



AGENDA

Cromwell Community Board Meeting Tuesday, 20 April 2021

Date: Tuesday, 20 April 2021

Time: 2.00 pm

**Location: Cromwell Service Centre,
42 The Mall, Cromwell**

(Unless Central Government changes COVID-19 meeting restrictions before then,
in which case it will be held electronically using Microsoft Teams and livestreamed)

**Sanchia Jacobs
Chief Executive Officer**

Notice is hereby given that a meeting of the Cromwell Community Board will be held in Cromwell Service Centre, 42 The Mall, Cromwell on Tuesday, 20 April 2021 at 2.00 pm

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Members Ms A Harrison (Chair), Mr W Murray (Deputy Chair), Mr T Buchanan, Mr R Dicey, Cr N Gillespie, Cr C Laws, Cr N McKinlay

In Attendance T Cadogan (Mayor), S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), J Muir (Executive Manager - Infrastructure Services), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), R Williams (Governance Manager), W McEnteer (Governance Support Officer)

1 APOLOGIES

2 PUBLIC FORUM

3 CONFIRMATION OF MINUTES

Cromwell Community Board meeting - 8 March 2021

**MINUTES OF A MEETING OF THE
CROMWELL COMMUNITY BOARD
HELD IN THE CROMWELL SERVICE CENTRE, 42 THE MALL, CROMWELL
ON MONDAY, 8 MARCH 2021 COMMENCING AT 2.00 PM**

PRESENT: Ms A Harrison (Chair), Mr W Murray (Deputy Chair), Mr T Buchanan, Mr R Dicey, Cr N Gillespie, Cr C Laws, Cr N McKinlay

IN ATTENDANCE: S Jacobs (Chief Executive Officer), L Macdonald (Executive Manager - Corporate Services), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), G Bailey (Parks and Recreation Manager), L Stronach (Property Officer – Statutory), D McKewen (Accountant) and W McEnteer (Governance Support Officer)

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

Doreen Evans and Dave Anderson – St John House Build Application

Ms Evans and Mr Anderson discussed the current fundraising project for St John. Both Rotary and Lions were engaged in building a house and funds from its sale would go towards the new St John station house in Cromwell. They mentioned that there were a number of trades that had supplied labour and suppliers that had donated goods. They asked if it was possible for council to donate time as well in the form of waived fees for processing consents. It was noted that those costs were governed by legislation. Ms Evans and Mr Anderson then responded to questions from the board.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: McKinlay

Seconded: Murray

That the public minutes of the Cromwell Community Board meeting held on 18 January 2021 be confirmed as a true and correct record.

CARRIED

4 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. There were no further declarations of interest.

5 REPORTS FOR DECISIONS

21.2.2 CROMWELL FEES AND CHARGES 2021/22 SCHEDULE

To approve the draft fees and charges schedule for the Cromwell Community Board and recommend that Council include these fees and charges in the 2021-31 Long-term Plan.

After discussion it was found on page 34 of the agenda that the cost of commercial activity on the Alpha Street Reserve should read \$400, not \$1600 and it was noted that NA should read no change on the fees and charges schedule.

COMMITTEE RESOLUTION

Moved: Laws
Seconded: McKinlay

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Recommends to Council to accept the changes for the Cromwell Ward to the Fees and Charges Schedule for 2021-22 as detailed and highlighted in Appendix 1 and discussed above.
- C. Recommends Council adopt the fees and charges related to the Cromwell Ward and any amendments as part of the Council's annual fees and charges for the 2021-22 financial year.

CARRIED

21.2.3 CROMWELL FINANCIAL REPORT - PERIOD ENDING 31 DECEMBER 2020

To consider the financial performance overview as at 31 December 2020.

COMMITTEE RESOLUTION

Moved: Buchanan
Seconded: Dicey

That the report be received.

CARRIED

Note: With the permission of the Chair, item 21.2.5 was taken at this point.

Note: Mr Brendan French from Waka Kotahi and Mr Richard Hilliard from WSP Global Limited joined the meeting for item 21.2.5.

21.2.5 ROUNDAABOUT CONSTRUCTION - INTERSECTION STATE HIGHWAYS 6 AND 8B

To inform the Board of the Crown's intention to acquire part of the Sargood Highway Local Purpose (Amenity) Reserve for the purpose of constructing of a roundabout at the intersection of State Highways 6 and 8B.

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: Murray

That the report be received.

CARRIED

Note: Mr Nathan Archer from Landpro joined the meeting for item 21.2.4.

21.2.4 APPLICATION FOR EASEMENTS OVER LOT 101 DP 490721 AND LOT 1 DP 505292

To consider an application for easements over Lot 101 Deposited Plan 490721, (Local Purpose (Road) Reserve), and over Lot 1 Deposited Plan 505292.

COMMITTEE RESOLUTION

Moved: McKinlay

Seconded: Laws

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant easements for \$1:
 - over Lot 101 DP 490721 (Local Purpose (Road) Reserve) in favour Lot 1 DP 505292 for the purpose of conveying water, sewage, electricity, and telecommunications.
 - (in gross) in favour of Aurora Energy Limited over Lot 101 DP 490721 and Lot 1 DP 505292.
 - (in gross) in favour of Chorus NZ Limited over Lot 101 DP 490721 and Lot 1 DP 505292.

Subject to:

- The Minister of Conservation's consent to the easements being granted over Lot 101 DP 490721.
- The Applicant, AC/JV Holdings Limited, meeting all costs associated with preparing and registering the easement agreements.

- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

Note: Mr Buchanan left the meeting at 2.41pm and returned at 2.44 pm.

21.2.6 CROMWELL POOL HEATING UPGRADE

To consider allocating additional funding for replacing the existing Cromwell Pool LPG heating system with a water sourced heat pump unit.

COMMITTEE RESOLUTION

Moved: Dicey

Seconded: Laws

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves additional funding of up to \$162,000 for the Cromwell Pool water sourced heating project from the Cromwell Reserves Contribution cost centre.

CARRIED

21.2.7 POOL OPERATING COSTS

To provide an update on the cost of operating the Cromwell Pool and Alexandra Pool.

COMMITTEE RESOLUTION

Moved: McKinlay

Seconded: Murray

That the report be received.

CARRIED

6 MAYOR'S REPORT

His Worship the Mayor was not present at this meeting.

7 CHAIR'S REPORT**21.2.8 CHAIR'S REPORT**

The Chair gave an update on activities and issues since the last meeting:

- Attended a meeting of the Museum Trust. Reported good visitor numbers for January. Noted that the trust was thinking about their winter series and a venue for that.
 - Attended a mihi whakatau at Cromwell College and spoke on behalf of new staff and students to the college.
 - Attended a Cromwell and Districts Promotions meeting. Noted that the swim leg of the triathlon might move to Lowburn and that Light Up Winter was set for 10 July and this was earlier than usual to avoid a clash with the Fine Thyme theatre.
 - Opened the marching display for The Gate Leisure marchers. Noted that there were ten teams from the lower South Island that attended.
 - Attended a meeting with the Town and Country Club.
 - Attended a meeting with Christchurch airport who gave an update on their timeline for a potential airport at Tarras. Noted that a recent public information session was cancelled due to Level 2 restrictions.
-

COMMITTEE RESOLUTION

Moved: Harrison

Seconded: Murray

That the report be received.

CARRIED

8 MEMBERS' REPORTS

21.2.9 MEMBERS' REPORTS

Members gave an update on activities and issues since the last meeting.

Councillor McKinlay reported on the following:

- Attended a Council meeting. Reported on several items from the agenda of that meeting.
- Attended the Audit and Risk meeting. Confirmed that Linda Robertson was reappointed as chair of that committee.
- Attended a Zoom meeting of Rural and Provincial Mayors. Discussed three waters reform and resource management reform.

Councillor Laws reported on the following:

- Attended a pre-agenda meeting for Three Waters and Waste.
- Attended a Long-term Plan workshop.
- Attended a Council meeting
- Attended the McNulty House charity auction.
- Attended a meeting of the Historic Precinct. Noted that this was the first meeting to be held in McNulty House.
- Attended a meeting for Cromwell Community House. Noted that the AGM was set for September and that the Cromwell Community House board had sent a letter to the council regarding renovations in their offices.

Mr Dicey reported on the following:

- Attended a meeting regarding developments at the accommodation block and had a tour of the facility with Mr Murray.
- Reported recently assisting with transport for disabled people to Wanaka.

Councillor Gillespie reported on the following:

- Attended a Council meeting. Reported on several items from the agenda of that meeting.
- Had a radio interview on Radio Central.
- Attended the Audit and Risk meeting.
- Attended a meeting with Christchurch airport who gave an update on their timeline for a potential airport at Tarras.

Mr Buchanan reported on the following:

- Attended the marching display for The Gate Leisure marchers.
-

- Reported that he has an appointment to meet with the Bannockburn Domain Committee.

Mr Murray reported on the following:

- Attended a meeting between the Lake Dunstan Charitable Trust and Mokihi Trust. It was planned to increase the size of the tree nursery.
- Attended a meeting of the Lake Dunstan Charitable Trust. Noted that a pot of money had been given by central government as part of Jobs for Nature funding. He commented that the first project was from Deadmans Point to Lowburn.
- Attended two meetings of Connect Cromwell. Mentioned their recent projects that included an edible garden in the mall and placing seats in public places.

COMMITTEE RESOLUTION

Moved: Dacey
Seconded: McKinlay

That the report be received.

CARRIED

Note: Mr Buchanan left the meeting at 3.24 pm.

9 STATUS REPORTS

21.2.10 GOVERNANCE REPORT

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

COMMITTEE RESOLUTION

Moved: Gillespie
Seconded: Murray

That the report be received.

CARRIED

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 20 April 2021.

11 RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION

Moved: Murray
Seconded: Laws

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
21.2.11 - Confidential Governance Report	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

The public were excluded at 3.24 pm

The Meeting closed at 3.30 pm.

CHAIRPERSON

4 DECLARATION OF INTEREST

21.3.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 530185

1. Purpose

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

2. Attachments

Appendix 1 - CCB Declarations of Interest [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Buck Buchanan	Central Speedway Club Cromwell Incorporated (life member) Collie Dog Club (member)	Collie Dog Club (Treasurer) Carrick Irrigation Company (Secretary)	Bannockburn Recreation Reserve Management Committee Inc. Pisa District Community Group
Robin Dicey	Foley Wines (Shareholder) Long Gully Race Society Inc Clyde Tennis Club (member)	Foley Wines (Shareholder)	Pisa District Community Group Ripponvale Hall Committee
Neil Gillespie	Contact Energy (Project Manager) Clyde & Districts Emergency Rescue Trust (Secretary and Trustee) Cromwell Volunteer Fire Brigade (Deputy Chief Fire Officer) Cromwell Bowling Club (patron) Otago Local Advisory Committee - Fire Emergency New Zealand		Lowburn Hall Committee Tarras Community Plan Group Tarras Hall Committee
Anna Harrison	Principal Goldfields Primary School Runs the Dunstan Zone swimming championships Cromwell Swim Club past president and club group coach Central Otago Primary School Sport Association (member) Dunstan Zone Sports Group (member) Principal of Goldfields Primary School	Mojo Modern Joinery Cromwell (Owner / Director)	Cromwell District Museum Cromwell Youth Trust

Cheryl Laws	Fine Thyme Theatre Company (Committee) The Message (Director) Wishart Family Trust (Trustee) Wooing Tree (part-time, occasional employee) Daffodil Day Area Coordinator	Otago Regional Council (Councillor) The Message (Director)	Cromwell Resource Centre Cromwell Historical Precinct
Nigel McKinlay	Transition To Work Trust (Board member) Gate 22 Vineyard Ltd (Director) Everyday Gourmet (Director) Central Otago Wine Association (member) Long Gully Irrigation Scheme (member)		
Werner Murray	The Property Group (Employee) Connect Cromwell (member) Guardians of Lake Dunstan (Trustee)	Sole Trader Space at the Base at Allan Scott Wineries Tasting Room, Scott Base Winery (Carolyn Murray) Cromwell Promotions Group (Chair) Central Otago Winegrowers Association (Board member) Schooner Development Ltd (Director)	Cromwell and Districts Community Trust Cromwell District Museum

5 REPORTS FOR DECISIONS

21.3.2 REQUEST FOR EASEMENT OVER ANDERSON PARK RECREATION RESERVE (PRO: 62-3090-00)

Doc ID: 527558

1. Purpose of Report

To consider an application for an easement over Section 8 Block XCII Town of Cromwell being part of Anderson Park Recreation Reserve.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Agrees to grant an easement (right to drain sewage) over Section 8 Block XCII Town of Cromwell being part of the Anderson Park Recreation Reserve, in favour of new Lot 2 Deposited Plan 553564, subject to:
 - the Minister of Conservation's consent.
 - the Applicants paying all costs associated with preparing and registering the easement.
 - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
-

2. Background

Anderson Park Recreation Reserve has a total area of approximately 14.7578 hectares. It is made up of two parcels of land being Section 17 Block XVII, and Section 8 Block XCII, Town of Cromwell. The two parcels are held together in Record of Title OT13B/805. The land is owned by Council in a fee simple estate and is held subject to the Reserves Act 1977.

The majority of the land is contained in Section 17 Block XVII Town of Cromwell (Section 17). A variety of recreational facilities are located on Section 17. These include the Cromwell swimming pool, hockey turf, tennis courts, and the Anderson Park sports pavilion and playing fields. There are also carparking, footpaths, rose gardens and a fountain on Section 17.

The balance of the land, approximately 1.8656 hectares, is contained in Section 8 Block XVII Town of Cromwell (Section 8). There are a number of walkways on Section 8. The walkways link Section 17 to Gair Avenue, Cairnmuir Crescent and Jollys Road.

Section 8 is outlined in yellow below in figure 1. The southern end of Section 17 is outlined in blue.



Figure 1 – Section 8 Block XCII Town of Cromwell (outlined in yellow).

Many privately owned properties 'back on' to Anderson Park. These properties are accessed from various streets including Aurum Court.

In 2016 the owners of 12 Aurum Court (the Applicants) applied for consent to build two units then subdivide the property into two Lots. In their application for subdivision and land use consent the Applicants propose to connect new Lot 1 to the existing sewer main in Aurum Court. The application notes that:

"It is not possible for the rear lot to gravity feed into the Council sewer main in Aurum Court. It is proposed that Lot 2 connect to the existing Council main in Sec 8 Blk XCII Town of Cromwell, a Council reserve."

This would be covered by an easement in favour of Lot 2. It is noted that other lots in the underlying subdivision also connect to this main within the Council reserve."

A plan of Council's sewer main as it lies in the reserve surrounding Aurum Court is shown below in figure 2.



Figure 2 – Council's sewer main in the reserve surrounding Aurum Court.

In August 2016 the application for subdivision and land use consent was approved. Conditions relating to wastewater connections under the consent are as follow:

Wastewater

6. Prior to Section 224(c) certification a cleaning eye shall be installed at the street boundary of the existing connection in Aurum Court to serve Lot 1.
7. Prior to Section 224(c) certification a standard 100mm diameter connection and cleaning eye shall be installed from the council reticulation within the park reserve to the north of the subdivision through Easement C to the boundary of Lot 2.

In accordance with the conditions of the resource consent, the Applicants have now applied for an easement to drain sewage over Section 8, being part of Anderson Park Recreation

Reserve, in favour of new Lot 2. In simple terms, the easement would enable the Applicants to connect new Lot 2 to the existing Council sewer main as lies in the reserve.

Easement area "C" is shown below in an extract of the subdivision plan in figure 3. The subdivision plan showing easement area "C" is overlaid into GIS in figure 4.

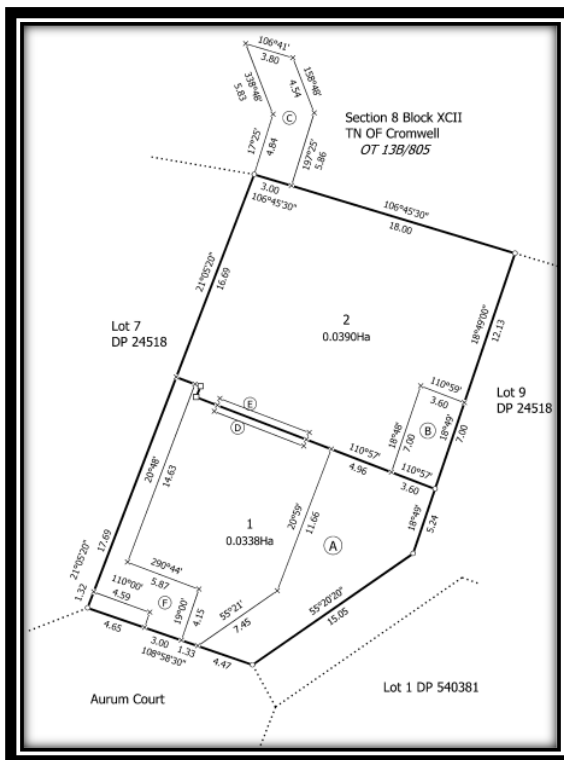


Figure 3 – Extract of Subdivision Plan



Figure 4 – Subdivision Plan overlaid into GIS

3. Discussion

Reserves Act

Section 48 of the Reserves Act 1977 (the Act) provides for the granting of rights of way and other easement over reserves. Section 48(1) of the Act states that in the case of reserves vested in an administering body, the administering body may, with the consent of the Minister of Conservation and on such conditions as the Minister thinks fit, grant rights of way and other easements over any part of a reserve.

Granting an easement for the purpose of draining sewage is consistent section 48(1)(f) of the Act. Section 48(1)(f) states that an easement may be granted over any part of the reserve for the purposes of:

providing or facilitating access or the supply of water to or the drainage of any other land not forming part of the reserve or for any other purpose connected with any such land.

Any easement granted under section 48(1) is granted subject section 48(2) which states:

Before granting a right of way or an easement under subsection (1) over any part of a reserve vested in it, the administering body shall give public notice in accordance with section 119 specifying the right of way or other easement intended to be granted, and shall give full consideration, in accordance with section 120, to all objections and submissions received in respect of the proposal under that section.

