

Notice of Meeting:

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

Date: Wednesday 13 April 2016
Time: 9:30am
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

Becca Brooke
Committee Advisor

6 April 2016

Telephone: 07 838 6439
Becca.Brooke@hcc.govt.nz
www.hamilton.govt.nz

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

ITEM	TABLE OF CONTENTS	PAGE
1	Apologies	6
2	Confirmation of Agenda	6
3	Declarations of Interest	6
4	Public Forum <i>(not required)</i>	6
5	External Funding Subcommittee - Open Minutes - 11 February 2016	7
6	Resolution to Exclude the Public	11

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: 13 April 2016

Report Name: External Funding
Subcommittee - Open Minutes
- 11 February 2016

Author: Becca Brooke

Status	<i>Open</i>
---------------	-------------

Recommendation

That the Subcommittee confirm and adopt as a true and correct record the Open Minutes of the External Funding Subcommittee Meeting held on 11 February 2016.

1. Attachments

- Attachment 1 - External Funding Subcommittee - Open Minutes - 11 February 2016

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 11 February 2016 at 9:30am.

PRESENT

Chairperson Cr M Forsyth
 Members Cr G Chesterman
 Cr M Gallagher

In Attendance: Lance Vervoort - General Manager Community
 Deanne McManus-Emery – Community Development and Leisure Manager
 Helen Paki – Group Business Manager, Community
 Andy Mannering – Manager Social Development
 Lucy Anatasiadou-Hobbs – External Funding Manager
 Peter Sergel – Hamilton Gardens Manager
 Cherie Meecham – Museum Director, Waikato Museum
 Renee Doughty – Community Funding Advisor

Committee Advisor: Ian Loiterton – Committee Advisor

1. Apologies

Resolved: (Crs Forsyth/Chesterman)

That an apology from Her Worship the Mayor Hardaker (lateness) be received and accepted.

2. Confirmation of Agenda

Resolved: (Crs Forsyth/Chesterman)

The Committee to confirm the agenda, noting the change to the order of Public Excluded items be revised as follows.

- **Item C1:** External Funding Subcommittee – Public Excluded Minutes – 11 November 2015
- **Item C2:** External Funding Subcommittee – Public Excluded Action List – 11 November 2015
- **Item C5:** WEL Energy Trust Major Transformational Projects Fund
- **Item C7:** Hamilton Gardens Development Project Brain Perry Charitable Trust Application
- **Item C6:** Trust Waikato
- **Item C3:** External Funding Report
- **Item C4:** Vibrant Hamilton Trust

3. Declarations of Interest

No members of the Committee declared a Conflict of Interest.

4. Public Forum

No members of the public requested the opportunity to speak.

5. External Funding Subcommittee Meeting – Open Minutes – 11 November 2015

Resolved: (Crs Forsyth/Chesterman)

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

6. Resolution to Exclude the Public

Resolved: (Crs Forsyth/Chesterman)

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. External Funding Subcommittee - Public Excluded Minutes - 11 November 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 - Public Excluded Action List - 11 November 2015
 - C3. External Funding Report
 - C4. Vibrant Hamilton Trust
 - C5. WEL Energy Trust Major Transformational Projects Fund
 - C6. Trust Waikato
 - C7. Hamilton Gardens Development Project Brian Perry Charitable Trust Application

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 prevent the disclosure or use of official information for improper gain or improper advantage | Section 7 (2) (j) |
| Item C3. | to prevent the disclosure or use of official information for improper gain or improper advantage | Section 7 (2) (j) |
| Item C4. | to prevent the disclosure or use of official information for improper gain or improper advantage | Section 7 (2) (j) |
| Item C5. | to prevent the disclosure or use of official information for improper gain or improper advantage | Section 7 (2) (j) |
| Item C6. | to prevent the disclosure or use of official information for improper gain or improper advantage | Section 7 (2) (j) |
| Item C7. | to prevent the disclosure or use of official information for improper gain or improper advantage | Section 7 (2) (j) |

The meeting moved into Public Excluded Session from 9.36am until 10.42am.

The meeting was declared closed at 10.42am.

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. External Funding Subcommittee - Public Excluded Minutes - 11 February 2016) 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 - Public Excluded Action List - 13 April 2016)	
C3. Updated Sponsorship and Funding Strategic Action Plan - Hamilton Gardens Development Project		
C4. Vibrant Hamilton Trust		
C5. 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 prevent the disclosure or use of official information for improper gain or improper advantage	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)