to supervise loading operations to ensure that goods are free from damage at time of loading. The Customer shall accept delivery on or before the date(s) indicated on the quotation or invoice or if The Company is unable to make delivery on such date(s) on such later date(s) on which The Company is able to make delivery. Deliveries are to be restricted to the number of loads and/or lengths specified and any extra charge incurred by The Company for additional deliveries are to be at the expense of the Customer. If the Customer is unable to accept delivery or The Company withholds delivery pending payment it shall be entitled to charge reasonable storage and transportation charges. If no date for delivery is specified, the Customer shall give reasonable notice of the date upon which delivery is required being not more than three months from the date hereof. The Company shall use its best endeavours to effect delivery on the date(s) and/or time(s) specified and in any event accepts no liability whatsoever for late delivery. The Company reserves the right to deliver the goods by instalments. Should The Company make defective delivery or fail to deliver no or more instalments, this shall not entitle the Customer to rescind this Agreement. The Customer shall provide:

- Suitable access and a suitable area for unloading to enable immediate unloading. If due to the default of the Customer there are any delays in unloading, the Company may make additional handling and waiting charges.
- Labour and/or mechanical means to unload the goods. All costs and charges for so doing shall be the Customer's responsibility including those where The Company agrees to carry out any unloading operations. If The Company is not able to deliver on the date(s) specified or agreed then it shall not be liable for any costs incurred by the Customer for the cost of any labour and/or machines (including cranes) required for unloading the Goods.
- Reasonable notice of the time that delivery is to be made and the rate at which the goods are to be delivered. Any additional costs incurred as a result of deliveries being made outside normal hours at the Customer's request shall be paid for by the Customer.

6. PROPERTY

- All goods sold by The Company shall remain the property of The Company and shall be separately identified as the Company's property until all sums owing in respect of the purchase of the Goods have been paid by the Customer.
- If the Customer resells the Goods in the ordinary course of business, then:
 - As between the Customer and its purchaser the Customer shall be principal and not the agent of The Company.
 - The Customer shall account to The Company for that part of the proceeds of sale as is equal to the price payable by the Customer to The Company in respect of such Goods.
 - Until the Customer pays The Company the price payable for the Goods, the proceeds of resale shall be maintained by the Customer in a separate account.
- If payment by the Customer is overdue The Company may recover and resell any or all of the Goods and the Customer irrevocably authorises the Company to enter the Customer's premises for that purpose.
- If any of the Goods are incorporated in or used in conjunction with other products or fixtures before payment, to the extent permissible by law the property in the products, fittings or fixtures incorporating the goods shall be and remain with The Company until payment has been made and all The Company's rights hereunder shall extend to all such products, fittings or fixtures.
- The Company shall also be entitled to demand that the Customer exercise all its available rights to enforce payment by the person to whom Goods have been or will be supplied and the price payable for the Goods shall be received into trust for The Company pursuant to clause 6(b)(iii) hereof.

7. INSURANCE AND RISK

- The Goods are delivered upon cost and insurance terms and are insured by The Company against loss or damage while in transit. Claims by the Customer must be made within seven (7) days of the receipt of the Goods at the nearest office of The Company.
- The Goods shall be at the sole risk of the Customer in regard to any loss or damage to or deterioration of the Goods due to any cause whatsoever from the time of delivery to the Customer at the Customer's specified delivery address (including any loss or damage incurred during unloading).

8. ADVICE

The Customer accepts that any advice and information provided by The Company to the Customer relating to use, application, quantities or appropriateness of the Goods are given in good faith and are based on information received from the Customer and that any decision to use or purchase the Goods shall remain the sole decision of The Customer.

