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11 October 2023

Record No: 23214010
File Ref: D050-001-C01
Ask For: Nicole Chauval

Notice of Committee Meeting – Tuesday, 17 October 2023

A meeting of the Economic, Finance & Community Committee will be held in the Council Chambers, 15 Seymour Street, Blenheim on **Tuesday, 17 October 2023 commencing at 9.00 am.**

BUSINESS

As per Agenda attached.

MARK WHEELER
CHIEF EXECUTIVE

Public Forum

A public forum will be held prior to the Economic, Finance & Community Committee meeting, starting at 8.30am. If you wish to address the Committee you will need to confirm your attendance and speaking time with the Committee Secretary at least 24 hours prior to the meeting Ph: 03 520 7400. Please note topics are restricted to the agenda items or those within the Committee's delegation.



**Meeting of the
ECONOMIC, FINANCE & COMMUNITY COMMITTEE
to be held in the Council Chambers, 15 Seymour Street, Blenheim
on TUESDAY, 17 OCTOBER 2023, commencing at 9.00 am**

Committee	Clr J A Arbuckle (Chairperson) Clr B G Dawson (Deputy) Clr S R W Adams Clr S J Arbuckle Clr A R Burgess Clr J D N Croad Clr D A Dalliessi Clr R J Innes Clr B A Fauls Clr M R K Flight Clr G A Hope Clr B J Minehan Clr J C Rosene Clr T P Sowman Mayor Nadine Taylor Iwi representative (to be advised)
Department Heads	Mr M F Fletcher (Chief Financial Officer) and Mr D G Heiford (Manager Economic, Community & Support Services)
Staff	N Chauval (Committee Secretary)

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1. Apologies

No apologies received.

2. Declaration of Interests

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

3. Business Trust Marlborough Annual Report 2023

(The Chair)

E100-005-007-02

Purpose of Report

1. To receive the Annual Report of Business Trust Marlborough, presented by Aaron Marshall (Chair) and Beth Barnes (Deputy Chair).

Executive Summary

2. The report details the activities of Business Trust Marlborough (BTM) in the financial year 2022/23.
 3. BTM met and exceeded their KPI's in 2022/23, except mentor matches which was short of target.
-

RECOMMENDATION

That the report be received.

Background/Context

4. Council provided core funding of \$50,296 to BTM to deliver business advice and access to business mentoring. The financial year 2022/23 was the second year of a three-year current contract between Council and BTM. In addition, Council provided \$15,610.99 additional funding to BTM to deliver the Start-Up weekend in June 2023.
5. Council has the right to appoint a Trustee to the BTM Board, and Mark Lucas (currently Council's Solid Waste Manager) is the current BTM Trustee appointed by Council.

Report by Business Trust Marlborough

6. Business Trust Marlborough have provided a report to Council on its 2022/23 activities, which is attached. (Refer Attachment 1)

Next steps

7. A mid-year report will be provided by BTM on their 2023/24 activities in quarter 1 2024.

Presentation

8. A short presentation will be given by Aaron Marshall (Chair) and Beth Barnes (Deputy Chair), Business Trust Marlborough (15 minutes).

Attachment

Attachment 1 – Business Trust Marlborough Annual Review to June 2023

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Author	Neil Henry, Manager, Strategic Planning and Economic Development
Authoriser	Dean Heiford, Manager, Economic, Community and Support Services



Annual Review - To June 2023

Trustees

Chair: Aaron Marshall

Deputy Chair: Beth Barnes

Other Trustees: Darrell Bate, Gina Jewell & Mark Lucas

Secretary / Treasurer: Brian Dawson

Staffing

Brian Dawson is the Trust's Manager and Client Advisor and has been with BTM for 6 years. Beth Barnes does all communications for the Trust and manages its online presence. Beth also delivers training programs including Digital Boost, Digital Ignition and BusiMums.

Background

Business Trust Marlborough was incorporated in August 2014 with the purpose of providing free, confidential, one to one, business advisory services to support local businesses and foster economic growth in the wider Marlborough region. The Trust also manages a pool of very experienced and talented Business Mentors, both local and from outside the region, through Business Mentors NZ. The Trust also provides training and seminars around business start-ups and links businesses with local and central government resources.

Services:

One to One Business Assistance

Client engagements totalled 222 for the 2023 year.

Mentor matches totalled 45 for the year, compared to 60 in 2022.

A total of 210 connections were made to services offered by Business Trust Marlborough or to other support organisations such as Innovate Marlborough, Callaghan Innovation, the Marlborough Chamber of Commerce, Destination Marlborough, NMIT, central government organisations such as ACC, IRD, Immigration NZ, New Zealand Trade and Enterprise, WINZ, and local business networking groups.

Business Mentoring Service Satisfaction

Business Trust Marlborough continues to receive excellent feedback through Business Mentors New Zealand's regular client surveying.

Start-Up Weekend

BTM was again contracted by MDC to deliver the recent Start-Up Weekend. This was very successful with most participants making it all the way through and five business ideas being pitched on the final evening. We have continued to engage with the weekend attendees through our communication channels and are progressively inviting them to engage with our services and connect with Angel Investors.

Training Programs

The year saw us deliver four training programs:

Kick Start

Our longstanding new-to-business course delivered by Liz Webb. A four-hour introduction to the essentials of business. Now switched to an evening session so it is better suited to those still working but considering going into self-employment.

Digital Boost

An MBIE funded course that helped business owners understand and utilise digital business tools. Used as its foundation the Digital Boost website: <https://digitalboost.business.govt.nz> Held over 24 weeks, one hour a week.

Digital Ignition

A shortened version of the Digital Boost course. Held over six weeks. Has had very positive feedback with the next course about to start.

BusiMums

A course for mums held over eight weeks. Covers what needs to be considered when setting up a business. Two courses have now been completed with the next one scheduled for the New Year. Designed to be family friendly so that mums can bring their children. Is held at Little Red Fox in Alana Place.

Connections

Our significant relationship with Angel Investors Marlborough has continued to strengthen during the year. Business Trust Marlborough under contract to AIM acts as a first point of contact for businesses looking for investment capital. Businesses are screened and matched with a Business Mentor as required to assist them to present their business case to AIM. Business Trust Marlborough also provides administrative assistance to AIM.

Business Trust Marlborough now has a database of over 845 businesses and clients. Contact is maintained via emails, Facebook, Instagram, LinkedIn and regular News and Events updates on the Business Trust Marlborough website.

KPI's

Our performance against agreed Council KPI's were as below.

	<u>KPI's</u>	<u>Results</u>	<u>KPI's</u>	<u>Results</u>	<u>KPI's</u>	<u>Results</u>	<u>KPI's</u>	<u>Results</u>
	<u>2019-2020</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2022-2023</u>
Business Mentors	45	65	50	72	50	76	50	60
Client Engagements	170	188	170	254	200	200	200	222
Events/Workshops Held	14	25	14	34	14	28	14	29
Mentor Matches	65	75	70	71	60	57	60	45

Sponsorship

The Marlborough District Council has been the main sponsor of the services provided by Business Trust Marlborough. Significant contributions have also been made over the years by the Rata Foundation, Employment Support Marlborough, and The Lion Foundation.

We welcomed on board new sponsors last year being Wallace Diack Chartered Accountants and pcMedia.

We have also been very pleased to continue our relationship with Decision Time Help Ltd as sponsor of our events program.

Profit & Loss		
Business Trust Marlborough Incorporated		
1 July 2022 to 30 June 2023		
<u>2022</u>		<u>2023</u>
	Income	
\$ 48,213.00	Support from Marlborough District Council	\$ 50,296.00
\$ 54,173.93	Contract Income	\$ 47,806.90
\$ -	Digital Boost	\$ 30,000.00
\$ 7,717.39	Sponsorship	\$ 10,701.50
\$ -	Start Up Weekend - Community Build	\$ 9,346.66
\$ 15,000.00	Grants Received	\$ 9,080.00
\$ 6,000.00	Mentor Match Fees	\$ 6,500.00
\$ -	Start Up Weekend	\$ 6,264.33
\$ 351.01	Interest Income	\$ 1,202.26
\$ -	BusiMums Course Registration Fees	\$ 540.94
\$ 1,048.05	Kick Start Course Registration Fees	\$ 445.85
\$132,503.38	Total Income	\$172,184.44
\$132,503.38	Gross Profit	\$172,184.44
	Operating Expenses	
\$ 6,751.00	Advertising	\$ 7,735.62
\$ 4,175.00	Administration & Tech Support	\$ 6,112.04
\$ -	Board Costs	\$ 364.99
\$ -	BusiMums	\$ 5,268.62
\$ 92,169.97	Contractor Expenses	\$ 83,443.07
\$ 162.25	Development of Online Resources	\$ 383.50
\$ -	Digital Boost	\$ 14,266.96
\$ 2,766.87	Insurance	\$ 2,952.15
\$ 4,084.74	Kickstart Workshops	\$ 2,496.76
\$ 777.05	Mentor & Sponsor Events	\$ 539.80
\$ 2,993.29	Networking Meetings	\$ 2,972.37
\$ 898.24	Office Expenses	\$ 1,098.72
\$ 923.14	Printing & Stationery	\$ 544.92
\$ 5,541.69	Rent	\$ 5,917.75
\$ -	Start Up Weekend - Community Build	\$ 7,216.87
\$ 1,378.20	Telephone & Internet	\$ 1,380.22
\$ -	Training	\$ 1,462.74
\$ 951.15	Travel	\$ 2,456.33
\$123,572.59	Total Operating Expenses	\$146,613.43
\$ 8,930.79	Net Profit	\$ 25,571.01

Balance Sheet		
Business Trust Marlborough Incorporated		
As at 30 June 2023		
<u>2022</u>		<u>2023</u>
	Assets	
	Bank	
\$ 35,905.05	BNZ Current Account	\$ 30,102.42
\$ 45,978.41	BNZ Term Deposit	\$ 76,948.64
\$ 81,883.46	Total Bank	\$ 107,051.06
	Other Current Assets	
\$ 143.46	Accounts Receivable	\$ 1,082.86
\$ 0.69	Withholding Tax Paid	\$ 0.69
\$ 144.15	Total Other Current Assets	\$ 1,083.55
\$ 82,027.61	Total Assets	\$ 108,134.61
	Liabilities	
	Current Liabilities	
\$ 170.42	GST	-\$ 34.59
\$ 9,080.00	Income in Advance	\$ 10,000.00
\$ 179.00	Start Up Weekend Funding	\$ -
\$ 9,429.42	Total Current Liabilities	\$ 9,965.41
\$ 9,429.42	Total Liabilities	\$ 9,965.41
	Net Assets	
	Equity	
\$ 8,930.79	Current Year Earnings	\$ 25,571.01
\$ 63,667.40	Retained Earnings	\$ 72,598.19
\$ 72,598.19	Total Equity	\$ 98,169.20

4. Te Kahu o Waipuna Meeting Room Use and Hire Policy

(Clr S Arbuckle) (Report prepared by Glenn Webster)

L300-015

Purpose of Report

1. To adopt a use and hire policy for the meeting rooms at Te Kahu o Waipuna.

Executive Summary

2. Te Kahu o Waipuna has meeting rooms and spaces available for use. This policy has been developed to ensure meeting rooms are used to their full potential and are allocated on a fair and equitable basis.

RECOMMENDATIONS

That Council:

1. Adopt the meeting room use and charges as outlined in Option One.
2. Align charges with those used at Picton Library and Service Centre Waitohi Whare Mātauranga.
3. Review charges every two years.

Background/Context

3. Te Kahu o Waipuna has the following rooms available for use:

Ground Floor

- Room 1 (East):capacity 10 – 15
- Room 2 (Middle):capacity 20 – 30
- Room 3 (West):capacity 20 – 30
- Room 2 & 3 combined:capacity 50 – 60

First Floor

- Room 4 (South): capacity 4
- Room 5 (Middle): capacity 4 (+ 2 if necessary)
- Room 6 (North): capacity 4

4. The facility has been designed to allow for the ground floor meeting rooms to be accessed out of standard opening hours, via Wynen Street.
5. Out of hours access will be limited to the booked meeting room and the toilet area.
6. Rooms 1 and 2 have kitchenette facilities.
7. Technology in the form of large TV screens and video conferencing facilities are also provided, allowing for personal laptops, etc to be linked and displayed on the screen.

