

# Agenda:

## Meeting of the Grants Committee - Tourism Grants

**3.30 PM – Wednesday 17 May 2017**

at the Clocktower Chambers  
Palmerston Street, **Westport**

---

### **Grants Committee Members:**

- Mayor Garry Howard
- Cr Robyn Nahr (Chair)
- Cr Shayne Barry
- Cr Greg Hart
- Cr Dave Hawes
- Cr Emily Miazga



**COMMUNITY GRANTS COMMITTEE  
FOR THE MEETING OF 17 MAY 2017**

**INDEX**

<b>Item No</b>	<b>Page No</b>	
		<b>Apologies</b>
<b>1</b>	<b>5</b>	<b>Members Interest</b>
<b>2</b>	<b>6</b>	<b>Confirmation of minutes</b>
<b>3</b>	<b>9</b>	<b>Coaltown Trust Inc Funding Agreement &amp; Quarterly Reporting</b>
<b>4</b>	<b>13</b>	<b>Public Excluded</b>
	<b>14</b>	1. Coaltown Trust Inc Funding Agreement & Quarterly Reporting: Appendices



# COMMUNITY GRANTS COMMITTEE

## FOR THE MEETING OF 17 MAY 2017

### Report for Agenda Item No 1

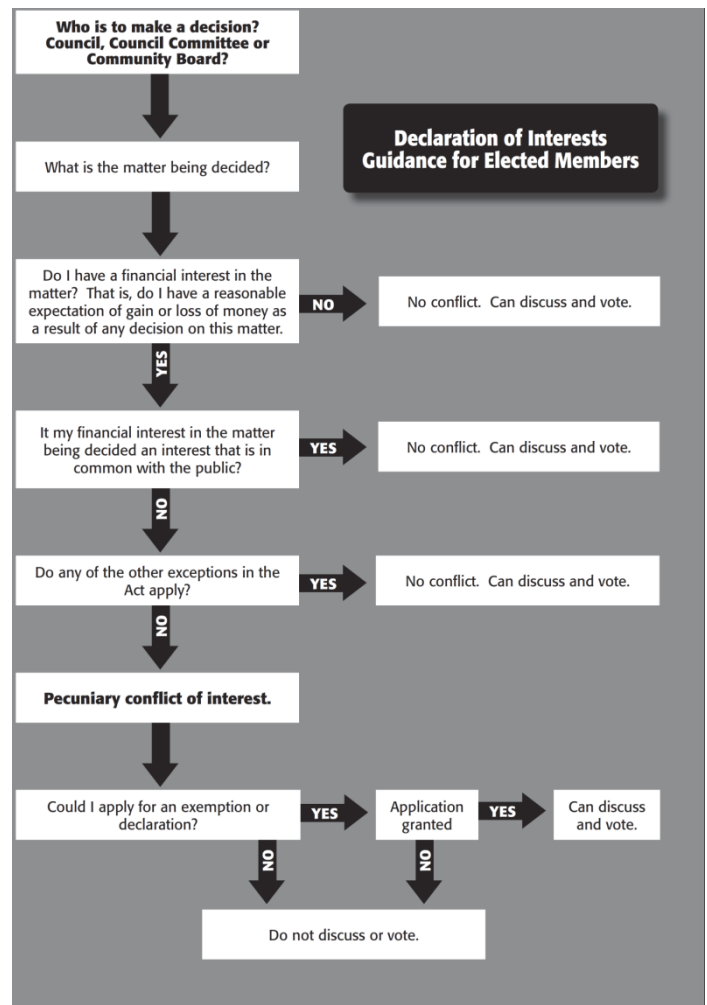
Prepared by - Craig Scanlon  
 - Manager, Community & Environment

### MEMBERS INTEREST

---

Committee members are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

The following flowchart may assist members in making that determination (Appendix A from Code of Conduct).



**COMMUNITY GRANTS COMMITTEE  
FOR THE MEETING OF 17 MAY 2017**

**Report for Agenda Item No 2**

**Prepared by - Craig Scanlon  
- Manager, Community & Environment**

**CONFIRMATION OF MINUTES**

---

Minutes of the meeting from the Grants Committee – Tourism Grants, of 8 February 2017.

**Draft Recommendation**

That the minutes from the Grants Committee – Tourism Grants meeting of 8 February 2017 be confirmed.

**MINUTES OF THE MEETING OF THE BULLER DISTRICT COUNCIL GRANTS COMMITTEE FOR TOURISM GRANTS, HELD AT THE CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT, ON WEDNESDAY 8 FEBRUARY 2017, COMMENCED AT 3.30pm.**

**PRESENT**

His worship the Mayor Garry C Howard, Councillors R Nahr (Chairperson), S Barry, G Hart and E Miazga.

