



AGENDA

Ordinary Meeting of the
**Creative Communities
Subcommittee**

Commencing at 2:30PM
Monday 7 April 2025

To be held at the
Clocktower Chambers
Palmerston Street
Westport

Creative Communities Subcommittee

Reports to: Risk and Audit Committee

Chairperson: [to be elected by the subcommittee]

Meeting Frequency: As required

Quorum: A majority of members (including vacancies)

Purpose:

The Creative Communities Subcommittee is the assessment committee for assessing applications and allocating funding provided to Council by Creative New Zealand through the Creative Communities Scheme.

Terms of Reference:

The Creative Communities Subcommittee considers local community arts applications to the Creative Communities Scheme and make grants in terms of the criteria specified by the scheme's funders, Creative New Zealand.

The Subcommittee is delegated the following powers:

The Creative New Zealand Community Funding Sub-Committee has full delegated authority to make distributions from the funding received annually from Creative New Zealand.

The Committee is delegated the following recommendatory powers:

- The Subcommittee may make recommendations to the Risk and Audit Committee on local priorities for arts participation.

Special Notes:

- The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee, or person.
- Verbal updates may be requested to be provided to Risk and Audit Committee meetings from the Group Manager Community Services from time to time.

Chairperson

The Subcommittee must have a chairperson who shall be elected by Subcommittee members at the first meeting of the Subcommittee.

The chairperson is responsible for:

1. The efficient functioning of the Subcommittee.
2. Setting the agenda for Subcommittee meetings.
3. Ensuring that all members of the Subcommittee receive sufficient timely information to enable them to be effective Subcommittee members.
4. Attending Risk and Audit Committee meetings as required to represent the interests of the Subcommittee.
5. Being the link between the Subcommittee and Council staff.

Contacts with media and outside agencies

The Mayor acts as the official spokesperson for the Council with the media and may provide approval to elected members to act as an official spokesperson.

Subcommittee members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of the Council.

The Council, after consultation with the Subcommittee Chair, will manage the formal communications between the Subcommittee and the community in the exercise of its business.

Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff.

Frequency of meetings

The Subcommittee shall hold formal meetings as required for funding rounds.

Conduct of affairs

The Subcommittee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, and Council's Standing Orders and Code of Conduct.

Quorum

The quorum at a meeting of the Subcommittee shall consist of:

1. Half of the members if the number of members (including vacancies) is even; or
2. A majority of members if the number of members (including vacancies) is odd.

Remuneration

No honorarium or meeting allowance will be payable to Subcommittee members.

Other delegations and responsibilities

None

Creative Communities Subcommittee

VENUE: Clocktower Chambers, Palmerston Street, Westport

07 April 2025 02:30 PM



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CREATIVE COMMUNITIES SUBCOMMITTEE

7 APRIL 2025

AGENDA ITEM: 1

Prepared by Nicola Woodward
Manger Community Engagement

APOLOGIES

1. **REPORT SUMMARY**

That the Creative Communities Subcommittee receive any apologies or requests for leave of absence from elected members.

2. **DRAFT RECOMMENDATION**

That there are no apologies to be received and no requests for leave of absence.

OR

That the Creative Communities Subcommittee receive apologies from (insert subcommittee member's name) and accepts (insert name) request for leave of absence.

CREATIVE COMMUNITIES SUBCOMMITTEE

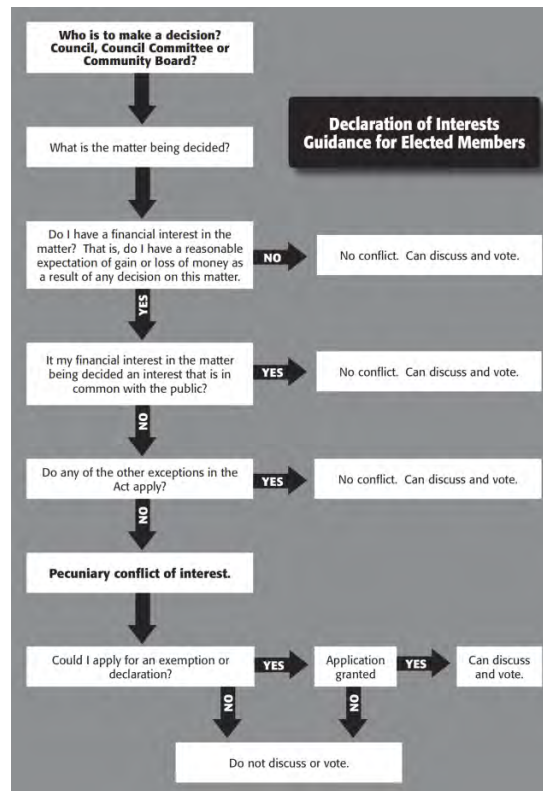
7 APRIL 2025

AGENDA ITEM: 2

Prepared by Nicola Woodward
Manager Community Engagement

MEMBERS INTEREST

1. Members of the Creative NZ Community Funding Subcommittee 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 and the Creative Communities Scheme Assessors Guide.
2. Councillors are encouraged to advise the Governance Secretary, of any changes required to their declared Members Interest Register.
3. The attached flowchart may assist members in making that determination.



