

10. **AKAROA/WAIREWA COMMUNITY BOARD SMALL GRANTS FUND ASSESSMENT COMMITTEE
2010/2013**

General Manager responsible:	General Manager Regulation and Democracy Services, DDI 941-8462
Officer responsible:	Democracy Services Manager
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PURPOSE OF REPORT

1. The purpose of the report is for the Board to consider the establishment of a Small Grants Fund Assessment Committee.

EXECUTIVE SUMMARY

2. At its meeting on 8 December 2010 the Board established its governance arrangements for the 2010/2013 term, but did not at that time consider the establishment of a Small Grants Fund Assessment Committee.
3. In addition to the committees and subcommittees established by the Board in December, it is proposed that the Board now establish its Small Grants Fund Assessment Committee. The Small Grants Fund provides small grants to eligible not-for-profit groups whose activities provide opportunities in the areas of community, social, recreation, sports, arts, environment or heritage to the wider community or to specifically defined communities of interest. The emphasis is on small projects which assist community groups to enhance their capacity and/or increase participation in their activities.
4. Community Boards have delegated authority to determine final funding decisions for their respective Community Board Small Grant Funds; this was determined by the Council on 24 July 2008.
5. In December 2009, the Council adopted the *Grants Working Party Criteria Changes Report*, consequently the Community Boards have the opportunity to decide whether or not to appoint community representatives to the Board's Small Grants Fund Assessment Committee for the next three years of funding rounds.
6. Each Community Board will have a Small Grants Fund Assessment Committee to allocate their Small Grants Fund (SGF). The total for this Board is \$6,826.
7. If the Community Board decides to appoint community representatives to the Board's Small Grants Fund Assessment Committee, staff will begin the nomination process for representatives early in 2011. The following involvement areas/skills will be advertised when calling for community nominations and are seen as a guideline to assist in covering the various sectors within your local community:
 - Disabled, sport and recreation, arts and culture, welfare and social services, Maori, ethnic groups, environment and heritage.
 - Interest and involvement in community issues/groups.
 - Some experience in committee processes
 - Knowledge of various communities of interest.
 - The ability to be articulate and assertive.
8. After nominations have been received, staff will report back to the Community Board (Public Excluded Report) with details of nominees in order for the Board to decide upon their chosen representatives.
9. The membership of the Small Grants Fund Assessment Committee needs to be set by the Board including the number of community representatives if so determined. As a guideline, it is suggested that there be up to five Board members and four to six community representatives.
10. The term of appointment for community representatives will be for three years, i.e. until 2013/14, and will be on a voluntary basis.

FINANCIAL IMPLICATIONS

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

11. Provision is made in the 2009–19 LTCCP on page 156 for the elected member representation and governance support.

LEGAL CONSIDERATIONS

Have you considered the legal implications of the issue under consideration?

12. A Council, or Community Board, may appoint committees, subcommittees other subordinate decision making bodies and joint committees (clause 30, Schedule 7). Council's and Community Board's also have the power to appoint or discharge any member of a committee (clause 31(1)). Such committees, etc are "*subject in all things to be control of the local authority [or read community board], and must carry out all general and special directions of the local authority given in relation to the committee or other body or the affairs of the committee or other body*" (clause 30(3)),
13. The minimum number of members for a "committee" is three, with a quorum being two (one of whom must be an elected member), or the quorum can be a greater number, as determined by the Community Board. At least one member of a committee must be an elected member of the Community Board, but an employee of the local authority cannot be a member (if they are acting in the course of their employment). Clause 31 also provides:
14. "(3) The members of a committee or subcommittee may, but need not be, elected members of the local authority [community board], and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee."
15. Clause 26(3) is also relevant, as it provides that the Council/Community Board may appoint a member of a committee to be the chairperson of the committee, or if a chairperson is not appointed then the power of appointment may be exercised by the committee. A deputy chairperson can also be appointed to act in the absence of a chairperson (clause 26(4)). This person will preside at any meeting if the chairperson is absent from a meeting. However, if a deputy chair has not been appointed or if they are also absent then the members of the committee that are present must elect one of their number to preside at the meeting.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

16. Page 156 of the LTCCP level of service under democracy and governance.

ALIGNMENT WITH STRATEGIES

Do the recommendations align with the Council's strategies?

17. Not applicable.

CONSULTATION FULFILMENT

18. Not applicable.

STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board:

- (a) Establish the Akaroa/Wairewa Small Grants Fund Assessment Committee with the following Term of Reference:
 - To allocate annually under delegated authority, the Akaroa/Wairewa Community Board's Small Grants Fund – Local, in accordance with Council policy and the LTCCP.
- (b) Decide whether or not to appoint community representatives to the Akaroa/Wairewa Small Grants Fund Assessment Committee.

- (c) Appoint up to five Board members to the Akaroa/Wairewa Small Grants Fund Assessment Committee for the funding rounds 2011/12, 2012/13 and 2013/14.
- (d) Authorise the Akaroa/Wairewa Small Grants Fund Assessment Committee to appoint a Chairperson and Deputy Chairperson at its first meeting.
- (e) Set a quorum of five members for the Akaroa/Wairewa Small Grants Fund Assessment Committee, one of whom must be an elected member.