



# AGENDA

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

**Date** Thursday, 2 June 2022

**Time** 12.30pm

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

**File Reference** 1502299

## **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 2 June 2022, at 12.30pm.**

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

Cr Richard Lyon (Chairperson), Cr 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**

<b>1</b>	<b>Apologies .....</b>	<b>5</b>
<b>2</b>	<b>Identification of Items of Urgent Business.....</b>	<b>5</b>
<b>3</b>	<b>Identification of Matters of a Minor Nature .....</b>	<b>5</b>
<b>4</b>	<b>Declaration of Conflicts of Interest .....</b>	<b>5</b>
<b>5</b>	<b>Confirmation of Minutes .....</b>	<b>6</b>
5.1	Minutes of the Local Arts Scheme Subcommittee Meeting held on 10 March 2022.....	6
<b>6</b>	<b>Reports .....</b>	<b>11</b>
6.1	Funds Available.....	11
6.2	Correspondence Received.....	13
<b>7</b>	<b>Consideration of Urgent Business Items.....</b>	<b>19</b>
<b>8</b>	<b>Consideration of Minor Nature Matters.....</b>	<b>19</b>
<b>9</b>	<b>Exclusion of the Public.....</b>	<b>19</b>
<b>10</b>	<b>Public Excluded Reports.....</b>	<b>19</b>
10.1	Public Excluded Minutes of the Local Arts Scheme Subcommittee Meeting held on 10 March 2022 .....	19
10.2	Funding Applications .....	19
<b>11</b>	<b>Readmittance of the Public.....</b>	<b>19</b>



- 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 March 2022**

**Author: Andrew Feary, Governance Advisor**

#### **Recommendation**

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.

#### **Attachments**

- 1. Minutes of the Local Arts Scheme Subcommittee Meeting held on 10 March 2022**



# MINUTES

## Local Arts Scheme Subcommittee Meeting Thursday, 10 March 2022

Ref: 1502299

**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 March 2022 at 12.30pm**

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

**In Attendance:** Grant Hamel (Customer Services Manager)

**1 Apologies**

Nil

**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.

**4 Declaration of Conflicts of Interest**

Cr Stu Piddington declared a conflict of interest in relation to item 10.2.1, due to a family member involved in the South Canterbury Drama League production.

Ms Alice Sollis declared a conflict of interest in relation to item 10.2.1 & 10.2.4, due to a being a member of the South Canterbury Drama League Board & subsequent involvement in Drama League matters involving Mr Wayne Doyle.

**5 Confirmation of Minutes**

**5.1 Minutes of the Local Arts Scheme Subcommittee Meeting held on 9 December 2021**

**Resolution 2022/47**

Moved: Ms Jan Finlayson

Seconded: Ms Alice Sollis

That the Minutes of the Local Arts Scheme Subcommittee Meeting held on 9 December 2021 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**

The Customer Services Manager spoke to the Subcommittee to inform the Subcommittee of the funds available for distribution.

Funds available as at 10 March 2022: **\$47,719.91 GST exclusive**

This is the third of four meetings for the financial year. 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.

#### **Resolution 2022/48**

Moved: Mrs Elaine Taylor

Seconded: Cr Stu Piddington

That the information be received and noted.

**Carried**

### **6.2 Correspondence Received**

The Customer Services Manager spoke to the Subcommittee of the correspondence received regarding the correspondence received from previous beneficiaries of the Scheme

#### **Resolution 2022/49**

Moved: Ms Jan Finlayson

Seconded: Ms Kera Baker

That the correspondence be received and noted.

**Carried**

## **7 Consideration of Urgent Business Items**

There were no items of urgent business to be received.

## **8 Consideration of Minor Nature Matters**

There were no matters of minor nature.

## **9 Exclusion of the Public**

#### **Resolution 2022/50**

Moved: Ms Jan Finlayson

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:

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 9 December 2021</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

**Carried**

## **10 Public Excluded Reports**

### **10.1 Public Excluded Minutes of the Local Arts Scheme Subcommittee Meeting held on 9 December 2021**

### **10.2 Funding Applications**

## **11 Readmittance of the Public**

### **Resolution 2022/51**

Moved: Ms Jan Finlayson

Seconded: Mrs Elaine Taylor

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

**Carried**

**The meeting closed at 1.27.**

.....  
**Cr Richard Lyon**

**Chairperson**

## 6 Reports

### 6.1 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.

#### 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.

**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 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 for the Subcommittee's information:

<b>Project Applicant</b>	CanBead Charitable Trust	
<b>Project Title</b>	CanBead Workshops	
<b>How many people?</b>	<b>Active participation</b>	48
	<b>People who attended</b>	250+
<b>Highlights</b>	<p>Despite COVID and the new Omicron outbreak, we were able to deliver 8 of our 10 planned workshops in person in the extended grant period.</p> <p>We continued partnering with the Timaru Cancer Society (running five workshops with them). This has resulted in a further 3 workshops being run with Leukaemia and Blood Cancer, Arowhenua Whanau Services and Grandparents Raising Children.</p>	
<b>How did your project benefit your community?</b>	<p>Our workshops have been hugely beneficial to participants experiencing illness, trauma or loss, and those that care for them. I attach a selections of the application forms. The workshops provided participants with two hours of distraction, fun and creativity. Participants also received a kitbag with materials to continue creating at home when they feel the need for some more creative therapy. 44 kitbags were distributed.</p> <p>Volunteers helped I a variety of ways: sewing kitbags, sorting beads, assisting with fundraising events and supporting our tutor at CanBead workshops, they report that they enjoy helping others and giving back to their community, as well as personal growth and meeting new people.</p>	

**Attachments**

1. **Evaluation Forms for CanBead Workshops**  



Your feedback is essential to us, as it helps us improve our services and report back to our funders about our workshops. Your feedback is confidential, so please answer honestly.

