



WAIRARAPA YOUTH ORCHESTRA

ENROLL NOW!

Enroll now at www.wairarapayouthorchestra.co.nz

For primary and secondary school students!

Day: Mondays during school term

Time: 4:30-5:30pm

Location: Kuranui College Auditorium, Greytown

 **Wairarapa**
Youth Orchestra



South Wairarapa District Council

Partnership Funding Request Form

(for period 1 July 2021 – 30 June 2023)

Submit to: grants@swdc.govt.nz before 4 pm, 16 August 2021

1. ORGANISATION DETAILS

Name of organisation: Wairarapa Youth Orchestra	
Physical address: 441 Kahutara Road, Featherston 5771	
Postal address: 441 Kahutara Road, Featherston 5771	
Contact Person: Caitlin Morris	Phone No (Day): 022 642 5244
Email: wairapayouthorchestra@gmail.com	Mobile No: 022 642 5244

Officers of organisation	
Temporary Chair: Saali Marks	Phone No: 021 022 91557
Secretary/ Supervisor: Caitlin Morris	Phone No: 022 642 5244
Treasurer: Andrew Atkins	Phone No: 0211 077 083

Would you like to speak in support of your application to the Grants Subcommittee on the 16 September 2021 ?	Yes
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□ **When was the organisation formed and what are its aims and objectives?**

The Wairarapa Youth Orchestra organisation/ club has been formed since the 27/07/2021. We are launching the Wairarapa Youth Orchestra in Term 4 2021.

Please see out aims and objectives on the following page:

Our Vision and Aims

- We will provide the best orchestral education possible for our young instrumentalist across the Wairarapa and it will be free for our students to attend
- We will create a fun, social and safe learning environment for our students as they create music together
- We will hold two concerts a year to get our instrumentalists working towards a collective goal
- We will bring all our tamariki together from across the Wairarapa so they can inspire and help each other improve their skills
- We will grow and encourage orchestral instrument learning throughout the Wairarapa
- We will give back to our wider community, friends and whānau through sharing and creating music together

Our Tamariki

- We are inclusive of all tamariki! No matter what ethnicity, age, gender or learning needs
- The Wairarapa Youth Orchestra is open to all primary and secondary students learning orchestral instruments; woodwind, brass, strings and percussion
- We will provide a device free learning environment with a focus on communication and safe socialisation for our instrumentalists
- We will have parent volunteers ready to assist any child who needs help in rehearsals
- We have a focus on positive communication, kindness and respect of others and their cultures



Our Learning Objectives

- Skill building on our instruments
- Teamwork skills
- Listening, discipline and punctuality
- Kindness and Respect for others
- Following instructions and learning orchestra etiquette
- Creating music together and working towards a collective goal

<p>Total number of members in your organisation?</p>	<p>Total Number: 11</p> <p>Committee Members:</p> <p>Saali Marks, Caitlin Morris, Andrew Atkins and Ruth Eckford</p> <p>Confirmed Instrument Tutors:</p> <p>High Strings: Liz Patchett and Marion Townend Low Strings: Vicki Jones and Kathryn Seagrave Woodwind: Alex Nyman Brass: Edward Allen Percussion: David Heth</p> <p>Confirmed Conductor:</p> <p>Andrew Atkins</p>
<p>How many full-time equivalent people work in your organisation?</p>	<p>N/A</p>
<p>How many volunteers work in your organisation?</p>	<p>Total Number: 13+</p> <p>In Kind Support:</p> <p>Website Host and Creative – Sheldon Kerr BaseUX Legal Advise – Core Legal, Kathryn Jorgenson Parent Volunteers, 8+ volunteers for set up and pack down of rehearsals Music Advisor – Ruth Eckford Pete McLeod- Transport Organisation Radio Promotion: Micheal Wilson Saali Marks: Kuranui Liaison and Temporary Committee Chair.</p>
<p>Date of last AGM</p>	<p>N/A</p>

Caitlin Morris - Wairarapa Youth Orchestra Supervisor

Since making the shift to the Wairarapa last year Caitlin has taken on the role of tutoring strings in the Wairarapa. She started off with only 16 students and now has more than she can count! After receiving support from Creative Communities, Greytown Lions and the Owls of Featherston, Caitlin was able to take her Classical Strings Workshops around primary schools in the South Wairarapa. This inspired many students with support from their families and schools to take up the learning of the violin and cello. She now has around 30 primary school string students in the South Wairarapa and many more students in Masterton and Carterton as well.



Caitlin absolutely loves giving students the opportunity to learn these string instruments and especially loves teaching through chamber music. Caitlin started learning the cello at 15 years old and lived rurally. She knows how difficult it can be for tamariki to learn these instruments and is very passionate about breaking financial and stereotypical barriers for families. She is thrilled to be supervising and launching the Wairarapa Youth Orchestra in term 4 2021 and believes it will be an incredible foundation to help grow orchestral instrument learning and skill building for students in the Wairarapa. She hopes to give music students who are learning orchestral instruments the best tutoring possible, to enhance their skills on their instruments, learn to work as part of a team, a safe place to socialise and meet other instrumentalists and to have fun!

Caitlin started learning the cello at the age of fifteen in Blenheim with Anna Hyland. For her grade eight ABRSM examination she studied with Lissa Cowie in Nelson where she achieved distinction. She then went on to study a Bachelor of Music in Composition and Classical Performance studying with Rolf Gjelsten and Inbal Megiddo at the New Zealand School of Music in Wellington. In 2018 she completed her Masters in Fine Arts in Music with Merit.

While at University Caitlin has received scholarships and awards such as the Victoria University excellence scholarship, the Roy Jack prize for merit in string playing, the Body/Harris prize for best performance of a New Zealand work and the MFA Fine Arts scholarship. Caitlin also was a winner of the New Zealand Trio composing competition in 2015.

Caitlin has experience working in the classical performance music industry and the film industry after completing an internship with Stephen Gallagher at Park Road Post Production studios. She has composed and recorded music for theatre and film productions in Wellington and also music for a musical "Heaven Help Me" by Valerie Franklin. Caitlin has performed as a soloist with the Nelson Symphony Orchestra, The Marlborough Civic Orchestra, Tawa Orchestra and the Wairarapa Community Orchestra. She has also professionally recorded string parts for New Zealand films some of which include "Kiwi Christmas", "She Shears" and most recently "The Meek."

Caitlin has been a dedicated teacher since studying at University. She has worked with the Virtuoso Strings, Raroa Music Centre, as a reliever for other Wellington based music centres and a private instrument tutor. She has loved working as an orchestral strings tutor and a tutor in chamber music. One of her highlights working at Raroa Music Centre was growing the cello learning base. When she began working at the Centre there were only a couple of cellists, when she left there in term 2 2021 there were 14!

Andrew Atkins - Conductor of the Wairarapa Youth Orchestra

Andrew Atkins:

Andrew is a graduate of Victoria University of Wellington: New Zealand School of Music. He has completed a Bachelor of Music – *BMus*, a Bachelor of Music with Honors – *BMus (Hons)*, and a Masters of Musical Arts – *MMA* in Classical Performance Piano. He has also completed a Graduate Diploma – *Gdip* in Conducting, and a Masters in Fine Arts (Creative Practice) – *MFA (CP)* in Typesetting, Orchestration, and Film Composition. During this time he completed courses in Ensemble Performance, Pedagogy, Marketing and Business Management.

Andrew has competed in the Young Performer Awards, Wallace National Piano Competition, and the Royal Overseas League Chamber Music Competition. He has performed piano concertos with Tawa Orchestra, Nelson Symphony Orchestra, Manawatu Sinfonia, and Wellington Chamber Orchestra. He has also had compositions workshopped and performed by the New Zealand String Quartet, NZSM Orchestra, Auckland Philharmonic Orchestra, and the NZSO. During 2017-2018 Andrew was the Assistant Conductor to Orchestra Wellington. He has also conducted Tawa Orchestra, Kapiti Concert Orchestra, Manawatu Sinfonia, NZSM Orchestra, Wellington Chamber Orchestra, and is the current Musical Director of The Wairarapa Singers.

Andrew has a passion for conducting and large ensemble teaching that has seen him work with numerous children's ensembles as conductor and educator. He has worked with the Virtuoso Strings Orchestra for the past 6 years as the Principal Conductor. He has also worked with Arohanui Strings in conjunction with Orchestra Wellington and was the conductor of the Wellington College and Wellington Girls College combined Orchestra and combined All-Comers Orchestra. He has also taught keyboard and run the Orchestra at Raroa Music Centre in Johnsonville and is currently co-conductor of I See Red, Cherubim, and Seraphim choirs at Chilton St James School. Andrew has also given chamber music coaching for Chamber Music New Zealand in Palmerston North and Christchurch, and choir coaching in Palmerston North and Masterton for the Big Sing.

Andrew is excited to be the conductor for the Wairarapa Youth Orchestra. He is looking forward to bringing his knowledge and experience working with youth ensembles to the Wairarapa instrumentalists. He fully supports this initiative and is dedicated to helping these young musicians improve their skills, work as a team, learn orchestra etiquette and give them an opportunity to perform in concerts which will assist them if they wish to take their learning to a professional level in the future.



2. FUNDING CRITERIA

<p>Funding Criteria Council has \$75,000 available for youth focused projects and \$170,000 available for community grants.</p> <p>Please select the category that is the project's main focus (mark with an X)</p>	
Youth Grant	X
Community Grant	

<p>Community Grants Funding Category Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community outcomes, with some categories linking to more than one community outcome (see Grants Policy).</p> <p>Please select the category that is the project's main focus (mark with an X)</p>	
Arts, museums, heritage and culture (including Māoritanga)	
Environment	
Events	
Sport and Recreation	
Social and Educational Services	
Economic Development	

3. OPERATIONAL FUNDING OVERVIEW

Reason for requesting operational funding agreement

We are requesting operational funding to help continue to run the Wairarapa Youth Orchestra for more than just one term of learning. We need help providing important personnel costs to keep our orchestra running.

One of our main aims in our vision is to provide the best education possible for our tamariki, in our youth orchestra learning environment. This means having the best tutors available in the Wairarapa to assist our instrumentalists, so they can:

- Improve on their instruments more effectively
- Learn new music at a more efficient pace
- Feel comfortable and supported on their instrument
- Have the ability to ask for help if they do not understand something or are struggling to learn something new.
- Be supervised and directed by their tutor on good behaviour, orchestra etiquette, teamwork and respect for others.

Other personnel costs such as the administrator, supervisor and conducting roles are also extremely important in helping our orchestra be successful and continue to run. We need our rehearsals to run as smoothly as possible for it to be a rewarding and a stress free environment for our tamariki. Co-ordinating transport, organisation of instrumentalists in rehearsals and consistent communication with whānau will be essential in achieving a smooth operation of our organisation.



Explain how your organisation contributes to the wellbeing of South Wairarapa community or youth

There are three main ways in which the Wairarapa Youth Orchestra will benefit our youth within the South Wairarapa.

1. Educationally: It will provide a space for young South Wairarapa orchestral instrument learners to improve and enhance their skills within a team of musicians.
2. Socially: It will allow other youth instrumentalists from schools across the South Wairarapa to meet each other, share common interests and make new friends in an interschool collaborative environment. There will also be a strong emphasis on device free learning, the students will be there to learn music and socialise with each other. Not glued to their phones!
3. Sharing with our Community: Our concerts twice a year will allow the young musicians to build their confidence and self-esteem through performance and share what they have learned and created with their friends, whānau and wider community.

How many residents of South Wairarapa will benefit from the funding?

This Wairarapa Youth Orchestra will benefit all students learning orchestral instruments at primary and secondary schools in the South Wairarapa. These schools include; Martinborough School, Pirinoa School, Kahutara School, South Featherston School, Featherston School, St Tereasa's School, Greytown School and Kuranui College.

Not only will it benefit these students, but also their families/ whānau that would like to be involved with volunteering and running the orchestra. It will be a fantastic opportunity for other families from different schools to interact and to celebrate the orchestral instrument learning which is happening in the South Wairarapa.

How many residents of South Wairarapa will indirectly benefit from the funding?

There are two parts of the community that will benefit from this funding and support, for running the Wairarapa Youth Orchestra, and our concerts:

1. Friends and colleagues of the students and families directly involved in the orchestra.
 - Our orchestra will encourage other Tamariki to get involved in instrument learning if they see and hear what their friends are doing in our concerts and in rehearsals. We also want the Wairarapa Youth Orchestra to be a place where people can enquire about music lessons for their tamariki. We can then direct them to teachers who have space in their own teaching programmes.
2. Residents of the wider South Wairarapa Community who enjoy listening to music concerts.
 - We will make all our concerts open to the public and provide a welcoming environment for all members of the South Wairarapa community who are not directly involved in the orchestra to come and listen!

Concerts are such an incredible way to share our local talent, to celebrate our youths progress on their instruments and to give the gift of music to members of the public.

Provide a brief summary of any successes/achievements of the organisation

- We have had many break throughs in planning this orchestra. Securing the venue was a huge hurdle. It now means we have a free learning environment for us to rehearse this educational orchestra and also use the space to have our concerts.
- We have been approached by people and organisations offering to help us just through word of mouth. There has been such a positive response from all parts of the community for this orchestra to go ahead.
- Gaining support from many key community members and musicians has been a huge positive for us. Please see the attached support letters to hear all the incredible voices, stories, thoughts and facts about how this orchestra can hugely benefit our community. These support letters are from school principals, industry professionals, our tutors and other experienced music teachers in the Wairarapa.
- Securing our fantastic tutors has also been a great achievement. We have current and ex- NZSO players, industry professionals and experienced teachers who are very keen to help educate and work with these students. We have an amazing opportunity here to develop music education and orchestral instrument learning in the South Wairarapa.



4. FINANCIALS - BUDGET FOR CURRENT FINANCIAL YEAR (YOU MAY ATTACH SEPARATELY)

All budget details are attached in a separate PDF. It includes all project revenue, fundraising planned and current in-kind and cash support. This is for the rest of the current financial year, Term 4 2021 and Term 1 2022.

The amount we have requested from you is the minimum personnel costs we need to run the youth orchestra.

Please know we are also going to be applying for sponsorship and funding from other groups to help cover our other costs. These groups include:

- Rotary organisations
- Lions Organisations
- Other Private Sponsors
- Licensing Trusts
- REAP
- Red Robins
- As Many Local Businesses as possible
- Masterton and Carterton Councils

We have also had expressions of interest from groups and people to sponsor us. These include:

- The CEO of the NZSO, Peter Biggs. Private Sponsorship
- Owls of Featherston
- The Acorn Trust
- Core Legal

The amounts they wish to sponsor will be confirmed as soon as possible. We are also happy to give you updates on what other sponsorship and funding we receive as it comes in. Please don't hesitate to make contact if you have any questions or concerns about our budget.

GST Registration	
Are you GST Registered	No
Bank account details (required for non GST registered applications only)	
Name of bank:	Westpac
Account name:	Wairarapa Youth Orchestra
Account No:	We are in the process of opening an account with Westpac. We will send through the account details to you as soon as we receive them.

5. Declarations

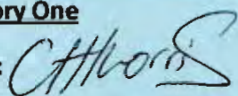
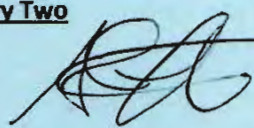
We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

<u>Signatory One</u>	<u>Signatory Two</u>
Signed: 	Signed: 
Full name: Caitlin Hannah Morris	Full name: Andrew Quentin George Atkins
Designation: Secretary / Supervisor	Designation: Treasurer.
Date: 16/8/21	Date: 16/8/21

Eligibility and Criteria

Applicants should review the eligibility and grant criteria as outlined in the [Grants Policy](#) before making an application.

Please return the completed form by 4.00 pm on 16 August 2021 to:

South Wairarapa District Council
PO Box 6
Martinborough 5741
Or email: grants@swdc.govt.nz

Wairarapa Youth Orchestra Projected Budget For Current Financial Year: Term 4 2021 and Term 1 2022

Supervisor Caitlin Morris
Account Signatories Caitlin Morris and Andrew Atkins **Is payee registered for GST? (Y/N)** N
Email wairarapayouthorchestra@gmail.com
Phone 022 642 5244

PROJECT COSTS	Description	Quantity	@	Item Cost	Total	Requested Funding
PERSONNEL COSTS						
Administrator	5 hours per week @ \$30/hour, for 10 weeks per term	2	@	\$1,500.00	\$3,000.00	\$3,000.00
Supervisor	10 sessions, @ \$40 p/h x2 hours (including pack in and pack out)	2	@	\$800.00	\$1,600.00	\$1,600.00
Pack in and out Percussion	Dave Heth @ \$30 p/h. 9 rehearsal and x1 concert	2	@	\$300.00	\$600.00	\$600.00
Social Media Marketer	@30 p/h, x1 hour per week, 10 weeks per term	2	@	\$300.00	\$600.00	
Conductor	Andrew Atkins, 9 rehearsals @ \$90 ea, 1 concert fee of \$200 every 2 terms	2	@	\$910.00	\$1,820.00	\$1,820.00
High Strings Tutor 1	Liz Patchett. 6 rehearsals @ \$60 ea, 1 concert fee of \$100 every 2 terms, Travel Costs: 80 kms @79c per km each session \$632	2	@	\$1,042.00	\$2,084.00	\$2,084.00
High Strings Tutor 2	Marion Townend. 9 rehearsals @\$70 ea, 1 concert fee of \$120 every 2 terms. Travel Costs \$311.16	2	@	\$1,001.16	\$2,002.32	\$2,002.32
Low Strings Tutor 1	Kathryn Seagrave. 9 rehearsals @\$65, 1 concert fee of \$100 every 2 terms. Travel Costs: 60 kms @79c per km each rehearsal. \$47 x ten sessions = \$470	2	@	\$1,105.00	\$2,210.00	\$2,210.00
Low Strings Tutor 2	Viki Jones. 9 rehearsals @\$70 ea, 1 concert fee of \$120 every 2 terms, Travel Costs \$311.16	2	@	\$1,001.16	\$2,002.32	\$2,002.32
Brass Tutor	Eward Allen. 9 rehearsals @\$70 ea, 1 concert fee of \$120 every 2 terms, Travel Costs \$311.16	2	@	\$1,001.16	\$2,002.32	\$2,002.32
Woodwind Tutor	Alex Nyman. 9 rehearsals @ \$80 ea, 1 concert fee of \$150 every 2 terms	2	@	\$795.00	\$1,590.00	\$1,590.00
Percussion Tutor	Dave Heth. 9 rehearsals @\$80 ea, 1 concert fee of \$100 every 2 terms, Travel Costs: 60 kms @79c per km each rehearsal. \$47 x ten sessions = \$470	2	@	\$1,240.00	\$2,480.00	\$2,480.00
Arranging	Andrew Atkins and Caitlin Morris. x4 hours per week @50 p/h	2	@	\$2,000.00	\$4,000.00	\$4,000.00
Marketing and Advertising Planner	Marketing Strategy Creation, 8 hours @80 per hour for x2 concerts	1	@	\$640.00	\$640.00	

MC	@ \$100 per concert	1	@	\$100.00	\$100.00
TOTAL PERSONNEL COSTS				\$26,730.96	\$25,390.96
PRODUCTION COSTS					
Double Bass	1/2 or 3/4 student learning double bass	1	@	\$2,000.00	\$2,000.00
Timpani	Student Learning Timpani: x1 26inch x1 32inch, Timpani 1 and 3	1	@	\$10,000.00	\$10,000.00
Crash Cymbals	The Music Warehouse	1	@	\$800.00	\$800.00
Mallets and Beaters	The Music Warehouse	1	@	\$300.00	\$300.00
Bass Drum	Re-Percussion	1	@	\$4,870.00	\$4,870.00
Bell Tree	The Music Warehouse	1	@	\$80.00	\$80.00
Wood Blocks	The Music Warehouse	1	@	\$50.00	\$50.00
Music Stand Trolleys	The Music Warehouse	4	@	\$1,099.00	\$4,396.00
Music Stands	The Music Warehouse, RATstands	64	@	\$139.00	\$8,896.00
Sound Shields	Manhasset Acoustic Shield	8	@	\$150.00	\$1,200.00
Clip on Tuners	The Music Warehouse, rechargeable any instrument tuner, so students can tune their own instruments all at once	30	@	\$35.00	\$1,050.00
Music Folders	100 folders @7.69 per folder - The Warehouse Stationery	1	@	\$76.90	\$76.90
Pencils	100 pencils @4.99 per pack of 10 - The Warehouse Stationery	1	@	\$49.90	\$49.90
Storage Container	Hire to store large percussion and stands/ trolleys that do not fit into the Kuranui Storage room	1	@	\$1,500.00	\$1,500.00
TOTAL PRODUCTION COSTS				\$35,268.80	
ADMINISTRATION COSTS					
Instrument Insurance		1	@	\$2,000.00	\$2,000.00
TOTAL ADMINISTRATION COSTS				\$2,000.00	
MARKETING COSTS Please provide a breakdown of the marketing and promotion costs for the project.					
Posters	Print Space Featherston 150 posters A4. 50 for advertising the orchestra. 50 per concert.	1	@	\$75.00	\$75.00
Logo and Poster Design and Creation	Sarah Morris	1	@	\$680.00	\$680.00
Flyers	Print Space Featherston 100 flyers. x1 advertising the orchestra. x2 concerts	2	@	\$30.00	\$60.00
News Paper Advertisement	Wairarapa Times Age x1 ad per term	2	@	\$374.00	\$748.00

Facebook Sponsored Advertisements	For 4 terms worth of Advertising	1	@	\$100.00	\$50.00
TOTAL MARKETING COSTS					\$1,613.00
TOTAL PROJECT COSTS (A)					\$65,612.76

PROJECT REVENUE	Description	Quantity	@	Item Cost	Total
EARNED REVENUE					
Concert Ticket Sales	Children Free, Adults \$10 a ticket. Seniors, Students and Community Service Card Holders \$5 Estimate: 90 adults, 50 other members.	1	@	\$1,150.00	\$1,150.00
TOTAL EARNED REVENUE					\$1,150.00
OTHER CASH SUPPORT					
Sponsorship	CELLO.UNLOCKED LIMITED	1	@	\$200.00	\$200.00
Busking Day	x4 busking days. x1 per term.	2	@	\$400.00	\$800.00
Give a little online fundraising campaign	x2 online fundraising rounds	2	@	\$500.00	\$1,000.00
Donations via the website	TBC		@		\$0.00
Raffles	Firewood/ Hampers. x1 raffle per term.	2	@	\$600.00	\$1,200.00
TOTAL OTHER CASH SUPPORT					\$3,200.00
OTHER IN-KIND SUPPORT					
Kuranui College Auditorium	Venue Provided For Free By School				
Website Development and Host	Free Website Developed and Hosted By Sheldon Kerr CEO at BaseUX				
Sarah Morris Poster, Logo and Art Design	Discount Given for Work	1	@	\$440.00	\$440.00
Printing Costs	Sponsored By CELLO.UNLOCKED LIMITED				
Photocopying Costs	Kuranui College				
Preparing food and drink for snack break	Parent Volunteering				
Set Up Stands, Chairs and Sound Shields	Parent Volunteering				
Support Parents for students during rehearsals	Parent Volunteering				
Pack Down Stands, Chairs and Sound Shields	Parent Volunteering				
Transport/ Car Pooling	Parent Volunteering/ Pete McLeod transport organisation				
Music Sourcing Advisor and Supervisor	Ruth Eckford				

Use of Kuranui School Percussion	drum kits, triangle, a pair of bongos, x1 glockenspiel, shakers, rain stick, cowbell, tambourine				
Legal Advise	Core Legal				
Conductor Podium	Borrow From Local Theatre in Masterton- Mats Theatre				
Radio promotion and advertising	Micheal Wilson. Happy to provide us free advertising and offer us a programme on his local radio station				
TOTAL OTHER IN-KIND SUPPORT					\$440.00
AMOUNT OF FUNDING REQUESTED					\$25,390.96
TOTAL PROJECT REVENUE (B)					\$4,790.00
REVENUE (B) LESS COSTS (A) = (DEFICIT/SURPLUS)					-\$60,822.76

Wairarapa Youth Orchestra

Meeting Minutes

Community Group:	Wairarapa Youth Orchestra
Meeting Purpose:	Launching the Wairarapa Youth Orchestra in Term 4. Logistics and Organisation Goals.
Meeting Date:	27/07/21
Meeting Time:	8pm
Meeting Location:	441 Kahutara Road
Meeting Facilitator:	Caitlin Morris
Attendees:	Andrew Atkins, Caitlin Morris, Ruth Eckford (via phone), Apology Saali Marks.
Minutes Issued By:	Caitlin Morris

Next Steps:	Owner	Due Date
Bank Account Set Up	Caitlin Morris and Andrew Atkins	9 th of August 2021
Venue Confirmation	Saali Marks and Simon Fuller Principal Kuranui School	30 th of July 2021
Tutors Contact Requesting Invoices and Availability	Caitlin Morris	By the 6 th of August 2021
Supporting Letters	Caitlin Morris	Templates sent out by 7 th of August
Budget Creation	Andrew Atkins	Begin 7 th of August 2021
Funders to Contact	Caitlin Morris	Begin 16 th of August

Decisions Made:
<ol style="list-style-type: none"> 1. Music Sourcing and Arranging <ul style="list-style-type: none"> ○ St Mathews, Masterton Intermediate and Ruth Eckford happy to assist with music sourcing. ○ X4 hours per week of arranging and music sourcing needed for the orchestra to run smoothly. 2. Directions for the Youth Orchestra. Goal Entity. <ul style="list-style-type: none"> ○ Open a Community Group bank account with Westpac. ○ Caitlin Morris and Andrew Atkins will have control over the Wairarapa Youth Orchestra. ○ Cannot Incorporate the group immediately. ○ Eventually move the orchestra to a Charitable Trust. Once dedicated trustees have been determined. Long term Goal for the orchestra so the organisation can be its own entity.

