



AGENDA

Teviot Valley Community Board Meeting Thursday, 21 October 2021

Date: Thursday, 21 October 2021

Time: 2.00 pm

**Location: Roxburgh Service Centre,
120 Scotland Street, Roxburgh**

(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 Teviot Valley Community Board will be held in Roxburgh Service Centre, 120 Scotland Street, Roxburgh on Thursday, 21 October 2021 at 2.00 pm

Order Of Business

1	Apologies	5
2	Public Forum.....	5
3	Confirmation of Minutes.....	5
	Teviot Valley Community Board meeting Meeting - 9 September 2021	7
4	Declaration of Interest	12
	21.8.1 Declarations of Interest Register.....	12
5	Reports	15
	21.8.2 Promotion Grant Applications 2021 - 22 First Round	15
	21.8.3 Teviot Valley Community Board Community Grant Applications 2021-24 Financial Year.....	78
	21.8.4 Proposed Road Stopping - Unnamed Road off Roxburgh East Road	95
	21.8.5 Proposed Road Stopping (Partial Width) - Adjacent to 56 Ladysmith Road	104
	21.8.6 2022 Meeting Schedule	112
6	Mayor's Report.....	120
	21.8.7 Mayor's Report	120
7	Chair's Report	121
	21.8.8 Chair's Report.....	121
8	Members' Reports.....	122
	21.8.9 Members' Reports	122
9	Status Reports	123
	21.8.10 September 2021 Governance Report	123
10	Date of the Next Meeting	128

Members Mr R Gunn (Chair), Ms S Feinerman (Deputy Chair), Ms C Aitchison, Mr N Dalley, Cr S Jeffery

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

1 APOLOGIES

2 PUBLIC FORUM

Ann Hill and Doug Dance from the Roxburgh Brass Band will speak in favour of their grant application

Deborah Dons and Deirdre Perkins from the Millers Flat Cavalcade Committee will speak in favour of their grant application

3 CONFIRMATION OF MINUTES

Teviot Valley Community Board meeting - 9 September 2021

**MINUTES OF A MEETING OF THE TEVIOT VALLEY COMMUNITY BOARD
HELD IN THE ROXBURGH SERVICE CENTRE, 120 SCOTLAND STREET, ROXBURGH
ON THURSDAY, 9 SEPTEMBER 2021 COMMENCING AT 2.00 PM**

PRESENT: Mr R Gunn (Chair), Ms S Feinerman (Deputy Chair), Ms C Aitchison, Mr N Dalley, Cr S Jeffery

IN ATTENDANCE: T Cadogan (Mayor), L Macdonald (Executive Manager - Corporate Services) (via Microsoft Teams), L van der Voort (Executive Manager - Planning and Environment), S Righarts (Chief Advisor), K McColloch (Corporate Accountant), L Stronach (Property Officer – Statutory) (via Microsoft Teams) M Gordon (Parks Officer – Projects) and W McEnteer (Governance Support Officer)

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

There was no public forum.

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Dalley
Seconded: Aitchison

That the public minutes of the Teviot Valley Community Board Meeting held on 30 July 2021 be confirmed as a true and correct record.

CARRIED

4 DECLARATION OF INTEREST

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

5 REPORTS FOR DECISIONS

21.7.2 APPLICATION FOR EASEMENT IN FAVOUR OF AURORA ENERGY LIMITED

To consider granting an easement (in gross) over Part Lot 42 Deposited Plan 21135 (part Lake Roxburgh Village Green) to Aurora Energy Limited.

COMMITTEE RESOLUTION

Moved: Feinerman
Seconded: Jeffery

That the Teviot Valley Community Board

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

- B. Agrees to grant an easement (in gross) to Aurora Energy Limited containing the right to convey electricity over Part Lot 42 Deposited Plan 21134 for \$1, subject to:
- Aurora Energy Limited (or their agents) obtaining all consents, permits, and other rights associated with installing the cable between poles 5186 and 5185 as shown in figure 4.
 - All costs associated with preparing and registering the easement being met by Aurora Energy Limited (or their agents).
- C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.

CARRIED

6 REPORTS FOR INFORMATION

21.7.3 TEVIOT VALLEY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2021

To consider the financial performance overview as at 30 June 2021.

COMMITTEE RESOLUTION

Moved: Jeffery
Seconded: Aitchison

That the report be received.

CARRIED

7 MAYOR'S REPORT

21.7.4 MAYOR'S REPORT

His Worship the Mayor gave an update on his activities since the last meeting:

- Discussed Aurora Energy's reporting requirements to the Commerce Commission. He noted that reporting requirement could be updated any time if it was discovered that they were inadequate. Also commented that Aurora would be obliged to share complaints it received on its social media pages to the Commerce Commission.
- Gave an update to members on current issues in the Three Waters space.

COMMITTEE RESOLUTION

Moved: Gunn
Seconded: Jeffery

That the Teviot Valley Community Board receives the report.

CARRIED

8 CHAIR'S REPORT

21.7.5 CHAIR'S REPORT

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

- Attended a number of workshops concerned with Three Waters.
- Attended a site visit at the medical centre and rest home with Decarbonised Energy Solutions regarding options for replacing the current boiler.
- Attended a meeting NZ Battery Project Technical Reference Group meeting.
- Attended a meeting of the Roxburgh Pool committee.
- Attended a Zoom meetings for the Medical Services Trust.
- Attended a Zoom meeting for the Teviot Valley Rest Home.
- Updated members on a recent LGOIMA request regarding an old Ettrick reserve account.

COMMITTEE RESOLUTION

Moved: Dalley
Seconded: Aitchison

That the report be received.

CARRIED

9 MEMBERS' REPORTS

21.7.6 MEMBERS' REPORTS

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

Ms Feinerman reported on the following:

- Attended a meeting of the Roxburgh Pool Committee. She noted a successful outcome in the grant application from Otago Community Trust and that the committee were waiting for an outcome from one further grant application. She also noted that in light of increasing prices for materials, there was a recosting exercise underway to understand any increase in costs.
- Had meeting with staff to discuss walking tracks and reported that they were looking at some upgrades.
- Attended the Three Waters workshops.

Mr Dalley reported on the following:

- Attended the Three Waters workshops.
 - Attended a Series of Teviot Valley rest home meetings.
-

- Mentioned that he had been approached regarding rumours about possible land subdivisions in Roxburgh East. He noted that he was not aware of anything.

Councillor Jeffery reported on the following:

- Attended the weekly meetings of the Regional Labour Chairs. Also gave an update to members on the Recognised Seasonal Employer worker space.
- Attended the pre-agenda meeting for the Economic Development and Community Facilities portfolio.
- Attended a Council meeting.
- Attended a meeting of the Hearings Panel.
- Attended a number of workshops regarding Three Waters.
- Attended a meeting of the Roxburgh Medical Services Trust.
- Attended the Teviot Valley business breakfast meeting.
- Mentioned a visit to the Horseshoe Bend approach track and reported that the track was currently in poor condition. Noted a plan to improve the track.

Ms Aitchison reported on the following:

- Noted that most meetings during the lockdown period had been cancelled.
- Noted two recent service requests. One regarding potholes in Millers Flat and another regarding a culvert in Moa Flat Road.

COMMITTEE RESOLUTION

Moved: Feinerman

Seconded: Aitchison

That the report be received.

CARRIED

10 STATUS REPORTS

21.7.7 SEPTEMBER 2021 GOVERNANCE REPORT

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

COMMITTEE RESOLUTION

Moved: Jeffery

Seconded: Aitchison

That the report be received.

CARRIED

11 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 21 October 2021.

The Meeting closed at 2.54 pm.

.....
CHAIR / /

4 DECLARATION OF INTEREST

21.8.1 DECLARATIONS OF INTEREST REGISTER

Doc ID: 556031

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 - TVCB Declarations of Interest [↓](#)

Name	Member's Declared Interests	Spouse/Partner's Declared Interests	Council Appointments
Cushla Aitchison	Roxburgh and District Lions Club (member)	Roxburgh and District Lions Club (member)	I and H McPhail Charitable Trust Roxburgh Entertainment Centre Improvement and Promotions Inc. Teviot District Museum Committee
Norman Dalley	Martel International Limited (Sole Director/Shareholder) Gilmour Development Limited (Sole Director/Shareholder) North Hill Limited (Sole Director/Shareholder) Teviot Valley Rest Home Incorporated (Chair) Roxburgh Entertainment Centre Improvement and Promotions Incorporated (Treasurer/Committee member) Dalley Family Trust (trustee) Teviot Prospects (member) Teviot Valley Rest Home Ltd (Director)	217 Scotland Street, Roxburgh (Property Owner) Gilchrist Town Orchard Limited (Shareholder/Director) Roxburgh and Districts Medical Services Trust (trustee) Roxburgh Entertainment Centre Improvement and Promotions Incorporated (committee member)	I and H McPhail Charitable Trust Roxburgh Cemetery Trustee Committee
Sally Feinerman	Feinerman's Ltd, 109 Scotland Street (Owner / Director) New Zealand Motor Caravan Association (NZMCA) Member Roxburgh Pool Committee (Chair)	Breen Construction (employee / builder) NZMCA (member)	Teviot Valley Walkways Committee Ida MacDonald Charitable Trust Tuapeka County Bursary Fund Committee Teviot Prospects

Raymond Gunn	Stonehaven Limited (Director) Stonehaven Trust (Trustee) Roxburgh Gun Club (Secretary) Central Otago Wilding Conifer Control Group (member) Roxburgh Trotting Club (member) Roxburgh A&P Society (member) Coal Creek Cycleway Trust (Trustee) Teviot Valley Resthome Inc (Medical Services Trust delegate) Teviot Valley Water Care Group (Committee Member) NZ Battery Project Technical Reference Group (TRG) (member)	Stonehaven Trust (Trustee)	Ida MacDonald Charitable Trust Roxburgh and District Medical Services Trust Roxburgh Swimming Pool Redevelopment Committee
Stephen Jeffery	G & S Smith family Trust (Trustee) K & EM Bennett's family Trust (Trustee) Roxburgh Gorge Trail Charitable Trust (Chair) Roxburgh and District Medical Services Trust (Trustee) Central Otago Clutha Trails Ltd (Director) Teviot Prospects (Trustee) Teviot Valley Community Development Scheme Governance Group Central Otago Queenstown Network Trust		

5 REPORTS

21.8.2 PROMOTION GRANT APPLICATIONS 2021 - 22 FIRST ROUND

Doc ID: 551154

1. Purpose of the Report

To consider promotion grant applications received to the first publicised round for year one of the Long Term Plan 2021 – 2031.

Recommendations

That the Teviot Valley Community Board

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

B. Resolves to approve / decline a promotion grant to:

1. **GRA210804641 Teviot Prospects Cherry Chaos Event Management and Marketing**

Year 1 LTP 2021/22 applied \$2,000

Recommend Approve: \$500

For marketing / promotion costs only

Year 2 LTP 2022/23 applied \$2,000

Recommend decline: \$0

Year 3 LTP 2023/24 applied \$2,000

Recommend decline: \$0

2. **GRA210750614 Central Otago District Arts Trust – Cover to Cover events – graphic design**

Year 1 LTP 2021/22 applied \$700

Recommend decline: \$0

3. **GRA210925282 The Cavalcade Host Town Committee Inc. - Millers Flat Cavalcade 2022**

Year 1 LTP 2021/2022 applied \$10,304

Recommend Approve: \$1,500

For Marquee Hire

2. Background

A new grant policy was adopted by Central Otago District Council (Council) in 2019 resulting in all community board and Council promotion and community grants becoming fully contestable. Grant budgets were reviewed by each board for inclusion in the 2021 – 2031 Long Term Plan (LTP). The Teviot community board (the Board) promotion grant budget was set and approved at \$2,000.

All previous grant applicants received correspondence in February 2021 advising them of the new process and when applications would be open. Print advertising and social media posts were also undertaken to ensure the community were aware of when and how to apply for grants. Applications to grants opened on 1 July 2021 and closed on 1 August 2021, utilising a new digital online application process.

Two applications were made to the Board for promotions projects as detailed below with the third application from the Miller Flat Cavalcade committee submitted outside the advertised timeframe.

The change in policy also agreed that in year one of an LTP, Council and boards have the discretion to allocate funding on a recurring basis for up to three financial years. Two applicants to this first round have requested funding for each of the three years. A criteria the Board may consider is whether or not early approval of future years funding is critical to the event or activity, or whether the decision can reasonably wait until accepting and assessing applications for the next financial year. For several reasons staff advise against multi-year grants. These reasons are covered in the discussion section of this report.

Consideration should also be given to retaining budget for future applications at the next round this financial year.

Applicant Details:

- **GRA210804651 Teviot Prospects Cherry Chaos Events (Appendix 2)**
Event Management and Marketing
\$2,000 Year 1 – 2021/22 Recommend: \$500
\$2,000 Year 2 – 2022/23 Recommend: \$0
\$2,000 Year 3 – 2023/24 Recommend: \$0
- **GRA210750614 Central Otago District Arts Trust (Appendix 3)**
Cover to Cover, Authors Talks – graphic design costs
\$700 Year 1 – 2021/22 Recommend: \$0
- **GRA210925282 Cavalcade Host Town Committee Inc. (Appendix 4)**
Marquee Hire – Millers Flat Cavalcade Host Town Hoedown
\$10,304 Year 1 – 2021/22 Recommend: \$1,500

It is noted that the Board is considering an application for funding to an event was scheduled to take place in September 2021. Due to ongoing alert level restrictions the event has been deferred till late November 2021, therefore the application is included for the Board's consideration.

A late application was accepted from the Cavalcade Host Town Committee who has only recently tasked the seeking of grants / funding to a committee member. It was assessed that whilst this is outside the normal application deadlines, given the scale and significance of this event for the Teviot Valley, this opportunity met the grant policy criteria for 'exceptional circumstances' and that the Board should have the opportunity to assess the application alongside the others received.

A matrix evaluation is completed to assist the Board in measuring the applications against the policy and criteria for funding. Staff have completed the matrix indicating their assessment of the application against the policy and with consideration to the amount of funding available, and the grant policy principle to offer a second funding round within each financial year. (Appendix 1)

3. Discussion

Promotions grants provide funding that helps meet community needs / desires for events or activities that enhance the experience of locals and visitors. Funding is targeted to attracting people to visit, stay or reside in the area for the betterment of existing residents and ratepayers. Projects must align with the four well-beings and also with the district's community outcome statements.

The grants policy gives Council and community boards the discretion to allocate funding on a recurring basis for up to three financial years. This must be done in year one of the LTP therefore the Board has received multi-year funding applications in this round. Grants approved for future years are not released until recipients have satisfactorily reported on progress and outcomes delivered from grant money already received. They do not have to reapply, however prior to approval of future year grants special consideration should be given as to whether it is critical for funding to be approved for the full three year period or not.

The funding recommendations take into account the budgeted amounts available, as well as future funding requests for year two and three of the LTP. Giving consideration to ongoing challenges as a result of the COVID 19 pandemic, financial prudence and the ability for the community to apply to the Board for grants, staff are recommending that no funding is pre-approved for years two and three of the LTP, thereby ensuring that a robust contestable round is possible. Current applicants may then reapply showing the success or otherwise of their project.

The applications received for the 2021/2022 financial year total more than the total unallocated funding available for distribution i.e. Total of all applications equals \$13,004 vs total promotions budget available of \$2,000. Should the Board wish to support and approve funding to applicants at a level that is greater than the existing budget, the overspend would need to be funded from the Board reserves but this is not financially prudent.

The requested dollar value of applications for the two following financial years, if approved in full, would fully commit the amount approved in the LTP budgets and therefore limiting the Board's ability to offer a grant round again until the first round of the next Long-Term Plan in 2024. When assessing the applications for future years staff have remained cognisant of the principles of the grants programme which is to provide a robust contestable process enabling decision makers to compare the relative merits of the proposals and allocate grants as fairly as possible.

Should the Board choose to fully allocate the promotions budget for the current year plus years two and three of the LTP, this would result in no further opportunity to facilitate a publicised funding round for future years without adjusting budgets and having them approved in each year's annual plan process. The risk being that a new project or event would be unable to seek the Board's support through its normal grants programme. Fully committing the grants budgets in advance also creates less flexibility to respond to adverse financial situations, such as that experienced with COVID-19 where budgets were adjusted for the 2020/21 financial year.

Staff note that some components from applications made to each of our community boards promotions grant could be considered to have district wide benefits. However as there is no Council level events funding budgeted the applications have been made to the Board where the event will take place and/or seeking a contribution for a proportion of costs to a project with district wide benefit as in the Central Otago District Arts Trust application.

Staff have reviewed each of the applications and provide comments to assist the Board with their decision making:

Applicant:	GRA210804651 Teviot Prospects Cherry Chaos		
Project:	Cherry Chaos event management, marketing and promotion		
Amount requested:	\$2,000	2021/2022	
	\$2,000	2022/2023	
	\$2,000	2023/2024	

- The Cherry Chaos event has sought and received grant funding from the Board since its early beginnings. The Board approved grants of \$861 in 2016, \$1576 in 2017, \$1500 in 2019 and \$1,000 to the last event held in January 2020. This will therefore be the fifth year a grant has been sought from the Board for this event.
- The event is designed to integrate the multi-cultural community of seasonal harvest workers and the local community in a fun way at the end of the summer cherry harvest.
- The event did not take place in January 2021, and staff consider that many of the reasons for the event not proceeding will still be impacting the horticulture sector for the upcoming harvest period.
- The applicant is seeking a grant as a 'general contribution' to the management and marketing of the event. Staff suggest that the most appropriate element to support should the Board agree is the marketing and promotion costs, with event management being funded through other funding sources.
- Staff determine that in its current format the event is unlikely to generate increased visitation to attend the event, however there is some potential for mainstream media coverage and 'social media' sharing.
- Central Otago District Council recently joined the Welcoming Communities Programme and now has a part-time Welcoming Communities Officer, Deborah Beange. The committee and event manager should engage with Deborah to further enhance the event and its community outcomes.
- The COVID-19 pandemic continues to change the way that many businesses and events operate, with the horticulture sector being amongst those affected. Staff suggest that it is prudent to defer approval of future years funding at this time. The applicant may reapply in future funding rounds if still appropriate.

Applicant:	GRA210750650 Central Otago Districts Arts Trust		
Project:	Cover to Cover Authors Talks – graphic design costs		
Amount requested:	\$700	Year 1 – 2021/22	

- The application is for a new series of events with the first originally scheduled to be held in Clyde on 26 September 2021 featuring Fiona Sussman an internationally recognised writer and winner of a NZ Booklovers Award.
- Fiona is Auckland based and at the time of writing this report, the Level four COVID-19 response was ongoing. This event has now been deferred to late November 2021 which means the Board is able to consider the application prior to the event taking place.
- The applicant is seeking proportional funding from each of the district's boards for this project as there is currently no district wide promotion grant fund to apply to. The Committee believes this will be an event that has wider benefits to the whole district in the future. The applicant has identified elements of the event budget it is seeking support from for each board. For Teviot they are seeking support for graphic design costs.
- The current plan is to hold one event in 2021, with two events in 2022 and three events in following years. Organisers are aware of a strong community of Central Otago writers who have either published or are working on publishing books, providing a range of choices for planning the future events.
- Professional advice and assistance is being provided by Ann Villiers who is a co-founder and Trustee of the popular and successful Dunedin Writers and Readers

Festival, thereby increasing the confidence that this event could develop into a successful series of events on the Central Otago calendar.

- The September 2021 event is to be a ticketed event held at Olivers in Clyde. For subsequent years there will be at least one of the planned events held in the Vincent area, with other events in locations throughout Central Otago. The draft budget supplied indicates the anticipated ticket sales, plus in-kind support will not cover all expenses.
- The event as outlined aligns with aspects of the Central Otago Tourism Strategy priorities including: Connectivity – strengthening relationships, partnerships and collaborations; Targeting for Value – delivering the greatest overall benefit to Central Otago (community, commercial, visitor and environmental); Driving Value through outstanding Visitor Experience – authentic, high touch, high value experiences.

