

Notice of Meeting:

I hereby give notice that an ordinary meeting of Hamilton City Council will be held on:

Date: Thursday 3 September 2015
Time: 12pm
Meeting Room: Kauri Room
Venue: Municipal Building, Garden Place, Hamilton

Richard Briggs
Chief Executive

External Funding Subcommittee OPEN AGENDA

Membership

Chairperson Cr M Forsyth
Members Her Worship the Mayor J Hardaker
Cr G Chesterman
Cr M Gallagher

Quorum: Three members

Meeting Frequency: Three times a year – or as required

Ian Loiterton
Committee Advisor

28 August 2015
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Terms of Reference:

- To determine the priority of Hamilton City Council projects suitable for contestable and philanthropic funding, excluding NZTA funding.
- Approve applications for Hamilton City Council projects suitable for contestable and philanthropic funding including applications to Vibrant Hamilton Trust and Government funding.
- Support efforts for sponsorship and other funding.
- Develop and recommend an External Funding Policy to Strategy and Policy Committee by 30 March 2014.

Special Notes:

- The sub-committee may request expert advice through the Chief Executive when necessary.

Power to act:

- Make decisions on applications for external funding.
- Make operational decisions and approve matters in accordance with the terms of reference.

Power to recommend:

- The Sub-committee may make recommendations to Finance Committee and/or Strategy and Policy Committee.



External Funding Applications Policy

Purpose

1. This policy sets out the process and provides guidelines for funding Hamilton City Council projects where external funders are involved.

Definitions

1. Revenue Generation Plan means a plan about how the project will be funded.
2. External Funder means any individual or organisation, including government, which provides grants, services, sponsorship or in kind support for projects.

Objectives

1. To ensure local, national or international external funding for Council endorsed projects is obtained.
2. The process for applications for external funding is clear and applications are:
 - i. Planned, prioritised, co-ordinated and pursued.
 - ii. Of a high professional standard and avoid duplication.
3. Funding applications align with Council priorities.
4. Elected members have oversight and provide direction about external funding applications.

Process

1. The process for applications that are for \$10,000 and over is set out in Schedule One.
2. The General Manager Community has delegated authority to approve external funding applications for less than \$10,000, but must take into account this policy's objectives when making those decisions.
3. A Revenue Generation Plan must be prepared for every project seeking external funding and must include the following information:
 - i. A project outline, including the total cost of the project and the Council's financial contribution.
 - ii. The names of the Hamilton City Council staff members who are the project sponsor and who are responsible for the project delivery.
 - iii. How the project aligns with the Council's priorities.
 - iv. There are no application duplications from within the Council or with affiliated entities such as Friends groups.
 - v. The amount sought from external funders.
 - vi. The plan for successfully obtaining external funding.
4. Revenue Generation Plans must be reviewed by the Community Resource Advisor and approved by the General Manager Community before they are submitted to the External Funding Subcommittee.

Monitoring and Implementation

1. The Roles and Responsibilities are set out in Schedule Two.
2. The External Funding Subcommittee is responsible for monitoring and implementing this policy.
3. This policy may be reviewed anytime.

References

10 year plan
Annual Plan
Hamilton Plan

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1 Apologies

2 Confirmation of Agenda

The Committee to confirm the agenda.

3 Declaration of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

Committee: External Funding
Subcommittee

Date: 03 September 2015

Report Name: External Funding
Subcommittee - Open Minutes
- 30 July 2015

Author: Ian Loiterton

Status	<i>Open</i>
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Recommendation

That the Subcommittee confirm and adopt as a true record the Open Minutes of the External Funding Subcommittee Meeting held on 30 July 2015.

1. Attachments

- Attachment 1 - External Funding Subcommittee - Open Minutes - 30 July 2015

External Funding Subcommittee

OPEN MINUTES

Minutes of a meeting of the External Funding Subcommittee held in Kauri Room, Municipal Building, Garden Place, Hamilton on Thursday 30 July 2015 at 8.30am.

