

8. REPORT OF THE COMMUNITY, POLICY AND FINANCE COMMITTEE – 16 APRIL 2003

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The purpose of this report is to submit the following report and recommendations for the Board's consideration.

Report of the Community, Policy and Finance Committee meeting held on Wednesday, 16 April 2003 at 9.00am in the Boardroom, Linwood Service Centre.

Present: Bob Todd, Yani Johanson, Rod Cameron, David Cox and John Freeman

Apologies: An apology was received and accepted from Linda Rutland.

8.1 ELECTION OF CHAIRPERSON

In the absence of the Committee Chairperson, an election was held for the position of Chairperson for the meeting. Rod Cameron was nominated as Chairperson. There being no further nominations, Rod Cameron was elected as Chairperson of the Committee for the meeting.

8.2 COMMUNITY SERVICE AWARDS

The purpose of this report is to advise and update the Board on timing, process and possible costs for the Hagley/Ferrymead Community Board Services Awards for 2003.

Timing and Process 2003

Members will be aware that the timing for the Community Service Awards has this year been brought forward approximately two months compared with previous years. The reason is to try and prevent confusion with other award schemes, especially the Civic Awards, which have previously run at the same time.

Advertising for the 2003 awards commenced on Wednesday 9 April with further advertisements appearing in the following Friday and Saturdays newspapers. The nomination process for the Community Service Awards will be the same as in previous years, with the need of at least two persons to nominate a person in writing. Closing date for nominations will be Friday 16 May. Once the nomination forms have been collated, they will be presented as a 'Public Excluded' item at the Board's meeting on 4 June for members to decide who the recipients of the awards should be. Members may wish before or at the beginning of that meeting to decide on what criteria will be used to choose the recipients.

Five to six weeks is usually allowed before certificates are awarded at the presentation ceremony. This is to allow time for printing, framing and other arrangements to be made for the ceremony. Dates for the presentation ceremony would therefore suggest a day during the weeks commencing either 7 July or 14 July 2003.

Costing

The costs for holding the Community Service Awards in 2002 were:

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|--------------------------|----------|
| • Advertising | \$85.62 |
| • Photography | \$131.00 |
| • Picture Framing | \$408.32 |
| • Certificate Framing | \$345.36 |
| • Catering | \$546.66 |
| • Beverage | \$88.85 |
| • Updating Honours Board | \$115.25 |

Total \$1721.06

There were 10 recipients in 2002 and approximately 85 people attended the 2002 award ceremony.

The Board has allocated \$2500 for the 2003 Community Services Awards.

Presentation Ceremony

The presentation ceremony may either be held in a Council owned venue, such as the Board Room at Linwood, or at an outside venue.

Outside Venue

- The hire of an outside venue is likely to cost upwards of \$150.00 depending on the venue used.
- Outside venues generally provide their own catering at a cost of approximately \$10.00 to \$25.00 per head.
- Beverage is an extra cost item and is usually costed at retail plus and may also include corkage.

Service Centre Boardroom

- The cost of using the Service Centre Boardroom is nil.
- Menus from caterers range from:

Morning Teas	\$4.30 - \$10.50 per head.
Luncheon	\$10.00 - \$17.00 per head.
Cocktail	\$10.00 (approx) per head
- Beverage is extra cost but can be estimated at approximately \$2.50 per head.

Award Certificates

The certificates will be printed at the Linwood Service Centre at a minimal cost. Framing of the certificates, including a matte, ranges from \$18.00 to approximately \$40.00 per certificate depending on the frame and the matte used. Last years certificates used rimu frames and blue mattes at a cost of \$34.50 per certificate.

Photography

The photographer has estimated a price of \$130.00 to take the photographs at this year's ceremony. The cost is dependent on the number of recipients, but includes developing and the supply of 10 x 8 inch (25.5 x 20.5 mm) colour prints.

The cost of mounting or framing the photographs is extra and is dependent on the method used.

- Mounted on board \$5.00 each
- Mounted in a card folder \$20.00 each
- Framed with coloured matte \$40.00 each (depending on the frame used)

The Committee may wish to recommend to the Board that it considers giving a gift voucher as an alternative to a framed and mounted photograph.

Advertising

The cost of the initial advertising is expected to be approximately \$100.00. This is the Board's share of the block advertisement inserted in the Press and Star newspapers: 9 – 12 April. The Board may wish to carry out further advertising, of which costs would vary depending on the media used.

