



# AGENDA

## Vincent Community Board Meeting Wednesday, 9 June 2021

**Date:** Wednesday, 9 June 2021

**Time:** 2.00 pm

**Location:** Ngā Hau e Whā, William Fraser Building,  
1 Dunorling Street, Alexandra

(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 Vincent Community Board will be held in Ngā Hau e Whā, William Fraser Building, 1 Dunorling Street, Alexandra on Wednesday, 9 June 2021 at 2.00 pm

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**Members** Cr M McPherson (Chairperson), Mr R Garbutt (Deputy Chair), Dr R Browne, Cr L Claridge, Cr I Cooney, Ms A Robinson, Ms S Stirling-Lindsay

**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**

Senior Sergeant Clinton Wright – Police Report

Roy Noble and Julie Howard (Transpower) – Update on Clutha and Upper Waitaki Lines Project

Ruth McNamara – Update on Alexandra / Clyde Neighbourhood Support

Ian Gare and Nigel Smellie – Alexandra Blossom Festival Hardship Fund Application

**3 CONFIRMATION OF MINUTES**

Vincent Community Board meeting - 19 May 2021



**MINUTES OF A MEETING OF THE VINCENT COMMUNITY BOARD  
HELD IN THE NGĀ HAU E WHĀ, WILLIAM FRASER BUILDING, 1 DUNORLING STREET,  
ALEXANDRA ON WEDNESDAY, 19 MAY 2021 COMMENCING AT 9.30 AM**

**PRESENT:** Cr M McPherson (Chairperson), Mr R Garbutt (Deputy Chair), Dr R Browne, Cr L Claridge, Cr I Cooney, Ms A Robinson, Ms S Stirling-Lindsay

**IN ATTENDANCE:** T Cadogan (Mayor), 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), P Penno (Community and Engagement Manager), M De Cort (Communications Coordinator), K McCulloch (Corporate Accountant), E Auchterlonie (Project Manager), R Williams (Governance Manager) and W McEnteer (Governance Support Officer)

## 1 APOLOGIES

### APOLOGY

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#### COMMITTEE RESOLUTION

**Moved:** Stirling-Lindsay  
**Seconded:** Garbutt

That the apology for lateness from Ms Robinson be accepted.

**CARRIED**

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## 2 CONFIRMATION OF MINUTES

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#### COMMITTEE RESOLUTION

**Moved:** Browne  
**Seconded:** Cooney

That the public minutes of the Vincent Community Board Meeting held on 12 April 2021 be confirmed as a true and correct record.

**CARRIED**

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## 3 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. Councillor McPherson declared an interest in any submission to do with the pool as his daughter worked for the Council's swim school.

## 4 REPORTS FOR DECISIONS

### 21.4.2 HEARING SUBMITTERS THAT WISH TO BE HEARD

Individual submitters spoke to their Long-term Plan submission.

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Nicola Rae spoke to the Board about her submission to the draft Long-term Plan and responded to questions from the Board.

Note: Ms Robinson arrived at the meeting at 9.50 am.

Jo Blackie spoke to the Board about her submission to the draft Long-term Plan and responded to questions from the Board.

John Williamson spoke to the Board about his submission to the draft Long-term Plan.

Bridgette Winter and Sally Mullaly spoke to the Board about their submissions to the draft Long-term Plan and responded to questions from the Board.

Note: The meeting adjourned at 10.25am and returned at 10.35 am.

Grant Campbell spoke to the Board about his submission to the draft Long-term Plan and responded to questions from the Board.

Lewis McGregor spoke to the Board about his submission to the draft Long-term Plan and responded to questions from the Board.

Mary Ann and Rod Baxter spoke to the Board about their submission to the draft Long-term Plan and tabled a document in support of their submission. They then responded to questions from the Board.

Note: Councillor Claridge left the meeting at 11.05 am and returned 11.07 am.

Peter Kloosterman spoke to the Board about his submission to the draft Long-term Plan and tabled a document in support of his submission. He then responded to questions from the Board.

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Note: The meeting adjourned at 11.24 pm and resumed at 11.31 am.

Note: Councillor McPherson withdrew his interest declaration in the pool and discussed and voted on the item.

Note: Councillor Cooney left the meeting at 12.26 pm and returned at 12.27 pm.

Note: The meeting adjourned at 12.52 pm and resumed at 1.30 pm.

Note: Ms Robinson declared an interest in the Riverside Park and did not discuss or vote on the item.

Note: A moment's silence was observed in acknowledgement of the passing of Shirley Howden, a staff member of the Central Otago District Council.

### **21.4.3 SUBMISSIONS ON THE LONG-TERM PLAN 2021-31 CONSULTATION DOCUMENT**

To consider the submissions to the 2021-31 Long-term Plan Consultation Document on matters relating to the Vincent ward.

The Board considered all submissions and noted the staff comments. Following discussion a number of resolutions were agreed as set out below.

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**COMMITTEE RESOLUTION**

**Moved:** Cooney  
**Seconded:** Garbutt

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.

**CARRIED**

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**COMMITTEE RESOLUTION**

**Moved:** Stirling-Lindsay  
**Seconded:** Claridge

- B. Considers and receives all submissions.

**CARRIED**

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**COMMITTEE RESOLUTION**

**Moved:** McPherson  
**Seconded:** Garbutt

Recommends to Council that staff are requested to investigate a request for an extension of the junior playground at Pioneer Park and provide a report for consideration in a future annual or long-term plan.

**CARRIED**

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**COMMITTEE RESOLUTION**

**Moved:** Stirling-Lindsay  
**Seconded:** Robinson

Recommends to Council that staff convene a meeting of Central Otago District Council, Central Otago Hockey Association, Central Lakes Trust and Molyneux Turf Incorporated to discuss a way forward on the proposed multi-use turf and facilities at Molyneux Park.

**CARRIED**

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**COMMITTEE RESOLUTION**

**Moved:** Garbutt  
**Seconded:** Stirling-Lindsay

Recommends to Council to proceed with the preferred option in the consultation document for the Omakau Hub.

**CARRIED**

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**COMMITTEE RESOLUTION**

**Moved:** McPherson  
**Seconded:** Garbutt

Recommends to Council that staff provide a report regarding Ice Inline for future consideration.

**CARRIED**

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**COMMITTEE RESOLUTION**

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Moved: Claridge  
Seconded: Stirling-Lindsay

Recommends to Council to proceed with the preferred option in the consultation document for the Riverside Park.

CARRIED

COMMITTEE RESOLUTION

Moved: Stirling-Lindsay  
Seconded: Garbutt

Recommends to Council to amend the fees and charges schedule so that the fees charged at the Alexandra Pool be \$30 per hour for lane hire for private swim schools as well as a concession card charging \$1 for pool entry for all swim school students.

CARRIED

21.4.4 ADDENDUM - ADDITIONAL SUBMISSIONS FOR VINCENT COMMUNITY BOARD

Submissions that have not been attached to the original agenda.

All submissions were considered by the Board.

5 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 9 June 2021.

The Meeting closed at 2.16 pm.

CHAIR / /

9 June 2021

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## **4 DECLARATION OF INTEREST**

### **21.5.1 DECLARATIONS OF INTEREST REGISTER**

**Doc ID: 535972**

#### **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 - VCB Declarations of Interest** [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Roger Browne	Central Otago REAP (Chair) Creative Writers Circle (Chair) Dunstan Friendship Club (member) University of the Third Age (U3A) (member) Central Cinema Incorporated Central Otago Regional Orchestra (member) Last Chance Irrigation Co (shareholder) Alexandra Clyde and Districts Business Group (member)	Dunstan Friendship Club (member) University of the Third Age (U3A) (member) Central Cinema Incorporated Central Otago Regional Orchestra (member) Last Chance Irrigation Co (shareholder)	Manorburn Recreation Reserve Committee Alexandra District Museum Inc. (Central Stories) Keep Alexandra Clyde Beautiful Society
Lynley Claridge	Affinity Funerals (Director) Central Otago Chamber of Commerce (Advisory Panel)	Affinity Funerals (Shareholder)	Alexandra Council for Social Services
Ian Cooney	Castlewood Nursing Home (Employee)		Omakau Recreation Reserve Committee Promote Alexandra
Russell Garbutt	Garbutt family Trust (Trustee) Dunstan Golf Club (member) Dunstan Golf Club (committee member) Central Lakes Districts Heating Trust (Trustee)		Clyde Community Centre Committee Clyde Community Plan Group Clyde Historical Museum Committee
Martin McPherson	Alexandra Blossom Festival	CODC (employee) CODC (employee) (Daughter)	

Anna Robinson	<p>Mountain Bikers of Alexandra – member          Central Otago REAP – Employee          EnviroSchools – facilitator          Thyme Festival – committee member          Last Chance Irrigation Scheme – shareholder          Clyde Primary School – family member attends          Making a Difference for Central Otago (MAD4CO) – committee member          Alexandra United Football Club – member          Central Otago Football Association – member          Vallance Cottage Working Group          Otago Catchment Community Inc (contractor)</p>	<p>Dunstan High School – employee          Central Rock-climbing Club – treasurer          LANDSAR – member          Mountain Bikers of Alexandra – member</p>	<p>Alexandra Community House Trust          Keep Alexandra Clyde Beautiful Society          St Bathans Area Community Association Inc.</p>
Sharleen Stirling-Lindsay	<p>Project Adapt (member)          Alexandra Newcomers Network          Blossom Festival Committee Inc (Chair)          Alexandra BMX Souths Club (committee member)          Alexandra and District Youth Trust (staff)          Molyneux Stadium Upgrade Committee</p>	<p>Alexandra BMX Club (board member)          Alexandra BMX Souths Committee</p>	<p>Alexandra and Districts Youth Trust          Blossom Festival - Chair          St Bathans Area Community Association Inc          Ophir Welfare Association Committee</p>

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	Woolon Committee Member Alexandra Community Arts Council		
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## 5 REPORTS FOR DECISIONS

### 21.5.2 CENTRAL STORIES BUILDING - CENTRAL CINEMA INCORPORATED FURNITURE PROPOSAL

Doc ID: 533604

#### 1. Purpose of Report

To consider the Central Cinema Incorporated proposal to upgrade the Central Stories Meeting Room.

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#### Recommendations

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to give conditional support to the Central Cinema Incorporated proposal to purchase at their own cost furniture and a movable piece of box office cabinetry for the Central Stories Meeting Room. Changes to the lighting, kitchen appliances and joinery are not supported.

This support is given on the following conditions:

- That Council staff and Alexandra District Museum Incorporated approve the furniture layout, storage plan, and disposal of the old meeting room tables.
  - The primary purpose of the room remains a meeting room. The room is to be left in a meeting room set up after each booking.
  - Central Cinema Incorporated's new furniture is left in the public space at their own risk.
- 

#### 2. Background

In 2017, the Central Cultural Centre Trust resolved to be wound up. This resulted in the Central Otago District Council inheriting the ownership of the Central Stories Building at 21 Centennial Avenue, Alexandra.

In July 2019, Council received a request from the Chair of the Alexandra District Museum Incorporated (ADMI) to review the building's occupancy arrangements as they wished to terminate their business agreement with Central Cinema Incorporated (CCI).

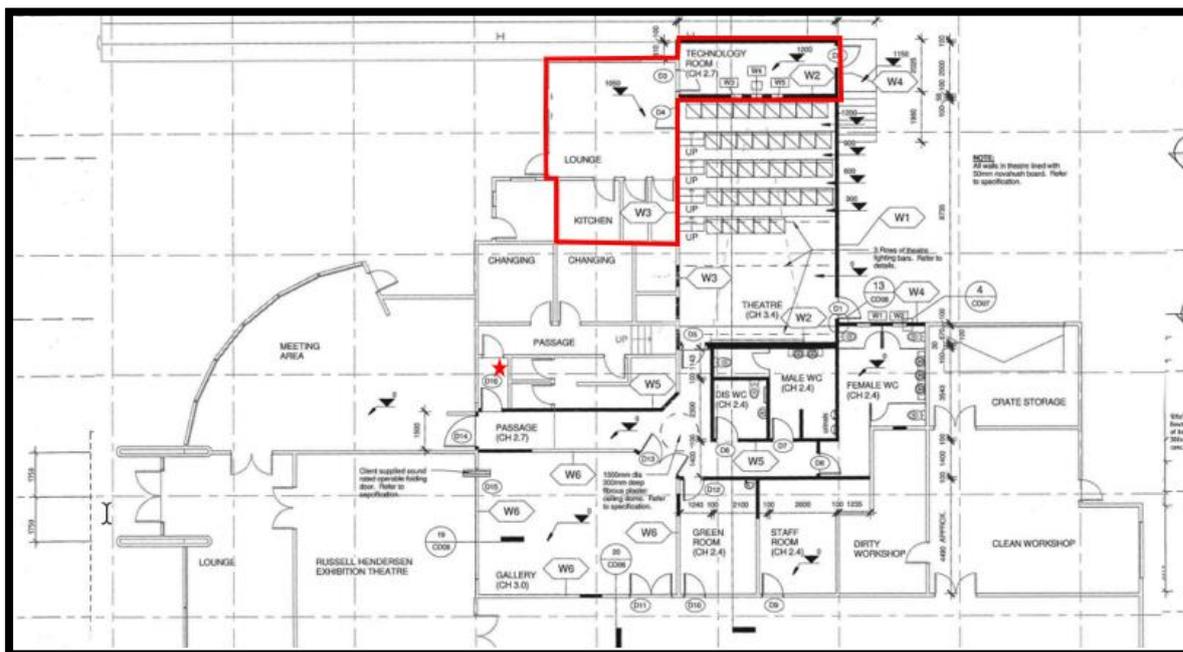
On 4 August 2020, the Vincent Community Board (the Board) resolved through its resolution 20.4.5 to enter into interim agreements with ADMI and CCI for the occupation of the Central Stories Building while the future use of the building is determined.

As a result of the above resolution:

- The agreement between ADMI and CCI terminated.
- CCI signed a Memorandum of Understanding with Council for their use of the theatre and meeting room.
- Under CCI's Memorandum of Understanding the group receives a discounted hire rate of \$20 per session of up to three hours (the standard charge is \$20/hr for not-for-profit groups) together with set booking times, and sole occupancy of the projection room and old pavilion kitchen lounge and storerooms at no charge. CCI has permission to

store their till equipment and trolley, food and beverages, cushion boxes, lectern, and other small items in room D16. See the area in red on the diagram below.

- ADMI signed a lease agreement with Council. Their area of occupation no longer included the theatre, meeting room and internal toilets.
- Under ADMI's lease agreement they hold a regular booking on Thursdays for use of the meeting room at no charge.
- The management of the theatre, meeting room, and internal toilets now sits with Council.
- The internal toilets are now available for all users of the building.
- The booking of the theatre and meeting room are made through Council staff.
- The meeting room and theatre cannot be booked separately as the meeting room is used as the entrance way and box office to the theatre.



When the Central Stories Building was constructed the purpose of the meeting room was solely for meetings. When the cinema was constructed, it became the entrance foyer and box office to the movies as well.

The meeting room is currently set up in a meeting room style. See the equipment list and photo below. The crockery, tables, chairs, and water urn are owned by ADMI.

Equipment list:

- |                  |                |
|------------------|----------------|
| 3 x tables       | 1 x dishwasher |
| 45 x chairs      | 1 x stove      |
| 1 x water urn    | 1 x fridge     |
| Various crockery |                |



In a letter dated 12 February 2021, CCI and ADMI asked for the Board's support of their proposal to upgrade the Central Stories Meeting Room. **See Appendix 1.**

A summary of the proposal:

- To create a flexible space which can interchange between a meeting-type setting to a more relaxed comfortable lounge-type setting.
- The aim of the lounge-type setting is to help encourage their patrons to socialise before and after movies.
- Proposed changes to include the purchase of furniture, change of lighting, and renovation of the kitchenette to allow for a more appealing box office.
- Suggested furniture types: armchairs/sofas, side tables, and foldable tables.
- The furniture will be selected to allow for easy storage and change between the two settings.
- Project budget is \$15,000.
- Funding to be from CCI and local funding organisations.
- CCI will own the assets and provide them to meeting room users at no additional charge.

This letter representing CCI's proposed option was tabled at the Board's meeting on 2 March 2021. During this presentation it became unclear whether this was a joint proposal or not. The Board instructed council staff to seek clarification and provide a recommendation on the proposal.

### 3. Discussion

ADMI and CCI have clarified that this proposal is CCI's alone and ADMI are in support of it.

The draft Long Term Plan 2021-31 does not include any budget to undertake any major changes to the building's layout. However, the long-term future use and layout of the building is still under consideration.

Assets purchased through this proposal should therefore be items which are able to be moved and repurposed elsewhere in the future. It is therefore recommended that the Board's support is given to the purchase of sofas/couches, side tables, and a movable piece box office

cabinetry only. Changes to the lighting, kitchen appliances, and kitchenette are recommended not to be supported as these are more permanent assets.

A clear direction as to how the room is to be left either in the meeting set up or the lounge-type setting will need to be given. CCI's set up of the room would be the lounge-type style, and ADMI and other users will primarily be in the meeting room style. It is recommended that the room is set up in a meeting room style at the end of each use as this was the original purpose of the room.

The disposal or storage of the current tables owned by ADMI needs to be considered, along with ensuring ADMI are in support of the location of the tables/chairs when not in use. This is because the proposed location, the green room, is within ADMI's lease area.

The meeting room is a public space. There will be a risk that the new furniture could be damaged. This risk needs to be considered by CCI as items left in this public space will be at their own risk.

#### 4. Options

##### Option 1 – (Recommended)

The Board agrees to give conditional support to the Central Cinema Incorporated proposal to purchase at their own cost furniture and a movable piece of box office cabinetry for the Central Stories Meeting Room. Any changes to the lighting, kitchen appliances and joinery are not supported.

The support is given on the following conditions:

- That council staff and ADMI approve the furniture plan, storage plan, and disposal of the old meeting room tables before external funding is sought.
- The primary purpose of the room remains a meeting room. The room is to be left in a meeting room set up after each booking.
- CCI's new furniture is left in the public space at their own risk.

Advantages:

- The proposal creates a flexible space which can interchange between a meeting-type setting to a more relaxed comfortable lounge-type setting.
- The lounge-type setting will provide CCI with a more warm and welcoming space for patrons to socialise before and after movies.
- Support has been given to purchase assets which will be able to be repurposed if the use of the room changed in the future.
- The proposal is at no cost and risk to Council.
- The primary purpose of the room being a meeting space will be retained.

Disadvantages:

- Council staff input and time will be required.
- Not CCI's proposal in full.

##### Option 2

Agree to support CCI's proposal in full.

Advantages:

- CCI's preferred option.
- The proposal creates a flexible space which can interchange between a meeting-type setting to a more relaxed comfortable lounge-type setting.
- The lounge-type setting will provide CCI with a more warm and welcoming box office area for patrons to socialise before and after movies.
- The proposal is at no cost to Council.

Disadvantages:

- Council staff input and time will be required.
- If the use or design of the room changes then some of the investment may not be able to be repurposed elsewhere. There is a risk that because the items cannot be repurposed there will be resistance to change the use or design of the room in the future.

### Option 3

Not support CCI's proposal.

Advantages:

- No impact on Council staff time.

Disadvantages:

- The room will remain in a meeting-type setting. This setting does not provide CCI with a warm and more welcoming space for their patrons to socialise before and after movies.

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the social and cultural wellbeing of communities, in the present and for the future by supporting an initiative that provides a more welcoming space for CCI patrons.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	No budget implications are attributed to this decision.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Yes, this proposal is not inconsistent with other plans and policies.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	This decision does not impact on the sustainability, environmental, and climate change of the district.
<b>Risks Analysis</b>	CCI's new furniture is left in the public space at their own risk.
<b>Significance, Consultation and Engagement (internal and external)</b>	None of the thresholds/criteria in the Significance and Engagement Policy have been met or exceeded by the proposal and so the proposal is not considered significant.

**6. Next Steps**

A letter of support that includes the Board's resolution is provided to CCI.

**7. Attachments**

**Appendix 1 - CCI proposal letter** [↓](#)

Report author:

Reviewed and authorised by:



Christina Martin  
Property and Facilities Officer (Vincent and  
Teviot Valley)  
25/05/2021

Louise van der Voort  
Executive Manager - Planning and Environment  
26/05/2021

Central Cinema Inc  
21 Centennial Av,  
Alexandra.

Central Stories,  
21 Centennial Av,  
Alexandra.

Sunday 21 February 2021.

To -

Christina Martin Property and Facilities Officer Vincent Community Board Central Otago District Council Box 122 Alexandra 9340	Wayne McEnteer Governance Support Officer Vincent Community Board Central Otago District Council Box 122 Alexandra 9340	
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Dear Christina and Wayne -

**Request for VCB Letter of Support  
for proposed Central Stories Meeting Room/Box Office upgrade**

**Introduction.**

This is a joint letter from Central Cinema Inc (CCI) and Alexandra District Museum Inc (ADMI).

With the respective CODC agreements for the use of Central Stories signed off with CCI and ADMI in Sept 2020 it is now time to consider upgrading the Meeting Room and Box Office in Central Stories.

Could you please place this letter on the 2 March VCB Agenda for their consideration.

And **Wayne**, could you register my and Brian's wish to be present at the Public Forum to answer any questions VCB Members may have.

**The Case for upgrade.**

You will be aware of both organisations' long standing concerns regarding the fitness for purpose of Central Stories' Meeting Room and Box Office's furniture, fittings, lighting and overall ambience

**CCI -**

For CCI this concern relates to our ability to create a warm and welcoming 'Come. Stay. Play' environment which invites patrons to come early to socialise, drink, and eat a light snack, watch a film, then stay after for further socialisation.

This is reinforced by inflexible meeting-room-type furniture, the lack of comfortable lounge-type furniture (eg armchairs, sofas, & side tables), harsh overhead lighting, and an unappealing Box Office made up of disparate pieces of furniture and fridge/freezer equipment which is not conducive to serving quality cabinet food or receiving patrons in a professional setting.

However, we (like ADMI) also want to use the Meeting Room *as* a Meeting Room.

And we believe a more flexible and attractive environment will encourage more use of the Meeting Room by other groups and agencies.

So we are wanting the upgraded assets to be quickly and easily changable from a Meeting Room format to Lounge format and back again depending on the needs of the Hirer.

This concern was reinforced by our 2018 Survey of 86 respondents, 58% of whom rated the Entrance and Ticketing Area as 'Below Average' (14%) or 'Average' (44%), a total of 58%.

**ADMI -**

ADMI shares many of the above concerns, including the inflexibility of the existing space for a variety of meetings and other activities that could take place in this room eg. Children's Holiday Workshops.

Additionally, they would like the current Meeting Room tables to be foldable (for easy storage in the Green Room when not needed) and more easily moved (eg on wheels), and to be able to move Meeting Room lounge furniture through to the Museum foyer for functions.

**Others' concerns -**

But these are not just *our* concerns.

These concerns have also been captured in two CODC Reports which VCB will be aware of.

**1. 'Central Stories Feasibility Study...' (aka *McElrea Report*) (Jan 2018) -** there were 1,500 responses to this consultation. Page 54 states:

*'..Meeting Room/Cinema entrance -*

*# 'The entrance to the Cinema currently has no ambience or Cinema goer quality about it. Visitors to the cinema walk through a meeting room space...*

*# [Cinema] needs to have a more welcoming, cinematic experience. Suggestions included refurbishing the meeting room to ...create a lounge-type experience...*

# *Central Cinema Inc have indicated that they have some financial reserves available that [along with fund raising] they would be willing to put into the room's upgraded furniture and fittings if that is the way CODC decided to go'*

**The 'Business Case for Central Stories Building' (aka 'Better Business Case')** - this Dec 2019 Report recommending a 'Single cultural hub' has not yet been accepted by CODC/VCB, and that recommendation will not appear in the next LTP document.

We recognise it could be several years before CODC/VCB is in a position to move forward with any actions in relation to this Report. In the meantime CCI and ADMI wish to undertake non-structural improvements to the Meeting Room and Box Office which will improve its usability and ambience

P 213 states -

# *'[The Cinema plays an important role] in attracting local community patronage. Stakeholders considered [it] had a good fit with the overall Central Stories purpose and needed to be included in the facility'*

# *'...the foyer area is basic and unattractive". There is a need to make the area more welcoming and comfortable, as well as to include permanent ticket facilities and access to refreshments...at least matching the Clyde cinema experience.'*

#### **The Request to VCB.**

***That it issue a 'Letter of Support in Principle' to CCI and ADMI, to be used when either or both organisation(s) approach Funders for potential funding.***

#### **Points to note.**

- We anticipate this upgrade could cost up to \$15,000 and funding support would be sought from local funding organisations.
- We are not seeking funding from the CODC/VCB for this upgrade.
- The ownership of the upgraded assets would be shared between CCI and ADMI.
- The proposed new assets would be available without additional charge to any Meeting Room user.
- We are not presenting *specific* upgrade ideas regarding furniture, fittings and lighting at this stage; that work will come after a Letter of Support is received, and will require CCI, ADMI and CODC/VCB input.

#### **Summary.**

The proposed upgrade offers -

- More **flexibility** in the use of the Meeting Room which could result in more usage beyond just CCI and ADMI.
- Enhanced **ambience** in the Meeting Room encouraging people to 'Come. Play. Stay'
- **Improved kitchen equipment** – e.g. dishwasher and fridge.
- No cost to VCB or CODC.
- Only non-structural assets would be upgraded.

Feel free to contact Bill or Brian if you need further information.

Regards

<p>Bill Siddells Chair, Central Cinema Inc. <a href="mailto:bill.siddells@gmail.com">bill.siddells@gmail.com</a> 021 708 002.</p>	<p>Brian Budd, Manager, Central Stories, <a href="mailto:manager@centralstories.com">manager@centralstories.com</a> 03 448 6230</p>
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### 21.5.3 ALEXANDRA MEMORIAL THEATRE - ASBESTOS REMOVAL PROJECT

Doc ID: 531958

#### 1. Purpose of Report

To consider approving budget for the removal of asbestos within the Alexandra Memorial Theatre ceiling space.

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#### Recommendations

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Approves the budget of \$35,700 for the removal of asbestos at the Alexandra Memorial Theatre to be funded from the General Development Alexandra Reserve.

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#### 2. Background

The Alexandra Memorial Theatre stage structure and equipment are being upgraded to meet current health and safety standards.

On 15 September 2020, the Vincent Community Board resolved to proceed with the project at an updated cost estimate of \$590,000. The Board instructed staff to tender the project and obtain two thirds funding from external funders. The resolution reference is 20.5.5.

The project has been tendered. The winning tender came within budget and has been awarded to the contractor subject to funding.

Funding applications have been lodged and decisions on these are due by the end of June.

As part of the site preparation for these works an asbestos survey was completed, finding asbestos in the building. The table below summarises the asbestos' location and risk, as well as actions taken to secure the asbestos found.

Asbestos Location	Risk from asbestos	Recommended Action	Action taken
General	Low - High	Notify regular users and contractors.	Completed. An email was sent to regular users and contractors alerting them to asbestos being in the building. General warning signs have been installed on main entrance doors to the theatre and the boiler house door.
Theatre roof space - ducting joint tape	Medium	Plan to remove or seal exposed tape to minimise risk. Labels to be applied and condition must be monitored	Ongoing. Council staff closed off access to the roof space, and applied a warning sign to the door stating strictly no access.

		on a regular schedule. Work that may disturb this tape must be avoided.	Investigation on removal is underway.
Theatre roof space - dust, millboard, insulation board	High	Access to the ceiling space must be restricted. An environmental clean and asbestos removal must be carried out to remove the asbestos hazard.	Ongoing. See above.
Boiler house - ducting and boiler joint tape	Medium	Plan to remove, or seal exposed table to minimize risk. Labels to be applied and condition must be monitored on a regular schedule. Work that may disturb this tape must be avoided.	Completed. A warning sign has been installed on the entry door to boiler room warning of asbestos and to contact Council before any work is carried out. Area listed on Council's ongoing inspection monitoring schedule.
Boiler house - switchboard	Low	Apply labels and minor condition regularly. Avoid drilling, cutting, sanding or otherwise disturbing the switchboard.	Completed. See above.
Boiler house - Gaskets, Insulation, Seals	Low	Do not carry out work that may disturb potential asbestos materials without lab testing suspicious materials such as gaskets, ropes or insulation.	Completed. See above.
Exterior - upper level soffits	Low	Treat these soffits as asbestos until proven otherwise. Test to confirm status if work is likely to disturb this material.	Completed. Warning signs applied to main entry doors to the theatre warning of asbestos within the building and to contact Council before any work is carried out. Area listed on Council's ongoing inspection monitoring schedule.

### 3. Discussion

While the above mitigating action has been taken to keep users safe, the asbestos within the roof space will need to be removed before the Stage Upgrade Project can commence.

Due to the specialised nature of this work, Council staff sought three written quotes from Site Wise and Work Safe accredited asbestos removalists.

Successful quote	\$32,414.62
10% contingency	\$3,241.46
<b>Total (rounded)</b>	<b>\$35,700</b>

As the removal of the asbestos is required to progress the stage upgrade project, the expenditure needs to be treated as capital expenditure. As there is no investment account associated with the Alexandra Community Centre, this expenditure will need to be funded from the Alexandra Reserves.

The 211 General Development Alexandra Reserve has an opening value of \$1,200,102 and a forecast closing balance of \$634,561 as at 30 June 2021.

#### 4. Options

##### Option 1 – (Recommended)

Approve the budget of \$35,700 for the removal of asbestos at the Alexandra Memorial Theatre to be funded from the 211 General Development Alexandra Reserve.

Advantages:

- Removal of the asbestos from the theatre's ceiling space can go ahead.
- Access to the ceiling space can be reinstated.
- The stage upgrade to meeting current health and safety standards can proceed.
- The improvement of the health and safety and usability of the theatre will help to attract more local and national performances to the theatre.

Disadvantages:

- The Board's reserves will be reduced.

##### Option 2

Does not approve budget.

Advantages:

- The Board's reserves will not be reduced.

Disadvantages:

- Removal of the asbestos will not proceed.
- Restriction of access into the theatre ceiling space will remain in place.
- The stage upgrade project will not progress and current restriction on stage usage will remain in place.

#### 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the cultural well-being of the community, in the present and for the future by enabling the Council to provide the same and potentially increased level of service at the Alexandra Memorial Theatre.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	See the financial implications within the decision section above.  A FIN 105 form relating to the expected \$35,700 expenditure has been approved by the Finance Manager and the Corporate Services Executive Manager.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	This project is consistent with other Council policies and plans.

<b>Considerations as to sustainability, the environment and climate change impacts</b>	This decision does not impact the sustainability, environment, and climate change of the district.
<b>Risks Analysis</b>	The health and safety requirements of removal will be managed by the contractor.  The proposed contractor is a Work Safe accredited asbestos removal company.
<b>Significance, Consultation and Engagement (internal and external)</b>	None of the thresholds/criteria of the Council's Significance and Engagement Policy has been met/exceeded.

## 6. Next Steps

- Contractors engaged
- Asbestos removal completed

## 7. Attachments

Nil

Report author:



Christina Martin  
Property and Facilities Officer (Vincent and  
Teviot Valley)  
10/05/2021

Reviewed and authorised by:



Louise van der Voort  
Executive Manager - Planning and Environment

26/05/2021

## 21.5.4 APPLICATION FOR EASEMENT TO PROVIDE ACCESS TO LEASE PARCEL OCCUPIED BY SPARK NEW ZEALAND TRADING LIMITED.

Doc ID: 529793

### 1. Purpose of Report

To consider granting an easement over Lots 7 and 8 Deposited Plan 429123 (recreation reserve), in favour of Lot 1 Deposited Plan 27556, being a lease parcel occupied by Spark New Zealand Trading Limited.

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### Recommendations

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to grant an easement containing the right to convey power and telecommunications, and right of way, over Lots 7 and 8 DP 492123 (recreation reserve) in favour of Lot 1 DP 27556 (Spark New Zealand Trading Limited lease parcel), for \$1, subject to:
  - The easement being aligned with the lease over Lot 1 DP 27556.
  - All costs associated with preparing and registering the easement being met by Spark Trading New Zealand Limited.
  - The Minister of Conservation's consent.
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

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### 2. Background

In 2006 Council agreed to an exchange of land to enhance the layout of the Alexandra Town Belt around Gilligans Gully. The land was then subdivided to enable the exchange to proceed. The land disposed of in the exchange was declassified and is now privately owned.

The land received in the exchange is described as Lots 7 and 8 Deposited Plan (DP) 429123 (Lot 7 and Lot 8). Lot 7 and Lot 8 were classified as recreation reserve and are now held subject to the Reserves Act 1977. Lots 7 and 8 are contained in Record of Title 514253.

In 2002, prior to the exchange, Telecom Mobile Limited (Telecom) leased 105 square metres of the land now contained in Lot 8. The lease area is described as Lot 1 DP 27556 (Lot 1). The lease is registered on Record of Title 514253. Lots 7 and 8, and Lot 1 are shown below in figure 1.

Telecom have constructed a communications station (the station) on the site. The station services the Alexandra basin. Council became the lessor of Lot 1 on transfer and settlement of the exchange.

Renewal of the lease commenced in 2020. During the renewal process it was noted that the lease does not provide the lessee with any right of access over Lot 7 or Lot 8. There is also no legal provision for the conveyance of the services which are connected the station to the utility networks in Gilligans Gully. Effectively, Lot 1 DP 27556 is a landlocked lease parcel.



Figure 1 – Lots 7 & 8 DP 429123 (recreation reserve) and Lot 1 DP 27556 (lease area). Proposed easement shown in red.

To legalise their access and the existing services, Telecom have now applied for an easement over Lots 7 and 8 DP 429123. It is proposed that the easement be granted to provide Telecom with right of way, and the right to convey electricity and telecommunications, over Lots 7 and 8, to Lot 1.

The proposed easement would be aligned with the lease. It would not operate as a separate ongoing right. For example, should the lease be transferred or cancelled, the easement would also transfer or cancel.

Telecom are now known as Spark New Zealand Trading Limited. On renewal, they have asked for the lessee's detail to be updated accordingly. They have also asked for the proposed easement to be granted in the name of Spark New Zealand Trading Limited as lessee.

### 3. Discussion

#### Legal

Section 48 of the Reserves Act 1977 (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 easements over a reserve or any part thereof.

The proposed granting of a right of way is consistent with section 48(1)(b) of the Act which provides for access to 'any area included in an agreement, lease, or licence granted under the powers conferred by this [the] Act'.

Section 48(1)(d) of the Act authorises the granting of an easement to provide for 'an electrical installation or work as defined in section 2 of the Electricity Act 1992'.

Section 2 of the Electricity Act 1992 defines an electrical installation as "all fittings beyond the point of supply that form part of a system that is used to convey electricity to a point of consumption".

The power cables connecting the station to the network in Gilligans Gully convey power to the point of consumption which is inside the boundary of Lot 1. This means the proposal to grant the right to convey power is consistent with the Act.

Section 48A(1)(a) and (b) of the Act authorises the use of a reserve for a communications station. It also authorises the construction masts, and other structures, and works associated with transmission, emission, or reception of communications. This means the proposal to grant the right to convey telecommunications is also consistent with the Act.

Any easement or other right granted under section 48(1) is granted subject to section 48(2) of the Act 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.*

Section 48(2) of the Act further requires the proposal to grant the easement to be publicly notified unless:

- (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.

The granting of the proposed easement will not materially alter the land nor compromise its use as no new or additional works are required. The proposed easement will legalise rights that should have been created prior to the land exchange.

#### Council Policy

Lots 7 and 8 DP 429123 and Lot 1 DP 27556 are identified on District Plan Map 2 of Council's Operative District Plan. It is situated in the Rural Resource Area.

Rule 13.7.11 provides for the construction of Telecommunication and Radiocommunication Structures in Rural Resource Areas. The telecommunications station on Lot 1 DP 27556 is permitted under rule 13.7.11 of the Operational District Plan.

#### Financial

Historically, easements of this nature are exchanged for a nominal rate of \$1, with all costs associated with preparing and registering the easement being payable by the grantee.

As Spark New Zealand Trading Limited are seeking to legalise the existing access and services it is also proposed the nominal fee also be applied in this instance.

#### 4. Options

##### Option 1 – (Recommended)

To grant an easement containing the right to convey power and telecommunications, and right of way, over Lots 7 and 8 DP 492123 (recreation reserve) in favour of Lot 1 DP 27556 (Spark New Zealand Trading Limited lease parcel), for \$1, subject to:

- The easement being aligned with the lease over Lot 1 DP 27556.
- All costs associated with preparing and registering the easement being met by Spark Trading New Zealand Limited.
- The Minister of Conservation's consent.

##### Advantages:

- The lessee's access will be legalised and the lease parcel will no longer be landlocked.
- The existing services, which are required by the lessee for the purposes of operating their business activity on Lot 1 DP 27556, will be legalised, and protected.
- The lessee will be able to repair and maintain the accessway and/or services as required.
- Represents good business practice which will maintain the relationship between the lessor and lessee.
- The granting of the easement is consistent with section 48(1) of the Reserves Act 1977.
- The business activity on Lot DP 27556 is consistent with section 48(A) of the Reserves Act 1977.

##### Disadvantages:

- None.

##### Option 2

To not grant an easement over Lots 7 and 8 DP 492123 (recreation reserve) in favour of Lot 1 DP 27556 (lease parcel).

##### Advantages:

- None.

##### Disadvantages:

- The lessee's access will not be legalised and the lease parcel will remain landlocked.
- The lessee's services will be not be legalised or protected.
- Would not represent good business practice and could negatively impact the relationship between the lessor and lessee.
- Does not recognise the provisions of the Reserves Act 1977.

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	While this decision does not relate to any Local Government Act purpose or provision, it does promote economic wellbeing by enabling the lessee to continue to access and operate their business, and to provide services, from the Council owned lease site.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	There are no financial implications for Council relating to this decision as all costs associated with the works and the creation of the easement will be met by the lessee, Spark New Zealand Trading Limited.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	The construction of a telecommunications station on recreation reserve is consistent with section 48(A) of the Reserves Act 1977 and is a permitted activity under rule 13.7.11 of Council's Operative District Plan.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	No sustainability, environmental or climate change impacts are related to the decision as the associated works will have no material effect on the land.
<b>Risks Analysis</b>	There are no risks to Council associated with the recommended option.
<b>Significance, Consultation and Engagement (internal and external)</b>	<p>The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.</p> <p>As the easement will apply retrospectively to works that were undertaken prior to the land being vested a reserve, consultation in accordance section 48(2) of the Reserves Act 1977 is not required in this instance.</p>

## 6. Next Steps

The following steps will be undertaken in association with having the easement registered:

- |  |              |
|--|--------------|
| 1. Community Board Approval                | 09 June 2021 |
| 2. Consent of the Minister of Conservation | 30 June 2021 |
| 3. Applicant advised application approved  | July 2021    |

## 7. Attachments

Nil

Report author:

Reviewed and authorised by:



Linda Stronach  
Property Officer - Statutory  
6/04/2021

Louise van der Voort  
Executive Manager - Planning and Environment  
26/05/2021

## 21.5.5 PROPOSED ROAD STOPPING - UNNAMED ROAD OFF MCARTHUR ROAD

Doc ID: 522905

### 1. Purpose of Report

To consider a proposal to stop part of an unnamed unformed road off McArthur Road in accordance with the provisions of the Local Government Act 1974.

