



AGENDA

Martinborough Community Board Monday, 22 June 2026

I hereby give notice that a Martinborough Community Board will be held on:

Date: Monday, 22 June 2026

Time: 7:00 pm

**Location: Supper Room, Waihinga Centre, Texas Street
Martinborough**

**Janice Smith
Chief Executive Officer**

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1 KARAKIA TIMATANGA – OPENING

Kia hora te marino
Kia whakapapa pounamu te moana
Hei huarahi mā tātou i te rangi nei
Aroha atu, aroha mai
Tātou i ā tātou katoa
Hui ē! Tāiki ē!

May peace be widespread
May the seas be like greenstone
A pathway for us all this day
Let us show respect for each other
For one another
Bind us all together!

2 APOLOGIES**3 CONFLICTS OF INTEREST****4 ACKNOWLEDGEMENTS AND TRIBUTES****5 PUBLIC PARTICIPATION****6 ACTIONS FROM PUBLIC PARTICIPATION****7 URGENT BUSINESS**

8 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE MARTINBOROUGH COMMUNITY BOARD MEETING HELD ON 28 APRIL 2026

Author: Siv Fjaerestad, Advisor, Community Governance

Authoriser: Janice Smith, Chief Executive Officer

File Number: N/A

RECOMMENDATIONS

1. That the minutes of the Martinborough Community Board meeting held on 28 April 2026 are confirmed as a true and correct record.

APPENDICES

Appendix 1 Minutes of the Martinborough Community Board Meeting held on 28 April 2026

**MINUTES OF SOUTH WAIRARAPA DISTRICT COUNCIL
MARTINBOROUGH COMMUNITY BOARD
HELD AT THE SUPPER ROOM, WAIHINGA CENTRE, TEXAS STREET, MARTINBOROUGH
ON TUESDAY, 28 APRIL 2026 AT 7:00 PM**

PRESENT:	Miss Mel Maynard, Cr Aidan Ellims, Mr James Brodie, Mrs Nana Boyle, Mr Ross Andrew
APOLOGIES:	Cr Archer
IN ATTENDANCE:	Shanin Brider (Community Governance Advisor), Lina McManus (Funding and Grants Advisor)
PUBLIC FORUM:	See section 5 – public participation
CONDUCT OF BUSINESS:	This meeting was held in the Supper Room, WaiHINGA Centre, Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 7pm to 8.55pm except where expressly noted.

OPEN SECTION**1 KARAKIA TIMATANGA – OPENING**

The chair gave a brief health and safety explanation and the board opened the meeting with a karakia.

2 APOLOGIES**COMMITTEE RESOLUTION MCB2026/09**

Moved: Cr A Ellims

Seconded: Mr R Andrew

That Martinborough Community Board resolved to accept apologies from Cr Archer.

CARRIED

2 CONFLICTS OF INTEREST

No interests were disclosed relating to items on the agenda or interests not already recorded on a relevant register. It was however noted the boards associations when it came to the allocation of funding which would take place within the meeting.

James Brodie is a member of the Men's Shed, volunteers for Digital Seniors and also for Social Crust.

Nana Boyle has children that attend Martinborough School.

Mel Maynard also has children that attend Martinborough School and her Aunt was presenting the application for Age Concern.

Ross Andrew is part of the Ruakokopatuna community.

3 ACKNOWLEDGEMENTS AND TRIBUTES

The board acknowledged the recent passing of Adrienne Staples. Adrienne was the Mayor of South Wairarapa District Council for many years before moving to Greater Wellington Regional Council. She was a very respected community leader who will be sadly missed across the district. Thoughts are with her whānau at this sad time.

The board also acknowledged the resignation of Shanin Brider and thanked her for the work she has done with the board to date.

4 PUBLIC PARTICIPATION

Twelve grant applicants attended the meeting to speak in support of their applications:

Peter Gunn spoke on behalf of Martinborough Men's Shed to support their application for funding of a shipping container for storage.

Rick Bryant spoke on behalf of Digital Seniors to support their application for funding of ongoing support in the community.

Corina Lawson and Richard Le Mare spoke on behalf of the Ruakokopatuna community to support their application for funding of heaters in the hall.

Jackie Wilton spoke on behalf of Age Concern to support their application for funding of social connection and falls prevention.

Liz Larkin spoke on behalf of Martinborough JAB Rugby to support their application for juniors to attend the junior community rugby festival.

Ted Preston spoke on behalf of Jazz in Martinborough to support their application for funding toward the Jazz Festival.

Carol Parkinson spoke on behalf of Martinborough Squash Club to support their application for a funding contribution toward roof repair.

Nic Philip was an individual applicant who spoke in support of his application to support off grid radio technology.

Rebecca from the Masterton SPCA spoke on behalf of Hamish Lindsay in support of their application for microchipping and registration of pets.

Peter and May Croft spoke on behalf of Social Crust in support of their application for operational costs at the foodbank.

Max Stevens, supported by Richard spoke in support of their application to fund historic display cards at the museum.

Karen Hartnell spoke on behalf of Martinborough School to support their application for music therapy classes.

5 ACTIONS FROM PUBLIC PARTICIPATION

Applications will be decided upon under 9.1

6 URGENT BUSINESS

There was no urgent business tabled at the meeting.

7 CONFIRMATION OF MINUTES

8.1 MINUTES OF THE MARTINBOROUGH MEETING HELD ON 16 MARCH 2026

COMMITTEE RESOLUTION MCB2026/10

Moved: Mr J Brodie

Seconded: Cr A Ellims

1. That the minutes of the Martinborough Community Board meeting held on 16 March 2026 are confirmed as a true and correct record.

CARRIED

9 DECISION REPORTS FROM CHIEF EXECUTIVE AND STAFF

9.1 APPLICATIONS TO THE BOARD'S APRIL 2026 FUNDING ROUND

Applicants all spoke to their applications in the public participation section of this meeting. Nic Philip withdrew his application before discussions took place as other funding avenues became available to him which were more suited to his project.

The following decisions were made by the board.

