



Kaipara te Oranganui

**KAIPARA  
DISTRICT**

Two Oceans Two Harbours

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## **Awards and Grants Committee Open Agenda**

**Date:** Thursday 27 August 2020  
**Time:** 10:00 a.m.  
**Location:** KDC Mangawhai office  
The Hub  
6/6 Molesworth Drive  
Mangawhai

**Committee members:** Councillor Peter Wethey (Chair)  
Councillor Victoria del la Varis-Woodcock  
Councillor Karen Joyce-Paki  
Councillor Mark Vincent

*For any queries regarding this meeting please contact  
the Kaipara District Council on (09) 439 7059*



Thursday, 27 August, 2020

10:00 am

KDC Mangawhai Office

The Hub

6/6 Molesworth Drive

Mangawhai

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### 7.1 Closing karakia

# Open minutes of the Awards and Grants Committee meeting 09 July 2020

Meeting: Awards and Grants Committee  
Date of meeting: 27 August 2020

## Recommendation/Ngā tūtohunga

That the Awards and Grants Committee:

- a) Confirms that the open minutes of the Awards and Grants Committee meeting held on 09 July 2020 are a true and correct record.

## Attachments/Ngā tapiritanga

	Title
A	Unconfirmed open minutes of Awards and Grants Committee meeting 09 July 2020



## Open minutes of the Ordinary meeting of the **Awards and Grants Committee**

**Date:** 09 July 2020  
**Time:** 10:03 a.m. – 10:55 a.m.  
**Location:** Tokatoka Room, KDC Dargaville Office

**Members present:** Councillor Peter Wethey (Chair, via audio visual link)  
Councillor Karen Joyce-Paki  
Councillor Mark Vincent

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*[Secretarial note: The venue was changed from Northern Wairoa War Memorial Hall to the KDC Dargaville Office on the day of the meeting to better accommodate audio visual link to the meeting. A sign was posted at the original venue and at KDC Dargaville Office reception to redirect the public. No members of the public attended the meeting.]*

### **1. Opening**

#### **1.1 Opening karakia**

Cr Joyce-Paki opened the meeting with a karakia.

#### **1.2 Apologies**

Nil.

*[Secretarial note: Pursuant to section 8 of the COVID-19 Response (Urgent Management Measures) Legislation Act 2020, members who attend meetings by means of audio visual link is counted for the purposes off quorum while an epidemic notice is in force. At the time of the meeting, the epidemic notice had been extended to 24 September 2020.*

*Two members of this Committee attended the meeting physically and the Chair attended via audio visual link. The quorum of members was present.]*

#### **1.3 Confirmation of agenda**

**Moved:** Cr Vincent

**Seconded:** Cr Joyce-Paki

That the agenda for the 09 July 2020 meeting be confirmed.

**Carried**

#### 1.4 Conflict of interest declaration

Nil.

## 2. Presentations

Nil.

## 3. Confirmation of minutes

### 3.1 Awards and Grants Committee meeting 29 June 2020

**Moved:** Cr Joyce-Paki

**Seconded:** Cr Vincent

That the Awards and Grants Committee:

- a) Confirms that the minutes of the Awards and Grants Committee meeting held 29 June 2020 are a true and correct record.

**Carried**

## 4. Recommendation to move into public excluded session

That the following items are considered with the public excluded:

Item	Grounds for excluding the public
Citizens Awards Nominations 2020	To protect the privacy of natural persons, including that of deceased natural persons (Section 7(2)(a))
Environmental Awards Nominations 2020	To protect the privacy of natural persons, including that of deceased natural persons (Section 7(2)(a))

**Carried**

**Meeting went into public excluded session at 10:07 a.m.**

**Meeting returned to open session at 10:51 a.m.**



## **5. Closure**

### **5.1 Closing karakia**

Cr Joyce-Paki closed the meeting with a karakia.

**Meeting closed at 10:55 a.m.**

**Kaipara District Council**

Unconfirmed



# Mangawhai Endowment Lands Account 2020/21 - Summary of Applications

Meeting: Awards and Grants Committee  
 Date of meeting: 27 August 2020  
 Reporting officer: Jenny Rooney, Funding Advisor

## Purpose/Ngā whāinga

To provide the Awards and Grants Committee with the relevant information to award the Mangawhai Endowment Lands Account (MELA) grants to the community groups in the Mangawhai area.

