

Notice of Meeting:

I hereby give notice that an ordinary Meeting of External Funding Subcommittee will be held on:

Date: Wednesday 28 September 2016
Time: 3.00pm
Meeting Room: Committee Room 1
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

Emily Acraman
Committee Advisor

21 September 2016

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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: 28 September 2016

Report Name: External Funding
Subcommittee - Open Minutes
- 23 August 2016

Author: Emily Acraman

Status	<i>Open</i>
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Recommendation

That the Subcommittee confirm and adopt as a true and correct record the Open Minutes of the External Funding Subcommittee Meeting held on 23 August 2016.

1. Attachments

- Attachment 1 - External Funding Subcommittee - Open Minutes - 23 August 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 Tuesday 23 August 2016 at 2.30pm.

PRESENT

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

In Attendance: Lance Vervoort – General Manager Community
 Andy Mannering – Manager Social Development
 Lucy Anastasiadou-Hobbs – External Funding Manager

Committee Advisors: Emily Acraman & Becca Brooke

In the absence of the Chair (Cr Forsyth), Cr Chesterman acted as Chair for the Meeting.

1. Apologies

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

That the apologies from Cr Forsyth be received and accepted.

2. Confirmation of Agenda

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

That the Agenda be confirmed.

3. Declarations of Interest

No members of the Subcommittee declared a Conflict of Interest.

4. External Funding Subcommittee - Open Minutes - 1 June 2016

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

That the Subcommittee confirm and adopt as a true and correct record the Open Minutes of the External Funding Subcommittee Meeting held on 1 June 2016.

5. Resolution to Exclude the Public

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

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 Update) Good reason to withhold	Section 48(1)(a)
C2. External Funding Subcommittee - Public Excluded Minutes - 1 June 2016) information exists under) Section 7 Local Government) Official Information and) Meetings Act 1987)	
C3. External Funding Subcommittee - Public Excluded Action list - 23 August 2016)	

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)

The Meeting moved into Public Excluded session from 2:36pm to 2:51pm.

The Meeting was declared closed at 2:51pm

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.

Item 5

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 Priority Areas for 2016/17) Good reason to withhold information exists under	Section 48(1)(a)
C2. Funding Applications for Te Huia Destination Playground) Section 7 Local Government Official Information and Meetings Act 1987	
C3. External Funding Subcommittee - Public Excluded Minutes - 23 August 2016)	
C4. External Funding Subcommittee - Public Excluded Action List - 28 September 2016		

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) (i)
Item C2.	to enable Council to carry out negotiations	Section 7 (2) (i)
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)