PRESENT

Chairperson	Cr M Forsyth
Members	Her Worship the Mayor J Hardaker Cr G Chesterman Cr M Gallagher
In Attendance	Lance Vervoort - General Manager Community Deanne McManus-Emery - Community Development & Leisure Manager Lucy Anastasiadou-Hobbs - External Funding Manager
	Cr R Pascoe
Committee Advisor	Mary Birch – Team Leader Democracy

1. Apologies

Resolved: (Cr Forsyth/Her Worship the Mayor Hardaker)

That the apologies from Councillor Chesterman for lateness be received and accepted.

2. Confirmation of Agenda

Resolved: (Cr Forsyth/Her Worship the Mayor Hardaker)

That the Agenda be confirmed.

3. Declarations of Interest

No members of the Committee declared a Conflict of Interest.

4. Minutes of the External Funding Subcommittee Meeting - Open - 11 June 2015

Resolved: (Crs Forsyth/Gallagher)

That the Subcommittee adopt as a true and correct record the Open Minutes of the External Funding Subcommittee Meeting held on 11 June 2015.

5. Resolution to Exclude the Public

Section 48, Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following parts of the proceedings of this meeting, namely consideration of the public excluded agenda.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. Minutes of the External Funding Subcommittee Meeting - Public Excluded - 11 June 2015) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. New Zealand Community Trust resolution to Apply for Funding for Hamilton Gardens Development Project)	

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

- Item C1. to prevent the disclosure or use of official information for improper gain or improper advantage Section 7 (2) (j)
- Item C2. to enable Council to carry out negotiations Section 7 (2) (i)

The Meeting moved into Public Excluded between 8.35 and 9.20am

The Meeting was declared closed at 9.20am

Committee: External Funding
Subcommittee

Date: 03 September 2015

Report Name: External Funding Committee -
Action List - Open - 3
September 2015

Author: Ian Loiterton

Status	<i>Open</i>
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Recommendation

That the report be received.

1. Attachments

2. Attachment 1 - External Funding Subcommittee - Action List - Open - 3 September 2015

Updated: 18/08/15 16:05

External Funding Subcommittee - Action List - Open

Meeting Date	Item #	Action for Monitoring	GM/Unit Responsible	Comment	Status
11-Jun-15	5	<p>Vibrant Hamilton Trust</p> <ul style="list-style-type: none"> - EFS to recommend to VHT that the allocation process in their Trust Deed be amended to reflect the new Governance Structure of Council as updated in April 2015. - EFS to provide VHT with recommendations on the projects that the VHT could consider for funding allocation in 2015 and beyond. - A hard copy of the Governance Structure to be provided to Cr Gallagher. 	<ul style="list-style-type: none"> - CE to meet with VHT chair - GM Community 	Dee emailed Thomas Gibbons regarding these matters on 11 June 2015.	Completed staff to present Council priority projects to August External Funding Subcommittee for the Vibrant Hamilton Trust to consider.

Resolution to Exclude the Public

Section 48, Local Government Official Information and Meetings Act 1987

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General subject of each matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
C1. External Funding Subcommittee - Public Excluded Minutes - 30 July 2015) Good reason to withhold information exists under Section 7 Local Government Official Information and Meetings Act 1987	Section 48(1)(a)
C2. External Funding Subcommittee - Action List - Public Excluded - 3 September 2015)	
C3. Hamilton Gardens Sponsorship and Funding Strategic Action Plan		
C4. Dominion Destination Playground SKYCITY Community Trust Application		
C5. Dominion Destination Playground Vibrant Hamilton Trust Application		
C6. Hamilton Gardens Development Project Concept Garden Vibrant Hamilton Trust Application		
C7. External Funding Monitoring Report		
C8. External Funding Update		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

Item C1.	to enable Council to carry out negotiations	Section 7 (2) (j)
Item C2.	to prevent the disclosure or use of official information for improper gain or improper advantage	Section 7 (2) (j)
Item C3.	to enable Council to carry out negotiations	Section 7 (2) (i)
Item C4.	to enable Council to carry out negotiations	Section 7 (2) (i)
Item C5.	to enable Council to carry out negotiations	Section 7 (2) (i)
Item C6.	to enable Council to carry out negotiations	Section 7 (2) (i)
Item C7.	to enable Council to carry out commercial activities without disadvantage	Section 7 (2) (h)
Item C8.	to enable Council to carry out commercial activities without disadvantage	Section 7 (2) (h)