**IN ATTENDANCE**

Community Services Officer (L Thomas)

**APOLOGIES**

DJ Hawes

**R Nahr / G Howard  
Carried Unanimously**

---

**1. MEMBERS INTEREST**

None.

**2. TOURISM & MUSEUM GRANTS SUMMARY**

**Resolved:** That the correspondence be received for information and discussion.

**R Nahr / S Barry  
Carried Unanimously**

**3. COALTOWN TRUST INC FUNDING AGREEMENT AND QUARTERLY REPORTING**

**Resolved:**

- 1.** That the report be received for information and discussion.
- 2.** That a summarised report outlining the financial results and key performance indicators be presented for whole of Council to consider.
- 3.** That a recommendation be presented to whole of Council to approved the information presented.
- 4.** That the Grants Committee recommend approval of a payment of \$11,250 being the rent portion of the grant funding to Coaltown Trust for the quarter end December 2016 be made to whole of Council.

**R Nahr / E Miazga  
Carried Unanimously**

**4. TOURISM WEST COAST REPORTING**

**Resolved:**

1. That the report be received for information and discussion.
2. That the Community Services Officer write a letter to Tourism West Coast detailing the points raised regarding reporting. A copy of this letter is to be emailed to all Councillors.

**Garry Howard / S Barry  
Carried Unanimously**

**5. PUBLIC EXCLUDED**

**Resolved:** That the public be excluded from the following parts of the proceedings of this meeting.

<b>Item No</b>	<b>Minutes/Report from:</b>	<b>General Subject</b>	<b>Reason for Passing Resolution Section 7 LGOIMA 1987</b>
<b>1.</b>	Craig Scanlon (Manager Community & Environmental Services)	Quarterly Coaltown Report - Appendices	Section 7(2)(a) - protect the privacy of natural persons, including that of deceased natural persons.

**R Nahr / G Howard  
Carried Unanimously**

**Resolved:** That the Committee revert to open meeting and the resolutions and disclosures made whilst the public were excluded remain confidential.

**G Howard / S Barry  
Carried Unanimously**

There being no further business the Chairperson declared the meeting closed at 4.25pm.

Confirmed ..... Date .....



**COMMUNITY GRANTS COMMITTEE**  
**FOR THE MEETING OF 17 MAY 2017**

**Report for Agenda Item No 3**

**Prepared by - Lana Thomas**  
**- Community Services Officer**

**Reviewed by - Craig Scanlon**  
**- Manager Community & Environment**

**COALTOWN TRUST INC FUNDING AGREEMENT AND QUARTERLY REPORTING**

---

**1. REPORT SUMMARY**

The purpose of this report is to provide the Grants Committee with feedback on the quarterly financial reports and Key Performance Indicators submitted by the Coaltown Trust.

A portion of the grant funding paid by Buller District Council to Coaltown Trust is contingent upon their reporting being received to Council, and then that a Council resolution be made stating that the funding be paid. This report provides information to support that process.

**2. RECOMMENDATION/DRAFT RESOLUTION**

1. That the report be received for information and discussion.
2. That the Grants Committee recommend approval of a payment of \$11,250 being the rent portion of the grant funding to Coaltown Trust for the quarter end March 2017 be made to whole of Council.
3. That minutes of this meeting be included in the May Council agenda as information.

**3. ISSUES & DISCUSSION**

As per the Annual Plan budget, Coaltown Trust Inc is funded in three ways:

- A tourism grant of \$34,413 per annum to fund the I-Site;
- A museum support grant of \$75,776 per annum to fund the museum; and
- A museum support grant of \$45,000 per annum contingent upon receipt of satisfactory Key Performance Indicators and financial reporting (as detailed with a funding agreement between Buller District Council and Coaltown Trust Inc).

The funding for the first two parts of the grants listed above are paid in advance. The contingent museum support grant of \$45,000 is paid in arrears subject to Council approval.

Council and Coaltown Trust entered into a funding agreement in August 2014. This agreement sets out the information to be reported to Council each quarter, and supports Coaltown with their objective of growing tourism while preserving the coal mining related heritage of the District.

The reporting received from Coaltown Trust to date covers all of the requirements of the funding agreement and there is no outstanding information required.

### 3.1 Background

In April 2017, the Council received from Coaltown Trust Inc a cash flow, budget and variance report, and Key Performance Reports for the period ended 31 March 2017.