## Executive summary/Whakarāpopototanga

Eleven applications have been received from community groups seeking funding from the Mangawhai Endowment Lands Account (MELA). Nine Community Assistance Grant applications received from Mangawhai organisations were transferred to be considered in this MELA funding round. From the twenty applications received, eighteen applications meet the criteria.

## Recommendation/Ngā tūtohunga

That the Awards and Grants Committee:

- a) Awards grants to the following applicants:

## Context/Horopaki

Eleven MELA grant applications were received and nine were transferred from the Community Assistance Funding round. The total value of the MELA grant applications is \$249,821.82, the amount available to allocate is \$132,320.00.

A summary of applications and previous applicants are located in **Attachment A**. The MELA Policy with the criteria for determining the funding is located in **Attachment B**. All applications are provided in **Attachment C**.

The twenty applications are set out in the table below:

Eligible Applications	Amount
Mangawhai Activity Zone (MELA application)	\$30,827.00
Mangawhai Activity Zone (redirected from Community Assistance Grant -CAG)	\$1,444.75
Mangawhai Domain Society Inc (MELA application)	\$15,000.00
Mangawhai Domain Society Inc (redirected from CAG)	\$4,000.00
Mangawhai Football Club (redirected from CAG)	\$11,000.00
Mangawhai Historic Village (redirected from CAG)	\$15,000.00
Mangawhai Library Hall Trust (redirected from CAG)	\$18,538.40
Mangawhai Museum & Historical Society Inc (MELA application)	\$6,075.12
Mangawhai Museum & Historical Society Inc (redirected from CAG)	\$3,524.66

Mangawhai Shed Inc ( <i>MELA application</i> )	\$30,000.00
Mangawhai Tracks Charitable Trust ( <i>MELA application</i> )	\$20,000.00
Mangawhai Tracks Charitable Trust ( <i>redirected from CAG</i> )	\$20,000.00
Mangawhai Waka Ama ( <i>MELA application</i> )	\$16,200.00
Mangawhai Heads Volunteer Lifeguard Service Inc ( <i>MELA application</i> )	\$22,372.50
Mangawhai Heads Volunteer Lifeguard Service Inc ( <i>redirected from CAG</i> )	\$10,000.00
NZ Fairy Tern Charitable Trust ( <i>MELA application</i> )	\$2,198.70
Te Whai Community Trust ( <i>redirected from CAG</i> )	\$6,553.69
The Helping Paws Charitable Trust ( <i>MELA application</i> )	\$5,520.00
<b>TOTAL</b>	<b>\$237,714.82</b>

Ineligible applications	Amount
Mangawhai Beach School ( <i>MELA application</i> )	\$6,150.00
Mangawhai Beach School ( <i>redirected from CAG</i> )	\$5,957.00

## Discussion/Ngā kōrerorero

### Options

1. Fully award grants funding as agreed by the Awards and Grants Committee
2. Award grants as agreed by the Awards and Grants Committee in the meeting but have funds remaining unallocated. If there are unallocated funds, the Committee can decide to carry this amount over to the next round or add it to the capital base of the fund.

The recommended option is **option 1**.

### Policy and planning implications

MELA grants are determined by the criteria and process defined in the Mangawhai Endowment Lands Account Policy.

### Financial implications

The closing balance of the MELA account as at the 30 June 2020 was \$5,662,743. The amount available for distribution is \$132,320.

