



Hastings District Council

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OPEN AGENDA

COMMUNITY GRANTS SUBCOMMITTEE MEETING

Meeting Date: **Monday, 14 May 2012**

Time: **9.00am**

Venue: **Council Chamber
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings**

Subcommittee Members	Chair: Councillor Bradshaw Councillors Hazlehurst, Heaps, Henderson, O'Keefe, Poulain and Watkins
Officer Responsible	Economic and Social Development Coordinator – Vicki Berkhan
Committee Secretary	Carolyn Hunt (Ext 5634)

Community Grants Subcommittee

A Subcommittee of the Finance and Operations Committee

Fields of Activity

The Community Grants Subcommittee is responsible for assisting council in the allocation of Community Grants by:

- Reviewing applications for Community Grants
- Setting appropriate performance measures to assist in the measurement of delivery of activities funded from grants
- Allocation of grant funding within the budget allocation

Membership

Chairman appointed by the Council

6 members appointed by the Council

Quorum – any 4 members

Delegated Powers

All matters not specifically delegated to any other Committee and Council Officers concerning or involving the following:

Authority to exercise all Council's powers, functions and authorities (except where prohibited by law or otherwise delegated) in relation to all matters within the Field of Activity including:

- The allocation of grant funding with the budget allocation.

The subcommittee reports to the Finance and Operations Committee.

HASTINGS DISTRICT COUNCIL
COMMUNITY GRANTS SUBCOMMITTEE MEETING

MONDAY, 14 MAY 2012

VENUE: Council Chamber
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings

TIME: 9.00am

A G E N D A

1. Apologies

At the close of the agenda no apologies had been received.

At the close of the agenda no requests for leave of absence had been received.

2. Conflict of Interest

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the Chief Executive or Group Manager Corporate & Customer Services (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

3. Confirmation of Minutes

Minutes of the Community Grants Subcommittee Meeting held 24 May 2011.
(Previously circulated)

4. Contracts for Service - Approval of 12 month contract variation for 2012/2013	1
5. 2012 Funding Submissions	11
6. Additional Business Items	
7. Extraordinary Business Items	

REPORT TO: COMMUNITY GRANTS SUBCOMMITTEE

MEETING DATE: MONDAY 14 MAY 2012

FROM: ECONOMIC & SOCIAL DEVELOPMENT CO-ORDINATOR
VICKI BERKAHN

SUBJECT: CONTRACTS FOR SERVICE - APPROVAL OF 12 MONTH
CONTRACT VARIATION FOR 2012/2013

1.0 SUMMARY

- 1.1 The purpose of this report is to obtain a decision from the Community Grants Sub-Committee on a 12 month contract variation, at existing grant value to current contract for service holders.
- 1.2 This request arises from a Council resolution (27/03/2012) that:
- “... a 12 month contract variation, at the current grant value, be offered to existing contact for service holders, provided that this variation is subject to the approval of the Community Grants Sub-Committee, and is subject to organisations having fulfilled their KPI’s for the 2010/2011 period”.*
- 1.3 The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose includes the promotion of the social, economic, environmental and cultural wellbeing of communities. The Council seeks to meet this obligation and the achievement of community outcomes through the strategic objectives set out in the 2009-2019 Long Term Council Community Plan. The matters raised in this report are administrative in nature and therefore relate to all Council’s Strategic Objectives.
- 1.4 This report concludes by recommending that all the current contract for service holders who have met their KPI’s for 2010/2011 (Appendix A), are offered a 12 month contract variation at the current grant value, and that all current contract for service holders who have partially met their KPI’s for 2010/2011 (Appendix B) are offered a 12 month contract variation at the current grant value, subject to the organisation meeting the conditions outlined in Appendix B.

2.0 BACKGROUND

- 2.1 The Finance & Operations Committee requested a report about the performance of Council’s Community Contracts for Service for the year 1 July 2010 to 30 June 2011. This report was received, and it resolved to offer a 12 month contract variation to existing contract holders, subject to approval by the Community Grants Sub-committee.
- 2.2 A revised funding model for the community grants and contracts for service portfolio is currently being consulted on, and if adopted by Council will be implemented in the 2013/2014 financial year.
- 2.3 A 12 month contract variation for existing contract for service holders is therefore required to allow for continuity of community services and assurance of funding prior to the implementation of the new funding model.

3.0 CURRENT SITUATION

- 3.1 The KPI's for all current contract for service holders have been reviewed. There are 8 organisations with partially met KPI's (Appendix B).
- 3.2 Outstanding actions for these 8 organisations have been identified for follow up by HDC relationship managers.

