



AGENDA

Community Funding Subcommittee Meeting Thursday, 9 October 2025

Date Thursday, 9 October 2025

Time 9:00 am

Location Meeting Room 1
District Council Building
King George Place
Timaru

File Reference 1795199

Timaru District Council

Notice is hereby given that a workshop of the Community Funding Subcommittee will be held in the Meeting Room 1, District Council Building, King George Place, Timaru, on Thursday 9 October 2025, at 9:00 am.

Community Funding Subcommittee Members

Gavin Oliver (Chairperson), Nigel Bowen, Stacey Scott, Stu Piddington and Allan Booth

Quorum – no less than 3 members

Local Authorities (Members' Interests) Act 1968

Subcommittee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Stephen Doran
General Manager Corporate

Order Of Business

1	Apologies	5
2	Identification of Items of Urgent Business.....	5
3	Identification of Matters of a Minor Nature	5
4	Declaration of Conflicts of Interest	5
5	Confirmation of Minutes	6
5.1	Minutes of the Community Funding Subcommittee Meeting held on 8 April 2025.....	6
6	Reports	12
6.1	Funds Available Report.....	12
6.2	Accountability Received Report	14
7	Consideration of Urgent Business Items.....	16
8	Consideration of Minor Nature Matters.....	16
9	Exclusion of the Public.....	16
10.1	Funding Applications	16
10.2	Public Excluded Minutes of the Community Funding Subcommittee Meeting held on 8 April 2025	16
10	Public Excluded Reports.....	18
11	Readmittance of the Public.....	19

- 1 Apologies**
- 2 Identification of Items of Urgent Business**
- 3 Identification of Matters of a Minor Nature**
- 4 Declaration of Conflicts of Interest**

5 Confirmation of Minutes

5.1 Minutes of the Community Funding Subcommittee Meeting held on 8 April 2025

Author: Jessica Kavanaugh, Democracy Services Lead

Recommendation

That the Minutes of the Community Funding Subcommittee Meeting held on 8 April 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Attachments

- 1. Minutes of the Community Funding Subcommittee Meeting held on 8 April 2025**



MINUTES

Community Funding Subcommittee Meeting

Tuesday, 8 April 2025

Ref: 1795199

**Minutes of Timaru District Council
Community Funding Subcommittee Meeting
Held in the Meeting Room 1, District Council Building, King George Place, Timaru
on Tuesday, 8 April 2025 at 9:00 am**

Present: Clr Gavin Oliver (Chairperson), Mayor Nigel Bowen, Clr Stacey Scott, Clr Stu Piddington, Clr Allan Booth

In Attendance: Naomi Scott (Community Funding Advisor), Jessica Hurst (Community Development Advisor), Kirstie Wilson (Operations Coordinator Community Services)

1 Apologies

No apologies were received. Clr Stacey Scott arrived to the meeting at 9:03am.

2 Identification of Items of Urgent Business

No items of urgent business were received.

3 Identification of Matters of a Minor Nature

Clr Piddington raised that there is a need to have a discussion around what funding is distributed and the purpose.

4 Declaration of Conflicts of Interest

No conflicts of interest were declared.

5 Confirmation of Minutes

5.1 Minutes of the Donations and Loans Subcommittee Meeting held on 15 October 2024

Resolution 2025/1

Moved: Clr Gavin Oliver

Seconded: Mayor Nigel Bowen

That the Minutes of the Donations and Loans Subcommittee Meeting held on 15 October 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

6 Reports

6.1 Funds Available Report

To advise the Community Funding Subcommittee of the remaining funds available for distribution for the 2024/2025 financial year.

Resolution 2025/2

Moved: Clr Stu Piddington

Seconded: Clr Stacey Scott

That the Funds Available Report showing \$61,743.94 available for the final round of funding for this year be received and noted.

Carried

6.2 Accountability Received Report

To advise the Community Funding Subcommittee of accountability forms received for grants approved by the Community Services Committee.

Resolution 2025/3

Moved: Mayor Nigel Bowen

Seconded: Clr Allan Booth

That the Accountability Received Report be received and noted.

Carried

7 Consideration of Urgent Business Items

No items of urgent business were received.

8 Consideration of Minor Nature Matters

The Community Funding Advisor noted that the community funding policy was signed off in January 2025 and an assessment criteria is being developed in May once the funding rounds are complete.

Clr Booth wanted it noted that Timaru District Council should not be giving money away unless there is a balanced budget.

9 Exclusion of the Public

Resolution 2025/4

Moved: Clr Gavin Oliver

Seconded: Clr Stu Piddington

That at 9.07am the public be excluded from—

- (b) the following parts of the proceedings of this meeting, namely,—

10.1 Public Excluded Minutes of the Donations and Loans Subcommittee Meeting held on 15 October 2024

10.2 Funding Applications

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
10.1 - Public Excluded Minutes of the Donations and Loans Subcommittee Meeting held on 15 October 2024 Matters dealt with in these minutes: 10.1 - Public Excluded Minutes of the Donations and Loans Subcommittee Meeting held on 9 April 2024 10.2 - Overview of Applications 10.3 - Funding Applications	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 15 October 2024 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987. The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 15 October 2024.
10.2 - Funding Applications	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	To protect a person's privacy, including the privacy of deceased persons To protect commercially sensitive information

Carried

10 Public Excluded Reports

10.1 Public Excluded Minutes of the Donations and Loans Subcommittee Meeting held on 15 October 2024

10.1 Public Excluded Minutes of the Donations and Loans Subcommittee Meeting held on 9 April 2024

10.2 Overview of Applications

10.3 Funding Applications

10.2 Funding Applications

11 Readmittance of the Public

Resolution 2025/5

Moved: Clr Gavin Oliver

Seconded: Clr Stu Piddington

That at 9.44am the meeting moves out of Closed Meeting into Open Meeting.

