



**AGENDA FOR A MEETING OF THE COMMUNITY SPORT FUND ALLOCATION  
SUBCOMMITTEE TO BE HELD AT WAITAKERE CENTRAL, 6 HENDERSON  
VALLEY ROAD, HENDERSON, WAITAKERE, ON THURSDAY,  
21 JUNE 2007, COMMENCING AT 4.00 PM**

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**1 APOLOGIES**



**2 URGENT BUSINESS**

Section 46A(7) of the Local Government Official Information 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 Committee by resolution so decides; and
- (ii) the Chairman has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Committee may make a decision on a matter determined to be urgent.

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



**3 CONFIRMATION OF MINUTES**

Meeting Minutes - 19 October 2006

**RECOMMENDATION**

That the minutes of the Meeting of the Community Sport Fund Allocation Subcommittee held on Thursday, 19 October 2006, as circulated, be taken as read and now be confirmed.



**4 COMMUNITY SPORT CLUB DEVELOPMENT UPDATE 2007**

**PURPOSE OF THE REPORT**

The purpose of this report is to provide the Community Sport Fund Allocation Subcommittee with the information on the outcomes of funding provided to sports clubs from the Community Sport Club Development Fund within the past two years.

## BACKGROUND

The Community Sport Club Development Fund was set up so that a small number of strategic grants could be made to clubs and regional organisations in Waitakere into the future. The intention was that grants be allocated towards projects that focus on providing greater levels of support to clubs and regional organisations looking to improve the sustainability of their sports and recreation in Waitakere into the future, such as:

- Support for sport and recreation groups to manage clubs successfully by providing funding for strategic planning, governance, management, marketing and financial planning that assist clubs to grow and meet the needs of their communities;
- Training for governance and management groups in areas such as administrative processes, marketing, financial planning and strategic planning;
- The development of regional sport, fitness or physical leisure strategies that identify future facility and programme needs for a sport or number of sports in Waitakere;
- Feasibility studies for organisations looking to provide sport and recreation facilities for community use;
- Feasibility studies for clubs looking at amalgamation;
- Costs associated with the establishment of multi-sport clubs;
- Financial support for club amalgamations; and
- Improving the services a regional sport organisation provides to club sport.

In October 2006, Waitakere City Racquets Sports Trust requested that their loan be written off as they were in financial difficulties. The Community Sport Fund Allocation Subcommittee elected not to forgive the debt but to allow the club one year's deferral of principal and interest and that Council officers were to work alongside them to enable them to turn around their financial situation.

*“That the deferral of payment of principal and interest of the Waitakere City Sports Trust debt for one year (from November 2006 to October 2007) be approved, whilst the Senior Community Liaison Officer works with the club to assist with club development and that a report on progress be brought to the June 2007 meeting of the Community Sport Fund Allocation Subcommittee.”*

2017/2006

Whilst preparing this report, it was decided to update the Community Sport Fund Allocation Subcommittee on the outcomes of previous grants to other sporting organisations.

## STRATEGIC CONTEXT

There are two Community Outcomes that this project contributes to, Strong Communities (He Iwi Kaha) and Toiora (Healthy Lifestyles). It does this particularly through supporting recreational opportunities with health outcomes and enabling opportunities for stronger connections and networking in the community.

Through the Strong Communities platform, Council outlines its commitment to undertaking initiatives that will contribute to making Waitakere a safe and informed 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. Direct financial assistance to organisations providing facilities and activities to get people more active, assists Council's commitment to these policies.

## ISSUES

### **Waitakere City Racquets Sports Trust (Commonly known as Belvedere Tennis Club)**

Waitakere City Racquets Sports Trust has worked cooperatively with the Senior Community Liaison Officer on a number of issues that, once resolved, will have a beneficial effect on the financial situation of their club and as such will assist them to recommence payments to the Community Sport Loans Fund. These are:

- The clubhouse, when built, never received a code of compliance. This has resulted in the fact that they are unable to apply for a club licence which would allow for greater levels of hireage to the community;
- There was no marketing plan in place to grow membership, increase sponsorship and hireage of the club;
- There is no website to promote the club;
- The issue of governance needed to be looked at, as they have a Trust that runs the building as well as a committee that runs the Belvedere Tennis Club; and
- The club wished to encourage new members and retain existing ones by providing Astroturf playing surface.