Assessment/Analysis

8. Marlborough Library or Marlborough Art Gallery events will take precedence.
9. There will be no charge for room bookings made by Marlborough District Council staff where Marlborough District Council is the meeting instigator.
10. There are two identified user groups – Commercial and Non-Commercial users:
 - Commercial = Commercial business, corporate, government + private social functions.
 - Non-Commercial = Community groups, formal and informal, or individual.

11. Many community groups do not have the funds to rent a meeting space.
12. If a fee for entry is being charged, commercial rates will apply unless Marlborough libraries or the Marlborough Art Gallery is providing the space as an in-kind sponsorship of the event.
13. Bookings will be managed chronologically as they are requested.
14. Te Kahu o Waipuna reserves the right to decline any booking request without offering an explanation for the refusal.

Option One (Recommended Option) – Commercial and Non-Commercial Use

15. Charges to use meeting rooms will be determined by which user group applies.
16. As a public facility the guiding principle would be that non-commercial users / groups are able to use the rooms at little or no cost, while commercial users will be charged at rates similar to other comparable venues in the region.
17. Room charges are based on pricing from similar businesses in the region and other libraries. We have considered: Scenic Circle, Chateau Marlborough, Community Building, Marlborough Airport, Karaka Kitchen, Marlborough Chamber of Commerce and Lansdowne Park; Tūranga (Christchurch City Library) and Wellington City Libraries.
18. **Booking Fees (GST inclusive)**

Ground Floor

During Opening hours

Non-Commercial	2 hours free, then \$23 per hour thereafter
Commercial	\$46 per hour or \$287.50 for a full day (in excess of 6 hours)

After Hours

Booking Fee	\$23
Non-Commercial	\$23 per hour
Commercial	\$46 per hour

Fees for using Room 2 & Room 3 combined will be charged at 150% of the single room rate.

First Floor

During Opening hours

Non-Commercial	2 hours free, then \$23 per hour thereafter
Commercial	\$34.50 per hour

After Hours

Not available to be used.

Advantages

- Booking demand can be managed effectively.
- Usage can be maximized on an equitable basis.
- User groups will be managed differently.
- Community groups and individual users can continue to use the rooms at little or no cost.
- Commercial users will be charged at a competitive rate to use the facility and its resources.
- Funds will be raised to offset some of the associated costs.

Disadvantages

- Commencing charging for room bookings may be seen by Commercial users as negative when access has previously been free.
- Processes will need to be created to invoice, receipt and manage payments.

Option Two – Status Quo

19. No charges are levied for meeting room use.

Advantages

- Business as normal can continue.
- Charges are not needed to be collected.

Disadvantages

- Funds will not be raised.
- Commercial users get access to rooms that could be being used by community members.
- Local businesses, who provide meeting room facilities, could be negatively affected.
- Higher level of cancellations and no shows.

Next steps

20. Advise users of the Room Use and Hire Policy.

Attachment

Te Kahu o Waipuna Meeting Room Use

	Library						Community		MDC	Commercial	TOTAL
	JP's	Fiero code	Lego club	Staff meetings	Holiday progs	Genealogy	Casual Booked	Walk-in			
Jul-23											
# of sessions	18	4	10	14	3	4	78	40	2	14	187
# of attendees		Av. 30	Av. 30		134						
Aug-23											
# of sessions	18	5	4	41	0	5	83	45	4	15	220
# of attendees		Av. 30	Av. 30								
Sep-23											
# of sessions	17	4	4	28	2	4	128	50	5	16	258
# of attendees		Av. 30	Av. 30								

Author	Glenn Webster, Libraries Manager
Authorised	Dean Heiford, Manager Economic, Community & Support Services

Summary of decision-making considerations

Fit with purpose of local government

The proposal provides fair and equitable use of the community asset, Te Kahu o Waipuna.

Fit with Council policies and strategies

	<i>Contributes</i>	<i>Detracts</i>	<i>Not applicable</i>
LTP / Annual Plan	X	<input type="checkbox"/>	<input type="checkbox"/>
Financial Strategy	<input type="checkbox"/>	<input type="checkbox"/>	X
Infrastructure Strategy	<input type="checkbox"/>	<input type="checkbox"/>	X
Social well-being	X	<input type="checkbox"/>	<input type="checkbox"/>
Economic development	<input type="checkbox"/>	<input type="checkbox"/>	X
Environment & RMA Plans	<input type="checkbox"/>	<input type="checkbox"/>	X
Arts & Culture	X	<input type="checkbox"/>	<input type="checkbox"/>
3 Waters	<input type="checkbox"/>	<input type="checkbox"/>	X
Land transport	<input type="checkbox"/>	<input type="checkbox"/>	X
Parks and reserves	<input type="checkbox"/>	<input type="checkbox"/>	X

This proposal contributes to the LTP / Annual Plan, Social Well-being and Arts & Culture relating to community use and satisfaction of the new facility.

Nature of the decision to be made

The options do not involve a significant decision in relation to land or a body of water.

Financial considerations

The funding generated from these charges would increase the revenue generated by Libraries in 2023/24 and subsequent years.

There are no known financial implications.

Significance

The decision is considered of low significance under Council's Significance and Engagement Policy.

Engagement

A communications plan will be developed.

Risks: Legal / Health & Safety, etc

The recommended option carries risk around unsupervised use of the facility and insurance implications. These risks will be managed as part of the Libraries operating practices.

Climate Change Implications

There are no known climate change implications to this decision.

5. Wine Pro Update

(Clr Croad) (Report prepared by Mark Unwin)

E101-004-002-03

Purpose of Report

1. To provide an update on WinePro from Gary Fitz-Roy, Managing Director at Expertise Events.

Executive Summary

2. A Steering Committee has been formed and is meeting regularly to help guide the event. Clr David Croad has agreed to participate pending workload.
3. Bragato has agreed to hold Grape Days during the event.
4. The Blenheim bedbank has been activated for the event.
5. Expertise Events to provide an update on Theme, Town Activations and Logistics.

RECOMMENDATION

That the information be received.

Background/Context

6. The Economic Development Team has identified Viticulture as a key industry as part of the Marlborough Economic Wellbeing strategy.
7. As New Zealand's largest producing region of wine, a concept has been developed with Wine Marlborough to seed a wine technology/innovation event. This event will support the goal of being a leading Agritech region in Australasia as stated in the Marlborough Economic Wellbeing Strategy.
8. On 2 May 2023 during Public Excluded, due to the commercial terms, Council agreed to support WinePro, an international three-day showcase celebrating the New Zealand wine industry in the home of wine Marlborough.
9. The expo and event logistics will be managed by Expertise Events - a leading Australian family owned and managed exhibition and event organiser, that have been operating for over 30 years. They plan and manage more than 30 trade and consumer events in Australia and New Zealand each year, including WineTech Adelaide (held every three years). The event organiser is responsible for any risks associated with the operation of the event.

Updates

10. A Steering Committee has been formed and is meeting regularly to help guide the event. Clr David Croad has agreed to participate pending workload.
11. Bragato has agreed to hold Grape Days during the event.
12. The Blenheim bedbank has been stood up for the event.
13. Expertise Events to provide an update on Theme, Town Activations and Logistics

Next Steps

14. The organisation and marketing of the event will continue.

Presentation

A short presentation will be given by Gary Fitz-Roy (10 minutes).

Author	Mark Unwin, Economic Development Officer
Authoriser	Dorien Vermaas, Economic Portfolio Manager

6. Regional Events Update

(Clr Croad) (Report prepared by Samantha Young)

E100-002-011

Purpose of Report

1. To provide an update on the activities of Council's Regional Events Advisor (REA) and Marlborough's events sector.

Executive Summary

2. The 2023/2024 event season is underway with a busy few months ahead for Marlborough.
3. The deadline for Council's Commercial Events Fund has been extended with applications now closing on Monday 9 October.
4. Pure Events Marlborough successfully delivered the 2023 Southern Jam Youth Jazz Festival - their first event in the new Community Events Services contract.
5. Council's new Community Events Fund is open with a number of events in discussion and applications received.
6. Funding is now available again through the Te Taihū Regional Events Fund for Marlborough. Expressions of Interest will reopen in mid-October.
7. Printed and digital versions of the Marlborough Spring Events Guide was released at the end of August and promoted through multiple channels locally to Marlborough, Nelson, Christchurch/Canterbury and Wellington. Work on the Summer Guide will commence shortly.

RECOMMENDATION

That the information be received.

Background/Context

8. The Regional Events Advisor role supports the development of the events sector in Marlborough to ensure it maximises the economic return to the region, guided by the Regional Events Strategy. The main activities carried out by the Advisor include:
 - Development, management and implementation of the Regional Events Strategy
 - Marlborough Follow-ME events calendar, printed & digital collateral and social media platforms
 - Management of the following funds and assisting the respective sub-committees and decision-making panels:
 - Commercial Events Fund
 - Community Events Fund
 - Sport and Recreation Community Activity Fund
 - Te Taihū Regional Events Fund (Marlborough) - MBIE Funding
 - Identifying and executing Bid opportunities
 - Managing Council's Community Events Services contract
 - Supporting and advising regional event organisers

Events Update

9. **General Comments:**
 - The 2023/2024 event season is officially underway with Marlborough's event calendar over the next few months looking really positive
 - Securing funding/sponsorship continues to be difficult for a number of events

- Increasing costs across all areas of event delivery are causing concern for event organisers, particularly Traffic Management costs. The New Zealand Events Association are working with their regional representatives, including Council's REA, to advocate for national funding to assist with this
- Council staff and event contractor Pure Events Marlborough recently met with Men at Work and Marlborough Roads to discuss potential cost-savings on the traffic management plan for this year's Blenheim Christmas Parade on 2 December. Revised estimates are expected week commencing 9 October
- Council's REA is currently in discussions with Smart Marketing Australia (SMA) to consider their Event Placement Programme. This opportunity will be presented to the Commercial Events Fund Sub-Committee at the next meeting
- Unfortunately Godzone 2024, that was secured through Council's Bid Fund, has been cancelled due to DOC consenting issues. No Council funding was paid out to the event and will now be made available to others

Recent / Upcoming Large Events

10. Marlborough Book Festival 2023

- This event took place from 20 to 23 July with 23 sessions and 16 authors hosted across ASB Theatre and Te Kahu o Waipuna
- The Little Marlborough Book Festival (school programme) was also held on Friday 21 July
- Marketview reports over the period of the event show the total credit card spend in Marlborough was \$10,142,074. This was 2.4% lower than the previous week, however during that time Marlborough hosted the NZ Secondary Schools Orienteering Champs. Compared to the same time in 2022, the total spend for 2023 was 4% higher
- Council staff are working with organisers to offer funding advice for future events

11. Southern Jam Youth Jazz Festival 2023

- This event is one of three that Council contracts Pure Events Marlborough to deliver through the Community Events Services contract
- As required under the contract terms and conditions, a full event report will be provided within four months of the event
- This annual four-day festival held from 9 to 12 August 2023 provides an opportunity for young musicians from schools around NZ's South Island to compete, perform and learn
- Free public performances were held at 11 regional venues and 9 primary schools with a gala finale concert held at the ASB Theatre on the last night of the event
- 18 bands representing 11 schools took part in the festival
- Masterclasses and workshops were hosted by well-known and respected NZ judges
- Fantastic feedback has been received from participants and the public

12. Marina 2 Marina 2023

- Celebrating its 10th anniversary, this event was held on Saturday 30 September
- Despite experiencing increased costs, organisers report the event was very successful with record entry numbers - exceeding those from events held pre-Covid. The 24km Link Pathway course sold out for the first time
- Organisers have worked with Envirohub Marlborough since 2019 and thanks to this successful partnership continue to deliver Marina 2 Marina as a zero waste event

13. Skoda National School MTB Championships

- This event will be held in Blenheim from 4 to 7 October
- The event is a national competition giving children the opportunity to take part in Cross-Country, Enduro and Downhill events
- Hosts Marlborough Mountain Bike Club have worked very closely with Council staff in the lead up to the event
- Organisers predict just over 1,800 people will attend the event from outside the region bringing over \$1M economic benefit to Marlborough
- The event received funding through the Commercial Events Fund and will provide a full post-event accountability report within 3 months of the event

