



# AGENDA

## Local Arts Scheme Subcommittee Meeting Thursday, 15 September 2022

**Date** Thursday, 15 September 2022

**Time** 12.30pm

**Location** Meeting Room 1  
District Council Building  
King George Place  
Timaru

**File Reference** 1526582

## **Timaru District Council**

**Notice is hereby given that a meeting of the Local Arts Scheme Subcommittee will be held in Meeting Room 1, District Council Building, King George Place, Timaru, on Thursday 15 September 2022, at 12.30pm.**

### **Local Arts Scheme Subcommittee Members**

Richard Lyon (Chairperson), Stu Piddington, Kera Baker, Alice Sollis, Elaine Taylor, Jan Finlayson and Rosie Staite

Quorum – no less than 2 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.

Beth Stewart-Wright

**Director User Experience and Community Engagement**

**Order Of Business**

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- 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 Local Arts Scheme Subcommittee Meeting held on 2 June 2022**

**Author:** Grant Hamel, Customer Services Manager

#### **Recommendation**

That the Minutes of the Local Arts Scheme Subcommittee Meeting held on 2 June 2022 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 Local Arts Scheme Subcommittee Meeting held on 2 June 2022**



# MINUTES

## Local Arts Scheme Subcommittee Meeting Thursday, 2 June 2022

Ref: 1526582

**Minutes of Timaru District Council  
Local Arts Scheme Subcommittee Meeting  
Held in the Meeting Room 1, District Council Building, King George Place, Timaru  
on Thursday, 2 June 2022 at 12.30pm**

**Present:** Cr Richard Lyon (Chairperson), Cr Stu Piddington, Kera Baker, Alice Sollis, Elaine Taylor, Jan Finlayson, Rosie Staite

**In Attendance:** Grant Hamel (Customer Services Manager), Cassidy Willetts (User Experience and Community Engagement Support Officer)

**1 Apologies**

**Apology for Lateness**

**Resolution 2022/52**

Moved: Cr Richard Lyon

Seconded: Ms Rosie Staite

That the apology received from Kera Baker be accepted.

**Carried**

Kera Baker arrived at 12:43pm

**2 Identification of Items of Urgent Business**

There were no items of urgent business to be received.

**3 Identification of Matters of a Minor Nature**

There were no matters of minor nature to be received.

**4 Declaration of Conflicts of Interest**

Elaine Taylor declared a conflict of interest with both Geraldine Arts Council applications and the Geraldine Ukulele Festival application.

Jan Finlayson declared a conflict of interest with both Geraldine Arts Council applications.

**5 Confirmation of Minutes**

**5.1 Minutes of the Local Arts Scheme Subcommittee Meeting held on 10 March 2022**

**Resolution 2022/53**

Moved: Ms Jan Finlayson



Seconded: Mrs Elaine Taylor

That the Minutes of the Local Arts Scheme Subcommittee Meeting held on 10 March 2022 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**

1 To inform the Local Arts Scheme Subcommittee of the funds available for distribution.

#### **Assessment of Significance**

2 While the provision of funding for community groups is important, this matter is not deemed significant under the Council's Significance and Engagement Policy.

#### **Discussion**

3 Creative New Zealand allocates approximately \$43,380.00 GST exclusive annually in six month instalments to the Timaru District Council.

4 All funding applications to the Creative Communities Scheme Timaru District are considered by the Local Arts Scheme Subcommittee.

5 The Subcommittee meets four times each financial year. This is the fourth meeting for the financial year.

6 The Timaru District Council is contracted to Creative New Zealand to distribute funds under the Creative Communities Scheme Guidelines. Council's Local Arts Scheme Subcommittee follows the Guidelines and allocates funds accordingly.

#### **Unallocated Funds**

7 At the end of June each year any unallocated funds in excess of 15% of the annual allocation from Creative New Zealand may be required to be paid back to Creative New Zealand.

#### **Conclusion**

8 Funds available as at 2 June 2022: **\$35,738.51 GST exclusive**

The total funding available at 1 July 2021 was \$56,400.67, which included carry-over funds of \$13,020.67. Funding of \$17,400.00 was allocated in the September round, leaving \$39,000.67.