On the issue of Code of Compliance, several meetings, both on site and at Council, have been held to identify and resolve the outstanding work needed so that the Code of Compliance can be issued. Progress has been made in completing many of these items and it is hoped that the work will be completed in the near future so that the Code of Compliance can be issued.

With respect to membership, there has not been a significant increase since October 2006. However, the installation of the new artificial turf, which was funded by The Trusts Charitable Foundation, has meant that they are no longer losing members to other clubs. Also, there is a positive attitude within the club as a result of the installation of the artificial turf, which is a turnaround from attitudes from the previous few years. The official opening of the renovated courts is expected to take place in early September when it is hoped that they will pick up some new members.

The club has engaged one of its members who has undertaken to get advertising sponsorship to be erected around the courts. It is expected that these will be in place within the next two to three months and that the revenue will cover 50% of their loan repayments to Council.

A website is currently under construction with support of an IT student currently studying at university. This is expected to be launched to the members on 14 June 2007.

With respect to the club's financial position, Waitakere City Racquets Sports Trust has stated that the deferment of the loan has had a very positive effect on the attitude of the committee and allowed the club to improve its financial position. This, together with an increase from other income sources, means that the club expects to be in a position to restart loan repayments in December 2007.

### **Outcomes of Other Funding from the Community Sport Club Development Fund over the Past Two Years**

A total of \$116,968 has been allocated since May 2005 to 16 sports clubs and one school in Waitakere for a range of initiatives all centring around strategic direction, governance and training. Some of these are still underway but of those completed very positive feedback has been received about the process and outcomes of the funding. The following is a short report on the outcomes. The Community Liaison Officer will be available at the Community Sport Fund Allocation Subcommittee to provide more in depth information should it be requested.

Netball Waitakere

Netball Waitakere have completed the design for their clubhouse upgrade and have forwarded the design to the funding agencies. ASB Charitable Trust has come back and asked for modifications to this design, which they have also agreed to fund.

Waitakere Cricket Club

Training was undertaken to improve the governance of the Waitakere Cricket Club and since then they have successfully gained a bronze level in Club Mark, an accreditation system supporting good management and governance of sports clubs.

Waitakere Aquatic Centre Charitable Trust

Part of the grant has been expended for the feasibility study but there is a great deal more work to do. The Waitakere Aquatic Centre Charitable Trust will be working with Council officers over the next few months to look at the overall development of Parrs Park and how their plans fit into the wider Reserve Management Plan of Parrs Park.

Waitakere City Racquets Sports Trust

A very in-depth feasibility study was conducted by consultants to look at the issue of whether the Waitakere City Racquets Sports Trust should combine with other codes to provide multi-sports within the facility. It was determined that they should concentrate on becoming a first-class tennis centre rather than branching out into other sports, and since that time the Community Liaison Officer is working with the club to improve its financial situation (see above).

Bruce McLaren Intermediate School

Bruce McLaren Intermediate School has been prevented by the Ministry of Education of proceeding at this time with the gymnasium project, as the Ministry says the school is over code in terms of buildings on the site. Should they proceed, then they would have to remove classrooms to accommodate the gymnasium.

Te Atatu Rugby League Sports Club Incorporated

A feasibility study was conducted to determine issues around extension and renovation of the clubrooms, as well as projected growth and community need. A design has been completed and estimates prepared. The club is now sourcing funding to proceed.

Suburbs New Lynn Cricket Club Incorporated

This funding was to buy out the Hockey Club so that Suburbs New Lynn Cricket Club and Lynn Avon AFC can amalgamate and develop, on Ken Maunder Park, a multi-sport indoor training facility and combine their two clubrooms into one.

Waitakere Rugby League

This was to prepare the legal status and strategic business plan for a new entity called Waitakere Rugby League Incorporated, which is a collaboration of all five existing Rugby League Clubs. They currently have not completed the process, although a strategic plan has been started. They also have new members on the Trust and the consultant will be working with these new members to finalise the strategic plan by the end of September 2007.

Waitemata Rugby Union Football and Sports Club Incorporated

This was to provide a governance and management review and is to be presented to the Management Committee shortly.

Glen Eden Bowling Club

A strategic plan was undertaken and this has been completed. As a result, work has started on the first year of the plan.

Piha Surf Life Saving Club Incorporated

A governance review has been undertaken and as a result, the Club has restructured their setup and now wish to have management training.

Te Atatu Bowling Club Incorporated

The Te Atatu Bowling Club has been working with Fay Freeman to write their strategic plan and this has been successfully completed. Fay has also facilitated the successful amalgamation of the Men's and Women's Bowling Club, which will strengthen the club and allow for the hireage to a community group of the Women's Clubrooms, which will provide an ongoing source of income.

Glenora Netball Club

They have recently completed a five-year strategic plan and this will form the basis of all decision making into the near future.

Massey Pony Club

Massey Pony Club has successfully completed their feasibility study to design an improved cross-country course. This is now ready to present to Council for their approval and to funders for grants.

Oratia United AFC

This was to provide an overall review of their clubrooms, how they are utilised and how they can build partnerships with other sporting codes and community organisations. They are also looking at a review of their strategic plan, which is still underway.

Starling Park Sports Club

This was to complete a feasibility study for new clubrooms to meet the needs of soccer and softball members and the needs of the wider community. They are currently investigating the potential of a further amalgamation with the West City Darts Club.

United North Piha Lifeguard Services Incorporated

A building survey has been completed to confirm the condition of the clubhouse, and from that a renovation and maintenance schedule has been drawn up. Also, a survey of community and club members has been done to assess their needs and the future direction. A strategic plan is being drawn up that includes how the club can do the necessary building work, and increase usage of the building to meet community needs. This will be put to members for their input and acceptance shortly.

**RESOURCES**

There are no additional financial or staffing requirements to support these organisations. The Senior Community Liaison Officer works with them all.

**CONCLUSION**

Funding has also been provided to 16 sports clubs and one school in Waitakere City over the past two years, for a range of initiatives all centring around strategic direction, governance and training. Some of these are still underway, but of those completed very positive feedback has been received about the process and outcomes of the funding.

The Senior Community Liaison Officer has worked since October 2007 with Waitakere City Racquets Sports Trust, as requested by the Community Sport Fund Allocation Subcommittee, to assist them with club development. This work has produced some tangible results and the support will continue until the club is in a sound financial position and able to recommence payments on their loan to the Community Sport Fund, which is expected to be late 2007.

## **RECOMMENDATION**

That the Community Sport Club Development Update 2007 report be received.

Report prepared by: Jan Brown, Senior Community Liaison Officer.



## **5 COMMUNITY SPORT CLUB DEVELOPMENT AND LOANS FUND ALLOCATION 2007**

### **PURPOSE OF THE REPORT**

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

### **BACKGROUND**

The Community Sport Club Development and Loans Fund was set up in late 2003 using funds that were held by the Council from The Hillary Commission. When Sport and Recreation New Zealand (SPARC) ceased the Community Sport Fund, they informed councils that any loans and unallocated funds received from The Hillary Commission did not need to be returned and could continue to be loaned or used for other purposes consistent with those for which they were received.

In late 2003, it was decided to use the remaining funds that Council held by continuing to provide loans to sports clubs but with a much tighter strategic focus, and an amount of \$800,000 was set aside to provide these loans.

The balance of the fund, plus the interest of the loans fund, was then set aside to support sports and recreation groups by way of grants in the area of club development.

In October 2005, the Community Sport Fund Allocation Subcommittee met to discuss the sustainability of the Club Development Fund, as concern was expressed that allocating the full amount of the balance of the loans fund, together with the interest from loans on an annual basis, would in the long term be unsustainable. It was resolved:

*“That the estimated interest to be received from the Community Sport Loans Fund (estimated at \$40,000) be available for 2006/2007 to community groups.”*

2512/2005

It was also resolved that the framework and criteria for distribution of the Community Sport Club Development Fund be reviewed on an annual basis.

*“That the Community Sport Fund Allocation Subcommittee review the framework and criteria for distribution of the Community Sport Club Development Fund on an annual basis.”*

2513/2005

### **STRATEGIC CONTEXT**

Through the adoption of Strong Communities, Council outlines its commitment to undertaking initiatives that will contribute to making Waitakere 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. Direct financial assistance to organisations providing facilities and activities to get people more active, assists Council's commitment to these policies.

## ISSUES

### Community Sport Loans Fund

For the past three rounds there were no new applications to the Community Sport Loans Fund and although few loans are sought annually, those organisations who have in the past received loans from this fund have found it valuable.

In the June 2006 Community Sport Fund agenda report, it was recommended to the Subcommittee that the Community Sport Loans Fund be monitored over the next two years and if the trend from clubs is not to take advantage of these loans, to reconsider other uses of the Fund. This is the second year that no loans have been applied for and it is recommended that investigations be carried out in relation to this fund.

### Glen Eden Tennis Club Loan

In October 2003 the Glen Eden Tennis Club was provided with a \$20,000 loan from the Hillary Commission. The loan paid for upgrading the four tennis courts to artificial turf, and at the same time to retrain and level the court surfaces. Since October 2003, repayments have been made on a monthly basis at the amount of \$347.12. The balance outstanding as of April 2007 is \$6,486.73.

In early March 2007, a request was received from the Glen Eden Tennis Club to write off the debt, which currently stands at \$6,486.73. For the past 30 years, the club's membership has declined from 257 to 86. Over the past year the club has successfully increased the number of young members via a mail drop and email marketing. However, they have been unable to increase the number of adult and family memberships. Even with a projected increase of membership numbers and a 10% increase in the membership fee, the club would not be able to cover their day-to-day running costs and make repayments to the loan. The Group Manager: Financial Operations took the step to suspend the remaining loan payments immediately, pending the decision of the Community Sport Fund Allocation Subcommittee's decision, due to the serious financial situation that the Glen Eden Tennis Club was in.

Whilst it is appreciated that this debt is causing them concern it is important to consider the impact of writing off this debt. It would have an effect on the interest and capital repayments received by the Community Sport Loans Fund.

There are several options that the Council can undertake to support the Glen Eden Tennis Club. They are:

1. Write off the debt;
2. Defer any interest and principal for one year; and
3. Support the Glen Eden Tennis Club to grow membership and hireage of their facility to increase income.

Option two, (defer interest and principle for one year) is recommended at this stage as the best way to support the club, whilst at the same time option three (support the Glen Eden Tennis Club to grow membership and hireage of their facility to increase income) is also recommended, and the Senior Community Liaison Officer would be able to work with the club to see how best this can be achieved.

Should after one year this prove not to have provided the necessary turnaround in the club's financial position, then once again the option of writing off the debt could be considered.

### Community Sport Club Development Fund

The purpose of the Community Sport Club Development Fund is to provide flexibility to support the development of sports clubs in Waitakere. The intention is that a small number of strategic grants will be made, rather than a more scattered approach. This will allow greater levels of support to clubs and regional organisations looking to improve the sustainability of their sports in Waitakere into the future.

The baseline criteria that applicants must meet to qualify for a grant from the Club Development Fund are as follows:

- Support for sport and recreation groups to manage clubs successfully by providing funding for strategic planning, governance, management, marketing and financial planning that assist clubs to grow and meet the needs of their communities;
- Training for governance and management groups in areas such as administrative processes, marketing, financial planning and strategic planning;
- The development of regional sport, fitness or physical leisure strategies that identify future facility and programme needs for a sport or number of sports in Waitakere;
- Feasibility studies for organisations looking to provide sport and recreation facilities for community use;
- Feasibility studies for clubs looking at amalgamation;
- Costs associated with the establishment of multi-sport clubs;
- Financial support for club amalgamations; and
- Improving the services a regional sport organisation provides to club sport.

