

AGENDA

Local Arts Scheme Subcommittee Meeting Thursday, 10 September 2020

Date Thursday, 10 September 2020 Time 12.30pm Location Meeting Room 1 District Council Building King George Place Timaru File Reference 1369622



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 10 September 2020, at 12.30pm.

Local Arts Scheme Subcommittee Members

Clrs Richard Lyon, Stu Piddington, Kera Baker, Margaret Foley, Alice Sollis, Elaine Taylor and Jan Finlayson

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.

Symon Leggett Group Manager People and Digital



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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 4 June 2020

Author: Lucy Johnson, Executive Assistant People and Digital

Recommendation

That the Minutes of the Local Arts Scheme Subcommittee Meeting held on 4 June 2020 be confirmed as a true and correct record of that meeting.

Attachments

1. Minutes of the Local Arts Scheme Subcommittee Meeting held on 4 June 2020



MINUTES

Local Arts Scheme Subcommittee Meeting Thursday, 4 June 2020

Ref: 1369622

Minutes of Timaru District Council Local Arts Scheme Subcommittee Meeting Held in via Zoom on Thursday, 4 June 2020 at 1.00pm

Present:	Cr Richard Lyon, Cr Stu Piddington, Kera Baker, Margaret Foley, Alice Sollis,
	Elaine Taylor, Jan Finlayson

In Attendance:

1	Apologies
Nil	
2	Identification of Items of Urgent Business
Nil	
3	Identification of Matters of a Minor Nature
Nil	

- 4 Declaration of Conflicts of Interest
- Nil
- 5 Confirmation of Minutes
- 5.1 Minutes of the Local Arts Scheme Subcommittee Meeting held on 12 March 2020

Committee Recommendation

Moved: Ms Kera Baker Seconded: Mrs Margaret Foley

That the Minutes of the Local Arts Scheme Subcommittee Meeting held on 12 March 2020 be confirmed as a true and correct record of that meeting.

6 Consideration of Urgent Business Items

Nil

7 Consideration of Minor Nature Matters

Nil

8 Exclusion of the Public

Committee Recommendation

Moved: Ms Alice Sollis Seconded: Mrs Elaine Taylor

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
9.1 - Special considerations for funding awarded in previous funding rounds	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
9.2 - Public Excluded Minutes of the Local Arts Scheme Subcommittee Meeting held on 12 March 2020	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

Recommendation

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

- 9 Public Excluded Reports
- 9.1 Special considerations for funding awarded in previous funding rounds
- 9.2 Public Excluded Minutes of the Local Arts Scheme Subcommittee Meeting held on 12 March 2020
- **10** Readmittance of the Public

The meeting closed at 1.25pm.

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Chairperson

6 Reports

Author: Lucy Johnson, Executive Assistant People and Digital

Authoriser: Symon Leggett, Group Manager People and Digital

Recommendation

That the correspondence be received and noted.

Purpose of Report

1 To present correspondence from recipients of Creative Communities funding.

Assessment of Significance

2 This matter is not deemed significant under the Councils Significance and Engagement Policy.

Discussion

- 3 Project Report Forms are required for donations approved by the Local Arts Scheme Subcommittee through the Creative Communities Scheme.
- 4 The following is attached for the Subcommittee's information:
 - Project Report Form Geraldine Academy, \$900.00 towards the costs for Lantern Making Workshops
 - Project Report Form Beaconsfield Primary School, \$1,500.00 towards the costs for the School Play Joseph and His Technicolour Dreamcoat
 - Project Report Form SC Indian Cultural Society, \$2,000.00 towards costs for the Diwali Festival
 - Project Report Form InHarmony, \$2,000.00 towards costs for the Christmas on the Bay Concert