However, section 48(3) of the Act states that subsection 48(2) shall not apply if:

- a) the reserve is vested in the administering body and is not likely to be materially altered or permanently damaged; and*
- b) the rights of the public in respect of the reserve are not likely to be permanently affected.*

The purpose of the Reserves Act 1977 is to provide for and to protect reserves for the benefit of the community. Therefore, the issuing of rights over a reserve is generally accepted as being a last resort in the absence of other practical alternatives, particularly where there is likely to be a material effect on the reserve.

A significant portion of council's sewer main is already contained in the reserve. The main services many properties that 'back on' to Anderson Park. Neither the main nor any of the existing connections have any material effect on the land or compromise the public's use of the reserve of it is underground.

On that basis, given the rights being requested are no greater than those held by any other party, will not materially affect, or compromise the public's use of the land, public consultation is not required in this instance.

Financial

All costs associated with preparing and registering the easement and with the resource consent lie with the Applicants.

4. Options

Option 1 – (Recommended)

To grant an easement (right to drain sewage) over Section 8 Block XCII Town of Cromwell being part of the Anderson Park Recreation Reserve, in favour of new Lot 2 Deposited Plan 553564, subject to:

- the Minister of Conservation's consent.
- the Applicants paying all costs associated with preparing and registering the easement.

Advantages:

- The granting of the easement is consistent with the provisions of the Reserves Act 1977.
- The applicants will be able to give effect to the terms and conditions of their resource consent.

Disadvantages:

- None, as the rights being requested are no greater than those held by any other party, will not materially affect the reserve, or compromise the public's use of the land.

Option 2

To not grant an easement over Section 8 Block XCII Town of Cromwell being part of the Anderson Park Recreation Reserve.

Advantages:

- None, as the rights being requested are no greater than those held by any other party, will not materially affect the reserve, or compromise the public's use of the land.

Disadvantages:

- Does not recognise the provisions of the Reserves Act 1977.
- The applicants will be not be able to give effect to the terms and conditions of their resource consent.

5. Compliance

Local Government Act 2002 Purpose Provisions	While the decision does not relate to any Council service or activity, the granting of the easement will promote development within the district.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	No negative financial implications are related to this decision. The Applicants are required to pay all costs associated with preparing and registering the easement.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	The granting of an easement containing the right to drain of sewage over a reserve is consistent with the provisions of section 48(1)(f) of the Reserves Act 1977.
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision as the associated works will have no material effect on the land.
Risks Analysis	There are no risks to Council associated with the recommended option.
Significance, Consultation and Engagement (internal and external)	The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded. In accordance with section 48(3) of the Reserves Act 1977, public consultation is not required.

6. Next Steps

The following steps will be taken to implement the road stopping:

- | | |
|----------------------------------|---------------|
| 1. Community Board approval | 20 April 2021 |
| 2. Council approval | 05 May 2021 |
| 3. Applicants advised of outcome | Mid-May 2021 |

7. Attachments

Nil

Report author:

Reviewed and authorised by:



Linda Stronach
Property Officer - Statutory
12/03/2021

Louise van der Voort
Executive Manager - Planning and Environment
9/04/2021

21.3.3 REQUEST FOR A NEW LEASE: CROMWELL YOUTH CENTRE TRUST

Doc ID: 527150

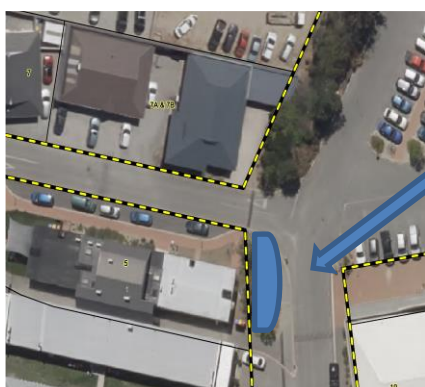
1. Purpose of Report

To request a new lease for Cromwell Youth Trust including additional area.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to issue a new lease to the Cromwell Youth Centre Trust over Part Lot 47 Deposited Plan 18370 OT15A/567 including a variation adding Part Lot 3 Deposited Plan 421855, being part of the land comprised in Computer Freehold Register 483838 as per plan below:



(5) part of previous lease
Area in blue additional area
requested

- C. Authorises the Chief Executive to do all that is necessary to give effect to this resolution.
-

2. Background

The Cromwell Youth Centre Trust (the Trust) hold a lease over part of the land at 5 Murray Terrace.

The lease was for a term of five years commencing 1 July 2006, with provision for two further terms of five years each, and final expiry of 30 June 2021.

The premises are described as part of land situated at 5 Murray Terrace, Cromwell comprising 940 square metres more or less being Part Lot 47 Deposited Plan 18370 OT15A/567.

Rental is one dollar per annum, if demanded.

3. Discussion

The Cromwell Youth Centre Trust are seeking a new lease with a variation of land area.

The proposed extended lease area would encroach over part of Council's land described as Lot 3 Deposited Plan 421855, being part of the land comprised in Computer Freehold Register

483838. This is part of the land designated D83 for landscaping and carparking purposes under the operative Central Otago District Plan.

In 2020, informal discussions were held with Roding, Parks and Recreation, and Property and Facilities departments, with permission being given verbally for the Trust to remove the ivy and tidy the area designated as D83 to be used as an extra outdoor space.

Permission is now being sought to formally to include this area as part of the new lease. The Trust would like to allow youth to use this outdoor space more fully, and place artificial turf on this area for ease of maintenance.

Proposed lease terms could include:

Start date	1 July 2021
Term	5 years
Rights of renewal	Two further terms of 5 years
Final expiry	15 years
Rent	\$1.00 per annum as per Community Leases and Licensing Policy will be offered at concessional rates which are set significantly below market rent. The difference between these rates is effectively a subsidy provided by Council to groups which assists Council in achieving its desired community outcomes.
Rent review	Five-yearly. The rent review is based upon the recommendation in the Community Leases and Licensing Policy offering concessional rates which are significantly lower below market rent.
Lessee's outgoings	100% of Electricity, telephone, glass/burglary insurance, Lessor indemnity insurance, contents insurance, internal décor maintenance, rubbish collection, cleaning, provisioning of toilets, ground maintenance.
Improvements at termination of lease	At termination improvements are either surrendered to the landlord or if required to do so removed by way of the landlord giving three months' notice
Special conditions	The landlord reserves the right to terminate an agreement with six months' notice if it requires part or whole of the occupied area for other activities

In the Cromwell Spatial Plan, the site is identified as being part of the Northwest Precinct 3.5.6 which identifies this site for possible future mixed-use buildings.

Community Leasing and Licencing Policy

This policy discusses leases/licences to groups carrying out activities on a not-for-profit basis who use their funds to develop and maintain the group or invest them for the betterment of the local community. As such, the proposed lease would be made according to the terms set out in this policy.

The following table outlines the assessment criteria required by the Community Leasing and Licensing Policy and demonstrates how the Cromwell Youth Worker Trust meets those criteria.

Criteria	Key Questions	Assessment
The group's purpose and activities must be consistent with the Council's strategic direction	What is the group's purpose? What additional benefits will the proposal bring to the community?	<p>The Cromwell Youth Trust states that: <i>"The purpose of the Trust is to support and advocate for local youth throughout Cromwell & surrounding areas. Cromwell Youth Trust's promise is to provide a safe and supportive environment where young people have the opportunities to express themselves openly, without judgement; to be treated as equals, without segregation; to have the opportunity to participate, without concern of financial pressure; to be heard, without being silenced and to be guided by trusted and dedicated youth workers.</i></p> <p><i>In achieving the purposes of the Trust, the Trust shall endeavour to:</i></p> <ul style="list-style-type: none"> <i>a) focus on youth in the Community.</i> <i>b) assist and support at-risk youth.</i> <i>c) develop youth leadership.</i> <i>d) respond to the changing needs of youth.</i> <i>e) consult with youth.</i> <i>f) use positive youth development strategies:</i> <i>h) recognise and respect the diversity of cultural, social, spiritual and beliefs which are shaping the context on which young people grow up;</i> <i>i) evaluate and research the effectiveness of the services provided by the Trust."</i> <p>➤ Criteria met</p>
It is desirable for groups to be an incorporated society or trust.	How does the group spend the money it raises and what happens to any surplus? What additional benefits	<p>Cromwell Youth Trust is a registered charitable trust (CC23961).</p> <p>They do not normally have any unaccounted-for surplus. Projects are determined through consultation with youth and then external</p>

	will the proposal bring to the community?	<p>funding is secured before the projects go ahead.</p> <p>They benefit the community providing youth-driven programmes and services for tamariki & rangatahi; including whanau throughout the district.</p> <p>➤ Criteria met</p>														
The group must be sustainable in terms of membership and/or users for the term of agreement.	Is there evidence that the group's membership numbers and trends justify the proposal? Is there an open membership policy?	<p>The group has an open membership policy. Attendance at the group has been increasing.</p> <p>Youth are not required to pay a membership, and or are trust members.</p> <p>➤ Criteria met</p>														
The group must be in a financial position to fulfil its obligations under the agreement	How does the group fund its activities? Is there evidence that the group can afford to meet the obligations of occupying the land/building?	<p>The Cromwell Youth Trust funds its activities through grants and donations. Their main funders include Central Lakes Trust, Otago Community Trust, Lottery Grants Board & Pub Charity Limited.</p> <p>The Cromwell Youth trust already occupies the land and buildings, indicating they can meet those obligations.</p> <p>Their financial statements show that they are managing their financial obligations through grant applications successfully.</p> <table><tr><th>Year-end</th><th>Statement of Financial Performance Surplus/deficit</th></tr><tr><td>2016</td><td>3,135</td></tr><tr><td>2017</td><td>(9,772)</td></tr><tr><td>2018</td><td>(9,406)</td></tr><tr><td>2019</td><td>4,178</td></tr><tr><td>2020</td><td>53,543</td></tr><tr><td>Average</td><td>8,337</td></tr></table> <p>➤ Criteria met</p>	Year-end	Statement of Financial Performance Surplus/deficit	2016	3,135	2017	(9,772)	2018	(9,406)	2019	4,178	2020	53,543	Average	8,337
Year-end	Statement of Financial Performance Surplus/deficit															
2016	3,135															
2017	(9,772)															
2018	(9,406)															
2019	4,178															
2020	53,543															
Average	8,337															
The land and buildings must be utilised to the	How often will the building be used and what activities are planned? What	The building is used every day after school during term time.														

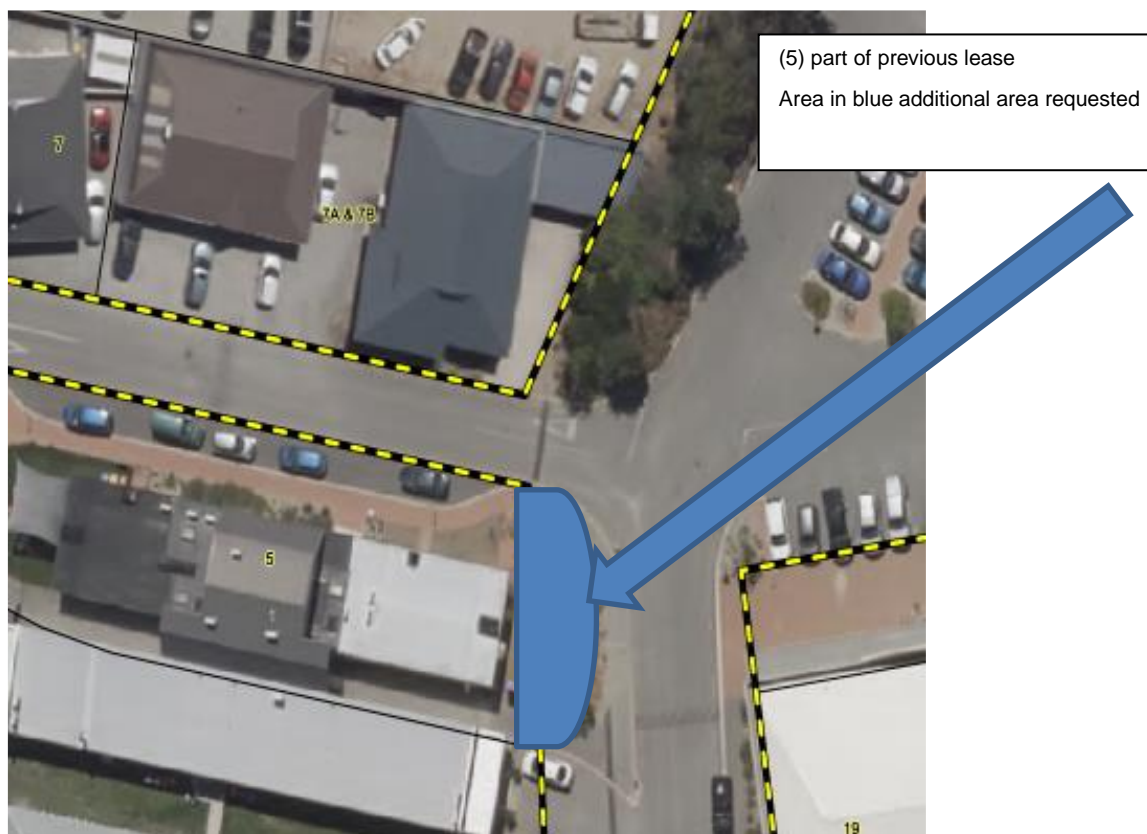
fullest extent possible	alternatives have been considered by the group and why have they been rejected? Is there potential for the group to share facilities with other existing occupants?	<p>No alternative locations have been required to be considered by the group as they are already well-established in that location.</p> <p>The Cromwell Youth Trust are keen to promote the building to attract more youth-related community use and events.</p> <p>➤ Criteria met</p>
The activity must not have the potential to adversely affect open space values or cause environmental harm	Is the activity consistent with relevant legislation and any applicable reserve management plans? Is there a potential for adverse environmental effects to be caused by the activity? If yes, how will these be mitigated?	<p>There are no known adverse environmental effects caused by youth group occupation on the land.</p> <p>➤ Criteria met</p>
There must be demonstrated support and need within the community for the activity	Is there demonstrated support from the wider community and those expected to benefit from the activity? Are similar activities to the one being proposed, delivered by other facilities that are accessible to the group and the wider community?	<p>There is wider community support. Other groups such as the Cromwell Menz Shed have assisted the group previously.</p> <p>The group report that their sessions are being well attended by youth and their families.</p> <p>The group's increasing member attendance indicates support within the community, and also suggests that similar activities are not being delivered by other facilities accessible.</p> <p>➤ criteria met</p>

4. Options

Option 1 – (Recommended)

Agree to issue a new lease to the Cromwell Youth Centre Trust, over Part Lot 47 Deposited Plan 18370 OT15A/567, to include Part of land designated as D83 for landscaping and

carparking purposes under the operative Central Otago District Plan being part of the land comprised in Computer Freehold Register 483838 as per plan below:



Advantages:

- Provides for the on-going maintenance and management of the building and outdoor area for community use by a community group
- Realises the opportunity to support a local community group, assisting the Council in achieving its desired community outcomes
- Issuing a new lease to include extended outdoor area allows more space to deliver community youth services
- Council would not be required to continue maintaining the area designated D83

Disadvantages:

- None

Option 2

To not approve a new lease.

Advantages:

- None

Disadvantages:

- This option does not realise the opportunity to support a local community group, and so does not assist the Council in achieving its desired community outcomes
- Council would be required to continue maintaining the area designated D83

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social and economic wellbeing of communities, in the present and for the future by enabling the Cromwell Youth Trust to provide the same and potentially increased level of service.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	No significant budget implications are attributed to this decision, as the building is already leased at a nominal \$1 rent.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes, this decision is consistent.
Considerations as to sustainability, the environment and climate change impacts	This decision does not impact on the sustainability, environmental, and climate change of the district.
Risks Analysis	The health and safety obligations will be the Tenant's responsibility to meet.
Significance, Consultation and Engagement (internal and external)	The lease will not be subject to public consultation.

6. Next Steps

Advise Cromwell Youth Trust of resolution
Draft new lease document

7. Attachments

Nil

Report author:



Debbie Shaw
Property and Facilities Officer (Cromwell)

8/04/2021

Reviewed and authorised by:



Louise van der Voort
Executive Manager - Planning and Environment

9/04/2021

21.3.4 REQUEST FOR NEW LEASE: CROMWELL MENZ SHED**Doc ID: 529373****1. Purpose of Report**

To consider granting permission to locate the Cromwell Menz Shed on a portion of the Cromwell Transfer Station and grant a lease to the Cromwell Menz Shed.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
 - B. Agrees to lease the proposed area to the Cromwell Menz Shed.
 - C. Recommends to Council to approve a lease for Cromwell Menz Shed over 1000m² (more or less) of land (shown in Figure 1) located on the Cromwell Transfer Station/Closed Landfill site, being part of Lot 3 DP 526140.
 - D. Authorise the Chief Executive to do all that is necessary to give effect to this resolution.
-

2. Background

The Cromwell Menz Shed (Menz Shed) began looking for a permanent site in 2018. A proposed site on Litany Street was later ascertained not be available under the Neplusultra Street Reserve Management Plan. Discussions were then held between the Central Otago Vintage Car Club and the Menz Shed to determine if they could share the club's lease area as it did not appear fully utilised. However, the Central Otago Vintage Car Club preferred to occupy their current site solely.

There have been ongoing discussions in relation to the Menz Shed being able to occupy a portion of the Cromwell Transfer Station. However, as these discussions were not progressing quickly enough for the Menz Shed the Central Otago Equestrian Club Inc. offered an area at the Cromwell Racecourse. The Menz Shed accepted and have been located there since December 2019. However, under the Cromwell Racecourse Reserve Management Plan the Menz Shed activity does not fit the criteria for occupying an area of this reserve.

3. Discussion

Infrastructure has agreed to the lease of the land to the Menz Shed at the Cromwell Transfer Station/Closed Landfill.

The Transfer Station/Closed Landfill is accessed off Bannockburn Road and is located in the northern section of Lot 3 DP 526140 (shown on Figure 1 below) occupying an area of approximately 3.9 ha within the entire site area of approximately 52 ha.