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### Recommendations

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
  - B. Recommends to Council to approve the proposal to stop the western end of the unnamed unformed road off McArthur Road, (outlined in red, in figure 4), in subject to:
    - Public notification and advertising in accordance with the Local Government Act 1974.
    - No objections being received within the objection period.
    - The right of way (new access to Lots 27 and 28) being formed over Lot 4 DP 498411.
    - The Road being surveyed into two parcels ("A" and "B") as shown in figure 3.
    - Parcel "A" being amalgamated with new Lot 27 and parcel "B" being amalgamated with new Lot 28 as shown in figure 3.
    - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over the areas marked "A" and "B" as shown in figure 7.
    - An easement (in gross) in favour of (and as approved by) Leaning Rock Services Limited being registered over the areas marked "A" and "B" as shown in figure 7.
    - An easement (in gross) in favour of (and as approved by) Rabbit Developments Limited being registered over the areas marked "A" and "B" as shown in figure 7.
    - An easement (in gross) in favour of (and as approved by) Pioneer Energy Limited being registered over the areas marked "A" and "B" as shown in figure 7.
    - The applicants paying for the land at valuation.
    - The applicants paying all costs associated with the stopping.
  - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
- 

### 2. Background

McArthur Road provides access to an assortment of farming and lifestyle blocks in Springvale. The first 2.6 kilometres of McArthur Road is sealed. The remaining approximately 3.4 kilometres is gravel.

At the 5.1 kilometre mark an unnamed unformed road adjoins the western side of McArthur Road. The unnamed unformed road (the Road) is highlighted in red below in figure 1. It is a no exit road being approximately one kilometre in length.



Figure 1 – The unnamed unformed legal road off McArthur Road, Springvale.

Lot 1 Deposited Plan (DP) 552897 is located at the western end of the Road. The owners of Lot 1 DP 552897 have obtained approval to subdivide the property into four new lots.

An extract of the subdivision plan showing New Lot 4 at the western end of the Road is shown below in figure 2.

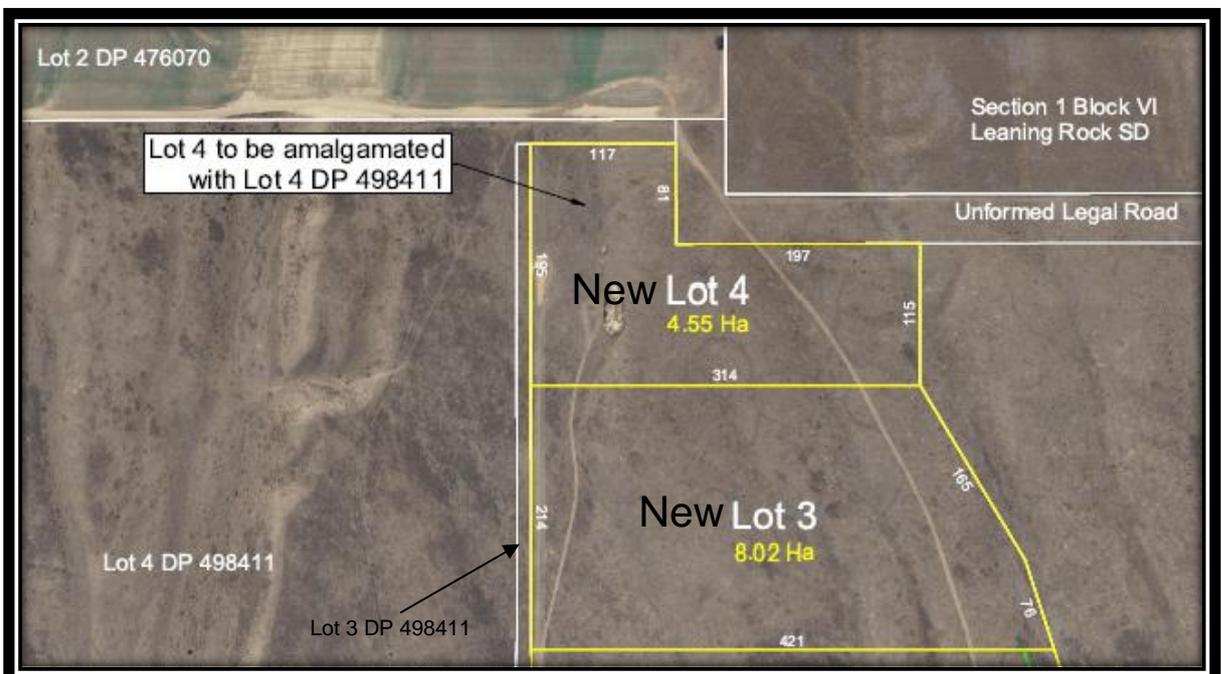


Figure 2 – New Lot 4 (ex Lot 1 DP 552897 as shown in figure 1) and existing Lot 4 DP 498411.

The owners of Lot 4 DP 498411 (adjacent lot) have an agreement to purchase the New Lot 4. On settlement the two Lot 4s will be amalgamated then redeveloped as part of a greater 32 Lot subdivision.

An extract of the 32 Lot plan showing Lots 27 and 28 at the western end of the Road is shown below in figure 3. Access to Lots 27 and 28 (and several other lots) will be provided via a right of way that is to be formed over Lot 3 DP 498411 as a provision of the consent.

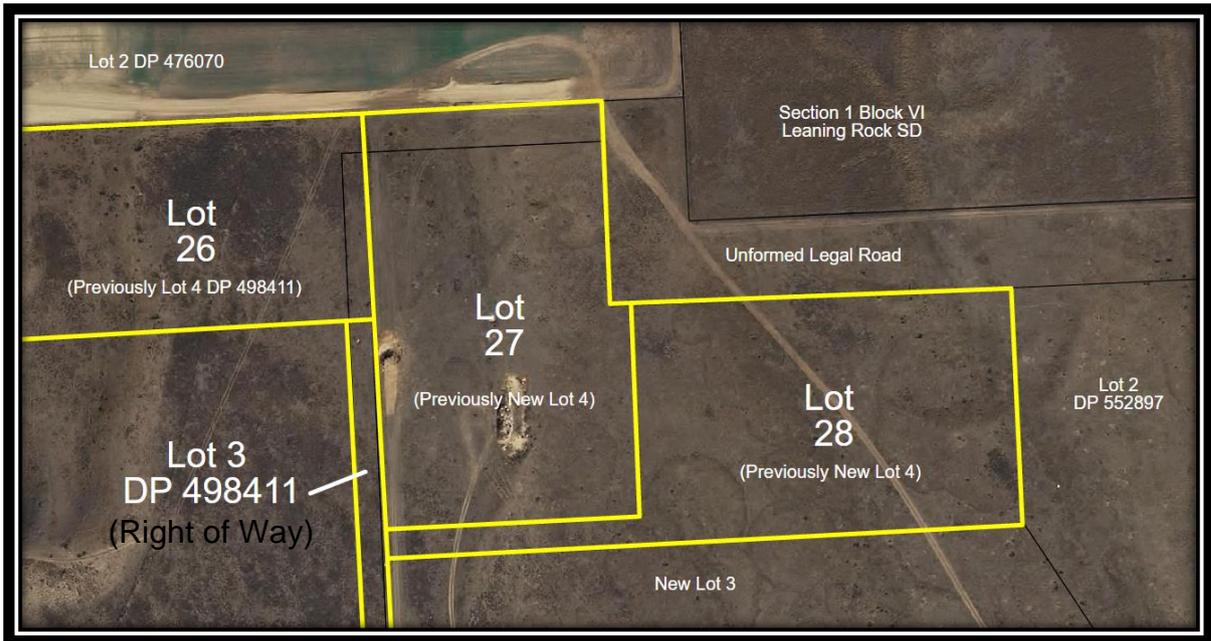


Figure 3 – Plan of new Lots 27 and 28 at the western ends of the Unformed Legal Road.

As access to Lots 27 and 28 will be gained via the new right of way, the consent holder has applied to stop a section of the western end of the Road. A plan of the section they propose to stop, which has an area of approximately 1.0370 hectares, is shown below in figure 4.

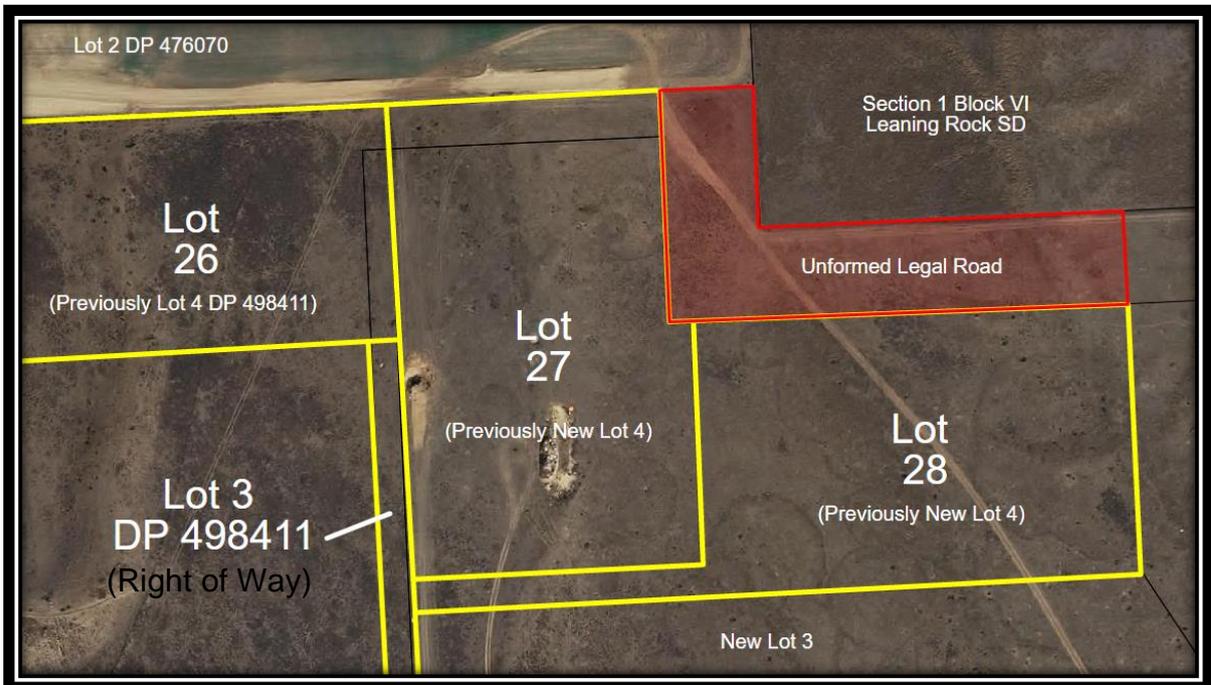


Figure 4 – Plan of the legal road which the consent holder proposes to stop (outlined in red).

If the stopping is approved the applicant proposes to have the road surveyed into two parcels of approximately 4175 and 6195 square metres each. The proposed parcels are marked “A” and “B” below in figure 5.

The applicants then propose to undertake a boundary adjustment between Lots 27 and 28 and to amalgamate one parcel of stopped road with each lot. This will result in two more regularly shaped parcels of land on completion of the stopping.

A plan of the proposed final boundaries, including the parcels of stopped road, is shown below in figure 5.

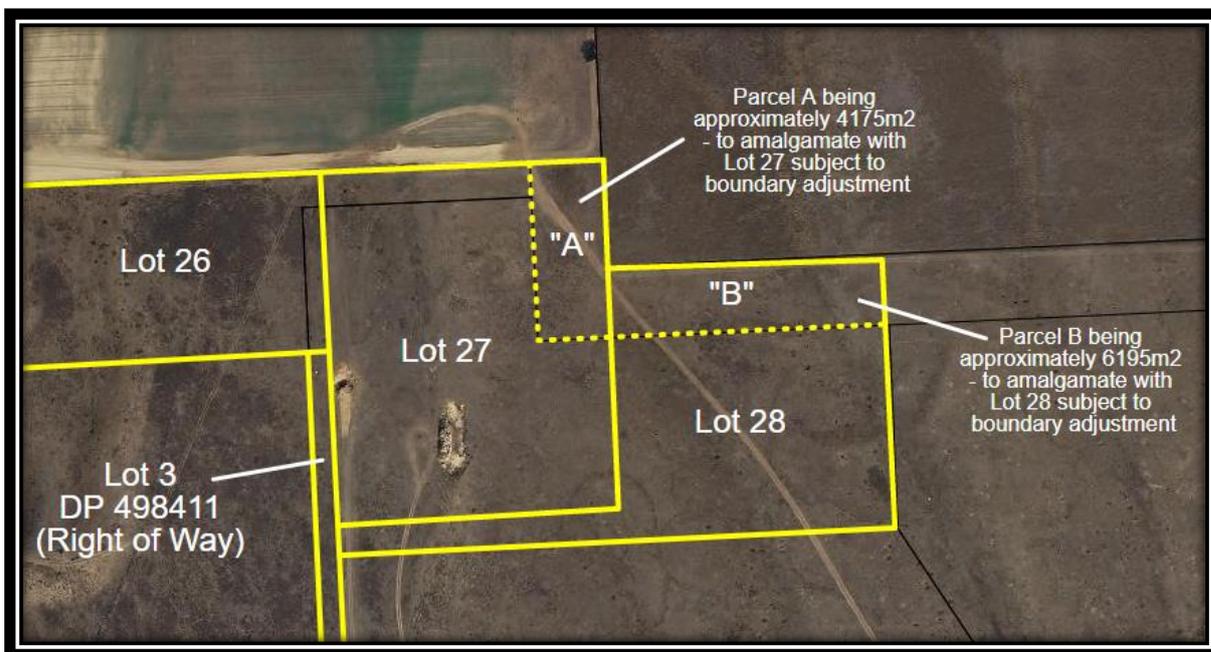


Figure 5 – Plan of stopped road parcels contained in regularised Lots 27 and 28 (following boundary adjustment)

### 3. Discussion

#### Evaluation of Application

An evaluation of the proposal to stop the Road is shown in the table below.

Item	Criteria to be considered	Evaluation
District Plan	Has the road been identified in the District Plan for any specific use or as a future road corridor?	The Road is shown on District Plan Map 56. No part of the Road identified for any specific purpose or as a future road corridor.
Current Level of Use	Is the road used by members of the public for any reasons?	The Road is not used by members of the public for any reason.
	Does it provide the only or most convenient means of access to any existing lots?	All existing lots adjacent to the Road have dual legal access from the unnamed unformed legal Road and either Vercoe Road or McArthur Road.  McArthur Road is the most convenient means of access for most existing lots. Lot 2 476070 and 4 DP 498411 are more conveniently accessed from Vercoe Road.  With the exception of Lot 2 DP 476070, which will be accessed from Vercoe Road, and Lot 4 DP 498411, which is being subdivided, all existing lots will retain dual legal access.
	Will stopping the road adversely affect the viability of any commercial activity or operation?	No commercial activity is located on land adjacent to, or accessed from, the Road.
	Will any land become landlocked if the road is stopped?	No.

Future Use	Will the road be needed to service future residential, commercial, industrial or agricultural developments?	On completion of the proposed stopping Lot 2 DP 476070, Lot 4 DP 498411 and New Lot 27 will no longer have legal access from the remaining length of the unformed unnamed road.  Access to these lots will be gained via either Vercoe Road or via the right of way that is being formed over Lot 3 DP 498411 in conjunction with 32 Lot subdivision.  All other adjacent lots will retain dual legal access from the remaining length of the unnamed unformed road or from McArthur Road which is an existing formed road.
	Will the road be needed in the future to connect existing roads?	The Road is a no exit road. It does offer any level of connectivity to any other legal road.
Non-traffic Uses	Does the road have current or potential value for amenity functions, e.g., walkway, cycleway, recreational access, access to conservation or heritage areas, park land?	The Road does not provide access to any recreational area, conservation land, or to a heritage area.
	Does the road have potential to be utilised by the Council for any other public work either now or potentially in the future?	The Road does not have the potential to be used for any public work.
	Does the road have significant landscape amenity value?	The Road does not have any significant landscape amenity value.
Access to Waterbody	Does the road provide access to a river, stream, lake or other waterbody?	The Road does not provide access to any type of waterbody.
	If so, there is a need to consider Section 345 of the Local Government Act, which requires that after stopping the land be vested in Council as an esplanade reserve	N/A (refer above).
Infrastructure	Does the road currently contain any services or other infrastructure, such as electricity, telecommunications, irrigation or other private infrastructure?	Yes. Aurora Energy Limited have advised that they have underground cables, a ground mounted electricity distribution transformer, and other ancillary equipment in the Road.  Three companies have water infrastructure in the Road. They are Leaning Rock Services Limited, Rabbit Developments Limited, and Pioneer Energy Limited.
	Can the existing services or infrastructure be protected by easements?	Yes. Easements can be created to protect the power infrastructure.
Traffic Safety	Does the use of motor vehicles on the road constitute a danger or hazard?	There is no danger or hazard associated with using a motor vehicle on the Road.

### Roading Network and Public Access

As shown in the evaluation table, the Road is not identified in the District Plan as being required for any specific use or other roading purpose. The proposal to stop the end of the Road will have no effect on the existing roading network or other parties right of access.

The portion of the Road that the applicants propose to stop does not provide access to a waterbody or to any other land that cannot otherwise be accessed via the preceding length of the Road.

The Road does contain infrastructure belonging to Aurora Energy Limited (Aurora). Protection for this infrastructure is discussed next.

### Easements

Aurora Energy Limited (Aurora) have underground cables, a ground mounted electricity distribution transformer and other ancillary equipment in the western end of the Road. The

infrastructure comes into the road via Lot 4 DP 498411. A plan of Aurora's infrastructure is shown in red and blue below in figure 6.

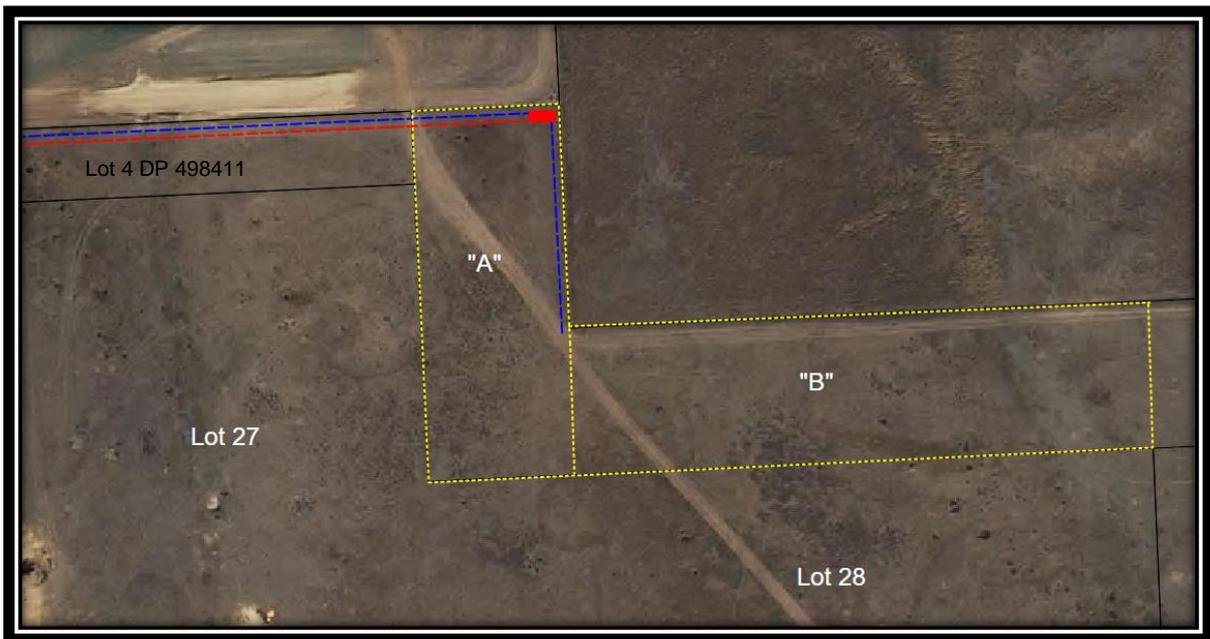


Figure 6 – Aurora Infrastructure in the section of road which the applicant proposes to stop

If the application to stop the end of the Road is successful Aurora will require an easement (in gross) over the areas marked “A” and “B”. This will protect the existing infrastructure and provide Aurora with right to access the land for the purpose of managing their network.

An indicative plan of the easement (in gross) in favour of Aurora over Sections “A” and “B” is outlined in pink below in figure 7.

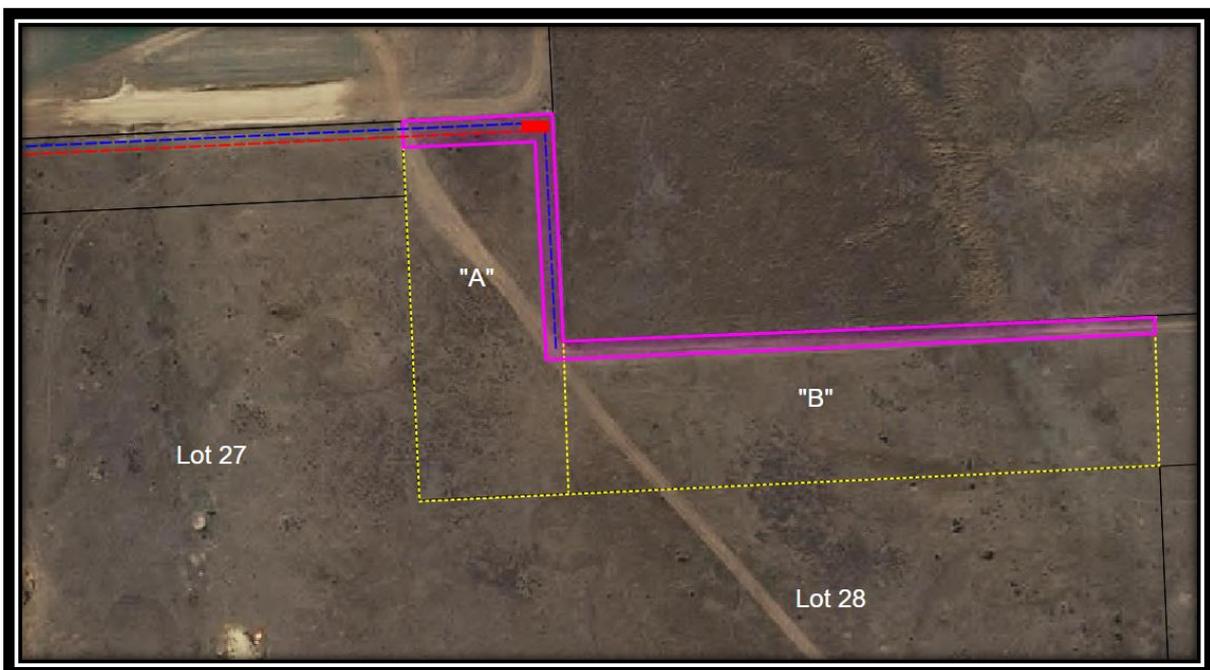


Figure 7 – Indicative plan of easement (in gross) in favour of Aurora

Leaning Rock Services Limited have a potable water supply running through the Road. This supply has been installed as part of the 32 Lot subdivision. It will service new Lots 27 and 28.

The potable supply pipe runs adjacent to the electrical infrastructure shown above in figure 7.

Rabbit Developments Limited and Pioneer Energy Limited both have irrigation infrastructure in the Road. The irrigation infrastructure services a variety of properties in the area. The irrigation infrastructure also runs adjacent to the electrical infrastructure shown in figure 7.

All three water companies have confirmed that their infrastructure can be protected by the registration of easements (in gross) if the stopping is approved.

#### Legislation and Policy

Council's Rooding Policy determines the appropriate statutory procedure for stopping a legal road or any part thereof. The policy for selecting the correct statutory process is as follows:

*The Local Government Act 1974 road stopping procedure shall be adopted if one or more of the following circumstances shall apply:*

- a) *Where the full width of road is proposed to be stopped and public access will be removed as a result of the road being stopped; or*
- b) *The road stopping could injuriously affect or have a negative or adverse impact on any other property; or*
- c) *The road stopping has, in the judgment of the Council, the potential to be controversial; or*
- d) *If there is any doubt or uncertainty as to which procedure should be used to stop the road.*

*The Local Government Act process requires public notification of the proposal. This involves erecting signs at each end of the road to be stopped, sending letters to adjoining owners/occupiers and at least two public notices a week apart in the local newspaper. Members of the public have 40 days in which to object.*

*The Public Works Act 1981 road stopping procedure may be adopted when the following circumstances apply:*

- e) *Where the proposal is that a part of the road width be stopped and a width of road which provides public access will remain.*
- f) *Where no other person, including the public generally, are considered by the Council in its judgment to be adversely affected by the proposed road stopping;*
- g) *Where other reasonable access will be provided to replace the access previously provided by the stopped road (i.e. by the construction of a new road).*

As the full width of the end of the road is to be stopped and public access removed, it is proposed that Local Government Act 1974 procedure be adopted for this application.

An application to stop a road under the Local Government Act 1974 requires public consultation with the members of the public having a right to object to proposal.

Council's Rooding Policy states that:

*If an objection is received then the applicant will be provided with the opportunity to consider the objection and decide if they wish to continue to meet the costs for the objection to be considered by the Council and the Environment Court.*

*If an objection is received and it is accepted by the Council then the process will be halted and the Council may not stop the road.*

*If the objection is not accepted by the Council then the road stopping proposal must be referred to the Environment Court for a decision. The applicant is responsible for meeting all costs associated with defending the Council's decision in the Environment Court.*

#### Financial

In accordance with legislation and policy, the applicants are required to pay all costs associated with the proposal to stop the Road. Road stopping costs include valuation, survey, legal and consultancy fees. In this instance, costs will also include those associated with:

- creating and erecting signs at each end of the road to be stopped;
- sending letters to adjoining owners/occupiers; and,
- publishing the two public notices in a local newspaper.

## **4. Options**

### Option 1 – (Recommended)

That the Vincent Community Board recommends to Council to approve the proposal to stop the end of the unnamed unformed road off McArthur Road subject to:

- Public notification and advertising in accordance with the Local Government Act 1974.
- No objections being received within the objection period.
- The right of way (new access to Lots 27 and 28) being formed over Lot 4 DP 498411.
- The Road being surveyed into two parcels ("A" and "B") as shown in figure 3.
- Parcel "A" being amalgamated with new Lot 27 and parcel "B" being amalgamated with new Lot 28 as shown in figure 3.
- An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over the areas marked "A" and "B" as shown in figure 7.
- An easement (in gross) in favour of (and as approved by) Leaning Rock Services Limited being registered over the areas marked "A" and "B" as shown in figure 7.
- An easement (in gross) in favour of (and as approved by) Rabbit Developments Limited being registered over the areas marked "A" and "B" as shown in figure 7.
- An easement (in gross) in favour of (and as approved by) Pioneer Energy Limited being registered over the areas marked "A" and "B" as shown in figure 7.
- The applicants paying for the land at valuation.
- The applicants paying all costs associated with the stopping.

#### Advantages:

- The newly formed right of way over Lot 4 DP 498411 will provide access to Lots 27 and 28 (and to other lots in the 32 Lot subdivision).
- All costs associated with the stopping will be paid by the applicants.
- The income received will be used to address other public roading issues.

#### Disadvantages:

- None.

Option 2

To not recommend to Council to approve the proposal to stop the unnamed unformed road off McArthur Road.

Advantages:

- None.

Disadvantages:

- The applicant's occupations of the unformed legal road will not be legalised.
- Additional income will not be available to address other public roading issues.

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the economic wellbeing of the community by generating income from the disposal of land that is held, (but not required) for roading purposes, and where it has limited other use.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	There are no negative financial implications associated with the recommended option.  The applicants are required to pay market value for the land, and all other associated costs.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Council's Road Stopping Policy applies to this application. Consideration of this policy has ensured that the appropriate statutory process, being to stop the road in accordance with the provisions of the Local Government Act 1974, has been chosen.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	No sustainability, environmental or climate change impacts are related to the decision to stop the western end of the unnamed unformed road.
<b>Risks Analysis</b>	No risks to Council are associated with the recommended option.
<b>Significance, Consultation and Engagement (internal and external)</b>	The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.  Public notices and advertising in accordance with the provisions of the Local Government Act 1974 will be posted.  Notice of the completed road stopping will be

	published in the New Zealand Gazette.
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## 6. Next Steps

1. Community Board Approval	June 2021
2. Council Approval	June 2021
3. Public Notification Commences	July 2021
4. Public Notification Period Ends	August 2021
5. Valuation	Late August 2021
6. Survey	September/October 2021
7. Survey Plan Approved	Late 2021
8. Gazette notice published	Early 2022

## 7. Attachments

Nil

Report author:

Linda Stronach  
Property Officer - Statutory  
24/05/2021

Reviewed and authorised by:

Julie Muir  
Executive Manager – Infrastructure Services  
24/05/2021

## 21.5.6 PROPOSED ROAD STOPPING - UNNAMED ROAD OFF EARNSCLEUGH ROAD

Doc ID: 522835

### 1. Purpose of Report

To consider a proposal to stop an unnamed unformed road off Earnscleugh Road in accordance with the Local Government Act 1974.

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### Recommendations

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
  - B. Recommends to Council to approve the proposal to stop the unnamed unformed road off Earnscleugh Road subject to:
    - Public notification and advertising in accordance with the Local Government Act 1974.
    - No objections being received within the objection period.
    - Easements (in gross) in favour of (and as approved by) Earnscleugh Irrigation Society being registered the areas marked "A", "B", and "C" in figure 5.
    - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over Lot 3 DP 352186 and the area marked "B" as shown in figure 5.
    - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over the area marked "C" as shown in figure 6.
    - The Road being surveyed into three parcels ("A", "B", and "C"), and amalgamated in accordance with the plan shown in figure 3.
    - Each applicant paying for their respective parcel of land at valuation.
    - The applicants sharing all other costs associated with the stopping.
  - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
- 

### 2. Background

An unnamed unformed road runs parallel to the northern end of Earnscleugh Road. Legal access to the unnamed road (the Road) can be gained from either Earnscleugh or Fruitgrowers Road. It is a short road, approximately 320 metres in length having an area of just over 6000 square metres.

The Road is shown highlighted in red below in figure 1.



Figure 1 – The unnamed unformed road off Earnsclough Road

The Road dissects Records of Titles OT13B/77, 214078, and 275687. The greater portion of each of these titles is located on the western side of the Road. A small, alienated parcel of land belonging to each record of title is located on the eastern side of the Road.

A fourth parcel of land sits to the north of the alienated parcels. Part of Fruitgrowers Road has been formed over the parcel. The land is Bridge Reserve, held in the name of Land Information New Zealand (LINZ).

A plan of the dissected Records of Titles is shown in figure 2 below.

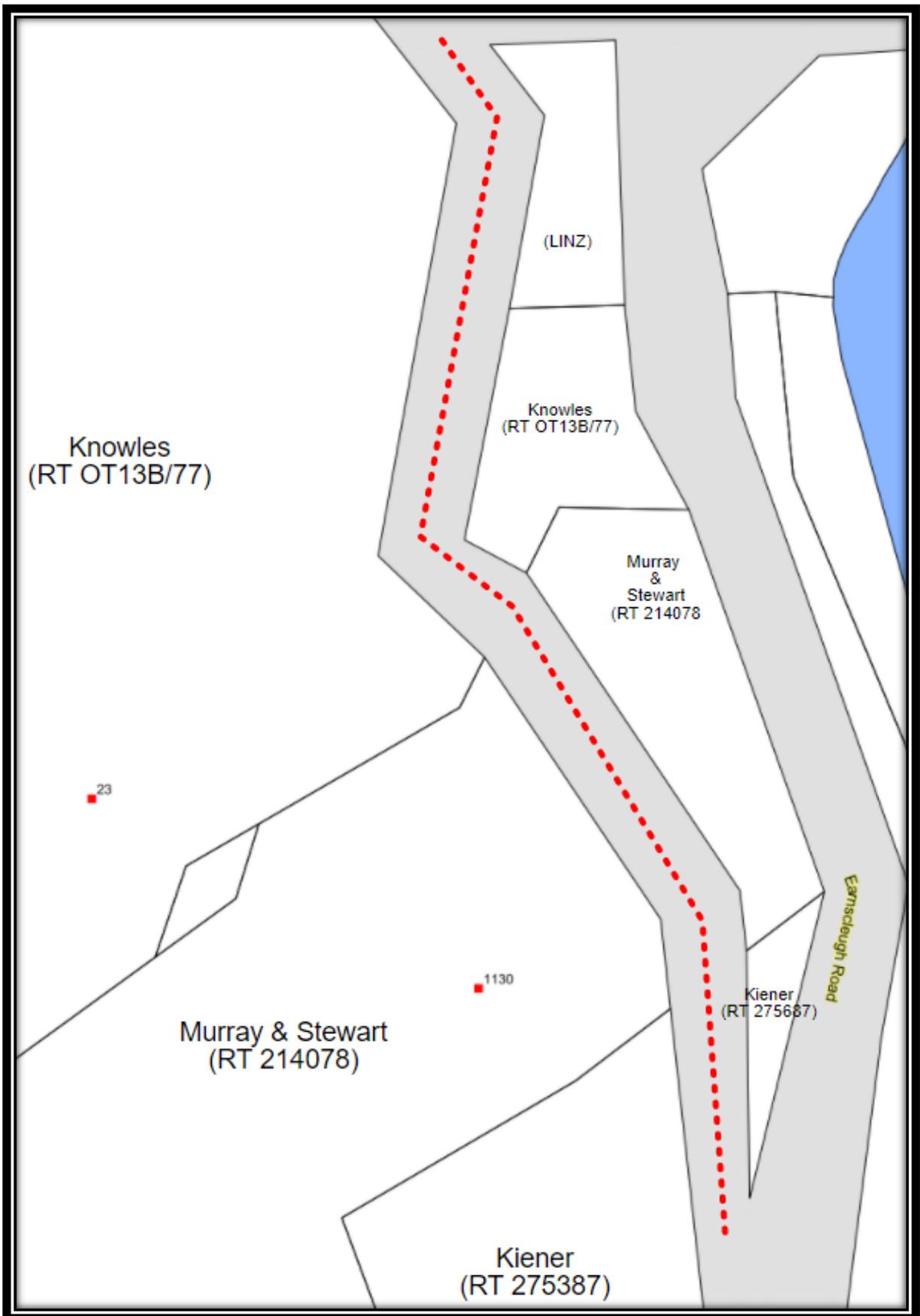


Figure 2 – Records of Titles OT13B/77, 214078, and 275687

The owners of Records of Titles OT13B/77, 214078, and 275687, have now applied (individually and jointly) to stop the section(s) of the Road between their dissected land parcels.

A plan of the proposed stopping is shown below in figure 3. The plan provides for the road to be surveyed into three new lots. The new lots would then be amalgamated with the adjoining record of title to provide each applicant with a single undissected title.

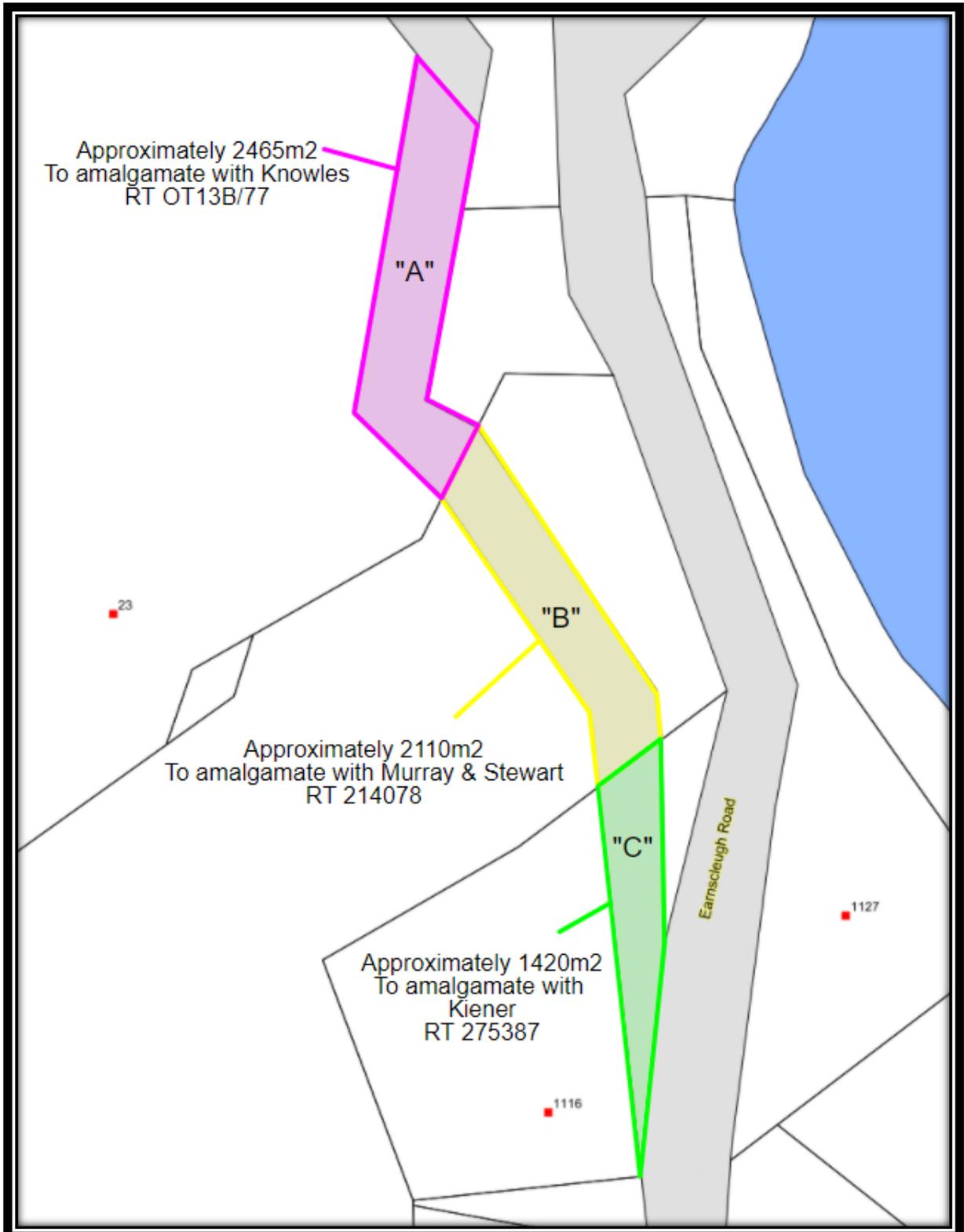


Figure 3 – Plan of proposed stopping

### 3. Discussion

#### Evaluation of Application

An evaluation of the proposal to stop the Road is shown in the table below.