COMMITTEE RESOLUTION MCB2026/11

Moved: Cr A Ellims

Seconded: Miss M Maynard

That the Martinborough Community Board:

1. Receive the "Applications to the board's April 2026 funding round" report
2. **Partially accept/decline** the application from Martinborough Men's Shed for **\$2,500** to purchase a shipping container for additional storage requirements
3. **Partially accept/decline** the application from Digital Seniors for **\$1,000** to provide ongoing support for Martinborough residents
4. **Accept/decline** the application from Ruakokopatuna Settlers Assn for \$1,200 to provide four wall mounted heaters for their emergency/community hub
5. **Partially accept/decline** the application from Age Concern Wairarapa for **\$1,639** toward the Martinborough over 65s social connection services
6. **Partially accept/decline** the application from Martinborough JAB Rugby for **\$690** toward the funding of players to attend the Junior Rugby Festival
7. **Accept/decline** the application from Martinborough Jazz for \$750 to fund the Swingtime in Springtime annual weekend of music
8. **Partially accept/decline** the application from Martinborough Squash and Rackets Club for **\$1,500** to contribute to the roof repair and repainting project
9. ~~Accept/decline the application from Nic Philip for \$6,877 to fund the Meshcore radio technology development~~

- 10 ~~Accept/decline~~ the application from Masterton SPCA for \$1,000 to assist the microchipping programme
- 11 ~~Accept/decline~~ the application from Social Crust for \$7,500 to assist with operational costs
- 12 ~~Partially accept/decline~~ the application from Martinborough School for ~~\$975~~ to fund ~~one~~ term of musical therapy
- 13 ~~Partially accept/decline~~ the application from Martinborough Museum Trust for ~~\$1,000~~ to fund historic card displays.

CARRIED

10 CHAIRPERSON REPORTS

10.1 CHAIRPERSON UPDATE

The chair spoke to his report to update the board on recent activities. Updates included:

More than 50 attendees came along to the Five Towns Trail public meeting. A report has been published in the Martinborough Star. Next steps will be to create a working group.

The board chairs have been meeting to discuss community board plans. A combined plan in draft form is underway and will be shared with all members of the board shortly.

MARG has been established and had their initial meeting.

COMMITTEE RESOLUTION MCB2026/12

Moved: Cr A Ellims

Seconded: Mr J Brodie

That the Martinborough Community Board resolve to:

- 1 Receive the "Chairperson Update" report

CARRIED

8 KARAKIA WHAKAMUTUNGA – CLOSING

The board closed the meeting with a karakia.

The meeting closed at 8.55pm.

Confirmed as a true and correct record.

..... (Chair)

..... (Date)

..... (Chief Executive)

..... (Date)

9 MATTERS ARISING FROM PREVIOUS MEETINGS

10 INFORMATION REPORTS FROM CHIEF EXECUTIVE AND STAFF

10.1 MARTINBOROUGH COMMUNITY DEVELOPMENT FUND, POLICIES AND PROJECTS INFORMATION REPORT

Author: Lina McManus, Grants and Funding Advisor

Authoriser: Janice Smith, Chief Executive Officer

File Number:

PURPOSE

To inform members of relevant community development funds, policies, and projects within the Community Board's remit.

EXECUTIVE SUMMARY

This report summarises matters relevant to the Martinborough Community Board's role in supporting community outcomes.

- The detailed Financial Report for the period ending 31 May is attached in the appendices.
- An overview of the Pain Farm Fund balance and related funding considerations.
- An overview of Council policies, how to stay informed, and relevant links.
- The request for an off-leash dog exercise area in Martinborough, via correspondence to the board and Cr Rob Taylor
- In lieu of a Parks and Recreation report – an update on the Waihinga Reserve Fund and Martinborough Swimming Pool Fund.

RECOMMENDATIONS

Officers recommend that the Board:

1. Receive the Martinborough Community Development Fund, Policies and Projects Information Report.
2. Approve an appropriate funding round for the Martinborough Swimming Pool Fund.

BACKGROUND

This report responds to a request from the Chair of the Martinborough Community Board and is intended to support the Board's ongoing work in representing and advocating for the interests of the Martinborough community.

The Board provides a link between the Martinborough community and Council, ensuring local views are considered in matters of concern and opportunity.

Its functions include considering matters referred by Council or raised by the community, monitoring local services, and engaging with community organisations and interest groups.

DISCUSSION

Pain Farm Overview

- The current fund balance is \$270,012.

The Pain Farm Policy is under review; any future funding is to be confirmed as delegated by Council.

Relevant Pain Farm fund information is set out in the current Grants Policy, adopted on 12 December 2025, and is attached in full to this report.

Policy Overview

Council policies are reviewed regularly to ensure they remain fit for purpose. A brief overview is provided below. For policies in full, please see: [Policies - SWDC](#)

Governance Policies (Relevant to Elected Members)

Governance policies guide strategic direction and decision-making and are grouped into four areas:

1. Governance Leadership and Strategy
2. Community Engagement and Development
3. Financial Decision-Making and Transparency
4. Asset Management and Service Delivery

These policies support governance, oversight, accountability, and community representation.

Organisational Policies (primarily internal operations focused)

Organisational policies guide operational decision-making and internal activities. They are grouped into three themes:

1. Information and Library Services
2. People and Capability
3. Safety and Wellbeing

- Community Board members may view upcoming policy reviews through the existing consultation registration page: [Upcoming Engagement and Consultation Opportunities - SWDC](#)

Off-leash dog walking request

A request has been raised with Cr Rob Taylor and the Board for a dedicated off-leash dog exercise area within Martinborough township.

The request put forward by Ms A Goodwin identifies a need for a safe and accessible area for off-leash exercise. Ms Goodwin notes that former informal access to Palliser Estate previously met this need; however, changing land use and subdivision activity mean this is no longer reliably available.

Existing informal and designated options are considered insufficient by users.

Informal feedback gathered by the community indicates support for further consideration of the matter.

- The Board may wish to consider having a supplementary paper presented as part of its proposed community consultation in July 2026.

