



# AGENDA

## Local Arts Scheme Subcommittee Meeting Thursday, 10 December 2020

**Date** Thursday, 10 December 2020

**Time** 12.30pm

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

**File Reference** 1392588

## **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 December 2020, at 12.30pm.**

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

Cr Richard Lyon, Cr Stu Piddington, Kera Baker, Margaret Foley, Alice Sollis, Elaine Taylor, 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**

## 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 10 September 2020**

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

#### **Recommendation**

That the Minutes of the Local Arts Scheme Subcommittee Meeting held on 10 September 2020 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 10 September 2020**



# MINUTES

## Local Arts Scheme Subcommittee Meeting Thursday, 10 September 2020

Ref: 1392588

**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, 10 September 2020 at 12.30pm**

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

**In Attendance:** Lucy Johnson (Executive Assistant People and Digital), Grant Hamel (Customer Services Manager)

**1 Apologies**

There were no apologies.

**2 Identification of Items of Urgent Business**

There were no urgent business items.

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

Discussion around having not so many copies of the agendas around the table.

**4 Declaration of Conflicts of Interest**

Alice Sollis declared a Conflict of Interest for InHarmony Xmas on the Bay as I am production manager, and SCDL Junior section Giants in the Sky of which I am a co-director for this production. Will be excluded from the conversation.

**5 Confirmation of Minutes**

**5.1 Minutes of the Local Arts Scheme Subcommittee Meeting held on 4 June 2020**

**Resolution 2020/25**

Moved: Ms Jan Finlayson

Seconded: Mrs Elaine Taylor

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.

**Carried**

**6 Reports****6.1 Correspondence Received**

- 1 To present correspondence from recipients of Creative Communities funding.

**Resolution 2020/26**

Moved: Mrs Margaret Foley

Seconded: Ms Kera Baker

That the correspondence be received and noted.

Carried

**6.2 Funds Available**

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

**Resolution 2020/27**

Moved: Ms Alice Sollis

Seconded: Ms Jan Finlayson

That the information be received and noted.

Carried

**7 Consideration of Urgent Business Items**

There were no urgent business items.

**8 Consideration of Minor Nature Matters**

Short discussion around hard copies of agendas.

**9 Exclusion of the Public****Resolution 2020/28**

Moved: Mrs Elaine Taylor

Seconded: Ms Kera Baker

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 - Public Excluded Minutes of the Local Arts Scheme Subcommittee Meeting held on 12 March 2020</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 4 June 2020</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>10.3 - Overview of 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>10.4 - Funding Application - Robert Fugah</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>10.5 - Funding Application - Timaru Girls High School</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>10.6 - Funding Application - Living with Style</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>10.7 - Funding Application - South Canterbury Pottery Group</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>10.8 - Funding Application - Timaru Municipal Band - Also known as Alpine Energy Brass Band</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>10.9 - Funding Application - InHarmony</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>10.10 - Funding Application - South Canterbury Drama League Junior Section</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	
<b>10.11 - Funding Application - Wayne Doyle</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>10.12 - Funding Application - SC Bonsai Club</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

Carried

### Resolution 2020/29

Moved: Cr Stu Piddington

Seconded: Ms Jan Finlayson

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

Carried

**10 Public Excluded Reports**

**10.1 Public Excluded Minutes of the Local Arts Scheme Subcommittee Meeting held on 12 March 2020**

**10.2 Public Excluded Minutes of the Local Arts Scheme Subcommittee Meeting held on 4 June 2020**

**10.3 Overview of Funding Applications**

**10.4 Funding Application - Robert Fugah**

**10.5 Funding Application - Timaru Girls High School**

**10.6 Funding Application - Living with Style**

**10.7 Funding Application - South Canterbury Pottery Group**

**10.8 Funding Application - Timaru Municipal Band - Also known as Alpine Energy Brass Band**

**10.9 Funding Application - InHarmony**

**10.10 Funding Application - South Canterbury Drama League Junior Section**

**10.11 Funding Application - Wayne Doyle**

**10.12 Funding Application - SC Bonsai Club**

**11 Readmittance of the Public****12 Funding Application Decisions****Recommendation**

The Subcommittee resolved that the following decisions, made with the public excluded, be made public:

The following applications were approved:

**Robert Fugah - \$1,200.00**

African Songs, Drumming and Dance workshops.