14. **Bayleys 'Friday Night Feast' 2023**
 - This event will be held on Friday 6 October
 - For the first time the event will be held at The Quays/Riverside Park and along High Street
 - Organisers have worked closely with a number of Council departments and neighbouring businesses in the planning stages of the event
 - The event has received funding through the Te Taihū Regional Events Fund - 2023 is the second year of a three-year agreement

15. **New Zealand Cheese Festival 2023**
 - Now in its third year this event will be held once again at Clos Henri Vineyard on Saturday 7 October
 - Due to its success over the previous two years the event has grown from the 'South Island Cheese Festival' to become a national event
 - A number of satellite events have been organised around the main event to create a 'foodie weekend' - organisers have worked closely with Destination Marlborough to promote this
 - The event has received funding through the Te Taihū Regional Events Fund – 2023 is the first year of a two-year agreement

16. **South Island Masters Games 2023**
 - This event was secured for 2021, 2023 and 2025 through Council's Bid Fund
 - Individual and team events will be held around the region from 10 to 23 October
 - 25 sports will feature at the event
 - Organisers are reporting slightly lower numbers than expected but are still predicting approx. 1,700 participants over the 13 day period - individual sports are on track, however, team sport numbers are slightly down

17. **Rapaura Springs Garden Marlborough 2023**
 - Event will be held from 8 to 12 November
 - 2023 will be the 30th anniversary of Garden Marlborough
 - Organisers are reporting excellent ticket sales - at the end of September sales were 28% higher than the total 2019 (pre-Covid) sales
 - The STIHL Shop Garden Fete will see approx. 220 stalls in attendance, this is a record number for the event
 - Attendees have expressed how difficult it has been to find local accommodation with a number of them having to book some distance out of Blenheim
 - This event has received funding through Council's Commercial Events Fund and will therefore provide a full accountability report within three months of the event being held

18. **Savour in the Park 2023**
 - This R18 event will be held for the second year at Churchill Glade in Blenheim's Pollard Park on Saturday 25 November
 - Event will showcase Marlborough food and beverage providers as well as entertain with music from The Lady Killers and AutoMatic80s
 - Tickets are on sale now
 - This event has received funding through both Council's Commercial Events Fund and the Te Taihū Regional Events Fund and will submit full post-event accountability reports within three months of the event being held

19. **Marlborough Wine & Food Festival 2024**
 - Organisers have signed a three-year agreement to host the event on Renwick Domain
 - Council staff have recently met with organisers, Police, FENZ and Marlborough Roads to discuss potential improvements with the Traffic Management Plan
 - Event tickets go on sale on Monday 9 October
 - Organisers are estimating 5,500 - 6,000 attendees

Event Funding

20. Commercial Events Fund

- This contestable fund open to organisers of commercial events that create economic benefits to Marlborough by increasing visitation to the region. Community events, conferences, conventions, trade shows and exhibitions are not eligible
- Budget for 2023/2024 is \$100,000
- There are two rounds per annum. Round 1 for 2023/2024 opened on Monday 14 August. The deadline for applications has been extended from 12 September to 9 October. Decisions will be made by the sub-committee by Friday 3 November

21. Community Events Fund

- New contestable fund aimed at supporting the delivery of quality, innovative community events that act as catalysts for community well-being and civic pride. Applications are accepted from Marlborough community groups, organisations and individuals
- Applications opened on 1 July 2023. The fund will remain open year-round (or until funds are fully allocated) to enable applicants to apply as opportunities arise
- Budget for 2023/2024 is \$28,000
- Since the fund's launch on 1 July, a number of discussions have been had with organisers keen to apply for funding. To date, five applications have been received - four are to be considered and one has been processed and approved as shown below:
 - Marlborough Multicultural Centre:
'Latin America & Spain Film Festival 2023'
\$1,300 requested and approved

22. Te Taihu Regional Events Fund

- In September 2020, Government announced a \$50M fund to support the tourism and event sectors in response to Covid-19's impact on international tourism. The fund is intended to stimulate domestic tourism and travel between regions through the hosting of events with the aim of replacing some of the expenditure usually generated by international visitors
- Marlborough, Nelson and Tasman were allocated \$1.5M for the creation of the Te Taihu Regional Events Fund to facilitate and fund events - \$540,000 of this was allocated to Marlborough
- Until recently Marlborough's funding had been fully allocated. However, due to underspend and a change in circumstances for some of the events, there is now \$120,000 funding available again. Requests for Expressions of Interest will reopen in mid-October

23. Follow-ME Event Promotion

- The Marlborough Spring Events Guide showcasing events taking place between 1 September and 30 November 2023 was released at the end of August and promoted locally as well as to Nelson, Christchurch/Canterbury and Wellington through various print and digital channels.
- Work will commence shortly on the Summer Guide showcasing events taking place between 1 December 2023 and 29 February 2024
- Council's REA is considering various opportunities to promote Follow-ME's online regional events calendar following the refresh of marlboroughnz.com which is scheduled to be launched later this month

Author	Samantha Young, Regional Events Advisor
Authoriser	Neil Henry, Manager, Economic Development and Strategic Planning

7. First Year Review of the Age Friendly Strategy

(Clr Sowman) (Report prepared by Jodie Griffiths)

C150-002-012-10

Purpose of Report

1. The purpose of the report is to provide Council with an update on the Age Friendly Strategy for Marlborough.

Executive Summary

2. The ageing demographic will have a significant impact on the Marlborough community in many areas such as housing, accessibility, transport, workforce, ratepayer base, impact on health services. Council has agreed to the Age-Friendly Community model to update its strategic approach to this issue.
3. Following data collection with the community, production of a summary findings report and consultation with key stakeholders the Age Friendly Strategy was published and adopted by Council on 30 June 2022.
4. The strategy is designed to support Marlborough in being an age-friendly community which will enable people to age in the right place with dignity, respect, and independence. The strategy acknowledges work that has been completed to date and presents a set of actions that respond to the community's current and future needs. The strategy is for a five-year period, with a review after the first twelve months.
5. An application is underway for Marlborough to become recognised as an Age Friendly Community.
6. Costs associated with this work can be covered within existing budgets.

RECOMMENDATION

That the information be received

Background/Context

7. Council's Positive Ageing Accord expired 30 June 2019. Council approved investigation to be carried out in 2019, however work on the consultation with community, report writing, and development of the strategy was hampered by Covid-19.
8. Marlborough, with 23% (NZ 15%) of its population aged 65 or over (population estimates 2018), has an ageing profile which is one of the highest regional authorities in New Zealand and this is set to increase. By number, the largest increase will be in Blenheim as it is our major population centre (+3,430 more people will be 65+ in 2043).
9. The ageing demographic will have a significant impact on the Marlborough community in many areas such as housing, accessibility, transport, workforce, ratepayer base, impact on health services.
10. Using the Age-friendly Community model would provide the best outcome for wide engagement and community buy in. In October 2021 Council agreed to the development of an Age Friendly Strategy and consideration of seeking accreditation as an Age Friendly Community.
11. The Marlborough Age Friendly Strategy was adopted by Council on 30 June 2022, with an expectation to review the actions after twelve months. A copy of the strategy can be access via this link <https://www.marlborough.govt.nz/our-community/positive-ageing/age-friendly-strategy-2022-2027> A paper copy can be provided, if requested.

12. A review has been conducted during August and September via relevant stakeholders, Councillors who hold this portfolio and community. A summary of the actions achieved to date and those still in progress is attached as a table.

Attachment

Attachment 1 - 'One year in' review of Marlborough Age Friendly Strategy – how are we tracking? Page [19]

Author	Jodie Griffiths, Community Partnerships Advisor
Authoriser	Dean Heiford, Manager Economic, Community & Support Services

Attachment 1

'One year in' review of Marlborough Age Friendly Strategy – how are we tracking?

In practical terms, age-friendly environments are free from physical and social barriers and supported by policies, systems, services, products and technologies that:

- *promote health and build and maintain physical and mental capacity across the life course; and*
- *enable people, even when experiencing capacity loss, to continue to do the things they value.*

Age-friendly practices help build older peoples abilities to:

- *meet their basic needs;*
- *learn, grow and make decisions;*
- *be mobile;*
- *build and maintain relationships; and*
- *contribute.*

In doing so, age-friendly practices:

- *recognise the wide range of capacities and resources among older people;*
- *anticipate and respond flexibly to ageing-related needs and preferences;*
- *respect older people's decisions and lifestyle choices;*
- *reduce inequities;*
- *protect those who are most vulnerable; and*
- *promote older people's inclusion in and contribute to all areas of community life*

Above is how the World Health Organization defines an Age Friendly approach, let's review how this looks in the context of Marlborough since the 2022 – 2025 strategy was finalised in July 2022.

1. Housing

Action/area of interest	Achievement/gains	Still requiring action/progressing
Participation in Marlborough Housing Group	Jodie Griffiths (MDC) and Greypower now attend meetings. Housing for seniors in a consistent topic.	
Safer Homes Project	Preparedness pilot between Grey Power, Rotary + Emergency Management has taken place and was a success. This is being developed into a sustainable project by including other organisations + forming a working group.	
Investigate + plan for impact of climate change on older people		Not yet actioned Ideas use "Finding Money in weird Places" resource to create tips & tricks sheet for energy efficiency Also suggestion for building future senior housing to have screen doors for cooling
Of note in this domain	Abbeyfield proactive in sourcing land + formed cooperative with Sustainable Housing Trust Kainga Ora are appointing senior housing specialist role Age Friendly information featured in every 'Senior Matters' newsletter for Council Senior Housing residents	

2. Social Participation

Action/area of interest	Achievement/gains	Still requiring action/progressing
Harakeke Connectedness Project	This is underway, the directory actively used, sessions have been held with the community, resources created, training is underway + cafes begin next month.	

Action/area of interest	Achievement/gains	Still requiring action/progressing
	https://www.marlborough.govt.nz/our-community/harakeke	
Increased promotion of activities	Marlborough Community Directory is a wonderful new asset to search any group activity. Updated version of Get Connected created. Event Guide distribution widened to target older people. Increased focus of activities at 2023 Seniors Expo	
Increase transport options to access events + activities	Discussions held with 2 churches regarding providing transport.	Not yet actioned Suggestion of Springlands Lifestyle have multiple vans which might be available.
Of note in this domain	Invited to attend Stadium 2000 strategic planning meeting + having input into their planning Exploring a kiosk for the Stadium to easily access the Community Directory	

3. Respect + Social Inclusion

Action/area of interest	Achievement/gains	Still requiring action/progressing
Increase frequency of Seniors Expo	Now held annually with dates secured for the next 5 years	
Regular surveying to seek views of older people	Surveying regarding Welcoming Communities completed in early 2023.	Not fully actioned – explore further what is being asked + how
Welcoming Communities	Marlborough was confirmed onto the programme in July 2022 + coordinator appointed in October. This programme is progressing well with an advisory group established, Welcoming Week activities planned + working towards the development of the Marlborough Welcoming plan.	
Of note in this domain	Positive Ageing Forum Speed Networking session a success in March 2023, will now	

Action/area of interest	Achievement/gains	Still requiring action/progressing
	<p>happen annually.</p> <p>New library (opened May 23) very popular with older people.</p> <p>Launch of the Digital Inclusion Project has developed resources + awareness regarding digital support. This has recently extended to develop an extension project of Digital Story Telling.</p>	
Additional comments from review discussion:		

4. Civic Participation + Employment

Action/area of interest	Achievement/gains	Still requiring action/progressing
Better connect people with job opportunities	MSD – flexible wage subsidy now available to over 65 year olds.	
Quarterly meeting between Grey Power, Mayor + MDC	This is occurring, as well as a close working relationship between Grey Power + MDC staff has been built	Not fully actioned – explore further what is being asked + how
Volunteering profiled + recognised	<p>Volunteer Marlborough acknowledges 'volunteer of the month'</p> <p>Senior housing individuals are profiled in Senior Matters</p> <p>Digital Inclusion project has profiled people such a the volunteer Park Run coordinator.</p> <p>Multiple people recognised for the service to</p>	Raising the profile of volunteer work carried out could be included in the bi-monthly Community Newsletter

Action/area of interest	Achievement/gains	Still requiring action/progressing
	the community via Marlborough Civic Awards in July.	
Of note in this domain	<p>Invitation extended to Census team to have a stall at Senior's Expo (coincided with Census Day)</p> <p>MDC staff have met with MSD regarding access to services, including ideas on reducing barriers to this potentially unfamiliar environment.</p> <p>Presbyterian Support secured Office for Seniors funding + have developed a course – Preparing for an Exceptional Retirement. This is innovative course setting people up for the transition between their career – positive retirement.</p>	
Additional comments from review discussion:		Council staff to follow up with Smart + Connected Skills and Labour group. Annie Percey and Tricia Dawson interested in being involved.