Waihinga Reserve Fund

A Board member has expressed interest in reviewing the previously supported fencing request for the children's play area at Waihinga Playground alongside other upgrade priorities.

Through the 2025 Long-Term Plan process, Council resolved (SWC2025/82, 14 May 2025) to fund this work from the Waihinga Reserve, up to the available balance.

The current reserve balance is \$7,563.

Advice from the Council officer indicates:

The fencing is not feasible at the moment, as the pharmacy has applied to extend their building. If they're successful, the fence will no longer be required. Once we know the outcome we can proceed accordingly.

\$1,200 has been committed to tidy up the area outside the supper room and hall where the wallpaper is significantly damaged.

This then leaves an available balance of \$6,363.

- Any change to the approved scope or funding allocation may require a further Council decision. The Board may wish to discuss an alternative use for the remaining balance.

Martinborough Swimming Pool Fund

The Martinborough Swimming Pool Fund has a remaining balance of \$14,174 for pool-related improvements, equipment, or services. Once fully allocated, the fund will close.

No applications were received in the April 2026 funding round. Officers recommend scheduling a further round before the summer opening period to enable timely delivery of approved works or services, for example, in November 2026.

APPENDICES

Appendix 1	Martinborough Community Board Income and Expenditure
Appendix 2	Grants Policy

Martinborough Community Board

Community Development fund for the Period Ended 31 May 2026

Allocation Grants Annual Budget 2025-26	\$ 20,405
Unused funds from 2024-25	\$ 3,037
Grant refund K Krogh - Sep 2025	\$ 209
Less Expenditure 2025/26 (Funds Uplifted)	
Jul-25	
MCB2025/40 - Heritage buildings	\$ 1,177
MCB2025/22 - WaiDark sky light meter	\$ 825
Dec-25	
MCB2025/57 - Kuranui College 105168/01 MCB Kuranui Kapahaka	\$ 1,000
MCB2025/66 - A&K Traffic solutions Christmas Parade	\$ 630
MCB2025/66 Traffic Assistance Christmas Parade	\$ 1,200
Jan-26	
MCB2025/66 - The Martinborough Star - Christmas Parade advertising	\$ 65
May-26	
MCB2026/11 - The Social Crust	\$ 7,500
Less funds granted and uplifted to 31 May 2026	\$ 12,397
Balance as at 31 May 2026	\$ 11,254
Less funds not uplifted from previous Community meetings as at 31 May 2026	
MCB2026/11 - Ruakokopatuna Settlers Association - Meeting 28/04/26	\$ 1,200
MCB2026/11 - Martinborough Jazz - Meeting 28/04/26	\$ 750
MCB2026/11 - Martinborough Menz shed- Meeting 28/04/26	\$ 2,500
MCB2026/11 - Digital seniors - Meeting 28/04/26	\$ 1,000
MCB2026/11 - Age concern Wairarapa - Meeting 28/04/26	\$ 1,639
MCB2026/11 - Martinborough JAB - Meeting 28/04/26	\$ 690
MCB2026/11 - Martinborough Squash club - Meeting 28/04/26	\$ 1,500
MCB2026/11 - Martinborough School - Meeting 28/04/26	\$ 975
MCB2026/11 - Martinborough Museum trust - Meeting 28/04/26	\$ 1,000
Less committed funds not uplifted from previous community meetings	\$ 11,254
Community Fund Account balance as at 31 May 2026	-\$ 0

Martinborough Community Board

Operational Expenditure for the Period Ended 31 May 2026

Annual Budget 2025-26	\$ 2,054
Less Expenditure 31 May 2026	
Jul-25	
Local Government 107281/01 CBEC Levy	\$ 290
Aug-25	
Printing & laminating (A Brown) 10(A4) x.30c 4(A3)	\$ 3
Dec-25	
Lamb-Peters Pri 108320/03 Business Cards for MCB	\$ 34
Apr-26	
MCB Public meeting catering - 5 Towns trails	\$ 19
Less expenditure uplifted to 31 May 2026	\$ 346
Balance as at 31 May 2026	\$ 1,708
Less committed expenditure not uplifted from previous Community meetings as at 31 May 2026	
Less committed expenditure not uplifted from previous community meetings	\$ -
Operational Account balance as at 31 May 2026	\$ 1,708

Martinborough Community Board

Training expenditure for the Period Ended 31 May 2026

Annual Budget 2025-26	\$ 1,027
Less Expenditure 31 May 2026	
	\$ -
Less expenditure uplifted to 31 May 2026	\$ -
Balance as at 31 May 2026	\$ 1,027

Martinborough Community Board

Swimming Pools fund for the Period Ended 31 May 2026

Unused funds from Martinborough Swimming Club	\$	15,269
Less Expenditure 2025/26 (Funds Uplifted)		
Aug-25		
MCB2025/49 - C Harding - additional mats	\$	1,095
Less funds granted and uplifted to 31 May 2026	\$	1,095
Balance as at 30 April 2026	\$	14,174
Less funds not uplifted from previous Community meetings as at 31 May 2026		
	\$	-
Less committed funds not uplifted from previous community meetings	\$	-
Swimming Pools Fund Account balance as at 31 May 2026	\$	14,174



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Community Grants and Funding Framework and Policy

Date of Approval	12 December 2025
Policy ID	PI-000-001
Next Review	July 2028
Business Owner	Chief Executive; GM Corporate Services
Version History	Version 1 - Adopted on 12 December 2025

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Policy Statement

It is the policy of South Wairarapa District Council (SWDC) to provide a clear framework for community investment via grants and funding for development of the district's voluntary, and community sector, while also ensuring Council's resources are targeted at meeting its strategic outcomes.

This policy describes the funds that are created and/or administered by Council to support the community and events sector.

The word 'community' is used here in its broadest sense; it signals that this policy will support social, cultural, environmental and economic outcomes for our people and places. This will make it easier for Council, elected members and staff to be equitable and transparent in their treatment of organisations, and for organisations to understand how the Council provides support to the community sector.