**Timaru Girls High School - \$479.88**

For the creation of a Mural on the T.G.H.S Tennis Court wall.

**Living with Style - \$1,180.00**

Free Open Air Rock Concert Community Event

**South Canterbury Pottery Group - \$2,200.00**

Purchase of a new Pottery Wheel for the Group

**Timaru Municipal Band - Also known as Alpine Energy Brass Band - \$5,000.00**

To provide a Tutor to the Band to provide ongoing music performances for the Timaru District

**InHarmony - \$2,000.00**

Towards costs of the annual Outdoor Concert Christmas on the Bay celebrating local talent and community well being

**South Canterbury Drama League Junior Section - \$3,130.00**

Towards costs for "Giants in the Sky" 5 Live performances

**Wayne Doyle - \$600.00**

To write an original script for a show to be held in Timaru in 2021.

**SC Bonsai Club - \$1,200.00**

Exhibition of the best Bonsai in the South Island to encourage participation in the Arts.

**The meeting closed at 1.40pm.**

.....  
**Chairperson**

## 6 Reports

### 6.1 Correspondence Received

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

**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 Community funding.













#### Assessment of Significance

- 2 This matter is not deemed significant under the Council's 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:
  - Update on CCS Funding – to be allocated to Timaru District Council - \$9,905.47 to be received from Creative New Zealand in January 2021.
  - Project Report Form - AMPSS101 - \$1,000.00 - Tutor's fees for Raranga classes (flax weaving).
  - Project Report Form – SC Indian Cultural Society - \$2,000.00 - Diwali Festival.
  - Project Report Form – InHarmony - \$2,000.00 - Christmas on the Bay 2019.
  - Project Report Form – SC Drama League - \$4,000.00 - 8 Live Theatre performances – “Curtains” 25/03/2020 to 04/04/2020 – Postponed to July 2020 due to Covid-19.
  - Counting the Beats Letter and Booklet – Jan Hill Poetry – Book will be circulated at the meeting.

#### Attachments

1. Update on CCS Funding  
2. Project Report Form - Creative Communities - AMPSS1101  
3. Project Report Form - Creative Communities - SC Indian Cultural Society  
4. Project Report Form - Creative Communities - Christmas on the Bay  
5. Project Report Form - Creative Communities - South Canterbury Drama League  
6. Counting the Beats - Thank you Letter - Jan Hill Poetry - 19 November 2020  

Level 2  
2-12 Allen Street, Te Aro  
Wellington 6011, New Zealand  
PO Box 3806, Wellington 6140



18 November 2020

Bede Carran  
Timaru District Council  
2 King George Place  
Timaru 7910

Tēnā koe Bede Carran

**Re: Additional funding to Creative Communities Scheme under Creative New Zealand's COVID-19 Phase 2 Response Plan**

As part of Creative New Zealand's COVID-19 Phase 2 Response Plan, \$1.8 million was set aside for additional support to Creative Communities Scheme. This additional \$1.8 million is part of the one-off increase in funding to Creative New Zealand funding under Government's Arts and Culture COVID Recovery Programme announced in Budget 2020.

In considering how best to allocate this additional funding, Creative New Zealand took into account various factors including ensuring the funds address the COVID-19 related gaps at a local level, and the ability of Territorial Authorities to distribute the funding within the required timeframe.

The Arts Council will distribute this funding through two mechanisms:

1. **\$900,000 "top-up" to existing Creative Communities Scheme funding.** \$900,000 will be distributed to all territorial authorities using the existing Creative Communities Scheme funding formula.
  - Timaru District Council will receive an additional \$9,905.47.
  - This payment will be processed in January 2021.
  - This funding is in addition to your existing Creative Communities Scheme annual allocation, the second instalment of which remains scheduled for payment in February 2021.
  - The terms and conditions set out in the Funding Agreement between Creative New Zealand and Timaru District Council apply to these additional funds, and your council's management of the funds.
  - If your council contracts a third party to deliver the scheme on your behalf, Creative New Zealand recommend you ensure your Agreement with the third party is updated accordingly.