Wairarapa Youth Orchestra

Meeting Minutes

Decisions Made:

3. Day and Time of Rehearsal
 - o Monday.
 - o Time Frame: Pack in from 3:45pm. Rehearsal from 4:30-5:30pm. Pack out from 5:30pm-6pm.
4. Tutors to Contact
 - o Kathryn Jorgensen, Liz Patchett, Vicki Jones, Chirs Martin, Alex Nyman, Pam Robinson, Stephan Schulz, Kathryn Seagrave, Dave Heth, Ed Allen, Marion and Huge Townend, Belinda Carey.
5. Support Letters Request
 - o Request support letters from all tutors, including principals. Tana- South Featherston School, Andrew- Principal at Hadlow School.
6. Budget, Money in Account on Opening and Signatories.
 - o Budget creation priority
 - o A \$200 donation from CELLO.UNLOCKED LTD will be deposited as soon as the account opens.
 - o Bank account to be opened with Westpac and two signatories for the account to be Caitlin Morris and Andrew Atkins.
7. Funding Proposal must be created asap and sent out to funders. From the 16th of August.
8. Collaborations with other groups- Begin to consider for 2022
9. Roles appointed. Chair, Secretary and Treasurer

Discussion:

1. Music Sourcing and Arranging
 - o Instrument Levels need to be considered for all instrument groups. x1 easy and x1 more challenging part so all age groups are considered.
 - o Rosie Taylor from St Mathews, Maggie from Masterton Intermediate School and Ruth Eckford are happy to assist with music sourcing.
 - o A dedicated arranger/s is also needed for the orchestra to sort and arrange extra parts or full arrangements when necessary.
2. Directions for the Youth Orchestra. Goal entity.
 - a. The members present at the meeting have approved a bank account being opened with Westpac to manage the flow of money for the Wairarapa Youth Orchestra. They have also approved that Caitlin

Wairarapa Youth Orchestra

Meeting Minutes

Discussion:

- Morris and Andrew Atkins will be the joint signatories on the account, as they are also the approved managers of the group.
- b. After Further advise from Chris Martin, Chair of the Wairarapa Community Orchestra and Kathryn Jorgensen, Lawyer. Discussion of how the Wairarapa Community Orchestra is run. The decision has been made that the Wairarapa Youth Orchestra is not in a position to incorporate currently.
 - c. The goal will be to eventually move the orchestra to a Charitable Trust. However, this will take time to find the right kind and number of trustees who can commit. This is a long term goal for the orchestra so the organisation can be its own entity.
3. Day and Time of Rehearsals.
 - o Monday's have been decided to be the best day. Mondays do not clash with other musical rehearsals from other schools or community groups. They are also a good day for the potential venue. 4:30-5:30pm is the decided rehearsal time. This is to give children/ family's time to travel to the venue who live further away. Pack in from 3:45pm and pack out by 6pm. This needs to be confirmed with the potential venue asap. Must have a break in the middle so kids can have a snack etc.
 4. Tutors
 - o Contact Ruth for more potential Brass Tutors
 5. Budget
 - o What we need: Music Stands, Percussion, Conductors podium, Money for Advertising, Admin, Tutors and Conductor Pay, Transport costs vans for students, Music Printing, Folders, Pencils, Sound Shields, Trolleys, Sound Gear, Website, Social Media Management, Poster, flyer, logo creation.
 6. Funding Organisations to contact.
 - o All Lions groups in the Wairarapa, Red Robins, Owls of Featherston, Community Board- Fat Freddie's, Featherston's Own Charitable Trust, Rotary Groups, Creative Communities, Youth Grants, Wairarapa Licensing Trust, Any other groups we can find, local businesses? REAP, TCC, Support from schools.
 7. Collaborations with other groups, ideas
 - o Ruth Suggested next year, collaboration with the Wairarapa Community Orchestra.
 - o Kapa Haka Groups, involving local iwi and tamariki
 - o Youth Choirs/ Children's Choirs in the area
 - o Dance Groups

Wairarapa Youth Orchestra

Meeting Minutes

Discussion:

8. Appointed Roles

- Temporary Chair Person: Saali Marks until a new chair can be appointed after launch of orchestra in term 4
- Orchestra Supervisor and Secretary: Caitlin Morris
- Treasurer: Andrew Atkins

Wairarapa Youth Orchestra

Meeting Minutes

Community Group:	Wairarapa Youth Orchestra
Meeting Purpose:	Venue Confirmation, Logistics and Next Steps.
Meeting Date:	30/07/21
Meeting Time:	12pm
Meeting Location:	Kuranui College, Greytown
Meeting Facilitator:	Caitlin Morris
Attendees:	Caitlin Morris, Saali Marks, Maree Patten (Acting Principal of Kuranui College), Donald Yee. Apologies Andrew Atkins and Ruth Eckford
Minutes Issued By:	Caitlin Morris
Minutes Confirmed:	Minutes from first meeting presented and confirmed by all present.

Next Steps:	Owner	Due Date
Bank Account Set Up	Caitlin Morris and Andrew Atkins	9 th of August 2021
Keys Cut and Ready for First Rehearsal	Saali Marks	End of Term 3
Tutors Contact Requesting Invoices and Availability	Caitlin Morris	By the 6 th of August 2021
Supporting Letters	Caitlin Morris	Templates sent out by 7 th of August
Budget Creation	Andrew Atkins	Begin 7 th of August 2021
Funders to Contact	Caitlin Morris	Begin 16 th of August
Access to Practice Rooms key	Saali Marks	13 th of August
Snack break, Place for kids to eat in the venue, Orchestra Break	Caitlin Morris	13 th of August
Transport Requests	Andrew Atkins and Pete McLeod	By the end of Term 3

Decisions Made:
<ol style="list-style-type: none"> 1. Kuranui will provide the orchestra with a rehearsal space for free. Contract signed. 2. Kuranui will provide the orchestra with printing assistance within reason. Trial for Term 4. 3. Saali will sort key cutting needed and prepare for first rehearsal, term 4 4. Don has given Caitlin a venue orientation with Health and Safety information 5. Music stand storage available. Caitlin can assist Saali in setting up the storage space for music stands and trolleys 6. Orchestra members and families must not park in the parking area at Kuranui otherwise they could get locked in. Must park on road.

Wairarapa Youth Orchestra

Meeting Minutes

Decisions Made:

7. Orchestra email set up: wairarapayouthorchestra@gmail.com

Discussion:

1. Venue Information
 - Caitlin to pick up the key from the office before rehearsal at 3:45pm.
 - Must unlock the door by exiting outside and through the main entrance. Unlock both doors and the chain/ lock gate.
 - Saali will make sure the storage room key is on the auditorium key chain.
 - Kuranui happy to assist with photocopying within reason, would like if photocopying could be shared with other schools who's students are involved in the orchestra.
 - Venue provided for free as Kuranui Students will be involved. Contract signed. Don has booked all Mondays for the Orchestra Rehearsals.
 - Everyone must park on road to avoid being locked in
2. Healthy and Safety
 - Don has given Caitlin the Health and Safety orientation
 - Make everyone aware on the first rehearsal of the 3 exits of the building and the emergency assembly point in the Kuranui car park.
 - Must be out of the building by 10pm, this is when the building is alarmed
 - The keys will be left on Saali's desk and Caitlin can walk out, doors will lock behind her as she leaves after locking up all other doors.
3. Storage
 - Spare drama storage room can be used for the youth orchestra. Saali will get the key cut. Saali needs help preparing the space for the stand storage. Can fit x4 stand trolleys in the space. 16 stands on each trolley.
 - Percussion and sound shield storage will also need to be looked into once we know what we have.
4. Practice Room and Snack Break
 - Need to confirm with Saali if practice rooms can be available to use for sectionals, small group teaching if needed.
 - Snack break, check with Don and Maree if and where students can eat/drink on the break. If we can use a kitchen space?
5. Other Offers of Support
 - Sheldon from BaseUX has offered to design and host a website for the Youth Orchestra for free.

Wairarapa Youth Orchestra

Meeting Minutes

Discussion:

- Pete McLeod has offered to make enquires into transport assistance for Masterton students to the Youth Orchestra practice. Andrew to provide Caitlin with Pete's email address.
- Sarah has offered to subsidise her fee for designing art, logo and posters for the orchestra

6. Continue with Tasks Assigned



Casual Use Agreement between Kuranui College and:

Name of Licensee / Organisation: Wairarapa Youth Orchestra
 Address: 441 Kahutara Road, Featherston,
 Email Address: Wairarapayouthorchestra@gmail.com
 Contact Phone: 022 642 5244
 Facility to be used: MUSIC ROOM / AUDITORIUM
 Permitted Use: TERM 4 - MONDAYS 4pm-6pm
 Dates / Days Times:

Licence to Occupy School Premises

- 1 The Board of Trustees (*the Board*) is the controlling authority for Kuranui College and has agreed to enter into this licence agreement to allow the licensee to use the school premises for the purpose, terms and conditions as set out above in this Licence. The Secretary of Education (*the Secretary*) has authorised the Board to enter into this Licence pursuant to a Gazette Notice published under section 70C of the Education Act 1989.
- 2 The Board grants you a non-exclusive licence to occupy the Premises commencing on 2/12 and expiring on on the terms and conditions set out in this Licence.
- 3 At the end of the term or earlier termination of this Licence, you will remove all of your property (including any property of your invitees if any) from the Premises, and leave the Premises in a clean, safe and tidy condition to the complete satisfaction of the Board.
- 4 You will pay to the Board:
 - a. a licence fee of \$..... per week/fortnight/month to be paid promptly on receipt of invoice [and thereafter if the arrangement is ongoing]; and
 - b. all costs and expenses arising from your use and occupation of the Premises including (without limitation) the following costs expenses: *[list the relevant items and costs / expenses below]*

- 5 You acknowledge that the Premises form part of the School which is controlled and managed by the Board as part of its statutory responsibilities, including under the Education Act 1989, which prevail over the terms of this Licence.
- 6 You are not responsible for insuring the Premises for catastrophic loss. However, the Board reserves the right to seek compensation, including any costs for recovery, for any loss or damage caused by your or your invitee's or agent's, use and occupation of the Premises. You acknowledge that the Board shall have no liability for damage or loss to School buildings or facilities or the Premises.
- 7 You must, at your own cost, promptly repair any damage caused to the Premises by you or any your invitees. If you fail to do so, the Board may, in addition to its other rights, repair any damage and recover the costs from you.
- 8 You will comply with and observe the Board's health and safety policy and procedures, the Health and Safety at Work Act 2015 and any relevant Regulations or Codes of practice under that Act and any Ministry of Education requirements in the use and occupation of the Premises. You will provide to the Board, if demanded, a health and safety policy and emergency management plan for the Premises having regard to your intended use and occupation of the Premises. The Board may make recommendations to such plan or any revised plan from time to time which you must comply with.
- 9 You will use the Premises only for the Permitted Use.
- 10 You will not bring or store within the Premises (nor allow to be brought upon or stored within the Premises) any goods or things of any offensive, noxious, illegal or dangerous nature which could cause damage to School buildings or other facilities, or affect the health and safety of any person on the Premises.
- 11 You will not allow any act or thing to be done which may be or grow to be a nuisance or annoyance to the Board or any other person and generally and you will use the Premises in a clean, quiet and orderly manner free from nuisance, disturbance or annoyance to any person.
- 12 Due to its overriding statutory obligations, the Board may terminate this Licence at any time by giving you minimum 2 days' notice in writing. The Board may terminate this Licence at any time without notice if you are in breach of any covenant or agreement on your part expressed or implied in this Licence. You are not entitled to any compensation for any such early termination of this Licence.
- 13 You may not place or display any permanent signage or advertising on the Premises (except with the written permission of the Board), or make any alterations to the Premises or construct any buildings, structures or other improvements on the Premises.
- 14 You must comply with all relevant legislation, regulations and bylaws affecting the Premises and your use of the Premises, and must not cause or allow any act on the Premises that would cause nuisance or annoyance to any neighbouring property, or any contamination of the Premises. You must, at your own cost, obtain and comply with any resource consents, permits and other planning approvals required for the Permitted Use of the Premises including licenses for the sale or supply of alcohol.
- 15 If you wish to sell or supply alcohol at your event, you must also apply to the Board of Trustees in writing for permission at least eight weeks in advance of the event.
- 16 There is to be no smoking on the College campus at any time.

- 17 The Board makes no warranty or representation that the Premises are fit for any particular use, and you acknowledge that you have entered into this Licence completely in reliance upon your own skill and judgment. You agree to occupy and use the Premises at your own risk, and release the Board from any claim for any loss or damage you may suffer or incur.
- 18 You indemnify the Board against any loss, claim, damage, expense, fine, penalty, liability or proceeding suffered or incurred at any time by the Board (or the School or the Secretary) as a direct or indirect result of any breach of your obligations, undertakings or warranties contained or implied in this Licence, or as a direct or indirect result of your activities on the Premises.
- 19 You must meet all costs and expenses (including legal costs on a solicitor/client basis) which the Board may incur in enforcing its rights under this Licence.
- 20 This Licence is personal to you, and you may not assign, transfer, sub-licence or otherwise share your rights under this licence or in the Premises to or with any other person.
- 21 This Licence is the entire agreement (and replaces all earlier negotiations, representations, warranties, understandings and agreements) between you and the Board regarding your use of the Premises. Any amendments to this Licence must be recorded in writing and signed by both you and the Board.

Signed:

For Kuraru College BCT

Name:

 (Date: 30/7/21)

Agent Name

Signed:

For Licensee

Name:

Carlin Morris (Date: 30/7/21)

Agent Name

140 LoopLine

RD1

Masterton, 5881

Email: kseagrave@gmail.com

Phone: 021 146 5474

Invoice for services to the Wairarapa Youth Orchestra, Term 4, 2021.

Tutoring for string sections

One hour string sectional tutoring @ \$65 per hour

Nine rehearsals @\$65 per hour 585.00

Concert fee 100.00

750.00

Travel fee

60 kms @79c per km each rehearsal.

\$47 x ten sessions 470.00

\$1,155.00

Fees payable to ASB 12-3290-0032345-00

Kathryn Seagrave

BA, LTCL, DipTchng

Edward Allen

54 Jellicoe Street Martinborough 5711

Phone: 021 687 420

Email: crawl62@gmail.com

14/8/21

Quote

For: Wairarapa Youth Orchestra

Fee: \$630 for string tutoring at 9 rehearsals at \$70 per hour in Term 4,
\$120 for assisting the Brass section at the end of term concert.

Travel costs: 10 trips of 38km x 82 cents = \$311.16

Total: \$1,061.16

Many thanks,

Edward Allen

Instrument Tutor Quote

Alex Nyman
80 East Street
Greytown 5712
South Wairarapa

☎021 729 466
Alexnyman251@gmail.com

Attention: Wairarapa Youth Orchestra
Date: 14/08/21

Project Title: Woodwind Tutor
Project Description: x9 Rehearsals and Concert for the Wairarapa Youth Orchestra

Description	Quantity	Unit Price	Cost
X9 Rehearsals	9	\$80.00	\$720
X1 Concert	1	\$150.00	\$150
		Total	\$870

Victoria Jones,
P.O. Box 168,
Martinborough, 5741.

14/8/21

Mobile: 021 054 0212
email: vicbjones@gmail.com

Banking details: 06 0582 0114162 03

For: Wairarapa Youth Orchestra

Fee: \$630 for string tutoring at 9 rehearsals at \$70 per hour in Term 4,
\$120 for assisting the string section at the end of term concert.
Travel costs: 10 trips of 38km x 82 cents = \$311.16

Total: \$1,061.16

If you are paying by direct credit, please notify me when
you have done so by email: vicbjones@gmail.com

Many thanks,

Victoria Jones

·
INSTRUMENT TUTOR QUOTE

Marion Townend
37 Weld Street
MARTINBOROUGH
5711

021 163 5194
06 306 8420

Email:
metownend@gmail.co
m

Attention: Wairarapa Youth Orchestra
Date: 14/08/21

Project Title: Violin Tutor

Project Description: x 9 rehearsals and concert for the Wairarapa Youth Orchestra

Description	Quantity	Unit Price	Cost
x9 Rehearsals	9	\$70.00	\$630
x1 Concert	1	\$120	\$120
Travel costs: 10 trips of 38km x 82 cents = \$311.16	1	\$311.16	\$311.16
		Total	\$1061.16

Elizabeth Patchett
70 Lake Ferry Road
RD 2 Featherston

INVOICE

Wairarapa Youth Orchestra

Invoice # 0000002

Invoice Date 08/08/2021

Due Date 12/20/2021

Item	Description	Unit Price	Quantity	Amount
Hours	W.Y.O violin tutor	60.00	6.00	360.00
Hours	W.Y.O concert	100.00	1.00	100.00
Subtotal				460.00
Total				460.00
Amount Paid				0.00
Balance Due				\$460.00

PERCUSSION TUTOR QUOTE

David Heath

17 Waltons Avenue
Masterton
027 206 7103
Email:steppad89@gmail
.com
Drum Tutor

Attention: Wairarapa Youth Orchestra

Date: 15/08/21

Project Title: Percussion Tutor

Project Description: x9 Rehearsals and x1 Concert

Description	Quantity	Unit Price	Cost
X9 Rehearsals	9	\$80.00	\$720.00
X1 Concert	1	\$100.00	\$100.00
X10 Pack in and Out of Percussion	10	\$30.00	\$300.00
Travel costs from Masterton 60 kms @79c per km each rehearsal. \$47 x ten sessions	10	\$47.00	\$470.00
		Subtotal	\$1,590.00
		Total	\$1,590.00

Invoice:

Attention: Wairarapa Youth Orchestra

Description: Creation of the Wairarapa Youth Orchestra poster and logo design.

Poster and logo design:	8 hours
Standard rate:	\$85/per hour
Discounted Rate:	\$30/per hour
<i>Discounted Amount:</i>	<i>\$440</i>
<i>Amount to Pay:</i>	<i>\$240</i>

Payable to bank account via direct debit: 03-0599-0610824-025

Kind regards,

Sarah Morris

53b Holliss Avenue, Christchurch

0278234436

Sarahapp13@gmail.com

12 August 2021

In support of funding for a Wairarapa Youth Orchestra

To whom it may concern,

Our small South Wairarapa rural school has had the pleasure of Caitlin coming into our kura each week to tutor almost 40% of our students (19 out of our role of 51) in ether violin, cello or guitar since the beginning of this year.


As educators, we know of much research that evidences the belief that music, and the discipline of learning an instrument, can have a profoundly positive effect for many children, especially those with special learning needs. To this end, we welcomed the opportunity to work alongside Caitlin, and I made it a personal mission to ensure that any child at our school was given the chance to learn an instrument, irrespective of their whanau's financial situation. We received some small donations, and with those I set up a 'scholarship' to this effect.

It is sad that we, as a community, have to do this in order to enable any child access to an extra opportunity to learn an instrument such as the violin, cello or guitar, but perhaps in so doing, in 20 years' time a child from our school might be playing in the NZSO! Which brings me to the point of this letter of support . . .

When Caitlin first talked to me about her dream of starting a Youth Orchestra, based in the South Wairarapa, I saw this as a wonderful opportunity for our own kura's music learners to perhaps be able to take their music to the next level. Performing and sharing can add so much for all students, but in particular those within The Arts. I saw it as a way to cross school boundaries, to build collaboration between students from a range of schools, to come together to give musical pleasure to others through the commonality of music.

This is also a wonderful opportunity for the South Wairarapa to continue to support and develop in our children a love of The Arts. We have a rich history, at this end of the Wairarapa valley, for excellence in the performing arts. I see the implementation of a Youth Orchestra as very much a part of that ongoing success.

Ngā mihi nui



(Mrs) Tana Klaricich
Principal
South Featherston School

Victoria Jones

P.O. Box 168, Martinborough, 5741

Phone: 021 054 0212

Email: vicbjones@gmail.com

August 12, 2021

To whom it may concern,

I am a semi-retired professional orchestral musician and music teacher.

I played for 34 years in the New Zealand Symphony Orchestra, and was promoted to the position of sub-principal (#2) double bass, a position I held for approx 20 years. During this time I also held the position of part-time artist-tutor at the New Zealand School Of Music at Victoria University.

In 2006 I represented NZ in the World Philharmonic Orchestra in Paris, France.

I currently lead the Martinborough Community Choir, and co-lead a choir for Parkinson's Wairarapa. I also teach instrumental music (cello, double bass and piano) privately, and perform regularly at rest homes and at Hospice Wairarapa.

I firmly believe that having a Youth Orchestra in the Wairarapa community would benefit our community enormously.

It would engender a sense of camaraderie amongst young music students in our community, and a healthy sense of competition and teamwork, as the orchestra prepares for future performances.

It may even inspire some students to pursue a career as full-time orchestral musicians.

The Wairarapa is currently well represented in national school choral competitions, such as 'The Big Sing':

<https://nzcf.org.nz/the-big-sing-results-2021-2/> and

the Smokefree Rock Quest:

<https://www.smokefreerockquest.co.nz/regional-homepage/wairarapa>

but very much unrepresented in other inspirational and motivational musical

activities such as the National Secondary Schools Symphony Orchestra:

<https://www.nzssso.com/nzssso-2021-provisional-seating-list/>

The NZSO National Youth Orchestra, and Chamber Music New Zealand's NZCT Schools Chamber Music Competition, where there were NO Wairarapa groups in any of the preliminary rounds.

To me this is a situation that definitely needs rectifying, and I strongly believe that the Wairarapa Youth Orchestra would provide the necessary catalyst for change, and put our region on the map, whilst providing wonderful opportunities for many of our tamariki.

Research has proved that young minds benefit enormously from learning a musical instrument, and an orchestra can provide a sense of belonging, and a feeling of strength in numbers, as does choral singing.

I would be delighted to be involved as an instrumental tutor for the lower strings of the orchestra, as I have many years of experience - I tutored the double bass section of the NZSO NYO on many occasions, and was also a tutor at the Australian National Music Camp for two years.

I extend my very best wishes to Caitlin and her team, and I sincerely hope that this wonderful venture is allowed to flourish!

Please don't hesitate to contact me if you require any further information.

Nga mihi,

Victoria Jones

Alex Nyman
80 East Street
Greytown 5712
South Wairarapa

☎ 021 729 466

Alexnyman251@gmail.com

To whom it may concern,

I would like to offer my wholehearted show of support to Caitlin Morris and her plans for creating the Wairarapa Youth Orchestra. This would be a much needed community requirement for many of the younger orchestral students who at the moment have very little in the way of outlets for such playing.

As a former University artist teacher of Saxophones and Woodwinds at both Massey and Victoria in Wellington I can offer my support in both terms of tutoring and experience in conducting and organising youth concert bands and orchestras.

The benefit to students in the Wairarapa would be immense and allow them the opportunity to work with Andrew Atkins who is a wonderful conductor and Caitlin Morris who is a vastly experienced Cellist and orchestral strings teacher. Such opportunities are not to be missed.

I think the general public would welcome such an initiative to promote more classical music in the Wairarapa amongst its youth and give them the opportunity to perform in public, playing at the highest levels when taught by the prospective teachers available. We have the venues in the Wairarapa, but not the youth orchestra to play them.

I think we have a golden opportunity to start something that will be of huge value to the youth and adults of the Wairarapa and become a mainstay of musical education in the region. Those students wishing to start a career in music couldn't wish for a better start.

I sincerely hope that Caitlin will be afforded every chance to start this wonderful project and for it to become a bedrock of musical education in the Wairarapa.

Yours sincerely,

Alex Nyman

Marion Townend LRSM BA
37 Weld Street
Martinborough
metownend@gmail.com

11 August 2021

To whom it may concern,

I am a musician and a retired music teacher, a member of the Martinborough String Quartet and Secretary of the Martinborough Music Festival Trust Board. I was part of a team which founded the *Rotorua Music School 30 years ago; I taught violin and ensembles, conducted a youth orchestra and facilitated concerts. I have had a long interest in the subject of music for children and I am very happy to hear of the proposal to start a youth orchestra in the region where I now live.

I believe all children should have the opportunity to learn an instrument, to listen to other people's music and to create their own music. I believe the best possible and most affordable tuition should be offered through group lessons from primary age, with opportunities for individual and advanced tuition later on. I believe appropriate and enjoyable ensemble playing provides the best encouragement for students. It's great fun, has wide benefits for social and mental development and gives much pleasure to the participants and their community.

There is a lot of music happening in this region – professional, amateur, folk, and festivals - but at present the greatest need is for affordable music tuition and ensemble experience for children.

I am keen to support the efforts of those proposing a youth orchestra in Wairarapa, in particular by joining the team of tutors assisting Caitlin Morris.

Yours faithfully,

Marion Townend

*A community music school based on Out of Hours classes funded by the Ministry of Education.

Belinda Carey

Address: 5 Brooklands Roads
Phone: 063727155
BCarey@waicol.nz
HOD Music Wairarapa College

To whom it may concern,

I am the Head of Music at Wairarapa College, currently on a study award completing a Masters in Education, at Victoria University. I am a member of the Wairarapa Community Orchestra and the Wellington Chamber Orchestra, and support many community initiatives in the Performing Arts including being a past chair of the Creatives Communities Grants Committee and a member of the Toi Wairarapa board.