Applicant: **GRA210925282 The Cavalcade Host Town Committee**
Project: Millers Flat Cavalcade (30th Anniversary) 2022 – Marquee Hire
Amount Requested: \$10,304 Year 1 – 2021/22

- This application was submitted outside the advertised funding round, however it was determined that given the significance of the event for the Teviot Valley that it met the grant policy criteria of 'exceptional circumstance' and therefore it should be accepted and included to allow the Board to consider the funding application alongside the others received.
- The Committee has only recently appointed a person to the role of applying for and seeking sponsorship and funding. This late appointment has contributed to the application being lodged outside the advertised funding round.
- The Committee are seeking funding towards the costs of supplying the necessary sized marquee for the finale event which will see them host over 500 people to the final hoedown, with many staying at least one night if not two in the valley.
- The Cavalcade events at Millers Flat 2022 will celebrate 30 years of cavalcades. This event has developed a New Zealand wide reputation as an iconic back country event and now offers trails that include wagon and horse riding, tramping, walking, running and mountain biking. It is an event that celebrates Central Otago's high-country landscapes, communities and lifestyles.
- More than 400 cavalcadere's plus their supporters are expected to be welcomed into Millers Flat for a street parade, market and a hoedown where the Topp Twins and two bands will provide entertainment.
- The Cavalcade event has a reputation for attracting positive news coverage which should deliver opportunities to showcase Millers Flat and the Teviot Valley in a positive way.
- This is considered a 'one off' event opportunity with the potential for long-lasting promotional outcomes for the area – word of mouth, social and traditional media.
- The event as outlined aligns with aspects of the Central Otago Tourism Strategy priorities including: Connectivity – strengthening relationships, partnerships and collaborations; Targeting for Value – delivering the greatest overall benefit to Central Otago (community, commercial, visitor and environmental); Driving Value through outstanding Visitor Experience – authentic, high touch, high value experiences.

4. Options

Option 1 – (Recommended)

That the Board considers the applications received and reviews and agrees the recommended grant amounts as per the assessment matrix for each of the three years applied ensuring approved grants are within budget.

That the Board allocates grants to:

GRA210804651 Teviot Prospects Cherry Chaos
\$500 year 1 LTP – 2021/22 marketing and promotional costs

GRA210925282 Cavalcade Host Town Committee Inc. Millers Flat Cavalcade 2022
\$1,500 year 1 LTP for Marquee Hire

That the Board declines a grant to:

GRA210804651 Teviot Prospects Cherry Chaos:
Declined \$2,000 for Year 2 LTP 2022/2023
Declined \$2,000 for Year 3 LTP 2023/2024

GRA210750614 Central Otago District Arts Trust for Cover to Cover events – graphic design costs:
Declined \$700 Year 1 LTP – 2021/22

Advantages:

- The Board is ensuring that approved grants are allocated within the budgets.
- Declining grants for years two and three of the LTP retains the Board's ability to support new / other initiatives within budget and offer future funding rounds.
- Approving a grant, albeit at a reduced amount, shows the Board in principle supports the project, acknowledging there are insufficient grant funds to allow higher funding.
- A reduced amount is considered more appropriate when a grant policy criteria is to support projects that have the potential to become self-sustaining. This is the fifth year a grant has been sought by Teviot Prospects for Cherry Chaos.

Disadvantages:

- The approved grant amount is insufficient to allow the applicant/s to deliver the project as planned, therefore the event / project does not go ahead, the project is reduced in scale and benefit, and/or skilled staff are not retained.
- The Board will be unable to offer a second contestable funding round in year 1 of the LTP as the budget will be fully allocated for the 2021-22 financial year.
- Grants are approved and/or declined by the Board which have a wider district benefit, therefore funding decisions could be considered as being more appropriately made at Council level.

Option 2

That the Board considers the applications received and reviews the recommended grant amounts as per the assessment matrix, approving grants in full and/or at a higher level than the amount suggested for years one to three of the LTP (2021/24).

- The Board is providing grants that better meet the level of funding the applicant is seeking in order to deliver their project successfully.
- The Board is showing support for the applicant over years one to three of the LTP providing security for future year activities.
- The Board is supporting new opportunities thereby extending the local event calendar options with new events or activities, providing additional positive economic, social and cultural value for local businesses and residents.

Disadvantages:

- Approving grants to a higher level than what is available in the budget will result in an overspend and therefore need to be funded from Board reserves. If all three applications were approved in full the Board would overspend its 2021/22 budget by the amount of \$11,004. This is not advised as it is not financially prudent.
- Approving grants at a higher level may result in the Board having insufficient unallocated grants budget to facilitate a robust contestable grant round in years two and three of the LTP. This would not allow it to consider any new opportunities that may present over that timeframe.

Option 3

That the Board considers the applications received and reviews the recommended grant amounts as per the assessment matrix for each of the three years applied to. And that the Board declines all applications to years one, two and three of the LTP.

Advantages:

- Applicants declined may reapply in future rounds and the Board will therefore be making a decision based on the most current information regarding the financial status and/or success factors of the project / event.
- The Board, by declining to approve the applications in years two and three of the LTP, will enable a fully contestable funding round to be offered for each of those years. This will allow it to consider any new opportunities that may present over that timeframe.

Disadvantages:

- By decline all requested grants the applicants will be unable to deliver the project as planned, therefore the event / project is unlikely to proceed and/or will be scaled back and limit the success of the proposed event/s.
- Applicants seeking security of funding, may consider that it is not feasible to progress their activities without confirmation of funding in advance, therefore projects / events may not proceed as planned and/or fail to reach their potential to become successful ongoing events on the local calendar.
- The Board has called for applications and has unallocated funds available for distribution to projects / activities that meet the grant policy criteria.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the social/cultural/economic/environmental wellbeing of communities, in the present and for the future by provision of funding that supports community priorities.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	Yes The recommended level of funding is within the unallocated promotions grants funds in cost centre 7033 for the 2021/22.

	<p>Any pre-approved grant amounts to applicants for years two and three of the Long Term Plan may not be uplifted until the applicant has reported satisfactory progress and outcomes delivered from grant money already received.</p> <p>Grant recipients are required to meet the accountability requirements of Council's grant policy.</p>
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	<p>Applications are being considered in line with the Central Otago District Council grant policy and measured against the principles and objectives of that policy.</p> <p>The Central Otago Tourism Strategy events project specifies the following approach: <i>Advance Central Otago as a region that is capable of delivering superb events (especially in areas related to our unfakeable assets).</i></p> <p>The projects also support the economic development strategy, Central Otago Regional Identity and its values.</p>
Considerations as to sustainability, the environment and climate change impacts	<p>Any recipient of an approved promotion grant is required to adhere to the principles within Councils policies including sustainability, waste minimisation, smokefree etc.</p>
Risks Analysis	<p>Public events carry a level of risk as they bring together in one place a number of people to participate in the activities associated with the particular event.</p> <p>Event organisers, community groups, organisations and contractors are required to meet the necessary legislative Health and Safety requirements for their activities. The applicants have not identified within their application that a plan is in place, however Central Otago District Council's Health, Safety and Wellbeing advisor will seek a copy of and review the plan should they deem it necessary.</p>
Significance, Consultation and Engagement (internal and external)	<p>The projects do not meet or exceed any of the criteria thresholds in the policy requiring public consultation. Therefore they are not considered significant.</p>

6. Next Steps

- Applicants will be advised in writing of the Board's decision and resolution.
- Approved grant recipients will receive details as to when and how they may provide an invoice to uplift a grant together with the appropriate resolution details and a purchase order.

7. Attachments

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

Appendix 2 - Teviot Prospects Cherry Chaos Event 2022 application [↓](#)

Appendix 3 - Central Otago District Arts Trust Cover to Cover grant application [↓](#)

Appendix 4 - Cavalcade Host Town Committee Millers Flat Cavalcade 2022 application [↓](#)

Report author:

Reviewed and authorised by:



Alison Mason
Media and Marketing Manager
22/09/2021



Sanchia Jacobs
Chief Executive Officer
12/10/2021

Page 24

Community Development - Grants

GRA210804651



1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand

03 440 0056

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



Application For
Which Grant
Grant Application

Teviot Valley Community Board
Promotions
GRA210804651

The Applicant:

Organisation Name
Contact
Phone
Email
Address
Organisation Type

Teviot Prospects Cherry Chaos
Martin McPherson
+6421879849
info@cherrychaos.co.nz
13 Schaumann Street, Alexandra 9320
Chartable Trust

The Project:

Project Name
Description

Cherry Chaos
The goal of Cherry Chaos is to recognize and celebrate the importance of visiting backpackers and their contribution to the summer fruit harvest. The event attracts participants from throughout the valley and alongside the Ni-Van seasonal workers acknowledges the diversity of international visitors to the district. The interaction and competition between the teams, the fun and laughter is a highlight. Our participants left the recreation ground happy and took with them many great memories of a fun day with new friends and colleagues. The positive out comes of great social media coverage helps in the recruitment of the following seasons employees.

Start Date
End Date

08/01/2022
09/01/2022

The 4 well beings

Social

Engages the community of the Teviot Valley with the seasonal work force creating opportunities for integration in the wider community of employees on RSE schemes.

Economic

The harvest is integral to the local economy. By

celebrating the workforce required and acknowledging their contribution to the horticulture industry the event engages commercial orchardists , the work force and locals in a celebration of the contribution the pickers and packers have in the local economy.

Environmental

The event in the past has worked along side other organizations and hosted the mural work shop the result being the mural in the main street of Roxburgh. We encourage our suppliers to reuse and recycle.

Cultural

The participants may change but the message remains the same, we will "work hard and when finished, play harder". Cherry Chaos celebrates the place the harvest has in the district and endeavors to integrate visitors , residents and casual employees to support and understand each other better.

Measures

Entrant numbers, feed back for commercial operators and sponsors. General feed back from participants. Media coverage. Social media uptake and shares.

Meet at least three of the strategic priorities:

Promotions was selected

Event been on before?

Yes

Frequency

Annual (every year)

Different Frequency

Other events happening?

No

The Budget:

Year 1 - 2021/22:	2000.00
Year 2 - 2022/23:	2000.00
Year 3 - 2023/24:	2000.00
Total Requested \$	6000.00

Cost Breakdown

General Contribution to the management and marketing of the event

Previously received funding?

Yes

Amount Received

1500.00

Backup Plan

Reserves to cover any loss

The End:

Attachments Ticked

- Financial statement (for applications under \$10,000)

All information provided is complete and correct True

Have read and acknowledge the standard Central Otago Terms and Conditions of Grant Funding Yes

Acknowledge that your application will be assessed in accordance with the principles and objective contained in the Grants Policy and that Council's representative funding committee is the final decision-making authority Yes

Information about your application (including the applicant's name, project title, and a summary of the proposal) and any approved funding may be made publicly available by Council Yes

If successful, the grantee will be required to report on the success or otherwise of the event following completion of the project or at a time to be agreed Yes

Name: Martin McPherson

Date 03/08/2021

Signature (4 kb)



Cherry Chaos 2022 Income/Expenditure Forecast/Actual	2020	2022
Income	Actual	Estimate
Teviot Prospects	\$2,000	\$1,000
Anonymous donation	\$1,000	\$1,000
Ida MacDonal Grant	\$0	\$0
Community Board Grant	\$1,500	\$2,000
McPhail Application	\$0	\$0
Sponsorship	\$2,674	\$3,000
Team Entry Fees	\$900	\$900
Donation	\$70	\$0
Gate (estimate based on 2020)	\$231	\$500
	\$8,375	\$8,400
Expenditure		
Event Management	\$2,500	\$2,500
Teviot Bulletin advertising	\$100	\$100
Face Book Boost	\$150	\$150
Print Media Marketing	\$491	\$400
Radio Central	\$175	\$175
Printing Posters etc.	\$0	\$300
Sound System	\$1,300	\$1,300
Facility Hire and Venue Hires	\$150	\$150
St Johns	\$300	\$300
Prize Money	\$570	\$1,000
Scatepark Donation	\$500	\$500
Total Expenses	\$6,236	\$6,875
Shortfall/Surplus	\$2,139	\$ 1,525.00



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Performance Report

Teviot Prospects
For the year ended 31 March 2020

Prepared by Flannery Tait Limited



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Approval of Financial Report

Teviot Prospects

For the year ended 31 March 2020

Cash Basis

The Trustees are pleased to present the approved financial report including the historical financial statements of Teviot Prospects for year ended 31 March 2020.

APPROVED

John Rowley

Chairperson

Date 7.9.20

Brigitte Paterson

Treasurer

Date 7.9.20



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Contents

- 3 Compilation Report
- 4 Entity Information
- 5 Approval of Financial Report
- 6 Statement of Service Performance
- 7 Statement of Receipts and Payments
- 8 Statement of Resources and Commitments
- 9 Statement of Accounting Policies
- 10 Notes to the Performance Report



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Compilation Report

Teviot Prospects For the year ended 31 March 2020 Cash Basis

Compilation Report to the Members of Teviot Prospects.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Teviot Prospects for the year ended 31 March 2020.

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

Responsibilities

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

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

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Teviot Prospects other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

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

Flannery Tait Ltd

PO Box 271 Alexandra

Dated: 19 August 2020



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Entity Information

Teviot Prospects For the year ended 31 March 2020 Cash Basis

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

Legal Name of Entity

Teviot Prospects

Entity Type and Legal Basis

Incorporated Society and Registered Charity

Registration Number

CC 42551

Entity's Purpose or Mission

To attempt to fulfil the community's wishes and ideas via the Roxburgh and Districts Community Plan, as completed by the CODC, by way of projects completed and events held.

Entity Structure

Made up of Trustees on the main Teviot Prospects committee. We act as an umbrella group to many project groups. Our current project groups are : Teviot Tarten Time; Flowers (Main street flower boxes) and Teviot Skate park. Another group within Teviot Prospects is "Cherry Chaos" - whilst it is a separate event, Cherry Chaos is run by the Teviot Prospects committee and all funds go into the main account and used for the next year's event.

Main Sources of Entity's Cash and Resources

Teviot Prospects main sources of income are : Fundraising, sponsorship and donations.

Project groups rely on income from events, grants, sponsorships and donations.

Main Methods Used by Entity to Raise Funds

Fundraising, grants, sponsorship and community events.

Entity's Reliance on Volunteers and Donated Goods or Services

All members within all project groups are volunteers. During events, other volunteers are used and rely on donated goods. Most services are paid for by way of grants or sponsorships received.

Additional Information

Trustees: John Rowley (Chair), Stephen Jeffery, Jenna Stevens, Barbara Withington (Vice Chair), Brigitte Paterson (Treasurer), Lyndal Beck



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Statement of Service Performance

Teviot Prospects

For the year ended 31 March 2020

Cash Basis

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

Description of Entity's Outcomes

To act as a governance body to support various community projects as highlighted in the community plan.

Description and Quantification of the Entity's Outputs

A most successful Teviot Tartan Time event was held in September 2019. While the small committee who organise this have said it would be the last, no final decision has been made on this.

The Roxburgh Skate Park committee has raised the necessary funds to build the park and work was to have been done over the 2020 winter. However, the Coronavirus19 outbreak, and resistance from a number of residents to the removal of the trees has put this project on hold to the disappointment of many.

The Mountainbike Track just needs signage.

Appointing Martin McPherson as co-ordinator for Cherry Chaos for a second year put it firmly as an event not to be missed in the Teviot Valley in January. A lot of fun for those involved and great weather made it a very successful night.

Once again, Roxburgh's main thoroughfare was awash with colour from flower boxes during the busy summer season. Business owners were to be congratulated for their diligence in maintaining them for another year but major work needs undertaken on the bins before the 2020-21 summer season.

While some locals have become almost blasé about the Living Wall, visitors to town are to be seen snapping photographs of both the wall and the toilet statue. Problems with the irrigation system have led to the plants being less than their best and it is possible a replant using succulents will need to be carried out.

Street beautification for Roxburgh's main street has been added to the CODC's annual plan. Teviot Prospects need to ensure we have input to this where possible after work on this was done some years ago.

A new swimming pool for Roxburgh is a step closer, and Teviot prospects will do what it can to support this project.

A Bookshelf has been set up in The Frost Pot café with proceeds being split between Teviot prospects, the skate park and the Kids Can Trust.

A Garden Tour was organised for March with 12 gardens across the Teviot Valley open for viewing. While ticket sales were light, the inclement weather and the advance of the Coronavirus 19 could be blamed and a Spring tour 2021 is on the cards.

Signs and banners, postcards and magnets continue as evidence of past projects.



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Statement of Receipts and Payments

Teviot Prospects

For the year ended 31 March 2020

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

	NOTES	2020	2019
Operating Receipts			
Donations, fundraising and other similar revenue	1	66,572	21,563
Receipts from providing goods or services	1	450	2,200
Interest, dividends and other investment receipts	1	36	21
Total Operating Receipts		67,058	23,785
Operating Payments			
Payments relating to public fundraising	2	32,175	7,442
Payments relating to providing goods or services	2	-	2,626
Other operating payments	2	1,184	960
Total Operating Payments		33,358	11,027
Operating Surplus or (Deficit)		33,699	12,757
Increase/(Decrease) in Bank Accounts and Cash		33,699	12,757
Cash Balances			
Cash and cash equivalents at beginning of period		31,329	18,572
Cash and cash equivalents at end of period		65,029	31,329
Net change in cash for period		33,699	12,757

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



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Statement of Resources and Commitments

Teviot Prospects

For the year ended 31 March 2020

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

	2020	2019
Bank Accounts and Cash		
Bank and cash/(bank overdraft)	65,029	31,329
Total Bank Accounts and Cash	65,029	31,329
	2020	2019
Money Owed to the Entity		
Debtors and Prepayments		
Accounts Receivable	-	500
Total Debtors and Prepayments	-	500
Total Money Owed to the Entity	-	500
	2020	2019
Other Resources		
	2020	2019
Commitments		
	2020	2019
Other Information		
Grants or Donations with Conditions Attached (where conditions not fully met at balance date)		
Teviot Skate Park Grants received and unused at Balance Date	38,421	10,000
Total Grants or Donations with Conditions Attached (where conditions not fully met at balance date)	38,421	10,000

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



FLANNERY TAIT
CHARTERED ACCOUNTANTS

Statement of Accounting Policies

Teviot Prospects

For the year ended 31 March 2020

Cash Basis

'How did we do our accounting?'

Basis of Preparation

The entity is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not for Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Income Tax

Teviot Prospects is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Goods and Services Tax (GST)

Teviot Prospects is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

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

Teviot Prospects

For the year ended 31 March 2020

Cash Basis

	2020	2019
1. Analysis of Receipts		
Donations, fundraising and other similar receipts		
Cherry Chaos Income	7,375	7,052
Cherry Chaos - Grants & donations	1,000	1,500
Donations - for Flowers	-	26
Fundraising - General	188	54
Scottish Week Income	24,587	500
Scottish Week - Grants & Sponsorship	5,000	-
Teviot Skatepark Fundraising & Donations	28,421	12,433
Total Donations, fundraising and other similar receipts	66,572	21,563
Receipts from providing goods or services		
Brochure Advertising Sales	450	2,200
Total Receipts from providing goods or services	450	2,200
Interest, dividends and other investment receipts		
Interest Received	36	21
Total Interest, dividends and other investment receipts	36	21
	2020	2019
2. Analysis of Payments		
Payments related to public fundraising		
Cherry Chaos Expenses	6,236	5,835
Flag Expenses	628	-
Flower Box expenses	-	629
Scottish Week expenses	25,311	978
Total Payments related to public fundraising	32,175	7,442
Payments relating to providing goods or services		
CODC Unused Grant Returned	-	642
Roxburgh Brochure - Printing	-	1,984
Total Payments relating to providing goods or services	-	2,626
Other operating payments		
Accountancy Fees	1,093	925
Advertising	40	35
Charities Commission Fee	51	-
Total Other operating payments	1,184	960

3. Related Parties

There were no transactions involving related parties during the financial year.