Community Grants and Funding Framework and Policy

Whakatauki

Mei te tatū o ngā whakaaro ki ngā āhuatanga o te hinengaro, Mei te ngāwari ake o te ahunga ki nāianeī, Kua tū nei te tūranga ki runga i ngā pakahiwi o te nehenehe.

If I am confident with where we'll be in the future, composed with how we are at present. It is merely because I am standing on the shoulders of the past.

1. Introduction

The strategic direction for our district is reviewed as part of the long-term planning (LTP) process every three years. A range of stakeholders from our communities and interested parties take part in this process by helping shape the overall direction for the South Wairarapa District.

Council is committed to driving strong economic outcomes that contribute to the district's prosperity, alongside social, cultural, and environmental benefits. One way we achieve this is by investing in local organisations and initiatives through grants that support organisations operating within South Wairarapa and delivering economic sustainability to its people.

2. Purpose

The purpose of the Community Grants and Funding Framework and Policy aims to provide a clear framework for how the Council, will deliver community investment and grant funding support to groups, organisations, and individuals to achieve sustainable outcomes that strengthens a thriving and independent community sector, in alignment with the LTP.

Community funding investment may be granted by the Council for the following purposes:

- a. Supporting the viability of community events that assist in the development of a thriving local economy.
- b. To be a catalyst for change for the benefit of the community, whilst enhancing the social fabric of our three towns and our rural and coastal communities.
- c. Protecting the district's built, cultural and natural heritage whilst building community cohesion and resilience.

Any specific and/or additional purposes of our various grants can be found in *Part B Funding Programmes*.

3. Strategic Context

The following Council strategies, plans and policies are critical to this framework and policy.

- Local Government Act 2002
- Long Term Plan 2025 - 2034

- The Māori Strategic Framework – Te aka ma taki taki
- Local Community Board Plans
- Community Development and Engagement Framework

4. Framework Objectives and Goal

The primary objective of the Community Grants and Funding Framework is to provide clear direction for community investment. To ensure successful implementation of this policy Council will work to achieve.

- a. Community investment and grant funding decision-making that focus' on measurable outcomes, that are monitored and reviewed.
- b. A transparent, accessible and equitable grants process for all funding applicants and programmes.
- c. Increased capacity and capability of groups and organisations to deliver initiatives that impact the social, economic, environmental and cultural wellbeing of our district.
- d. A shared understanding that Council support is provided through various means including grants, funding, scholarships, subsidies, venue remission, fund finder and general advice.

5. Grants Budget

The grants allocation available for each funding programme is generally determined through the LTP process.

Council may choose to earmark specific amounts for particular purposes during the annual budget process. Grants' allocation budgets will not roll over if they remain unallocated at 30 June.

The overall amount available per funding programme will be published in advance of funding rounds opening for each new financial year.

The budget for Creative Communities Scheme comes directly from Creative New Zealand.

The budget for the Sport NZ Rural Travel Fund comes directly from Sport NZ.

6. Community Investment Principles

To ensure equity across the different types of community investment, Council applies the following principles in inviting and considering applications.

A. Transparency

» We operate transparently at all stages of the process while protecting confidentiality. Clear information and expectations will be provided to the community in a timely manner.

B. Collaboration

» We provide feedback to unsuccessful applicants so they can learn and know how to improve next time and offer support to find other funding opportunities.

C. Equity

» We are impartial and treat all applicants fairly with applications being assessed on their alignment to the criteria.

D. Accountability

» We consider the outcomes of previous funding assistance given by Council, including an applicant's previous track record, their current capability and their future potential.

E. Respect

» We share many interests, values and goals with community and recognise that relationships formed from mutual respect and acknowledgement that delivering positive outcomes is a shared responsibility, will strengthen our community.

F. Outcomes-focused

» We allocate funding to projects that can demonstrate delivery of our funding criteria and outcomes.

7. Scope

The Council's Annual Plan alongside the LTP sets the grant allocations available for community support. Through our funding programmes we can support one-off and ongoing activities.

The Grants Policy applies to all grants funded and administered by Council, including Committees and Community Boards.

Funding programmes administered on behalf of other agencies have their own eligibility criteria and are attached to this policy schedule.

For individuals

- Creative Communities Scheme grants
- Greytown Community Board grants
- Featherston Community Board grants
- Māori Partnership Committee grants
- Martinborough Community Board grants

For the community and voluntary sector

- Creative Communities Scheme grants
- Economic Development Grant
- Greytown Community Board grants
- Featherston Community Board grants
- Māori Partnership Committee grants
- Martinborough Community Board grants

- Pain Estate Fund
- Sport NZ Rural Travel Fund (schools and sports clubs)

For the events sector

- Creative Communities Scheme grants
- Economic Development Fund
- Waste Minimisation Grant

Out of scope

- Mayoral Relief Fund
- Licence to Occupancy of Council Facilities
- Rates remission and postponements

8. Appendices

Part A – Guidelines

8.1.1. Eligibility

Who can apply?

- Schools may apply for activities not funded by Ministry of Education (**MOE**)
- Individuals – for Creative Communities and Community Board grants only
- Community organisations without a formal legal structure must include letters of support from the community
- Social enterprises and commercial enterprises may apply for initiatives that meet our economic development criteria

Ineligible applicants

- Political parties
- Council Controlled Organisations
- Other local authorities and government agencies
- Applicants with overdue accountability reports - *we cannot fund future projects from your organisation until this is received.*

Eligible expenses

Applicants will be asked to provide a budget for the project, event or initiative. In most cases Council should be one of several sources of funding. This should be reflected in your budget where possible.

Cost examples include:

- Project wages that are connected to an outcome
- Programmes expenses such as equipment, materials or tutor fees
- Costs integral to service delivery, e.g. Community Centre power bill

Ineligible expenses

- Debt servicing or refinancing costs
- Stock or capital market investment
- Gambling or prize money
- Purchase of land and buildings
- Professional fundraising
- Private social functions
- Medical or healthcare costs
- International air travel and/or accommodation
- Funding for the same project within 12 months
- Money that will be redistributed as grant funding, sponsorship, bequests, aid funding or aid to other recipients
- Payment of any legal expenditure or expenditure related to mediation disputes
- Projects that are primarily the responsibility of government agencies

- Activities or initiatives where the primary purpose is to promote religious ministry, political objectives, and individual profit-oriented interests
- Activities or initiatives that negatively impact community wellbeing and or are a detriment to an individual or organisation's wellbeing.

