

I hereby give notice of an ordinary meeting of the

Meeting	Mangawhai Endowment Lands Account Committee
Date	Friday 27 October 2017
Time	1.30 pm
Venue	Meeting Room, Council Offices – The Hub, 6 Molesworth Drive, Mangawhai

Open Agenda

Membership

Chair: Deputy Mayor Peter Wethey

Members: Councillor Libby Jones, Councillor Jonathan Larsen

Staff and Associates:

Venessa Anich, Annie van der Plas, Lisa Hong

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**Ordinary meeting of the Mangawhai Endowment Lands Account Committee,
Friday 27 October 2017**

1 Opening

1.1 Present

1.2 Apologies

2 Confirmation of Agenda

The Committee to confirm the agenda.

3 Conflict of Interest Declaration

Committee Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a Committee Member/Commissioner and any private or other external interest they might have. It is also considered best practice for those members to the Senior Management and Executive Teams attending the meeting to also signal any conflicts that they may have with an item before the Committee.

4 Deputations and Presentations

Nil

5 Confirmation of Minutes

5.1 Mangawhai Endowment Lands Account Committee Minutes: 25 September 2017

Recommended

That the minutes of the Mangawhai Endowment Lands Account Committee meeting held on 25 September 2017 be confirmed as true and correct record.

Meeting	Mangawhai Endowment Lands Account Committee
Date	Monday 25 September 2017
Time	Meeting opened at 3.06 pm Meeting concluded at 4.52 pm
Venue	Meeting Room, Council Offices – 6 The Hub, 6 Molesworth Drive, Mangawhai
Status	Unconfirmed

Minutes

Membership

Chair: Deputy Mayor Peter Wethey

Members: Councillor Libby Jones, Councillor Jonathan Larsen

Staff:

Venessa Anich, Annie van der Plas, Lisa Hong

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Unconfirmed

**Minutes of the Ordinary meeting of the Mangawhai Endowment Lands Account
Committee, Monday 25 September 2017**

1 Opening
1.1 Present

Deputy Mayor Peter Wethey (Chair), Councillors Libby Jones and Jonathan Larsen

In Attendance

Name	Designation	Item(s)
Venessa Anich	General Manager Community	All
Annie van der Plas	Community Planner	All
Lisa Hong	Administration Assistant	All (Minute-taker)

1.2 Apologies

Nil

2 Confirmation of Agenda

The Committee confirmed the agenda.

3 Conflict of Interest Declaration

Nil

4 Deputations and Presentations

Nil

5 Confirmation of Minutes
5.1 Mangawhai Endowment Lands Account Committee Minutes: 31 March 2017

Democratic Services Manager 2308.05

Moved Larsen/Jones

That the minutes of the Mangawhai Endowment Lands Account Committee meeting held on 31 March 2017 be confirmed as true and correct record.

Carried

6 Policy

6.1 Mangawhai Endowment Lands Account Review

General Manager Community 2308.01

Moved Jones/Larsen

That the Mangawhai Endowment Lands Account Committee receives the General Manager Community's report 'Mangawhai Endowment Lands Account Review' dated 18 September 2017 and Attachments 1-4 of the above-mentioned report and the information contained therein.

Carried

7 Closure


Meeting closed at 4.52 pm.

Confirmed

Chair

Unconfirmed

6 Policy

	Title of Policy	Mangawhai Endowment Lands Account Policy		
	Sponsor	General Manager Community	Adopted by	Council
	Author	Annie van der Plas	Date adopted	
	Type of Policy	Mangawhai Endowment Lands Account	Last review date	October 2017
	File Reference	2308.01	Next review date	

Document Control			
Version	Date	Author(s)	Comments
1 st Commenced	11 October 2017	Annie van der Plas	
1.0			

1 Purpose

The purpose of this Policy is to create clear guidelines and an effective process to enable Council to assist community organisations to achieve their goals through the distribution of grant funds available from the Mangawhai Endowment Lands Account (MELA).

2 Objectives

The Community Outcomes as adopted by Council for the Long Term Plan 2018/2028 have aligned with this Policy. The Policy is intended to contribute to:

- A district with welcoming and strong communities; and
- A district with plenty of active outdoor opportunities; and
- A trusted Council making good decisions for the future.

3 Background

Kaipara District Council is committed to the Vision of 'Thriving Communities Working Together'. Council seeks to achieve this by assisting the community in developing and providing their own facilities and services, and building strong and welcoming communities.

Council is committed to recognising and supporting achievement; developing community leadership and self-reliance; assisting and supporting community involvement.

This Policy ensures that Council's contributions to communities are fair, consistent and strategically aligned to Council's Vision, Community Outcomes and the intent of the *Mangawhai Lands Empowering Act 1966* (sic).