9. LIMITATION OF LIABILITY

- The Company's sole liability in respect of any breach of any obligation in this Agreement shall be limited to either:
 - Replacing any goods that are shown to The Company's satisfaction to be defective but the replacement price shall not include the costs of removal of defective material and fixing of replacement material or
 - refunding the price of defective goods.
- Any claims for short delivery or for damage in transit or during unloading or that any Goods are not in accordance with this Agreement must be noted on the delivery docket at the time of delivery and notice must also be given to The Company and (in the case of any shortage or damage) to any Railway or other carrier by whom the Goods were transported, within seven (7) days of delivery. If the Customer fails to give such notice the Goods shall be deemed to have been accepted and to be in accordance with this Agreement in all respects. Any goods in respect of which a claim is alleged shall not be moved until The Company shall have had reasonable opportunity for inspection. "Downgrade" material is sold without warranty as to product quality or compliance with specification.
- The Customer must advise The Company of any queries as to price and/or quantities on an invoice, within one month of the date of the invoice, failing which The Company shall not be liable for any errors as to price or quantities on the invoice.
- The Company shall not in any circumstances be liable for incidental or consequential loss or damage from any breach of this Agreement.

10. FORCE MAJEURE

The Company shall not be liable for any delay in shipment or for non-delivery of all or any part of the Goods under any contract incorporating these conditions or any other failure to perform any of its obligations caused by circumstances beyond its reasonable control including (but not limited to) calamity, war or armed conflict or the serious threat of the same, or fire or flood or governmental order or regulation, labour disputes, severe economic dislocation, or the bankruptcy, insolvency or failure of manufacturers or suppliers of the raw materials to The Company beyond the reasonable control of The Company or any other causes whatsoever beyond The Company's reasonable control.

11. CONTRACT COIL SLITTING

The Company shall not be responsible for the suitability of coil for slitting which may result in a lower yield or quality than expected.

12. CANCELLATION AND RETURNS

No Goods ordered by the Customer shall be returned without the consent of The Company. If consent is given then all costs and expenses incurred by The Company up to the date of cancellation shall be reimbursed by the Customer or deducted by The Company from any payment due to the Customer. The failure of the Company of any time to require full performance by the Customer shall in no matter affect the right of The Company to subsequently enforce such performance.

13. WAIVER

The failure of The Company at any time to require full performance by the Customer shall in no matter affect the right of The Company to subsequently enforce such performance.

14. CONSTRUCTION

Any contract concerning these Terms and Conditions of Sale shall in all respects be deemed a contract made in New Zealand and the construction, validity and performance of such contract shall be governed by New Zealand Law.

15. RESPONSIBILITY OF PURCHASER TO ENSURE CORRECT APPLICATION OF PRODUCT

It is the responsibility of the installer and owner to ensure the grade and type of product chosen, including coating and fixings, is suitable for the environment in which it will be installed. Information covering all aspects of correct selection, storage, handling, installation, and maintenance of product, can be obtained from your nearest The Roofing Specialists Ltd Sales Office. Failure to comply with The Roofing Specialists Ltd fixing and maintenance instructions could result in reduced product performance.

Please note these terms & conditions may only be varied by The Company at its absolute discretion.

The Roofing Specialists Ltd

18A Sunshine Avenue, PO Box 10117, Te Rapa, Hamilton 3241

Phone 0-7-849 4160 Fax 0-7-849 7392

Email roofingpecialists@xtra.co.nz

www.roofingspecialists.co.nz



QUOTATION

October 10, 2018

RSA NGARUAWAHIA
Email: rollitt@gmail.com

We are pleased to provide you with a price for the SUPPLY and FIXING on your building;
Re: PARTIAL RE-ROOFING TO BACK ROOF AT NGARUAWAHIA RSA.
AS PER OUR SITE MEASUREMENTS.

COSTS INCLUDE: Stage 1 Back roof 13.6 x 12.7m

The STRIPPING of EXISTING ROOFING and DUMPING of RUBBISH.

.40g COLORSTEEL ENDURA/ZINACORE CORRUGATED, ROOFING MATERIAL.

.55g COLORSTEEL ENDURA/ZINACORE FLASHINGS NEW COLORSTEE INTERNAL GUTTER, 407 UNDERLAY AND FIXINGS.

ALLOWED FOR NEW BACKTRAY PENETRATIONS TO EXISTING SKYLIGHTS .

ALLOWED TO REMOVE EXISTING 3 VENTS AND ONE OLD AIR CON UNIT.

ALL ASSOCIATED COMPONENTARY TO COMPLETE FIXING OF NEW MATERIALS.
ALL TRAVEL AND LABOUR TO COMPLETE THIS CONTRACT.
ALL WORKMANSHIP GUARANTEED.