In the 2017 MELA review, it was determined to protect the capital of MELA, therefore the amount available for the 2020 funding round is calculated in the table below:

Mangawhai Endowment Lands Account (unaudited)	Opening Balance	Description
Opening balance of the Account at 1 July 2019	\$387,000 \$200,000 <u>\$4,987,088</u> <b>\$5,574,088</b>	Land Investments Funds loaned to Council <b>Total Funds</b>
Transfers into the Account	\$207,410	Interest earned and rental income
Transfers out of the Account	\$118,755	Amount granted for 2019
<b>Closing reported balance of the Account at 30 June 2020</b>	<b>\$5,662,743</b>	

<b>Calculation of the amount available for Distribution</b>		
Interest Earned at 2.37%	\$193,627	
Rental Income from Property Leases	\$13,783	
<b>Total Income (A)</b>	<b>\$207,410</b>	
Less Capital Protection (B)	\$75,090	
<b>Available for Grants (A-B)</b>	<b>\$132,320</b>	<b>2020 distribution</b>

### **Legal/delegation implications**

There are no legal or delegation implications for Council when determining MELA grant applications.

### **Significance and engagement/Hirahira me ngā whakapāpā**

The decisions or matters of this report do not trigger the significance criteria outlined in Council's Significance and Engagement Policy, and the public will be informed via agenda on the website.

### **Next steps/E whaiake nei**

The applicants will be notified whether their application has been successful or unsuccessful and funding will be provided and accounted for in due course.

### **Attachments/Ngā tapiritanga**


	<b>Title</b>
A	Summary of Applications & Previous
B	MELA Policy
C	All applications (provided under separate cover – available upon request)



Mangawhai Endowment Lands Account Applications 2020									
Organisation	Application Complete	Previous Grant Accountability Received	Purpose	Amount Applied For	GST Registered	Meet Criteria Y/N	Comments	Committee Conflict of Interest?	Amount Approved
Mangawhai Activity Zone -1	Y	Yes	Two Star Shade Structures for the Skate Area - \$18,990 Two outdoor gym equipment pieces - \$11,297.00	\$30,287.00	Y	Y	MELA application		
Mangawhai Activity Zone -2	Y	Yes	Soccer field line white and surface clean treatment	1,444.75	Y	Y	Community Grants Application		
Mangawhai Domain Society Inc - 1	Y	Yes	Towards the supply of hardfill material, hire equipment for excavation and moving hardfill	\$15,000.00	Y	Y	MELA application		
Mangawhai Domain Society Inc - 2		Yes	Towards the costs of aluminium double glazed windows and labour	4,000.00	Y	Y	Community Grants Application		
Mangawhai Football Club	Y		To purchase new goals	11,000.00	N	Y	Community Grants Application		
Mangawhai Historic Village	Y		Towards costs of restoring the "Daring" ship artifacts.	15,000.00		Y	Community Grants Application		
Mangawhai Library Hall Trust	Y	Yes	Supply & delivery of 2 x concrete water tanks and preparation of grounds, installation and drainage and removal of 2 x old concrete tanks	\$18,538.40	N	Y	MELA application		
Mangawhai Museum and Historical Society Inc	Y	Yes	Water tight shipping container 20ft - \$4,521.74, Padlock for shipping container - \$43.48, Transport charges for shipping container - \$260.87, CCTV camera system equipment upgrade - \$1,249.03	\$6,075.12	Y	Y	MELA application		
Mangawhai Museum and Historical Society Inc	Y	Yes	Towards annual building upkeep and maintenance. Wash Me Building & Roof Wash - \$1,770.00. Wormald annual fees - \$800.16 Bream Bay Water Purifiers - Water Filters - \$954.50	\$3,524.66	Y	Y	Community Grants Application		
Mangawhai Shed Incorporated	Y		Partial contribution towards materials and construction of workshop	\$30,000.00	N		MELA application		
Mangawhai Tracks Charitable Trust	Y		Contribution to timber and balance of SS screws cost - Stage 2	\$20,000.00	N	Y	MELA application		
Mangawhai Tracks Trust	Y		Contribution towards timber and post costs	\$20,000.00	N		Community Grants Application		
Mangawhai Waka Ama Inc	Y		W6 (6 person) waka (outrigger canoe)	\$16,200.00	N	Y	MELA application		
Mangawhai Heads Volunteer Lifeguard Service Inc	Y	Y	Towards construction of new roof over two existing deck areas	\$22,372.50	Y	Y	MELA application		
Mangawhai Heads Volunteer Lifeguard Service Inc	Y	Y	Towards construction of new roof over two existing deck areas	\$10,000.00	Y	Y	Community Grants Application		
NZ Fairy Tern Charitable Trust	Y		Boat Service per annum - \$800.00 (trailer, WOF, Rego), Petrol - \$200.00, Boat Insurance - \$200.00, 4 cat traps @\$169+gst = \$777.40, 5 mustelid & cat lur/bait 1kg pots @\$38.50+gst = \$221.30	\$2,198.70	N	Y	MELA application		
Te Whai Community Trust	Y	Y	Painting of Rose Madsen Cottage	\$6,553.69	N	Y	Community Grants Application		
The Helping Paws Charitable Trust	Y	N/A	Towards Large Holding Cages _\$1,650.00, Small Holding Cages - \$1,080.00, Bedding & Towels \$500.00, Food Bowls - \$450.00, 2 x Cat & Kitten Play Areas - \$1,8540.00	\$5,520.00	N	Check if in the MELA catchment	MELA application		
			<b>TOTAL</b>	<b>\$ 237,714.82</b>					
<b>Ineligible Applications</b>									
Mangawhai Beach School - 1	N	N/A	Shelter Cover	\$6,150.00	Y	Education	MELA application		
Mangawhai Beach School - 2	N	N/A	Concrete pad	\$5,957.00	Y	Education	Community Grants Application		
			<b>TOTAL</b>	<b>\$249,821.82</b>					