5. Communication + Information

Action/area of interest	Achievement/gains	Still requiring action/progressing
Formation of collaborative programme to support tech skills + education	Launch of the Digital Inclusion Project at the beginning of 2023. The appointed coordinator has developed resources + awareness regarding digital support. This has recently extended to develop an extension project of Digital Story Telling.	
Develop tools + tricks communication sheet	Preparedness pilot between Grey Power, Rotary + Emergency Management produced a simple 'one pager' with key information Health have created a simple one page guide to which service for which health issue.	Not fully actioned – further work need, specifically regarding Senior Services through MSD.

Action/area of interest	Achievement/gains	Still requiring action/progressing
Harakeke Connectedness Project	This is underway, the directory actively used, sessions have been held with the community, resources created, training is underway + cafes begin next month. https://www.marlborough.govt.nz/our-community/harakeke	
Of note in this domain	Positive Ageing section is getting increasing content in the bi-monthly Community Newsletter. Printed and digital copies are available. Marlborough Community Directory is a wonderful new asset to search for community information (phone + in person also offered). Updated version of Get Connected created. Senior Matters newsletter created to better communicate with residents in Council flats.	

6. Community Support + Health Service

Action/area of interest	Achievement/gains	Still requiring action/progressing
Attract specialists to offer services in Marlborough	MDC Economic Development team have had a campaign to attract specialists + skilled workers to Marlborough – We Love it Here. Advertising was also offered to community services. Te Whatu Ora – recruitment drives are ongoing	
Enhance promotion of health services	Te Whatu Ora staff have ensured the transfer of all health services into the Community Directory Health have created a simple one page guide to which service for which health issue.	
Increase fall prevention services across	The coordinator is making the effort to get	Further work required to get this across more

Action/area of interest	Achievement/gains	Still requiring action/progressing
Marlborough rural communities	across to Marlborough more frequently. More classes are available. Community Hubs via Sport Tasman offer some fall prevention exercise classes	rural communities
Of note in this domain	FENZ increased support regarding fire safety for those with hearing difficulties. Advancement in personal alarms + awareness of these including fall detection technology Increased service being offered by MCVT with more vehicles available	Further work needed regarding services such as dialysis being offered at Wairau + appropriate discharge practises. Shortage of GPs impacting older people.

7. Outdoor Spaces + Buildings

Action/area of interest	Achievement/gains	Still requiring action/progressing
Consideration given to MDC planning re: seating, cycleways + parking	MDC Open Spaces team have all read the strategy to support their planning for outdoor spaces. Marlborough Roads active transport staff member is proactive regarding needs of older people + those with disabilities.	
Review accessibility of public spaces + places	New library has been testing accessibility factors since opening in May. Access + Mobility group have reviewed several footpath – crossing access points + making recommendations	Further work needs regarding other public spaces
Input into new library build	As above, very few issues have been identified so far. Numbers through the library are high + include a large number of older people. An adjustment period has been necessary as the children and adult library sections are now situated on the same level. Large print on signage eases navigating the	

Action/area of interest	Achievement/gains	Still requiring action/progressing
	new library space.	
Of note in this domain	A new 'friendship seat' with plaque in Pollard Park will be acknowledged on 2 October to mark International Day of the Older Person (1 Oct)	

8. Transportation

Action/area of interest	Achievement/gains	Still requiring action/progressing
Increase transport options to events + activities	MDC staff have meet with 2 churches to explore a community van pick up/drop off service. Promotion of Total Mobility Scheme	Further work required
Investigate alternative + new transport options for Marlborough	A new taxi company has opened increasing the number of taxis available.	Further work required
Review parking suitability for older people	Information gathered from MDC assets manager, much planning + wider thinking regarding design of carparks happens. Carparks are regularly inspected + reviewed. Concerns regarding enough parking for the new library appears to not be causing too many issues.	
Of note in this domain	Driver Safety courses run by Age Concern are very popular + registrations fill up quickly.	Bus route will soon include the new library

8. Grants Sub-Committee

(Clr Sowman)

D050-001-G02

1. The Minutes of the Grants Sub-Committee meetings held on 26 September 2023 and 10 October 2023 are attached for ratification by the Committee.
-

RECOMMENDATION

That the Minutes of the Grants Sub-Committee meetings held on 26 September 2023 and 10 October 2023 be ratified.



**Minutes of a Meeting of the
GRANTS SUB-COMMITTEE
held in the Council Chambers, 15 Seymour Street, Blenheim
on TUESDAY, 26 SEPTEMBER 2023 commencing at 9.30 am**

Present

Cllrs Thelma Sowman (Chairperson), Sally Arbuckle and Allanah Burgess, Mrs Denyse Healy, Mrs Karen Hartshorne, Mrs Sally Wadworth, Mrs Jane Buckman, Mr Graeme Haymes, Mr Sam Smith

In Attendance

Jodie Griffiths (Community Partnerships Advisor), Natalie Lawler (Community Partnerships Support) and Nicole Chauval (Committee Secretary)

Apologies

No apologies were received.

1. Roles and Responsibilities – Declaring an Interest

C050-001-G02

Committee members were reminded of their responsibilities when allocating the available funding under set criteria, and were advised of what was expected of them when having an interest in a particular application. It was noted that the intention of declaring an interest is to ensure that those with an interest have no involvement in the decision making process.

Members were advised that once a member has declared an interest they must leave the room for that particular application. This is done to ensure that matters are processed without any influence and the rule needed to be applied strictly for the process to be seen as fair to all concerned.

It was noted that declaring an interest applies to those who are members or honorary members of an organisation and also where it could be perceived that a person has an interest in an organisation.

It was reported that the chairperson would make the final decision if there was dissention.

Cllr S Arbuckle/Karen Hartshorne:
That the information be received.

Carried

2. Clarification of Process for Decision Making

D050-001-G02

Committee members' attention was drawn to the process for decision making that had been successfully used by previous Grants Sub-Committees. Members had been asked to familiarise themselves with the process prior to the meeting so this could be consistently applied when considering grant applications.

Members were reminded that at any time when an application is being discussed and a Committee member has declared an interest in, they must leave the room.

Jane Buckman/Sally Wadworth:
That the information be received.

Carried

3. Clarification of Grant Criteria

Members noted that the purpose of the report was to consider the Grants Criteria for operating costs to ensure that it was fit for purpose, and to review the maximum grant amount and consider whether it requires adjustment.

The following criteria was discussed and the outcome of those discussions noted:

1. What is defined as an operating cost, currently capped at \$5,000 and whether any contracted costs such as coaching should also be considered operating costs.
 - a) Operating costs to remain capped at \$5,000 this would include coaching if it is ongoing but if the project is a new initiative or development then it would not be considered an operating cost.
2. Whether the \$10,000 grant maximum should be adjusted given the demand on the fund.
 - a) \$10,000 to remain as the maximum.
3. Any other aspects of the criteria that needed to be reviewed.
 - a) Consideration be given to reviewing operating grants and the frequency of any review determined.

Members noted that a number of organisations have been provided with a Council operating grant. It was reported that operating grants are allocated during the Annual Plan/LTP process. Groups that receive a Council Operating Grant are not eligible to apply for a further operating grant.

It was raised whether there needed to be a mechanism in place to ensure that there is an equitable mix of grant funding to youth, elderly, Māori, Pacifica. It was noted that the criteria for the grants ensures an equitable mix.

Members discussed whether applicants include information on their organisation's current bank balances. Members agreed to keep the status quo noting that during the deliberations these areas are discussed.

Karen Hartshorne/Grame Haymes:

1. **That the operating costs remain at \$5,000 and include external ongoing costs such as coaching, however, consideration can be given if it is for a new initiative or development of a programme (seek advice from Council staff for further clarification).**
2. **That the maximum grant amount to remain at \$10,000.**
3. **That the Committee regularly review operating grants to ensure they remain fair and equitable.**

Carried

4. Council Community Grants Allocation

C150-001-001-01

Council provides \$280,000 per annum for Community Grants to be allocated under specific criteria and eligibility conditions to community organisations providing Arts & Culture; Community Welfare/Social Services; Heritage and Sport and Recreation.

Members were advised that 85 applications were received with 85 applications considered to be eligible for funds. Total funds requested were \$480,930.48.

ATTENDANCE: The meeting adjourned at 11.02 am and resumed at 11.22 am.

ATTENDANCE: The meeting adjourned at 12.39 pm and resumed at 1.14 pm.

Organisation	Project Description	Actual
Mistletoe Bay Trust	OPEX & UV water treatment upgrade	\$10,000
St John Marlborough	Health Shuttle Running Costs 2023-2024	\$10,000
Crossroads Marlborough Trust	Crossroads Rent	\$5,000
School Start First Impressions Marlborough	Operating Expenses	\$5,000
The Omaka Observatory Charity Trust	Operating Costs for our Youth Sessions	\$5,000
Plunket	Support for healthy families	\$5,000
Marlborough Repertory Society	Theatre fire protection alarm upgrade (Jane Buckman declared a conflict of interest and withdrew from the meeting for this item)	\$5,500
The National Foundation for the Deaf Incorporated	Hearing Screening & Education Programme Note: Queen Charlotte College and Rai Valley School to be considered in the future.	\$5,600
Picton Men's Community Shed	Council rates for the next 12 months	\$1,500
Te Whanau Hou Grovetown Lagoon	To form and gravel a track.	\$4,000
The Salvation Army New Zealand Trust	Positive Lifestyle Programme	\$7,000
Connect	Operational Costs and program costs	\$6,000
Marlborough Netball Centre Inc	Sporting equipment, office equipment	\$4,000
Alzheimers Society Marlborough Inc	Music Therapy for our Clients (Jane Buckman declared a conflict of interest and withdrew from the meeting for this item)	\$3,000
Marlborough Civic Orchestra	ASB Theatre venue hire	\$4,000
Bread of Life Trust	Van Rental	\$4,200
Age Concern Marlborough Inc	Assistance towards overhead expenses	\$4,000
Marlborough Māori Wardens Society Incorporated (2015)	Storage facilities. (Sam Smith declared a conflict of interest and withdrew from the meeting for this item)	\$3,080
Farewell Services Trust	Volunteer expenses/funding new project	\$7,000
Marlborough Four Paws Charitable Trust	Animal Shelter and Rescue Centre Lease	\$4,000
Awatere Rugby Football Club Inc.	Heating for the Clubroom	\$6,000
Blenheim Musical Theatre Incorporated	Hire of the ASB Theatre in May 2024	\$6,500
Marlborough Returned Services Association	Operational Costs and Office equipment	\$6,500
Marlborough Art Society (Incorporated)	Exhibitions, workshops & operating costs (Condition: Excludes catering)	\$4,000
Open Home Foundation	Operating Costs (Condition: Grant funding to be spent in Marlborough)	\$3,600
Pelorus Area Health Trust	Services Co-ordinator wages	\$4,000
Marlborough Vintage & Farm Machinery Society Inc	Small Operating Grant - \$5000.00	\$3,500
Marlborough Tennis Club Inc.	The resurfacing of three hard courts (Jane Buckman declared a conflict of interest and withdrew from the meeting for this item)	\$6,000
Te Pataka o Wairau	Hire of stage for Seymour Square.	\$5,000
Marlborough Multiple Sclerosis Society & Parkinson's Group	Wages and operational expenses	\$4,500
Life Education Trust Marlborough	Operating costs (Condition: Grant funding to be spent in Marlborough)	\$4,000
Link Pathway Trust	To install on-site interpretation panels	\$7,500