**4. Events After the Balance Date**

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

Community Development - Grants

GRA210750614



1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand
03 440 0056
Info@codc.govt.nz
www.codc.govt.nz



Application For
Which Grant
Grant Application

Teviot Valley Community Board
Promotions
GRA210750614

The Applicant:

Organisation Name
Contact
Phone
Email
Address
Organisation Type

Central Otago District Arts Trust
Janess Bean
034488693
jan.bean@xtra.co.nz
18 Lookout Drive, Little Valley, Alexandra 9320
Charitable Trust

The Project:

Project Name
Description

Cover to Cover - Authors Talks

"We need writers and artists to show us the worlds we may not be able to see" We wish to establish this literary project over the next three years; we intend bringing renowned New Zealand and international writers to Central Otago to share their stories and the magic of their words with book lovers, writers and readers. The first Cover to Cover event will feature Fiona Sussman, born and raised in South Africa, now based in Auckland for over 30 years, and proud to also be a resident of Central Otago. Her novels and short stories have been published internationally and most recently Fiona was awarded the NZ Booklovers Award for Best Adult Fiction 2021 for her novel Addressed to Greta. We expect the 2021 event to be the 'pilot' of a series, with two events in year 2, building up to three events in year 3. By this time, reputation, success and popularity will hopefully have grown sufficiently to allow us to find an ongoing sponsor with naming rights for the event. Council funding will allow CODAT to present these events in a professional manner. Funding will allow us to - provide a comfortable and attractive environment and venue for the event; create a professional permanent Cover to Cover banner; advertise the event widely; provide transport and accommodation for visiting writers; hire audio equipment and staging blocks. We will conform to the Central Otago

	World of Difference principles and palette.
Start Date	01/07/2021
End Date	30/06/2024
The 4 well beings	
Social	Central Otago has a strong literary tradition and magnetism and CODAT has assessed that there is a strong appetite for literary events in the region. Central Otago is home to many well-known and emerging writers who present their work in many different formats - contemporary fiction, young adult and children's writing; poetry, memoir, historical writing, essays and short stories. Books provide provocative, thought-producing, diverse comment; they deal with social issues facing the world; they can help to make positive change. Some small rural communities (eg Otarehwa) have become hubs for writers and writers' retreats; Henderson House resident writers share new writing and innovative ideas with the community. As the first event falls on Blossom Festival Weekend 2021 and sits alongside the Otarehwa Writers Retreat, it provides another significant event for people to enjoy, to learn and to share ideas. Across the Bridge in Bannockburn follows on.
Economic	Each event will be ticketed. Ticket income, plus Promotions Grant funding, will cover the cost of the events. It has been established that most writers have excellent social media profiles with significant following. Keen readers will travel from outside the region to hear a favourite writer - visitors will be encouraged to stay longer in the area, to sample the tourism offerings within, or perhaps be part of a writers' workshop. Our invited writers will be offered accommodation and hosting during the term of their stay in Central Otago.
Environmental	This event will 'start small' - along with the others to follow in subsequent years, it will have a minimum negative impact on the environment. It is also planned that future Cover to Cover events will present writers who will share their conservation ideas and sustainable thoughts through their work.
Cultural	Supporting, developing and promoting the arts contributes to shaping personal and community identity and helps strengthen a sense of place. Cover to Cover will introduce writers to our community who represent diverse cultural identities - our own tangata whenua, alongside Pasifika, Asian and other internationally recognised writers for whom English may not be their primary language eg. Jindra Tichy, whose first language is Czech but who has been a resident in Otago for many years. Her memoir was published recently and launched in Dunedin.
Measures	Our financial success will be measured by ticket sales and attendance figures. Attendance will be monitored and follow up measures will take place to assess customer satisfaction and recommendations for further events. We will consider this project a success if we introduce our local communities to new and exciting experiences which

will leave them waiting eagerly for the next Cover to Cover event which will leave them with more questions than answers; which will open their eyes to new and exciting literary talent of all genres, alongside our well-loved established New Zealand writers and laureates.

Meet at least three of the strategic priorities:

Promotions was selected

Event been on before?

No

Frequency

Other - please fill out the Different Frequency box

Different Frequency

Bi-annually in 2022 - one event in June and the other in September each year. Thereafter 3 events in 2023 and 2024.

Other events happening?

Blossom Festival; Oturehua Writers Retreat - both of these events significantly enhance and complement Cover to Cover. Cover to Cover will round off the Blossom Festival Weekend on Sunday afternoon and the organisers and attendees of the Oturehua event will be invited to attend. Our event will precede Across the Bridge in Bannockburn

The Budget:

Year 1 - 2021/22:	700.00
Year 2 - 2022/23:	
Year 3 - 2023/24:	
Total Requested \$	700.00

Cost Breakdown

For a graphic design package as per attached quote from KM Design.

Previously received funding?

Yes

Amount Received

35000.00

Backup Plan

If we do not get this promotional funding, we will have to raise ticket prices which is not desirable as we wish these events to be available to everyone. Clearly, we would have to look at different funding avenues for literature and the arts in Central Otago communities. Following the success of the first event, and over the next 3 years, CODAT Trustees will work to gain naming rights and ongoing community/arts/cultural sponsorship for Cover to Cover. CODAT is extremely fortunate to have professional advice, knowledge and practical assistance from Annie Villiers, resident of Clyde and co-founder and Trustee of the biennial Dunedin Writers and Readers

Festival. Cover to Cover will also seek some funding from VCB, CCB and MCB.

The End:

Attachments Ticked

- Information about other funding you have applied for
- Financial statement (for applications under \$10,000)
- Supporting documentation such as letters of support, quotes and estimates (if applicable)

All information provided is complete and correct True

Have read and acknowledge the standard Central Otago Terms and Conditions of Grant Funding Yes

Acknowledge that your application will be assessed in accordance with the principles and objective contained in the Grants Policy and that Council's representative funding committee is the final decision-making authority Yes

Information about your application (including the applicant's name, project title, and a summary of the proposal) and any approved funding may be made publicly available by Council Yes

If successful, the grantee will be required to report on the success or otherwise of the event following completion of the project or at a time to be agreed Yes

Name: Janess Bean

Date 28/07/2021

Signature (5 kb)



Cover to Cover Project

Other funding applied for -

The Central Otago District Arts Trust has applied to the Vincent Community Board for Promotional Grant funding for this new series of literary events, branded Cover to Cover.

The Central Otago District Arts Trust has applied to Cromwell Community Board for Promotional Grant funding for coordinators fees over the next 3 years.

The Central Otago District Arts Trust intends to apply to Teviot Community Board for assistance with the graphic design elements necessary to promote the Cover to Cover events.

See attached budget for entire project over the next 3 years.

Cover to Cover Literary Events

CENTRAL OTAGO DISTRICT ARTS TRUST

October 2021 - June 2024

EXPENDITURE

July 2021-June 2022 July 2022 - June 2023 July 2023 - June 2024

Accommodation	\$ 370.00	500.00	500.00
Advertising and publicity			
Coordination fee	\$ 1,600.00	3200.00	4000.00
Food and Beverage	\$ 1,250.00	2500.00	3750.00
General			
Gifts	\$ 100.00		
Graphic design - logo/branding package	\$ 700.00		
Hireage dais	\$ 40.00		
Hireage microphones	\$ 25.00	272	414
Office Expenses	\$ 50.00	100.00	150.00
Printing, stationery	\$ 126.05	161.00	241.50
Vinyl banner		485.30	
TOTAL EXPENDITURE	\$4,261.05	\$7,218.30	\$9,055.50

INCOME

Ticket sales	\$1,500	\$3,000	\$4,500
Accommodation	185		
Venue and staff	280		
Food and beverage	200		
Advertising design and publicity			

In Kind contributions

Cover to Cover - for event Sunday 26th September 2021

Flowers by Wild and Bliss, Arrowtown - no charge

Bateman's Publishers - design of poster and publicity material - no charge

Accommodation at Olivers, Clyde - 50% discount valued at \$185

Food and beverage at Olivers, Clyde - \$200 - \$4 discount on each ticket (50 tickets)

Venue and wait staff at Olivers, Clyde



Kara Marshall Design

Graphic design proposal for

Central Otago District Arts Trust Cover to Cover

Attn: Jan Bean

41 Glencarron Street, Alexandra, 9320
Email: karamarshalldesign@gmail.com • Mobile: 021 050 2031

**DATE**

27 July 2021

CLIENT

Central Otago District Arts Trust
14-20 Centennial Avenue
Alexandra

Contact > Jan Bean - Chair, CODAT
Phone > 0274773458
Email > jan.bean@xtra.co.nz

PROJECT TITLE**Graphic Design****PROJECT DESCRIPTION**

Kara Marshall Design has been asked to submit a proposal for the **graphic design and branding for Cover to Cover**.

Brief: Simple but eye-catching logo and brand – which is inclusive – writers may be poets, novelists, writers of non-fiction and so on. It needs to be recognisable as a book-lovers symbol. It will go on posters, on a banner and on tickets as well as being a logo on social media posts. Brief to be discussed in further detail at next stage.

DESIGN OPTIONS >>**1. LOGO DESIGN****WHAT YOU GET**

- Consultation & questionnaire
- Research and idea development
- 2 Concepts
- 2 Rounds of revisions (on selected concept)
- File Release:
 - > Full colour (screen RGB & print CYMK) and black version of logo.
 - > High Resolution jpg, png, eps files.
 - > To be supplied either via email, drop box (TBC with client).
- Logo / Branding Guide

INVESTMENT—Logo Design \$490.00

2. FULL BRANDING PACKAGE

WHAT YOU GET

- Consultation & Questionnaire
- Research and Idea Development
- 2 Initial Logo Concepts
- 2 Rounds of Revisions
- Artwork Designs for the following:
 - > Logo
 - > Business Card
 - > Letterhead
 - > Facebook Cover Image
 - > Brochure or Rackcard
 - > 1 Supporting Texture/Background Graphic
- File Release:
 - > Full colour (screen RGB & print CYMK) and black version of logo.
 - > High Resolution vector, jpg, png, eps files.
 - > Artwork files print ready, Hi-Res PDF.
 - > To be supplied either via Drop-box, CD or USB Drive (TBC with client)
- Logo/Branding Guide.



INVESTMENT—Full Branding Package \$700.00

EXPENSES

If the Client changes or alters the design, more than the specified number of revisions set out in the Design process above; an additional charge out rate of **\$55 per hour** will be applied to the initial proposal quote. Kara Marshall Design shall keep the client advised of additional hours within a reasonable period of time. Final fees and expenses shall be shown on invoice.

The Client shall reimburse Kara Marshall Design for any and all expenses arising from this project, including but not limited to Stock Photography, Fonts, Artwork, and or material needed for the project.

TIMESCALE

The anticipated time line will need to be discussed and agreed upon. After the initial concept has been accepted, further meetings will be held to refine the concept through to an approved design (either on-line, email, phone or in person). Kara Marshall Designs will endeavour to communicate current turnaround times with the client, however client availability to schedule meeting, and respond to designs for approval will determine time frames.

OWNERSHIP AND RETURN OF ARTWORK

Kara Marshall Design retains ownership of all original artwork, whether preliminary or final, until full payment is made. The Client shall cease to use, and return artwork within 30 days if invoice is not paid in full. Kara Marshall Design reserves the right to use the artwork in personal portfolios and self promotion.

The designer will take all care, however, once final proofs and copy have been signed off by client as final and correct, Kara Marshall Design accepts no responsibility of errors or faults.

CONFIDENTIALITY

Complete confidentiality is assured during the creative process. This includes documents, concepts and information supplied.

THE DETAILS

This proposal is valid for 2 months from date of issue. Work will commence once a signed proposal has been received by Kara Marshall Design.

Kara Marshall Design, requires a 25% deposit, upon receipt of the signed proposal, Kara Marshall Design will issue an invoice for the deposit.

Client design files will be made available when payment has been received in full. Final payment must be made within 7 days of the Invoice.

CLIENT ACCEPTANCE

Please proceed with this project based on the requirements outlined herein.

Design Package: _____ Amount: _____

Signed: _____ Date: _____

Name: _____

THANK YOU!

I would like to thank you for considering this proposal, I look forward to working with you.

Kind Regards
Kara Marshall

CONTACT DETAILS FOR INVOICE:

PO number if required: _____

Full Contact Name/s: _____ Phone: _____

Email: _____

Address: _____

Community Development - Grants

GRA210925282



1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand

03 440 0056

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



Application For
Which Grant
Grant Application

Teviot Valley Community Board
Promotions
GRA210925282

The Applicant:

Organisaton Name
Contact
Phone
Email
Address
Organisaton Type

The Cavalcade Host Town Committee Incorporated
Deborah Dons
021 383 667
Deborah@tonydons.nz
1656 Teviot Road, Central Otago, Central Otago 9572
Incorporated Society

The Project:

Project Name
Description

Millers Flat Cavalcade 2022

The Otago Goldfields Heritage Trust runs an annual cavalcade following old gold trails across Central Otago with a small town or community chosen to host the final day celebrations. Millers Flat has been accorded the honour of hosting the 30th cavalcade which will converge on Millers Flat on Saturday 5 March 2022. [The host town operates under a separate entity: Cavalcade Host Town Committee Incorporation.] Over previous decades, the cavalcades and the grand finales have developed a New Zealand wide reputation as an iconic back country event coming with high expectations. The 2022 Cavalcade includes Wagon and Horse Riding Trails, a Tramping Trail, Walking Trail, Running Trail and a Mountain Biking Trail with more than 400 cavalcaders, based on previous numbers, expected from throughout the country. The cavalcaders will be welcomed into Millers Flat in a Grand Parade through the township ending at the large reserve where we will host a family-based country market fete for cavalcaders, locals and visitors. The market will include over 80+ food, arts and crafts stalls and entertainers from throughout the Teviot Valley, together with children's activities such as bouncy castles. The evening includes a dinner followed by an upbeat and exciting hoedown with entertainment from the Topp Twins and two bands. The Topp Twins entertained the

Start Date

26/02/2022

End Date

06/03/2022

The 4 well beings

Social

Millers Flat is most fortunate to have a strong sense of community with significant input from both full-time and holiday residents. Our sense of pride is frequently demonstrated by our ability to work together and deliver great outcomes to enhance the value of living in our area. So very many locals have already volunteered their time, efforts and financial support for the 2022 Cavalcade, along with a good number from Ettrick and Roxburgh. The host town cavalcade requires cooperation, collegiality and communication for all the aspects to be coordinated into one huge and successful event. It is activities and occasions such as the Millers Flat School 7-aside Otago-wide Tournament, the restoration and ongoing volunteer hosting of the historic Bakehouse, the running of the local swimming baths, community weekly morning teas, biannual potluck meet-and-greet evenings, and the forthcoming cavalcade that reinforce and enhance the continuation of the community strength and spirit.

Economic

The Millers Flat community does a lot to help itself, such as thirty years ago individuals contributing over \$30,000 in order to keep the local Four Square store open. More recently, volunteers and locals donated and worked, voluntarily, to establish a local water supply scheme. Hosting the cavalcade has many economic benefits for Millers Flat and the Teviot Valley, key being the promotion of our area. The local attractions will be highlighted: Bakehouse, swimming baths, Teviot wool shed and railway station, swing bridge, Lonely Graves, with the Holiday Park and local businesses promoted. Our area will be seen as a favourable and reasonably priced holiday destination as well as a desirable place to live. These are significant with the current shortage of workers for the area's two key industries of fruit growing and farming, together with the likelihood of the Lake Onslow Battery Project starting in the foreseeable future.

Environmental

Cavalcaders will experience first-hand the variety of natural landscapes, during their week of trailing across Central Otago old gold trails, from rugged tussock to developed pasture and fruit orchards. They will witness farming and agricultural practices, both those with good practice and sustainable farming methods where streams run clear, contrasted against those of poorer practice

Cultural

where streams are degraded. For us all to learn to appreciate, care for and improve our natural environment, experience and education are the stepping stones before personal and appropriate life changes are implemented. As cavalcadors approach Millers Flat they will cross the mighty Mata-Au, Clutha River, the longest river in the South Island, and one that must be treated with the greatest respect. Being in the environment is such first stepping stones for positive change. Any resulting economic benefit arising from the cavalcade will be used to enhance the local Millers Flat environment.

The Teviot Valley was established by the early gold miners, closely followed by fruit growers and farmers. The local area is rich with memorabilia and in the history of the golden era of the South Island's scenic Otago region, bearing many signs of the goldminers' struggles rather than the romance and adventure often depicted in fiction and movies. The historical sites and trails of old Otago are captured and experienced by the cavalcadors. When they reach Millers Flat, they can see memorabilia and items of historical import in the Bakehouse and the recently re-opened Faigan's café. The Grand Parade through Millers Flat will be cheered on by school children, parents, locals and visitors. The market day will feature many artisans and cultural stalls with local arts and crafts on display along with local entertainment. The evening hoedown is a feature of 'wild west' and of horse wagoners.

Measures

The Millers Flat Host Town Cavalcade finale will be deemed successful primarily by happy people, offering great comments about the hospitality, the well-run event, the care and attention afforded each and every cavalcader, their horses, and locals and visitors concurring with those sentiments. We are known for our openness and friendliness and we anticipate this will be on show and will be appreciated. Financial success and management are important measures together with organising an event that meets all regulatory requirements. A clean set of audited accounts at the conclusion of the event will be testament to sound management. Please note that for risk management, we are incorporating appropriate conditions reflecting how the event will be managed, postponed or cancelled should Covid-19 restrictions occur in February/March next year.

Meet at least three of the strategic priorities:

Promotions was selected

Event been on before?

Yes

Frequency

Annual (every year)

Different Frequency

Other events happening?

March is typically a busy time of year, but the only other event known to date is the Motutapu Mountain Bike,

Run and Swim from Wanaka to Arrowtown. We will encourage local mountain bikers to ride the Cavalcade trail instead and enjoy the festivities that Millers Flat will have on offer.

The Budget:

Year 1 - 2021/22:	10304.50
Year 2 - 2022/23:	
Year 3 - 2023/24:	
Total Requested \$	10304.50

Cost Breakdown

The funding will be used towards the cost to hire the marquee. The marquee is large but the size needed for staging and guests for the hoedown, with the secondary marquee for entrance and bar sales. The marquee will be used during the day should shelter from inclement weather be required.

Previously received funding?

Yes

Amount Received

4000.00

Backup Plan

Back up plan is to reduce the entertainment costs, although the committee will be devastated and most reluctant to cancel the Topp Twins.

The End:

Attachments Ticked

- Financial accounts (for applications of \$10,000 or more)
- Supporting documentation such as letters of support, quotes and estimates (if applicable)

All information provided is complete and correct True

Have read and acknowledge the standard Central Otago Terms and Conditions of Grant Funding Yes

Acknowledge that your application will be assessed in accordance with the principles and objective contained in the Grants Policy and that Council's representative funding committee is the final decision-making authority Yes

Information about your application (including the applicant's name, project title, and a summary of the proposal) and any approved funding may be made publicly available by Council Yes

If successful, the grantee will be required to report on the success or otherwise of the event following completion of the project or at a time to be agreed Yes

Name: Deborah Dons

Date

16/09/2021

Signature (12 kb)

A handwritten signature in black ink, appearing to be 'D. G. Jones', written over a horizontal line.

