



Rangitikei District Council

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Rangitikei
UNSPOILT...

Bulls Community Committee Meeting

Order Paper

**Tuesday, 6 December 2016,
5.30pm**

Supper Room, Bulls Town Hall, High Street, Bulls

Website: www.rangitikei.govt.nz

Email: info@rangitikei.govt.nz

Chair
TBC

Membership

Lynette Andrews, Tyrone Barker, Nigel Bowen, Tricia Falkner, Matthew Holden,
Annabel Sidey, Russel Ward, Vicky Whiteman
His Worship the Mayor, Andy Watson, (ex officio)

Councillors Jane Dunn and Graeme Platt

Members still to be confirmed

Julie Toomey, Raewyn Turner, Perrin Turner

Please Note: Items in this Agenda may be subject to amendments or withdrawal at the Meeting. It is recommended therefore that items not be reported upon until after adoption by the Committee.

Rangitikei District Council

Bulls Community Committee Meeting

Order Paper – Tuesday 6 December 2016 – 5:30 p.m.

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The quorum for the Bulls Community Committee is 6.

At its meeting of 28 October 2010, Council resolved that "The quorum at any meeting of a standing committee or sub-committee of the Council (including Te Roopu Ahi Kaa, the Community Committees, the Reserve Management Committees and the Rural Water Supply Management Sub-committees) is that required for a meeting of the local authority in SO 2.4.3 and 3.4.3.

1 Welcome

The Mayor or Ward Councillor will welcome the Committee members.

2 Apologies

3 Election of Chair

Clause 25 of Schedule 7 of the Local Government Act 2002, which relates to voting systems for certain appointments (including the election or appointment of the deputy mayor, the election or appointment of the chairperson and deputy chairperson of a committee, and the election or appointment of a representative of the local authority), states that:

(2) ... a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:—

- (a) the voting system in subclause (3) ("system A");
- (b) the voting system in subclause (4) ("system B").

(3) System A—

- (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
- (b) has the following characteristics:—
 - (i) there is a first round of voting for all candidates; and
 - (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
 - (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
 - (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

(4) System B—

- (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
- (b) has the following characteristics:
 - (i) there is only 1 round of voting; and

- (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

Recommendation

That the Bulls Community Committee, for the purpose of electing or appointing persons under Clause 25, adopt **either** System A, **or** System B.

Recommendation

Thatbe appointed Chair of the Bulls Community Committee.

The Mayor or Ward Councillor vacates the chair.

4 Election of Deputy Chair

This follows the same process as for electing the Chair.

Recommendation

Thatbe appointed Deputy Chair of the Bulls Community Committee.

5 Terms of Reference

The relevant section of the Council's Delegation Register is attached for information purposes only.

6 Administrative Processes

The attached draft explanation of administrative processes for the Committee is included in the Council Order Paper for its meeting on 1 December 2016. Any changes to the memo arising from Councillors' discussion will be advised to the meeting.

File ref: 3-CC-1-5

Recommendation

That the memorandum "Guidance for Community Committees" be received and noted.

7 Members' conflict of interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

8 Confirmation of order of business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, be dealt with as a late item at this meeting.

9 Minutes of last meeting

The Minutes of the Bulls Community Committee meeting held on 13 September 2016 are attached for information only.

File ref: 3-CC-1-1

10 Outstanding matters from the 2013-2016 triennium

A memorandum is attached.

File ref: 3-CC-1-1

Recommendation

That the memorandum "Outstanding matters from the 2013-2016 triennium" be received.

11 Small projects Grant Scheme update – December 2016

A memorandum is attached.

File ref: 3-CC-1-1

Recommendation

That the memorandum 'Small Projects Grant Scheme Update - December 2016' be received.

12 Current Infrastructure projects/upgrades and other Council activities within the ward

This report will be circulated on 12 December 2016.

13 Late Items

As accepted in item 8.