Item	Criteria to be considered	Evaluation
District Plan	Has the road been identified in the District Plan for any specific use or as a future road corridor?	The Road is shown on District Plan Maps 9 and 10. It is not identified for any specific purpose or as a future road corridor.
Current Level of Use	Is the road used by members of the public for any reasons?	The Road is not used by members of the public for any reason.
	Does it provide the only or most convenient means of access to any existing lots?	The Road does not provide access to any other land than that owned by the Applicants.
	Will stopping the road adversely affect the viability of any commercial activity or operation?	No commercial activity is located on land adjacent to, or accessed from, the Road.
	Will any land become landlocked if the road is stopped?	No.
Future Use	Will the road be needed to service future residential, commercial, industrial or agricultural developments?	Access to any potential development would be gained from the already formed Fruitgrowers and Earnsclough Roads.
	Will the road be needed in the future to connect existing roads?	The Road does offer any greater level of connectivity than already exists.
Non-traffic Uses	Does the road have current or potential value for amenity functions, e.g., walkway, cycleway, recreational access, access to conservation or heritage areas, park land?	<p>The Road has no existing or future recreational or amenity potential functions.</p> <p>The area is serviced by a variety of cycling and walking tracks. The well-established Millennium Track links Clyde to Alexandra and provides recreational access to the Clutha River Mata-Au.</p> <p>Marked cycle paths also direct walkers and cyclists to the start of the Rail Trail at the Clyde Railhead. Once completed, the Cromwell Gorge Cycle Trail will enhance the existing connectivity.</p> <p>A myriad of informal tracks through reserves along the banks of the Clutha Mata-Au River provide additional recreational opportunities.</p>
	Does the road have potential to be utilised by the Council for any other public work either now or potentially in the future?	The Road does not have the potential to be used for any other public work.
	Does the road have significant landscape amenity value?	The Road does not have any significant landscape amenity value.
Access to Waterbody	Does the road provide access to a river, stream, lake or other waterbody?	The Road does not provide access to any waterbody.
	If so, there is a need to consider Section 345 of the Local Government Act, which requires that after stopping the land be vested in Council as an esplanade reserve	N/A (refer above).
Infrastructure	Does the road currently contain any services or other infrastructure, such as electricity, telecommunications, irrigation or other private infrastructure?	Yes. The Earnsclough Irrigation Company Limited has a waterpipe in the Road. Aurora Energy Limited have lines running across the road. The lines services houses owned by two of the Applicants.
	Can the existing services or infrastructure be protected by easements?	Yes. Easements will be created to protect the irrigation and power infrastructure.
Traffic Safety	Does the use of motor vehicles on the road constitute a danger or hazard?	There is no danger or hazard associated with using a motor vehicle on the Road.

As shown in the evaluation table, the Road is not identified or required for any other roading purpose. The proposal to stop the Road will have no effect on the existing roading network. It does not provide access to a waterbody or to any public or other land that cannot be otherwise accessed via Fruitgrowers or Earnsclough Roads.

The Road does contain infrastructure belonging to the Earnsclough Irrigation Company Limited and to Aurora Energy Limited (Aurora). Protection for this infrastructure is discussed next.

Easements

The Earnsclough Irrigation Company Limited (the Company) have an irrigation main running the length of the Road. The irrigation main services the Earnsclough district. When the main was constructed, the Company had its coordinates mapped and recorded by a surveyor.

If the application to stop the Road is successful the Company will require an easement (in gross) over the areas marked "A", "B", and "C". The Company have advised that they have a standard easement agreement which can be registered to protection the main. The easement will also provide the Company with ongoing right of access to manage and maintain the main.

Aurora have a power network running along Earnsclough Road. All three applicants are connected to this network. The network and the connections to the applicant's properties are shown in red below in figure 4.

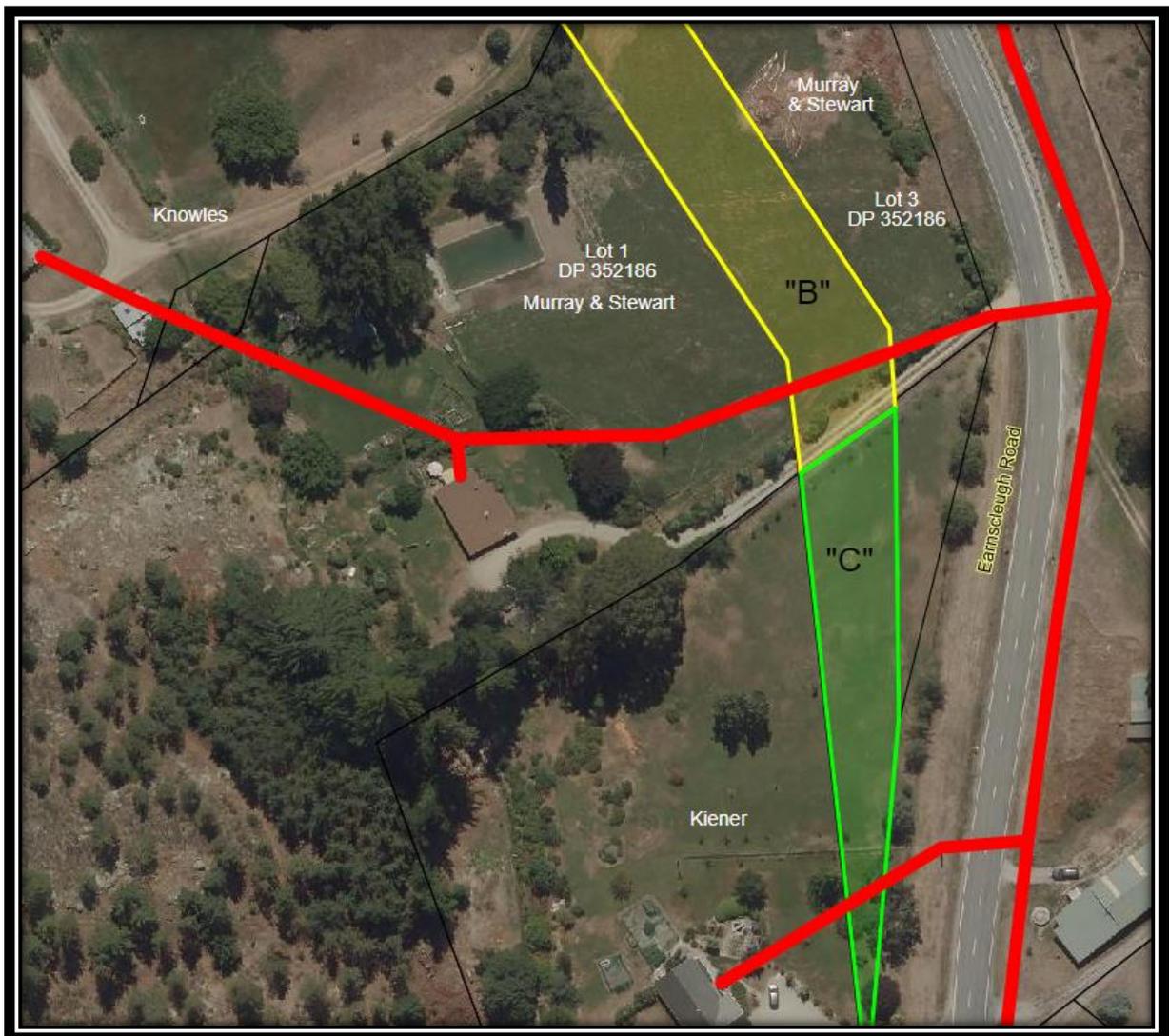


Figure 4 – Extract of Aurora's network shown in red

If the application to stop the Road is successful Aurora will require easements (in gross) over Lot 3 DP 352186 and the area marked "B", and over the area marked "C". This will protect the existing infrastructure and provide Aurora with right to access the land for the purpose of managing and maintain their network.

An indicative plan of the easement over Lot 3 DP 352186 and the area marked "B" is outlined in blue below in figure 5. This easement will need to be registered against the Murray and Stewart's record of title.

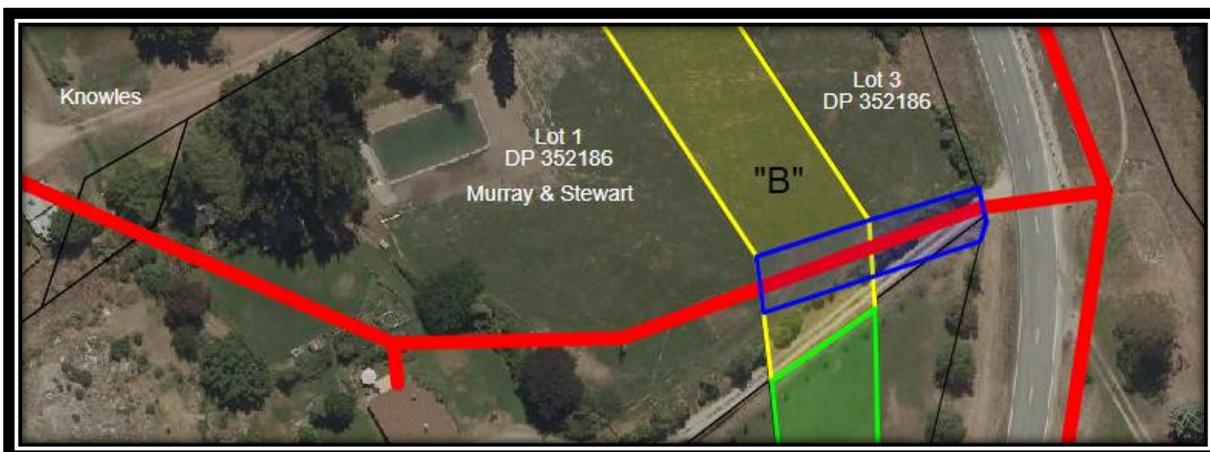


Figure 5 – Indicative plan of easement over Lot 3 DP 352186 and the area marked "B"

An indicative plan of the easement over the area marked "C" is outlined in blue below in figure 6. This easement will need to be registered against the Kiener's record of title.

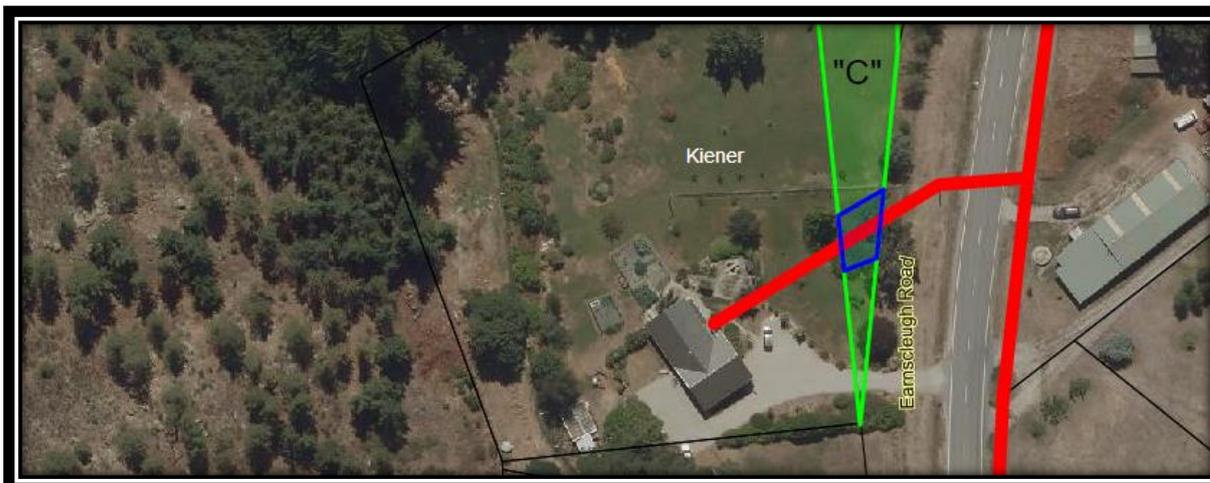


Figure 6 – Indicative plan of easement over the area marked "C"

#### Legislation and Policy

Council's Roding Policy determines the appropriate statutory procedure for stopping a legal road or any part thereof. The policy for selecting the correct statutory process is as follows:

*The Local Government Act 1974 road stopping procedure shall be adopted if one or more of the following circumstances shall apply:*

- a) *Where the full width of road is proposed to be stopped and public access will be removed as a result of the road being stopped; or*
- b) *The road stopping could injuriously affect or have a negative or adverse impact on any other property; or*
- c) *The road stopping has, in the judgment of the Council, the potential to be controversial; or*

- d) *If there is any doubt or uncertainty as to which procedure should be used to stop the road.*

*The Local Government Act process requires public notification of the proposal. This involves erecting signs at each end of the road to be stopped, sending letters to adjoining owners/occupiers and at least two public notices a week apart in the local newspaper. Members of the public have 40 days in which to object.*

*The Public Works Act 1981 road stopping procedure may be adopted when the following circumstances apply:*

- e) *Where the proposal is that a part of the road width be stopped and a width of road which provides public access will remain.*
- f) *Where no other person, including the public generally, are considered by the Council in its judgment to be adversely affected by the proposed road stopping;*
- g) *Where other reasonable access will be provided to replace the access previously provided by the stopped road (i.e. by the construction of a new road).*

As the full width of the road is to be stopped and public access removed, it is proposed that Local Government Act 1974 procedure be adopted for this application.

An application to stop a road under the Local Government Act 1974 requires public consultation with the members of the public having a right to object to proposal.

Council's Roading Policy states that:

*If an objection is received then the applicant will be provided with the opportunity to consider the objection and decide if they wish to continue to meet the costs for the objection to be considered by the Council and the Environment Court.*

*If an objection is received and it is accepted by the Council then the process will be halted and the Council may not stop the road.*

*If the objection is not accepted by the Council then the road stopping proposal must be referred to the Environment Court for a decision. The applicant is responsible for meeting all costs associated with defending the Council's decision in the Environment Court.*

#### Financial

In accordance with Legislation and Policy, the applicants are required to pay all costs associated with the proposal to stop the Road. Road stopping costs include valuation, survey, legal and consultancy fees. In this instance, costs will also include those associated with:

- creating and erecting signs at each end of the road to be stopped;
- sending letters to adjoining owners/occupiers; and,
- publishing the two public notices in a local newspaper.

#### 4. Options

##### Option 1 – (Recommended)

That the Vincent Community Board recommends to Council to approve the proposal to stop the unnamed unformed road off Earnscleugh Road, subject to:

- Public notification and advertising in accordance with the Local Government Act 1974.
- No objections being received within the objection period.
- Easements (in gross) in favour of (and as approved by) Earnscleugh Irrigation Society being registered the areas marked “A”, “B”, and “C” in figure 5.
- An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over Lot 3 DP 352186 and the area marked “B” as shown in figure 5.
- An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over the area marked “C” as shown in figure 6.
- The Road being surveyed into three parcels (“A”, “B”, and “C”), and amalgamated in accordance with the plan shown in figure 3.
- Each applicant paying for their respective parcel of land at valuation.
- The applicants sharing all other costs associated with the stopping.

Advantages:

- Public thoroughfare is maintained via the existing formed roading network.
- Provision has been made for the protection of the existing utility networks.
- Legal road will no longer dissect the applicant’s records of titles.
- All costs associated with the stopping will be paid by the applicants.
- The income received will be used to address other public roading issues.

Disadvantages:

- None.

##### Option 2

To not recommend to Council to approve the proposal to stop the unnamed unformed road off Earnscleugh Road.

Advantages:

- None.

Disadvantages:

- Legal road will continue to dissect the applicant’s records of titles.
- Additional income will not be available to address other public roading issues.

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the economic wellbeing of the community by generating income from the disposal of land that is held (but not required) for roading purposes which has limited other use.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	No negative financial implications for are related to the recommended option.  The applicants are required to pay market value for the land, as well as all other associated costs.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Council's Road Stopping Policy applies to this application. Consideration of this policy has ensured that the appropriate statutory process, being to stop the road in accordance with the provisions of the Local Government Act 1974, has been chosen.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	No sustainability, environmental or climate change impacts are related to the decision to stop this short unnamed unformed road.
<b>Risks Analysis</b>	No risks to Council are associated with the recommended option.
<b>Significance, Consultation and Engagement (internal and external)</b>	The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.  Public notices and advertising in accordance with the provisions of the Local Government Act 1974 will be posted.  Notice of the completed road stopping will be published in the New Zealand Gazette.

## 6. Next Steps

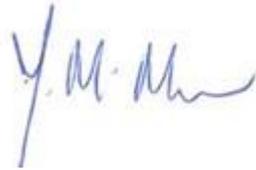
- |                                    |                        |
|------------------------------------|------------------------|
| 1. Community Board approval        | June 2021              |
| 2. Council approval                | June 2021              |
| 3. Public Notification commences   | July 2021              |
| 4. Public Notification Period ends | August 2021            |
| 5. Valuation                       | Late August 2021       |
| 6. Survey                          | September/October 2021 |
| 7. Survey Plan approved            | Late 2021              |
| 8. Gazette notice published        | Early 2022             |

**7. Attachments**

**Nil**

Report author:

Reviewed and authorised by:



Linda Stronach  
Property Officer - Statutory  
24/05/2021

Julie Muir  
Executive Manager – Infrastructure Services  
24/05/2021

## 21.5.7 PROPOSED ROAD STOPPING AND LEGALISATION - MUTTON TOWN ROAD

Doc ID: 533961

### 1. Purpose of Report

To consider a proposal to legalise the existing formation of the northern end of Mutton Town Road and to stop a portion of legal road adjacent to the proposed legalisation.

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### Recommendations

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
  - B. Agrees to:
    1. Legalise the portion of Mutton Town Road that is formed over Section 3 Block LV Town of Clyde by taking the land shown as Section 2 in figure 3, being approximately 3008 square metres, and vesting it as legal road, subject to:
      - Approval of the Minister of Health.
      - Council paying the Southern District Health Board's legal fees.
      - Ngāi Tahu approval.
      - Waka Kotahi New Zealand Transport Agency agreeing to remove the reference to gazette notice 440764 and/or approval to the vesting.
    2. Stop approximately 4970 square metres of Mutton Town Road, shown as Section 1 in figure 3, subject to:
      - The legalisation of the portion of Mutton Town Road that is formed over Section 3 Block LV Town of Clyde.
      - Council and the applicants sharing the survey costs, LINZ fees, and the costs of the LINZ Accredited Supplier.
      - Each party to the stopping paying their own legal costs.
      - The applicants paying for the land at valuation (\$300,000 plus GST (if any)).
      - The road to be stopped being amalgamated with Record of Title OT17D/237
  - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
- 

### 2. Background

Mutton Town Road (the Road) adjoins the western side of the Clyde-Alexandra Road, about 5.5 kilometres north of the Alexandra township. The Road is a sealed road being approximately 1.3 kilometres long. At its northern end the Road intersects Hospital Street then joins Sunderland Street. An overview of the Road is shown below in figure 1.



Figure 1 – Overview of Mutton Town Road.

At its northern end, much of the Road has been formed over Section 3 Block LV (55) Town of Clyde (Section 3). Section 3 is owned by the Southern District Health Board. When legal road is formed over private property it is called an encroachment. Most encroachments are historic.

The Public Works Act 1981 provides for the legalisation of encroachments. To legalise an encroachment the land under the formed road can be taken (purchased) and vested as legal road. The encroachment can be seen below in figure 2.

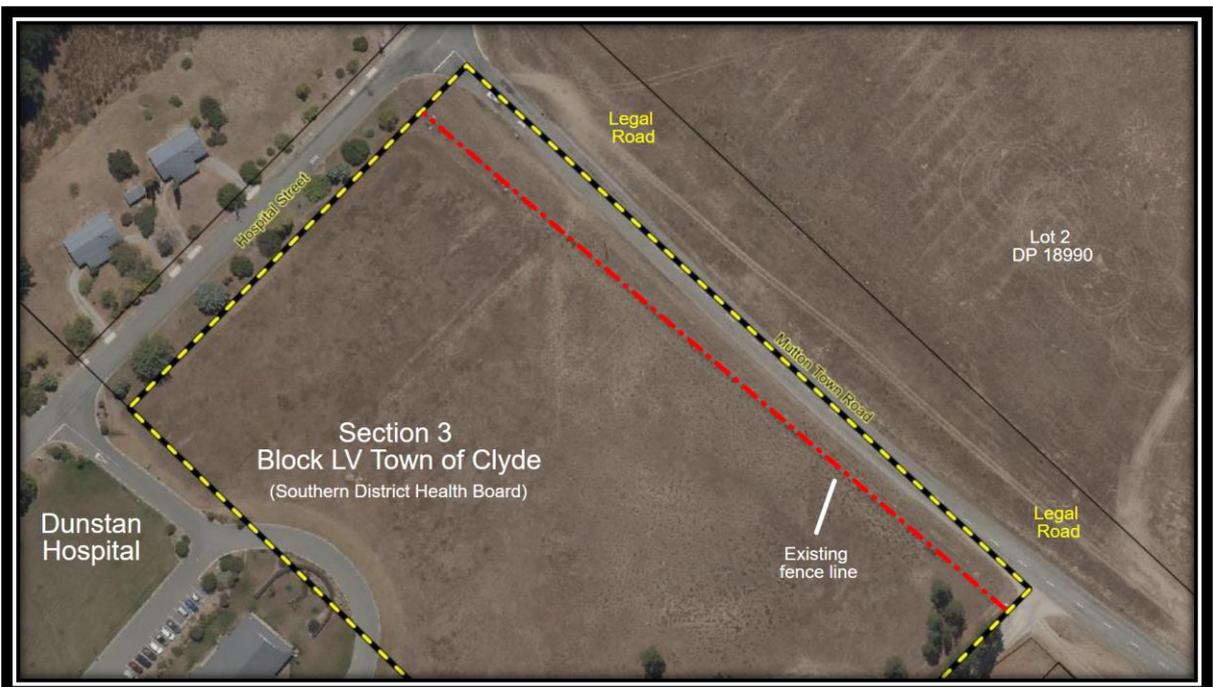


Figure 2 – The northern end of Mutton Town Road as formed over Section 3 Block LV Town of Clyde.

In 2019 the owners of Lot 2 Deposited Plan (DP) 18990 (the applicants) applied to stop the legal road adjacent to their property. In conjunction with the stopping, the applicants proposed that Council legalise the encroachment. A plan of the applicant's proposal is shown below in figure 3.

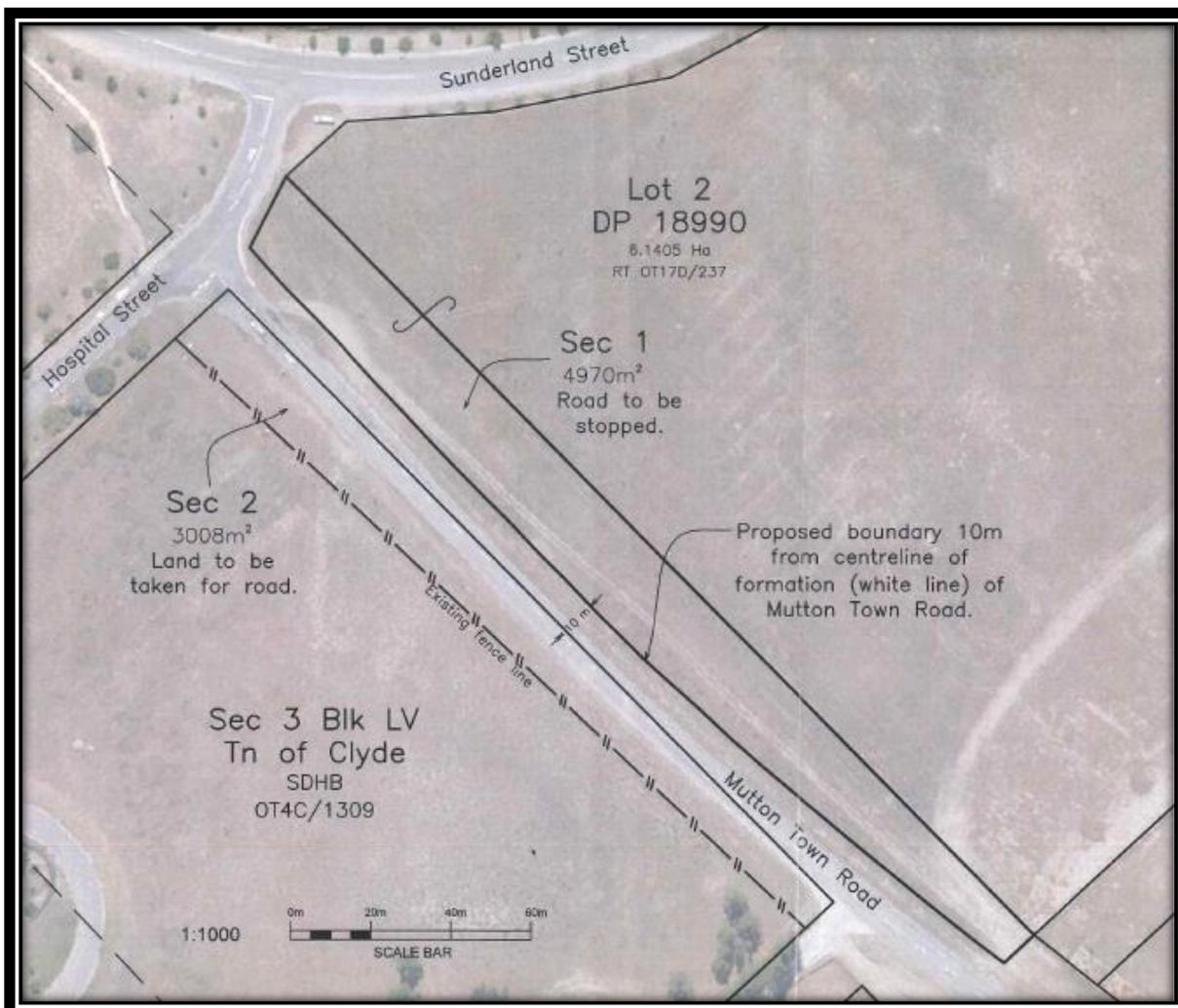


Figure 3 – Applicant's plan of the proposed stopping and legalisation.

### Legalisation

As the proposed stopping is subject to the legalisation of the encroachment, the Southern District Health Board (SDHB) were notified of the proposal. The SDHB were given a copy of the plan shown in figure 3 and were asked if they would agree to Council purchasing Section 2 in accordance with the Public Works Act 1981.

The SDHB advised that disposal of any Health Board land requires a resolution of their Board, and the approval of the Minister of Health. To understand the full implication of the legalisation the SDHB asked Council to advise how much compensation would be paid for the land.

Valuers were then engaged, and the value of Section 2 determined at \$27,500 plus GST (if any). On consideration, the SDHB accepted the valuation and resolved to dispose of the land. The SDHB further advised that they will obtain ministerial approval to dispose of the land on receipt of the associated Sale and Purchase Agreement.

### Record of Title OT4C/1309

Section 3 is part of record of title OT4C/1309, which is Crown land. Crown land is subject to the Ngāi Tahu Claims Settlement Act 1998. This means Ngāi Tahu have the right of first refusal

to the land which is required for the purpose of legalising the formed road. For the SDHB to dispose of the land they will also require a waiver from Ngāi Tahu.

In addition to Ngāi Tahu's approval, the SDHB will also require the consent of LINZ to remove a memorial from the record of title that relates to water race inspection and maintenance rights, and from Waka Kotahi New Zealand Transport Agency (Waka Kotahi), to remove a reference to gazette notice 440764.

The reference to gazette notice 440764 relates to when State Highway 8 passed across the front of the SDHB land prior to being realigned during construction of the Clyde Dam. While the reference is no longer applicable, Waka Kotahi must either consent to the removal of the reference, or consent to the land being taken being declared road.

#### Applicant's Confirmation

The applicants have since been advised that the SDHB have agreed to the legalisation of the formed road. They were also advised that Section 1, the road to be stopped, had been valued at \$300,000 plus GST (if any). As a considerable period of time has passed since the application was lodged, the applicants were also asked to confirm that they wanted to proceed with the stopping.

The applicants have now accepted the valuation and have confirmed they would like to proceed with the stopping.

### **3. Discussion**

#### Legislation and Policy

Council's Roading Policy determines the appropriate statutory procedure for stopping a legal road or any part thereof. The policy for selecting the correct statutory process is outlined in section 8.5 of Council's Roading Policy. The options are as follow:

*The Local Government Act 1974 road stopping procedure shall be adopted if one or more of the following circumstances shall apply:*

- a) *Where the full width of road is proposed to be stopped and public access will be removed as a result of the road being stopped; or*
- b) *The road stopping could injuriously affect or have a negative or adverse impact on any other property; or*
- c) *The road stopping has, in the judgment of the Council, the potential to be controversial; or*
- d) *If there is any doubt or uncertainty as to which procedure should be used to stop the road.*

*The Local Government Act process requires public notification of the proposal. This involves erecting signs at each end of the road to be stopped, sending letters to adjoining owners/occupiers and at least two public notices a week apart in the local newspaper. Members of the public have 40 days in which to object.*

*The Public Works Act 1981 road stopping procedure may be adopted when the following circumstances apply:*

- e) *Where the proposal is that a part of the road width be stopped and a width of road which provides public access will remain.*
- f) *Where no other person, including the public generally, are considered by the Council in its judgment to be adversely affected by the proposed road stopping;*
- g) *Where other reasonable access will be provided to replace the access previously provided by the stopped road (i.e. by the construction of a new road).*

It is proposed that Public Works Act 1981 procedure be adopted for this application for the following reasons:

- The proposal is to stop part of the road width only.
- Public access will not be adversely affected.
- The existing formation (encroachment) of Mutton Town Road will be legalised in conjunction with the stopping.

The Public Works Act 1981 further provides for legal road to be stopped, sold, and amalgamated with an adjacent title. In this instance, the stopped road would be amalgamated with the applicants Record of Title OT17D/237.

#### Financial

Council's Roading Policy determines that the applicant is responsible for all costs and expenses associated with the road stopping. It also states that Council may, in its discretion, determine that there is an element of public benefit to the proposed road stopping, and may agree to share those costs.

As the application to stop part of the Road is subject to the legalisation of the formed road it is proposed that the survey, LINZ fees, and gazettal costs be shared between Council and the applicants.

It proposed that the applicants and Council meet their own legal costs, with Council also meeting the SDHB's legal costs. On that basis, Council's share of the legal fees is estimated to be approximately \$3,800.

A summary of the estimated costs (exclusive of GST) are shown in the table below.

<b>Description of Costs to be Shared</b>	
Survey Fees	\$ 6,000.00
LINZ Fees (Survey Plan Approval)	\$ 1,200.00
LINZ Accredited Supplier (Gazettal)	\$ 2,500.00
<b>Subtotal of Costs to be Shared</b>	<b>\$ 9,700.00</b>
Council's Share of Costs to be Shared	\$ 4,850.00
Legal Fees	\$ 3,800.00
<b>Estimated Total Cost to Council</b>	<b>\$ 8,650.00</b>

Table 1 – Summary of Costs

#### 4. Options

##### Option 1 – (Recommended)

To agree to:

3. Legalise the portion of Mutton Town Road that is formed over Section 3 Block LV Town of Clyde by taking the land shown as Section 2 in figure 3, being approximately 3008 square metres, and vesting it as legal road, subject to:
  - Approval of the Minister of Health.
  - Council paying the Southern District Health Board's legal fees.
  - Ngāi Tahu approval.
  - Waka Kotahi New Zealand Transport Agency agreeing to remove the reference to gazette notice 440764 and/or approval to the vesting.
4. Stop approximately 4970 square metres of Mutton Town Road, shown as Section 1 in figure 3, subject to:
  - The legalisation of the portion of Mutton Town Road that is formed over Section 3 Block LV Town of Clyde.
  - Council and the applicants sharing the survey costs, LINZ fees, and the costs of the LINZ Accredited Supplier.
  - Each party to the stopping paying their own legal costs.
  - The applicant's paying for the land at valuation (\$300,000 plus GST (if any)).
  - The road to be stopped being amalgamated with Record of Title OT17D/237.

Advantages:

- The existing formation (encroachment) of Mutton Town Road will be legalised.
- Income received from the associated stopping will fund the legalisation, with the balance then being available to address other road encroachment or access issues.
- Once the encroachment is legalised, the road which the applicants propose to stop will not be required for roading purposes.
- Legalising the encroachment and stopping the road as one project will reduce costs.
- Recognises the provisions of Council's Roading Policy.
- The proposal is consistent with the Public Works Act 1981.

Disadvantages:

- None, as the stopping will not have any effect on the existing formation of the road, and a roading corridor approximately 23 metres wide will be retained.

##### Option 2

To not agree to legalise the encroachment of Mutton Town Road or to stop the road adjacent to Record of Title OT17D/237.

## Advantages:

- None, as the stopping will not have any effect on the existing formation of the road, and a roading corridor approximately 23 metres wide will be retained.

## Disadvantages:

- The existing formation (encroachment) of Mutton Town Road will not be legalised (or funded by the associated stopping).
- Additional income (the balance) will not be available to address other road encroachment or access issues.
- Does not recognise the provisions of Council's Roading Policy.
- Does not recognise that the proposal is consistent with the Public Works Act 1981.

## 5. Compliance

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the economic wellbeing of the community by generating income from the disposal of land that is held (but not required) for roading purposes which has limited other use.
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	<p>There are no negative financial implications related to the recommended option.</p> <p>The applicants are required to pay market value for the land, as well as all other associated costs.</p> <p>The income received from disposing of the road adjacent to Lot 2 DP 18990 will fund the legalisation of the portion of Mutton Town Road that is formed over Section 3 Block LV (55) Town of Clyde.</p> <p>The balance of funds will then be available to address other encroachment or access issues.</p>
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	<p>Council's Road Stopping Policy applies to this application.</p> <p>Consideration of this policy has ensured that the appropriate statutory process, being to stop the road in accordance with the provisions of the Public Works Act 1981.</p>
<b>Considerations as to sustainability, the environment and climate change impacts</b>	No sustainability, environmental or climate change impacts are related to the decision to stop this short unnamed unformed road.
<b>Risks Analysis</b>	No risks to Council are associated with the recommended option.

<p><b>Significance, Consultation and Engagement (internal and external)</b></p>	<p>The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.</p> <p>Notice of the completed road stopping will be published in the New Zealand Gazette.</p>
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## 6. Next Steps

- |  |                        |
|--|------------------------|
| 1. Community Board approval                    | June 2021              |
| 2. Council approval                            | June 2021              |
| 3. Survey and LINZ Accredited Supplier engaged | September/October 2021 |
| 4. Survey Plan approved                        | Late 2021              |
| 5. Gazette notice published                    | Early 2022             |

## 7. Attachments

Nil

Report author:

Reviewed and authorised by:




Linda Stronach  
Property Officer - Statutory  
24/05/2021

Julie Muir  
Executive Manager - Infrastructure Services  
24/05/2021

## 21.5.8 HARDSHIP GRANT APPLICATION FOR ALEXANDRA DISTRICT MUSEUM INC.

Doc ID: 532332

### 1. Purpose of Report

To consider a hardship grant application from the Alexandra District Museum Inc.

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### Recommendations

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
  - B. Declines a hardship grant application request of \$18,364 plus GST.
- 

### 2. Background

Alexandra District Museum Incorporated (ADMI), operating as Central Stories Museum and Art Gallery, has received an annual grant from Central Otago District Council since 2005. The grant amount from the Vincent Community Board for the past three years has been \$73,451.52 plus GST per annum, which is in addition to the annual grant received from the Council, of \$48,967.80 per annum. Both grants contribute to the operational costs of the museum and art gallery and are linked to service level agreements with the Council and Community Board respectively.

The Central Stories website states, "Central Stories is the major public art gallery for Central Otago. It is the main public Museum for the Central Otago region covering human and natural history with features on gold mining, gold dredging, geology and an indoor enclosure for live Otago Skinks. The Good Art Shop features exclusive and quality artworks and bespoke quality craft items".<sup>1</sup>

### 3. Discussion

The 2019 Grants Policy requires all community and promotions grant funding be allocated through a contestable process at six-monthly funding rounds, in October and April each year. The transition to this funding timeline will commence from the adoption of the 2021-2031 Long-term Plan from 1 July 2021. As this is a change in operational timelines for Council funding rounds, a hardship grant application has been set up for groups who have been reliant on Council grants to pay staff wages and will be at risk of being unable to continue operating in the short-term until alternative funding is sourced.

The hardship grant application process is independent to Council and community board contestable grant funding rounds and will not influence future eligibility in these decision-making processes. However, any hardship grant funding will be sourced from contestable grant budgets, thus reducing the amount of funding for future distribution.

ADMI has applied to both the Council and Vincent Community Board for hardship grants to enable their continued operation until their grant applications to Council and the community board contestable funding rounds can be heard.

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<sup>1</sup> <https://centralstories.co.nz/about/>

ADMI has applied for a total of \$30,606 in hardship grant funding to cover operating costs for three months (July through September) – \$12,242 from Council and \$18,364 from the Vincent Community Board. According to ADMI's three monthly profit and loss report, the average monthly cost to keep the doors open and staff paid is approximately \$10,675. Council met on 5 May 2021 to consider ADMI's hardship application, and decided to leave it to lie on the table until Council Long-term Plan deliberations have taken place in June. The report will be reconsidered at the 30 June 2021 Council meeting.

ADMI's financial balance sheet as of 31 March 2021 (Appendix 2) states that the group has \$215,429 in the bank. According to the Trust's accountant, ADMI currently has \$180,000 in the bank which is tagged to the Elizabeth Heafy Bequest (Appendix 7), which means that ADMI has \$35,429 left in the bank for operational expenses. It is understood that while money from the Elizabeth Heafy Bequest was not bequeathed for any specific purpose, the Trust Board resolved "that the Heafy Bequest monies be retained as a capital investment with the interest being accumulated to purchase a specific artwork or artifact acquisition for the Museum Collection" (Appendix 5). It is not the preference of the Trust to use these funds for operational expenses.

It should be noted however that the purpose of this hardship grant is to tide community organisations over who have no other options to continue operating, based on demonstrated financial need and where there is a clear gap in funding.

ADMI's financial report demonstrates that in addition to the funding they receive from Council and the Vincent Community Board, they have also received grants from external sources over the past 12 months to assist them to carry out their activities.

During the first quarter of the 2021/22 financial year, projects that ADMI intends to carry out include:

- Refreshing existing and establish new exhibits/displays in the museum
- "Winterstella" exhibition
- Arts Gold Awards
- Activities supporting the 65<sup>th</sup> Anniversary of the Alexandra Blossom Festival

#### 4. Options

##### Option 1 – (Recommended)

Council declines a grant request of \$18,364 plus GST to ADMI.