Page 56



PARTY PLUS (2005) LIMITED
 54 Bay Road, P.O. BOX 1640, Invercargill
 TELEPHONE: 03 218 2665
 EMAIL: partyplus@partyplus.co.nz
 WEB: www.partyplus.co.nz

RENTAL QUOTATION: 8626

BILL TO:
CAVALCADE HOE DOWN 2022
 MILLERS FLAT
 MILLERS FLAT

SHIP TO:
MILLERS FLAT
 1

CUSTOMER #: 17406
BILLING TEL: 0275750577
SITE TEL:
SALESMAN: UNASSIGNED
CUSTOMER PO: N

PICKUP

GST #: 91.742.128 (*=GST EXEMPT)

RENTAL QUOTATION NOTES:

TERMS: COD

QUOTATION VALID UNTIL EVENT DATE. THIS QUOTATION IS NOT A BOOKING, EQUIPMENT AVAILABILITY CAN NOT GUARANTEED UNTIL THE QUOTATION IS ACCEPTED AND CONVERTED TO A RESERVATION BUILDING CONSENT IS REQUIRED FOR ANY MARQUEE OVER 100 SQM IN FLOOR AREA

RENTAL#	QTY	DESCRIPTION	EXTENDED AMT
M182	1.00	MARQUEE 16M X40M	\$4,160.00
DATE OUT: MAR 05/22 9:43AM DATE DUE: MAR 06/22 9:43AM RENTAL PERIOD: 1 DAY(S)			
CF069	1.00	MARQUEE - 6M X 9M BAR	\$540.00
DATE OUT: MAR 05/22 9:43AM DATE DUE: MAR 06/22 9:43AM RENTAL PERIOD: 1 DAY(S)			
R4268	1.00	LIGHTING FOR MARQUEES ETC	\$337.50
1 DAY: \$337.50 EVENT: \$506.40 WEEKLY: \$1,012.50 MONTHLY: \$2,531.40			
DATE OUT: MAR 05/22 9:43AM DATE DUE: MAR 06/22 9:43AM RENTAL PERIOD: 1 DAY(S)			
R6918	2.00	FIRE ALARM STANDS	\$160.00
1 DAY: \$80.00			
DATE OUT: MAR 05/22 9:43AM DATE DUE: MAR 06/22 9:43AM RENTAL PERIOD: 1 DAY(S)			
R1812	3.00	EMERGENCY EXIT LIGHTING SET.	\$90.00
1 DAY: \$30.00 EVENT: \$30.00 WEEKLY: \$60.00 MONTHLY: \$150.00			
DATE OUT: MAR 05/22 9:43AM DATE DUE: MAR 06/22 9:43AM RENTAL PERIOD: 1 DAY(S)			

SUBTOTAL RENTALS: \$5,287.50

SERVICES#	QTY	DESCRIPTION	UNIT PRICE	AMOUNT
D		DELIVERY CHARGE	\$600.00	\$600.00
E	1.00	INSTALLATION CHARGE	\$1,908.50	\$1,908.50
P		PICKUP CHARGE	\$600.00	\$600.00
DM	1.00	DISMANTLE MARQUEES	\$1,908.50	\$1,908.50

SUBTOTAL SERVICES: \$5,017.00

TAXES	TAXABLE	AMOUNT
GST	\$10,304.50	\$1,545.68

SUBTOTAL TAXES: \$1,545.68

GRAND TOTAL: \$11,850.18

DATE PRINTED: 12/07/2021 10:07

DATE CREATED: 12/07/2021 BRETT L HOYLE

DIV: P

PAGE 1 OF 2

[illegible]

Item 21.8.2 - Appendix 4



BILL TO:
CAVALCADE HOE DOWN 2022
MILLERS FLAT
MILERS FLAT

SHIP TO:
MILLERS FLAT
1

PARTY PLUS (2005) LIMITED
54 Bay Road, P.O. BOX 1640, Invercargill
TELEPHONE: 03 218 2665
EMAIL: partyplus@partyplus.co.nz
WEB: www.partyplus.co.nz

RENTAL QUOTATION: 8626

CUSTOMER #: 17406
BILLING TEL: 0275750577
SITE TEL:
SALESMAN: UNASSIGNED
CUSTOMER PO: N

I, the undersigned renter, specifically acknowledge that I have received and understand the instructions regarding the use and operation of the rented equipment.

Renter further acknowledges that he has read and fully understands the within rental equipment contract and agrees to be bound by all of the terms, conditions and provisions hereof. Renter acknowledges that he has received a true and correct copy of this agreement at the time of execution hereof.

X

SIGNATURE

PRINT NAME

[illegible]

Page 60

From: Hilary Spedding hilaryj707@gmail.com
Subject: Fwd: Cavalcade 2022
Date: 2 August 2021 at 9:01 AM
To: Juanita Garden juanitag@millersflat.school.nz, Deidre Perkins deidre@perkins.tv

HS

----- Forwarded message -----

From: Josh Roussel <Josh.Roussel@continentaleventhire.co.nz>
Date: Thu, Jul 15, 2021 at 9:37 AM
Subject: RE: Cavalcade 2022
To: Rodney Skilton <Rodney.Skilton@continentaleventhire.co.nz>, Hilary Spedding <hilaryj707@gmail.com>
Cc: Roselyn Nicdao <Roselyn.Nicdao@continentaleventhire.co.nz>

Hi Hilary,

If you are looking at up to 600pax seated at tables I would recommend our 18x48m Marquee for this. Here is quick pricing, if you would like to discuss any details feel free to give me a call. We start working on a full quote for you.

18x48m Electron marquee

Hire – \$10076.25+GST

Labor – \$6048+GST

Freight - \$2400+GST

Total - \$18524.25+GST

A couple questions on your event are you requiring furniture and other fit tout items? Do you require power distribution and does your event run into the night requiring lighting?

Cheers

Josh

Josh Roussel
Canterbury Events Manager

Phone: 01 771 8194 Mobile: 021 321 7934
Email: Josh.Roussel@continentaleventhire.co.nz



32711 Barendse Road, Runcorn, 5041
PO Box 12048, Penrose, Auckland
www.continentaleventhire.co.nz | 0900 15 15 15

ATTENTION: The contents of this e-mail are confidential.
If you are not the intended recipient, please advise the sender and delete the file immediately.

[Full Email Disclosure](#)

From: Rodney Skilton <Rodney.Skilton@continentaleventhire.co.nz>
Sent: Tuesday, July 13, 2021 3:12 PM
To: 'Hilary Spedding' <hilaryj707@gmail.com>
Cc: Josh Roussel <Josh.Roussel@continentaleventhire.co.nz>
Subject: RE: Cavalcade 2022

Hi Hilary

I am having to pass you to Josh of our Christchurch branch for the quote for the marquee.

I do not have one in my stock big enough to cater for the amount of people you are wanting to have in the marquee.

He will touch base with you regarding the size of marquee you are after.

Regards

Rodney

Rodney Skilton
Marquee Operations Supervisor

Phone: 05 4771130 Mobile: 027 458 8641
Email: Rodney.Skilton@continentaleventhire.co.nz



89 Cumberland Street, Dunedin, 9016
PO Box 12048, Penrose, Auckland 1042
www.continentaleventhire.co.nz | 0900 15 15 15

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[Full Email Disclosure](#)

From: Hilary Spedding <hilary707@gmail.com>
Sent: Tuesday, 13 July 2021 9:07 AM
To: Rodney Skilton <Rodney.Skilton@continentaleventhire.co.nz>
Subject: Re: Cavalcade 2022

Good morning

Yes, we're going for the biggest licence, so 500 - 600, relaxed seating and dance floor.
Kind regards

Hilary Spedding

Sent from my iPhone

On 13/07/2021, at 8:27 AM, Rodney Skilton <Rodney.Skilton@continentaleventhire.co.nz> wrote:

Hi Hilary

What size marquee have you got in the past and are you wanting the same for the upcoming event?

Regards

Rodney

Rodney Skilton

Marquee Operations Supervisor

Phone: 03 4771190 Mobile: 027 458 8841

Email: Rodney.Skilton@continentaleventhire.co.nz

<image3f0243.PNG>

66 Cumberland Street, Dunedin, 9016
PO Box 12048, Penrose, Auckland 1642
www.continentaleventhire.co.nz | 0800 15 15 15

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If you are not the intended recipient, please advise the sender and delete the file immediately.

[Full Email Disclosure](#)

From: Hilary Spedding <hilary707@gmail.com>
Sent: Tuesday, 6 July 2021 1:37 PM
To: Rodney Skilton <Rodney.Skilton@continentaleventhire.co.nz>
Subject: Re: Cavalcade 2022

Good afternoon

Yes we need the marquee up for the Cavalcade event on 5th March 2022. At this stage it is a quote for the marquee and 15 toilets plus a disabled toilet please

kind regards

Hilary Spedding

On Tue, Jul 6, 2021 at 12:30 PM Rodney Skilton <Rodney.Skilton@continentaleventhire.co.nz> wrote:

Hi Hilary

Larissa from our Cromwell branch has given me your contact information to get in touch about a quote for next years event. Are you please able to send me the list of gear you are after so that I can see if we are able to supply for the event.

She has given me the dates of March 4th & 5th next year. Is this correct?

Also can you provide me the postal address and business name you wish this quote to go under.

Regards

Rodney

Rodney Skilton

Marquee Operations Supervisor

Phone: 03 4771190 Mobile: 027 458 8841

Email: Rodney.Skilton@continentaleventhire.co.nz

<image001.png>

66 Cumberland Street, Dunedin, 9016
PO Box 12048, Penrose, Auckland 1642
www.continentaleventhire.co.nz | 0800 15 15 15

ATTENTION: The contents of this e-mail are confidential.
If you are not the intended recipient, please advise the sender and delete the file immediately.

[Full Email Disclosure](#)



Mike

Technical Event Solutions Ltd
 6B Halls Place
 Christchurch 8024
 info@tes.nz
 0279192848
 tes.nz

Quotation: Millers Flat Event

Order Date	04/08/2021	Delivery Address
Our Reference	TES3962	
Your Reference		
Rental Period	01/03/2022 09:00 to 01/03/2022 17:00	

Item	Type	Quantity	Price	Discount	Total
Staging					
Pro Deck 1.2m x 2.4m	Rental	10	40.00	10%	360.00
6M Wide by 4.8M Deep @ 600MM High					
400-500-600mm Combo Stage Leg	Rental	40	0.00	10%	0.00
Total for Staging:					\$360.00

Audio

PA System

RCF TTL6A Active Speaker	Rental	2	120.00	10%	216.00
RCF 9006 Dual 18" Active Subwoofer	Rental	2	120.00	10%	216.00

Stage Monitors

RCF ST 15-SMA II Active Stage Monitor	Rental	3	50.00	10%	135.00
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Audio Consoles & Players

Behringer X32 Full Console	Rental	1	150.00	10%	135.00
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Mike

Technical Event Solutions Ltd
 6B Halls Place
 Christchurch 8024
 info@tes.nz
 0279192848
 tes.nz

Quotation: Millers Flat Event

Item	Type	Quantity	Price	Discount	Total
Behringer S16 Stagebox	Rental	2	40.00	10%	72.00
Wireless Microphones					
Shure UR2 Wireless Handheld Transmitter	Rental	2	55.00	10%	99.00
Shure SM58 Wireless Capsule (<i>accessory</i>)	Rental	4	0.00	10%	0.00
Microphones & Stage Input					
Shure SM58 Microphone	Rental	4	15.00	10%	54.00
Shure Beta52A Kick Drum Microphone	Rental	1	20.00	10%	18.00
Shure Beta56A Microphone	Rental	3	20.00	10%	54.00
Shure Beta57A Microphone	Rental	2	20.00	10%	36.00
Shure SM57 Microphone	Rental	2	15.00	10%	27.00
Behringer Ultra DI100	Rental	6	10.00	10%	54.00
Microphone Stands					
Gravity Touring Tall Microphone Stand	Rental	4	10.00	10%	36.00
Gravity MS-4222 Short Microphone Stand	Rental	4	10.00	10%	36.00
Total for Audio:					\$1,188.00

Lighting

Moving Lights

LED B Eye K10 Wash FX	Rental	6	120.00	10%	648.00
-----------------------	--------	---	--------	-----	--------



Mike

Technical Event Solutions Ltd
 6B Halls Place
 Christchurch 8024
 info@tes.nz
 0279192848
 tes.nz

Quotation: Millers Flat Event

Item	Type	Quantity	Price	Discount	Total
Rigging					
Global Truss F34P 1.5m	Rental	2	22.50	10%	40.50
Global Truss F34P 2.5m	Rental	4	37.50	10%	135.00
Global Truss F34P 2m	Rental	2	30.00	10%	54.00
F34 Baseplate (Steel)	Rental	8	15.00	10%	108.00
F34 Topplate (Ali)	Rental	6	15.00	10%	81.00
LED Fixtures					
ShowPro LED Sunstrip	Rental	6	40.00	10%	216.00
ShowPro Fusion Par Q	Rental	4	25.00	10%	90.00
Lighting Consoles					
High End Systems Hoglet 4	Rental	1	250.00	10%	225.00
Lenovo 520 27" All in One Touch PC	Rental	1	150.00	10%	135.00
FX Fixtures					
Antari HZ500 Hazer	Rental	1	80.00	10%	72.00
Hazer Fan	Rental	1	10.00	10%	9.00
Total for Lighting:					\$1,813.50

Power Distribution & Cabling

CAT 50kVA Generator (on trailer)	Rental	1	300.00	10%	270.00
----------------------------------	--------	---	--------	-----	--------

Page 3 of 5



Mike

Technical Event Solutions Ltd
 6B Halls Place
 Christchurch 8024
 info@tes.nz
 0279192848
 tes.nz

Quotation: Millers Flat Event

Item	Type	Quantity	Price	Discount	Total
Includes Full Tank of Diesel					
30m 32A 3 Phase Cable (PDL)	Rental	1	30.00	10%	27.00
Theatrelight DB Pack	Rental	1	25.00	10%	22.50
Total for Power Distribution & Cabling:					\$319.50

Crew

Operator Labour (50)	Service	2 x 6 Hours	50.00	600.00
1x Lighting Operator 1x Sound Operator				
Pack In Labour (50)	Service	2 x 6 Hours	50.00	600.00
2x Packin Crew				
Pack Out Labour (50)	Service	2 x 6 Hours	50.00	600.00
2x Packout Crew				
Travel Labour	Service	2 x 4 Hours	45.00	360.00
Transport Cost	Rental	2	134.00	268.00
2x Van Loads				
Total for Crew:				\$2,428.00

Rental charges	\$3,949.00	Charge total	\$6,518.00
Sale charges	\$0.00	Discount total	-\$409.00
Labour charges	\$2,160.00	Tax total	\$916.35
		Charge and tax total	\$7,025.35



Mike

Technical Event Solutions Ltd
6B Halls Place
Christchurch 8024
info@tes.nz
0279192848
tes.nz

Quotation: Millers Flat Event

Thank you for allowing us to quote your event. To accept or query this quote, please email info@tes.nz

Acceptance of this quote constitutes acceptance of Technical Event Solutions Limited's Terms of Hire, which are available on request.

Tony Dons

From: Reon McPherson <reon@sjallenholdings.co.nz>
Sent: Friday, 10 September 2021 3:05 PM
To: Deborah Dons
Subject: Cavalcade

Hi Deborah, thank you for the opportunity to quote this and as follows.

18 x p/loo hire @ \$35 each = \$ 630.00
1 x Disabled @ \$ 150.00
18 x final cleans @ \$30 = \$ 540.00

Travel, \$ 560.00

Total \$ 1880,00 +gst

Hope this helps.

Regards

Reon McPherson
Operations Manager
SJ Allen Holdings Ltd
0800 752553 Ext 2
Christchurch
Central Otago
Southland
reon@sjallenholdings.co.nz
02102954276

Deidre Perkins
Treasurer
Millers Flat 2022 Cavalcade Finale Committee
6635 Ettrick-Raes Junction Rd,
Roxburgh 9572

10 September 2021

Support for funding to host the 2022 Cavalcade Finale at Millers Flat

To whom it may concern

As an active member of the Teviot valley community, I wish to add my support to the application by the Millers Flat Cavalcade Committee for assistance in hosting the Finale to the 30th Otago Goldfields Cavalcade, to be held in early March, 2022.

Over previous decades, the grand finale of a Cavalcade has developed a NZ wide reputation as an iconic back country event and comes with high expectations. It is of significant scale with a variety of activities and entertainment and is regarded with great anticipation by the participants of each Cavalcade as they journey toward their final destination.

For a small community such as Millers Flat, the challenge of hosting the finale is a substantial endeavour which carries huge responsibility. To ensure the event is a resounding success, the various committees are putting together an ambitious programme and have engaged the wider community by seeking assistance with funding and in-kind support through the contribution of time and skills.

Can we pull it off?

Millers Flat is most fortunate to have developed a strong sense of community with an active and supportive primary school "family"; weekly coffee morning get togethers which help strengthen the ties between residents and a number of enthusiastic local organisations. Over the years, this sense of pride in the Millers Flat community has proven its worth by its ability to work together and deliver great outcomes to enhance the value of living in our area.

Some examples are:

The building of the Millers Flat Hall extension providing excellent facilities for meeting and celebrating. The value of the facility is recognised not only by its regular local use, but also by organisations across Otago who use it for meetings and seminars.

The establishment of Faigan's Community Trust which was put together to run the Four Square Store

The renovation of the original Campbell's Bakehouse as a baking museum with a working oven.

All these projects were successful through a combination of local energy and commitment and significant support from external funding partners.

We would be delighted if you would support the local community by adding your contribution to the running of a memorable Otago Goldfields 2022 Cavalcade finale.

Yours sincerely,

Pat Garden MNZM

Chair Teviot Prospects
Trustee Roxburgh District Medical Services Trust.
Immediate Past Chairman Otago Conservation Board
Life Member NZ Grassland Association
Previous Director Foundation of Research Science and Technology



10th September 2021

To Deidre Perkins

Treasurer

Millers Flat Cavalcade Host Town Committee

Millers Flat

I am writing with great pleasure on behalf of the Millers Flat School community, as we extend our support for Millers Flat to host the celebrations at the end of the 2022 Otago Cavalcade. Millers Flat is excited to have the opportunity to host the 30th annual cavalcade on 5 & 6 March 2022. This is a great opportunity to showcase Millers Flat, and an opportunity for the locals to demonstrate their community spirit for which they are renowned.

Based on the popularity of previous cavalcades over 500 participants are anticipated to attend, attracting people from throughout the South Island. Each year trail groups of wagons, horse riders, trampers, mountain bikers, walking and running cross different locations and small towns throughout Otago as they make their way to the host town, where participants process into town in a Grand Parade. Locals and visitors alike will line the main road waving and cheering them on.

Participants will stay either one or two nights in Millers Flat enjoying the celebrations, the Millers Flat swimming pool, and the local features. A particular highlight of the celebrations will be the Hoedown at night where the Topp Twins and two bands will entertain all that attend.

The host town events will require a significant number of volunteers, Millers Flat School families will be helping where they can. The organising committee are all local volunteers spending many hours already and this will only increase as March 2022 approaches. Any proceeds gained from market stalls, entertainments, dinner and hoedown tickets will be used for the development of a local playground which is sorely needed.

We urge funding organisations to support Millers Flat in their applications for the 2022 Cavalcade Host Town celebrations.

Yours sincerely

Helen Maisuria

Millers Flat School PTA President.



The Cavalcade Host Town Committee Incorporated
Performance Report
For the year ended 30 June 2021

<u>Contents</u>	<i>Page</i>
Entity Information	1
Statement of Service Performance	2
Statement of Receipts and Payments	3
Statement of Resources and Commitments	4
Statement of Accounting Policies	5
Notes to the Performance Report	6
Independent Reviewer's Report	7

The Cavalcade Host Town Committee Incorporated Entity Information

For the year ended 30 June 2021

Legal Name The Cavalcade Host Town Committee Incorporated, referred to as the "Committee".

Type and Legal Basis Registered Charity.

Registration Number CC36533.

Date of Registration Registered 30 June 2008.

Entity's Purpose/Objectives The mission of the Cavalcade Host Town Committee Incorporated is to be responsible for the planning, coordination and organisation of the host town activities associated with the annual Otago Goldfields Heritage Trust's Cavalcade.

Entity Structure The Committee is governed by a management Committee. The **Committee members in 2021 were:**

Main Sources of Cash and Resources The Cavalcade Host Town Committee Incorporated raises money by way of, grants, sponsorship, donations, and financial support from Otago Goldfields Heritage Trust.

Main Methods Used to Raise Funds Applying for grants, sponsorship and other funding.

Reliance on Volunteers and Donated Goods and Services Volunteers are an integral part of our activities.

Physical Address 52 Erris Street, Cromwell 9310.

Postal Address P O Box 91, Cromwell 9342.

Phone Odette Hopgood-Bride, Treasurer of Otago Goldfields Heritage Trust Inc.

Email oghttreasurer@gmail.com

Auditors Audit Professionals, P O Box 620, Dunedin 9054.

The Cavalcade Host Town Committee Incorporated

Statement of Service Performance

For the year ended 30 June 2021

Description of the outcomes that the Committee is seeking to achieve

To successfully plan, co-ordinate and organise the host town activities associated with the Otago Goldfields Heritage Trust's Cavalcade.

Description and Quantification of Trust Outputs

	2021	2020
Host Town Event completed	1	1

The Host Town was Twizel in the 2021 financial year (Patearoa in 2020) with the Cavalcade being held during February and March.