Organisation	2019	2018	2017	2016	2015	2014	2013	2011	2010	2009	TOTAL
Mangawhai Museum Historical Society	12,836.00	7134.4		10,000	13,279	40,000	13,200	50,000	9,500	51,000	206,949.40
Mangawhai Library Hall Committee	6,461.85	9,085.00	15,502.75	16,213		7,500		5,412			60,174.60
Mangawhai Activity Zone	36,065	23,336	35,000	41,985	18,003	18,000		15,510	9,500	27,000	224,399.00
Mangawhai Beach School										12,000	12,000.00
Mangawhai Boating and Fishing Club								12,027	10,000	33,000	55,027.00
Mangawhai Community Garden								500	451	1,375	\$2,326.00
Hakaru Pony Club								586			\$586.00
Mangawhai Harbour Restoration Society			20,000		43,089	30,000	30,000	30,066	29,450		\$182,605.00
Mangawhai Riparian Planting Group			13,220.98	1,302			860				\$15,382.98
NZ Fairy Tern Charitable Trust			20,000	6,830	5,615	5,500	4,604				\$42,549.00
Mangawhai Plunket							6,500				\$6,500.00
Mangawhai Tracks Charitable Trust	20,000.00	10,000			2,000	4,500					\$36,500.00
Mangawhai Park Steering Committee						18,000					\$18,000.00
Friends of Mangawhai Community Park		20,000	15,000		30,000						\$85,000.00
Mangawhai Domain Society	26,259.02	9,775		49,275	15,918	6,000					107,227.02
Mangawhai Harbour Water Quality Community Advisory Panel			9,528.71	11,750							\$21,278.71
Mangawhai Heads Volunteer Lifeguard Services	12,822.25	11,600	7,525	25,000							\$56,947.25
Mangawhai Recreational Charitable Trust		20,000	13,800	15,000							\$48,800.00
Mangawhai Tennis Club	2,840.00	19,000	9,000								\$30,840.00
Mangawhai Football Club			20,000								\$20,000.00
Mangawhai Historic Village	1,470.43										\$1,470.00
	\$118,754.55	129,930.40	\$178,577.44	\$177,355	\$127,904	\$129,500	\$55,164	\$114,101	\$58,901	\$124,375	1,234,561.96



	<b>Title of Policy</b>	Mangawhai Endowment Lands Account Policy		
	<b>Sponsor</b>	General Manager Community	<b>Adopted by</b>	Council
	<b>Author</b>	Annie van der Plas	<b>Date adopted</b>	14 November 2017
	<b>Type of Policy</b>	Mangawhai Endowment Lands Account	<b>Last review date</b>	October 2017
	<b>File Reference</b>	2308.01	<b>Next review date</b>	

Document Control			
Version	Date	Author(s)	Comments
1 <sup>st</sup> Commenced	11 October 2017	Annie van der Plas	
1.0			

## 1 Purpose

The purpose of this Policy is to create clear guidelines and an effective process to enable Council to assist community organisations to achieve their goals through the distribution of grant funds available from the Mangawhai Endowment Lands Account (MELA).