4. DRAFT RECOMMENDATION:

That Members of the Creative Communities Subcommittee disclose any financial or non-financial interest in any of the agenda items.

CREATIVE COMMUNITIES SUBCOMMITTEE

7 APRIL 2025

AGENDA ITEM: 3

Prepared by Nicola Woodward
Manager Community Engagement

Attachments 1. Creative Communities Subcommittee Meeting Minutes 9 December 2024

CONFIRMATION OF MINUTES

1. **DRAFT RECOMMENDATION**

That the Creative Communities Subcommittee receive and confirm minutes from the meeting of 9 December 2024.



MEETING OF THE CREATIVE NEW ZEALAND SUBCOMMITTEE COMMENCING AT 2.30PM ON 9 DECEMBER 2024 AT THE CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.

PRESENT: M McGill (Chair), Cr A Pfahlert, S Newburry, V de Friez, C de Treend, Cr A Pfahlert.

PRESENT VIA ELECTRONIC LINK: D Sawyers.

APOLOGIES: Cr R Sampson.

IN ATTENDANCE: N Woodward (Manger Community Engagement), C McDonald (Governance Secretary)

IN ATTENDANCE VIA ELECTRONIC LINK: Nil

PUBLIC FORUM:

Kate Wall and Kirsty Williams (On behalf of Tania Hammond's Application)

Spoke to the application for the Northern-West Coast Art and Craft Trail.

MEETING DECLARED OPEN AT: 2:38PM

1. APOLOGIES (Page 5)

Discussion:

Cr R Sampson

N Tauwhare (Iwi Representative) was not in attendance and no apology was received.

RESOLVED

That the Creative Communities Subcommittee receive apologies from Cr R Sampson.

Cr A Pfahlert/V de Friez

6/6

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (Page 6)

Discussion:

C de Treend – PE1 Direct Conflict of Interest. Will leave the room for the discussion and abstain from voting on this.

M McGill – PE1 Indirect Conflict of Interest. Will stay for discussion but will abstain from voting.

RESOLVED That Members of the Creative Communities Subcommittee disclose any financial or non-financial interest in any of the agenda items.

Cr A Pfahlert/S Newburry
4/4

CARRIED UNANIMOUSLY

3. CONFIRMATION OF MINUTES (Page 7)

Discussion:

Rank of the assessor guide Buller Arts Council to be changed to 8 – *noted and amended.*

RESOLVED That the Creative Communities Subcommittee receive and confirm minutes from the meeting of 16 September 2024.

C de Treend/ S Newburry
6/6

CARRIED UNANIMOUSLY

4. GENERAL BUSINESS (Page 13)

Discussion:

K Ramsay has resigned from the Subcommittee and her resignation needs to be accepted.

S Newburry to reach out to Jessie Creedmore and see if she is interested in filling the Karamea Arts Council space, or potentially allow for a community member space.

RESOLVED That the Creative Communities Subcommittee receive and accept the resignation of Kathy Ramsay.

S Newburry/V de Friez
6/6

CARRIED UNANIMOUSLY

RESOLVED N Woodward to send a letter to the Karamea Arts Council to advise them of the open position for an Arts Council Representative on the Subcommittee.

M McGill/Cr A Pfahlert
6/6

CARRIED UNANIMOUSLY

Discussion was held around the amount of meetings for 2025 and the dates.

RESOLVED That the creative communities subcommittee reduce the funding round for 2025-2026 year from three to two.

Cr A Pfahlert / C de Treend
3/3

VOTE IS TIED – STATUS QUO REMAINS

RESOLVED That the Creative Communities Subcommittee set dates for the last 2024-2025 meeting and all 2025-2026 meetings as follows:

- Monday 7th April 2025
- Monday 7th July 2025
- Monday 3 November 2025
- Monday 6th April 2026

M McGill/ D Sawyers
6/6

CARRIED UNANIMOUSLY

RESOLVED That the Creative Communities Subcommittee use Google Docs for the scoring of Creative Communities Applications.

