



Community Wellbeing Fund Subcommittee Minutes from 29 May 2024

Present:	Councillor Rebecca Gray (Chair), Councillor Martin Bosley (from 7.08pm), Councillor Pip Maynard, Louise Brown (Greytown Community Board), Storm Robertson (Martinborough Community Board) (from 7.20pm), Andrea Rutene (Māori Standing Committee), Janice Smith (CE), Narida Hooper (Pou Māori) and Tui Rutherford (Featherston Community Board).
In Attendance:	Lina McManus (Coordinator, Funding and Grants) Nicki Ansell, (Acting Manager Stakeholder Relations).
Public forum:	Open, no one in attendance.
Conduct of Business:	This meeting was held in the Supper Room, Waihinga Centre, 62 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 7:02pm to 8:11pm

The meeting opened at 7:02 pm.

A Open Section

A1. Karakia Timatanga - Opening

Cr Gray opened the meeting with a karakia.

A2. Apologies

No apologies noted.

A3. Conflicts of interest

Direct, indirect or perceived conflicts of the Subcommittee, none disclosed.

B Reports from Chief Executive and Council Officers

B1. Community Wellbeing Fund Terms of Reference Report

Cr Bosley joined at 7.08 pm

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Ms McManus delivered the report and asked if there were any questions from the subcommittee.

Subcommittee members noted breaking down terms within the TOR e.g. fund advisor and explaining items in simple language for every audience. The Chair noted TOR is to guide the subcommittee on the governance of the Fund.

Members noted Terms of Reference as a process item, should not limit applicants and queried the explanation of membership and alternates.

The Subcommittee agreed to update TOR to clarify membership composition (Subcommittee Members and Alternates).

Ms McManus noted TOR guides the subcommittee members on their roles and responsibilities, the subcommittee will receive and review applications and each will have one vote, in the absence of a subcommittee member an alternate should be present and will resume that vote.

Members noted a quorum of the subcommittee is five, where five members vote the same a resolution will be carried.

COMMUNITY WELLBEING FUND SUBCOMMITTEE RESOLVED (CWF2024/01) to

- a. Receive the **Community Wellbeing Fund Terms of Reference Report**
- b. Review the noted amendments.
- c. Adopt the *Community Wellbeing Fund Terms of Reference*.

[Items A through to C read together]

(Moved Rutherford/Seconded Hooper)

Carried

B2. Community Wellbeing Fund Criteria Report

Ms McManus spoke to the report and noted the development of the report as a follow on from the workshop held earlier in May. Criteria are separated into Application Criteria (for the applicant) and Assessment Criteria (for the subcommittee).

Ms McManus talked through the individual points in the criteria report. This process should be open, transparent and accessible and not put applicants off applying.

Storm Robertson joined at 7.20pm

Ms McManus noted the list of items that CWBF cannot fund which were worked through during the CWBF subcommittee workshop.

Ms McManus highlighted points on the wellbeing matrix from the assessment criteria. Members discussed the Kaupapa Māori criteria and clarified the ratings spreadsheet.

Members acknowledged the fund would be contestable and wanted to note the original total eligible in the fund and queried if money was to come back from the LWDW programme and the timeline.

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Ms McManus noted the last reporting milestone is 2027, funds should be spent 6 months prior to that to allow for reporting. However, funds would ideally be allocated sooner rather than later.

The subcommittee noted the error in the \$45,000 fund – should all be \$50,000 and clarified working on the maximum amount to be granted.

Subcommittee members asked about additional weighting for 'butterfly effect', projects that kick start and allow for other projects to continue or for projects to grow.

Members queried whether a FAQ or Glossary could be developed, to ensure process is user-friendly for applicants.

CE noted that those items are standard in an 'applicant pack' and aren't currently developed but will be as part of that launch and engagement activity.

COMMUNITY WELLBEING FUND SUBCOMMITTEE RESOLVED (CWBF2024/02) to

a. Receive the 'Community Wellbeing Fund Criteria' Report.

b. *Approve* the application funding criteria for the CWBF to allow both community groups, organisations, and individuals to apply

c. *Approve* the funding assessment criteria (scoring and weighting) for funding in 2024/25.

d. *Approve* the application form to be made available on print and online on the Council website.

[Items A through to D read together]

(Moved Cr Maynard/Seconded Robertson)

Carried

B3. Community Wellbeing Fund Meeting Schedule

Ms McManus spoke to the matters included in the report. Noting a bi-monthly schedule in the first instance, and that there may be applications to review in July.

Ms McManus noted as this is a first-of-its-kind fund for council, we are unsure how many applications we will receive, if there were an influx of applications it may be suitable to review applications monthly hence the delegation to CE to call additional meetings upon the Chair's approval.

Members queried if there were no submissions/applications would a meeting be cancelled and noted if CWBF were in that position, a meeting to strategise and get on track would still be required.

Ms McManus noted that accountability items are in the criteria and that it would be council officers' responsibility to monitor that process and report back to the subcommittee at appropriate meetings.

Members noted providing guidance to support the community through the process and deadlines would be good tikanga.

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Members discussed the options for proposed launch and engagement.

Ms McManus outlined the options and that based on the subcommittee's priorities 'Option 2' would allow for wider reach and would allow us to target various audiences over time rather than just one.

The subcommittee agreed to 'Option 2'

Subcommittee members agreed the meeting schedule as follows:

- Wednesday 25 July 2024
- Wednesday 4 September 2024
- Wednesday 27 September 2024

Andrea Rutene left at 8.07 pm

COMMUNITY WELLBEING FUND SUBCOMMITTEE RESOLVED (CWBF2024/03)to:

- Receive the Community Wellbeing Fund Meeting Schedule report.
- Adopt the proposed Meeting Schedule for 2024
- Delegate authority to the CE to alter schedule of ordinary meeting following consultation with the Chair.
- A fund launch date of June 15, with a series of engagement to August 24.

[Items A - D read together]

(Moved Robertson/Seconded Hooper)

Carried

C. Karakia Whakamutunga – Closing

Cr Gray closed the meeting.

The meeting closed at 8.11pm.

Confirmed as a true and correct record

.....(Chair)

.....(Date)

.....(Chief Executive)

.....(Date)

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