Attachments

- 1. Project Report Form Geraldine Academy Lantern Making Workshop
- 2. Project Report Form Beaconsfield School Joseph and his Technicolour Dreamcoat
- 3. Project Report Form South Canterbury Indian Cultural Society Diwali Festival
- 4. Project Report Form InHarmony Christmas on the Bay

	ities Scheme
Project completion	
	Timaru District
	2 creative COMMUNITIES
	COMMUNITIES
All recipients of funds from the Cr within two months after their proj	eative Communities Scheme must complete this form ect is completed.
If you do not complete and return through this scheme.	this form you will not be eligible for future funding
Please return the completed form	to –
Contractor	
Grant Hamel	
Customer Services Manager	
Customer Services Manager Timaru District Council PO Box 522	
Customer Services Manager Timaru District Council	
Customer Services Manager Timaru District Council PO Box 522	Return of the light - Lan workshops and event
Customer Services Manager Timaru District Council PO Box 522 Timaru 7940	Return of the light - Lan workshops and event Greatdink Academy of Pe
Customer Services Manager Timaru District Council PO Box 522 Timaru 7940 1. Project title	Return of the light - Lan workshops and event Graddink Academy of Pe + Arts (es above)
Customer Services Manager Timaru District Council PO Box 522 Timaru 7940 1. Project title 2. Name of applicant	Return of the light - Lan workshops and event Graddink Academy of Pe + Arts (es above) June and July 2019
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Customer Services Manager Timaru District Council PO Box 522 Timaru 7940 1. Project title 2. Name of applicant 3. Name & location of project 4. Date of Project	Geraldink Academy of Pe + Arts (es above) June and July 2019

Siltio1 -

6. Please give details of how the money was spent. Please account for both the Creative Communities Scheme funding and your own financial contribution to the project.

Your financial information will remain confidential.

Project Costs

Item	Detail	Amount
e.g Hall Hire	e.g 3 days hire at \$100.00 per day	e.g \$300.00
		\$
	(see a Wached steet)	\$
		\$
		\$
	A	\$
		\$
		\$
		\$
		\$
		\$
		\$
A : Total Costs		Ś

Project Income

Item	Detail	Amount
e.g Ticket Sales	e.g 250 tickets at \$15 per ticket	e.g \$3750.00
Sponsorship	Gealdine Winterlights Committee (2018)	\$ 750
Sponsorthup CC grant donation	from TOC	\$ 900
donation	Geraldine Lions	\$100
public	donations and food sales 13 July	\$ 495.30
1		\$
		\$
	A THE PROPERTY OF A DESCRIPTION OF A DES	\$
		\$
		\$
		\$
		\$
B : Total Income		\$2245,30
		\$ 2 2 4 5, 30 (highler than ex

due to public generarity)

7. How many people? Write down the numbers of people -30 at workshops, 450 at Event that actively participated Write the number of people that attended (such as the audience members) 8. Highlights: Give a brief description of the highlights of your project. Also describe what didn't work so well and what you might do differently next time? Report with photos prepared : enailed as unable to print at hore in color.

9. How did your project benefit your community? - Provided 'winter cheer' when few other events happen, including no "winterlights" event in 2019. - Encouraged astropic creativity in lanten design and nations, which remeted in photo souvents. - Entertained 450 people including many dildren in an unnound participatrice event helped raise profile of Gealdink Academy of Performance + Aris is a community verne and event enabler rea by volumteers. We were very implested by eatent of donation we were very implested by eatent of donations and gifts for the public and organisations. Khys Taylor Co- chair GAP+A. anneand rhys Cfarm sike. co.nz This report was completed by: # 931605