The site is bound to the north by a newly developed commercial/industrial lot, to the east by mixed agricultural and residential, to the south by a recreational area (biking tracks and a paintball shooting range) and to the west by commercial/industrial areas.

The proposed area is indicated on Figure 2 below. The area is 1000 m² (more or less) with a proposed entrance from Bannockburn Road. The entrance would be created by opening a

section of the existing fence off a dirt road allowing the Menz Shed to have direct access into their fenced compound as outlined below:



Figure 1 – Lot 3 DP 526140



Figure 2 – Proposed 900m² Menz Shed lease area

A targeted soil assessment was undertaken by ENGEO Ltd on the proposed Cromwell Menz Shed site to ensure there was no contaminated material or buried waste beyond the landfill cap. All four 1.5m deep test pits excavated in the proposed development area showed no sign of waste material, staining or indicators of contamination. Soil samples were collected from each test pits and analysed. All soil samples reported concentrations of heavy metals below the NES (National Environmental Standards) recreational and NES commercial/industrial outdoor worker criteria.

As ground gas has not been investigated for the site there is a potential for landfill gas to be present in the subsurface. It is recommended that foundation solutions include ground gas protection measures should a permanent structure be constructed.

A site management plan is required to outline procedures to identify and mitigate exposure to unidentified contamination, if encountered during the redevelopment works.

It is proposed that the Menz Shed meet the following costs associated with the development of their site:

- Site Management Plan
- Potable water connection to dog pound existing pipework
- Connection to permanent water network when established
- All costs associated with power and wastewater
- Installation of gate on southern boundary
- All costs in relation to ground being fit for purpose due to the nature of the site

It is proposed that Council meet the following costs:

- Fencing 3 sides of the proposed area
 - Quote being undertaken on 9 April 2021

There are many synergies and opportunities to be gained from the Menz Shed being located within the boundary of the Cromwell Transfer Station, such as recycling of unwanted materials brought to the transfer station.

Proposed lease conditions could include:

Lease	Parties: Central Otago District Council and the Cromwell Menz Shed
Conditions	Rent: \$1 per annum
	Term: 5 years two rights of renewal
	Rent review: on renewal
	Permitted use: The operations of a Menz Shed
	Outgoings: Lessee pays 100% of outgoings
	Termination: If either party wish to terminate the lease six months' notice in writing may be given by either party.
	If the Menz Shed ceased to exist, then any improvements on the land would revert to Council

4. Options

Option 1 – (Recommended)

Recommend to Council to approve a lease for Cromwell Menz Shed over 1000m² (more or less) of land (shown in Figure 1) located on the Cromwell Transfer Station/Closed Landfill site, being part of Lot 3 DP 526140.

Advantages:

- Realises the opportunity to support a local community group, assisting the Council in achieving its desired community outcomes
- The synergies and opportunities of the Menz Shed and Cromwell Transfer Station can be fully explored with sites being nearby each other

Disadvantages:

- None

Option 2

Decline to recommend to Council to approve a lease for Cromwell Menz Shed over 1000m² (more or less) of land (shown in Figure 1) located on the Cromwell Transfer Station/Closed Landfill site, being part of Lot 3 DP 526140.

Advantages:

- None

Disadvantages

- Does not realise the opportunity to support a local community group, assisting the Council in achieving its desired community outcomes
- The synergies and opportunities of the Menz Shed and Cromwell Transfer Station cannot be fully explored by sites being nearby each other

5. Compliance

Local Government Act 2002 Purpose Provisions	<p>This decision promotes the social wellbeing of the community, in the present and for the future by facilitating clubs and groups such as the Menz Shed who add to the social fabric of communities.</p> <p>This decision also promotes the environmental wellbeing of the community, in the present and the future by enabling the Menz Shed to be located adjacent to the Cromwell Transfer Station which will encourage diversion from landfills and use of recycled materials in the Menz Sheds various projects.</p>
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	No income had been anticipated from the proposed area, so no financial implication.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes, consistent with the Economic Development strategy.
Considerations as to sustainability, the environment and climate change impacts	This decision promotes opportunities for increased sustainability by developing working relationships between the Menz Shed and Cromwell Transfer Station.
Risks Analysis	Any construction would be subject to the normal appropriate health and safety practices under the construction contract.
Significance, Consultation and Engagement (internal and external)	This decision does not require consultation.

6. Next Steps

Advise the Cromwell Menz Shed of the resolution
 Report to Council for approval of Board recommendation
 Draw up appropriate lease if approved by Council

7. Attachments

Nil

Report author:

Reviewed and authorised by:



Debbie Shaw
Property and Facilities Officer (Cromwell)

8/04/2021



Louise van der Voort
Executive Manager - Planning and
Environment

9/04/2021

21.3.5 **HARDSHIP GRANT APPLICATION CROMWELL AND DISTRICTS PROMOTION GROUP**

Doc ID: 529981

1. Purpose of Report

To consider an application from Cromwell and Districts Promotion Group for a 'hardship' grant to fund activities and operational expenses for the period of 1 July to 30 September 2021.

Recommendations

That the Cromwell Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves a promotion grant to Cromwell and Districts Promotion Group for the period of 1 July to 30 September 2021. The amount of the grant to be funded from the 2021-2022 Cromwell Promotions Grant budget and used for the Light Up Winter Event July 2021 only.

Requested \$35,000 excl gst

Approved \$15,000 excl gst

2. Background

A new grant policy was adopted by Central Otago District Council (Council) in August 2019 resulting in all Community Board and Council promotion and community grants becoming fully contestable. Grant budgets were subsequently reviewed by Council and Boards for inclusion in the 2021 – 2031 Long Term Plan (LTP) which is open for public submission until 25 April 2021. It is through the LTP process that Council will confirm the total budgets for funding grants. This means that grant applications may not be received until consultation has closed and the LTP budgets have been approved and adopted in June 2021.

It was recognised by Community Boards and Council that this change in procedure could mean a gap in funding and potentially result in financial hardship for groups who had been receiving a grant from Council on an annual basis that was used to cover staffing or other critical costs. Should organisations not have sufficient reserves to cover essential costs this could subsequently result in the need to lay off skilled staff and or cancel key projects.

A hardship grant application process was established for costs a group expects to incur in the first quarter of the 2021 – 2022 financial year (1 July 2021 – 30 September 2021) as a one off for this year of transition. It was agreed that groups would need to demonstrate financial need and show clearly that the gap in funding will severely threaten the applicant's ability to operate.

Grants approved through this process are to be funded by approved LTP grant budgets in the 2021-2022 financial year and will result in less funding being available when the contestable round is opened.

Historically Cromwell and Districts Promotion Group would confirm their planned programme of work and apply to the Cromwell Community Board seeking promotion grant funding prior to the beginning of the financial year the projects would be undertaken in, generally in November / December for projects beginning July 1 the next calendar year.

The group is now unable to make application to the contestable 2021 – 2022 year grant funding until July, with decisions likely to be made at the Board meeting in October 2021. This change has resulted in the group not having security of funding to cover its staff, operational and project costs in the first quarter of the 2021-2022 financial year. They have therefore made an application for a hardship grant to allow them to continue with their planned programme of work and meet staff and operational costs. (Appendix 1)

The group has requested a grant of \$35,000 (excl gst). A forecast budget is supplied with the application, together with a full breakdown budget for the Light Up Winter event. The group's current financial statement confirms it has reserves invested with SBS of \$50,470 plus an additional approx. \$20,000 in general accounts. However in the application they state that they wish to retain those reserves as a 'buffer' against non-forecasted impacts on their events and activities – such as COVID-19 had in 2020.

3. Discussion

Cromwell and Districts Promotions Group has received grant funding from the Cromwell Community Board for promotional activities since its inception in the late 1980's. Its current structure involves employment of staff to undertake the delivery of promotional activity, supported by a volunteer committee. The group runs a series of community events of which the largest – Light up Winter is scheduled to take place the weekend of 10 July 2021.

The group has stated that it does not have sufficient financial reserves to cover the period of the 2021-2022 year until it can apply to the new contestable grant budget, scheduled to open 1 July 2021. Council staff have worked alongside the group, encouraging them to look at opportunities to apply to appropriate alternative funding agencies. At the time of writing this report the group had not secured any alternative grant to assist it in being able to deliver its planned event and / or cover staff and operational costs. The application to the Board has been made on that basis. The group has a strong record of facilitating much loved community events, however the Board should also be mindful of being seen as the ongoing funder of staff.

The group has held discussions with Tourism Central Otago regarding the future direction for the Light up Winter event and how it can be developed in such a way as to be considered for funding through the Southern Lakes Regional Events Fund. The application made to that fund for this year's event was unsuccessful however future applications may still be made if the event can show how it meets the funds criteria including driving out of region visitation and bringing measurable economic benefit to the region.

In assessing the requested grant, staff took into consideration both the value of the groups work and the impact on potential further applications once the first full round of funding becomes available for application in July 2021. It is understood that multiple applications are likely to result in an oversubscribed application round, evidence of a very healthy contestable grants environment. In assessing the request for a hardship grant at this time staff remained cognisant of the importance for the Board to fairly consider the value of applications to ensure the strongest possible promotional outcomes are achieved from its grant's programme.

Staff reviewed the budgets and financial statements supplied and additionally considered the amounts the Board has previously agreed to fund the group for operational and event costs. This was then cross checked in context, whereby this grant request needs to demonstrate financial hardship. With the group having built up some financial reserves, which can safely be assumed are not linked to previous Board approved grant amounts as any unspent grant funds have been reimbursed in recent years, it is considered that partial funding is the preferred option.

In considering options for partial funding staff determined that any approved grant be limited to a proportion of Light up Winter event costs. This approach should ensure the group can

proceed with the event, whilst also being encouraged to continue to seek additional funding streams such as sponsorship and grants to grow their events and/or reduce the amount of reserves it will need to use to meet commitments.

The Board approved a grant of \$9,000 to the groups 2020 Light up Winter event. For the 2021 event the group has identified additional costs, some of which are compliance driven and some infrastructure. The draft budget supplied, excluding staff costs indicates a budgeted event shortfall of \$21,783. It can also be assumed there is an estimated \$5,000 wages costs to the group in addition to the draft budget leaving a possible shortfall in the region of \$27,000 unless adjustments are made to reduce costs in some areas or additional sponsorship or grants are sourced.

It is recommended that the Board agrees to approve a promotion grant for the Light up Winter Event. The event has good community support and the group should continue its efforts to obtain sponsorship, in kind support and / or investigates other options for increasing income or reducing costs of the event.

Staff also reviewed the requested operational costs including staff and determined the group has sufficient reserves that it should be able to utilise for this period.

Based on the above, staff suggest the Board grant as follows:

Light Up Winter Event: \$ 15,000 (excl gst)

A grant of \$15,000 would be a significant increase (\$6,000, or 67%) from the previous year. It would equate to approximately 14% of proposed LTP budget 21-22 year and would leave a total of \$91,219 for the Board to disseminate through the first publicised contestable grant round opening 1 July 2021.

If approved as recommended the group would need to cover any shortfall from its reserves, obtain other grants or sponsorship and/or adjust activities to fit within its budget.

4. Options

Option 1 – (Recommended)

The Board considers the application and approves a grant to Light Up Winter 2021 event follows (excl gst):

\$ 15,000 Light Up Winter event July 2021

Advantages:

- A significant sum substantially larger than the previous year, is awarded to enable the event to go ahead.
- The Board acknowledges the group has sufficient unallocated reserves to cover a proportion of the costs outlined in the draft budget supplied.
- The Board is ensuring ratepayers money is allocated as intended, whilst still showing strong support to the group.
- The Board retains as much of the planned LTP budget as is possible to ensure that the first publicised contestable grant round has sufficient funds for a fair and equitable round of applications to be considered.

Disadvantages:

- The group may need to break investment deposits and incur financial penalties for doing so.

- The group may be unable to secure additional sponsorship, in kind support or grants to allow their Light up Winter event to be held as intended.
- The group's long term financial stability may be at increased risk from adverse events impacting on activities.
- The group may perceive the Board no longer supports its activities and it may lose skilled staff should they perceive less security of employment.

Option 2

That the Board considers the application from Cromwell and Districts Promotions Group and approves a grant to the amount of \$35,000 (excl gst) to support the groups anticipated operational and activity expenses for the period 1 July to 30 September 2021.

Advantages:

- The Light Up Winter event will be held as planned.
- The group will have more certainty to retain and be able to pay contracted staff that have knowledge and experience to progress the activities and programmes undertaken by the group.
- The committee can continue to pursue funding options – including making further applications to other community funding organisations.
- The Board is continuing to show support for a group it has provided grant funding to over many years.

Disadvantages:

- There will be a lesser amount of funding available for applicants to the first contestable grant funding round scheduled to open 1 July 2021 which may result in the Board being unable to fund new opportunities within the balance of approved budgets.
- The group holds reserve funds built up from previous years which should be utilised for some or all of the costs for this quarter in recognition that this is the time to apply 'rainy day' funding if available.

Option 3

The Board considers the application and declines to grant any funds to the Promotions Group on the basis that the group can continue to operate within its existing reserves until such time as the first contestable round after approval of the 2021-22 LTP budgets.

Advantages:

- The Board is making the decision based on the most current financial report indicating the group has sufficient unallocated reserves to cover all its costs outlined in the draft budget supplied.
- The Board will have the full amount approved in the 2021 – 2031 LTP budget for allocation in the first publicised round of contestable grant applications.
- This aligns with the grant policy principles whereby Council and Community Boards agreed to make all grants contestable. A contestable process allows the assessment of grant applications to be made in tandem and ensures that Promotions Grants are applied to the most appropriate projects to achieve the best possible community promotional outcomes.

Disadvantages:

- A lack of funds may result in the cancellation of an event the community has shown its support for in recent years, and/or the loss of skilled contracted staff due to the inability of the group to fund their wages.
- The community perceives the decision to not provide a grant to the group as being unfair and therefore there is a greater risk of negative publicity.

5. Compliance

Local Government Act 2002 Purpose Provisions	<p>This decision enables democratic local decision making and action by, and on behalf of communities by:</p> <p>Enabling local decision making and empowering communities to work alongside Council to meet their current and future needs.</p> <p>Awarding grants primarily for 'local community infrastructure and local services as these are interpreted in the Central Otago context, that deliver on social, cultural, economic and environmental priorities in the community.</p>
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	<p>Yes.</p> <p>It has been agreed by Community Boards and Council that they will consider applications from groups facing financial hardship as a result of changes in policy and procedures to cover a period of transition.</p> <p>Applicants are to provide a budget showing what grant funds are to be applied to with supporting up to date financial statement proving their current financial balance.</p> <p>Any funds granted will be funded from the appropriate grant budget as approved through the 2021 – 2031 Long Term Plan and only be available for uplift after 1 July 2021. The grant budgets remaining unallocated funds will be made available through the normal contestable process which will open on 1 July 2021.</p>
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	<p>Yes.</p> <p>The application is consistent with the principles and objectives of the CODC Grants Policy 2019.</p> <p>Projects support the Economic Development Strategy, Central Otago Tourism Strategy (events) Central Otago A World of Difference Regional Identity values.</p>
Considerations as to sustainability, the environment and climate change impacts	<p>The Light Up Winter event highlight is the release of Chinese Lanterns, which the group ensures are recyclable and are picked up from where they land.</p>

	Recipients of Council grant funding are required to adhere to the principles within Council's policies including its sustainability policy, waste minimisation, smokefree etc.
Risks Analysis	<p>Public events carry a level of risk as they bring together in one place a number of people to participate in the activities associated with the particular event and in the case of light up winter this takes place primarily when after dark.</p> <p>Community groups and organisations are required to meet the necessary legislative Health and Safety requirements for their activities. The group develops a comprehensive plan for all events and employs expertise where required.</p> <p>CODC's Health, Safety and Wellbeing advisor will seek a copy of and review the event Health & Safety plan should they deem it necessary.</p>
Significance, Consultation and Engagement (internal and external)	The project and activities do not meet or exceed any of the criteria thresholds in the policy requiring public consultation. Therefore it is not considered significant.

6. Next Steps

Cromwell and Districts Promotion Group will be advised of the Boards decision regarding the request for a hardship grant. If a grant is approved, a purchase order will be raised and the procedure for uplifting the grant and reporting requirements will be included within correspondence.

7. Attachments

Appendix 1 - Grant Assessment Matrix [↓](#)

Appendix 2 - Hardship Grant Application [↓](#)

Report author:

Reviewed and authorised by:



Alison Mason
Media and Marketing Manager
3/04/2021



Sanchia Jacobs
Chief Executive Officer
13/04/2021

CCB Funding Applications Evaluation Matrix

Proposed LTP Budget 2021/2022																\$	106,219	Granted	\$	19,650	Surplus / Deficit		\$86,569
Applicant/Project		Purpose				Criteria					\$ Funded Previously	\$ Cost	\$'s Applied for	\$ Recommended to Grant	Funding Comment / Conditions								
	Ref	Directly Enhances Experience	Attracts Retains Visitors	Supports approved strategies plans	Delivers community outcomes	Project well planned defined	Benefits demonstrated	Costs clear reasonable	Broad economic gain not individual	Organisation capability													
Cromwell & Districts Promo Group																							
Contractor - Media and Communications		Some	Yes	Yes	Yes	Yes	Yes	Yes	Some	Yes	\$23,100.00	\$ 23,100.00	\$ 6,000.00	\$5,325.00	Costs and funded previously figures applicable to full year								
Contractor - Community Relationship Manager		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Some	Yes	\$23,100.00	\$ 23,100.00	\$ 6,000.00	\$5,325.00	Costs and funded previously figures applicable to full year								
Marketing and Advertising		Some	Yes	Yes	Some	Some	Some	Some	Some	Yes	\$15,000.00	\$ 5,250.00	\$ 5,250.00	\$0.00	\$15K approved for full year 2020-21. Costs for Google Ads (\$250 per mth) print adverts in publications, visitor point brochure distribution, promotional items and brochure printing. Reserves could fund for this quarter								
Operating Expenses		No	No	Yes	No	Yes	Some	Yes	Yes	Yes	\$12,000.00	\$ 3,931.00	\$ 3,931.00	\$0.00	From budget supplied operational costs excluding advertising, wages and brochures. Reserves could fund for this quarter								
Light Up Winter Event 2019		More	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$ 9,000.00	\$ 38,000.00	\$ 22,000.00	\$9,000.00	Encourage group to continue efforts to secure sponsors, alternative grants and/or adjust event to reduce unnecessary costs.								
Cromwell & Districts Promo Group - Total											\$82,200.00	\$ 93,381.00	\$ 43,181.00	\$19,650.00									
											\$ -	\$ -	\$ -	\$0.00	\$0.00								
TOTAL												93,381.00	43,181.00	\$19,650.00									



Hardship Grant Application

The Central Otago District Council is transitioning its grants programme to a fully contestable process. This ends the practice of allowing grants to be awarded through submissions to the Long Term Plan. Instead, grant applications, including those for multi-year funding arrangements will be considered after the 2021-31 Long Term Plan is adopted. This means that normal applications will not be decided until late August 2021.