The Wairarapa has an increasing number of young people who are in learning orchestral instruments. Over a number of years, this has been in decline and in secondary schools this has been evidenced by low numbers in music classrooms and students without the prerequisite skills to be successful in NCEA. We are extremely grateful to have young enthusiast teachers like Caitlin.

In my own experience, being in an orchestra as a teenager gave me a focus, a set of friends, disciple, a creative outlet and has provided a life long opportunities. I still regularly play.

It's the coming together as a group which is so satisfying. It's getting to know the repertoire, the skills and depositions of reading and interpreting music and being part of a team, which are transferable skills. There is a large body of research which supports the theory that learning music is "just good for the brain".

Wairarapa is ready for this orchestra. It will give our younger students opportunities to hear this music, to see the instruments, and to aspire to learn themselves. It will give our practicing students and orchestral members a weekly a focus, and the aspiration to work towards performances and possibilities. For the schools it will build on the skills students need to be successful in life as well as in their studies.

I would be happy to support this initiative. I lead a very busy life so may not be available on a weekly basis but have extensive experience in orchestras and particularly in the woodwind section and will make every effort to be available as and when I can be useful.

I believe Caitlin's leadership in this initiative will be invaluable. She has a wonderful relationship with her students. A very strong knowledge for leadership and wonderful enthusiasm.

Belinda Carey



Andrew Osmond
Hadlow School
68 High Street
Masterton

Wednesday 11th August 2021

To whom it may concern,

My name is Andrew Osmond, principal of Hadlow School. I am writing to support Caitlin Morris' proposal to start a Community Youth Orchestra here in the Wairarapa. Caitlin's enthusiasm and passion for music is wonderful to see and I know she could add huge value for our tamariki and community by establishing a youth orchestra for primary and secondary students.

I know students from Hadlow, and other schools would love the opportunity to work with each other to grow their musical talent and passions. I often talk about igniting interests and passions, this can only happen through opportunities for these interests and passions to come to life. This project is one such opportunity for our children and their families. Working in a collaborative and supporting environment as a team of musicians, I am sure will increase enjoyment, engagement, confidence, and wellbeing for our young musicians.

I also know Caitlin would be the right person to drive such an initiative. If I can answer any further questions, please don't hesitate to get in touch.

Yours sincerely

Andrew Osmond

Principal - Hadlow School

Email - principal@hadlow.school.nz

Mobile: 027 327 7345

[Hadlow Preparatory School High Street, Masterton, New Zealand](#)

Principal: (06) 370-0008 Residence: (06) 378 9296

Email: office@hadlow.school.nz Website: www.hadlow.school.nz

Elizabeth Patchett
70 Lake Ferry Road
R.D.2 Featherston
5772
Ph-0273147699
Email ejpatchett@xtra.co.nz
N.Z.S.O violinist

06/08/2021

To whom it may concern,

I have been a full time member of the New Zealand Symphony Orchestra since 1993. I also have a small teaching practise that covers the Wairarapa and Manawatu. I frequently hold chamber workshops and orchestral workshops for young musicians wanting to be selected to perform as part of the National Secondary Schools Orchestra and NZSO National Youth Orchestra programmes. As part of my orchestral duties with the NZSO I mentor young violinists on a national level and perform music demonstration to primary schools around NZ.

As a young violinist growing up in Hamilton the highlight of my week was the Friday evening rehearsal of the Hamilton Youth Orchestra.

A local youth orchestra brings together musical talent from around the district, which enhances musical growth as well as developing essential skills such as; team work, communication and respect for others.

The Wairarapa Youth Orchestra will bring the community together through musical performances and will develop a sense of pride in what young Wairarapa musicians can achieve. It is an opportunity for like minded youth and their families to make lasting friendships through a common interest. Music bypasses cultural and language barriers. It is the universal language.

Playing in an Orchestra is the ultimate team sport.

I cannot recommend highly enough supporting the start up and ongoing development of the Wairarapa Youth Orchestra.

Personally I will look forward to participating as a tutor and being part of this fabulous initiative.

Ngā mihi.

Elizabeth Patchett

6 August 2021

To Whom It May Concern

I write this in support of forming a Wairarapa Youth Orchestra being formed.

There is much research into the benefits of such a group, not only for the members but also for the wider community.

The members enjoy the camaraderie of being in a team that works together to improve not only their instrumental skills but also refining how to be a member of a team that works towards entertaining family, friends, and the community in that much anticipated end-of-season concert. A team such as this has members with a wide range of skills more so than a sports team or choir where tolerance of skill levels that range from Novice to Superior is paramount towards a common goal.

From a music classroom teacher perspective, such a group is welcomed as in the Wairarapa there are not enough itinerant teachers or facilities in the schools to go around. A group such as the Wairarapa Youth Orchestra can only enhance music programmes.

I therefore, endorse Caitlin's idea of forming the Wairarapa Youth Orchestra.

Regards

Pam Robinson

Music Teacher, SENCO & Y9 Form Teacher

T 06 378 2219

M 027 632 5771

W www.solwaycollege.school.nz



**SOLWAY
COLLEGE**

David Heath

17 Waltons Avenue Masterton
027 206 7103
Email:steppad89@gmail.com
Drum Tutor

3. August. 2021

To whom it may concern,

My name is David Heath, and a drum tutor at several schools in Masterton. I am also a member of Wairarapa Community Orchestra in charge of percussion section.

There are a lot of young talented musicians in Wairarapa who need to have orchestral experience in a orchestra only for young people. They should be given an opportunity to play with other musicians, and to perform in front of an audience. Some of my drum students will definitely benefit from creating various kinds of music and performing with other enthusiastic and talented musicians, which will be appreciated by the wider Wairarapa community.

As there is not many opportunities for young musicians to perform in Wairarapa at present, having a youth orchestra will not only nurture young people's desire to create and perform music, but also it will give Wairarapa community a chance to appreciate their own young talents. Playing in an orchestra requires constant motivation to practise and improve. Students will develop new friendships and musical teamwork.

I would like to be involved in this orchestra as percussion tutor. I have been working as a tutor for the last 20 years. I have also been involved in the Wairarapa Community Orchestra as a musician and as well as tutor for about 10 years. I would like to work with young people, give them opportunities to showcase their talent for their families and the community to enjoy. I am very happy to support young musicians as a tutor and as well as a fellow musician. I believe my experience in the Wairarapa Community Orchestra will help in organising and running the youth orchestra.

I sincerely hope that there will be some kind of funding so that the youth orchestra can be organised and established.

David Heath

140 LoopLine

RD1

Masterton, 5881

Email: kseagrave@gmail.com

Phone: 021 146 5474

To whom it may concern;

I am a qualified school teacher who has worked as a professional musician in Auckland for most of my life. My experience includes professional orchestra work, professional contract work including recording and private music tuition.

As a school teacher I have run school music programmes, conducted school orchestras and focused on developing student musical talent. I have worked on the advisory team to write the music syllabus for primary and intermediate school pupils in New Zealand.

For the last five years I have been an itinerant music teacher in the Wairarapa, teaching violin and cello in many of the schools in the area. What is really clear is that there is a dearth of opportunities for students in the Wairarapa to learn instruments and to perform together. Consequently, the students who do start instruments struggle to progress because there are few playing goals to work towards.

Orchestras for students provide validity and confirmation of their decisions to learn instruments through playing with their peers. For music teachers, orchestral music provides a focus for teaching and learning and is a way to recognise developing skills. Playing in an orchestra requires a set of skills and disciplines that have far reaching applications and benefits for students.

I fully endorse the initiative to establish a youth orchestra in the Wairarapa.

Kathryn Seagrave B.A., L.T.C.L., Dip.Tchg.

Edward Allen

54 Jellicoe Street Martinborough 5711

021 687 420

crawl62@gmail.com

Chair, Martinborough Music Festival Trust

14/8/2021

To whom it may concern:

I began learning the French Horn at age ten in Long Beach California. My university education began at California State University, Long Beach where I studied French horn privately with leading players in the Los Angeles area. In 1965 I was appointed Third Horn in the Utah Symphony Orchestra in Salt Lake City Utah. While working there I completed Bachelors and Masters degrees in Music Performance at the University of Utah and joined the music faculty as an Adjunct Associate Professor of Music. In 1984 I was appointed Section Principal French Horn in the New Zealand Symphony Orchestra and retired in 2011. I was also a faculty member of the School of Music at Victoria University Wellington and have enjoyed casual employment in Orchestra Wellington, the Melbourne , Sydney, Tasmanian and Dunedin Symphony orchestras as well as the NZSO.

Along with my work with orchestras I have played many school concerts in an orchestral setting as well as in small groups directly contacting young students. As a tutor at the Australian National Music Camp, the University of Utah, Victoria University and the NZSO NYO I taught many horn players who are now members of professional symphony orchestras around the world.

The Martinborough Music Festival is also maintaining and expanding it's outreach/schools programme - we engage university age performers to visit primary and secondary schools in the Wairarapa with programmes introducing students to instrumental groups playing a variety of music . This year students from ten different schools will participate in these presentations and some of these students would like more opportunities to learn musical skills. Unfortunately there has been a lack of continuity for young people who would like to learn musical instruments and the Wairarapa Youth Orchestra will be an excellent opportunity for these students. It will be beneficial to the community by providing a source of inspiration, camaraderie and healthy competition for young people who are interested in music. It is well known and proven that young minds benefit enormously from learning a musical instrument. In my experience a local youth orchestra led me to an orchestra similar to the National Secondary Schools Orchestra. From there I was accepted by an orchestra similar to the NZSO National Youth Orchestra which led to casual paid work in the greater Los Angeles area and ultimately a professional career.

I totally support Caitlin's work developing a Wairarapa Youth Orchestra and would be very happy to coach the brass section.

Ngā mihi

Ed allen

Stephan Schulz

P.O. Box 101
Masterton
02102727338
th.sz.nts@gmail.com

02/08/2021

To whom it may concern,

I am a secondary teacher in charge of Music. I have taught in Wairarapa for over 30 years. As I teach in a small school, I had to learn to diversify. I therefore also teach Social Sciences, Physical Education and Technology.

My greatest passion is being a composer musician. I have performed within this community and beyond. Having received a Masters in Composition (Music) and Diploma in Teaching in the 1990's, one could say I have been around the block and am aware of what this community needs. I currently perform with two Jazz bands and am a member of the WCO (Wairarapa Community Orchestra).

Why an orchestra? Why a youth orchestra? To begin with I would like to share an amazing experience with you as a parent who has a teenager. This teen has benefited hugely by having been part of the WCO and other music groups. This teen has received numerous awards both inside his school and from within the Wairarapa community. This only happened because he gained the support and experience from a community of musicians such as within the WCO, music tutors, friends and family members. It gave him confidence, inner strength and leadership qualities. A healthy community needs future leaders who take us forward into the 21st Century.

The WCO has been very accommodating to incorporate young musicians. However, as the WCO grew in size and in popularity within the Wairarapa community, judging by the numerous concerts we all enjoyed, the situation of having young people and experienced musicians together in one large ensemble has become somewhat complicated and far from ideal.

Like any large organisation, it needs to be able to fund itself or have funding support. Just to make things happen does not work. An orchestra needs music to play that pleases all. That alone is a tricky task. Those less experienced musicians often found the music too difficult. On the other hand, those with more experience found some of the music too easy. The time is ripe to start thinking broader.

To start sowing seeds early by mentoring or tutoring the young is not enough. They need to engage with their community and one way to do this would be to join a youth orchestra. A youth orchestra for younger musicians or beginners would benefit the community hugely. Imagine the smiles of happy parents... tutors and teachers who have employment... a community that values its young through music...a growing community...

It is very exciting to be part of an atmosphere of success by having generations of musicians coming through who enrich our lives through music over time. We are talking about the next generations of young people who are resilient. We all know resilience is needed by turning up to rehearsals and practising. Resilient young people are also confident and in turn will lead their next generation in turn. This is a very healthy environment to be in, a natural progression, to say the least.

The youth orchestra would contribute by performing in functions and events. It would contribute by bringing the Wairarapa community even closer together. It would raise the profile of the Wairarapa by pumping out top young performers more frequently and consistently. It would raise the standard of the WCO. It would encourage more outside tutors from Wellington or the Manawatu region to participate. Many already show support in our music community by living in the Wairarapa, such as music graduates and music retirees.

It is important to have measures in place so that the youth orchestra is a viable self-governing organisation. It needs an experienced conductor, appropriate music, a venue and robust music stands. Many of these are tick box items and already in existence. We already have the venue, conductor and orchestral tutors lined up. However, the smooth running of an orchestra and fulfilling tasks like cataloguing music is largely done by volunteers who are part of a committee.

By having the support of this committee, commitment is shown. However, it needs to have more community support from those who are not necessarily musicians. Posters need to be designed and printed, music needs to be photocopied and the list goes on. More volunteers are needed to help out. Parents have the opportunity here to not just send their children to the orchestra, but have the opportunity to be part of the orchestra. Local businesses could also be long term supporters...

The youth orchestra needs your help to become a highly valued part of our amazing region. Let's do it!

Stephan Schulz

(Composer Musician, Teacher, Parent)



WAIRARAPA YOUTH ORCHESTRA

ENROLL NOW!


Enroll now at www.wairarapayouthorchestra.co.nz

For primary and secondary school students!

Day: Mondays during school term

Time: 4:30-5:30pm

Location: Kuranui College Auditorium, Greytown

 **Wairarapa**
Youth Orchestra



South Wairarapa District Council

Community and Youth Grant Application Form

Submit to: grants@swdc.govt.nz before 4 pm, 16 August 2021

1. ORGANISATION DETAILS

Name of organisation: Wairarapa Youth Orchestra	
Physical address: 441 Kahutara Road, Featherston 5771	
Postal address: 441 Kahutara Road, Featherston 5771	
Contact Person: Caitlin Morris	Phone No (Day): 022 642 5244
Email: wairarapayouthorchestra@gmail.com	Mobile No: 022 642 5244

Officers of organisation	
Temporary Chair: Saali Marks	Phone No: 021 022 91557
Secretary/ Supervisor: Caitlin Morris	Phone No: 022 642 5244
Treasurer: Andrew Atkins	Phone No: 0211 077 083

Would you like to speak in support of your application to the Grants Subcommittee on the 16 September 2021?	Yes
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<p>When was the organisation formed and what are its aims and objectives?</p> <p>The Wairarapa Youth Orchestra organisation/ club has been formed since the 27/07/2021. We are launching the Wairarapa Youth Orchestra in Term 4 2021.</p> <p>Please see out aims and objectives on the following page:</p>
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Our Vision and Aims

- We will provide the best orchestral education possible for our young instrumentalist across the Wairarapa and it will be free for our students to attend
- We will create a fun, social and safe learning environment for our students as they create music together
- We will hold two concerts a year to get our instrumentalists working towards a collective goal
- We will bring all our tamariki together from across the Wairarapa so they can inspire and help each other improve their skills
- We will grow and encourage orchestral instrument learning throughout the Wairarapa
- We will give back to our wider community, friends and whānau through sharing and creating music together

Our Tamariki

- We are inclusive of all tamariki! No matter what ethnicity, age, gender or learning needs
- The Wairarapa Youth Orchestra is open to all primary and secondary students learning orchestral instruments; woodwind, brass, strings and percussion
- We will provide a device free learning environment with a focus on communication and safe socialisation for our instrumentalists
- We will have parent volunteers ready to assist any child who needs help in rehearsals
- We have a focus on positive communication, kindness and respect of others and their cultures



Our Learning Objectives

- Skill building on our instruments
- Teamwork skills
- Listening, discipline and punctuality
- Kindness and Respect for others
- Following instructions and learning orchestra etiquette
- Creating music together and working towards a collective goal

<p>Total number of members in your organisation?</p>	<p>Total Number: 11</p> <p>Committee Members:</p> <p>Saali Marks, Caitlin Morris, Andrew Atkins and Ruth Eckford</p> <p>Confirmed Instrument Tutors:</p> <p>High Strings: Liz Patchett and Marion Townend Low Strings: Vicki Jones and Kathryn Seagrave Woodwind: Alex Nyman Brass: Edward Allen Percussion: David Heth</p> <p>Confirmed Conductor:</p> <p>Andrew Atkins</p>
<p>How many full-time equivalent people work in your organisation?</p>	<p>N/A</p>
<p>How many volunteers work in your organisation?</p>	<p>Total Number: 13+</p> <p>In Kind Support:</p> <p>Website Host and Creative – Sheldon Kerr BaseUX Legal Advise – Core Legal, Kathryn Jorgenson Parent Volunteers, 8+ volunteers for set up and pack down of rehearsals Music Advisor – Ruth Eckford Pete McLeod- Transport Organisation Radio Promotion: Micheal Wilson Saali Marks: Kuranui Liaison and Temporary Committee Chair.</p>
<p>Date of last AGM?</p>	<p>N/A</p>

Caitlin Morris - Wairarapa Youth Orchestra Supervisor

Since making the shift to the Wairarapa last year Caitlin has taken on the role of tutoring strings in the Wairarapa. She started off with only 16 students and now has more than she can count! After receiving support from Creative Communities, Greytown Lions and the Owls of Featherston, Caitlin was able to take her Classical Strings Workshops around primary schools in the South Wairarapa. This inspired many students with support from their families and schools to take up the learning of the violin and cello. She now has around 30 primary school string students in the South Wairarapa and many more students in Masterton and Carterton as well.



Caitlin absolutely loves giving students the opportunity to learn these string instruments and especially loves teaching through chamber music. Caitlin started learning the cello at 15 years old and lived rurally. She knows how difficult it can be for tamariki to learn these instruments and is very passionate about breaking financial and stereotypical barriers for families. She is thrilled to be supervising and launching the Wairarapa Youth Orchestra in term 4 2021 and believes it will be an incredible foundation to help grow orchestral instrument learning and skill building for students in the Wairarapa. She hopes to give music students who are learning orchestral instruments the best tutoring possible, to enhance their skills on their instruments, learn to work as part of a team, a safe place to socialise and meet other instrumentalists and to have fun!

Caitlin started learning the cello at the age of fifteen in Blenheim with Anna Hyland. For her grade eight ABRSM examination she studied with Lissa Cowie in Nelson where she achieved distinction. She then went on to study a Bachelor of Music in Composition and Classical Performance studying with Rolf Gjelsten and Inbal Megiddo at the New Zealand School of Music in Wellington. In 2018 she completed her Masters in Fine Arts in Music with Merit.

While at University Caitlin has received scholarships and awards such as the Victoria University excellence scholarship, the Roy Jack prize for merit in string playing, the Body/Harris prize for best performance of a New Zealand work and the MFA Fine Arts scholarship. Caitlin also was a winner of the New Zealand Trio composing competition in 2015.

Caitlin has experience working in the classical performance music industry and the film industry after completing an internship with Stephen Gallagher at Park Road Post Production studios. She has composed and recorded music for theatre and film productions in Wellington and also music for a musical "Heaven Help Me" by Valerie Franklin. Caitlin has performed as a soloist with the Nelson Symphony Orchestra, The Marlborough Civic Orchestra, Tawa Orchestra and the Wairarapa Community Orchestra. She has also professionally recorded string parts for New Zealand films some of which include "Kiwi Christmas", "She Shears" and most recently "The Meek."

Caitlin has been a dedicated teacher since studying at University. She has worked with the Virtuoso Strings, Raroa Music Centre, as a reliever for other Wellington based music centres and a private instrument tutor. She has loved working as an orchestral strings tutor and a tutor in chamber music. One of her highlights working at Raroa Music Centre was growing the cello learning base. When she began working at the Centre there were only a couple of cellists, when she left there in term 2 2021 there were 14!

Andrew Atkins - Conductor of the Wairarapa Youth Orchestra

Andrew Atkins:

Andrew is a graduate of Victoria University of Wellington: New Zealand School of Music. He has completed a Bachelor of Music – *BMus*, a Bachelor of Music with Honors – *BMus (Hons)*, and a Masters of Musical Arts – *MMA* in Classical Performance Piano. He has also completed a Graduate Diploma – *Gdip* in Conducting, and a Masters in Fine Arts (Creative Practice) – *MFA (CP)* in Typesetting, Orchestration, and Film Composition. During this time he completed courses in Ensemble Performance, Pedagogy, Marketing and Business Management.

Andrew has competed in the Young Performer Awards, Wallace National Piano Competition, and the Royal Overseas League Chamber Music Competition. He has performed piano concertos with Tawa Orchestra, Nelson Symphony Orchestra, Manawatu Sinfonia, and Wellington Chamber Orchestra. He has also had compositions workshopped and performed by the New Zealand String Quartet, NZSM Orchestra, Auckland Philharmonic Orchestra, and the NZSO. During 2017-2018 Andrew was the Assistant Conductor to Orchestra Wellington. He has also conducted Tawa Orchestra, Kapiti Concert Orchestra, Manawatu Sinfonia, NZSM Orchestra, Wellington Chamber Orchestra, and is the current Musical Director of The Wairarapa Singers.

Andrew has a passion for conducting and large ensemble teaching that has seen him work with numerous children's ensembles as conductor and educator. He has worked with the Virtuoso Strings Orchestra for the past 6 years as the Principal Conductor. He has also worked with Arohanui Strings in conjunction with Orchestra Wellington and was the conductor of the Wellington College and Wellington Girls College combined Orchestra and combined All-Comers Orchestra. He has also taught keyboard and run the Orchestra at Raroa Music Centre in Johnsonville and is currently co-conductor of I See Red, Cherubim, and Seraphim choirs at Chilton St James School. Andrew has also given chamber music coaching for Chamber Music New Zealand in Palmerston North and Christchurch, and choir coaching in Palmerston North and Masterton for the Big Sing.

Andrew is excited to be the conductor for the Wairarapa Youth Orchestra. He is looking forward to bringing his knowledge and experience working with youth ensembles to the Wairarapa instrumentalists. He fully supports this initiative and is dedicated to helping these young musicians improve their skills, work as a team, learn orchestra etiquette and give them an opportunity to perform in concerts which will assist them if they wish to take their learning to a professional level in the future.



2. FUNDING CRITERIA

Funding Criteria

Council has \$75,000 available for youth focused projects and \$170,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant	X
Community Grant	

Community Grants Funding Category

Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community outcomes, with some categories linking to more than one community outcome (see [Grants Policy](#)).

Please select the category that is the project's main focus (mark with an X)

Arts, museums, heritage and culture (including Māoritanga)	
Environment	
Events	
Sport and Recreation	
Social and Educational Services	
Economic Development	

3. PROJECT OVERVIEW

Specific reason for grant application (e.g. upgrade to facilities/purchase of equipment/one-off event):

We are requesting funding to help purchase equipment to run the Wairarapa Youth Orchestra. We need help providing our tamariki with the equipment needed to make their learning as effective as possible.

One of our main aims in our vision is to provide the best education possible for our tamariki, in our youth orchestra learning environment. This means having the equipment needed to run our rehearsals and concerts effectively and efficiently. These are some of the things our orchestra needs to function:

- Music Stands – essential for our tamariki to be able to read and learn from their music
- Music Stand Trolleys – assist with effective music stand storage and transportation from storage room to rehearsal space

- Sound Shields – to protect our students ears from brass and wind instruments
- Clip on tuners – So our young instrumentalists can tune their instruments themselves before rehearsal begins, all at once.
- Folders and Pencils – for our tamariki to keep their orchestra music and write helpful notes in rehearsals. These will be owned by the orchestra. Once our concert is completed the folders will be collected and new music sorted for the next two terms of learning.
- Percussion instruments – Kuranui College will let us use their current percussion instruments they have at the school. However, there is not a huge amount of gear at the school. To assist with our aim of providing the best education possible in our learning orchestra, we do need the basic percussion instruments required for an orchestra.

We want our instrumentalists to be able to have very opportunity to thrive in this youth orchestra learning space. For them to reach their full potential we need to provide them with the necessary equipment to aid their education.

Where and when will the activity/event take place or what is the anticipated completion date of the project (please note funds cannot be allocated retrospectively)?

Our first rehearsal commences on Monday the 18th of October at 4:30pm. The first week back of term 4. We will require our equipment to run the orchestra by this date. We will do everything we can to ensure everything is ready for our first rehearsal.

Our rehearsals are held at Kuranui College auditorium, Greytown.

Why should South Wairarapa District Council (SWDC) support this project/event?

There is already a lot of instrument learning going on in the South Wairarapa District. This number is increasing and interest in music is growing. We have an opportunity to aid this niche that is in need of support in this community.

Personally I have grown string education in the South Wairarapa Primary Schools and at Kuranui College. I have in the South Wairarapa alone, 40 students. Of my student base in the South Wairarapa this number was 0 last year.

It is incredible how quickly the interest has grown and we can now facilitate and develop this learning, through the Wairarapa Youth Orchestra. There are also a number of other instrument teachers, students and families that are involved in other orchestral instrument learning already.

The South Wairarapa District Council should support the Wairarapa Youth Orchestra, as it will aid us in our goals:

- Encouraging and supporting music learning and instrument skill building
- Allowing our youth to come together from all schools to socialise in a safe learning environment
- Educating our youth in team work, respect, kindness, listening, communication, following instructions, discipline, initiative and punctuality skills.
- Giving back to our wider community through our concerts and developing confidence and positive self-esteem in our students.

We are looking forward to launching the Wairarapa Youth Orchestra in term 4 of 2021 to provide opportunities for and support our youth.

