



Eketāhuna Community Board

Notice of Meeting

A meeting of the Eketāhuna Community Board will be held in the Eketāhuna War Memorial Hall, corner of Jones Street and State Highway 2, Eketāhuna on **Monday 8 April 2024** commencing at **10:00am**.

Bryan Nicholson
Chief Executive

Agenda

- 1. Welcome and Meeting Opening**
- 2. Apologies**
- 3. Public Forum**

A period of up to 30 minutes shall be set aside for a public forum. Each speaker during the public forum section of a meeting may speak for up to 5 minutes.

Standing Orders may be suspended on a vote of three-quarters of those present to extend the period of public participation or the period any speaker is allowed to speak.

With the permission of the Chairperson, members may ask questions of speakers during the period reserved for public forum. If permitted by the Chairperson, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

- 4. Notification of Items Not on the Agenda**

Major items not on the agenda may be dealt with at this meeting if so resolved by the Board and the chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the Board may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

5. Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business

6. Confirmation of Minutes 3

Recommendation

That the minutes of the Eketāhuna Community Board meeting held on 11 March 2024 (as circulated) be confirmed as a true and accurate record of the meeting.

7. Reports

7.1 Consideration of Applications to the General Assistance Grants Fund 2024 7

7.2 Roading decision making process 45

7.3 Management Report 49

8. Reports from Board Representatives Appointed to Organisations and Assigned Responsibilities

9. Correspondence

10. Discussion Items

Newman Road Footpath – grass and soil scraping and tree trimming

11. Chairperson's Remarks

12. Items not on the Agenda

13. Closure



Eketāhuna Community Board

Minutes of a meeting of the Eketāhuna Community Board held in the Eketāhuna War Memorial Hall, corner of Jones Street and State Highway 2, Eketāhuna on Monday 11 March 2024 commencing at 10:00am.

1. Present

Board Members: S C McGhie (Chairperson), L J Barclay, T M Carew (via Teams), E E Chase, and Cr S M Gilmore

In Attendance

Mrs A Small	–	Group Manager – Strategy and Community Wellbeing
Mrs A Dunn	–	Manager – Democracy Services
Ms S Ellis	-	Democracy Support Officer

2. Apologies

That the apologies from Councillor M F Long be approved and leave of absence granted for the meeting.

McGhie/Gilmore

Carried

4. Public Forum

There were no requests for public forum.

5. Notification of Items Not on the Agenda

Board Appointment to Civil Defence Welfare Group.

6. Confirmation of Minutes

That the minutes of the Eketāhuna Community Board meeting held on 12 February 2024 (as circulated) be confirmed as a true and accurate record of the meeting.

Barclay/Chase

Carried

8. Tararua District Council Report

8.1 Tararua District Council Report

That the report of the Tararua District Council meeting held 28 February 2024 be received.

Gilmore/Carew

Carried

9. Reports

9.1 Management Report

The Eketāhuna Community Board considered the report of the Manager – Democracy Services that provided an update to the Board on key activities and items of interest as reported to the meeting of the Strategy, Growth and Planning Committee meeting held 13 February 2024, the Infrastructure, Climate Change and Emergency Management Committee meeting held 21 February 2024, and the Community Development and Wellbeing Committee meeting held 6 March 2024.

In discussion, the meeting regarded the non-compliance notices as reported in an inspection of the Eketāhuna Wetlands construction site undertaken on 5 December 2023, and the subsequent site visit conducted to inspect the remedial works on 30 January 2024. It was asked to provide further detail on the significant non-compliances regarding the latter inspection, which resulted in abatement notices and fines served.

It was asked that an update be provided on progress with recruitment for the role at the Eketāhuna Library and Service Centre.

The Board noted the report provided to the Dannevirke Community Board providing an explanation of the process for roading funding decision-making, and asked that a similar report be provided to the Board. They also sought information on how they could be informed of the result of advocacy for roading improvements made by the Board.

That the report from the Manager - Democracy Services dated 01 March 2024 concerning the Management Report be received.

Carew/Chase

Carried

9.2 Capital Programme Update

The Eketāhuna Community Board considered the report of the Manager – Democracy Services that provided an update on the capital programme and key project statuses as reported to the Infrastructure, Climate Change and Emergency Management Committee on 21 February 2024, and the Community Development

and Wellbeing Committee on 6 March 2024.

That the report from the Manager - Democracy Services dated 01 March 2024 concerning the Capital Programme Update be received.

Barclay/Carew

Carried

10. Reports from Board Representatives Appointed to Organisations and Assigned Responsibilities

Civil Defence meeting – Board member Carew advised that he was scheduled to attend the Civil Defence meeting, however a mix up in the calendar dates due to the differing time zones meant he missed the meeting.

Mayor and Councillors Community catch-up—Cr S Gilmore reported on the attendance at the catchup, noting it was well attended and would be held as a monthly event. He sought Board Members’ assistance in promoting the event in the community.

12 Minutes - Eketahuna Our Town Committee

In discussion, Board member Carew noted that he had received an update on the committee’s request to install an additional flagpole, at no cost to Council, at the Memorial Hall, and that this had been approved. With regard to the town flags proposal, it was noted that the proposed dimensions needed to be provided. He further noted that the CCTV upgrade at the rugby grounds had been completed.

That the minutes of the Eketāhuna Our Town Committee meeting held 14 December 2023 be received.

Gilmore/Chase

Carried

13. Discussion Items

Upcoming Consultation on draft Long-term Plan: the Manager Democracy Services advised that the Tararua District Council was due to adopt the draft Long-term Plan and Consultation Document on 10 April 2024, and consultation with the community would take place from 12 April 2024 until 12 May 2024. The Board’s role in encouraging community input through the submission process would be key to ensuring the voice of the community is heard through the process. It was noted that a copy of the consultation plan would be provided to the next meeting of the Eketāhuna Community Board.

Anzac Day preparations: Board member Carew provided an update on preparations for Anzac Day, noting that the plans were on track, and military

presence had been requested for the day.

14. Chairperson's Remarks

Nil

15. Items not on the Agenda

Civil Defence meeting: Chairperson McGhie advised that he was available to attend Civil Defence meetings in addition to Board member Carew should this be necessary.

It was noted that current Civil Defence Standing Orders contained out of date contact information for emergency personnel, however the rest of the content remained current. It was agreed that copies should be available in the cabinet in the Community Centre. It was recommended that Board members attend Civil Defence training when it is available, and it was asked that this request be forwarded to the Council's Emergency Management Officer.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 10:44am.

Chairperson



Report

Date : 2 April 2024

To : Chairperson and Board Members
Eketahuna Community Board

From : Sarah Ellis
Democracy Support Officer

Subject : **Consideration of Applications to the General Assistance Grants Fund 2024**

Item No : **7.1**

1. Recommendation

- 1.1 *That the report from the Democracy Support Officer dated 08 March 2024 concerning the Consideration of Applications to the General Assistance Grants Fund 2024 be received.*
- 1.2 *That the Eketāhuna Community Board make the following grants from its General Assistance Grants Fund:*
- *Eketāhuna Living History Event, \$..... towards an educational event regarding past war experiences dating back to the 1860s, and history of early settlers.*
 - *NZ Police, \$..... towards a reward for the work of the Eketāhuna School students who operate the crossing and warden system.*
 - *Eketāhuna Lawn Tennis Club, \$..... towards insurance costs of the Eketāhuna Multisport turf and pavilion.*
 - *Eketāhuna Golf Club Inc, \$..... towards replacement of the rear fire exit doors in clubhouse, and the refurbishment of the changing room doors*

2. Reason for the Report

- 2.1 To present to the Board the applications for funding from the General Assistance Grants Scheme, for consideration and decision.

3. Background

- 3.1 The Community Board has a discretionary funding budget, from which the Board operates a General Assistance Grants Scheme.
- 3.2 Each February the Board advertises the availability of the scheme, inviting applications for funding. This year the Eketāhuna Community Board considered this matter at its meeting held 12 February 2024, and resolved that the closing date for applications would be Monday 18 March 2024.
- 3.3 In addition to the February / March funding round, applications for discretionary funds can be submitted to the Board all year round for projects and events, maintenance of a facility, and to offset fixed operational costs.
- 3.4 In the 2023 General Assistance Grants Scheme round, the Board received three applications for funding, approving a total of \$2,389.21 in funding.

4. Discussion and Options

- 4.1 With regards to the General Assistance Grants Scheme, the closing date of 18 March 2024 was set to allow applications to be included on the Board's agenda for its meeting of 8 April 2024, for consideration and decision on allocation of funding.
- 4.2 At the closing date of 5:00pm, 18 March 2024, 4 applications for funding had been received, as follows:

Applicant	Amount Sought	GST	Purpose
Eketāhuna Living History Event (Joint event between Eketāhuna Museum and Wellington Rifles)	\$700.00		to promote education of the past war experiences dating back to 1860s and history of early settlers in an educational event
NZ Police	\$184.00	inc	to provide a reward to Eketāhuna School students who operate the crossing and warden system for their work.
Eketāhuna Lawn Tennis Club	\$400.21	inc	to help fund insurance costs of the Eketāhuna Multisport turf and pavilion.