Advantages:

- This decision is in line with Council's hardship grant application criteria, which states that "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".
- The community board's grant budgets would remain intact for the community grants funding round, which opens on 1 July 2021.

Disadvantages:

- ADMI may need to use funds from the Elizabeth Heafy Bequest to cover operating costs until such time as alternative grant funding opportunities become available. Note they have at the time of application \$35,429 excluding the Heafy Bequest and any use would be minimal.

Option 2

The community board approves a grant request of \$18,364 plus GST to ADMI.

Advantages:

- ADMI will not have to use funds from the Elizabeth Heafy Bequest for operational costs.

Disadvantages:

- Any allocated funds will be removed from the contestable funding round that will open 1 July 2021.

**5. Compliance**

<b>Local Government Act 2002 Purpose Provisions</b>	This decision promotes the social, cultural, economic, and environmental wellbeing of communities, in the present and for the future by 'awarding grants primarily for 'local community infrastructure' and 'local services' as these are interpreted in the Central Otago context.'
<b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b>	Yes, the community board has agreed to use budgeted funds in the 2021-2031 Long-term Plan for hardship grant applications. Funds will be made available 1 July 2021.
<b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b>	Yes, the recommended decision is consistent with the Central Otago District Council Grants Policy.
<b>Considerations as to sustainability, the environment and climate change impacts</b>	There are no implications.
<b>Risks Analysis</b>	There is no perceived risk to this decision.
<b>Significance, Consultation and Engagement (internal and external)</b>	This application does not require consultation and is not considered significant.

**6. Next Steps**

The community board agrees on and resolves the grant amount for the applicant.

The applicant will be advised in writing of the community board's decision, with information about any conditions applied to the approved grant, and the process for uplifting the grant if relevant.

If approved, payment of the approved grant is made once an invoice is received.

**7. Attachments**

- Appendix 1 - ADMI Hardship Grant Application.pdf** [↓](#)
- Appendix 2 - ADMI - Profit and Loss Jan to March 2021.pdf** [↓](#)
- Appendix 3 - ADMI Elizabeth Heafy Bequest Letter.pdf** [↓](#)
- Appendix 4 - ADMI Elizabeth Heafy Bequest spreadsheet.pdf** [↓](#)
- Appendix 5 - ADMI Elizabeth Heafy Resolution 2 April 2001.pdf** [↓](#)
- Appendix 6 - SLA between ADMI and VCB - Signed and Final.pdf** [↓](#)
- Appendix 7 - ADMI Flannery Tait letter regarding Heafy Bequest.pdf** [↓](#)

Report author:

Reviewed and authorised by:



Nikki Aaron  
Community Development Officer  
28/04/2021



Sanchia Jacobs  
Chief Executive Officer  
28/05/2021



## 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:	Alexandra District Museum Inc
Contact person:	Brian Budd
Phone number:	03 4486230 027 67869546
Email:	manager@centralstories.com
Address:	21 Centennial Avenue Alexandra

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

We manage and run Central Stories Museum and Art Gallery in Alexandra, a community facility.

Presented six exhibitions in the Art Gallery in 2020 and two in the first three months of 2021. There are a number of exhibitions during the rest of 2021 changing every six to eight weeks. We again in 2021 will be organising and hosting the national fine arts competition "Arts Gold Awards."

There were two major exhibitions in 2020 that didn't take place due to COVID19.



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)?

Refresh existing and establish new exhibits/displays in the Museum.  
 Winterstella exhibition July & August.  
 Arts Gold Awards September & October.  
 Exhibition by Caley Hall November & December.  
 Activities supporting the 65<sup>th</sup> Anniversary of the Alexandra Blossom Festival September.

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

Total Expenses for the quarter \$47,743  
 Approx Income without CODC & VCB Grants \$9,140 for the quarter 1 July 2021 to 30 September 2021.  
 Income with CODC & VCB Grants \$39,746.

Amount applied for is a continuation of the current CODC/VCB Grants \$10,202 plus GST per month, a total of \$30,606.

Our greatest costs each month are Salaries/Wages \$9,500 and Electricity \$900.

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

\$24,000 from Museum Hardship Grant to cover cost of new computer system and website. Tagged funds fully utilised.

How much are you applying for?

\$30,606 plus GST

**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.

Name:  Date:

Signature:



# Balance Sheet

## Alexandra District Museum Incorporated As at 31 March 2021

	31 Mar 2021	31 Mar 2020
<b>Assets</b>		
<b>Bank</b>		
Kiwibank Business Banking	7,299	1,275
Kiwibank Online Call Account	328	328
SBS	2,013	1,157
Westpac 00	154,549	62,331
Westpac 025	240	20
<b>Total Bank</b>	<b>164,429</b>	<b>65,111</b>
<b>Current Assets</b>		
Accounts Receivable	129	160
Cash on Hand	272	346
Stock on Hand	11,594	14,133
<b>Total Current Assets</b>	<b>11,995</b>	<b>14,640</b>
<b>Fixed Assets</b>		
Accumulated Depreciation	(72,499)	(69,371)
Asset Additions over \$500	103,379	98,119
Plant & Equipment	114,076	113,598
<b>Total Fixed Assets</b>	<b>144,956</b>	<b>142,346</b>
<b>Non-current Assets</b>		
Kiwibank Term Deposits	-	87,500
SBS Bank - Term Deposit	-	50,417
Westpac term deposit	51,000	-
<b>Total Non-current Assets</b>	<b>51,000</b>	<b>137,917</b>
<b>Total Assets</b>	<b>372,379</b>	<b>360,014</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	1,930	6,878
Artists funds clearing account	249	1,974
GST	5,103	3,260
Project income received in advance	-	5,040
Rounding	-	-
<b>Total Current Liabilities</b>	<b>7,283</b>	<b>17,152</b>
<b>Total Liabilities</b>	<b>7,283</b>	<b>17,152</b>
<b>Net Assets</b>	<b>365,096</b>	<b>342,862</b>
<b>Equity</b>		
Current Year Earnings	1,289	5,737
Elizabeth Heafey Reserve	3,542	3,542
Retained Earnings	360,265	333,583
<b>Total Equity</b>	<b>365,096</b>	<b>342,862</b>

# Profit & Loss

## Alexandra District Museum Incorporated 1 Jul 2020 to 31 Mar 2021

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
<b>Income</b>								
bus tickets	77	-	77▲	0.0%	77	-	77▲	0.0%
Commissions on Good Art Shop Sales	2,324	3,000	(676)▼	-22.5%▼	2,324	3,000	(676)▼	-22.5%▼
Commissions on sale of Exhibition Artworks	4,057	3,700	357▲	9.6%▲	4,057	3,700	357▲	9.6%▲
Commissions on ticket sales	444	-	444▲	0.0%	444	-	444▲	0.0%
Counter & Book Sales	10,780	12,700	(1,920)▼	-15.1%▼	10,780	12,700	(1,920)▼	-15.1%▼
Exhibition & Programmes Income	3,232	-	3,232▲	0.0%	3,232	-	3,232▲	0.0%
Photograph & Research Room income	292	225	67▲	29.6%▲	292	225	67▲	29.6%▲
TradeMe Sales	795	660	135▲	20.5%▲	795	660	135▲	20.5%▲
<b>Total Income</b>	<b>22,001</b>	<b>20,285</b>	<b>1,716</b>	<b>8.5%</b>	<b>22,001</b>	<b>20,285</b>	<b>1,716</b>	<b>8.5%</b>
<b>Less Cost Of Sales</b>								
Purchases - Stock	13,703	6,400	7,303▲	114.1%▲	13,703	6,400	7,303▲	114.1%▲
TradeMe Costs	93	160	(67)▼	-42.1%▼	93	160	(67)▼	-42.1%▼
<b>Total Cost Of Sales</b>	<b>13,796</b>	<b>6,560</b>	<b>7,236</b>	<b>110.3%</b>	<b>13,796</b>	<b>6,560</b>	<b>7,236</b>	<b>110.3%</b>
<b>GROSS PROFIT</b>	<b>8,205</b>	<b>13,725</b>	<b>(5,520)</b>	<b>-40.0%</b>	<b>8,205</b>	<b>13,725</b>	<b>(5,520)</b>	<b>-40.0%</b>
<b>Other Income</b>								
Annual Memberships	1,895	2,500	(605)▼	-24.2%▼	1,895	2,500	(605)▼	-24.2%▼
Arts Gold Ticket Income	25	-	25▲	0.0%	25	-	25▲	0.0%
CODC Grant	36,726	36,729	(3)▼	0.0%▼	36,726	36,729	(3)▼	0.0%▼
Donations (Boxes & Other)	5,125	3,300	1,825▲	55.3%▲	5,125	3,300	1,825▲	55.3%▲

# Profit & Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Donations from Members	630	400	230▲	57.5%▲	630	400	230▲	57.5%▲
Donations to Research Room	-	80	(80)▼	-100.0%▼	-	80	(80)▼	-100.0%▼
Grants Received	24,000	-	24,000▲	0.0%	24,000	-	24,000▲	0.0%
Interest Received - Bank	49	90	(41)▼	-46.0%▼	49	90	(41)▼	-46.0%▼
Interest Received - Investments	766	1,875	(1,109)▼	-59.1%▼	766	1,875	(1,109)▼	-59.1%▼
ODT Theatre income	613	-	613▲	0.0%	613	-	613▲	0.0%
Room Hire	1,739	-	1,739▲	0.0%	1,739	-	1,739▲	0.0%
Vincent Community Board	55,089	55,089	-	0.0%	55,089	55,089	-	0.0%
<b>Total Other Income</b>	<b>126,657</b>	<b>100,063</b>	<b>26,594</b>	<b>26.6%</b>	<b>126,657</b>	<b>100,063</b>	<b>26,594</b>	<b>26.6%</b>
<b>Less Operating Expenses</b>								
Asset Repairs & Replacement	271	900	(629)▼	-69.9%▼	271	900	(629)▼	-69.9%▼
Consultants Fees	11,544	-	11,544▲	0.0%	11,544	-	11,544▲	0.0%
Legal expenses	44	-	44▲	0.0%	44	-	44▲	0.0%
ODT Theatre operating expenses	165	-	165▲	0.0%	165	-	165▲	0.0%
Public Programmes	-	450	(450)▼	-100.0%▼	-	450	(450)▼	-100.0%▼
Repairs & Maintenance	340	760	(420)▼	-55.3%▼	340	760	(420)▼	-55.3%▼
Staff Training & Recruitment	1,184	1,200	(16)▼	-1.3%▼	1,184	1,200	(16)▼	-1.3%▼
Sundry Expense	-	260	(260)▼	-100.0%▼	-	260	(260)▼	-100.0%▼
Sundry Plant & Equipment	312	380	(68)▼	-18.0%▼	312	380	(68)▼	-18.0%▼
Technical Support	-	2,350	(2,350)▼	-100.0%▼	-	2,350	(2,350)▼	-100.0%▼
Travelling Expenses	185	-	185▲	0.0%	185	-	185▲	0.0%
Wages	72,808	85,500	(12,692)▼	-14.8%▼	72,808	85,500	(12,692)▼	-14.8%▼
<b>Other Expenses</b>								
ACC Levies	213	410	(197)▼	-48.1%▼	213	410	(197)▼	-48.1%▼

# Profit & Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Accountancy Fees & Software	4,797	4,500	297▲	6.6%▲	4,797	4,500	297▲	6.6%▲
Advertising (Generic)	770	450	320▲	71.2%▲	770	450	320▲	71.2%▲
Bank Fees & Charges	532	1,150	(618)▼	-53.8%▼	532	1,150	(618)▼	-53.8%▼
Collection Expenses	419	1,100	(681)▼	-61.9%▼	419	1,100	(681)▼	-61.9%▼
Computer Expenses	12,425	1,250	11,175▲	894.0%▲	12,425	1,250	11,175▲	894.0%▲
EFTPOS Charges	162	-	162▲	0.0%	162	-	162▲	0.0%
Entertainment & Promotion Expenses	1,300	-	1,300▲	0.0%	1,300	-	1,300▲	0.0%
Exhibition Expenses	1,444	750	694▲	92.5%▲	1,444	750	694▲	92.5%▲
General Expenses & Supplies	8,328	1,280	7,048▲	550.7%▲	8,328	1,280	7,048▲	550.7%▲
Photographic Collection costs	-	900	(900)▼	-100.0%▼	-	900	(900)▼	-100.0%▼
Postage	292	275	17▲	6.1%▲	292	275	17▲	6.1%▲
Printing & Stationery - not exhibition or 'Pub' Programme related	718	750	(32)▼	-4.2%▼	718	750	(32)▼	-4.2%▼
Subscriptions & Levies	-	600	(600)▼	-100.0%▼	-	600	(600)▼	-100.0%▼
Telephone, Tolls & Internet Charges	1,336	2,250	(914)▼	-40.6%▼	1,336	2,250	(914)▼	-40.6%▼
<b>Total Other Expenses</b>	<b>32,738</b>	<b>15,665</b>	<b>17,073</b>	<b>109.0%</b>	<b>32,738</b>	<b>15,665</b>	<b>17,073</b>	<b>109.0%</b>
<b>Standing Charges</b>	<b>4,103</b>	<b>4,000</b>	<b>103▲</b>	<b>2.6%▲</b>	<b>4,103</b>	<b>4,000</b>	<b>103▲</b>	<b>2.6%▲</b>
Insurance	4,103	4,000	103▲	2.6%▲	4,103	4,000	103▲	2.6%▲
<b>Total Standing Charges</b>	<b>4,103</b>	<b>4,000</b>	<b>103</b>	<b>2.6%</b>	<b>4,103</b>	<b>4,000</b>	<b>103</b>	<b>2.6%</b>
<b>Working Expenses</b>	<b>1,682</b>	<b>1,325</b>	<b>357▲</b>	<b>26.9%▲</b>	<b>1,682</b>	<b>1,325</b>	<b>357▲</b>	<b>26.9%▲</b>
Cleaning	1,682	1,325	357▲	26.9%▲	1,682	1,325	357▲	26.9%▲
Contract Work	326	-	326▲	0.0%	326	-	326▲	0.0%
Energy use	5,768	6,100	(332)▼	-5.4%▼	5,768	6,100	(332)▼	-5.4%▼
Freight & Carriage	36	-	36▲	0.0%	36	-	36▲	0.0%
Plant & Equipment Hire	1,749	1,917	(168)▼	-8.8%▼	1,749	1,917	(168)▼	-8.8%▼

## Profit & Loss

	Actual	Budget	Var NZD	Var %	YTD Actual	YTD Budget	Var NZD	Var %
Security Expenses	317	162	155▲	95.6%▲	317	162	155▲	95.6%▲
Total Working Expenses	9,878	9,504	374	3.9%	9,878	9,504	374	3.9%
Total Operating Expenses	133,572	120,969	12,603	10.4%	133,572	120,969	12,603	10.4%
<b>NET PROFIT</b>	<b>1,289</b>	<b>(7,181)</b>	<b>8,470</b>	<b>118.0%</b>	<b>1,289</b>	<b>(7,181)</b>	<b>8,470</b>	<b>118.0%</b>



# Performance Report

Alexandra District Museum Incorporated  
For the year ended 30 June 2020

Prepared by Flannery Tait Limited



## Contents

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## Entity Information

### Alexandra District Museum Incorporated For the year ended 30 June 2020

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

#### Legal Name of Entity

Alexandra District Museum Incorporated

#### Other Name of Entity

Central Stories Museum and Art Gallery

#### Entity Type and Legal Basis

Incorporated Society and Registered Charity

#### Registration Number

CC32070

#### Entity's Purpose or Mission

To provide and maintain a public museum and art gallery

#### Entity Structure

Governance is provided by a Board elected from the Museum's members. Local government appoint two additional Board members.

#### Main Sources of Entity's Cash and Resources

Revenue from local government to provide Museum & Gallery services to the Central Otago region. Revenue from donations and grants. Revenue from goods sold and commissions earned from art sales. Revenue from members subscriptions.

#### Main Methods Used by Entity to Raise Funds

Grants and donations are applied for as and when required for exhibitions and fixed asset purchases.

#### Entity's Reliance on Volunteers and Donated Goods or Services

The entity relies on gifts of volunteer time and expertise to complete work in many areas such as board governance, research, exhibitions, and visitor hosting.

#### Physical Address

21 Centennial Avenue, Alexandra, New Zealand, 9320

#### Postal Address

P O Box 308, Alexandra, 9340

Entity Information



**Officers**

President	Ross Naylor
Secretary	Nola Hambleton

**Board Members**

- Jan Bean
- Dianne Duncan
- Barry Hambleton
- Helena Heydeelaar
- Jillian Jopp
- Barrie Wills
- Roger Browne (VCB)
- Nigel McKinlay (CODC)



## Approval of Financial Report

Alexandra District Museum Incorporated  
For the year ended 30 June 2020

The board members are pleased to present the approved financial report including the historical financial statements of Alexandra District Museum Incorporated for year ended 30 June 2020.

APPROVED

Dianne Duncan

Vice President

Date 23/9/20

Barry Hambleton

Board Member

Date 23/9/20



## Statement of Service Performance

### Alexandra District Museum Incorporated For the year ended 30 June 2020

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

#### Description of Entity's Outcomes

All policies and strategic plan have been reviewed, revised and changes adopted.

The strategy broadly continues to aim to:

1. Live within our means, which this last financial year, meant the need for Government assistance during Covid-19 lockdown. That assistance enables us to retain museum staff on 100% of their wages;
2. Be outward looking and relevant to a range of audiences in part by registering with CODC an interest in supplying visitor information to fill the gap left by the closing of the i-site;
3. Be a forum and a hub for the region, which since the i-site closed, has included temporarily providing visitor information;
4. Be visible and increase its sphere of influence; and
5. Continue to give to our collections, which included the engagement of a part-time collections manager to complete a review of all the collections.

#### Description and Quantification of the Entity's Outputs

During the year Central Stories achieved the following outputs :

- Four significant exhibitions all of which generated some income. These were Dick Frizzell (for a second time), Arts Gold - national competition, Linley Van Alphen and the Secondary School NCEA Art Portfolios - national selection. The exhibition schedule was interrupted by the effects of the Covid 19 pandemic.
- Other significant but small book launches and exhibitions, giving some small financial return, included launches for Louise Joyce's book "Take me to the Nevis" and Donald Gordon's book "Matakanui". A launch for Anne-Marie Hope-Cross and Eric Schusser's book "Intrusion" had to be cancelled as it was due to be held during lock-down. There was an exhibition of items illustrating "Ice Skating from the Past".
- Numerous public programme events delivered including: Oral History courses which are on-going as part of our collaboration with Central Otago Heritage Trust, volunteer training and courses for volunteers on improving the museum's retail sales.
- Extensive work continues to be undertaken by the museum's volunteers and the Central Otago Heritage Trust Regional Oral History Project for which Central Stories continues to be the repository for the district.



FLANNERY TAIT  
CHARTERED ACCOUNTANTS

## Statement of Financial Performance

Alexandra District Museum Incorporated  
For the year ended 30 June 2020

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

	NOTES	2020	2019
<b>Revenue</b>			
Donations, fundraising and other similar revenue	1	28,081	8,663
Fees, subscriptions and other revenue from members	1	2,975	5,415
Revenue from providing goods or services	1	184,575	158,809
Interest, dividends and other investment revenue	1	4,443	4,569
<b>Total Revenue</b>		<b>220,074</b>	<b>177,457</b>
<b>Expenses</b>			
Volunteer and employee related costs	2	99,596	116,239
Costs related to providing goods or services	2	81,522	51,762
Other expenses	2	12,274	12,789
<b>Total Expenses</b>		<b>193,392</b>	<b>180,789</b>
<b>Surplus/(Deficit) for the Year</b>		<b>26,682</b>	<b>(3,333)</b>

This Statement is to be read in conjunction with the accompanying Notes and Review Report.

Performance Report : Alexandra District Museum Incorporated

Page 7 of 18



FLANNERY TAIT  
CHARTERED ACCOUNTANTS

## Statement of Financial Position

Alexandra District Museum Incorporated  
As at 30 June 2020

'What the entity owns?' and 'What the entity owes?'

	NOTES	30 JUN 2020	30 JUN 2019
<b>Assets</b>			
<b>Current Assets</b>			
<b>Bank and cash</b>			
Kiwibank Business Banking		6,154	51,333
Kiwibank Online Call Account		328	10,249
SBS		1,157	227
Westpac 025		80	-
Westpac 00		158,323	-
Cash on Hand		272	346
<b>Total Bank and cash</b>		<b>166,313</b>	<b>62,156</b>
Debtors and prepayments	3	1,301	2,949
Inventory		11,594	14,133
Kiwibank Term Deposits		25,000	87,500
SBS Bank - Term Deposit		51,141	50,417
<b>Total Current Assets</b>		<b>255,350</b>	<b>217,155</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	6	139,218	145,657
<b>Total Non-Current Assets</b>		<b>139,218</b>	<b>145,657</b>
<b>Total Assets</b>		<b>394,568</b>	<b>362,813</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	4	24,237	8,647
Unused donations and grants with conditions	5	-	8,849
GST Due		6,524	8,191
<b>Total Current Liabilities</b>		<b>30,761</b>	<b>25,687</b>
<b>Total Liabilities</b>		<b>30,761</b>	<b>25,687</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>363,807</b>	<b>337,125</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	8	363,807	337,125
<b>Total Accumulated Funds</b>		<b>363,807</b>	<b>337,125</b>

This Statement is to be read in conjunction with the accompanying Notes and Review Report.



## Statement of Cash Flows

Alexandra District Museum Incorporated  
For the year ended 30 June 2020

'How the entity has received and used cash'

	2020	2019
<b>Cash Flows from Operating Activities</b>		
Donations, fundraising and other similar receipts	19,232	17,602
Fees, subscriptions and other receipts from members	2,975	5,415
Receipts from providing goods or services	185,217	158,962
Interest, dividends and other investment receipts	5,545	5,250
Cash receipts from other operating activities	4,000	-
GST	(262)	787
Payments to suppliers and employees	(168,773)	(179,393)
<b>Total Cash Flows from Operating Activities</b>	<b>47,934</b>	<b>8,623</b>
<b>Cash Flows from Investing and Financing Activities</b>		
Receipts from sale of investments	62,500	25,000
Payments to acquire property, plant and equipment	(5,478)	(1,189)
Payments to purchase investments	(723)	(756)
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>56,298</b>	<b>23,055</b>
<b>Net Increase/ (Decrease) in Cash</b>	<b>104,233</b>	<b>31,678</b>
<b>Cash Balances</b>		
Cash and cash equivalents at beginning of period	61,809	30,131
Cash and cash equivalents at end of period	166,042	61,809
Net change in cash for period	104,233	31,678

This Statement is to be read in conjunction with the accompanying Notes and Review Report.



## Statement of Accounting Policies

Alexandra District Museum 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.

### Revenue

Revenue is accounted for as follows:

**Donations** are accounted for depending on whether they have been provided with a "use or return" condition attached or not. Where no use or return conditions are attached to the donation, revenue is recorded as income when the cash is received. Where donations include a use or return condition, the donation is recorded as a liability on receipt. The donation is subsequently recognised within the Statement of Financial Performance as the performance conditions are met. Donated goods or services and donated items for the Museum Collection are not recognised in the Financial Statements.

**Grant income** is accounted for depending on whether or not it has a "use or return" condition attached. Where no use or return conditions are attached, the revenue is recorded as income when the cash is received. Where income includes a use or return condition, it is recorded as a liability on receipt. The income is then subsequently recognised within the Statement of Financial Performance as the performance conditions are met.

**Interest income** is recognised on an accruals basis.

### Goods and Services Tax (GST)

The entity 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

Alexandra District Museum 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.

### Fixed Assets & Depreciation

Since 01 July 2003 the Museum capitalises items purchased for more than \$500 that are expected to have an enduring benefit as Fixed Assets. Subsequent to initial recognition fixed assets are stated at cost less aggregate depreciation.

Fixed assets purchased prior to 01 July 2003 were recognised in the Statement of Financial Performance and not in the Balance Sheet. Because there was no reliable asset schedule or valuation available at that time a decision was made not to bring these fixed assets into the Balance Sheet when the situation was corrected.

The Museum has not recorded its collection of donated heritage assets as it would be impractical to attempt to place a value on such assets due to their rarity and local historical significance.

Statement of Accounting Policies



Depreciation has been calculated using the maximum rates permitted by the Income Tax Act 2007 with the exception of Artwork which is not depreciated.

**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.



FLANNERY TAIT  
CHARTERED ACCOUNTANTS

## Notes to the Performance Report

Alexandra District Museum Incorporated  
For the year ended 30 June 2020

	2020	2019
<b>1. Analysis of Revenue</b>		
<b>Donations, fundraising and other similar revenue</b>		
Arts Gold Donations	18,203	600
Donations to Research Room	5,112	865
Donations (Boxes & Other)	4,083	3,758
Fundraising Activities	677	3,440
<b>Total Donations, fundraising and other similar revenue</b>	<b>28,081</b>	<b>8,663</b>
<b>Fees, subscriptions and other revenue from members</b>		
Membership Subscriptions	2,465	2,565
Donations from Members	510	2,850
<b>Total Fees, subscriptions and other revenue from members</b>	<b>2,975</b>	<b>5,415</b>
<b>Revenue from providing goods or services</b>		
Arts Gold Grant - CODC	4,000	-
Arts Gold Entry fees	4,174	183
Arts Gold Ticket Income	1,715	-
CODC Grant	48,968	48,968
Commissions on Good Art Shop Sales	3,137	7,075
Commissions on sale of Exhibition Artworks	4,674	1,575
Counter & Book Sales	18,516	17,774
Covid 19 Wage Subsidies Received	15,430	-
Exhibition & Programmes Income	257	1,485
ODT Theatre income	8,095	5,288
Photograph & Research Room income	241	155
Room Hire	1,895	2,855
Sundry Income	22	-
Vincent Community Board	73,452	73,452
<b>Total Revenue from providing goods or services</b>	<b>184,575</b>	<b>158,809</b>
<b>Interest, dividends and other investment revenue</b>		
Interest Received - Bank	95	151
Interest Received - Investments	4,348	4,419
<b>Total Interest, dividends and other investment revenue</b>	<b>4,443</b>	<b>4,569</b>
	2020	2019
<b>2. Analysis of Expenses</b>		
<b>Volunteer and employee related costs</b>		
ACC Levies	402	429
Staff Training & Recruitment	232	1,801
Wages	98,962	114,009
<b>Total Volunteer and employee related costs</b>	<b>99,596</b>	<b>116,239</b>

Notes to the Performance Report



	2020	2019
<b>Costs related to providing goods or services</b>		
Accountancy Fees & Software	2,445	2,964
Advertising	578	551
Arts Gold Expenses	8,714	-
Arts Gold Prizes	13,000	-
Asset Repairs & Replacement	985	824
Bank Fees & Charges	1,098	1,284
Cleaning	3,224	3,203
Collection costs	1,755	269
Computer Expenses	894	232
Consultants and Technical support	13,338	-
Gallery Programmes & Expenses	4,465	5,656
General Expenses & Supplies	1,943	2,156
Insurance	-	3,117
Energy use	7,169	11,876
Plant & Equipment Hire (Eftpos & Copier)	2,545	2,706
Postage Printing & Stationery	1,413	1,943
<b>Purchases - Stock</b>		
Opening Stock	14,133	15,108
Purchases - Stock	10,882	9,663
Closing Stock	(11,594)	(14,136)
<b>Total Purchases - Stock</b>	<b>13,421</b>	<b>10,635</b>
Repairs & Maintenance	715	345
Review Fees	1,300	1,250
Security Expenses	145	196
Subscriptions & Levies	567	-
Telephone, Tolls & Internet Charges	1,809	2,442
Travelling Expenses	-	113
<b>Total Costs related to providing goods or services</b>	<b>81,522</b>	<b>51,762</b>
<b>Other expenses</b>		
Depreciation	11,917	12,789
Legal expenses	356	-
<b>Total Other expenses</b>	<b>12,274</b>	<b>12,789</b>

### 3. Accounts Receivable

	2020	2019
Trade Receivables	191	736
Accrued Interest	1,110	2,213
<b>Total</b>	<b>1,301</b>	<b>2,949</b>

Notes to the Performance Report



## 4. Accounts Payable

	2020	2019
Trade Creditors	22,575	5,586
Employee Costs Payable	1,662	3,061
<b>Total</b>	<b>24,237</b>	<b>8,647</b>

## 5. Unused Donations and Grants with conditions that are recorded as a liability

	2020	2019
Pub Charity Grant (Arts Gold)	Nil	8,849
<b>Total</b>	<b>Nil</b>	<b>8,849</b>

## 6. Property, Plant &amp; Equipment

## This Year

Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Building Fitout	84,745	0	0.00	7,537	77,208
Plant & Equipment	60,913	5,478	0.00	4,381	62,010
<b>Total</b>	<b>145,658</b>	<b>5,478</b>	<b>0.00</b>	<b>11,917</b>	<b>139,218</b>

## Last Year

Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Building Fitout	93,137	0	0	8,392	84,745
Plant & Equipment	64,785	525	0	4,397	60,913
<b>Total</b>	<b>157,922</b>	<b>525</b>	<b>0</b>	<b>12,789</b>	<b>145,658</b>

## 7. Significant Grants and Donations with conditions which have not been recorded as a liability

Rotary Club of Alexandra donation:  
Amount Received \$7,669

Amount Unspent at 30 June 2020 \$4,500

A condition of the Rotary donation was for the funds to be spent on projects related to the historic Waterwheel situated near the main entrance to Central Stories. The Board and Staff continue to look for the best possible project to utilise these funds.

Notes to the Performance Report



	2020	2019
<b>8. Accumulated Funds</b>		
Elizabeth Heafey Reserve	3,542	3,542
<b>Accumulated Funds</b>		
Opening Balance	333,583	336,916
<b>Accumulated surpluses or (deficits)</b>		
Current year earnings	26,682	(3,333)
<b>Total Accumulated surpluses or (deficits)</b>	<b>26,682</b>	<b>(3,333)</b>
<b>Total Accumulated Funds</b>	<b>360,265</b>	<b>333,583</b>
<b>Total Accumulated Funds</b>	<b>363,807</b>	<b>337,125</b>

#### 9. Elizabeth Heafey Reserve

In 2007 the Elizabeth Heafey Reserve was created by the Board to set aside funds for the purchase of collection items. No funds have been expended from the reserve during the year.

#### 10. Commitments

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

#### 11. Contingent Liabilities and Guarantees

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

#### 12. Related Parties

Helena Heydelaar (Board Member) supplies locally made craft to sell in the Museum Shop. A commercial return is earned by the Museum on these sales.

Nigel McKinlay (CODC), and Roger Browne (VCB) are Council/Community Board representatives who are appointed to the Museum Board.

#### 13. Events After the Balance Date

There were no significant events after the Balance Date

#### 14. Ability to Continue Operating

The Covid -19 lockdown saw the Museum close to the public for a 3 month period from March 2020. The closure resulted in the Museum losing revenue from a planned Owaka artist exhibition that was cancelled, with further revenue lost from art sales commissions, shop sales, Central Cinema revenue and room hire when the entire building was closed. The Museum Board applied successfully for the Government wage subsidy which enabled staff to be retained and paid throughout the period of closure. The Museum is now fully staffed and back operating and will re-open for weekends commencing 26 September. The Museum has sufficient funding support and financial reserves to enable it to continue operating for the foreseeable future.



## Depreciation Schedule

### Alexandra District Museum Incorporated For the year ended 30 June 2020

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	RATE	DEPRECIATION	CLOSING VALUE
<b>Building Fitout</b>							
2nd Gallery	27,085	19,132	-	-	3.00%	574	18,558
Hydestore Art Storage System	68,332	48,569	-	-	10.00%	4,857	43,712
Addition to Entrance Sign	8,019	2,144	-	-	12.00%	257	1,887
Entrance Sign	36,497	8,855	-	-	12.00%	1,063	7,793
Reception Desk	9,489	6,046	-	-	13.00%	786	5,260
<b>Total Building Fitout</b>	<b>149,423</b>	<b>84,746</b>	<b>-</b>	<b>-</b>		<b>7,537</b>	<b>77,209</b>
<b>Plant &amp; Equipment</b>							
Artwork - A long way to Cambrian	832	832	-	-			832
Artwork - Differing Realities	2,209	2,209	-	-			2,209
Artwork - Marilyn Webb Maniototo River Print	1,120	1,120	-	-			1,120
Artwork - Michael Rooney	590	590	-	-			590
Artwork - Russell Clark Exhibition Panels	11,860	11,860	-	-			11,860
Artwork - Stuart Elms	8,889	8,889	-	-			8,889
Artwork - Stuart Elms	5,333	5,333	-	-			5,333
Oamaru Stone Sculpture	1,778	1,778	-	-			1,778
Flagpole & Flags	4,945	2,403	-	-	8.00%	192	2,210
Exhibition Panels	2,190	1,250	-	-	10.00%	125	1,125
Exhibition Partitions	929	485	-	-	10.00%	49	437
Gallery Panels - "Behind the Name"	939	491	-	-	10.00%	49	442
Hydestor Shelving System	33,024	17,258	-	-	10.00%	1,726	15,532
Shelving - Research Room	3,439	-	3,439	-	10.00%	344	3,095
Shelving	2,905	837	-	-	12.00%	100	736
4 x Acrylic Tops for Display Cabinets	1,840	770	-	-	16.00%	123	646
Counter Top Lockable Jewellery Cabinet	525	504	-	-	16.00%	81	423
Upright Display Cabinet	1,059	619	-	-	16.00%	99	520
Upright Display Cabinet	1,059	619	-	-	16.00%	99	520
2 Acrylic Tops for Display Cabinet	731	85	-	-	19.20%	16	69
Cabinet for Clare Cup	1,251	132	-	-	19.20%	25	107
Display Screens	2,890	282	-	-	19.20%	54	228
Lighting Boxes	1,222	304	-	-	24.00%	73	231
Mannequins x 15	7,327	795	-	-	25.00%	199	596
Camera	695	264	-	-	40.00%	106	158
Mobile Whiteboard	664	385	-	-	40.00%	154	231
Recording Equipment	1,359	680	-	-	40.00%	272	408
Canon Scanner	429	-	-	-	48.00%	-	-

This Statement is to be read in conjunction with the accompanying Notes and Review Report.

Depreciation Schedule



NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	RATE	DEPRECIATION	CLOSING VALUE
Past Perfect Software	2,511	-	-	-	48.00%	-	-
Acer Computer & Monitor	557	17	-	-	50.00%	9	9
Adobe Design Software	1,046	7	-	-	50.00%	3	3
Dell Optiplex 955	566	10	-	-	50.00%	5	5
HP6200 Pro PC	1,585	10	-	-	50.00%	5	5
iMac 27" Computer	2,601	17	-	-	50.00%	8	8
Paste Perfect Software	707	77	-	-	50.00%	39	39
PC ex CODC	343	-	343	-	50.00%	71	271
PC ex CODC	343	-	343	-	50.00%	71	271
PC ex CODC	343	-	343	-	50.00%	71	271
PC ex CODC	343	-	343	-	50.00%	71	271
Surface Pro ex CODC	669	-	669	-	50.00%	139	529
Climate Station	6,846	1	-	-	60.00%	1	-
<b>Total Plant &amp; Equipment</b>	<b>120,491</b>	<b>60,913</b>	<b>5,478</b>	-		<b>4,381</b>	<b>62,010</b>
<b>Total</b>	<b>269,913</b>	<b>145,658</b>	<b>5,478</b>	-		<b>11,917</b>	<b>139,219</b>

This Statement is to be read in conjunction with the accompanying Notes and Review Report.



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## INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

### To the Stakeholders of Alexandra District Museum Incorporated

#### Report on the Financial Statements

We have reviewed the financial information contained in the Performance Report of Alexandra District Museum Incorporated for the year ended 30 June 2020, which comprises the statement of financial position as at 30 June 2020, the statements of financial performance and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### The Committees Responsibility for the Financial Statements

The committee are responsible for the preparation and fair presentation of the financial information in accordance with PBE SFR-A (NFP) Public Benefit Simple Format Reporting – Accrual (Not-For-Profit), and for such internal control as they deem necessary to enable the presentation of financial information that is free from material misstatement, whether due to fraud or error.

#### Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the financial information included in the accompanying Performance Report. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, *Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity*. ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the financial information, taken as a whole, is not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires us to comply with relevant ethical requirements.

A review of financial information in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained. The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on the financial information contained in the Performance Report.

Other than our capacity as the reviewer, ICL Partners has no relationship with or interests in Alexandra District Museum Incorporated.

#### Conclusion

Based on our review, nothing has come to our attention that causes us to believe the financial information contained in the accompanying Performance Report does not fairly present, in all material respects, the financial position of Alexandra District Museum Incorporated as at 30 June 2020, and its financial performance and cash flows for the year then ended, in accordance with PBE SFR-A (NFP) Public Benefit Simple Format Reporting – Accrual (Not-For-Profit).

A handwritten signature in black ink that reads 'ICL Partners'.