8.1.2. Lower priorities

In a competitive funding environment, the following may be a lower priority for funding:

- Salaries and administrative costs
- Commercial events; conferences, trade shows and expos
- National organisations
- Health based organisations that could be funded by Te Whatu Ora
- Education based organisations that could be funded by MOE
- Groups whose services are not located in the district
- Council may specify additional exclusions for funding

8.1.3. Conflicts of Interest

Community groups affiliated in some way to elected members or employees of Council can still be considered. However, organisations in this category should note any conflict of interest (real or perceived) as soon as possible to ensure any necessary steps can be taken to mitigate this.

Elected members or council employees involved in decision making are required to formally note any possible conflict of interest (real or perceived) and will be excluded from decision making and discussion related to those applications.

8.1.4. Assessment

Using a community social investment lens, we assess applications that enable us to:

- Address issues early, reducing future costs to Council
- Support proven sustainable solutions through data and lived experience
- Track and measure outcomes both qualitative and quantitative

And provide tangible benefits to our community.

It is important to consider how your project or activity meets the criteria of the fund, and what outcomes will be benefiting the community e.g. social, cultural, environmental or economic. Review Part B for more information on each of our fund's criteria.

A robust matrix has been developed to support the Grants and Funding team in preparing applications to be assessed by our Committees, Boards and Panels and may be used in meetings.

8.1.5. Supporting documents

It is best practice to showcase your capacity, capability and community endorsement by providing supporting documents.

These are required:

- Project Budget – template provided
- Trust Deed, Rules, Charter or Constitution
- Financial Statements or Audited Financial Statements if required by your rules
- Accountability report from previous years grants

These can support your case in a competitive climate:

- Your organisations about us - vision, mission, values, structure and committee
- One - two community letters of support
- Images, newspaper articles, survey results

Our grant forms include a checklist before you submit your application so you know what you need to provide to complete and full application.

Missing one or more required supporting documents might mean we can't process your application, which means you must wait for another meeting for your project to be considered.

8.1.6. Deadlines

Most of our grant's allocations are meeting based, the schedule is often set as part of the Council's Meeting Schedule process, and committee availability.

Each grant will be promoted and shared in a way that allows groups a minimum of four weeks to apply. In some cases, this may be more.

A grants calendar can be found on our website www.swdc.govt.nz and grant deadlines on Grant Guru – South Wairarapa Fund Finder.

We cannot accept late applications, please plan accordingly.

8.1.7. Decision Making and Decision Makers

Many factors are taken into consideration in decision making, with grants the priority is foremost alignment to criteria, impact and outcomes.

8.1.8. Decision Makers

Each funding programme will detail the mode of decision making for example, committee, board, assessment panel, staff assessment, peer review.

In allocating grant funding decision makers will;

- Declare any real or perceived conflicts of interest; and be excluded from any decision making, assessment or discussion related to those application
- Act with integrity, impartially and in fair and reasonable manner
- Apply the 'proportionality principle' in evaluating applications
- Assess each application in its entirety, on its own merits in alignment with this policy and framework
- Consider appropriately an applicant's financial situation, their overall financial position and sustainability, whether they have accessed or made reasonable attempts to access

other funding, whether the applicant has received or is receiving other assistance from Council.

8.1.9. Correspondence

We promote grant rounds on our social media, website and grant guru; which will always include deadlines, how to apply and any updates to the fund criteria or process.

When you submit your application, you will receive confirmation of its receipt via email and a save the date for any speaking or presentation opportunities.

If you are interested in presenting, we share speaking tips and detail the process for you.

Following a meeting of decision-makers we will let you know the outcome of your application within 10 Working Days.

You will receive a grant outcome letter via email that will let you know all your obligations as a successful grant recipient and include your accountability report form.

We give feedback where possible to unsuccessful applicants via email or over the phone.

Grant information is regularly updated online: www.swdc.govt.nz/grants

8.1.10. Processing payments

It is important you plan; accordingly, we cannot fund projects that have already started.

Ensure your organisation account details and finance contact in your application are up to date, include supporting documents e.g. bank account verification.

If these details change you can let our team know at accountspayable@swdc.govt.nz

If you are not GST registered your grant will be processed after the meeting date. This may take up to 20 Working Days.

For your planning note, grants are typically distributed into the applicants account on the 20th day of the month following a grants meeting.

If you are GST registered, you will need to raise an invoice for your grant to accountspayable@swdc.govt.nz

Please note grants that remain unclaimed after 60 Working Days of a decision will receive a final reminder to uplift. If a grant is not uplifted within 90 Working Days, the resolution to grant will be rescinded.

Accountability and Reporting

- **Do we have to account for our funding?**

Yes, it is best practice to account for your funding, this includes providing receipts, bank statements and completing an accountability form. Your grants outcome letter will detail clearly what you need to account and report on.

Please note: outstanding accountability forms restrict you from being eligible for future funding.

- **When do we need to account for our funding?**

You should account for your funding within 12 months of date of receipt regardless of when you applied for funding.

We appreciate that projects can take a while to get off the ground. You are required to report back to us 3 months after the completion of your project. If you can't meet this deadline, please get in touch with our team at grants@swdc.govt.nz

- **What is an approved purpose?**

An approved purpose is the purpose for which the grant was approved i.e. Solar Panels for Early Childcare Centres in Coastal Communities, September 2025. If the funding is spent on anything other than the approved purpose, a refund will be required. Your approval letter will detail the specific items we have agreed to fund.

In exceptional circumstances you may request to amend your approved purpose. You can do this by sending a letter to grants@swdc.govt.nz. If your request is declined, you will be required to refund the grant back to us.