Eketāhuna Golf Club Inc	\$2,500.00	inc	to replace rear fire exit doors in clubhouse, and refurbish changing room doors
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- 4.3 Assistance through the Grants Scheme is available for up to 50% of project or maintenance / fixed operational costs. In reviewing the application made, the request for funding is in accordance with the criteria specified in the Board's funding guidelines

5. Significance Assessment

- 5.1 The Council's Significance and Engagement Policy is not triggered by matters raised in this report.

6. Assessment of Options

- 6.1 Funding for the General Assistance Grants Scheme is budgeted for through the Long Term Plan process, and is rate funded. As well as being used as a fund from which the Board makes community grants, this budget is also used for general costs in administering the Board's business. For example, the cost of the wreath purchased in November for the Armistice Day service.

- 6.2 Following is reconciliation of the General Assistance Grants Scheme account:

	\$	\$
Approved budget 2023-24		\$6,242.00
Less expenditure July 2023 to date	\$1,104.25	
		\$5,137.75
Less funding committed but not yet uplifted	\$0	
Balance available for allocation		\$5,137.75

7. Consultation:

- 7.1 There are no community consultation requirements associated with the matters covered within this report.

8. Conclusion:

- 8.1 The Board is asked to note the balance available in the discretionary funding budget, and give consideration to the requests for funding that were received through the recent application round.
- 8.2 A copy of each application for funding is attached.

Attachments

- 1 [!\[\]\(467d80e979964f7f8c752fb22248b5b7_img.jpg\)](#). Application General Assistance Grants Fund 2024 - Eketahuna Golf Club Inc
- 2 [!\[\]\(b71552d33dbf62adf5e5199a70ee02bf_img.jpg\)](#). Application General Assistance Grants Fund 2024 - Eketāhuna Lawn Tennis Club
- 3 [!\[\]\(03134b765d1473836ff001925b1b0550_img.jpg\)](#). Application General Assistance Grants Fund 2024 - Police + Southern Taranaki School Eketahuna
- 4 [!\[\]\(aed6947356668967079310026052edc0_img.jpg\)](#). Application General Assistance Grants Fund 2024 - Eketahuna Living History Event



Received
15 MAR 2024
Eketahuna Service Centre

EKETĀHUNA COMMUNITY BOARD
General Assistance Grants Scheme
Application Form

1. Name of organisation:

EKETĀHUNA GOLF CLUB INC

2. Contact Person:

HAMISH ANDERSON Phone No. 021 0786197.

3. Postal and Email Address

168 OLD COACH ROAD
RD2
EKETĀHUNA 4994

4. Number of members in your organisation: 100.

5. Objectives of your organisation:

TO PROVIDE A GOLF COURSE OF A
VERY HIGH STANDARD FOR WEEKLY
MEMBERS, LOCAL ORGANISATIONS & VISITORS.

6. Is your organisation a legally constituted society or trust? Yes / ~~No~~

7. If your club/organisation is registered for GST, please supply your GST number:

013 084 815

8. Describe the project for which you are seeking financial assistance:

REPLACEMENT OF REAR FIRE EXIT
DOORS IN CLUBHOUSE + REFURBISHMENT
OF FRAME TIMBER ON CHANGING ROOM DOOR

9. Please detail complete cost of the project and attach written quotes where the project involves either labour and/or material costs.

<u>Al-Wood Joinery</u>	\$ <u>2932-50.</u>
<u>B+E Snittle</u>	<u>2314-25.</u>

Total Cost:

\$ 5246-75

10. How much are you applying to this fund for?

\$ 2,500.

11. Please show where the remainder will come from:

<u>Club Fund.</u>	\$ <u>2746-75.</u>
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12. Have you received any funding from the Creative Communities Scheme or other Government Agency in the past three years? Yes / No

Please give details:

\$

13. Outline how your project will benefit the community:

Maintenance of a very
important aspect of the
clubhouse.

14. Please add any further information you consider may assist your application:

Accounts done on Xero and
processed by Bennett Currie Accountants.
In accordance with Inc Societies rules
our constitution now states maybe subject to

15. Please enclose your latest Balance Sheet or Statement of Income and Expenditure ^{rev} that has been reviewed independently, and attach a **deposit slip or verification** from your bank regarding the details of your account for payment of any funding that may be granted:

TDC HAS OUR BANK A/C DETAILS.

16. I hereby declare the above information is correct and if our application is successful, agree to complete a certificate stating how the money has been spent:

Signed: 

Date: 15-2-24.

Designation: TREASURER.

Check List (To Be Completed By The Applicant)

To ensure that this application is eligible for consideration the following must be provided:

- | | (tick) |
|---|-------------------------------------|
| 1) All questions have been answered | <input checked="" type="checkbox"/> |
| 2) Requests for funding do not exceed half of the project's total cost | <input checked="" type="checkbox"/> |
| 3) Written quotes for labour and/or material costs are attached | <input checked="" type="checkbox"/> |
| 4) Latest Balance Sheet or Statement of Income and Expenditure is enclosed that has been reviewed independently | <input checked="" type="checkbox"/> |
| 5) Bank deposit slip or verification from your bank of account details for payment of any funding granted is attached | <input type="checkbox"/> |



EKETĀHUNA COMMUNITY BOARD

GENERAL ASSISTANCE GRANTS SCHEME

GUIDELINES FOR APPLICANTS

1. Assistance will only be available for locally recognised organisations whose principal functions and/or activities are of a community or charitable nature.
2. Financial assistance will only be available for a specific project or projects, or for the maintenance of a facility.
3. Only one grant per organisation will be available in any financial year.
4. Funding will not be available for the following:
 - subsidise subscriptions or rents
 - wages and salaries
 - reduce debt load i.e. debts already incurred
 - schools and early childhood educational facilities
5. No assistance is to exceed half of project or maintenance costs.
6. Applications will not be considered unless accompanied by a balance sheet or statement of income and expenditure for the current financial year that has been reviewed independently.
7. Applications must be made on the form available.
8. Applications will be considered on merit.
9. The Community Board reserves the right to adjust the guidelines for any specific application.
10. Late applications will not be considered or carried forward.
11. Written quotes must be provided from suppliers to support any application seeking financial assistance for a project that involves either labour and/or material costs.
12. All funds granted from this Scheme must be uplifted within twelve months of the date of the approval being advised. After this time the offer of funding shall lapse unless the Board gives its consent to a request from the applicant to carry forward for a specified period the amount allocated.



CERTIFICATE

Please complete and return to:

The Manager – Democracy Services
Tararua District Council

Post: P O Box 115, Dannevirke 4942
Deliver: 26 Gordon Street, Dannevirke
Email: governance@tararua.govt.nz

I hereby certify that the amount of \$_____ received under the Eketāhuna Community Board's General Assistance Grants Scheme for the 2023-2024 financial year.



Has been expended - Receipt(s) of payment or an invoice detailing the items purchased must be attached

DOOR UPGRADE - PRESIDENT SIGNED AS
(state project)
VERIFICATION.

WILL COMPLETE FORM IN FUTURE
AFTER OUTCOME OF PROJECT IF REQUIRED
NAME OF ORGANISATION; EKETAHUNA GOLF CLUB

SIGNATORIES;

Simon Buckley Sf Buckley 13/3/24
(Chairperson)

(Secretary)

DATE

**Al-Wood
Joinery**



Al-Wood Joinery

Al-Wood Joinery (2019) Ltd
7 Arthur Street, Pahiatua, 4910
Phone: 063768692
alwoodjoinery.co.nz

Tax invoice

Purchase order no
Quote 790

Invoice number
IV0002402

Issue date
25/01/2024

Due date
01/02/2024

Hamish Anderson
Eketahuna Golf Club
Eketahuna
New Zealand

Description	GST	Amount (\$) excluding GST
To supply only 1x single glazed aluminium French door, as per attached design. This includes: -Anodised aluminium frame -Hardware -Toughened safety glass to all panes -Paint quality pine reveals -Door stops/ hold backs -Delivery	\$15	2,550.00
Notes	Subtotal (exc. GST)	\$2,550.00
*** Please check you have correct bank account number*** ANZ - 06 0746 0678504 00 Please use your invoice number as reference Goods remain property of Al-Wood Joinery (2019) LTD until payment made in full, interest may be charged on outstanding accounts.	GST	\$382.50
	Total Amount (inc. GST)	\$2,932.50
	Total paid	\$0.00
	Balance due	\$2,932.50

View your invoice online

[Click here to view](#)

How to pay

Due date: 01/02/2024


View your invoice online

Scan the QR
code or click the
link above to
view this invoice
online.



Bank deposit via EFT

Bank ANZ
Name AL-WOOD JOINERY 2019 LTD
AC# 06-0746-0678504-00
Ref# IV0002402



Tax invoice

**for professional
painting services**

Date of invoice: 4th February 2024

Invoice # 06
GST # 25-786-368

To:	<u>Eketahuna Golf Club</u>	From:	<u>B & E Smith</u>
			<u>12 Stony Street</u>
			<u>Eketahuna</u>
Phone:		Phone:	
Mobile:		Mobile:	
Fax:		Fax:	
Email:		Email:	

Thank you for choosing to use us for your painting requirements.

Quantity	Description of work	Total
	Fit & install new French door at Eketahuna Golf Club and painting	
	Timber & dyno bolts	545-00
	Wet and Forget	X 210-00 X
	Labour	1440-00
	bank a/c details	
	06-0689-0230702-00	
	Sub total	2195-00
	plus GST	329-25
	TOTAL	\$ 2524-25
Please pay within 7 days of invoice. Thank you.		<u>2534-25</u>

For a high quality finish, we choose to use

Resene
the paint the professionals use

Visit www.resene.com.au (AUST) or www.resene.co.nz (NZ)
for information on caring for your paintwork.