## 2 Objectives

The Policy has been aligned with the Community Outcomes as adopted by Council for the Long Term Plan 2018/2028. The Policy is intended to contribute to:

- A district with welcoming and strong communities;
- A district with plenty of active outdoor opportunities; and
- A trusted Council making good decisions for the future.

## 3 Background

Kaipara District Council is committed to the Vision of 'Thriving Communities Working Together'. Council seeks to achieve this by assisting the community in developing and providing their own facilities and services, and building strong and welcoming communities.

Council is committed to recognising and supporting achievement; developing community leadership and self-reliance; assisting and supporting community involvement.

This Policy ensures that Council's contributions to communities are fair, consistent and strategically aligned to Council's Vision, Community Outcomes and the intent of the *Mangawai Lands Empowering Act 1966 [sic]*.

### 3.1 Mangawai Lands Empowering Act 1966 [sic]

MELA is managed under the *Mangawai Lands Empowering Act 1966 [sic]*. MELA was created on dissolution of the Mangawhai Harbour Board, which had significant assets in the Mangawhai area. On dissolution, the cash and income from land assets not transferred to the Northland Harbour Board for port purposes, were invested to provide funding for county purposes that benefit or tend to benefit the district.

The Act defines 'district' as:

*"...the area of and adjacent to the endowment lands ... and any area adjoining the Mangawai [sic] Harbour"*

Over the years the land has been sold and the balance of MELA has increased. The land still held is typically on perpetual leases with low rental income.

The majority of the MELA fund is currently loaned to Council and the interest revenue generated by the loan is calculated as outlined in 3.2.

### 3.2 Calculation of revenue available for distribution as grants

Where:

- C = the value of capital loaned to Council from the MELA Account at 30 June in the year under consideration and expressed in \$;
- Rate 1 = The interest rate being the average of the 12 month term deposit rates offered by ANZ, BNZ and Westpac taken at 30 June and 31 December in the year under consideration, for investment sums of the value in the MELA in the year under consideration;
- Rate 2 = The actual interest rate paid by the Kaipara District Council on external borrowings for the year ending 30 June in the year under consideration;
- Rate 3 = The average of Rate 1 and Rate 2;
- Rate 4 = The Consumer Price Index as published by Statistics New Zealand for the annual rate to 30 June in the year under consideration. *This is for the protection of the capital base of the fund;* and
- Rate 5 = Real interest rate =  $(1 + \text{Rate 3}) / (1 + \text{Rate 4}) - 1$ .

Therefore, grant funds available for the year under consideration:

Grant Funds = C x Rate 5

Capital Protection = C x Rate 4.

### 3.3 Unused grant funds

When grants from the previous year are either not drawn down or are only partially used, the unused portion of the grants can either be:

- Carried over (in total or in part) into the next year and added to the grant money available for dispersion in that year; or
- Retained in the capital base of the fund.

In the event that this situation arises, the Grants Committee has discretion over which of these options, or combination of these options, will be applied.

## 4 Assessment criteria

- 1 The project or service that the funding is requested for must meet the criteria under the *Mangawai Lands Empowering Act 1966 [sic]*:
  - a) Funds must benefit or tend to benefit the district, that being a defined area (see attached map);
  - b) In keeping with the Act, applications that enhance and/or protect the Mangawhai Harbour and surrounds will be given more favourable consideration.
- 2 Applicants' principal functions and/or activities must be of a not-for-profit nature.
- 3 The service or project proposed is not already provided by another group or agency.

- 4 Organisations are to be registered as an Incorporated Society or under the umbrella of one.
- 5 Only one grant per organisation will be available in any financial year.

## **5 General assessment criteria**

Council will also consider the following when assessing applications received for MELA. These are general criteria which community organisations applying for support need to demonstrate in their applications.

### **5.1 Financial reporting**

All applications must be accompanied by an audited or reviewed Statement of Financial Position for the previous financial year, and a budget projection for the next financial year.

