

Notice is hereby given that an ordinary meeting of the Horowhenua District Community Funding and Recognition Committee will be held on:

Date: Wednesday 18 September 2024
Time: 10:00 am
Meeting Room: Council Chambers
Venue: 126-148 Oxford St
Levin

Community Funding and Recognition Committee OPEN AGENDA

MEMBERSHIP

**Chairperson
Councillors**

Cr Piri-Hira Tukapua
Cr Rogan Boyle
Cr Alan Young
Cr David Allan
Cr Nina Hori Te Pa
Mayor Bernie Wanden

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Full Agendas are available on Council's website
www.horowhenua.govt.nz

Full Agendas are also available to be collected from:
Horowhenua District Council Service Centre, 126 Oxford Street, Levin
Te Awahou Nieuwe Stroom, Foxton,
Shannon Service Centre/Library, Plimmer Terrace, Shannon
and Te Takeretanga o Kura-hau-pō, Bath Street, Levin

ITEM TABLE OF CONTENTS	PAGE
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KARAKIA TIMATANGA

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air.
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day.
Tihei mauri ora!	

PROCEDURAL

1	Apologies	5
2	Public Participation	5
3	Late Items	5
4	Declarations of Interest	5
5	Confirmation of Minutes	5

REPORTS

6	Reports for Decision	
	6.1 Urupā Fund: Proposed Approach and Criteria	7

PUBLIC EXCLUDED

7	Procedural motion to exclude the public	15
C1	Operations and Small Assets Fund 2024/2025	15
C2	Community Events and Programmes Fund 2024-2025	15
C3	Horowhenua Rural Halls Fund 2024-2025	15

KARAKIA WHAKAMUTUNGA

Kia whakairia te tapu	Restrictions are moved aside
Kia wātea ai te ara	so the pathway is clear
Kia turuki whakataha ai, kia turuki whakataha ai	To return to everyday activities
Haumi e, hui e, taiki e!	Draw together, affirm!

Karakia

1 Apologies

2 Public Participation

Notification of a request to speak is required by 12 noon on the day before the meeting by phoning 06 366 0999 or emailing public.participation@horowhenua.govt.nz.

3 Late Items

To consider, and if thought fit, to pass a resolution to permit the Council to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

4 Declarations of Interest

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

5 Confirmation of Minutes

Recommendations

That the meeting minutes of Community Funding and Recognition Committee, 3 July 2024 be accepted as a true and correct record.

That the Public Excluded meeting minutes of Community Funding and Recognition Committee, 3 July 2024 be accepted as a true and correct record.

File No.: 24/641

6.1 Urupā Fund: Proposed Approach and Criteria

1. Purpose

- 1.1 The purpose of this report is for the Community Funding and Recognition Committee to review and approve the proposed approach to the newly established Urupā Fund for the 2024-2025 financial year.

2. Recommendation

- 2.1 That Report 24/641 Urupā Fund: Proposed Approach and Criteria be received.
- 2.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 2.3 That the Committee approves the recommendations proposed by Council Officers, including equal distribution of \$24,000 of urupā funding to the 12 marae of Horowhenua, representing \$2,000 each.
- 2.4 That the Committee approves the establishment of a contestable fund for Whānau Urupā of \$6,000 opening in Round 2 of the 2024/25 grants and funding programme.

3. Background / Previous Council Decisions

- 3.1 At the last Community Funding and Recognition hui on 3 July 2024, Officers presented a report to the Committee: Proposed Amendments to Grants and Funding. The purpose of the report was to review and approve changes to the grants and funding programme for the 2024-25 financial year. This included the merging of some existing funds and the addition of an Urupā Fund, Youth Development Fund as approved in the 2024-44 Long Term Plan.
- 3.2 In our previous hui, it was agreed that Council Officers would engage with marae in our area in order to gauge from them the process around applying and what barriers might exist, who can apply on behalf of urupā when there are multiple (sometimes numerous) owners, what information can be easily accessed and produced by urupā kaitiaki, and how we can work with the community in order to allocate for the full funding amount.
- 3.3 It was decided that the fund would be open in the second round, opening on 1 February 2025 in order to work closely with marae to ensure the criteria is reflective of their needs.
- 3.4 It was agreed that Council Officers would prepare draft fund criteria for this Committee meeting on 18 September 2024 working with Councillors Tukapua and Hori Te Pa of the Committee to engage with marae representatives.

