

**AGENDA FOR AN ORDINARY MEETING OF THE COMMUNITY SPORT FUND ALLOCATION
SUBCOMMITTEE TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE,
LINCOLN, WAITAKERE CITY, ON THURSDAY, 22 MAY 2003,
COMMENCING AT 7.30 PM.**

TABLE OF CONTENTS

<u>ITEM</u>		<u>PAGE NO.</u>
1	APOLOGIES	1
2	URGENT BUSINESS	1
3	CONFIRMATION OF MINUTES	1
4	REQUEST FOR CONVERSION OF LOAN TO A GRANT - PRINGLE PARK BOWLING CLUB	2
5	COMMUNITY SPORT FUND ALLOCATION - MARCH 2003	3

**AGENDA FOR AN ORDINARY MEETING OF THE COMMUNITY SPORT FUND ALLOCATION
SUBCOMMITTEE TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE,
LINCOLN, WAITAKERE CITY, ON THURSDAY, 22 MAY 2003,
COMMENCING AT 7.30 PM.**

1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) and (7A) of the Local Government Official Information Act and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Subcommittee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFIRMATION OF MINUTES

Ordinary	- 24 October 2002
Reconvened	- 31 October 2002
Special	- 21 November 2002

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Community Sport Fund Allocation Subcommittee held on Thursday, 24 October 2002 and reconvened on Thursday, 31 October 2002 and a Special Meeting of the Community Sport Fund Allocation Subcommittee held on Thursday, 21 November 2002, as circulated, be taken as read and now be confirmed.



4 **REQUEST FOR CONVERSION OF LOAN TO A GRANT - PRINGLE PARK BOWLING CLUB**

PURPOSE OF THE REPORT

The purpose of the report is to advise the Community Sport Fund Allocation Subcommittee of a request from Pringle Park Bowling Club (Inc) for the conversion of their loan to a grant.

BACKGROUND

Pringle Park Bowling Club was given a loan of \$100,000 in August 1999 for the refurbishment and building of clubrooms. In January 2002 the Club requested a deferment of payments for a 12 month period, which was approved by this Subcommittee. The deferment was requested as the Club was forced to undergo major green renovations as a result of a very wet winter in 2001. The repairs to the bowling surfaces restricted the Club's ability to generate income. Loan repayments have recommenced from March 2003 and the present loan balance outstanding is \$44,126.13.

REQUEST FOR CONVERSION OF LOAN TO A GRANT

A1-A2

Attached at pages A1 to A2 is a letter from the Club requesting consideration that the current loan be converted to a grant.

In the past the Subcommittee has converted two loans into grants. The first instance of this was the conversion of a loan of approximately \$4,000 to a grant for the Western Cook Island Tennis Club in 2001 after their storage shed and equipment were destroyed by fire. The Club effectively disbanded and despite efforts to locate members of their Committee, they could not be found. That loan had been in arrears since 1992.

The second instance has been the conversion of a loan of \$800,000 to Sport Waitakere to a grant to assist in the development of the sports complex being constructed in Central Park Drive.

In both instances the conversion of the loans to grants was approved by the former Hillary Commission Board and its successor SPARC (Sport and Recreation New Zealand).

The Subcommittee needs to make its own determination as to whether the reasons outlined in the request warrant the conversion of Pringle Park Bowling Club's loan to a grant. If the Subcommittee did wish to convert the loan to a grant, it would be prudent to request that Sport and Recreation New Zealand approve the request.

The request does not state that there is any difficulty in meeting the current loan repayments of \$1,735.61 per month. The Subcommittee could, at its discretion, extend the loan repayment period to ease the financial commitment of paying such a high monthly repayment.

Loans repaid from sporting organisations and clubs are returned to the funding pool and are available for distribution as the Subcommittee sees fit. As there is no further funding being provided from Sport and Recreation New Zealand, the fund over time will diminish as loans are repaid and the funding provided for other purposes to various organisations and clubs.

CONCLUSION

The two instances of conversions of loans to grants have been on an exception basis. One conversion being for a City-wide facility and the other due to a fire. The conversion of a loan to a grant should be corrected only in exceptional circumstances.

RECOMMENDATIONS

1. That the information be received.
2. That the application for the conversion of the loan to the Pringle Park Bowling Club to a grant, be declined.

Report prepared by: Andrew Pollock, Director: Finance.



5 COMMUNITY SPORT FUND ALLOCATION - MARCH 2003

PURPOSE OF THE REPORT

The purpose of this report is to provide the Community Sport Fund Allocation Subcommittee with the information they require to allocate funding from the Community Sport Fund.

BACKGROUND

The Community Sport Fund has been a partnership between the Sport and Recreation New Zealand (formerly Hillary Commission) and Waitakere City Council through which funding has been provided to support community sport, fitness and physical leisure organisations and activities.

The intention of the scheme has been to increase participation in, and improve the organisation and delivery systems of sport, fitness and physical leisure. The priority of the scheme, as established by the then Hillary Commission was to support the training, retention and recruitment of volunteers, coaches and leaders in sport, fitness and physical leisure with a main focus on benefiting juniors (5 - 19 year olds).