If your approved specific purpose has been cancelled, the funding must be returned to the Council by direct credit within 30 Working Days of the cancellation being known. You can do this by depositing the funds into our bank account, using your grant number as a reference. If you need our bank account details, please contact our team at grants@swdc.govt.nz

Definitions

Community: means a social group sharing common characteristics, locality, heritage or interests, and perceived as distinct within the larger society within which it operates.

Community concessional lease: means a subsidised rental lease for occupation of Council administered land and/or buildings.

Double dipping: means an applicant has multiple current (live) applications for the same money and for the same purpose, this is not permitted with Council funds.

Financial year: means for Council being 1 July to 30 June.

Grant: a financial contribution to a group, organisation or sector of the community.

Marae: means meeting place registered as a reserve under the Te Ture Whenua Māori Act 1993 (The Māori Land Act).

Not-for-profit: means group with a primary purpose of delivering non-statutory services and activities, and does not seek to generate profit, revenue or financial surpluses for commercial or individual interests.

Political activities: means the promotion of a political stance, ideology or party.

Rates remission: a reduction, postponement or removal of rates.

Re-gifting: means an organisation seeks funding so they can administer these funds to individuals or organisations through their own funding scheme.

Religious activities: means any activity that promotes or supports a particular religious deity or ultimate reality (for example, but not limited to, worship ceremonies, religious studies, or active promotion and advertising).

Retrospective costs: means where a project, service or event has commenced prior to the funding committee meeting.

Social Enterprise: means a revenue generating organisation, with a primary purpose of achieving social, cultural or environmental goals, and reinvests financial surpluses in the pursuit of the social, cultural and environmental outcomes of the organisation.

Sporting activities: means general sports activities of sports clubs (for example, grounds maintenance, coaching, uniforms, tournament fees, venue hire costs for regular training and games, subsidies for registrations)

Statutory function: means a function conferred or imposed by a statutory instrument (law), and is delivered in part through government funding which is provided to the organisation for the purpose of providing the service.

Public Sector entities: means governmental or quasi-governmental organizations established to serve the public interest. They are accountable to the public and funded primarily through taxes, rates, or government grants.

Urupā: means Māori burial ground.

Working Day: means a day of the week other than—

- (a) a Saturday or a Sunday;
- (b) Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's birthday, Te Rā Aro ki a Matariki (Matariki Observance Day), and Labour Day;
- (c) a day in the period commencing with 25 December in a year and ending with 2 January in the following year;
- (d) if 1 January falls on a Friday, the following Monday;
- (e) if 1 January falls on a Saturday or Sunday, the following Monday and Tuesday;
- (f) if Waitangi Day or Anzac Day falls on a Saturday or Sunday, the following Monday

Part B: Funding Programmes

FOR COLLECTIVES, COMMUNITY GROUPS, BUSINESS, CHARITIES AND HAPORI	
1 Economic Development Fund	
Purpose	The Council's LTP sets the funding available for community support through grants. Through our funding we may support one-off and ongoing activities.
Eligibility	Open to local and regional organisations that are delivering collaborative initiatives that support the economic development of our district and communities. A group of individuals who have come together for a common purpose to benefit the South Wairarapa District may be considered.
Exclusions	See "What we can't fund" – additional exclusion may be made from time to time
Priorities	Are set by Council
Allocation	\$180,000 for financial year end June 2026. The application process, criteria and key dates will be shared in early 2026.

FOR INDIVIDUALS, CHARITIES, HAPORI AND COMMUNITY GROUPS	
2 Council Community Boards and Māori Partnership Committee	
Purpose	To support cost for project and initiatives that support Community Boards objects
Eligibility	Open to local individuals and for-purpose groups that are delivering collaborative initiatives that support their local community, residents or take place in the community boards remit.
Exclusions	The following applicants and expenditure will unlikely be eligible for funding; -live applications to the Economic Development fund, this is considered double dipping See "What we can't fund"
Allocation	Each has an allocation of \$20,000 set for the financial year 2025/26 Community Board grants and Māori Partnership Committee grants are open at the start of the financial year and will remain open until fully allocated, grant allocation meeting dates can be found online at www.swdc.govt.nz/grants The Community Boards and Māori Partnership Committee will assess applications and will make allocations as appropriate. To ensure your application is reviewed in time – check our grants calendar for deadlines. We cannot except late or incomplete applications.

FOR RESIDENTS, SCHOOLS, SPORTS CLUBS & COMMUNITY GROUPS IN THE 'BOROUGH' (TOWN) of MARTINBOROUGH	
3 The Pain Estate Fund (Pain Farm)	
Purpose	To support, maintain and improve facilities used by children and youth e.g. sports grounds, parks, camping grounds, swimming baths and/or equipping and maintain sports facilities and playground in Martinborough township.
Eligibility	Any funding distribution from the Pain Farm must be of benefit to the children and youth of Martinborough.
Exclusions	The fund criteria is exclusive, additional exclusions may be made at the discretion of Council
Priorities	In 1932, George Pain made a will bequeathing the 210 acre property known as the Pain Farm to the then Borough Council (now the SWDC). Under provisions of the Charitable Trust Act 1957 in February 1966 the Court directed: "That the income from the Trust Lands should be used, in maintaining and improving the borough's parks, sports grounds, camping ground, swimming baths, providing equipping and maintaining sports facilities and a children's playground – in such manner and in such proportion as the Council may from time to time decide." The fund therefor can only be spent in the Martinborough 'township', the former borough council area and has to benefit, impact or provide positive tangible outcomes for children and youth.
Allocation	Funds are only made available upon profits accrued from activities at the Pain Farm, therefor annual allocations and availability of funds vary year on year. Annually the Council will confirm by formal resolution the amount available for distribution from the fund and will notify the MCB. Following that the MCB will assess applications to the Pain Estate Fund and make recommendations to Council. Dates for grant deadlines, speaking and the total grants allocation will be updated on our website and social media. To ensure your application is reviewed in time – check our grants calendar for meeting dates and deadlines. We cannot except late or incomplete applications.