CONDITIONS of CONTRACT

NO ALLOWANCE HAS BEEN MADE FOR DOWNPIPES.
NO ALLOWANCE HAS BEEN MADE FOR ANY TIMBER WORK.
NO ALLOWANCE HAS BEEN MADE FOR DISCONNECTING POWER FEEDS ON ROOF.
WITH A RENOVATION OF THIS KIND IT IS SUGGESTED THAT YOUR INSURES BE ADVISED IN ADVANCE.

PRICE: \$ 22,870.00 (EXCL GST)

* TRADING TERMS- 50% DEPOSIT IS REQUIRED UPON ACCEPTANCE WITH REMAINDER DUE 7 DAYS AFTER COMPLETION.

* THIS QUOTATION IS EFFECTIVE FOR 30 DAYS AS FROM THE ABOVE DATE.

* THIS QUOTATION IS BASED ON NZ STEEL'S "BASIC ENDURA N.Z COLOURS".

* AS A MEMBER OF THE ROOFING ASSOCIATION NZ WE GIVE A 5 YEAR WORKMANSHIP WARRANTY.

* We trust that these TERMS and CONDITIONS meet with your approval.

Yours faithfully
PETER FLUHNER
CONTRACTS MANAGER

**NGARUAWAHIA RSA & MEMORIAL CLUB INCORPORATED**

4 Market Street, PO Box 74, Ngaruawahia 3742

Phone: 07 824 8905

Email: ngaruawahiarsa@gmail.com

21/11/2018

Revision of roofing project for Ngaruawahia RSA & Memorial Club

In inspection of the roof and looking at the project in its entirety, discussion was had with suppliers on site. Factors considered were state of the existing roof, disruption to the business, the outcome desired and factors motivating the decision to commission the project.

The existing roof is in various stages of repair, some of the existing roofing iron is in a much better condition than other areas as shown on the accompanying diagram.

Consensus was reached with the contractors to replace the iron on the older part of the building as this is where the water tight issues are occurring, and in addition to this, put in place a program of maintenance and restoration of the roof that will incorporate the repair of gutters and flashings over the rest of the roof, which can be managed by the Club going forward.

We then ask for our funding commitment to be maintained for this project, which is, in my belief, far more pragmatic and achieves a positive outcome for the Club.