Who will benefit from these funds and in what way?

Our Youth

There are three main ways in which the Wairarapa Youth Orchestra will benefit our youth within the South Wairarapa.

1. Educationally: It will provide a space for young South Wairarapa orchestral instrument learners to improve and enhance their skills within a team of musicians.
2. Socially: It will allow other youth instrumentalists from schools across the South Wairarapa to meet each other, share common interests and make new friends in an interschool collaborative environment. There will also be a strong emphasis on device free learning, the students will be there to learn music and socialise with each other. Not glued to their phones!
3. Sharing with our Community: Our concerts twice a year will allow the young musicians to build their confidence and self-esteem through performance and share what they have learned and created with their friends, whānau and wider community.

South Wairarapa Residents Directly Involved

This Wairarapa Youth Orchestra will benefit all students learning orchestral instruments at primary and secondary schools in the South Wairarapa. These schools include; Martinborough School, Pirinoa School, Kahutara School, South Featherston School, Featherston School, St Tereasa's School, Greytown School and Kuranui College.

Not only will it benefit these students, but also their families/ whānau that would like to be involved with volunteering and running the orchestra. It will be a fantastic opportunity for other families from different schools to interact and to celebrate the orchestral instrument learning which is happening in the South Wairarapa.

South Wairarapa Residents Indirectly Involved

There are two parts of the community that will benefit from this funding and support, for running the Wairarapa Youth Orchestra, and our concerts:

1. Friends and colleagues of the students and families directly involved in the orchestra.
 - Our orchestra will encourage other Tamariki to get involved in instrument learning if they see and hear what their friends are doing in our concerts and in rehearsals. We also want the Wairarapa Youth Orchestra to be a place where people can enquire about music lessons for their tamariki. We can then direct them to teachers who have space in their own teaching programmes.
2. Residents of the wider South Wairarapa Community who enjoy listening to music concerts.
 - We will make all our concerts open to the public and provide a welcoming environment for all members of the South Wairarapa community who are not directly involved in the orchestra to come and listen!

Concerts are such an incredible way to share our local talent, to celebrate our youths progress on their instruments and to give the gift of music to members of the public.

4. FINANCIALS

Please see all our budget and financial details requested in the attached in this document. It includes all project revenue, fundraising planned and current in-kind and cash support. This is for the rest of the current financial year, Term 4 2021 and Term 1 2022.

The amount we have requested from you in this application is some of the equipment we need to run the Wairarapa Youth Orchestra successfully.

Please know we are also going to be applying for sponsorship and funding from other groups to help cover our other costs. These groups include:

- Rotary organisations
- Lions Organisations
- Other Private Sponsors
- Licensing Trusts
- REAP
- Red Robins
- As Many Local Businesses as possible
- Masterton and Carterton Councils

We are also happy to give you updates on what other sponsorship and funding we receive as it comes in. Please don't hesitate to make contact if you have any questions or concerns about our budget.

Funding requirements	
Is organisation a registered charity?	No
Have you applied to SWDC for funding before?	No
If yes, when, for what purpose and how much was granted?	

GST Registration	
Are you GST Registered	No
Bank account details (required for non GST registered applications only)	
Name of bank:	Westpac
Account name:	Wairarapa Youth Orchestra
Account No:	We are in the process of opening and account with Westpac. We will send the account details to you as soon as we receive them.

5. Declarations

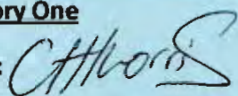
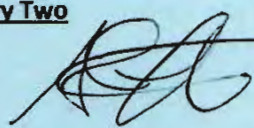
We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

<u>Signatory One</u>	<u>Signatory Two</u>
Signed: 	Signed: 
Full name: Caitlin Hannah Morris	Full name: Andrew Quentin George Atkins
Designation: Secretary / Supervisor	Designation: Treasurer.
Date: 16/8/21	Date: 16/8/21

Eligibility and Criteria

Applicants should review the eligibility and grant criteria as outlined in the [Grants Policy](#) before making an application.

Please return the completed form by 4.00 pm on 16 August 2021 to:

South Wairarapa District Council
PO Box 6
Martinborough 5741
Or email: grants@swdc.govt.nz

Wairarapa Youth Orchestra Projected Budget For Current Financial Year: Term 4 2021 and Term 1 2022

Supervisor

Caitlin Morris

Account Signatories

Caitlin Morris and Andrew Atkins

Is payee registered for GST? (Y/N)

N

Email

wairarapayouthorchestra@gmail.com

Phone

022 642 5244

PROJECT COSTS	Description	Quantity	@	Item Cost	Total	Requested Funding
PERSONNEL COSTS						
Administrator	5 hours per week @ \$30/hour, for 10 weeks per term	2	@	\$1,500.00	\$3,000.00	
Supervisor	10 sessions, @ \$40 p/h x2 hours (including pack in and pack out)	2	@	\$800.00	\$1,600.00	
Pack in and out Percussion	Dave Heth @ \$30 p/h. 9 rehearsal and x1 concert	2	@	\$300.00	\$600.00	
Social Media Marketer	@30 p/h. x1 hour per week, 10 weeks per term	2	@	\$300.00	\$600.00	
Conductor	Andrew Atkins, 9 rehearsals @ \$90 ea, 1 concert fee of \$200 every 2 terms	2	@	\$910.00	\$1,820.00	
High Strings Tutor 1	Liz Patchett, 6 rehearsals @ \$60 ea, 1 concert fee of \$100 every 2 terms, Travel Costs: 80 kms @79c per km each session \$632	2	@	\$1,042.00	\$2,084.00	
High Strings Tutor 2	Marion Townend, 9 rehearsals @ \$70 ea, 1 concert fee of \$120 every 2 terms. Travel Costs \$311.16	2	@	\$1,001.16	\$2,002.32	
Low Strings Tutor 1	Kathryn Seagrave, 9 rehearsals @ \$65, 1 concert fee of \$100 every 2 terms. Travel Costs: 60 kms @79c per km each rehearsal. \$47 x ten sessions = \$470	2	@	\$1,105.00	\$2,210.00	
Low Strings Tutor 2	Viki Jones, 9 rehearsals @ \$70 ea, 1 concert fee of \$120 every 2 terms, Travel Costs \$311.16	2	@	\$1,001.16	\$2,002.32	
Brass Tutor	Eward Allen, 9 rehearsals @ \$70 ea, 1 concert fee of \$120 every 2 terms, Travel Costs \$311.16	2	@	\$1,001.16	\$2,002.32	
Woodwind Tutor	Alex Nyman, 9 rehearsals @ \$80 ea, 1 concert fee of \$150 every 2 terms	2	@	\$795.00	\$1,590.00	
Percussion Tutor	Dave Heth, 9 rehearsals @ \$80 ea, 1 concert fee of \$100 every 2 terms, Travel Costs: 60 kms @79c per km each rehearsal. \$47 x ten sessions = \$470	2	@	\$1,240.00	\$2,480.00	
Arranging	Andrew Atkins and Caitlin Morris: x4 hours per week @ \$50 p/h	2	@	\$2,000.00	\$4,000.00	
Marketing and Advertising Planner	Marketing Strategy Creation, 8 hours @ \$80 per hour for x2 concerts	1	@	\$640.00	\$640.00	

MC	@ \$100 per concert	1	@	\$100.00	\$100.00	
TOTAL PERSONNEL COSTS					\$26,730.96	\$0.00
PRODUCTION COSTS						
Double Bass	1/2 or 3/4 student learning double bass	1	@	\$2,000.00	\$2,000.00	
Timpani	Student Learning Timpani: x1 26inch x1 32inch, Timpani 1 and 3	1	@	\$10,000.00	\$10,000.00	
Crash Cymbals	The Music Warehouse	1	@	\$800.00	\$800.00	\$800.00
Mallets and Beaters	The Music Warehouse	1	@	\$300.00	\$300.00	\$300.00
Bass Drum	Re-Perussion	1	@	\$4,870.00	\$4,870.00	\$4,870.00
Bell Tree	The Music Warehouse	1	@	\$80.00	\$80.00	\$80.00
Wood Blocks	The Music Warehouse	1	@	\$50.00	\$50.00	\$50.00
Music Stand Trolleys	The Music Warehouse	4	@	\$1,099.00	\$4,396.00	\$4,396.00
Music Stands	The Music Warehouse, RAI stands	64	@	\$139.00	\$8,896.00	\$8,896.00
Sound Shields	Manhasset Acoustic Shield	8	@	\$150.00	\$1,200.00	\$1,200.00
Clip on Tuners	The Music Warehouse, rechargeable any instrument tuner, so students can tune their own instruments all at once	30	@	\$35.00	\$1,050.00	\$1,050.00
Music Folders	100 folders @7.69 per folder - The Warehouse Stationery	1	@	\$76.90	\$76.90	\$76.90
Pencils	100 pencils @4.99 per pack of 10 - The Warehouse Stationery	1	@	\$49.90	\$49.90	\$49.90
Storage Container	Hire to store large percussion and stands/ trolleys that do not fit into the Kuranni Storage room	1	@	\$1,500.00	\$1,500.00	
TOTAL PRODUCTION COSTS					\$35,268.80	\$21,768.80
ADMINISTRATION COSTS						
Instrument Insurance		1	@	\$2,000.00	\$2,000.00	
TOTAL ADMINISTRATION COSTS					\$2,000.00	
MARKETING COSTS Please provide a breakdown of the marketing and promotion costs for the project.						
Posters	Print Space Featherston 150 posters A4. 50 for advertising the orchestra. 50 per concert.	1	@	\$75.00	\$75.00	
Logo and Poster Design and Creation	Sarah Morris	1	@	\$680.00	\$680.00	
Flyers	Print Space Featherston 100 flyers. x1 advertising the orchestra. x2 concerts	2	@	\$30.00	\$60.00	
News Paper Advertisement	Waikarapa Times Age x1 ad per term	2	@	\$374.00	\$748.00	

Facebook Sponsored Advertisements	For 4 terms worth of Advertising	1	@	\$100.00	\$50.00	
				TOTAL MARKETING COSTS	\$1,613.00	
				TOTAL PROJECT COSTS (A)	\$65,612.76	
EARNED REVENUE						
PROJECT REVENUE		Description	Quantity	@	Item Cost	Total
EARNED REVENUE						
Concert Ticket Sales		Children Free, Adults \$10 a ticket, Seniors, Students and Community Service Card Holders \$5 Estimate: 90 adults, 50 other members.	1	@	\$1,150.00	\$1,150.00
					TOTAL EARNED REVENUE	\$1,150.00
OTHER CASH SUPPORT						
Sponsorship		CELLO UNLOCKED LIMITED	1	@	\$200.00	\$200.00
Busking Day		x4 busking days. x1 per term.	2	@	\$400.00	\$800.00
Give a little online fundraising campaign		x2 online fundraising rounds	2	@	\$500.00	\$1,000.00
Donations via the website		TBC		@		\$0.00
Raffles		Firewood/ Hampers. x1 raffle per term.	2	@	\$600.00	\$1,200.00
				TOTAL OTHER CASH SUPPORT		\$3,200.00
OTHER IN-KIND SUPPORT						
Kuranni College Auditorium		Venue Provided For Free By School				
Website Development and Host		Free Website Developed and Hosted By Sheldon Kerr CEO at BaseUX				
Sarah Morris Poster, Logo and Art Design		Discount Given for Work	1	@	\$440.00	\$440.00
Printing Costs		Sponsored By CELLO UNLOCKED LIMITED				
Photocopying Costs		Kuranni College				
Preparing food and drink for snack break		Parent Volunteering				
Set Up Stands, Chairs and Sound Shields		Parent Volunteering				
Support Parents for students during rehearsals		Parent Volunteering				
Pack Down Stands, Chairs and Sound Shields		Parent Volunteering				
Transport/ Car Pooling		Parent Volunteering/ Pete McLeod transport organisation				
Music Sourcing Advisor and Supervisor		Ruth Eckford				

Use of Kuramui School Percussion	drum kits, triangle, a pair of bongos, x1 glockenspiel, shakers, rain stick, cowbell, tambourine			
Legal Advise	Core Legal			
Conductor Podium	Borrow From Local Theatre in Masterton- Mats Theatre			
Radio promotion and advertising	Michael Wilson. Happy to provide us free advertising and offer us a programme on his local radio station			
TOTAL OTHER IN-KIND SUPPORT				\$440.00
AMOUNT OF FUNDING REQUESTED				\$21,768.80
TOTAL PROJECT REVENUE (B)				\$4,790.00
REVENUE (B) LESS COSTS (A) = (DEFICIT/SURPLUS)				-\$60,822.76



Casual Use Agreement between Kuranui College and:

Name of Licensee / Organisation: Wairarapa Youth Orchestra
Address: 441 Kahutara Road, Featherston,
Email Address: Wairarapayouthorchestra@gmail.com 5771
Contact Phone: 022 642 5244
Facility to be used: MUSIC ROOM / AUDITORIUM
Permitted Use: Term 4 - MONDAYS 4pm-6pm
Dates / Days Times:

Licence to Occupy School Premises

- 1 The Board of Trustees (*the Board*) is the controlling authority for Kuranui College and has agreed to enter into this licence agreement to allow the licensee to use the school premises for the purpose, terms and conditions as set out above in this Licence. The Secretary of Education (*the Secretary*) has authorised the Board to enter into this Licence pursuant to a Gazette Notice published under section 70C of the Education Act 1989.
- 2 The Board grants you a non-exclusive licence to occupy the Premises commencing on 1/4 and expiring on on the terms and conditions set out in this Licence.
- 3 At the end of the term or earlier termination of this Licence, you will remove all of your property (including any property of your invitees if any) from the Premises, and leave the Premises in a clean, safe and tidy condition to the complete satisfaction of the Board.
- 4 You will pay to the Board:
 - a. a licence fee of \$ per week/fortnight/month to be paid promptly on receipt of invoice [and thereafter if the arrangement is ongoing]; and
 - b. all costs and expenses arising from your use and occupation of the Premises including (without limitation) the following costs expenses: *[list the relevant items and costs / expenses below]*

- 5 You acknowledge that the Premises form part of the School which is controlled and managed by the Board as part of its statutory responsibilities, including under the Education Act 1989, which prevail over the terms of this Licence.
- 6 You are not responsible for insuring the Premises for catastrophic loss. However, the Board reserves the right to seek compensation, including any costs for recovery, for any loss or damage caused by your or your invitee's or agent's, use and occupation of the Premises. You acknowledge that the Board shall have no liability for damage or loss to School buildings or facilities or the Premises.
- 7 You must, at your own cost, promptly repair any damage caused to the Premises by you or any your invitees. If you fail to do so, the Board may, in addition to its other rights, repair any damage and recover the costs from you.
- 8 You will comply with and observe the Board's health and safety policy and procedures, the Health and Safety at Work Act 2015 and any relevant Regulations or Codes of practice under that Act and any Ministry of Education requirements in the use and occupation of the Premises. You will provide to the Board, if demanded, a health and safety policy and emergency management plan for the Premises having regard to your intended use and occupation of the Premises. The Board may make recommendations to such plan or any revised plan from time to time which you must comply with.
- 9 You will use the Premises only for the Permitted Use.
- 10 You will not bring or store within the Premises (nor allow to be brought upon or stored within the Premises) any goods or things of any offensive, noxious, illegal or dangerous nature which could cause damage to School buildings or other facilities, or affect the health and safety of any person on the Premises.
- 11 You will not allow any act or thing to be done which may be or grow to be a nuisance or annoyance to the Board or any other person and generally and you will use the Premises in a clean, quiet and orderly manner free from nuisance, disturbance or annoyance to any person.
- 12 Due to its overriding statutory obligations, the Board may terminate this Licence at any time by giving you minimum 2 days' notice in writing. The Board may terminate this Licence at any time without notice if you are in breach of any covenant or agreement on your part expressed or implied in this Licence. You are not entitled to any compensation for any such early termination of this Licence.
- 13 You may not place or display any permanent signage or advertising on the Premises (except with the written permission of the Board), or make any alterations to the Premises or construct any buildings, structures or other improvements on the Premises.
- 14 You must comply with all relevant legislation, regulations and bylaws affecting the Premises and your use of the Premises, and must not cause or allow any act on the Premises that would cause nuisance or annoyance to any neighbouring property, or any contamination of the Premises. You must, at your own cost, obtain and comply with any resource consents, permits and other planning approvals required for the Permitted Use of the Premises including licenses for the sale or supply of alcohol.
- 15 If you wish to sell or supply alcohol at your event, you must also apply to the Board of Trustees in writing for permission at least eight weeks in advance of the event.
- 16 There is to be no smoking on the College campus at any time.

- 17 The Board makes no warranty or representation that the Premises are fit for any particular use, and you acknowledge that you have entered into this Licence completely in reliance upon your own skill and judgment. You agree to occupy and use the Premises at your own risk, and release the Board from any claim for any loss or damage you may suffer or incur.
- 18 You indemnify the Board against any loss, claim, damage, expense, fine, penalty, liability or proceeding suffered or incurred at any time by the Board (or the School or the Secretary) as a direct or indirect result of any breach of your obligations, undertakings or warranties contained or implied in this Licence, or as a direct or indirect result of your activities on the Premises.
- 19 You must meet all costs and expenses (including legal costs on a solicitor/client basis) which the Board may incur in enforcing its rights under this Licence.
- 20 This Licence is personal to you, and you may not assign, transfer, sub-licence or otherwise share your rights under this licence or in the Premises to or with any other person.
- 21 This Licence is the entire agreement (and replaces all earlier negotiations, representations, warranties, understandings and agreements) between you and the Board regarding your use of the Premises. Any amendments to this Licence must be recorded in writing and signed by both you and the Board.

Signed:

For Kuraru College BCT

Name:

Agent Name

Date:

Signed:

For Licensee

Name:

Agent Name

Date:

Wairarapa Youth Orchestra

Meeting Minutes

Community Group:	Wairarapa Youth Orchestra
Meeting Purpose:	Launching the Wairarapa Youth Orchestra in Term 4. Logistics and Organisation Goals.
Meeting Date:	27/07/21
Meeting Time:	8pm
Meeting Location:	441 Kahutara Road
Meeting Facilitator:	Caitlin Morris
Attendees:	Andrew Atkins, Caitlin Morris, Ruth Eckford (via phone), Apology Saali Marks.
Minutes Issued By:	Caitlin Morris

Next Steps:	Owner	Due Date
Bank Account Set Up	Caitlin Morris and Andrew Atkins	9 th of August 2021
Venue Confirmation	Saali Marks and Simon Fuller Principal Kuranui School	30 th of July 2021
Tutors Contact Requesting Invoices and Availability	Caitlin Morris	By the 6 th of August 2021
Supporting Letters	Caitlin Morris	Templates sent out by 7 th of August
Budget Creation	Andrew Atkins	Begin 7 th of August 2021
Funders to Contact	Caitlin Morris	Begin 16 th of August

Decisions Made:
<ol style="list-style-type: none"> 1. Music Sourcing and Arranging <ul style="list-style-type: none"> o St Mathews, Masterton Intermediate and Ruth Eckford happy to assist with music sourcing. o X4 hours per week of arranging and music sourcing needed for the orchestra to run smoothly. 2. Directions for the Youth Orchestra. Goal Entity. <ul style="list-style-type: none"> o Open a Community Group bank account with Westpac. o Caitlin Morris and Andrew Atkins will have control over the Wairarapa Youth Orchestra. o Cannot Incorporate the group immediately. o Eventually move the orchestra to a Charitable Trust. Once dedicated trustees have been determined. Long term Goal for the orchestra so the organisation can be its own entity.

Wairarapa Youth Orchestra

Meeting Minutes

Decisions Made:

3. Day and Time of Rehearsal
 - o Monday.
 - o Time Frame: Pack in from 3:45pm. Rehearsal from 4:30-5:30pm. Pack out from 5:30pm-6pm.
4. Tutors to Contact
 - o Kathryn Jorgensen, Liz Patchett, Vicki Jones, Chirs Martin, Alex Nyman, Pam Robinson, Stephan Schulz, Kathryn Seagrave, Dave Heth, Ed Allen, Marion and Huge Townend, Belinda Carey.
5. Support Letters Request
 - o Request support letters from all tutors, including principals. Tana- South Featherston School, Andrew- Principal at Hadlow School.
6. Budget, Money in Account on Opening and Signatories.
 - o Budget creation priority
 - o A \$200 donation from CELLO.UNLOCKED LTD will be deposited as soon as the account opens.
 - o Bank account to be opened with Westpac and two signatories for the account to be Caitlin Morris and Andrew Atkins.
7. Funding Proposal must be created asap and sent out to funders. From the 16th of August.
8. Collaborations with other groups- Begin to consider for 2022
9. Roles appointed. Chair, Secretary and Treasurer

Discussion:

1. Music Sourcing and Arranging
 - o Instrument Levels need to be considered for all instrument groups. x1 easy and x1 more challenging part so all age groups are considered.
 - o Rosie Taylor from St Mathews, Maggie from Masterton Intermediate School and Ruth Eckford are happy to assist with music sourcing.
 - o A dedicated arranger/s is also needed for the orchestra to sort and arrange extra parts or full arrangements when necessary.
2. Directions for the Youth Orchestra. Goal entity.
 - a. The members present at the meeting have approved a bank account being opened with Westpac to manage the flow of money for the Wairarapa Youth Orchestra. They have also approved that Caitlin

Wairarapa Youth Orchestra

Meeting Minutes

Discussion:

- Morris and Andrew Atkins will be the joint signatories on the account, as they are also the approved managers of the group.
- b. After Further advise from Chris Martin, Chair of the Wairarapa Community Orchestra and Kathryn Jorgensen, Lawyer. Discussion of how the Wairarapa Community Orchestra is run. The decision has been made that the Wairarapa Youth Orchestra is not in a position to incorporate currently.
 - c. The goal will be to eventually move the orchestra to a Charitable Trust. However, this will take time to find the right kind and number of trustees who can commit. This is a long term goal for the orchestra so the organisation can be its own entity.
3. Day and Time of Rehearsals.
 - o Monday's have been decided to be the best day. Mondays do not clash with other musical rehearsals from other schools or community groups. They are also a good day for the potential venue. 4:30-5:30pm is the decided rehearsal time. This is to give children/ family's time to travel to the venue who live further away. Pack in from 3:45pm and pack out by 6pm. This needs to be confirmed with the potential venue asap. Must have a break in the middle so kids can have a snack etc.
 4. Tutors
 - o Contact Ruth for more potential Brass Tutors
 5. Budget
 - o What we need: Music Stands, Percussion, Conductors podium, Money for Advertising, Admin, Tutors and Conductor Pay, Transport costs vans for students, Music Printing, Folders, Pencils, Sound Shields, Trolleys, Sound Gear, Website, Social Media Management, Poster, flyer, logo creation.
 6. Funding Organisations to contact.
 - o All Lions groups in the Wairarapa, Red Robins, Owls of Featherston, Community Board- Fat Freddie's, Featherston's Own Charitable Trust, Rotary Groups, Creative Communities, Youth Grants, Wairarapa Licensing Trust, Any other groups we can find, local businesses? REAP, TCC, Support from schools.
 7. Collaborations with other groups, ideas
 - o Ruth Suggested next year, collaboration with the Wairarapa Community Orchestra.
 - o Kapa Haka Groups, involving local iwi and tamariki
 - o Youth Choirs/ Children's Choirs in the area
 - o Dance Groups

Wairarapa Youth Orchestra

Meeting Minutes

Discussion:

8. Appointed Roles

- Temporary Chair Person: Saali Marks until a new chair can be appointed after launch of orchestra in term 4
- Orchestra Supervisor and Secretary: Caitlin Morris
- Treasurer: Andrew Atkins

Wairarapa Youth Orchestra

Meeting Minutes

Community Group:	Wairarapa Youth Orchestra
Meeting Purpose:	Venue Confirmation, Logistics and Next Steps.
Meeting Date:	30/07/21
Meeting Time:	12pm
Meeting Location:	Kuranui College, Greytown
Meeting Facilitator:	Caitlin Morris
Attendees:	Caitlin Morris, Saali Marks, Maree Patten (Acting Principal of Kuranui College), Donald Yee. Apologies Andrew Atkins and Ruth Eckford
Minutes Issued By:	Caitlin Morris
Minutes Confirmed:	Minutes from first meeting presented and confirmed by all present.

Next Steps:	Owner	Due Date
Bank Account Set Up	Caitlin Morris and Andrew Atkins	9 th of August 2021
Keys Cut and Ready for First Rehearsal	Saali Marks	End of Term 3
Tutors Contact Requesting Invoices and Availability	Caitlin Morris	By the 6 th of August 2021
Supporting Letters	Caitlin Morris	Templates sent out by 7 th of August
Budget Creation	Andrew Atkins	Begin 7 th of August 2021
Funders to Contact	Caitlin Morris	Begin 16 th of August
Access to Practice Rooms key	Saali Marks	13 th of August
Snack break, Place for kids to eat in the venue, Orchestra Break	Caitlin Morris	13 th of August
Transport Requests	Andrew Atkins and Pete McLeod	By the end of Term 3

Decisions Made:
<ol style="list-style-type: none"> 1. Kuranui will provide the orchestra with a rehearsal space for free. Contract signed. 2. Kuranui will provide the orchestra with printing assistance within reason. Trial for Term 4. 3. Saali will sort key cutting needed and prepare for first rehearsal, term 4 4. Don has given Caitlin a venue orientation with Health and Safety information 5. Music stand storage available. Caitlin can assist Saali in setting up the storage space for music stands and trolleys 6. Orchestra members and families must not park in the parking area at Kuranui otherwise they could get locked in. Must park on road.

