



Agenda

**Notice is hereby given of
an Extraordinary Council Meeting**

Tuesday 2 March 2021

9.30am

Function Room
Waimate Event Centre
Paul Street
Waimate

www.waimatedc.govt.nz

Notice is hereby given that a meeting of the Council will be held in the Function Room, Waimate Event Centre, Paul Street, Waimate, on Tuesday 2 March 2021, commencing at 9.30am.

Elected Members

Craig Rowley	Chairperson
Sharyn Cain	Deputy Chairperson
Fabia Fox	Councillor
Sandy McAlwee	Councillor
Miriam Morton	Councillor
Tom O'Connor	Councillor
David Owen	Councillor
Colin Pankhurst	Councillor
Sheila Paul	Councillor

Quorum – no less than five members

Significance Consideration

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

Decision Making

The Council, in considering each matter, must be:

- i. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decision;
- ii. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan
Chief Executive

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OPENING

1 COUNCIL PRAYER

Nil

2 PUBLIC FORUM

There was no public forum held at this meeting.

3 APOLOGIES

The Chair will call for any apologies.

4 VISITORS

Nil

5 CONFLICTS OF INTEREST

As per the Local Authorities (Members' Interests) Act 1968 (as below), the Chair will enquire if there are any Conflicts of Interest to be declared on any item on the agenda, and if so, for any member to declare this interest.

Local Authorities (Members' Interests) Act 1968

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

6 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

1. The Chair will call for any major (urgent business) or minor items not on the agenda to be raised according to Standing Orders, as below:

a. Standing Orders 3.7.5 – Major Items

An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

- i. The reason why the item was not listed on the agenda; and
- ii. The reason why discussion of the item cannot be delayed until a subsequent meeting.

b. Standing Orders 3.7.6 – Minor Items

An item not on the agenda for a meeting may be dealt with at the meeting if –

- i. That item is a minor matter relating to the general business of the local authority; and
- ii. The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- iii. No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

REPORTS

7 GENERAL REPORTS

7.1 HERITAGE GRANT APPLICATION - WAIMATE FEDERATION OF WOMEN'S INSTITUTES

Author: Di Lowry, Grants Administrator

Authoriser: Carolyn Johns, Community and Strategy Group Manager

Attachments: 1. Waimate Federation of Women's Institutes [↓](#) 
2. Heritage Grant Criteria [↓](#) 

PURPOSE

1. To provide the relevant information for the Council to consider the attached funding application from the Waimate Federation of Women's Institutes.

BACKGROUND

2. The Heritage Fund is open for projects that include archaeological and traditional sites, buildings and sites with Historic Place classifications, notable and heritage trees and other buildings or sites Council consider worthy of assistance.
3. There are two rounds per year February and August. A maximum of \$1,000 plus GST if applicable, and not more than 50% of the total cost of the project can be granted per application.

PROPOSAL

4. The Waimate Federation of Women's Institutes is seeking funding to commemorate 100 years of Women's Institute in New Zealand by erecting a permanent sculpture. Waituna Women's Institute was the first in the South Island (1927).
5. The total cost of the project is \$4336.54. The applicant is requesting \$1,000 (exclusive of GST).

OPTIONS

6. The Committee supports the applicant up to \$1,000; or
7. The Committee does not support the grant application.

ASSESSMENT OF SIGNIFICANCE

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

FINANCIAL

9. Community and Strategy Group Manager, Carolyn Johns holds this budget. Community Support, Heritage Fund 111033512
10. The Reserve Fund has a balance of \$8,171.69 as at 18 February 2021, therefore this proposal can be accommodated.

COST-EFFECTIVENESS

11. Cost-effectiveness consideration is not applicable.

RECOMMENDATION

1. That the Heritage Grant Application – Waimate Federation of Women's Institutes report is accepted; and
2. That the Council considers the funding application from the Waimate Federation of Women's Institutes.

RECEIVED

HERITAGE GRANT APPLICATION



17 FEB 2021

1. Full name of organisation, group, or individual:

Waimate Federation of Women's Institutes

2. Address of organisation, group, or individual:

c/- 1 Barnes Street
Glenwood Timaru

3. Name and address of contact person:

June Ward
1 Barnes Street
Glenwood Timaru

Telephone number: Day

Night

Email

03 686 2108

N/A.