ICL Partners  
Chartered Accountants  
Alexandra

-----  
24 September 2020

**Profit & Loss**  
**Alexandra District Museum Incorporated**  
**For the month ended 30 April 2021**

	Mar-21	Feb-21
<b>Income</b>		
Arts Gold Entry fees	\$26.09	\$0.00
bus tickets	\$144.00	\$0.00
Commissions on Good Art Shop Sales	-\$272.50	\$721.70
Commissions on sale of Exhibition Artworks	\$0.00	\$0.00
Commissions on ticket sales	\$28.18	\$167.65
Counter & Book Sales	\$830.83	\$1,924.76
Exhibition & Programmes Income	\$0.00	\$1,823.22
Photograph & Research Room income	\$4.78	\$18.26
TradeMe Sales	\$31.31	\$30.43
<b>Total Income</b>	<b>\$792.69</b>	<b>\$4,686.02</b>
<b>Less Cost Of Sales</b>		
Purchases - Stock	\$0.00	\$89.60
TradeMe Costs	-\$12.52	-\$5.22
<b>Total Cost Of Sales</b>	<b>-\$12.52</b>	<b>\$84.38</b>
<b>GROSS PROFIT</b>	<b>\$805.21</b>	<b>\$4,601.64</b>
<b>Other Income</b>		
Annual Memberships	\$0.00	\$95.00
Arts Gold Ticket Income	\$0.00	\$0.00
CODC Grant	\$4,080.65	\$4,080.65
Donations (Boxes & Other)	\$393.20	\$573.00
Donations from Members	\$20.00	\$120.00
Grants Received	\$0.00	\$0.00
Interest Received - Bank	\$7.23	\$6.68
Interest Received - Investments	\$0.00	\$0.00
ODT Theatre income	\$0.00	\$0.00
Room Hire	\$0.00	\$0.00
Vincent Community Board	\$6,120.96	\$6,120.96
<b>Total Other Income</b>	<b>\$10,622.04</b>	<b>\$10,996.29</b>
<b>Less Operating Expenses</b>		
Asset Repairs & Replacement	\$0.00	\$22.00
Consultants Fees	\$0.00	\$0.00
Legal expenses	\$0.00	\$0.00
ODT Theatre operating expenses	\$0.00	\$0.00
Repairs & Maintenance	\$0.00	-\$22.00
Staff Training & Recruitment	\$0.00	\$278.26
Sundry Plant & Equipment	\$0.00	\$0.00
Travelling Expenses	\$0.00	\$0.00
Wages	\$9,910.15	\$9,774.65
<b>Other Expenses</b>		
ACC Levies	\$0.00	\$0.00
Accountancy Fees & Software	\$0.00	\$45.00
Advertising (Generic)	\$269.00	\$0.00
Bank Fees & Charges	\$86.07	\$53.59
Collection Expenses	\$0.00	\$0.00

Computer Expenses	\$30.00	\$1,404.65
EFTPOS Charges	\$0.00	\$0.00
Entertainment & Promotion Expenses	\$0.00	\$0.00
Exhibition Expenses	\$18.84	\$589.22
General Expenses & Supplies	\$30.84	\$1,866.31
Postage	\$159.39	\$47.34
Printing & Stationery - not exhibition or Pub' Programme related	-\$6.09	\$164.53
Telephone, Tolls & Internet Charges	\$0.00	\$171.67
<b>Total Other Expenses</b>	<b>\$588.05</b>	<b>\$4,342.31</b>
<b>Standing Charges</b>		
Insurance	\$0.00	\$0.00
<b>Total Standing Charges</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Working Expenses</b>		
Cleaning	\$0.00	\$227.50
Contract Work	\$0.00	\$0.00
Energy use	\$466.00	\$466.00
Freight & Cartage	\$0.00	\$0.00
Plant & Equipment Hire	\$215.38	\$215.38
Security Expenses	\$0.00	\$0.00
<b>Total Working Expenses</b>	<b>\$681.38</b>	<b>\$908.88</b>
<b>Total Operating Expenses</b>	<b>\$11,179.58</b>	<b>\$15,304.10</b>
<b>NET PROFIT</b>	<b>\$247.67</b>	<b>\$293.83</b>

Museum Hardship Grant Funds for computer system rebuild and new website Expenses towards that project of \$5,258.61

Energy Use is an estimate based on Oct/Nov/Dec figures pending receipt of invoices from CODC

Purchase of stock includes \$8,959.43 being printing cost of the Denis Kent Retrospective Exhibition book, cost will be recovered from sales of the book over the coming months

**Jan-21**

\$0.00  
 \$0.00  
 \$238.36  
 \$930.44  
 \$6.09  
 \$2,057.84  
 \$0.00  
 \$13.04  
 \$49.57  
**\$3,295.34**

**\$9,513.47**  
 -\$10.44  
**\$9,503.03**  
**-6,207.69**

\$50.00  
 \$0.00  
 \$4,080.65  
 \$378.80  
 \$0.00  
**\$24,000.00**  
 \$5.17  
 \$678.70  
 \$0.00  
 \$0.00  
 \$6,120.96  
**\$35,314.28**

\$0.00  
 \$0.00  
 \$0.00  
 \$0.00  
 \$0.00  
 \$0.00  
 \$0.00  
 \$0.00  
 \$0.00  
 \$8,676.61

\$0.00  
 \$45.00  
 \$0.00  
 \$1.52  
 \$46.86

<b>\$1,978.65</b>
\$46.63
\$872.12
\$134.09
\$153.94
\$0.00
\$154.58
\$171.67
<b><u>\$3,605.06</u></b>
\$0.00
<b><u>\$0.00</u></b>
\$240.68
\$0.00
<b>\$466.00</b>
\$0.00
\$215.38
\$0.00
<b><u>\$922.06</u></b>
<b><u>\$13,203.73</u></b>
<b><u><u>\$15,902.86</u></u></b>



Sanchia Jacobs  
Chief Executive Officer  
Central Otago District Council  
Alexandra

By email: [sanchia.jacobs@codc.govt.nz](mailto:sanchia.jacobs@codc.govt.nz)

26 March 2021

Dear Sanchia

#### **Re CODC Hardship Grant**

On 16 March ADMI submitted an application for \$30,606.00 being a continuation of its current level of CODC/VCB grant, \$10,202.00 per month, for the three months July, August and September 2021 to cover operational expenses pending decisions in October on ongoing levels of funding under the new contestable funding policy.

We understand that the decision on Hardship Grants will be that of the Vincent Community Board and that applications along with staff recommendations will be considered at the VCB's June meeting.

We were somewhat surprised that we received a very quick response, in a somewhat short space of time, from CODC staff stating that given the current level of bank funds held by ADMI, the recommendation to VCB would have to be that the application is declined.

To clarify the situation regarding the funds currently held, which totals \$209,186.75, an analysis of those funds confirms that \$190,000.00 is as yet unspent funds from the Elizabeth Heafey bequest of \$348,000.00 received in 2002. These funds are held for the purchase of artworks, artifacts and for the development and benefit of the museum and its collections. These are not funds that can be utilised for operation purposes. Of the \$209,186.75 funds held there is \$19,186.75 which underpin operational expenses.

There has been continual comment from various quarters about the museum exhibits being static and in need of a freshen up. There has also been comment about the lack of Maori history from the area being displayed. ADMI Board acknowledges and accepts those claims and is currently in discussion with Otago Museum on what needs to be done to freshen and make more relevant what is displayed in the community's museum. This is clearly going to come at some cost and will involve the spending of some of the Heafey bequest.

Alexandra Museum  
Pioneer Park, PO Box 308, Alexandra, Central Otago, New Zealand  
P + F: 03 448 6230 E: [enquiries@centralstories.com](mailto:enquiries@centralstories.com)

[www.centralstories.com](http://www.centralstories.com)



We consider that there are two options:

1. CODC/VCB provides a continuation of funding under the Hardship Grant scheme for three months pending decisions on ongoing funding in October and allows the museum to cover operational expenses from grant monies as has been the case in the past, or
2. CODC/VCB creates a position where ADMI would have to dip into Heafey funds to cover operational costs in the short-term, a position that would not be tenable under the agreed use of the Heafey money and would reduce the funds available for the acquisition of art works and artifacts. As a result the implementation of the plan to refurbish the museum being provided by Otago Museum shortly after Easter and our responsibilities under the draft District Museums Strategy would have to be delayed.

We would ask that the CODC Staff recommendation to decline the application on the basis of funds held be rescinded and that the financial position outlined earlier in this letter be appended to the documentation that goes forward to the VCB Meeting in June.

Yours sincerely



Brian Budd  
Manager

<b>Elizabeth Heafy Bequest</b>													
<b>Total value of the Bequest</b>						<b>\$348,000</b>							
Funds towards fitout of Pioneer Park Museum						\$48,000							
Funds lost through bad investment (approx)						\$40,000							
Funds used for purchase of artworks and art storage						\$43,340							
<b>Balance estimated</b>						<b>216,660 (There were funds used by Maurice Watson amount unknown)</b>							
<b>Financial breakdown 2010 to 2020</b>													
												<b>March</b>	
		<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Current Assets</b>													
Westpac												\$ 158,403.34	\$ 148,517.35
KiwiBank Call A/c						\$ 27,530.00	\$ 44,541.85	\$ 24,948.09	\$ 10,098.50	\$ 10,249.05	\$ 327.99	\$ 327.99	\$ 327.99
KiwiBank		\$ 3,102.53	\$ 12,218.97	\$ 4,686.06	\$ 8,141.22	\$ 17,486.66	\$ 18,109.65	\$ 3,728.69	\$ 18,129.62	\$ 19,702.35	\$ 51,333.25	\$ 6,153.69	\$ 7,328.86
SBS		\$ 30.26	\$ 7,380.32	\$ 11,406.13	\$ 1,199.90	\$ 3,818.83	\$ 956.53	\$ 242.33	\$ 2,415.97	\$ 330.32	\$ 1,156.65	\$ 1,156.65	\$ 2,012.55
<b>Total Current Assets Cash</b>		<b>\$ 3,132.79</b>	<b>\$ 19,599.29</b>	<b>\$ 16,092.19</b>	<b>\$ 9,341.12</b>	<b>\$ 21,305.49</b>	<b>\$ 46,596.18</b>	<b>\$ 48,512.87</b>	<b>\$ 45,493.68</b>	<b>\$ 30,131.17</b>	<b>\$ 61,582.30</b>	<b>\$ 166,041.67</b>	<b>\$ 158,186.75</b>
<b>Non-Current Assets</b>													
Infratil Bonds						\$ 40,873.48							
AMRO Craigs Portfolio		\$ 196,368.00	\$ 146,672.00	\$ 144,446.00	\$ 125,889.00	\$ 120,011.61							
SBS Bank Term Deposit		\$ 60,000.00	\$ 60,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 72,312.47	\$ 73,122.08	\$ 73,869.50	\$ 74,661.63	\$ 50,417.29	\$ 51,140.73	\$ -
KiwiBank TD		\$ 30,000.00	\$ 60,000.00	\$ 60,000.00	\$ 51,950.00	\$ 51,950.00	\$ 87,500.00	\$ 87,500.00	\$ 87,500.00	\$ 87,500.00	\$ 87,500.00	\$ 25,000.00	\$ -
Westpac Term Deposit													\$ 51,000.00
<b>Total Non Current Assets</b>		<b>\$ 256,368.00</b>	<b>\$ 236,672.00</b>	<b>\$ 234,446.00</b>	<b>\$ 207,839.00</b>	<b>\$ 201,961.61</b>	<b>\$ 200,685.95</b>	<b>\$ 160,622.08</b>	<b>\$ 161,369.50</b>	<b>\$ 162,161.63</b>	<b>\$ 137,917.29</b>	<b>\$ 76,140.73</b>	<b>\$ 51,000.00</b>
<b>Total Cash Assets</b>		<b>\$ 259,500.79</b>	<b>\$ 256,271.29</b>	<b>\$ 250,538.19</b>	<b>\$ 217,180.12</b>	<b>\$ 223,267.10</b>	<b>\$ 247,282.13</b>	<b>\$ 209,134.95</b>	<b>\$ 206,863.18</b>	<b>\$ 192,292.80</b>	<b>\$ 199,499.59</b>	<b>\$ 242,182.40</b>	<b>\$ 209,186.75</b>
												Museum Hardship Grant \$24,000 Spent)	



## ALEXANDRA DISTRICT HISTORICAL ASSOCIATION (INC.)

## Alexandra Museum

P O Box 308,  
ALEXANDRA, CENTRAL OTAGO,  
NEW ZEALAND  
Phone/Fax: (03) 448-6230  
Email: alex.museum@xtra.co.nz

COPY

**MINUTES OF THE MANAGEMENT MEETING OF THE ALEXANDRA DISTRICT HISTORICAL ASSOCIATION HELD AT THE SKIRD ST TEMPORARY PREMISES OF THE ALEXANDRA MUSEUM ON MONDAY 2 APRIL 2001 AT 5.30pm.**

**PRESENT**

Elaine Gough, Gill Grant, Graeme Johnson, Jan Morgan

**APOLOGIES**

Nil

**MINUTES OF PREVIOUS MEETING**

Taken as read.

**MATTERS ARISING**

1. Response from CODC re Anderton Amenity Grant. Advice received that the Museum has been allocated \$100 000 which is hoped to be made available by June/July. The Herlihy Crown Grant monies (\$70 000) are available after 23 May. Resolved that Graeme will invoice the CODC for this Crown Grant on 24 May.
2. Management and Collection Policies adopted. Jan and Joan to meet with Elaine at appropriate time to work through Appendices. Drafts of Emergency Preparedness and Funding Policies to be tabled as soon as is appropriate.
3. Mission Statement for Museum adopted.
4. Social Function for Cheryl 6 April, 5.30pm at Museum. Gill to organise cheeseboard and drinks. Esme and Gill to organise flowers and book voucher respectively.
5. Elizabeth Heafey Bequest. Information, inventory and valuation of the Estate has been received from Mrs Heafey's lawyer. After discussion resolved that the Museum requests that the entire Estate be delivered to a secure room at the Alexandra Police Station. Lawyer and Forno's Auctioneers to be informed. Resolved that the Heafey Bequest monies be retained as a capital investment with the interest being accumulated to purchase a specific artwork or artifact acquisition for the Museum Collection.

**BUSINESS**

1. Report on Meeting with Helen Tate, Amenity Fund Support Person:- Jan reported on visit made 2 April upon request of CODC. General discussion on new and old Museums. Raised the issue of the Museum Committee's understanding that the value of demolition materials would come to the Museum as much of this had been donated and that the cost of relocating the waterwheel would be included in LINZ's costings for the Linger and Die Flood Protection. Discussed item(s) still in building that required moving eg marble soda stand. Inquired re the amount of monies allocated to the 4 groups and the criteria by which this was decided upon. A follow-up meeting to be held in approximately a month's time.



## Service Level Agreement

Between

Alexandra District Museum Incorporated (ADMI)

And

Vincent Community Board (VCB)

1 July 2015 to 30 June 2018

### Background

The Manuherikia Dunstan Historical Association was established in 1959 by a group of local residents – they became an incorporated society later that year. They were inspired by the region's history and people and wanting to establish a collection of local treasures and mementoes that represented Alexandra and its history. Once the collection began to evolve it was clear to the Association that they needed a facility to hold these artefacts so that they could be displayed and preserved for future generations.

In 1963 the association was renamed the Alexandra Historical Association (ADHA) to reflect the move by Clyde residents to establish their own museum. The ADHA opened Alexandra's first museum at Walton Street, opposite the public swimming pool (prior to its relocation), in 1967. The Sir William Bodkin Memorial Museum and Art Gallery was purpose-built upon Council-owned land.

The 1990's proved challenging for ADHA – their shift from voluntary staff to a paid project coordinator put financial strain on the organisation. In addition, the major floods during the 1990s identified that the museum site was unsuitable and the collection was put into storage until an alternative solution could be found.

The group further changed its name in 2005 to the Alexandra District Museum Incorporated (ADMI) – a not-for-profit registered charity – to better reflect their purpose, but began trading as *Central Stories Museum and Art Gallery* after the opening of a new complex in December of that year.

ADMI began as a volunteer run organisation and continues to rely heavily on volunteer time for a variety of tasks such as undertaking research, administering collections and fielding public enquiries. The board, responsible for the strategic direction of ADMI, also continues to be volunteer-based. As at March 2015, the ADMI also has an FTE equivalent of 2.75 staff – it employs a Manager, a Project Coordinator (Arts), an Exhibition Technician, an Administrative Manager and two weekend Visitor Hosts to assist with the running of Central Stories and Art Gallery.



The Vincent Community Board (VCB) has provided financial assistance to Alexandra's museum since 1993. ADMI receives funding from both the Central Otago District Council and VCB for the various services it provides. It also seeks additional funding as required through national and community organisations for grants to assist with one-off projects and activities.

The rationale for the VCB to provide funding to ADMI is so the museum can:

- a. Provide public information on the people, landscape and lifestyles of past and present Alexandra and surrounding communities;
- b. Preserve, research and curate collections which are held in trust for the Vincent community, and make these collections accessible in actual or virtual environments;
- c. Provide educational experiences for schools, community groups and visitors throughout the Ward;
- d. Highlight the Ward and surrounding environment as a living place with its own stories;
- e. Educate and inform the Ward of significant landmark events and cultural activities, and assist with the celebration of significant local festivities;
- f. Provide expert museology advice for the local community;
- g. Provide an engaging facility that contributes to the long term value and cultural well-being of the residents of and visitors to the Ward;
- h. Uphold our obligations as per the *Museums Aotearoa Code of Ethical Practice* and the Treaty of Waitangi.

**Purpose of Document:**

The purpose of this agreement is to specify the outcomes that are to be provided by ADMI, trading as Central Stories Museum and Art Gallery, in return for investment by the VCB. This document forms the Service Level Agreement (SLA) for the delivery of the intended services, listed in Schedule A, by ADMI to the Vincent community.

**Term:**

Funding levels are set on a three-yearly programme, and will be set in sufficient time to be reflected in annual budgets. Annual funding levels will be CPI-adjusted. The term of this agreement will be from 1 July 2015 through 30 June 2018.

**Funding:**

The level of funding provided to Alexandra District Museum Incorporated by the Vincent Community Board for the 2015/16 financial year is: \$ 77,180.00

**Review:**



ADMI and the VCB agree to review Schedule A of this document on an annual basis, in line with Council's annual planning process, and may amend the content of this Schedule, upon agreement from both parties.

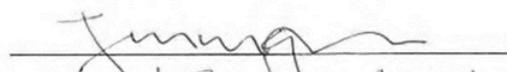
The annual allocation of funds by the VCB will be subject to:

- a. The satisfactory delivery of services (listed in Schedule A) for the previous financial year, as demonstrated to the VCB by ADMI; and
- b. Feedback from stakeholders of the museum, as assessed by Council staff reporting back to the Vincent Community Board.

The parties have the right to renew this Service Level Agreement for a three-year term, commencing 1 July 2018.

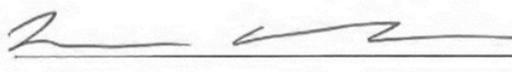
**Signatures:**

Signed for and on behalf of **Alexandra District Museum Incorporated**

  
Name: Dalton Macpherson  
Chairperson, Alexandra District Museum Incorporated

10 July 2015  
Date

Signed for and on behalf of **Vincent Community Board**

  
Name: \_\_\_\_\_  
Leanne Mash  
Chief Executive Officer, Central Otago District Council

\_\_\_\_\_  
Date



## Schedule A: Service Level Agreement Delivery Standards

### Deliverables

Central Stories will provide the following services to the Vincent Ward:

1. Funding
  - a. Secure additional funding as required, through grants and sponsorship, to develop resources and initiatives that benefit the Vincent Ward.
2. Service Delivery
  - a. Ensure the facility is open to the public seven days per week between 10.00am and 4.00pm, other than when work-related issues/events require short-term closures, or for Christmas Day (closed all day) or ANZAC Day (closed until 12pm).
  - b. Provide supervision and customer support during opening hours (may be paid or unpaid).
  - c. Provide mentoring and advice on specialised areas such as collection management, inventorying, loan of exhibits and exhibition display to the community museums.
3. Public Displays
  - a. Provide permanent displays in the Sir William Bodkin Memorial Gallery on the history of the Alexandra area – including the natural environment (e.g. skins, landscape, etc.), gold discovery and dredging, local personalities, and significant local festivals and celebrations (e.g. the Alexandra Blossom Festival).
  - b. Coordinate at least two art exhibitions per annum in the Russell Henderson Gallery and/or Gillian Grant Room.
  - c. Coordinate at least one in-house art or historical exhibition each year.
  - d. Subject to securing grants/sponsorship, coordinate and run one 'blockbuster' exhibition each year.
  - e. Provide at least six different opportunities per annum that provide continuous artistic displays for visitors.
  - f. Hold at least one artistic competition per annum (e.g. a photographic competition) for participants who either reside in Central Otago or have created a product that depicts Central Otago.
4. Collection Management
  - a. Manage the collection as per the Collections Policy.
  - b. Establish a Collection Plan and subsequently implement.
  - c. Provide a research facility that enables the access and utility of records such as genealogy, local families, photo collections, etc.
5. Educational Delivery
  - a. Work with, and host, schools located within the Vincent Ward, to deliver learning experiences that meet the schools' needs.
  - b. Develop and circulate education packs to schools, within the Vincent Ward, for at least two major museum displays/exhibitions per year.
6. Community Involvement
  - a. Run at least one public-participation activity in line with the Alexandra Blossom Festival and Thyme Festival.



- b. Coordinate and run a public programme alongside each feature exhibition (e.g., a workshop, presentation, floor talk, or tour of interest points) as appropriate and where is available.
- c. Provide expert museology advice for the local community.
- d. Facilitate and run at least one school holiday activity for each of the four term holidays.
- e. Promote activities that profile Central Stories Museum and Art Gallery exhibits and/or programmes to the Vincent community.
- f. Promote the available volunteer opportunities to the Ward and aim to increase participation throughout the year.

#### **Performance Measures / Evaluation Standards**

The parties agree evaluation of this SLA will be based on ADMI providing the following performance measures to VCB, taking into account factors beyond ADMI's control and/or reasonable deviations:

1. Funding
  - a. Report on the level of third party funding achieved, the projects that attracted the funding and how these projects related to and impacted upon the district.
  - b. Provide a detailed breakdown of sales made and revenue gained through exhibition charges and retail sales.
2. Service Delivery
  - a. Report on opening hours and the level of service offered.
3. Public Displays
  - a. Report on displays and exhibitions held within the museum throughout the financial year – include information on the number and type of temporary exhibitions hosted, as well as any changes / developments made to temporary and permanent displays.
4. Collection Management
  - a. Report on activities undertaken relating to the management of the museum collection, in accordance with the Collection Policy and Collection Plan.
5. Educational Delivery
  - a. Report on the production and effectiveness of education packages offered to schools located within the Vincent Ward.
  - b. Using feedback from schools, report on the effectiveness of visits to the museum from schools/classes located within the Vincent Ward.
6. Community Involvement
  - a. Report on public-participation activities coordinated and run throughout the financial year – including detail on attendance, desired objectives and achieved outcomes.
  - b. Report on the attendance and effectiveness of the school holiday activities.
  - c. Provide evidence of promotional activities that profiled the exhibits and/or activities to Vincent Ward.
  - d. Demonstrate and report on volunteer projects and level of involvement throughout the year.
  - e. Demonstrate the level of professional assistance offered to the community throughout the year.



7. Accurate budgeting and reporting
  - a. Provide a copy of the approved minutes and financial report for each meeting of ADMI, to be attached to VCB meeting agendas.
  - b. Prepare and present an annual report to the VCB, by October following financial year-end (June 30<sup>th</sup>).
  - c. Provide with the report a presentation to the VCB on performance levels achieved for that financial year.



FLANNERY TAIT  
CHARTERED ACCOUNTANTS

The Manager  
Central Stories Museum & Art Gallery  
21 Centennial Avenue  
Alexandra

Dear Brian

Elizabeth Heafey Bequest Fund

Our firm has carried out the accountancy work for Alexandra District Museum Inc. (Central Stories) continuously since our appointment in December 2010.

You have asked us to review the paperwork relating to the Elizabeth Heafey bequest received by the Museum in 2002 and report on the amount still being held.

After our review, we estimate that an amount of \$180,000 still remains of the original \$348,000 Heafey bequest fund and we confirm that the fund is included in the Museum's balance sheet represented by various bank investments.

We note that the Heafey bequest fund has been preserved quite well over the years by successive Museum Boards who have resolved to use it for capital works and acquisitions for the Museum rather than for operational purposes.

Yours sincerely

George Flannery

Director



CHARTERED ACCOUNTANTS  
AUSTRALIA • NEW ZEALAND

Directors: **George Flannery** BCom CA • **Mark Tait** BCom CA

Level 2, 77 Centennial Avenue, 9320 • PO Box 271, Alexandra 9340 • Tel: 03 448 8060 • Email: [info@flannerytait.co.nz](mailto:info@flannerytait.co.nz) • [www.flannerytait.co.nz](http://www.flannerytait.co.nz)

## 21.5.9 HARDSHIP GRANT APPLICATION ALEXANDRA BLOSSOM FESTIVAL

Doc ID: 530806

### 1. Purpose of Report

To consider an application from Alexandra Blossom Festival Incorporated for a 'hardship' grant to fund activities and operational expenses for the period of 1 July to 30 September 2021.

---

### Recommendations

That the Vincent Community Board

- A. Receives the report and accepts the level of significance.
  - B. Declines a hardship grant of \$26,000 to Alexandra Blossom Festival Incorporated for the 2021 Blossom Festival event.
- 

### 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 closed for public consultation on 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 submissions have been heard 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 Alexandra Blossom Festival has received an annual grant of \$26,000 + GST plus council covers the costs for advertising for road closures. Their grant would normally be released once the Committee had completed a satisfactory report back to the Board on the previous year's event.

The Board agreed that in future all grants would be managed through the contestable process and that a separate budget for the Alexandra Blossom Festival would no longer exist. The proposed 2021-2022 Vincent Promotions Budget is now set at a total of \$31,000, subject to confirmation through the LTP process.

Applicants are 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 Committee being unable to make an application through the contestable process prior to the 2021 Blossom Festival event being held in September. They have therefore made an application for a hardship grant to be applied to infrastructure costs associated with the 2021 festival. (Appendix 1)

The Committee has requested a grant of \$26,000. The end of financial year report dated 31 December 2020 and a draft event budget is supplied with the application. The group's current financial statement confirms it has an accumulated surplus of \$176,798. 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, and in addition, to make a donation towards a community project to meet their principal sponsor and festival rules.

### 3. Discussion

The Alexandra Blossom Festival is the longest running community festival of its kind in New Zealand, celebrating its 65<sup>th</sup> year in September 2021. It has received a grant from the Vincent Community Board for many years through a separate budget item included in Long Term Plan Budgets for the event. The Blossom Festival faced insolvency in 2009/2010 when a loss of approximately \$73,000 was incurred, requiring Council support to navigate the event back to a viable state with a new committee and under new event management.

Since then, the event has remained profitable and accrued an accumulated surplus of \$176,798 as recorded in the annual report for year ending December 2020. Despite the impacts from COVID-19 on the 2020 event a small retained profit was achieved. The Committee is well underway with planning for the 2021 event which will be a bigger celebration to mark the 65<sup>th</sup> year the festival has run. The Committee made a successful application to the Southern Lakes Regional Events fund and has applied this to securing additional entertainment to add to the event offering.

The application states that despite a healthy cash reserves balance, the Committee wishes to retain these for the future of the Festival in case of an unavoidable event causing a significant loss, and to allow it to fulfil its commitment to support a project for the benefit of the Alexandra Community.

The Committee has stated in its application that the risk of a last-minute cancellation would incur a financial loss in the region of \$100,000 for the event. Staff note that there may be options to insure against loss for some adverse events and that this should be investigated as a way of potentially mitigating the risk.

The committee also states that under its rules, and the requirements of its principle sponsor it has an objective of applying surpluses for the benefit of the Alexandra Community. Whilst indicated that there is a project they are looking to grant \$50,000 to, there are no details as to what that might be. Applying event profits to community projects is laudable, however it is considered that whilst the event continues to seek and receive ratepayer funding the gifting of grants is in conflict with the purpose of the grants programme.

The Committee has a strong record of facilitating a much-loved community event, however the Board should also be mindful of being seen as the ongoing funder and in particular when the event has sufficient reserves it could utilise instead of ratepayer funds.

In assessing the requested grant, staff took into consideration the value of the Blossom Festival event to the community and the impact on potential further applications once the first full round of funding becomes available for application in July 2021. With a reduced promotions budget

pool totalling \$31,000 in the LTP, it would leave \$5,000 only for its advertised contestable funding round in July 2021 should the Board agree to grant the amount requested.

It is safe to assume multiple applications are likely to be made to the advertised funding round in July 2021, resulting in an oversubscribed application round. This is 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 all applications to ensure the strongest possible promotional outcomes are achieved from its grant's programme.

Staff reviewed the draft event budgets and financial statements supplied and additionally considered the amounts the Board has previously agreed to fund for operational event infrastructure costs. This was then cross checked in context, whereby this grant request needs to demonstrate financial hardship. With the committee having built up some significant financial reserves, it is considered that declining the requested grant is the preferred option.

A draft event budget is supplied with the hardship application which indicates an estimated shortfall of \$28,000 should they not receive a grant from the Board. A contingency is included in the draft budget of \$10,000. If removed that would leave an estimated shortfall of \$18,000 unless adjustments are made to reduce costs in some areas or additional sponsorship, income or grants are sourced.

The event has ongoing community support and the committee should continue its efforts to obtain sponsorship, in kind support and / or investigate other options for increasing income or reducing costs of the event. The committee would be able to apply for grant funding for future events through the normal advertised funding rounds.

If declined as recommended the committee 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 declines to grant any funds to Alexandra Blossom Festival Incorporated on the basis that it can 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 Committee has sufficient unallocated reserves to cover all its costs outlined in the draft event 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. The Blossom Festival Committee may apply to that grant round for the 2022 event.
- 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 promotional 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 scaling back or cancellation of an event the community has shown its ongoing support for.

- The community perceives the decision to not provide a grant as being unfair and therefore there is a greater risk of negative publicity.

### Option 2

The Board considers the application and approves a partial grant to a lesser amount than that requested by Alexandra Blossom Festival Incorporated for the September 2021 event infrastructure costs.

#### Advantages:

- A reduced amount of grant funding is awarded to enable the event to go ahead.
- The Board acknowledges the Committee 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 committee for this event.
- 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 Committee may need to break investment deposits and incur financial penalties for doing so.
- The Committee may be unable to secure additional sponsorship, in kind support or grants to allow the 65<sup>th</sup> Alexandra Blossom Festival event to be held as intended.
- The Committee's long term financial stability may be at increased risk should adverse events impact on activities.
- The Committee may perceive the Board no longer supports its activities and it may lose community support, sponsorship or contractors as a result.

### Option 3

That the Board considers the application from Alexandra Blossom Festival Incorporated and approves a grant to the requested amount of \$26,000 to support the Alexandra Blossom Festival 2021 event infrastructure costs.

#### Advantages:

- The 65<sup>th</sup> annual Alexandra Blossom Festival event will be held as planned.
- The Committee will have more certainty to retain and be able to pay contracted suppliers with the knowledge and experience to deliver a successful event.
- 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 an organisation it has provided grant funding to over many years.

#### Disadvantages:

- There will be a significantly reduced amount of funding available for applicants to the first contestable grant funding round scheduled to open 1 July 2021. If funded in full this would leave a balance of \$5,000 only which may result in the Board being unable to fund new opportunities within the balance of approved budgets.

- The organisation 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.

## 5. Compliance

<p><b>Local Government Act 2002 Purpose Provisions</b></p>	<p>This decision enables democratic local decision making and action by, and on behalf of communities by:</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>
<p><b>Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?</b></p>	<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>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>
<p><b>Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.</b></p>	<p>Yes.</p> <p>The application is consistent with the principles and objectives of the Central Otago District Council Grants Policy 2019.</p> <p>The project supports the Economic Development Strategy, Central Otago Tourism Strategy (events) Central Otago A World of Difference Regional Identity values.</p>
<p><b>Considerations as to sustainability, the environment and climate change impacts</b></p>	<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.</p>
<p><b>Risks Analysis</b></p>	<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.</p> <p>Community groups and organisations are required to meet the necessary legislative Health and Safety requirements for their activities. The</p>

	<p>group develops a comprehensive plan for all events and employs expertise where required.</p> <p>Central Otago District Council's Health, Safety and Wellbeing advisor will seek a copy of and review the event Health &amp; Safety plan should they deem it necessary.</p>
<b>Significance, Consultation and Engagement (internal and external)</b>	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

The Alexandra Blossom Festival Committee will be advised of the Boards decision regarding the request for a hardship grant. If approved, the Committee will be advised of the process to obtain the funds.

## 7. Attachments

### Appendix 1 - Alexandra Blossom Festival Hardship Grant Application [↓](#)

Report author:

Reviewed and authorised by:



Alison Mason  
Media and Marketing Manager  
11/05/2021



Sanchia Jacobs  
Chief Executive Officer  
11/05/2021



## 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:	Alexandra Blossom Festival Committee
Contact person:	Nigel Smellie
Phone number:	027 414 1240
Email:	nigel.smellie@findex.co.nz
Address:	PO Box 390 Alexandra 9340



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

The Committee of the Alexandra Blossom Festival successfully hosted the 64th Festival over the weekend of 24th - 26th September 2020.

The event proved to be very popular and successful. Faced with the challenges posed by COVID lockdowns the Festival took a business-as-usual approach to the event optimistically hopeful of a positive outcome in September.

The Festival was a welcomed celebration of Spring and a new-found optimism following the pandemic lockdowns.

Details of the 2020 event including associated events can be found on the Blossom Festival website: <http://www.blossom.co.nz/>

As one of the first major events post-lockdown, the Festival received major television news coverage bringing some very positive media attention to the district.

The Festival is the most significant event held in the region and attracts a large number of outside visitors.

We have been provided data from DataVentures, part of StatsNZ which captures cell phone movement on the day of the parade vs the previous three Saturdays for the 2019 and 2020 Festivals.

This data shows a significant uplift in out of region visitors at 12pm on the day of the parade compared to the average for the same time for the previous three Saturdays:

- 2019
  - o Avg 5,143
  - o Event 11,658
  - o Increase 6,515
- 2020 (COVID Impacted)
  - o Avg 4,851
  - o Event 8,241
  - o Increase 3,390

This data is only for visitors from outside of Central Otago visiting the region, it doesn't account for those living in Central Otago who attend the Festival.

Although we do not hold data in relation to the economic benefit of the event and the additional visitors the Festival provides the region, this would be significant. We are currently working to obtain electronic card spend data for the period of the Festival compared to the weeks leading up to and after the Festival.

The Festival is actively marketed widely outside the region to encourage people to attend the event and provide exposure to Alexandra as a destination that in turn will provide long term economic benefits to the region.



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)?

This year the Festival celebrates its 65th anniversary from the 24<sup>th</sup> – 26<sup>th</sup> September. Plans are well underway for the Festival. As part of the celebration, we have engaged two of the countries better known main stage attractions, Jordan Luck and his band along with Lady Killers vocal harmonies at their best.

The committee continues to investigate partnership opportunities to increase visitor numbers and the overall economic benefit the Festival provides to the region.

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

The budget for the 2021 festival is currently being prepared however early estimates indicate without the hardship grant the Festival will generate a loss for the year of approx. (\$28,000).

For the 2020 year the Festival generated a Net Surplus of \$5,249 without the VCB/CODC Grant the Festival would have generated a loss of \$20,751. Continued losses at this level would put the future of the Festival in jeopardy.

It is important to note the preliminary budget figures have been prepared on the basis that the Festival goes ahead without interruption due to a last minute COVID cancellation or significant weather event. Estimates indicate if a last-minute cancellation occurred the Festival would incur a significant loss of approx. \$100,000.

Although it may appear the Festival has significant cash reserves it is important to note that these reserves ensure the continued ongoing future of the Festival in the event of an unavoidable event.

Further under the Festivals contract with our Principal sponsor and the Festival rules one of the objectives is to apply surpluses from the Festival for the benefit of the Alexandra Community. We have been investigating options and had initially calculated \$50,000 that could be applied to a project, however the potential loss of the VCB/CODC Grant creates uncertainty around the Festivals ability to commit to any such projects.

The Committee have considered increasing ticket prices however a key focus of the Committee is to keep the Festival affordable along with being family and community focused. Pricing has been reviewed and increased in recent years.



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

Excluding the VCB/CODC Grant the Festival received \$101,265 of other funding in the form of Sponsorship Grants and Donation.

In relation to the VCB/CODC Grant this has been allocated to the infrastructure costs of the Festival. For the 2019 event these totalled \$34,046 (\$8,046 over and above the Grant). These costs were:

Cleanup/Waste	4,450
Electrical	4,190
Fencing	2,224
Manpower	2,250
Security	4,968
Sounds/Screens/Technical	12,015
Staging	3,950
	<u>34,046</u>

How much are you applying for?

\$ 26,000 plus GST

**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.

Name:

Nigel Smellie

Date:

31/03/21

Signature:

*Nigel Smellie*



**Alexandra Blossom Festival  
Preliminary Draft Budget  
For the Year Ended 31 December 2021**

<b>Account</b>	<b>Actuals Dec-20</b>	<b>Draft Budget Dec-21 Excl Infrastructure Grant</b>
<b>Trading Income</b>		
Bar Sales	9,490	9,697
CODC Grant Infrastructure	26,000	-
Festival Sponsorship	68,000	68,000
FMX (Freestyle Motocross)	7,500	7,500
Free Ride Tickets Reimb	5,267	5,318
Garden Tour Proceeds	2,226	4,003
General Donations	150	-
Garden Tour Sponsorship	5,000	5,000
Grants - Other	11,000	41,000
Park Contact Energy Free Entry	4,348	4,348
Park Ticket Sales	27,357	30,341
Park Ticket Sales in Advance	16,363	19,822
Side Show Fees	12,500	12,500
Stalls	13,406	14,721
<b>Total Trading Income</b>	<b>208,607</b>	<b>222,250</b>
<b>Cost of Sales</b>		
Artists Fees/Accom/Travel	22,213	53,160
Bar Costs	6,777	6,656
Cleanup/Waste	4,450	4,450
Commission on Ticket sales	688	1,000
Design	2,814	2,831
Electrical	4,190	4,190
Equipment Hire	6,405	6,405
Fencing	2,224	2,224
Fireworks	6,000	6,000
Float Building Costs	2,054	2,054
Float Prizes	5,750	5,750
FMX - MotoCross	5,390	6,490
Food/Catering	690	690
Free Tickets (2016 = Free Rides)	5,757	6,160
Hosting/Sponsors Costs	593	772
Manpower	2,250	2,250
Miscellaneous	375	738
Motor Vehicle Costs	104	230
Permits, licenses	540	540
Photography/Video	1,632	1,632
Princess Costs	515	515
Print Advertising	2,698	3,914
Printing and copying	2,321	2,208
Prizes	800	800
Programme Costs	1,454	1,478
Radio Advertising	2,389	2,619

**Alexandra Blossom Festival  
Preliminary Draft Budget  
For the Year Ended 31 December 2021**

Account	Actuals	Draft Budget
	Dec-20	Dec-21 Excl Infrastructure Grant
Security	4,968	4,710
Sound/Screens/Technical	12,015	12,015
St Johns	1,490	1,490
Staging	3,950	3,950
Toilet Hire/Clean	2,795	2,795
Traffic Management Plan and Road Closure	9,000	9,000
Venue/Park Hire	696	696
Website Hosting/maintenance	2,328	4,117
Social Media Advertising	7,000	7,000
<b>Total Cost of Sales</b>	<b>135,315</b>	<b>171,529</b>
<b>Gross Profit</b>	<b>73,292</b>	<b>50,720</b>
<b>Other Income</b>		
Interest on Deposits	2,043	2,043
<b>Total Other Income</b>	<b>2,043</b>	<b>2,043</b>
<b>Operating Expenses</b>		
ACC	108	115
Accounting Fees	10,000	10,000
Audit (Review) Fees	988	1,024
Bank and EFTPOS Fees	34	73
Committee Meeting expenses	675	675
Depreciation/Loss on Sale	2,140	2,140
Donations	2,150	2,150
Event Management	46,055	46,655
Insurance	1,353	1,353
Postage & Stationery	1,433	1,433
Secreterial Fees	3,000	3,000
Xero Accounting Charges	353	353
Computer Expenses	1,797	1,797
Other Contingency Costs and Overruns	-	10,000
<b>Total Operating Expenses</b>	<b>70,086</b>	<b>80,767</b>
<b>Net Profit</b>	<b>5,249</b>	<b>(28,004)</b>

**Notes:**

The budget for the 2021 festival is currently being prepared and the costs for the event finalised.