Eketahuna Golf Club Incorporated

Entity Information as at 31 July 2023

Nature of Business	Golf Club Operation
Trustees	Simon Bucklev - President Rob Cameron - Vice-President
Address	Macara Street Eketahuna
Accountants	Bennett Currie (2014) Limited 502 Main Street Palmerston North
Bankers	Westpac Pahiatua
Registration Number	215993

Eketahuna Golf Club Incorporated

Notes to the Performance Report for the Year Ended 31 July 2023

	2023 \$	2022 \$
6. <u>Analysis of Revenue</u>		
Grants, Donations, fundraising and other similar revenue		
Grant - TDC	1,000	1,000
Apprenticeship Boost	3,500	9,500
Donations	20,430	1,180
Covid - Govt Resurgence	-	2,000
Covid - Wage Subsidy	-	1,200
Ladies Donation	10,000	-
Total grants, donations, fundraising and other similar revenue	34,930	14,880
 Revenue from providing goods and services		
Subscriptions - Mens	16,157	15,000
Members - Country	609	609
Ladies	7,852	5,104
Juniors	270	174
Junior Summer	-	17
City Members	2,039	1,722
Sales - Firewood	4,613	12,457
Green Fees	16,370	16,383
Sponsorship, Tee Signs	1,800	2,520
Tournaments	2,449	2,527
Jerseys & Shirts Inc	478	1,187
Pro Am	959	4,010
Bush Classic Income	2,383	2,348
Grazing Income	11,014	7,946
Net Bar Sales	9,588	12,770
Fuel Rebates	234	400
Sundry Income	1,087	-
Total revenue from providing goods or services	77,902	85,174
 Interest, dividends and other investment revenue		
Interest Received	1,238	85
Total interest, dividends and other investment revenue	1,238	85

Eketahuna Golf Club Incorporated
Notes to the Performance Report
for the Year Ended 31 July 2023

	2023	2022
	\$	\$
7. Analysis of Expenses		
Volunteer and employee related costs		
ACC Levies	268	282
Wages - General	59,092	55,025
Total volunteer and employee related costs	59,360	55,307
Costs relating to providing goods or services		
Plantation Expenses	2,859	11,919
Shirts & Jerseys	485	641
Cartage & Spreading	324	263
Electricity & Gas	2,571	2,223
Mowers - Tractor	1,323	537
Mowers - Green	600	593
Mowers - Surrounds	777	333
Bush Classic Expenditure	209	-
Shirts & Jerseys Expenditure	344	-
Spraying & Fertiliser	298	-
Towels & Soap	268	114
Bar Pipe Cleaning	222	85
Permits & Fees	99	415
Advertising	996	222
Signwriting & Engraving	1,025	938
Quad Bike	701	53
Tractors	3,126	203
Fuel, Oil & Grease	7,975	5,608
Course	1,202	2,302
Greens	5,181	6,901
Buildings	2,616	326
Plant Incl Hire	576	-
Tools & Hardware	170	1,002
Irrigation	1,260	-
Total costs related to providing goods or services	35,207	34,678
Other costs		
Accountancy Fees	650	-
Affiliation Fees	4,463	4,290
Bank Charges & Fees	15	181
Eftpos Fees	98	188
Entry Fees	61	104
Insurance	5,230	4,680
Internet, Paymark etc	227	288
Magazine Subscriptions	99	217
Newspapers	954	-
Printing, Postage & Stationery	1,245	-
Rates	7,957	8,269

Eketahuna Golf Club Incorporated
Notes to the Performance Report
for the Year Ended 31 July 2023

Security	4,693	2,054
Sundry Administration Expenses	399	499
Telephone & Tolls	839	1,181
Depreciation	14,624	9,569
Loss on Sale	1,175	-
Total other costs	42,729	31,520
	2023	2022
	\$	\$

8. Analysis of Assets

Bank Accounts and Cash		
Westpac 000 Cheque Account	1,828	11,672
Westpac 001 Online Saver Account	6,034	30,178
Westpac Social Account	1,992	3,924
Total bank accounts and cash	9,854	45,774
Debtors and Prepayments		
GST Refund Due	985	-
Total debtors and prepayments	985	-
	2023	2022
	\$	\$

9. Analysis of Liabilities

GST Liability		
GST Payable	-	2,174
Total GST Liability	-	2,174

EKETAHUNA COMMUNITY BOARD

General Assistance Grants Scheme

Application Form

Office Use

No _____

1. Name of organisation: *Eketahuna Lawn Tennis Club Inc.*
2. Contact Person: *Kirsten Waterman* Ph: *06 376 8313*
3. Postal Address: *318 Dews Road RD 2 Pahiatua*
4. Number of members in your organisation: *Committee = 8*
5. Objectives of your Organisation:
To encourage the whole community to play tennis; any age, any level. To ensure the Eketahuna Multisport Turf and pavilion are available to the community to use and enjoy now and for future generations.
6. Is your organisations a legally constituted society or trust? *YES*
7. If your club/organisation is registered for GST, please supply your GST number: *55271569*
8. Describe the project for which you are seeking financial assistance:
We are seeking assistance to help fund the insurance costs of the Eketahuna Multisport Turf and pavilion.
9. Please detail complete cost of the project and attach written quotes where the project involves either labour and/or material costs:

Insurance	<i>\$807.21</i>
Total Cost	<i>\$807.21</i>
10. How much are you applying for: *\$400.21*
11. Please show where the remainder will come from:
Grant from Eastern & Central Community Trust (\$407.00)
12. Have you received any funding from Arts Council or other Government Agency in the past three years? Please give details:
No
13. Outline how your project will benefit the community:
We insure the pavilion against damage and the club for liability. Helping us with this cost ensures we can keep maintaining this facility for the whole community.
14. Please add any further information you consider may assist your application:
We thank the community board for their continued support. The multisport aspect of the facility continues to be of great benefit to the community with the turf being used regularly by the women's netball team, tennis club and members of the public. This continues to be a valuable asset to our community.

15. Please enclose your latest Balance Sheet or Statement of Income and Expenditure:

Attached latest financial statement for 2023

16. I hereby declare the above information is correct and if our application is successful, agree to complete a certificate stating how the money has been spent:

Signed:



Date: 17 March 2024

Designation: President/Secretary

Eketahuna Tennis Club Incorporated
Statement of Receipts & Payments
For the year ended 31 March 2023

	2023 \$	2023 \$	2022 \$
Receipts			
Eastern & Central Grant	0		407
TDC Grant	400		403
Transfer from 02 to 01 account	6,011		0
Court Hireage	151		0
Interest Received - Chq 02 Account	121		8
Interest Received - Chq 01 Account	7		1
GST Refunds from IRD	9		55
Subscriptions	475		260
Lights Usage	73		0
		7,247	1,134
Payments			
GST Paid to IRD	0		87
Transfer to 01 from 02 account	6,011		0
Court Resurfacing	6,011		0
Power	215		12
Insurance	807		807
		13,045	906
Net Increase/(Decrease) in Cash		(5,798)	228

Eketahuna Tennis Club Incorporated
Statement of Profit or Loss
For the year ended 31 March 2023

	2023 \$	2023 \$	2022 \$
Revenue			
Eastern & Central Grant	0		354
TDC Grant	348		351
Court Hireage	131		0
Interest Received - Chq 02 Account	121		8
Interest Received - Chq 01 Account	7		1
Subscriptions	413		226
Lights Usage	64		0
		1,084	940
Expenses			
Power	187		10
Insurance	702		702
		889	712
Profit/(Loss) before Non-Cash Expenditure		195	228
Non-Cash Expenses			
Depreciation as per Schedule		2,692	2,662
Profit/(Loss) for the Year		(2,497)	(2,434)

Eketahuna Tennis Club Incorporated

Statement of Movements in Accumulated Funds

For the year ended 31 March 2023

	2023	2022
	\$	\$
Accumulated Funds		
Opening balance brought forward at 1 April 2022	42,664	45,099
Less Loss for the year	(2,497)	(2,434)
Less GST adjustment	(1)	(1)
Less GST penalty	0	0
Closing balance at 31 March 2023	<u>40,166</u>	<u>42,664</u>

Eketahuna Tennis Club Incorporated

Balance Sheet

For the year ended 31 March 2023

	2023	2023	2022
	\$	\$	\$
Current Assets			
Bank of New Zealand 01 Account	922		1,538
Bank of New Zealand 02 Account	10,537		15,719
GST Refund Due	<u>712</u>		<u>0</u>
		12,171	17,257
Non-Current Assets			
Fixed Assets as per Schedule	<u>28,179</u>		<u>25,644</u>
		28,179	25,644
Total Assets		<u>40,350</u>	<u>42,901</u>
Less Current Liabilities			
GST Payable	<u>0</u>		<u>53</u>
		0	53
Total Liabilities		<u>0</u>	<u>53</u>
Net Assets		<u>40,350</u>	<u>42,848</u>
Represented by:			
Capital Funds			
Capital		184	184
Accumulated Funds Account		<u>40,166</u>	<u>42,664</u>
Total Funds		<u>40,350</u>	<u>42,848</u>