Please note that no further action is required from you to receive this additional top up payment.

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T +64-4-473-0860 F +64-4-471-2865 E [info@creativenz.govt.nz](mailto:info@creativenz.govt.nz) W [www.creativenz.govt.nz](http://www.creativenz.govt.nz)

Supported by the New Zealand Lottery Grants Board and the Ministry for Culture and Heritage

**2. \$900,000 towards a contestable funding programme available to Territorial Authorities for additional funding, with a focus on resilience.**

- Territorial Authorities will be able to apply to Creative New Zealand for additional funding to allocate to their communities.
- This aspect of the additional funding is designed to specifically address COVID-19 related gaps at the local level.
- Further details for this fund will be announced in 2021.

Thank you for your continued delivery of the Creative Communities Scheme this year. 2020 has been a very difficult year for our communities across Aotearoa, however we've seen first-hand the value of arts during this time, in its ability to bring communities together in innovative ways to inspire and connect. We look forward to working with you over the coming months as we deliver this additional funding to provide further support and opportunities to your communities.

Should you have any further queries regarding this funding, please get in touch with us at [ccsadmin@creativenz.govt.nz](mailto:ccsadmin@creativenz.govt.nz)

Ngā mihi,



Stephen Wainwright  
Chief Executive, Creative New Zealand

cc. Cath Cardiff, Senior Manager Arts Development Services, Creative New Zealand  
Liz Cleary, Acting Manager Investment Services, Creative New Zealand  
Janelle Salisbury, Contracts Adviser, Creative New Zealand  
Grant Hamel, Timaru District Council

AU19/7481

## 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	Raranga
2. Name of applicant	Jan Andrews
3. Name & location of project	AMPSS101, 24a Church Street, Timaru
4. Date of Project	17/09/2019 – 12/07/2020
5. Amount received from the Creative Communities Scheme	\$2000.00

# 931605

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
<i>e.g Hall Hire</i>	<i>e.g 3 days hire at \$100.00 per day</i>	<i>e.g \$300.00</i>
Tutor Fee's	1-2hrs tuition over 40 weeks @ \$50.00	\$2000.00
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>A : Total Costs</b>		<b>\$2000.00</b>

#### Project Income

Item	Detail	Amount
<i>e.g Ticket Sales</i>	<i>e.g 250 tickets at \$15 per ticket</i>	<i>e.g \$3750.00</i>
N/A	The weekly lessons are free of charge.	\$0.00
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>B : Total Income</b>		<b>\$0.00</b>

# 931605

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7. How many people?

- Write down the numbers of people that actively participated 2-3 per lesson
- Write the number of people that attended (such as the audience members) 2-8 members

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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?

With the support of the fund, the tutor was able to receive a small contribution each week to assist with the expenses of running a car to gather the flax from sites within our local community. It also meant the 12 months study in Toi Paemataua – Diploma in Maori Art was not only recognised but acknowledged.

Those that attended the classes each week not only learnt a new skill, they acknowledged our ancestors by ensuring this art continues to be understood and used into the future as they are now able to pass this onto others. Participants formed good friendships from the connections made within the class.

What Didn't Work So Well

Low participants within each class and not enough engagement from them with the harvesting of flax. To improve this, better networking between community agencies is needed and a plan developed to manage time better within the allocated timeframe of the lessons so that everyone can be involved in the whole process of Raranga.

# 931605

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9. How did your project benefit your community?

It not only allowed cultural development of the art of Raranga, cohesion and solidarity was formed between people allowing them a better sense of overall wellbeing.

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This report was completed by:

Amanda McNoe

# 931605

## 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

# 931605

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
<i>e.g Hall Hire</i>	<i>e.g 3 days hire at \$100.00 per day</i>	<i>e.g \$300.00</i>
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
		\$
<b>A : Total Costs</b>		<b>\$18641.90</b>

#### Project Income

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

# 931605

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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)

60

500+

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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.

# 931605

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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.