14 Next meeting

Tuesday 14 February 2017, 5:30pm

15 Meeting closed

Attachment 1

Establishment	Delegations
<p><i>Purpose:</i></p> <ul style="list-style-type: none"> • To provide a local link and point of contact for Council liaison with the community. • To also provide for the exchange of information, communication, and to assist with the Council's consultative processes. • To exercise delegated authority for the annual allocation of \$1.00 per rateable property for "defined small local works" in line with the guidelines provided⁶² • Particularly, to help to ensure that any minor remedial or renewal works are brought to Council's attention through the Request for Service procedure in the appropriate manner through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure <p><i>Field of Activity:</i> Community liaison between the Council and Bulls community.</p> <p><i>Membership</i>⁶³:</p> <ul style="list-style-type: none"> • The number of members elected to serve on the Committee shall be a minimum of seven and a maximum of ten. • Each Committee to comprise one Councillor appointed from the Bulls Ward, one representative of the RNZAF Base Ohakea, selected by the Commanding Officer Operation Support Wing of the Ohakea Base⁶⁴ 	<p>Delegated authority for the annual allocation of \$1.00 per rateable property for "defined small local works" in line with the guidelines provided⁶⁷</p> <p><i>Terms of Reference:</i> Committees will generally follow the Terms of Reference as listed below:</p> <ul style="list-style-type: none"> • The term of membership of each Committee shall generally coincide with Local Government terms of office, i.e. three years. The Committees shall be disestablished at each triennial election, the same as all other Committees of Council. The Council will call public meetings in each Ward in order to elect Committees as soon as practicable after each general Local Government election. • Each Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups. • One/Two liaison Councillor(s) is/are to be appointed by the Council to serve on each Committee, in order to provide a formal link with the Council at an elected member level. • Committees will have sole discretion as to when the Committee meets, how often, and its administrative procedures. • The minutes of Committee meetings shall be made and maintained in accordance with the requirements set out in NZS 9202:2003 Model Standing Orders for territorial

⁶² Appended to the Delegations Register

⁶³ Resolved Minute Number 04/RDC/404, 16 December 2004

⁶⁴ Resolved Minute Number 11/RDC/006, 27 January 2011

⁶⁷ Appended to the Delegations Register

<p>and between seven and nine elected members.</p> <ul style="list-style-type: none"> • The number of members elected to serve on the Committee shall be a minimum of six and a maximum of nine. • The Council will call nominations to each Committee within thirty days after each triennial local government election. • Where between six and nine nominations are received by the closing date, those people will be declared elected; • Where more than nine nominations are received by the closing date, the Council will call a public meeting and conduct an election by secret ballot; • Where fewer than six nominations are received by the closing date, the Council will call a public meeting to seek additional nominations. If the total nominations received prior to and at the public meeting exceed nine, the Council will conduct an election at the public meeting by secret ballot; • Where fewer than six nominations have been received at the public meeting called to seek additional nominations, the Council will declare the Community Committee unformed for the triennium. • A minimum of 20 people are required to be present at any public meeting called to seek further nominations, or to elect members, to form a Community Committee. • The Committee, once formed, has the power to co-opt additional members provided that the total elected membership does not exceed ten. • The Council will publicly notify the results of the call for nominations within seven days after the close of nominations and (if applicable) after 	<p>authorities and any subsequent amendment, having regard for current statutory provisions for recordkeeping. Council staff will aid in the preparation of minutes to this standard.</p> <p>Guidelines for Delegation to Community Committees in committing the \$1.00 per rateable property for “defined small local works”</p> <ol style="list-style-type: none"> 1. The objective of the delegation is to allow Community Committees to fund purchases of small items or additional services which are not included in Council’s operating budgets and which will benefit the local community. Examples would be signage, park furniture, plants, paint, a leaflet or other publication or an event, including implementing community-led place-making initiatives identified as priorities through the Town Centre Plan process (or some similar community consultation). 2. Proposed expenditure must be approved – <ul style="list-style-type: none"> • by resolution at a publicly notified meeting (and at a time when the public is not excluded from proceedings),or • (for urgent matters) by documented communication to all Committee members and appropriate staff for discussion and tabled at the next available meeting so that a clear audit trail is evident. 3. Where the proposed expenditure will be paid to a community organisation, Council’s reporting requirements for its Community Initiatives Fund must be met. 4. The delegation does not extend to proposed expenditure which – <ul style="list-style-type: none"> • provides training or conference attendance for one or more members, or
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<p>the public meeting called to form the Committee.</p> <ul style="list-style-type: none"> • Procedures for election will generally follow those laid down in the Local Electoral Act 2001. Elections will be the responsibility of the Council's Deputy Electoral Officer. • The Chairperson of each Community Committee to be appointed from within the Committee itself by the Committee members. <p><i>Current membership</i>⁶⁵ Chair: His Worship the Mayor, Andy Watson,(ex officio) – Liaison Councillors⁶⁶ Cr ... Cr ...</p> <p><i>Meeting Frequency</i> Monthly or bi-monthly, as determined by the Committee</p>	<ul style="list-style-type: none"> • constitutes an additional payment to an individual or organisation for goods or services subject to a contract with the Council, or • exceeds the annual allocation. Any such a proposal must be referred to Council for decision.
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⁶⁵ Council approved a temporary over-strength committee: 14/RDC/007, 30 January 2014.