Carried

The meeting closed at 9.49am.

.....
Gavin Oliver
Chairperson

6 Reports

6.1 Funds Available Report

Author: Naomi Scott, Community Partnership Support Officer

Authoriser: Jessica Hurst, Community Partnership Team Leader

Recommendation

That the Funds Available Report be received and noted.

Purpose of Report

- 1 To advise the Community Funding Subcommittee of the remaining funds available for distribution for the 2025/2026 financial year.

Assessment of Significance

- 2 This matter is deemed to be of low significance under the council's Significance and Engagement Policy as this has ongoing but limited community interest and affects a small number of people in the community.

Discussion

- 3 The Council has a Community Development Fund and a Community Local Event Fund.
- 4 Council contributes **\$113,600.00** to the funds account annually.
- 5 Applications for the Community Local Event Fund can be up to a maximum of \$10,000.00 per application.
- 6 Applications for the Community Development Fund can be up to a maximum \$30,000.00 - subject to availability of funds.
- 7 Community Development which includes Quick Response (maximum \$500.00) and New Zealand Representative Donations (maximum \$500.00) are considered under delegated authority by the Chairperson or Deputy Chairperson of the Community Services Committee and the relevant council officer.
- 8 The Quick Response Fund has a maximum allocation of \$3,000.00 per annum across all applications.
- 9 The balance from all funds rolls over from the previous financial year.
- 10 Funds available as of 1 September 2025:

2025/2026 council contribution	\$113,600.00
Carry-over from 2024/2025	\$4243 .94
Less Minimal & NZ Representative Donations July-September 2025	-\$795.00

Funds Available **\$117,048.94**

Relevant Legislation, Council Policy and Plans

9 TDC Community Funding Policy.

Attachments

Nil

6.2 Accountability Received Report

Author: Naomi Scott, Community Partnership Support Officer

Authoriser: Jessica Hurst, Community Partnership Team Leader

Recommendation

That the Accountability Received Report be received and noted.

Purpose of Report

- 1 To advise the Community Funding Subcommittee of accountability forms received for grants approved by the Community Services Committee.

Discussion

- 2 Successful applicants of Community Development and Local Event Funds complete an Accountability Form within two months of a project's completion. The subcommittee requested that a list, including relevant details, be presented instead of receiving full copies of the completed forms.
- 3 Below is the Accountability Received list.

Attachments

1. **Accountability Summary** [!\[\]\(2afc7b0abc44be3227c2068f820fd07b_img.jpg\)](#) 

Date Approved	Name of Applicant	Project	Amount Approved	Accountability #	Date Received
15/04/2025	SC Multiple Sclerosis	Rent	\$ 5,000.00	2025/07/654	21/07/2025
19/11/2024	South Canterbury RSA	Annual Dawn and Civic Services	\$ 4,500.00	1762545	15/05/2025
16/04/2024	South Canterbury Drama League	Updating the heating, cooling and ventilation systems	\$ 10,000.00	1792579	31/07/2025
19/11/2024	St John	Community Health Shuttle	\$ 5,000.00	1792478	16/09/2025
16/04/2024	Sustainable South Canterbury Trust	Marketing for the Sustainability Festival	\$ 3,000.00	1758405	1/04/2025
16/04/2025	NZ Raptor Trust	Installation of windows and doors on the container	\$ 2,000.00	1758409	11/03/2025
19/11/2024	Geraldine Historical Society	Insurance	\$ 8,000.00	2025/05/435	19/05/2025
19/11/2024	Presbyterian Support	Christmas on the Bay	\$ 5,000.00	1758668	31/03/2025
19/11/2024	Temuka & Geraldine Agricultural & Pastoral Association Incorporated	Upgrades to the Winchester Showgrounds	\$ 2,000.00	1758403	18/03/2025

7 Consideration of Urgent Business Items

8 Consideration of Minor Nature Matters

9 Exclusion of the Public

Recommendation

That the public be excluded from—

- *(a)the whole of the proceedings of this meeting; or
- *(b)the following parts of the proceedings of this meeting, namely,—

10.1 Funding Applications

10.2 Public Excluded Minutes of the Community Funding Subcommittee Meeting held on 8 April 2025

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
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10.2 - Public Excluded Minutes of the Community Funding Subcommittee Meeting held on 8 April 2025 Matters dealt with in these minutes:	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 8 April 2025 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987. The specific provisions of the Act that relate to these minutes can

10.1 - Public Excluded Minutes of the Donations and Loans Subcommittee Meeting held on 15 October 2024		be found in the open minutes of the meeting held on 8 April 2025.
10.2 - Funding Applications		

*I also move that [name of person or persons] be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of [specify]. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because [specify]

.

*Delete if inapplicable.

Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
 - (a)shall be available to any member of the public who is present; and
 - (b)shall form part of the minutes of the local authority.”

10 Public Excluded Reports

11 Readmittance of the Public