



MINUTES

Community Services Committee Meeting Tuesday, 8 October 2024

Ref: 1711512

**Minutes of Timaru District Council
Community Services Committee Meeting
Held in the Council Chamber, District Council Building, King George Place, Timaru
on Tuesday, 8 October 2024 Following the Infrastructure Committee at 1.28pm.**

Present: Stacey Scott (Chairperson), Stu Piddington (Deputy Chairperson), Gavin Oliver, Peter Burt, Allan Booth, Mayor Nigel Bowen, Owen Jackson, Sally Parker, Michelle Pye, Scott Shannon

In Attendance: Paul Cooper (Group Manager Environmental Services), Andrea Rankin (Chief Financial Officer), Justin Bagust (Chief Information Officer), Bill Steans (Parks and Recreation Manager), Andrea McAlister (Acting Group Manager People & Capability), Andrew Dixon (Group Manager Infrastructure), Jan Finlayson (Geraldine Community Board Member), Charles Scarsbrook (Temuka Community Board Member), Nicole Timney (Group Manager Property), Philip Howe (Museum Director), Susannah Ratahi (Land Transport Manager), Selina Kunac (Transport Strategic Advisor), Steph Forde (Corporate and Strategic Planner), Stephen Doran (Group Manager Corporate and Communication), Maddison Gourlay (Marketing and Communications Advisor), Brendan Madley (Senior Policy Advisor), Naomi Scott (Community Funding Advisor), Stephen Compton (Minutes)

1 Apologies

1.1 Apologies Received

Resolution 2024/36

Moved: Cllr Stacey Scott

Seconded: Cllr Michelle Pye

That the Community Services Committee receive and note the apology of Cllr Stu Piddington.

Carried

2 Public Forum

There were no public forum items.

3 Identification of Items of Urgent Business

No items of urgent business were received.

4 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

5 Declaration of Conflicts of Interest

No conflicts of interest were declared.

6 Chairperson's Report**6.1 Chairperson's Report**

The Chairperson reported attendance at:

- The youth Initiative Sub Committee
- Business After 5 at the "Y" to present the Youth Survey results (The Chairperson acknowledged the Council team attending Business After 5).
- Joined an online forum on Leading Complex Communities
- Attended a "12 month" ceremony for our 6 Syrian families (with Mayor Bowen)
- Attended the Audit and Risk Committee Meeting
- Attended the Public Meeting of the Theatre Community
- Sister City Sub Committee
- Local Arts Scheme Sub Committee
- Hall of Fame Ceremony
- Citizenship Ceremonies
- Completed the Foundation course for the Emergency Operations Centre (EOC)

Resolution 2024/37

Moved: Cllr Stacey Scott

Seconded: Cllr Gavin Oliver

That the Community Services Committee receives and accepts the Chairperson's report.

Carried

7 Confirmation of Minutes**7.1 Minutes of the Community Services Committee Meeting held on 27 August 2024**

The Chair clarified that the minutes were correct (specifically 7.1) around the plan to use unbudgeted funds, but the recommendation was to use the Reserve Funds.

Resolution 2024/38

Moved: Cllr Michelle Pye

Seconded: Mayor Nigel Bowen

That the Minutes of the Community Services Committee Meeting held on 27 August 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

8 Reports

8.1 Actions Register Update

There is only one item on the Actions Register around Assessment of requests. Referred to email sent around agreed actions and strategy, so will leave as ongoing until papers presented in the New Year.

Resolution 2024/39

Moved: Cllr Stacey Scott

Seconded: Cllr Owen Jackson

That the Community Services Committee receives and notes the updates to the Actions Register.

Carried

8.2 Community Funding Policy

The Chair welcomed Senior Policy Advisor and Community Funding Advisor noting that the report was taken as read, and that a number of questions had been submitted, and could the responses be included in the presentation.

The Senior Policy Advisor thanked the team for their efforts and noted that the purpose of the report was to present the Community Services Committee with a draft policy, and ask that it be adopted for a targeted consultation.

Noted that the main purpose was to merge two policies into one, and standardise the funding frameworks; to provide a robust set of transparent criteria to the community and to assist Members of Funding bodies to consider when awarding funds, and to be flexible and future proofed.

A breakdown of key proposed changes is in the report.

Senior Policy Advisor thanked the Committee Members for their feedback and questions, and in order of received:

In terms of branding kit – how would the promotions and advertising occur?

The Chair clarified the question and asked if there is a branding protocol in place.

Group Manager Corporate and Communications confirmed that there is, and that there was a more flexible upgrade coming.

Senior Policy Advisor noted that the draft policy aimed to make that clear, and that there would be user guidelines provided in support

Conflicts of Interest – explanation of how current standing Orders relate to Committees, sub committees and funding bodies.

Concern expressed over potential binary choice to disqualify committee members.

Noted that purpose of policy was not to remove committee members but clarify declaration responsibilities, and leave committees to manage those. Also that needs to be work with the Chairs of Committees to make sure they understand this change, and that this a draft policy for consultation.

Loans being Removed – the proposal in the draft policy as part of the community funding buckets, to remove the Community Loans. Officers think this is sensible for a couple of reasons: firstly, given the historical record, we don't see this as core business for the Council or the Community Funding Aspect of Council; and secondly, depending on how it is funded or structured, is unbudgeted or possibly removes funds from other buckets. NS noted that is seen as sitting outside of this policy which relates to grants and loans have a different application process, processed differently and managed differently

Clarification sought about whether loans would still be available and further discussion around where they would be accessed.

With regards to point 7, the definition of 'Grants' vs 'Donations' – the definition was that a grant was a conditional gift of money, whereas a donation was untagged, this led to the removal of 'Donations' and use of 'Grants'. With regards to the GST question, it was run past the Senior Accountant who checked that and was comfortable with the GST side of things.