Regards

Chris Rollitt
Manager



Thermal Explorer Hwy

21

Great S

Waipa

58

Delta

Market St

In Good Condition

11
Puppy's

RSL Quote to replace

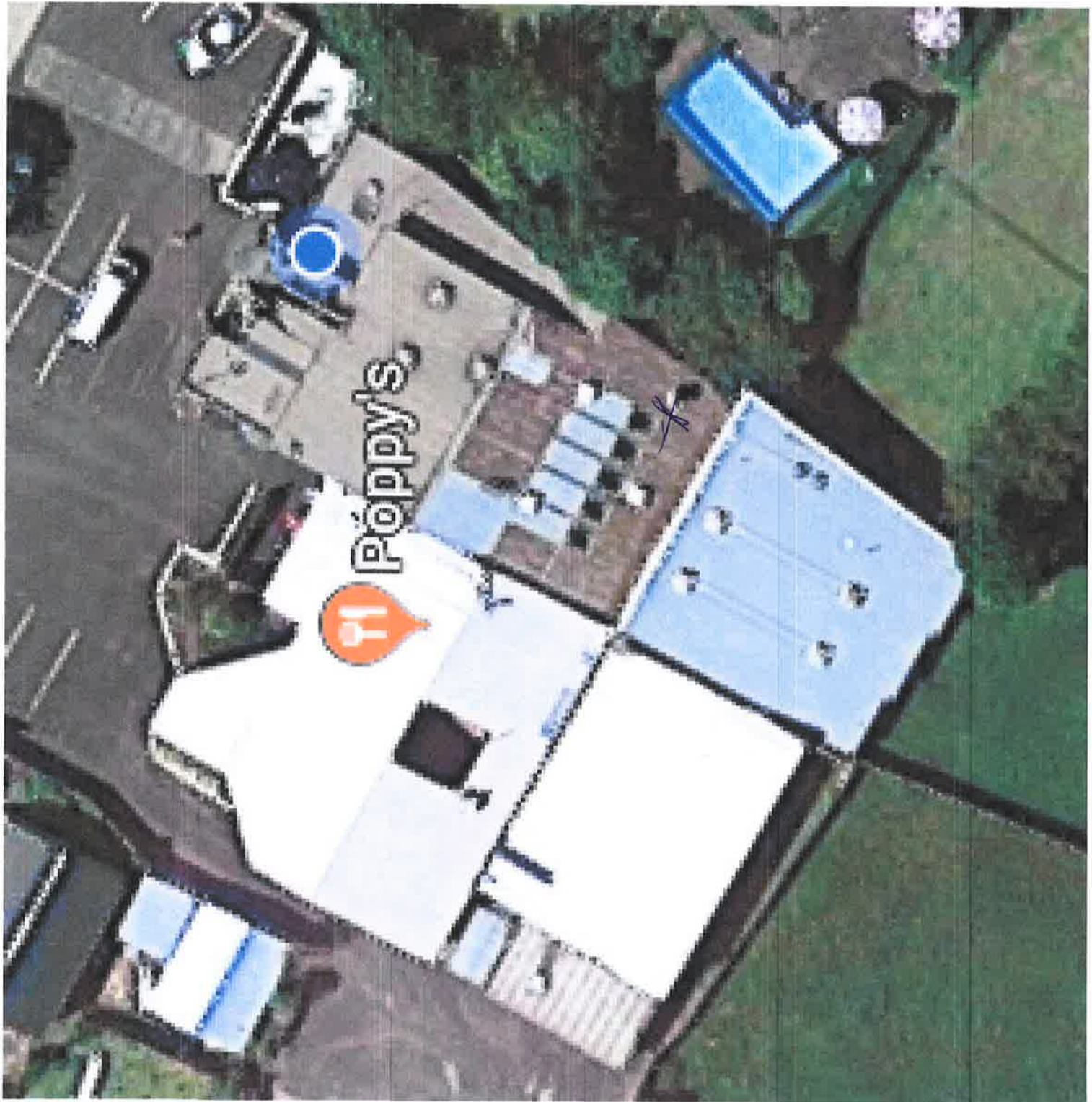
Market St

Market St

6

9

7



Wellbeing Trust Grant Project Status Update

Applicant Name: Taupiri Rugby Football Club Inc			Project name: Clubroom Heatpump Project		
Total Cost of Project In Hand: \$23,348 (+ GST)		Waikato Community Wellbeing Trust Grant: \$9,000 (inc GST)		Other Funding Sought: \$15,522 (+ GST)	
<p>Project Status: Full details of where your project is at to date (Please include timeframes for future progress of the project.)</p> <p>Taupiri RFC has received funding to date of \$12,826 (GST exc). Applying for funding of \$10,000 in order to finance the balance of the project. The Club ideally wants to have this heating installed early in the new year so it is ready for the 2019 winter months.</p> <p>Note: If your project and funding plan have significantly changed from your original proposal we will require a written letter to the Trust explaining the reason for the change. The Trust will then make a decision as to whether the funds allocated still meet the requirement of the allocation criteria.</p>					
<p>Full list of what funders you are applying to or have applied for funding from –including timeframes (e.g. date you applied for the funding and what date you expect to hear the outcome – decline or other otherwise).</p> <p>The preferred quote is from McAlpine Hussmann at \$23,348 + GST. Funding has been granted from:</p> <ul style="list-style-type: none"> • Waikato District Council Wellbeing Trust Fund – \$7,826 (GST exc) - approved Jun-18 • WEL Energy Trust - \$5,000 - approved May-18 • Seeking balance of \$10,000 + GST to complete the project. An application was submitted to NZCT on 14/8/18 but was declined on 27/9/18 due to NZCT having received more requests for funds than what they had available for distribution in Taupiri's region. An application has been submitted to Pub Charity Ltd 24/10/18 and we will know the status of this application in early December. If this submission is not successful, an application will be submitted to The Lion Foundation. • Club will cover the remaining balance of \$522 from their own fundraising initiatives. 					
<p>Issues i.e. consents. If you are having consenting issues that impair the project, please explain why.</p>					
<p>Staff Comments:</p>					
<p>Please return the completed form by email to funding@waidc.govt.nz</p>					

Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the project before being eligible for further funding.