⁶⁶ Resolved Minute Number 13/RDC/275, 31 October 2013

Attachment 2

Memorandum

To: Community Committees

From: Samantha Kett

Date: 24 November 2016

Subject: **Guidance for Community Committees**

File: 3-CC-1-5

1 Purpose of the Community Committee

- 1.1 The purpose of Community Committees is to provide a local link and point of contact for Council liaison with the community, and provide for the exchange of information, communication, and to assist with the Council's consultative processes.
- 1.2 Community Committees are also charged with the delegated authority for the annual allocation of \$1.00 per rateable property for "defined small local works".
- 1.3 Community Committees also help to ensure that any minor remedial or renewal works are brought to Council's attention through the Request for Service procedure in the appropriate manner, through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure. It is not the role of the Committee to provide details of a Request for Service through their minutes, this needs to be done through direct contact with Council staff.

2 Terms of Reference

- 2.1 Committees will generally follow the Terms of Reference as listed below:
 - The term of membership of each Committee shall generally coincide with Local Government terms of office, i.e. three years. The Committees shall be disestablished at each triennial election, the same as all other Committees of Council. The Council will call public meetings in each Ward in order to elect Committees as soon as practicable after each general Local Government election.
 - Each Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups.
 - One/Two liaison Councillor(s) is/are to be appointed by the Council to serve on each Committee, in order to provide a formal link with the Council at an elected member level.
 - Committees will have sole discretion as to when the Committee meets, how often, and its administrative procedures.
 - The minutes of Committee meetings shall be made and maintained in accordance with the requirements set out in Rangitikei District Council's Standing Orders, adopted 3 November 2016, and any subsequent amendment,

having regard for current statutory provisions for recordkeeping. Council staff will aid in the preparation of minutes to this standard.

3 Meeting Frequency

- 3.1 Meetings will generally be held bi-monthly.
- 3.2 Committees can elect to hold informal workshop sessions at any point. These meetings will not be publically advertised and staff will not prepare an order paper for these workshop sessions. Workshop sessions may be held to discuss information relating to an item identified for a future agenda or to prepare a submission to any of Councils public consultation processes. Workshop sessions are discussion opportunities only, no decisions can be made at these sessions.
- 3.3 The Committee can elect to amend the date or time of any meeting.

4 Role of the Chair

- 4.1 The Chair of a Community Committee is appointed at the first meeting of the triennium.
- 4.2 It is the role of the Chair to ensure that meetings are productive and processes are followed.
- 4.3 Community Committees provide a link between Council and the community, and it is the Chair's role to ensure that the issues facing the community are brought to Council's attention through the correct avenues. The Chair can request at any time any item to be included on the agenda for a meeting of the Committee.
- 4.4 It is also the role of the Chair to obtain purchase order numbers from the Governance Administrator for the purchase of any goods or services through the Small Projects Grant Scheme from any of Council's suppliers. This means that invoices are sent directly to Council.