The above figures are preliminary estimates and have been based on previous years and have been adjusted accordingly where final estimates have been received. These figures are therefore subject to change.

Although the budget is for the full year, the festival is being held at the end of September and the majority of costs and revenue will have been determined by the end of September.

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## Alexandra Blossom Festival Committee Inc

Performance Report For The Year Ended 31 December 2020

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## Alexandra Blossom Festival Committee Inc Financial Report Contents

For The Year Ended 31 December 2020

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## Alexandra Blossom Festival Committee Inc Entity Information

As At 31 December 2020

**Legal Name of Entity** Alexandra Blossom Festival Committee Inc

**Type of Entity and Legal Basis** Incorporated Society and Registered Charity

### Entity's Purpose or Mission

To organise, promote and run the Alexandra Blossom Festival for the benefit of the Alexandra Community.

To develop and pursue suitable marketing for the growth of the Festival.

To co-ordinate the efforts of individuals and groups for the effective running of the Festival.

To distribute the funds raised from the festivals for the benefit of the Alexandra Community.

### Entity's Structure

The Society's rules state that we shall be managed by a Committee, elected annually, comprising of five - eight members. The Chairperson is to be the Chairperson of the Vincent Community Board (if available) otherwise as determined with the Management Committee.

In addition to the role of Chairperson we have a Treasurer and a co-opted Secretary.

We have two paid positions - Event Manager and Secretary. All other committee members are volunteers.

### Main Sources of the Entity's Cash and Resources

The society's main source of revenue is Sponsorship, Grants and Park Ticket Sales

### Main Methods Used by the Entity to Raise Funds

The society does not undertake traditional fundraising activities but relies on corporate sponsorship, grants and ticket sales to activities for income.

### Entity's Reliance on Volunteers and Donated Goods or Services

The Alexandra Blossom Festival would not be the success it is without the valuable contribution of volunteer time and energy. The creative floats and florries that make up the parade (the highlight of the weekend's programme) take many hours of patience, skilled work and creativity. From service clubs, sports groups, schools and families many hundreds of individuals donate their time to make the Festival what it is.

Many local businesses willingly donate materials and services to ensure the Festival is a success. This maybe a small donation of cable ties from the local electrical contractors to transport companies who collect, move and store security fencing at no cost to the Festival. Without this level of community support and engagement the Festival would struggle to meet all costs associated with an event of this size.

### Contact Details

**Postal Address** P O Box 390  
Alexandra 9340

**Email** [info@blossom.co.nz](mailto:info@blossom.co.nz)

**Website** [www.blossom.co.nz](http://www.blossom.co.nz)

**Facebook** [www.facebook.com/Alexandra Blossom Festival](https://www.facebook.com/Alexandra-Blossom-Festival)



## Alexandra Blossom Festival Committee Inc Entity Information

As At 31 December 2020

<b>Business Location</b>	Alexandra
<b>Accountants</b>	Findex NZ Limited 16 Limerick Street Alexandra 9320
<b>Bankers</b>	BNZ Alexandra
<b>Date of Incorporation</b>	24 July 1996
<b>Charity Number</b>	CC57998
<b>Auditor/Reviewer</b>	ICL Chartered Accountants 69 Tarbert Street Alexandra 9320

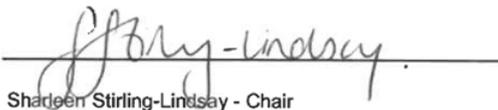
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## Alexandra Blossom Festival Committee Inc Approval of Financial Report

For The Year Ended 31 December 2020

The Alexandra Blossom Festival Committee are pleased to present the approved financial report including the historical financial statements of The Alexandra Blossom Festival Committee Incorporated for the twelve months ended 31 December 2020.

APPROVED



Sharon Stirling-Lindsay - Chair



Nigel Smellie - Treasurer

Date: 29th March 2021

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## Alexandra Blossom Festival Committee Inc Statement of Service Performance

For The Year Ended 31 December 2020

### Description of the Entity's Outcome:

The Committee of the Alexandra Blossom Festival successfully hosted the 64th Festival over the weekend of 24th - 26th September 2020.

The event proved to be very popular and successful. Faced with the challenges posed by Covid lockdowns the Festival took a business-as-usual approach to the event optimistically hopeful of a positive outcome in September. Further lockdowns caused considerable concerns, but with news the country returned to Level 1 in the weeks prior to the Festival allowed the event to go ahead.

The Festival was a welcomed celebration of Spring and a new found optimism following the pandemic lockdowns.

As one of the first major events post-lockdown, the Festival received major television news coverage bringing some very positive media attention to the district.

### Description and Quantification of the Entity's Outputs:

	2020
Attendees Grand Parade (estimate)	15,500
Attendees Saturday in the Park	9,300
Events managed and produced by ABFC	40
Entertainers Engaged	350
Stall Holder Sites sold	190
Truck Parade Entries	87
Parade Entries	40
Supporting Events	15

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Statement of Financial Performance

For The Year Ended 31 December 2020

	Notes	2020 \$	2019 \$
<b>Revenue</b>			
Donations, Fundraising and Other Similar Revenue	1	127,265	119,192
Revenue From Providing Goods or Services	1	81,344	95,588
Interest, Dividends and Other Investment Income	1	2,043	3,223
Other Revenue	1	-	355
<b>Total Revenue</b>		<b>210,652</b>	<b>218,358</b>
<b>Expenses</b>			
Volunteer and Employee Related Costs	2	49,055	51,423
Costs Related to Providing Goods or Services	2	135,312	134,112
Other Expenses	2	18,881	20,325
Grants and Donations Made	2	2,150	1,950
<b>Expenses</b>		<b>205,398</b>	<b>207,810</b>
<b>Net Surplus</b>		<b>5,254</b>	<b>10,548</b>

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc

### Statement of Movements in Equity

For The Year Ended 31 December 2020

	Notes	2020 \$	2019 \$
Opening Society Funds		171,544	160,996
Net Surplus		5,254	10,548
<b>Total Recognised Revenues &amp; Expenses</b>		<b>5,254</b>	<b>10,548</b>
Closing Society Funds		<b>176,798</b>	171,544

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Statement of Financial Position

As At 31 December 2020

	Notes	2020 \$	2019 \$
<b>Current Assets</b>			
BNZ Cheque Account		15,228	6,311
BNZ Online Call Account		22,539	1
BNZ Rapid Save		62,774	88,268
BNZ Markets & Online Sales Account		1	1
Accrued Income		308	787
<b>Total Current Assets</b>		<b>100,850</b>	95,368
<b>Non Current Assets</b>			
Plant, Property and Equipment	4	4,539	6,327
Investments	5	84,370	82,017
<b>Total Non Current Assets</b>		<b>88,909</b>	88,344
<b>Total Assets</b>		<b>189,759</b>	183,712
<b>Current Liabilities</b>			
Creditors and Accruals		91	34
Employee Costs Payable		2,473	2,473
GST Payable		10,397	9,661
<b>Total Current Liabilities</b>		<b>12,961</b>	12,168
<b>Net Assets</b>		<b>176,798</b>	171,544
<b>Accumulated Funds</b>			
Retained Surplus	6	176,798	171,544
<b>Total Club Funds</b>		<b>176,798</b>	171,544

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Statement of Cash Flows

For The Year Ended 31 December 2020

	Notes	2020 \$	2019 \$
<b>Cash Flows From Operating Activities</b>			
<b>Cash Was Received From:</b>			
Donations, Fundraising and Other Similar Revenue		127,265	119,193
Receipts From Providing Goods or Services		81,344	95,943
Interest, Dividends and Other Investment Revenue		2,522	3,404
Net Movement in GST		743	(134)
<b>Cash Was Applied To:</b>			
Payments to Suppliers and Employees		(201,058)	(200,311)
Donations or Grants Paid		(2,150)	(1,950)
<b>Net Cash Flows From Operating Activities</b>		<b>8,666</b>	<b>16,145</b>
<b>Cash Flows From Investing and Financing Activities</b>			
<b>Cash was Received From:</b>			
Proceeds from Investments		-	10,000
<b>Cash was Applied to:</b>			
Payments to Purchase Investments		(2,353)	(2,704)
Payments to Acquire Property, Plant and Equipment		(352)	(3,416)
<b>Total Cash Flows From Investing and Financing Activities</b>		<b>(2,705)</b>	<b>3,880</b>
Net Increase in Cash		5,961	20,025
Opening Cash Balance		94,581	74,556
<b>Closing Cash Balance</b>		<b>100,542</b>	<b>94,581</b>
<b>Represented by:</b>			
BNZ Cheque Account		15,228	6,311
BNZ Online Call Account		22,539	1
BNZ Rapid Save		62,774	88,268
BNZ Markets & Online Sales Account		1	1
<b>Net Cash Balance</b>		<b>100,542</b>	<b>94,581</b>

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Statement of Accounting Policies

For The Year Ended 31 December 2020

### Reporting Entity

Alexandra Blossom Festival Committee Incorporated is an incorporated society in terms of the Incorporated Societies Act 1908. It became a registered charity on 22 April 2020. It is governed by the Incorporated Societies Act 1908, The Charities Act 2005 and its rules dated 24 July 1996.

### Basis of Preparation

Alexandra Blossom Festival Committee Incorporated 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. The Performance Report is presented in New Zealand dollars and rounded to the nearest dollar.

### Revenue

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, to the extent it is probable that the economic benefits will flow to the Society and revenue can be reliably measured.

Interest income is recognised as interest accrues.

Grants and Donation income is recognised as income when it becomes receivable unless the Society has a liability to repay the grant if the requirements of the grant or donation are not fulfilled. A liability is recognised to the extent that such conditions are unfulfilled at the end of the reporting period.

### Valuation of Plant, Property and Equipment

The entity has general plant associated with running the festival, and a website. Fixed Assets are recorded at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets.

### Depreciation

Depreciation is charged to the Statement of Financial Performance at rates shown below over the estimated useful lives of each part of an item of property, plant and equipment.

The method and rates applied are as follows:

Asset Class	Method	Rate
Plant & Equipment	Diminishing Value	10.0 - 60.0%

### Income Tax

Alexandra Blossom Festival Committee 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.

### Goods and Services Tax (GST)

All revenue and expense transactions are recorded net of GST. Where applicable, all assets and liabilities have been stated net of GST with the exception of receivables and payables which are stated inclusive of GST.

### Investments

Investments are recorded at cost.

### Tier 2 PBE Accounting Standards Applied

The Board has not adopted any Tier 2 PBE Accounting Standards in the preparation of these accounts.

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Statement of Accounting Policies

For The Year Ended 31 December 2020

### **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 period.

The change to presenting the financial statements on the PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) basis as a result of becoming a registered charity during the financial year did not result in any changes in accounting policies.

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Notes to the Financial Statements

For The Year Ended 31 December 2020

	2020 \$	2019 \$
<b>1 Analysis of Revenue</b>		
<b>Donations, Fundraising and Other Similar Revenue</b>		
Grant - CODC Infrastructure	26,000	26,000
Grants - Other	11,000	10,410
Donations	150	-
Festival Sponsorship	82,615	75,283
FMX Sponsorship	7,500	7,500
<b>Total</b>	<b>127,265</b>	<b>119,193</b>
<b>Revenue From Providing Goods or Services</b>		
Park Ticket Sales	43,720	53,019
Side Show Fees	12,500	12,500
Stalls Income	13,406	15,274
Bar Sales	9,490	10,383
Garden Tour Proceeds	2,226	4,412
<b>Total</b>	<b>81,343</b>	<b>95,588</b>
<b>Interest, Dividends and Other Investment Income</b>		
Interest Received - BNZ	2,043	3,223
<b>Total</b>	<b>2,043</b>	<b>3,223</b>
<b>Other Revenue</b>		
Courier Charges Recovered	-	355
<b>Total</b>	<b>-</b>	<b>355</b>
<b>Total Revenue</b>	<b>210,651</b>	<b>218,358</b>
<b>2 Analysis of Expenses</b>		
<b>Volunteer and Employee Related Costs</b>		
Event Management	46,055	48,423
Secretarial Fees	3,000	3,000
<b>Total</b>	<b>49,055</b>	<b>51,423</b>

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Notes to the Financial Statements

For The Year Ended 31 December 2020

	2020	2019
	\$	\$
<b>Costs Related to Providing Goods or Services</b>		
Artists Fees/Accom/Travel/Fireworks	28,213	31,030
Bar Costs	6,777	6,950
Cleanup/Waste	4,450	3,664
Commission on Ticket Sales	688	1,120
Design	2,814	2,952
Electrical	4,190	4,190
Equipment Hire	9,200	8,275
Fencing	2,224	2,224
Float Building Costs	2,054	1,906
Float Prizes	5,750	4,750
FMX Costs	5,390	4,400
Food/Catering	690	691
Free Tickets/Rides	5,757	6,565
General Expenses	375	959
Hosting/Sponsors Costs	593	925
Manpower	2,250	2,000
Motor Vehicle Costs	104	197
Permits/Licences	540	540
Photography	1,632	1,410
Princess Costs	515	332
Print Advertising	2,698	5,311
Printing and Copying	2,321	2,027
Prizes	800	800
Programme Costs	1,454	1,590
Radio Advertising	2,389	2,837
Security	4,968	4,907
Social Media Advertising	7,000	4,426
Sound/Screens/Technical	12,015	7,815
St Johns	1,490	1,220
Staging	3,950	3,950
Traffic Management Plan and Road Closure	9,000	9,000
Venue/Park Hire	696	658
Website Hosting/Maintenance	2,328	4,492
<b>Total</b>	<b>135,312</b>	<b>134,112</b>

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Notes to the Financial Statements

For The Year Ended 31 December 2020

	2020	2019
	\$	\$
<b>Other Expenses</b>		
Accountancy Fees	10,000	10,000
ACC Levies	108	111
Bank and EFTPOS fees	34	134
Computer Expenses	1,797	-
Depreciation	2,140	2,834
General Expenses (Admin)	675	355
Insurance	1,353	1,353
Loss on Sale of Fixed Assets	-	2,572
Postage and Stationery	1,433	1,529
Review Fees	988	1,083
Software Charges - Xero	353	353
<b>Total</b>	<b>18,881</b>	<b>20,325</b>
<b>Grants and Donations Made</b>		
Donations	2,150	1,950
<b>Total</b>	<b>2,150</b>	<b>1,950</b>
<b>Total</b>	<b>205,398</b>	<b>207,810</b>

#### 4 Plant, Property and Equipment

This Year	Opening		Sales/ Disposals	Current Year Depreciation & Impairment	Closing Carrying Amount
	Carrying Amount	Purchases			
Plant & Equipment	6,327	352	-	2,140	4,539
	<b>6,327</b>	<b>352</b>	<b>-</b>	<b>2,140</b>	<b>4,539</b>
Last Year	Opening		Sales/ Disposals	Current Year Depreciation & Impairment	Closing Carrying Amount
	Carrying Amount	Purchases			
Plant & Equipment	8,317	3,416	2,572	2,834	6,327
	<b>8,317</b>	<b>3,416</b>	<b>2,572</b>	<b>2,834</b>	<b>6,327</b>

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Notes to the Financial Statements

For The Year Ended 31 December 2020

	2020 \$	2019 \$
<b>5 Investments</b>		
Investments held and stated at cost:		
BNZ Term Deposit 1020	29,205	28,391
BNZ Term Deposit 1021	55,165	53,627
<b>Total Investments</b>	<b>84,370</b>	<b>82,017</b>

BNZ Term Deposit 1020 is invested for 189 days at 1.20%, maturing on 19 March 2021.

BNZ Term Deposit 1021 is invested for 189 days at 1.20%, maturing on 19 March 2021.

### 6 Accumulated Funds

#### This Year

	Capital Contributed by Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	171,544	-	171,544
Net Surplus		5,254		5,254
<b>Closing Balance</b>	<b>-</b>	<b>176,798</b>	<b>-</b>	<b>176,798</b>

#### Last Year

	Capital Contributed by Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	160,996	-	160,996
Net Surplus		10,548		10,548
<b>Closing Balance</b>	<b>-</b>	<b>171,544</b>	<b>-</b>	<b>171,544</b>

### 7 Capital Commitments

No capital commitments have been contracted for or provided for at balance date (2019:Nil).

### 8 Contingent Liabilities and Guarantees

There were no contingent liabilities or guarantees at balance date (2019:Nil).

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Notes to the Financial Statements

For The Year Ended 31 December 2020

	2020	2019
	\$	\$

### 9 Related Parties

The following material transactions occurred with related parties during the year:

Secretarial payments of \$3,000 were made to the secretary of the committee. (2019 \$3,000).

Accountancy fee payment of \$5,000 was made to Findex. In addition Findex also provided \$5,000 sponsorship of Accountancy fees. The treasurer of the committee is a partner of Findex. (2019 \$5,000 was paid to Findex for Accountancy fees and in addition, Findex provided \$5,000 sponsorship of Accountancy fees. The treasurer of the committee was an associate partner of Findex).

### 10 Sponsorship and Grants

There has been a huge number of people and organisations that have donated cash, their goods, their time and their efforts to the 2020 Blossom Festival. It is impossible to list them all, but the Committee wants to pass on a huge thank you to everyone.

In particular the Alexandra Blossom Festival Committee acknowledges and thanks the following groups for the grants and sponsorship received as follows:

Contact Energy - PRINCIPAL SPONSOR  
Central Otago District Council / Vincent Community Board  
Fulton Hogan  
Mainstream New Zealand  
Findex  
The Otago Community Trust  
Delta  
Allied Press  
Alexandra New World  
BNZ Bank  
Aspiring Auto Court  
Southpac  
Radio Central

### 11 Goods or Services Provided to the Entity in Kind

All significant donations of goods or services are recorded in the financial statements.

### 12 Registered Charity

The Alexandra Blossom Festival Committee became a registered charity on 22 April 2020.

### 13 Events After Balance Date

There were no events that have occurred after the balance date that would have had a material impact on the Performance Report. (2019 Nil)

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Notes to the Financial Statements

For The Year Ended 31 December 2020

	2020	2019
	\$	\$

### 14 Impact of Covid-19

On the 12th August 2020 the New Zealand Government moved the Covid-19 level in the South Island to level 2 where gatherings are restricted to a maximum of 100 people. This impacted the preparations for the 2020 Alexandra Blossom Festival in that the committee and the public were unsure if the level would drop back to level 1 before the Blossom Festival commenced on the weekend of 25th - 27th September 2020.

The committee made a decision to continue with preparations in the hope that the Covid-19 level would drop in time, which it did on 22nd September 2020. However, the uncertainty leading up to the Festival did impact the number of people who turned out for the weekend, and the public were still wary about mingling in large crowds. Overall, the committee estimate this resulted in approximately 1,000 (10%) less people in attendance and this financially impacted the Park Ticket Sales and Stall income.

It is unknown what impact Covid-19 will have on the 2021 year but preparations are continuing as normal for the 65th Alexandra Blossom Festival.

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Schedule of Fixed Assets and Depreciation

As At 31 December 2020

	% Private Date Use	Original Cost	Opening		Additions Disposals	Gain/Loss on Capital			Closing	
			Accum Depn	Opening WDV		Disposal	Profit	Rate	Depn	WDV
<b>Plant &amp; Equipment</b>										
Container	May 14	3,000	1,347	1,653	-	-	-	10.0% DV	165	1,488
Website	Oct 14	8,271	7,204	1,067	-	-	-	60.0% DV	640	427
HP Notebook, Monitor & Docking Station	Jun 18	1,755	1,134	621	-	-	-	50.0% DV	310	311
Banners and Flags	Aug 19	3,416	430	2,986	-	-	-	30.0% DV	896	2,090
Gazebo	Feb 20	-	-	-	352	-	-	40.0% DV	129	223
<b>Total Plant &amp; Equipment</b>		<b>16,442</b>	<b>10,115</b>	<b>6,327</b>	<b>352</b>	<b>-</b>	<b>-</b>		<b>2,140</b>	<b>4,539</b>
<b>TOTAL FIXED ASSETS</b>		<b>16,442</b>	<b>10,115</b>	<b>6,327</b>	<b>352</b>	<b>-</b>	<b>-</b>		<b>2,140</b>	<b>4,539</b>

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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 PO Box 267  
 Alexandra 9340  
 Tel: 03 440 0100  
 Fax: 03 448 6320  
 enquiries@icla.co.nz  
 www.icla.co.nz

## INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

### To the Stakeholders of Alexandra Blossom Festival Committee Incorporated

#### Report on the Financial Statements

We have reviewed the financial statements contained in the Performance Report of Alexandra Blossom Festival Committee Incorporated for the year ended 31 December 2020, which comprises the statement of financial position as at 31 December 2020, the statements of financial performance, movements in equity, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### The Committees Responsibility for the Financial Statements

The committee are responsible for the preparation and fair presentation of the financial statements in accordance with PBE SFR-A (NFP) Public Benefit Simple Format Reporting – Accrual (Not-For-Profit), and for such internal control as they deem necessary to enable the presentation of financial information that is free from material misstatement, whether due to fraud or error.

#### Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the financial statements included in the accompanying Performance Report. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, *Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity*. ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements, taken as a whole, are not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires us to comply with relevant ethical requirements.

A review of financial statements in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained. The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on the financial statements contained in the Performance Report.

Other than our capacity as the reviewer, ICL Partners has no relationship with or interests in Alexandra Blossom Festival Committee Incorporated.

#### Conclusion

Based on our review, nothing has come to our attention that causes us to believe the financial statements contained in the accompanying Performance Report do not fairly present, in all material respects, the financial position of Alexandra Blossom Festival Committee Incorporated at 31 December 2020, and its financial performance, movements in equity, and cash flows for the year then ended, in accordance with PBE SFR-A (NFP) Public Benefit Simple Format Reporting – Accrual (Not-For-Profit).

#### Other Matters

We are not responsible for expressing an opinion on the statement of service performance.

*ICL Partners*

ICL Partners  
 Chartered Accountants  
 Alexandra

-----  
 25 March 2021

## 6 REPORTS FOR INFORMATION

### 21.5.10 ALEXANDRA BLOSSOM FESTIVAL REPORT BACK 2020 GRANT

Doc ID: 533792

#### 1. Purpose

To consider a report and financial statement from the Alexandra Blossom Festival Committee on the 2020 event which received promotion grant funding from Vincent Community Board.

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#### Recommendations

That the report be received.

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#### 2. Discussion

The Alexandra Blossom Festival Incorporated was the recipient of a grant of \$26,000+gst which was applied to the infrastructure costs for the Blossom Festival events held in September 2020. As required by the Central Otago District Council grant policy a report back and set of financials is supplied for the Board's information. (Appendix 1)

#### 3. Attachments

##### Appendix 1 - Alexandra Blossom Festival Inc. Report and Financials [↓](#)

Report author:

Reviewed and authorised by:



Alison Mason  
Media and Marketing Manager  
11/05/2021

Sanchia Jacobs  
Chief Executive Officer  
31/05/2021

**Blossom festival Chairs Report: 2020 Festival**

Kia ora koutou Katoa, thank you for taking the time to support the Blossom festival committee by attending our Annual General Meeting.

As we take the opportunity to look at the 2020 festival it is hard not to recall the sleepless nights and the sickening feeling that was had by all in the weeks leading up the festival with Covid19 hanging over the progression of the event. Congratulations to Martin and the committee for their commitment and courage to press forward to bring a much need fun family weekend to our community.

As we know an event of this magnitude could not happen with out the support of members of our community who give their time, energy, and skills. With that in mind there are a few special mentions I would like to make. I would like to thank Dianne Elliot for her ongoing commitment in supporting & mentoring of the Princess as they take up the opportunity to represent clubs and groups from our community, as a committee we appreciate you and the work that you do.

To Glenda and Rae who coordinate the Garden Tours. I thank you two for your efforts in once again pulling together this popular part go the Festival. The weather gods weren't that kind in the morning but the afternoon proved as popular as ever. We welcome Delta as a sponsor of the Garden tours.

I would also like to thank Red Frogs who support our Rangatahi as they enjoy the festival on a Friday night, their commitment to making sure the young people in our community are safe is highly valued, as is the time and commitment we get form all our support float makers, gate keepers ticket sellers and those that give their time over the weekend to volunteer. A festival of this size could not happen with out you. Thank you.

The committee and I would like to thank Martin for his co-ordination of the festival. Martin, we appreciate your ability to deliver a festival year after year that is a highlight in our communities' calendar of events. Of course, we would not have a festival if it were not for our principal sponsor Contact energy, we are grateful to this organisation for seeing the festival as an integral part of celebrating life in Central Otago.

Finally, I would like to thank the committee for their commitment and dedication to the Blossom festival, what many do not know is that the committee start planning for the next festival just weeks after the completion of one. All year the committee members give up their time and take on responsibilities to bring this iconic event to life. Members, please know that I value your contribution, your sense of humour and your willingness serve your community.

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## Alexandra Blossom Festival Committee Inc

Performance Report For The Year Ended 31 December 2020

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## Alexandra Blossom Festival Committee Inc Financial Report Contents

For The Year Ended 31 December 2020

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## Alexandra Blossom Festival Committee Inc Entity Information

As At 31 December 2020

**Legal Name of Entity** Alexandra Blossom Festival Committee Inc

**Type of Entity and Legal Basis** Incorporated Society and Registered Charity

### Entity's Purpose or Mission

To organise, promote and run the Alexandra Blossom Festival for the benefit of the Alexandra Community.

To develop and pursue suitable marketing for the growth of the Festival.

To co-ordinate the efforts of individuals and groups for the effective running of the Festival.

To distribute the funds raised from the festivals for the benefit of the Alexandra Community.

### Entity's Structure

The Society's rules state that we shall be managed by a Committee, elected annually, comprising of five - eight members. The Chairperson is to be the Chairperson of the Vincent Community Board (if available) otherwise as determined with the Management Committee.

In addition to the role of Chairperson we have a Treasurer and a co-opted Secretary.

We have two paid positions - Event Manager and Secretary. All other committee members are volunteers.

### Main Sources of the Entity's Cash and Resources

The society's main source of revenue is Sponsorship, Grants and Park Ticket Sales

### Main Methods Used by the Entity to Raise Funds

The society does not undertake traditional fundraising activities but relies on corporate sponsorship, grants and ticket sales to activities for income.

### Entity's Reliance on Volunteers and Donated Goods or Services

The Alexandra Blossom Festival would not be the success it is without the valuable contribution of volunteer time and energy. The creative floats and florries that make up the parade (the highlight of the weekend's programme) take many hours of patience, skilled work and creativity. From service clubs, sports groups, schools and families many hundreds of individuals donate their time to make the Festival what it is.

Many local businesses willingly donate materials and services to ensure the Festival is a success. This maybe a small donation of cable ties from the local electrical contractors to transport companies who collect, move and store security fencing at no cost to the Festival. Without this level of community support and engagement the Festival would struggle to meet all costs associated with an event of this size.

### Contact Details

**Postal Address** P O Box 390  
Alexandra 9340

**Email** [info@blossom.co.nz](mailto:info@blossom.co.nz)

**Website** [www.blossom.co.nz](http://www.blossom.co.nz)

**Facebook** [www.facebook.com/Alexandra Blossom Festival](https://www.facebook.com/Alexandra-Blossom-Festival)



## Alexandra Blossom Festival Committee Inc Entity Information

As At 31 December 2020

<b>Business Location</b>	Alexandra
<b>Accountants</b>	Findex NZ Limited 16 Limerick Street Alexandra 9320
<b>Bankers</b>	BNZ Alexandra
<b>Date of Incorporation</b>	24 July 1996
<b>Charity Number</b>	CC57998
<b>Auditor/Reviewer</b>	ICL Chartered Accountants 69 Tarbert Street Alexandra 9320

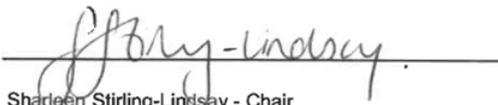
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## Alexandra Blossom Festival Committee Inc Approval of Financial Report

For The Year Ended 31 December 2020

The Alexandra Blossom Festival Committee are pleased to present the approved financial report including the historical financial statements of The Alexandra Blossom Festival Committee Incorporated for the twelve months ended 31 December 2020.

APPROVED



Sharon Stirling-Lindsay - Chair



Nigel Smellie - Treasurer

Date: 29th March 2021

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## Alexandra Blossom Festival Committee Inc Statement of Service Performance

For The Year Ended 31 December 2020

### Description of the Entity's Outcome:

The Committee of the Alexandra Blossom Festival successfully hosted the 64th Festival over the weekend of 24th - 26th September 2020.

The event proved to be very popular and successful. Faced with the challenges posed by Covid lockdowns the Festival took a business-as-usual approach to the event optimistically hopeful of a positive outcome in September. Further lockdowns caused considerable concerns, but with news the country returned to Level 1 in the weeks prior to the Festival allowed the event to go ahead.

The Festival was a welcomed celebration of Spring and a new found optimism following the pandemic lockdowns.

As one of the first major events post-lockdown, the Festival received major television news coverage bringing some very positive media attention to the district.

### Description and Quantification of the Entity's Outputs:

	2020
Attendees Grand Parade (estimate)	15,500
Attendees Saturday in the Park	9,300
Events managed and produced by ABFC	40
Entertainers Engaged	350
Stall Holder Sites sold	190
Truck Parade Entries	87
Parade Entries	40
Supporting Events	15

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Statement of Financial Performance

For The Year Ended 31 December 2020

	Notes	2020 \$	2019 \$
<b>Revenue</b>			
Donations, Fundraising and Other Similar Revenue	1	127,265	119,192
Revenue From Providing Goods or Services	1	81,344	95,588
Interest, Dividends and Other Investment Income	1	2,043	3,223
Other Revenue	1	-	355
<b>Total Revenue</b>		<b>210,652</b>	<b>218,358</b>
<b>Expenses</b>			
Volunteer and Employee Related Costs	2	49,055	51,423
Costs Related to Providing Goods or Services	2	135,312	134,112
Other Expenses	2	18,881	20,325
Grants and Donations Made	2	2,150	1,950
<b>Expenses</b>		<b>205,398</b>	<b>207,810</b>
<b>Net Surplus</b>		<b>5,254</b>	<b>10,548</b>

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc

### Statement of Movements in Equity

For The Year Ended 31 December 2020

	Notes	2020 \$	2019 \$
<b>Opening Society Funds</b>		<b>171,544</b>	160,996
Net Surplus		<b>5,254</b>	10,548
<b>Total Recognised Revenues &amp; Expenses</b>		<b>5,254</b>	10,548
<b>Closing Society Funds</b>		<b>176,798</b>	171,544

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Statement of Financial Position

As At 31 December 2020

	Notes	2020 \$	2019 \$
<b>Current Assets</b>			
BNZ Cheque Account		15,228	6,311
BNZ Online Call Account		22,539	1
BNZ Rapid Save		62,774	88,268
BNZ Markets & Online Sales Account		1	1
Accrued Income		308	787
<b>Total Current Assets</b>		<b>100,850</b>	95,368
<b>Non Current Assets</b>			
Plant, Property and Equipment	4	4,539	6,327
Investments	5	84,370	82,017
<b>Total Non Current Assets</b>		<b>88,909</b>	88,344
<b>Total Assets</b>		<b>189,759</b>	183,712
<b>Current Liabilities</b>			
Creditors and Accruals		91	34
Employee Costs Payable		2,473	2,473
GST Payable		10,397	9,661
<b>Total Current Liabilities</b>		<b>12,961</b>	12,168
<b>Net Assets</b>		<b>176,798</b>	171,544
<b>Accumulated Funds</b>			
Retained Surplus	6	176,798	171,544
<b>Total Club Funds</b>		<b>176,798</b>	171,544

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Statement of Cash Flows

For The Year Ended 31 December 2020

	Notes	2020 \$	2019 \$
<b>Cash Flows From Operating Activities</b>			
<b>Cash Was Received From:</b>			
Donations, Fundraising and Other Similar Revenue		127,265	119,193
Receipts From Providing Goods or Services		81,344	95,943
Interest, Dividends and Other Investment Revenue		2,522	3,404
Net Movement in GST		743	(134)
<b>Cash Was Applied To:</b>			
Payments to Suppliers and Employees		(201,058)	(200,311)
Donations or Grants Paid		(2,150)	(1,950)
<b>Net Cash Flows From Operating Activities</b>		<b>8,666</b>	<b>16,145</b>
<b>Cash Flows From Investing and Financing Activities</b>			
<b>Cash was Received From:</b>			
Proceeds from Investments		-	10,000
<b>Cash was Applied to:</b>			
Payments to Purchase Investments		(2,353)	(2,704)
Payments to Acquire Property, Plant and Equipment		(352)	(3,416)
<b>Total Cash Flows From Investing and Financing Activities</b>		<b>(2,705)</b>	<b>3,880</b>
Net Increase in Cash		5,961	20,025
Opening Cash Balance		94,581	74,556
<b>Closing Cash Balance</b>		<b>100,542</b>	<b>94,581</b>
<b>Represented by:</b>			
BNZ Cheque Account		15,228	6,311
BNZ Online Call Account		22,539	1
BNZ Rapid Save		62,774	88,268
BNZ Markets & Online Sales Account		1	1
<b>Net Cash Balance</b>		<b>100,542</b>	<b>94,581</b>

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Statement of Accounting Policies

For The Year Ended 31 December 2020

### Reporting Entity

Alexandra Blossom Festival Committee Incorporated is an incorporated society in terms of the Incorporated Societies Act 1908. It became a registered charity on 22 April 2020. It is governed by the Incorporated Societies Act 1908, The Charities Act 2005 and its rules dated 24 July 1996.

### Basis of Preparation

Alexandra Blossom Festival Committee Incorporated 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. The Performance Report is presented in New Zealand dollars and rounded to the nearest dollar.

### Revenue

Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, to the extent it is probable that the economic benefits will flow to the Society and revenue can be reliably measured.

Interest income is recognised as interest accrues.

Grants and Donation income is recognised as income when it becomes receivable unless the Society has a liability to repay the grant if the requirements of the grant or donation are not fulfilled. A liability is recognised to the extent that such conditions are unfulfilled at the end of the reporting period.

### Valuation of Plant, Property and Equipment

The entity has general plant associated with running the festival, and a website. Fixed Assets are recorded at historical cost less any accumulated depreciation and impairment losses. Historical cost includes expenditure directly attributable to the acquisition of assets.

### Depreciation

Depreciation is charged to the Statement of Financial Performance at rates shown below over the estimated useful lives of each part of an item of property, plant and equipment.

The method and rates applied are as follows:

Asset Class	Method	Rate
Plant & Equipment	Diminishing Value	10.0 - 60.0%

### Income Tax

Alexandra Blossom Festival Committee 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.

### Goods and Services Tax (GST)

All revenue and expense transactions are recorded net of GST. Where applicable, all assets and liabilities have been stated net of GST with the exception of receivables and payables which are stated inclusive of GST.

### Investments

Investments are recorded at cost.

### Tier 2 PBE Accounting Standards Applied

The Board has not adopted any Tier 2 PBE Accounting Standards in the preparation of these accounts.

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Statement of Accounting Policies

For The Year Ended 31 December 2020

### **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 period.

The change to presenting the financial statements on the PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) basis as a result of becoming a registered charity during the financial year did not result in any changes in accounting policies.

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Notes to the Financial Statements

For The Year Ended 31 December 2020

	2020 \$	2019 \$
<b>1 Analysis of Revenue</b>		
<b>Donations, Fundraising and Other Similar Revenue</b>		
Grant - CODC Infrastructure	26,000	26,000
Grants - Other	11,000	10,410
Donations	150	-
Festival Sponsorship	82,615	75,283
FMX Sponsorship	7,500	7,500
<b>Total</b>	<b>127,265</b>	<b>119,193</b>
<b>Revenue From Providing Goods or Services</b>		
Park Ticket Sales	43,720	53,019
Side Show Fees	12,500	12,500
Stalls Income	13,406	15,274
Bar Sales	9,490	10,383
Garden Tour Proceeds	2,226	4,412
<b>Total</b>	<b>81,343</b>	<b>95,588</b>
<b>Interest, Dividends and Other Investment Income</b>		
Interest Received - BNZ	2,043	3,223
<b>Total</b>	<b>2,043</b>	<b>3,223</b>
<b>Other Revenue</b>		
Courier Charges Recovered	-	355
<b>Total</b>	<b>-</b>	<b>355</b>
<b>Total Revenue</b>	<b>210,651</b>	<b>218,358</b>
<b>2 Analysis of Expenses</b>		
<b>Volunteer and Employee Related Costs</b>		
Event Management	46,055	48,423
Secretarial Fees	3,000	3,000
<b>Total</b>	<b>49,055</b>	<b>51,423</b>

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Notes to the Financial Statements

For The Year Ended 31 December 2020

	2020	2019
	\$	\$
<b>Costs Related to Providing Goods or Services</b>		
Artists Fees/Accom/Travel/Fireworks	28,213	31,030
Bar Costs	6,777	6,950
Cleanup/Waste	4,450	3,664
Commission on Ticket Sales	688	1,120
Design	2,814	2,952
Electrical	4,190	4,190
Equipment Hire	9,200	8,275
Fencing	2,224	2,224
Float Building Costs	2,054	1,906
Float Prizes	5,750	4,750
FMX Costs	5,390	4,400
Food/Catering	690	691
Free Tickets/Rides	5,757	6,565
General Expenses	375	959
Hosting/Sponsors Costs	593	925
Manpower	2,250	2,000
Motor Vehicle Costs	104	197
Permits/Licences	540	540
Photography	1,632	1,410
Princess Costs	515	332
Print Advertising	2,698	5,311
Printing and Copying	2,321	2,027
Prizes	800	800
Programme Costs	1,454	1,590
Radio Advertising	2,389	2,837
Security	4,968	4,907
Social Media Advertising	7,000	4,426
Sound/Screens/Technical	12,015	7,815
St Johns	1,490	1,220
Staging	3,950	3,950
Traffic Management Plan and Road Closure	9,000	9,000
Venue/Park Hire	696	658
Website Hosting/Maintenance	2,328	4,492
<b>Total</b>	<b>135,312</b>	<b>134,112</b>

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Notes to the Financial Statements

For The Year Ended 31 December 2020

	2020	2019
	\$	\$
<b>Other Expenses</b>		
Accountancy Fees	10,000	10,000
ACC Levies	108	111
Bank and EFTPOS fees	34	134
Computer Expenses	1,797	-
Depreciation	2,140	2,834
General Expenses (Admin)	675	355
Insurance	1,353	1,353
Loss on Sale of Fixed Assets	-	2,572
Postage and Stationery	1,433	1,529
Review Fees	988	1,083
Software Charges - Xero	353	353
<b>Total</b>	<b>18,881</b>	<b>20,325</b>
<b>Grants and Donations Made</b>		
Donations	2,150	1,950
<b>Total</b>	<b>2,150</b>	<b>1,950</b>
<b>Total</b>	<b>205,398</b>	<b>207,810</b>

#### 4 Plant, Property and Equipment

This Year	Opening		Sales/ Disposals	Current Year Depreciation & Impairment	Closing Carrying Amount
	Carrying Amount	Purchases			
Plant & Equipment	6,327	352	-	2,140	4,539
	<b>6,327</b>	<b>352</b>	<b>-</b>	<b>2,140</b>	<b>4,539</b>
Last Year	Opening		Sales/ Disposals	Current Year Depreciation & Impairment	Closing Carrying Amount
	Carrying Amount	Purchases			
Plant & Equipment	8,317	3,416	2,572	2,834	6,327
	<b>8,317</b>	<b>3,416</b>	<b>2,572</b>	<b>2,834</b>	<b>6,327</b>

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Notes to the Financial Statements

For The Year Ended 31 December 2020

	2020 \$	2019 \$
<b>5 Investments</b>		
Investments held and stated at cost:		
BNZ Term Deposit 1020	29,205	28,391
BNZ Term Deposit 1021	55,165	53,627
<b>Total Investments</b>	<b>84,370</b>	<b>82,017</b>

BNZ Term Deposit 1020 is invested for 189 days at 1.20%, maturing on 19 March 2021.