Lantern making workshops for volu Geraldine Academy of Performance		nt using the lanter	ns made	June-July 201	3
Expenses details	supplier/ delivery inc.	value inc GST	bought c/o	Notes	
Masking tape	Hammer Hardware	\$13.8	IO SJ		
Classif Ad, seeking vols	Geraldine News	\$6.5	i0 SJ		
LED candle lights	Stevens	\$56.0	0 51		
Masking tape, 8 rolls	Office Max				
Tissue paper, 140 sheets	Office Max				
large balloons	Office Max				
Plain flour (for paste)	Office Max				
PVA glue	Office Max				
Glue sticks (for gluegun)	Office Max	\$173.1	4 SJ		
Silicone spray	Office Max	\$16.0	19 SJ		
20 LED seed lights inc bat x 12	Mish Ltd (Stellar)				
50 LED seed lights x 21	Mish Ltd (Stellar)				
100 LED seed lights, 10m x 21	Mish Ltd (Stellar)	\$485.0	8 51		
solar lights	Bunnings	\$99.5	8 51	I receipt misplaced	Ú.
Reel, polyester 1mm thread	Bridon (Cookes)	\$31.4	O SJ		
20 Batteries x 7 packs	Office Max	\$156.8	9 51		
	sub total (SJ purchases)	\$1,038.8	involced, with receip	ots attached, rei	imbursed to SJ
Photographer expenses	Geoff Cloake	\$61.1	8 invoiced	Max Paterson not	ned in addition - 100 expensive
local News display advert	Geraldine News	\$56.0	0 invoiced		
Cost of venue for events	inc power contribution	\$200.0	0 internal charging	(far langer hours of	use plus large electric power bill
Colour posters photocopying	Ger. Com. Res. Centre	\$40.0	0 invoiced		
Graphic design for poster	Hanging Rock Roost	\$69.0	0 invoiced		
Build Set for opening event in Park	Lorina Harding	\$100.0	0 agreed expenses	(no invoice)	
tea, coffee, milk etc.	included in venue hire co	sts sbove			
Timber braziers, 5	Clearwaters	\$0.0	0 donated	(worth \$300)	
BBQ gear loan	Netball club	\$0.0	0 donated	(instead of hiring)	
Net to support balloon lanterns	Hampidjan, Timaru	\$0.0	0 donated	(worth \$100)	
	Fresh Choice, Ger.	\$0.0	0 donated	(worth \$100)	and the second second
Marshmallows to toast, foods	1. Sail alla bares acts			and the second second	A REAL PROPERTY AND A REAL
Marshmallows to toast, foods Willow wands for framing	Bruce Allen	\$0.0	0 donated	(worth \$50)	donated items value of \$550+
THE STREET IN STREET STREET	T STATE ADDRESS AND ADDRESS AND ADDRESS ADDRES	\$526.1		(worth \$50)	donated items value of \$550+
THE STREET IN STREET STREET	Bruce Allen		8	(worth \$50)	donated items value of \$550+
THE STREET IN STREET STREET	Bruce Allen sub total (GAPA paid)	\$526.1	6	(worth \$50)	donated items value of \$5504

Creative Communities Scheme Project completion Report form



All recipients of funds from the Creative Communities Scheme must complete this form within two months after their project is completed.

If you do not complete and return this form you will not be eligible for future funding through this scheme.

Please return the completed form to -

Grant Hamel Customer Services Manager Timaru District Council PO Box 522 Timaru 7940

1. Project title	Joseph and the Technicolour Dreamcoat
2. Name of applicant	Beaconsfield School
3. Name & location of project	Beaconsfield School
4. Date of Project	September 2019

5. Amount received from the Creative Communities Scheme \$ 1,500

6. Please give details of how the money was spent. Please account for both the Creative Communities Scheme funding and your own financial contribution to the project.

Your financial information will remain confidential.

Project Costs

Item	Detail	Amount
T-shirts	DoriApparel Joseph t-shirts for whole schoolwardrobe	\$ 1,670.00
Wardrobe	Hire and shop purchases by teachers	\$ 682.50
Paint for stage	Backdrop and scene design	\$ 408.00
Stage set up	Backdrop curtains and sheets	\$ 160.00
Chair hire	4 day hire of pipsqueak chairs for hall	\$ 323.50
Recording cost	Filming and recording by Channel 10 incl 25 dvds	\$ 465.00
Sound & Lights	Audio Dynamite sound system and lighting	\$ 2,480.00
		\$
		\$
		\$
		\$
		\$
A : Total Costs		\$ 6189.00

Project Income

Item	Detail	Amount
Ticket Sales	200 tickets at \$5 per ticket	\$ 1,000.00
DVD sales	25 dvds at \$8 each	\$ 200.00
T shirts	At \$5 each	\$ 500.00
		\$
1. I.		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
B : Total Incon	ne	\$ 1,700.00

1	Write down the numbers of people that actively participated	110	
	Write the number of people that attended (such as the audience members)	200	
8.	Highlights: Give a brief description of th didn't work so well and what you might	e highlights of your project. Also describe what do differently next time?	
	Confidence in kids on stage and in life	has improved.	
	Some children have caught the bug an others are asking about the next one a	nd attended drama workshops in holidays while already.	
	Relationships with students stronger a different skills.	as they see the staff in different light, showing	
	Community loved it!		
	Got new parents involved in school an	nd made connections and new relationships.	
	Staff worked as one ie. Painting back	drops, wardrobe ideas, make-up, prop making.	
	Process went well with only changes I	being starting rehearsals a bit earlier.	