Residents' and local community groups will also be advised of the awards and details also posted at Service Centres, Libraries and on the community notice boards.

Committee

- Recommendation:**
1. That the information be received.
 2. That the presentation function for the Community Service Awards be held on Thursday 17 July at 11.00am in the Linwood Service Centre Boardroom followed by a luncheon.
 3. That the Board consider of presenting a gift to award recipients instead of the previously presented framed photograph.

Chairperson's

Recommendation: That the recommendation be adopted.

8.3 **CHARLESTON COMMUNITY GARDENERS – REQUEST FOR FUNDING**

The Committee considered the following letter addressed to the Board from John Coburn and Brendan Devlin from the Charleston Community Gardeners:

We are applying to you for funding for the installation of a water supply to our garden site. What is required is the installation of a 'toby' box by the water services division of the Council. We have been advised by them that the cost of installing a toby box is \$370. Is it possible for the Board to generate a work order for this?

Currently the group has an active membership of 10-12 people of varying ages and abilities. We are open to everyone and aim to grow fresh, free, organic produce, while sharing gardening knowledge. We all share a keen interest in developing the garden and have through our own resources achieved what we have done so far.

However the site we occupy does not have a water supply and it is important for the development of the site that we have a water connection.

The group is entirely voluntary with no paid positions and it is an aim of the group to do everything possible with donated time and recycled materials.

The site we occupy is owned by a family trust whom we have a written agreement regarding our right to occupy. While there is no long term guarantee of our entitlement to occupy (the trust have retained their options for future development), so we are essentially basing our future upon the goodwill of the people concerned. We are well aware of challenges of project and that success is far from guaranteed. However we are grateful for the goodwill of the family trust to give us a go.

We have no legal status except for our affiliation to the Charleston Neighbourhood Association.

We have also applied to the Community Development Fund for the provision of the toby box. If and when the toby box is in place we will self-fund the connection of a garden tap.

Water Services are the only people who can legally install a toby box and the cost of \$370 is fixed.

We have cash at hand of \$27 – found at a working bee, reported and returned to us. We do not fund-raise unless there is no other alternative.

We hope to have a reticulated water supply on by spring 2003.

We have contacted the new Community Gardens Advocate regarding this project and have invited her to visit us whenever convenient.

We hope the Community Board can help us with this project – ideally if you can issue the Water Services with a work order.

Committee

Recommendation: That the Board authorise a work order for the installation of a toby box at the gardens occupied by the Charleston Community Gardeners at 96 Grafton Street.

Chairperson's

Recommendation: That the recommendation be adopted.

8.4 WOOLSTON DEVELOPMENT PROJECT – REQUEST FOR FUNDING

The Committee considered a request from Woolston Development Project for funding to assist with the provision of the two Family Recreation Days and one Children's Day event.

The Committee **resolved** to grant \$750.00 to Woolston Development Project for this purpose.

8.5 TRANSFER OF FUNDS – FRIENDS OF EDMONDS FACTORY GARDEN

The Committee was asked to consider transferring \$200 from the Community Events and Special Days Fund to the Community Response Fund in response to the Friends of Edmonds Factory Garden being granted \$200 to fund their annual Garden Day.

The Committee **resolved** to transfer \$200 from the Community Events and Special Days Fund to the Community Response Fund for this purpose.

8.6 'MOVIE IN THE PARK' UPDATE

The Committee considered a report on the movie held recently in Linwood Park.

The Committee **decided** to:

1. Receive the report.
2. Congratulate the event organisers on the success of the event.

8.7 COMMUNITY EVENTS & SPECIAL DAYS FUND

The Committee **received** a report updating the Committee on the Community Events & Special Days Fund.

8.8 UPDATE OF EVENTS

The Committee **received** a report updating the Committee on events funded by the Community Events and Special Days Fund.

8.9 MAP OF BOARD FUNDED EVENTS AND PROJECTS

The Committee **received** a report identifying the location of events and projects funded by the Board in the 2002/03 financial year.

The Community Development Advisor requested that the following amendments be noted:

1. Where the map states 'Community Relations Projects' it should read 'Community Relations Project Funding'
2. The funding to Woolston Development Project was for the Bromley and Linwood After School Programmes.
3. The funding for the Youth Café and Youth Initiatives Facilitators are two different projects and should be shown separately.

The meeting concluded at 9.55am.

Chairperson's

Recommendation: That the information contained in sub clauses 8.4 – 8.9 be received.