Wairarapa Youth Orchestra

Meeting Minutes

Decisions Made:

7. Orchestra email set up: wairarapayouthorchestra@gmail.com

Discussion:

1. Venue Information
 - Caitlin to pick up the key from the office before rehearsal at 3:45pm.
 - Must unlock the door by exiting outside and through the main entrance. Unlock both doors and the chain/ lock gate.
 - Saali will make sure the storage room key is on the auditorium key chain.
 - Kuranui happy to assist with photocopying within reason, would like if photocopying could be shared with other schools who's students are involved in the orchestra.
 - Venue provided for free as Kuranui Students will be involved. Contract signed. Don has booked all Mondays for the Orchestra Rehearsals.
 - Everyone must park on road to avoid being locked in
2. Healthy and Safety
 - Don has given Caitlin the Health and Safety orientation
 - Make everyone aware on the first rehearsal of the 3 exits of the building and the emergency assembly point in the Kuranui car park.
 - Must be out of the building by 10pm, this is when the building is alarmed
 - The keys will be left on Saali's desk and Caitlin can walk out, doors will lock behind her as she leaves after locking up all other doors.
3. Storage
 - Spare drama storage room can be used for the youth orchestra. Saali will get the key cut. Saali needs help preparing the space for the stand storage. Can fit x4 stand trolleys in the space. 16 stands on each trolley.
 - Percussion and sound shield storage will also need to be looked into once we know what we have.
4. Practice Room and Snack Break
 - Need to confirm with Saali if practice rooms can be available to use for sectionals, small group teaching if needed.
 - Snack break, check with Don and Maree if and where students can eat/ drink on the break. If we can use a kitchen space?
5. Other Offers of Support
 - Sheldon from BaseUX has offered to design and host a website for the Youth Orchestra for free.

Wairarapa Youth Orchestra

Meeting Minutes

Discussion:

- Pete McLeod has offered to make enquires into transport assistance for Masterton students to the Youth Orchestra practice. Andrew to provide Caitlin with Pete's email address.
- Sarah has offered to subsidise her fee for designing art, logo and posters for the orchestra

6. Continue with Tasks Assigned



12 August 2021

In support of funding for a Wairarapa Youth Orchestra

To whom it may concern,

Our small South Wairarapa rural school has had the pleasure of Caitlin coming into our kura each week to tutor almost 40% of our students (19 out of our role of 51) in either violin, cello or guitar since the beginning of this year.

As educators, we know of much research that evidences the belief that music, and the discipline of learning an instrument, can have a profoundly positive effect for many children, especially those with special learning needs. To this end, we welcomed the opportunity to work alongside Caitlin, and I made it a personal mission to ensure that any child at our school was given the chance to learn an instrument, irrespective of their whanau's financial situation. We received some small donations, and with those I set up a 'scholarship' to this effect.

It is sad that we, as a community, have to do this in order to enable any child access to an extra opportunity to learn an instrument such as the violin, cello or guitar, but perhaps in so doing, in 20 years' time a child from our school might be playing in the NZSO! Which brings me to the point of this letter of support . . .

When Caitlin first talked to me about her dream of starting a Youth Orchestra, based in the South Wairarapa, I saw this as a wonderful opportunity for our own kura's music learners to perhaps be able to take their music to the next level. Performing and sharing can add so much for all students, but in particular those within The Arts. I saw it as a way to cross school boundaries, to build collaboration between students from a range of schools, to come together to give musical pleasure to others through the commonality of music.

This is also a wonderful opportunity for the South Wairarapa to continue to support and develop in our children a love of The Arts. We have a rich history, at this end of the Wairarapa valley, for excellence in the performing arts. I see the implementation of a Youth Orchestra as very much a part of that ongoing success.

Ngā mihi nui

(Mrs) Tana Klaricich
Principal
South Featherston School

Victoria Jones

P.O. Box 168, Martinborough, 5741

Phone: 021 054 0212

Email: vicbjones@gmail.com

August 12, 2021

To whom it may concern,

I am a semi-retired professional orchestral musician and music teacher.

I played for 34 years in the New Zealand Symphony Orchestra, and was promoted to the position of sub-principal (#2) double bass, a position I held for approx 20 years. During this time I also held the position of part-time artist-tutor at the New Zealand School Of Music at Victoria University.

In 2006 I represented NZ in the World Philharmonic Orchestra in Paris, France.

I currently lead the Martinborough Community Choir, and co-lead a choir for Parkinson's Wairarapa. I also teach instrumental music (cello, double bass and piano) privately, and perform regularly at rest homes and at Hospice Wairarapa.

I firmly believe that having a Youth Orchestra in the Wairarapa community would benefit our community enormously.

It would engender a sense of camaraderie amongst young music students in our community, and a healthy sense of competition and teamwork, as the orchestra prepares for future performances.

It may even inspire some students to pursue a career as full-time orchestral musicians.

The Wairarapa is currently well represented in national school choral competitions, such as 'The Big Sing':

<https://nzcf.org.nz/the-big-sing-results-2021-2/> and

the Smokefree Rock Quest:

<https://www.smokefreerockquest.co.nz/regional-homepage/wairarapa>

but very much unrepresented in other inspirational and motivational musical activities such as the National Secondary Schools Symphony Orchestra:

<https://www.nzssso.com/nzssso-2021-provisional-seating-list/>

The NZSO National Youth Orchestra, and Chamber Music New Zealand's NZCT Schools Chamber Music Competition, where there were NO Wairarapa groups in any of the preliminary rounds.

To me this is a situation that definitely needs rectifying, and I strongly believe that the Wairarapa Youth Orchestra would provide the necessary catalyst for change, and put our region on the map, whilst providing wonderful opportunities for many of our tamariki.

Research has proved that young minds benefit enormously from learning a musical instrument, and an orchestra can provide a sense of belonging, and a feeling of strength in numbers, as does choral singing.

I would be delighted to be involved as an instrumental tutor for the lower strings of the orchestra, as I have many years of experience - I tutored the double bass section of the NZSO NYO on many occasions, and was also a tutor at the Australian National Music Camp for two years.

I extend my very best wishes to Caitlin and her team, and I sincerely hope that this wonderful venture is allowed to flourish!

Please don't hesitate to contact me if you require any further information.

Nga mihi,

Victoria Jones

Alex Nyman
80 East Street
Greytown 5712
South Wairarapa

☎021 729 466

Alexnyman251@gmail.com

To whom it may concern,

I would like to offer my wholehearted show of support to Caitlin Morris and her plans for creating the Wairarapa Youth Orchestra. This would be a much needed community requirement for many of the younger orchestral students who at the moment have very little in the way of outlets for such playing.

As a former University artist teacher of Saxophones and Woodwinds at both Massey and Victoria in Wellington I can offer my support in both terms of tutoring and experience in conducting and organising youth concert bands and orchestras.

The benefit to students in the Wairarapa would be immense and allow them the opportunity to work with Andrew Atkins who is a wonderful conductor and Caitlin Morris who is a vastly experienced Cellist and orchestral strings teacher. Such opportunities are not to be missed.

I think the general public would welcome such an initiative to promote more classical music in the Wairarapa amongst its youth and give them the opportunity to perform in public, playing at the highest levels when taught by the prospective teachers available. We have the venues in the Wairarapa, but not the youth orchestra to play them.

I think we have a golden opportunity to start something that will be of huge value to the youth and adults of the Wairarapa and become a mainstay of musical education in the region. Those students wishing to start a career in music couldn't wish for a better start.

I sincerely hope that Caitlin will be afforded every chance to start this wonderful project and for it to become a bedrock of musical education in the Wairarapa.

Yours sincerely,

Alex Nyman

Marion Townend LRSM BA
37 Weld Street
Martinborough
metownend@gmail.com

11 August 2021

To whom it may concern,

I am a musician and a retired music teacher, a member of the Martinborough String Quartet and Secretary of the Martinborough Music Festival Trust Board. I was part of a team which founded the *Rotorua Music School 30 years ago; I taught violin and ensembles, conducted a youth orchestra and facilitated concerts. I have had a long interest in the subject of music for children and I am very happy to hear of the proposal to start a youth orchestra in the region where I now live.

I believe all children should have the opportunity to learn an instrument, to listen to other people's music and to create their own music. I believe the best possible and most affordable tuition should be offered through group lessons from primary age, with opportunities for individual and advanced tuition later on. I believe appropriate and enjoyable ensemble playing provides the best encouragement for students. It's great fun, has wide benefits for social and mental development and gives much pleasure to the participants and their community.

There is a lot of music happening in this region – professional, amateur, folk, and festivals - but at present the greatest need is for affordable music tuition and ensemble experience for children.

I am keen to support the efforts of those proposing a youth orchestra in Wairarapa, in particular by joining the team of tutors assisting Caitlin Morris.

Yours faithfully,

Marion Townend

*A community music school based on Out of Hours classes funded by the Ministry of Education.

Belinda Carey

Address: 5 Brooklands Roads
Phone: 063727155
BCarey@waicol.nz
HOD Music Wairarapa College

To whom it may concern,

I am the Head of Music at Wairarapa College, currently on a study award completing a Masters in Education, at Victoria University. I am a member of the Wairarapa Community Orchestra and the Wellington Chamber Orchestra, and support many community initiatives in the Performing Arts including being a past chair of the Creatives Communities Grants Committee and a member of the Toi Wairarapa board.

The Wairarapa has an increasing number of young people who are in learning orchestral instruments. Over a number of years, this has been in decline and in secondary schools this has been evidenced by low numbers in music classrooms and students without the prerequisite skills to be successful in NCEA. We are extremely grateful to have young enthusiast teachers like Caitlin.

In my own experience, being in an orchestra as a teenager gave me a focus, a set of friends, discipline, a creative outlet and has provided a life long opportunities. I still regularly play.

It's the coming together as a group which is so satisfying. It's getting to know the repertoire, the skills and dispositions of reading and interpreting music and being part of a team, which are transferable skills. There is a large body of research which supports the theory that learning music is "just good for the brain".

Wairarapa is ready for this orchestra. It will give our younger students opportunities to hear this music, to see the instruments, and to aspire to learn themselves. It will give our practicing students and orchestral members a weekly a focus, and the aspiration to work towards performances and possibilities. For the schools it will build on the skills students need to be successful in life as well as in their studies.

I would be happy to support this initiative. I lead a very busy life so may not be available on a weekly basis but have extensive experience in orchestras and particularly in the woodwind section and will make every effort to be available as and when I can be useful.

I believe Caitlin's leadership in this initiative will be invaluable. She has a wonderful relationship with her students. A very strong knowledge for leadership and wonderful enthusiasm.

Belinda Carey



Andrew Osmond

Hadlow School

68 High Street

Masterton

Wednesday 11th August 2021

To whom it may concern,

My name is Andrew Osmond, principal of Hadlow School. I am writing to support Caitlin Morris' proposal to start a Community Youth Orchestra here in the Wairarapa. Caitlin's enthusiasm and passion for music is wonderful to see and I know she could add huge value for our tamariki and community by establishing a youth orchestra for primary and secondary students.

I know students from Hadlow, and other schools would love the opportunity to work with each other to grow their musical talent and passions. I often talk about igniting interests and passions, this can only happen through opportunities for these interests and passions to come to life. This project is one such opportunity for our children and their families. Working in a collaborative and supporting environment as a team of musicians, I am sure will increase enjoyment, engagement, confidence, and wellbeing for our young musicians.

I also know Caitlin would be the right person to drive such an initiative. If I can answer any further questions, please don't hesitate to get in touch.

Yours sincerely

Andrew Osmond

Principal – Hadlow School

Email - principal@hadlow.school.nz

Mobile: 027 327 7345

[Hadlow Preparatory School High Street, Masterton, New Zealand](#)

[Principal: \(06\) 370-0008](#) [Residence: \(06\) 378 9296](#)

[Email: office@hadlow.school.nz](mailto:office@hadlow.school.nz) [Website: www.hadlow.school.nz](http://www.hadlow.school.nz)

Elizabeth Patchett
70 Lake Ferry Road
R.D.2 Featherston
5772
Ph-0273147699
Email ejpatchett@xtra.co.nz
N.Z.S.O violinist

06/08/2021

To whom it may concern,

I have been a full time member of the New Zealand Symphony Orchestra since 1993. I also have a small teaching practise that covers the Wairarapa and Manawatu. I frequently hold chamber workshops and orchestral workshops for young musicians wanting to be selected to perform as part of the National Secondary Schools Orchestra and NZSO National Youth Orchestra programmes. As part of my orchestral duties with the NZSO I mentor young violinists on a national level and perform music demonstration to primary schools around NZ.

As a young violinist growing up in Hamilton the highlight of my week was the Friday evening rehearsal of the Hamilton Youth Orchestra.

A local youth orchestra brings together musical talent from around the district, which enhances musical growth as well as developing essential skills such as; team work, communication and respect for others.

The Wairarapa Youth Orchestra will bring the community together through musical performances and will develop a sense of pride in what young Wairarapa musicians can achieve. It is an opportunity for like minded youth and their families to make lasting friendships through a common interest. Music bypasses cultural and language barriers. It is the universal language.

Playing in an Orchestra is the ultimate team sport.

I cannot recommend highly enough supporting the start up and ongoing development of the Wairarapa Youth Orchestra.

Personally I will look forward to participating as a tutor and being part of this fabulous initiative.

Ngā mihi.

Elizabeth Patchett

6 August 2021

To Whom It May Concern

I write this in support of forming a Wairarapa Youth Orchestra being formed.

There is much research into the benefits of such a group, not only for the members but also for the wider community.

The members enjoy the camaraderie of being in a team that works together to improve not only their instrumental skills but also refining how to be a member of a team that works towards entertaining family, friends, and the community in that much anticipated end-of-season concert. A team such as this has members with a wide range of skills more so than a sports team or choir where tolerance of skill levels that range from Novice to Superior is paramount towards a common goal.

From a music classroom teacher perspective, such a group is welcomed as in the Wairarapa there are not enough itinerant teachers or facilities in the schools to go around. A group such as the Wairarapa Youth Orchestra can only enhance music programmes.

I therefore, endorse Caitlin's idea of forming the Wairarapa Youth Orchestra.

Regards

—
Pam Robinson

Music Teacher, SENCO & Y9 Form Teacher

T 06 378 2219

M 027 632 5771

W www.solwaycollege.school.nz



**SOLWAY
COLLEGE**

David Heath

17 Waltons Avenue Masterton
027 206 7103
Email:steppad89@gmail.com
Drum Tutor

3. August. 2021

To whom it may concern,

My name is David Heath, and a drum tutor at several schools in Masterton. I am also a member of Wairarapa Community Orchestra in charge of percussion section.

There are a lot of young talented musicians in Wairarapa who need to have orchestral experience in a orchestra only for young people. They should be given an opportunity to play with other musicians, and to perform in front of an audience. Some of my drum students will definitely benefit from creating various kinds of music and performing with other enthusiastic and talented musicians, which will be appreciated by the wider Wairarapa community.

As there is not many opportunities for young musicians to perform in Wairarapa at present, having a youth orchestra will not only nurture young people's desire to create and perform music, but also it will give Wairarapa community a chance to appreciate their own young talents. Playing in an orchestra requires constant motivation to practise and improve. Students will develop new friendships and musical teamwork.

I would like to be involved in this orchestra as percussion tutor. I have been working as a tutor for the last 20 years. I have also been involved in the Wairarapa Community Orchestra as a musician and as well as tutor for about 10 years. I would like to work with young people, give them opportunities to showcase their talent for their families and the community to enjoy. I am very happy to support young musicians as a tutor and as well as a fellow musician. I believe my experience in the Wairarapa Community Orchestra will help in organising and running the youth orchestra.

I sincerely hope that there will be some kind of funding so that the youth orchestra can be organised and established.

David Heath

140 LoopLine

RD1

Masterton, 5881

Email: kseagrave@gmail.com

Phone: 021 146 5474

To whom it may concern;

I am a qualified school teacher who has worked as a professional musician in Auckland for most of my life. My experience includes professional orchestra work, professional contract work including recording and private music tuition.

As a school teacher I have run school music programmes, conducted school orchestras and focused on developing student musical talent. I have worked on the advisory team to write the music syllabus for primary and intermediate school pupils in New Zealand.

For the last five years I have been an itinerant music teacher in the Wairarapa, teaching violin and cello in many of the schools in the area. What is really clear is that there is a dearth of opportunities for students in the Wairarapa to learn instruments and to perform together. Consequently, the students who do start instruments struggle to progress because there are few playing goals to work towards.

Orchestras for students provide validity and confirmation of their decisions to learn instruments through playing with their peers. For music teachers, orchestral music provides a focus for teaching and learning and is a way to recognise developing skills. Playing in an orchestra requires a set of skills and disciplines that have far reaching applications and benefits for students.

I fully endorse the initiative to establish a youth orchestra in the Wairarapa.

Kathryn Seagrave B.A., L.T.C.L., Dip.Tchg.

Edward Allen

54 Jellicoe Street Martinborough 5711

021 687 420

crawl62@gmail.com

Chair, Martinborough Music Festival Trust

14/8/2021

To whom it may concern:

I began learning the French Horn at age ten in Long Beach California. My university education began at California State University, Long Beach where I studied French horn privately with leading players in the Los Angeles area. In 1965 I was appointed Third Horn in the Utah Symphony Orchestra in Salt Lake City Utah. While working there I completed Bachelors and Masters degrees in Music Performance at the University of Utah and joined the music faculty as an Adjunct Associate Professor of Music. In 1984 I was appointed Section Principal French Horn in the New Zealand Symphony Orchestra and retired in 2011. I was also a faculty member of the School of Music at Victoria University Wellington and have enjoyed casual employment in Orchestra Wellington, the Melbourne , Sydney, Tasmanian and Dunedin Symphony orchestras as well as the NZSO.

Along with my work with orchestras I have played many school concerts in an orchestral setting as well as in small groups directly contacting young students. As a tutor at the Australian National Music Camp, the University of Utah, Victoria University and the NZSO NYO I taught many horn players who are now members of professional symphony orchestras around the world.

The Martinborough Music Festival is also maintaining and expanding it's outreach/schools programme - we engage university age performers to visit primary and secondary schools in the Wairarapa with programmes introducing students to instrumental groups playing a variety of music . This year students from ten different schools will participate in these presentations and some of these students would like more opportunities to learn musical skills. Unfortunately there has been a lack of continuity for young people who would like to learn musical instruments and the Wairarapa Youth Orchestra will be an excellent opportunity for these students. It will be beneficial to the community by providing a source of inspiration, camaraderie and healthy competition for young people who are interested in music. It is well known and proven that young minds benefit enormously from learning a musical instrument. In my experience a local youth orchestra led me to an orchestra similar to the National Secondary Schools Orchestra. From there I was accepted by an orchestra similar to the NZSO National Youth Orchestra which led to casual paid work in the greater Los Angeles area and ultimately a professional career.

I totally support Caitlin's work developing a Wairarapa Youth Orchestra and would be very happy to coach the brass section.

Ngā mihi

Ed allen

Stephan Schulz

P.O. Box 101
Masterton
02102727338
th.sz.nts@gmail.com

02/08/2021

To whom it may concern,

I am a secondary teacher in charge of Music. I have taught in Wairarapa for over 30 years. As I teach in a small school, I had to learn to diversify. I therefore also teach Social Sciences, Physical Education and Technology.

My greatest passion is being a composer musician. I have performed within this community and beyond. Having received a Masters in Composition (Music) and Diploma in Teaching in the 1990's, one could say I have been around the block and am aware of what this community needs. I currently perform with two Jazz bands and am a member of the WCO (Wairarapa Community Orchestra).

Why an orchestra? Why a youth orchestra? To begin with I would like to share an amazing experience with you as a parent who has a teenager. This teen has benefited hugely by having been part of the WCO and other music groups. This teen has received numerous awards both inside his school and from within the Wairarapa community. This only happened because he gained the support and experience from a community of musicians such as within the WCO, music tutors, friends and family members. It gave him confidence, inner strength and leadership qualities. A healthy community needs future leaders who take us forward into the 21st Century.

The WCO has been very accommodating to incorporate young musicians. However, as the WCO grew in size and in popularity within the Wairarapa community, judging by the numerous concerts we all enjoyed, the situation of having young people and experienced musicians together in one large ensemble has become somewhat complicated and far from ideal.

Like any large organisation, it needs to be able to fund itself or have funding support. Just to make things happen does not work. An orchestra needs music to play that pleases all. That alone is a tricky task. Those less experienced musicians often found the music too difficult. On the other hand, those with more experience found some of the music too easy. The time is ripe to start thinking broader.

To start sowing seeds early by mentoring or tutoring the young is not enough. They need to engage with their community and one way to do this would be to join a youth orchestra. A youth orchestra for younger musicians or beginners would benefit the community hugely. Imagine the smiles of happy parents... tutors and teachers who have employment... a community that values its young through music...a growing community...

It is very exciting to be part of an atmosphere of success by having generations of musicians coming through who enrich our lives through music over time. We are talking about the next generations of young people who are resilient. We all know resilience is needed by turning up to rehearsals and practising. Resilient young people are also confident and in turn will lead their next generation in turn. This is a very healthy environment to be in, a natural progression, to say the least.

The youth orchestra would contribute by performing in functions and events. It would contribute by bringing the Wairarapa community even closer together. It would raise the profile of the Wairarapa by pumping out top young performers more frequently and consistently. It would raise the standard of the WCO. It would encourage more outside tutors from Wellington or the Manawatu region to participate. Many already show support in our music community by living in the Wairarapa, such as music graduates and music retirees.

It is important to have measures in place so that the youth orchestra is a viable self-governing organisation. It needs an experienced conductor, appropriate music, a venue and robust music stands. Many of these are tick box items and already in existence. We already have the venue, conductor and orchestral tutors lined up. However, the smooth running of an orchestra and fulfilling tasks like cataloguing music is largely done by volunteers who are part of a committee.

By having the support of this committee, commitment is shown. However, it needs to have more community support from those who are not necessarily musicians. Posters need to be designed and printed, music needs to be photocopied and the list goes on. More volunteers are needed to help out. Parents have the opportunity here to not just send their children to the orchestra, but have the opportunity to be part of the orchestra. Local businesses could also be long term supporters...

The youth orchestra needs your help to become a highly valued part of our amazing region. Let's do it!

Stephan Schulz

(Composer Musician, Teacher, Parent)



South Wairarapa District Council

Partnership Funding Request Form

(for period 1 July 2021 – 30 June 2023)

Submit to: grants@swdc.govt.nz before 4 pm, 16 August 2021

1. ORGANISATION DETAILS

Name of organisation: Featherston Community Patrol	
Physical address: c/- Patrol Leader, Nik Rilkoﬀ, 82 Harrison Street East, Featherston 5710	
Postal address: c/- Patrol Leader, Nik Rilkoﬀ, 82 Harrison Street East, Featherston 5710	
Contact Person: Nik Rilkoﬀ	Phone No (Day): 0211669804
Email: Featherston@cpnz.org.nz	Mobile No: 0211669804

Officers of organisation	
Chair: Nik Rilkoﬀ	Phone No: 0211669804
Secretary: Vicky Alexander	Phone No: 0276567736
Treasurer: Garry Thomas	Phone No: 0274500660

Would you like to speak in support of your application to the Grants Subcommittee on the 16 September 2021 ?	No
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<p>When was the organisation formed and what are its aims and objectives?</p> <p>Featherston’s Community Patrol was established in 2005 by a group of local residents that wanted to support a safer neighbourhood. We are affiliated with Community Patrols of New Zealand (CPNZ), a national organisation formed in 2002. CPNZ’s aim is <i>a New Zealand where everyone feels safe</i>, and our mission is to work in partnership with others, to prevent crime and reduce harm through the active presence of trained patrollers.</p> <p>Featherston’s Community Patrol believes in, and contributes to, a vibrant and strong community where people feel safe, are proud to live and have a sense of belonging and social well-being. Our objective is to serve as extra ‘eyes and ears’ for the Police, patrolling our community (always in pairs) to deter crime and report on any unusual behaviour or problems in our town. The Police also regularly let us know about trouble spots they would like us to keep an eye on, based on recent criminal activity. We also monitor and report on issues that are relevant to the South Wairarapa District Council.</p> <p>Featherston Community Patrol (FCP) meets monthly and is managed by a committee that is elected annually.</p>

Total number of members in your organisation?	18 (current – it changes all the time)
How many full-time equivalent people work in your organisation?	0
How many volunteers work in your organisation?	18 (current)
Date of last AGM?	28 April, 2021

2. FUNDING CRITERIA

Funding Criteria

Council has \$75,000 available for youth focused projects and \$170,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant	
Community Grant	X

Community Grants Funding Category

Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community outcomes, with some categories linking to more than one community outcome (see [Grants Policy](#)).

Please select the category that is the project's main focus (mark with an X)

Arts, museums, heritage and culture (including Māoritanga)	
Environment	
Events	
Sport and Recreation	
Social and Educational Services	X
Economic Development	

3. OPERATIONAL FUNDING OVERVIEW

Reason for requesting operational funding agreement

This application seeks partnership funding for the basic operational costs of the Featherston Community Patrol, including: running costs of the official Community Patrol vehicle, and any uniform and personal protective gear requirements (should we manage to continue to grow beyond our current volunteer numbers and stock held).