Organisation	Project Description	Actual
Endeavour Park Pavilion Society	Facility Assistant Wages	\$4,000
Wairau Youth and Family Trust	24-7 Youth Worker wages and Admin Costs	\$4,000
Marlborough Riding for the Disabled Assn Inc	Permanent Fencing in existing paddock	\$3,500
REAP Marlborough	Digital History Project (Condition: Excludes catering)	\$4,000
Presbyterian Support Upper South Island	Family Works Marlborough Mentoring	\$4,000
Barnardos New Zealand	Barnardos Active Dads Marlborough	\$4,000
Renwick Museum	A3 tank Brother printer	\$679
Renwick Sports and Events Centre	Security Cameras	\$5,500
Churchward Park Scout Group	To work with the youth of Marlborough	\$3,500
Picton Little Theatre Inc	Operating costs (Jane Buckman declared a conflict of interest and withdrew from the meeting for this item)	\$4,000
Renwick Playcentre	Facilitator Wages (Condition: \$5,000 for wages and the balance for project)	\$5,675
Selmes Garden Charitable Trust	Materials & Seed Funding: Apprenticeship (Note: Consideration be given to applying to the Top of the South Foundation)	\$5,000
Rangers Association Football Club	Club Operating Costs for 2024 season	\$3,200
Picton Quilters	Insurance and Room Rental	\$768
Totaranui 250 Trust	Meta data archive + promotion material	\$4,700
Brooklyn Croquet Club Inc	Machinery and lawn maintenance (Condition: Tagged for machinery)	\$4,600
Blenheim Swimming Club Incorporated	To meet coaching costs.	\$2,800
Brain Injury Association (Nelson) Inc.	Operating costs	\$3,100
Marlborough Youth Trust	Resources for young parent programs (Sam Smith declared a conflict of interest and withdrew from the meeting for this item)	\$2,200
Marlborough Tennis Association Inc	Annual cost of hiring facilities	\$3,100
Havelock Menzshed Society Incorporated	Assistance with Shed rental	\$1,200
Epilepsy Association Of New Zealand Incorporated	Epilepsy support services	\$1,500
Marlborough Model Railway Club inc	To Pay Liability Insurance and Spouting	\$1,600
Canvastown Community Association	Heat Pumps for Canvastown Hall	\$5,400
Blenheim Family History Group	New laptop	\$800
Creative Kids Trust	Facilitation costs for community choir	\$2,000
Blenheim Croquet Club	Maintenance of lawns	\$3,100
St Christophers Eldercare	Eldercare equipment and operating costs. (Condition: \$986.70 tagged to chairs and balance of grant to operating costs)	\$2,200
Blenheim Rowing Club Inc.	Insurance costs	\$2,600
Beavertown Badminton Club	Facility hire for badminton	\$1,700
Rārangī Golf Club Incorporated	Junior uniforms and equipment	\$1,400
The Craft Club	Permanent premises (Condition: Tagged for venue hire)	\$2,520
Marlborough District Brass Band Incorporated	Venue Hire & promotion of Concert (Condition: Tagged for venue hire)	\$878

Organisation	Project Description	Actual
Envirohub Marlborough Charitable Trust	ZW Trailer Operating Costs & Equipment	\$3,900
Marlborough Snooker & Billiards Incorporated	Dismantling & Setting up Snooker Tables (Condition: Tagged to venue confirmation)	\$3,000
Blenheim Choral Society Inc	Conductors Fees	\$2,600
Picton Golf Club Incorporated	Seed and fertilizer	\$500
Havelock Vision 2020 Charitable Trust	CLO/Admin & Project Costs (Condition: Tagged to admin project equipment)	\$2,300
Nopera Bay Golf Club Inc	Fuel and turf materials	\$500
Dressage Group	Technology installation (Condition: GWN Wireless router not eligible as already installed)	Declined
Marlborough Nelson Dog Trials	South Island Dog Trialling Championships (Note: Applicant to consider applying to the Commercial Events Fund)	Declined
Marlborough Malayalee Association	Cultural Celebration - Onam Festival (Condition: Tagged to venue hire. Excludes catering.)	\$500
Havelock Museum Society Inc.	Lighting upgrade & installation (Condition: Tagged to lighting)	\$3,000
Marlborough Golf Club	Grass seed, fertilizer and sprays	\$500
Hawaiki Kura Charitable Trust	Admin costs, shelving/storage containers	Declined
Marlborough Boys College Rowing Group	Partial recompense of coaches	Declined
Marlborough Stamp Collectors Club	Clubroom insurance and audit costs	Declined
Marlborough Girls' College	Art therapy, Swimming, Pottery	Declined
Marlborough Bridge Club Inc	20 7inch android tablets	Declined
Top of the South Neighbourhood Support Charitable	Operational costs in Marlborough	Declined
Abbeyfield Marlborough Inc.	Ensure awareness of Abbeyfield in Marl.	Declined
Pluto Projects Artspace	Salary of an admin person	Declined
Qarni	Sound Equipment and Gear	Declined

Karen Hartshorne /Denyse Healy:

That Council approve the above listed grants to community organisations totalling \$280,000.00.

Carried

5. Grants Recipient Audit Visits

The following audit visits were proposed:

- St John MarlboroughGaeme Haymes and Karen Hartshorne
- Crossroads Marlborough Trust Clrs A Burgess and S Arbuckle
- Wairau Youth and Family Trust Clrs A Burgess and S Arbuckle and Sam Smith
- Picton Little Theatre Gaeme Haymes
- Epilepsy Association of New Zealand Incorporated Sam Smith and Karen Hartshorne
- Marlborough Model Railway Club Inc Jane Buckman and Gaeme Haymes
- Envirohub Marlborough Charitable Trust.....Karen Hartshorne and Gaeme Haymes

There being no further business the meeting closed at 3.22 pm.



**Minutes of a Meeting of the
GRANTS SUB-COMMITTEE
held in the Committee Room, 15 Seymour Street, Blenheim
on 10 OCTOBER 2023 commencing at 1.00 pm**

Present

Cllrs Thelma Sowman (Chairperson), Sally Arbuckle and Allanah Burgess, Mrs Karen Hartshorne, Mrs Sally Wadworth, Mrs Jane Buckman, Mr Graeme Haymes, Mr Sam Smith

In Attendance

Jodie Griffiths (Community Partnerships Advisor), Natalie Lawler (Community Partnerships Support) and Nicole Chauval (Committee Secretary)

Apologies

Sally Wadworth/Karen Hartshorne:

That an apology for non-attendance from Mrs Denyse Healy be received and sustained.

Carried

1. Role and Responsibilities – Declaring an Interest D050-001-G02

Committee members were reminded of their responsibilities when allocating the available funding under set criteria, and they were advised of what was expected of them when having an interest in a particular application. The intention of declaring an interest is to ensure that those with an interest have no involvement in the decision making process.

Council's District Secretary's advice is that Committee members, once they have declared an interest, leave the room for that particular application. Members were advised that it is important that it be seen that matters are processed without any influence especially where, for example, there are competing applications; some organisations may not have a representative around the table. The rule needed to be applied strictly for the process to be seen as fair to all concerned.

It was noted that declaring an interest applies to those who are members or honorary members of an organisation and also where it could be perceived that a person has an interest in an organisation.

It was reported that the chairperson would make the final decision if there was dissention.

Cllr S Arbuckle/Jane Buckman:

That the information be received.

Carried

2. Clarification of Process for Decision Making D050-001-G02

Committee members' attention was drawn to the process for decision making that had been successfully used by previous Grants Sub-Committees. Members had been asked to familiarise themselves with the process prior to the meeting so that this could be consistently applied when considering grant applications.

Members were advised that at any time when an application is being discussed and a Committee member has declared an interest in, they must leave the room.

Graeme Haymes/Cllr S Arbuckle:

That the information be received.

Carried

3. Creative Communities NZ Arts Funding Scheme Allocation 2023-24 – Round 1

C150-001-003-19

The Grants Sub-Committee allocates Creative Communities funding twice a year, with closing dates at the end of March and September each year.

Available funds to allocate for Round 1 totalled \$57,419.00. Fourteen applications were received, all of which were eligible to be considered for funding. Requests totalled \$45,746.48.

Committee members discussed the applications and made the following recommendations:

One Off Festival CCS

Organisation	Project Description	Grant
Marlborough Christmas in the Park	Marlborough Christmas in the Park	\$7,000.00
Picton Maritime Festival Trust	PMF Childrens Workshop	\$2,180.00

Creative Communities NZ

Organisation	Project Description	Grant
Northpark Productions Theatre Company	Central Otago Man	\$1,700.00
Te Runanga A Rangi Tane o Wairau Trust	Mahi Whakairo Wananga ki Tomatine Marae	\$3,000.00
Marlborough Creative Fibre Guild	Handworks 2024	\$1,000.00
Marlborough Floral Art Group	A Christmas Floral Art Exhibition	\$500.00
Marlborough Civic Orchestra	String Talk Workshops	\$1,500.00
REAP Marlborough	Digital Life Story Telling	\$1,500.00
The Whale Trail	The Whale Trail Mural	\$2,800.00
George Waterhouse	Pluto Dance Project (Condition: Funding available once consent and compliance has been granted)	\$2,000.00
Marlborough District Brass Band	Pre Contest Concert	\$1,000.00
Marlborough Girls' College	Music Therapy & Pasifika Uniforms (Tagged to music)	\$1,440.00
Baroque Music Community and Educational Trust of New Zealand	Baroque Soprano Arias	\$2,000.00
Corie Boley	Murals of Marlborough Podcast (Note: Insufficient information. Suggest reapplying in March 2024)	Declined

Clr S Arbuckle/Karen Hartshorne:

That Council approve the above listed grants to One Off Festival Funding applicants totalling \$9,180.00 and Creative Communities NZ Arts Funding Scheme applicants totalling \$18,440.00.

Carried

The following audit visits were proposed:

- REAP Marlborough – Cllr A Burgess and Jane Buckman
- Pluto Dance Project – Karen Hartshorne and Graeme Haymes

The meeting closed at 1.55 pm.

9. Housing for Seniors Sub-Committee

(Clr Croad)

D050-001-H01

1. The Minutes of the Housing for Seniors Sub-Committee meeting held on 7 September 2023 are attached for ratification by the Committee.
-

RECOMMENDATION

That the Minutes of the Housing for Seniors Sub-Committee meeting held on 7 September 2023 be ratified.



**Minutes of a meeting of the
HOUSING FOR SENIORS SUB-COMMITTEE
held in the Council Chambers, 15 Seymour Street, Blenheim
on THURSDAY 7 SEPTEMBER 2023 commencing at 1.00 pm**

Present

Cirs J D N Croad (Chairperson), J A Arbuckle, D A Dalliessi and R J Innes (from 1.03 pm), and Brian Ross (Community Representative)

In Attendance

Mr J Lyall (Manager, Property and Community Facilities), Ms M Watson (Projects & Contracts Manager), Ms W Harcus (Property Managers, APL Property Blenheim Ltd) and Mr M Porter (Democratic Services Manager)

Apologies

Cir J Arbuckle/Mr Ross:

That the apologies for non-attendance from Mr L van Velthooven and Ms M Conroy be received.

Carried

1. Housing for Seniors Sub-Committee – Minutes

Cirs J Arbuckle/Dalliessi:

That the Minutes of the Housing for Seniors Sub-Committee meeting held on 27 June 2023 confirmed as a true and correct record.

Carried

	Details	Comments
1.	Mobility Scooter parking – historical information and reports circulated to members.	Completed Refer Appendix 1 as attached to the agenda
2.	Contact rest homes to investigate how they have dealt with mobility scooters for their residents.	General business item

2. Introduction of Additional Item

Cirs Croad/J Arbuckle:

That the following additional items be considered for reason of the urgent nature of the business and insufficient time being available to include the items on the original Agenda and Meeting Notice.

In Open Meeting:

- **Marlborough Housing for the Elderly Trust – June 2023**

Carried

3. Operations Report

Members noted that the purpose of the report was to update the Senior Housing Sub-Committee of operations for the fourth quarter April-June 2023.