The Cavalcade Host Town Committee Incorporated

Statement of Receipts and Payments

For the year ended 30 June 2021

	2021 \$	2020 \$
<u>Operating Receipts</u>		
<i>Donations, Fundraising and Similar Receipts</i>		
Contribution from Otago Goldfields Heritage Trust	31,538	22,757
Other Sponsorship and donations	9,676	23,261
Grants - Trust Aoraki	5,000	-
- The Southern Trust	10,000	-
- Pub Charity	-	3,484
- Central Otago District Council	-	4,000
- Other	-	1,700
	<u>56,214</u>	<u>55,202</u>
<i>Receipts from providing Goods or services</i>		
Bar and Stalls receipts	1,540	14,112
Hoedown receipts	2,580	11,800
Raffle receipts	2,060	-
	<u>6,180</u>	<u>25,912</u>
<i>Interest Received</i>	<u>11</u>	<u>2</u>
<i>Other receipts</i>		
GST refunds	2,361	968
Other refunds	2,539	-
	<u>4,900</u>	<u>968</u>
	<u>67,305</u>	<u>82,084</u>
<u>Operating Payments</u>		
<i>Payments related to Providing Goods or Services</i>		
Marquee, bar and catering	2,000	23,413
Other payments (incl sponsorship & other refunds (\$8,955))	30,244	10,925
	<u>32,244</u>	<u>34,338</u>
<i>Grants and Donations Paid</i>		
Patearoa Community Trust (Surplus from 2020 distributed)	46,063	-
	<u>46,063</u>	<u>-</u>
<i>Other Payments</i>		
The Southern Trust grant repaid	9,000	-
	<u>9,000</u>	<u>-</u>
	<u>87,307</u>	<u>34,338</u>
Operating surplus / (deficit)	<u>(20,002)</u>	<u>47,746</u>
Increase/(Decrease) in bank account	(20,002)	47,746
Plus bank account at beginning of the financial year	47,746	-
Bank account at the end of the year	<u>27,744</u>	<u>47,746</u>

The Cavalcade Host Town Committee Incorporated

Statement of Resources and Commitments

As at 30 June 2021

	2021 \$	2020 \$
Schedule of Resources		
Bank accounts and cash (Note 1)	27,744	47,746
Total Resources	<u>27,744</u>	<u>47,746</u>
Schedule of Commitments		
Owing to entities (Note 2)	27,734	47,716
Total Commitments	<u>27,734</u>	<u>47,716</u>

Approved on behalf of Cavalcade Host Town Committee Incorporated

Megan Hewland
TREASURER

Date.....2021

The Cavalcade Host Town Committee Incorporated

Statement of Accounting Policies

For the year ended 30 June 2021

Basis of Preparation

The Cavalcade Host Town Committee Incorporated is permitted by law to apply *Public Benefit Entity Simple Format Reporting – Cash (Not-For-Profit)* and has elected to do so. All transactions reported in the Statement of Receipts and Payments and related Notes to the Performance Report are reported on a cash basis.

Specific accounting policies

The specific accounting policies below are appropriate for the Committee.

a) Receipts and Payments recognition

All receipts and payments are recorded in the period in which they are received and paid.

b) Income Tax

The Committee is wholly exempt from New Zealand tax having fully complied with all statutory conditions for these exemptions.

c) Goods and Services Tax (GST)

The Committee is registered for GST. The figures in the Performance Report are recorded inclusive of GST, where applicable.

Changes in accounting policies

There have been no changes in accounting policies during the year.

The Cavalcade Host Town Committee Incorporated

Notes to the Performance Report

For the year ended 30 June 2021

1. Bank Account

The Committee's bank balance is cleared to a nil (or close to a nil balance) once all bills are paid and any surplus distributed to the local community. Often this does not occur by 30 June each year. Clearing out the Bank account is to ensure that there is a nil balance starting point for each new Host Town Committee that is appointed each year.

2. Owing to Entities

	2021 \$	2020 \$
Densey's Pass Hotel	-	1,653
Patearoa Community Trust	-	46,063
Twizel Entities (Distributions)	27,105	-
Other Twizel suppliers	629	-
	<u>27,734</u>	<u>47,716</u>

3. Contingencies and Commitments

The Committee has no contingent assets, contingent liabilities nor any commitments as at 30 June 2021 (2020: Nil).

4. Related Party Transactions

There were no related party transactions as at 30 June 2021 (2020: Nil).

5. Events after Balance Date

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report.

6. Covid-19 Virus

The Covid-19 virus pandemic, which resulted in a lockdown throughout New Zealand from 24 March 2020 to mid-May 2020 and again in August 2021, is not expected to have a significant impact on the future activities of the Committee.

21.8.3 TEVIOT VALLEY COMMUNITY BOARD COMMUNITY GRANT APPLICATIONS 2021-24 FINANCIAL YEAR

Doc ID: 554799

1. Purpose of Report

To consider round one of applications to the 2021-22, 2022-23 and 2023-24 Teviot Valley Community Board General Grants fund and to determine the grant allocation of each applicant.

Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
- B. Agrees to withhold any grant funding for years beyond year one until the conclusion of the Grant Policy Review in November 2021.
- C. Considers the following applications:
 - i. Roxburgh Pioneer Energy Brass Band to cover power, insurance and rates

2021/22 Requested: \$2,000	Recommend Approve: \$1,500
2022/23 Requested: \$2,000	Recommend Decline: \$0
2023/24 Requested: \$2,000	Recommend Decline: \$0

2. Background

The Council adopted a new grant policy in 2019, and all grant applicants now go through a contestable and transparent application process. As included in the Register of Delegations, the Community Board has a responsibility to ensure that its actions and decisions are always within the policy guidelines adopted by the Council, otherwise the Board's decision will be by way of a recommendation to the Council. Through the 2021-2023 Long-term Plan, Teviot Valley Community Board approved a budget of \$5,000 per annum for community grants. Applicants can apply for up to three years of funding, and all three financial years have \$5,000 available. While the current policy allows applicants to apply for three years of funding, the Board needs to be prudent and funding all three years now may prevent new initiatives being funded 2022-23 and 2023-24. For reasons outlined in the discussion, it is not recommended to approve funding beyond 2021-22. This is the first funding round for 2021-22, with a second funding round expected to take place in the third quarter of the financial year.

To accommodate the new grant policy, all applicants who have historically received grants from the Council and community boards through the Long-term Plan were contacted. Applicants received correspondence in February 2021 advising them of the new process and when applications would be open. This correspondence included an initial email, followed by a phone call and final email, to ensure that the information was understood. Applications to grants, via the Council website, opened on 1 July 2021 and closed on 1 August 2021. According to the Grant Policy, applicants can submit for up to three years of funding during year 1 of the Long-term Plan, and Council and community boards are able to allocate funding on a recurring basis for up to three financial years.

One application has been submitted to the Community Board for community grants, as detailed below. A matrix evaluation has been completed to assist the community board in assessing the applicant against the Grant Policy and criteria for funding. Staff have completed a matrix for each financial year, assessing the applicant against the policy. This includes consideration of the availability of funds in future years, should new applicants wish to apply, as well as consideration for the second funding round in the third quarter of the financial year (Appendix 1). A total of \$2,000 has been requested for this first 2021/22 funding round; 2022/23 and 2023/24 have also both received a request of \$2000 per annum.

3. Discussion

Community grants support community-driven initiatives which enhance the well-being of residents. They fund projects which fall outside of the promotions grant criteria and demonstrate a clear connection to one or more aspects of community well-being (social, economic, environmental and cultural). These grants are funded through ward and Council rates.

Any grants approved for future years cannot be uplifted until the applicants have reported back on their previous year's grant, including how the funds were used and outcomes that were delivered. If applicants are approved multi-year grants, they are still eligible to put in a second application for something else if they wish.

The assessment matrices for 2022/23 and 2023/24 demonstrate some alignment with the current purpose and eligibility criteria for the applicant, who have requested a multi-year grant, which would provide greater financial security for projects that run over multiple years. However, staff advice is to be circumspect at committing grant funds from future years' budgets:

- The majority of the contestable grant budgets will be used in this first round, leaving little opportunity for future applicants.
- Applicants receiving annual grants may not be incentivised to seek out alternative funding sources.
- Council's grant policy is to be reviewed in November 2021 with the intent of providing clearer direction for applicants and decision-makers; this review may alter future eligibility criteria. It is therefore recommended to mirror Council's decision and wait for its conclusion before committing future funds.
- Fully committing grant budgets in advance will mean there is less flexibility to respond to adverse financial situations. For example, the community board agreed to reduce contestable grant budgets to zero for 2020/21 to reduce the impact of a rates rise during the COVID-19 pandemic.
- Multi-year funding may impact decision-making abilities for elected members voted into office at the next local authority elections, in 2022.

To assist the community board with their decision-making, staff have reviewed the application and provided comment below.

Application:	Roxburgh Pioneer Energy Brass Band GRA210704603	
	(App. 2)	
Project:	Operational costs	
Amount Requested:	2021/22 \$2,000	Recommended: \$1,500
	2022/23 \$2,000	Recommended: \$0
	2023/24 \$2,000	Recommended: \$0

- The Board have been providing a grant to the applicant since 1996, which increased from \$500 to \$1,500 in 2007.

- The Roxburgh Pioneer Energy Brass Band was founded in 1882 and has been part of the Roxburgh Community for nearly 140 years.
- The group relies heavily on a grant from the Board, and does not believe it would be able to continue operating without this financial support.
- The Band performs at community events such as ANZAC Day and Blossom Festival, and travels around the district if requested.
- The application does not have a strong alignment with the criteria, but it is a long-standing organisation that serves the entire district, and brings people to Roxburgh.
- Funding is available to allocate the full amount requested, but status quo is recommended due to the lack of alignment between the application and the grant criteria.
- No explanation has been provided for the increased request in funding, though the band has received the same amount of funding from the Board since 2007.

4. Options

Option 1 – (Recommended)

That the community board consider the application received and review the recommended grant amount as specified in the assessment matrix for each of the three years of the 2021-31 Long-term Plan.

That the Teviot Valley Community Board allocates a grant to the following applicant:

Financial Year	2021/22	2022/23	2023/24
Opening Balance	\$5,000	\$5,000	\$5,000
Name of Applicant			
Roxburgh Pioneer Energy Brass Band	\$1,500	-	-
Total amount allocated this round:	\$1,500	-	-
Total budget remaining:	\$3,500	\$5,000	\$5,000

That the Teviot Valley Community Board declines a grant to the following applicant:

Name of Applicant	2021/22	2022/23	2023/24
Roxburgh Pioneer Energy Brass Band	-	\$2,000	\$2,000
Total applied for but not allocated:	\$0	\$2,000	\$2,000

Advantages:

- The recommended allocation is within the budgets for all three years of the 2021-2031 Long-term Plan. \$3,500 remains in the 2021/22 budget; \$5,000 remains in the 2022/23 budget; \$5,000 remains in the 2023/24 budget.
- Remaining funds are available for further funding rounds over all three years of the Long-term Plan.
- The recommendation is in line with previous years' funding.
- The Board is showing support for the applicant by continuing to fund a long-standing community group.

Disadvantages:

- The application does not have a strong alignment with the grant criteria

- The applicant is continuing to receive an annual grant from the board, and shows no indication of becoming self-sustaining.

Option 2

The community board considers allocating different amounts of funding to applicants, in line with the grants criteria and available budget, considering the following:

- Alignment with the grants criteria.
- Total budget and available funds.
- Ongoing functionality of well-performing community organisations.
- A second funding round to be advertised in the third quarter of the 2021/22 financial year, and two funding rounds per year in the 2022/23 and 2023/24 financial years.

Advantages:

- The community board has the discretion to allocate grants of a lesser or greater amount, in line with the 2019 Grant Policy and assessment matrix, and within the set budgets.

Disadvantages:

- Recommendations have been made considering the available budgets, and the 2019 Grant Policy and assessment matrix.

5. Compliance

Local Government Act 2002 Purpose Provisions	This decision promotes the (social/cultural/economic/environmental) wellbeing of communities, in the present and for the future by providing financial support for community-led projects and initiatives.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	Yes
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	Yes, consistent with the Grant Policy.
Considerations as to sustainability, the environment and climate change impacts	None
Risks Analysis	There is a risk that some applicants may not be able to carry out their projects as outlined due to insufficient funding.
Significance, Consultation and Engagement (internal and external)	None required

6. Next Steps

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

The applicants are 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 accountability form has been submitted for any previous grants, and an invoice is received.

7. Attachments

Appendix 1 - TVCB Assesement Matrix 2021-24.pdf [↓](#)

Appendix 2 - Roxburgh Pioneer Energy Brass Band Application.pdf [↓](#)

Report author:

Reviewed and authorised by:



Nikki Aaron
Community Development Officer
21/09/2021



Sanchia Jacobs
Chief Executive Officer
29/09/2021

TVCB Funding Applications															
Evaluation Matrix 2021/22 FY															
TVCB Grant Cost Centre 7431 2435															
Balance Budget 2021-22						\$ 5,000: Granted		\$0.00		Surplus / Deficit		\$5,000.00			
Applicant/Project		Purpose				Criteria				\$ Funded Previously	\$ Cost	\$ Applied	\$ Recommended to Grant	Comments	
	Ref	Empowers local communities	Community-driven, enhances well-being of residents	Supports approved strategies plans	Delivers community-outcomes	Project well planned defined	Benefits clearly demonstrated	Costs clear reasonable	Broad community gain not individual	Demonstrates ability to become self-sustaining					
Roxburgh Pioneer Energy Brass Band	GRA2 10704 603	Yes	Yes	Some	Yes	Some	Some	Yes	Some	No	\$1,500.00	\$7,525.00	\$2,000.00	\$1,500	
Not strong alignment, but a good community-led initiative with a long history of delivery. Has been funded by the Board since 1996.															
TOTAL											\$ 1,500.00	\$ 7,525.00	\$ 2,000.00	\$ 1,500.00	

No - does not align with criteria

Some - aligns somewhat with criteria

More - goes above expectations for criteria alignment

Yes - aligns with criteria

TCVB Funding Applications																		
Evaluation Matrix 2022/23 FY																		
TCVB Grant Cost Centre 7431 2435																		
										Balance Budget 2021-22		\$	5,000	Granted	\$0.00	Surplus / Deficit		\$5,000.00
Applicant/Project			Purpose					Criteria				\$ Funded Previously	\$ Cost	\$ Applied	\$ Recommended to Grant	Comments		
	Ref	Empowers local communities	Community-driven, enhances well-being of residents	Supports approved strategies/plans	Delivers community-outcomes	Project well planned/defined	Benefits clearly demonstrated	Costs clear/reasonable	Broad community gain not individual	Demonstrates ability to become self-sustaining								
Rosburgh Pioneer Energy Brass Band	GRA2 10704 503	Yes	Yes	Some	Yes	Some	Some	Yes	Some	No	\$1,500.00	\$7,525.00	\$2,000.00	\$0	Not strong alignment, but a good community-led initiative with a long history of delivery.			
											\$1,500.00	\$7,525.00	\$2,000.00	\$0.00				
											\$1,500.00	\$7,525.00	\$2,000.00	\$0				
											\$1,500.00	\$7,525.00	\$2,000.00	\$0				
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											\$1,500.00	\$7,525.00	\$2,000.00	\$0				

TCB Fund Funding Applications																
Evaluation Matrix 2023/24 FY																
TCB Grant Cost Centre T431 2435																
Balance Budget 2021-22						\$	5,000	Granted	\$0.00	Surplus / Deficit						\$5,000.00
Applicant/Project		Purpose					Criteria					\$ Funded Previously	\$ Cost	\$ Applied	\$ Recommended to Grant	Comments
	Ref	Empowers local communities	Community-driven, enhances well-being of residents	Supports approved strategies plans	Delivers community-outcomes	Project well planned defined	Benefits clearly demonstrated	Costs clear reasonable	Broad community gain not individual	Demonstrates ability to become self-sustaining						
	GRA2 10704 603	Yes	Yes	Some	Yes	Some	Some	Yes	Some	No	\$1,500.00	\$7,525.00	\$2,000.00	\$0	Not strong alignment, but a good community-led initiative with a long history of delivery.	
											\$1,500.00	\$7,525.00	\$2,000.00	\$0.00		
TOTAL											\$1,500.00	\$7,525.00	\$2,000.00	\$-		
No - does not align with criteria																
Some - aligns somewhat with criteria																
More - goes above expectations for criteria alignment																
Yes - aligns with criteria																

Community Development - Grants

GRA210704603



1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand

03 440 0056

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



Application For
Which Grant
Grant Application

Teviot Valley Community Board
Community
GRA210704603

The Applicant:

Organisation Name
Contact
Phone
Email
Address
Organisation Type

Roxburgh Pioneer Energy Brass Band Inc
Ann Hill
03 4468 557
hillteviot@xtra.co.nz
70 Ladysmith Road, RD 1, Roxburgh 9571
An Incorporated Society registered with the Charities Commission

The Project:

Project Name

To apply for Community Funding from the Contestable Fund to continue what the Teviot Valley Community Board has been doing since 1993.

Description

The Band is requesting ongoing assistance from the Contestable Fund to cover some of the costs of Power, Insurance and Rates, as the Community Board has done for very many years. I trust the following data shows how our costs have dramatically increased over the years, mainly Rates and Power (the Band is in a Commercial area of Roxburgh so electricity rates charged accordingly).

Roxburgh Community Board (exc GST) Band Costs, Power, Rates, Insurance (exc GST)

1993-2005 \$500.00 pa Increased annually from \$477.00 to \$2677.00

2006-2015 \$1500.00 pa Increased annually from \$3741.00 to \$4852.00

Teviot Valley Community Board (exc GST)
2016-2020 \$1500.00pa Expenses more stable over the last 5 years, approx \$4305.00 pa

Start Date

01/07/2021

End Date

30/06/2024

The 4 well beings

Social

The Roxburgh Pioneer Energy Brass Band was founded in 1882 and has been part of the Roxburgh Community for nearly 140 years and indeed was a Municipal Band until 1993 when it received some sponsorship from firstly Central Electric and later Pioneer Generation, which underwent a name change to Pioneer Energy. There is no doubt the Band would cease to function without this financial support - which goes towards the ongoing running expenses of the Band Room and secretarial expenses. The Band fundraises by playouts and concerts, which goes towards purchasing music, helping to attend Contests (an important part of the Band as these certainly improve the standard of our overall playing), National and local affiliation fees, and occasionally funding travel for players from outside the district who fill in much needed gaps in the Band.

Economic

Before 1993 the Roxburgh Municipal Silver Band (as it was then called) received considerable support from the erstwhile Roxburgh Borough Council who generously paid for the power, rates and insurance for the tiny Band Practice Room in Liddle Street. When this room was deemed far too small for practising and storing all their music, the Band members undertook an enormous fundraising project to buy the present premises at 86 Scotland Street. From 1992-1998 the Band ran the Roxburgh Movies religiously every fortnight which income paid for the Band Room and its upgrade to suit our needs.

Environmental

The Roxburgh Pioneer Energy Brass Band is very much appreciated by the Community and definitely valued by the Teviot Valley Community Board. In fact when the Band was a Municipal Silver Band, the patron was the mayor of Roxburgh Borough Council. After Roxburgh became part of the Central Otago District, our first patron was Mr Bill McIntosh, the first mayor of Central Otago. He and Mrs McIntosh took an enormous interest in the Band.

Cultural

As the only Brass Band in Central Otago there is considerable pressure on us to perform far and wide. Our members come on a regular basis from as far afield as Cromwell, Clyde, Alexandra, Galloway and Wanaka. The Band is very much appreciated by the whole Community and beyond.

The local community benefits as a result of Community funding. Our play outs are at ANZAC Day Parades in Roxburgh and Millers Flat, free local concerts, Teviot Valley Rest Home, numerous Christmas play outs in Roxburgh and Wanaka, concerts in Roxburgh, Alexandra Blossom Festival and indeed whenever asked to play, if we have enough players available.

Measures

With the continued support of the Teviot Valley Community Board for the next three years, the Band's viability is sustained. The Roxburgh Pioneer Energy Brass Band wishes to thank the erstwhile Roxburgh and present

Teviot Valley Community Boards for all the financial support it has received over the years since 1993.