4.0 OPTIONS

4.1 Option 1:

Approve a 12 month contract variation at existing grant value for the providers who have fulfilled their 2010/2011 KPI's (Appendix A).

Approve the recommendations for the 8 organisations who have partially met their KPI's for 2010/2011 (Appendix B).

4.2 Option 2:

Do not approve the recommendations, or modify the recommendations.

5.0 SIGNIFICANCE AND CONSULTATION

- 5.1 In accordance with Council's policy on determining significance, this report is assessed as having a low level of significance.
- 5.2 The 8 organisations with partially met KPI's will be required to meet conditions prior to receiving a contract variation for 2012/2013.
- 5.3 All these organisations have been advised of their outstanding conditions they are required to meet, and that their contract variation is subject to approval by this Committee.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Option 1

The proposal to offer the contract variation was envisaged in the budgets included in the draft LTP, and the Council resolution (27/03/2012) made this offer subject to approval by the Community Grants Sub-committee.

- 6.2 The commitment to a 12 month contract variation for 2012/2013 has already been communicated to current contract for service holders. If alternative recommendations are made these will need to be addressed transparently on a case by case basis for affected organisations.

7.0 PREFERRED OPTION/S AND REASONS

- 7.1 Option 1 is the preferred option. This would allow for continuity of service from community organisations until the new funding model is implemented in 2013/2014.
- 7.2 Option 1 will provide Council with assurance that current contract for service holders will only be offered a variation for 2012/2013 when all KPI's for 2010/2011, and officer recommendations (appendix B), have been met.

8.0 RECOMMENDATIONS AND REASONS

- A) That the report of the Economic & Social Development Co-ordinator titled “Contracts for Service - Approval of 12 month contract variation for 2012/2013” dated 14/05/2012 be received.
- B) That a 12 month contract variation be offered to the community organisations who have fulfilled their KPI's for 2010/2011 (listed in Appendix A).
- C) That a 12 month contract variation be offered to the community organisations who had partially met their KPI's for 2010/2011, and who have subsequently met the conditions outlined in Appendix B.

Attachments:

- | | | |
|---|---|---------------|
| 1 | Appendix A - Providers who have met KPI' s | 12/424 |
| 2 | Appendix B - Contract for Service - Partially completed KPI's | CG-10-3-6-003 |

APPENDIX A: Contracts for Service – Providers who have met KPI performance for 2010/2011

Service Provider	KPI's met?	Recommendation:
Pettigrew Green Arena	Yes	Contract variation for 2012/2013 at existing grant value.
Horse of the Year/ Showjumping Hawkes Bay Inc.	Yes	Contract variation for 2012/2013 at existing grant value.
Hawkes Bay Regional Collection/ Hawkes Bay Museums Trust	Yes	Contract variation for 2012/2013 at existing grant value.
Havelock North Community Centre Trust	Yes	Contract variation for 2012/2013 at existing grant value.
Surf Life Saving New Zealand	Yes	Contract variation for 2012/2013 at existing grant value.
Sport Hawkes Bay	Yes	Contract variation for 2012/2013 at existing grant value.
Creative Hastings	Yes	Contract variation for 2012/2013 at existing grant value.
Atomic Youth Centre/Atomic Events Centre Trust	Yes	Contract variation for 2012/2013 at existing grant value.
Citizens Advice Bureau/ Hastings Citizen's Advice Bureau (Inc)	Yes	Contract variation for 2012/2013 at existing grant value.
Sportslink Charitable Trust	Yes	Contract variation for 2012/2013 at existing grant value.
Art Deco Trust	Yes	Contract variation for 2012/2013 at existing grant value.
Hawkes Bay Racing Spring Carnival	Yes	Contract variation for 2012/2013 at existing grant value.
Christmas Cheer Appeal/ Presbyterian Support East Coast	Yes	Contract variation for 2012/2013 at existing grant value.

