

Chairperson and Committee Members
GRANTS ALLOCATION COMMITTEE

20 SEPTEMBER 2016

Meeting Status: **Public**

Purpose of Report: For Decision

APPLICATIONS FOR FACILITY HIRE REMISSION

PURPOSE OF REPORT

1. Two applications for funding have been received:
 - Special Olympics New Zealand (Kapiti)
 - The Combined Lions Club of Kapiti Charitable Projects Incorporated

DELEGATION

2. The Grants Allocation Committee has delegated authority to consider this report. Reference Section B.7.3 of the Governance Structure which reads:

Districtwide Facility Hire Remissions

This programme is to assist facility users whose event is benefitting the District as a whole rather than an individual community.

BACKGROUND

3. The Council has \$2,881 in the 2016/17 budget for Districtwide Facility Remissions. This budget is targeted at facility users whose event is benefitting the District as a whole rather than an individual community.
4. There have been no grants made in the current financial year.

CONSIDERATIONS

Policy considerations

5. The current criteria and process for the operation of this grant fund was approved by Council on 21 August 2008 and is attached to this report as Appendix 1.

Applications to the Districtwide Facility Hire Remission Grants Fund

Special Olympics New Zealand (Kapiti)

6. Funding of \$800 is sought for remission of the cost of hiring the Coastlands Aquatic Centre for the regional aquatics event scheduled for 9 October 2016.
7. Special Olympics NZ (Kapiti) hosts an annual event in October, with a number of clubs from the lower North Island invited to attend. It is anticipated in excess of

120 athletes with an intellectual disability will attend this year. With managers, coaches, volunteers and family there will be approximately 200 people involved in the day's activities. Media will also be invited to attend.

8. The cost of exclusive hire for the Coastland Aquatic Centre is \$200 per hour off-peak, as set out in the fees and charges approved by Council for the 2016/2017 financial year. Although this event would be held during peak time, acting under general delegated authority staff have agreed that for this event the off-peak charge would be applied. In addition, for competitive events there is usually an additional per-head participation fee, which would also be waived for this event.
9. The required time for the full event is approximately six hours which would usually amount to a hire fee of \$1,200. Staff propose Special Olympics NZ only be charged for the four hours required for the actual competition itself, a total hire fee of \$800. This excludes the time required to set up and some leeway has been given to allow for the prize giving and for competitors to leave the facility before it is reopened to the public.
10. This reduction in fees is consistent with what has occurred on previous occasions.
11. This event complies with the criteria for Districtwide Facility Hire Remission Grants being a "worthy cause".
12. The maximum grant under the current policy is \$1,000.
13. The letter of application from Special Olympics NZ is attached to this report as Appendix 2.

The Combined Lions Club of Kapiti Charitable Projects Incorporated

14. Funding of \$1,066 is sought for remission of the cost of hiring the Waikanae Memorial Hall and PA system for the Monster Lions Annual Book Fair on 15 and 16 October 2016.
15. Kapiti Lions hosts an annual book fair raising funds for charity.
16. This event complies with the criteria for Districtwide Facility Hire Remission Grants being a "worthy cause".
17. The maximum grant under the current policy is \$1,000, meaning the full amount of this application cannot be granted.
18. The letter of application from Kapiti Lions is attached to this report as Appendix 3.

Legal considerations

19. There are no legal considerations relating to this report.

Financial considerations

20. Under the Local Government Amendment Act 2012 the local authority must "demonstrate prudent management of its revenues, expenses, assets, liabilities, investments, or general financial dealings."

21. An amount of \$2,881 is provided in the 2016/17 Annual Plan for the Districtwide Facilities Hire Remission Grant. No grant has been made to date in the 2016/17 financial year.
22. The maximum amount of applications in this report which can be granted is \$1,800.
23. If both applications were granted in full this would leave a balance of \$1,081 available in the Districtwide Facility Remissions budget for the remainder of the 2016/17 financial year.

SIGNIFICANCE AND ENGAGEMENT

24. This matter has a low level of significance under the Council's Significance and Engagement Policy.

Consultation already undertaken

25. There are no consultation issues. No other agencies have been consulted in this matter.

Engagement planning

26. An engagement plan is not needed to implement this decision.

Publicity

27. If the remission is granted to Special Olympics NZ, the decision will be publicised as appropriate through the Council's regular communications channels.

RECOMMENDATIONS

28. That the Grants Allocation Committee grants \$800 to Special Olympics New Zealand from the Districtwide Facilities Hire Remission budget to cover the cost of hiring the Coastlands Aquatic Centre for the regional aquatics event scheduled for 9 October 2016.
29. That the Grants Allocation Committee grants \$1,000 to the Combined Lions Clubs of Kapiti Charitable Projects Incorporated, to assist with the cost of hiring the Waikanae Memorial Hall and PA system system for the Monster Lions Annual Book Fair on 15 and 16 October 2016.

Report prepared by	Approved for submission	Approved for submission
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Tracey Ferry

Max Pedersen

Wayne Maxwell

**Executive Secretary
Community Services**

**Group Manager
Community Services**

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ATTACHMENTS

- Appendix 1 Current criteria and process for the Districtwide Facility Hire Remissions fund
- Appendix 2 Grant application letter from Special Olympics New Zealand, dated 14 July 2016
- Appendix 3 Grant application letter from the Combined Lions Club of Kapiti Charitable Projects Incorporated, dated 6 September 2016