5 Role of the Secretary

- 5.1 At the start of the triennium, the Committee should elect a Secretary to take notes at the meetings and provide a set of minutes to the Governance Administrator as soon as possible after the meeting.
- 5.2 Details of the required format for minutes of Community Committees are attached In Appendix 1.

6 Role of Committee Member

- 6.1 The role of a Committee member is to engage in productive discussion during meetings and act as a liaison for the rest of the community with Council.
- 6.2 Committee members should bring to the Chair's attention any issues identified through the community that should be discussed at a Committee meeting and potentially referred onto Council for further discussion.

7 Small Projects Grant Scheme

- 7.1 Community Committees are provided with an allocation for defined small local works. This grant is known as the Small Projects Grant Scheme and is funded through rates on a \$1 per rateable property basis. Committees are given an annual allocation and can carry-over up to 100% of that years allocation to the following year, but no more than that.
- 7.1 The objective of the Scheme is to allow Community Committees to fund purchases of small items or additional services which are not included in Council's operating budgets and which will benefit the local community. Examples would be signage, park furniture, plants, paint, a leaflet or other publication or an event, including implementing community-led place-making initiatives identified as priorities through the Town Centre Plan process (or some similar community consultation).
- 7.2 Proposed expenditure must be approved –
- by resolution at a publicly notified meeting (and at a time when the public is not excluded from proceedings), or
 - (for urgent matters) by documented communication to all Committee members and appropriate staff for discussion and tabled at the next available meeting so that a clear audit trail is evident.
- 7.3 Where the proposed expenditure will be paid to a community organisation, Council's reporting requirements for its Community Initiatives Fund must be met.
- 7.4 The delegation does not extend to proposed expenditure which –
- provides training or conference attendance for one or more members, or
 - constitutes an additional payment to an individual or organisation for goods or services subject to a contract with the Council, or
 - exceeds the annual allocation.
- Any such a proposal must be referred to Council for decision.
- 7.5 If expenditure is to be through one of Council's suppliers, the Secretary will need to contact the Governance Administrator who will supply a purchase order number for the expenditure. Committee members can also opt to pay for materials etc. themselves and be reimbursed. In this case the details of the reimbursement will need to be provided to the Governance Administrator to action.

Samantha Kett
Governance Administrator

Attachment 3

Rangitikei District Council

Bulls Community Committee Meeting

Minutes – Tuesday 13 September 2016 – 5:30 p.m.

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Present:

Ms Jane Dunn (Chair)
Ms Sandra Boxall
Mr John Guinan
Mr Braden Hammond
Mr Keith Scott
Ms Heather Thorby
Mr Andy Walker
Cr Rebecca McNeil

In attendance:

Mr Reuben Pokiha
Ms Annabel Sidey
Mr Ross McNeil, Chief Executive

Tabled documents:

Item 7 **Update on Bulls Town Centre Plan**
Item 13 **General Business**

1 Welcome

In the absence of the Chair, the Deputy Chair Ms J Dunn took over the meeting.

The Chair welcomed everyone to the meeting.

2 Apologies

Mr H Dalrymple, His Worship the Mayor, Andy Watson, Ms J Jamieson, Cr T Harris (late).

3 Confirmation of order of business

Nil.

4 Confirmation of minutes

Resolved minute number **16/BCC/032** **File Ref 3-CC-1-1**

That the Minutes of the Bulls Community Committee meeting held on 9 August 2016 be taken as read and verified as an accurate and correct record of the meeting.

Mr K Scott / Mr A Walker. Carried

5 Update on roading

The Chair welcomed Reuben Pokiha (Roading Operations Manager at Rangitikei District Council) to the meeting. Mr R Pokiha was in attendance to hear concerns over local roading. The following roading issues were discussed:

- Parewanui Road – there is a need for widening and repair in places; and concern was expressed for residents in the 80km/h zone regarding the new zoning.
- Raumai Road – concerns expressed regarding risks and dangers near the guard rail on a bend.
- Brandon Hall Road – concerns expressed regarding the lack of signage to alert users to logging trucks operating near the “S-bend”; breaking-up of the asphalt in places; and the need for warning signs where the Te Araroa Trail joins Brandon Hall Road when logging is occurring.
- SH1 and SH3 crossroads – frustration expressed regarding the danger of logging trucks in this area.