Eketahuna Tennis Club Incorporated
Schedule of Fixed Assets and Depreciation
As at 31 March 2023

Asset	Cost Price	Op WDV 1/04/2022	Depn rate	Depn amount	Acc depn to 31/03/2023	CI WDV 31/03/2023
Lights	34,689	0	10.0%CP	0	34,689	0
Mobile Units	4,933	0	20.0%CP	0	4,933	0
Synthetic Courts	73,420	0	5.0%CP	0	73,420	0
Signs	399	0	10.0%CP	0	399	0
BBQ Tables (2)	560	12	15.0%DV	2	550	10
Pavilion	12,525	1,690	4.0%CP	501	11,336	1,189
Volley Board	2,196	412	9.5%DV	43	1,827	369
Resurfaced Turf (Pt Pymt Feb 19)	15,731	12,244	7.0%CP	1,101	4,588	11,143
Resurfaced Turf (Pt Pymt Mar 23)	5,227	5,227	7.0%CP	30	30	5,197
Goals & Sports Turf Equipment	14,500	11,286	7.0%CP	1,015	4,229	10,271
	<u>164,180</u>	<u>30,871</u>		<u>2,692</u>	<u>136,001</u>	<u>28,179</u>

Eketahuna Tennis Club Incorporated
Bank Reconciliations

Opening balance BNZ Statements @ 1 April 2022		01 Account	1,538.22	
		02 Account	<u>15,718.96</u>	17,257.18
Add	Receipts for the year	01 Account	406.73	
		02 Account	<u>829.22</u>	1,235.95
				<u>18,493.13</u>
Less	Payments for the year	01 Account	1,022.59	
		02 Account	<u>6,011.14</u>	7,033.73
Balance per BNZ Bank Statements@ 31 March 2023		01 Account	922.36	
		02 Account	<u>10,537.04</u>	<u>11,459.40</u>

Eketahuna Tennis Club Incorporated
Notes to the Financial Statements

Reporting

These Financial Statements are a special purpose report, prepared for the Eketahuna Tennis Club Inc Committee only.

Basis of Preparation

All transactions are reported in the Statement of Receipts and Payments on a cash basis for the year ended 31 March 2023.

Goods & Services Tax

The Eketahuna Tennis Club Inc is registered for GST.

Therefore, the amounts recorded in the Profit or Loss Statement are exclusive of GST (if any).

GST owing, or GST refunds due as at balance date are shown in the Balance Sheet.

Fixed Assets are recorded GST exclusive.

Accounts Receivable and Accounts Payable, when applicable, are recorded inclusive of GST in the Balance Sheet.

Depreciation

Depreciation has been calculated using the rates provided for taxation purposes in the Income Tax Act.

Review

These Financial Statements have not been reviewed.

Statement of Disclaimer

The financial statements have been prepared at the request of and for the purposes of the Committee only, and I accept no responsibility on any grounds whatever, including liability in negligence, to any other person.

EKETAHUNA TENNIS CLUB INCORPORATED

Reviewer's Report

To the readers of the Financial Statements of Eketahuna Tennis Club Incorporated.

I have reviewed the Financial Statements of Eketahuna Tennis Club Incorporated. The Financial Statements provide information about the past financial performance of Eketahuna Tennis Club Incorporated for the 12 months ended 31 March 2023.

The Committee's Responsibilities

The Committee is responsible for keeping the financial information which reflects the financial position of Eketahuna Tennis Club Incorporated as at 31 March 2023 and of the results of operations for the period ended on that date.

Basis of Review

In common with other organisations of a similar nature, control over the income from its activities prior to its being recorded is limited, and there are no practical review procedures to determine the effect of the limited control.

A review is limited primarily to enquiries of Eketahuna Tennis Club Incorporated personnel and analytical review procedures applied to financial data and this provides less assurance than an audit. I have not performed an audit and accordingly, I do not express an audit opinion.

Based on the review, nothing has come to my attention that causes me to believe that the accompanying Financial Statements do not give a true and fair view.

The review was completed on 24 July 2023.

J M Woodhouse

24 July 2023



EKETAHUNA LAWN TENNIS CLUB, MRS L M REDINGTON, 137 HAMUA RONGOMAI ROAD, RD 4, EKETAHUNA, 499



ACCOUNT NAME
EKETAHUNA LAWN TENNIS CLUB INC
INCORPORATED

ACCOUNT NUMBER
02-0724-0093679-001

STATEMENT NO. 91
FOR THE PERIOD
31 MARCH 2023 TO 28 APRIL 2023

OPENING BALANCE							922.36	
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
20 Apr	STATE BUSINESS INSUR	BP	LIABILITY		STATE INSUR	301.21		621.15
20 Apr	STATE BUSINESS INSUR	BP	MATERIAL DMG		STATE INSUR	506.00		115.15
CLOSING BALANCE							115.15	

The Bank's base rate is currently 11.500 percent per annum. The interest rate on this account is 0.000 percent p.a. above the base rate. There is no required payment applicable to this statement period provided the limit has not been exceeded. These rates are less than the finance rate within the meaning of the Credit Contracts Act 1981. This only applies if you entered into your facility agreement prior to 1 April 2005. If you have any questions please contact your nearest branch or call 0800 800 468.

EKETAHUNA TENNIS CLUB

MINUTES

ANNUAL GENERAL MEETING

Meeting held at the Eketahuna Inn, Main Street, Eketahuna

27 July 2023 at 7.00pm

PRESENT: Kirsten Waterman (President & Minute taker), Hilton Delegat, Michelle Kelly, James McKay, Maree Redington, Max Mayer, Skye White

APOLOGIES: Howard Evans, Simon Falloon

Moved that the apologies be accepted

Moved: K. Waterman Seconded: M. Redington

Carried

MINUTES OF THE PREVIOUS MEETING:

Moved that the minutes of the previous AGM held on 18 August 2022 be taken as read and confirmed as a true and correct record.

Moved: K. Waterman Seconded: H. Delegat Carried

MATTERS ARISING FROM THE MINUTES:

To be discussed in detail in General Business

CORRESPONDENCE INWARDS:

1. 2023 State Insurance Letter of Renewal of Insurance for Pavilion and Indemnity Insurance costing \$807.21 ex gst for year ending April 2024.
2. 2023 NZ Companies Office – Reminder to file annual financial statement
3. 26 June 2023 email Eketahuna Community Board confirmation of funding of \$400.21 for insurance.
4. TDC Rates Rates invoice 113513 dated 30/06/2023 for Customer 85099.1 \$641.49 (incl gst)
5. 9 August 2023 email ECCT confirmation of grant for insurance \$300.00.

CORRESPONDENCE OUTWARDS:

1. 15 December 2022 email to Facilities Manager TDC – Application for Future funding of Eketahuna Multisport Turf for TDC Long Term Plan
2. 2022 K Waterman lodged the clubs Financial Review and via website with the Charities Commission as required.
3. K. Waterman applied for Eketahuna Community Board grant 50% cost for Insurance.
4. K. Waterman applied for Eastern & Central Community Trust grant 50% cost for Insurance.
5. 24 July 2023 email to TDC Rates department to credit 2023 rates \$641.49.

PRESIDENTS REPORT

Written and presented by K. Waterman. K. Waterman moved that the Presidents Report be accepted.

Moved: K. Waterman Seconded: M. Mayer Carried

TREASURERS REPORT

The financial reviews for 2023 were tabled by K. Waterman on behalf of M. Redington.

BNZ Cheque account 01 @ 31 March 2023 \$922.00 (operational account)

BNZ Cheque account 02 @ 31 March 2023 \$10,537.00 (designated for Tararua District Council for Court Refurbishment)

Motion: That the Financial Report be accepted and the committee pass the 2023 Financial Statements submitted by the Treasurer.

Moved: K. Waterman **Seconded:** H. Deleat Carried

ELECTION OF OFFICERS

President

Nominations: Kirsten Waterman (unopposed)

Moved: H. Deleat **Seconded:** J. McKay Carried

Vice President

Nominations: Hilton Deleat (unopposed)

Moved: K. Waterman **Seconded:** J. McKay Carried

Treasurer

Nominations: Hilton Deleat & Michelle Kelly shared

Moved: K. Waterman **Seconded:** M. Redington Carried

The committee give the Treasurer permission to pay accounts in the coming 2023/24 season.

Moved: K. Waterman **Seconded:** J. McKay Carried

Secretary

Nominations: Kirsten Waterman (unopposed)

Moved: M. Kelly **Seconded:** H. Deleat Carried

Committee Members

The following Committee members were elected by the majority:

Kirsten Waterman, Maree Redington, Max Mayer, James McKay, Simon Falloon, Howard Evans and

Hilton Deleat, Michelle Kelly

Moved: K. Waterman **Seconded:** H. Deleat Carried

Resignations

Nil

Reviewer

Nominations: J. Woodhouse (Accountant)

The committee nominate J. Woodhouse as reviewer of the Financial Statements for 2023/24.

Moved: K. Waterman **Seconded:** H. Deleat Carried

GENERAL BUSINESS

1. Account Signatories

The committee pass a motion that the signatories are K. Waterman, M. Redington, H. Deleat

Moved: J. McKay **Seconded:** M. Mayer Carried

2. 2023/24 Budget

Compiled by K. Waterman. The 2023/4 Budget was tabled. The committee agreed that this was a true indication of income and expenditure.