4. Discussion

- 4.1 Council Officers met with Neville Heihei, Te Tumatakahuki Navigator. Neville provided advice that the fairest way forward would be to evenly split the \$30,000.00 between the 12 marae in Horowhenua.
- 4.2 The benefits to this approach are that it equally distributes the funding between marae; reduces the work required for marae to access funding as the process is non-contestable

with no application process; gives marae some security of financial contribution to urupā maintenance.

4.3 The 12 marae identified are:

- Paranui
- Motuiti
- Whakawehi, Poutu
- Matau
- Kererū
- Huia
- Kawiu
- Ngātokowaru
- Kohuturoa
- Kikopiri
- Tūkorehe
- Wehi Wehi

4.4 This approach was supported by Councillors Tukapua and Hori Te Pa, however, it did raise some questions for them around whānau urupā. These are smaller urupā that are managed by whānau, separate from hapū urupā run by marae. Whānau urupā may or may not have close ties to the marae and we do not have an indication of how many exist within the Horowhenua. (Through our rates system, we have 27 urupā identified in Horowhenua). Another consideration was whether it is appropriate to put the onus on marae to distribute this small amount of funding to various whānau urupā as well.

4.5 In response to these points, a solution that the Chair of the Committee has proposed is to allocate \$2,000.00 to each of the 12 marae, a total of \$24,000.00. The remaining \$6,000.00 can be allocated to whānau urupā through a contestable process, with a maximum of \$500.00 awarded to each applicant. This would provide financial support to a minimum of 12 additional urupā for the maintenance and upkeep of their whānau urupā. Options for distributing this funding are detailed below.

4.6 The Chair has also proposed that the Committee could consider delegating responsibility to Council Officers or the Chief Executive to distribute the funding of \$6,000.00 to whānau urupā due to the small amounts being allocated per applicant – a maximum of \$500.00. This option does have further considerations that are listed below.

4.7 This option does pose some potential risk given that Officers would be allocating funding and retrospectively reporting back to the Committee. In addition, if an open round is chosen as the preferred option, Officers could receive a number of applicants at one time versus other times of the year where fewer applicants are received which poses risks to limited funding and equitable access to funding. Finally, some further work would be required to ensure that the appropriate delegations within Council's Delegations Register is correct and provides for this option.

4.8 If this overall approach is resolved by the Committee, the funding to the 12 marae for hapū urupā would be distributed immediately and followed up with an accountability form for receipts by the end of the financial year. The 2025-26 funding allocation would be distributed earlier in July 2025, providing accountability had been completed.

4.9 Proposed criteria for the Urupā Fund can be found at Attachment A

4.10 Any funding leftover could be allocated to another fund with the purpose of funding kaupapa Māori, e.g. marae applying in the Rural Halls Fund, applications from rangatahi in the Youth

Development Fund, Māori cultural events and programmes in the Community Events and Programmes Fund.

5. Options

5.1 Below are two options for the \$6,000 Whānau Urupā Fund and how and when the contestable fund will be open to the public.

Options	Benefits	Risks
<u>Option A (recommended)</u> The Whānau Urupā Fund is open in Round 2 funding (1 February – 10 March 2025) to allocate \$6,000 of funding.	<ul style="list-style-type: none"> - All whānau urupā have the same amount of notice to apply and chance of receiving funding. - Reduce Council Officers time administering the fund. 	
<u>Option B</u> The Whānau Urupā Fund is open from 1 November and remains open until the \$6,000 is allocated.	<ul style="list-style-type: none"> - Accessibility as there is a chance of applying outside of our prescribed funding rounds. 	<ul style="list-style-type: none"> - Could be perceived as inequitable if people are late to find out about the funding and the funding has all been allocated. - Committee would need to attend additional meetings to distribute allocations.