Meet at least three of the strategic priorities:

The Budget:

Year 1 - 2021/22:	2000.00
Year 2 - 2022/23:	2000.00
Year 3 - 2023/24:	2000.00
Total Requested \$	6000.00

Cost Breakdown

Rates \$750.00
Power \$650.00
Insurance \$600.00

Previously received funding?

Yes

Amount Received

1500.00

Backup Plan

Annual Grant from Pioneer Energy, COGS, payouts, general fundraising

The End:

Attachments Ticked

- Your project plan
- Financial statement (for applications under \$10,000)
- Supporting documentation such as letters of support, quotes and estimates (if applicable)

All information provided is complete and correct True

Have read and acknowledge the standard Central Otago Terms and Conditions of Grant Funding Yes

Acknowledge that your application will be assessed in accordance with the principles and objective contained in the Grants Policy and that Council's representative funding committee is the final decision-making authority Yes

Information about your application (including the applicant's name, project title, and a summary of the proposal) and any approved funding may be made publicly available by Council Yes

If successful, the grantee will be required to report on the success or otherwise of the event following completion of the project or at a time to be agreed Yes

Name: Ann Hill

Date

04/07/2021

Signature (12 kb)

A handwritten signature in black ink, appearing to read 'A. Hall', is positioned to the right of the 'Signature (12 kb)' label.

Roxburgh Pioneer Energy Brass Band Inc
ROXBURGH

2 July 2021

Dear Teviot Valley Community Board

Re: Contestable Funding Application

Thank you for the opportunity to add extra information about the Roxburgh Pioneer Energy Brass regarding its application for funding from the Contestable Fund.

The Roxburgh Pioneer Energy Brass Band Incorporated has been registered with the Charities Commission since 28 January 2008 (no CC20721).

Our books are thoroughly audited every year and balance sheets submitted formerly to the Registrar of Incorporated Societies, but since registration to the Charities Commission. These are all available online. I am attaching a copy of our latest Balance Sheet and a Budget for the year 2021.

The Roxburgh Pioneer Energy Brass Band was founded in 1882 and has been part of the Roxburgh Community for nearly 140 years and indeed was a Municipal Band until 1993 when it received some sponsorship from firstly Central Electric and later Pioneer Generation, which underwent a name change to Pioneer Energy. There is no doubt the Band would cease to function without this financial support - which goes towards the ongoing running expenses of the Band Room and secretarial expenses. The Band fundraises by playouts and concerts, which goes towards purchasing music, helping to attend Contests (an important part of the Band as these certainly improve the standard of our overall playing), National and local affiliation fees, and occasionally funding travel for players from outside the district who fill in much needed gaps in the Band.

Before 1993 the Roxburgh Municipal Silver Band (as it was then called) received considerable support from the erstwhile Roxburgh Borough Council who generously paid for the power, rates and insurance for the tiny Band Practice Room in Liddle Street. When this room was deemed far too small for practising and storing all their music, the Band members undertook an enormous fundraising project to buy the present premises at 86 Scotland Street. From 1992-1998 the Band ran the Roxburgh Movies religiously every fortnight which income paid for the Band Room and its upgrade to suit our needs.

Since 1993, the Roxburgh Community Board generously made an Annual Grant which for the first couple of years adequately covered the Band Room running costs. However, since then, rates have more than tripled and power has gone up astronomically. Since October 2006 the Band has paid for the insurance of the Band Practice Room and its instruments – a considerable

2

but necessary burden. The Band also receives an Annual Sponsorship from Pioneer Energy which helps the ongoing Band Room expenses.

As the only Brass Band in Central Otago there is considerable pressure on us to perform far and wide. Our members come on a regular basis from as far afield as Cromwell, Clyde, Alexandra, Galloway and Wanaka. The Band is very much appreciated by the whole Community and beyond.

The local community benefits as a result of Community funding. Our play outs are at ANZAC Day Parades in Roxburgh and Millers Flat, free local concerts, Teviot Valley Rest Home, numerous Christmas play outs in Roxburgh and Wanaka, concerts in Roxburgh, Alexandra Blossom Festival and indeed whenever asked to play, if we have enough players available.

The Band is requesting ongoing assistance from the Contestable Fund to cover some of the costs of Power, Insurance and Rates, as the Community Board has done for very many years. I trust the following data shows how our costs have dramatically increased over the years, mainly Rates and Power (the Band is in a Commercial area of Roxburgh so electricity rates charged accordingly).

Roxburgh Community Board (exc GST)		Band Costs, Power, Rates, Insurance (exc GST)
1993-2005	\$500.00 pa	Increased annually from \$477.00 to \$2677.00
2006-2015	\$1500.00 pa	Increased annually from \$3741.00 to \$4852.00
Teviot Valley Community Board (exc GST)		
2016-2020	\$1500.00pa	Expenses more stable over the last 5 years, approx \$4305.00 pa

The Roxburgh Pioneer Energy Brass Band wishes to thank the Teviot Valley Community Board for all the support it has received over the years.

Yours Sincerely

Ann Hill
Treasurer

Budget for TVCB Contestable Funding application 2021 (exc GST)

1.1.21-31.12.21

Budget Income

Subscriptions	413
Interest	372
Grants	6000
Public playouts	500
Donations	2385
Donation to Contest	1000

Budget Expenses

NZ Brass Band affiliation fee	435
OSBBA affiliation fee	125
Bulletin Advertising	40
Facilitator	1000
Charities Commission	44
Insurance	1380
Rates	1591
Power	1400
Music	250
OSBBA Contest Entry Fee	110
OSBBA Contest accommodation	978
OSBBA Travel expenses	250
Black folders	182
Catering	152
Books reviewer	50
Band room goods	25
National Contest (Chch) Entry Fee	217
National Contest (Chch) Special Travel	650
National Contest (Chch) Net Accom	2700
Flowers (Gift)	75

1067011654

INVESTMENT ACCOUNTS

BNZ TERM DEPOSIT #3004 (1yr T/D @ 3.25%, maturing 21 April 2021)

Opening Balance at 1/1/20	10000.00 ✓	Interest to chq a/c	283.27 ✓
Interest	283.27 ✓	Balance at 31/12/20	10000.00 ✓
	<u>10283.27</u> ✓		<u>10283.27</u> ✓

BNZ TERM DEPOSIT #3007 (1 yr T/D @ 2.0% maturing 30 May 2021)

Opening Balance at 1/1/20	10345.00 ✓	Balance at 31/12/20	10629.53 ✓
Interest	284.53 ✓		
	<u>10629.53</u> ✓		

ASSETS OF THE ROXBURGH PIONEER GENERATION BRASS AT 31/12/20

CASH ASSETS at 31/12/20

BNZ chq a/c	15871.35 ✓
BNZ Term Deposits	20629.53 ✓
	<u>36500.88</u> ✓

OTHER ASSETS (inc GST)

Instruments/Music stands/Mutes/	133457.00
Music(2009)+Besson Baritone (2009)	
Band Room + Improvements	182700.00
+ Contents	100 000.00
New Heat Pump (2018)	3789.00
Uniforms + 10 black bow ties (2009)	17166.00
Royal Wolf Container (2009)	2250.00
Trombone (2nd Hand, 2013)	1500.00
Trombones (2 plastic, 2013)	400.00
Pioneer Generation Shirts (2014)	1979.00
30 Music Stands and 3 Bags (2017)	1455.00
Soprano Cornet (2nd hand, 2018)	666.00
Trombone Stand (2020)	36.00

CASH ASSETS at 31/12/19

BNZ chq a/c	10385.27 ✓
BNZ Term Deposits	20345.00 ✓
	<u>30730.27</u> ✓

*Reviewed ✓
By Colleen Buchan
08-03-2021
(All in good order).*

21.8.4 PROPOSED ROAD STOPPING - UNNAMED ROAD OFF ROXBURGH EAST ROAD

Doc ID: 555025

1. Purpose of Report

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

Recommendations

That the Teviot Valley Community Board

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

- Agrees to approve the proposal to stop the unnamed unformed road, and to legalise the existing formation of Roxburgh East Road as shown in figure 4 (Legalisation Plan) by:

Subject to:

- Public notification and advertising in accordance with the Local Government Act 1974.
- No objections being received within the objection period.
- An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over the areas marked 'A' to 'D' in figure 4 (Legalisation Plan).
- Council and the applicant sharing the survey costs.
- The applicant paying for the land at valuation, and all other costs associated with the stopping.
- The final survey plan being approved by the Chief Executive Officer.

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

2. Background

Roxburgh East Road starts at the Jedburgh Bridge. It runs northward to the Roxburgh Dam, which it crosses before ending at an intersection with the Fruitlands – Roxburgh Road.



Figure 1 – Overview of Roxburgh East Road (intersection with Ladysmith Road circled in red)

Just past the intersection with Ladysmith Road an unnamed unformed road (the Road) adjoins the western side of Roxburgh East Road. The Road is a short no exit 'stub' which protrudes into Lot 1 Deposited Plan (DP) 315688. It has an area of approximately 930 square metres.

The owner of Lot 1 DP 315688 has applied to stop the road and have it amalgamated with Record of Title 61571.

The Road, which is highlighted in red, and Lot 1 DP 315688, are shown below in figure 2.



Figure 2 – The unnamed unformed legal road off Roxburgh East Road (shown in red).

3. Discussion

Evaluation of Application

An evaluation of the proposal to stop a portion of 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 34. 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?	<p>The Road is surrounded by Lot 1 DP 315688 which is owned by the applicant.</p> <p>The applicant accesses his property from Roxburgh East Road some 260 metres to the south of the Road.</p> <p>No other lots can be accessed from the Road.</p>

		Due to its proximity to the intersection of Roxburgh East and Ladysmith Roads, the Road is not suitable for forming.
	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?	The Road is not suitable for forming due to its proximity to the intersection of Roxburgh East and Ladysmith Roads.
	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?	<p>The Road does not provide access to any recreational area, conservation land, or to a heritage area.</p> <p>The following parties have been consulted and have provided their support of the proposal to stop the Road:</p> <ul style="list-style-type: none"> • Walking Access New Zealand • Central Otago Recreational Users Forum • Fish & Game Otago • CODC Parks & Reserves Manager
	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 (Aurora) have advised that they have a power pole and a stay pole in the Road.
	Can the existing services or infrastructure be protected by easements?	<p>Yes. Easements can be created to protect Aurora's infrastructure.</p> <p>Aurora's standard easement widths are 6 metres for overhead lines and associated support structure being three metres either side of the pole(s) or wires.</p>
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

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 Road will have no effect on the existing roading network or other parties right of access, however.

While the application was being assessed, it was noted that Roxburgh East Road encroaches over the western boundary of Lot 1 DP 315688. The encroachment is particularly significant at the corner above the intersection with Ladysmith Road.

It was also noted that the applicant is occupying approximately 900 square metres of legal road on the southern boundary.

The encroachments, occupation, and boundary fence are shown below in figure 3.

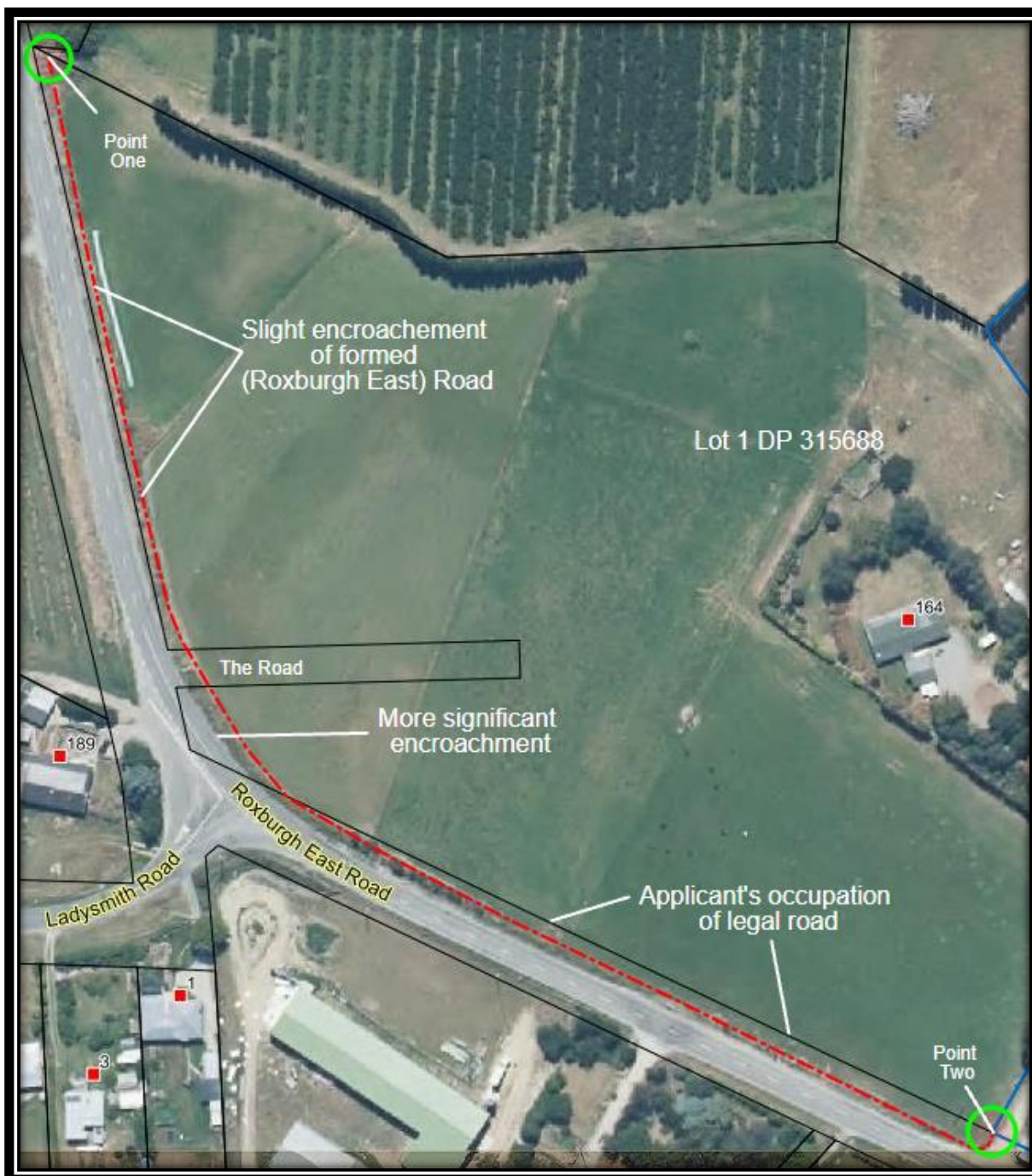


Figure 3 – Legal boundary shown in black with the fenced boundary shown in red.

It is proposed that the existing boundary fence between points one and two be surveyed to become the new legal boundary. The applicants land on the outside of the boundary fence would then be taken for legal road. The legal road on the inside of the fence would be stopped and amalgamated with Record of Title 61571.

This would legalise both the encroachment of Roxburgh East Road and the applicant's occupation of legal road.

A plan of the legalisation is shown below in figure 4.

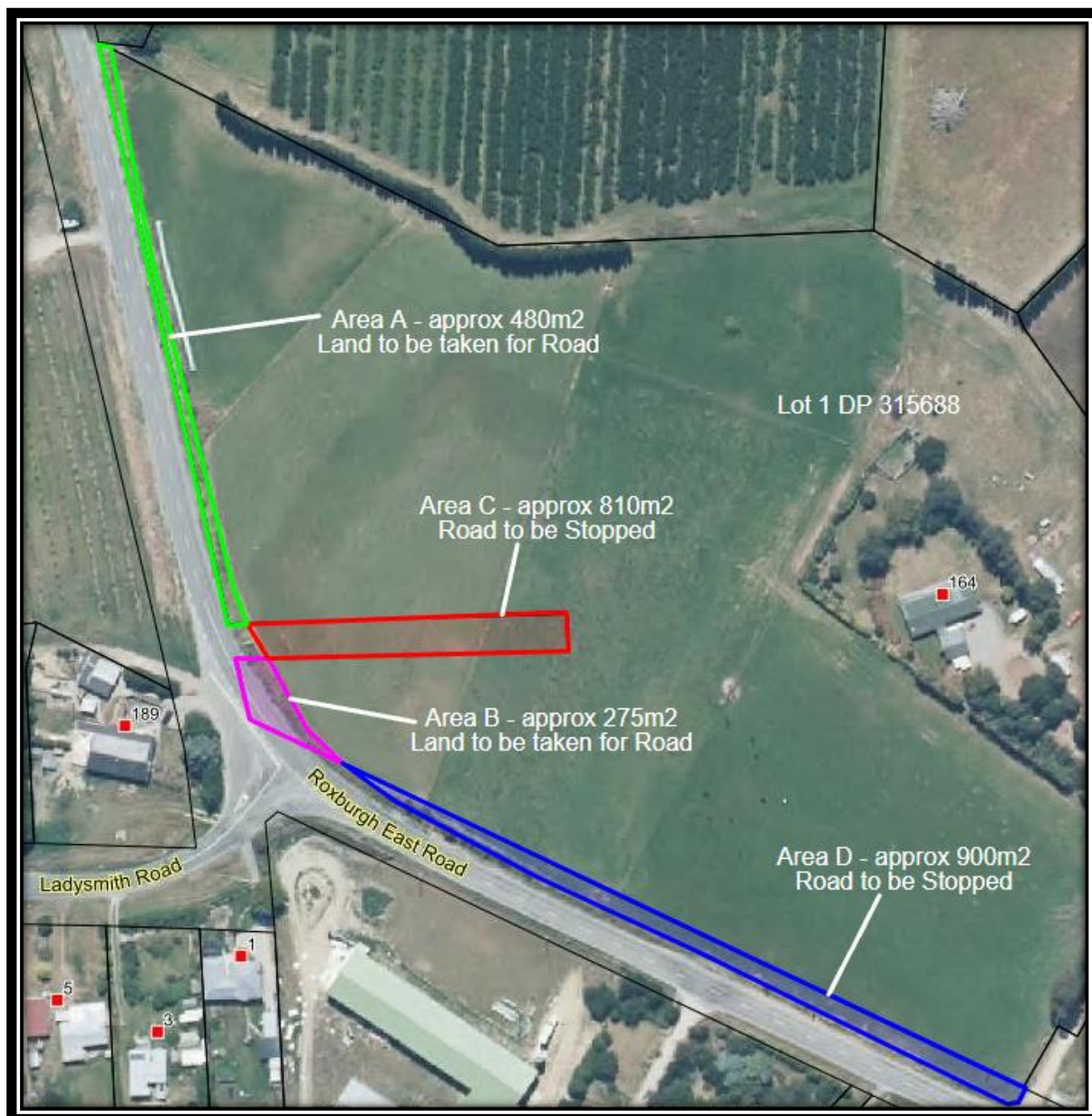


Figure 4 – Legalisation Plan

Parcels 'A' and 'B', land to be taken for road, have an area of approximately 755 square metres. Parcels 'C' and 'D', the road to be stopped, have a greater area of approximately 1710 square metres.

If approved, the stopping would result in an increase to the applicant's land holding of approximately 955 square metres. This is effectively the same as if just the Road itself were to be stopped.

Public Access

The Road does not provide access to recreational or conservation land, to a heritage area or to a waterbody.

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

Easements

As noted in the evaluation table, Aurora have a power pole and a stay pole in the Road. These will be surveyed and protected by registration of an easement (in gross) in favour of Aurora on the Record of Title 61571.

Aurora also have an overhead line network running through the areas marked 'A' and 'B', and a pole and a low voltage conductor in the area marked 'D'. This infrastructure will also be surveyed and included in the aforementioned easement.

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 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 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

The applicants are required to pay all costs associated with the proposal to stop the Road. Typical costs include valuation, survey, legal, and consultancy fees. As this stopping will be undertaken in accordance with the provisions of the Local Government Act 1974, costs will include those associated with public advertising. These include:

- having signs printed and erected 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.

As the legalisation will benefit both parties, it is proposed that the survey fees, which are estimated to be approximately \$5,000 be shared between Council and the applicant.

4. Options

Option 1 – (Recommended)

Agrees to approve the proposal to stop the unnamed unformed road, and to legalise the existing formation of Roxburgh East Road as shown in figure 4 (Legalisation Plan) by:

1. Stopping the parcels marked 'C' and 'D', and amalgamating these with Record of Title 61571, and;
2. Taking the parcels marked 'A' and 'B' and vesting them as legal (Roxburgh East) road.