MOTION: The 2023/24 budget, is passed.

Moved: K. Waterman **Seconded:** M. Redington Carried

TDC Rates: The TDC has been asked to credit the 2023 rates invoice. The 2024 Rates is expected to be paid in 2024 as per the original 1996 lease agreement, although this has never been charged before.

MOTION: The committee do not agree to pay rates since the ETC is now running a public facility, not a Club as the initial facility was locked for public use.

Moved: M. Mayer Seconded: H. Delegate All in favour Carried

ACTION: K. Waterman to liaise with TDC Facilities Manager to request this amendment.

3. 5 Year Asset & Facility Management Plan

Compiled by K. Waterman. The 5 Year Asset & Facility Management Plan was tabled. Compiled by K. Waterman.

MOTION: The 5 Year Asset & Facility Management Plan was ratified and adopted by the committee.

Moved: K. Waterman Seconded: J. McKay Carried

4. Roles of Responsibilities / Job Descriptions

Action: M. Redington to fine tune Treasurer's Job Description for H. Deleget and M. Kelly.

5. Maintenance, Lights & Nets

All Weather Courts: A huge thank you to all committee volunteers who were involved in the working bees this last year.

Massive thanks to PGG Wrightson who sponsored the chemical to spray the courts.

ACTION: K. Waterman to send thank you card.

Pavillion: Needs a spray for moss/lichen.

ACTION: K. Waterman to organise working bee prior to the start of next season.

Nets:

In good condition. Need to be taken down in winter. Net frames for be moved off the courts to the back of the rugby club house in winter.

Net Frames:

Net Frames are in good condition.

Flood Lights (K. Waterman):

Flood lights are not working. There was a condensation issue in the tower closest to the pavilion during a netball practise last winter. The ballasts (2) are no longer waterproof and will need replacing, quote from Managh Electrical is \$4394.63 ex gst. This will potentially be a problem for the other three towers and needs further investigation.

ACTION: K. Waterman to arrange electrician to investigate other towers and get back to the committee with options prior to funding being sort to repair.

6. Insurance:

Premiums are similar to that of 2022. Total \$807.21

A note of thanks Eketahuna Community Board and Eastern & Central Community Trust for funding the insurance costs for the facility in 2022.

Motion: That the Committee apply to the ECB for a grant to cover 50% of the insurance and maintenance costs required in the 2023/24 financial year.

Moved: K. Waterman Seconded: H. Deleget Carried

Motion: That the Committee apply to the Eastern & Central Community Trust for a grant to cover 50% of the insurance and maintenance costs required in the 2023/24 financial year.

Moved: K. Waterman

Seconded: M. Redington

Carried

ACTION: K. Waterman to apply for Eketahuna Community Board (ECB) General Grants Scheme and Eastern & Central Community Trust.

7. Incorporated Societies

K. Waterman submitted the Year End Financial Statements 2022/23 to the Companies Office and have satisfied the requirements of the Incorporated Societies rules.

ACTION: K. Waterman to submit the latest financials to the Companies Office.

8. Membership Subscriptions

There was no organised competition this season. Social games were played on Thursday evenings. An average of 4 players each night.

The committee sets the 2023/24 subscriptions as follows:

Season Membership:

Non Player	\$5.00
Single Adult:	\$65.00
Double Adult:	\$110.00
Family:	\$130.00 (Two Adult and up to 4 children under 18 years of age)
Junior Adult (18-22 yo):	\$35.00
Junior under 18yo):	\$25.00/
Lights usage:	\$15.00 per player of competition
Lights / hr	\$20.00 plus gst

Motion: that the above Membership Subscriptions be applied to 2023/24 season.

Moved: K. Waterman

Seconded: H. Delegat

Carried

9. Court Refurbishment

Stage 2 – concrete Alfredton Road outer court boundary (approx. 3m x 40m) to enable benches and bike racks etc. Due to the current economic climate and the need of funders to fund more significant projects due to Cyclone Gabrielle, the committee have put a hold on this project.

10.1 Court Refurbishment due 2032

K. Waterman has applied to the TDC for inclusion of funding for the 2032 refurbishment in the Council's Long Term Plan. Confirmation and more information should be forthcoming in the coming year.

10.2 The first repayment (\$6011 incl. gst) to TDC from the 2019 upgrade has been made. A further two payments of the same will be made in the next year as per agreement with the TDC Facilities Management team.

10. Fund Raising initiatives

K. Waterman tabled a quote for business sponsorship advertising signage from the Sign Factory \$213 (ex gst) each 600 x 900mm to attached to outer Alfredton Rd fence. Due to the current economic climate, this project has been put on hold.

11. Long Term Viability of the Club

The Committee agree that the lack of interest in playing tennis and the reduction of playing subscriptions means the club is no longer financially viable.

K. Waterman has looked into the process of winding up the Incorporated Society. In the first instance, the Club needs to divulge the asset (i.e the Eketahuna Multisport Turf & Pavilion)

MOTION: The Committee agree to gift the Eketahuna Multisport Turf and Pavilion, as per the Constitution, to a responsible association or body having similar objects to the Club.

Moved: K. Waterman Seconded: M. Redington All in favour Carried

ACTION: K. Waterman and H. Delegat are delegated to find an appropriate organisation who will agree to take on ownership and management of the Eketahuna Multisport Turf and Pavilion. In the first instance, Eketahuna Charitable Trust, Eketahuna Our Town Committee, Tararua District Council.

12. 2023/24 Season

October start depending on weather. Advertise in Eke newsletter and on facebook.

K. Waterman to action.

Membership Drive: All committee members are asked to drum up support.

13. Junior Tennis

Skye Whyte is happy to run junior tennis in 2023/24 season. K. Waterman has given a set of keys to Skye so she is able to use the junior tennis equipment stored in the pavilion. The committee are thrilled that Skye has taken this on and wish her and the children all the very best and note they will endeavour to help in any way they can.

14. Any other business:

14.1 Eketahuna Netball

P. Keedwell has returned the keys (given to S. Whyte). Netball will no longer need the keys as the lights are out of action. The first invoice for usage of lights \$151.00 has been paid. The second lights invoice \$198.70 has not been paid yet.

ACTION: K. Waterman to chase up payment for lights from Eke Netball Club.

Meeting Closed 8.36pm

SUMMARY OF ACTION POINTS:

1. K. Waterman to ask PGG Wrightson if they would like to sponsor the cost of the chemical for next season and beyond. Send thank you card.
2. K. Waterman to organise spray of courts in April and September.
3. K. Waterman to organise working bee prior to the start of next season.
4. K. Waterman to apply for Eketahuna Community Board (ECB) General Grants Scheme and ECCT for insurance costs (50%).
5. K. Waterman to lodge Year End Financial Statements Incorporated Societies online
6. M. Redington to fine tune job description for Treasurer.
7. K. Waterman/H. Delegat to check lights prior to start of season.
8. K. Waterman to organise competition.
9. K. Waterman to liaise with TDC re repayment of 2017 project and rates charges.
10. K. Waterman to organise a meeting later in the season to confirm Club Future plans.
11. K. Waterman to chase up payment of light charges to Eketahuna Netball Club.
12. K. Waterman and H. Delegate to find options for transfer of ownership/management of facility.



4 March 2024

Senior Constable Maxine WALSH
PO Box 24
Dannevirke
Ph: 021 191 4548
Email: maxine.walsh@police.govt.nz

Eketahuna Community Board
EKETAHUNA

Dear Sir/Madam

Ref: SCHOOL WARDEN TREAT 2024

Over the last 3 years no funding has been requested from the Eketahuna Community Board with the school covering costs for the children to have a "Treat" at school.

When funding was requested historically with the last approved request being 2020, it was done during term 3 of that school year, I am wondering if an early funding request would assist you with your budgeting requirements with the possible outcome of this request being approved.

It would be nice for the students to be able to go to the movies in Pahiatua with Pahiatua School & St Antony's School.

I am therefore writing to apply for funding this year to enable a "School Patrol Treat" at the movie theatre in Pahiatua for the children that operate the Kia Crossing & Wardens system for Eketahuna School. I have contacted the School and they have 23 students eligible for the "School Patrol Treat". This treat excludes bus wardens.

The cost for the movie viewing for 2023:
Pahiatua Regent charge \$ 8.00 per child for admission.
\$8.00 x 23 (maximum).

At this early stage of the year I am unsure if the cost will increase or remain the same. However with the likelihood of an absentee on the day, the cost would work out less than the requested.

I am unable to get exact numbers until the day of screening. Eketahuna School have confirmed that they would arrange the transport if funding for the movie viewing was approved.

Southern Tararua School - Eketahuna
Eketahuna School Kia Crossing & Wardens.

The Eketahuna students operate the Kia Crossing & Warden system all year. There are 40 weeks in the school year, where the crossing is operated 5 afternoons a week. Eketahuna's crossing is on a busy road near town boundaries where traffic tends to move quicker as they transition from a 50km zones to open road speeds.

This small number of students shows a high commitment to their role, and they are volunteers. These children help keep fellow students in their community safe crossing Alfredton Road outside their school. The treat is for the acknowledgement of the committed work that these children do throughout the year.

ACTIVITY

Southern Tararua: Pahiatua Regent Theatre.
A movie (Limited seating 130) \$8.00 per child.

The movies suit the limited supervision for the ratio of students to adults. The majority of the supervision is provided by teachers and myself.