Attachment 1

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APPENDIX B: Contracts for Service – Providers with partially met KPI's

Service Provider	KPI's met?	Comments	Recommendations
Hastings City Business Association/Streets Alive Programme and administration 2010/2011 grant: \$42,000 HDC relationship manager: Steve Breen	Partially	<p><u>Comments</u> For a District population of 75,000, numbers attending appear quite low for Streets Alive (average of 170 attendees per month) and events, with the exception of the Edible Fashion Awards which attracted 3,500.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> i. Comparison against previous years would be useful to assess performance. ii. Reporting could be improved by being more quantitative, i.e. %age of satisfied retailers surveyed; %age of retailers displaying promotional material, %age of positive feedback from event attendees. 	<p>Contract variation for 2012/2013 at existing grant value. Variation to include requirements to provide quantitative comparison against previous years, % satisfied retailers, record of positive feedback from attendees.</p> <p>HDC relationship manager to follow up on above conditions of contract when new General Manager is appointed.</p>
Village Festival and Live Weekend Entertainment Programme/ Havelock North Business Association 2010/2011 grant: \$11,500 HDC relationship manager: Craig Cameron	Partially	<p><u>Comments</u> Havelock North Business Association stated that they held events on Saturday and Sunday and that this increased patronage.</p> <p>Village Festival was held over the month of November. Email feedback from their 'Love Havelock North' website and facebook indicated a positive response.</p> <p>The annual accounts for the year ended 30th June 2011 have been reviewed by an accountant and not audited. The Association President commented that this is because the cost is too great in relation to the grant amount.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> i. A list of events, and evidence of their positive impact would demonstrate the community benefit more 	<p>That a contract variation for 2012/2013 at existing grant value be offered subject to fulfilment of the identified actions by 30 June 2012.</p> <p><u>Update (1 May 2012)</u> A meeting was held 1 May 2012, and the Association agreed to provide further evidence of the effectiveness of the programme in 2011.</p>

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Attachment 2

Service Provider	KPI's met?	Comments	Recommendations
		effectively, i.e. quantitative evidence is required to demonstrate the effectiveness of the programme with regard to community well-being and participation.	
Foodbank/Hastings Foodbank Trust 2010/2011 grant: \$10,000	Partially	<p><u>Comments</u> Foodbank shares premises with Budget Advice. All clients requesting a food parcel were allocated one for 2010/2011. The rate of allocation is between 60 to 90 parcels per week. All clients are interviewed first, and some have received a parcel up to three times per year.</p> <p>All clients are referred to Budget Advice services fro budgeting advice. Over 2,000 food parcels were delivered in 2010/2011.</p> <p><u>Actions</u></p> <p>i. Opening hours were less than the KPI of 4 hours per day Monday to Friday. For 2010/2011 Food bank was open 10-11:45am Monday, Wednesday, Friday (there are a number of other foodbanks available in the District). Opening hours need to be reviewed with Foodbank.</p> <p>ii.</p> <p><u>Update (23 April 2012)</u> HDC has confirmed with Hastings Foodbank that they are now open to foodbank clients Monday to Friday from 9-1pm for interviews, and 1-3pm for same day food parcel pick up.</p>	Contract variation for 2012/2013 at existing grant value.
Hastings Blossom Festival Trust 2010/2011 grant: \$60,000	Partially	<p><u>Comments</u> The 2011 parade attracted 25% more groups participating – 70 groups participated, and an estimated crowd of 25,000 – which is an increase of 20%. The RWC boosted the engagement by locals and visitors, and a diverse range of</p>	Contract variation for 2012/2013 at a grant value of \$45,000, to apply to the Blossom Festival September 15 2012.

Service Provider	KPI's met?	Comments	Recommendations
		<p>community groups participated.</p> <p>Issues with the Hastings CBD retailers are being resolved, with a win: win situation being sought.</p> <p><u>Actions</u> (identified by the Trust for future parades)</p> <ul style="list-style-type: none"> i) Dropping the prize-giving (this was poorly attended with little public interest) ii) Not allowing food stalls (these are not perceived as supporting Hastings CBD retailers) iii) Warning participants about the specifications of the traffic islands (several floats got stuck on the islands) iv) Attracting more sponsorship v) Working more effectively with Creative Hastings now the new General Manager is well in place. <p><u>Update April 2012</u> A meeting with Blossom Festival Trust identified that they are wishing to allocate \$15,000 of the grant to an Olive Festival in November 2012. However it is felt by HDC that this event is not related to the Blossom Festival in September and that the Trust has sufficient funds to utilise for this purpose. A letter has been sent to the Trust outlining this intention.</p>	
Hastings Budget Advisory Service (Inc.) 2010/2011 grant: \$45,280	Partially	<p><u>Comments</u> Hastings Budget Advisory Service needs to work closely with Hastings Foodbank Trust and Citizens Advice Bureau to collaborate and effectively deliver timely services to the at-risk Community in the Hastings District. The main concerns with Budget Advisory Service are:</p>	<ul style="list-style-type: none"> • That the grant for 2012/2013 is withheld until a satisfactory resolution plan is in place and there is evidence that waiting times and training of volunteers is at an acceptable level of service delivery.