This grant is only open to groups who have been receiving a grant from the Council on an annual basis and who use their grant to cover staffing or other critical costs. This grant will be available for costs a group expects to incur the first quarter of the 2021/22 financial year (1 July 2021 – 30 September 2021). Grants will be awarded based on demonstrated financial need where it is clear that the gap in funding will severely threaten the applicant's ability to operate.

Applications close 1 April 2021

Name of organisation:

Cromwell & Districts Promotion Group

Contact person:

Carolyn Murray

Phone number:

022 406 8509

Email:

chair@cromwell.org.nz

Address:

PO Box 38
Cromwell
9342

Please provide a brief description of the activities or services your group has organised in the last 12 months:

EVENTS

Light Up Winter – A free community event in The Mall featuring live music and entertainment, a lively night market, and a spectacular mass lantern release. This event gives visitors and the community something to do during a normally quiet time of the year. This event was attended by more than 4000 people.



Cromwell Fireworks and Street Party – A free community event held in the Cromwell Heritage Precinct featuring a fun street party with live music, entertainment for all ages, a market with crafts and delicious food, ending with a breathtaking fireworks display over the Kawarau. This event was attended by around 5000 people.

Cromwell Spring Market – A lively market with over 200 stalls filled with interesting crafts, home-made goods, delicious food and more to welcome in the spring. This event had to be sadly cancelled due to inclement weather.

Cromwell Summer Series:

The Cromwell Summer Series is run by independent contractors and not funded by the Community Board.

- **Cromwell Half Marathon and 10k Run or Walk** – The course takes athletes around the shores of beautiful Lake Dunstan, all the way to Pisa Moorings and back, with a backdrop of spectacular mountain views. This is a family-friendly, fun event that attracts runners of all levels.
- **Nevis Valley Gutbuster** – The Gutbuster is a 75 km endurance mountain bike ride through the iconic Nevis Valley from Garston to Bannockburn that tests athletes endurance to the limit.
- **Bannockburn MTB Classic** – The Bannockburn MTB Classic is 56 km of the best mountain biking Central Otago has to offer. In addition to the Classic ride, there is also a 22 km and 10 km option.
- **Lake Dunstan Cycle Challenge** – The Lake Dunstan Cycle Challenge is a 96km sealed road circuit, generally flat, from Cromwell around Lake Dunstan passing through Northburn, Tarras, Luggate and back down Wanaka Road to the Cromwell Sports Club. This is one of the only bunch rides left in New Zealand and has been hailed as a must-do for road cyclists.
- **Lake Dunstan Triathlon & Duathlon** – The Triathlon and Duathlons are run in and around Lake Dunstan offering athletes the opportunity to run, cycle, swim, and kayak.

Carols in the Park – A free event in partnership with Connect Cromwell to get the community together to celebrate the festive season with a picnic and an accompanied singalong at Alpha Street Park. This event was well-attended despite less-than-ideal weather conditions.

Cherry Festival and National Cherry Spitting Championships – This quirky event attracts competitors from all over New Zealand to see who can set a cherry stone flying the furthest. The event is held on the McNulty lawn and features live music and other fun family activities.

PROMOTIONAL ACTIVITIES

Discover Cromwell – Working with TCO, we produced a fold-out brochure and map that highlights what the town and region have to offer to entice more people to visit. We manage the distribution of these brochures to selected points in Queenstown, Wanaka, Dunedin, and more.



Walk Cromwell – We continued to manage the distribution of these brochures to key points in and around Cromwell.

Cromwell Compendium – We compiled the third Cromwell Compendium. This quality publication is distributed to every accommodation room in Cromwell as well as into providers in Wanaka, Clyde, and Gibbston Valley.

Cromwell.org.nz – We manage the official Cromwell website where local businesses are listed in various categories, local events are showcased, and visitors can find updated information on the town and its history.

Facebook and Instagram – We have two social media accounts that are regularly updated to entice visitors to our town and to keep locals informed on what is happening in the area.

Cromwell webcams – There are three webcams in Cromwell that show views from the Heritage Precinct, Scott Base, and The Gate. We manage the upkeep of these webcams.

Cromwell Ambassador Program – We work with Queenstown Resort College in bringing the Ambassador Program to Cromwell. There were only 2 sessions in the past 12 months due to the uncertainty that COVID-19 brought.

Please provide a brief description of the activities or services your group has planned in the first quarter of the 2021/22 financial year (1 July 2021 – 30 September 2021)?

Light Up Winter is a free community event that celebrates its 5th year anniversary in 2021. The event, held in The Mall, provides respite from the dark and cold winter days in Cromwell with live music, entertainment, a lively night market, and a spectacular mass lantern release. This event has grown in popularity each year, and now attracts a large number of visitors from neighbouring regions and around New Zealand. It provides a much needed economic boost to the local economy in a traditionally quiet season, as well as making a positive impact on the wellbeing of both locals and visitors. We have planned this event for 10 July 2021, which is the start of the school holidays, with the aim of increasing the length of visitor stays to our region.

This event aligns perfectly with the first 3 goals of Tourism Central Otago's Strategy (increasing visitor expenditure, improving seasonal distribution, and improving connections with neighbouring regions and feeder markets). It is also in line with many of the Cromwell Community Plan outcomes (revitalise the town centre, encourage community events, develop community connections, support our local businesses, continue to be good hosts to visitors).

In addition to our largest event falling in the first quarter of the financial year, the group will be continuing the other operations as detailed above, such as preparing for the next edition of the Cromwell Compendium, and promoting Cromwell through our media channels. Our 2 contractors are integral to the successful and professional operations of all of the above events and activities. These roles are responsible for the "doing" of our group – the marketing and communications, event planning and community relationship



work. They are supported by our committee of volunteers. Our group's success is due to the skills of these contractors, and the processes we have adopted around them. A lack of funding for these 2 roles would be a major loss for the group.

What is your budget for the first quarter of the 2021/22 financial year (1 July 2021 – 30 September 2021)?

Please see the Minimum Event and Operations Budget attached, which shows the impact on the group if we are not granted the promotional funding provided in the past. A detailed Light Up Winter budget has also been included.

Notes to accompany this budget:

1. Besides the Light Up Winter costs, all of the other line items in the budget are the same as in the 2020-21 CDPG budget.
2. You will see from our Financial Statement (also attached) that the group does have some funds in the bank, which we have worked hard over many years to accumulate as a safety net. Although CDPG had a financial reserve at SBS totalling \$64,000 at 30 June 2020, currently this reserve totals just over \$50,000 in our SBS accounts due to COVID-19 impacts. Please refer to the updated statements.

The CDPG has worked hard to build a buffer of funds in our accounts for the unexpected (such as this year, due to COVID). Without funding our group will be in a tenuous financial position after this quarter, since our largest event falls in this period. This is a much-loved community event which has been growing in popularity and size. We want to be able to guarantee its continuity for both visitors and our local community.

How much grant funding has your group received from other funders in the last 12 months?

We received 2 other grants in addition to CCB funds.

\$12,300 from NZ Community Trust to offset the increasing costs of the Summer Series events. This funding has remained the same for the last 3 seasons even though more has been applied for and represents about 20% of the total income of the 5 events.

\$5,000 from The Trusts Community Foundation, which covers about 50% of the actual fireworks display cost at the Cromwell Fireworks and Street Party. Again, this grant has not changed over the last few years.

We receive small amounts of "in kind" support from local businesses (Light Up Winter stage, sound and lighting provided in previous years to the value of \$2700). This cannot be guaranteed this year due post COVID pressure on businesses. It has always been difficult to obtain cash sponsorship, especially in uncertain times. We do also benefit from many volunteer hours to help staff the event.



How much are you applying for?

For July to Sep 2021 - \$35,000

Please attach your groups most recent financial statement as evidence of financial hardship to this application.

Declaration:

By completing this application, you acknowledge that:

- All information you have provided is true and correct
- You have read and acknowledged the standard Central Otago Terms and Conditions of Grant Funding
- You acknowledge that your application will be assessed in accordance with the principles and objectives of the Grants Policy 2019 as well as on demonstrated financial need. The decision of the Council or the relevant Community Board decision is final.
- Information about your application and any approved funding may be made publicly

available
by the
Council

Carolyn Murray

27 March 2021

A handwritten signature in blue ink, appearing to read "Carolyn Murray".

- Name: Date:
- Signature:

CDPG MINIMUM EVENT & OPERATION BUDGET

	ex GST			
Account	July	August	September	TOTAL
Income				
Fireworks (138)	\$ 0	\$ 5,000	\$ 1,000	
Light Up Winter (This Year) - Income (138)	\$ 16,000	\$ 0	\$ 0	
Spring Festival (195)	\$ 0	\$ 0	\$ 0	
CODC Operational Grant Income (149)	\$ 0	\$ 0	\$ 0	
Compendium advertisements (160)	\$ 0	\$ 0	\$ 9,000	
Donations Received (152)	\$ 0	\$ 0	\$ 0	
Grant Revenue (155)	\$ 0	\$ 0	\$ 0	
Interest Income (153)	\$ 0	\$ 200	\$ 0	
Subscription Income (151)	\$ 0	\$ 0	\$ 0	
Summer Series Income (180)	\$ 0	\$ 0	\$ 0	
Sundry Income (154)	\$ 0	\$ 0	\$ 0	
Total Income	\$ 16,000	\$ 5,200	\$ 10,000	\$ 31,200
Less Cost of Events				
Light Up Winter (This Year) - Expense (238)	\$ 38,000	\$ 0	\$ 0	
Cherry Festival - Expense (243)	\$ 0	\$ 0	\$ 0	
Fireworks - Expense (240)	\$ 0	\$ 0	\$ 0	
Spring Festival - Expense (249)	\$ 0	\$ 0	\$ 0	
Summer Series Expense (230)	\$ 0	\$ 0	\$ 0	
Total Cost of Sales	\$ 38,000	\$ 0	\$ 0	\$ 38,000
Gross Profit	-\$ 22,000	\$ 5,200	\$ 10,000	-\$ 6,800
Less Overheads				
Advertising (254)	\$ 1,750	\$ 1,750	\$ 1,750	
AGM & Review Expenses (253)	\$ 0	\$ 0	\$ 750	
Bad Debts (262)	\$ 0	\$ 0	\$ 0	
Brochures & Compendium (265)	\$ 0	\$ 0	\$ 7,000	
Bank Fees (257)	\$ 20	\$ 20	\$ 20	
Donations Made (285)	\$ 0	\$ 0	\$ 0	
Insurance (295)	\$ 1,000	\$ 0	\$ 0	
Operating Expenses (300)	\$ 667	\$ 667	\$ 667	
Community Relationship (3002)	\$ 2,000	\$ 2,000	\$ 2,000	
Media Manager (3000)	\$ 2,000	\$ 2,000	\$ 2,000	
Postage & Stationery (330)	\$ 40	\$ 40	\$ 40	
Website (355)	\$ 0	\$ 0	\$ 0	
Total Overheads	\$ 7,477	\$ 6,477	\$ 14,227	\$ 28,181
Surplus/Deficit	-\$ 29,477	-\$ 1,277	-\$ 4,227	-\$ 34,981

LIGHT UP WINTER BUDGET 2021

		ex GST	
	INCOME		Notes
	Lanterns	\$7,826.00	* based on selling 900 @ \$10
	Stallholder	\$1,000.00	* 7 paid food vendors & 14 craft stalls
	CDPG - Mulled Wine	\$4,000.00	* based on 500 cups sold
	CDPG - Keep Cups	\$1,000.00	
	CDPG - LED Stall	\$1,500.00	
	Donations	\$500.00	* Gold Coin Donations
	Total income	\$15,826.00	
	EVENT COSTS		
	<i>Health & Safety/Licencing</i>		Notes
	Liquor Licence	\$400.00	
NEW COST	Traffic Management Plan	\$600.00	
NEW COST	First Aid	\$500.00	
	<i>Facilities</i>		
	Toilets, Fencing, Generators (HireKing)	\$525.00	
	Heaters	\$1,000.00	
NEW COST	Staging	\$1,700.00	
NEW COST	Stage Sound & Lighting	\$1,000.00	
	<i>Labour</i>		
	Mall light Pack In & Out	\$750.00	* donation given to Cromwell Rugby Club (increased this year)
NEW COST	Cherry Picker	\$800.00	
	Lantern Clean Up	\$435.00	* donation to local group for clean up of lanterns (increased this year)
	<i>Stalls</i>		* product cost to generate group income
	CDPG - Mulled Wine Stall	\$2,500.00	
	CDPG - LED Stall	\$600.00	
NEW COST	Keep Cups	\$3,500.00	* didn't buy these last year due to time restraints
	<i>Advertising & Marketing</i>		
	Poster print	\$90.00	

	The Bulletin	\$1,180.00	2 x full page plus 2 x 1/4
	Cromwell News	\$1,304.00	2 x full page plus 2 x 1/4
NEW COST	The Star (Dunedin)	\$1,000.00	2 x 1/8th
NEW COST	Southland Express	\$850.00	2 x 1/8th
	Social media ads	\$150.00	
	More FM	\$1,300.00	
	Big Fruit Reserve overlays	\$580.00	2 panels (double-sided)
	Big Fruit Reserve signs	\$100.00	for use of space
	Photographer	\$500.00	
	Entertainment		
	Lanterns	\$3,645.00	* based on 1000
	MC	\$600.00	
	Live Music	\$2,500.00	
	Street Performers	\$2,000.00	Magician
	Other	\$1,000.00	* Photobooth etc
NEW COST	Light Effects - Decoration	\$5,000.00	
	Craft Cave	\$500.00	
	Light Up Hat Competition	\$500.00	
	Light Up Window Competition	\$500.00	
	Total event costs	\$37,609.00	
	Event costs minus income	\$21,783.00	

NEW COSTS

Traffic management: Historically, we had a volunteer who had the knowledge and certification to provide this service to us. Due to requirement changes, we are no longer able to use his services and need to engage Otago Traffic Management.

First aid: Due to the size of the event, we need to engage more first aid providers to ensure we comply with health and safety requirements.

Staging: Our stage was provided in kind in previous years, but due to the post-COVID environment we can't rely on this sponsorship continuing.

Sound and lighting: Similar to the staging, sound and lighting has historically been provided in kind but it is not guaranteed in these uncertain times.

Keep Cups: We didn't buy these last year due to time restraints, but would like to purchase them this year.

Advertising: To drive visitors from outside the region, we are expanding our printed advertising to publications in Dunedin and

Cherry picker: This is a new health and safety requirement for the installation of the lights in The Mall.

Light Effects – Decoration: Many of our lights were purchased at the start of the event 4 years ago and have reached the end of their usability. They need to be replaced with durable lights.

LIGHT UP WINTER HISTORICAL COST

2018	\$	18,501.00
2019	\$	24,098.00
2020	\$	20,388.00

In 2019 we grew the event by introducing keep cups, engaging more performers, making more lanterns available, and adding additional lights to the decorations in the mall

uncertainty brought on by COVID-19. We didn't purchase keep cups, decreased value of competition prizes, and didn't engage a photographer for the event. Some of our entertainment also gave us reduced rates due to COVID-19.

Balance Sheet

Cromwell & Districts Promotion Group Incorporated

As at 31 March 2021

31 MAR 2021

Assets

Bank	
BNZ Cheque Account	2,872.86
BNZ Debit Card	0.01
BNZ Summer Series Trust	1.98
SBS Non Profit	20,214.31
SBS Star Maturity	30,255.17
Westpac Debit Card	1,191.45
Westpac General Account	18,817.07
Westpac Summer Series	202.42
Total Bank	73,555.27

Current Assets

Accounts Receivable	11,518.80
RWT Paid	332.29
Total Current Assets	11,851.09

Fixed Assets

Less Accumulated Depreciation on Plant & Equipment	(8,040.95)
Plant & Equipment	9,079.56
Total Fixed Assets	1,038.61

Total Assets **86,444.97**

Liabilities

Current Liabilities

Accounts Payable	3,502.14
GST	1,251.00
Rounding	(0.01)
Total Current Liabilities	4,753.13

Total Liabilities **4,753.13**

Net Assets **81,691.84**

Equity

Current Year Earnings	4,644.22
Retained Earnings	77,047.62
Total Equity	81,691.84

Profit and Loss

Cromwell & Districts Promotion Group Incorporated For the period 1 July 2020 to 2 April 2021

1 JUL 2020-2 APR
2021

Trading Income

Bannockburn Gutbuster Pub to Pub	10,519.91
Bannockburn Mountain Bike Classic	11,916.97
Fireworks	5,869.57
Cherry Festival Income	128.87
Cromwell Half Marathon	9,750.32
Lake Dunstan Cycle Challenge	9,306.03
Lake Dunstan Triathlon	6,432.98
Summer Series Income	(1,063.04)
Compendium advertisements	14,900.00
Spring Festival	2,434.99
Light Up Winter (This Year) - Income	14,636.90
Total Trading Income	84,833.50

Cost of Sales

Bannockburn Gutbuster Pub to Pub - Expense	8,941.92
Bannockburn Mountain Bike Classic - Expense	6,970.64
Fireworks - Expense	11,550.86
Cherry Festival - Expense	1,318.41
Cromwell Half Marathon - Expense	8,221.25
Lake Dunstan Cycle Challenge - Expense	9,067.77
Lake Dunstan Triathlon - Expense	7,947.10
Summer Series - refund of unused NZCT grant	1,224.76
Spring Festival - Expense	1,710.92
Light Up Winter	29,233.13
Total Cost of Sales	86,186.76

Gross Profit (1,353.26)

Other Income

Subscription Income	11,070.00
Sundry Income	20.61
Interest Income	749.06
CODC Operational Grant Income	64,702.00
Total Other Income	76,541.67

Operating Expenses

Promotion	
Advertising	10,395.47
Brochures & Compendium	10,760.00
Website	3,745.66
Total Promotion	24,901.13

Operating

Profit and Loss

	1 JUL 2020-2 APR 2021
AGM Expenses	1,526.09
Bank Fees	69.26
Donations Made	95.00
Equipment	300.21
Insurance	1,600.00
Operating Expenses	437.54
Total Operating	4,028.10
Contractors	
Operational Contractor - Community Relationship	21,407.93
Operational Contractor - Media Manager	14,547.51
Total Contractors	35,955.44
Depreciation	1,049.04
Bad Debts	(100.00)
Honorarium & Xero fee	4,710.48
Total Operating Expenses	70,544.19
Net Profit	4,644.22



Annual Report

Cromwell & Districts Promotion Group Incorporated
As at 30 June 2020

Prepared by EZPZADMIN



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Compilation Report

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

Compilation Report to the members of Cromwell & Districts Promotion Group Incorporated.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Cromwell & Districts Promotion Group Incorporated for the year ended 30 June 2020.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Governing body are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.