3.1 Mangawhai Lands Empowering Act 1966 (sic)

MELA is managed under the *Mangawhai Lands Empowering Act 1966* (sic). MELA was created on dissolution of the Mangawhai Harbour Board, which had significant assets in the Mangawhai area. On dissolution, the cash and income from land assets not transferred to the Northland Harbour Board for port purposes, were invested to provide funding for county purposes that benefit or tend to benefit the district. The definition of "district" is the area of and adjacent to the endowment lands previously vested in the Harbour Board and now vested in Council and any area adjoining the Mangawhai Harbour. Over the years the land has been sold and the balance of MELA has increased. The land still held is typically on perpetual leases with low rental income.

3.2 Funds available for distribution

The funds available for grant distribution is the interest earned plus the rental income on the lands, less the calculated value to protect the capital value of the account.

3.3 Calculation of interest

Where loans are made from MELA, interest is charged and received based on the particular agreement.

The balance of the account has interest calculated based on the following:

- Interest earned from Kaipara District Council calculated as 12 month term deposit rates (average of BNZ, ANZ, Westpac) for deposits <\$5.0 million. Rates as at 31 December and 30 June each year.
- Actual cost of interest rate on Kaipara District Council borrowings for the year.

Interest rate is then calculated using the average of the two rates.

3.4 Protection of capital

Capital will be protected using the nominated Local Government Cost Index (LGCI) 'opex inflation rate'. This will calculate the increased value of MELA.

Any grant funding not allocated in the previous year will be used as part of the protection sum. Also, any approved grants which are not claimed within the one year expenditure period will also be used as part of the protection sum. This will ensure the capital does not grow at more than inflation.

4 Assessment Criteria

- 1 The project or service that the funding is requested for must meet the criteria under the *Mangawai Lands Empowering Act 1966* (sic). The Act indicates that:
 - a) Funds must be used for Council purposes
(Whereby the core services of local government are used as a guide, this includes services such as; libraries, museums, reserves, and other recreational facilities and community amenities. Additionally, environmental protection of the harbour is considered central to this Act).
 - b) Funds must benefit or tend to benefit the district, that being a defined area (see attached catchment map – District Plan Mangawhai Harbour Overlay Map).
- 2 Applicants principal functions and/or activities must be of a not-for-profit nature.
- 3 The service or project proposed is not already provided by another group or agency.
- 4 Organisations are to be registered as an Incorporated Society or under the umbrella of one.
- 5 Only one grant per organisation will be available in any financial year.

5 General assessment criteria

Council will also consider the following when assessing applications received for MELA. These are general criteria which community organisations applying for support need to demonstrate in their applications.

5.1 Financial reporting

All applications must be accompanied by an audited or reviewed Statement of Financial Position for the previous financial year, and a budget projection for the next financial year.

5.2 Central government funding

Community organisations that receive the bulk of their funding from central government will not be eligible for grants.

5.3 Health and safety

Applicants must comply with all legislative requirements.

5.4 Acknowledgement

All successful applicants must acknowledge the support of Kaipara District Council on any correspondence, advertising or other publicity material.

5.5 Accountability requirements

All recipients under this Policy are required to enter into a formal Agreement or Contract with Council that outlines the terms and conditions of the approved grant. Funds will not be provided until both parties have signed the Agreement or Contract, which will outline, among other obligations:

- The purpose for which the funding was provided;
- The conditions attached to the funding;
- The grant expenditure period of one year;
- Accountability requirements, including the methods to report back on the use of the funds; and
- The steps Council will take if progress is not as planned.

6 Exceptions

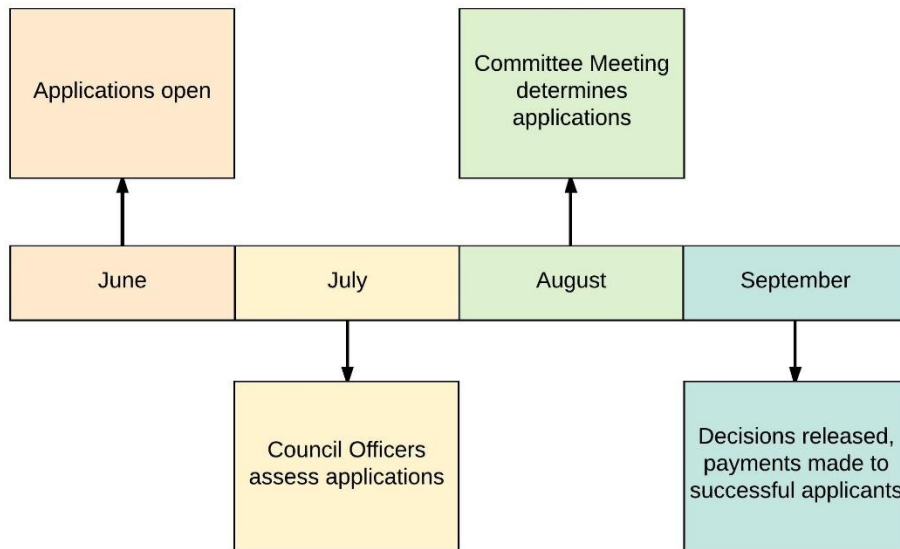
This Policy is not intended to fund applications for:

- Wages;
- Benefits to individuals;
- Central government funded services;
- Welfare services;
- Religion. This does not preclude religious organisations from applying, if they would otherwise meet the criteria in this Policy;
- Repaying or servicing debts; and
- Projects which seek to redistribute funding to others.