While the Community Patrol has traditionally survived on locally sourced donations, these are not guaranteed and leave us vulnerable to being unable to operate. We currently receive coin donations from the people of Featherston, although the amount of this varies by year. We have not received any donated fuel in the 2020-21 year.

Funding applications will be submitted to local donors (Community Board and Featherston's Own Charitable Trust) for individual activities, for example first aid training, however we seek to secure operational certainty through a partnership with the Council.

Explain how your organisation contributes to the wellbeing of South Wairarapa community or youth

The Featherston Community Patrol supports South Wairarapa District Council's goal of social wellbeing, specifically wherein residents are active, safe, resilient and connected.

Our volunteers are actively contributing to a stronger sense of community, and through their volunteering, are also giving back to their community. This experience of volunteering and giving has known mental health benefits, and that is why we are committed to growing the Patrol: both communities and individual volunteers benefit. I would love for more of my neighbours to experience the sense of "contributing".

Featherston Community Patrol supports the community and businesses with theft and crime deterrence. We also regularly patrol Council property, and where we can, report on a wide range of issues including Council-related matters:

- Otairu Reserve left open after hours (donating a combination lock for the chain prior to a barrier being put in place);
- Graffiti (reporting as well as removing if possible);
- Street lighting problems;
- Rubbish (littering, rubbish bins overflowing);
- Bucks Road campsite and Lake Domain Reserve, including by-law breaches during fire ban seasons;
- Water leaks;
- Street sign damage or missing;
- Property damage or misuse of Council owned property.

The group of volunteers are CPR trained and are now able to respond to local cardiac arrests in cases where other emergency response is delayed (particularly after the Council installed a 24/7 AED at the Library). We will be seeking funds from other sources to ensure all Patrollers are also first aid trained in 2021-22.

In the 2021-22 FY, we will be trained on emergency management by Jane Mills (WREMO), to take an active role in, and support the local Emergency Hub response during future emergencies.

The new COVID-19 Public Health Response Act 2020 allows for the accreditation of 'Enforcement Officers including 'volunteer enforcement officers'' working under them. This was a challenge encountered by Featherston Patrollers who sought to support Featherston Medical with traffic management (in the early days of the 2020 COVID-19 lockdown when they were confronted with potentially belligerent members of the public – the Patrol was instructed to stop helping). The Government has determined strict protocols on who will be considered, limiting this to a small group including Community Patrollers. Members of the Featherston Patrol will apply as soon as possible for this accreditation.

The Featherston Community Patrol is building other community support into our annual workplan, for example with an agreement with the RSA to support traffic management and pedestrian safety during the ANZAC Day parade.

Featherston Community Patrol contributes to community wellbeing and safety, and we believe our request for an ongoing funding partnership with SWDC represents a positive and worthwhile investment of the public funds.

How many residents of South Wairarapa will benefit from the funding?

The 2480 residents of Featherston and surrounds, as well as tourists to our town and local camping areas benefit from our Patrols.

(The members of the Patrol benefit directly, in that funds will keep our Patrol car going, and ensure that as we grow, all volunteers have adequate personal protective equipment and uniform.)

How many residents of South Wairarapa will indirectly benefit from the funding?

The 2480 residents of Featherston and surrounds, as well as tourists to our town and local camping areas benefit from our Patrols.

Provide a brief summary of any successes/achievements of the organisation

According to our Annual Report for 2020-21, we covered 1687Kms for the first three quarters of the financial year, approximately 65% of our numbers the year before, reflecting the strangeness of COVID times, in that we did less in 2020-21 than in 2019-20 – we were required nationally to stand down at Alert Level 2.

We logged 156.5 hours of patrolling, again about 60% less than the previous year.

We also log our non-Patrolling time, showing a high level of effort outside of patrolling, with our members doing approximately 25 additional hours each month, in trainings, meetings and administration that includes communicating with Police and Council.

From our statistics in the past 10 months, we have recorded and reported:

- 5 Vehicle related incidents;
- 11 Property related incidents including graffiti (and 2 Patrollers recently spent half a day removing graffiti from some property in Featherston – we have asked for more solvent for this task through the library);
- 8 Property damage incidents;
- 5 Disorder related incidents;
- 1 person-related incident.

We make our reports to the Police, through Sgt Steve Cameron, our Police Liaison Officer, as well as through the South Wairarapa District Council.

4. FINANCIALS - BUDGET FOR CURRENT FINANCIAL YEAR (YOU MAY ATTACH SEPARATELY)

Sources of Revenue/Income	
Subscriptions/Membership fees	\$
Donations	\$ 700 est
Non-Council Grants (please specify)	\$
Council Grants (non-SWDC)	\$
Total Revenue/Income	\$

Expenditure	
Salaries	\$
Rent	\$
Electricity	\$
Phone	\$ 192 (Skinny \$16 pcm)
Insurance (car: currently free, but have been warned by CPNZ national that the agreement may be terminated nationally by AMI)	\$ 500 (potential)
Other (Please list)	
Car registration	\$ 109.16
Fuel \$60 pcm	\$ 720.00
Uniform \$173.40*5	\$ 867.00
Car service and repairs	\$ 800.00
Incidentals (minor equipment purchases - chargers etc)	\$ 100.00
Volunteer thank you dinner for National Volunteer week	\$ 750.00
Total Expenditure	\$ 3938.16
Budget Surplus/Deficit	\$3238.16

GST Registration	
Are you GST Registered	Yes /No
Bank account details (required for non GST registered applications only)	
Name of bank:	Kiwi Bank
Account name:	Featherston Community Patrol
Account No:	38-9010-0857295-00

5. Declarations



We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

<u>Signatory One</u>	<u>Signatory Two</u>
Signed: 	Signed: 
Full name: NIK RIZKOFF	Full name: George THOMAS
Designation: PATROL LEADER / CHAIR	Designation: Treasurer
Date: 16/8/21	Date: 16/8/21

Eligibility and Criteria

Applicants should review the eligibility and grant criteria as outlined in the [Grants Policy](#) before making an application.

Please return the completed form by 4.00 pm on 16 August 2021 to:

South Wairarapa District Council
PO Box 6
Martinborough 5741
Or email: grants@swdc.govt.nz

Items required for this application

- Most recent annual accounts including notes and review/audit report *Annual Finance report attached, under articles we do not require @ audited account*
- Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months)
- Application Form is signed



South Wairarapa District Council

Community and Youth Grant Application Form

Submit to: grants@swdc.govt.nz before 4 pm, 16 August 2021

1. ORGANISATION DETAILS

Name of organisation: DRAGONFLY	
Physical address: c/- 5 TILSON AVENUE, NGAWI	
Postal address: C/- 5 TILSON AVENUE, NGAWI	
Contact Person: JULIE HATCHARD	Phone No (Day): 0273624575
Email: julie@gardenbarn.co.nz	Mobile No: 0273624575

Officers of organisation	
Chair: HANSEL WIRAMANADEN	Phone No: 021 102-6999
Secretary: JULIE HARRIS	Phone No: 027 618-2292
Treasurer: SASHA BAIN	Phone No: 027 664-6262

Would you like to speak in support of your application to the Grants Subcommittee on the 16 September 2021 ?	No
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When was the organisation formed and what are its aims and objectives?

THE CURRENT 6 MEMBERS OF DRAGONFLY HAVE BEEN TOGETHER SINCE THEY STARTED AT WAIRARAPA COLLEGE IN YEAR 9 (2019, THEY ARE NOW YEAR 11), HOWEVER MOST OF THE MEMBERS WERE ALSO TOGETHER, ALONG WITH OTHERS, WHEN THEY WERE AT MIS AS WELL.

DRAGONFLY DREAM OF MAKING IT BIG IN THE NZ MUSIC INDUSTRY ONE DAY – BUT FOR NOW THEY THOROUGHLY ENJOY PRACTICING & PERFORMING TOGETHER AS MUCH AS THEY POSSIBLY CAN.

THE BAND LOVE PLAYING IN FRONT OF AN AUDIENCE AND MAKE THE MOST OF EVERY OPPORTUNITY THEY GET. THEY HAVE PLAYED AT NUMEROUS EVENTS SUCH AS SCHOOL CONCERTS, FAIRS, GALAS ETC, WHICH THEY HAVE LEARNT SO MUCH FROM, AND THEY WOULD LOVE TO HAVE THE CHANCE TO DO MORE.

PERFORMING IN FRONT OF DIFFERENT PEOPLE AT DIFFERENT EVENTS WOULD NOT ONLY BOOST THEIR CONFIDENCE & HELP THEM PROGRESS, IT WOULD ALSO BE A WAY FOR THEM TO MEET NEW PEOPLE & TO SHOWCASE THEIR TALENTS, POTENTIALLY LEADING TO NEW OPPORTUNITIES FOR THEM.

DRAGONFLY HAVE GREAT FUN PERFORMING A RANGE OF POPULAR COVER SONGS BUT THEY WANT TO CONTINUE CREATING MORE OF THEIR OWN SONGS AS WELL. THEY LOOK FORWARD TO THE DAY WHEN THEIR ORIGINALS BECOME JUST AS POPULAR & 'KNOWN' AS THE COVERS THEY PLAY.

THEY HAVE QUITE A FEW SONGS OF THEIR OWN AND WOULD LOVE TO BE ABLE TO HAVE THESE ALL PROFESSIONALLY RECORDED AND PUT ONTO THEIR OWN ALBUM - A FEW MONTHS AGO THEY HAD A TASTE OF HOW EXCITING IT WAS TO RECORD THEIR OWN MUSIC IN A PROFESSIONAL STUDIO. THEY WERE FINALISTS IN THE PLAY IT STRANGE SONG WRITING COMPETITION AND WON PRIZE MONEY TO GO TOWARDS HAVING THE SONG PROFESSIONALLY RECORDED. THEY DID THIS AT TSUNAMI STUDIOS IN LEVIN AND LEARNT AN INCREDIBLE AMOUNT ABOUT THE WHOLE PROCESS, THE SONG IS NOW ON A CD AND WILL BE UPLOADED TO SPOTIFY AND APPLE MUSIC IN THE NEXT FEW MONTHS!

OVER THE PAST 12 – 18 MONTHS, DRAGONFLY HAVE BECOME FRIENDS WITH A WHOLE NEW CIRCLE OF LIKEMINDED TEENAGERS THAT THEY HAVE MET AT VARIOUS EVENTS/COMPETITIONS FROM DIFFERENT SCHOOLS. THIS HAS BEEN INCREDIBLE FOR THEM ALL, NOT ONLY IN A 'MUSICAL' SENSE BUT SOCIALLY & EMOTIONALLY. THEY HAVE ENCOURAGED & SUPPORTED EACH OTHER IN SO MANY WAYS, AND TOGETHER THEY HAVE ENCOURAGED MORE YOUNG PEOPLE TO GIVE MUSIC A GO.

You can find Dragonfly on Facebook & Instagram if you would like to check them out:
[@DragonflyRocksNZ](#)

Total number of members in your organisation?	6
How many full-time equivalent people work in your organisation?	N/A
How many volunteers work in your organisation?	N/A
Date of last AGM?	16/06/2021

2. FUNDING CRITERIA

Funding Criteria

Council has \$75,000 available for youth focused projects and \$170,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant	X
Community Grant	

Community Grants Funding Category

Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community outcomes, with some categories linking to more than one community outcome (see [Grants Policy](#)).

Please select the category that is the project's main focus (mark with an X)

Arts, museums, heritage and culture (including Māoritanga)	
Environment	
Events	x
Sport and Recreation	
Social and Educational Services	
Economic Development	

3. PROJECT OVERVIEW

Specific reason for grant application (e.g. upgrade to facilities/purchase of equipment/one-off event):

I, along with my daughter Jade & members/parents etc of the band Dragonfly from Wairarapa College, are hoping to hold a series of live music performances and are hoping for funding to assist with making these events a reality.

These events would not only include Dragonfly, but also other youth bands from around the region. It can be hard for young bands to find opportunities to perform in front of an audience (other than school activities) and it is hard for young musicians to make

themselves known to the community. These events would also give the community the chance to see that we have a huge amount of talented youths here in the Wairarapa, and would also hopefully give other young up & coming entertainers motivation and desire to pursue their dreams.

An example of what we would use the funding for would include:

Advertising & promoting the events:

We are hoping to attract many people from all throughout Wairarapa, not just the friends & families of the participants. It is important for these young teenagers to know that what they are doing is worthwhile – we want them to feel proud & supported so they carry on pursuing their passion.

Venue Hire:

If finances allowed we would like to hold more than one concert, in different areas of Wairarapa. This could mean that more people are able to come along and show their support. It may also mean that more young bands/musicians could be involved.

Sound & Lighting Needs:

The quality of the sound system and the effects of lights etc, make an incredible difference to the overall show so it would be incredible to have the means to provide this for our young stars, and for them to have the opportunity to work with technicians who know how to enhance their talents.

Where and when will the activity/event take place or what is the anticipated completion date of the project (please note funds cannot be allocated retrospectively)?

We think holding these events during the warmer, longer summer months is the best way to attract a larger audience – but not until after end of year exams etc. The dates could also depend on how many events were to be held – if it was more than one then we could possibly stagger them to suit participants and to make sure it didn't clash with any other important events around the Wairarapa. Some rough ideas for dates could include:

- A pre-Christmas Celebration, or something to tie in with Christmas Parades around the area;
- An end of school holidays celebration - holding something towards the end of the school holidays could give the youths something to focus on and look forward to throughout the long Christmas break;
- A special event during the month of May – NZ Music Month;
- and something that doesn't seem to be celebrated in Wairarapa, but should be, is World Music Day – this is on Tuesday, June 21, 2022.

Why should South Wairarapa District Council (SWDC) support this project/event?

The SWDC would be benefitting not only the South Wairarapa area, but the entire Wairarapa region, in numerous ways.

- There is a lot of undiscovered young talent in Wairarapa. Sadly it can be hard for these kids to know how, or even that they want to, be discovered or heard, but events such as these could provide them a platform to start on.
- It can be hard for teenagers to find activities to occupy themselves, especially for those who aren't 'sporty'. By supporting and enabling them to focus on their music, and providing them with a 'reason' to keep at it, you will be helping them expand their knowledge, meet new people etc.
- Not only would it benefit the youth who are taking part in the actual event, it could also encourage other young people to follow their passions, not necessarily in music, but in many other areas – sports, theatre etc. When the young ones see these students up on stage doing what they love, with support from all around, it might just give them the boost they need to follow their dreams.
- These events could be a great way to bring communities together, in a happy unique environment. It is fabulous to watch crowds at music festivals, concerts etc come together to enjoy a common cause/interest. It could also be a great place for families & friends to get together, for people to get out and about and do something different and maybe even meet new people.
- We have some amazing parks & outdoor areas throughout Wairarapa, and if these concerts could be held in one/some of them it could be a great way to let the people of the Wairarapa see what is right under their nose. If the events could be held at a place of 'attraction' it may also bring new people in from other areas.

Who will benefit from these funds and in what way?

There will be a whole range of people who would benefit from these funds, some that come to mind include:

- The members of Dragonfly and the schools of the members
- Numerous up and coming new youth talent bands & their schools
- A large amount of other young teenagers who may get inspired/encouraged by watching the talented performers
- A whole range of people in the community – all over Wairarapa – who will get to see and support local youth bands
- A range of people who would assist with lighting, sound, providing food & beverages etc

4. FINANCIALS

Funding requirements	
Total cost of project	\$2000 – cost would depend on the number of events being held
Your organisation's contribution	This would also depend on how many events were being held
Other outside funding (please supply brief details)	\$850.00 from the Carterton Creative Communities
Amount applied for in this application	\$2000.00
Shortfall (please provide brief details of how will balance be found)	If we need to come up with funds ourselves we could try and raise some through fundraising and maybe gifts from families and support from local businesses
Project income (if applicable), e.g. generated from sales to public	I am pretty certain that these events would be free of charge to attend.
Is organisation a registered charity?	No
Have you applied to SWDC for funding before?	No
If yes, when, for what purpose and how much was granted?	N/A

GST Registration

Are you GST Registered	Yes/No
------------------------	--------

Bank account details (required for non GST registered applications only)

Name of bank:	Westpac, Masterton
Account name:	Dragonfly
Account No:	03-0687-0044690-000

5. Declarations

We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

<u>Signatory One</u>	<u>Signatory Two</u>
Signed:	Signed:
Full name:	Full name:
Designation:	Designation:
Date:	Date:

Eligibility and Criteria

Applicants should review the eligibility and grant criteria as outlined in the [Grants Policy](#) before making an application.

Please return the completed form by 4.00 pm on 16 August 2021 to:

South Wairarapa District Council
PO Box 6
Martinborough 5741
Or email: grants@swdc.govt.nz

Items required for this application

- Most recent annual accounts including notes and review/audit report
- Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months)
- Application Form is signed

Minutes of Dragonfly meeting

Wednesday 16th June 2021

Attendees

Hansel Wiramanaden
Sasha Bain
Julie Harris
Gavin Harris
Julie Hatchard
Helen Standenburg

Designation

Chairperson
Treasurer
Secretary

Marketing/Advertising

Apologies

Richard King, L'Oreale Neemia-Phillipps

Agenda Items

Set list and performance schedule

We talked through the schedule as it is right now. White Ribbon are to confirm, very new contact.

Hansel unsure whether Sept Arts Extravaganza will be right for us, we will wait and see.

Dragonfly will be getting paid for 6.11 Cystic Fibrosis event, looks like a bit of a progressive meal day, we are the dinner gig, 4-7pm, getting paid, Hansel quoted them \$100 hour, more if we have lights.

Gladstone & Mauriceville gave us chances early on, so we do want to support them in terms of fundraising.

The Noodles date is Toast Martinborough, but we are not yet sure exactly what format or where (eg: releasing The Noodles over their whole day maybe). Hansel will let us know when he knows.

Set list all updated, but they will still need to keep on developing more.

Summer series of concerts - \$850 given to us to run that again, in the mould of last summer maybe with Feedback, or Dixon's List. Going to be bit iffy cos exams go until about 2ns Dec – Timetable attached.

There is a Lions song writing competition which closes on 9th July, which is quite short notice, it only just came out. Hansel is likely to enter the band.

Smoke free Website is a good place to check the process moving forward – How it works tab. We may need to fundraise for a trip to Akl if we make it into the finals. Can get on Spotify once we have a recording that's good enough to go on there, like from the Levin weekend.

Finances, Community Grant Application

All accounts balanced, and it is all documented. All checked by Daniel (our personal accountant). Thank you, Hansel, Daniel & Sasha.

The 29th of June Carterton Funding Event is something one or more of us could attend, **WHO MIGHT ATTEND???**

<https://www.eventbrite.co.nz/e/carterton-funding-workshops-tickets-157888874875?utm-campaign=social&utm-content=attendeeshare&utm-medium=discovery&utm-term=listing&utm-source=cp&aff=escb>

Alan Butler, Carterton Lions is keen to sponsor Dragonfly at some point, we need to keep this in mind as we plan forward. We could always approach them with something specific in mind (2nd drum kit/travel costs?)

Practice space and times

The band are still keen to practise together, so we run with that at the moment. Making most efficient use of time at practises can be an issue. Eventually they will need another space to practise so they can go longer.

Expectations and worries

Minimum of 85% attendance, and a relatively clean slate.

We will be talking to the students about self-care, attendance, taking responsibility.

Feedback and Next steps

Hansel is listening for particular things in their performances and the Rock quest feedback points are all the stuff that Hansel has been telling them since January. The feedback is that the harmonies are all over the place and changing all the time so that the story of the song is distorted, even if the song is strong. It was great for Hansel to get this independent validation of his intuitive feelings about their performances.

They cannot be improved through mixing because of the way that the vocalists are all taking parts of songs, from now on they need to have songs each and the best voice for a song will be doing that song. The strengths in the team need to be used by the coach to the best advantage.

Do they want to upscale this a bit more? If they do, they need to take all this on board. We are about to ask them!!!!

Communication with kids:

Hansel played 4 songs they recorded on that Monday. Talked to the group about how they can only change the songs so much and from now on, everyone needs to work to their strengths and support the main vocalist for each song. Daniel and Hansel have been working trying to mix their songs together, but this is difficult because of the different voices coming into each song.

Hansel also spoke about how they must knuckle down a bit more at practise time, sometimes time is wasted, and they cannot really afford to do that moving forward.

Expectations & worries communication to the kids.

Hansel put his teacher hat on, he explained that he must run them according to school rules.

Attendance etc is important. THESE ARE THE SCHOOL RULES. It was made clear that anyone can ask Hansel for school help, and it is their responsibility to do that before the shit hits the fan.

Hansel and Julie talked about self-care and the importance of basic hygiene such as washing hands, not sharing drinks, getting enough sleep, and not going out if they are sick. Of course, everyone will get sick sometimes, that can't be helped, and they mustn't feel guilty when they do. However, this can be minimized with good hygiene practices. They also spoke about the importance of staying on top of your schoolwork in preparation for the exams at the end of the year; if you work steadily in a disciplined manner, when the busy times come in Nov with NCEA and band performances, it should be manageable.

Hansel asked the kids if they wanted to take Dragonfly to the next level. He explained that they can just carry on as they are, which is completely fine, or they can decide to up the game, record, get on Spotify, perhaps break into Wellington. They did not have to decide tonight but it is something to think about.

Elle said that they need more practise time which led to drum discussion. James's father was talking about purchasing an electronic drum kit which could be transported, use headphones, be used in his garage. Maybe a 2nd drum kit for practise could be in our minds for the Carterton fund approach thing?

Tsunami Studio trip, 26-28 June 2021. Levin.

Meeting about 1pm for Levin trip, go round Palmy way, Pahiatua track way. Hansel to talk with Tsunami about what to take there, equipment wise, will confirm.

Organisation: Julie Harris will also travel over on Saturday, in her own car, to support Julie Hatchard and provide food support. She will stay until Sunday afternoon. Sasha and Richard may come over on Sunday for the day.

Hansel really wants to explore how the recording process works and for the kids to become more aware of this and therefore take more responsibility for the entirety of their performances. The hope is that working and recording with a stranger, will make them more accountable and make the changes that they sometimes resist when working with Hansel (stroppy teenagers).

Extra miscellaneous items:

Do we want to explore Jade & Katie doing any band work with Deborah, even combining their singing lesson to do so or anything like that?

Seven Sharp – they have profiled bands before, a young Auckland one recently. Can we work on contacting them and asking if they would be interested in visiting an amazing provincial band?

Actions

Hansel

To send out Set List to everyone

Enter Dragonfly in the Lions song writing competition?

Sasha

Near end of year contact Harvest again re possibility of playing there in 2022.

Elle needs to learn the intro to Walk Away ready for Levin.

Attendance at Carterton Funds thing on 29 June – it's not really Julie Harris's bag but she could go with someone if there is someone else who will go?



South Wairarapa District Council

Community and Youth Grant Application Form

Submit to: grants@swdc.govt.nz before 4 pm, 16 August 2021

1. ORGANISATION DETAILS

Name of organisation: WHAREKAKA TRUST BOARD INCORPORATED	
Physical address: 20 Oxford Street, MARTINBOROUGH	
Postal address: PO Box 127, Martinborough, 5741	
Contact Person: Joy Cooper	Phone No (Day): 027 306 8596
Email: joycooper1948@gmail.com	Mobile No: 027 306 8596

Officers of organisation	
Chair: Joy Cooper	Phone No: 027 306 8596
Secretary: Jenny Prentice	Phone No: 06 306 9701
Treasurer: John Errington	Phone No: 06 306 8229

Would you like to speak in support of your application to the Grants Subcommittee on the 16 September 2021 ?	Yes
---	------------

<p>When was the organisation formed and what are its aims and objectives?</p> <p>The Martinborough Geriatric and Health Centre Trust began on an informal basis in 1971 to provide day care for the elderly. The premises used were the recently closed maternity home in Martinborough. In 1973 a Trust Deed was established and the Trust acquired the site and building from the Wairarapa Hospital Board with the obligation to continue providing services for the elderly of the area. In 2007 the Trust changed its name to become Wharekaka Trust Board Incorporated (incorporation number: 210638).</p> <p>The primary aims and objectives set out in the trust deed are:</p> <ol style="list-style-type: none">1. To establish and develop a day care centre in the former Martinborough Maternity Hospital for the care of elderly people2. To establish and develop residential and nursing care for elderly people who for reasons of infirmity are unable to care for themselves
--

3. To establish and develop such other functions of community health as may benefit the people resident in the Martinborough district or its environs with emphasis on preventive care in geriatric and other fields
4. To promote by every means the welfare of elderly people and the relief of distress in any form of those unable to care adequately for themselves
5. To provide and maintain homes or other accommodation for the use of the elderly or those unable to care adequately for themselves.

Providing for the needs of infirm older people has been Wharekaka's aim since its inception. Wharekaka is the sole not-for-profit provider of residential and day care for older people in South Wairarapa. We provide care for 20 residents, 4-5 day clients in the home, home delivery of meals on wheels to approximately 60 more people in Featherston, Greytown and Martinborough, and independent, but sheltered, living for up to 24 people in 12 villas.

In addition, we have recently (April 2021) established a community day programme run from a separate location, for frail older people who live alone, or with family carers, in the community.

Wharekaka works closely with all three South Wairarapa medical practices and is strongly supported by Martinborough Medical Centre which provides all medical care for the residents.

Wharekaka aims to be the 'go-to' for home-like care of the elderly in Martinborough and its wider environs, including Featherston, Ngawi, Lake Ferry, Kauhautara, and Greytown.