Creative NZ provided the Timaru District Council with a "CCS Delta Top-up 2021/2022" to the amount of \$12,719.24. This adjusted the funds available to \$51,719.91.

Funding of \$4,000.00 was allocated in the December round, leaving \$47,719.91 available for allocation over the remaining two meetings.

Funding of \$11,981.40 was allocated in the March 2022 round, leaving \$35,738.51 available for allocation at this meeting, which is the last funding round of the 2021/22 financial year.

**Resolution 2022/54**

Moved: Ms Alice Sollis  
 Seconded: Ms Rosie Staite

That the information be received and noted.

**Carried**

**6.2 Correspondence Received****Resolution 2022/55**

Moved: Ms Rosie Staite  
 Seconded: Ms Alice Sollis

That the correspondence be received and noted.

**Carried**

**7 Consideration of Urgent Business Items**

There were no items of urgent business to be discussed.

**8 Consideration of Minor Nature Matters**

There were no matters of minor nature to be discussed.

**9 Exclusion of the Public****Resolution 2022/56**

Moved: Cr Richard Lyon  
 Seconded: Ms Rosie Staite

That the public be excluded from the following parts of the proceedings of this meeting on the grounds under section 48 of the Local Government Official Information and Meetings Act 1987 as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Plain English Reason</b>
<b>10.1 - Public Excluded Minutes of the Local Arts Scheme Subcommittee Meeting held on 10 March 2022</b>	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	To protect a person's privacy
<b>10.2 - Funding Applications</b>	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural	To protect a person's privacy

	persons, including that of deceased natural persons	
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**Carried**

**10 Public Excluded Reports**

**10.1 Public Excluded Minutes of the Local Arts Scheme Subcommittee Meeting held on 10 March 2022**

**10.2 Funding Applications**

**11 Readmittance of the Public**

**Resolution 2022/57**

Moved: Cr Richard Lyon

Seconded: Cr Stu Piddington

That the meeting moves out of Closed Meeting into Open Meeting.

**Carried**

**The meeting closed at 1:31pm**

.....  
**Richard Lyon**

**Chairperson**

## 6 Reports

### 6.1 Transition to Online Application Process

**Author:** Grant Hamel, Customer Services Manager

**Authoriser:** Beth Stewart-Wright, Director User Experience and Community Engagement

#### Recommendation

That the information be received and noted.

**Purpose of Report**<sup>1</sup> To inform the Local Arts Scheme Subcommittee that the Timaru District Council will move its grants application process online to a web-based grants administration system (SmartyGrants).

#### 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.

#### Background

- 3 The current system for processing funding applications is paper-based. This comes with risks and challenges as it is heavily manual. It is also an inefficient process that is cumbersome both to the customers and to the officers receiving and processing applications.
- 4 After a review of the current system, The Director User Experience and Community Engagement approached the Funding Manager and Funding Administrator with a proposal to move to SmartyGrants, a web-based grants administration system.

#### Discussion

- 5 SmartyGrants is a user-friendly application process for both the applicant and the administrator. It is a popular online platform for councils and grant administrators because it streamlines the application process, reducing manual handling, stores all current and previous applications (including drafts), and enables online accountability submission. Both customers and administrators can access, view, assess, approve and decline applications via a single online portal.
- 6 The portal is secure, low-risk and supports a transition to lower reliance on paper-based systems. Recent discussions with other Timaru District grant administrators confirm that many funding providers are currently using or transitioning to SmartyGrants and express strong satisfaction with the platform. Using SmartyGrants will promote consistency across the district.
- 7 Other Aotearoa New Zealand funders, specifically throughout the Canterbury region, use SmartyGrants to administer their funding, including Community Trust Mid and South Canterbury, Public Trust, Hamilton City Council, Auckland Council, and Tauranga City Council.
- 8 Customers who use the SmartyGrants platform for other grant applications, can access all of their applications through the SmartyGrants web portal, irrespective of the funder, and view

who they'd submitted applications to via the same platform. This makes the programme more user-friendly and customer-centric. The more funders who use the SmartyGrants platform, the more enhanced the customer experience.