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This report was completed by:

Kashyap Hari 9 July 2020

# 931605

## 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

I

1. Project title

*'Christmas on the Bay'*

I

2. Name of applicant

*Di Cleverley*

3. Name & location of project

*as above - Caroline Bay Soundshell*

I

4. Date of Project

*14 December 2019*

I

5. Amount received from the Creative Communities Scheme \$ *2,000.00*

# 931605

- Your financial information will remain confidential.**

[illegible][illegible]

Item 6.1 - Attachment 4

Profit & Loss Statement for Christmas on the Bay 2019			
<b>Income</b>			
Grants		16,000	
Food vendors	6 @ 50	300	
Bronze	3 @ 250	750	
Silver	4 @ 500	2000	
Gold Elite	2	5200	
Gold		2500	
<b>Total Income</b>			<b>26750</b>
<b>Expenses</b>			
Venue soundshell		100	
Bay Community Lounge for breakout		110	210
<b>Promotion</b>			
Videographer		150	
Advertising local rags x3		132	
Photographer		150	
Newspaper programme pullout		2875	
Poster & small programme printing		436	
Poster & programme design		1500	5243
<b>Sound</b>			
Lighting & sound		6500	6500
<b>Entertainment</b>			
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, Elmo, etc		800	
VIP sponsor after function meet celebs		800	11070
<b>Administration</b>			
Production Co-ordinator		1000	1000
<b>Total Expenses</b>			<b>24023</b>
<b>Net profit</b>			<b>2727</b>

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7. How many people?

- Write down the numbers of people that actively participated

100

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

5,000 +

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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'.

# 931605

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9. How did your project benefit your community?

The community continue to support our event, the festive 'feel 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 talent 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.

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This report was completed by:

Di Cleverley

# 931605

190396

## 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	The musical comedy whodunit CURTAINS.
2. Name of applicant	South Canterbury Drama League
3. Name & location of project	Playhouse - SCDL Church Street, Timaru.
4. Date of Project	25 March - 4 April 2020 moved to 8-11 July 2020 due to covid 19.
5. Amount received from the Creative Communities Scheme	\$4000.00

# 931605

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.

*as per budgeted in application*

#### Project Costs

Item	Detail	Amount
<i>e.g Hall Hire</i>	<i>e.g 3 days hire at \$100.00 per day</i>	<i>e.g \$300.00</i>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>A : Total Costs</b>		<b>\$</b>

#### Project Income

Item	Detail	Amount
<i>e.g Ticket Sales</i>	<i>e.g 250 tickets at \$15 per ticket</i>	<i>e.g \$3750.00</i>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>B : Total Income</b>		<b>\$</b>

# 931605

## PROJECT DETAILS (budget)

This budget is determined from proposed and actual quotes costs.

- please also see attached budget + quotes.

### 5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered? Yes ☒ Do NOT include GST in your budget  
No ☐ Include GST in your budget

Project costs	Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs, and supply quotes to support your costs	
Item eg hall hire	Detail eg 3 days' hire at \$100 per day	Amount eg \$300
Production Team	- Payment of Director, Musical Director + choreographer	3000
Technical Costs	Sound and lighting	5800
On Stage Costs	set construction, wardrobe, Hair, make up, Properties, showkit, script charges, props, lights	8455
Marketing Costs	advertising, social media	800
Publishing Costs	graphic design + print, 300 programmes at \$3 each + Design Cost	2000
Cost Costs	After show function, cost certificates + engraving, crew shirts, cost t-shirts	1550
scdl Overheads		8000
<b>Total Costs</b>		<b>\$29605</b>
<b>Project Income</b>	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income eg ticket sales	Detail eg 250 tickets at \$15 per ticket	Amount eg \$3,750
Ticket sales	634 tickets at \$20 - ticket fees \$1.50	15,702
Programme sales	150 x \$5 and advertising @ \$100 inc GST	1,209
Committee fundraising	- Bingo Night	1,000
Cost fees		2,891
Grants / sponsorship		4,800
<b>Total Income</b>		<b>\$25,602</b>
<b>Costs less income</b>	<i>This is the maximum amount you can request from CCS</i>	<b>\$ 4,003</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$ 4000</b>

\* Audio  
dynamite

## 7. How many people?

- Write down the numbers of people that actively participated

100 +

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

400 + (number of shows impacted by covid 19 change of dates.)