Total number of members in your organisation?	118
How many full-time equivalent people work in your organisation?	20 FTE
How many volunteers work in your organisation?	32
Date of last AGM?	26 August 2020

2. FUNDING CRITERIA

Funding Criteria

Council has \$75,000 available for youth focused projects and \$170,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant	
Community Grant	X

Community Grants Funding Category

Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community

outcomes, with some categories linking to more than one community outcome (see [Grants Policy](#)).

Please select the category that is the project's main focus (mark with an X)

Arts, museums, heritage and culture (including Māoritanga)	
Environment	
Events	
Sport and Recreation	
Social and Educational Services	X
Economic Development	

3. PROJECT OVERVIEW

Specific reason for grant application (e.g. upgrade to facilities/purchase of equipment/one-off event):

Purchase of Equipment: Modern call bell system for Wharekaka

Where and when will the activity/event take place or what is the anticipated completion date of the project (please note funds cannot be allocated retrospectively)?

The new Call Bell system will be installed at Wharekaka, within 3 months of funds becoming available (Covid permitting).

Why should South Wairarapa District Council (SWDC) support this project/event?

This project aligns with SWDC's Social Well-being Goals and Community Outcomes. The installation of a new, fit-for-purpose call bell system supports the safety and connectedness of frail older residents

Wharekaka's current call bell system is unreliable, cumbersome to use, and does not provide all of the functionality required to maximise resident safety in a modern aged care facility.

This project also aligns well with Goal One of the *Wairarapa Positive Aging Strategy* – it will add to the provision of infrastructure which ensures continuity of services to aid health and well-being.

Who will benefit from these funds and in what way?

Residents and staff of Wharekaka will be the main beneficiaries.

A new call bell system will be easier for all to use. It will enable differentiation between 'routine' calls (eg help needed with toileting) and emergency calls such as sudden haemorrhage or severe chest pain, and more effective signalling to call locations. This will improve safety of residents and enable nurses and carers to respond more effectively.

4. FINANCIALS

Funding requirements	
Total cost of project	\$ 30,000
Your organisation's contribution	\$ 8,000
Other outside funding (please supply brief details)	\$ 0 at this time
Amount applied for in this application	\$ 12,000
Shortfall (please provide brief details of how will balance be found)	\$ 10,000 we are applying to other grant giving bodies for this short fall
Project income (if applicable), e.g. generated from sales to public	\$ 0
Is organisation a registered charity?	Yes
Have you applied to SWDC for funding before?	Yes
If yes, when, for what purpose and how much was granted?	\$10,000 granted in 2020 to assist with costs of emergency water supply project

GST Registration

Are you GST Registered	Yes
------------------------	-----

Bank account details (required for non GST registered applications only)	
Name of bank:	
Account name:	
Account No:	

5. Declarations

We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

Signatory One

Signed:

AJ Cooper

Full name: ANGELA JOY COOPER

Designation: Chair

Date: 16 Aug 2021

Signatory Two

Signed:

J Prentice

Full name: Jenny Prentice

Designation: Facility Manager

Date: 16/8/21

Eligibility and Criteria

Applicants should review the eligibility and grant criteria as outlined in the [Grants Policy](#) before making an application.

Please return the completed form by 4.00 pm on 16 August 2021 to:

South Wairarapa District Council

PO Box 6

Martinborough 5741

Or email: grants@swdc.govt.nz

Items required for this application

- | | |
|---|-----------------------|
| • Most recent annual accounts including notes and review/audit report | <input type="radio"/> |
| • Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months) | <input type="radio"/> |
| • Application Form is signed | <input type="radio"/> |

Performance Report

Wharekaka Trust Board Incorporated
For the year ended 31 March 2021

Prepared by RightWay Limited

Contents

3	Entity Information
6	Approval of Financial Report
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Entity Information

Wharekaka Trust Board Incorporated For the year ended 31 March 2021

Legal Name of Entity

Wharekaka Trust Board Incorporated

Entity Type and Legal Basis

Wharekaka Trust is a Charitable Trust established under the Charitable Trust Act 1957 and is a registered charity under the Charities Act 2005.

Registration Number

CC30989

Entity's Purpose or Mission

Wharekaka Trust Board Incorporated provides residential and nursing care for the aged in the Martinborough district and community health services for the benefit of the people of the Martinborough district.

The Trust's vision is to enable our Wharekaka community to live fulfilled lives.

The Trust's mission is to provide holistic, comprehensive and dedicated care for our residents while promoting their independence in a warm and friendly home environment.

The Trust's values are:

- Mutual respect and inclusiveness
- Consistency, fairness and transparency
- Valuing our partnerships
- Empathy and support to our residents and staff
- Integrity, honesty and trust
- Respect for diversity

The Trust's values are articulated in a published Code of Conduct that applies to the Board, Staff, Residents and those directly involved with the day to day operations at Wharekaka.

Entity Structure

The Wharekaka Trust Board incorporated is a community based charitable trust registered under the Charitable Trusts Act 1957. It is also registered as a charity with the Inland Revenue and the Charities Commission. The Trust Board is registered with the Retirement Villages Association.

The Trust was formed on an informal basis in 1971 to provide respite care for the elderly of Martinborough and surrounding district. The premises used were then the recently closed maternity home in Martinborough. In 1973 a Trust Deed was established and the Trust then acquired the site from the NZ government with the obligation to continue providing services for the elderly of the area.

Wharekaka Rest Home is situated at Oxford Street, Martinborough and operates an aged care facility for up to twenty residents in the home and twelve stand alone self-care villas. It also provides Respite Care, Health Recovery Care and Meals on Wheels services to Martinborough, Featherston and Greytown communities.

The configuration of bed status at Wharekaka is nine rest home beds, six hospital beds and five swing beds (may be used for hospital or rest home care) rooms.

The rest home provides ten standard rooms, seven rooms with partial ensuites and three rooms with full ensuite services. It also contains a recreational day room, dining room, deck sitting area, outside sun area, and gardening facilities.

The Trust Board is charged with running, (achieved by delegation to the General Manager), and governing Wharekaka. The Board consists of the Chair, Deputies, Treasurer and Members, with a current membership of eight.

The current members of the governing body are:

Joy Cooper (Chairperson)

Andrew Sutherland (Deputy Chairperson)

Elizabeth Stevens (Deputy Chairperson)

John Errington (Treasurer)

Helen Meehan

John Bath

Anna Reed

Kirsty Shepherd

Main Sources of Entity's Cash and Resources

Wharekaka Trust Board Incorporated relies on:

- Hospital Level Care occupancy
- Rest Home bed occupancy
- Meals on wheels
- Income derived from villa licence maintenance fees
- Return on investments
- The sale of villa Occupation Right Agreements
- Donations
- Bequests
- Grants from funding bodies

Main Methods Used by Entity to Raise Funds

The Trust operates a significant fund raising programme to encourage individuals and families to donate in one or more ways:

- Regular monthly giving through membership of the Oak Tree Community
- Through a setting up a bequest
- Making a donation to Wharekaka Endowment Fund
- Making a one-off donation directly to Wharekaka

The Trust also seeks grants from funding bodies to assist with expenses of specific projects.

Entity's Reliance on Volunteers and Donated Goods or Services

Volunteers play a valuable role at Wharekaka, including:

- Afternoon tea roster
- Donation of produce to our kitchen
- Organising fundraising events

Physical Address

20 Oxford Street, Martinborough 5711

Postal Address

PO Box 127, Martinborough 5741

Approval of Financial Report

Wharekaka Trust Board Incorporated For the year ended 31 March 2021

The Board of Trustees are pleased to present the approved financial report including the historical financial statements of Wharekaka Trust Board Incorporated for year ended 31 March 2021.

Approved this day of 2021.

Joy Cooper

Chairperson

John Errington

Treasurer

Statement of Service Performance

Wharekaka Trust Board Incorporated For the year ended 31 March 2021

Description of Entity's Outcomes

The Trust provides:

- Long-Term Rest Home and Hospital level care
- Short term residential care for respite (including palliative respite care) and health recovery
- Day care within the residential facility
- Supported accommodation in villas for independent living
- Meals on wheels delivered to Featherston, Greytown and Martinborough

	2021	2020
Description and Quantification of the Entity's Outputs		
Average Occupancy %	92	94
Number of Beds	20	20
Number of Day Care Attendances	386	185
Number of Meals on Wheels Delivered	6,939	5,691
Number of Villas	12	12

The Trust aims for average bed occupancy of 95%. This target was not met in 2021, although 92% was achieved, which is above the industry average.

To achieve a financially sustainable organization the Trust Board works to maintain strong community involvement and support, including financial support. It is not possible to achieve operational break-even on an annual basis under current funding and operating conditions. In the 2021 year an operational deficit of \$158,720 is recorded. The result for the 2020 year was an operational deficit of \$115,896. The increased operational deficit is due to slightly lower occupancy and changes resident mix, with fewer hospital, and more rest home residents in 2021 than in 2020.

During 2021 the Trust Board established the Oak Tree Community. This is a community of committed regular donors. The rollout of the Oak Tree Community is at early stage, and is expected to grow in future years. The Trust Board also seeks one-off donations and bequests both directly to Wharekaka, and as gifts to its Endowment Fund (perpetual fund), which is managed by the Nikau Foundation.

The Wharekaka Auxiliary is a vital part of Wharekaka support structure. Auxiliary members provide hands-on practical assistance through the afternoon tea roster, support to the Activities programme, and in some specific volunteer roles, and most importantly are key players in Wharekaka's fund-raising programme.

The Trust Board has an active programme of grant applications, to seek funding support for various projects.

	2021	2020
Additional Output Measures		
Number of Members - Oak Tree Community	33	-
Number of Members - Wharekaka Auxiliary	17	20

Grants and Gifts Received in 2021

Donor/Grant Giving Entity	Amount	Purpose
South Wairarapa District Council	\$10,000	Towards costs of emergency water supply project
T G McCarthy Trust	\$5,000	To enable upgrade of IT system
Featherston Community Board	\$500	Support for Meals on wheels costs
Greytown Community Board	\$500	Support for Meals on wheels costs
South Wairarapa Rotary Club	\$4,520	To enable purchase of new commercial washing machine and dryer
Martinborough Lions	\$500	Purchase and installation of outdoor lighting
Martinborough Menz Shed	\$150	Unspecified

Gifts and donations from the Wharekaka Auxiliary

During the 2021 year the Wharekaka Auxiliary raised and provided funds to Wharekaka and its foundation, to a total amount of \$33,297.

\$13,297 was gifted directly to Wharekaka, to enable the purchase of the several essential items, including: a ramp, bain marie, hybrid power mattress, a flex relax chair, and to fund the completion of the emergency water supply project.

\$20,000 was gifted to the Wharekaka Endowment Fund.

Wharekaka Endowment Fund

The Wharekaka Endowment Fund was established in 2019, in partnership with the Nikau Foundation, the fund will support the future sustainability of Wharekaka. The fund has shown considerable growth over the year.

	2021	2020
Wharekaka Endowment Fund Balance		
Wharekaka Endowment Fund	93,311	59,968

Statement of Financial Performance

Wharekaka Trust Board Incorporated For the year ended 31 March 2021

	NOTES	2021	2020
Revenue			
Donations, Fundraising and Other Similar Revenue	1	147,326	66,106
Fees, Subscriptions and Other Revenue from members	1	276	236
Revenue from Providing Goods or Services	1	1,305,076	1,349,147
Interest, Dividends and Other Investment Revenue	1	118	1,476
Other Revenue	1	145,688	123,121
Total Revenue		1,598,484	1,540,086
Expenses			
Administration and Overhead Costs		159,168	122,933
Costs Related to Providing Goods or Service		310,137	371,229
Expenses Related to Public Fundraising		459	3,933
Volunteer and Employee Related Costs		1,206,899	1,080,999
Depreciation		79,947	76,114
Loss on Sale of Fixed Assets		-	310
Amortisation		593	464
Total Expenses		1,757,204	1,655,982
Surplus/(Deficit) from Operations		(158,720)	(115,896)
Change in Value of Occupation Right Agreements			
Occupation Right Agreement Fair Value Movement	8	9,375	(165,000)
Total Change in Value of Occupation Right Agreements		9,375	(165,000)
Surplus/(Deficit) for the Year		(149,345)	(280,896)

These financial statements should be read in conjunction with the Statement of Accounting Policies and the Notes to the Performance Report.

Statement of Financial Position

Wharekaka Trust Board Incorporated As at 31 March 2021

	NOTES	31 MAR 2021	31 MAR 2020
Assets			
Current Assets			
Bank Accounts and Cash	2	261,891	236,752
Debtors and Prepayments	2	124,999	137,183
Total Current Assets		386,890	373,934
Non-Current Assets			
Intangibles	2	4,383	4,847
Property, Plant and Equipment	4	4,224,933	3,552,159
Total Non-Current Assets		4,229,316	3,557,006
Total Assets		4,616,206	3,930,940
Liabilities			
Current Liabilities			
Creditors and Accrued Expenses	3	113,039	146,070
Employee Costs Payable	3	93,013	116,298
Other Current Liabilities	3	1,096	2,166
Total Current Liabilities		207,148	264,534
Non-Current Liabilities			
Villa Construction Loan	3	-	175,805
Occupation Rights Agreement Provision	8	3,338,250	3,032,625
Income In Advance	3	524,382	474,671
Other Non Current Liabilities	3	2,400	1,346
Total Non-Current Liabilities		3,865,032	3,684,446
Total Liabilities		4,072,180	3,948,980
Total Assets less Total Liabilities (Net Assets)		544,026	(18,040)
Accumulated Funds			
Accumulated Surpluses or (Deficits)	5	(1,264,004)	(1,114,660)
Revaluation Reserves	5	1,808,030	1,096,620
Total Accumulated Funds		544,026	(18,040)

These financial statements should be read in conjunction with the Statement of Accounting Policies and the Notes to the Performance Report.

Statement of Cash Flows

Wharekaka Trust Board Incorporated
For the year ended 31 March 2021

	2,021	2020
Cash Flows from Operating Activities		
Donations, Fundraising and Other Similar Receipts	147,326	66,106
Fees, Subscriptions and Other Receipts from members	276	87
Receipts from Providing Goods or Services	1,345,537	1,333,661
Interest, Dividends and Other Investment receipts	118	1,476
GST	6,019	794
Payments to Suppliers and Employees	(1,750,648)	(1,511,908)
Total Cash Flows from Operating Activities	(251,372)	(109,784)
Cash Flows from Investing and Financing Activities		
Receipts from Sale of Occupation Right Agreements	509,375	518,749
Received - Loans	76,988	541,763
Loans - Repaid	(257,594)	(377,814)
Payments to Acquire Property, Plant and Equipment	(52,258)	(647,646)
Funds Held on Behalf of Others		1,956
Total Cash Flows from Investing and Financing Activities	276,511	37,008
Net Increase/ (Decrease) in Cash	25,139	(72,776)
Cash Balances		
Cash and cash equivalents at beginning of period	236,752	309,528
Cash and cash equivalents at end of period	261,891	236,752
Net change in cash for period	25,139	(72,776)

These financial statements should be read in conjunction with the Statement of Accounting Policies and the Notes to the Performance Report.

Statement of Accounting Policies

Wharekaka Trust Board Incorporated For the year ended 31 March 2021

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Wharekaka Trust Board Incorporated is not subject to New Zealand income tax as it is a registered charity under the Charities Act 2005.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash, bank accounts and deposits held at call with banks.

Revenue

Revenue is accounted for as follows:

Revenue from Providing Goods and Services

Revenue from residents fees and licenses is recognised as agreed upon services have been provided.

Donations, Fundraising and Other Similar Revenue

Donations, fundraising and bequests with no use or return conditions attached are recorded as revenue when cash is received.

Subscriptions

Life memberships received are initially recognised in the Statement of Financial Position as Income Received in Advance and are then recognised as revenue in the Statement of Financial Performance over ten years.

All other subscriptions are recognised as revenue in the year that they are received.

Interest

Interest revenue is recognised on an accrual basis.

Other Revenue: Occupation Right Agreement Exit Fees

An exit fee payment is payable by residents upon termination of occupation right agreements. The exit fee is calculated as a percentage of the occupation right agreement sale price, based on individual contracts. The exit fee is recognised in the Statement of Financial Performance over the expected length of stay of residents, which is currently estimated at 6 years, being the Trust's best estimate based on industry average and past experience.

Accounts Receivable

Accounts receivable are recorded at estimated realisable value, impairment is recorded where collection is doubtful.

Prepayments

Prepayments are recorded where the Trust pays in advance of a good or service being received.

Employee Costs

Employee costs payable are measured based on current rates of pay. Employee costs payable are salary, wages accrued up to balance date and annual leave earned but not taken at balance date.

Property, Plant and Equipment

Property, plant and equipment are shown at cost or valuation less any accumulated depreciation and impairment losses.

The Trust has elected to adopt Tier 2 PBE IPSAS 17 in relation to the revaluation of land and buildings. Land and buildings are revalued every three years to the latest rateable value. This is an approved basis for revaluation under PE IPSAS 17. Revaluations are depreciated.

Depreciation

Depreciation is provided for on a straight-line basis on all property, plant and equipment (except land) to spread the cost of the asset, less any estimated residual value, over the expected useful life of the asset. The depreciation rates associated with major classes of property, plant and equipment have been applied as follows:

- Buildings 2%
- Motor Vehicles 21%
- Furniture and Fittings 7-67%
- Plant and Equipment 5-100%

Depreciation methods, useful lives and residual values are reviewed at each reporting date and are adjusted if there is a change in the expected pattern of consumption of the future economic benefits or service potential embodied in the asset.

Branding Costs

Branding costs are recorded at cost less accumulated amortisation. Amortisation is applied at a rate of 7%.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Notes to the Performance Report

Wharekaka Trust Board Incorporated For the year ended 31 March 2021

	2021	2020
1. Analysis of Revenue		
Donations, Fundraising and Other Similar Revenue		
Bequests Received	50,000	-
Donations Received	81,326	24,106
Grants Received	16,000	42,000
Total Donations, Fundraising and Other Similar Revenue	147,326	66,106
Fees, Subscriptions and Other Revenue from members		
Subscriptions Income - Annual	30	87
Subscriptions Income - Life	246	150
Total Fees, Subscriptions and Other Revenue from members	276	236
Revenue from Providing Goods or Services		
Day Care	11,025	8,492
General Recharges	1,561	739
Meals on Wheels	55,515	45,533
Respite Care	13,637	7,903
Resthome	1,142,968	1,219,428
Villa Fees	80,371	67,051
Total Revenue from Providing Goods or Services	1,305,076	1,349,147
Interest, Dividends and Other Investment Revenue		
Interest Received	118	1,476
Total Interest, Dividends and Other Investment Revenue	118	1,476
Other Revenue		
Amortisation of Resident's Exit Fees	124,076	72,432
Exit Fee Not Previously Recognised	21,612	50,689
Total Other Revenue	145,688	123,121
	2021	2020

2. Analysis of Assets

Bank Accounts and Cash

ANZ Bank Cheque Account 00ac	222,786	158,047
ANZ Bank Debit Account 00ac	476	-
ANZ Bank Residents Account 50ac	1,006	1,109
ANZ Premium Call Account 02ac	28,191	68,172
BNZ Bank Savings Account 25ac	8,521	8,516
BNZ Rapid Savings Account	912	908
Total Bank Accounts and Cash	261,891	236,752

Debtors and Prepayments

Accounts Receivable	46,721	102,144
Prepayments	40,371	25,300

	2021	2020
Sundry Debtors	37,908	9,739
Total Debtors and Prepayments	124,999	137,183
Intangible Assets		
Branding	6,625	6,625
Accumulated Amortisation	(2,241)	(1,778)
Total Intangible Assets	4,384	4,847
	2021	2020

3. Analysis of Liabilities

Creditors and Accrued Expenses

Accounts Payable	81,385	61,438
GST	12,068	7,224
Sundry Creditors	8,086	77,409
Unearned Income	11,500	-
Total Creditors and Accrued Expenses	113,039	146,070

Employee Costs Payable

Provision for Holiday Pay	83,222	68,828
Wages Accrued to Balance Date	9,791	47,469
Total Employee Costs Payable	93,013	116,298

Other Current Liabilities

Family transfers for Resident Personal Spending Trust Account	1,096	2,166
Total Other Current Liabilities	1,096	2,166

Villa Construction Loan

BNZ Villa Loan 002	-	175,805
Total Villa Construction Loan	-	175,805

Occupancy Right Agreements Provision

Brassell Villas Unexpired Occupation Licence	457,500	465,000
Sackville Street Villas Unexpired Occupation Licence	1,125,000	1,125,000
Suez Street Villas Unexpired Occupation Licence	1,755,750	1,442,625
Total Occupancy Right Agreements Provision	3,338,250	3,032,625

Income in Advance

Income Received in Advance - Exit Fees	524,382	474,671
Total Income in Advance	524,382	474,671

Other Non-Current Liabilities

Unexpired Life Subscriptions	2,400	1,346
Total Other Non-Current Liabilities	2,400	1,346

2021 2020

4. Property, Plant and Equipment

Land

Land	1,985,000	1,135,000
Total Land	1,985,000	1,135,000

Opening Book Value	1,135,000	1,135,000
Revaluation	850,000	-
Closing Book Value	1,985,000	1,135,000

Buildings

Buildings	2,133,805	2,354,824
Accumulated Depreciation - Buildings	(23,713)	(89,054)
Total Buildings	2,110,092	2,265,771

Opening Book Value	2,265,770	1,690,438
Additions	22,427	609,351
Current Year Depreciation	(39,515)	(35,014)
Revaluation	(138,590)	-
Closing Book Value	2,110,092	2,265,770

Motor Vehicles

Vehicles Owned	28,794	28,794
Accumulated Depreciation - Vehicles Owned	(25,102)	(21,439)
Total Motor Vehicles	3,691	7,354

Opening Book Value	7,354	11,045
Current Year Depreciation	(3,663)	(3,690)
Closing Book Value	3,691	7,354

Furniture and Fittings

Furniture and Fittings Owned	134,450	133,403
Accumulated Depreciation - Furniture and Fittings Owned	(120,171)	(114,423)
Total Furniture and Fittings	14,279	18,980

Opening Book Value	18,980	21,349
Additions	1,047	7,258
Current Year Depreciation	(5,748)	(9,627)
Closing Book Value	14,279	18,980

Plant and Equipment

Plant & Machinery Owned	350,985	333,805
Accumulated Depreciation - Plant & Machinery Owned	(239,114)	(207,757)
Total Plant and Equipment	111,871	126,048

Opening Book Value	126,048	94,744
Additions	18,373	59,283
Current Year Depreciation	(32,550)	(27,979)
Closing Book Value	111,871	126,048
Total Property, Plant and Equipment	4,224,933	3,552,158

Rateable value of land and buildings as at 1 September 2020 are:

- 7-9 Suez Street, Martinborough (Resthome): Land value \$1,040,000, Capital value \$1,200,000.
- 22 Oxford Street, Martinborough (10 Suez Street Villas): Land value \$350,000, Capital value \$1,160,000.
- 19 Sackville Street, Martinborough (Sackville Street Villas): Land value \$375,000, Capital value \$1,060,000.
- 16A - 16B Sackville Street, Martinborough (Brassell Villas): Land value \$123,000, Capital value \$191,820
- 1/9 & 2/9 Suez Street, Martinborough - Land value \$97,000, Capital value \$508,180.

2021 2020

5. Analysis of Accumulated Funds

Accumulated Surplus (Deficit)		
Opening Balance	(1,114,660)	(833,764)
Current Year Earnings	(149,345)	(280,896)
Total Accumulated Surplus (Deficit)	(1,264,005)	(1,114,660)
Revaluation Reserve Balance		
Opening Balance	1,096,620	1,096,620
Current Year Revaluation	711,410	-
Total Revaluation Reserve Balance	1,808,030	1,096,620
Total Analysis of Accumulated Funds	544,025	(18,040)

6. Commitment

There are no known commitments as at 31 March 2021 (2020: The Trust was completing the construction of 2 new villas with a total cost of \$606,182. These were completed in the 2021 financial year)

7. Contingent Liabilities and Guarantees

The Trust may agree to take over the Occupation Right Agreement (ORA) on termination of the Agreement. The price the Trust pays for the ORA on a Villa must not be lower than the current market price or the price offered by a prospective buyer, whichever is greater. In the event that the Trust chooses to purchase an ORA the timing and value of the purchase are uncertain.

To date the Trust has never offered to purchase an ORA and has no immediate intentions to do so.

The Trust has not provided any guarantees to any other person or entity.

8. Occupation Right Agreements Provision

The provision is the present value liability based on management's best estimate of future anticipated cash flows to current resident's in accordance with the terms of current Occupation Right Agreements.

Gross balance of provision	2021	2020
Opening balance	3,032,625	2,582,625
Movement due to change in estimated fair value of units	(9,375)	165,000
Increase upon commencement of new arrangements	315,000	285,000
Closing balance	3,338,250	3,032,625

Key estimates used in determining the Occupation Right Agreement provision balance:

Length of stay by residents (years)	6	7
-------------------------------------	---	---

Total number of units occupied	12	11
Estimated market value of units		
Brassell Villas	310,000	310,000
Suez Street Villas	367,500	365,000
Sackville Street Villas	375,000	375,000
New Suez Street Villas	420,000	380,000

9. Income Received in Advance - Exit Fees

	2021	2020
Opening Balance	474,671	363,794
Exit Fees Recognised as Income in the Year	(124,076)	(72,432)
Increase Upon Commencement of New Agreements	162,438	183,309
Prior Year Adjustment	11,349	-
Closing Balance	524,382	474,671

The exit fee is included in the original purchase price of the Occupation Right Agreement and these fees are deducted from the amount payable by the Trust to the resident upon termination of the Occupation Right Agreement. On initial receipt of consideration paid by the resident, a portion of that fee is allocated to exit fee income received in advance. The balance is recognised as income over the estimated stay of the resident at each unit.