9. How did your project benefit your community?

Strengthen relationships with parents, grandparents and wider family.

Letting them see and celebrate what their children can do.

Relationships stronger due to community being involved directly with kids during performances.

Community still coming up to give positive comments.

See above for student benefits.

This report was completed by:

Principal, Hamish Brown and Office Manager, Kim Woods

Creative Communities Scheme Project completion Report form



All recipients of funds from the Creative Communities Scheme must complete this form within two months after their project is completed.

If you do not complete and return this form you will not be eligible for future funding through this scheme.

Please return the completed form to -

Grant Hamel Customer Services Manager Timaru District Council PO Box 522 Timaru 7940

1. Project title	Diwali 2019
2. Name of applicant	South Canterbury Indian Cultural Society
3. Name & location of project	Southern Trust Event Centre, Timaru
4. Date of Project	23/11/2019

5. Amount received from the Creative Communities Scheme \$2,000

6. Please give details of how the money was spent. Please account for both the Creative Communities Scheme funding and your own financial contribution to the project.

Your financial information will remain confidential.

Project Costs

Item	Detail	Amount
e.g Hall Hire	e.g 3 days hire at \$100.00 per day	e.g \$300.00
Catering	Punjab Restaurant – full meal	\$5000.00
Advertising	Design and printing tickets and posters	\$385.51
Hall Hire	1 day hall hire - Southern Trust Event Centre	\$1843.06
Equipment Hire	Vibrant Lighting – Sound and Lighting	\$9843.31
Plates	Food serving plates	\$295.08
Performers	Performers – Bhangra Group	\$500.00
General	Decoration	\$43.69
Donation	Save The Children – Volunteers	\$100.00
Security	Timaru Security Hire	\$431.25
Hall Setup	Hall set up and pack up	\$200.00
		\$
A : Total Costs		\$18641.90

Project Income

Item	Detail	Amount
e.g Ticket Sales	e.g 250 tickets at \$15 per ticket	e.g \$3750.00
Ticket Sales		\$5895.00
Sponsorships	From businesses	\$800.00
Donation	Alpine Energy	\$1500.00
Grant	Grant from Timaru District Council	\$2000.00
Grant	Communty Trust of Mid & South Canterbury	\$3000.00
Grant	Creative Comunities	\$2000.00
		\$
Owns Funds	Own funds to break even project	\$3446.90
		\$
		\$
		\$
B : Total Income		\$18641.90

4	How many people?			
	Write down the numbers of people that actively participated	60		
l	Write the number of people that attended (such as the audience members)	500+		
8.	Highlights: Give a brief description of the highlights of your project. Also describe what didn't work so well and what you might do differently next time?			
	We have been hosting the Diwali event for several years now and we believe that the 2019 Diwali had the best Bollywood dance performance. We had the Timaru Police participated on stage with some of our own performers. This was the best surprise for the audience.			
	The decoration lighting done by Vibrant Lighting was excellent and very good feedback was received.			
	We also had so many kids who participated in dance/music performances on stage. This was great to see that young kids and their families wanting to integrate within the community. Different community groups were involved (i.e Togan Society, Samoan Society and Philipino Society).			
	Every year we have some issues around catering. It is always very difficult to try and organise ways to handle this part for 500 people. Every year we try different tactics but haven't found the best solution. However, we are improving.			

9. How did your project benefit your community?

Because we had involved different ethnic groups/communities this year, they were able to showcase their cultural dance as well. We had children from different communities participating on stage. Overall everyone enjoyed the event.

We believe that the Diwali brings all the different groups/communities in Timaru together. The event enables them to showcase their culture and learn about other cultures. This helps create friendship and harmonisation.

This report was completed by:

Kashyap Hari 9 July 2020

Creative Communities Scheme
Project completion Report form



All recipients of funds from the Creative Communities Scheme must complete this form within two months after their project is completed.

If you do not complete and return this form you will not be eligible for future funding through this scheme.

Please return the completed form to -]

Grant Hamel **Customer Services Manager Timaru District Council** PO Box 522 Timaru 7940

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T-

1. Project title

2. Name of applicant

3. Name & location of project

14 December 2019

Christmas on the Bay Di Cleverley as above - Caroline Bay Soundshell

4. Date of Project

5. Amount received from the Creative Communities Scheme \$2,000 - 00

6. Please give details of how the money was spent. Please account for both the Creative Communities Scheme funding and your own financial contribution to the project.