The tenant waitlist for applicants 65+ has increased to 50 over the period.

164 maintenance work orders were issued for the period, larger maintenance items over \$1000 were detailed in the report.

Annual inspections were completed in August 2023. It was noted that air conditioning unit servicing takes place every two years.

Members discussed a request from Vevian Place Tenants regarding making some bollards removable. Ms Watson and Ms Harcus are to look into this.

Clrs Croad/J Arbuckle:
That the information be received.

Carried

4. Minor Projects Report

The purpose of the report was to provide an update to the sub-committee on the current progress of minor projects relating to the Senior Housing portfolio.

Members were advised that Kitchen refurbishments by Max George Joiners are ongoing at Harling Court in High Street, Blenheim. They are scheduled to be completed by November 2023. Ms Harcus noted that Stage 3 has begun and the contractor is on track for Stage 4.

The contract for the George Street / Vevian Place watermain replacement has been awarded to Findlater Construction Ltd, with works due to commence on 4th September 2023.

Ms Harcus noted that tenants are kept up to date with all projects.

Clrs J Arbuckle/Dalliessi:
That the information be received.

Carried

5. Project Report – 85 George Steet, Senior Housing Development

The purpose of the report was to provide an update to the sub-committee on the current progress of the 85 George Steet, Senior Housing development.

Members were advised that T & D Construction Ltd commenced on site in February 2023. The development is being undertaken in 2 Stages, south to north. September's PCG report prepared by APL Property was attached to the agenda.

Following a question on the project tracking against budget, Mr Lyall advised that the project was tracking within budget. The issue of any penalties was also canvassed and Mr Lyall explained this to Members' satisfaction.

Members noted a potential issue in the report under the heading 'Red Flags', that comment being "Potential contract price charge due to plan changes". Mr Lyall is to find out from the report writer (Ms M Clark) what this means.

Clrs J Arbuckle/Croad:
That the information be received.

Carried

6. Market Rent Report

Members noted that the purpose of the report was to provide updated information to the Committee on current market rent rates in Blenheim, as provided by the Ministry of Business, Innovation and Employment (MBIE).

Ms Watson noted that the median market rent rate for a 1-bedroom unit in Blenheim has remained consistent at \$280 p/w since November 2020. The median market rate for a 2-bedroom unit has risen

by \$20p/w to \$470p/w. The rent rates for a Council Senior Housing 1 or 2-bedroom unit are currently positioned at 76% and 59% of the local median market rates respectively.

It was agreed that this report should be delivered annually (in advance of the rental setting meeting). It was noted that if anything changes this needs to be discussed with the Chair.

Cirs J Arbuckle/Innes:
That the information be received.

Carried

7. Financial Report

Members noted that the purpose of the report was to provide financial information for the Senior Housing portfolio for the full year ending 30 June 2023.

Ms Watson advised that total revenue of \$1,762,442 was received for the year. Total repair and maintenance expenditure for the year was under budget by \$141,658. Depreciation and internal costs are higher than budget. A deficit of \$166,731 was incurred at year end.

Cirs Croad/J Arbuckle:
That the information be received.

Carried

8. Te Tūāpapa Kura Kāinga - Affordable Housing Fund - Affordable Rental Pathway- Request for Proposal

Members noted that the purpose of the report was to advise the committee that a Request for Proposal (RFP) to the Ministry of Housing and Urban Development (HUD) Affordable Housing Fund - Affordable Rental Pathway was lodged in mid-August 2023.

Mr Lyall reported that in March 2023, Council's Senior Housing Committee agreed to participate in an ROI (Registration Of Interest) for access to \$100M of government funding through the Affordable Housing Fund. In May 2023 confirmation was received from HUD for Council to progress to an RFP application. In June 2023, Council's Senior Housing Committee approved lodgement of an RFP application to the Ministry of Housing and Urban Development Affordable Rental Pathway Fund. A comprehensive RFP application was compiled requiring concept designs, engineering input and professional quantity surveyed costings.

Mr Lyall further reported that the total development cost is estimated at \$15,455,490 including GST. The RFP application is based on the Affordable Rental Pathway funding providing \$7,727,745 (50%) of total development costs. The funding for the development is based on three financial streams. The RFP was lodged in mid-August 2023 but was subject to Council approval as there was insufficient time to seek Council funding approval, prior to the closing date. A separate paper will be put to Full Council on 21 September 2023 seeking funding approval of \$4,000,000 for the development subject to receiving confirmation of a successful application from HUD.

Cirs Croad/Innes:
That the information be received.

Carried

9. Tenant Liaison Report

Members noted that the purpose of the report was to provide the quarterly tenant update from Council's Community Representative.

Ms Watson reported that the function of this role is to act as a tenant liaison and to provide a quarterly update to the Sub-Committee on any information or matters relating to governance raised by Council's Senior Housing tenants.

At the time of preparing the agenda, the Community representative, Mr Ross, advised that no correspondence was received during the last quarter. At the meeting Mr Ross gave a summation of

the process from Mrs Conroy. Mr Lyall advised that he had asked the solar power provider to update the quote received. Double-glazing was also discussed, noting that legislation changes may impact this.

Cirs Croad/J Arbuckle:
That the information be received.

Carried

10. Marlborough Housing for the Elderly Trust – June 2023

Members noted that the purpose of the report was to provide the Marlborough Housing for the Elderly Trust Financial Statements for the period ending 30 June 2023.

It was reported that Wallace Diack Chartered Accountants prepared the financial statements for the Marlborough Housing for the Elderly Trust. Cirs Croad and J Arbuckle are Council appointed Trustees. The financial statements require signing by the Trustees.

Cirs Innes/Dalliessi:
That the report be received, and the Financial Statements be signed by the Trustees for the Marlborough Housing for the Elderly Trust.

Carried

11. General Business

11.1 Mobility scooter storage – Retirement villages - Maighan Watson

Ms Watson reported back on what other Retirement Villages provide in the way of Mobility Scooter storage, noting that each Village has their own method. None have retrofitted facilities. It was noted that the George Street development will have incorporated Mobility Scooter storage along with car parking.

11.2 Criteria One (b), Housing for Seniors Eligibility Policy

Mr Lyall reported that Council's Legal Team were comfortable with the criteria, noting that it allows for flexibility.

11.3 George Street Development

Clr Croad queried the timeline for the project and whether this allowed for a policy review/premium rental charge. Mr Lyall advised that it would be a challenge, but by the time the development is complete, the new rents should be close to those prescribed in the recent RFP.

12. Decision to Conduct Business with the Public Excluded -

Cirs J Arbuckle/Dalliessi:
That the public be excluded from the following parts of the proceedings of this meeting, namely:

- Confirmation of Public Excluded Minutes

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Confirmation of Public Excluded Minutes	As set out in the Minutes	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
		information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.

Carried

Actions

	Details	Person Responsible	Required by
1.	Removable bollards at Vevian Place.	Maighan Watson / Wendy Harcus	As soon as practical
2.	Members noted a potential issue in the report under the heading 'Red Flags', that comment being "Potential contract price charge due to plan changes"	Jamie Lyall	Completed

The meeting closed at 2.30 pm

10. Treasury Management Report 30 September 2023

(The Chair) (Report prepared by Chris Lake)

F290-006-23

Purpose of Report

1. To present the Treasury Management Report for the period ending 30 September 2023.

Executive Summary

2. The Cash, Investments and Borrowings Report is shown as an attachment at the end of the report. Additional information is given for information and clarity. These are:
 - details of the market interest rate movements;
 - a summary of the investments Council held, and that these continue to comply with the Investment Policy section of the Treasury Management Policy; and
 - a summary of the Council borrowings as at 30 September 2023. These do not currently comply with the Treasury Management Policy but will as Council's borrowing increases. A number of graphs are provided to show the policy boundaries.

RECOMMENDATION

That the information be received.

Cash, Investments and Borrowings Report

3. The attachment shows details of Council's cash on hand, investments and borrowings for the quarter ended 30 September 2023. Comparative details for the quarter ended 30 June 2023 are shown in italics and shaded.

Market Interest Rate Movements

4. See 'Current Market Interest Rates' on the table in the **attachment**.

Investments

5. Below is a summary of Council's investment portfolio reported in the **attachment**.

September 2023			Last Quarter June
Investments – short term deposits - Banks	\$12,904,639	5.51%	5.50%
Investments – Securities within 1 year	-	- %	- %
Total Investments	\$12,904,639	5.51%	5.50%

Since 2014 Council has been investing in term deposits rather than corporate bonds due to the yield advantage that term deposits provide. This strategy is continually monitored to ensure that it remains appropriate.

Council maintains the investment portfolio considering:

- compliance with Council's Treasury Management Policy investment parameters; and
- the level of investment required to maintain adequate disaster recovery funding in realisable securities.

Bancorp provide advice on reinvestment of securities and report quarterly on Treasury Management Policy for compliance and investment returns.

Compliance with Council Policy

- Council's Treasury Management Policy sets criteria surrounding credit rating, maximum investment allowed with any one institution and the maximum allowed to be invested with any type of institution.

All criteria have been met for the 30 September quarter.

External Borrowings

- As at 30 September 2023 the MDC Group had Gross borrowings of \$169.4M (\$151M as at 30 June 2023). MDC Holdings Group debt is \$80.4M (\$72.9M as at 30 June 2023). MDC increased in the last quarter to \$89M (\$79M as at 30 June 2023).

The following three graphs are for the MDC Group combined, MDC Holdings Limited and MDC and show the level of fixed/hedged debt compared to Policy Bands based on current levels. The fourth and fifth graphs show the position based on anticipated future borrowings.

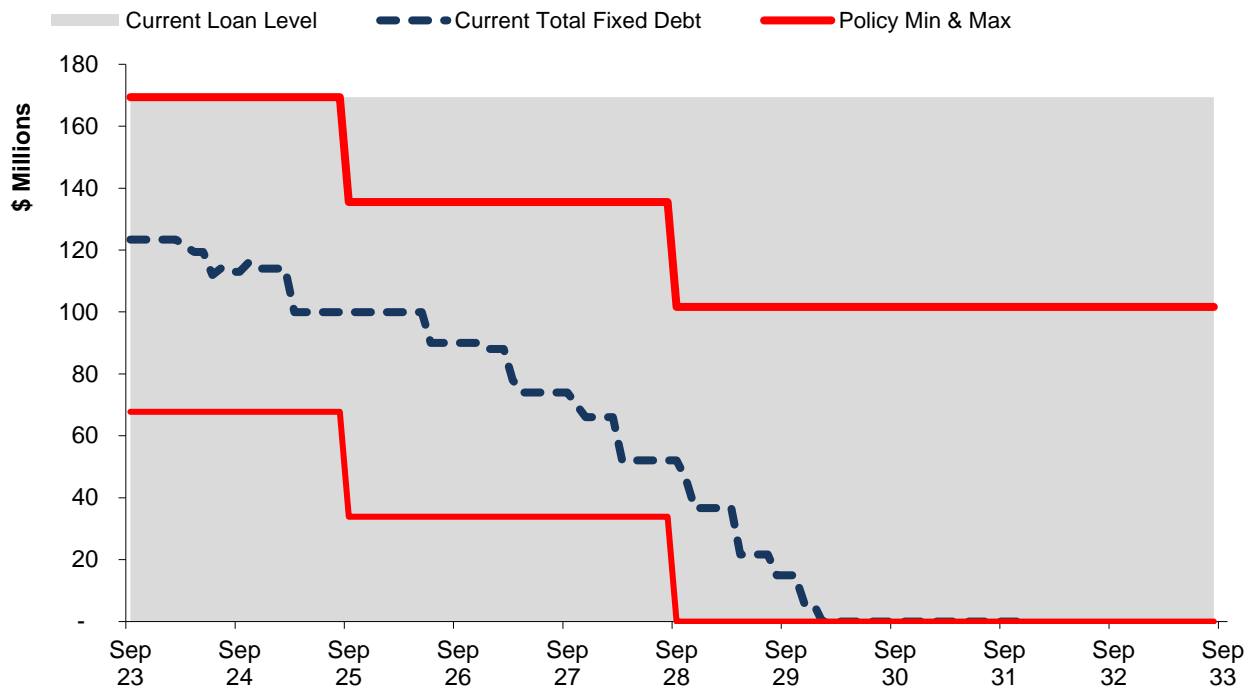
Compliance with Council Policy

- The Liability Management Policy has the following table in the interest rate risk management, which shows the maximum and minimum limits. Any hedging outside of these parameters must be approved by the Chair of the Economic Finance and Community Committee before being initiated and then reported accordingly.