4. Are you GST registered?

Yes

No

Do NOT include GST in your budget*

Include GST in your budget

GST number:

5. Objectives of your organisation (use separate sheet if necessary).

To encourage and support all women
within their communities.

6. Describe the project for which you are seeking financial assistance
-
- (use separate sheet if necessary).

We wish to commemorate 100 years of
Women's Institute in New Zealand by erecting
a permanent sculpture. Wailuna WI (1927) was
first WI in South Island.

7. Project timeline.

Start date:

Completion date:

approximately beginning of April 2021
" mid May 2021

*If you are GST registered we will contact you for a GST invoice after the grant decision has been made

8. What is your organisation's contribution to the project (please include both financial and volunteer contribution)?

Waimate WI Federation

\$ 2000 —

\$

\$

\$

Total own contribution:

(8) 0 2000 —

9. Please detail all other sources of funding received relevant to this project

Separate WI's

\$1200 —

\$

\$

\$

Total other funding:

(9) 0 \$1200 —

10. Have you applied to any other organisation for funding for this project?

Result date (if known)

Grant

Amount Requested

\$

\$

\$

11. Please detail the complete costs of the project. Please include at least two quotes where relevant. (If you are GST registered do not include the GST.)

As per attached quote

\$

\$

\$

\$

\$

\$

\$

Note

Installation + cost of plaque to be funded by Federation. (Waimate) WI

Total project cost:

0 \$4336.54

Less own contribution:

(8) 0 \$2000.00

Less other funding:

(9) 0 \$1200.00

Total requested from Council:

\$1136.54

12. Has your organisation previously received a grant from Council within the last five (5) years? If so, state years received and amounts.

Year

Grant

Amount

\$

\$

\$

\$

\$

13. Who will benefit from the grant to your organisation?

People have benefitted from the work of the WIs in this area since 1927 and we will continue to support worthy causes in this area as well as women's issues.

YOUR DECLARATION

We hereby declare that the information supplied in this application is correct. If the application is successful, we agree to provide an accountability report with receipts (which will be sent to us with our grant) stating that the funding received has been spent on the project/programme/service or activity stated in this application. We also agree to participate in any funding audit of our organisation conducted by Waimate District Council.

We also consent to Waimate District Council collecting, retaining and using the personal contact details of the persons listed in this application. We confirm that we obtained the consent of the persons listed in this application to provide these details and we have the authority to commit the organisation to this application. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:

June Ward.

Signature of applicant:
Typing your name is the equivalent of a handwritten signature.

J.E. Ward.

Position of signatory:

16.2.21

Date:

Checklist

Have you:

- ✓ • Answered every question?
- ✓ • Attached at least two quotes where relevant? *At reviewers.*
- ✓ • Attached a copy of your most recent reviewed Annual Accounts (not older than 12 months)?
- ✓ • Attached proof of bank account number (printed/verified deposit slip or bank statement)?
- Attached all other relevant documents?
- Returned your accountability form (if you have previously received a grant)?

QUESTIONS AND COMPLETED APPLICATIONS

Grant Administrator
Phone: 03 689 7771
Email: info@waimatedc.govt.nz

Drop into:
Waimate Information Centre
15 Paul Street
Waimate

Post to:
Waimate District Council
P O Box 122
Waimate 7960

A. PO Box 122, Waimate 7960 | P. +64 3 689 7771 | E. info@waimatedc.govt.nz | W. waimatedc.govt.nz | Page 3 of 3

(h) (w)
1 m x 1 m



Aspirations will
be written on six
phalanges.

LED Light

Will sit on a concrete base



Plaque words and plaque
will go on front of
concrete base

Waimate Federation of Women's Institutes
being Waituna, Willowbridge, Blue Cliffs, Glenavy,
Hunter, Makikihi, Morven and Studholme

Commemorate

100 years since the Foundation of
Women's Institutes in New Zealand
February 2021

Minutes of the Annual General Meeting
Of the Waimate Federation of Women's Institutes
Held at the Senior Citizens Rooms, Shearman Street, Waimate
June 8th 2020 at 2.00 pm.

Miss June Ward presided and welcomed everyone present.
Aspirations were recited.