EZPZadmin Ltd

102 Thomson Gorge Rd, R D 3, Cromwell

Dated: 26 August 2020



Entity Information

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'Who are we?', 'Why do we exist?'

Legal Name of Entity

Cromwell & Districts Promotion Group Incorporated

Entity Type and Legal Basis

Incorporated Society

Registration Number

9429042668435

Entity's Purpose or Mission

Responsible for the promotion of Cromwell & Districts and to investigate, develop and promote events for the benefit of participants and Cromwell.

Entity Structure

There is a Managing Committee consisting of Chair, secretary, treasurer and at least 3 other committee members. The AGM of members decides who these office bearers shall be.

Main Sources of Entity's Cash and Resources

The CDPG receives an annual grant from the Cromwell Community Board

Main Methods Used by Entity to Raise Funds

Besides this grant CDPG charges fees, for example, entry into competitive sporting events and holding a stall at community events. There are other grants received to help defray event costs.

Entity's Reliance on Volunteers and Donated Goods or Services

Most events require a volunteers to help with the operation, the number depending upon the size of the event. Some big events, for example Light Up Winter, receive some donated goods and services

Physical Address

29 The Mall, Cromwell

Postal Address

PO Box 38, Cromwell, New Zealand, 9342



Approval of Financial Report

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

The Managing Committee are pleased to present the approved financial report including the historical financial statements of Cromwell & Districts Promotion Group Incorporated for year ended 30 June 2020.

APPROVED

Carolyn Murray

Chair

Date 26/8/2020

John Morrison

Treasurer

Date 26/8/2020



Statement of Service Performance

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'What did we do?', 'When did we do it?'

Description of Outcomes

The Cromwell Promotions Group has promoted Cromwell as a family friendly town using various methods. The community events are attended by greater numbers every year and they are kept informed of happenings in the town by an ever greater readership on social media.

As well, it promotes Cromwell to new visitors through a compendium of businesses and encourages excellent standards of service by its Ambassador program.

	2020	2019
Description and Quantification of Outputs		
Total Grant, Subscription and Event Income	206,024	199,980
Total Event and Operational Expenditure	199,591	180,010



Statement of Financial Performance

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'How was it funded?' and 'What did it cost?'

	NOTES	2020	2019
Revenue			
Fees, subscriptions and other revenue			
Fees received		81,690	83,781
Subscription from Members		11,100	11,100
Total Fees, subscriptions and other revenue		92,790	94,881
Donations received			
Donations Received		52	50
Total Donations received		52	50
Interest, dividends and other investment revenue	1	1,209	1,264
Other revenue	1	19,325	18,460
Grants		92,648	85,325
Total Revenue		206,024	199,981
Expenses			
Volunteer and employee related costs	2	55,771	53,177
Costs related to providing goods or service	2	102,728	94,337
Grants and donations made	2	-	374
Other expenses	2	41,092	32,122
Total Expenses		199,591	180,010
Surplus/(Deficit) for the Year		6,433	19,971

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



Statement of Financial Position

Cromwell & Districts Promotion Group Incorporated

As at 30 June 2020

'What we own?' and 'What we owe?'

	NOTES	30 JUN 2020	30 JUN 2019
Assets			
Current Assets			
Bank accounts and cash			
Bank accounts and cash	3	86,441	75,796
Total Bank accounts and cash		86,441	75,796
Debtors and prepayments	3	1,099	3,603
Total Current Assets		87,540	79,399
Non-Current Assets			
Property, Plant and Equipment	5	2,088	6,326
Other non-current assets	3	-	126
Total Non-Current Assets		2,088	6,452
Total Assets		89,628	85,851
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	12,528	12,061
Unused donations and grants with conditions	4	52	3,175
Total Current Liabilities		12,580	15,236
Total Liabilities		12,580	15,236
Total Assets less Total Liabilities (Net Assets)		77,048	70,615
Accumulated Funds			
Accumulated surpluses or (deficits)	6	77,048	70,615
Total Accumulated Funds		77,048	70,615

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



Statement of Cash Flows

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'How we have received and used cash'

	2020	2019
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	113,315	106,400
Fees, subscriptions and other receipts from members	97,049	97,158
Interest, dividends and other investment receipts	1,217	1,264
Cash receipts from other operating activities	22,224	24,591
GST	(9,504)	(8,259)
Payments to suppliers and employees	(204,682)	(198,053)
Donations or grants paid	-	(374)
Cash flows from other operating activities	(2,415)	(562)
Total Cash Flows from Operating Activities	17,204	22,165
Cash Flows from Investing and Financing Activities		
Receipts from sale of investments		
SBS Star Maturity	51,446	225
Short term deposit	-	12,000
Payments to acquire property, plant and equipment	(6,410)	-
Payments to purchase investments	(65,293)	(53,227)
Cash flows from other investing and financing activities	(150)	(5,013)
Total Cash Flows from Investing and Financing Activities	(20,406)	(46,015)
Net Increase/(Decrease) in Cash	(3,202)	(23,851)
Bank Accounts and Cash		
Opening cash	34,794	58,644
BNZ Cheque Account	(14,484)	23,727
BNZ Debit Card	1,185	-
BNZ Summer Series Trust	112	(47,592)
SBS Non Profit	9,986	14
Closing cash	31,592	34,794
Net change in cash for period	(3,202)	(23,851)

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



Statement of Accounting Policies

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'How did we do our accounting?'

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

Cromwell & Districts Promotions Group is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for Accounts Payable and Accounts Receivable which are stated inclusive of GST.

Income Tax

Cromwell & Districts Promotion Group Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.



Notes to the Performance Report

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

	2020	2019
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
CODC Operational Grant Income	92,648	85,325
Donations Received	52	50
Total Donations, fundraising and other similar revenue	92,700	85,375
Fees, subscriptions and other revenue from members		
Bannockburn Gutbuster Pub to Pub	12,816	18,117
Bannockburn Mountain Bike Classic	13,994	13,029
Cherry Festival Income	1,128	185
Cromwell Half Marathon	10,817	12,328
Fireworks	6,487	7,587
Lake Dunstan Cycle Challenge	10,553	11,558
Lake Dunstan Triathlon	10,017	7,984
Light Up Winter	12,426	7,928
Reimbursement - Greenway Festival	-	5,066
Spring Festival	3,396	-
Subscription Income	11,100	11,100
Summer Series Income	56	-
Total Fees, subscriptions and other revenue from members	92,790	94,881
Interest, dividends and other investment revenue		
Interest Income	1,151	1,264
Sundry Income	58	1
Total Interest, dividends and other investment revenue	1,209	1,264
Other revenue		
Compendium advertisements	19,325	18,460
Total Other revenue	19,325	18,460
	2020	2019
2. Analysis of Expenses		
Volunteer and employee related costs		
Operating Expenses	9,110	7,819
Operational Contractor - Community Relationship	23,569	24,510
Operational Contractor - Media Manager	23,092	20,848
Total Volunteer and employee related costs	55,771	53,177
Costs related to providing goods or services		
Bannockburn Gutbuster Pub to Pub - Expense	14,704	14,672
Bannockburn Mountain Bike Classic - Expense	11,258	11,098
Cherry Festival - Expense	7,131	2,162
Cromwell Half Marathon - Expense	5,391	10,479

Notes to the Performance Report



	2020	2019
Equipment	-	375
Fireworks - Expense	14,278	14,509
Insurance	2,607	2,547
Lake Dunstan Cycle Challenge - Expense	17,223	10,079
Lake Dunstan Triathlon - Expense	2,589	8,642
Light Up Winter	24,098	18,501
Spring Festival - Expense	3,448	-
Subscriptions	-	23
Summer Series - refund of unused NZCT grant	-	1,248
Total Costs related to providing goods or services	102,728	94,337
Grants and donations made		
Donations Made	-	374
Total Grants and donations made	-	374
Other expenses		
Advertising	17,956	20,258
AGM Expenses	1,297	1,536
Bad Debts	2,113	562
Bank Fees	270	289
Brochures & Compendium	14,395	8,561
Depreciation	4,239	915
Website	823	-
Total Other expenses	41,092	32,122
	2020	2019
3. Analysis of Assets		
Bank accounts and cash		
BNZ Cheque Account	19,957	34,442
BNZ Debit Card	1,185	-
BNZ Summer Series Trust	449	338
SBS Non Profit	10,000	14
SBS Star Maturity	54,849	41,002
Total Bank accounts and cash	86,441	75,796
Debtors and prepayments		
Accounts Receivable	344	-
Event Prepayments	756	3,603
Total Debtors and prepayments	1,099	3,603
Other current assets		
RWT Paid	-	225
Total Other current assets	-	225



	2020	2019
4. Analysis of Liabilities		
Creditors and accrued expenses		
Accounts Payable	15,113	15,498
Total Creditors and accrued expenses	15,113	15,498
GST		
GST	(2,585)	(3,437)
Total GST	(2,585)	(3,437)
Unused donations and grants with conditions		
CODC Grant Refund	52	3,175
Total Unused donations and grants with conditions	52	3,175
Other current liabilities		
Credit Card	-	99
Total Other current liabilities	-	99

	2020	2019
5. Property, Plant and Equipment		
Other Fixed Assets		
Owned fixed assets	9,080	9,080
Accumulated depreciation - fixed assets owned	(6,992)	(2,753)
Total Other Fixed Assets	2,088	6,326
Total Property, Plant and Equipment	2,088	6,326

	2020	2019
6. Accumulated Funds		
Accumulated Funds		
Opening Balance	70,615	50,644
Accumulated surpluses or (deficits)	6,433	19,971
Total Accumulated Funds	77,048	70,615
Total Accumulated Funds	77,048	70,615

7. Commitments

There are no commitments as at 30 June 2020 (Last year - nil).

8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2020 (Last year - nil).

9. Related Parties

John Morrison, a director of EZPZadmin is the treasurer of Cromwell & Districts Promotions Group for which he receives an honorarium.

Notes to the Performance Report



10. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

11. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

6 REPORTS FOR INFORMATION

21.3.6 CROMWELL & DISTRICTS PROMOTION GROUP PROMOTION GRANT REPORT BACK 2019-20 YEAR

Doc ID: 529619

1. Purpose

To consider a report and financial statement from Cromwell and Districts Promotions Group for 2019 – 2020 financial year projects which received promotion grant funding from the Cromwell Community Board.

Recommendations

That the report be received.

2. Discussion

The Cromwell Community Board (the Board) approved promotion grant funding to Cromwell and Districts Promotions Group from the 2019-20 financial year as per the following resolution.

Resolution 18.13.8

Cromwell Promotions Grant Applications 2019-20 Financial Year

A. APPROVED a grant from the 2019-2020 financial year Cromwell Promotions Cost Centre 3033 2460 to Cromwell and Districts Promotion Group for projects:

(i) Contractor – Media and Communications
Requested \$23,100 **Approved \$23,100**

(ii) Contractor – Community Relationship
Requested \$23,100 **Approved \$23,100**

(iii) Promotions Activity – Brochure and Photography
Requested \$24,500 **Approved \$18,000**

On the basis that the group work closely with Tourism Central Otago to ensure projects in this space are in line with the Central Otago Tourism Strategy, visitor persona research and brand. Design elements should be aligned with Tourism Central Otago's collateral.

(iv) Operating Expenses
Requested \$ 12,500 **Approved \$12,500**

(v) Light Up Winter
Requested \$9,000 **Approved \$9,000**
Commercial sponsorship opportunities should be sought.

(vi) Cherry Festival
Requested \$2,000 **Approved \$2,000**
Commercial sponsorship opportunities should be sought.

(vii) *Fireworks Street Party*
Requested \$5,000 **Approved \$5,000**
Commercial sponsorship opportunities should be sought.

As required by the Grant Policy, the report back and end of year financials are attached for the Boards information. (appendix 1)

3. Attachments

Appendix 1 - Cromwell and Districts Promotion Group Report Back [↓](#)

Report author:

Reviewed and authorised by:



Alison Mason
Media and Marketing Manager
29/03/2021



Sanchia Jacobs
Chief Executive Officer
13/04/2021

Cromwell and Districts Promotion Group Funding Report*July 2019 to June 2020 | Chair - Carolyn Murray*

I can say with certainty that the 2019-2020 year will be one we all remember, for many reasons! It started off with positivity and growth, leading into a bustling summer, and then life changed dramatically for all, but was perhaps most strongly felt by those in or related to the tourism industry, which in this region is most of us, even if indirectly.

As my first year as Chair of this group, I inherited a well-functioning committee with robust processes, thanks to the former Chair Janeen Wood, and our amazing contractors Marion and Gretchen, who already knew their jobs inside out. I have been lucky to have such a handover.

We were very fortunate to be able to hold our Light Up Winter event in July 2019, our new Spring Market event in September 2019, the Street Party and Fireworks in October 2019, the Summer Series sporting events throughout the summer, and the Cherry Festival in December 2019.

New Zealand went into lockdown in March 2020, but for our group, this was our quieter time of year, so we kept in touch with one another, figured out how to meet via Zoom, and focussed our attention on lifting the spirits of our community, promoting stories of positivity and resilience, and started planning for how we could support the businesses in our community that were struggling.

We erected a billboard with the slogan "We've got this", which had a great response from the community, and this sparked the start of our #loveCromwell campaign, which was in response to the impact of COVID, and all about fostering love and appreciation for our town, it's businesses and local characters.

Gretchen, our Customer Relationships Manager, and Marion, our Marketing and Communications Manager, diligently spent the lockdown time and beyond planning for our next Light Up Winter event, which for a very long time seemed like an impossible dream. Amazingly, our team of 5 million eliminated COVID, and we found ourselves at level 1, and able to hold our much loved community event after all. Although our most recent Light Up Winter technically comes under next year's report – I'm pleased to say it was a huge success, and we had a record number of attendees. It provided a much needed positive celebration for our community and visitors after the pressures of the year.

Throughout all of these events, this committee has put in a huge number of hours in the planning, onsite setup, management and pack down. While such events can be exhausting, we all share a sense of pride seeing our efforts come to life, and the genuine enjoyment on people's faces.

The following is a short summary on each of the above-mentioned events, as well as an overview of other activities we undertook in promoting Cromwell and its Districts in the 2019-20 year.

Light Up Winter, 20 July 2019, The Cromwell Mall, 2500 attendees

This was the third annual Light Up Winter, and it cemented this event as a community favourite. It is an evening event featuring a mass lantern release, light shows, fairy lights, live music, stalls and the community getting together to break the darkness of winter. There's also a night market with delicious food and tasty treats, homemade goodies, crafts and more transforming the Cromwell Mall into a magical winter wonderland. Brigitte Tait kindly stepped in to run this event which she founded three years earlier, while Gretchen was on maternity leave.

Spring Market, 26 September 2019, Big Fruit Reserve, 2000 attendees

This was a new event for us. The inspiration to hold this event came from the announcement that the Spring Challenge women's sporting event would be held in Cromwell, attracting a huge number of athletes, their families and support crews to Cromwell. It was also held the same weekend as the Alexandra Blossom Festival, which many of the stallholders felt was a huge benefit, to have back to back events in the same region. There was a fantastic turn out for this event, and the Big Fruit Reserve proved to be a popular and highly visible location. We received excellent feedback on the diversity of the stalls, food providers and activities. (Note that this event was self-funded, not funded by the CCB.)

Fireworks and Street Party, 26 October 2019, Heritage Precinct, 4100 attendees

We had a beautiful warm night for this event, which attracted a record number of visitors. The committee had also made the decision to hold it on Labour Weekend this time, to allow visitors to "make a weekend of it", which certainly did seem to work. Businesses in the Heritage Precinct enjoyed a roaring trade, and there were stalls, food trucks, entertainment, music and of course the fireworks display as the finale.

Cherry Festival, 29 December 2019, McNulty Lawn, 1500-2000 attendees

As in previous years, the Cherry Festival was held alongside the Cromwell Farmers and Craft Market. Activities included carnival games, pie eating, pony rides, a colouring competition, a glamping tent, Pippity Pop and Ms Monarch face painting. The main attraction however, with over 100 entries, was the NZ Cherry Spitting Competition, which always draws a crowd.

Summer Series Sporting Events, which run through the summer months:

- Cromwell Half Marathon
- Nevis Gutbuster
- Bannockburn MTB Events
- Lake Dunstan Triathlon
- Lake Dunstan Cycle Classic

The operation of these events is handled professionally by Terry Davies and Bill Godsall, who have been working with the Group for several years now. They attract mainly domestic tourists, and bring visitors to the region over the summer months. (Note that these events are not funded by the CCB.)