Grant received from: Waikato District Council Discretionary & Waikato District Community Wellbeing Trust

Organisation/ Initiative name: The Te Kauwhata & Districts Information and Support Centre

Postal address: Ia Waerenga Road, Te Kauwhata, 3710

Physical address: As above

Contact details: Te Kauwhata Community House

Name: Jo Mako

Email: makos@xtra.co.nz

Amount of funding you received from Waikato District Council **\$40,000.00**

How the funding received was spent we were extremely fortunate to be able to purchase the building at Ia Waerenga Road, Te Kauwhata. The "TK DISC" has been renting the building since 2006, and now with the generous support of the Waikato District Council and our other funding partners, the building is now owned freehold by the Community.

NOTE:

- _____ **Provide receipts or bank statements for all associated cost.** P
- _____ **Fax invoices not acceptable.** T
- _____ **Please make sure that all receipts are clear and readable, unclear accountability will be returned.** P

When did your event/project take place? We settled the purchase of the building on 17th August 2018. At the time there was a small mortgage to Westpac Bank of \$37,210.50. We received further funding support following this settlement date, and on 18th October 2018 we were able to repay the outstanding figure of \$36,957.88.

Comment on the success of your project and describe the benefits to the community

(Please provide photo documentation of project undertaken)

The wellbeing of the community is at the heart of our organisation. Our mission is to "identify the welfare needs in our community and respond with a quality service which provides support and builds resilience". The purchase of our

The successful purchase of this building, means that we are able to promote the community wellbeing and identity, by continuing to operate an engaging and supportive Community House.

The ownership of the building has ensured our continued ability to meet community needs such as;

We provide support for those in our community with financial struggles.

We provide company for community members who may be isolated.

We assist our community members in many ways with their needs for health and wellbeing.

We meet the needs of children for safe community celebrations.

We provide an information service, community diary, village website and village signboard to ensure our community members have the opportunity to be engaged.

Over the past year, there were 6084 times our services were accessed.

In the year 1st April 2017 - 31st March 2018 we had 1651 inquiries from locals, people looking to buy and move into Te Kauwhata, new residents, tourists etc. looking for a variety of information. 39 welcome packs given out, 22 CV's prepared and completed for clients, 220 frozen meals, 41 Christmas hampers and family gift parcels given out to locals in need at Christmas. 168 Counselling appointments were attended, 268 times people came in needing various supports, We held Budget appointments between Meremere and Te Kauwhata, we gave out 132 food parcels, 255 cuppas were made for our community members. Our annual Children's Day event provided a fun free day out for over 600 children and their families.

How did your project contribute to the Waikato District Community Outcomes

(See below information)

The ownership of the building has ensured our continued ability to meet community needs such as;

We provide support for those in our community with financial struggles. **Safe Waikato**

We provide company for community members who may be isolated. **Safe Waikato**

We assist our community members in many ways with their needs for health and wellbeing. **Healthy Waikato**

We meet the needs of children for safe community celebrations. **Thriving Waikato**

We provide an information service, community diary, village website and village signboard to ensure our community members have the opportunity to be engaged. **Sustainable Waikato**

Waikato District Community Outcomes

Accessible Waikato – A district where the community's access to transport infrastructure and technology meets its needs.

Sustainable Waikato – A district where growth is managed effectively and natural resources are protected and developed for future generations.

Thriving Waikato – A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

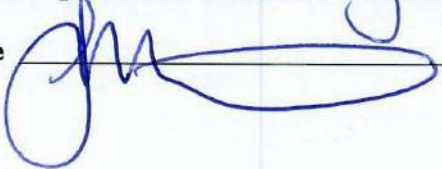
Healthy Waikato – A district with services and activities that promote a healthy community.

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

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name Jo Mako

Position in organisation Manager

Signature  Date 26/11/2018

Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the project before being eligible for further funding.