Item 4

Attachment 2

Attachment 2

Item 4

Service Provider	KPI's met?	Comments	Recommendations
		<p>i) The accumulation of reserve funding (\$304,000);</p> <p>ii) That these funds are held with an unrated financial institution (Heretaunga Building Society), which exposes them to potential credit risk;</p> <p>iii) Feedback from Citizens Advice Bureau is that waiting lists are too long for referred clients, and training of volunteers is not keeping up with demand from the community, despite community interest in undertaking training.</p> <p><u>Update 30 April</u> HDC met with Budget Advisory (30 April) to discuss these concerns and request a resolution plan to ensure that service delivery is able to keep up with demand for Hastings clients, i.e. that urgent appointments are made within 2 days and other appointments are made within 2 weeks. Evidence will also be sought to demonstrate that sufficient training programmes are being provided to interested volunteers from the community.</p>	<ul style="list-style-type: none"> • That Hastings Budget Advisory Service is given until 30 September 2012 to provide evidence of resolved service delivery issues. • That the opportunity to uplift the grant for 2012/2013 is only available until 30 September 2012.
<p>Hastings Citizens' Band/ Hastings Citizens' Band Inc</p> <p>2010/2011 grant: \$4,000</p>	Partially	<p><u>Comments</u> Hastings Citizen's Band has completed 27 public appearances across a range of community groups, and provides over 3000 hours of community service and free tuition. The annual accounts for the year ended 30th June 2011 have not been audited by an independent auditor, however the value of the grant is not a significant amount in the context of the cost to audit accounts (circa \$1,500 - \$2,000).</p> <p><u>Actions</u></p> <p>i. Feedback from attendees via a survey may provide</p>	Contract variation for 2012/2013 at existing grant value.

Service Provider	KPI's met?	Comments	Recommendations
		<p>areas for future improvement (this was a requested KPI not met).</p> <p><u>Update 26 April 2012</u> HDC held discussion with the Musical Director. Confirmed that there is opportunity for attendees to make comments and provide feedback both prior to the event to tailor the music, and post event to discuss performance. They continue to be invited to play on request, and receive letters of thanks and positive feedback via their facebook page. They confirmed they will discuss at the next committee meeting ways to compile feedback from a variety of sources. Cynthia Bowers is now the band's patron, and they are looking to attract more professional committee members, and are enjoying the contribution by younger band members.</p>	
<p>Sustaining Hawkes Bay Trust</p> <p>2010/2011 grant: \$15,000</p>	<p>Partially</p>	<p><u>Comments</u> Sustaining Hawke's Bay Trust (SHBT) has met all their KPI's for the reporting period. During this time The Chairperson has resigned and a number of new trustees appointed. The new governance structure brings some new skills to the trust and the place has been reinvigorated. SHBT have been heavily involved in the Community Max scheme and have achieved a good level of success with youth employment and skill development.</p> <p><u>Actions</u> The annual accounts for the year ended 31st March 2011 have not been signed off by the Trust or audited by an independent auditor. The SHBT accounts show a net deficit of \$42k and the Trees for HB accounts show a deficit of \$10k for the year. Actions as a result of this review are:</p> <ul style="list-style-type: none"> i. Financial accounts should be signed off by the Trust, 	<p>Contract variation for 2012/2013 at existing grant value, subject to the identified actions being completed prior to 30 June 2012.</p>

Item 4

Attachment 2

Service Provider	KPI's met?	Comments	Recommendations
		<p>completed by a chartered accountant and independently audited;</p> <p>ii. HDC's grant should be specified in the revenue section;</p> <p>iii. Accounts should provide a comparison to the previous financial year.</p> <p><u>Update 4 May 2012</u> Discussed with The Trust's recently appointed Treasurer. The accounts are being audited and the above issues addressed.</p>	
<p>Flaxmere Community/ U-Turn Trust</p> <p>2010/2011 grant: \$30,000</p>	<p>KPI's met</p>	<p><u>Comments</u> The U-Turn Trust is part funded by HDC to deliver a variety of projects to support the Flaxmere community. Successful projects include the 'Heroes Calendar', and the community garden at Te Aranga marae.</p> <p>HDC met with U-Turn Trust September 2011 to openly discuss issues around finance, governance, and management. U-Turn Trust have recently confirmed they are seeking continued funding from HDC to enable them to continue delivering projects to build the community from the bottom up to make a positive difference.</p> <p><u>Update:</u> Audited accounts have now been provided by U-Turn Trust. These have been reviewed by HDC finance.</p>	<p>Contract variation for 2012/2013 at existing grant value.</p>