Without some form of an acknowledgement it becomes very difficult to maintain the motivation of these children throughout the cold months. The Tararua has a particularly long period of cold wet months.

The time of acknowledgement is generally during the month of November, coinciding with training of new wardens (Kia's) for the following year. It is also a date which suits all Southern Tararua Schools.

BUDGET

regentpahiatua@xtra.co.nz (Regent Committee)

Pahiatua Regent Theatre

Contact person: Adam

movie @ \$8.00/child x 23

Total GST inclusive \$184.00

Unfortunately, I am unable to get exact numbers of children attending until the actual day. I can only get approximations. Myself, supervisors and teachers are free of charge.

When this occurred years back, an invoice was made after the screening from the Pahiatua Regent Theatre, which was sent to and paid for by the Eketahuna Community Board.

I am requesting the maximum amount of \$184.00 from the Eketahuna Community Board as recognition of the Kia and Wardens Community Service these children do.

I look forward to your reply.

Thank you.

Regards



Senior Constable Maxine WALSHE (MWX054)
School Community Officer
Tararua



EKETĀHUNA COMMUNITY BOARD

General Assistance Grants Scheme

Application Form

Send Your Application to:

The Manager – Democracy Services, Tararua District Council

Post: P O Box 115, Dannevirke 4942

Deliver: Eketāhuna Library and Service Centre

Or scan and email: governance@tararuadc.govt.nz

Applications Close: 18 March 2024 at 5.00pm

8. Describe the project for which you are seeking financial assistance:

Annual "Treat" "reward" for the students of
Eketahuna School who operate the schools
Kia Crossing & Warden System.

9. Please detail complete cost of the project and attach written quotes where the project involves either labour and/or material costs.

23 students @ \$8-00 each \$ 184-00

Total Cost: \$ 184-00

10. How much are you applying to this fund for? \$ 184-00

11. Please show where the remainder will come from: \$ NA

The school will provide their own
transport

12. Have you received any funding from the Creative Communities Scheme or other Government Agency in the past three years? Yes / No

Please give details:

Not for Eketahuna School

13. Outline how your project will benefit the community:

To reward the children of their diligent work
throughout the school year. They assist in
keeping their fellow community students and
families in keeping safe.



EKETĀHUNA COMMUNITY BOARD
GENERAL ASSISTANCE GRANTS SCHEME
GUIDELINES FOR APPLICANTS

1. Assistance will only be available for locally recognised organisations whose principal functions and/or activities are of a community or charitable nature.
2. Financial assistance will only be available for a specific project or projects, or for the maintenance of a facility.
3. Only one grant per organisation will be available in any financial year.
4. Funding will not be available for the following:
 - subsidise subscriptions or rents
 - wages and salaries
 - reduce debt load i.e. debts already incurred
 - schools and early childhood educational facilities
5. No assistance is to exceed half of project or maintenance costs.
6. Applications will not be considered unless accompanied by a balance sheet or statement of income and expenditure for the current financial year that has been reviewed independently.
7. Applications must be made on the form available.
8. Applications will be considered on merit.
9. The Community Board reserves the right to adjust the guidelines for any specific application.
10. Late applications will not be considered or carried forward.
11. Written quotes must be provided from suppliers to support any application seeking financial assistance for a project that involves either labour and/or material costs.
12. All funds granted from this Scheme must be uplifted within twelve months of the date of the approval being advised. After this time the offer of funding shall lapse unless the Board gives its consent to a request from the applicant to carry forward for a specified period the amount allocated.



EKETĀHUNA COMMUNITY BOARD
General Assistance Grants Scheme
Application Form

1. Name of organisation: Eketahuna Living History Event *Not an organisation but a combination of people and groups getting together to create an event for the entire community.*
We will be operating under the Eketahuna Museum and Wgtn Rifles Banners.
2. Contact Person: Pauline Wilson Phone No. 021 1172511
3. Postal and Email Address
paulinewilson@xtra.co.nz
102 Stanley St Eketahuna
4. Number of members in your organisation: 30 plus
5. Objectives of your organisation:
To promote education of the past war experiences dating back as far as the 1860's. Promote history of our early settlers around our district.
6. Is your organisation a legally constituted society or trust? Yes / No
Both museum + Wgtn Rifles are legal groups
7. If your club/organisation is registered for GST, please supply your GST number:
N/A.

8. Describe the project for which you are seeking financial assistance:

We aim to hold this event in Nov 2024 and we will need financial assistance with the hire of portable toilets for the weekend. And we need help to cover Grounds Hire costs.

9. Please detail complete cost of the project and attach written quotes where the project involves either labour and/or material costs.

N/A Unsure of total costs as yet. Event is in November and we are still getting prices.

Total Cost:	\$
Toilet Hire	\$1000.00
Grounds Hire	\$400.00

10. How much are you applying to this fund for?

\$ 700.00

11. Please show where the remainder will come from:

\$

WGS Traffic Management donation	\$500.00
Gate entry - (potentially)	\$300.00

12. Have you received any funding from the Creative Communities Scheme or other Government Agency in the past three years? Yes ☒ No

Please give details:

\$

13. Outline how your project will benefit the community:

It will be a fun, interactive and educational day for the entire family. Rides & food will also be available. The event will also provide much needed social gathering after the calving season. Give the financial hardship of today, every needs


14. Please add any further information you consider may assist your application:

We have hosted this event in the past and it was extremely well received and talked about. This time we aim to have twice as much on display.

15. Please enclose your latest Balance Sheet or Statement of Income and Expenditure that has been reviewed independently, and attach a **deposit slip or verification** from your bank regarding the details of your account for payment of any funding that may be granted:

Currently do not have an account - we can however use the Museum's account for any funds received.

16. I hereby declare the above information is correct and if our application is successful, agree to complete a certificate stating how the money has been spent:

Signed: 

Date: 5th March 2024

Designation: Pauline Wilson - Coordinator

Check List (To Be Completed By The Applicant)

To ensure that this application is eligible for consideration the following must be provided:

- | | (tick) |
|---|-------------------------------------|
| 1) All questions have been answered | <input checked="" type="checkbox"/> |
| 2) Requests for funding do not exceed half of the project's total cost | <input checked="" type="checkbox"/> |
| 3) Written quotes for labour and/or material costs are attached | <input type="checkbox"/> |
| 4) Latest Balance Sheet or Statement of Income and Expenditure is enclosed that has been reviewed independently | <input type="checkbox"/> |
| 5) Bank deposit slip or verification from your bank of account details for payment of any funding granted is attached | <input type="checkbox"/> |

Sorry I was in a hurry to get this in before going away.

Happy to supply both once I get back from holiday on 18th March



Report

Date : 3 April 2024

To : Chairperson and Board Members
Eketahuna Community Board

From : Allie Dunn
Manager - Democracy Services

Subject : **Roading decision making process**

Item No : **7.2**

1. Recommendation

- 1.1 *That the report from the Manager - Democracy Services dated 02 April 2024 concerning the Roothing decision making process be received.*

2. Reason for the Report

- 2.1 To inform the Board of the process for setting Council's roading programme and funding, in order to assist Board Members with responding to enquiries from the community.

3. Background

- 3.1 The current Long Term Plan runs from 1 July 2021 to 30 June 2031, and sets out the planned work programme and funding requirements for Council activities over a 10 year period. The Long Term Plan is updated every three years, with the next update due prior to 30 June 2024.
- 3.2 For years 2 and 3 of the Long Term Plan the Council develops an Annual Plan to check the budgetary requirements for the levels of service and outcomes set during the Long Term Plan process. If significant changes from what had been agreed through the Long Term Plan had arisen in the Annual Plan, then the Council engages and consults with the community on those changes.
- 3.3 For year 2 of the Long Term Plan, 1 July 2022 to 30 June 2023, there were no significant change, therefore the Council did not consult. However, for year 3 of

the Long Term Plan, 1 July 2023 to 30 June 2024, there were significant changes which saw Council consulting with the community, prior to adopting the Annual Plan for that year. The final version of the Annual Plan for the 2023-24 year included changes that were made based on submissions received on the draft Annual Plan.

- 3.4 Due to legislative changes arising from the election of the coalition Government, the Council will be undertaking an enhanced Annual Plan process for the 2024-25 financial year.

4. Discussion

- 4.1 Tararua District Council manages 1,971 kms of local roads which includes almost 500 bridges and large culverts and tens of thousands of other assets through the subsidised funding supplied by Waka Kotahi – NZTA.
- 4.2 Over two-thirds of the costs are paid by Waka Kotahi – NZTA, with rates funding local share of the remainder.
- 4.3 The budgets are locked in three yearly with Waka Kotahi and via Council's Long Term Plan, and at a more detailed level each year through the Annual Plan.
- 4.4 The decision making on the specifics of what, where, when and how much work is performed on our roads is done on our behalf by the Tararua Alliance. They use industry best practice asset management to assess network need to prioritise the spend of the available budgets in accordance with Waka Kotahi guidelines and rules, and plan their activities to achieve the outcomes and expectations given to them through the Long Term Plan and Annual Plan processes.
- 4.5 Work programmes are generally on either a planned or reactive basis. The major works are planned out for at least an entire year in advance and follow the lifecycle management principles for each asset class. There is a cyclic maintenance programme for things like grading, mowing, spraying, street sweeping etc, and a small portion of reactive funding. That small amount is reserved for very minor issues such as significant safety or imminent failure issues as assessed by the Tararua Alliance roading engineers.
- 4.6 Whenever issues are identified by the public via a CRM the issue is assessed to determine whether it is part of a major planned workflow, whether it fits as part of a cyclic programme or whether it is a safety / imminent failure reactive problem.
- 4.7 If it doesn't fit within those criteria, it means it is work that has not reached the threshold the roading engineers require to action and is unbudgeted. This doesn't mean the work cannot be done, it just means the Tararua Alliance and Council do not have the mandate to do the work based on the current Annual Plan and Long Term Plan.