Apologies were received from Lou Esker & Gill Dyer – Morven, Beryl Weir, Joan Norton and Maureen McNamara – Waituna and Judy Clark – Makikihi, North Otago representatives. Apologies were accepted. Carried.

Minutes of the 2019 AGM had been circulated. These were taken as read. Moved Glenavy seconded Studholme that these be accepted carried.

Financial Report had been circulated. As there were no questions Lynda Crossen moved that these be accepted seconded Waituna. Carried.

<u>Roll Call</u>	Members / Present		Members / Present
Blue Cliffs	13/3	Morven	10/1
Glenavy	21/3	Studholme	18/3
Hunter	9/2	Waituna	15/3
Makikihi	4/0	Willowbridge	26/4

Annual Report – Miss June Ward moved the adoption of this report, seconded Hunter.

Good Service Badge – Aggie Heerink who now lives in Christchurch was presented with her badge by Judy Clark on behalf of the Federation.

The Federation President – Miss June Ward was invited to attend a “zoom” meeting with the NEC Liaison, as a trial run to see how it worked in preparation for a National Conference online.

Remits for National Conference were discussed at some length and the President made notes to help her vote at Conference.

Centennial Project - after a lengthy discussion it was moved by Blue Cliffs and seconded by Willowbridge that we purchase the “Orb” from Metalworks Wanaka at the approximate cost of \$4000. This was carried unanimously. Federation Executive to make enquiries as to places suitable to erect it.

Election of Officers – June Ward (President), Suzanne Inkson (Secretary), and Lynda Crossen (Treasurer) returned to committee; new members Hermien van't Klooster and Judy Clarke were welcomed by the President.

Farewells were made to Bev Daglish and Heather Sell from the Executive Committee.

Eisteddfod – Hermien had some great ideas by sending a phone link or online link but this was not popular, however each Institute, after a lengthy discussion agreed to do one item each at the Half Yearly instead of entertainment. The Federation committee will decide on 4 or 5 items for Institutes to choose from.

This AGM is a shorter version than normal because of Covid 19 restrictions due to the Worldwide Pandemic.

Meeting closed at 3.00 pm.

.....President.

Waimate Federation of Women's Institutes

Cheque Account Statement of Income & Expenditure 1 January 2020 to 31 December 2020

2019	Income	2020	2019	Expenses	2020
2725.13	Opening Balance BNZ Cheque account 1.1.2020	2534.43	3322.00	NZFWI Affiliations 117 @ 27.00	3159.00
4429.00	NZFWI Affiliations	4383.00	120.00	NZFWI AGM / Conf - registrations	220.00
324.82	Literature	72.85		Literature - diaries	86.00
	AGM / Conf - registrations	110.00	165.00	National donations	155.00
448.00	Donations - National & Federation	376.00		Community Donations - Relay for Life	500.00
238.00	- pool money	232.00	500.00	- Waimate St John	0.00
58.00	- general	104.00	200.00	- Waimate Museum	0.00
49.00	- ACWW pennies	0.00	25.00	- Waimate Dist Parish Xmas Lunch	0.00
2.18	Interest - cheque book	712.00	348.60	- NZFWI 100 yr project	0.00
727.30	Fundraising - Raffles	218.00		Other Expenses -	13.00
167.90	- Sales tables	57.00	1495.00	postage	238.00
238.50	- Founders day	409.50	275.00	travel & Accom AGM	150.00
24.00	- Bowls day	0.00		hall hire	31.25
122.00	- Upcycling day	0.00		photocopying	102.44
866.00	- Strawberry Fare	0.00		gifts	18.00
0.00	- Hunter 1 act play	0.00		1/2 yearly lunches	24.00
160.00	- House	0.00	65.00	NZFWI competitions	65.00
564.20	- Arts & Crafts Day 2019 Eisteddfod	0.00		Account reviewer	76.30
	Other Income	684.50	794.40	Badges	420.00
	National Raffle	275.00		Federation travel	117.95
	Travel - Rakaia Bus Trip	600.00		exp reimburse	171.00
	Accommodation - Nelson refund	615.00	85.00	over paid affils	85.00
	NZFWI AGM Refunds			strawberry fare	427.12
	2 Nelson registrations	272.00	12.00	Rakaia bus trip	12.00
	transfer from Conf A/c	116.00		auto pay to conf a/c	275.00
	Other - refund admin over-payment	388.00		National raffle	272.00
		23.96	231.28	AGM regis refunds	1242.12
		1901.96		Arts & Crafts Day 2019, Eisteddfod 2018	0.00
8978.00	Total Income	7866.36	9594.10	Total Expenses	6618.06
			-20.00	less 2019 unrepresented cheque 2081	
			180.60	plus 2018 unrepresented cheque 2412	
			9754.70		
2725.13	Opening balance 1.1.2020	2534.43	2534.43	Closing balance BNZ cheque account 31.12.2020	3782.73
9564.00	plus income	7866.36	12289.13	plus expenses	6618.06
12289.13		10400.79			10400.79