5.2 Below are two options for the \$6,000 Whānau Urupā Fund and how and by whom the funds will be distributed.

Options	Benefits	Risks
<u>Option A (recommended)</u> The Committee meets and decides on allocations. This decision will be impacted by the Option selected in 5.1.	<u>Option 5.1 A (recommended)</u> <ul style="list-style-type: none"> - The Whānau Urupā Fund is added to existing meeting agenda for Round 2 allocations. 	
	<u>Option 5.1 B</u> <ul style="list-style-type: none"> - The Committee could attend short meetings online or in person to allocate funding. 	<u>Option 5.1B</u> <ul style="list-style-type: none"> - The Committee has to meet regularly to allocate small amounts of funding.
<u>Option B</u> The Committee delegates responsibility to Council Officers to distribute the funding of \$6,000.00 to whānau urupā, with a maximum of \$500.00 per applicant.	<ul style="list-style-type: none"> - These are small amounts being allocated per applicant, and would reduce time commitment from Committee. 	<ul style="list-style-type: none"> - Would need to delegate authority to Council Officers. - Reporting provided retrospectively.

6. Iwi Considerations

- 6.1 Initial consultations have taken place with Raukawa hapū and marae within Horowhenua through Te Tumatakahuki.

7. Next Steps

- 7.1 Council Officers to write a letter to marae letting them know of the funding available to them and the process and criteria for the funding.
- 7.2 Council Officers to establish the Whānau Urupā Fund as per decisions made by the Committee.





Confirmation of statutory compliance

In accordance with section 76-79 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

8. Attachments

No.	Title	Page
A↓	Urupā Fund Criteria Draft 2024-25	11

Author(s)	Julia Atkins Community Development Team Lead Kaihautū Tautāwhi Hapori	
Approved by	Mark Hammond Community Facilities and Services Manager Tumu Hanga Tukuora Hapori, Ratonga Hapori	
	Brent Harvey Group Manager - Community Experience & Services Tumu Rangapū, Wheako Hapori, Ratonga	
	Monique Davidson Chief Executive Officer Tumuaki	



Urupā Fund Criteria 2024-2025

Purpose

The Urupā Fund provides financial support to Horowhenua urupā to assist in the ongoing kaitiaki of urupā, both hapū and whānau. The aim of the fund is to provide some security of funding for hapū marae.

Funding

Established in 2024, the fund has \$30,000 to allocate to urupā in Horowhenua.

Hapū Urupā

The fund allocates a total of \$24,000 to hapū urupā through non-contestable grants of \$2,000 to each of the 12 marae in Horowhenua. They are:

- Paranui
- Motuiti
- Whakawehi, Poutu
- Matau
- Kererū
- Huia
- Kawiū
- Ngātokowaru
- Kohuturoa
- Kikopiri
- Tūkorehe
- Wehi Wehi

Whānau Urupā

The remaining \$6,000 will be available as a contestable fund for whānau urupā with a maximum of \$500 per urupā. The fund will be open **[subject to Committee decision]**

Applicants applying on behalf of whānau urupā will need to provide one of the following:

- Copy of the Certificate of Title; or
- Screen shot from the Māori Land Court (Pātaka Whenua); or
- Copy of the notice in the New Zealand Gazette establishing a Māori reservation for the purpose of an urupā

The applicant will need to be listed as one of the Trustees on the Māori Land Court.

Council has the right to transfer any unallocated funds over into other Council facilitated funds.

Criteria

Who is eligible?

- 12 marae of Horowhenua
- Whānau urupā located in Horowhenua

What can funding be used for?

The funding can be used for maintenance of urupā including:

- Access ways and pathways
- Carparks
- Fencing
- Planting
- Water sources
- Lawn mowing and gardening
- Restoring and cleaning headstones and plaques
- Petrol (including vouchers)
- Tools related to this maintenance

Application process for Whānau Urupā

Applicant details

First name:

Last name:

Address:

Phone number:

Email:

Urupā details

Name of urupā:

Address:

Eligibility criteria

Please attach one of the following:

- Copy of the Certificate of Title; or
- Screen shot from the Māori Land Court (Pātaka Whenua); or
- Copy of the notice in the New Zealand Gazette establishing a Māori reservation for the purpose of an urupā

Urupā maintenance

Is the urupā being maintained at present?

Please provide a photo of the urupā site (note this can be taken at a distance and does not need to show gravestones or burial plots in any recognisable detail)

Please summarise below what the grant will be used for:

Add the estimated costs into the spreadsheet below:

Item	Detail	Cost

What is the total amount you are applying for?

Financial details

Is the urupā administered by a trust or other legal entity?

If yes, what is the name of the entity?

Are you GST registered?

If yes, what is your GST number?