Subject to:

- Public notification and advertising in accordance with the Local Government Act 1974.
- No objections being received within the objection period.
- An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered over the areas marked 'A' to 'D' in figure 4 (Legalisation Plan).
- Council and the applicant sharing the survey costs.
- The applicant paying for the land at valuation, and all other costs associated with the stopping.
- The final survey plan being approved by the Chief Executive.

Advantages:

- The existing formation of Roxburgh East Road (as shown in figure 4) will be legalised.
- The applicant's occupation of the legal road will be legalised.
- Provision has been made to protection of the existing utility networks.
- Sharing the survey costs is mutually beneficial.
- The income received will be used to address this and other public roading issues.

Disadvantages:

- None.

Option 2

To not approve to the proposal to stop the unnamed unformed road, and to legalise the existing formation of Roxburgh East Road, as shown in figure 4 (Legalisation Plan).

Advantages:

- None.

Disadvantages:

- The existing formation of Roxburgh East Road (as shown in figure 4) will not be legalised.
- The applicant's occupation of the legal road will be not legalised.
- An opportunity to share the cost of legalisation will be lost.
- Additional income will not be available to address other public roading issues.

5. Compliance

Local Government Act 2002 Purpose Provisions	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.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	<p>There are no negative financial implications associated with the recommended option.</p> <p>The applicants are required to pay market value for the land, and all other associated costs.</p> <p>Sale of the land will cover the share of the survey costs which are payable by Council.</p>
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	<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 Local Government Act 1974, has been chosen.</p>
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision to stop the unnamed unformed road or to legalise the existing formation of Roxburgh East Road.
Risks Analysis	No risks to Council are associated with the recommended option.

Significance, Consultation and Engagement (internal and external)	<p>The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded.</p> <p>Public notices and advertising in accordance with the provisions of the Local Government Act 1974 will be posted.</p> <p>Notice of the completed road stopping will be published in the New Zealand Gazette.</p>
--	---

6. Next Steps

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

- | | |
|------------------------------------|----------------------|
| 1. Community Board Approval | October 2021 |
| 2. Council Approval | November 2021 |
| 3. Survey | Late 2021/Early 2022 |
| 4. Survey Plan Approved | March/April 2022 |
| 5. Valuation | April 2022 |
| 6. Public Notification Commences | April 2022 |
| 7. Public Notification Period Ends | May 2022 |
| 8. Gazette notice published | Mid – Late 2022 |

7. Attachments

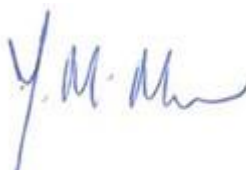
Nil

Report author:



Linda Stronach
Statutory Property Officer
5/10/2021

Reviewed and authorised by:



Julie Muir
Executive Manager - Infrastructure Services
11/10/2021

21.8.5 PROPOSED ROAD STOPPING (PARTIAL WIDTH) - ADJACENT TO 56 LADYSMITH ROAD

Doc ID: 555183

1. Purpose of Report

To consider a proposal to stop a portion of Ladysmith Road adjacent to 56 Ladysmith Road in accordance with the provisions of the Public Works Act 1981.

Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
 - B. To recommend to Council to approve the proposal to stop an unformed portion of Ladysmith Road, being approximately 340 square metres as shown in figure 4, subject to:
 - The applicant paying for the land at valuation as prescribed in the Public Works Act 1981.
 - The applicant paying all other costs associated with the stopping.
 - The land being amalgamated with the applicant's Record of Title.
 - An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered on the applicant's Record of Title.
 - The final survey plan being approved by the Chief Executive Officer.
 - C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.
-

2. Background

Ladysmith Road (the Road) adjoins the western side of the Roxburgh East Road, about 1.8 kilometres north of the Roxburgh township. For the majority, the road is formed and sealed with the last 200 metres being rough gravel. It is a no exit road which terminates at the Clutha River Mata-Au. An overview of the Road is shown below in figure 1.

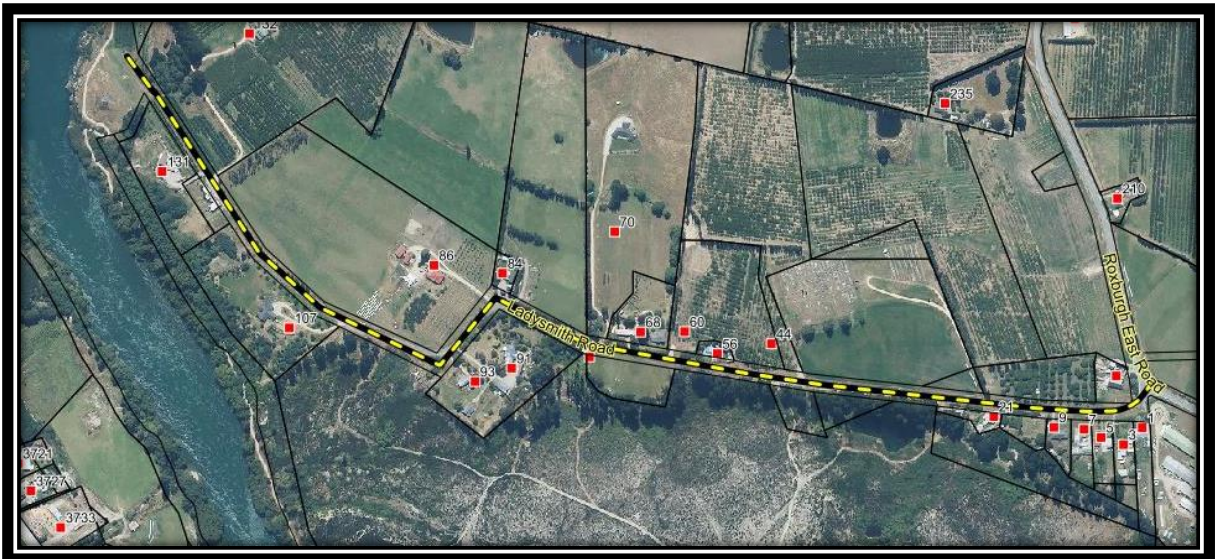


Figure 1 – Overview of Ladysmith Road.

Lot 1 Deposited Plan (DP) 537543 (Lot 1) is located at 56 Ladysmith Road. On its southern boundary, Lot 1 has a road frontage of approximately 48 metres. It is otherwise surrounded by Lot 2 DP 537543 (Lot 2). Lot 1, which has a slightly irregularly shaped boundary, is outlined in yellow below in figure 2.



Figure 2 – Lot 1 DP 22562 outlined in yellow.

The owner of Lot 1 has an agreement to purchase 550 square metres of land from the owners of Lot 2. The two parties are in the process of effecting a boundary adjustment. Once complete the land, which contains Lot 1's driveway, will be transferred. It will also regularise

the mutual boundaries. An extract of the scheme plan showing the 550 square metres being transferred, is shown below in figure 2.



Figure 2 – Extract of Boundary Adjustment Scheme Plan.

While drafting the scheme plan the surveyor noted that approximately 15 square metres of the garage on Lot 1 is built over the property boundary and encroaches onto the legal road. He also noted that a further 175 square metres of gardens, lawns, and fencing, had been constructed over the legal road.

The total area of the encroachment, which is circled in pink below in figure 3, is approximately 200 square metres.

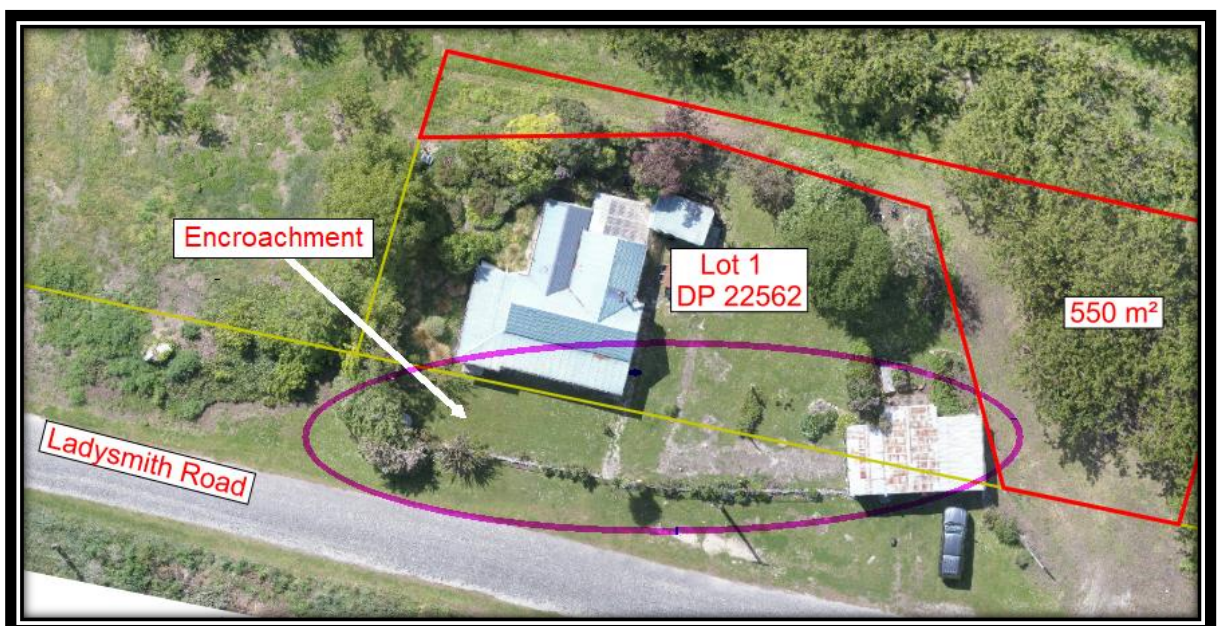


Figure 3 – Encroachment of garage and garden.

To resolve the encroachment, the owner of Lot 1 has applied to stop approximately 340 square metres of Ladysmith Road. A plan of the proposal is shown below in figure 4.

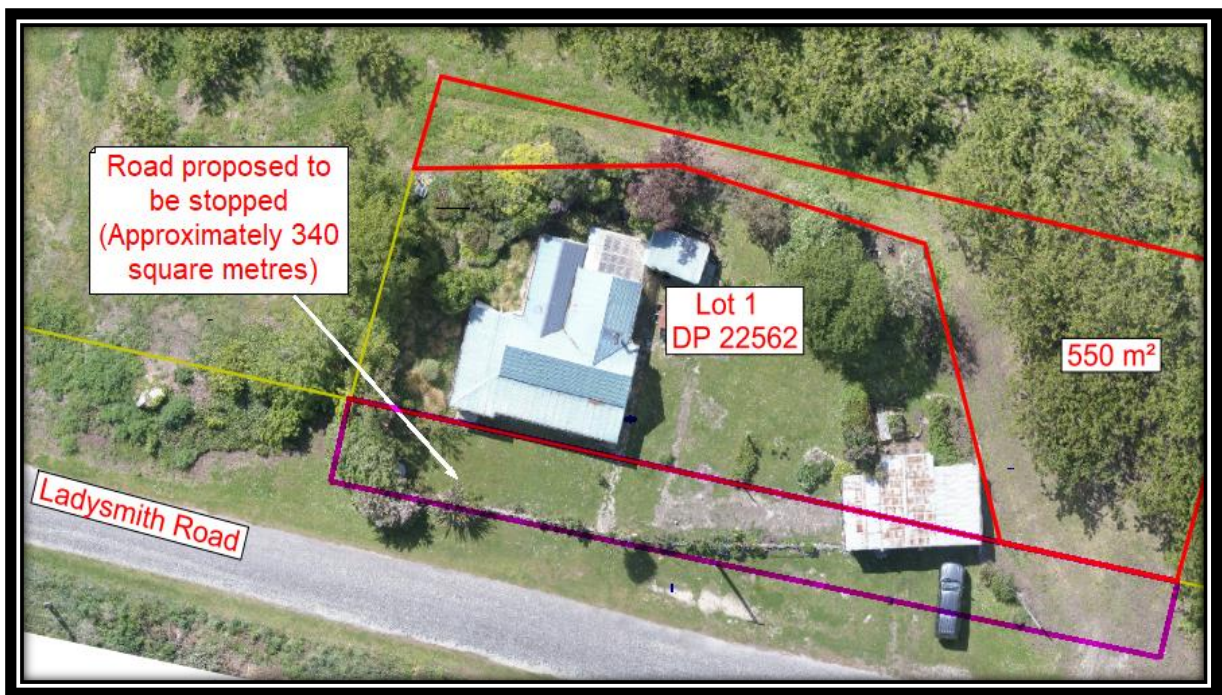


Figure 4 – Plan of the proposed stopping (approximately 340 square metres).

3. Discussion

Roading Network

As shown below in figure 5, Ladysmith Road has a legal width of approximately 22.5 metres. The formed carriageway, as shown in figure 6, is approximately 5.5 metres wide.

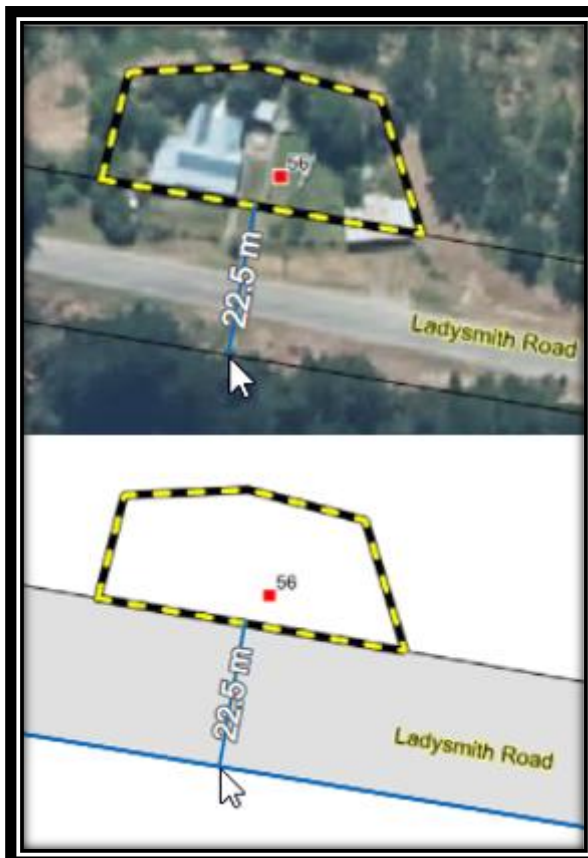


Figure 5 – The 22.5 metres of legal road width.



Figure 6 – The 5.5 metre wide formed carriageway.

The parcel of road which the applicants propose to stop is approximately 6 metres wide. This would leave a clearance of 4 metres between the proposed new boundary and the formed carriageway. Overall, a legal road width of approximately 16.5 metres will be retained. This is sufficient for roading purposes.



Figure 7 – Legal roading corridor and formed carriageway.

Utility Networks & Provider Requirements

An electricity network passed through the parcel of road which the applicants propose to stop. The network belongs to Aurora Energy Limited (Aurora). The network infrastructure, which includes overhead lines and a power pole, are shown in red in figure 8.

Aurora have confirmed that their infrastructure can be protected by registration of an easement (in gross) in their favour on the new title.

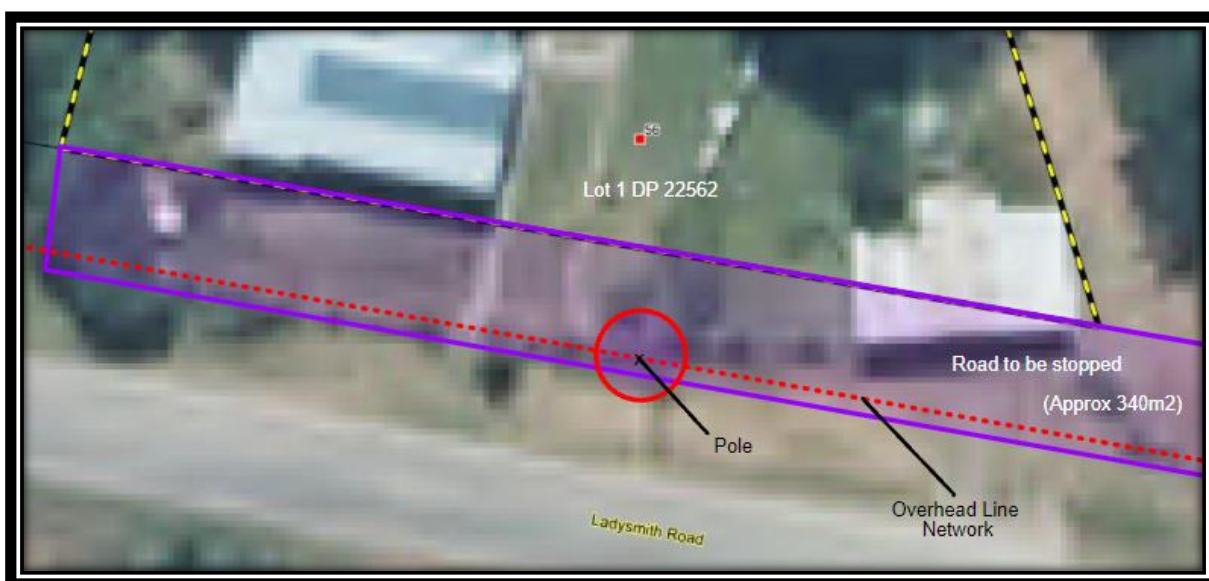


Figure 8 – Aurora's overhead line network and power pole.

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 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 applicant's Record of Title, OT14D/652.

Financial

Council's Roading Policy determines that the applicant is responsible for all costs associated with the road stopping. This includes purchase of the land at valuation as prescribed in the Public Works Act 1981.

4. Options

Option 1 – (Recommended)

To recommend to Council to approve the proposal to stop an unformed portion of Ladysmith Road, being approximately 340 square metres as shown in figure 4, subject to:

- The applicant paying for the land at valuation as prescribed in the Public Works Act 1981.
- The applicant paying all other costs associated with the stopping.
- The land being amalgamated with the applicant's Record of Title.
- An easement (in gross) in favour of (and as approved by) Aurora Energy Limited being registered on the applicant's Record of Title.
- The final survey plan being approved by the Chief Executive Officer.

Advantages:

- The applicant's occupation (encroachment) of the legal road will be legalised.
- Provision has been made to protection of the existing utility networks.
- Income received will be used to address other public roading issues.
- 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 16.5 metres wide will be retained.

Option 2

To not recommend to Council to approve the proposal to stop approximately 340 square metres of Ladysmith Road.

Advantages:

- None, as the stopping will not have any effect on the existing formation of the road, and a roading corridor approximately 16.5 metres wide will be retained.

Disadvantages:

- The applicant's occupation (encroachment) of the legal road will not be legalised.
- Additional income 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

Local Government Act 2002 Purpose Provisions	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.
Financial implications – Is this decision consistent with proposed activities and budgets in long term plan/annual plan?	There are no negative financial implications associated with the recommended option. The applicants are required to pay market value for the land, as well as all other associated costs. Funds received from the disposal will then be available to address other encroachment or access issues.

Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	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 Public Works Act 1981.
Considerations as to sustainability, the environment and climate change impacts	No sustainability, environmental or climate change impacts are related to the decision to stop this short unnamed unformed road.
Risks Analysis	No risks to Council are associated with the recommended option.
Significance, Consultation and Engagement (internal and external)	The Significance and Engagement Policy has been considered, with none of the criteria being met or exceeded. Notice of the completed road stopping will be published in the New Zealand Gazette.

6. Next Steps

- | | |
|--|-------------------|
| 1. Community Board approval | October 2021 |
| 2. Council approval | November 2021 |
| 3. Survey and LINZ Accredited Supplier engaged | November 2021 |
| 4. Survey Plan approved | Early to Mid 2022 |
| 5. Gazette notice published | Mid 2022 |

7. Attachments

Nil

Report author:

Linda Stronach
Statutory Property Officer
6/10/2021

Reviewed and authorised by:

Julie Muir
Executive Manager - Infrastructure Services
11/10/2021

21.8.6 2022 MEETING SCHEDULE

Doc ID: 554597

1. Purpose of Report

To approve a schedule of Teviot Valley Community Board meetings for 2022.