Reviewed by AGM

Conference Account Statement of Income & Expenditure 1 January 2020 to 31 December 2020									
2019		2020		2019		2020		2020	
Income				Expenses					
9560.74	Opening balance at BNZ 1.1.2020	9143.67		586.00	Conference expenses			116.00	
12.00	Auto deposits from cheque account	12.00							
156.93	Interest	65.38							
		9143.67			Closing balance at BNZ 31.12.2020			9105.05	
9729.67		9221.05		9729.67				9221.05	
Conference expenses explanation									
				116.00 transferred to chq bk					
				232.00 pool money still in chq bk					
				348.00 president's expenses to AGM					
Balance sheet as at 31 December 2020									
2019		2020		2019		2020		2020	
Capital account				Represented by					
				Current Assets					
13105.27	Balance brought forward	12658.10		2534.43	BNZ Cheque account			3782.73	
-30.10	loss / profit - cheque account	1248.30		9143.67	BNZ Conference account			9105.05	12887.78
-417.07	loss - conference account	-38.62		-20.00	less unrepresented cheque				
	plus 2019 unrepresented cheque gone stale	20.00			Fixed assets				
				100.00	Trophies			100.00	
				900.00	Sound System			900.00	1000.00
12658.10		13887.78		12658.10				13887.78	

HERITAGE GRANT CRITERIA AND ELIGIBILITY



ELIGIBLE PROJECTS

- Archaeological and traditional sites.
- Buildings and sites with Heritage New Zealand classifications and/or listed in the Waimate District Plan.
- Other buildings or sites the Council consider worthy of assistance.
- Notable and heritage trees.

ELIGIBLE WORK

- In the case of heritage value buildings, preference will be given to assisting with the restoration or strengthening of the structure or fabric.
- In the case of heritage or notable trees, preference will be given to work to enable conservation or protection of the tree/s.
- Recording any aspect of the District's heritage.
- Funding priority will be given to buildings and sites that are in public ownership, eg community enhancement groups, incorporated societies, trusts etc.

INELIGIBLE APPLICATIONS

- Projects for ordinary maintenance and repair of heritage buildings and sites, with the exception of war memorials.
- Projects for Council owned heritage buildings or heritage sites.
- Ongoing operational costs e.g. office rental, salaries.
- Costs that cannot be verified with appropriate quotes.
- Activities that have already begun and/or been completed (unless of a staged nature).
- Fundraising activities.
- Any other reason the Council considers not appropriate for funding.

CONDITIONS OF ASSISTANCE

- The projects for which grants are sought **must** be capable of completion within one year of receiving the grant. Refunds **may be** requested if the project is not completed within the one year.
- Applicants will be asked for proof of their project being finalised by completing an **accountability form**.
- Future applications **will not** be considered by Council unless a project accountability form has been completed by the original applicant for previous funding within two months of project completion.
- Applications must include two (2) written quotes.
- Applicants may be requested to supply additional information.

You may also be asked to:

- Agree to registration of the heritage building, tree or site in the Waimate District Plan; and/or
- A Heritage New Zealand Pouhere Taonga Act covenant; and/or
- A QEII National Trust covenant.

MISCELLANEOUS

- Not more than 50% of the total cost of a project will be granted from the fund, up to a maximum of \$1,000.

FURTHER INFORMATION

For assistance in applying for a Heritage Grant please contact:

Grant Administrator

Phone: 03 689 7771

Email: info@waimatedc.govt.nz

Drop into:

Waimate Information Centre

15 Paul Street

Waimate

Post to:

Waimate District Council

P O Box 122

Waimate 7960

MEETING CLOSURE