FOR INDIVIDUALS, ARTS GROUPS AND HAPORI	
4 Creative Communities Fund	
Purpose	To support operational costs for local arts activities, (events, project and initiatives) with an arts focus that
Eligibility	Open to individual artists, groups or organisations. Individuals must be NZ citizens or permanent residents.
Exclusions	The following projects can't get Creative Communities Scheme (CCS) funding: - Fundraising activities - Developing galleries marae, theatres or other venues or facilities - Projects which are mainly focused around other areas e.g health, education or the environment that only have a very small arts component. - Arts projects in schools or other education institution that are the core business of that institution or that are normally funded through curriculum budgets.
Criteria	To be eligible for funding through CCS your project must meet one of the following: Participation – create opportunities for local communities to engage with and participate in local art activities for example, <i>festivals featuring local artists</i>. Diversity – support the diverse artistic cultural traditions of local communities for example, <i>workshops or exhibitions by local migrant communities</i>. Young people – enable young people (under 18) to engage with and participate in the arts for example, <i>a group of young people creating a film about an issue that important to them</i>.
Allocation	Creative Community Scheme grants are open a minimum of twice a year and a maximum of four. Your application will go to an assessor panel of local artists, with industry expertise across varying forms. They are appointed for their knowledge and experience of the arts. While there is no limit in how much you can apply for, grants typically range from \$500 - \$3,000 To ensure you application is reviewed in time – check our grants calendar for meeting dates and deadlines.

FOR SCHOOLS AND SPORTS CLUBS	
5 Sport NZ Rural Travel Fund	
Purpose	To support travel cost associated with travel to local sports competition, outside of school hours.
Eligibility	The Sport NZ Rural Travel Fund is open to South Wairarapa sports clubs and school teams with young people aged between 5 and 19 years who require subsidies to assist with transport expenses to local sporting competitions. The scheme is a partnership between Council and Sport NZ and was developed in response to concerns about the lack of participation in sport by young people living in rural communities.
Exclusions	The following applicants and expenditure will not be eligible for funding; - Individual players, coaches or officials - Schools/teams in inter or intra competitions during school time - Schools/clubs outside the South Wairarapa Territorial Authority
Priorities	Applications are welcomed from sport club teams and school club teams within our region that consist of members aged between 5 and 18 years. We prioritise participation opportunities for: • Girls and young women aged 5-18; and/or • Disabled tamariki (5-11) and rangatahi (12-18)
Allocation	There are two grant rounds for each financial to encompass a winter season and a summer season. Additional rounds may be publicised to support growing demand for access to sports travel support. Council Officers assess applications in alignment with Sport NZ's criteria and matrix, making allocations accordingly. Funding allocations may range from \$250 - \$1,000 To ensure you application is reviewed in time – check our grants calendar for meeting dates and deadlines. We cannot accept late applications.

11 CHAIRPERSON REPORTS

11.1 CHAIRPERSON'S REPORT

Author: James Brodie, Chairperson
Authoriser: Janice Smith, Chief Executive Officer
File Number: N/A

PURPOSE

To provide members with an update since the last meeting of the Martinborough Community Board.

EXECUTIVE SUMMARY

- Strong community engagement on trail development, including a well-attended Five Towns Trails meeting, formation of a 14-member working group, and momentum toward creating a regionally connected loop trail with significant economic potential.
- Preparation underway for the next Community Board Plan, with July consultation featuring in-person drop-in sessions and an online survey to gather broad community input.
- Active local initiatives progressing through Martinborough Access Resource Group (MARG) and other groups, including proposals for expanded walking/cycling trails, town centre and traffic safety improvements, and enhanced community use of public spaces.
- Ongoing governance and operational issues include wastewater treatment compliance improvements, child safety concerns at key crossings, strengthened community communications, and emerging topics such as iwi engagement and provision of an off-leash dog area.

RECOMMENDATIONS

The Chairperson recommends that the Martinborough Community Board receives the Chairperson's Report.

BACKGROUND

The information in this report is provided by the Chair of the Martinborough Community Board and is provided as an update to the Board's ongoing work in representing and advocating for the interests of the Martinborough community.

As a key link between local residents and the South Wairarapa District Council, the Board plays an important role in ensuring community voices are heard on matters of local concern and opportunity.

Its functions include considering issues referred by Council as well as those raised directly by the community, maintaining oversight of Council services in Martinborough, and actively engaging with community organisations and special interest groups.

Discussion

a. **Feedback from Five Towns Trails meeting and next steps**

A meeting was held in the Town Hall on 26 May at which over 50 people were present. Presentations from Janice Hill, the Remutaka Cycle Trail Adviser, Greg Lang, Chair of the Five Towns Trail Trust and John Bushnell, Chair of the Greytown Trails Trust. John Bushnell provided an overview of progress to date between Featherston, Greytown and Carterton and outlined the proposals in the Five Towns Master Plan to connect Featherston to Martinborough and Martinborough to Greytown.

Mr Lang outlined the Five Towns Trail Trust as the overarching body whose role is to support the funding and implementation of the Master Plan.

Janice Hill talked about the Remutaka Cycle Trail and the desirability of a looped trail that stretches from the South Coast to Martinborough to Greytown. It could become part of a Great Trail and would be of significant economic benefit for Martinborough.

The meeting agreed to set up a working group to explore this further. There are currently 14 members on the working group.

A 'Friends of the Martinborough trails' has also been established to keep interested people informed on progress and opportunities to contribute.

b. **Preparation of Community Board Plan and consultation process with community**

The Board has begun work on the Community Board Plan for the next triennium. A consultation process with the local community will begin in July. This will include 'Drop In' sessions at the Town Hall to enable individuals to provide input into the issues identified by the Board and raise other ideas and issues that the community would like to explore.

A community wide online survey is also being developed. The survey will be available after the Town Hall sessions have concluded to enable people that were unable to attend the sessions to have an opportunity to be heard.