4.8 We encourage anybody who has a roading issue end up in this space to put a submission into the Long Term Plan and/or the Annual Plan to encourage Elected Members to endorse and approve extra rate payer funding for that project.

4.9 Example:

A scout group committee requests that a speed bump be installed outside their hall because they believe there are people speeding in the area and so they put in a CRM request. As it is a project not budgeted for in the Annual Plan or Long Term Plan, it does not meet Waka Kotahi requirements for safety funding and as the Roothing Engineers have deemed no imminent failure or significant safety risk through the data they have on that section of road, the project is not actioned. The scout group committee decide to put in a submission to the Long Term Plan, they talk to it during the submissions process and get support from local residents through a petition in support and Councillors decide to allocate rate payer funding to the speed bump instead of other projects. It goes into the Long Term Plan and the entire community is consulted on it and subsequently following the adoption of the Long Term Plan the speed bump is constructed.

5. Conclusion

5.1 The Community Board is asked to note the process involved to set roading work programmes and receive funding from Waka Kotahi – NZTA.

5.2 The Community Board is encouraged and asked to encourage others, to report issues by putting in a CRM and for changes in levels of service, to put in a submission to the Long Term Plan.

Attachments

Nil.



Report

Date : 2 April 2024

To : Chairperson and Board Members
Eketahuna Community Board

From : Allie Dunn
Manager - Democracy Services

Subject : **Management Report**

Item No : **7.3**

1. Recommendation

- 1.1 *That the report from the Manager - Democracy Services dated 02 April 2024 concerning the Management Report be received.*

2. Reason for the Report

- 2.1 This report provides an update to the Board on key activities and items of interest as reported to the meeting of the Infrastructure, Climate Change and Emergency Management Committee meeting held 20 March 2024.

3. Background

- 3.1 As part of the scope of functions and authority delegated by the Council to the Eketāhuna Community Board, the Board has the responsibility for maintaining an oversight of the level of service concerning the facilities and activities provided within the Board's geographical area and make submissions to the Council on those levels of service, through the Annual Plan/Long-term Plan consultation process.
- 3.2 This report is provided to keep the Board informed on key activities and items of interest.
- 3.3 The scope of the update provided is districtwide, therefore contains information related to services and facilities outside of the wider Eketāhuna Community Board

area. Where it has been possible, information relating solely to the northern ward area has been removed from the following report.

4. Transport

4.1 Management Overview

A key milestone we achieved in the month of February was the completion of the two Dannevirke roundabouts, which were completed ahead of schedule. The reseal programme is 60% complete and the pavement rehabilitation programme is 75% complete so we are making great progress across our renewal activities. Although the renewal programme is in progress and maintenance activities continue to be undertaken, the priority for the team is to work through as much of the cyclone recovery repairs as possible before winter and the end of the financial year.

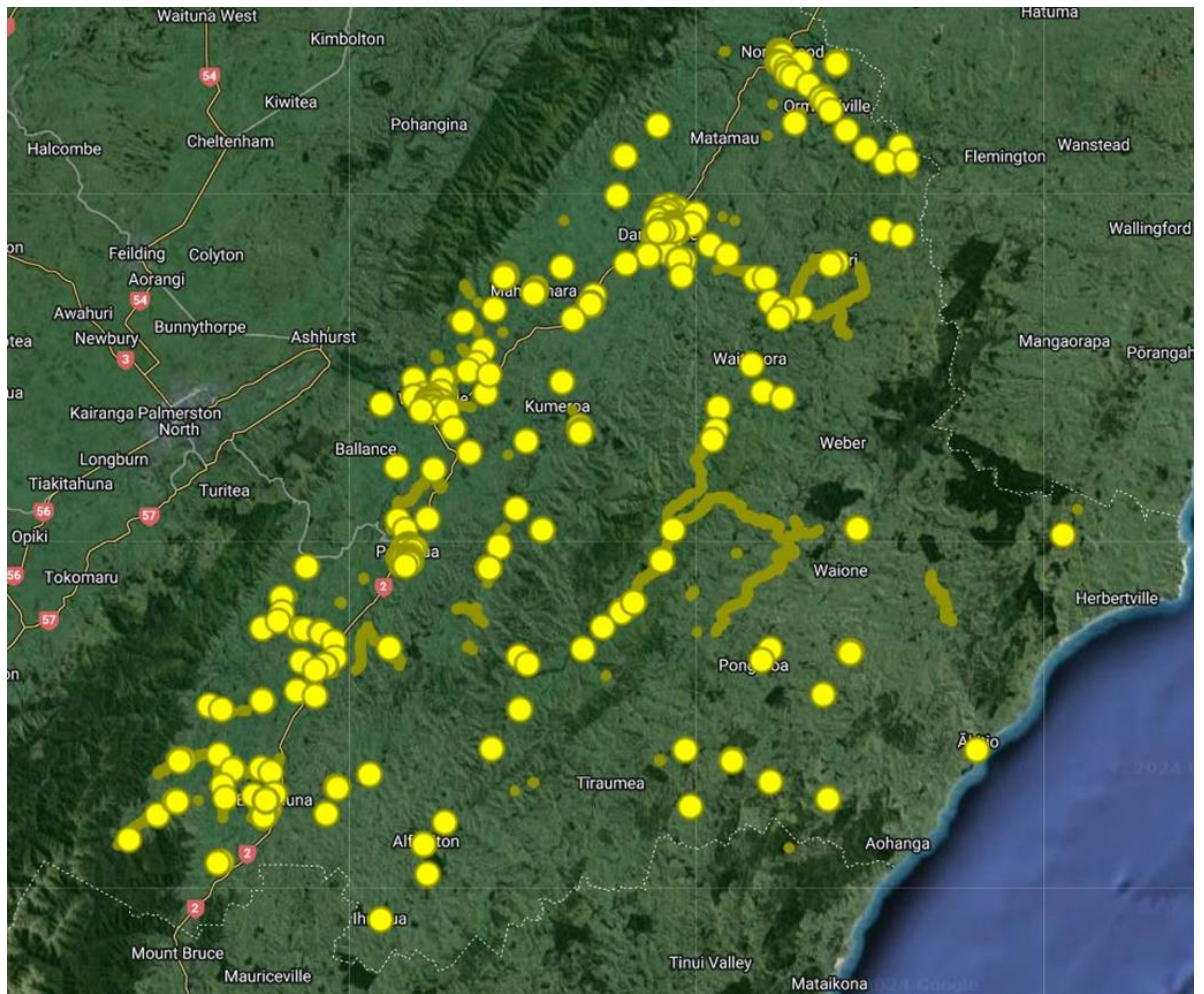
The Tararua Alliance is putting their name in that hat for several industry awards throughout the year on behalf of Tararua District Council and Downer NZ. The goal is to gain industry recognition for the Tararua District and highlight what we have achieved. The first award is the Āpōpō Asset Management Excellence Awards. We have submitted an entry in the Innovation category, which highlights the collaborative way the Alliance team responded to Cyclone Gabrielle and the innovative adaptation of project management tools that enabled the team to quickly secure funding from NZTA Waka Kotahi. A big thank you to Mayor Tracey, our local Iwi and NZTA for providing input into this submission.

4.2 Transport Budget Categories

Category	23-24 Budget \$	YTD Spend \$	Committed Forecast Spend	Unallocated / Unspent	Commentary
Transport - Maintenance	\$ 8,394,390.99	\$ 7,496,685.80	\$ 912,900.68	-\$ 15,195.49	240m2 of dig out repairs and 5,800m2 of cement stabilisation repairs were completed in the southern part of the district in February. The heavy vegetation trimming programme has begun in the northern part of the district. We had more reactive maintenance works such as fallen trees due to the high winds and surfacing flooding due to localised heavy rain as forecasted. We are reviewing the remainder of the financial years forecast to ensure there won't be an overspend.
Transport - Renewals	\$ 7,423,484.04	\$ 3,913,982.50	\$ 3,493,846.95	\$ 15,654.59	Both the pavement repairs and speedhumps on the Dannevirke roundabouts are completed. The reseal programme is 60% completed (25km of road) and is still on target to be completed by the end of March. The River Road rehabilitation site is being sealed in early March. Drainage teams have started completing culvert renewals with an estimate of 40 culverts to be replaced across the district.
Transport - R52	\$ 5,093,229.20	\$ 2,956,084.36	\$ 2,155,852.07	-\$ 18,707.23	The Route 52 project is on track to achieve its 2023/24 objectives. A further 1km of pavement sealed in February. A further 5km of pavement to be sealed in March/April. As we move into winter, the resource that was undertaking the earthworks on the Route 52 project will be moved into cyclone recovery works.
Transport - Recovery	\$ 35,448,089.12	\$ 17,204,598.72	\$ 9,371,318.62	\$ 8,872,171.78	8 High Complexity sites are coming online in March. More resource from our maintenance and renewal teams are being committed to the recovery works as our renewal programme comes to an end. We don't have confirmation that the unallocated spend will be at 100% FAR.