Grant received from: Waikato District Council Discretionary & Waikato District Community Wellbeing Trust

Organisation/ Initiative name: Ngaruawahia Squash Racquets club Inc _____

Postal address: Lower Waikato Esplanade _____

Physical address: Ngaruawahia _____

Contact details: Rodica Barton-Wellington 0212039871 _____

Name: _____

Email: rbartonwellington@gmail.com _____

Amount of funding you received from Waikato District Council \$8,000.00 _____

How the funding received was spent Upgrade on club changing rooms, toilets and showers and painting.

NOTE:

- Provide receipts or bank statements for all associated cost.
- Tax invoices not acceptable.
- Please make sure that all receipts are clear and readable, *unclear* accountability will be returned.

When did your event/project take place? Work first started in July 2018 we got the first contractor in to do the plumbing and toilets, then the floors where done. The prep work for the floors was done by club members. _____

Comment on the success of your project and describe the benefits to the community

(Please provide photo documentation of project undertaken)

The club has come a long way and the new facelift of the changing rooms and general tidy up of the club was a great success. We had a huge tournament in August with players travelling from all over NZ which doubled our entries for the tournament. The comments of the visiting players were very positive and they said they will be back next year to play. Players have commented that is lovely to get ready in such nice clean changing rooms and the club should be proud. We have also had a couple of transferred players from other clubs join our membership as they were very impressed with the direction the club was heading so that is a bonus for the club and the committee. Next season we will be advertising and doing a big push in schools for junior squash to give our young people the opportunity to learn and play this great sport. _____

How did your project contribute to the Waikato District Community Outcomes*(See below information)***Healthy Waikato** – A district with services and activities that promote a healthy community.

We offer our community a place where they can come learn how to play, keep fit and we have a great social atmosphere. We offer tournaments and social evenings (business house) for the community.

Our club has a friendly whanau culture and we welcome new people with open arms to join our squash community.

Waikato District Community Outcomes

Accessible Waikato – A district where the community's access to transport infrastructure and technology meets its needs.

Sustainable Waikato – A district where growth is managed effectively and natural resources are protected and developed for future generations.

Thriving Waikato – A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

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


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Name Rodica Barton-Wellington

Position in organisation Chairperson

Signature



Date 23/11/18

Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the project before being eligible for further funding.

Grant received from: Waikato District Council Discretionary & Waikato District Community Wellbeing Trust

Organisation/ Initiative name: **Matangi Hillcrest Sports club** _____

Postal address: **1133 Tauranga Rd, RD3 Matamata** _____

Physical address: **643 Tauwhare Rd, Matangi Reserve.** _____

Contact details: **0274138706** _____

Name: **Lance Rapana** _____

Email: **lance@tehauora.co.nz** _____

Amount of funding you received from Waikato District Council **\$ \$6,161.70** _____

How the funding received was spent:

Establish a main water line, outside Matangi Reserve – Work completed by WDC

Waikato District Council, still holding the invoice.

Plumber man – installed waterline from roadway and connected into water tank - \$3,190.10

Invoice attached.

NOTE:

- **Provide receipts or bank statements for all associated cost.**
- **Tax invoices not acceptable.**
- **Please make sure that all receipts are clear and readable, unclear accountability will be returned.**

When did your event/project take place? The project has been undertaken from July – October 2018

Comment on the success of your project and describe the benefits to the community
(Please provide photo documentation of project undertaken)

Hugely successful outcome, the club has clean water, safe for all patrons who come to the club.

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How did your project contribute to the Waikato District Community Outcomes

This projects meets the following outcomes;

SUSTAINABLE WAIKATO – a resource is better managed and will be developed for future generations.

HEALTHY WAIKATO – A district that promotes a healthy community.

Waikato District Community Outcomes

Accessible Waikato – A district where the community's access to transport infrastructure and technology meets its needs.

Sustainable Waikato – A district where growth is managed effectively and natural resources are protected and developed for future generations.

Thriving Waikato – A district that prides itself on economic excellence, where heritage and culture are protected and celebrated.

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

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

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Name Lance Rapana

Position in organisation President

Signature  **Date** 26/11/2018