Other Activities:

Aside from events, there are plenty of other activities that keep us busy. Marion manages the cromwell.org.nz website, sends our newsletters, manages our Cromwell social media pages, writes articles and prepares ads promoting our town. This year Marion also spent a lot of time working alongside Tourism Central Otago to update the Cromwell brochure. This has now had a complete redesign and is in line with TCO's branding and imagery.

The Cromwell Compendium was published for its second year in 2019, which is a glossy magazine, acting as a resource of local attractions and businesses for visitors. It is distributed to all accommodation providers at the start of summer.

When not planning events, Gretchen is out and about in the community, and takes on feedback from business owners about what they need from us. It was clear that post-lockdown, and with no international tourists, many of our local businesses were struggling. This led to the Community Brainstorming Session that we held to seek feedback on what needed to change in response to our new post-COVID economic environment. Despite a lot of interest, we only had a few attendees, perhaps due to being held on a mid-winter's evening. Out of this feedback the #loveCromwell campaign was developed, and both Marion and Gretchen worked hard on this. We hope this will be a longer term campaign that continues to instil pride in our town, encouraging people to support local businesses, and to actively invite friends and family to visit and enjoy our fabulous offerings in Cromwell.

In summary, through the challenges we faced this year we have been made acutely aware of the importance of the work our group does to assist both community well-being, and domestic tourism. These two things have a huge effect on the happiness and economic stability of our people and our region. Our committee is extremely grateful to you, the Cromwell Community Board, as our main supporter and source of funding. Without this promotional funding we would be unable to run our community events and promote Cromwell to the high standard that we do. I would also like to thank our dedicated committee and contractors for their hard work. We can all be extremely proud of our collective achievements.

CCB Funding Comparison 2019-2020			
	Expenditure	Grant	Difference
Media	23,092	23,100	-8
CRM	23,569	23,100	469
Advertising	17,956	18,000	-44
Operating	13,014	12,500	514
LUW	24,098	9,000	15,098
Cherry	7,131	2,000	5,131
Fireworks	14,278	5,000	9,278

Cromwell & Districts Promotion Group

Light Up Winter 2019 - Report



The Event

What: Light Up Winter

When: Saturday 20th July, 2019

Where: Cromwell Mall

Who: Cromwell and Districts Promotion Group

How many: Approximately 2,000 + people

Now known as a key event in the Cromwell events calendar this was the 3rd Light Up Winter event. An evening event featuring lanterns, light shows, fairy lights, live music, stalls and the community getting together to break the darkness of winter. A night market with delicious food and tasty treats, homemade goodies, crafts and more transforming the mall into a magical winter wonderland. A mass lantern release lighting up the night sky.

Key Personnel

Planning team

Event Organiser – Brigitte Tait

CDPG Community Relationships Manager – Gretchen Nightingale

CDPG Media and Marketing Manager – Marion Low

CDPG Chairperson – Janeen Wood

CDPG Committee members

Infinite Energy – Regan Heal and Craig Browne (Light installation and management)

SBS – Sue Bingham (Lantern sales and release)

Harcourts – Krista Grant (Light Up Hat Competition)

Venue and Location

The Cromwell Mall is perfect as a venue for this event for a number of factors including its central location, close to a grass area to release lanterns, sheltered, pedestrian friendly, ability to install fairy lights and mall businesses can remain open and trade on the evening.

Sponsorship /Business Support

The CDPG works hard each year to gain sponsorship and business support with the intention to grow the event. We were granted \$9,000 from the Cromwell Community Board.

Other donations/sponsorship/ discounts were secured as below:

- **Infinite Energy:** Provided technical advice and guidance, installed all fairy lights and electrical equipment. They sponsored new fairy lights to the value of \$1,000 and sponsored our Keep Cups to the value of \$750.
- **Connetics:** Came on board as a cash sponsor. They invested \$1,500 to help purchase new fairy lights for the inside of the mall.
- **SBS Bank:** Pre-sold lanterns in their Cromwell and Queenstown branches. Set up a marquee to distribute lanterns on the night.
- **Southern Lakes Scaffolding:** Built the stage to the value of \$1,000.
- **Harcourts Cromwell:** Provided \$500 for the event which was used for prizes for the Light Up Hat competition.
- **Gary Anderson:** Gary kindly let us use an empty shop as our base for the 2 weeks leading up to the event and storage post event.
- **BP Cromwell:** Provided gas and gas bottles for the heating at a value of \$300
- **The Bulletin:** Advertised the Light Up Hat comp free of charge as well as upsizing our paid adverts from half page to full page ad approx value \$600
- **Cromwell News:** Printed a full page advert for the price of a half page.
- **Accessman:** Supplied the cherry picker to install the lights to the value of \$150.

- **Cromwell Rugby Club** – Over 15 men spent up to 6 hours installing and taking down the lights, provided scaffolding, ladders and other equipment at a discounted rate.

Prize Donations

TOTAL \$1,821

Alex Campbell Menswear	\$99	Cromwell Chiropractic Voucher	\$75
Trends Kitchens Gift Pack	\$80	Lake Dunstan Pharmacy Gift Pack	\$50
Modern Mens Barber Voucher	\$50	Creative Framing Gift	\$30
Central Fitness 1 month membership	\$120	Gary Anderson Gift (Earphones)	\$50
Paper Plus Vouchers	\$200	Amigos Vouchers	\$80
Brew House Voucher	\$50	Subway Vouchers	\$60
SBS Picnic Bag, Piggy banks etc	\$60	Velsk Vouchers	\$40
Hair Apart Voucher	\$70	The Gate Vouchers	\$200
Mini Golf Vouchers	\$60	Harcourts Cash	\$500

Income

Our income for the event comes from a variety of avenues including; lantern sales, mulled wine stalls, LED toy stall and our gold coin collection and stallholders fees. We manned these with volunteers from the community and they were a great success this year.

Lantern Sales	\$3678
LED Toy stall	\$2527
Mulled Wine stalls	\$3429

Gold Coin Collection	\$1243
Stallholders Fees	\$770

Marketing and Promotion

Pre-event

Press releases

- Weekly press releases were sent out from 13 May until the week of the event. These announced the event and provided updates on the entertainment and competitions. The press releases were picked up by publications across the region including the Cromwell News, Cromwell Bulletin, Central App, Otago Daily Times, Lakes Weekly Bulletin, and The Mirror (FOC).

Advertising

- Paid advertising in the Cromwell News, Cromwell Bulletin, and Lakes Weekly Bulletin.

Posters

- Posters advertising the event itself and the Light Up Your Hat competition were posted around town.

School newsos

- Information on the Light Up Your Hat competition and the event was sent to schools in Cromwell, Alexandra, Clyde, Wanaka, and Queenstown.

Social Media

- An event was created and advertised on Facebook (43 800 people reached and 3 400 responses).
- Posts created and placed on Facebook, Instagram, and Twitter, receiving a total reach of over 30 000 (FOC).

Emails

- Emails regarding the Window Display was sent to the mall retailers to encourage them to enter the competition.

Radio

- Paid advertising on More FM with coverage throughout Central Otago.
- Interview on The Hits (FOC).

Newsletter

- Promoted via email to Cromwell businesses through our main database.

Signage

- Big Fruit Reserve signs had a good impact.

Event

Social media

- Posts on the weather and progress of the event were posted to keep visitors up to date on happenings and to drive interest.

Post-event

Articles

- Pam Jones wrote an article for Otago Daily News.
- Leighanne Fox wrote an article for the Cromwell and Districts News.

Social media

- Post thanking everyone involved.
- Post regarding lantern retrieval.

Emails

- Mall retailers were thanked for their participation and support during the event.

General

Photography

- A photographer (Ashley Tikitiki) was contracted to take stills of the event. She will provide around 80 images for future use. These photos are available for us to use digitally and in print, and she retains permission to use for her portfolio.

Volunteers

Volunteers are such an integral part of the event without which the night would not be possible! It is always a challenge finding enough volunteers and putting the roster together but we were able to call upon the Newcomers Group and the Cromwell Rotary again.

Many other friends and family of the organisers were also called upon to help with preparations, set up and clean-up of the event. In total we have calculated the volunteer hours to be:

Craft Cave – 20 hours

Set up (the week prior)– 60 hours

Event – 60 people over 4 hours 240 hours

Clean up – 35 hours

On the day we heavily relied on the CDPG committee members and other volunteers to get everything in place, install lights, collect tables, set up lantern release area etc. A roster was made with the over 60 people on it from the various groups to help with the activities for the night including lantern release, selling mulled wine and led toys, craft cave and donation buckets.

The Cromwell Rugby Club once again assisted with putting up the lights the week prior to the event and taking them down. With over 15 men all with different skill sets this is a great group to help with this. This task would have taken approximately 6 hours. The CDPG makes a \$500 donation to acknowledge their help. This donation in no way reflects the true value of the labour hours put into this task.

SBS Cromwell play a huge role in this event and sell the tickets for the lantern release for 3 weeks. They also set up a marquee for the collection of the lanterns and man it with over 6 of their staff members. Their support in the lead up to this event and on the day is invaluable and we couldn't have done it without them.

Number of Attendees

It is challenging to determine exactly how many people were there on the evening however some figures estimate between 2,000 and 2,500 people. There were certainly more people than the previous two years which signifies the growth and popularity of this event. The demographics of participants ranged from family groups, teenagers to retired couples and many people travelled from Queenstown, Wanaka and Alexandra.

Stallholders

An initial email was sent to all stallholders on the CDPG database, including market organisers for the Cromwell Farmers Market, Alex, Wanaka and Remarkables Park markets 2 months prior to the event. A post was also put out on Facebook and in the CDPG newsletter. A new online system was trailed to enable a smoother sign up process. While this was successful it is recognised that some changes need to be made including an automatic email response and more of an explanation that stallholders are registering for the event not just showing interest.

This year 22 Food Vendor and Craft Stalls attended which is a slight decrease from the 30 that attended last year. Feedback received from previous stallholders suggests this is due to low sales on the evening and the cost for craft stalls to attend. Many of the stallholders that attended this year enjoyed attending the event and saw it as a promotional event.

Entertainment

Magician – Jonathan Usher, magician extraordinaire, opened the event at 4.30pm with a very entertaining magic show. He had a captive audience and it was a great way to entertain the young families that were all there at the start of the event.

Live Music – Local artist Gina Schmitz returned to entertain the crowd for a quick set between the magician and the lantern release. Rikki K DJ'd the event and provided upbeat music once Gina had finished. He also compared the Light Up Hat Parade, was the stage manager and

made general announcements throughout the night. Queenstown band Turtle Funk started up at about 7.15 and were fabulous however unfortunately the rain came in and the crowds dissipated somewhat. They played until 9pm but perhaps for future events could finish a bit earlier.

Craft Cave– The Cromwell Public Library got on board this year as the host of the craft cave. This was a fantastic solution to having no other space available. Moniza the library manager was extremely helpful and enthusiastic, and with our props and lighting created a magical, warm crafting area for the young children.

Flame – Flame Entertainment provided the fire dancer, stilt walker and the illuminated fairies. They are a professional group of entertainers and provide great interaction with the children and atmosphere.



Light Up Your Hat Competition

The Light Up Your Hat competition has become a crowd favourite and attracts some amazing entries across all age categories. The parade of hats and prizegiving takes place on the main stage at 6.30pm and encourages everyone back from the lantern release. Hat makers compete for some amazing prizes, including \$500 cash from our sponsor Harcourts. Krista Grant helped promote the competition through Facebook posts and the printing and distribution of the posters. She also coordinated the registrations and judging. We were lucky to have renowned local artist Deidre Copeland helping with the judging of the hats and the Window Display Competition.

Lanterns

The lanterns were sourced from New Zealand online company Eventful. They have proved to be of good quality, biodegradable and reliable in delivery.

The Civil Aviation Authority, local police and local fire brigade were all notified of the event and the chief of the fire brigade was present on the night to assist. A safety briefing was held

at 5.30pm with over 15 volunteers. The volunteers were there to help light the tiki torchers in preparation of the release, assist with the release and ensure the safety of the participants.

Handing out the lanterns from a marquee at the release site worked really well and this year we offered cash sales on the night. The marquee does need to be better lit both inside and out.

A donation was paid to a group of Cromwell College students fundraising for a trip to Fiji to collect the lanterns on the Sunday morning.

Fencing off the main Highway and some of Barry Ave prevented children from running onto the roads and closing off Murray Terrace also helped with crowd control. Bill Godsall from Sport Otago took control of the TMP and it was great to have his expertise on hand.

Risk Assessment

See Health and Safety Report attached

Recommendations

- Finish the band at 8/8.30?
- Better lighting for the SBS marquee - release of the lanterns.
- Ensure the volunteers for the lantern release are obvious.....e.g a light on their heads or a sign? More helpers for the actual release.
- As the event grows employing an event co-ordinator to assist the event organiser.
- Consider putting on a mini event on the Friday night, targeting a different demographic, to make the most of the effort that goes into setting up.
- Look at options to make it a week long celebration eg ice skating rink.
- Sponsorship – spend more time seeking appropriate cash sponsors to grow the event.
- Reducing the fee for the craft stalls to encourage more stalls there - as they really add to the atmosphere of the event but they don't seem to do a very good trade.
- Run a Light Up Your Stall competition to encourage stall holders to get involved.
- Change the age categories for the Light Up Hat competition. Change it to Under 6 (not Under 10), and tweak the other age groups. Not many teenagers enter so address this somehow.

CROMWELL & DISTRICTS PROMOTION GROUP

FIREWORKS STREET PARTY REPORT 2019

CROMWELL
CENTRAL OTAGO

HERITAGE PRECINCT
STREET PARTY
& FIREWORKS

26TH OCTOBER
FROM 5PM

LIVE MUSIC
NIGHT MARKET
FOOD & DRINK
FUN KIDS' ACTIVITIES

CROMWELL.ORG.NZ

Private fireworks will not be permitted on Crown land

BELFAST STORE
SHERWOOD & CO
WINE, SPIRITS, PROVISION MERCHANTS

GEORGE STUMBLES
GENERAL MERCHANDISE

CROMWELL JEWELLERY

CROMWELL TOWN & COUNTRY CLUB INC

THE TRUSTS
Community
FOUNDATION

**CROMWELL & DISTRICTS
PROMOTION GROUP**
CROMWELL.ORG.NZ

EVENT OVERVIEW

When:	Saturday 26 October 2019		
Time:	From 5.00pm		
Where:	Cromwell Heritage Precinct		
Attendance:	Cromwell Heritage Precinct performed a survey this year of attendance, a count of 4100 was confirmed an increase of 91% on last years numbers		
Key Personnel:	CDPG Community Relationships Co-ordinator:	Gretchen Nightingale	
	CDPG Media and Marketing Co-ordinator:	Marion Low	
	CDPG Chairperson:	Carolyn Murray	
	CDPG Committee Members		
	Community Volunteers & Family Members		
Overview:	<p>The Cromwell and Districts Promotions Group (CDPG) have been delivering a public fireworks display annually for over a decade generally held in early November. This is the fifth year the event has included a Street Party and small Night market.</p> <p>The Cromwell Community Board once again allocated funds to the Street Party event seeing the importance of bringing the community together and providing feel good events throughout the year. The Street Party included a night market situated amongst the retail area of the Heritage Precinct – with most retailers extending their opening hours for the evening, a food court with an array of food vans, fundraisers and inclusion of the Victoria Arms Hotel, live music, performances from local school and dance groups and a number of new children’s activities. The Town and Country Club and the Trusts Community Foundation were very supportive again and contributed \$1,000 and \$5,000 respectively towards the Fireworks Display. Without the support of these organisations events such as this would not be possible.</p> <p>The event was held on Saturday 26th October (Labour Weekend) - this was several weeks earlier than previous years. This decision was made as a result of feedback from the community regarding lateness of the fireworks display, stability of</p>		

weather and the opportunity seen by the CDPG to share a popular community event with those visiting Cromwell for various other events that weekend. The numbers that attended indicate this was well received by the community and visitors. The perfect weather on the evening contributed to attendance also.

We have received positive feedback about this event and locals definitely want to see it again. There is a lot more potential for the retailers and the Heritage Precinct to get on board with this event where they would benefit from having greater participation eg in store deals, activities and promotion.

MARKETING, MEDIA AND PROMOTION

VOLUNTEERS

The Cromwell Rowing Club again provided safety and clean up during and after the Fireworks - this was a great way to get the community involved and a good fundraising opportunity for the Rowing Club.

The CDPG committee members were well represented on the night of the event with most available to help. All CDPG committee members wore High - Vis vests throughout the evening ensuring a presence and making them easy to identify to the public.

Set up was relatively smooth and once again we were lucky to have the assistance of Bernice Scoles for the installation of bunting and providing power.

Bill Godsall donated his time for logistics of the road closure of Melmore Terrace.

Volunteer Hours: 90 Hours

STALLHOLDERS

There was a much smaller turn out from Stallholders this year with only 6 stallholders attending - the majority of these were attending for the first time.

As has been discussed in previous years - craft stalls attending this event needs to be reviewed as to whether or not to still include due to lack of interest from the public.

FOOD VENDORS

The food was again located in a Food Alley style on Melmore Terrace and included the Victoria Arms Hotel. With an array of food offered from both businesses and fundraisers (11 different stalls) this area served as a meeting point for many of the community to enjoy dinner together on the tables and chairs provided.

The vibe in this area was vibrant and assisted in setting the tone for the evening. Many of the food vendors reported a better than expected evening with all wishing to return again next year.

Armandos and The Office restaurants within the Heritage Precinct also catered to those who wanted something more substantial.

ENTERTAINMENT

Local Groups: Less local groups performed this year - this may have been largely due to the date change to Labour Weekend and many people unavailable to attend. The Cromwell School of Dance performed early in the night including students from Ranfurly - as with previous years this drew a crowd early in the evening.

Music: Siobhan Cruthers kicked the night off with a solo performance, followed by Wanaka based loop artist Tai Forrester. This provided a nice atmosphere throughout the precinct.

Other Entertainment: New entertainment this year included Magician Jonathan Usher, The Man in the Bowler Hat, Pippity Pop Ballonologist and two bouncy castles. Returning favourites included Ms Monarch Face Painting, Hula Hoops from Flame Entertainment and Bungy Tramp from Menlove Bouncing.