### **5.2 Central government funding**

Community organisations that receive the bulk of their funding from central government will not be eligible for grants.

### **5.3 Health and safety**

Applicants must comply with all legislative requirements.

### **5.4 Acknowledgement**

All successful applicants must acknowledge the support of the MELA fund administered by Kaipara District Council on any correspondence, advertising or other publicity material.

### **5.5 Accountability requirements**

All recipients under this Policy are required to enter into a formal Agreement or Contract with Council that outlines the terms and conditions of the approved grant. Funds will not be provided until both parties have signed the Agreement or Contract, which will outline, among other obligations:

- The purpose for which the funding was provided;
- The conditions attached to the funding;
- The grant expenditure period of one year;
- Accountability requirements, including the methods to report back on the use of the funds; and
- The steps Council will take if progress is not as planned.

## **6 Exceptions**

This Policy is not intended to fund applications for:

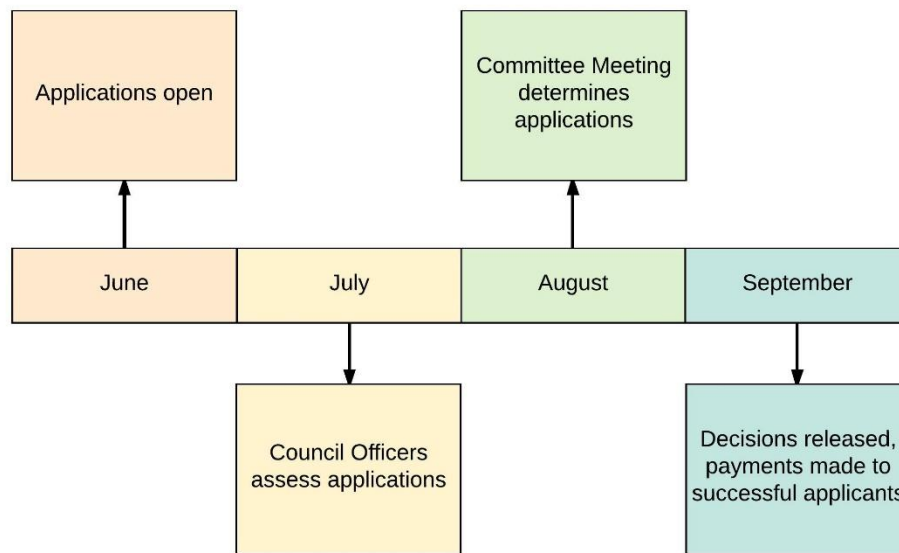
- Wages;
- Benefits to individuals;
- Central government funded services;
- Welfare services;
- Religion. This does not preclude religious organisations from applying, if they would otherwise meet the criteria in this Policy;

- Repaying or servicing debts; and
- Projects which seek to redistribute funding to others.