Date: 23/2/22

Workshop Host Agency: Cancer Society

What area do you live in? Postcode please:

**Age Range**

- 0-4 years
- 5-11 years
- 12-18 years
- 19-24 years
- 25-34 years
- 35-44 years
- 45-54 years
- 55-64 years
- 65-74 years
- 75 years and over

**Ethnicity**

- European
- Māori
- Pacific Peoples
- Asian
- MELAA (Middle Eastern/Latin American/African)
- Another ethnicity

**Gender**

- Male
- Female
- Prefer not to say

**Are you:**

- Experiencing illness
- Experiencing loss
- Experiencing trauma
- A family/support person
- A professional/volunteer with a host agency

**How satisfied were you with the workshop?**

- Dissatisfied
- Not satisfied
- Neutral
- Satisfied
- Very satisfied

**What did you gain from the workshop today?**

- New skills
- Meeting new people
- Time with friends
- Distraction
- Fun
- Making gifts or legacy items
- Making new items for yourself

**Do you have any other comments about the workshop today?**

*A very relaxing workshop.  
Friendly, helpful, a wonderful experience*



Your feedback is essential to us, as it helps us improve our services and report back to our funders about our workshops. Your feedback is confidential, so please answer honestly.

Date: 26-1-22

Workshop Host Agency: Cancer Society

What area do you live in? Postcode please: 7 9 2 0

**Age Range**

- 0-4 years
- 5-11 years
- 12-18 years
- 19-24 years
- 25-34 years
- 35-44 years
- 45-54 years
- 55-64 years
- 65-74 years
- 75 years and over

**Ethnicity**

- European
- Māori
- Pacific Peoples
- Asian
- MELAA (Middle Eastern/Latin American/Abkon)
- Another ethnicity

**Gender**

- Male
- Female
- Prefer not to say

**Are you:**

- Experiencing illness
- Experiencing loss
- Experiencing trauma
- A family/support person
- A professional/volunteer with a host agency


**How satisfied were you with the workshop?**

- Dissatisfied
- Not satisfied
- Neutral
- Satisfied
- Very satisfied

**What did you gain from the workshop today?**

- New skills
- Meeting new people
- Time with friends
- Distraction
- Fun
- Making gifts or legacy items
- Making new items for yourself

**Do you have any other comments about the workshop today?**

Thoroughly enjoyed this workshop, our hosts were amazing. Lots of fun and laughter.  
 Thank you so much CanBead for this opportunity.  






Your feedback is essential to us, as it helps us improve our services and report back to our funders about our workshops. Your feedback is confidential, so please answer honestly.

Date: 28/2/22

Workshop Host Agency: GRG

What area do you live in? Postcode please:

#### Age Range

- 0-4 years  
 5-11 years  
 12-18 years  
 19-24 years  
 25-34 years  
 35-44 years  
 45-54 years  
 55-64 years  
 65-74 years  
 75 years and over

#### Ethnicity

- European  
 Māori  
 Pacific Peoples  
 Asian  
 MELAA (Middle Eastern/Latin American/African)  
 Another ethnicity

#### Gender

- Male  
 Female  
 Prefer not to say

#### Are you:

- Experiencing illness  
 Experiencing loss  
 Experiencing trauma  
 A family/support person  
 A professional/volunteer with a host agency

#### How satisfied were you with the workshop?

- Dissatisfied  
 Not satisfied  
 Neutral  
 Satisfied  
 Very satisfied

#### What did you gain from the workshop today?

- New skills  
 Meeting new people  
 Time with friends  
 Distraction  
 Fun  
 Making gifts or legacy items  
 Making new items for yourself

#### Do you have any other comments about the workshop today?

Thank you for this lovely opportunity to make/create jewellery. ~~to~~ Meet new people and interact with other adults. Loved it



Your feedback is essential to us, as it helps us improve our services and report back to our funders about our workshops. Your feedback is confidential, so please answer honestly.

Date: 28.2.22

Workshop Host Agency: Family Works Timaru CRC

What area do you live in? Postcode please:

#### Age Range

- 0-4 years  
 5-11 years  
 12-18 years  
 19-24 years  
 25-34 years  
 35-44 years  
 45-54 years  
 55-64 years  
 65-74 years  
 75 years and over

#### Ethnicity

- European  
 MELAA (Middle Eastern/Latin American/African)  
 Māori  
 Pacific Peoples  
 Asian  
 Another ethnicity

#### Gender

- Male  
 Female  
 Prefer not to say

#### Are you:

- Experiencing illness  
 Experiencing loss  
 Experiencing trauma  
 A family/support person  
 A professional/volunteer with a host agency

#### How satisfied were you with the workshop?

- Dissatisfied  
 Not satisfied  
 Neutral  
 Satisfied  
 Very satisfied

#### What did you gain from the workshop today?

- New skills  
 Meeting new people  
 Time with friends  
 Distraction  
 Fun  
 Making gifts or legacy items  
 Making new items for yourself

#### Do you have any other comments about the workshop today?

Thankyou very much, I really enjoyed learning something new & for myself. The best part was having my own kit & tools to take home & carry on making them. Keep <sup>up</sup> the amazing work.

**7 Consideration of Urgent Business Items****8 Consideration of Minor Nature Matters****9 Exclusion of the Public**

<b>Recommendation</b>		
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 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 March 2022****10.2 Funding Applications****11 Readmittance of the Public**