FINANCIALS

INCOME (excl GST)			EXPENDITURE (excl GST)		
Item	Amount	Source	Item	Amount	
	5000.00	The Trusts Community Foundation	Fireworks	7940.00	
	1,500.00	Town & Country Club	Entertainment	2926.09	
	1087.01	Stallholders/Food Vendors	Staging, Lighting & Heating, Labour	2731.81	
Promotion			Graphics & print artwork & posters	771.31	
			Local newspaper advertising The Bulletin: Cromwell News:	140.00	
Total	7,587.01			14,509.41	

\$5000 was granted to this event by the Cromwell Community Board.

RISK ASSESSMENT

Please see Health and Safety plan attached.

CONTINGENCY PLAN

Fortunately, a contingency plan was not needed for the event.

The plan was as follows:

This year it was decided to have a weather contingency for both the Fireworks, Craft Stalls and Entertainment. Should the weather prevent the Craft Stalls and Entertainment setting up in the Heritage Precinct they would be relocated to the Memorial Hall. This decision would be made early and communicated to stallholders via phone and the public via Facebook.

Should the weather prevent the Fireworks being launched the postponement day was the next evening Saturday 3 November. Again this would be communicated to the public via Facebook.

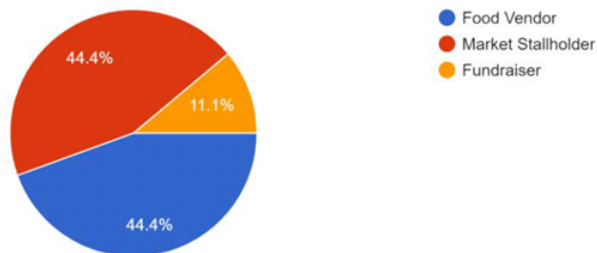
FEEDBACK

Stallholders and Food Vendors

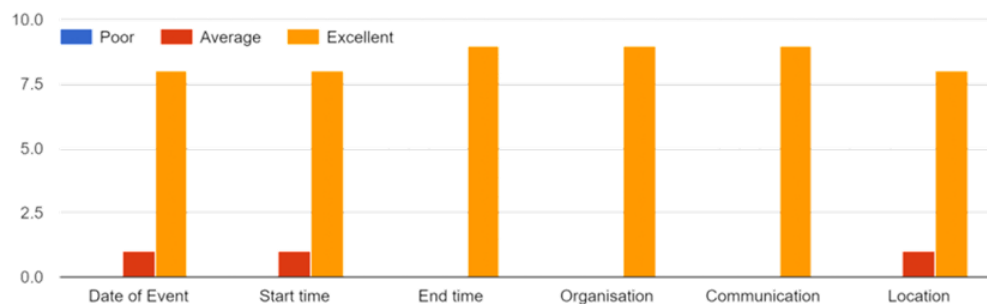
Stallholders and Food Vendors were invited to fill out a feedback form post event. This was done anonymously with nine completing the form.

The results are as below:

Are you a food vendor or market stallholder?
9 responses

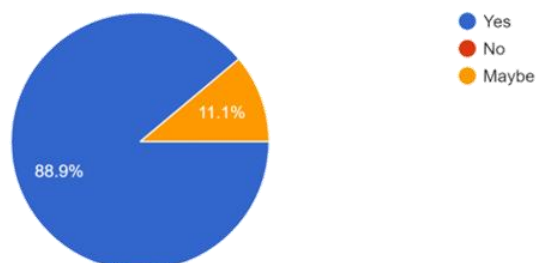


What did you think of the following?



If this event was held again next year would you attend?

9 responses



Any other comments or suggestions? 7 responses

"Everything was fantastic"

"Happy with everything. No complaints. Just compliments to the organisers and big thanks for the amazing support (when my son was in the ambulance outside my stall!!) i had a great evening, thank you."

"Maybe an earlier start time to maximise the time at the event"

"Fabulous organisation and team - thank you so much. The earlier entertainment was mellow, enhancing the atmosphere but later on the next singer didn't fit the atmosphere of the market as well, in my opinion."

"This event was absolutely amazing and congratulations to everyone involved. Great job, well done."

RECOMMENDATIONS

- Craft Stalls need to be rethought – either moved or not attend at all.
- If having a band next year a stage with a roof is necessary.
- Start local kids entertainment slightly later.
- Grow the street performers.

CROMWELL & DISTRICTS PROMOTION GROUP

CHERRY FESTIVAL 2019



EVENT OVERVIEW

When:	Sunday 29 th December 2019
Time:	11:30am – 1:30pm
Location:	McNulty Green, Cromwell Heritage Precinct
Aim:	To celebrate all things cherry in Central Otago by providing a family fun event that encourages not only locals but also holiday makers to enjoy a vibrant and quirky day out.
Attendance:	1500 - 2000 people (104 Spitters)
Key Personnel:	<p>CDPG Community Relationships Co –Coordinator:Gretchen Nightingale</p> <p>CDPG Marketing and Communications Manager: Marion Low</p> <p>CDPG Chairperson: Carolyn Murray</p> <p>CDPG Committee Members</p> <p>Community Volunteers and Family Members</p>
Overview:	<p>The Cherry Festival was run in Conjunction with the Cromwell Farmers and Craft Market on Sunday 29 December 2019, located on McNulty Green adjacent to the market.</p> <p>Live entertainment at both events created a vibrant atmosphere and visitors strolled between the two locations.</p> <p>As in previous years the main draw card for those to the event is the New Zealand Cherry Stone Spitting Competition with 104 entrants competing across 5 different classes. Mike Sentch kindly donated his time as MC at the event providing an entertaining and smooth running competition.</p> <p>Ms Monarch Face painting, Pippity Pop, The Glamping Company, Cherry Pie Eating Competition, Guess the Cherry Jar, Colouring Competition and Family Challenge also made a return to the event.</p> <p>A new addition this year was a small selection of Carnival Games kindly lent to the CDPG by Cromwell Primary School. Children from the school run</p>

these as a fundraiser. Pony rides also made an appearance this year which proved popular with the younger children.

Mr Whippy attended for a second year, joined by Pop N Gales popcorn and Excotic Candy Straps.

The CDPG also ran a stall to sell Cherries- this proved to be unsuccessful.

Although there was an increase in entertainment this year it became apparent that the primary reason for the public to attend is for the Cherry Spitting and Pie Eating.

Sponsorship:

Jacksons Orchard remain the main sponsor of this event and generously supplied 2 x 10 kg boxes of Cherries, and Ice Cream Vouchers.

Other sponsors that contributed included:

- Mr Whippy
- Benjer Juice
- Pop N Gales
- Excotic Candy Straps

MARKETING, MEDIA AND PROMOTION**Marion Low****Pre-event****Lakes Weekly Bulletin**

The December article for the Cromwell section in the Lakes Weekly Bulletin featured the Cherry Festival.

School newsos

The Cherry Festival poster and the Colouring-in picture was sent to schools in Cromwell, Wanaka, Clyde and Alexandra for inclusion in their newsos or on their websites.

Posters

Flyers advertising the event were posted around town.

Social Media

An event was created on Facebook (25 600 people reached, 1 400 responses). Posts were also created and placed on Facebook, Instagram, and Twitter, receiving a total reach of over 8 000 (FOC).

The Facebook cover image was updated to incorporate the Cherry Festival creative.

Newsletter

Promoted via email to Cromwell businesses through our main database.

Post-event**Press release**

A press release was sent out in the week following the event, giving an overview of the event. Adam from the ODT was in attendance and wrote his own piece on the day.

Gallery

A photo gallery was created on Facebook, featuring the winners of the cherry spitting categories and highlights of the day.

FINANCIALS

Account Transactions

Cromwell & Districts Promotion Group Incorporated
For the period 1 July 2019 to 30 June 2020

DATE	DESCRIPTION	DEBIT	CREDIT	GST
Cherry Festival - Expense				
8 Nov 2019	The Glamping Party Company - Cherry festival	347.83	-	52.17
16 Nov 2019	Scentsy - Martina Janu - 201911-001	43.48	-	6.52
28 Nov 2019	AEDesign Ltd - cherry festival logo	140.00	-	21.00
10 Dec 2019	Quantum Print Ltd - Cherry fest posters	65.00	-	9.75
18 Dec 2019	MIGHTY APE LIMITED - 50222729157	34.78	-	5.22
18 Dec 2019	Facebook - cherry fest	14.75	-	2.21
18 Dec 2019	MIGHTY APE LIMITED - 50222729157	20.87	-	3.13
18 Dec 2019	MIGHTY APE LIMITED - 50222729157	49.47	-	7.42
23 Dec 2019	Quantum Print Ltd - Cherry fest ad	649.22	-	97.38
27 Dec 2019	Jackson Orchard - Cheerries	1,886.96	-	283.04
27 Dec 2019	CROMWELL NIGHT 'N DA - 50222729157	3.48	-	0.52
30 Dec 2019	MIGHTY APE LIMITED - 50222729157	12.17	-	1.83
30 Dec 2019	Cromwell Paper Plus - 550222729157	5.21	-	0.78
30 Dec 2019	WITHDRAWAL - helpers	295.65	-	44.35
30 Dec 2019	Cromwell Paper Plus - 550222729157	95.60	-	14.34
30 Dec 2019	FRESH CHOICE CROMWEL - 50222729157	40.61	-	6.09
30 Dec 2019	DOLLAR GIANT - 550222729157	52.17	-	7.83
30 Dec 2019	WITHDRAWAL - 550222729157	156.52	-	23.48
31 Dec 2019	Marion Low - Cherry festival	497.29	-	74.59
31 Dec 2019	Gretchen Nightingale (crm@cromwell.org.nz) - Cherry festival	1,415.63	-	-
1 Jan 2020	Cromwell Bulletin - Quarter page ad	140.00	-	21.00
1 Jan 2020	Cromwell Bulletin - Full page ad	450.00	-	67.50
4 Jan 2020	Milly Begley - cherry music	500.00	-	75.00
12 Jan 2020	Wild Seeds - Cherry festival	150.00	-	22.50
18 Jan 2020	Facebook - Cherry fest	28.73	-	4.31
11 Feb 2020	Kelly Cruickshank - cherry reimb	25.22	-	3.78
21 Feb 2020	Mighty Ape - 50222729157	10.42	-	1.56
Total Cherry Festival - Expense		7,131.06	-	857.30
Cherry Festival Income				
30 Dec 2019	BNZ - Cash	-	152.17	22.83
30 Dec 2019	BNZ - Cash	-	256.52	38.48
30 Dec 2019	BNZ	-	263.48	39.52
13 Jan 2020	BNZ - Cash	-	456.17	68.43
Total Cherry Festival Income		-	1,128.34	169.26
Total		7,131.06	1,128.34	1,026.56

We thank the Cromwell Community Board for their **\$2,000** grant for this event

VOLUNTEERS

The Cherry Festival relies heavily on volunteers and committee members to assist with the pack – in, pack –out and running of the event on the day. It proved very difficult to get the required number of volunteers for 2019, this is largely due to the time of the year the festival is held with many unavailable due to the holidays.

Volunteer Hours: Approx. 55Hours

RECOMMENDATIONS

- More food options made available between the festival and the market
- Potential to change location of the market to the Cromwell Mall - perhaps in conjunction with Cromwell Mall Market.
- Move back to a simple event with the two main popular activities focused on - Cherry Spitting and Cherry Pie Eating.



Annual Report

Cromwell & Districts Promotion Group Incorporated
As at 30 June 2020

Prepared by EZPZADMIN



Contents

3	Compilation Report
4	Entity Information
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6	Statement of Service Performance
7	Statement of Financial Performance
8	Statement of Financial Position
9	Statement of Cash Flows
10	Statement of Accounting Policies
11	Notes to the Performance Report



Compilation Report

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

Compilation Report to the members of Cromwell & Districts Promotion Group Incorporated.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Cromwell & Districts Promotion Group Incorporated for the year ended 30 June 2020.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Governing body are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.

EZPZadmin Ltd

102 Thomson Gorge Rd, R D 3, Cromwell

Dated: 26 August 2020



Entity Information

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'Who are we?', 'Why do we exist?'

Legal Name of Entity

Cromwell & Districts Promotion Group Incorporated

Entity Type and Legal Basis

Incorporated Society

Registration Number

9429042668435

Entity's Purpose or Mission

Responsible for the promotion of Cromwell & Districts and to investigate, develop and promote events for the benefit of participants and Cromwell.

Entity Structure

There is a Managing Committee consisting of Chair, secretary, treasurer and at least 3 other committee members. The AGM of members decides who these office bearers shall be.

Main Sources of Entity's Cash and Resources

The CDPG receives an annual grant from the Cromwell Community Board

Main Methods Used by Entity to Raise Funds

Besides this grant CDPG charges fees, for example, entry into competitive sporting events and holding a stall at community events. There are other grants received to help defray event costs.

Entity's Reliance on Volunteers and Donated Goods or Services

Most events require a volunteers to help with the operation, the number depending upon the size of the event. Some big events, for example Light Up Winter, receive some donated goods and services

Physical Address

29 The Mall, Cromwell

Postal Address

PO Box 38, Cromwell, New Zealand, 9342



Approval of Financial Report

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

The Managing Committee are pleased to present the approved financial report including the historical financial statements of Cromwell & Districts Promotion Group Incorporated for year ended 30 June 2020.

APPROVED

Carolyn Murray

Chair

Date 26/8/2020

John Morrison

Treasurer

Date 26/8/2020



Statement of Service Performance

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'What did we do?', 'When did we do it?'

Description of Outcomes

The Cromwell Promotions Group has promoted Cromwell as a family friendly town using various methods. The community events are attended by greater numbers every year and they are kept informed of happenings in the town by an ever greater readership on social media.

As well, it promotes Cromwell to new visitors through a compendium of businesses and encourages excellent standards of service by its Ambassador program.

	2020	2019
Description and Quantification of Outputs		
Total Grant, Subscription and Event Income	206,024	199,980
Total Event and Operational Expenditure	199,591	180,010



Statement of Financial Performance

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'How was it funded?' and 'What did it cost?'

	NOTES	2020	2019
Revenue			
Fees, subscriptions and other revenue			
Fees received		81,690	83,781
Subscription from Members		11,100	11,100
Total Fees, subscriptions and other revenue		92,790	94,881
Donations received			
Donations Received		52	50
Total Donations received		52	50
Interest, dividends and other investment revenue	1	1,209	1,264
Other revenue	1	19,325	18,460
Grants		92,648	85,325
Total Revenue		206,024	199,981
Expenses			
Volunteer and employee related costs	2	55,771	53,177
Costs related to providing goods or service	2	102,728	94,337
Grants and donations made	2	-	374
Other expenses	2	41,092	32,122
Total Expenses		199,591	180,010
Surplus/(Deficit) for the Year		6,433	19,971

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



Statement of Financial Position

Cromwell & Districts Promotion Group Incorporated

As at 30 June 2020

'What we own?' and 'What we owe?'

	NOTES	30 JUN 2020	30 JUN 2019
Assets			
Current Assets			
Bank accounts and cash			
Bank accounts and cash	3	86,441	75,796
Total Bank accounts and cash		86,441	75,796
Debtors and prepayments	3	1,099	3,603
Total Current Assets		87,540	79,399
Non-Current Assets			
Property, Plant and Equipment	5	2,088	6,326
Other non-current assets	3	-	126
Total Non-Current Assets		2,088	6,452
Total Assets		89,628	85,851
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	12,528	12,061
Unused donations and grants with conditions	4	52	3,175
Total Current Liabilities		12,580	15,236
Total Liabilities		12,580	15,236
Total Assets less Total Liabilities (Net Assets)		77,048	70,615
Accumulated Funds			
Accumulated surpluses or (deficits)	6	77,048	70,615
Total Accumulated Funds		77,048	70,615

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



Statement of Cash Flows

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'How we have received and used cash'

	2020	2019
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	113,315	106,400
Fees, subscriptions and other receipts from members	97,049	97,158
Interest, dividends and other investment receipts	1,217	1,264
Cash receipts from other operating activities	22,224	24,591
GST	(9,504)	(8,259)
Payments to suppliers and employees	(204,682)	(198,053)
Donations or grants paid	-	(374)
Cash flows from other operating activities	(2,415)	(562)
Total Cash Flows from Operating Activities	17,204	22,165
Cash Flows from Investing and Financing Activities		
Receipts from sale of investments		
SBS Star Maturity	51,446	225
Short term deposit	-	12,000
Payments to acquire property, plant and equipment	(6,410)	-
Payments to purchase investments	(65,293)	(53,227)
Cash flows from other investing and financing activities	(150)	(5,013)
Total Cash Flows from Investing and Financing Activities	(20,406)	(46,015)
Net Increase/(Decrease) in Cash	(3,202)	(23,851)
Bank Accounts and Cash		
Opening cash	34,794	58,644
BNZ Cheque Account	(14,484)	23,727
BNZ Debit Card	1,185	-
BNZ Summer Series Trust	112	(47,592)
SBS Non Profit	9,986	14
Closing cash	31,592	34,794
Net change in cash for period	(3,202)	(23,851)

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



Statement of Accounting Policies

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

'How did we do our accounting?'

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

Cromwell & Districts Promotions Group is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for Accounts Payable and Accounts Receivable which are stated inclusive of GST.

Income Tax

Cromwell & Districts Promotion Group Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.