Recommendations

That the Teviot Valley Community Board

- A. Receives the report and accepts the level of significance.
 - B. Adopts the proposed 2022 meeting schedule for the Teviot Valley Community Board.
-

2. Background

The Local Government Act 2002 Schedule 7 Clause 19 states that a local authority must hold the meetings that are necessary for the good government of its district. The Chief Executive must give notice in writing to each member of the time and place of a meeting not less than 14 days before the meeting or the local authority can adopt a schedule of meetings.

Council and the community boards have in the past adopted a schedule of meetings for the following year, as this provides certainty of dates to members and staff. Having a yearly schedule allows for good forward planning and significantly reduces the administrative workload of advising members for each meeting.

The meeting schedule reflects the terms of reference for committees, Council and boards as well as working towards legislative deadlines such as adopting the 2022-23 Annual Plan. It also enables scheduling of meetings and workshops to progress significant pieces of work that have elected member input and oversight.

3. Discussion

The proposed meeting schedule continues with a six weekly cycle of meetings where possible in the lead up to the 2022 local body elections. Dates following the elections in October 2022 will need to be endorsed by the incoming community boards and Council.

A meeting schedule, once adopted, can be amended so there is still flexibility to respond to a change of circumstances.

4. Financial Considerations

There are no financial considerations for this decision.

5. Options

Option 1 – (Recommended)

Adopt the proposed 2022 meeting schedule.

Advantages:

- Elected members and staff have certainty of dates for meetings in 2022.

Disadvantages:

- None.

Option 2

Hold meetings on an ad hoc basis.

Advantages:

- High degree of flexibility.

Disadvantages:

- Does not facilitate forward planning.
- May impact on members' ability to attend meetings at shorter notice.

6. Compliance

Local Government Act 2002 Purpose Provisions	This decision enables democratic local decision making and action by, and on behalf of communities by having a known schedule of meetings.
Decision consistent with other Council plans and policies? Such as the District Plan, Economic Development Strategy etc.	This is a procedural decision and therefore has no impact on other plans and policies and is consistent with them.
Considerations as to sustainability, the environment and climate change impacts	There are no implications arising from this decision.
Risks Analysis	There are no risks arising from the recommended option.
Significance, Consultation and Engagement (internal and external)	The proposed meeting schedule was discussed with the Executive Team, Planning department and Corporate Services to ensure that the proposed dates accommodated different work plans.

7. Next Steps

Once the meeting schedule has been adopted, it will be published on the Central Otago District Council's website and meetings will be publicly notified according to the Local Government Act and the Local Government Official Information and Meetings Act 1987.

8. Attachments

Appendix 1 - 2022 Meeting Schedule List [↓](#)

Appendix 2 - 2022 Meeting Schedule Calendar [↓](#)

Report author:

Reviewed and authorised by:



Rebecca Williams
Governance Manager
24/09/2021



Sanchia Jacobs
Chief Executive Officer
29/09/2021

Meeting Schedule 2022

Month	Day	Date	Time	Meeting
January	Wednesday	26	10.30am	Council
February	Tuesday	1	2.00pm	Vincent Community Board
	Thursday	3	2.00pm	Teviot Valley Community Board
	Tuesday	8	9.30am	Hearings Panel
	Tuesday	15	2.00pm	Cromwell Community Board
	Thursday	17	2.00pm	Maniototo Community Board
	Friday	25	9.30am	Audit and Risk Committee
March	Tuesday	8	9.30am	Hearings Panel
	Wednesday	9	10.30am	Council
	Tuesday	22	10.00am	Creative Communities Assessment Committee
	Tuesday	22	2.00pm	Vincent Community Board
	Thursday	24	2.00pm	Teviot Valley Community Board
	Tuesday	29	2.00pm	Cromwell Community Board
	Thursday	31	2.00pm	Maniototo Community Board
April	Tuesday	12	9.30am	Hearings Panel
	Wednesday	20	10.30am	Council
May	Tuesday	3	2.00pm	Vincent Community Board
	Thursday	5	2.00pm	Teviot Valley Community Board
	Monday	9	2.00pm	Cromwell Community Board
	Tuesday	10	9.30am	Hearings Panel
	Thursday	12	2.00pm	Maniototo Community Board
	Thursday (if required)	19	2.00pm	Cromwell Community Board (hearings and deliberations if required)
	Friday (if required)	20	2.00pm	Vincent Community Board (hearings and deliberations if required)
	Monday (if required)	23	2.00pm	Maniototo Community Board (hearings and deliberations if required)
	Tuesday (if required)	24	2.00pm	Teviot Valley Community Board (hearings and deliberations if required)

June	Monday	1	10.30am	Council (hearings and deliberations if required)
	Friday	3	9.30am	Audit and Risk Committee
	Monday	13	2.00pm	Vincent Community Board
	Tuesday	14	9.30am	Hearings Panel
	Thursday	16	2.00pm	Teviot Valley Community Board
	Tuesday	21	2.00pm	Cromwell Community Board
	Thursday	23	2.00pm	Maniototo Community Board
	Wednesday	29	10.30am	Council (to adopt LTP and set rates if not 1 June)
July	Tuesday	12	9.30am	Hearings Panel
	Wednesday	13	10.30am	Council
	Tuesday	26	2.00pm	Vincent Community Board
	Thursday	28	2.00pm	Teviot Valley Community Board
August	Tuesday	2	2.00pm	Cromwell Community Board
	Thursday	4	2.00pm	Maniototo Community Board
	Tuesday	9	9.30am	Hearings Panel
	Wednesday	24	10.30am	Council
September	Tuesday	6	2.00pm	Vincent Community Board
	Thursday	8	2.00pm	Teviot Valley Community Board
	Monday	12	2.00pm	Cromwell Community Board
	Tuesday	13	9.30am	Hearings Panel
	Thursday	15	2.00pm	Maniototo Community Board
	Tuesday	20	10.00am	Creative Communities Assessment Committee
	Wednesday	28	10.30am	Council
	Friday	30	9.30am	Audit and Risk

October	Saturday	8		ELECTION DAY
	Tuesday	11	9.30am	Hearings Panel
	Wednesday	19	9.00am	Induction Day
	Wednesday	26	2.00pm	Inaugural Council Meeting
	Monday	31	2.00pm	Inaugural Vincent Community Board
November	Tuesday	1	2.00pm	Inaugural Cromwell Community Board
	Wednesday	2	2.00pm	Inaugural Teviot Valley Community Board
	Thursday	3	2.00pm	Inaugural Maniototo Community Board
	Tuesday	8	9.30am	Hearings Panel
	Wednesday	9	10.30am	Council
	Wednesday	16	9.00am	Council Workshop
	Tuesday	22	2.00pm	Vincent Community Board
	Tuesday	22	10.00am	Sport NZ Assessment Committee
	Thursday	24	2.00pm	Teviot Valley Community Board
	Tuesday	29	2.00pm	Cromwell Community Board
December	Thursday	1	2.00pm	Maniototo Community Board
	Friday	2	9.30am	Audit and Risk Committee
	Tuesday	13	9.30am	Hearings Panel
	Wednesday	14	10.30am	Council

Holiday Dates 2022		
New Year's Day Observance	Monday	3 January
Day After New Year's Holiday Observance	Tuesday	4 January
Waitangi Day Observance	Monday	7 February
Otago Anniversary Day	Monday	21 March
Good Friday	Friday	15 April

Easter Monday	Monday	18 April
ANZAC Day	Monday	25 April
Queen's Birthday	Monday	6 June
Matariki	Friday	24 June
Labour Day	Monday	24 October
Christmas Day Observance	Monday	26 December
Boxing Day Observance	Tuesday	27 December

Executive Committees are on an as required basis.

2022 Calendar

January	February	March	April	May	June	July	August	September	October	November	December
1 Sa New Year's Day	1 Tu VCB	1 Tu	1 Fr	1 Su	1 We Council / Hearings?	1 Fr	1 Mo	1 Th	1 Sa	1 Tu Inaugural CCB	1 Th MCB
2 Su	2 We	2 We	2 Sa	2 Mo	2 Th	2 Sa	2 Tu CCB	2 Fr	2 Su	2 We Inaugural TVCB	2 Fr AUDIT & RISK
3 Mo NY Day Obs	3 Th TVCB	3 Th	3 Su	3 Tu VCB	3 Fr AUDIT & RISK	3 Su	3 We	3 Sa	3 Mo	3 Th Inaugural MCB	3 Sa
4 Tu NY Obs	4 Fr	4 Fr	4 Mo	4 We	4 Sa	4 Mo	4 Th MCB	4 Su	4 Tu	4 Fr	4 Su
5 We	5 Sa	5 Sa	5 Tu	5 Th TVCB	5 Su	5 Tu	5 Fr	5 Mo	5 We	5 Sa	5 Mo
6 Th	6 Su	6 Su	6 We	6 Fr	6 Mo Queens B-Day	6 We	6 Sa	6 Tu VCB	6 Th	6 Su	6 Tu
7 Fr	7 Mo Waitangi Day Obs	7 Mo	7 Th	7 Sa	7 Tu	7 Th	7 Su	7 We	7 Fr	7 Mo	7 We
8 Sa	8 Tu Hearings	8 Tu Hearings	8 Fr	8 Su	8 We	8 Fr	8 Mo	8 Th TVCB	8 Sa ELECTION DAY	8 Tu Hearings	8 Th
9 Su	9 We	9 We Council	9 Sa	9 Mo CCB	9 Th	9 Sa	9 Tu Hearings	9 Fr	9 Su	9 We Council	9 Fr
10 Mo	10 Th	10 Th	10 Su	10 Tu Hearings	10 Fr	10 Su	10 We	10 Sa	10 Mo	10 Th	10 Sa
11 Tu	11 Fr	11 Fr	11 Mo	11 We	11 Sa	11 Mo	11 Th	11 Su	11 Tu Hearings	11 Fr	11 Su
12 We	12 Sa	12 Sa	12 Tu Hearings	12 Th MCB	12 Su	12 Tu Hearings	12 Fr	12 Mo CCB	12 We	12 Sa	12 Mo
13 Th	13 Su	13 Su	13 We	13 Fr	13 Mo VCB	13 We Council	13 Sa	13 Tu Hearings	13 Th Official Results Dec	13 Su	13 Tu Hearings
14 Fr	14 Mo	14 Mo	14 Th	14 Sa	14 Tu Hearings	14 Th	14 Su	14 We	14 Fr	14 Mo	14 We Council
15 Sa	15 Tu CCB	15 Tu	15 Fr Good Friday	15 Su	15 We	15 Fr	15 Mo	15 Th MCB	15 Sa	15 Tu	15 Th
16 Su	16 We	16 We	16 Sa	16 Mo	16 Th TVCB	16 Sa	16 Tu	16 Fr	16 Su	16 We Council Workshop	16 Fr
17 Mo	17 Th MCB	17 Th	17 Su	17 Tu	17 Fr	17 Su	17 We	17 Sa	17 Mo	17 Th	17 Sa
18 Tu	18 Fr	18 Fr	18 Mo Easter Monday	18 We	18 Sa	18 Mo	18 Th	18 Su	18 Tu	18 Fr	18 Su
19 We	19 Sa	19 Sa	19 Tu	19 Th CCB Hearings?	19 Su	19 Tu	19 Fr	19 Mo	19 We Induction??	19 Sa	19 Mo
20 Th	20 Su	20 Su	20 We Council	20 Fr VCB Hearings?	20 Mo	20 We	20 Sa	20 Tu CCS	20 Th	20 Su	20 Tu
21 Fr	21 Mo	21 Mo Otago Ann Day Obs	21 Th	21 Sa	21 Tu CCB	21 Th LGNZ Conference	21 Su	21 We	21 Fr	21 Mo	21 We
22 Sa	22 Tu	22 Tu CCS/VCB	22 Fr	22 Su	22 We	22 Fr LGNZ Conference	22 Mo	22 Th	22 Sa	22 Tu VCB/ Sports NZ	22 Th
23 Su	23 We	23 We	23 Sa	23 Mo MCB Hearings?	23 Th MCB	23 Sa LGNZ Conference	23 Tu	23 Fr	23 Su	23 We	23 Fr
24 Mo	24 Th	24 Th TVCB	24 Su	24 Tu TVCB Hearings?	24 Fr Matariki	24 Su	24 We Council	24 Sa	24 Mo Labour Day	24 Th TVCB	24 Sa
25 Tu	25 Fr AUDIT & RISK	25 Fr	25 Mo ANZAC Day	25 We	25 Sa	25 Mo	25 Th	25 Su	25 Tu	25 Fr	25 Su Christmas Day
26 We Council	26 Sa	26 Sa	26 Tu	26 Th	26 Su	26 Tu VCB	26 Fr	26 Mo	26 We Inaugural Council	26 Sa	26 Mo Boxing Day
27 Th	27 Su	27 Su	27 We	27 Fr	27 Mo	27 We	27 Sa	27 Tu	27 Th	27 Su	27 Tu Christmas Day (obs.)
28 Fr	28 Mo	28 Mo	28 Th	28 Sa	28 Tu	28 Th TVCB	28 Su	28 We Council	28 Fr	28 Mo	28 We
29 Sa		29 Tu CCB	29 Fr	29 Su	29 We AP Council ?	29 Fr	29 Mo	29 Th	29 Sa	29 Tu CCB	29 Th
30 Su		30 We	30 Sa	30 Mo	30 Th	30 Sa	30 Tu	30 Fr AUDIT & RISK	30 Su	30 We	30 Fr
31 Mo		31 Th MCB		31 Tu		31 Su	31 We		31 Mo Inaugural VCB		31 Sa

Data provided 'as is' without warranty

6 MAYOR'S REPORT

21.8.7 MAYOR'S REPORT

Doc ID: 552631

1. Purpose

To consider an update from His Worship the Mayor.

Recommendations

That the Teviot Valley Community Board receives the report.

His Worship the Mayor will give a verbal update on activities and issues of interest since the last meeting.

2. Attachments

Nil

7 CHAIR'S REPORT

21.8.8 CHAIR'S REPORT

Doc ID: 552635

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

8 MEMBERS' REPORTS

21.8.9 MEMBERS' REPORTS

Doc ID: 552639

1. Purpose

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

Recommendations

That the report be received.

2. Attachments

Nil

9 STATUS REPORTS

21.8.10 SEPTEMBER 2021 GOVERNANCE REPORT

Doc ID: 555589

1. Purpose

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

Recommendations

That the report be received.

2. Discussion

Status Report

The status reports have been updated with any actions since the previous meeting (see appendix 1).

Legacy Status Report

The legacy status reports have been updated with any actions since the previous meeting (see appendix 2).

Teviot Valley Community Board Forward Work Programme

The TVCB Forward Work Programme will be circulated at the meeting.

3. Attachments

Appendix 1 - TVCB Status Report [↓](#)

Appendix 2 - TVCB Legacy Status Report [↓](#)

Report author:

Reviewed and authorised by:



Wayne McEnteer
Governance Support Officer
8/10/2021



Sanchia Jacobs
Chief Executive Officer
12/10/2021

Meeting	Report Title	Resolution No	Resolution	Officer	Status
22/04/2021	Roxburgh Entertainment Centre - Stage Upgrade Project	21.3.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the Roxburgh Entertainment Centre Stage Upgrade Project to proceed. Additional funding of \$15,500 to be funded from the Roxburgh Entertainment Centre's depreciated reserves account.</p>	Property and Facilities Officer (Vincent and Teviot Valley)	<p>28 Apr 2021 Action memo sent to the Property and Facilities Officer - Vincent and Teviot Valley</p> <p>08 Jun 2021 Construction work to be coordinated with the Roxburgh Entertainment Centre Improvement and Promotions Group's install of the new cinema screen. Awaiting installation date from community group.</p> <p>16 Jun 2021 Awaiting update from the Roxburgh Entertainment Centre Promotions Group in respect of when the screen will be installed so the balance of the work can be carried out at the same time.</p> <p>19 Jul 2021 Awaiting update from the Roxburgh Entertainment Centre and Promotions Group. They are waiting on advice from the structural engineer with regards to fixings for the cinema screen.</p> <p>25 Aug 2021 A meeting with the structural engineer and representative from the Roxburgh Entertainment Centre Improvement and Promotions Group (RECIP) has occurred. The Engineer is to provide drawings of the fixings required for the screen to RECIP by the end of August.</p>

					<p>21 Sep 2021 RECIP has received the Engineer's drawings of the screen fixings and is planning installation of the screen. The newly purchased scaffolding was erected to access the auditorium bar. All lights were tested and found to be safe. Lights were weighed and bar dimensions taken. This information was provided to the Engineer to calculate whether the bar is safe as-is, now that it is shackled to the truss and accessed by scaffolding.</p>
17/06/2021	Allocation of Teviot Valley Walkways Reserve Fund	21.5.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Approves the proposed work programme and expenditure to come from the Teviot Valley Walkways Reserve.</p> <p>C. Agrees to retain the Teviot Valley Walkways Reserve account.</p> <p>D. Recommend to Council that the delegation from the Teviot Valley Community Board to the Teviot Valley Walkways Committee be reviewed as part of the next delegation manual update.</p>	Parks Officer - Projects	<p>21 Jun 2021 Action memo sent to Parks Officer - Projects and Finance</p> <p>19 Jul 2021 Signage design being completed on a site-by-site basis, starting with the River Track. Improvements on Grovers Hill will wait until the wind-blown forestry damage is removed.</p> <p>24 Aug 2021 Staff working with Walkways Committee to implement signage and track improvements</p> <p>08 Oct 2021 Staff continue to work with Walkways Committee to implement signage and track improvements</p>
9/09/2021	Application for easement in favour of Aurora Energy Limited	21.7.2	<p>That the Teviot Valley Community Board</p> <p>A. Receives the report and accepts the level of significance.</p> <p>B. Agrees to grant an easement (in gross) to Aurora Energy Limited containing the right to convey electricity over Part Lot 42 Deposited Plan 21134 for \$1, subject to:</p> <p><input type="checkbox"/> Aurora Energy Limited (or their agents) obtaining all consents, permits, and other</p>	Statutory Property Officer	<p>13 Sep 2021 Action memo sent to Property Officer - Statutory and to Finance</p> <p>27 Sep 2021 Applicants advised, contractors to action. MATTER CLOSED.</p>

			<p>rights associated with installing the cable between poles 5186 and 5185 as shown in figure 4.</p> <p>□ All costs associated with preparing and registering the easement being met by Aurora Energy Limited (or their agents).</p> <p>C. Authorises the Chief Executive to do all that is necessary to give effect to the resolution.</p>		
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Teviot Valley Community Board Legacy Status Report on Resolutions

Planning and Environment

Resolution 19.9.6 – November 2019

Otago Fish and Game Council Proposal to Construct a Jetty and Walking Track at Pinders Pond, Roxburgh. (COM 07-65-006)

That the Board:

- A. **Receives** the report and accepts the level of significance.
- B. **Agrees** in principle to the proposal to construct a floating pontoon and associated walking track on Pinders Pond Reserve, and to initiate community engagement on the proposal.
- C. **Notes** that a further report will be presented that conveys the findings from the community engagement process and informs a final decision.

STATUS

ON HOLD

August 2021 – Further correspondence sent attempting to progress project. Project unable to progress until able to engage with Contact Energy.

February – July 2021 – Contact was made with Contact Energy Ltd. prior to Christmas requesting a status update. Awaiting detail design material.

December 2020 – Awaiting detail design material.

November 2020 – Awaiting detail design material. The planned consultation process is likely to be rescheduled into 2021.

September 2020 – Design detail work is progressing.

July 2020 – Design detail has not yet been received.

June 2020 – Initial scoping of the site and advice on the track detail has been completed by Contact Energy Ltd. Awaiting design detail from Otago Fish and Game Council and Contact Energy so that public consultation can be carried out.

April 2020 – Plans have not yet been made available to plan the community engagement process.

January 2020 – Otago Fish and Game Council and Contact Energy are to provide Council with design drawings for the community engagement process.

December 2019 – Action memo sent to the Parks Officer Projects

10 DATE OF THE NEXT MEETING

The date of the next scheduled meeting is 25 November 2021.