## 7 Administration of MELA

### 7.1 Timing of applications

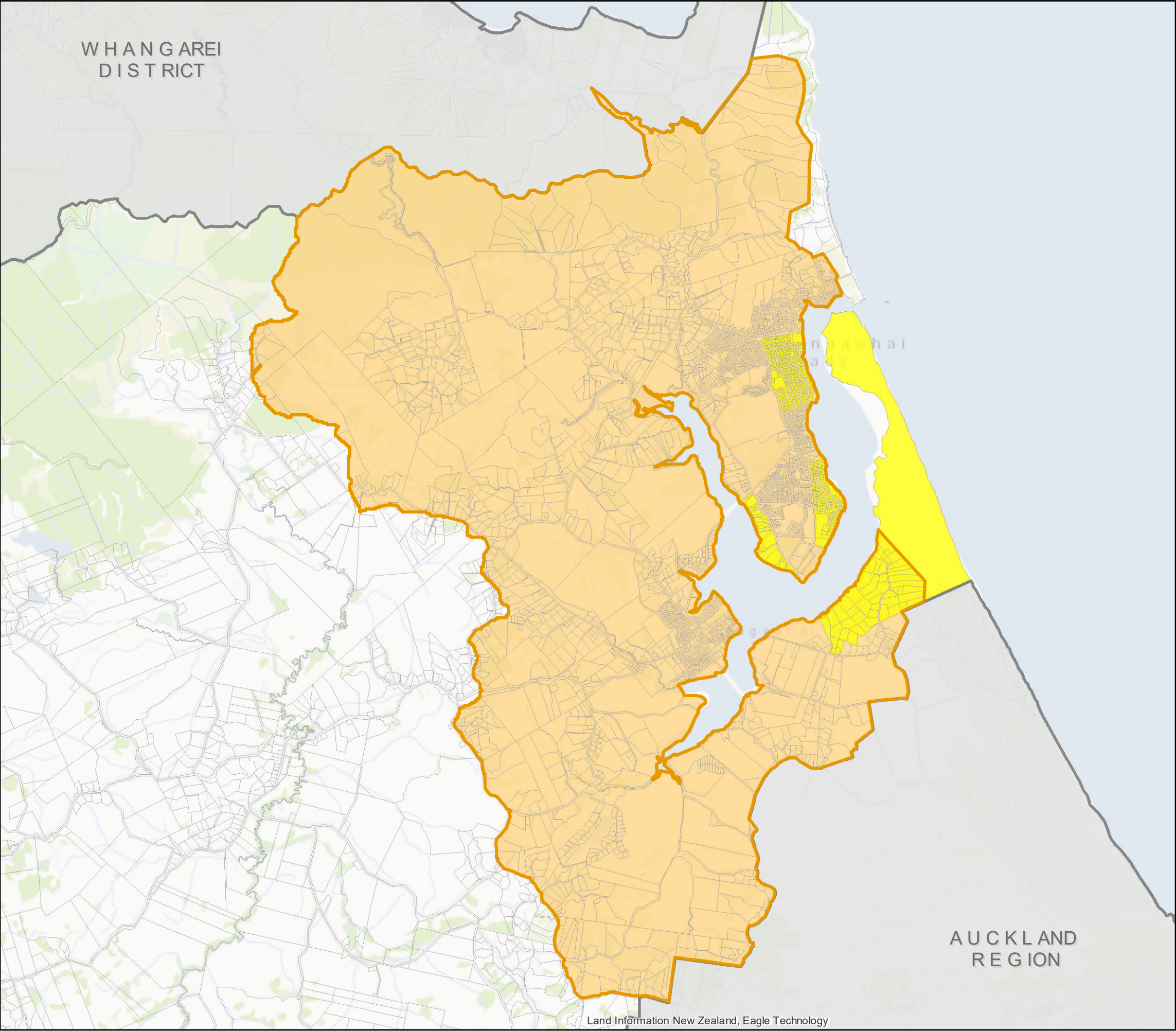
The timing of MELA grants will be matched with other available community grants and the planning and budgeting cycles of Council. Council will call for applications in June and release decisions by September.





Decisions on MELA grant applications will be made by the MELA Committee, which has delegated authority from Council to make decisions on applications.

Application forms will be made available on Council's website and at Council offices when the funding round opens.





**Legend**

-  Mangawhai Harbour Catchment
-  Endowment Lands

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The information in this map was derived from digital databases. Care was taken in the creation of this map, however, Kaipara District Council and its contactors cannot accept any responsibility for errors, omissions or positional accuracy. Not to be used for navigation. Cadastral information sourced from Land Information New Zealand 5 October 2017.

Land Information New Zealand, Eagle Technology



Kaipara te Orangasui • Two Oceans Two Harbours  
Date Saved: 8/11/2017 DZ

**MANGAWHAI ENDOWMENT LANDS ACCOUNT DISTRICT**

A3 Scale: 1:55,000

0 1 2 Kilometers





## Recommendation to move into public excluded session

The following recommendation is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the particular interest or interests protected by section 7 of the Act.

On the grounds that matters will be prejudiced by the presence of members of the public during discussions on the following items, it is recommended:

### Recommendation/Ngā tūtohunga

a) That the following items are considered with the public excluded:

Item	Grounds for excluding the public
Confirmation of public excluded minutes of the Awards and Grants Committee meeting 09 July 2020	To protect the privacy of natural persons, including that of deceased natural persons (LGOIMA s7(2)(a))