BNZ Term Deposit 1021 is invested for 189 days at 1.20%, maturing on 19 March 2021.

### 6 Accumulated Funds

#### This Year

	Capital Contributed by Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	171,544	-	171,544
Net Surplus		5,254		5,254
<b>Closing Balance</b>	<b>-</b>	<b>176,798</b>	<b>-</b>	<b>176,798</b>

#### Last Year

	Capital Contributed by Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	160,996	-	160,996
Net Surplus		10,548		10,548
<b>Closing Balance</b>	<b>-</b>	<b>171,544</b>	<b>-</b>	<b>171,544</b>

### 7 Capital Commitments

No capital commitments have been contracted for or provided for at balance date (2019:Nil).

### 8 Contingent Liabilities and Guarantees

There were no contingent liabilities or guarantees at balance date (2019:Nil).

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Notes to the Financial Statements

For The Year Ended 31 December 2020

2020	2019
\$	\$

### 9 Related Parties

The following material transactions occurred with related parties during the year:

Secretarial payments of \$3,000 were made to the secretary of the committee. (2019 \$3,000).

Accountancy fee payment of \$5,000 was made to Findex. In addition Findex also provided \$5,000 sponsorship of Accountancy fees. The treasurer of the committee is a partner of Findex. (2019 \$5,000 was paid to Findex for Accountancy fees and in addition, Findex provided \$5,000 sponsorship of Accountancy fees. The treasurer of the committee was an associate partner of Findex).

### 10 Sponsorship and Grants

There has been a huge number of people and organisations that have donated cash, their goods, their time and their efforts to the 2020 Blossom Festival. It is impossible to list them all, but the Committee wants to pass on a huge thank you to everyone.

In particular the Alexandra Blossom Festival Committee acknowledges and thanks the following groups for the grants and sponsorship received as follows:

Contact Energy - PRINCIPAL SPONSOR  
Central Otago District Council / Vincent Community Board  
Fulton Hogan  
Mainstream New Zealand  
Findex  
The Otago Community Trust  
Delta  
Allied Press  
Alexandra New World  
BNZ Bank  
Aspiring Auto Court  
Southpac  
Radio Central

### 11 Goods or Services Provided to the Entity in Kind

All significant donations of goods or services are recorded in the financial statements.

### 12 Registered Charity

The Alexandra Blossom Festival Committee became a registered charity on 22 April 2020.

### 13 Events After Balance Date

There were no events that have occurred after the balance date that would have had a material impact on the Performance Report. (2019 Nil)

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Notes to the Financial Statements

For The Year Ended 31 December 2020

	2020	2019
	\$	\$

### 14 Impact of Covid-19

On the 12th August 2020 the New Zealand Government moved the Covid-19 level in the South Island to level 2 where gatherings are restricted to a maximum of 100 people. This impacted the preparations for the 2020 Alexandra Blossom Festival in that the committee and the public were unsure if the level would drop back to level 1 before the Blossom Festival commenced on the weekend of 25th - 27th September 2020.

The committee made a decision to continue with preparations in the hope that the Covid-19 level would drop in time, which it did on 22nd September 2020. However, the uncertainty leading up to the Festival did impact the number of people who turned out for the weekend, and the public were still wary about mingling in large crowds. Overall, the committee estimate this resulted in approximately 1,000 (10%) less people in attendance and this financially impacted the Park Ticket Sales and Stall income.

It is unknown what impact Covid-19 will have on the 2021 year but preparations are continuing as normal for the 65th Alexandra Blossom Festival.

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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## Alexandra Blossom Festival Committee Inc Schedule of Fixed Assets and Depreciation

As At 31 December 2020

	% Private Date Use	Original Cost	Opening		Additions Disposals	Gain/Loss on Capital			Closing	
			Accum Depn	Opening WDV		Disposal	Profit	Rate	Depn	WDV
<b>Plant &amp; Equipment</b>										
Container	May 14	3,000	1,347	1,653	-	-	-	10.0% DV	165	1,488
Website	Oct 14	8,271	7,204	1,067	-	-	-	60.0% DV	640	427
HP Notebook, Monitor & Docking Station	Jun 18	1,755	1,134	621	-	-	-	50.0% DV	310	311
Banners and Flags	Aug 19	3,416	430	2,986	-	-	-	30.0% DV	896	2,090
Gazebo	Feb 20	-	-	-	352	-	-	40.0% DV	129	223
<b>Total Plant &amp; Equipment</b>		<b>16,442</b>	<b>10,115</b>	<b>6,327</b>	<b>352</b>	<b>-</b>	<b>-</b>		<b>2,140</b>	<b>4,539</b>
<b>TOTAL FIXED ASSETS</b>		<b>16,442</b>	<b>10,115</b>	<b>6,327</b>	<b>352</b>	<b>-</b>	<b>-</b>		<b>2,140</b>	<b>4,539</b>

This statement is to be read in conjunction with the Notes to the Financial Statements and the attached Independent Review Report

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 Alexandra 9340  
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 Fax: 03 448 6320  
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 www.icla.co.nz

## INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

### To the Stakeholders of Alexandra Blossom Festival Committee Incorporated

#### Report on the Financial Statements

We have reviewed the financial statements contained in the Performance Report of Alexandra Blossom Festival Committee Incorporated for the year ended 31 December 2020, which comprises the statement of financial position as at 31 December 2020, the statements of financial performance, movements in equity, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### The Committees Responsibility for the Financial Statements

The committee are responsible for the preparation and fair presentation of the financial statements in accordance with PBE SFR-A (NFP) Public Benefit Simple Format Reporting – Accrual (Not-For-Profit), and for such internal control as they deem necessary to enable the presentation of financial information that is free from material misstatement, whether due to fraud or error.

#### Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the financial statements included in the accompanying Performance Report. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, *Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity*. ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements, taken as a whole, are not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires us to comply with relevant ethical requirements.

A review of financial statements in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained. The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on the financial statements contained in the Performance Report.

Other than our capacity as the reviewer, ICL Partners has no relationship with or interests in Alexandra Blossom Festival Committee Incorporated.

#### Conclusion

Based on our review, nothing has come to our attention that causes us to believe the financial statements contained in the accompanying Performance Report do not fairly present, in all material respects, the financial position of Alexandra Blossom Festival Committee Incorporated at 31 December 2020, and its financial performance, movements in equity, and cash flows for the year then ended, in accordance with PBE SFR-A (NFP) Public Benefit Simple Format Reporting – Accrual (Not-For-Profit).

#### Other Matters

We are not responsible for expressing an opinion on the statement of service performance.

*ICL Partners*

ICL Partners  
 Chartered Accountants  
 Alexandra

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 25 March 2021

## 21.5.11 VINCENT FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2021

Doc ID: 531618

### 1. Purpose

To consider the financial performance overview as at 31 March 2021.

### Recommendations

That the report be received.

### 2. Background

The operating statement for the nine months ending 31 March 2021 shows a favourable variance of \$223k against the revised budget.

	AS AT 31 MARCH 2021				2020/21	2020/21
	YTD Actual	YTD Revised Budget	YTD Variance		Annual Plan	Full Year Revised Budget
	\$000	\$000	\$000		\$000	\$000
<b>Income:</b>						
User fees & Other	629	678	(49)	●	875	922
Other Capital Contributions	177	171	6	●	-	171
Rates	2,358	2,358	-	●	3,115	3,115
Reserves Contributions	44	-	44	●	-	-
Internal Interest Revenue	59	68	(9)	●	92	92
<b>Total Income</b>	<b>3,267</b>	<b>3,275</b>	<b>(8)</b>	●	<b>4,082</b>	<b>4,300</b>
<b>Expenditure</b>						
Rates expense	71	77	6	●	71	77
Grants	110	122	12	●	128	164
Other Costs	225	258	33	●	336	362
Cost Allocations	592	590	(2)	●	796	799
Cost of Sales	-	1	1	●	-	1
Administrative Expenses	90	92	2	●	112	97
Staff	565	631	66	●	915	886
Fuel & Energy	177	178	1	●	233	233
Contracts	454	480	26	●	621	623
Building Repairs and Mtce	165	196	31	●	236	291
Professional Fees	31	56	25	●	30	160
Internal Interest Expense	39	60	21	●	91	91
Members Remuneration	22	31	9	●	46	46
Depreciation	474	474	-	●	632	632
<b>Total Expenses</b>	<b>3,015</b>	<b>3,246</b>	<b>231</b>	●	<b>4,247</b>	<b>4,462</b>
<b>Operating Surplus / (Deficit)</b>	<b>252</b>	<b>29</b>	<b>223</b>	●	<b>(165)</b>	<b>(162)</b>

This table has rounding (=/-1)

**Income for period ending 31 March 2021:**

Operating income reflects a small unfavourable variance of (\$8k).

- User fees and other income have an unfavourable variance of (\$49k). Contributing to this are lower than expected swim school fees and pool lane hire revenue.
- Reserves contributions of \$44k have been received year to date, however these are difficult to gauge when setting budgets as they are dependent on developers' timeframes.

	User Fees and Other Income				2020/21	2020/21
	YTD	YTD	YTD		Annual	Full Yr
	Actual	Revised Budget	Variance		Plan	Full Year Revised Budget
	\$000	\$000	\$000	\$'000	\$'000	
Camping Grounds	63	56	7	●	65	68
Pool / Swim School	148	182	(34)	●	244	250
Rentals & Hires	211	223	(12)	●	289	302
Cemeteries	92	93	(1)	●	131	139
Other Misc Income	115	124	(9)	●	146	163
<b>Total User Fees Income</b>	<b>629</b>	<b>678</b>	<b>(49)</b>	●	<b>875</b>	<b>922</b>

**Expenditure for period ending 31 March 2021:**

Expenditure has a favourable variance of \$231k. These variances are detailed below:

- Grants has a favourable variance of \$12k. This is due to the timing of grants being issued.
- Other costs at \$33k, contracts at \$26k professional fees at \$25k and building repairs and maintenance at \$31k have a favourable variance. These expenses are more needs-based and will vary against budget from time to time.
- Staffing costs show a favourable variance of \$66k. The staffing costs variance is a result of staffing requirements, mainly seasonal staff requirements.
- Internal interest expense has a favourable variance of \$21k, this reflects low market interest rates, and will be a permanent saving.

**Capital Expenditure:**

Capital expenditure for the period ending 31 March 2021 reflects a favourable variance of \$114k. The actual CAPEX spent ended with 33% of the total revised budget.

	AS AT 31 MARCH 2021				2020/21	2020/21
	YTD	YTD	YTD		Annual	Full Yr
	Actual	Revised	Variance		Plan	Full Year
	\$'000	\$'000	\$'000	\$000	Revised	
					Budget	
					\$'000	
<b>Parks &amp; Reserves:</b>						
Camping Grounds	89	95	6	●	130	184
Cemeteries	53	65	12	●	90	126
Molyneux Pool	162	170	8	●	203	286
Parks and Reserves	24	37	13	●	60	278
Pioneer Park	6	6	-	●	17	19
<b>Total Parks &amp; Reserves:</b>	<b>334</b>	<b>373</b>	<b>39</b>		<b>500</b>	<b>893</b>
<b>Property:</b>						
Property General	-	5	5	●	-	5
Tarbert Street Building	12	11	(1)	●	-	49
Alexandra Town Centre	11	23	12	●	39	46
Clyde Community Centre	-	-	-	●	-	21
Central Stories	-	-	-	●	1	-
Alexandra Community Centre	5	-	(5)	●	-	127
Becks Hall	39	58	19	●	-	62
Joint Forestry Queenstown	-	-	-	●	-	-
Ophir Community Centre	86	131	45	●	-	131
Molyneux Stadium	-	-	-	●	-	163
<b>Total Property:</b>	<b>153</b>	<b>228</b>	<b>75</b>		<b>40</b>	<b>604</b>
<b>Total Capital Expenditure</b>	<b>487</b>	<b>601</b>	<b>114</b>		<b>540</b>	<b>1,497</b>

**Parks and Reserves show an overall favourable variance of \$39k:**

- Cemeteries have a favourable variance of \$12k. Beam construction contract at the Alexandra Cemetery was awarded in April 2021, with work to be completed by the end of the financial year.
- Parks and reserves have a favourable variance of \$13k. This is mainly due to the timing of the resurfacing of the learn to ride bike track project. Project is currently waiting for the contract and start dates.

**Property has an overall favourable variance of \$75k:**

- Ophir Community Centre has a favourable variance of \$45k. The Ophir swimming pool changing rooms project is now complete. Next step is upgrading the Ophir hall bathroom. This is waiting for the contract and start date.
- Alexandra Town Centre has a favourable variance of \$12k. This is mainly due to irrigation replacement. This project should be complete in May 2021.
- Becks Hall has a favourable variance of \$19k. Both the playground upgrade and the Provincial Growth Fund funded water treatment plant are complete. Staff are working with the community to explore opportunities to utilise the remaining budget.

**Reserve Funds table for Vincent Ward**

- As of 30 June 2020, Vincent Ward had an audited closing reserve funds balance of \$2.76M. This is the ward specific reserves and does not factor in the district-wide reserves which are in deficit at (\$17.7M). Please refer to Appendix 1.
- Taking the 2019-2020 audited Annual Report closing balance and adding 2020-21 income and expenditure, carry forwards and resolutions, the Vincent Ward is projected to end the 2020-21 financial year with a closing balance of \$2.19M.

**3. Attachments****Appendix 1 - 202103 Vincent Ward Reserve Funds table [↓](#)**

Report author:



Donna McKewen  
Accountant  
5/05/2021

Reviewed and authorised by:



Leanne Macdonald  
Executive Manager - Corporate Services  
7/05/2021

AUDITED - 2019/20 Annual Report					2020/21 AP	2020/21 Forecast	Approved By Council		2020/21 Revised
VINCENT RESERVES	Opening Balance	Transfers In	Transfers Out	Closing Balance	Net Transfers In and Out	Forecast Closing Balance	2020/21 Carry/Fwd	2020/21 Forecast	2020/21 Revised Closing Balance
	A	B	C	D = A+B-C	E	F = D+E	G	H	I = F+G+H
<b>Vincent Recreation and Culture Charge</b>									
2411 - Alexandra Community Centre	-	-	-	-	-	-	-	(153,754)	(153,754)
2412 - Molyneux Stadium Alexandra	-	-	-	-	-	-	-	(187,972)	(187,972)
2462 - Other Reserves Alexandra	-	-	-	-	-	-	-	(25,719)	(25,719)
2463 - Pioneer Park	-	-	-	-	-	-	-	(2,186)	(2,186)
2492 - Molyneux Pool	(1,606,438)	63,501	-	(1,542,937)	(96,859)	(1,639,796)	-	(70,547)	(1,710,343)
4410 - Becks Hall	(29,587)	-	(27,868)	(57,455)	1,621	(55,834)	-	(59,387)	(115,222)
4411 - Clyde Community Centre	25,310	745	(60,838)	(34,782)	8,091	(26,692)	-	(21,557)	(48,248)
4412 - Omakau Community Centre	65,778	20,678	-	86,456	(217)	86,239	-	(3,109)	83,129
4413 - Ophir Community Centre	24,475	7,866	-	32,342	3,821	36,163	-	27,603	63,765
4414 - Moa Creek/Poolburn Community Centre	59,033	6,222	-	65,255	2,679	67,934	-	(887)	67,046
4415 - Clyde Museums	-	-	-	-	-	-	-	(95,566)	(95,566)
4461 - Clyde & Fraser Domains	-	-	(1,786)	(1,786)	(3,125)	(4,911)	-	(8,594)	(13,505)
4463 - Clyde - Alexandra Walkway	-	8,508	-	8,508	18	8,526	-	-	8,526
4491 - Clyde Pool	-	-	-	-	-	-	-	-	-
	(1,461,429)	107,521	(90,492)	(1,444,400)	(83,972)	(1,528,372)	-	(601,677)	(2,130,049)
<b>Vincent Ward Services Rate</b>									
2111 - General Development Alexandra	1,443,230	69,848	(58,795)	1,454,283	176,121	1,630,404	-	-	1,630,404
2342 - Pines Forestry	-	-	-	-	-	-	-	46	46
2351 - Property General Vincent	-	-	-	-	-	-	-	(1,348)	(1,348)
2352 - 37 Tarbert St	-	-	-	-	-	-	-	(4,105)	(4,105)
2353 - 39-43 Tarbert St	-	-	-	-	-	-	-	(51,666)	(51,666)
2354 - Central Stories	-	10,961	-	10,961	(151)	10,810	-	(18,112)	(7,302)
2431 - Vincent Grants	(62,698)	15,503	-	(47,195)	9,500	(37,695)	-	(12,072)	(49,767)
2451 - Manorburn Recreation Reserve Committe	45,577	1,342	(3,801)	43,117	(246)	42,871	-	-	42,871
2757 - Alexandra Town Centre	-	-	(4,523)	(4,523)	(34,798)	(39,322)	-	(7,018)	(46,340)
4111 - General Revenues & Development E/M	1,099,904	96,490	-	1,196,393	74,447	1,270,840	-	-	1,270,840
	2,526,012	194,144	(75,654)	2,644,503	225,432	2,869,935	-	(94,325)	2,775,610
<b>Vincent Ward Promotional Charge</b>									
2033 - Alexandra Promotions	-	-	-	-	-	-	-	(23,130)	(23,130)
	-	-	-	-	-	-	-	(23,130)	(23,130)
<b>Vincent Ward Services Charge</b>									
2211 - Elected Members Vincent	-	-	-	-	-	-	-	5,065	5,065
2831 - Alexandra Cemetery	-	-	-	-	-	-	-	(25,542)	(25,542)
4831 - Clyde Cemetery	(328)	1,460	-	1,133	(147)	986	-	(10,532)	(9,546)
4832 - Omakau Cemetery	-	-	-	-	-	-	-	4,134	4,134
	(328)	1,460	-	1,133	(147)	986	-	(26,876)	(25,890)
<b>Vincent Ward Specific Reserves</b>									
2130 - Alexandra Brass Band Fund	19,670	582	-	20,252	622	20,874	-	-	20,874
2131 - Alexandra Flood Maintenance Fund	14,372	425	-	14,797	454	15,251	-	-	15,251
2135 - Alexandra Land Endowment Fund	586,977	17,373	-	604,350	18,559	622,909	-	-	622,909
2153 - Vallance Cottage	(26,998)	-	(1,920)	(28,918)	(12,600)	(41,518)	-	(264)	(41,782)
4121 - Clyde Utilities Fund	21,829	646	-	22,475	690	23,166	-	-	23,166
4123 - Earnscliffe Amenity Trust	58,247	1,822	-	60,069	1,872	61,942	-	-	61,942
4127 - E/M Rural Land Subdivision Fund	435,309	36,917	-	472,226	14,207	486,433	-	-	486,433
	1,109,407	57,766	(1,920)	1,165,253	23,805	1,189,057	-	(264)	1,188,793
<b>Vincent Ward Development Fund</b>									
2137 - Alexandra Reserves Contribution Fund	416,465	38,667	-	455,132	13,639	468,772	-	-	468,772
	416,465	38,667	-	455,132	13,639	468,772	-	-	468,772
<b>Alex Town Centre Upgrade 1991</b>									
2763 - Alexandra Capital Works 93	18,474	547	-	19,021	584	19,605	-	-	19,605
2764 - Alexandra Town Centre Loan	(30,805)	47	(48,821)	(79,579)	-	(79,579)	-	-	(79,579)
	(12,330)	593	(48,821)	(60,558)	584	(59,974)	-	-	(59,974)
<b>Grand Total</b>	<b>2,577,797</b>	<b>400,151</b>	<b>(216,886)</b>	<b>2,761,062</b>	<b>179,342</b>	<b>2,940,404</b>	<b>-</b>	<b>(746,272)</b>	<b>2,194,132</b>

\*2020/21 Revised Closing Balance does not factor in the district-wide reserves of \$17.7M

**7 MAYOR'S REPORT**

**21.5.12 MAYOR'S REPORT**

**Doc ID: 536011**

**1. Purpose**

To consider an update from His Worship the Mayor.

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**Recommendations**

That the Vincent Community Board receives the report.

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His Worship the Mayor will give a verbal update.

**2. Attachments**

**Nil**

Report author:



Tim Cadogan  
Mayor  
31/05/2021

9 June 2021

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**8 CHAIR'S REPORT**

**21.5.13 CHAIR'S REPORT**

**Doc ID: 535968**

**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 June 2021

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## **9 MEMBERS' REPORTS**

### **21.5.14 MEMBERS' REPORTS**

**Doc ID: 535969**

#### **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

### 21.5.15 JUNE 2021 GOVERNANCE REPORT

Doc ID: 535546

#### 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.

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#### Recommendations

That the report be received.

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#### 2. Discussion

##### **Minutes from Alexandra and Districts Museum Incorporated meeting**

Confirmed Minutes from February 2021 meeting of Alexandra and Districts Museum Incorporated Board (appendix 1).

##### **Minutes from Keep Alexandra / Clyde Beautiful meeting**

Minutes were received for the April 2021 meeting of Keep Alexandra/Clyde Beautiful. The minutes were circulated to Members (appendix 2).

##### **Status Reports**

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

##### **Legacy Status Reports**

The legacy status reports have been updated with any actions since the previous meeting (appendix 4). Included is the report back from the MTB Prospector Event (appendix 5).

#### 3. Attachments

**Appendix 1 - Confirmed Minutes from February 2021 ADMI Meeting** [↓](#)

**Appendix 2 - April 2021 Minutes - Keep Alexandra/Clyde Beautiful** [↓](#)

**Appendix 3 - VCB Status Report** [↓](#)

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

**Appendix 5 - MTB Prospector Event - Report Back** [↓](#)

Report author:

Reviewed and authorised by:



Wayne McEnteer  
Governance Support Officer  
28/05/2021

Sanchia Jacobs  
Chief Executive Officer  
31/05/2021



**Central Stories Administration**

Alexandra and Districts Museum Board Incorporated  
Minutes Thursday 25 February 2021 at 1pm

Welcome: Dianne Duncan advised, as she wished to take part in the discussions, that Nola Hambleton would chair the meeting.

**Moved: Barry H./Mike Agreed**

Present: Dianne Duncan Chair, Nola Hambleton, Barry Hambleton, Helena Heydelaar, Michael Rooney, Roger Browne (VCB Observer)

Apologies: Barrie Wills, Jillian Jopp, Brian Budd(Manager), Nigel Mckinlay (CODC Observer)

**Moved: Helena /Mike Agreed**

Agenda:

One addition advised:

Helena Heydelaar, Vallance Cottage Information.

Minutes of Meeting Thursday 28 January 2021

**Moved:Helena/Mike Agreed**

Matters Arising Nil

Correspondence

Inwards: 1.Otago Registration Trust. Acknowledgement \$187.30. share of Car Show profit.  
2.CODC Missing invoices for power.

Outwards: 1. To CODC requesting confirmation of percentages attributable to each leaseholder in the Central Stories building.

Discussion:

Inwards 2.

Following information from the Manger regarding the cost to Central Stories of 68% of the building ADMI requested the following:

**That consideration be given by CODC to install separate electricity metres for the Museum Art Gallery and the Cinema.**

**Moved: Barry H/Mike Agreed**

**The correspondence be accepted/approved**

**Moved: Helena /Barry H Agreed**

**Governance Matters**

Topic	Discussion	Action
<i>Report by Dianne re meeting with CODC</i>	Rental Bikes parked outside the Central Stories building by ADMI for rental as fundraising was discussed. Rejected by CODC.  A sign for ADMI advertising our tourism information, particularly in the weekends, when the Pharmacy is not opened. Rejected by CODC..	Manager has already advised them that we will continue to give out information which we were advised was possible by CODC who allocated the contract to The Pharmacy.
ADMI Rule Changes	Chair and Secretary presented the new Rules particularly those that would allow us to have online meetings . Other changes are grammatical and format changes.	<b>Moved That the rule changes be accepted and sent to members by email and post for voting. Barry H./Helena Agreed</b>
Museum Strategy	This information was in the Managers Report. Discussion took place.	Manager to attend another meeting arranged by Saskia of CODC.

**Reports**

Financial Report	This report prepared by Manager was presented by ADMI Financial Manager. Profit was looking positive before the unexpected power accounts from CODC were taken into account.	
Managers report	Brian Budd who is currently on a short break had sent the report to all ADMI Board Members  Appointment: This person is from Auckland and had considerable Museum experience. She will work Saturdays and Fridays in place of current part time employee who has obtained another position. A discussion was held regarding the Volunteers who currently fill the position who will now move to Sundays only.	<b>Moved: That the person be employed for Friday and Saturday until the winter is over. The Volunteer hours for Sunday will remain as 11am – 2pm. Barry H/ Helena Agreed</b>
		<b>Moved: That all Reports be received. Mike/ Barry Agreed</b>

**Policies**

Revision: Pest Management Policy	Had been read by all members.	<b>Moved: Policy be accepted without alteration. Barry H/ Dianne. Agreed</b>
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**General Business**

<b>Vallance Cottage</b>	Helena reported that the Open Day was a success with 150 attending.	Helena asked member for more volunteers.
Book Sales	Helena also reported that she had sold \$900 worth of Central Stories' books at the last market day. This was considered a great effort by Board members.	

Meeting Closure: 3:10 pm

Next meeting: 25 March 2021 at 1pm.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**President  
David Beer**

Phone: 03 4493017  
Email: [d.beer1308@gmail.com](mailto:d.beer1308@gmail.com)  
130A McArthur Road, Alexandra 9391



**Secretary  
Sue Mort**

Phone: 03 4487450  
Email: [torridon9@gmail.com](mailto:torridon9@gmail.com)  
ance House, 5 Lanes Rd, Alexandra 9320

**MINUTES OF KEEP ALEXANDRA CLYDE BEAUTIFUL MEETING HELD AT 11 TOHILL COURT, ALEXANDRA  
on Monday 26<sup>th</sup> April at 7.30pm**

PRESENT: David Beer, Ann & Barrie Wills, Bev Thomson, Sue Mort, Allan Johnston, Anna Robinson, JP

APOLOGIES: Karin Bowen, Roger Browne

**MINUTES OF PREVIOUS MEETING**

Secretary moved that the minutes, having been emailed, be accepted as a true and correct record.

Seconded Ann Carried

**BUSINESS ARISING FROM THE MINUTES.**

Bill Townsend alerted David to the fact that the Best Street Competition was not mentioned in the AGMs Chairman's Report Financial Statement for the year ending 31/12/20, which was not ready for the AGM, was sent with March minutes.

**CORRESPONDENCE/ EMAILS:**

**IN**

**15/4** KNZB Beautiful Awards entries now open

**21/4** Lisa Lim New look KNZB Web Site. KNZB can now help promote our events on the website and through their national facebook page. Information needs to go to [projects@knzb.org.nz](mailto:projects@knzb.org.nz) with

Name of Event

Date & Time

Location

Contact details to register

Image (if possible)

KNZB has a new map feature which highlights the location of branches.

David willing to put material on the website. Is there any use putting reports of events held. Will Alexandra people look at it?

**22/4** Gillian White Dunstan High School Volunteers.

David is supervising 2 groups of students 9 – 12 and 12.30 – 3.30pm on May 15<sup>th</sup>. How can they help KACB? See Rail Trail report.

**22/4** Ian Mann Irrigation leak reported.

Ian Mann Copy letter to Kamaka Walkway neighbours, who tip their garden rubbish to our side of their boundaries

**OUT** Letter from Chairman to Bruce Potter re Mural giving our opinion on costings and suggesting more involvement from community groups and schools.

**6/4 Volunteer Expo** held at ACH. David & Ann attended seeking prospective volunteers. From this event (or from the Volunteer South listing in the C.O. News we have joining us MaryAnn & Rod Baxter and Jayakrishnan Puthiyaulathil (JP) and possibly David Young.

**15/4** KACB archives found by Agnes Roy's daughter delivered to Ann.

Secretary moved that the correspondence be accepted.

Seconded Bev

Carried

**FINANCE:**

Cheque Account: \$6483.55

Term Deposit: \$9341.17

ANZ Serious Saver \$7334.71

ACCOUNTS PAID	12/4 To Alexandra Community House for AGM Room Hire	\$ 18.98
	19/4 To Allied Press for AGM Adverts	<u>\$142.14</u>
		\$161.12

ACCOUNT TO BE PAID Sue Mort for 2 plants for Lookout Reserve \$17.25

Treasurer moved that finances be accepted as a true and correct record.                      Seconded      David              Carried

REPORTS:

**1. RAIL TRAIL - Karin Bowen**

Karin & Sue have been on the Rail Trail twice, one survey with Rhys? From DOC. Dead trees mapped and assessment made of which are the responsibility of DOC and Fulton Hogan to replace. From Chicago Street to the hostel end of the plantings there are 27 dead of which 3 are FH & DOC's responsibility. No dead trees from Hintons to Station Car Park. Species discussed and changes made where it was thought original choices had struggled, and we have substituted trees with trunks instead of shrubs to simplify maintenance. Irrigation obviously working on the majority of original tree sites because of lush grass patches, but there is no evidence in some. As David has youth labour from Dunstan High the proposal is to use the students to dig up dead trees (remove to tip) and make an effort to find irrigation tube and drippers for future repairs. Remove carpet squares used for mulch.

Meeting discussed size of trees to plant and requirement for rabbit protection.

Trees to be sourced when ALL preparation is done.

Allan suggested we give each planting hole a generous dollop of top soil.

Mulch – do we do bark or schist? Latter flicked up with the mower.

JP our new member, and new to Alexandra, was asked if he would be interested in paid employment to prepare planting sites for new trees and be involved with maintenance. He declined.

Karin to liaise with DOC/FH

Mowing regime on the trail needs discussion.

**2. KAMAKA WALKWAY – Ann Wills/ Sue Mort**

Irrigation needs fixing.

Working Bee coming up to pot up Hoherias and useful seedling natives

**3. HANGING BASKETS –David Beer/ Allan Johnston**

Leaking irrigation reported. Suprisingly good show for the end of April. Alyssum holding up well. Will remove baskets in May.

**4. BEST STREET & CUL DE SAC COMPETITION**

**5. LINGER AND DIE; DUNSTAN GOLD PLANTINGS**

There is a pile of mulch by Kowhai copse. Source unknown. Would we need to spray before spreading it? Anna is working with Alex. Primary on the dry gully/drain plantings and could involve students with other L&D work.

Anna to organize.

**6. CLEAN-UPS - David Beer**

**7. VINCENT COMMUNITY BOARD - Anna Robinson/ Roger Browne**

Anna attended a National Meeting for Community Boards and met the new President of KNZB.

ORC Long Term Plan submission time. Bev, Barrie and Anna dissatisfied with the presentation of their proposals, lacking clarity if the public is to make informed decisions.

**8. WORLD ENVIRONMENT DAY - Bev**

MAD4CO has disbanded.

World Environment day, 2021 is on 5<sup>th</sup> June

Anna would welcome suggestions to involve kids

**9. LOOKOUT RESERVE – Beverley Thomson**

30/3 Working Bee 14.1hrs maintenance.

20/4 Working Bee 12.25hr maintenance.

Planting Plan completed. 99 plants ordered from Haehaeata Nursery. Priced at \$942 with a 20% discount would have cost KACB \$752.80. However with a special grant from Contact Energy they are FREE. 6 natives not available from the Nursery will need purchasing.

Jo needs irrigation pipe 100m x 13mm. This size to be checked. David has fittings, left by Bryan, which could be shared between Lookout and Kamaka.

PLANTING DAY Sunday May 16th 11- 1pm. Bev hopes to get a sponsored morning tea, or use volunteers to supply food.

PLANTING DAY Sunday May 30<sup>th</sup> 11-1p

**10. ART IN THE COMMUNITY – Ann Wills**

Searching for vandal proof furniture well designed, affordable outdoor furniture is not easy.

Mural saga – see letter from David to Bruce Potter. Awaiting Tucker Hill's decision.

**11. SEND DELEGATE TO KNZB NATIONAL CONFERENCE****12. JOLENDALE PARK/ARONUI DAM**

A new neighbour, Lucy Frank is an Enviroschools teacher. Keen to see Jolendale flourish and use kids in a community exercise.

Perhaps World Environment Day?

**13. ALEXANDRA GARDEN****14. ALEXANDRA ENTRANCE SIGNS**

Still no lights Barrie McAull not yet contacted

Manuherikia sign needs more plants. The dwarf flaxes have proved themselves, why not repeat.

**GENERAL:**

Ann has met a Dunedin artist willing to come and paint a mural in Alexandra. Do we pursue the offer?

Attached **LIST OF OBJECTIVES FOR 2021** and budgets. Total \$10,800

**HOURS WORKED** February 27hours March 60.1 hours

**The next meeting will be on 24<sup>th</sup> May at 42 Ventry Street**

**Please advise Sue Mort if unable to attend – Tel. 4487450**

Meeting	Report Title	Resolution No	Resolution	Officer	Status
12/04/2021	Proposal to Reclassify Parts of Reserves and to Grant Easements (PRO: 63-4019-00 and PRO: 63-4068-00)	21.3.2	<p>That the Vincent Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to:</p> <ol style="list-style-type: none"> <li>1. Reclassify part of Section 4 Block XLIX Town of Clyde (site 1) and part of Section 34 Bock IV Town of Clyde (site 2), being part of the Clyde Recreation Reserve, as Local Purpose (Pumping Station) Reserve.</li> <li>2. Grant easements containing the right to convey water, wastewater, and power over Section 4 Block XLIX Town of Clyde and Section 34 Bock IV Town of Clyde (as required).</li> <li>3. Grant an easement, (in gross) in favour of Central Otago District Council, containing the right to convey wastewater, over Sections 26, 27, 28, and 29 Block VII Town of Clyde.</li> </ol> <p>Subject to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Chief Executive approving the final pumping station design and survey boundaries.</li> <li><input type="checkbox"/> Public consultation of the proposal to reclassify sites 1 and 2 in accordance with the Reserves Act 1977.</li> <li><input type="checkbox"/> The consent of the Minister of Conservation.</li> </ul> <p>C. Authorises the Chief Executive Officer to do all that is necessary to give effect to the resolution.</p>	Property Officer - Statutory	<p><b>16 Apr 2021</b> Action memo sent to the Property Officer - Statutory</p> <p><b>19 Apr 2021</b> Proposal to reclassify advertised and online submission portal activated.</p> <p><b>18 May 2021</b> Submissions closed and will now form part of report to Hearings Panel - CLOSED</p>

12/04/2021	Road Renaming Approval Report - Portion of Boundary Road	21.3.3	<p>That the Vincent Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Recommends to Council that a portion of Boundary Road be renamed Poole Road.</p>	Roading Administration Assistant	<p><b>16 Apr 2021</b> Action memo sent to the Roding Administration Assistant</p> <p><b>16 Apr 2021</b> Report will be presented to Council on 5 May 2021 for ratification.</p> <p><b>13 May 2021</b> Road renaming information will be passed to LINZ and signage arranged.</p>
12/04/2021	Clyde River Park Funding	21.3.4	<p>That the Vincent Community Board:</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to continue to support the proposed Clyde River Park development project.</p> <p>C. Authorises \$150,000 be allocated from the Earnsclough Manuherekia Rural Land Subdivision Fund as Council contribution to the Clyde River Park development project.</p>	Parks and Recreation Manager	<p><b>16 Apr 2021</b> Action memo sent to the Parks and Recreation Manager</p> <p><b>26 May 2021</b> Work progressing to confirm external funding</p>
19/05/2021	Submissions on the Long-term Plan 2021-31 Consultation Document	21.4.3	<p>That the Vincent Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Considers and receives all submissions.</p> <p>Recommends to Council that staff are requested to investigate a request for an extension of the junior playground at Pioneer Park and provide a report for consideration in a future annual or long-term plan.</p> <p>Recommends to Council that staff convene a meeting of Central Otago District Council, Central Otago Hockey Association, Central Lakes Trust and Molyneux Turf Incorporated to discuss a way</p>	Chief Advisor	<p><b>25 May 2021</b> Action memo sent to the Chief Advisor.</p> <p><b>27 May 2021</b> Recommendations to Council will be discussed at the 1 June meeting. CLOSED</p>

			<p>forward on the proposed multi-use turf and facilities at Molyneux Park.</p> <p>Recommends to Council to proceed with the preferred option in the consultation document for the Omakau Hub.</p> <p>Recommends to Council that staff provide a report regarding Ice Inline for future consideration.</p> <p>Recommends to Council to proceed with the preferred option in the consultation document for the Riverside Park.</p> <p>Recommends to Council to amend the fees and charges schedule so that the fees charged at the Alexandra Pool be \$30 per hour for lane hire for private swim schools as well as a concession card charging \$1 for pool entry for all swim school students.</p>		
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## Vincent Community Board Status Report on Resolutions

### Chief Executive

#### **Resolution 20.6.8 – November 2020**

#### **Vincent Promotions Grant Applications 2020-21 Financial Year (Doc ID 511048)**

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Approve** a grant of \$1,500 to St Bathans Area Community Association Inc. for the St Bathans Multi Arts Festival January 2021. The grant to be used for event operational costs including kidzone area, Public Address system, traffic management, crowd management, rubbish removal as specified in the application.

Requested \$3,000

Approved \$ 1,500

- C. **Approve** a grant of \$10,000 to The Prospector Event Ltd for the Prospector MTB Stage Race event 4 – 7 March 2021. The grant to be applied to event costs as identified in the application – event timing system, signage, website, advertising and promotion, toilets and sanitation.

Requested \$10,000

Approved \$ 10,000

#### **STATUS**

**CLOSED**

*June 2021 – The Prospector Event report back received – attached*

*April 2021 – St Bathans Multi Arts Festival Report back received. Attached Appendix 1*

*April 2021 – Prospector Event held in March – positive feedback and good media coverage observed. Report back to come.*

*February 2021 – grants uplifted. Staff to follow up with St Bathans Multi Arts Festival requesting report back now that the event has happened.*

*January 2021 – applicant advised of Resolution together with purchase order required for uplifting grant.*

*November 2020 – Action memo sent to the Media and Marketing Manager.*

#### **Resolution 19.8.13 – December 2019**

#### **Development of a Multi-use Community Hub at the Omakau Recreation Reserve (PRJ 01-2017-01)**

That the Board:

- A. **Receives** the report and accepts the level of significance.