M McGill/S Newburry
6/6

CARRIED UNANIMOUSLY

RESOLVED That the Creative Communities Subcommittee receive the General Business report for information.

M McGill/C de Treend
6/6

CARRIED UNANIMOUSLY

7. PROJECT COMPLETION REPORTS (Page 14)

Discussion:

Nil.

RESOLVED That the Creative Communities Subcommittee receive the completion reports for information.

C de Treend/Cr A Pfahlert
6/6

CARRIED UNANIMOUSLY

8. PUBLIC EXCLUDED (Page 35)

Discussion:

Nil.

RESOLVED That the public be excluded from the following parts of the proceedings of this meeting:

Item No.	Minutes/Report of:	General Subject	Reason For Passing Resolution Section 7 LGOIMA 1987
PE1	Nicola Woodward – Manager Community Engagement	Application Report Creative Communities Grant	(s 7(2)(f)(i)) - Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment

M McGill/C de Treend
6/6

CARRIED UNANIMOUSLY

PUBLIC FORUM RESPONSE: The applicants will receive a response from the applications today.

Moved into Public Excluded: 3:21PM

PUBLIC EXCLUDED

PE1. APPLICATION REPORT CREATIVE COMMUNITIES GRANT (Page 5)

Discussion:

C de Treend departed the meeting at 3:33PM whilst discussion was held around Application 5.

M McGill stepped down as chair, and Cr A Pfahlert took over as Chair at 3:33PM

C de Treend returned at 3:34PM and M McGill resumed as Chair of the meeting.

Discussion was held around the applications.

Number	Name of Applicant	Accountability Received?	Funds Requested	Funds yes or no?	Funds Allocated	Rank of Assessors Guide
1	Cancer Society Canterbury-West Coast Division	N/A	\$564.00	No -3/3 Stays on the table for funding	Partial Funding \$282.00 5/1	4
2	Kawatiri Performing Arts Initiative (Ka PAI)	N/A	\$740.00	Yes – 6/6	Partial Funding \$400.00 6/6	2
3	Mauricio Vaissset Benega	N/A	\$3,818.00	No – 5/4		5
4	Reefton Playcentre	N/A	\$2,450.31	Yes – 6/6	Partial Funding \$1,800.00 6/6	3
5	Tania Hammond	N/A	\$1,800.00	Yes – 6/6	\$1,800.00	1

RESOLVED That the Creative Communities Subcommittee advise of its decision.

M McGill/S Newburry
6/6

CARRIED UNANIMOUSLY

Cr A Pfahlert departed the meeting at 4:07PM

D Sawyers departed the meeting at 4:11PM

-
- There being no further business the meeting concluded at 4:12PM
 - **Next meeting:** Monday 7th April 2025

Confirmed: **Date:**

UNCONFIRMED

CREATIVE COMMUNITIES SUBCOMMITTEE

7 APRIL 2025

AGENDA ITEM: 4

Prepared by: Nicola Woodward
Manager Community Engagement

GENERAL BUSINESS

1. **REPORT SUMMARY**

That discussion be held surrounding general business including:

- Approach to decision making of funding applications.

2. **DRAFT RECOMMENDATION**

That the Creative Communities Subcommittee receive the General Business report for information.

CREATIVE COMMUNITIES SUBCOMMITTEE

7 APRIL 2025

AGENDA ITEM: 5

Prepared by Nicola Woodward
Manager Community Engagement

PROJECT COMPLETION REPORTS

1. **PROJECT COMPLETION REPORTS RECEIVED**
The following reports were received.

#	Project Completion Reports Received
1	Buller Floral Art Group
2	Carters Beach Singers
3	Kawatiri Performing Arts Initiative (KaPAI)

2. **DRAFT RECOMMENDATION**

That the Creative Communities Subcommittee receive the completion reports for information.

CREATIVE COMMUNITIES SUBCOMMITTEE

7 APRIL 2025

AGENDA ITEM: 6

Prepared by Nicola Woodward
Manager Community Engagement

PUBLIC EXCLUDED

1. **REPORT SUMMARY**

Subject to the Local Government Official Information and Meetings Act 1987 S48(1) right of Local Authority to exclude public from proceedings of any meeting on the grounds that:

2. **DRAFT RECOMMENDATION**

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

Item No.	Minutes/Report of:	General Subject	Reason For Passing Resolution Section 7 LGOIMA 1987
PE1	Nicola Woodward – Manager Community Engagement	Application Report Creative Communities Grant	(s 7(2)(f)(i)) - Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment