

Finance & Corporate Committee Public Agenda

14 May 2024

Council Chambers
Waipā District Council
101 Bank Street
Te Awamutu



Chairperson
AW Brown

Members
Her Worship the Mayor SC O'Regan, LE Brown,
PTJ Coles, RDB Gordon, ML Gower, MG Montgomerie, DM Morgan, MJ Pettit, EM Stolwyk, CS St
Pierre, BS Thomas,

14 May 2024 01:00 PM

Agenda Topic	Presenter	Time	Page
Opening Karakia		01:00 PM-01:02 PM	
1. Apologies	Chairperson	01:02 PM-01:03 PM	3
2. Disclosure of Members' Interests	Chairperson	01:03 PM-01:04 PM	4
3. Late Items	Chairperson	01:04 PM-01:05 PM	5
4. Confirmation of Order of Meeting	Chairperson	01:05 PM-01:06 PM	6
5. Confirmation of Minutes - 16 April 2024	Chairperson	01:06 PM-01:07 PM	7
5.1 Unconfirmed Finance and Corporate Committee Minutes - 16 April 2024			8
6. Cambridge Town Hall Community Trust Statement of Intent 2024/25 and Update	David Varcoe	01:07 PM-01:47 PM	18
6.1 Appendix 1: Cambridge Town Hall Community Trust Statement of Intent 2024-25 (ECM number 11221654)			22
7. Financial Report for the Period Ended 30 April 2024	Nada Milne	01:47 PM-01:57 PM	34

7.1	Financial Reports for April			39
8.	Quarterly Property Services Report for 1 January 2024 to 31 March 2024	David Varcoe	01:57 PM-02:17 PM	45
9.	Community Group Lease - Leamington	Andrew Don	02:17 PM-02:27 PM	57
9.1	Appendix 1: Letter from Cambridge Community MENZSHED – Myles Prebble			63
10.	Potential Gifting of Council Ute	Ken Morris	02:27 PM-02:37 PM	65
11.	Resolution to Exclude the Public	Chairperson	02:37 PM-02:39 PM	69

Workshop 3.12pm(Indicative Timings)

Open: Preferred Seismic Upgrade Level for 135 Roche Street, Te Awamutu (30 minutes)



APOLOGIES



DISCLOSURE OF MEMBERS' INTERESTS

Members are reminded to declare and stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interest they may have.



LATE ITEMS

Items not on the agenda for the meeting require a resolution under section 46A of the Local Government Official Information and Meetings Act 1987 stating the reasons why the item was not on the agenda and why it cannot be dealt with at a subsequent meeting on the basis of a full agenda item. It is important to note that late items can only be dealt with when special circumstances exist and not as a means of avoiding or frustrating the requirements in the Act relating to notice, agendas, agenda format and content.



CONFIRMATION OF ORDER OF MEETING

Recommendation

That the Finance and Corporate Committee confirms the order of the meeting.

COMMITTEE AGENDA



To: The Chairperson and Members of the Finance and Corporate Committee
From: Governance
Subject: **CONFIRMATION OF MINUTES**
Meeting Date: 14 May 2024

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The local authority, its committees, subcommittees and any local and community boards must keep minutes of their proceedings. These minutes must be kept in hard or electronic copy, authorised by a Chairperson’s manual or electronic signature once confirmed by resolution at a subsequent meeting. Once authorised the minutes are the prima facie evidence of the proceedings they relate to.

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness.

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the open minutes of the Finance and Corporate Committee meeting held on 16 April 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

3 ATTACHMENT - ĀPITITANGA

Finance and Corporate Open Minutes – 16 April 2024.



Committee: Finance and Corporate
Time: 1.00pm
Date: Tuesday 16 April 2024
Venue: Council Chambers, 101 Bank Street, Te Awamutu

PRESENT

Chairperson

AW Brown

Members

Her Worship the Mayor SC O'Regan, LE Brown, PTJ Coles (left the meeting at 3.53pm), RDB Gordon, ML Gower (left the meeting at 2.57pm), MG Montgomerie, DM Morgan, EM Stolwyk (left the meeting at 3.32pm), CS St Pierre, BS Thomas

Opening Karakia- Councillor Morgan

1 APOLOGIES

RESOLVED

3/24/18

That the apology from Councillor Pettit who was away on personal business be received.

Councillor Coles / Councillor St Pierre

2 DISCLOSURE OF MEMBERS' INTERESTS

Item 9 – Councillor Stolwyk
Item 11 – Councillor Gordon

3 LATE ITEMS

Nil



4 CONFIRMATION OF ORDER OF MEETING

RESOLVED

3/24/19

That the order of the meeting be confirmed.

Councillor L Brown / Councillor Coles

5 CONFIRMATION OF MINUTES

RESOLVED

3/24/20

That the open minutes of the Finance and Corporate Committee meeting held on 27 March 2024, having been circulated, be taken as read and confirmed as a true and correct record of that meeting.

Councillor St Pierre / Councillor Montgomerie

6 COUNCIL CONTROLLED ORGANISATIONS – DRAFT 2024/25 STATEMENTS OF INTENT AND SIX-MONTHLY REPORTS TO 31 DECEMBER 2023

[Councillor Stolwyk left the meeting at 2.25pm and re-joined the meeting at 2.43pm]

[Councillor Gower left the meeting at 2.28pm and re-joined the meeting at 2.31pm]

[Councillor Gower left the meeting at 2.57pm]

Manager Finance, Jolanda Hechter introduced the item to the Committee.

Local Government Funding Agency (LGFA) Senior Manager Credit and Client Relations, Andrew Michl presented to the Committee via Zoom and answered questions.

Waikato Regional Airport Limited (WRAL) Chief Executive, Mark Morgan and General Manager Finance and Commercial, Scott Kendall presented to the Committee.

Co-Lab Chief Executive, Kelvin French spoke to the Committee and was available to answer questions.

Representatives from Civic Financial Services Limited were unable to attend this meeting.

Group Manager Business Support and Deputy Chief Executive, Ken Morris sought approval from the Committee to make some specific amendments to the LGFA, WRAL and Co-Lab draft letters, this was agreed by the Committee.

COMMITTEE MINUTES



RESOLVED

3/24/21

That the Finance and Corporate Committee:

- a) *Receive the report of Jolanda Hechter, Manager Finance, titled 'Council Controlled Organisations – Draft 2024/25 Statements of Intent and Six - Monthly Reports to 31 December 2023', (document number 11196708);*
- b) *Receive the Six-Month Report to Shareholders for the period to 31 December 2023 and Draft Statement of Intent 2024/25 of Waikato Regional Airport Limited and Group (being document numbers 11197306 and 11197330 respectively, and attached as Appendices 1 and 2 to this report);*
- c) *Approve, subject to any changes or additional comments, the draft letter (document number 11199214) attached as Appendix 8, being Council's proposed comments on the Draft Statement of Intent 2024/25 of Waikato Regional Airport Limited and Group (document number 11197330), to be provided to the Waikato Regional Airport Limited Board;*
- d) *Receive the Six-Month Report to Shareholders for the period to 31 December 2023 and Draft Statement of Intent 2024/25 of Co-Lab Limited (being document numbers 11197336 and 11198878 respectively, and attached as Appendices 3 and 4 to this report);*
- e) *Approve, subject to any changes or additional comments, the draft letter (document number 11199238) attached as Appendix 9, being Council's proposed comments on the Draft Statement of Intent 2024/25 of Co-Lab Limited (document number 11198878), to be provided to Co-Lab Limited Board;*
- f) *Receive the Six-Month Report to Shareholders for the period to 31 December 2023 and Draft Statement of Intent 2024/25 of the New Zealand Local Government Funding Agency Limited (being document numbers 11199013 and 11199113 respectively, and attached as Appendices 5 and 6 to this report);*
- g) *Approve, subject to any changes or additional comments, the draft letter (document number 11199297) attached as Appendix 10, being Council's proposed comments on the Draft Statement of Intent 2024/25 of the New Zealand Local Government Funding Agency Limited (document number 11199113), to be provided to the New Zealand Local Government Funding Agency Limited Board;*
- h) *Receive the already finalised Statement of Intent for the year ended December 2024 of Civic Financial Services Limited (document number 11199156, attached as Appendix 7 to this report); and*
- i) *Approve, subject to any changes or additional comments, the draft letter (document number 11199304) attached as Appendix 11, being Council's proposed comments on the Statement of Intent of Civic Financial Services*



Limited (document number 11199156), for the year ended December 2024, to be provided to the Civic Financial Services Limited Board.

Councillor St Pierre / Councillor L Brown

7 FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2024

[Councillor Morgan left the meeting at 3.07pm and re-joined the meeting at 3.09pm]

Financial Accountant, Nada Milne provided the Committee with highlights from the report and answered questions.

The Committee asked staff to provide further clarification on the high achievement in the Transportation Level of Service capital projects.

RESOLVED

3/24/22

That the Finance and Corporate Committee receive the report of Nada Milne, Financial Accountant, titled 'Financial Report for the period ended 31 March 2024' (ECM number 11204741).

Councillor Gordon / Councillor Montgomerie

8 NEW CAMBRIDGE LEASE – CAMBRIDGE FOOTBALL CLUB INCORPORATED

Property Services Manager, David Varcoe spoke to the report.

RESOLVED

3/24/23

That the Finance and Corporate Committee

- a) *Receives the report of Angela McEwan, Property Advisor, titled New Community Lease – Cambridge Football Club Incorporated (ECM Number 11202771);*
- b) *Approves pursuant to section 54(1)(b) of the Reserves Act 1977, as administering body over the Cambridge Town Belt recreation reserve, entering into an agreement with The Cambridge Football Club Incorporated for a lease for a term of five (5) years for the purposes of playing fields and clubrooms and otherwise on the terms and conditions contained in Council's standard community lease;*
- c) *Delegates to the Group Manager Business Support the authority to finalise negotiations, sign such documentation, and undertake any remaining actions*



necessary to enable implementation of recommendation b) subject to Ministerial approval of the lease pursuant to section 54(1) of the Reserves Act 1977.

Councillor Stolwyk / Councillor Morgan

9 NEW COMMUNITY LEASE – KĀRĀPIRO KAYAK RACING CLUB INCORPORATED

[Councillor Stolwyk left the meeting at 3.17pm for this item]

Property Services Manager, David Varcoe provided highlights from the report.

RESOLVED

3/24/24

That the Finance and Corporate Committee

- a) *Receives the report of Angela McEwan, Property Advisor, titled New Community Lease – Karāpiro Kayak Racing Club Incorporated (ECM Number 11202777);*
- b) *Approves, pursuant to section 54(1)(b) of the Reserves Act 1977, as administering body over the Karāpiro River Domain recreation reserve, entering into an agreement with the Karāpiro Kayak Racing Club Incorporated for a lease over part of the Reserve for the purposes of sport and recreation storage facilities for an initial term of five (5) years with two (2) rights of renewal of five (5) years each and in all respects on the terms and conditions contained in Council's standard community lease, subject to Ministerial approval of the lease pursuant to section 54(1) of the Reserves Act 1977;*
- c) *Delegates to the Group Manager Business Support the authority to finalise negotiations, sign such documentation, and undertake any remaining actions necessary to enable implementation of recommendation b) subject to Ministerial approval of the lease pursuant to section 54(1) of the Reserves Act 1977.*

Councillor L Brown / Councillor Thomas



10 NEW COMMUNITY LEASE – THE CAMBRIDGE RIDING CLUB INCORPORATED

[Councillor Stolwyk re-joined the meeting at 3.23pm]

Property Services Manager, David Varcoe provided highlights from the report.

RESOLVED

3/24/25

That the Finance and Corporate Committee

- a) *Receives the report of Angela McEwan, Property Advisor, titled New Community Lease – Cambridge Riding Club Incorporated (ECM Number 11202772);*
- b) *Approves pursuant to section 54(1)(b) of the Reserves Act 1977, as administering body over the Cambridge Town Belt recreation reserve, entering into an agreement with The Cambridge Riding Club Incorporated for a lease for the purposes of horse riding, associated horse grazing and equestrian activities and otherwise on the terms and conditions contained in Council's standard community lease;*
- c) *Delegates to the Group Manager Business Support the authority to finalise negotiations, sign such documentation, and undertake any remaining actions necessary to enable implementation of recommendation b) subject to Ministerial approval of the lease pursuant to section 54(1) of the Reserves Act 1977.*

Councillor Morgan/ Councillor L Brown

11 NEW COMMUNITY LEASE – RIDING FOR THE DISABLED – CAMBRIDGE INCORPORATED

[Councillor Gordon did not participate in discussion regarding this item]

Property Services Manager, David Varcoe spoke to the report.

RESOLVED

3/24/26

That the Finance and Corporate Committee

- a) *Receives the report of Angela McEwan, Property Advisor, titled New Community Lease – Riding for Disabled – Cambridge Incorporated (ECM Number 11202773);*



- b) *Approves, pursuant to section 54(1)(c) of the Reserves Act 1977, as administering body over the Cambridge Town Belt recreation reserve, entering into an agreement with the Riding for the Disabled Incorporated for:

 - i) *a lease over part of the Reserve for the purposes of horse riding, associated horse grazing and equestrian activities, and*
 - ii) *a licence to occupy part of the unformed road which bounds the leased area, on the terms and conditions substantially set out in Appendix 1 to this report (ECM number 11188522), subject to Ministerial approval of the lease pursuant to section 54(1) of the Reserves Act 1977;**
- c) *Delegates to the Group Manager Business Support the authority to finalise negotiations, sign such documentation, and undertake any remaining actions necessary to enable implementation of recommendation b) subject to Ministerial approval of the lease pursuant to section 54(1) of the Reserves Act 1977.*

Councillor St Pierre / Councillor Morgan

12 WAIKATO LOCAL WATER DONE WELL – STATUS REPORT

[Councillor Montgomerie left the meeting at 3.29pm and re-joined the meeting at 3.30pm]

Group Manager Service Delivery, Dawn Inglis provided highlights from the report and answered questions from the Committee.

RESOLVED

3/24/27

That the Finance and Corporate Committee receives the report of Dawn Inglis, Group Manager Service Delivery, titled Waikato Local Water Done Well – Status Report (document number 11199648).

Councillor Stolwyk / Councillor Gordon



13 WALTON STREET TE AWAMUTU – PROPOSAL TO RESTRICT TRAFFIC TO ONE-WAY SYSTEM

[Councillor Stolwyk left the meeting at 3.32pm]

[Councillor Coles left the meeting at 3.35pm and re-joined the meeting at 3.38pm]

Programme Engineer – Transportation, Erik Van Der Wel sought approval from the Committee to change the traffic flow to a one-way system on Walton Street, Te Awamutu.

RESOLVED

3/24/28

That the Finance and Corporate Committee

- a) *Receives the report of Erik Van Der Wel, Programme Engineer – Transportation, titled Walton Street Te Awamutu – Proposal to Restrict Traffic to a One-Way System (document number 11201341);*
- b) *Pursuant to clause 14.1(d) of the Public Places Bylaw 2023, designates the full length of Walton Street, Te Awamutu, where all vehicles must travel in one direction only – from Redoubt Street to Roche Street, to take effect once appropriate signage is constructed to indicate the new one-way traffic direction.*

Councillor St Pierre / Mayor O’Regan

Councillor Gordon requested his vote against be recorded.

14 CONTRACTS SIGNED UNDER DELEGATION

Group Manager Service Delivery, Dawn Inglis spoke to the report.

RESOLVED

3/24/29

That the Finance and Corporate Committee receives the report of Dawn Inglis, Group Manager Service Delivery, titled Contracts Signed under Delegated Authority (document number 11201884).

Councillor St Pierre/ Councillor Morgan

COMMITTEE MINUTES



15 RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED

3/24/30

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of the 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 are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
16. Confirmation of Public Excluded Minutes – 27 March 2024 17. 290563 Ōhaupo Village Pedestrian Improvements – Increase to Approved Contract Sum and Variation for Additional Works 18. Kihikihi Housing for the Elderly Project	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	<i>Section 48(1)(a)</i>

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, or Sections 6, 7 or 9 of the Official Information Act 1982, as the case may be, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:

Item No.	Section	Interest
16,18	7(2)(i)	<i>To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>
16	7(2)(a)	<i>To protect the privacy of natural persons, including that of deceased natural persons.</i>



17	7(2)(b)(ii)	<i>To protect information which if public would unreasonably prejudice the commercial position of the person who supplied or is the subject of the information.</i>
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Mayor O’Regan / Councillor St Pierre

The meeting went into Public Exclusion at 3.46pm
There being no further business the meeting closed at 4.18pm

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON:

DATE:

COMMITTEE REPORT



To: The Chairperson and Members of the Finance and Corporate Committee

From: Manager Property Services

Subject: **Cambridge Town Hall Community Trust Statement of Intent 2024/25 and Update**

Meeting Date: 14 May 2024

1 PURPOSE - TAKE

The purpose of this report is to allow the opportunity for representatives of the Cambridge Town Hall Community Trust (CTHCT) to present their annual Statement of Intent 2024-2025. The Trust is responsible for the operation, maintenance, capital renewal and improvement of the Cambridge Town Hall. They will also provide an update on recent activity.

The presentation and consideration of the Annual Statement of Intent is a requirement of the Cambridge Town Hall Lease and Services Agreement (the Agreement) between the Trust and Council.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The Cambridge Town Hall Lease and Services Agreement came into effect on 1 July 2022.

The arrangement provides, in part, for the Trust to promote, manage and preserve the Cambridge Town Hall for the benefit of Waipā District. The Agreement defines the respective obligations for leasing, funding and the operation of the building and site at 79 Queen Street Cambridge.

The Agreement, at Section 7, establishes an ongoing planning framework made up of three planning components: a Strategic Plan, an Asset Management Plan and an annual Statement of Intent.

The planning framework, in part, provides a means by which the Trust can propose the Price (operating costs grant), Renewal Fund and Capital Development Grant to be provided by the Council, to the Trust over the period of the subsequent 10 Year Plan. In this case, the 10 Year Plan is for the period 2024-34.

The planning framework also addresses the matters of establishing Key Performance Indicators, the proposed scale of fees and charges, operating hours and the documentation as to how the Premises will be operated to deliver against the agreed Service Specification.

In the intervening years the Trust develops a draft Annual Statement of Intent (Sol). That Sol process follows the same draft, consideration and approval process as used for the Strategic Plan. The process specifically provides a planning framework method for addressing any need for change to established funding levels or change to the current approved Strategic Plan. The 2024/25 Statement of Intent will be presented with this report.

The Trust will attend the meeting to speak to the documentation provided.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee

- a) *Receives the report of David Varcoe, Manager Property Services titled 'Cambridge Town Hall Community Trust Statement of Intent 2024/25 and Update' (ECM number 11220781);*
- b) *Receives the presentation of the Cambridge Town Hall Community Trust, and the annual Statement of Intent 2024-25.*

4 BACKGROUND – KŌRERO WHAIMĀRAMA

Council, in 2021 consulted with the community on a proposal for the formation of a community trust to lease and manage the hall and drive the facility improvements.

The Cambridge Town Hall Community Trust was established with a brief to 'activate' the Cambridge Town Hall and a Lease and Services Agreement agreed upon. An associated operating funding support package has also been consulted on by way of the development of the Long-Term Plan 2021-31 and more recently as part of the development of the Annual Plan 2023/24.

The intention of the parties is that the Agreement operates successfully until expiry on 30 June 2042 and that it be renewed for a further period of 13 years.

The current draft Enhanced Annual Plan 2024-2025 provides a budget for operational matters, although the Trust is strongly of the view that this is not sufficient and they have submitted on the Annual Plan to that effect. They will likely also speak to this matter in this update.

This investment recognised the Cambridge Town Hall was tired and as a result under-utilised by the community. The intent being to provide capacity to allow the Trust to make a significant 'lift' in the facility.

The Agreement provides for Council to provide an annual amount described as a “Renewal Fund” towards capital asset renewal works and a “Capital Works Grant” to fund capital improvement planning and project delivery. The appropriate level of funding via those grants is to be informed by an Asset Management Plan (AMP) for the facility.

It is noted that the Trust, as a stand-alone and charitable entity, is well-placed to supplement its Council-provided capital funding with other fund-raising initiatives. Council officers will work closely with the Trust to encourage such initiatives; however, it is anticipated that such initiatives are more likely to be successful for later capital investment, supported by the proposed master plan.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8, and have assessed that the matters in this report have a low level of significance. The formation of the Trust, and its role in the operation, maintenance and development of the Cambridge Town Hall, was determined through a special consultative procedure.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Not receive the Annual Statement of Intent 2024-25	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> The obligation made with the Trust by way of the Agreement is not met and the planning framework is frustrated.
Option 2: Receive the Annual Statement of Intent 2024-25	<ul style="list-style-type: none"> The intent of the planning framework as set out in the Agreement is satisfied and the process for confirming the Annual Statement of Intent 2024-25 is put into effect. 	<ul style="list-style-type: none"> None

The recommended option is Option 2. This will ensure that the Trust is appropriately funded to deliver on Council’s request that it ‘activate’ the Cambridge Town Hall.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Legal and Policy Considerations – Whaiwhakaaro ā-Ture

Staff confirm that Option 2 complies with Council’s legal and policy requirements.

Financial Considerations – Whaiwhakaaro ā-Pūtea

The 2024-25 Annual Statement of Intent identifies the need for a WDC Operational fund of five hundred and two thousand, nine hundred and ninety-nine dollars, (\$502,999) and the draft Enhanced Annual Plan indicates an Operational Grant to the CTHCT of four hundred thousand dollars (\$400,000).

Risks - Tūraru

There is one significant risk associated with the decisions required for this matter.

Risk Description	Current Residual Risk Rating	Current Treatments	Planned Additional Treatments
WDC operational grant commitment for 2024-25	High	CTHCT was able to carry forward operational savings from 2022/23 to the 2023/24 financial year which helped with operational shortfall. The Trust has been asked if they have the means to do similar this year.	Through deliberation and adoption of the Enhanced Annual Plan 2024-25 there may be an opportunity to meet the funding shortfall.

Iwi and Mana Whenua Considerations - Whaiwhakaaro ki ngā Iwi me ngā Mana Whenua

The Cambridge Town Hall Community Trust Chair and General Manager will inform the Committee of Iwi and Mana Whenua consultation completed during their presentation.

8 NEXT ACTIONS

Action	Responsibility	By When
Continued collaborative working with the Trust to confirm the CTHCT Statement of Intent 2024-25	Manager Property Services / Group Manager Business Support	30 June 2024

9 APPENDIX - ĀPITITANGA

No:	Appendix Title
1	CTHCT Statement of Intent 2024-25 (ECM number 11221654)



David Varcoe
MANAGER PROPERTY SERVICES



Ken Morris
**DEPUTY CHIEF EXECUTIVE /
 GROUP MANAGER BUSINESS SUPPORT**

APPENDIX 1

CTHCT Statement of Intent 2024-25 (ECM number 11221654)

CAMBRIDGE
TOWN
HALL

WHARE
TAPERE OO
TE OKO HOROI

Cambridge Town Hall Community Trust

2024/25 STATEMENT OF INTENT





TABLE OF CONTENTS

TABLE OF CONTENTS	2
ABBREVIATIONS	2
INTRODUCTION	3
VISION STATEMENT	3
STRATEGIC VISION	4
GOVERNANCE	4
OBJECTIVES	4
NATURE AND SERVICE SPECIFICATIONS	5
Management of premise	5
Customer feedback	5
Marketing and promotion	5
Sustainability	6
Core maintenance obligations	6
Asset management - maintenance, renewals, and improvements	6
Asset register	7
Events and activities	7
FINANCIAL	7
PERFORMANCE TARGETS	8
APPENDIX	11
Property and Purchases	11

ABBREVIATIONS

CTHCT	Cambridge Town Hall Community Trust
CTH	Cambridge Town Hall
WDC	Waipā District Council
SOI	Statement of Intent
L&S	Lease and Service Agreement
24/25 FY	The Financial Year – 1 July '24 until 30 June '25



INTRODUCTION

This is the second Statement of Intent (SOI) prepared by the Cambridge Town Hall Community Trust (CTHCT) in accordance with the Lease and Services Agreement (L&S) with Waipā District Council (WDC), 2022.

The Statement of Intent (SOI) details the plans and priorities for activities and expenses related to the premises and services provided by the CTHCT. It outlines the targets set by the CTHCT to measure the performance of the CTH.

The SOI will be in effect for the financial year starting on July 1, 2024, and ending on June 30, 2025. The SOI undergoes an annual review with WDC. While WDC remains the owner of the CTH, the CTHCT is responsible for managing the daily operations and outlining the agreed-upon strategic vision for both the operation and capital expenditure moving forward.

This SOI produced by the CTHCT is to be read alongside the CTHCT Strategic Vision 2024-2034.

VISION STATEMENT

Our Vision

Relevant – Vibrant – Connected

Our Mission

To breathe life into Cambridge Town Hall and its environs by providing a thriving facility in the heart of the community.

Our principles:

We honour the legacy of Cambridge Town Hall and its unique location.

We want the Cambridge Town Hall...

- *To be at the heart of an evolving community*
- *To draw people together for celebration, entertainment, safety, remembrance, mourning and solace.*
- *To be a place to learn, to share and to showcase people's creativity.*

As a Trust...

- *We acknowledge the place of mana whenua in our work.*
- *We are enterprising, innovative, responsive and creative.*
- *We are excellent stewards, financially responsible and accountable for this public resource.*
- *We partner with many people and groups so that our Town Hall is for everybody.*



STRATEGIC VISION

The Strategic Vision sets out the following three principles.



GOVERNANCE

The Trustees are responsible for the strategic direction and control of CTH's activities, services, and management.

The CTHCT guides and monitors the planning and delivery of the objectives and services as set out in the L&S and partners with the WDC to achieve the best outcomes through continued transitional planning.

Although the Trustees are responsible for overseeing that the CTHCT fulfils its objectives and meets the requirements of the SOI, they also serve as an operational board. The situation is subject to change, as new staff will be recruited during the upcoming financial year to comply with the service specifications and reduce the workload of the Trustees over time.

OBJECTIVES

Objectives set out by the Lease and Services agreement with the WDC are as follows:

- To promote, manage, and operate CTH for Waipā residents and visitors.



- To ensure the CTH is a venue that provides opportunities for community, civic, arts and other gatherings to be offered in Cambridge.
- Engaging with the community to identify community, civic, arts, and other activities that would be welcomed by the community and enabled through the CTH.
- To preserve and nurture the heritage of the CTH.
- To develop a financially sustainable model for the operation of the CTH.

NATURE AND SERVICE SPECIFICATIONS

The CTHCT must adhere to seven Service Specifications established by the L&S in conjunction with WDC.

- Management of premise
- Customer feedback
- Marketing and promotion
- Sustainability
- Core maintenance obligations
- Asset management - maintenance, renewals and improvements
- Asset register

In addition to the above, the CTHCT, as set out in its Trust Deed, is also making an active contribution to the events and activities delivered in and around the CTH.

Management of premise

The premises include the main hall, Victorian room, Edwardian room, kitchen, and outside piazza. The successful management and improvement of these spaces are important to the ongoing viability of the hall and its hirers.

In managing the premises, CTHCT will provide the community with an all-weather venue to use for events, performances, workshops, life celebrations, and meetings.

The 24/25 financial year will also see the refurbishment of multiple spaces. Inevitably, there will be challenges in the management of the premises while construction takes place so careful communication and administration of hirers requirements will be required.

Customer feedback

The 24/25 FY year will see continued customer feedback and reporting which will continue to provide data for any improvements going forward.

Marketing and promotion

The CTHCT will continue to market and promote the building and its increasing capacity/functionality.



As there are exciting renovations taking place within the hall, the CTHCT will need to carefully schedule events and manage their delivery, but also positively share the progress of this work with the community.

Sustainability

The CTHCT is committed to ensuring restoration and activation works are forward-thinking and sustainable. This includes the reduction of single-use items at events, such as plastic plates and cups, and instead offering reusable options for customers.

Continue to provide a waste minimisation scheme, including recycling and waste disposal.

The designs for the 'Masterplan' will consider green options that will benefit the building and the environment

Core maintenance obligations

Ensure the ongoing upkeep and preservation of the CTH facility. This includes safety checks for the venue to ensure it meets its Building Warrant of Fitness on time.

Carry out routine inspections of the building, including the electrical and plumbing services.

Ensure proper cleaning and sanitation of all areas, including restrooms, common spaces, and event venues, to maintain a safe and welcoming environment for all visitors.

Asset management - maintenance, renewals, and improvements

The 24/25 FY will see significant improvements to the building. This work, started within the previous financial year, plans to refurbish the Edwardian and Victorian rooms and install a new commercial kitchen. Additionally, the stage and auditorium will receive upgrades to assist with the future activation of the CTH.

The refurbishment of the Victorian room will enable the space to be more self-sufficient for medium-sized events. This will include a bar area, a modern kitchenette, and increased toilets for this room. Additionally, the refurbishment will act to preserve the heritage ceiling in the space and increase the weathertightness of the building.

These changes will not only enable the Victorian room to function independently from the rest of the building but also increasingly service the main hall by providing a function foyer space and meeting point.

The Edwardian room will be modernised, and the commercial kitchen will increase the functionality of the hall. As the kitchen may move in the future, a flexible design has been requested.

New HVAC in both the Edwardian and Victorian rooms will increase the comfort level of those spaces, as desired by our customers. It is also intended to upgrade the HVAC in the main hall, specifically to provide a cooling option, and increase the insulation over the stage. This will increase the hall's ability to maintain a constant temperature for hirers, exhibitors, and performers.



General upgrades will include signage, roof repairs, security, lighting, and general improvements to spaces throughout the hall.

We will continue to enhance our performance and business packages with onsite equipment for hospitality/hosting. The next items will include stage lighting and improved sound equipment, curtains, screens and projectors for our business package, new tables, stage risers and further items to complete our kitchen supplies for hirers events. We will maintain a register of this equipment and carry out any repairs as necessary to ensure we can provide an ever-increasing level of service.

Asset register

We will continue to enhance our performance and business packages with onsite equipment for hospitality/hosting. The CTHCT will maintain a register of this equipment and carry out any repairs as necessary to ensure we can provide an ever-increasing level of service.

Events and activities

The CTHCT will continue to programme broad range of new and exciting events, targeted to local, regional, and national audiences.

The CTHCT will continue to partner with local and national institutions, wherever possible, to deliver events that have a broad and encompassing reach.

As we undergo refurbishments, meticulous planning will be essential, along with heightened safety measures to safeguard the well-being of visitors and event organisers at the CTH. We will collaborate closely with organisers to facilitate the smooth execution of their events during this period, offering expert guidance to maximize their success.

FINANCIAL

The CTHCH seeks to draw on the agreed support of the WDC for its operating costs. The operation budget is shown in the table below:

CTHCT Operation Budget 23/24	Total
Estimated Income	
WDC Operational Fund	\$502,999
Hire of the venue	\$52,000
Donations/sponsorship	\$24,000
Event Income	\$51,000
Total Income	\$629,999
Expenses	
Administration and office management	\$86,226
Maintenance, operations building, rubbish and recycling and electrical services	\$82,652
Salaries, contractors/consultants, recruitment, legal fees, H&S plus specialist services	\$393,488
Events, fundraising, marketing, and activation	\$67,633
Total Expenses	\$629,999



PERFORMANCE TARGETS

The below section sets out the KPIs for the 2024/25 financial year.

The document outlines the actions and goals for this period based on the CTHCT Strategy 2024-2034 KPIs and Service Specification targets.

OPERATIONAL PERFORMANCE TARGETS

The below table below set out a series of KPI's, grouped into two streams. The first are a set of KPI's that are specific to this SOI and the current position of the CTHCT, and the second, are set to that correlate directly with the seven 'Service Specifications' within the L&S agreement with the WDC.

Key performance indicators for the Statement of Intent 2024/25 are set out in the table below.

Key Performance Indicators	24/25 FY <i>(When a % or target number is not provided, the target is achieved or not achieved)</i>
Event diversity – Maintain the number of bookings, range of bookings and geographical reach from year-to-year	Maintain two new regional partnerships to deliver public events Maintain two national partnerships Manage an online booking process through the CTH website, with 90% of initial enquiries replied to within 24 hours (Monday – Friday) Maintain the hall utilisation (% of days used per year) compared to the 23/24 FY Deliver event diversity across the year, by presenting, partnering or hosting; Life Events (minimum 12); performance and/or exhibitions (minimum 18); corporate hires (minimum 12); tangata whenua event (minimum 3) and; community/civic events (12); educational (4)
Customer satisfaction/net promotor score (collected from every hirer, measured annually)	Provide an opportunity for feedback through a post booking survey immediately after an event/activity is completed Achieve a 65%+ satisfaction score from hirers Provide an opportunity for mana whenua host an annual waananga for the hapori Calculate the net promoter score from bookings over the 2024/25 financial year and maintain a score of 50



Waste reduction and increasing recycling rates.	Provide on-site recycling and waste disposal process Promote and implement waste minimisation initiatives, such as reducing single-use items in the hall
Meet budgeted income targets	Maintain revenue compared to previous FY from hirers/rental >\$24000 in philanthropic support (donations and sponsorship)
Progress capital works programme	Complete a draft costed Masterplan by June 2025 By June 2025, stage one renovations will be completed, including; <ul style="list-style-type: none"> • Complete the renovations of the Victorian and Edwardian room • Install a new commercial kitchen • To scope, and within budget Carry out ongoing engagement process with mana whenua specifically focussed on the masterplan Meet regularly with the WDC to consult and inform plans going forward

Key Performance Indicators to meet the Service Specifications of the L&S with the WDC are set out in the below table.

Key Performance Indicators	<i>(When a % or target number is not provided, the target is achieved or not achieved)</i>
Managing the premises	Maintain an up-to-date Building Warrant of Fitness Manage the bookings, H&S, communications and events during the restoration, ensuring customers are informed and updated of the scheduled refurbishment
Customer feedback	Provide an opportunity for feedback through a post booking survey immediately after an event/activity is completed
Marketing and promotion	> six editorials and or promotion of the venue and events at the CTH
Sustainability	Provide on-site recycling and waste disposal process Promote and implement waste minimisation initiatives, such as reducing individual use items in the hall



Core Maintenance Obligations	<p>Monitor the maintenance plan so the building remains functional and available to hire</p> <p>Maintain an up-to-date Building Warrant of Fitness</p>
Asset Management - Maintenance, Renewals and Improvements	<p>Contract and manage maintenance contractors for the general maintenance and upkeep of the building, to ensure the building meets its Building Warrant of Fitness and remains open for hirers.</p> <p>Install upgrades to the venue security as part of the refurbishment</p>
Asset Register	Updated and maintained asset register
Events and Activities	Maintain the utilisation rate based on the previous FY

Note: KPI's are monitored and reported on monthly at the CTHCT Board meeting. A status on progress and concerns is noted against each KPI so the Board has continual oversight.



APPENDIX

Property and Purchases

The below table identifies the area of expenditure for the coming 2024/25 financial year. The CTHCT has worked on the sequencing of capital works, so the immediate renovations and restorations both complement and lead to the proposed masterplan, outlined in the CTHCT Strategy 2024 - 2034.

The funds for the below have already been allocated to the CTHCT and are already being deployed in the 23/24 Financial year, through our appointed Project Management group, OCTA and DPA architects who are progressing the immediate capital programme. The 24/25 FY continues this important work to completion.

It is important to acknowledge that there are certain unknowns inherent in the renovation project, given the heritage nature of the building. Ongoing commissioned reports and scanning of the building will guide each subsequent step of the renovation process. Additionally, as work commences, the possibility of encountering unforeseen issues or risks has been addressed in discussions with our project managers and architects. These discussions occur regularly with the Trust's Facilities and Development Sub-committee and General Manager on a fortnightly basis.

The project must adhere to its budgetary constraints. Consequently, a hierarchy of tasks is consistently reviewed and monitored. Should an unforeseen cost arise that necessitates rectification, options such as utilizing contingency funds or reallocating within budget lines are discussed.

Overall, maintaining fiscal responsibility while ensuring the successful execution of the renovation project remains a top priority.

Description	Indicative Amount
Performance Package	\$452,800
Specialist Reports	\$35,000
Consultant Engagement - Stage 1 & Pre-Design	\$195,200
Roofing Repairs	\$140,000
Auditorium (HVAC, General Upgrades)	\$333,260
Stage	\$105,000
Victorian Room	\$390,860
Edwardian Room	\$378,020
Commercial Kitchen (Edwardian Room)	\$200,000
General Upgrades	\$310,000
Contingency	\$417,468
Consultant Engagement – Concept Stage 2 and Preliminary only	\$405,800
Consent Fees	\$40,000
Total	\$3,403,408

COMMITTEE REPORT



INFORMATION ONLY

To: The Chairperson and Members of the Finance and Corporate Committee

From: Financial Accountant

Subject: **Financial Report for the Period Ended 30 April 2024**

Meeting Date: 14 May 2024

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The financial position for the period ended 30 April 2024 is detailed in Section 3 and the attached report.

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee receive the report of Nada Milne, Financial Accountant, titled 'Financial Report for the period ended 30 April 2024' (ECM number 11221539).

3 COMMENTARY - KŌRERO

FINANCIAL RESULTS FOR APRIL 2024

Total income is currently at 75 per cent of full year forecast and operating expenditure is at 82 per cent.

Development and reserve contributions of \$7.2 million have been received to date, which is 41 per cent of the forecast.

Subsidies and Grants are at 76 per cent of the current budget.

The table below summarises the operating revenue and expenditure for each significant activity:

Significant Activity	Operating Revenue			Operating Expenditure		
	Actuals '000	Forecast '000	Forecast %	Actuals '000	Forecast '000	Forecast %
Year to Date						
Governance	66	60	110%	8,127	11,240	72%
Planning & Regulatory	4,575	6,026	76%	10,247	12,301	83%
Community Services & Facilities	8,546	15,675	55%	32,696	36,241	90%
Transportation	15,828	18,145	87%	23,151	28,306	82%
Stormwater	56	37	151%	5,538	7,185	77%
Wastewater Treatment & Disposal	1,136	1,440	79%	11,952	15,889	75%
Water Treatment & Supply	12,203	14,346	85%	15,514	17,594	88%
Support Services	799	558	143%	15,975	21,750	73%

Overall, the gross revenue from Significant Activities is at 77% of the forecast.

Overall, the gross expenditure from Significant Activities is 83% of forecast. Most of the activity expenditure results are generally slightly below or above the anticipated 83% of forecast due with slight differences in Community Services & Facilities and Water Treatment & Supply due to timing of expenditure.

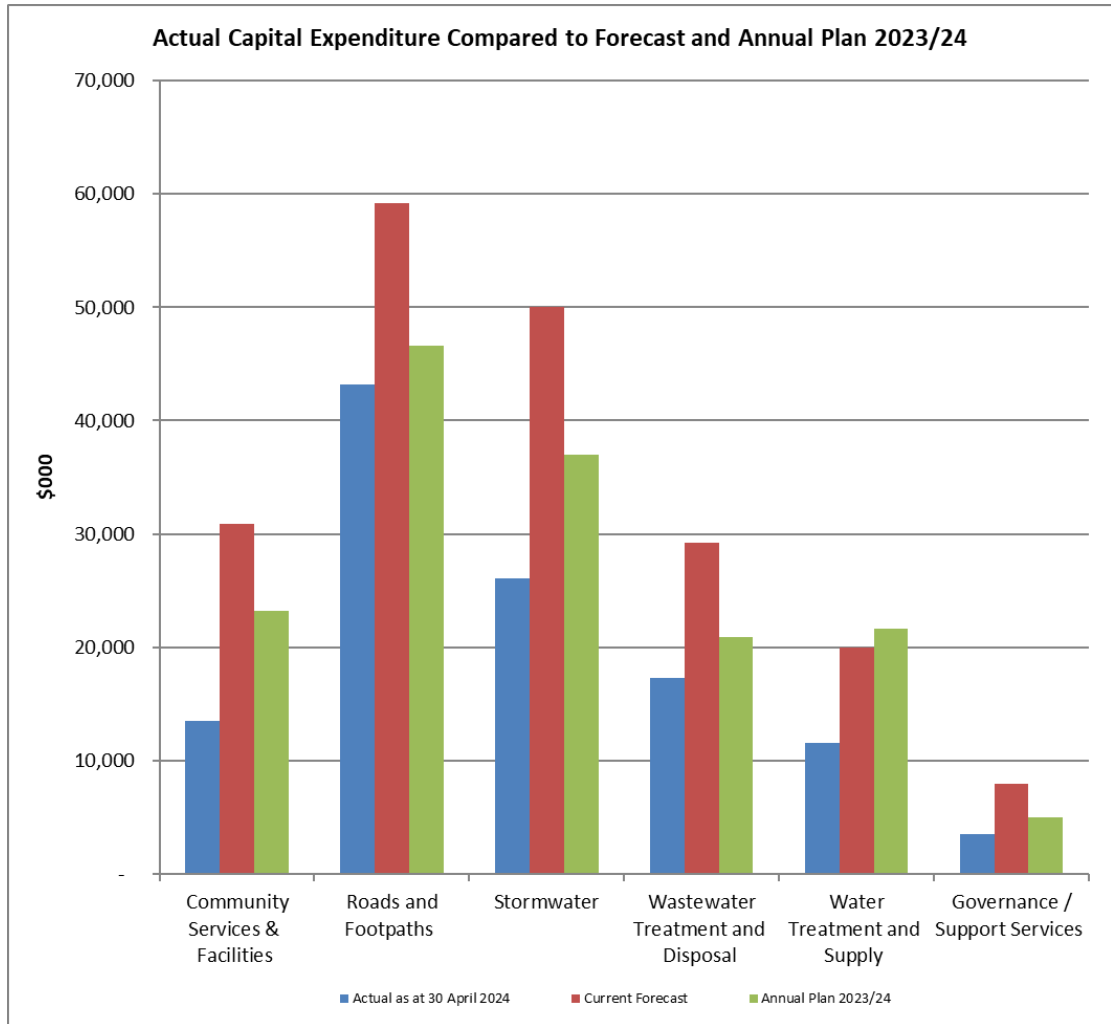
CAPITAL EXPENDITURE

Capital expenditure to date is \$115.2 million which is 58% per cent of forecast.

A total of \$57.3 million was carried forward from the 2022/23 year to the current year to complete the 2022/23 contracts. Other capital adjustments totalling a decrease of \$14.2 million were included in previous reports.

There has been no capital adjustment this period.

The capital forecast budget totals \$198 million. The graph below summarises the capital expenditure for each significant activity.

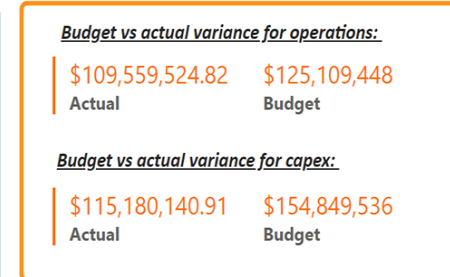
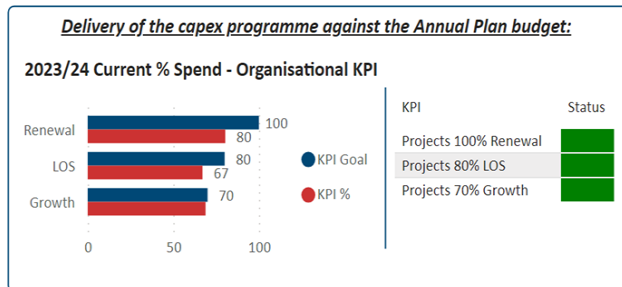
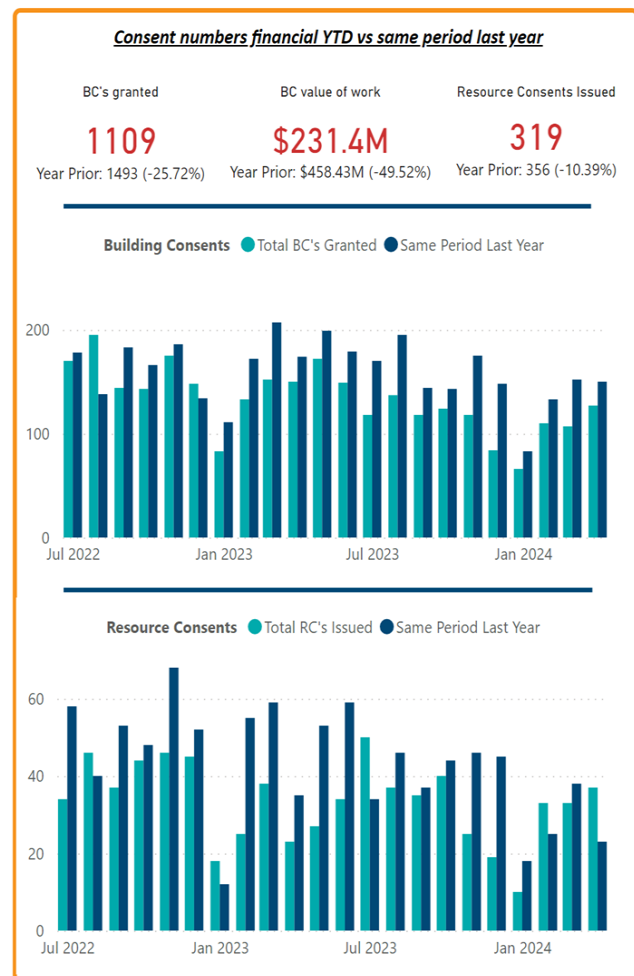


BUDGET CHANGES REQUIRING APPROVAL

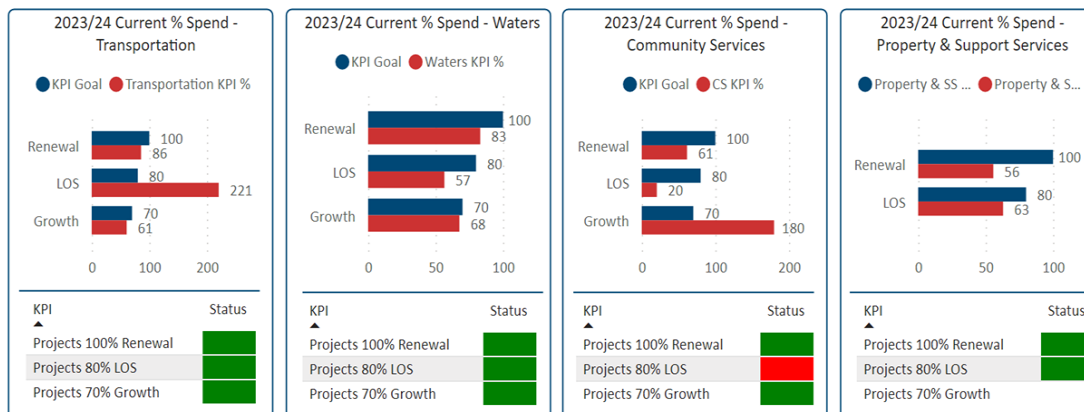
There are no budget changes requiring approval this month.

Key Risk Indicator Report

Status = Not started - On track - Off track - At risk - Complete



Delivery of the capex programme against the Annual Plan budget by Activity Area:



RATES STATUS

Rates of \$83.3 million (GST inclusive) have been set for the year. The attached report summarises the position in relation to the collection of rates. The amount outstanding from prior years is \$138,000.

There is a balance outstanding of \$16.2 million for the current year which includes the final instalment that is due for payment on the 21 May 2024.

WATER RATES STATUS

Water Rates of \$13.8 million have been invoiced for the year. The attached report summarises the position in relation to the collection of water rates.

The amount outstanding is \$2.3 million. There have been prepayments of \$200,000 leaving a total amount owing of \$2.1 million.

9 APPENDIX - ĀPITITANGA

No:	Appendix Title
1	Financial Reports for April



Nada Milne
FINANCIAL ACCOUNTANT



Reviewed by Jolanda Hechter
MANAGER FINANCE



Approved by Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

APPENDIX 1

Financial Reports for April

		2023/24	2023/24		2023/24	Budget	Budget	Budget	2022/23
		Actual	Forecast	Forecast	Full Year	Variance	Variance	Variance	YTD
	Notes	\$000	\$000	%	Budget	Carryforward	Previously	This Period	Last Year
					\$000	from 22/23	Reported	\$000	\$000
OPERATING INCOME									
Rates, excluding targeted water supply rates	1	59,449	71,247	83%	70,112	-	1,135	-	54,649
Fees, charges, and targeted rates for water supply	2	27,131	35,135	77%	48,036	-	(12,901)	-	23,318
Reserve contributions	3	679	1,804	38%	2,708	-	(904)	-	534
Development contributions	3	6,526	15,572	42%	27,216	-	(11,644)	-	3,175
Gain on revaluation of investment properties & forestry		-	450	0%	450	-	-	-	-
Vested assets		8,119	12,464	65%	12,464	-	-	-	11,057
Discovered assets		44	-	-	-	-	-	-	7,920
Dividends		85	85	100%	20	-	65	-	83
Finance income	4	796	621	128%	15	-	606	-	396
Subsidies and Grants	5	15,735	20,820	76%	11,842	-	8,978	-	9,647
Other revenue		379	482	79%	412	-	70	-	422
Total Operating Income		118,943	158,680	75%	173,275	-	(14,595)	-	111,201
OPERATING EXPENDITURE									
Employee benefit expenses	6	26,514	34,071	78%	34,834	-	(763)	-	24,116
Depreciation & amortisation	7	32,038	38,989	82%	32,437	-	6,552	-	28,003
Other expenses	8	42,449	49,461	86%	46,962	1,947	498	53	48,975
Finance costs		8,559	10,876	79%	10,876	-	-	-	4,110
Loss on revaluation		-	-	-	-	-	-	-	275
Total Operating Expenditure		109,560	133,397	82%	125,109	1,947	6,287	53	105,479
OPERATING SURPLUS		9,383	25,283	37%	48,166	(1,947)	(20,882)	(53)	5,722
Other Comprehensive Income recognised directly in Equity									
Property Plant and Equipment									
Revaluation gains/(losses) taken to equity		-	410	0%	410	-	-	-	275
Total Other Comprehensive Income for the year		-	410	0%	410	-	-	-	275
Total Comprehensive Income for the year		9,383	25,693	37%	48,576	(1,947)	(20,882)	(53)	5,997

* Any Operating surpluses generally come from non-cash items. Council budgets for a general funds cash breakeven position.

1. Increase in rates revenue of \$1.1 million due to additional growth in the district.
2. Decrease in fees and charges revenue of \$12.9 million due to a reduction in property sales of \$11.8 million due to timing of asset sales, a reduction in revenue for building fees of \$698,000 due to slower growth in the district and a reduction in revenue for resource consents of \$300,000 due to downturn in the current economic climate.
3. Decrease in Development and Reserve contributions of \$12.5 million due to growth projects being deferred to the 2024/25 years and beyond and slower recovery of development contributions than expected.
4. Increase in finance revenue of \$606,000 due to increased interest rates and higher cash balances.
5. Increase in subsidies and grants of \$9 million due to an increase in NZTA / Waka Kotahi external funding of \$6.6 million for the Cambridge Pathway and the Te Ara Rimu Kihikihi Pathway, an increase in external funding of \$1.5 million for Te Ara Wai Better Off Funding and an increase in external funding of \$1 million for the C1, C2 and C3 neighbourhood park development.

7. Increase in depreciation due to higher than anticipated asset values from the revaluations completed in June 2023.
8. Increase in other expenses of \$2.5 million due to unspent balances carried forward of \$1.9 million. This includes the unspent balances for Community Board grants, District Promotion Fund grants and District Wide Spatial Plan. An increase in budget for Houchen Road detention pond of \$1.6 million for demolition of pond A, an increase in operating expenditure for recycling costs of \$600,000 and an increase in expenditure for management services for Mighty River Domain of \$282,000 as per council resolution. Offset by a decrease in budget for Lake Te Ko Utu of \$975,000 due to project delayed to the next Long Term Plan cycle, a decrease in expenditure for Cambridge Wastewater Treatment Plant of \$475,000, a decrease in budget for Parks and Reserves erosion control and amenity enhancement of \$204,000 due to project delayed to the next Long Term Plan cycle and a decrease in budget for Memorial Park of \$200,000 due to project delayed to the Long Term Plan cycle.

**STATEMENT OF COST OF SERVICES
FOR THE PERIOD ENDED 30 April 2024**

	2023/24		2023/24		2023/24		Budget	Budget	Budget	2022/23
	Full Year		Full Year		Full Year		Variance	Variance	Variance	YTD
	Actual	Forecast	Forecast	Budget	Carryforward	Previously	This Period	Last Year		
	\$000	\$000	%	\$000	from 22/23	Reported	\$000	\$000	\$000	
Revenue										
Governance & Strategic Direction	66	60	110%	60	-	-	-	-	-	51
Planning and Regulatory	4,575	6,026	76%	7,270	-	(1,245)	-	-	-	5,071
Community Services and Facilities	7,128	14,031	51%	23,328	-	(9,297)	-	-	-	4,409
Forestry	233	233	100%	-	-	233	-	-	-	-
Pensioner Housing & Own Your Own Housing	1,185	1,411	84%	1,411	-	-	-	-	-	1,130
Roads and Footpaths	15,828	18,145	87%	11,780	-	6,365	-	-	-	9,607
Stormwater	56	37	151%	16	-	21	-	-	-	11
Wastewater Treatment and Disposal	1,136	1,440	79%	1,370	-	70	-	-	-	1,061
Water Treatment and Supply	12,203	14,346	85%	14,346	-	-	-	-	-	11,055
Support Services	799	558	143%	558	-	-	-	-	-	490
GROSS REVENUE	43,209	56,287	77%	60,139	-	(3,853)	-	-	-	32,885
Less Internal Charges	(15,951)	(19,471)	82%	(19,471)	-	-	-	-	-	(13,619)
NET INCOME	27,258	36,816	74%	40,668	-	(3,853)	-	-	-	19,266
Expenditure										
Council & Committees	2,905	3,892	75%	3,904	6	(19)	-	-	-	2,628
Cambridge Community Board	247	285	87%	276	-	10	-	-	-	220
Te Awamutu Community Board	215	258	83%	249	-	10	-	-	-	183
Elections	-	5	0%	5	-	-	-	-	-	215
Community Grants	681	884	77%	706	178	-	-	-	-	803
Strategic Planning	2,008	3,131	64%	2,677	550	(95)	-	-	-	2,042
Community Relationships	2,071	2,785	74%	2,702	-	83	-	-	-	2,263
Resource Management	3,540	4,353	81%	4,573	114	(334)	-	-	-	3,481
Building Control	3,635	3,957	92%	4,355	-	(399)	-	-	-	3,250
Environmental Health	1,298	1,630	80%	1,540	-	90	-	-	-	1,098
Animal Control	869	1,106	79%	1,130	-	(23)	-	-	-	806
Development Engineering	905	1,255	72%	1,375	-	(120)	-	-	-	861
Parks and Reserves	7,701	9,580	80%	10,313	742	(1,475)	-	-	-	6,585
Karapiro Domain	1,903	2,360	81%	2,022	-	338	-	-	-	1,455
District Museums	1,408	1,516	93%	1,508	53	(45)	-	-	-	1,095
District Libraries	2,196	2,513	87%	2,529	-	(16)	-	-	-	1,847
District Pool Te Awamutu / Events Centre	2,380	2,551	93%	2,551	-	-	-	-	-	2,383
District Pool Cambridge	3,290	3,579	92%	3,579	-	-	-	-	-	3,050
Halls	1,060	1,094	97%	1,094	-	-	-	-	-	711
Heritage	603	822	73%	527	305	(10)	-	-	-	255
Cemeteries	391	584	67%	595	-	(11)	-	-	-	432
Public Toilets	846	903	94%	818	-	85	-	-	-	718
Properties	4,101	3,417	120%	3,259	-	158	-	-	-	2,598
Pensioner Housing & Own Your Own Housing	2,108	2,420	87%	2,420	-	-	-	-	-	2,010
Forestry	114	420	27%	420	-	-	-	-	-	132
Rural Fire/Civil Defence	349	404	86%	401	-	2	-	-	-	305
Waste Management	4,246	4,078	104%	3,433	-	645	-	-	-	2,574
Roads & Footpaths	23,151	28,306	82%	25,076	-	3,230	-	-	-	26,214
Stormwater	5,538	7,185	77%	4,985	-	2,199	-	-	-	5,267
Wastewater Treatment and Disposal	11,952	15,889	75%	16,078	-	(188)	-	-	-	14,157
Water Treatment and Supply	15,514	17,594	88%	15,494	-	2,099	-	-	-	12,848
Support Services	15,975	21,750	73%	21,595	-	102	-	-	-	14,945
GROSS EXPENDITURE	123,200	150,506	82%	142,189	1,948	6,316	53	53	53	117,431
Less Internal Charges	(15,951)	(19,141)	83%	(19,471)	-	329	-	-	-	(13,619)
Less rates charged to Council properties	(1,253)	(1,672)	75%	(1,517)	-	(155)	-	-	-	(744)
NET EXPENDITURE	105,996	129,693	82%	121,201	1,948	6,490	53	53	53	103,068

**STATEMENT OF CAPITAL EXPENDITURE
FOR THE PERIOD ENDING 30 April 2024**

	Actual	Full Year Forecast	Forecast	Full Year Budget	Budget Variance Carryforward from 22/23	Budget Variance Previously Reported	Budget Variance This Period	YTD Last Year
	\$000	\$000	%	\$000	\$000	\$000	\$000	\$000
Water treatment and supply	11,547	19,952	58%	21,679	4,175	(5,901)	-	10,703
Waste water	17,326	29,244	59%	20,869	7,184	1,191	-	11,960
Transportation	43,224	59,230	73%	46,565	15,210	(2,545)	-	26,027
Stormwater	26,101	49,987	52%	36,992	19,170	(6,175)	-	16,304
Community Services & Facilities	13,496	30,892	44%	23,225	7,847	(180)	-	22,579
Support services	3,485	7,968	44%	5,020	3,495	(547)	-	1,959
Planning & Regulatory	3	694	0%	500	194	-	-	51
	115,182	197,967	58%	154,850	57,275	(14,157)	-	89,583
Vested Assets (included above)								
					Carryforward from 22/23	Previously Reported	This Period	
Water treatment and supply	1,133	2,900	39%	2,900	-	-	-	2,066
Waste water	1,630	1,925	85%	1,925	-	-	-	2,193
Roads and Footpaths	7,585	4,649	163%	4,649	-	-	-	2,582
Stormwater	2,672	2,990	89%	2,990	-	-	-	4,208
	13,032	12,464	105%	12,464	-	-	-	11,049
Totals excluding Vested								
					Carryforward from 22/23	Previously Reported	This Period	
Water treatment and supply	10,414	17,052	61%	18,779	4,175	(5,901)	-	8,637
Waste water	15,696	27,319	57%	18,944	7,184	1,191	-	9,767
Roads and Footpaths	35,639	54,581	65%	41,916	15,210	(2,545)	-	23,445
Stormwater	23,429	46,997	50%	34,002	19,170	(6,175)	-	12,096
Community Services & Facilities	13,496	30,892	44%	23,225	7,847	(180)	-	22,579
Support services	3,485	7,968	44%	5,020	3,495	(547)	-	1,959
Planning & Regulatory	3	694	0%	500	194	-	-	51
	102,162	185,503	55%	142,386	57,275	(14,157)	-	78,534

RATES REPORT			
	Notes	April 2024 \$000	April 2023 \$000
Arrears from prior years			
Opening balance		800	535
Add penalties		15	10
Less receipts	1	(677)	(469)
Total owing from prior years		138	76
Percentage collected		83%	86%
Rates for 2023/24			
Rates instalment	2	83,391	76,346
Add penalties		388	114
Less remissions		(220)	(628)
Less receipts	1	(67,383)	(61,311)
Total owing		16,176	14,520
Percentage collected		81%	81%
Summary of rates for the year			
Arrears from prior years		138	76
Rates for 2023/24		16,176	14,520
Prepayments for future rating periods	1	(383)	(15)
Instalments not yet due	2	-	-
Total		15,932	14,582
Notes:			
1) Receipts have been split across the different rating years			
2) 4 instalments charged			

WATER RATES STATUS REPORT			
	Notes	April 2024 \$000	April 2023 \$000
Water Rates for 2023/2024			
Balance B/Fwd from 2022/2023 year		788	661
Total Invoiced	1	13,845	11,953
Add penalties		70	22
Less remissions & adjustments		(31)	(11)
Less receipts		(12,332)	(11,294)
Total owing from current year	2	2,340	1,331
Percentage collected		84%	89%
Summary of rates for the year			
Water Rates for 2023/2024		2,340	1,331
Prepayments	1	(200)	(195)
Total Owing		\$ 2,139	1,135
Notes:			
1) Number of quarters invoiced are as follows:			
Te Awamutu, Kihikihi, & Pirongia - 4th quarter invoiced			
Pukerimu/Ohaupo - 3rd quarter invoiced			
Cambridge - 3rd quarter invoiced			
2) Charges not yet due		\$1,424,690	

*Total number of properties in arrears as at 30 April 2024 (includes customers on fixed direct debit arrangements) = 66

*Total number of connections as at 30 April 2024 = 17,807

COMMITTEE REPORT



INFORMATION ONLY

To: The Chairperson and Members of the Finance and Corporate Committee
From: Manager Property Services
Subject: **Quarterly Property Services Report for 1 January 2024 to 31 March 2024**
Meeting Date: 14 May 2024

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

The purpose of this report is to provide the Committee with a quarterly update on the Property Services and Property Projects activities. This report is provided for information purposes and does not require any decision-making on the part of the Elected Members.

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee receives the report of David Varcoe, Manager Property Services, titled 'Quarterly Property Services Report for 1 January 2024 to 31 March 2024' (ECM number 11198724)

3 COMMENTARY – KŌRERO

3.1 FINANCIAL UPDATE

INCOME & EXPENDITURE SUMMARY				
FOR THE PERIOD ENDING 31 March 2024				
LTP Activity	Budget FY	Forecast FY	Actual YTD	Complete
Income				
Forestry	-	232,972	232,972	100%
Properties - Commercial	16,000,516	4,180,842	2,610,815	62%
Karapiro Domain	765,520	765,520	835,043	109%
Housing	1,939,907	1,939,907	1,363,162	70%
Community Properties	115,416	115,416	124,915	108%
Non Core Commercial Prop	46,987	46,987	14,779	31%
Property Commercial General	-	-	10,000	0%
Karapiro Reserve Development	42,160	-	-	0%
Halls	3,705	3,705	2,966	80%
Council Occupied Buildings	11,655	11,655	8,183	70%
	18,925,867	7,297,005	5,202,834	
Operating Expenditure				
Forestry	420,151	420,151	109,233	26%
Properties - Commercial	1,092,649	1,082,649	836,333	77%
Karapiro Domain	1,856,802	2,194,814	1,605,772	73%
Housing	2,691,143	2,791,143	2,170,548	78%
Community Properties	1,573,198	1,506,580	1,585,589	105%
Non Core Commercial Prop	258,753	253,753	248,190	98%
Property Commercial General	(0)	139,684	254,798	182%
Landfills	224,871	224,871	115,272	51%
Cambridge Gym	36,316	36,316	23,909	66%
Karapiro Reserve Development	165,031	165,031	4,366	3%
Cambridge Velodrome	27,501	27,501	18,986	69%
Halls	1,094,483	1,094,483	907,891	83%
Council Occupied Buildings	11,655	(34,484)	(5,779)	17%
	9,452,553	9,902,491	7,875,108	
Capital Expenditure				
Properties - Commercial	845,500	1,603,420	(110,940)	-7%
Karapiro Domain	623,757	244,419	120,105	49%
Housing	2,742,476	6,100,515	2,599,134	43%
Community Properties	215,626	206,876	1,349,279	652%
Property Commercial General	-	-	22,495	0%
Landfills	-	-	-	0%
Karapiro Reserve Development	42,160	-	-	0%
Halls	2,334,069	4,206,858	205,511	5%
Council Occupied Buildings	1,128,380	1,399,530	873,110	62%
	7,931,968	13,761,618	5,058,695	

REVENUE

The total year to date (YTD) revenue achieved as of 31 March is approximately 71% of forecast, which is a good outcome.

OPERATING EXPENDITURE

The total YTD operating expenditure as of 31 March is at 79% of forecast.

Project expenditures are due to be removed from Property Commercial General and reallocated to their specific projects. Once completed this will provide a clearer indication of this GL. The forestry differences relate to the replant of the harvested area which is due to take place in the winter planting months.

CAPITAL EXPENDITURE

The total YTD capital expenditure programme is 37% of the forecast. This includes \$1.1m of vested land from developers to the council.

The Halls capital expenditure relates to Cambridge Town Hall. This is in the planning stage at present with physical construction scheduled for November.

3.2 LEVELS OF SERVICE AND PERFORMANCE MEASURES

Levels of Service (LOS) identify the output from Property Services that the customer can expect to receive. The current LOS for the Property Services team are measured for Land and Buildings and Housing for the Elderly, as shown in the charts below.

The targets for the urgent requests are 2 hours, and for the non-urgent requests 2 days.

The first of these graphs shows that the two requests have been responded to and closed so quickly, the response times haven't registered.



3.3 ACTIVITY DEVELOPMENTS AND UPDATES

CAMBRIDGE

Cambridge Town Hall Community Trust (CTHCT)

Staff meet fortnightly for operational meetings with the CTHCT GM and monthly with the Chair. At present there is a draft 2024/25 Statement of Intent being worked through that will be presented to the Finance and Corporate Committee in May 2024.

Cambridge Water Tower

Drawings were prepared for the tower capping and replacement frame. These were submitted to Heritage New Zealand and approval received. Consent was obtained for the tank removal. Tenders were called; however, a decision was made to not progress the work at this stage due to tendered costs being significantly above estimate. Alternative options for strengthening the tower have been considered but are all well outside budget affordability. Council will consult with the public on this matter through the 2024-25 Enhanced Annual Plan. In the meantime, no further work is planned for this project in the current financial year.

Cambridge Clock Tower

A heritage architect was engaged, and a condition assessment of the Clock Tower made in 2021. On the architect’s recommendation, a detailed seismic assessment

(DSA) was commissioned. The DSA was received, with no structural strengthening required. Detailed design, drawings and specifications were prepared, and a contract let for the tower restoration and automation. Work was to be completed by 30 June 2024, but is tracking a couple of weeks behind programme due to shipping delays for the specialist plastering material, ex Italy, the Red Sea Houthi attacks have impacted on shipping routes and hence delivery times. That aside, good progress has been made on the tower structure – multiple, detailed tasks including cleaning of all surfaces, repair of cracks on rendering, repairs/replacement of glass clock faces, clock mechanism servicing, clock housing repairs, etc.

C1, C2, C3, C4, C8 Cambridge North and Hautapu Industrial Growth Cells

The delivery of the property acquisition programme for the above growth cells is progressing as required.

C1 Stormwater Pond

The Public Works Act compulsory acquisition process has been commenced in relation to a property on Abergeldie Way. The S18 PWA action triggered a three-month compulsory negotiation between the parties and has now progressed to a S23 PWA take.

TE AWAMUTU / KIHIKIHI

Stockade Reserve

The ‘Stockade Reserve’ is a large open space near the centre of Kihikihi. A corner of the site is utilised for some of our Council-owned waters infrastructure, while the remainder of the property has been the long-term home of the local chapter of Riding for the Disabled (RDA). Council is in the early stages of investigating the suitability of this site for much-needed medium density housing and as a possible site for the planned new Kihikihi skatepark.

PIRONGIA

Forestry

Staff are assessing opportunities for the replant of the harvested area. This is being assessed through several lenses which are a) best return to ratepayer, b) best for environment, and c) best for forest area users. There will be engagement with elected members and stakeholders before proceeding. The replant is scheduled for the winter planting period of 2024.

DISTRICT WIDE

Business Accommodation Strategy

Considerable work was put into the development of an accommodation strategy. Modelling of the various scenarios was undertaken with 12 factors used to assess the various options. The top 3 options were presented to Council, for resolution, with the resolved results included in a business case as part of the original, draft 2024-34 Long Term Plan (LTP) process.

The current draft 2024/25 Enhanced Annual Plan makes provision for seismic strengthening, roof replacement and window refurbishment at 135 Roche Street. Several museum artifacts and taonga are currently being stored at 135 Roche Street due to the leased 55 Rickit Road building not achieving the required climate conditions for preservation of these important items. Also, the roof covering of 135 Roche Street is at end-of-life and therefore at risk of failure.

Due to the long lead in times required to complete the necessary design, consenting and procurement ahead of construction, the planning and design phase has commenced.

The remainder of the Business Accommodation Strategy will be guided by the outcomes of the draft 2025/34 LTP process. Further work towards this will continue in the next quarter to:

- Better understand the current and short-term demands on accommodation.
- Assess possible options to accommodate the demand.
- Lead the recommended change through the development of and implementation of a change management plan. It is likely that the recommendation will include elements associated with:
 - o Staff and team locations and connections.
 - o How flexible working arrangements are applied.
 - o Sharing of workspaces.
 - o Health, safety, and well-being impacts.

Lease Portfolio




The Property Team have continued to progress lease renewals during the period 1 January 2024 to 31 March 2024. Significant progress has continued to be made in negotiating, drafting, and finalising a number of renewals of expired leases. Three commercial leases have been completed and fully executed during the period 1 January 2024 to 31 March 2024 and five new community leases will be presented to the Finance and Corporate Committee for final approval at the start of the next quarter.

Maintenance, Renewal and Capital Projects

The following maintenance and renewal projects are in progress, in the planning stages, or have been completed during the quarter:

Project	Status	
Cambridge Clock Tower, renewal	Heritage architect has prepared detailed design, drawings and specifications. Contract let and work well advanced. Due for completion mid-July 2024.	↑
Kihikihi Town Hall, structural investigations	Draft engineering report received. Structural upgrades are currently being peer reviewed for potential future work	↑

Project	Status	
	programme to address wind-loading as the original assessment was inconclusive.	
Cambridge Water Tower, removal of the corroded metalwork and water tank	Decision made to not progress with this stage due to cost concerns. Further options considered and costed. No further work planned pending the outcome of Council's consultation on options through the draft 2024/25 EAP.	↑
Leamington Domain Skating Rink, renewal and strengthening	Assessment of options and scope of works completed. Structural condition assessment completed. Options for maintenance, demolition or replacement provided to Community Services for engagement with community and decision as part of overall development plan.	↑
90 Mahoe Street, roofing repairs and maintenance works	On hold due to development considerations for the property. Quotation received for demolition of this building	↑
Karapiro Lake Domain retaining wall	Preliminary engagement with iwi has been undertaken regarding proposed plans. A consultant has been appointed to undertake detailed design which commenced in January 2024. Indicative cost estimate to complete the project significantly exceeds budget. There are also no practical solutions to staging of work activities. Project reset is now considered the best practicable option moving forward, with bank erosion/stability to be monitored while scoping, detailed design and construction methodology is progressed and costed ahead of a new business case for inclusion in the draft 2025-34 LTP. The consultant will provide timeframes in which the work should be completed. This will guide where the project sits in the 2025-34 LTP.	↑
Facilities: 23 Wilson Street, Lighting Renewal <ul style="list-style-type: none"> • Foyer area outside Kaipaki Meeting Room • Cambridge Library – Public and office area 	Replacement of end-of-life light fittings. Installation of LED panels – 5-year fault warranty / 1 year workmanship warranty, an estimated 40% saving on power costs, broader distribution of light	☑

Project	Status	
Facilities: Kihikihi Domain Shower Block – Completion of Installations	<p>Installation of 4 x Rinnai commercial internal califonts, all housed in Ladies section.</p> <p>Decision taken to install internal califonts after external units stolen on two separate occasions.</p> <p>Security measures put in place in Ladies block.</p> <p>Sensor floodlights installed on both sides of shower block for additional security, and safety for users when accessing after dark.</p>	
101 Bank Street Roof Repairs	<p>Work has been undertaken to address roof leaks on an end-of-life roof membrane above the entranceway to 101 Bank Street. Further leaks were detected during this process indicating further areas where the roof covering, including gutters, has reached end of life – indicating accelerated deterioration since a consultant undertook an assessment in 2020. An architect been appointed to prepare remedial drawings for the work. A contractor has been appointed to commence work on a portion of this scope. The remainder of the scope will need to be completed during the 2025-34 LTP period.</p>	
Sir Don Rowlands Centre – Medical Room	<p>Work has been undertaken to identify the source of a leak from the bleachers into the medical room at the Sir Don Rowlands Centre medical room. This has been investigated by a consultant with drawings prepared. Remedial work has been completed for the leak. The interior fit-out is currently in progress.</p>	

HOUSING – RESIDENTIAL AND ELDERLY

Vaile Court - 10 Unit Development Project

Stage 2 of 10 new housing units is tracking well with work nearing completion. Construction is scheduled for completion by 30 June 2024 and is currently on track.

Whole complex



Units 1-3



Units 4-10



Dr Tod Court – Crack Remediation

A consultant has been appointed to assess cracks in the brick cladding on some of the units at Dr Tod Court and associated building and structural works. Consent has been lodged, with work scheduled to take place November/December 2024 as the scope includes some roofing work.

Waiting List

	TA	KHKH	CAMB	LEAM	ANY	2BED	
WAIPA RESIDENTS	24	2	12	11	1	2	52
NON-RESIDENTS	5	1	11	7	5	2	31
TOTAL	29	3	23	18	6	4	83

NB: Priority is given to Waipa District residents or returning residents.

Vacant – Pensioner Units	
- 9 Dallinger Court, Cambridge	New Tenant – 11 March 2024
- 11 Dr Tod Court, Cambridge	Full Renewal. New Tenant – 1 April 2024

**Full renewal includes, new kitchen, new bathroom, flooring, repainting, curtains/blinds, double glazing windows and doors, interior wall insulation*

**Partial renewal includes, flooring, curtains, repainting*

Vacant - Residential Housing	
- 1215 Rewi Street, Te Awamutu	New Tenant -27 March 2024
- 859 Maungatautari Road, Cambridge	New Tenant – 27 March 2024

DISPOSAL SNAPSHOT

<u>Address</u>	<u>Description</u>
1262 Cambridge Road, Te Awamutu	The sale of part of this property to Kainga Ora was completed in June 2023 for \$2.685M. The balance land has potential for 18 to 22 Lots. CKL are working on costings, there is substantial cut and fill required, their work is due early March 2024. We are in discussions with Kainga Ora on them using part of our land for a stormwater solution. Will provide a feasibility study for EM's to consider on-selling as either block land or on the basis we undertake the subdivision which will require a significant financial outlay.
258 Beechey Street, Pirongia	Property subdivided into two Lots. Waiting on Titles. Being marketed as from April 2024.
Te Rahu Road, Te Awamutu - Cemetery	DOC signed off on lifting reserve status (September 2023). 11 Lot potential. Waiting on costings for subdivision and will then obtain valuation. Most likely buyers are builder/developers 2 to 3 sites at a time. Report to Council once all information is available.
Sheehan Street, Kihikihi	Comprises five separate parcels of land. Two are Council reserves, one, while vested in the Council, is a Crown-derived reserve, one is endowment land with the remaining land being unformed road. The total land area, including the

Address	Description
	unformed road, is 2.325ha. Report prepared for F&C (March 2024) to begin revocation of reserve status.
2A Matos Segedin Drive	Have approached adjoining owner. Working on agreement to dispose. Reporting to F&C in March 2024.
Old School Site Mangapiko and Burns Road	Comprises 2.0391ha and located some 5km west of Te Awamutu. Reserve land. Preparing report for F&C requesting we revoke the reserve status and dispose. Investigating the history. Not Crown derived. Waiting for Disposal Report.
Taotaoroa Road Cambridge	Have gained Council approval to commence process to revoke the reserve status.
Unformed Road Sales	Ongoing. Working on a web page to speed up applications and manage enquiries more efficiently.
859 Maungatautari Road	Potential to on-sell house and surrounding land. We can create two Lots from cycleway EBL's. Investigating house and land disposal for 2024 while decisions made on balance. Loan = \$5.06M.
Grasslands Drive	Council owns land but no access until mid-2025. There is circa 4,000m ² available for subdivision – valuable land with development options i.e. multi units - Meeting with landowners to discuss early access for survey etc.
2807 Arapuni Road	February Council approved commencement of revocation process. Underway.
312 Roche Steet, Te Awamutu	Council purchased leasehold interest in 2023. February 2024 Council has now approved the sale of the freehold. On the market – received offer below valuation – work in progress.
81 Blundell Street, Te Awamutu	Subdivided into 2 lots, nearly complete. 2 x 1990's units. February 2024 Council has now approved the sale. On market now.

3.3 DOCUMENTS EXECUTED UNDER DELEGATION

The following documents have been executed under general delegation, and without the specific authority of a Council or Committee resolutions (during the period of this report):

Type of Document	Details
Licence to Occupy - Grazing	Three new horse grazing licences have been entered on the Leamington town-belt (Lamb Street/Roto-o-rangi Road) – Paddocks Half C5, C6 and C7, expiring 30 June 2025.

3.4 QUARTER 4, 2023/24 – KEY PRIORITIES

Some of the key priorities that Property Services staff are focusing on in the current quarter are:

- Monitoring the newly embedded Karapiro Domain management contract.
- Commence work on the Business Accommodation Strategy, short-term

considerations, including completion of design work on the strengthening, roof replacement and window refurbishment at 135 Roche St. for cost updating and consenting.

- Phase 2 of the TechnologyOne Enterprise Asset Management System implementation.
- Contract completion for delivery of the 2nd stage of the Vaile Court Development.
- Contract delivery of the refurbishment and automation of Cambridge Clock Tower.
- Complete scoping, final design, methodology and costing of Karapiro retaining wall project.
- Undertake Detailed Seismic Assessment of 23 Wilson Street.
- Continue to develop a WDC seismic policy to provide guidance on the methodology to be undertaken throughout the seismic assessment process.
- Continue to operationalise the contracts database tool and continue with the comprehensive review of the lease portfolio regarding renewing expired leases and documenting those subject to rights of renewal.
- Complete the work to formalise the acquisition of land for various projects.
- Continue asset disposal program.
- Progress planned maintenance and renewal projects.
- Support the delivery of any wider organisational arrangements entered into for the development of affordable housing.



David Varcoe
MANAGER PROPERTY SERVICES



Approved by Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

COMMITTEE REPORT



To: The Chairperson and Members of the Finance and Corporate Committee

From: Property Projects Specialist

Subject: **Community Group Lease - Leamington**

Meeting Date: 14 May 2024

1 PURPOSE - TAKE

The purpose of this report is to seek approval to enter into a new Community Lease with the Cambridge Community MENZSHED (CCM) for the building at 104 Carlyle Street known as the Leamington Dairy Factory, under the standard terms of our Community Leases Policy which provide for a five-year term with two five-year rights of renewal.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

Staff have been working for several months with CCM to find suitable premises for them to operate in. While the Leamington Dairy Factory is currently leased to a local contractor, leasing the property to CCM is a better use of this asset when wider community benefits are considered.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee

- a) *Receives the report of Andrew Don – Property Projects Specialist titled ‘Community Group Lease – Leamington’ [ECM number 11209415];*
- b) *Approves the proposal to enter into a community lease with the Cambridge Community MENZSHED for the building known as the ‘Leamington Dairy Factory’ and located at 104 Carlyle Street, Leamington, on land legally described as being part Allotment 68 Cambridge Town Belt, for a five-year term with two five-year rights of renewal starting at a rental of Four Hundred and Thirty Dollars (\$430) per annum plus GST, SUBJECT TO the Cambridge Community MENZSHED fundraising and contributing the estimated Twenty-Four Thousand, Three Hundred and Thirty-Four Dollar (\$24,334) excluding GST share of the costs required to bring the building to appropriate standard for the Cambridge Community MENZSHED occupation.*

- c) *Approves the proposal to spend Fifteen Thousand, Five Hundred of budgeted Council funds on repairs and maintenance works to the building.*
- d) *Delegates to the Group Manager Business Support the authority to finalise negotiations, sign such documentation, and undertake any remaining actions necessary to enable implementation of recommendations b) and c).*

4 BACKGROUND – KŌRERO WHAIMĀRAMA

104 Carlyle Street is situated on a freehold title of 0.86ha which, in addition to the Leamington Dairy Factory building, includes a recently renovated three-bedroom dwelling. The site is well developed with established trees and curtilage associated with the residence.

Staff have considered putting together a proposal to subdivide this site and then on-sell the residence with associated curtilage. However, for good reason our parks team consider the property to be part of the greenbelt and as such, are not in favour of this.

Around eight years ago a local business owner considered converting the factory building to a café. The cost of converting the building to a café was around \$900,000 and the project was not feasible. We spoke with the owners of this local business at the end of 2023, they indicated they were no longer interested in the building.

We had an enquiry in January 2024 with an individual wanting to utilise the building for a café. It is likely that this person would arrive at the same conclusion as the previous business owner on completion of their due diligence.

On 10 April 2024 another enquiry was made about redeveloping the property.

This building was constructed circa 1902 and is listed in our District Plan as a heritage item being of local importance – Category C. It is not listed with Heritage NZ. Its style is listed in our plan as being ‘agricultural’.



The property is currently leased to Schwitzer Contracting with a three-month tenure at \$1,920pa. Because this matter is now being openly discussed in public we have advised this tenant that Council staff are investigating the possibility of leasing the building to a community group.

The building has significant deferred maintenance issues including a leaking roof, rotten timber weatherboard cladding requiring new paint, and broken windows. More recently the building has been tagged/graffitied and is becoming something of an eyesore. While Council have classified the building as a heritage building it is falling into disrepair.

Council's transport manager has advised a roundabout is planned for the intersection of Carlyle and Lamb and this will require the taking of a small piece of land from the corner. This will not impact on how the property is utilised and could be noted within the proposed lease. The transport manager has also advised that the current tenant causes high wear on the adjacent road with heavy vehicles turning into the site.

Staff are seeking committee approval to enter into a new Community Lease with the Cambridge Community MENZSHED (CCM) for this older building at 104 Carlyle Street known as the Leamington Dairy Factory for a five-year term with two five-year rights of renewal.

Appended is a letter from the secretary (Myles Prebble) of CCM. This provides the club's history and their aspirations.

The community-based rent from CCM would be circa \$430pa.

Under the proposed lease, CCM would be responsible for the ongoing maintenance of the building.

To upgrade the building to standard suitable for CCM the following works have been identified and the cost estimated by a Council contractor as follows:

Description	Amount
Roof repairs	\$3,000
Roller doors	\$9,500
Bench unit	\$2,000
Flooring	\$17,713
Rubbish removal	\$1,500
Plumbing & electrical	\$2,500
Contingency 10%	\$3,621
Total Ex GST	\$39,834

Council has \$15,500 set aside for preventative maintenance works to this building. The balance, \$24,334, would need to be raised by CCM. This matter has been discussed

with CCM and they are keen to proceed on this basis. It is their intention to raise funds from local businesses and other sources.

The ongoing cost of maintaining this building properly would be around \$3,000pa which is over and above the rent currently being obtained i.e. \$1,920pa. Having this particular community group in the building, under the proposed terms, will likely result in some savings to these maintenance costs in the long term.

The property is a verified HAIL (Hazardous Activities and Industries List) site – No Sampling. We engaged a firm to undertake some testing of the property and are advised that there is no danger to human health.

There are intangible benefits associated with this proposal and these are outlined in the appended CCM letter. The concept of a MENZSHED brings many people together and this group have aspirations to engage with a wide range of people within the community.

To conclude, staff are seeking approval to enter into a new Community Lease with the Cambridge Community MENZSHED (CCM) for the building at 104 Carlyle Street known as the Leamington Dairy Factory under standard community lease conditions.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8, and have assessed that the matter in this report has a low level of significance.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Do nothing	<ul style="list-style-type: none"> ▪ No staff or other Council resources required ▪ No financial outlay requirement by Council 	<ul style="list-style-type: none"> ▪ CCM are unable to rent a building at commercial rates and are unlikely to get started unless Council can provide some type of assistance. Other Council owned properties have been considered but to date we have not been able to find a suitable property.
Option 2: Grant lease and utilise the budgeted \$15,500 for repairs and maintenance works.	<ul style="list-style-type: none"> ▪ Better use of an existing Council asset. 	<ul style="list-style-type: none"> ▪ Reduction of rent in the short term.

Option	Advantages	Disadvantages
	<ul style="list-style-type: none"> ▪ Significant contribution to from CCM to building improvements and potential to save on the cost of ongoing maintenance. ▪ This is a protected building, and this option will mitigate some of the maintenance costs. 	

The recommended option is Option Two. Staff consider this to be better use of this building. The concept of a MENZSHED brings many people together and this group aspire to engage with a wide range of people within the community.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council’s Vision and Strategic Priorities

Meets Council Vision and Strategies in terms of managing Council property for the purpose of maximising economic return and community benefit while maintaining cost transparency.

Legal and Policy Considerations – Whaiwhakaaro ā-Ture

Staff confirm that Option Two complies with Council’s legal and policy requirements.

Financial Considerations – Whaiwhakaaro ā-Pūtea

The costs have been discussed in the main body of this report.

Risks - Tūraru

There are no known significant risks associated with the decisions required for this matter.

Iwi and Mana Whenua Considerations - Whaiwhakaaro ki ngā Iwi me ngā Mana Whenua

We are unaware of any Iwi or Mana Whenua interest in this property.

8 NEXT ACTIONS

Action	Responsibility	By When
Prepare Lease	Andrew Don	1 May 2024
Engage contractor to undertake works	Andrew Don	30 May 2024

9 APPENDIX - ĀPITITANGA

No:	Appendix Title
1	Letter from Cambridge Community MENZSHED – Myles Prebble



Andrew Don
PROPERTY PROJECTS SPECIALIST



Reviewed by David Varcoe
MANAGER PROPERTY



Approved by Ken Morris
DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

APPENDIX 1

Letter from Cambridge Community MENZSHED – Myles Prebble

CAMBRIDGE COMMUNITY MENZSHED

A summary of the concept & community involvement

To: Andrew Don Waipa Council Property Division

As per our discussion the project to get the Cambridge Community MenzShed up and running is progressing well.

There was a Cambridge MenzShed until approximately 5 years ago when it was closed down for various reasons including age and infirmity of the group running it at the time.

The current Cambridge Community MenzShed has started from scratch mid-2023 and to date we have been able to hold a Community Meeting to gauge interest in revitalising the MenzShed concept in Cambridge where we signed up 38 prospective members who are keen to be involved and since that date there has been more interest shown. We expect that once we have premises as a base of operations our numbers will swell.

We held our inaugural AGM on the 18th of November at which the members voted in a Chairperson and 5 x officers to run the entity.

We are well down the track in becoming an Incorporated Society and a Registered Charity and expect that to be completed early February 2024.

We have had some very good support from The Chair of the Community Board Jo Davies-Colley and also our local Councillor Mike Petit, in our greatest challenge, which is our search for premises for the MenzShed.

We have established an excellent liaison with Andrew Don, Council's Property Manager who has been of great assistance in our search for a building to use as a base of operations for the MenzShed.

To that end Andrew has suggested that the MenzShed may be able to lease a Council owned building known as the Whitehouse, an old Heritage B listed Dairy Factory on the corner of Lamb & Carlyle Street in Leamington, which is currently in a bad state of disrepair and an eye sore for the general community.

Our members are very enthusiastic about this site, and we can see some excellent advantages for Council, the wider community and the MenzShed if we were to base our operations out of that building.

If the building was made habitable and compliant with a shell that was secure, a concrete floor, toilet and bathroom facilities and power & water connections then Cambridge Community MenzShed would be proud to fit it out to our specifications and maintain it to a high standard.

We believe that should this happen then all those with a stake/interest in it including the wider community and Council would be proud to have ownership, and not to put too finer point on it this obviously includes the preservation of a Heritage listed building.

The concept of a MenzShed brings men together in one community space to share their skills, have a laugh, seek fellowship and work on practical tasks individually (personal projects) or as a group for the shed or the community.

The sort of projects a shed tackles is entirely up to the shed concerned, however most sheds around New Zealand take on some community projects, examples of which include building playgrounds for pre-school centres, repairing toy library stock, repairing old bikes for distribution to poorer communities, building planter boxes for the main street of the local central business district, and the list goes on.

The shed is a great place for members to learn new skills. You'll see builders teaching engineers some of their skills and vice versa, and accountants being shown a plethora of skills they never had the opportunity to learn in their working life.

Some sheds have women members or have sessions catering for women who wish to acquire new skills and get involved in personal or community projects.

In Cambridge we have members who are keen to impart their skills to the younger community by way of specialised workshops run to introduce (for instance) High School Students to wood turning or small motor repair, skills that are no longer taught at school.

It's not uncommon for MenzShed operations to have a drop-in repair service for those in the community who need repairs to furniture and fittings that are not practical or cost effective for a Joinery Company or tradesman to undertake. These are undertaken on a one off small donation basis.

The Cambridge Community MenzShed is a community orientated group focussed on its members Health and Wellbeing and can only be an asset to our community.

If you need anything further from me, please do not hesitate to contact me.

Regards
Myles Prebble
Secretary
Ph 021 1650990

COMMITTEE REPORT



To: The Chairperson and Members of the Finance and Corporate Committee

From: Deputy Chief Executive / Group Manager Business Support

Subject: **Potential Gifting of Council Ute**

Meeting Date: 14 May 2024

1 PURPOSE - TAKE

The purpose of this report is to invite the Committee's consideration of potentially gifting a flat deck Ute owned by Council to the Cambridge Tree Trust.

2 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

Council is disposing of a number of its fleet Utes as part of our ongoing fleet renewal programme. We have been approached by the Cambridge Tree Trust who are looking for a flat deck Ute to support their work.

Council's vehicle policy requires us to dispose of fleet through a market process, usually auction at a vehicle auction house. In the very rare circumstances where this approach is to be departed from, approval to dispose without achieving market value requires governance approval.

3 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

That the Finance and Corporate Committee

- a) *Receives the report of Ken Morris, Deputy Chief Executive / Group Manager Business Support titled 'Potential Gifting of Council Ute' (ECM number 11213913).*
- b) *Approves the gifting of the 2011 Mitsubishi Triton Ute, registration number GAQ31, to the Cambridge Tree Trust, with the Group Manager Business Support tasked to negotiate the transfer of the recent Cambridge Community Board grant of \$2,000 to the Cambridge Tree Trust for a Ute purchase, to the fleet disposals account, to offset part of the cost of the gift.*

4 BACKGROUND – KŌRERO WHAIMĀRAMA

Council was approached by the Cambridge Tree Trust (the Trust) as long ago as October 2022, in regard to the possibility of either purchasing or being gifted a Council Ute, at the time of renewal by Council. They had identified that a flat deck four-wheel drive Ute, similar to those used by Council's parks and reserves team would be a perfect option to support their community planting and tree and plant maintenance work. The truck that they have been using is considered end of life and costing a lot in maintenance.

Since that time there has been regular dialogue between the Group Manager Business Support and the Chair of the Trust on this matter and in particular what might be coming up on the renewal programme.

We are now at the point where we are mid-way through a renewal programme of the type of vehicle the Trust is after, and therefore in the process of preparing several of these Utes for disposal through a market process using a vehicle auction house, as per our vehicle disposal policy.

The Trust has identified one of these Utes – a 2011 4WD Mitsubishi Triton Club Cab GL with 274,000 kms on the odometer – as a suitable vehicle. This vehicle has been assessed as likely to fall in the range of \$8,000 to \$11,000 at auction.

This is actually the highest kilometre and lowest-valued Ute of the cohort in the current programme, with the others in the range of 148,000 to 232,000 kilometres and \$9,500 to \$16,000 in value.

The Cambridge Tree Trust is well-recognised in the Cambridge community for its long-standing work (over 32 years) in attracting and co-ordinating considerable, dedicated volunteer effort to beautifying the town. It currently has 30 active members and has estimated that those members provide 3,032 hours of voluntary operational labour per annum, at an assessed value of \$70,212 per annum (using the minimum wage of \$23.15 per hour to determine this value).

On this basis the Trust is asking that Council consider gifting the Ute to them. In keeping their options open, and mindful that they may need to purchase, the Trust has very recently won a \$2,000 grant from the Cambridge Community Board to be used towards the purchase of a Ute, the full quantum that they had requested. The awarding of this grant reflects the value that the Community Board sees in the Trust's activity and the benefit it provides to the Cambridge community. The recommendation proposed by staff is that if the Committee approves the gifting of the Ute, this grant will be transferred into the Council Fleet account to offset the loss of what would otherwise have been proceeds of sale which are put towards fleet renewals. This will still achieve what was sought to be achieved by the Community Board grant, a contribution from the Community Board towards the obtaining of a vehicle. The Trust has confirmed they have had no other grants or donations for the purchase of a vehicle.

There is some precedent to the gifting of Council vehicles to a Community organisation in the manner proposed, where the use of a vehicle is a central component of that community organisations work in the community. Recent examples of this have been CommSafe in Te Awamutu (community patrol), and the Cambridge Urban Miners for their work across the district recycling electronic waste.

5 SIGNIFICANCE & ENGAGEMENT – KAUPAPA WHAI MANA ME NGĀ MATAPAKINGA

Staff have considered the key considerations under the Significance and Engagement Policy, in particular sections 7 and 8, and have assessed that the matter in this report has a low level of significance.

6 OPTIONS – NGĀ KŌWHIRINGA

Option	Advantages	Disadvantages
Option 1: Sell the Ute via an auction house process	<ul style="list-style-type: none"> Obtain a sale price through a genuine market process as required by our policy 	<ul style="list-style-type: none"> We miss the opportunity to support a community group that is providing great value in the community
Option 2: Gift vehicle to Cambridge Tree Trust with transfer of the \$2,000 Cambridge Community Grant into the Council's fleet account	<ul style="list-style-type: none"> Ute is well-used as an essential tool by a local community group which is doing good work in the Waipā community A \$2000 grant from the Cambridge Community Board will be transferred into the Council's fleet account to partly offset the loss of proceeds. 	<ul style="list-style-type: none"> We don't realise full value via auction

The recommended option is Option 2. The reason for this is Council is supporting the great work of a long-established local community group in a very practical way.

7 OTHER CONSIDERATIONS – HEI WHAIWHAKAARO

Council's Vision and Strategic Priorities

The Cambridge Tree Trust is a long-established and valued contributor to the well-being of our community.

Legal and Policy Considerations – Whaiwhakaaro ā-Ture

Staff confirm that Option 2 complies with Council's legal and policy requirements.

Financial Considerations – Whaiwhakaaro ā-Pūtea

These are set out in the report.

Risks - Tūraru

There are no known significant risks associated with the decisions required for this matter.

8 NEXT ACTIONS

Action	Responsibility	By When
Waipā District Council branding and accessories removed from the vehicle, WOF and registration extended for reasonable period.	Fleet team	May
Advise Cambridge Tree Trust when vehicle is available	Fleet team	May

Ken Morris

DEPUTY CHIEF EXECUTIVE / GROUP MANAGER BUSINESS SUPPORT

COMMITTEE AGENDA



To: The Chairperson and Members of the Finance and Corporate Committee

From: Governance

Subject: **RESOLUTION TO EXCLUDE THE PUBLIC**

Meeting Date: 14 May 2024

1 EXECUTIVE SUMMARY – WHAKARĀPOPOTOTANGA MATUA

A local Authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting under section 48(1) of the Local Government Official Information and Meetings Act 1987.

2 RECOMMENDATION – TŪTOHU Ā-KAIMAHI

THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of the 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 are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
12. Confirmation of Public Excluded Minutes – 16 April 2024 13. Agreement for Cycleway Easement Te Awamutu to Pirongia 14. Subdivision Proposal, Te Awamutu 15. Disposal Residential Land Kihikihi 16. Purchase of an Own Your Own Unit	<i>Good reason to withhold exists under section 7 Local Government Official Information and Meetings Act 1987</i>	<i>Section 48(1)(a)</i>

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, or Sections 6, 7 or 9 of the Official Information Act

1982, as the case may be, which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, are as follows:

Item No.	Section	Interest
12,13,14,15,16	7(2)(i)	<i>To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</i>
12,	7(2)(b)(ii)	<i>To protect information which if public would unreasonably prejudice the commercial position of the person who supplied or is the subject of the information.</i>