Applications to the fund closed on 27 April 2007. Eight applications were received, of which two were ineligible as they did not meet the criteria. The total amount requested was \$51,845. They were:

Group Name	Purpose Of Grant	Requested
Waitemata Seagulls Rugby League Football Club Incorporated	Strategic planning, financial planning, governance development and feasibility studies	\$6,750
Maximus Sports Teams	The purchase of sports equipment	Ineligible
Squash Auckland Incorporated	Consultant fees for strategic planning (retrospective)	Ineligible
Piha Surf Life Saving Club Incorporated	Review of the club constitution and governance training	\$1,000
Glen Eden Tennis Club	Consultancy fees for strategic planning	\$9,420
Glenora Rugby League Football Club	Strategic planning and implementation	\$4,575
Extreme Trampoline	Feasibility study for a multi-sports gymnasium	\$8,250
Starling Park Sports Club	Architectural plans and quantity surveying	\$21,850
<b>Total</b>		<b>\$51,845</b>

A1-A9

They have then been summarised and appear in order at pages A1-A9 to this report. Original applications are available for the Subcommittee's perusal at any time by contacting the Council Grants Officer.

### Current Status of Account

As at 30 April 2007, the Community Sport Fund account stood at	\$965,229
Less amount currently out on loan	\$172,435
Current balance	<b>\$792,794</b>

There is \$40,000 set aside annually for distribution. This was decided upon in October 2005, based on the estimated interest from the loans fund. Given that there have been no new low-interest loans allocated from this fund over the past year, and that the balance of the account is invested at an average Council rate of 7%, there is potentially more funds from interest available for this funding round should the Community Sport Fund Subcommittee wish to allocate it. This has been calculated at an amount of:

Interest earned 2006/2007	\$59,438.00
Less costs of advertising 2006/2007	\$1,656.90
Less Councillors meeting fees 2006/2007	\$664.40
Balance available to be allocated second round 2006/2007	<b>\$57,116.70</b>

### RESOURCES

There are no additional financial or staffing requirements to allocate this fund. The Council Grants Officer administers the process.

### CONCLUSION

There were no new applications received for loans from the Community Sport Loans Fund. This is the second year that no loans have been applied for and it is recommended that this fund be reviewed.

In 2003, the Glen Eden Tennis Club received a loan from the Community Sport Fund of \$20,000. They have recently requested that the balance of their loan (\$6,486.73) be written off, as the repayments have been a factor in the club not being able to develop and grow over the past few years.

The recommendation is that the Council defer the payment of principal and interest of the Glen Eden Tennis Club debt for one year (from April 2007 to March 2008) whilst the Senior Community Liaison Officer works with them to find solutions to their financial issues.

The Community Sport Club Development Fund 2007 funding round has six eligible applications with a total amount of \$51,845 applied for. Should the Community Sport Fund Subcommittee wish to allocate the full amount of interest earned over the past year from the loans fund, then there would be an amount of \$57,116 available this funding round to eligible applicants.

### RECOMMENDATIONS

1. That the Community Sport Club Development and Loans Fund Allocation 2007 report be received.
2. That the Community Sport Fund Allocation Subcommittee consider grants in accordance with the guidelines and make recommendations for allocation of funding to the Finance and Operational Performance Committee on 9 July 2007.

3. That it be recommended to the Finance and Operational Performance Committee on 9 July 2007 that the principal and interest of the Glen Eden Tennis Club debt be deferred for one year (from April 2007 to March 2008) whilst the Senior Community Liaison Officer works with them to find solutions to their financial issues.

Report prepared by: Greta Buchanan, Council Grants Officer.