6 Council decisions on recommendations from the Committee

The Committee noted that there were no recommendations from the Committee presented to the Council meeting on 25 August 2016.

7 Update on Bulls Town Centre Plan

Mr McNeil presented and tabled a summary of the community feedback regarding the Multi-purpose Centre. The Committee discussed this feedback. The Committee noted that revised costings are underway, and specific design details are still to come.

The October to December stakeholder groups are still operating and will meet later in the year. The Committee noted that the Rangitikei District Council will decide upon final plans and costings by the end of September, and that the carpark area and building 'footprint' will be owned by the Council

The Committee noted that Ms B Meads is employed part-time by the Council to assist the Fundraising Committee, and that the Council will sign off on any changes to costings and design.

8 Update on Bulls Wastewater Upgrade Project

The Committee noted that there was no further progress to report.

9 Council responses to queries at previous meetings

- Sound system for public meetings
 - A sound system can be hired for public meetings where required.

10 Small Projects Grant Scheme – update September 2016

The Committee briefly discussed the forecast project spending.

Resolved minute number **16/BCC/033** **File Ref 3-CC-1-1**

That the memorandum 'Small Projects Grant Scheme – update September 2016' be received.

Ms H Thorby / Ms J Dunn. Carried.

11 Proposed District Plan Change – Update September 2016

The report was tabled and the Committee briefly discussed the local flooding hazard areas.

12 Current infrastructure projects/upgrades and other Council activities within the ward

The Committee discussed concerns with water pressure in Bulls being too low. The current pressure of 42 psi is causing problems for some households and the Fire Brigade. It was recommended that the pressure should be 60psi. Concerns were also raised around the age and condition of the pipes potentially causing problems in the future.

Resolved minute number**16/BCC/034****File Ref 3-CC-1-5**

That the memorandum 'Current Infrastructure projects/upgrades and other Council activities within the Bulls Ward' be received.

Ms H Thorby / Mr B Hammond. Carried.

13 General Business

Mr K Scott

- Expressed concern that the vacuum cleaner is missing from the Supper Room.
- Expressed concern over inaction regarding cleaning of paving blocks in the past three years.

Ms S Boxall

- Planning is underway regarding traffic and parking for the Air show in February 2017.
- Further developments for Ohakea are pending.
- The sale of Air Force houses is continuing, with many being purchased by families.

Ms H Thorby

- Tabled a paper which expressed six areas of concern:
 - 1 Uneven town pavers,
 - 2 Flashing missing from old Courthouse building roof,
 - 3 Pavilion in the Domain requiring maintenance,
 - 4 Noxious weeds at entrance to town,
 - 5 Tagging has not been attended to,
 - 6 Public toilets inconvenient to locals and service orders have not yet been attended to.

Mr B Hammond

- Thanked BCC for their efforts undertaken in the previous three years.

Mr A Walker

- Expressed thanks.

Cr R McNeil

- Has grown in understanding of the role in local government.

Mayor A Watson (in absentia)

- Expressed thanks to the BCC for all the work achieved in the past three years.

Ms J Dunn

- Expressed thanks for what has been achieved and enjoyment of the experience.

Ms A Sidey

- Expressed thanks and congratulations to the outgoing BCC group.

14 Next meeting

A new Committee will be formed after the Local Elections on 8 October 2016.

15 Meeting closed – 8.00pm

Confirmed/Chair: _____

Confirmed/Chief Executive: _____

Date:

Attachment 4



Rangitikei
UNspoilt...

Memorandum

To: Bulls Community Committee
From: Samantha Kett
Date: 28 November 2016
Subject: Outstanding matters from the 2013-16 triennium
File: 3-CC-1-5

1 Summary

- 1.1 This memorandum provides an overview of the outstanding matters from the previous triennium, along with a response from staff where appropriate.