REPORT TO: COMMUNITY GRANTS SUBCOMMITTEE

MEETING DATE: MONDAY 14 MAY 2012

**FROM: ECONOMIC & SOCIAL DEVELOPMENT CO-ORDINATOR
VICKI BERKAHN**

SUBJECT: 2012 FUNDING SUBMISSIONS

Item 5

1.0 SUMMARY

- 1.1 The purpose of this report is to inform the Committee about the funding submissions to the draft Long Term Plan 2012 -2022, so that the Committee can begin preparation of its recommendations to Council on these submissions.
- 1.2 This request arises from the role of the Community Grants Subcommittee in the Long Term Plan consultation process.
- 1.3 The Council is required to give effect to the purpose of local government as prescribed by Section 10 of the Local Government Act 2002. That purpose includes the promotion of the social, economic, environmental and cultural wellbeing of communities. The Council seeks to meet this obligation and the achievement of community outcomes through the strategic objectives set out in the 2009-2019 Long Term Council Community Plan. The matters raised in this report are administrative in nature and therefore relate to all Council's Strategic Objectives.
- 1.4 This report concludes by recommending that the Committee completes scoring for each funding submission against the scoring matrix (Attachment 1), and identifies any further information required prior to organisations presenting to Council at the Long Tem Plan hearings from 30 May 2012.

2.0 BACKGROUND

- 2.1 The Community Grants subcommittee has an advisory role to provide recommendations to Council on the submissions to the Draft Long Term Plan 2012/22 which include requests for funding.

3.0 CURRENT SITUATION

- 3.1 There are 9 submissions to the Draft Long Term Plan 2012/22 which are funding requests (Attachment 2).

4.0 OPTIONS

- 4.1 Option 1:

Consider the funding requests to the Draft Long Term Plan 2012/22, and provide scoring and requests for further information via Attachment 1.

Following completion of the submission hearings, provide recommendations to inform Council's decision making on these funding requests.

4.2 Option 2:

Do not consider the funding requests or provide scoring and requests for further information.

5.0 SIGNIFICANCE AND CONSULTATION

5.1 In accordance with Council's policy on determining significance, this report is assessed as having a low level of significance.

5.2 The 9 organisations requesting funding will have the opportunity to present to Council at the submission hearings commencing 30 May 2012.

6.0 ASSESSMENT OF OPTIONS (INCLUDING FINANCIAL IMPLICATIONS)

6.1 Option 1

The consideration of requests for funding to the Draft Long Term Plan 2012/22 is the role of the Community Grants Subcommittee, and is required to help inform Council decision making on the funding submissions to the Draft Long Term Plan 2012/22.

There is no budget allocation for these funding requests.

7.0 PREFERRED OPTION/S AND REASONS

7.1 Option 1 is the preferred option.

This will provide Council with information and recommendations to inform their decision making around these funding requests.

8.0 RECOMMENDATION

- A) That the report of the Economic & Social Development Co-ordinator titled "2012 Funding Submissions" dated 14 May 2012 be received.**
- B) That the Community Grants Subcommittee considers the funding requests to the Draft Long Term Plan 2012/22, and provides scoring and any requests for further information.**
- C) That following completion of the Draft Long Term Plan 2012/22 submission hearings, the community Grants Subcommittee provides recommendations to inform Council's decision making on the funding requests.**

Attachments:

1	Attachment 1 - Funding Submission Scoring Matrix	12/489	Under Separate Cover
2	Submission No. 158 - Mates Men's Network (Kerry Babbage)	CP-7-2-12-158	Under Separate Cover
3	Submission No. 446 - Mounted Games World Teams Chamionships - Denise Bentall	CP-7-2-12-446	Under Separate Cover
4	Submission No. 484 - Victim Support (Debbie Sargison)	CP-7-2-12-484	Under Separate Cover
5	Submission No. 495 - Omahu Marae Trustees (Meihana Watson)	CP-7-2-12-495	Under Separate Cover

6	Submission No. 504 - HB Tourism (Anna Dundas)	CP-7-2-12-504	Under Separate Cover
7	Submission No. 551 - Waiata Music Awards - Tama Huata	CP-7-2-12-551	Under Separate Cover
8	Submission No. 552 - Fiesta of Lights - Te Rangi Huata	CP-7-2-12-552	Under Separate Cover
9	Submission No. 605 - SPCA - Sharon Arcus	CP-7-2-12-605	Under Separate Cover
10	Submission No. 606 - Creative Hastings - Malcolm Calder	CP-7-2-12-606	Under Separate Cover