Updated - 13th
March 2024

4.3 Completed Dispatches across the District



4.4 Consultation on draft Government Policy Statement on Land Transport

The Coalition Government has released the draft Government Policy Statement on Land Transport (GPS) for consultation. Consultation will close at 12pm on 2 April 2024.

A new \$500 million Pothole Prevention Fund, spread across two new activity classes, will be created to ensure that maintenance funding is ringfenced to resealing, rehabilitation, and drainage maintenance works. This supports the Tararua District Council's approach in its activity management plan submitted to NZTA with its prioritisation of drainage and renewal programme with increased resealing rates and rehabilitation for its roads. This in effect splits the local road activity class into two parts, being local Road pothole prevention and local Road operations.

Local Road Pothole Prevention activity class is for the purpose of investment in resealing, rehabilitating, and drainage maintenance on the local road network. The Local Road Pothole Prevention activity class is intended to address the significant rise in the number of potholes and deterioration in our local road network. Previous Government Policy Statements have funded resealing, rehabilitating, and

drainage maintenance activities through the Local Road Maintenance activity class. The Local Road Pothole Prevention activity class differs from this approach as it is ring-fenced to fund resealing, rehabilitating, and drainage maintenance activities on local roads and will not fund other maintenance activities.

The local roads operations activity class funds all works as previous activity classes except that of which is included in the pothole prevention activity class. The funding of emergency works reinstatement is included in local roads operations and the GPS is silent on the funding of Cyclone Gabrielle works going forward.

The Government has four Strategic Priorities which this GPS will deliver against:

- Economic Growth and Productivity
- Increased maintenance and resilience
- Safety
- Value for money.

The current Transportation AMP will be updated to reflect the current draft GPS proposal.

5. 3-Waters

5.1 Operations – Water

5.1.1 Water Management. Weekly meetings continued throughout the summer months to consider the available supply versus demand of water in each of the Tararua towns. Demand has dropped over the past few weeks across the four main towns which is very pleasing, however, both Eketāhuna and Pahiatua have retained Level 1 restrictions and Woodville Level 2 restrictions due to low river levels which restricts how much water can be abstracted. These restrictions will be lifted as soon as river levels rise.

5.1.2 District Reservoir / Tank seismic assessments. In February seismic assessments were completed on all the reservoirs and tanks in the district including Dannevirke water supply reservoir # 2, Woodville water tanks # 1 and 2, the Pahiatua Reservoir and the Eketahuna Timber tanks # 1 and 2.

The Eketāhuna # 1 tank built in 2000 has been assessed as being in poor condition and an engineer has advised that remedial repairs should be addressed in six weeks. Work is currently underway to commence the repairs which will require having to empty and refill the tank.

5.2 Operations - Wastewater

5.2.1 Asset Management.

The priority for the Asset Team over the past two months has been to draft the Asset Management Plan and budgets for the Long-Term Plan.

An Inflow and Infiltration (I&I) report has been received from Asset Life and the next step is to develop a I&I Reduction Strategy to reduce the demand on the wastewater treatment plants.

5.2.2 Consents and Compliance

Horizons Regional Council has issued two Infringement notices and two Abatement notices for Eketahuna Wastewater Treatment Plant Wetlands, whereby unauthorised Earthworks has been undertaken.

Infringement Notices 1127 and 1128 issued with regards to discharge of contaminant to land that may enter water and undertaking unauthorised land disturbance.

- Notice 1127 – Tararua District Council permitted the use of land, namely land disturbance, when that was not expressly allowed by a national environmental standard, a rule in a regional plan or resource consents ATH-2018202078, ATH-2018202079.00 and ATH-2018202080.00 – Fine \$300.00
- Notice 1128 – Tararua District Council permitted the discharge of a contaminant, namely sediment onto land in circumstances which may result in that contaminant (or any other contaminant emanating as a result of natural processes from that contaminant) entering water, namely the Makikihi River when that discharge was not expressly allowed by a national environmental standard or other regulations, a rule in the regional plan or Resource Consents ATH-2018202078, ATH-2018202079.00 and ATH-2018202080.00 – Fine \$750.00

Abatement Notice 1399 – requires Tararua District Council to cease all unauthorised large scale land disturbance and the associated discharge of a contaminant namely sediment.

Abatement Notice 140 – requires Tararua District Council to comply with the resource consents and undertake additional actions identified in the abatement notice.

Significant Non-Compliance

- Dannevirke Municipal Water Treatment Plant ATH-2010012905.00 – between 1 July 2022 and 30 June 2023 there was 9 occasions where abstraction exceeded the consented maximum daily volume, due to the number and volume of exceedances, a Significant Non-Compliance rating has been given in this instance.
- Pongaroa Wastewater Treatment Plant ATH-2009010468.00 - has been given an overall Significant Non-Compliance, relating to failure to meet the requirements and discharges.

6. Solid Waste

6.1 Operational Activities

Budget/Activity	
<ul style="list-style-type: none"> Refuse Transfer Stations (RTS Sites) 	<ul style="list-style-type: none"> - Transfer Stations continue to run smoothly, and with a little Teamwork, staff are gradually clearing out historic stockpiles from three of the four Transfer Stations. This is a significant undertaking that will take time, also budget. - Battery Fire (near miss) Fortunately a staff member extinguished the ignited battery, that had ignited after being run over whilst loading refuse into the bulk Transporter unit destined for Landfill, on 9th February. (below: large banner is located in refuse pit drop off area, to heighten public awareness of the potential danger of batteries in their refuse) - Health & Safety – Continuing work with our H&S Consultant in developing our Traffic Management Plans, Risk Registers and Contractor Inductions. <p>Pleased to report there has been NO unlawful entry/activity at any of our Transfer Station Sites.</p> <ul style="list-style-type: none"> - FEBRUARY: Waste diverted from landfill 4.61 Tonne Contaminated recycling to Landfill 2.44 Tonne
Recycle Drop-off Centres (DOC Sites)	<ul style="list-style-type: none"> - Woodville - Illegal dumping of rubbish has reduced. - Recent incoming volumes of recycling have been fluctuating greatly at Pahiatua & Woodville sites, proving a challenge to achieve an ideal service level without either overflowing, or overservicing, hoping to see consistency in these volumes again soon.
Kerbside Recycling Services	<ul style="list-style-type: none"> - Services continue with no reported issues or complaints. - After reviewing kerbside contamination data collected by our Team over the past 4 months, we have started identifying repeat offenders, enabling a targeted approach in educating individual households to improve recycling habits, in turn reduce the level of contamination. - Kerbside Glass collected February has dropped to 12.47 Tonne from January's 15.80 Tonne.

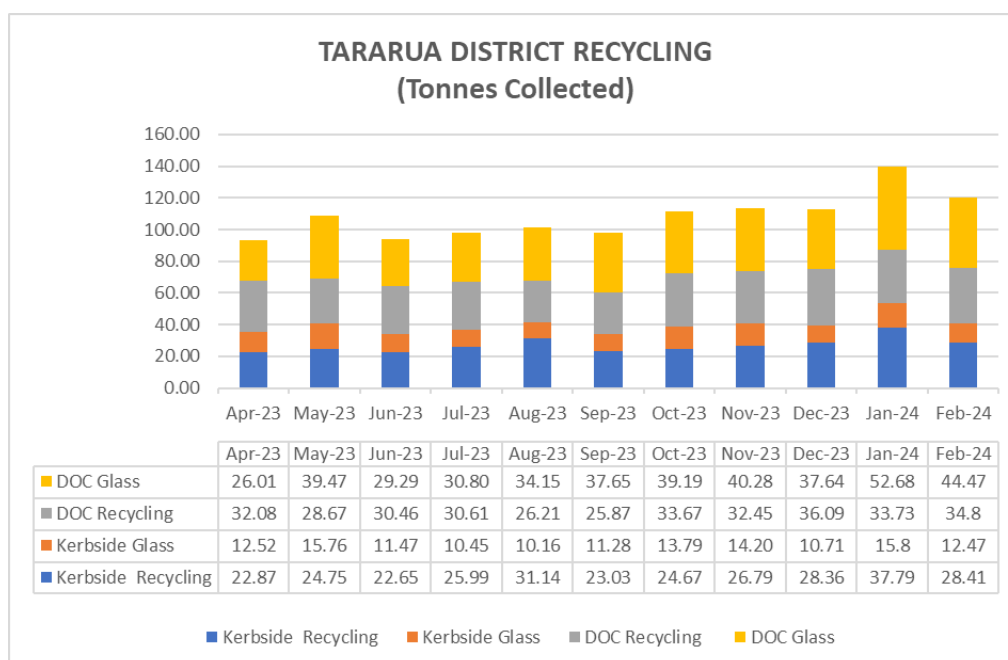


3.6m Long Banner at Dannevirke Transfer Station, located in the public refuse drop off area.

6.2 Operational Projects

Project	Status	Estimated Cost	Expected Completion	Comments
Waste Management & Minimisation Plan Review			Jun 24	Draft WMMP is adopted – Consultation deferred due to other priority engagements.

6.3 Waste Minimisation



Attachments

Nil.