- 9 Smarty Grants will be rolled out across all grants the Council administers. The funds included are the Council Community Fund, the Youth Entertainment Fund, the Creative Communities Fund, and the Thomas Hobson Trust Fund.
- 10 The transition will be widely communicated to all current and previous applicants, and promoted via the TDC website and social media. Partner agencies such as Venture Timaru, and other community funding agencies will also be notified of the transition.
- 11 The next Creative Communities funding round will have transitioned to SmartyGrants, but due to the tight turn-around time, the current paper-based system will still be allowed. All funding rounds thereafter will use only SmartyGrants.

### **Attachments**

**Nil**

## 6.2 Correspondence Received

**Author:** Grant Hamel, Customer Services Manager

**Authoriser:** Beth Stewart-Wright, Director User Experience and Community Engagement

### Recommendation

That the correspondence be received and noted.

### Purpose of Report

- 1 To present correspondence from recipients of Creative Communities New Zealand Funding as distributed by the Local Arts Scheme Subcommittee.

### Assessment of Significance

- 2 This matter is deemed as 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 Project Report Forms are required for donations approved by the Local Arts Scheme Subcommittee through the Creative Communities New Zealand Scheme.
- 4 The following is for the Subcommittee's information:

<b>Project Applicant</b>	Geraldine Community Arts Council	
<b>Project Title</b>	The Golden Ass	
<b>How many people?</b>	<b>Active participation</b>	5
	<b>People who attended</b>	25
<b>Highlights</b>	<p>Michael Hurst was magnificent, he held the audience from start to finish. Hilarious storytelling and seamless merging of characters on this one man show.</p> <p>He kindly stayed for a Q&amp;A with the audience, after receiving a well-deserved standing ovation.</p> <p>Unfortunately the low numbers attending reflected the surge of CVOID-19.</p> <p>Pease accept our sincerest thanks for your support. This show was a masterpiece, enjoyed by everyone; we couldn't have put it on without you.</p>	
<b>How did your project benefit your community?</b>	By affording the opportunity to see and converse with an outstanding professional actor.	

<b>Project Applicant</b>	Geraldine Community Arts Council	
<b>Project Title</b>	Pat Goldsack's Swingers Club and Brothel	
<b>How many people?</b>	<b>Active participation</b>	5

	<b>People who attended</b>	66
<b>Highlights</b>	<p>Great show. Perfect timing for a night of laughter. It was many peoples first time theatre experience, as a young actor performing.</p> <p>There was a mixed-age audience, and people were delighted by the naughty grandma.</p> <p>Difficult to say what didn't work well, we can only continue to reassure audiences of our commitment to bring high-quality shoes to the community, whilst following COVIDI-19 guidelines.</p>	
<b>How did your project benefit your community?</b>	It encouraged a younger audience to experience live theatre and for some to participate on the stage with the actress. People left in high spirits, wanting to experience live theatre again.	

<b>Project Applicant</b>	Rakuto Kurano	
<b>Project Title</b>	Violin Quartet Tour	
<b>How many people?</b>	<b>Active participation</b>	4
	<b>People who attended</b>	25
<b>Highlights</b>	<p>Audience members absolutely enjoyed the concert. It was so lovely chatting with the audience members after the concert – including little kids that came along.</p> <p>It was a good idea that we made the tickets free for children 12 years of age and under, as that encouraged parents to bring their kids along.</p> <p>The Aigantighe Art Gallery is always so fun to perform in, as they have great acoustics which carry the sound of string instruments well. Very friendly and helpful staff there too.</p>	
<b>How did your project benefit your community?</b>	<p>Our project provided people in Timaru with both old music &amp; New Zealand music, performed by four young musicians.</p> <p>Visiting musicians on tour around NZ are often much older musicians, but we have heard from audience members after the concert, that our "youthfulness" is great.</p> <p>I hope we can keep providing more concerts like these to the people in Timaru, with support from the Timaru District Council.</p>	

<b>Project Applicant</b>	South Canterbury Drama League – Junior Section	
<b>Project Title</b>	Thoroughly Modern Millie	
<b>How many people?</b>	<b>Active participation</b>	100+
	<b>People who attended</b>	500
<b>Highlights</b>	<p>This show gave kids the opportunity to learn new skills and highlight the talent we have in our community. They worked hard to bring an amazing show to the stage.</p> <p>COVID was a real issue for us this time and made its way into our cast and crew. We began by postponing the show and then when we came back we rejigged the staging and brought as many understudies up to speed as we could until we unfortunately had to cancel 5 of our 9 shows due to illness.</p> <p>Everyone involved showed such amazing resilience and professionalism with everything that was thrown at them.</p>	