The Trust has submitted the following to the Grants Committee:


- Cash Flow Statement for July 2016 to March 2017
- Report on Key Performance Indicators

#### 3.1.1 Summary of Cash Financial Results– 31 March 2017

Detail	YTD Actuals	YTD Budget	Variance
Trading Income	\$125,594	\$114,428	\$11,166
Grant/ Donations	\$108,641	\$117,672	(\$9,031)
Total Income	\$234,235	\$232,100	\$2,135
Expenditure	\$209,278	\$222,539	(\$13,261)
<b>Operating Profit (Loss)</b>	<b>\$24,957</b>	<b>\$9,561</b>	<b>\$15,396</b>

#### 3.1.2 Key Performance Indicators

Area	Comment	Indicator
Customer satisfaction	There have been no complaints from the public. Customer survey results have been in the main very positive.	
Community Engagement	Ongoing contact with the Westport Genealogy and History group. No School group visits over the quarter.	
Promotion and Marketing of Coaltown	Trust has received positive feedback on the diamond shaped signage and advertising which allows for improved visibility of the I-site.	
Operational Management	The Trust has 750+ items on display and 10,000+ items in storage. There are 4,587 items in catalogue. A significant number of items are waiting cleaning and cataloguing. This will take significant time to complete. Staff are now cataloguing items as they arrive on the premises.	

Area	Comment	Indicator
Usage of Museum and i-Site	There is a steady upward trend for transactions for commissioned sales. The number of visits to the museum declined rapidly for the month of February, however has increased in March. Financial results from trading have exceeded budgets for the year in total.	

### 3.1.3 Summary of Results

Trading income has exceeded budget. This is attributable mostly to retail sales and admission receipts being greater than budgeted. Expenses have been well controlled and are under budget for all daily operations.

The significant variation in the Grants & Donations area is due to a timing issue of BDC paying the rent subsidy. Once this is paid, this area of the budget will be rectified.

Overall the profit result remains better than budgeted.

## 4. CONSIDERATIONS

### 4.1 Strategic impact

The reporting received provides comprehensive measurement of Coaltown's operations.

As the providers of a high value grant for this museum and I-Site service, the Buller District Council requires accountability and understanding of how the funding provided benefits the community and fits into the key strategies of Council.

### 4.2 Significance assessment

The Significance and Engagement Policy sets out the criteria and framework for a matter or transaction to be deemed significant. The content included in this report is not considered significant because the matters disclosed are of a routine nature, and not large in terms of total assets and total annual operations of Council.

### 4.3 Risk analysis

Risk is assessed by taking into account the likelihood of an event occurring and the result of that event.

The funding agreement between Buller District Council and Coaltown Trust, as well as the regularity of reporting minimises risks of financial or operational risks.

### 4.4 Policy / legal considerations

The Local Government Act 2002 is relevant it states at section 3:

*The purpose of the Act is to provide for democratic and effective local government that recognises the diversity of New Zealand communities; and, to that end, the Act—*

- (a) states the purpose of local government; and*
- (b) provides a framework and powers for local authorities to decide which activities they undertake and the manner in which they will undertake them; and*
- (c) promotes the accountability of local authorities to their communities; and*
- (d) provides for local authorities to play a broad role in meeting the current and future needs of their communities for good-quality local infrastructure, local public services, and performance of regulatory functions.*

This report assists with promoting accountability to the community and helps with understanding the current and future public services for our community.

#### **4.5 Tangata whenua consultation considerations**

The contents of the report are not a matter requiring consultation with Tangata whenua.

#### **4.6 Views of those affected**

It is considered our ratepayers have a particular interest in ensuring the funding provided to Coaltown Trust is being used in the most effective way, as the funding is provided from rates.

#### **4.7 Costs**

There are no extraordinary costs to report or account for.

#### **4.8 Benefits**

There are benefits to the whole of the community to have a museum and I-Site located in a prominent position of the main street in the district's largest township.

#### **4.9 Media / publicity**

There are no media or publicity opportunities with this report.

**COMMUNITY GRANTS COMMITTEE**  
**FOR THE MEETING OF 17 MAY 2017**

**Report for Agenda Item No 4**

**Prepared by - Craig Scanlon**  
**- Manager Community & Environmental Services**

**PUBLIC EXCLUDED**

---

Section 48, Local Government Official Information and Meetings Act 1987.

**RECCOMENDATION/DRAFT RESOLUTION**

<b>Item No</b>	<b>Minutes/Report from:</b>	<b>General Subject</b>	<b>Reason for Passing Resolution Section 7 LGOIMA 1987</b>
<b>1.</b>	Craig Scanlon (Manager Community & Environmental Services)	Quarterly Coaltown Report - Appendices	Section 7(2)(a) - protect the privacy of natural persons, including that of deceased natural persons.