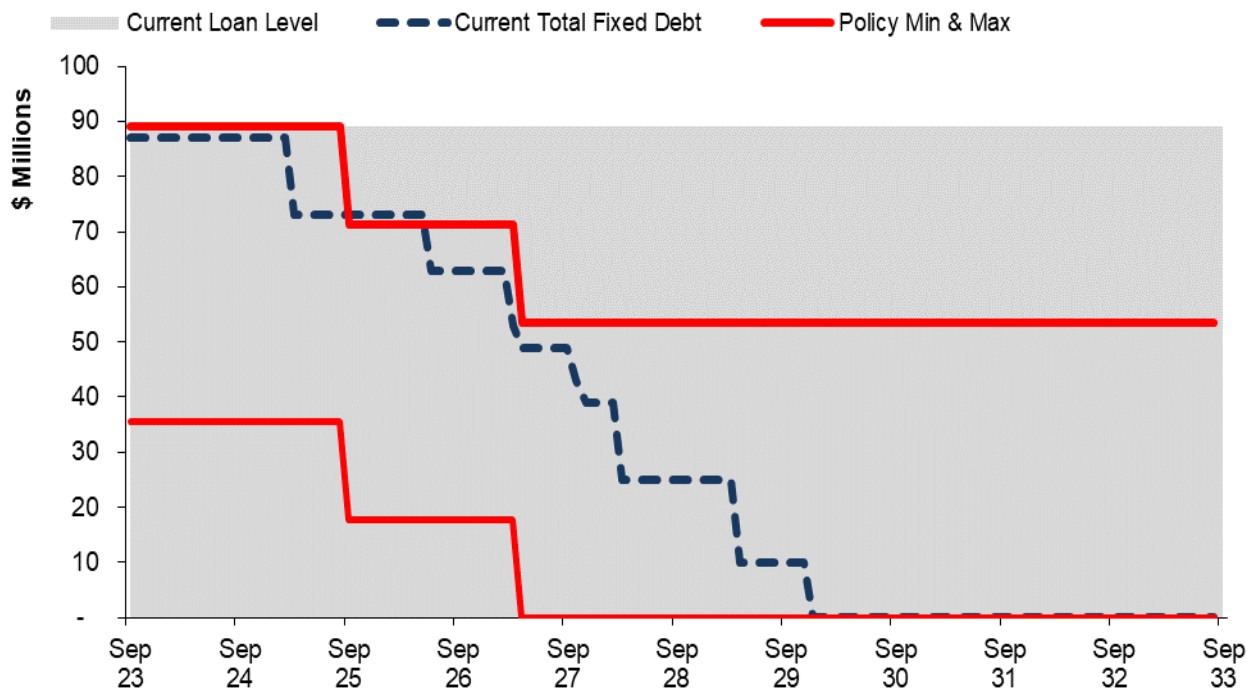
Fixed Rate Hedging Percentages		
	Minimum Fixed Rate	Maximum Fixed Rate
0 to 2 years	40%	100%
2 years to 5 years	20%	80%
5 years to 10 years	0%	60%

The total fixed debt in the MDCH & MDC group graphs below are within policy. The MDC is slightly over the maximum in the period September 2025 to April 2026.

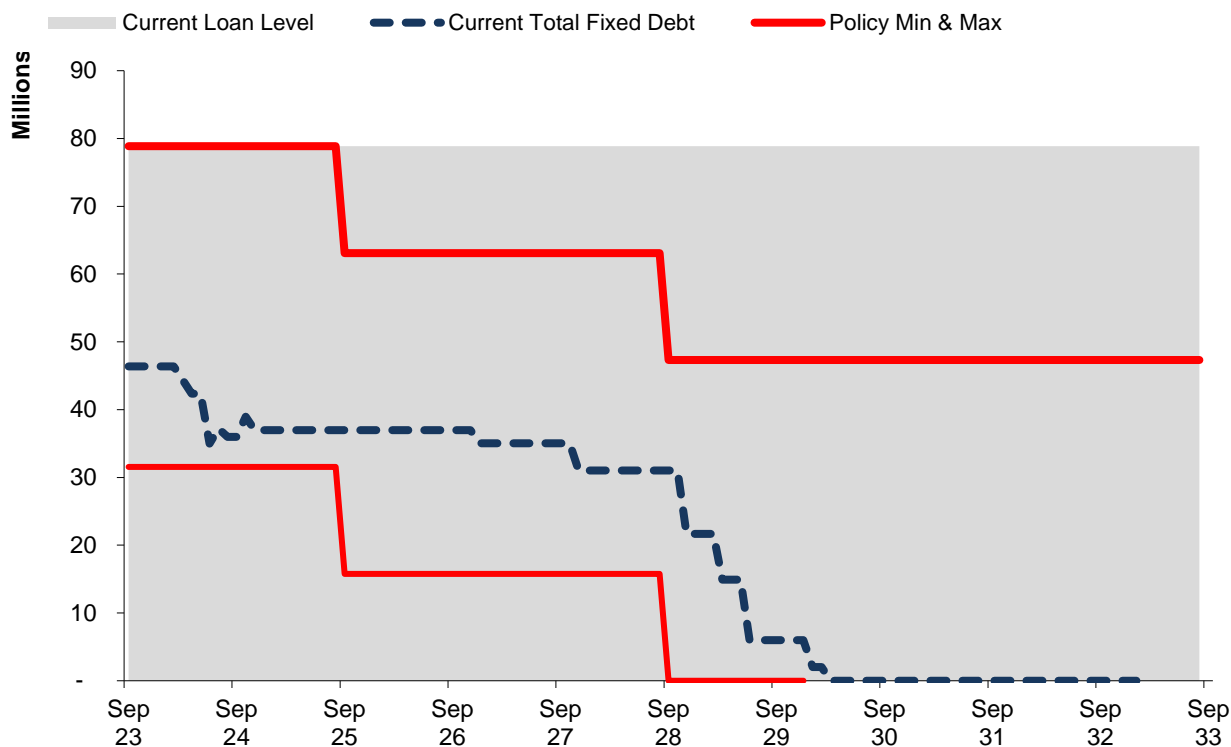
MDC GROUP debt and hedging - September 2023



MDC debt and hedging (excl. MDCH) - September 2023

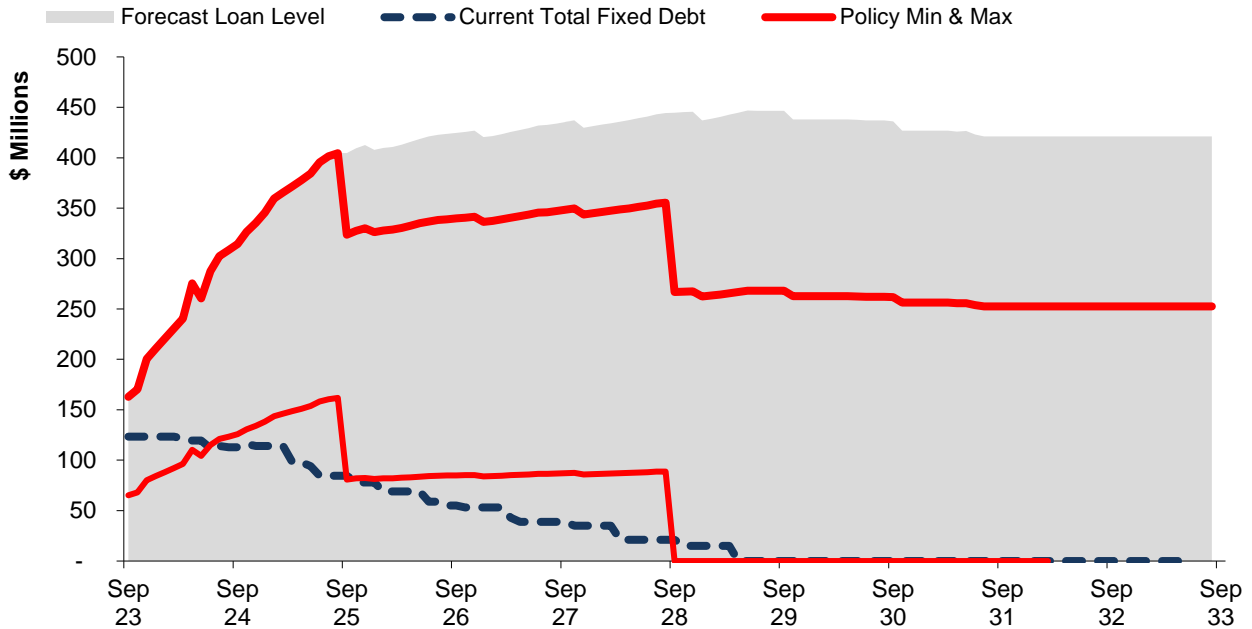


MDCH debt and hedging - September 2023

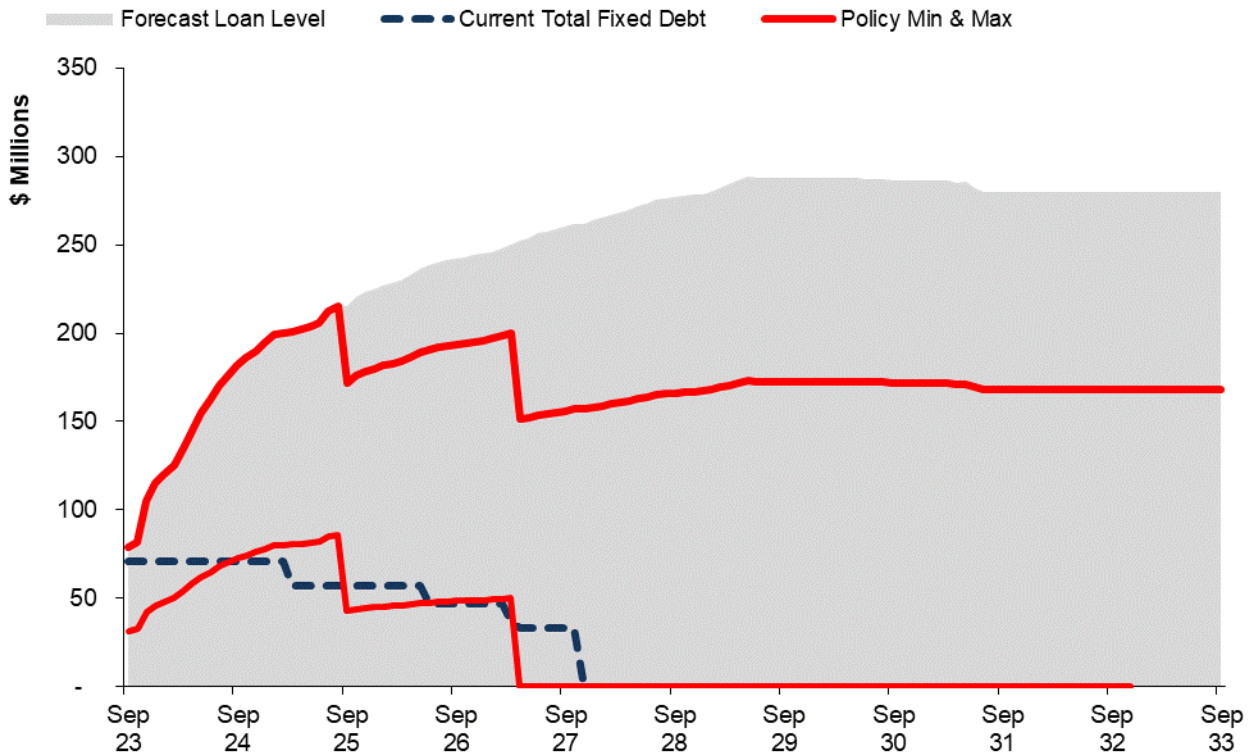


In the coming year it is expected that Council will require additional borrowing for its and Port Marlborough's budgeted capital projects including IREX. The following two graphs show the policy minimums and maximums based on the forecast loan levels. The total fixed debt is below the minimum limits on the graphs due to the fixed term loans not forecast to be refixed in the future.