Martinborough Community Board Community Consultation Events		
22 July	5-9pm	Supper Room, Waihinga Centre, Martinborough
23 July	5-9pm	Supper Room, Waihinga Centre, Martinborough
25 July	9am-5pm	Supper Room, Waihinga Centre, Martinborough
26 July	9am-5pm	Supper Room, Waihinga Centre, Martinborough

c. **MARG meeting**

The Martinborough Access Resource Group has been working on a number of issues and ideas that they identified from community input. They intend to present these ideas for consideration by the community at the 'Drop In' sessions in July. These include the development of a walking and cycle trail around the wider wine region of Martinborough, and the possibility of closing State Highway 53 before it reaches the Square to allow the community more control over how this space is utilised for events. MARG is also looking at areas of traffic management to keep children safe within the town, and ideas around the use of the Square as a community centre.

d. **Use of Facebook and the STAR to communicate with community**

The Board currently publishes updates on the SWDC MCB Community Board Facebook page, individual members Community Board Facebook pages, and provides information to Facebook Groups such as Martinborough Info and Events. Articles are published in the STAR on a regular basis. Leaflets about upcoming events are placed in the library, at Heartlands, and on other community notice boards.

e. **Community Liaison Group (Martinborough Wastewater Treatment Plant)**

This group met online on Wednesday the 20th May to receive updated reports on progress to date with the wastewater treatment plant. The desludging has finished. A new resource consent for distribution of wastewater to land is required now that Pain Farm will not be used for that purpose. The outflow from the lagoon is still regularly above the limits set in the current Resource Consent. A new biofilter is to be installed to reduce the levels of pollution and meet the set limits.

f. **Pedestrian safety concerns for children crossing Jellicoe Street**

Community Board members have been made aware of ongoing concerns about the safety of children walking from Venice Street to use the pedestrian crossing on Jellicoe Street. Visibility at times is not good due to cars parked on Jellicoe Street, cars travelling too fast and many seemingly unaware of the pedestrian crossing. Board members have stood at the crossing, ready to cross, and noted five cars failed to slow or stop within a five minute period.

Members of the community have also observed a number of near misses when children were attempting to use the crossing.

Better marking, lowering of speed limit or speed tables could be considered.

This issue has been raised directly with Councillors and reported on Antenno, the Council's app for reporting issues. The Dublin Street intersection is also an issue for children crossing safely.

g. **Emergency Management Planning Update**

An initial meeting with Nigel Carter, Senior Advisor, Community Resilience and Emergency Management took place on 25 May 2026, with myself, Cr Ellims, Ms Maynard and Ms Boyle.

h. **Considine Park User Group Update**

Progress toward establishing the Considine Users Group, includes the appointment of a Community Board representative alongside the Chair. This group will support engagement with facility users and contribute to effective governance and future planning. The land was gifted by Andrew Considine and includes a pump track, camping ground, swimming pool, large grass field, story walk and exercise equipment.

Recent offers via email correspondence to join as members of the user group include Georgia and Mac Smith, Lesley Daly.

i. **Invitation to Māori Partnership Committee**

As discussed at the last Community Board meeting, a letter of invitation has been sent to the Māori Partnership Committee inviting them to meet with the Board, to discuss matters of shared concern and common interest to our communities.

j. **Review of Lighting in and around Martinborough Square**

A community member has requested a review of the strength of the lighting in the streets around the Square and within the Square due to the reduced light between the hours of 4.00pm to 6.00pm.

APPENDICES

Appendix 1 Invitation to Māori Partnership Committee to meet with Martinborough Community Board

Martinborough Community Board
South Wairarapa District Council

28 May 2026

Gillies Baker
Chair - Māori Partnership Committee
South Wairarapa District Council



Tēnā koutou katoa

Invitation to meet with the Martinborough Community Board

The Martinborough Community Board would like to extend an invitation to the Māori Partnership Committee to meet with us to discuss matters of shared concern and common interest to our communities.

We believe that working in partnership reflects our commitments under Te Tiriti o Waitangi and strengthens outcomes for the people and whenua of our rohe. The Board would value a relationship with the Māori Partnership Committee and is keen to progress meaningful dialogue on a number of important kaupapa.

There are a number of matters that we would like to discuss. These include the management of wastewater and water quality, including its impact on the health of local waterways. We are keen to hear the Committee's perspectives and to explore collaborative approaches to advocacy and action.

We are interested in the restoration of Wairarapa Moana which is of importance to all communities in Wairarapa. We would welcome the opportunity to discuss how the Board and the Māori Partnership Committee can contribute together to restoration efforts, and to align our respective advocacy and planning with the broader Wairarapa Moana Restoration Programme.

A new working group has just been established to progress the development of multi-use trails linking the South Coast to Martinborough, Martinborough to Featherston and Martinborough to Greytown. These trails represent a significant opportunity for recreation, tourism, and community wellbeing across the region. We would like to discuss the Committee's interests in relation to these routes, including considerations of cultural significance and opportunities for Māori-led involvement in the trail network's development.

The Martinborough Community Board is developing its three-year plan and is committed to a robust and inclusive consultation process with our community. We warmly invite the Māori Partnership Committee to participate in shaping that consultation framework, to ensure that the voices and priorities of tangata whenua are reflected in the plan.

The Considine Park User Group is being re-established for this triennium and in its terms of reference a representative of the Tangata Whenua is nominated to the group by the Maori Partnership Committee. We would like to receive a nomination so the person can be formally included in the membership.

We would like to invite the Māori Partnership Committee to advise us of dates and a venue that are suitable for a joint meeting. We are happy to meet at a location of the Committee's choosing. The Town Hall is also available. We have set up a week in the middle of July for our first community consultation so meeting in June sometime would be useful.

I look forward to hearing from you.

Nō reira, tēnā koutou, tēnā koutou, tēnā koutou katoa.

Nga Manaakitanga,

James Brodie

Chair, Martinborough Community Board

12 KARAKIA WHAKAMUTUNGA – CLOSING

Kua mutu ā mātou mahi
Mō tēnei wā
Manaakitia mai mātou katoa
O mātou hoa
O mātou whānau
Aio ki te Aorangi

Our work is finished
For the moment
Blessing upon us all
Our friends
Our families
Peace to the Universe