Bank account

Account name:

Account number:

Please upload a bank deposit slip or bank statement for verification:

Declaration

A grant recipient must:

Agree to the Terms and Conditions listed below.

I declare that the information provided in this application form including supporting documentation is true and correct.

Applicant signature:

Date:

Accountability

An accountability form will be required at the end of each financial year or within 9 months of receiving the funds, with receipts required for amounts over \$250.

Applicant Instructions

1. Applicants must complete all questions on their application, supplying copies of all supporting documentation. Where there is missing information or documentation the applicant should explain why. Incomplete applications may result in a request for financial assistance being declined. While the grant remains open for applications, Council Officers may attempt to give applicants an opportunity to rectify missing elements, but no guarantee is given in this regard and no request for extra information infers eligibility for a grant.
2. All successful applicants are accountable for Council funding according to the below terms and conditions. No less than nine (9) months after funding is awarded, successful applicants must have completed the project and the requisite accountability form, attaching copies of all receipts (A receipt is required for any budget line item amounting to \$250 or more).
3. Failure to provide adequate and timely reporting on funding may preclude further applications to grants administered by the Horowhenua District Council (HDC).
4. Any significant changes to the proposed project must be advised to the fund administrator immediately. Where partial funding is granted, unless otherwise expressed in writing, the applicant agrees (when uplifting the grant) that reduced funding will not affect the project as described in the application, despite shortfall.
5. If the application is successful, recognition of Horowhenua District Council's grant must be made in any advertising or promotion of the applicant's project. Applicants should attach all supporting documentation that could assist the Subcommittee in their selection process.

Terms and Conditions

1. A grant recipient must:
 - Spend the grant within nine (9) months of a grant request being approved, within the approved time frame specified in the Accountability Reporting and Payments schedule or upon request by HDC (whichever comes first). Payment of any subsequent grants may not be made until all milestone accountability reporting requirements are met in full.
 - Spend the grant only for the purpose(s) approved by, and subject to any conditions imposed by, the Horowhenua District Council Community Recognition and Funding Committee.
 - Return to the HDC any portion of the grant that is not spent on the approved purpose(s). If the grant payment includes GST, the grant recipient must also return the GST component of the grant.

- Make any files or records relating to the activity or project available for inspection within 10 working days if requested by HDC.
 - Keep financial records that demonstrate how the grant was spent for five (5) years after the end of the agreement term.
 - Acknowledge the receipt of HDC grant as a separate entry in its financial statements, or in a note to its financial statements.
 - Inform HDC of any changes that affect the organisation's ability to deliver the activity(ies) or project(s), before the grant has been fully used.
 - Agree to notify HDC if any of the grant money is stolen or misappropriated and to consider if Police charges need to be laid.
 - Agree that HDC have authority to publish that the grant has been made to the grant recipient for the approved purpose.
2. Failure to comply with any of the terms and conditions within this agreement, or the provision of false information in the request may result, without limitation, in Horowhenua District Council terminating this agreement and:
- Requiring repayment of all or part of the grant.
 - Withholding payment of this and other HDC administered grants until issues are resolved.
 - Imposing additional terms and conditions before any HDC funding is approved.
 - Recommending to the Community Recognition & Funding committee, to decline future funding.
3. For the purpose of gaining or providing information relevant to the funding of the organisation, the HDC may disclose to, or obtain information from, any other government department or agency, private person or organisation.
4. The HDC is subject to the Official Information Act 1982 and may be required to release information unless there is good reason under the Act to withhold the information.

Exclusion of the Public : Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

C1 Operations and Small Assets Fund 2024/2025

Reason:	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Interests:	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.
Grounds:	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Plain English Reason:	This report includes funding applicant details, including bank account details, names and addresses which is not in the public interest to disclose. The names of successful applicants and their projects will be released after this meeting..

C2 Community Events and Programmes Fund 2024-2025

Reason:	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Interests:	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.
Grounds:	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Plain English Reason:	This report includes funding applicant details, including bank account details, names and addresses which is not in the public interest to disclose. The names of successful applicants and their projects will be released after this meeting..

C3 Horowhenua Rural Halls Fund 2024-2025

Reason:	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Interests:	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to

	prejudice the commercial position of the person who supplied or who is the subject of the information.
Grounds:	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
Plain English Reason:	These applications include details of possible contract values for proposed works which is provided within the application for funding.