2 Rooding issues.

- 2.1 The safety concerns expressed on Parewanui Road and Raumai Road are being addressed through investigations by GHD, around speed limit changes and changes to the course of the road.
- 2.2 Investigations are ongoing into the need for additional signage around the forestry operations on Brandon Hall Road.
- 2.3 The issues with the SH1 and SH3 intersection still generates much discussion within NZTA, but at this stage no solutions have been arrived at.

3 Low Water Pressure and Potential to Increase

- 3.1 The water pressure in Bulls is governed by the height of the mushroom and the height of Trickers reservoir (these are within a few metres of each other in terms of height). These supply water by gravity to Bulls and it is not easy to increase pressures over and above the physical heights without installing booster pumps.
- 3.2 42psi is equivalent to about 30m of pressure (300kPa). Normal design standards to prevent backflow recommend 25m or 250 kPa at the toby/manifold. This is more than adequate for most modern household use (unless the houses have very small bore plumbing or still rely on a header tank and low pressure hot water).
- 3.3 For adequate firefighting it is recommended that there is a residual pressure in the mains of 10m when hydrants are open, delivering 25l/s to fight the fire. The residual pressure is needed to maintain the flow at the hydrant.
- 3.4 To achieve 60psi would mean that the reservoirs need to be raised a further 10m, which is physically not possible if they are left in the same places.

4 Missing vacuum from Supper Rooms.

4.1 Staff will investigate this issue.

5 Cleaning of paving blocks.

5.1 The cleaning of the paving blocks within the Town is currently being done.

6 Uneven pavers.

6.1 The issue of uneven pavers within the Town is currently being addressed.

7 Flashing missing from old courthouse roof.

7.1 McIlwaine's have been asked to investigate the missing flashing and rectify.

8 Maintenance of pavilion in Domain.

8.1 The Zip has recently been repaired at the Domain and the spouting has been identified as needing to be cleaned.

9 Noxious weeds at Town entrances.

9.1 This issues will be investigated and remedied.

10 Tagging Issues

10.1 Staff have asked that specific sites of tagging are identified through the Request for Service system so they can be rectified.

10.2 A spate of significant tagging has recently taken place (Library, Rangitikei Junction toilets, Bulls Domain toilets). The Police have been made aware of each incident.

11 Issues at public toilets.

11.1 There have been issues with tagging, and people stuffing items down the urinals causing flooding (ongoing issue, although it seems to have quietened down in the past three weeks) at the public toilets at Rangitikei Junction. Motion detectors have been installed on the urinals (so perhaps the automatic flushing has deterred people pushing items down into the urinals).

12 Recommendation

12.1 That the memorandum 'Outstanding matters from the 2013-16 triennium' be received.

Samantha Kett
Governance Administrator

Attachment 5

MEMORANDUM

TO: Bulls Community Committee

FROM: Samantha Kett, Governance Administrator

DATE: 24 November 2016

SUBJECT: **Small Projects Grant Scheme Update – December 2016**

FILE: 3-CC-1-1

1 Allocation

- 1.1 The 2016/17 Small Projects Grant Scheme for the Bulls Ward is \$1,184.
- 1.2 The allocation of the Small Projects Grant Scheme is for the period 1 July to 30 June each year. At its meeting on 29 February 2016, Council resolved to allow carry-forward from one financial year to the next of up to 100% of the annual allocation for any Committee's Small Projects Grant Fund, with the proviso that this be a specific resolution of the Committee.
- 1.3 At its last meeting for the 2015/16 year the Committee did not resolve to carry-over any outstanding amount from the Scheme, however an amendment to these minutes was made at the July meeting to carry-forward the remaining allocation for the 2015/16 year. The remaining balance was \$503.07. This gives a total allocation for the 2016/17 year of \$1,687.07.

2 Breakdown

- 2.1 For the 2016/17 year the following amounts have been used by the Committee:
- \$300.00 – design and erect shade sail on the corner of Criterion Street (Carter Upholstery).

3 Remaining Budget

- 3.1 This leaves a remaining budget for the 2016/17 financial year of \$1,387.07.

Samantha Kett
Governance Administrator