A request from members was to change wording to 'a conditional gift inclusive of GST if any' and have this reviewed by the Finance team before submitting to the chair for review.

Thanked the council for advising of their interpretation, as it is possible to read the policy as suggesting that funding was dependent on events being alcohol free. Noted that this was not the intention, so we would suggest amending 11 (iv) to say: "Initiatives that promote unsafe public health behaviours, such as excessive alcohol consumption, or the sale of tobacco or vape, would not be funded". The intention is not to restrict events with that as an adjacent aspect, but it is around the excessive nature of it.

Discussion around the nature of smoke/vape free events and the impact of the stance of Council. Also further discussion around excessive versus irresponsible alcohol consumption, with a request to change terminology from 'excessive' to 'irresponsible drinking', to liaise with the Legal team to confirm appropriate terminology and to amend the grant application form to reflect this before submitting to the chair for review.

Re page 29/30 of Agenda (in the appendices) the items noted are examples based on previous applications, and this will be made clearer.

There was a query around the different dates for funding rounds – these are as a result of a number of factors. The main reason was that there is only one resource to deal with applications, so it is spreading the workload. Also, external funding bodies, that public have visibility of, are not aligned, so it was not felt worthy of a change.

There was a question on the quick response funding category from Cllr Piddington, and why it was restricted to \$3,000 per annum, what happened if there were more than 6? It was noted that this is based on historic data, and the limit allowed assurance for other members of the funding body.

Request from members to amend wording to read 'the purpose of this fund is to assist community groups, when they fall outside of a funding round' and submit to the chair for review.

Further discussion query from Deputy Mayor Shannon - Discussion around points 19 and 25 and paying back of unused grants, that there was disparity there and wording should be added to Point 19 "unless an application for deferral has been made"

Senior Policy Advisor confirmed it can be added, it is worth noting that it was felt that the funding body should have the discretion to decide the terms of the grant including repayment, and an amendment to Point 19 would include 'unless an application for deferral has been made'.

Discussion regarding the Community Local Event Fund, noted that as this is a draft policy, and is going out to public consultation, the decision is to leave at \$10K and review after receipt of feedback.

Further discussion around point 19, there is a bit of inconsistency with point 21 about return of unspent funds.

Further discussion around unspent funds and when due to be returned, and it was noted that the unspent funds should be coming in with the Acquittal Report, and a general feeling that 12 months was too long to wait for return of funds, which is common in grant funding.

At 2:30 pm, Cllr Gavin Oliver left the meeting.

Chair noted that it should “be repaid within two months of the intended purpose”.

A request from the members that the Senior Policy Advisor and Community Funding Advisor work with the Finance and Legal teams to amend wording to clarify that any unspent funds should be returned to later than with the Acquittal Report, or ‘be repaid within two months of the intended purpose’ if not earlier.

Resolution 2024/40

Moved: Cllr Stacey Scott

Seconded: Cllr Scott Shannon

That the Community Services Committee:

1. Amend the “Draft Community Funding Policy” for a targeted consultation.
2. Delegate the Chair of Community Services Committee authority to approve the changes and release for consultation.

Carried

8.3 Aigantighe House Gallery Seismic Upgrade Project

Chair welcomed Property Manager to the Meeting, and noted that the report be taken as read.

The Property Manager advised that a final walk through of the Aigantighe House Gallery is expected at the end of October, including the sign off reports with contractual arrangements, so a fuller report will be presented at the next committee meeting.

Chairperson Cllr Scott asked for an explanation of point 6 – the requirement for 1 month stable recorded data?

The Gallery Manager advised this is regarding the collection care, to manage the temperature and humidity control.

A request from members was for the report being presented at the next Committee meeting to include time claims and variations, the referenced Rawlinson’s report and an executive summary in addition to the report.

Also noted regarding point 12, at a previous meeting, the use of part of the reserve budget was approved. There is no increase in the price expectations for the HVAC system; NZ Heritage have approved the lift design which will be internal; and they have approved the accessible toilets renovation. These elements will be done after final works, so there will be an option to revisit those.

Further discussion about opening dates with the Gallery expected to be open in mid-December, and no further stand-down expected, but will work with the staff and report back

Further clarification around placement of lift, and the timeline allows for the delivery of the lift components (which won't arrive before Xmas).

Resolution 2024/41

Moved: Cllr Stacey Scott

Seconded: Cllr Allan Booth

1. That Receives and notes the Progress Report for the Aigantighe Heritage House Gallery Seismic Strengthening and Refurbishment Project.
2. That Receives and notes the Progress Report for the Aigantighe Heritage House Gallery HVAC, Lift & Accessible toilet Project.

Carried

8.4 Community Services Group Update Report

The Group Manager Corporate and Communications (Acting GM Community Services) noted it was a busy time of year and going to get busier with school holiday programmes providing a great service. Recruitment for the summer pools went well by all accounts, although there will be the usual stresses at the end of the holidays when students return to Uni. The gym has peaked at 1500 members. Aorangi Stadium is bustling every weekend. The amazing team at Customer Services has done nearly \$1m worth of rates rebates for 1300 people.

Thresholds of rebates discussed, based on income below \$58,000 (including other factors). The number is up as they have taken a different approach with forms sent out, and better communications to the community

Confirmation received that Community Boards were supportive of leisure centre opening hours

Resolution 2024/42

Moved: Mayor Nigel Bowen

Seconded: Cllr Stacey Scott

That the Community Services Standing Committee receives and notes the Community Services Update Report.

Carried

9 Consideration of Urgent Business Items

No items of urgent business were received.

10 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

11 Public Forum Items Requiring Consideration

There were no public forum items.

The Meeting closed at 2:50pm.

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Chairperson