On 19 February 2003, the Community Sport Fund Allocation Subcommittee met to consider funding availability and priorities for the 2003 allocation. It was determined that at the final allocation meeting in 2002, to allocate the funds using the Hillary Commission guidelines. This approach is consistent with all previous allocations.

STRATEGIC CONTENT

Through its strategic documents, Council outlines its commitment to undertaking initiatives that will contribute to making Waitakere City a safe, healthy place to live and to improving local leisure and recreation opportunities and choices. Through adoption of First Call for Children, Council has also stated its commitment to proactively supporting children, young people and their families in Waitakere City. Direct financial assistance to organisations providing activities to train volunteers and get people more active, assists Council's commitment to these policies.

ASSESSMENT PROCESS

Eligibility

The baseline criteria set by Sport and Recreation New Zealand, (formally Hillary Commission) that applications must meet to qualify for a subsidy or loan are as follows:

- the applicant is a sport, fitness or physical leisure organisation and/or the project has a sport, fitness or physical leisure component;
- the applicant organisation is a non-profit making organisation;
- the applicant organisation can contribute a significant part of the total cost;
- the applicant organisation can account for the organisation's funds.

Application Categories

Applications can be made for loans or subsidies. Subsidies are allocated to projects and activities in the following categories, in this order of priority:

1. Coach or volunteers training - including costs associated with delivering or attending training programmes.
2. Project costs - including starting new programmes, improving existing programmes and equipment vital to the development of the activity.

Applications have been ranked by these priorities. Within each category applications that benefit 5 - 19 year olds (the main focus of the fund) will be given priority.

Waitakere City Council priorities for funding this round are:

- activities encouraging Maori, Pacific Islands people, women, older adults and children to participate in sport, fitness and physical leisure activities;
- organisations and activities within Waitakere City, unless the facility is not available in the City and is used by local residents;
- programmes designed to reach non-participants;
- programmes designed to promote safe playing practices;
- proposals involving co-operation, partnerships or the sharing of resources;
- proposals that are well planned, with clear aims that the group intends monitoring;
- programmes for children at risk to encourage group participation and social cohesion;
- programmes that encourage disabled participants to be involved in all aspects of sport and recreational activities.

Each application has been assessed according to these priorities. The onus has been on the applicant to clearly state that it does meet one or more of these priorities. No assumptions have been made.

ISSUES

Evaluation Methodology

The first step was to establish the eligibility of each application. Once this had been determined, the approach taken in evaluating applications has been to classify applications into various categories and evaluate them in order of their priority for funding.

The next step has been to recommend an amount that could be granted to the organisation. In doing this, account has been taken of the amount requested, how well the priorities are met (as stated on the application form or supporting documentation).

Original application forms will be available at the meeting for any member wishing to seek further detail or clarity.

Recommendations to this Subcommittee have been calculated according to the priorities by scoring the information provided in each application against each priority. A maximum score of 60 points is available for any one application. The Subcommittee is informed of the recommended subsidy via the summary sheet for each application. It should be noted that it is only a recommendation and that this is given for ease of consideration and decision-making.

The Community Assistance Administrator will be present at the meeting to assist the Subcommittee through the process.

Application Information

A3-A170

Each Subcommittee member has been provided with the following as attached at pages A3 to A170 containing one page summary sheet on each application. This is divided into two sections:

1. Loans;
2. Applications for subsidy;

with each section prioritised according to the priorities as stated above.

Funding applied for

A total of 147 applications for grants have been received, with a total amount requested of \$550,990 for the 2003 funding round. Of these applications, 13 were ineligible.

There were two applications for loans.

Funding Available

At the Finance and Operational Performance Committee meeting of 12 December 2002 the recommendations of the Community Sport Fund Allocation Subcommittee, relating to the funding for this round were passed. In accordance with the Subcommittee's recommendations the amount available to allocate in this round is as follows:

Total funding tagged for subsidies for the final allocation in 2003 - \$180,000

Funding for loan applications may be sourced from the loan reserve fund.

RESOURCES

There are no additional financial or staffing requirements to allocate this fund. The Community Assistance Administrator administers the process.

CONCLUSION

In order to streamline the funding allocation process the applications have been sorted by category, starting with the loans; then on to coach and volunteer training applications, followed by project costs.

It is recommended that the Subcommittee work through the applications making a preliminary decision on the recommendation, either confirming the recommended amount, or making some other preliminary determination. These determinations will then be tabulated for consideration at the next meetings on 29 May 2003, 4 June 2003 and 18 June 2003 so that the Subcommittee can gain an overview of the funding that is to be allocated and make any alterations it wishes to before it makes its recommendations to the Finance and Operational Performance Committee.

RECOMMENDATIONS

1. That the information be received.
2. That the Community Sport Fund Allocation Subcommittee consider allocation of subsidies and loans for the March 2003 round and recommends these allocations to the Finance and Operational Performance Committee meeting scheduled for 7 July 2003.

Report prepared: by Jan Brown, Community Assistance Administrator.