- B. **Agrees** to support in principle the development of a purpose-built multi-use community facility for Omakau and surrounding communities, as outlined in Global Leisure Group's feasibility study.
- C. **Approves** the construction of the facility on the Omakau Recreation Reserve, at a location to be determined by the community, subject to project funding and regulatory consent approvals.
- D. **Agrees in principle**, subject to further work, that the rough concept design for the facility be progressed to developed design stage, to enable future funding discussions and consideration by the Board.

## STATUS

*May 2021 – Endorsed by VCB and will be considered by Council at 1 June 2021 meeting.*

*February 2021 – A \$1million financial contribution to the construction of the hub has been included as a consultation topic in Council's 2021 Long-term Plan community engagement.*

*July-December 2020 – The working group has confirmed the building site and is currently developing draft building designs.*

*June 2020 - The working group for this project are re-establishing meetings as of 10 June. (Their first meeting is this evening).*

*April 2020 – The COVID-19 lockdown has temporarily stalled community meetings.*

*March 2020 – The Omakau Recreation Reserve Committee is progressing community conversations about an appropriate building site and user needs, so that the detailed design will take into account as many potential users as possible.*

*December 2019 – Action memo sent to Community and Engagement Manager.*

## Resolution 19.8.15 – December 2019

### Vincent Promotions Grant Applications 2020-21 financial year (Doc ID 432782)

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Approves** a grant of \$3,000 from the 2020-21 financial year Vincent Promotions cost centre 2033 2460 to Central Otago A & P Show February 2021.

Requested: \$6,000

Approved **\$3,000**

- C. **Approves** a grant of \$3,500 from the 2020-21 financial year Vincent Promotions cost centre 2033 2460 to Waiata Theatre Productions Ltd for costs associated with rights and backing track hire to stage Jesus Christ Superstar shows in Clyde, 2 – 19 July 2020.

Requested: \$7,000

Approved **\$3,500**

**Notes** that Promotions grants are approved subject to meeting the requirements of the Central Otago District Council grants policy dated August 2019 and recipients should ensure that:

- All necessary legal requirements associated with the event or project are the responsibility of and must be met by the grant recipient.
- The event or project adheres to other relevant Council policies e.g. sustainability, smoke-free policy.
- Information on the event is provided in a timely manner to Central Otago Visitor Centres and Tourism Central Otago for promotional and information purposes.
- Grant recipients should acknowledge Council and the relevant Community Board as a funding provider in promotional material as and when appropriate.

## STATUS

*June 2021 – No update re A & P Show report back. Staff to follow up. Waiata Theatre production due to uplift grant in June.*

*April 2021 – Staff to follow up with A & P Show re report back now that event has happened.*

*February 2021 – Grant uplifted for A & P Show. no further update both events yet to take place.*

*January 2021 – Staff confirm that as advised in status update April 2020 – Waiata Theatre company event was deferred due to the impact of COVID 19 and will take place in 2021, therefore intention is to uplift grant approximately June 2021 – still within the financial year approved. Should the Board no longer wish to support the event the applicant should be advised as early as possible the approved grant is not available for uplift.*

*November 2020 – No further update Grants not yet uplifted.*

*August 2020 – No further update. Grants not yet uplifted.*

*July 2020 – No further update. Grants not yet uplifted.*

*June 2020 – No further update expected until grants uplifted in new financial year and following the events being held for report backs.*

*April 2020 – COVID 19 restrictions have resulted in the Waiata Theatre co. having to defer the shows until July 2021. They will run the same show under the same conditions as the original application and have approval to hold over the rights and backing track hire. They have requested to be able to uplift the approved grant for the deferred event. The approved grant would not be released until Jun / Jul 2021 on confirmation the production will be staged.*

*March 2019 – Applicants advised of Board decision with details on when and how to draw down approved grants. Purchase orders raised. Grants will not be accessed until after 1 July 2020: new financial year.*

*December 2019 – Action memo sent to Media and Marketing Manager*

## Planning and Environment

### **Resolution 20.5.5 – September 2020 Alexandra Theatre – Stage Upgrade (Doc ID 501525)**

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Agrees** to proceed with the Alexandra Theatre Stage Upgrade Project at an updated estimate cost at the detailed design stage of \$590,000.
- C. **Approves** the updated funding structure of the project to be as follows:

Central Otago District Council	33%
Otago Community Trust	10%
Lotteries Community Facilities	44%
Transpower Community Care Fund	8%
Alexander McMillan Trust	5%

The draft Long Term Plan 2021/31 to be updated once the project tender has been concluded.

- D. **Approves** the updated project programme as outlined in the report, and instructs Council staff to start the tendering process.

## STATUS

*May 2021 – Otago Community Trust funding approved in full. Report to Board to be tabled at its June meeting, requesting funding for asbestos removal which must be completed before construction commences.*

*March 2021 – Funding applications lodged. Outcome expected end June 2021.*

*February 2021 – Contract awarded subject to funding. Funding applications underway.*

*December 2020 – Tender has now closed and assessment is underway.*

*November 2020 – Drafting of tender documents are underway.*

*September 2020 – Action memo sent to the Property and Facilities Officer – Vincent and Teviot Valley.*

## Resolution 20.2.9 – May 2020

### Alexandra Cemetery Arnott Street Boundary Treatment (Doc ID 440203)

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Agrees** that the planting of the Salvation Army community garden screen planting and the fencing and planting of the northern Arnott Street buffer zone proceed as approved in the 2019/2020 Annual Plan.
- C. **Agrees** to the removal of all encroachments on the reserve, and the fencing of the common boundary between Arnott Street East and the reserve, where no common boundary fence exists, by the end of the calendar year.

## STATUS

*May 2021 – Planting is now well established. Encroachment timeline removal not finalised.*

*March 2021 – Final neighbouring property owners still in discussion with Council on a timeline for removal of encroachments.*

*February 2021 - Encroachment removal and boundary fencing works imminent.*

*December 2020 – The planting and irrigation components of the project are now complete and plants are thriving. Encroachment removal and boundary fencing discussions with property owners is to commence in January 2021.*

*November 2020 – Planting, irrigation mains, fencing, and plant protection completed. Temporary irrigation is still in place to establish both the border and the grass cover while the irrigation contractor waited for the planting to be completed. Permanent irrigation completion is imminent. One neighbour to the site has been of great support in keeping the irrigation operating through high wind periods to both control dust and ensure plant survival.*

*September 2020 – Works stalled due to contractor availability. Issues will be addressed to see planting and fencing completed by the end of September.*

*July 2020 – Community garden screen planting project commenced 13 July 2020 with the removal of the derelict water race and the installation of irrigation. Fencing will follow with the planting likely to be completed by 31<sup>st</sup> August 2020.*

*May 2020 – Letter sent to all Arnott Street property owners who adjoin the reserve advising them of the Board’s decision. Project re-costing underway for a June start on implementation of buffer planting works. Removal of the derelict water race reviewed as possible pending agreement from Heritage New Zealand.*

*May 2020 – Action memo sent to Parks Projects Officer*

#### **Resolution 19.6.10 – September 2019**

##### **Dunstan Golf Club Incorporated – Lease Application (PRO 63-4019-L1)**

- A. RESOLVED that the report be received, and the level of significance accepted.
- B. APPROVED the granting of a lease over part of the Clyde Recreation Reserve, to Dunstan Golf Club Incorporated, for:
- their actual area of occupation, being approximately 26.6000 hectares
  - for a term of 33 years
  - at a rental to be determined by the new Community Board following the receipt of additional financial information.
- C. AGREED that the Chief Executive be authorised to do all that is necessary to give effect to the Resolution.

**STATUS**

**CLOSED**

*May 2021 – Lease executed. Matter closed.*

*March 2021 – Email sent to the Club’s lawyer requesting update on execution.*

*February 2021 – Final draft of lease (recognizing adoption of Community Leasing and Licensing Policy) returned to club lawyer for consideration.*

*December 2020 – Feedback from the Club regarding the new Community Lease Policy is being considered.*

*November 2020 – Further follow up email sent to AWS Legal – they have received instructions from the Club and are hoping to come back officially by the end of October.*

*September 2020 – Follow up email sent to AWS Legal for advice on where the Club is at re consideration and execution of the new lease.*

*July 2020 – AWS Legal are reviewing the lease agreement on behalf of the Club.*

*June 2020 – No update available at this time.*

*May 2020 – Drafting of lease finalised. Document is with the Club for execution.*

*April 2020 – Drafting of lease underway.*

*March 2020 – Advice taken on defining boundaries and survey. New title to be issued in name of CODC.*

*January 2020 – Lease can be drafted once advice on survey of boundaries is received. Refer also as per Resolution 19.8.10*

*November 2019 – Report for further information is going to the next meeting of the Board in December.*

*October 2019 – Action memo sent to the Property Officer – Statutory.*

#### **Resolution 17.7.12 – September 2017**

#### **Council Owned Land, Pines Plantation Area North of Molyneux Park Netball Courts Alexandra – Consider Sale/Development of Residential Land (PRO 61-2079-00)**

- A. RESOLVED that the report be received and the level of significance accepted.
- B. RESOLVED that the Board agreed to the sale of part of Lot 25 DP 3194 and part of Lot 6 DP 300663, located south of the Transpower corridor at the north end of Alexandra and adjacent to the Central Otago Rail trail.
- C. RESOLVED that the Board agreed to sale of the land by way of a joint venture development and sale of Lots, the minimum terms and conditions including:
- The joint venture partner funding development with no security registered over the land.
  - Council receiving block value.
  - Council receiving 50% of the net profit, with a minimum guaranteed of \$500,000.
  - Priority order of call on sales income:
    - First:** Payment of GST on the relevant sale.
    - Second:** Payment of any commission and selling costs on the relevant sale.
    - Third:** Payment to the Developer of a fixed portion of the estimated Project Development Costs per lot as specified in the Initial Budget Estimate and as updated by the Development Costs Estimate breakdown.
    - Fourth:** Payment of all of the balance settlement monies to Council until it has received a sum equivalent to the agreed block value.

**Fifth:** Payment of all of the balance settlement monies to Council until it has received an amount equivalent to the agreed minimum profit share to Council

**Sixth:** Payment of all of the balance to the Developer for actual Project Costs incurred in accordance with this Agreement.

**Seventh:** Payment of all of the balance amounts (being the Profit Share) to be divided 50 / 50 (after allowance for payment of the Minimum Profit to Council.

D. RESOLVED that the Board agreed to delegate to the Chief Executive the authority to select the preferred joint venture offer and negotiate “without prejudice” a joint venture agreement.

E. AGREED that the Chief Executive be authorised to do all necessary to achieve a joint venture agreement.

## STATUS

*May 2021 – Stage Three ready to be released for sale.*

*March 2021 – Construction work continues.*

*February 2021 – 3910 contract executed. Detailed update was emailed to the board separate to this Status Report.*

*December 2020 – Deed of novation signed by all parties.*

*November 2020 – Variation to agreement has been drafted to accommodate staging. Currently with developer for consideration. Discussions are also being held about future entity, as one partner has passed away.*

*September 2020 – Work expected to start on site in October for Stage 1 and some sections will be marketed. Stage 1 completion scheduled for April 2021.*

*August 2020 – Continuing to await outcome of Shovel Ready Projects application as this may affect how development progresses.*

*July 2020 – Still awaiting outcome of Shovel Ready Projects application which may affect how development progresses.*

*May 2020 – Delays with engineering design and construction start date due to Covid 19. Engineering design mostly complete and work on site expected to start soon with a staged approach. Awaiting outcome of Shovel Ready Projects application which may affect how this development progresses.*

*February 2020 – The developer is working on engineering design for subdivision to be approved by Council. Work expected to start on site for subdivision in approximately 6 weeks.*

*January 2019 – Subdivision consent granted 18 December 2019.*

*November 2019 – Subdivision consent was lodged on 22 November 2019.*

*October 2019 - The affected party consultation process with NZTA and Transpower is now complete however the process with DOC is still being progressed. Once finalized, the application to connect Dunstan Road to the State Highway will be complete. Subdivision*

*consent will then be lodged.*

*September 2019 - The affected party consultation process with NZTA, Transpower and DOC for the application to connect Dunstan Road to the State Highway is almost complete. The developer is also close to finalising the subdivision plan to allow for the resource consent to be lodged.*

*July 2019 – Subdivision consent expected to be lodged in August.*

*June 2019 – Tree felling complete. Subdivision consent expected to be lodged in July or August.*

*May 2019 - Tree felling commenced 20 May and is expected to take up to 6 weeks to complete. Subdivision scheme plan close to being finalised before resource consent application.*

*April 2019 – Security fencing has been completed. Felling of trees expected to commence in the next month. Concept plan is in final draft. Next step is for the surveyor to apply for resource consent.*

*March 2019 – Concept plan is in final draft. Next step is for the surveyor to convert to a scheme plan and apply for resource consent. The fencer is booked in for March.*

*January 2019 – Development agreement was signed by AC & JV Holdings before Christmas. Subdivision plan now being developed for resource consent application and removal of trees expected to start mid to late January.*

*October 2018 – The development agreement is with the developer's accountant for information. Execution imminent.*

*September 2018 – The development agreement is under final review.*

*August 2018 – Risk and Procurement Manager finalising development agreement to allow development to proceed.*

*June 2018 – Preferred developer approved. All interested parties being advised week of 11 June. Agreement still being finalised to enable negotiation to proceed.*

*April 2018 – No change.*

*March 2018 – Staff finalising the preferred terms of agreement.*

*February 2018 – Requests received. Council staff have been finalising the preferred terms of agreement to get the best outcome prior to selecting a party, including understanding tax implications.*

*December 2017 – Request for Proposals was advertised in major New Zealand newspapers at the end of November 2017 with proposals due by 22 December. Three complying proposals received.*

*November 2017 – Council solicitor has provided first draft of RFI document for staff review.*

*September 2017- On agenda for Council approval for the land sale.*

*September 2017 – Action Memo sent to Property and Facilities Manager.*



## Vincent Community Board Funding Report

The Prospector MTB Race, 12-14<sup>th</sup> March 2021

Dear VCB members,

We are writing to you to report back on the success of our inaugural Prospector MTB Race that was granted funding from the Vincent Community Board Promotions Grant.

The funding received was integral in helping get this event off the ground in its first edition. With the vision of creating a long standing sustainably run iconic event that showcases the best of the Alexandra region, it was crucial for us to make the right, positive impression in the first year.

With the funding behind us we were able to recruit the kind of high caliber expertise in event contractors needed to the expertise of local contractors and providers of other resources to put on the kind of high-quality event we were aiming for.

In our first year we attracted 140 participants from all over New Zealand. With a large contingent (31%) coming from the North Island, 28% from Canterbury, 21% from Central Otago and the remaining 20% from the rest of the South Island. These figures are a strong indication that our aim of showcasing Alexandra as a riding destination and drawing people in from around the country was successful. With participant feedback on the event being extremely positive, especially on the quality of riding that is available in Alexandra and the friendly nature of the town in accommodating everyone, we can only expect this great word of mouth to spread.

We were able to generate a fair amount of media coverage and hype around the event with the participation of top NZ mountain bike rider and Commonwealth Games Gold medalist Anton Cooper, who has just been selected to compete in the upcoming Tokyo Olympics. Anton was particularly generous in his praise of the event stating it would be an ideal step in his preparations towards this years Olympic Games. We have attached copies of our pre and post-race press releases for your perusal.

### 1.1 Event data

We carried out a survey of all our participants post event to gather the following data:

1. Over 90% of our participants surveyed stayed for more 3 or more nights during the event
2. 82% of participants surveyed travelled with 2 or more people to the event
3. 79% of participants stayed with an accommodation provider including AirBnB, motels and campgrounds)
4. 70% estimated daily spend on food & beverage to be over \$50 per person in their travel group
5. The avg estimated spend per person on other activities, retail, services etc while in the area was \$221.
6. 33% of participants said they travelled to Alexandra prior to the event to train/familiarize themselves, with an average length of stay of 4 nights.

Based on these figures we estimate that the event created a total economic boost of approx. \$200,000 over the duration of the event for the Alexandra area, not including the extra trips participants made prior to the race.

## 1.2 Grant funding expenditure

### 1.2.1 Event Timing System – \$4050

- SportSplits NZ event fee - \$3450.00
- Accommodation for timing staff - \$600

Sport SplitsNZ, one of the most reputable timing providers operating in NZ at the moment were contracted to run the timing system for the event. Having them onboard meant we could rely on having the highest level of expertise running the timing system possible. In an event such as this with a highly competitive field, making sure the timing and results are accurate is absolutely crucial in the overall success of the event. It can make or break a race in the first year, and so we felt it was very important to invest in having the best possible providers on board for this job.

### 1.2.2 Event signage - \$1909.00

James Buchan from Buchan design provided our event signage that was used to mark out the courses. Which totalled over 200 individual signs With over 140km of off-road riding and nearly 80km of that on singletrack amongst a maze of trails it was vitally important that our course marking was accurate and effective, for both the safety of riders and also the success of the race. Again this was an area where we excelled, with riders making a point of saying how well marked the courses were. This was something that we took great pride in.

### 1.2.3 Website design and development - \$1685.15

Local web designer and mountain bike enthusiast Jason Johns from SortIT Web Design helped us to build a suitable web platform for our event. Another very important area for us as this was where most people would get their first impression of the event. We wanted a sleek, easy to use and functional website that Jason was able to provide in a very short time frame.

### 1.2.4 Event Advertising and Promotion - \$1356.91

- Will Nelson Video - \$396
- Facebook/Instagram - \$681.68
- Sarah Phillip Design - \$162.50
- Printing+ - \$116.73

This area was always going to be a bit of an unknown for us as we weren't sure what kind of response we were going to get in the first year, especially in a year fraught with COVID restrictions making people very hesitant to enter events or travel far from home for the fear of things being cancelled last minute. We mainly used social media as our advertising platform as we felt this was the best most cost effective way to reach our riders. We used the expert skills and services of local filmmaker Will Nelson to create some high impact promotional content. Other local providers Sarah Phillip Design and Printing+ were used to help create promotional material.

To view any of our promotional videos see:

[https://www.youtube.com/channel/Uck2V952JXp\\_MQzhiNbogcyQ/videos](https://www.youtube.com/channel/Uck2V952JXp_MQzhiNbogcyQ/videos)

### 1.2.5 Event Venue Hire - \$1068.75

Due to all of the stages of the race being held out in the hills of Matangi and Earnsclough station over the three days, we wanted to have a venue to bring everyone together each day to create a special atmosphere around the event, celebrate the days success and brief the riders on the challenges

awaiting them in the following stages. For this purpose we hired out the Alexandra Community Hall, which comfortably provided enough room for all our participants and supporters as well as creating a great setup for our event staging. We also held our final event wrap and prize giving here after the racing was completed on the last stage.

*Total expenditure = \$10,069.81*

### **1.3 Future Plans**

In accordance with statements made in our initial grant application request, we intend for this event to be a long standing fixture. The aim was to make a major positive impression in our first year in order to get the event established on the calendar. We feel that above all, in the relatively small world of Mountain biking in New Zealand, word of mouth advertising was always going to be the most effective way for the event to grow. With the network of local and some out of town suppliers, contractors and volunteers that we have developed we have the resources and event template set up to continue to grow this event. We firmly believe that Alexandra is one of the best Mountain Bike destinations not only in New Zealand but the world, and that with an iconic event of this nature, that will attract enthusiastic mountain bikers from all over the world (post COVID) and be a major asset to the local community.

We have penciled in dates for our second edition of the event, to be held on the 11<sup>th</sup>-13<sup>th</sup> March 2022.



## TAX INVOICE

The Prospector Event Limited  
 Attention: James Williamson  
 C/- Flannery Tait  
 Level 2  
 77 Centennial Avenue  
 Alexandra 9320  
 NEW ZEALAND

**Invoice Date**  
15 Mar 2021

**Invoice Number**  
INV-961

**Reference**  
Prospector21

**GST Number**  
096 694 865

Active Timing Services  
 Limited trading as Sport  
 Splits New Zealand  
 PO Box 37271  
 Halswell  
 Christchurch 8245  
 NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Timing Services - The Prospector MTB Stage Race 12-14 march 2021	1.00	3,000.00	3,000.00
		Subtotal	3,000.00
		TOTAL GST 15%	450.00
		<b>TOTAL NZD</b>	<b>3,450.00</b>

**Due Date: 29 Mar 2021**  
 E & OE

Payment due 14 days from date of invoice  
 Electronic payments may be made to Bank of New Zealand;  
 Account: Active Timing Services Limited – 020368 0060140 00  
 International payments: Swift code – BKNZNZ 22  
 Bank address: 187-189 Thames Street, Morrinsville, NZ

Please quote the invoice number in your payment

## PAYMENT ADVICE

To: Active Timing Services Limited trading as Sport Splits New Zealand  
 PO Box 37271  
 Halswell  
 Christchurch 8245  
 NEW ZEALAND

<b>Customer</b>	The Prospector Event Limited
<b>Invoice Number</b>	INV-961
<b>Amount Due</b>	<b>3,450.00</b>
<b>Due Date</b>	29 Mar 2021
<b>Amount Enclosed</b>	_____
	Enter the amount you are paying above

AL PARK VIEW MOTEL  
12 BANTRY STREET  
ALEXANDRA 9320

\*-----EFTPOS-----\*

TERMINAL . 67189601  
TIME 16MAR 14:58  
TRAN 000018 CHEQUE  
EFTPOS  
CARD . . . . .4754

Visa Debit  
RID: A000000003  
PIX: 1010  
TC: D38374F6399A0526  
TVR: 00 00 04 E0 00  
TSI: E8 00  
ATC: 0017

PURCHASE NZ\$ 600.00  
TOTAL NZ\$ 600.00

**ACCEPTED**

\*-----\*

INVOICE NUM 000008  
CUSTOMER COPY



## TAX INVOICE

Prospector Event Ltd

**Invoice Date**  
17 Mar 2021

**Invoice Number**  
INV-5714

**Reference**  
Race Signs

**GST Number**  
77706909

B Design  
105 Scotland Street  
Roxburgh 9500  
New Zealand  
021 146 3341  
Email: colleen@bdesign.kiwi.nz

Description	Quantity	Unit Price	Amount NZD
Phil Oliver - Race Signs Quote Number: 2616			
Race Signs Full Colour Solvent Printed Vinyl, UV Laminated & Applied to 5mm Corflute Board (1 side) • Size: 300 x 210mm, (Directional / Caution Signs) Quantity: x162 • Size: 600 x 250mm, (Logo Signs) Quantity: x6 • Size: 800 x 350mm (Car Park Signs) Quantity: x 2 • Size: 600 x 350mm (Ambulance Car Park Sign) Quantity: x1 • Size: 505 x 714mm (Lecturn Sign)	1.00	1,495.00	1,495.00
Pull up Display Stand Solvent Printed Synthetic Paper Banner + Metal Retractable Stand + Carry Bag	1.00	165.00	165.00
		Subtotal	1,660.00
		TOTAL GST 15%	249.00
		<b>TOTAL NZD</b>	<b>1,909.00</b>

### Due Date: 20 Apr 2021

Thank you for your business. Our preferred method of payment is by direct credit. Our account details are as follows.

James Buchan Design Ltd  
06-0949-0116907-00  
National Bank of NZ Ltd, 37 Tarbert Street, Alexandra, New Zealand.

Payment due 20th of month following invoice. All goods supplied remain the property of James Buchan Design Ltd until full payment has been received. Any collection cost incurred will be payable by the customer.



## PAYMENT ADVICE

To: B Design  
105 Scotland Street  
Roxburgh 9500  
New Zealand  
021 146 3341  
Email: colleen@bdesign.kiwi.nz

Customer	Prospector Event Ltd
Invoice Number	INV-5714
Amount Due	1,909.00
Due Date	20 Apr 2021
Amount Enclosed	_____

Enter the amount you are paying above

# Sort it Web Design

Prospector MTB  
C/O Willbike, 59  
Russell St, Alexandra

Invoice Date  
29 Nov 2020

Invoice Number  
INV-Prospector

Reference

## TAX INVOICE

12 Gregg Street  
Alexandra 9320  
NEW ZEALAND

Phone: 021 022 00553  
Email: [contact@sortitweb.co.nz](mailto:contact@sortitweb.co.nz)  
[www.sortitweb.co.nz](http://www.sortitweb.co.nz)

**Due Date: 30 Nov 2020**

Description	Quantity	Unit Price	GST	Amount NZD
Website design & installation - Balance <a href="http://www.prospectormtb.co.nz">www.prospectormtb.co.nz</a>	1.00	1500.00	n/a	1500.00
Domain Name & Hosting registration – 1 Year	1.00	185.15	n/a	185.15
Subtotal				1,685.15
Invoice Total NZD				1,685.15
Total Net Payments NZD				0.00
<b>Amount Due NZD</b>				<b>1,685.15</b>

**Direct Bank Credit: Kiwibank – acc: J John – acc#: 38-9011-0393189-00.  
Please use invoice number as reference.**

**PLEASE NOTE OUR CHANGE IN ACCOUNT NUMBER AND ADJUST YOUR RECORDS.  
KIWIBANK NO LONGER PROCESS CHEQUES AND WE UNABLE TO ACCEPT PAYMENT VIA THIS METHOD.**

## PAYMENT ADVICE

To: Sort it Web Design  
12 Gregg Street  
Alexandra 9320  
NEW ZEALAND

Customer	HJ Roberts
Invoice Number	INV-Prospector
Amount Due	<b>1,1685.15</b>
Due Date	30 Nov 2020



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[willnelson888@gmail.com](mailto:willnelson888@gmail.com)

93A Gilligans Gully Road Alexandra 9320

027 320 7544

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## INVOICE

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Date: 27/11/20

Attention: James Williamson

Invoice Number: 045

Terms: 7 Days

---

Description	Cost
15 Second Video	\$170
1 minute Video	\$270
Supporting Locals Discount 10%	\$44
<b>AMOUNT DUE</b>	<b>\$396</b>

**Bank Account:**

**WN Productions**

**03-1733-0632149-001**

Thank you very much for your business.

Will Nelson

A handwritten signature in black ink, appearing to be 'Will Nelson'.



p. 027 913 7892  
e. sarahphilipnz@gmail.com

# invoice

**INVOICE #360**

**Willbike**  
22 | 12 | 2020

description	hours	rate	subtotal
26/11 - The Prospector - Stage Maps	2hr	\$50p/h	<b>\$100</b>
21/12 - Final changes to stage maps (using Google Earth)	1.25hr	\$50p/h	<b>\$62.50</b>

**payment details**

sarah philip | 03-1733-0637281-000

**due date**

payment due within 14 days

**total**

**\$162.5**



# TAX INVOICE

Willbike

**Invoice Date**  
18 Nov 2020

**Invoice Number**  
INV-0872

**Reference**  
Tees x 2 cap

**GST Number**  
127-092-753

Printing +  
22 Ferraud St  
Clyde, 9330  
NEW ZEALAND  
Ph - 021 231 7060  
Email -  
info@printingplus.nz  
www.printingplus.nz

Description	Quantity	Unit Price	Amount NZD
To supply and print left chest logo and back logo in white vinyl to navy AS Colour tees as requested	2.00	24.60	49.20
To supply cap 5 panel in black with logo across front	1.00	22.30	22.30
Set up	1.00	30.00	30.00
		Subtotal	101.50
		TOTAL GST 15%	15.23
		<b>TOTAL NZD</b>	<b>116.73</b>

## Due Date: 20 Nov 2020

Unless otherwise agreed in writing all goods shall be paid prior to or on pickup.  
If you are happy to go ahead, 50% deposit is due on order.

Printing Positive LTD, T/A Printing +  
ANZ Alexandra  
06-0917-0723083-00  
Please use invoice number as ref.

If payment is not made in full by the due date, Printing + may at its option suspend delivery of further goods until the account is paid in full.

Printing + may charge and recover interest on overdue accounts at the rate of 15% per annum, there is also a late fee charge or administration fee or \$15.00.

Printing + shall be entitled to cancel deliveries due under this or any other order when payments are overdue, and the Customer shall indemnify Printing + for any losses suffered by reason of any cancellation.  
Any expenses, disbursements and legal costs incurred by Printing + in the enforcement of any rights contained in this contract shall be paid by the Customer, including any solicitor's fees or debt collection



## PAYMENT ADVICE

To: Printing +  
22 Ferraud St  
Clyde, 9330  
NEW ZEALAND  
Ph - 021 231 7060  
Email - [info@printingplus.nz](mailto:info@printingplus.nz)  
[www.printingplus.nz](http://www.printingplus.nz)

Customer	Willbike
Invoice Number	INV-0872
Amount Due	<b>116.73</b>
Due Date	20 Nov 2020
Amount Enclosed	<hr/>
	Enter the amount you are paying above

James Philip Williamson  
26 Bantry Street  
Alexandra 9320



**CENTRAL OTAGO**  
DISTRICT COUNCIL

1 Dunrobin Street  
PO Box 122  
Alexandra 9340  
New Zealand

Tel: +64 3 440 0056  
Email: info@codc.govt.nz  
Web: www.codc.govt.nz

DEBTOR NUMBER:  
3446854

DATE:  
6/04/21

---

**TAX INVOICE 132315**

Hire of Alexandra Memorial Hall March 2021

Qty	Description	Rate	Amount
3	Friday 12 to Sunday 14 Carpet Cleaning	275.00	825.00
			243.75

(\* Incl GST \$139.40)

**TOTAL INCL GST**

**\$1,068.75**

Internet Banking: 02-0916-0081744-00  
Please quote **3446854** as reference.  
Payment due on or before the 20th of the month following.

---



**CENTRAL OTAGO**  
DISTRICT COUNCIL

**REMITTANCE ADVICE**

DEBTOR NO.:  
3446854

TAX INVOICE:  
132315

Please detach and send with payment to  
Freepost CODC  
PO Box 122  
Alexandra 9340

FROM:  
James Philip Williamson  
26 Bantry Street  
Alexandra 9320

Or to CODC Service Centres

**TOTAL NOW DUE \$1,068.75**

Please use 3446854 as your reference

AMOUNT PAID CASH / CHEQUE / EFT \_\_\_\_\_

FOR IMMEDIATE RELEASE:

### **Top riders in Alexandra for new multi day MTB stage race**

Images:

Anton Cooper, Commonwealth Games Gold Medallist, credit Mathew DeLorme

The Prospector Stage Race trails offer both a challenge and exceptional views! (x2) (credit Will Nelson)

Event Video: <https://youtu.be/9cSkQqVzo6M>

Alexandra local mountain bikers and businessmen, Phil Oliver and James Williamson, are thrilled to have attracted some of New Zealand's top mountain bike talent to Alexandra to participate in their new event, 'The Prospector' beginning on Friday.

Commonwealth Games gold medallist, Anton Cooper, teamed up with NZ under 19 national champion Ethan Rose, are just two of the strong field who will enjoy three days of epic riding in the hills around Alexandra.

"I'm super excited to get back down to Alexandra and ride the Prospector stage race. It's going to be a great opportunity to ride a marked course around some awesome trails, and also a good few days training on the bike before I head off to Europe to race on the World Cup circuit and finalise my preparation for the Tokyo Olympics", said Anton.

Event organiser / Race Director, James Williamson said, "We've had great support from local businesses, landowners, volunteer's, community groups, Tourism Central Otago, Council and the Vincent Community Board to get this event off the ground"

"We knew we had a great idea to establish an event that was sustainable and that benefitted our local community. It is our hope this event will become one of the most prominent events of the New Zealand Mountain bike calendar, and that when borders eventually re-open it will attract offshore riders to future events. For year one, securing a strong field of entrants, with

approximately 80% coming from out of town is a real indication that the mountain biking around Alexandra is regarded as being amongst the best in the world.”

“Local landowners support is critical when creating an event such as this and we are incredibly grateful they too see the value in such an event for our community”, said Phil Oliver.

The Prospector begins on Friday with a prologue at Matangi Station and will have also stages on Earnsclough Station over the weekend. Helen and Brett Sanders said “Matangi Station and the Sanders family are looking forward to welcoming the Prospector 3 day event. Competitors will love what James and Phil have marked out. The weekend will be epic. At the same time, we’re proud to announce we will be opening up part of our High-Country Station as a commercial MTB park later in the year”.

This is New Zealand’s only multi-day mountain bike stage race. Its name ‘The Prospector’ is in direct reference to Central Otago’s gold mining past, as many of the tracks and trails that will be ridden through the event were built by early prospectors. Taking place over three days, the event is for mountain bikers who are looking for a true (XC) Cross Country endurance event to test themselves. Covering 150kms of trails and over 4000 meters of elevation, the riding is tough and technical, requiring skill as well as fitness.

For more information:

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The Prospector MTB XC Stage Race

12 – 14 March 2021

Alexandra, Central Otago

<https://www.prospectormtb.co.nz/>

## The Prospector MTB Stage Race 2021

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### NEW ZEALAND CYCLING PROJECT POWERED BY MITOQ CROWNED INAUGURAL PROSPECTOR CHAMPIONS

After three days, 4500m of elevation and 140km of tough technical rocky trails in the Alexandra hills, the NZ Cycling Project – MitoQ team of Ben Oliver (Christchurch) and Josh Burnett (Invercargill) took the overall win in the first ever Prospector Mountain Bike Stage Race. The pair lead throughout the event after taking an early advantage in Fridays Prologue over Team TREK consisting of reigning New Zealand Elite Champion Anton Cooper and up and coming under 19 rider Ethan Rose.

NZ Cycling Project – MitoQ backed up Friday's performance by taking line honours on Stage 1 after racing for 60kms through the stunning backcountry of Earnslugh Station, giving them a lead of 1min 55sec heading into the final day of racing. Stage 2, a 58km route that linked up the all the very best singletrack in Matangi station, would be a true test to find NZ's best stage racing mountain bikers. In what was a nail biting finale and an appropriate end to the close racing the two teams couldn't be separated, with Team TREK taking the win in a very closely fought sprint finish. However TREK's stage win was not enough to stop NZ Cycling Project – Mito Q pairing of Oliver and Burnett sealing the overall win and taking home the trophies and leaders jerseys as Prospector champions.

Josh Burnett commented "I am pretty stoked to take out the first ever Prospector with Ben over the weekend. Without a doubt some of the best trails in the country spread across the three days of racing. Ben and I really enjoyed battling it out with Ethan and Anton and [we are] hoping for more of the same in 2022!"

Anton Cooper was generous in his praise of the race and battle with Ben and Josh, commenting "It was a epic few days on the bike at the inaugural Prospector MTB Race. To be able to race over such beautiful high country stations and on singletrack that only Alexandra can provide was a real treat and one that we were all grateful for. This race is a real breath of fresh air for mountain bike events in NZ and caters to the true MTB enthusiast. A close second place finish in the prologue and opening stage finished with a win on the final stage was enough to secure myself and Ethan second place overall by a narrow 1min 55sec and give us some fire in the belly to come back again to challenge for the title. International schedule permitting I'll be back next year to get my thrills!"

Another exciting battle was found in the very competitive mixed field, with many of New Zealand's top female mountain bikers linking up with strong male riders making for some

formidable pairings. After taking the lead in the Prologue, Team Bonding, mother and son pair, Amy and Noah Hollamby passed the jerseys onto Team New World St Martins (Hefin Price and Sarah Gilbert) who put in a strong ride on Stage 1. However the battle wasn't won yet, Team llabb (Kate McIlroy and Reon Nolan) had been making steady progress through the ranks after mechanical trouble in the Prologue and put in a storming ride on the final stage to snatch the win and wear the final leaders jerseys with a comfortable 10min margin.

Team Chrim (Kim Johnston and Christine Wright) were never troubled in the women's category, leading from start to finish and taking the win by nearly 1hr over Team Llamas Pjamas (Georgie Mclean & Rachael Buttar).

In its inaugural edition The Prospector is a race created by Alexandra mountainbikers and businessmen James Williamson and Phil Oliver. It is held on network of trails in the hills surrounding Alexandra, covering 140km of tough off-road riding with over 70km of singletrack and 4000m elevation gain in the three days. It is one of the toughest mountain bike events ever held in New Zealand.

140 riders from all over New Zealand have travelled to Central Otago to take on the Prospector in its first year, including much of New Zealand's top mountain bike talent. Those riders enjoyed Alexandra's famous local hospitality and support of sporting events.

The race is comprised of a riders pairing up in teams of two, with categories for Junior (16-19), Open (20-39), Masters (40-49) and grand masters (50+) in male, female and mixed pairings. The teams with the fastest cumulative time over the three days take home the honours of being the first ever Prospector Champions.

"We couldn't have been happier with how our inaugural Prospector went, the buzz that the riders were getting from the courses, scenery and event atmosphere was really special. It was incredible to watch world class riders be tested by the course and themselves, producing some very exciting racing. We have big plans to build on the great momentum from our first year to establish this as one of the pinnacle Mountain Bike Stage Races in the Southern Hemisphere" – James Williamson, Race Director & Co-founder

In other Results:

Christchurch Elite Rider, Brent Miller held off a big charge from Quintus Vermuelen on the final stage to take home the overall individual category win.

Keeping it in the family, Brent's Wife Hannah Miller won the women's individual category, winning all three stages along the way.

Full results can be found online on [www.sportsplits.com/races/the-prospector-mtb-stage-race-2021](http://www.sportsplits.com/races/the-prospector-mtb-stage-race-2021)

The event is scheduled to be held annually on a date Mid March.

Event Boilerplate:

- 3 Day, 3 stage XC Mountain Mountain Bike event in Alexandra
- 140 riders from all over New Zealand with 55 teams of two and 30 individual competitors
- NZ's top ranked Mountain biker and Commonwealth Games Gold Medallist Anton Cooper competing with NZ U19 National Champion Ethan Rose
- NZ's only multi day mountain bike race – a format that has been growing incredibly popular overseas
- Prologue - Friday 12<sup>th</sup> March 12.30pm start – 15km stage on Matangi Station tracks.
- Stage 1 – Saturday 13<sup>th</sup> March 8am start – Earnslugh Station, 60km stage, start finish located on Strode Rd, Earnslugh.
- Stage 2 – Sunday 14<sup>th</sup> March 7.30am start – Matangi Station, 55km stage. Start finish located at Matangi Station Woolshed, Little Valley Rd.

**11            DATE OF THE NEXT MEETING**

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

## 12 RESOLUTION TO EXCLUDE THE PUBLIC

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### 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
<b>21.5.16 - Confirmation of Non-Public Minutes from Ordinary Board Meeting</b>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>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)</p>	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
<b>21.5.17 - June 2021 Confidential Governance Report</b>	<p>s7(2)(b)(ii) - the withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>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)</p>	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

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