10. Securities

The BNZ Bank holds a First Registered Mortgage over the property at 20 Oxford Street, Martinborough, Certificate of Title number WN686/14.

11. Related Parties

RightWay Limited and Wharekaka Trust Board Incorporated are related parties as David Shaw was the Treasurer for Wharekaka Trust board Incorporated and director and shareholder of RightWay Limited from the start of the year to end of August 2020 when he resigned.

Joy Cooper (Chair) is a Board member of Wairarapa DHB who contract Wharekaka to provide Health Services.

12. Goods or Services in Kind Provided to the Entity

Goods or Services in kind are provided to the Trust but are unable to be quantified for financial reporting purposes.

13. Events After the Balance Date

There were no significant post balance date events that would affect the financial statements.

14. Grants and Donations with Conditions Attached

The Trust had not received and grants with conditions attached that were not fulfilled at balance date (2020: nil).

15. Going Concern

These financial statements have been prepared on the basis that the Trust Board is a going concern.

16. Villa Profit or Loss Account

	2021	2020
Revenue		
Licence & Maintenance Charge	80,371	67,051
Total Revenue	80,371	67,051
Expenses		
Insurance	9,118	9,982
Legal Fees	10,623	7,350
Rates	24,079	17,168
Refurbishment	8,255	18,682
Repairs - Building	9,958	17,077
Repairs - Gardens, Windows & Lawns	2,208	410
Total Expenses	64,241	70,669
Non Cash Expenses		
Depreciation - Villas	34,821	27,940
Total Non Cash Expenses	34,821	27,940
Other Income		
Amortisation of Resident's Exit Fees	124,076	72,432
Exit Fee Not Previously Recognised	21,611	50,689
Total Other Income	145,687	123,121
Total Villa Profit or Loss Account	126,996	91,563

Independent Auditor's Report

Wharekaka Trust Board Incorporated

For the year ended 31 March 2021



South Wairarapa District Council

Community and Youth Grant Application Form

Submit to: Katrina.neems@swdc.govt.nz

1. ORGANISATION DETAILS

Name of organisation:

Fell Locomotive Museum Inc

Physical address:

Cnr. SH 2 and Lyons Street
Featherston.

Postal address:

P.O. Box 71
Featherston 5740

Contact Person:

Marion Hewison

Phone No (Day):

(06) 379 8145

Email:

hewison.puketahi@xtra.co.nz

Mobile No:

027 278 0811

Officers of organisation

Chair: Marion Hewison

Phone No: 027 278 0811

Secretary: John Munro

Phone No: 022 659 0159

Treasurer: Trudie Ferguson

Phone No: 027 473 2800

Would you like to speak in support of your application

Yes/No

Funding Criteria

Council has approximately \$7,000 available for youth focused projects and \$22,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant

Community Grant

X

Where and when will the activity/event take place or what is the anticipated completion date of the project (please note funds cannot be allocated retrospectively)?

The costs will be incurred at the Museum

Why should South Wairarapa District Council (SWDC) support this project/event?

The Fell Locomotive H199 was presented to the Borough of Featherston in 1955. The SWDC owns the locomotive on behalf of its ratepayers. Our Society restored, houses and maintains the locomotive and opens the Museum to the public

Who will benefit from these funds and in what way?

The Fell locomotive is the last one of its kind left in the world consequently it attracts local and overseas tourists. The rate payers of Featherston benefit as the Museum supports tourism which helps local business.

3. FINANCIALS

Funding requirements	
Total cost of project	\$ 3500.00
Your organisation's contribution	\$ 1500.00
Other outside funding (please supply brief details)	\$ —
Amount applied for in this application	\$ 2000.00
Shortfall (please provide brief details of how will balance be found)	\$ —
Project income (if applicable), e.g. generated from sales to public	\$ —
Is organisation a registered charity?	Yes/ No

Community Grants Funding Category

Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community outcomes, with some categories linking to more than one community outcome (see [Grants Policy](#)).

Please select the category that is the project's main focus (mark with an X)

Arts, museums, heritage and culture (including Māoritanga)	X
Environment	
Events	
Sport and Recreation	
Social and Educational Services	
Economic Development	

When was the organisation formed and what are its aims and objectives?

The society was formed in 1980 to restore and house the historic Fell locomotive H199. The Museum was opened in 1984. Today the Museum displays the restored locomotive and brakevan. It also contains memorabilia and artefacts of the Remutaka Incline, its history and its people.

Total number of members in your organisation?	50
How many full-time equivalent people work in your organisation?	—
How many volunteers work in your organisation?	10
Date of last AGM?	28 th October, 2020
Are you GST registered? Y /N	GST No:

2. PROJECT OVERVIEW

Specific reason for grant application (e.g. upgrade to facilities/purchase of equipment/one-off event):

Historically the SWDC has supported the Museum by making a contribution to its running costs — specifically power/telephone.

Have you applied to SWDC for funding before?	Yes/No
If yes, when, for what purpose and how much was granted?	Development of 'Siberia' display
Are you GST Registered	Yes/No

Bank account details (required for non GST registered applications only)	
Name of bank:	Kiwibank
Account name:	Fell Locomotive Museum Inc.
Account No:	38-9000-0280744-00

4. Declarations

We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

Signatory One	Signatory Two
Signed: <i>M. Hewison</i>	Signed: <i>M.R. Hewison</i>
Full name: <i>Marion Hewison</i>	Full name: <i>MICHAEL HEWISON</i>
Designation: <i>President</i>	Designation: <i>Committee</i>
Date: <i>31.8.2021</i>	Date: <i>31/08/2021</i>

Eligibility and Criteria

Applicants should review the eligibility and grant criteria as outlined in the [Grants Policy](#) before making an application.

Please return the completed to:

South Wairarapa District Council

PO Box 6

Martinborough 5741

Or email: Katrina.neems@swdc.govt.nz

Items required for this application	
• Most recent annual accounts including notes and review/audit report	<input checked="" type="checkbox"/>
• Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months)	<input type="checkbox"/>
• Application Form is signed	<input checked="" type="checkbox"/>

Financial Report

Fell Locomotive Museum Inc
For the year ended 31 July 2020

Prepared by Lawson Avery Limited

Contents

3	Compilation Report
4	Directory
5	Approval of Financial Report
6	Statement of Profit or Loss
8	Balance Sheet
9	Statement of Changes in Equity
10	Depreciation Schedule
11	Notes to the Financial Statements

Compilation Report

Fell Locomotive Museum Inc For the year ended 31 July 2020

Compilation Report to the Directors of Fell Locomotive Museum Inc.

Scope

On the basis of information you provided we have compiled, in accordance with Service Engagement Standard No. 2: Compilation of Financial Information, the special purpose financial statements of Fell Locomotive Museum Inc for the year ended 31 July 2020. These have been prepared on the basis disclosed in the notes to the financial statements.

Responsibilities

You have determined that the basis upon which the financial statements have been prepared is appropriate to meet your needs and for the purpose that the financial statements were prepared. The Directors are solely responsible for the information contained in the special purpose financial statements and have determined that the financial reporting framework used is appropriate to meet your needs and for the purpose that the special purpose financial statements were prepared.

The financial statements were prepared exclusively for your benefit. Neither we nor any of our employees accept responsibility on any grounds whatsoever, including liability in negligence, for the contents of the special purpose financial statements to any other person.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. A compilation is limited primarily to the collection, classification and summarisation of financial information. Our procedures do not include verification or validation procedures of the information. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Fell Locomotive Museum Inc other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

Lawson Avery Limited

Lawson Avery Limited
Masterton

Dated: 15 October 2020

Directory

Fell Locomotive Museum Inc For the year ended 31 July 2020

Nature of Business

Museum

Company Type

Incorporated Society

IRD Number

055-245-024

Chartered Accountant

Lawson Avery Limited
Masterton

Bankers

Kiwibank

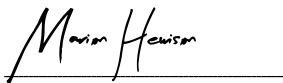
Approval of Financial Report

Fell Locomotive Museum Inc For the year ended 31 July 2020

The Directors are pleased to present the approved financial report including the historical financial statements of Fell Locomotive Museum Inc for year ended 31 July 2020.

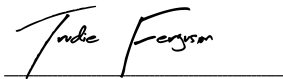
APPROVED

For and on behalf of the Board of Directors.



President

Date
Sun Nov 01 2020



Treasurer

Date

Tue Oct 20 2020

Statement of Profit or Loss

Fell Locomotive Museum Inc For the year ended 31 July 2020

	NOTES	2020	2019
Trading Income			
Entry Fees		11,548	20,585
Sales		7,118	9,739
Tours		4,475	5,873
Member Subscriptions		866	1,267
Donations & Royalties		159	80
Grants		2,000	2,000
Less Transfers		-	(2,000)
Total Trading Income		26,167	37,544
Cost of Sales			
Opening Stock		5,616	6,066
Purchases		5,230	5,981
Closing Stock		(7,225)	(5,616)
Total Cost of Sales		3,622	6,431
Gross Profit		22,545	31,113
Other Income			
Donations		1,376	2,488
Interest Received		541	615
Total Other Income		1,917	3,103
Total Income		24,462	34,216
Expenses			
Administration Expenses			
Accident Compensation Levy		57	76
Accountancy Fees		1,049	1,156
Advertising		1,720	630
Bank Charges		295	415
Computer Expenses		803	368
Consumables		693	384
Donations		185	245
Lease of EFTPOS machine		193	177
Security		511	403
Subscriptions		318	1,082
Telephone, Tolls & Internet		1,200	494
Website		185	171
Total Administration Expenses		7,210	5,601
General Working Expenses			
Catering		477	693
Cleaning & Laundry		558	549

This statement is to be read in conjunction with the notes to the financial statements.

	NOTES	2020	2019
General Expenses		388	1,328
Hire Fees		719	648
Light Power & Heating		2,257	3,338
Less SWDC/Heritage Museum		(728)	(2,185)
Museum Upgrade		-	1,461
Repairs & Maintenance		226	1,381
Wages & Salaries		4,726	17,437
Total General Working Expenses		8,623	24,650
Insurance and Rent			
Insurance		1,980	1,980
Rent		200	200
Total Insurance and Rent		2,180	2,180
Total Expenses		18,012	32,431
Net Profit (Loss) for the Year		6,450	1,784

This statement is to be read in conjunction with the notes to the financial statements.

Balance Sheet

Fell Locomotive Museum Inc As at 31 July 2020

	NOTES	31 JUL 2020	31 JUL 2019
Assets			
Current Assets			
Kiwibank		20,585	16,139
Petty Cash on Hand		-	20
Till Float		200	200
Stock on Hand		7,225	5,616
Total Current Assets		28,009	21,975
Non-Current Assets			
Property, Plant and Equipment	4	42,478	42,478
Kiwibank Term Deposit		17,369	16,953
Total Non-Current Assets		59,847	59,431
Total Assets		87,856	81,406
Net Assets		87,856	81,406
Equity			
Retained Earnings	3	72,343	65,893
Reserves	3	15,513	15,513
Total Equity		87,856	81,406

This statement is to be read in conjunction with the notes to the financial statements.

Statement of Changes in Equity

Fell Locomotive Museum Inc
For the year ended 31 July 2020

	2020	2019
Equity		
Opening Balance	81,406	79,622
Increases		
Profit for the Period	6,450	1,784
Total Increases	6,450	1,784
Total Equity	87,856	81,406

This statement is to be read in conjunction with the notes to the financial statements.

Depreciation Schedule

Fell Locomotive Museum Inc For the year ended 31 July 2020

NAME	RATE	METHOD	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Property & Equipment									
12 Display cabinets		None	1,200	1,200	-	-	-	-	1,200
2 Amplifiers		None	1,200	1,200	-	-	-	-	1,200
44 Chairs		None	1,100	1,100	-	-	-	-	1,100
Amplifier		None	550	550	-	-	-	-	550
Cash Register		None	662	662	-	-	-	-	662
Cross Creek Model		None	1,250	1,250	-	-	-	-	1,250
Dishwasher		None	650	650	-	-	-	-	650
DVD		None	650	650	-	-	-	-	650
Glass Ballustrade		None	29,066	29,066	-	-	-	-	29,066
Other Displayed Items (Plaques Etc)		None	900	900	-	-	-	-	900
Panels (3)		None	900	900	-	-	-	-	900
Photo Displays		None	500	500	-	-	-	-	500
Projector		None	800	800	-	-	-	-	800
Security System		None	700	700	-	-	-	-	700
Stove/Fridge		None	600	600	-	-	-	-	600
Summit Model		None	1,250	1,250	-	-	-	-	1,250
Urn		None	500	500	-	-	-	-	500
Total Property & Equipment			42,478	42,478	-	-	-	-	42,478
Total			42,478	42,478	-	-	-	-	42,478

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Notes to the Financial Statements

Fell Locomotive Museum Inc For the year ended 31 July 2020

1. Reporting Entity

Fell Locomotive Museum Inc is an Incorporated Society created by its constitution under the Incorporated Societies Act 1908.

Fell Locomotive Museum Inc is engaged in the business of Museum Ownership.

2. Statement of Accounting Policies

Basis of Preparation

These financial statements have been prepared in accordance with the Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by Chartered Accountants Australia and New Zealand.

The financial statements have been prepared for taxation purposes and the entities owners.

Historical Cost

These financial statements have been prepared on a historical cost basis, except for certain assets which have been revalued as identified in specific accounting policies below. The financial statements are presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$, except when otherwise indicated.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Revenue Recognition

- Revenue is measured at the fair value of the consideration received or receivable for the sale of goods and services, excluding goods and services tax rebates and discounts, to the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.
- Sales of services are recognised in the period by reference to the stage of completion of the transaction at the end of the reporting period.
- Lease income is recognised on a straight line basis over the life of the lease.
- Interest received is recognised as interest accrues, gross of refundable tax credits received.
- Dividends received are recognised on receipt, net of non-refundable tax credits.

Inventories

Inventories are stated at the lower of cost, determined on a first-in-first-out basis, and net realisable value.

The cost of work in progress and finished goods includes the cost of direct materials, direct labour and a proportion of the manufacturing overhead, based on the normal capacity of the facilities, expended in putting the inventories in their present location and condition.

Accounts Receivable

Accounts receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less an allowance for any uncollectible amounts. Individual debts that are known to be uncollectible are written off in the period that they are identified.

Property, Plant and Equipment and Investment Property

Property, plant and equipment and investment property are stated at historical cost. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

An item of property, plant and equipment or investment property is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in the realised capital reserve in Equity.

Upon derecognition, the asset revaluation reserve relating to the asset disposed shall be transferred to the realised capital reserve in Equity.

Depreciation

Account	Method	Rate
Property & Equipment	No Depreciation	0%

Goods and Services Tax

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST.

	2020	2019
3. Equity		
Retained Earnings		
Opening Balance	65,893	64,109
Current Year Earnings	6,450	1,784
Total Retained Earnings	72,343	65,893
Reserves		
Opening Balance	15,513	15,513
Total Reserves	15,513	15,513
Total Equity	87,856	81,406
	2020	2019

4. Property, Plant and Equipment

Plant and Equipment		
Plant and Machinery	42,478	42,478
Total Plant and Equipment	42,478	42,478
Total Property, Plant and Equipment	42,478	42,478

5. Subsequent Events

There were no subsequent events after Balance Date that required disclosure (2019: None)

6. Contingent Assets and Liabilities

At Balance Date there were no Contingent Assets or Liabilities (2019: None)



**South Wairarapa District Council
Partnership Funding Request Form
(for period 1 July 2021 – 30 June 2023)**

**Submit to: grants@swdc.govt.nz before 4 pm, 16
August 2021**

1. ORGANISATION DETAILS

Name of organisation: Digital Seniors	
Physical address: % REAP House 240 Queen St, Masterton	
Postal address: % REAP House 240 Queen St, Masterton	
Contact Person: Sarah Wright	Phone No (Day): 020-402-16705
Email:sarah.wright@digitalseniors.co.nz	Mobile No:02040216705

Officers of organisation	
Chair: Helen Sargent	Phone No: 0210409534
Secretary: Sandy Green	Phone No: 06 370 6253
Treasurer: David Paris	Phone No: 06 370 6263

Would you like to speak in support of your application to the Grants Subcommittee on the 16 September 2021?	Yes/No
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When was the organisation formed and what are its aims and objectives?

Digital inclusion provides people with opportunities for greater social interaction, community engagement and independent living through digital technology - especially important for seniors who live alone or who are less mobile. Digital Seniors, established in 2018, is a unique Wairarapa-based service that provides free help, supported learning and technology advice to both individuals and groups looking to connect, learn and be digitally enabled on their phone, tablets and computers (including printers). Our volunteers are trained to specifically help seniors at any stage of their digital journey - which ultimately helps those seniors to become more included in their family, community and society as a whole.

Digital Seniors understands the growing rates of senior loneliness, social isolation and the embarrassment that comes from being unfamiliar with technology. The Covid-19 pandemic, and ensuing lockdowns, has highlighted these growing problems both locally and globally. We are focussed on building seniors

confidence, motivation, skills, access and trust about their particular devices, by teaching them simple tasks (eg. sending emails, taking photos, using apps, surfing the internet) through to more complicated tasks like online banking and shopping. The goal is always to help keep them connected to loved ones and their community.

Like in-home nursing care, Digital Seniors has identified a critical gap in the provision of support services in the digital learning sector that provides timely individualised support that immediately addresses the needs of the senior. We never assume prior digital knowledge and we don't deliver our services via generic learning platforms that tend to treat everyone the same. Whilst many companies are starting to offer up online training tools, with multi-attendee classes in some instances, Digital Seniors has listened to Wairarapa's over 65's and knows that every senior has a unique background, diverse experience levels with technology, different pace of learning and expectation of what digital technology can offer them. And, more often than not, seniors have very specific requirements and needs that they want met in order for them to be successfully engaged with technology and enjoying it with confidence in the longer term.

Digital Seniors' volunteers and hubs (including home visits, zoom calls and phone services) provide a unique digital learning service and space for South Wairarapa's seniors that is helping to ensure digital inclusion is accessible to everyone - no matter your age

Total number of members in your organisation?	616
How many full-time equivalent people work in your organisation?	1
How many volunteers work in your organisation?	30
Date of last AGM?	

2. FUNDING CRITERIA

Funding Criteria

Council has \$75,000 available for youth focused projects and \$170,000 available for community grants.

Please select the category that is the project's main focus (mark with an X)

Youth Grant	
Community Grant	X

Community Grants Funding Category

Grants will be allocated to organisations which contribute to the community in at least one of the following areas. The funding categories are aligned to the five community outcomes, with some categories linking to more than one community outcome (see [Grants Policy](#)).

Please select the category that is the project's main focus (mark with an X)

Arts, museums, heritage and culture (including Māoritanga)	
Environment	
Events	
Sport and Recreation	
Social and Educational Services	X
Economic Development	

3. OPERATIONAL FUNDING OVERVIEW

Reason for requesting operational funding agreement

To date, Digital Seniors has provided free assistance to almost 3000 seniors! This has been achieved without charging seniors and without formal sponsorship from government or corporate sponsors. We operate largely on the generosity and goodwill of our 30+ volunteers in the form of our Coaches, a CEO and a Board. Our costs are minimal. We pay a part time Community Manager to manage our operations and logistics. Our operational costs include the transport mileage incurred by our Coaches for their home help and hub services, internet costs (hosting website and online hubs), marketing, and activities such as training and collateral for coaches. To date these have been funded through competitive community grants such as Trust House, InternetNZ, Lotteries, Eastern Central Community Trust. We also run occasional fundraising events. However these funding sources only just cover our

current operational costs. For Digital Seniors to deliver on our current growing demands and growth goals, we need to urgently secure reliable sponsorships that are sustainable for our next three years. Partnership is being sought from all three Wairarapa Councils and some corporate businesses as part of our collective community action model that will see our volunteers, councils and businesses coming together to include our seniors in our societal digital transformation.

Explain how your organisation contributes to the wellbeing of South Wairarapa community or youth

On 16 April 2021 BNZ in collaboration with the Office for Seniors published the “Digital skills for life in Aotearoa 2021” report outlining the findings of digital skills and inclusion in New Zealand.

One of the key findings relevant to older people was that seniors are much less likely to have the essential digital skills with 33% aged 60-69 lacking these skills, increasing to 50% for those aged 70-79 and 79% for those 80 and over.

Our services help bridge the growing digital divide in our community. We hope seniors will feel less isolated and more connected as they learn to connect with friends and whanau online as well as learning to access essential services online (banking, Manage My Health, paying rates, etc)

How many residents of South Wairarapa will benefit from the funding?

We estimate 500 seniors will benefit from this funding.

How many residents of South Wairarapa will indirectly benefit from the funding?

Friends and families of seniors will indirectly benefit from this funding.

Provide a brief summary of any successes/achievements of the organisation

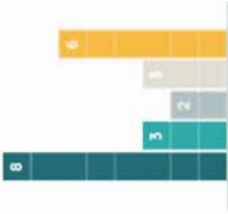


2704

Seniors helped in the Wairarapa!



Coaches and locations



- Carterton
- Featherston
- Greytown
- Masterton

11,762

Learning topics



2638

Volunteering hours



Gender



Age



Mobile data

Photos Email Notifications Google apps

Wellbeing Downloading Apps

Syncing device to cloud **Online Banking** Contacts

COVID tracer **Phones and plans**

Updates Texting **Wifi** Whats App/ Facebook/ Messenger/ Zoom

Scams Password recovery

4. FINANCIALS - BUDGET FOR CURRENT FINANCIAL YEAR (YOU MAY ATTACH SEPARATELY)

The following is our proposed partnership funding from the three Wairarapa Councils. Masterton and Carterton have already agreed to this proposal. Please note, this would be the bare minimum for us to engage a part time salaried role for our recruitment, training, and supporting of many new volunteers to meet our growing demand. This would also free our Community Manager to work together with councils to plan and implement new initiatives to help Wairarapa better meet senior's digital usability needs, help deliver council's positive ageing strategy, and also to help councils connect organisations to better support seniors and create a modern connected community.

DIGITAL SENIORS WAIRARAPA

2021-24 Draft Operating Budgets	2021-22	2022-23	2023-24
FUNDING	\$	\$	\$
Masterton DC	25,000	25,000	25,000
Carterton DC	10,000	10,000	10,000
South Wairarapa DC	10,000	10,000	10,000
Trust House Charitable Trust	15,000	20,000	20,000
Other grants	15,000	20,000	20,000
Fundraising & business sponsorship	10,000	20,000	30,000
Sub total - Current Year Income	85,000	105,000	115,000
Carried Fwd funding (projected)	1,000	1,300	1,550
Total Funding	\$ 86,000	\$ 106,300	\$ 116,550
EXPENDITURE			
Staffing - Community Co-ordinators (part-time)	55,000	71,250	78,400
- Data admin (part-time)	3,900	4,200	4,800
- Volunteer travel & expense reimbursement	6,000	7,800	9,000
Sub total	64,900	83,250	92,200
Programme Delivery - Phones/0800 no.	1,800	2,000	2,200
- Hub expenses incl training materials	4,000	4,500	5,000
- Website hosting & maintenance	5,000	5,200	5,350
Sub Total	10,800	11,700	12,550
Administration - support costs	3,000	3,300	4,000
- Advertising & promotion	6,000	6,500	7,000
Sub total	9,000	9,800	11,000
Total Costs	84,700	104,750	115,750
Surplus/Deficit	\$ 1,300	\$ 1,550	\$ 800

Digital Seniors Wairarapa is a Charitable Trust

1. The budget above reflects Digital Seniors' core delivery costs and projected income.
2. The budget also reflects our expectation of a growing demand for what we deliver in our community.

GST Registration	
Are you GST Registered	Yes/No
Bank account details (required for non GST registered applications only)	

Name of bank:	ANZ
Account name:	Digital Seniors Trust
Account No:	060689093043400

5. Declarations

We agree to comply with requests from an officer or councillor from SWDC for additional information in relation to this application.

Statement to comply with the Provisions of the Privacy Act 1993

The personal information above is collected and will be held by SWDC for the purpose of considering your application for financial assistance. You have the right of access to, and correction of, personal information about you, that we hold.

Authorisation

- I certify that the information provided in this application form is true and correct to the best of my knowledge.
- I have the authority to make the application on behalf of the organisation.
- I agree that the necessary documentation listed below is attached to this application.
- I confirm that we will complete and return a grant accountability form within twelve months of the date the grant is paid out.
- The organisation will keep receipts and a record of all expenditure for 7 years.
- Any unspent funds will be returned to SWDC.
- All expenditure will be accounted for in the Grant Accountability Form.

Signatory One Signed: Full name: Designation: Date:	Signatory Two Signed: Full name: Designation: Date:
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Eligibility and Criteria

Applicants should review the eligibility and grant criteria as outlined in the [Grants Policy](#) before making an application.

Please return the completed form by 4.00 pm on 16 August 2021 to:

South Wairarapa District

Council PO Box 6

Martinborough 5741

Or email: grants@swdc.govt.nz

Items required for this application

- Most recent annual accounts including notes and review/audit report
- Income and expenditure statement for part year and inaugural minutes (if organisation has been operating for less than 12 months)
- Application Form is signed