<b>How did your project benefit your community?</b>	Our project benefits the community by offering children the opportunity to perform and learn the art of live theatre. It also provides the wider community with the opportunity to watch live theatre.	
<b>Project Applicant</b>	Aidan Theatre	
<b>Project Title</b>	Rapunzel	
<b>How many people?</b>	<b>Active participation</b>	40
	<b>People who attended</b>	300
<b>Highlights</b>	<p>Being able to gift a great donation to Family Works food bank from our final dress.</p> <p>The Team – who all went the extra mile, worked well together with a positive energy.</p> <p>The script proved very successful and delighted audiences.</p> <p>The audience reactions, happy faces, laughter and feedback.</p> <p>Nicki Mitchell: <i>“Such an awesome show, we loved it.”</i></p> <p>Steph Bradley: <i>“What a fantastic show. Highly recommend for everyone to go see Thank you Kimble and team for giving me a fantastic memory for myself and grandson.”</i></p> <p>Sharon Elizabeth Jester: <i>“Was so good.. loved the reactions of the kids around us...congratulations Kimble Henderson and cast etc... once again Kimble a great success and a smile never left my face entire show...”</i></p> <p><b>The venue</b> worked pretty well – as it was central with convenient parking, allowed for a smooth and quick pack in and pack out, hall acoustics great and good communication with the Savage Club.</p> <p><b>The costumes</b> – were fanciful and clever – found a seamstress in town who could upcycle some of the costumes already on hand. Loads of volunteers to help create.</p> <p><b>The Generosity</b> of people being generous and working for less or donating time – this meant there were a lot of thank you’s.</p> <p><b>What did not work so well:</b></p> <p>COVID restrictions – caused stress, time issues, budget changes as smaller houses and also no unvaccinated people could attend. A big knock on effect the impact will be felt for some time. Getting professionals was off the table as they became unavailable.</p> <p>Choice around songs required better consideration and conversation.</p> <p>The Venue did not work so well as no access to backstage dressing rooms and backstage area exit, this forced us to have to exit through the audience. Pack in needed an extra day. This will impact the decision making around using the venue again.</p>	
<b>How did your project benefit your community?</b>	<p>Bought escape, joy and laughter at a stressful time of year back to the community that could come.</p> <p>New people both children and adults experiencing theatre for the first time both on stage and off. This has meant a spark has been lit for future performers/ audience/supporters.</p> <p>The team got to grow stage craft, have a go, get their brave on, see what it takes to put on a show and have fun. We are still here, still doing the mahi!</p>	



	<p>Support small local businesses, individuals and club – Costume alterations, Ticket sales, Poster design, Venue Hire, Community group.</p> <p>Giving children, families, community an opportunity to forget the stresses and a little respite</p>
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<b>Project Applicant</b>	Aidan Theatre	
<b>Project Title</b>	As You Like It	
<b>How many people?</b>	<b>Active participation</b>	34
	<b>People who attended</b>	300
<b>Highlights</b>	<p>First highlight is that we were able to go ahead under the restrictions.</p> <p>Working with the Aigantighe Art Gallery again was great and the support offered by the team was amazing.</p> <p>The people who stepped in to help with support and a can-do attitude, making and creating the world of the play outside great.</p> <p>Having John Willers compose some of the music for the play.</p> <p>The giant puppet 'Hymen' that Gail and Jeff Milne made - this became a great scene stealer and got to have lots of selfies taken with the audience (young and old) before they left.</p> <p>We saw lots of new faces at this year's play and all ages represented. People really were keen to get out.</p> <p>Had some great new faces in the team as well.</p> <p>Music and Sound worked better this year and will be working on working with a composer again in creating the soundscape.</p> <p>COVID - has had an impact on all aspects of putting on a performance - I am sure this is not forever but this but moving forward this creates a challenge.</p> <p><b>What did not work so well:</b></p> <p>The aim to get a couple of professionals in to work alongside the team - COVID has put a stop to this for some time at this stage.</p> <p>Not being able to pay the team.</p> <p>it was a little cold at the evening performances - I did make a mad dash to find blankets on Saturday morning to have on hand for people to use. Not sure what can be done about this.</p> <p>Open to ideas.</p>	
<b>How did your project benefit your community?</b>	<p>Overall - we moved with the levels and still achieved a good show for audiences.</p> <p>Provided opportunities to the team to learn, grow, try new things like:</p> <ul style="list-style-type: none"> <li>• Composing scene music and putting Shakespeare's words to music;</li> <li>• building and working a puppet;</li> <li>• acting for the first time for some with English as a second/third language;</li> <li>• operating the sound;</li> <li>• working in theatre for the first time and outdoors.</li> </ul> <p>We kept the performing arts in the communities view and an experience that connects people even under trying times.</p>	