Notes to the Performance Report

Cromwell & Districts Promotion Group Incorporated For the year ended 30 June 2020

	2020	2019
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
CODC Operational Grant Income	92,648	85,325
Donations Received	52	50
Total Donations, fundraising and other similar revenue	92,700	85,375
Fees, subscriptions and other revenue from members		
Bannockburn Gutbuster Pub to Pub	12,816	18,117
Bannockburn Mountain Bike Classic	13,994	13,029
Cherry Festival Income	1,128	185
Cromwell Half Marathon	10,817	12,328
Fireworks	6,487	7,587
Lake Dunstan Cycle Challenge	10,553	11,558
Lake Dunstan Triathlon	10,017	7,984
Light Up Winter	12,426	7,928
Reimbursement - Greenway Festival	-	5,066
Spring Festival	3,396	-
Subscription Income	11,100	11,100
Summer Series Income	56	-
Total Fees, subscriptions and other revenue from members	92,790	94,881
Interest, dividends and other investment revenue		
Interest Income	1,151	1,264
Sundry Income	58	1
Total Interest, dividends and other investment revenue	1,209	1,264
Other revenue		
Compendium advertisements	19,325	18,460
Total Other revenue	19,325	18,460
	2020	2019
2. Analysis of Expenses		
Volunteer and employee related costs		
Operating Expenses	9,110	7,819
Operational Contractor - Community Relationship	23,569	24,510
Operational Contractor - Media Manager	23,092	20,848
Total Volunteer and employee related costs	55,771	53,177
Costs related to providing goods or services		
Bannockburn Gutbuster Pub to Pub - Expense	14,704	14,672
Bannockburn Mountain Bike Classic - Expense	11,258	11,098
Cherry Festival - Expense	7,131	2,162
Cromwell Half Marathon - Expense	5,391	10,479

Notes to the Performance Report



	2020	2019
Equipment	-	375
Fireworks - Expense	14,278	14,509
Insurance	2,607	2,547
Lake Dunstan Cycle Challenge - Expense	17,223	10,079
Lake Dunstan Triathlon - Expense	2,589	8,642
Light Up Winter	24,098	18,501
Spring Festival - Expense	3,448	-
Subscriptions	-	23
Summer Series - refund of unused NZCT grant	-	1,248
Total Costs related to providing goods or services	102,728	94,337
Grants and donations made		
Donations Made	-	374
Total Grants and donations made	-	374
Other expenses		
Advertising	17,956	20,258
AGM Expenses	1,297	1,536
Bad Debts	2,113	562
Bank Fees	270	289
Brochures & Compendium	14,395	8,561
Depreciation	4,239	915
Website	823	-
Total Other expenses	41,092	32,122
	2020	2019
3. Analysis of Assets		
Bank accounts and cash		
BNZ Cheque Account	19,957	34,442
BNZ Debit Card	1,185	-
BNZ Summer Series Trust	449	338
SBS Non Profit	10,000	14
SBS Star Maturity	54,849	41,002
Total Bank accounts and cash	86,441	75,796
Debtors and prepayments		
Accounts Receivable	344	-
Event Prepayments	756	3,603
Total Debtors and prepayments	1,099	3,603
Other current assets		
RWT Paid	-	225
Total Other current assets	-	225

Notes to the Performance Report



	2020	2019
4. Analysis of Liabilities		
Creditors and accrued expenses		
Accounts Payable	15,113	15,498
Total Creditors and accrued expenses	15,113	15,498
GST		
GST	(2,585)	(3,437)
Total GST	(2,585)	(3,437)
Unused donations and grants with conditions		
CODC Grant Refund	52	3,175
Total Unused donations and grants with conditions	52	3,175
Other current liabilities		
Credit Card	-	99
Total Other current liabilities	-	99
	2020	2019
5. Property, Plant and Equipment		
Other Fixed Assets		
Owned fixed assets	9,080	9,080
Accumulated depreciation - fixed assets owned	(6,992)	(2,753)
Total Other Fixed Assets	2,088	6,326
Total Property, Plant and Equipment	2,088	6,326
	2020	2019
6. Accumulated Funds		
Accumulated Funds		
Opening Balance	70,615	50,644
Accumulated surpluses or (deficits)	6,433	19,971
Total Accumulated Funds	77,048	70,615
Total Accumulated Funds	77,048	70,615

7. Commitments

There are no commitments as at 30 June 2020 (Last year - nil).

8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2020 (Last year - nil).

9. Related Parties

John Morrison, a director of EZPZadmin is the treasurer of Cromwell & Districts Promotions Group for which he receives an honorarium.

Notes to the Performance Report



10. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

11. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

7 MAYOR'S REPORT

21.3.7 MAYOR'S REPORT

Doc ID: 530430

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Cromwell Community Board receives the report.

His Worship the Mayor will give a verbal update.

2. Attachments

Nil

Report author:



Tim Cadogan
Mayor
9/04/2021

8 CHAIR'S REPORT

21.3.8 CHAIR'S REPORT

Doc ID: 530431

1. Purpose

The Chair will give an update on activities and issues since the last meeting.

Recommendations

That the report be received.

2. Attachments

Nil

9 MEMBERS' REPORTS

21.3.9 MEMBERS' REPORTS

Doc ID: 530432

1. Purpose

Members will give an update on activities and issues since the last meeting.

Recommendations

That the report be received.

2. Attachments

Nil

10 STATUS REPORTS

21.3.10 2021 GOVERNANCE REPORT

Doc ID: 530345

1. Purpose

To report on items of general interest, receive minutes and updates from key organisations and consider the legacy and current status report updates.

Recommendations

That the report be received.

2. Discussion

Correspondence with Cromwell Community House

A letter was received from Cromwell Community House regarding a new trustee (see appendix 1). A letter of acknowledgement was sent in reply (see appendix 2).

Status Reports

The status reports have been updated with any actions since the previous meeting (see appendix 3).

Legacy Status Reports

The status reports have been updated with any actions since the previous meeting (see appendix 4).

3. Attachments

Appendix 1 - Letter received from Cromwell Community House [↓](#)

Appendix 2 - Letter to Cromwell Community House [↓](#)

Appendix 3 - CCB Status Report [↓](#)

Appendix 4 - CCB Legacy Status Report [↓](#)

Report author:

Reviewed and authorised by:



Wayne McEnteer
Governance Support Officer
8/04/2021



Sanchia Jacobs
Chief Executive Officer
9/04/2021



5 Murray Terrace,

445 1690 cch@xtra.co.nz

Cromwell, 9310 PH: 03

8 March 2021

Governance Support Officer
Central Otago District Council
PO Box 122
ALEXANDRA 9340

Dear Sir/Madam

Appointment of Trustee

The Cromwell Community House Board wishes to advise that Erin Hall was appointed a Trustee at a meeting of Trustees held on 23 February 2021.

We look forward to acknowledgement of this appointment from the Council in due course.

Yours sincerely

Anne Wilkinson
Secretary





1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand

03 440 0056

Info@codc.govt.nz
www.codc.govt.nz



24 March 2021

Anne Wilkinson
Cromwell Community House
5 Murray Terrace
Cromwell, 9310

Dear Anne

Appointment of Trustee

Many thanks for your recent letter. The Cromwell Community Board acknowledge the recent appointment of Erin Hall as a Trustee to Cromwell Community House. We wish her well for her tenure as a trustee.

Yours sincerely

A handwritten signature in black ink, appearing to read "Anna Harrison".

Anna Harrison
Chair, Cromwell Community Board



OFFICIAL REGIONAL IDENTITY PARTNER

www.centralotagonz.com

Meeting	Report Title	Resolution No	Resolution	Officer	Status
18/01/2021	Cromwell Bowling Club Inc - Request for funding to assist with the cost of upgrading the Bowling Clubrooms	21.1.4	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the request for funding from the Cromwell Bowling Club Fund Account to assist with the cost of upgrading the serving facility in the Clubrooms.</p> <p>C. Approves funding amounting to \$10,000 from the Cromwell Bowling Club fund be provided to assist with the cost of upgrading the serving facility, subject to a copy of the invoice being provided at the conclusion of the project.</p>	Property and Facilities Officer (Cromwell)	<p>28 Jan 2021 Action memo sent to the Property and Facilities Officer - Cromwell</p> <p>23 Feb 2021 Cromwell Bowling Club updated on Resolution. An account will be forthcoming for monies to be paid when work completed</p> <p>08 Apr 2021 Works are being started 25 April 2021 to follow end of bowling season. An invoice will be received from the Cromwell Bowling Club once works complete.</p>
8/03/2021	Cromwell Fees and Charges 2021/22 Schedule	21.2.2	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Recommends to Council to accept the changes for the Cromwell Ward to the Fees and Charges Schedule for 2021-22 as detailed and highlighted in Appendix 1 and discussed above.</p> <p>C. Recommends Council adopt the fees and charges related to the Cromwell Ward and any amendments as part of the Council's annual fees and charges for the 2021-22 financial year.</p>	Executive Manager - Corporate Services	<p>12 Mar 2021 Action memo sent to the Executive Manager - Corporate Services</p> <p>15 Mar 2021 The Fees and Charges schedule has been submitted to the 24 March council meeting for recommendation to adopt the proposed fees and charges as part of the adoption process when adopting the 2021-31 Long-term Plan. CLOSED</p>
8/03/2021	Application for easements over Lot 101 DP 490721 and Lot 1 DP 505292	21.2.4	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to grant easements for \$1:</p> <ul style="list-style-type: none"> - over Lot 101 DP 490721 (Local Purpose (Road) Reserve) in favour Lot 1 DP 505292 for the purpose of conveying water, sewage, electricity, and telecommunications. - (in gross) in favour of Aurora Energy Limited over Lot 101 DP 490721 and Lot 1 DP 505292. - (in gross) in favour of Chorus NZ Limited over Lot 101 DP 490721 and Lot 1 DP 505292. <p>Subject to:</p>	Property Officer - Statutory	<p>12 Mar 2021 Action memo sent to the Property Officer - Statutory</p> <p>30 Mar 2021 Applicants advised of outcome and conditions. CLOSED</p>

			<ul style="list-style-type: none"> □ The Minister of Conservation's consent to the easements being granted over Lot 101 DP 490721. □ The Applicant, AC/JV Holdings Limited, meeting all costs associated with preparing and registering the easement agreements. <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>		
8/03/2021	Cromwell Pool Heating Upgrade	21.2.6	<p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves additional funding of up to \$162,000 for the Cromwell Pool water sourced heating project from the Cromwell Reserves Contribution cost centre.</p>	Parks and Recreation Manager	<p>12 Mar 2021 Action memo sent to the Parks and Recreation Manager</p> <p>09 Apr 2021 The procurement plan is currently being prepared.</p>

Planning and Environment

Resolution 20.8.7 – November 2020

Issue of a New Lease over the Bannockburn Recreation Reserve (Doc ID 510836)

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Approve** a new lease for the Bannockburn Recreation Reserve Committee Incorporated for an area of approximately 3.3530 hectares including:
- Term: 20 years
 - Annual Rent: \$1.00
 - Rent Reviews: Five-yearly
 - Regular reporting to the Board on financial situation and camper numbers.
 - Consider donating a portion of surplus income to local Bannockburn community groups through an application process.
 - Development of a business plan for the camp.
 - In partnership with Council, preparation of a development plan for the reserve.
 - Council assuming maintenance responsibility for the playground and tennis court.
 - Allowing the Committee to operate a commercial camping ground within the reserve.
 - Future rent being adjusted by CPI or determined as per any Council rent or leasing policy.
- C. **Approve** a new lease for the Bannockburn Bowling Club Incorporated for an area of approximately 1831m², being within the existing boundary fence, on similar terms and conditions as the expired lease including:
- Term: 20 years
 - Annual Rent: \$20.00
 - Rent Reviews: Five-yearly

- Future rent reviews be adjusted by CPI or determined as per any Council rent or leasing policy.

STATUS**CLOSED**

April 2021 – The lease has been signed by both parties.

February 2021 – Parks and Recreation Manager has been in contact with the club, is assured signed lease's return is imminent.

December 2020 – Bannockburn Recreation Reserve lease awaiting committee's signature prior to Council signing. Bannockburn Bowling Club lease has been signed by both parties.

November 2020 – Action memo sent to the Parks and Recreation Manager

Resolution 20.3.3 – June 2020**Cromwell Swim Centre Heating Upgrade Options Report (Doc ID 447757)**

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Agrees in principle, subject to further work**, that confirms the suitability of the Cromwell water supply network, to replace the current Cromwell Swim Centre LPG heat pump with a water sourced heat pump system using the Cromwell water supply network as the heat energy source for heating the pool water.
- C. **Authorises** the deferral of funds allocated for the pool water filter system;
- And that the filter replacement project is reviewed through the 2021/31 Long Term Plan.
 - And that the funding set aside for the filter project in the 2019/20 and 2020/21 financial years be transferred to the heat pump renewal project.
- D. **Authorises** allocating up to \$300,000 from the Cromwell Reserves Contribution account for the heat pump renewal project

STATUS**CLOSED**

April 2021 – Following the report, this resolution is now superseded by Resolution 21.2.6.

February 2021 – An update report will be presented to the Board's March 2021 meeting.

December 2020 – Quantity Surveyor has been engaged to check cost estimates. Once this has been completed, request for proposals from suitable contractors can be sought.

November 2020 – Final assessment of the feasibility of using the water supply for heating will be completed by the end of October.

September 2020 – Evaluations of the suitability of the town water network to supply the volume of water required for the heat exchange unit are still being assessed.

July 2020 – investigation work underway to determine if town water supply has adequate flow and temperature.

June 2020 - Action memo sent to the Parks and Recreation Manager

Resolution 20.3.4 – June 2020

Application to Purchase Part of Greenway off Waenga Drive (PRO 62-3134-00)

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Recommends** to Council to agree to sell 609m² (subject to survey) from Lot 201 D P 359519, known as Waenga Drive Greenway Reserve, to the adjoining landowner Foodstuffs South Island Properties Ltd, on terms and conditions to be agreed by the Chief Executive Officer and at a price based on valuation advice.
- C. **Recommends** Council include the following minimum terms and conditions:
- The land being developed in line with the landscape concept plan provided by the purchaser.
 - The Chief Executive determining the sale price based on valuation advice.
 - The Chief Executive agreeing to the final detail of the redevelopment of the reserve immediately adjoining Cromwell New World and that work is arranged and funded by the purchaser. The final sign off of practical completion is to be by the Parks and Recreation Manager.
 - The purchaser obtaining resource consent for the boundary adjustment and all necessary land use consents.
 - The purchaser meeting all survey and legal costs.
 - Public advertising under Section 24(2) of the Reserves Act of revocation of the reserve status. Costs to be covered by the applicant.
 - The Minister of Conservation consenting to revocation of the reserve status over the 609 m² of reserve land.
- D. **Recommends** that all submissions received will be considered by Council's Hearings Panel.
- E. **Resolves** that the Chief Executive Officer be delegated the authority to determine the final terms of sale.

STATUS

ON HOLD

April 2021 – As applicants are still progressing the revocation of reserve status, a report is unable to be provided at this time. When further update is received from applicants, a report can be provided.

February 2021 – Work is progressing on the reserve status uplifting procedure with a report expected for the Board's consideration in April 2021.

December 2020 – Sale and purchase agreement signed by Council and applicant. Process to uplift reserve status will commence.

November 2020 – A sale and purchase agreement is with the applicant for their consideration.

September 2020 – Negotiations are ongoing regarding the sale price.

July 2020 – Parks and Recreation Manager presented the Board with a report at the June meeting referring to the previous resolution, 19.1.8. A valuation is being obtained for the land area proposed for sale. This will form the basis of negotiations between Council and Foodstuffs South Island Ltd.

June 2020 – Action memo sent to the Parks and Recreation Manager.

Resolution 20.3.10 – June 2020

Central Lakes Equestrian Club Licence to Occupy (PRO 62-3012-L1)

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Agree** to grant a new licence to occupy to the Central Lakes Equestrian Club over a reduced area of 7.3 hectares on the Cromwell Aerodrome Reserve for a period of five (5) years commencing from 1 July 2020.
- C. **Agree** that the licence will be under the same terms and conditions as the previous licence with the following amendments and additional conditions:
 - a. The rent to be reviewed on adoption of Council's proposed Community Occupation Policy.
 - b. Allowance for either party to terminate the licence to occupy with 6 months written notice.

STATUS

April 2021 – Central Lakes Equestrian Club have not accepted the terms and conditions of the new Licence to Occupy as they disagree with the condition to mow the runway in lieu of rent. However, on further investigation it has also been identified that the Cromwell Community Board do not have delegation to issue the Licence to Occupy on the Cromwell Aerodrome under the Airport Authorities Act 1966. Therefore a report will go to Council to consider the Board's recommendation.

February 2021 – Workshop with the Board to be held 8 March 2021.

December 2020 – The club made changes to the Licence to Occupy which has been returned to them with a letter advising that they cannot amend this document. They have been asked to write in indicating the issues they have with the licence.

November 2020 – Licence to Occupy has been prepared and is with club for signing as per the original resolution.

September 2020 – A valuation to let land as grazing land has been received, to ascertain the best way of moving forwards.

July 2020 – Followed up with Equestrian Club in relation to determining the reason that mowing stopped, as stopping mowing is contrary to their licence to occupy. A valuation is being sought on the 7.3ha of land as grazing, which will enable further discussion to be had (if required) in relation to the cost of mowing as opposed to a lease value before any licence to occupy is formally drawn up.

June 2020 – Action memo sent to the Property and Facilities Officer – Cromwell

Resolution 20.2.12 – May 2020**Request to Renew the Cromwell Golf Club Lease (PRO 62-3048-L1)**

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Declines** the request for early renewal of the lease held by the Cromwell Golf Club Incorporated over Section 4 Block XCII Town of Cromwell for a term of 21 years.
- C. **Agrees** to the development of a consultation document for the purposes of consulting with the Cromwell Golf Club about the future of the Cromwell Golf Course.

STATUS

April 2021 – Discussions continue with Golf NZ.

February 2021 – Awaiting further response from Golf NZ.

September – December 2020 – NZ Golf working with Golf Club to progress.

July 2020 – Chair of Cromwell Community Board and Executive Manager – Planning & Environment attended a meeting with the Golf Club on 21 July to discuss a way forward.

June 2020 – Golf Club advised of the decision. Chair of CCB and staff will attend a meeting of the Golf Club.

May 2020 – Action memo sent to the Property Officer – Statutory.

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 18 May 2021.

12 RESOLUTION TO EXCLUDE THE PUBLIC

Recommendations

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
Confidential Minutes of Ordinary Board Meeting	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.3.11 - Gair Avenue, Cromwell - Subdivision Update	s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.3.12 - Industrial Subdivision Update	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
21.3.13 - April 2021 Confidential Governance Report	s7(2)(i) - the withholding of the information is necessary to enable Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7