7 Administration of MELA

7.1 Timing of applications

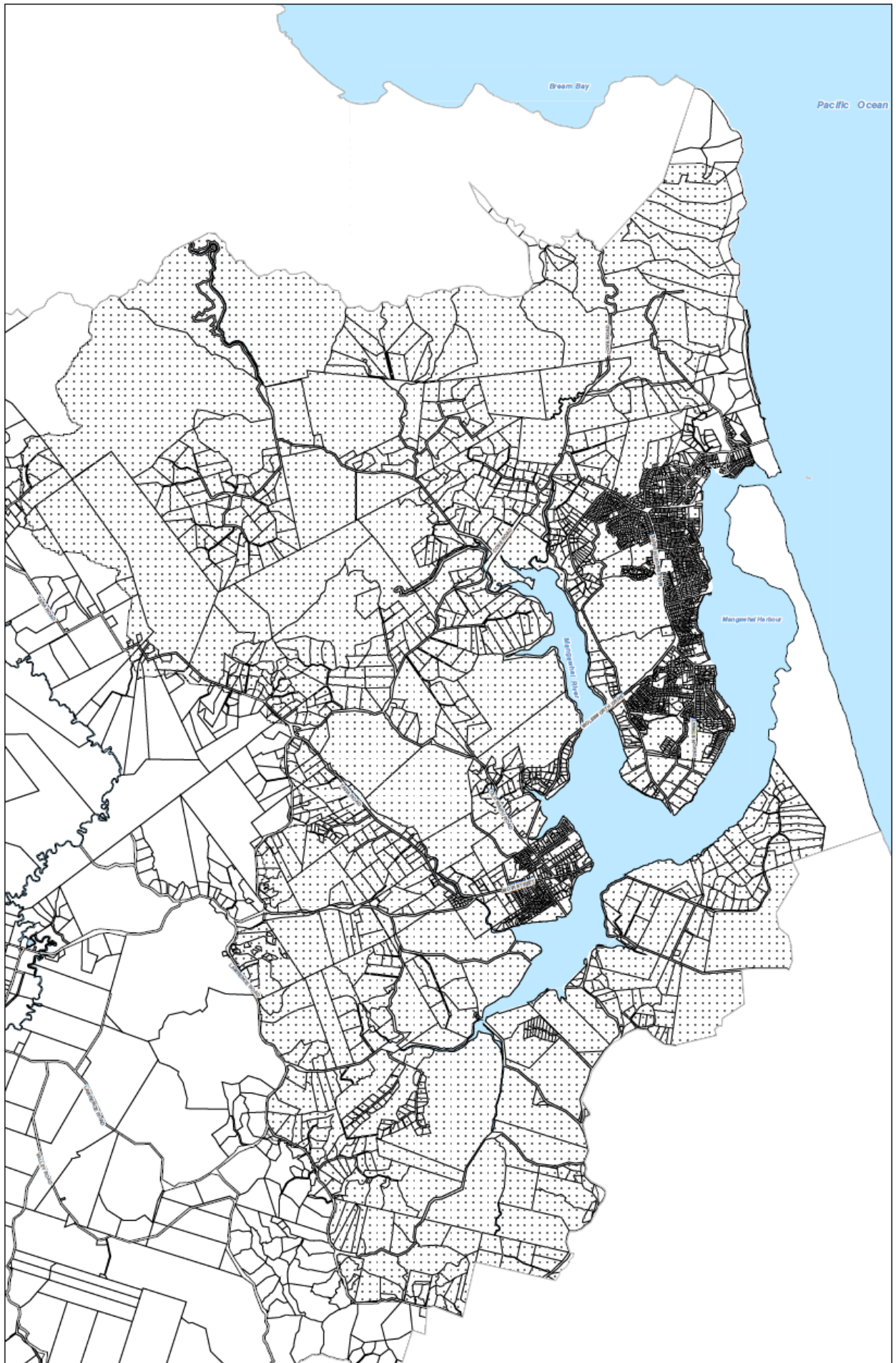
The timing of MELA grants will be matched with other available community grants and the planning and budgeting cycles of Council. Council will call for applications in June and release decisions by September.



Decisions on MELA grant applications will be made by the MELA Committee, who has delegated authority from Council to make decisions on applications.

Application forms will be made available on Council’s website and at Council offices when the funding round opens.

DRAFT



7 Closure