## 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?

covid 19 - failed to stop our show in its tracks due to open the night the country went into lockdown 25 march - 4 April 2020. We made a commitment to all involved cast, production team and crew, audiences etc that the show would be staged as soon as we were able to. We managed to get rehearsals back on track during level 2 restrictions and staged our show 8-11 July 2020.

The Production was a great success with rare reviews, and a sold out season.

grants funding enabled professional sound and lighting to enhance the show. Our junior's performance was comparable to other national and international professional show runs.

There is nothing we would do differently next time. Our venue for the next few years will remain the Playhouse, Church St, Timon due to the Timon Theatre Royal (a much bigger venue) being closed for refurbishment. The scale of our production, cost, etc will be the formula we follow for the foreseeable future.

We are now considering future shows with covid 19 restrictions in mind and contingency planning.

# 931605

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9. How did your project benefit your community?

This was the first event in the community to be staged following the Covid 19 initial countrywide lockdown. Our show run was well supported by the community following having to postpone. The initial dates were 25 March - 4 April 2020. The show ran 8-11 July 2020.

This show was an energetic, dynamic, polished musical theatre production experienced by a wide cross-section of our community as our audiences as its appeal was ageless.

The community was well and truly ready for an event by the time we staged our show. Feedback was truly humbling.

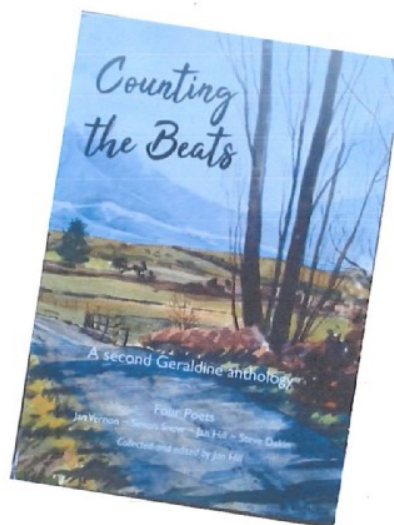
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This report was completed by:

Vanessa Shields  
SCDL - Junior Committee  
Member.

# 931605

345 Pleasant Valley Road,  
RD 21, Geraldine 7991  
20/10/20



Dear Grant, Steve, and the Creative  
Communities Committee,

At last I have taken collection of the Geraldine Poetry Anthology *Counting the Beats*, and can offer you a copy with my thanks.

As you may remember from my emailed letter of 25/5/20, the book ran into unforeseen trouble just before publication at the end of 2019, due to bereavement and ill health. Then the Covid lockdown.

The country is now in a position where I can run launches and public events, although some of these, possibly school visits and library visits may be held next year as this year is already pretty full.

I am very aware that I have not yet filled in my accountability form and will do so as soon as I have completed some events and have some numbers of participants.

Thank you for your understanding.

With warm regards,

A handwritten signature in blue ink, which appears to read 'Jan Hill', is written over a light blue horizontal line.

Jan Hill

**Counting the Beats** A second Geraldine anthology Four Poets Jan Vernon ~ Simon Snow ~ Jan Hill ~  
Steve Dakin Collected and edited by Jan Hill © Pleasant Valley Publishing

COUNTING THE BEATS Jan Hill ISBN 978-0-473-50005-4

## 6.2 Funds Available

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

**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.

### Conclusion

- 8 Funds available as at 24 November 2020: \$27,454.75

These are the allocated funds for the 10 December 2020 meeting.

We will receive our second allocation for the two remaining meetings for the financial year in January 2021 which is approximately \$21,690.00. There will also be the additional funds allocated as outlined in agenda item 6.1 Correspondence Received, page 15.

### 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 - Public Excluded Minutes of the Local Arts Scheme Subcommittee Meeting held on 10 September 2020</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 persons, including that of deceased natural persons	To protect a person's privacy

**10 Public Excluded Reports**

**10.1 Public Excluded Minutes of the Local Arts Scheme Subcommittee Meeting held on 10 September 2020**

**10.2 Funding Applications**

## **11      Readmittance of the Public**