Audiences were very appreciative and interested in what they had seen - below are comments from Facebook posts.

*'Loved it!'*

*'Omg I laughed ... '*

*'Was a fab show you were all amazing! I don't know how you all remember those lines though! Well done to all involved.'*

*'Always great to work with Kimble and all the lovely people she surrounds herself with. Always a fun learning, pleasurable time. Until next time.'*

*'Great evening out, thank you to all the actors and support team. Loved the setting amongst the trees.'*

*'Yesterday afternoon was first class - well done.'*

*'It was a wonderful night.'*

## **Attachments**

**Nil**

### 6.3 Funds Available

**Author:** Grant Hamel, Customer Services Manager

**Authoriser:** Beth Stewart-Wright, Director User Experience and Community Engagement

#### Recommendation

That the information be received and noted.

#### Purpose of Report

- 1 To inform the Local Arts Scheme Subcommittee of the funds available for distribution for the 2022/2023 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 Creative New Zealand allocates approximately \$43,380.00 (excl. GST) annually in six month instalments to the Timaru District Council.
- 4 All funding applications to the Creative Communities Scheme Timaru District are considered by the Local Arts Scheme Subcommittee.
- 5 The Subcommittee meets four times each financial year. This is the first meeting for the 2022/2023 financial year.
- 6 The Timaru District Council is contracted annually to Creative New Zealand to distribute funds under the Creative Communities Scheme Guidelines. Council's Local Arts Scheme Subcommittee follows the Guidelines and allocates funds accordingly.

#### Unallocated Funds

- 7 At the end of June each year any unallocated funds in excess of 15% of the annual allocation from Creative New Zealand may be required to be paid back to Creative New Zealand. Creative Communities New Zealand advised that any unallocated funds for the 2021/2022 year were not required to be paid back to Creative New Zealand.
- 8 As at 30 June 2022, the funds available were \$23,499.99. These are to be carried over for the 2022/2023 year.

#### Background

- 9 It has been a busy year for the Creative Communities funding returns. Due to the COVID-19 pandemic, there have been a significantly larger percentage of funds being returned as events are cancelled or down-sized due to various COVID-19 guidelines.
- 10 The funds provided by Creative Communities New Zealand are provided in two six-monthly instalments. The first instalment of \$21,690.00 was provided on 18 August 2022.

**Conclusion**

11 Funds available as at 7 September 2022:

**\$40,597.87 (excl. GST)**

The total funding available at the beginning of the financial year at 1 July 2022 is \$40,597.87. This includes carry-over funds of \$23,499.99 from the 2021/2022 funding period as noted in paragraph 8.

**Attachments**

Nil

**7      Consideration of Urgent Business Items**

**8      Consideration of Minor Nature Matters**

## 9 Exclusion of the Public

### Recommendation

That the public be excluded from the following parts of the proceedings of this meeting on the grounds under section 48 of the Local Government Official Information and Meetings Act 1987 as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
<b>10.1 - Funding Applications</b>	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	To protect a person's privacy
<b>10.2 - Public Excluded Minutes of the Local Arts Scheme Subcommittee Meeting held on 2 June 2022</b>	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	To protect a person's privacy

**10 Public Excluded Reports**

**10.1 Funding Applications**

**10.2 Public Excluded Minutes of the Local Arts Scheme Subcommittee Meeting held on 2 June 2022**

**11 Readmittance of the Public**