Your financial information will remain confidential.

Project Costs

Item	Detail	Amount
e.g Hall Hire	e.g 3 days hire at \$100.00 per day	e.g \$300.00
	/	\$
		\$
		\$
	129	\$
		\$
	Hachee	\$
	0 100	\$
	fer weads	Ś
	New Mer	\$
	10 5	\$
/		\$
A : Total Costs		\$

Project Income

Item	Detail	Amount
e.q Ticket Sales	e.g 250 tickets at \$15 per ticket	e.g \$3750.00
		\$
		\$
	100	8
	100 la	\$
	Harrist	\$
	a providence	\$
	Der al	\$
/	10 med	\$
1.		\$
P		Ś
		\$
B : Total Income		Ś

	Loss Statement as on the Bay 2019		
Income			
Grants		16,000	
Food vendors	6 @ 50	300	
Bronze	3 @ 250	750	
Silver	4 @ 500	2000	
Gold Elite	4 @ 500		
Gold		2500	
Total Income			26750
Expenses			
Venue soundshell		100	
Bay Community Lounge for breakout		110	210
Promotion			
Videogapher		150	
Advertising local rags x3		132	
Photographer		150	
Newspaper programme pullout		2875	
Poster & small programme printing		436	
Poster & programme design		1500	5243
Sound			
Lighting & sound		6500	6500
Entertainment			
Frankie Stevens & Jackie Clarke & flights,	rental car & accomm	7520	
Ella Thomas' School of Music kids		250	
Band- The Soul Agency		1000	
Stilt circus ex Chch		700	
Crowd pleasers- Nemo, Dory, Minions, Elm	o, etc	800	
VIP sponsor after function meet celebs		800	11070
Administration			
Production Co-ordinator		1000	1000
		1000	1000
Total Expenses		-	24023
Net profit		-	2727

7. How many people?

Write down the numbers of people that actively participated

 Write the number of people that attended (such as the audience members)

5,000 +

100

8. Highlights: Give a brief description of the highlights of your project. Also describe what didn't work so well and what you might do differently next time?

Another wonderful Christmas outdoor concert, with the weather in our favour, the iconic Soundshell was packed. Was disappointing that the Council advised very late in the piece that the raised seating bleachers' had structural Safety issues and requiring areas unable to be used. This caused confusion for the public which we aim to remedy for our 2020 concert. The community continue to support our annual festive event with the venue bulging at the seams'.

9. How did your project benefit your community?

The community continue to support our event, the festive teel good atmosphere, encompassing the whole community, people from all walks of life, young and old coming together for a singalong and a family evening out. We continue to be overwhelmed with the amazing local valent we attract and with the generosity of the business community in getting behind such an event. Not to mention the venue being full to capacity with attendees, bring on 2020. to do it all again.

Thanks for your support.

This report was completed by:

Di Cleverley

6.2 Funds Available

Author: Lucy Johnson, Executive Assistant People and Digital

Authoriser: Symon Leggett, Group Manager People and Digital

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.

Assessment of Significance

2 This matter is not deemed significant under the Council's Significance and Engagement Policy.

Discussion

- 3 Creative New Zealand allocates approximately \$43,380 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 first 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. The unallocated funds for the 2019/2020 year were not required to be paid back to Creative New Zealand. Funds of \$22,754.63 are to be carried over for the 2020/2021 year. This includes a returned funding amount of \$2,556.07 + GST from Y.M.C.A.

Conclusion

8 Funds available as at 2 September 2020 : \$44,444.63 GST Exclusive

These are the allocated funds for the 10 September 2020 and 3 December 2020 meetings.

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:

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10.7 - Funding Application - South Canterbury Pottery Group	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
10.8 - Funding Application - Timaru Municipal Band - Also	s7(2)(a) - The withholding of the information is necessary to	To protect a person's privacy

Band	persons, including that of deceased natural persons	
10.9 - Funding Application - InHarmony	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
10.10 - Funding Application - South Canterbury Drama League Junior Section	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
10.11 - Funding Application - Wayne Doyle	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
10.12 - Funding Application - SC Bonsai Club	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

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- **10.3** Overview of Funding Applications
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11 Readmittance of the Public