MDC GROUP debt and hedging (Forecast debt) - September 2023



MDC debt and hedging (excl. MDCH) (Forecast debt) - September 2023



MARLBOROUGH DISTRICT COUNCIL
QUARTERLY TREASURY MANAGEMENT REPORT

Current Market Interest Rates as at 30 September 2023

Term	Rate quoted from -	September 2023	August 2023	July 2023	June 2023
OCR	Reserve Bank	5.50%	5.50%	5.50%	5.50%
30 days	Reserve Bank	5.62%	5.60%	5.62%	5.61%
90 days	Bank bills	5.74%	5.57%	5.67%	5.71%
5 year bond	NZ Government Bonds- yield	5.25%	4.92%	4.68%	4.62%
10 year bond	NZ Government Bonds- yield	5.26%	4.91%	4.63%	4.67%

Statement of MDC Cash, Investments and External Borrowings as at 30 September 2023

				%Funds	Last Report June 2023	
Bank Current Accounts						
- BNZ	Current Funds or (Overdraft)		1,049,956	5.50%	\$4,246,683	
On Call						
- BNZ	Rating					
	AA-		5,139,785	26.92%	\$1,192,765	
	Readily Available Funds		\$6,189,741	32.42%	\$5,439,448	
Cash flow - term deposits <60 days						
- Westpac	AA-	14 days (04/23)	0	0.00%	\$0	
	Funds Available <60 days		\$0	0.00%	\$0	
Investments						
Banks						
- BNZ	AA-	365 days (07/23)	0	0.00%	\$53,492	
- BNZ	AA-	365 days (07/24)	53,492	0.28%	\$0	
- BNZ	AA-	365 days (12/24)	590,810	3.09%	\$590,810	
- Westpac	AA-	731 days (11/24)	559,139	2.93%	\$559,139	
- Westpac	AA-	365 days (12/23)	1,353,289	7.09%	\$1,353,289	
- Westpac	AA-	365 days (12/23)	1,212,619	6.35%	\$1,212,619	
- BNZ	AA-	731 days (10/24)	1,391,988	7.29%	\$1,391,988	
- BNZ	AA-	365 days (04/24)	1,498,140	7.85%	\$1,498,140	
- Westpac	AA-	731 days (07/24)	1,333,280	6.98%	\$1,333,280	
- BNZ	AA-	731 days (07/24)	1,133,379	5.94%	\$1,133,379	
- BNZ	AA-	365 days (7/24)	1,054,224	5.52%	\$1,054,224	
- Westpac	AA-	728 days (10/24)	2,724,280	14.27%	\$2,724,280	
	Total Investments		5.51%	\$12,904,639	67.58%	\$12,904,639
	Total Funds Available		5.01%	\$19,094,380	100.00%	\$18,344,088

Gross Group Borrowings

Local Government Funding Authority

- Loans for MDC	6.29%	89,000,000
- Loans raised on behalf of MDC Holdings Ltd		80,385,000
Subtotal		169,385,000

Westpac

- Loans less than 12 months for MDC	6.80%	-
Total MDC Group External Borrowings		\$ 169,385,000

less

- Loans raised on behalf of MDC Holdings Ltd		(80,385,000)
--	--	--------------

plus

- MDC Holdings current account (interest charged annually @ 90 day bank bill rate)		2,820,000
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MDC Borrowings

\$ 91,820,000

11. Debtors Overdue Reports as at 31 August 2023

(The Chair) (Report prepared by Sonja Greenhill)

Purpose of Report

1. The purpose of this report is to advise Council on the overdue debtor position as at 31 August 2023.

RECOMMENDATION

That the information be received.

Debtors' Overdue Reports

2. The debtors' overdue summary report is attached for the Councillors' information.

This report details the level of debt relating to the following revenue streams:

- Building Consents
- Resource Consents
- Resource Consent Monitoring
- Development Contributions
- Licences
- Tradewaste
- Water and Sewerage Connections
- Other Sundry Invoices

The Debtors Report as at 31 August 2023 is **attached** for Councillors' information.

The 30 - 90 balance includes a large government department invoice for \$3.5M which was paid in September 2023. Of the annual monitoring resource consent fees charged in July 2023 totalling approx. \$1.3M balance owing as at the end of September is \$237,051. Eighty three percent have been paid.

The 90 Days balance includes several Development Contribution invoices that will be paid once the building project is near completion. It also includes a number of invoices that are in dispute.

The Property Leases and Licences Debtors Report as at 31 August 2023 is also **attached** for Councillors' information. Current and Total balances fluctuate monthly depending on individual leases and invoicing periods, e.g., monthly, quarterly, six monthly or annual.

Author	Sonja Greenhill, Credit Controller
Authoriser	Martin Fletcher, Chief Financial Officer

Debtors Report as at 31 August 2023

Aged Analysis Report	Current Month	Comparison for Previous 5 Months				
	August	July	June	May	April	March
Current	2,268,100.08	7,816,396.23	2,569,785.40	2,459,633.32	2,441,634.62	4,473,041.27
30 - 90 Days	5,622,594.92	1,650,478.98	245,480.30	881,126.31	2,297,611.33	626,249.26
90 Days	499,365.97	399,366.35	411,127.76	502,336.10	217,220.32	244,530.59
Outstanding Debtors Closing Balance	8,390,060.97	9,866,241.56	3,226,393.46	3,843,095.73	4,956,466.27	5,343,821.12

Debtors Action Report - Debtors over 90 days with Balance >\$250	August	July	June	May	April	March
With Debt Collection Agency	10,839.04	10,839.04	10,411.04	10,411.04	10,411.04	10,411.04
Paying by Arrangement	35,338.27	31,368.23	43,493.98	42,554.99	44,898.99	67,249.65
Negotiating Payment Arrangement	209,106.54	141,379.86	142,687.17	181,565.80	97,125.49	121,327.66
Debts in Dispute	178,952.81	178,952.81	190,596.12	150,245.06	9,223.69	7,315.62
Payments since month end taken off above amounts	62,654.63	34,967.96	20,610.64	114,807.58	52,594.70	34,184.36
Sub-Total	496,891.29	397,507.90	407,798.95	499,584.47	214,253.91	240,488.33
Various Debtors with Balances <\$250	2,474.68	1,858.45	3,328.81	2,751.63	2,966.41	4,042.26
Over 90 days Outstanding Total	499,365.97	399,366.35	411,127.76	502,336.10	217,220.32	244,530.59

Property Leases and Licences Debtors Report as at 31 August 2023

Aged Analysis Report	Current Month	Comparison for Previous 5 Months				
	August	July	June	May	April	March
Current	69,297.04	71,337.01	19,298.31	71,211.25	13,879.07	13,590.79
30 Days	14,423.70	7,443.93	7,009.29	2,633.97	3,429.06	550.36
60 Days	7,787.59	5,352.17	1,465.87	2,604.28	1,370.26	336.88
90 Days	8,727.55	3,937.96	2,078.75	(1,778.96)	(743.71)	(862.53)
Outstanding Debtors Closing Balance	100,235.88	88,071.07	29,852.22	74,670.54	17,934.68	13,615.50

12. Rates Report as at 30 September 2023

(The Chair) (Report prepared by Linda Fletcher-Firks)

F270-36-21

Purpose of Report

1. The purpose of this report is to advise Council of the rates position as at 30 September 2023.

RECOMMENDATION

That the information be received.

Rate Levies Status and Rate Arrears Aged Balance Reports

2. Rates collected to 30 September 2023 were 24.43% which is comparable to last year's collection rate for the same period of 24.13%.
3. Penalties totalling \$106,429 were applied to 1,537 properties on 12 September 2023. This is higher than for the same period in the previous year of \$87,761 on 1,439 properties. This increase can be attributed to the annual rates increase and the current economic climate.
4. The Rates team continue to work with ratepayers to provide mutually agreeable repayment plans to assist them to continue to clear their arrears and ongoing rates.

Water Billing Debtors' Report

(Report prepared by Sonja Greenhill)

5. Attached for information is the Water Billing Debtors Report as at 31 August 2023.

The Current balance is in credit due to a number of over payments and credits being processed due to leak credits.

The 90 Days balance includes a number of credit balances and overdue June 2023 invoices. Copies of invoices were emailed requesting prompt payment. There are also a number of Renwick and Havelock water invoices that need to be reassessed by the water team due to large water leaks.

Author	Linda Fletcher-Firks, Team Leader Rating
Authoriser	Martin Fletcher, Chief Financial Officer

Rate Arrears Aged Balance Report as at 30 September 2023

Year	Total Arrears (01/07/2023)	Rate Arrears Received Year to Date	Total Arrears 30/09/2023	Postponed Rates included in Total Arrears	Actual Arrears (after deducting postponed rates)
2022-23	1,090,266	485,646	604,620	40,229	564,391
2021-22	168,042	23,491	144,551	30,010	114,540
2020-21	41,972	2,766	39,207	27,234	11,973
2019-20	25,960	-	25,960	15,472	10,488
2018-19	22,526	721	21,805	15,726	6,079
2017-18 & Prior	56,713	7,144	49,569	52,315	(2,746)
Total	1,405,478	519,768	885,710	180,985	704,725

Rate Levies Status Report as at 30 September 2023

Financial Division	Balance B/Forward (01/07/2023)	Annual Rate Levy YTD	Arrears Penalty	Instalment Penalty	Adjustments	Cash Received for Year to Date	Balance 30/09/2023
Blenheim	(200,591)	12,264,722	32,940	37,069	(195,850)	(12,935,664)	(997,373)
Blenheim Vicinity	26,730	4,710,768	15,953	11,733	(101,876)	(5,196,072)	(532,764)
General Rural	23,963	3,949,169	18,064	32,978	(50,536)	(4,384,754)	(411,115)
Picton	82,162	2,680,851	17,118	11,901	(107,150)	(2,842,902)	(158,020)
Picton Vicinity	22,128	278,549	2,981	1,841	(35,402)	(303,559)	(33,462)
Sounds Admin Rural	12,683	339,751	3,347	2,622	(7,306)	(417,712)	(66,614)
Utilities Network	(747)	11,286	-	-	-	(14,301)	(3,762)
Current Year Totals	(33,671)	24,235,097	90,404	98,144	(498,118)	(26,094,964)	(2,203,109)

Water Billing Debtors Report as at 31 August 2023

Aged Analysis Report	Current Month	Comparison for Previous 5 Months				
	August	July	June	May	April	March
Current	853.08	(7,972.98)	848,378.21	127.70	12,824.06	1,370,342.91
30 - 90 Days	102,631.60	159,162.43	9,824.36	117,307.57	193,705.33	45.02
90 Days	1,599.82	13,568.71	59,307.54	(31,472.17)	(12,977.54)	26,364.73
Outstanding Debtors Closing Balance	105,084.50	164,758.16	917,510.11	85,963.10	193,551.85	1,396,752.66

Debtors Action Report - Debtors over 90 days Balance >\$250	August	July	June	May	April	March
Paying by Arrangement	1,484.89	2,444.89	19,100.96	3,704.73	4,304.73	3,642.85
Negotiating Payment Arrangement	29,810.08	33,042.52	33,135.36	16,481.66	20,821.31	57,740.96
Awaiting Possible Water Remission (New)	10,071.26	19,974.02	39,054.89	3,120.66	2,408.58	4,085.95
Payments since month end taken off above amounts	3,000.95	971.39	12,642.29	3,133.75	10,366.42	4,929.15
Sub-Total	44,367.18	56,432.82	103,933.50	26,440.80	37,901.04	70,398.91
Various Debtors with Balances <\$250 or Credit Balances	(42,767.36)	(42,864.11)	(44,625.96)	(57,912.97)	(50,878.58)	(44,034.18)
90 days Outstanding Total	1,599.82	13,568.71	59,307.54	(31,472.17)	(12,977.54)	26,364.73

13. Information Package

RECOMMENDATION

That the Economic, Finance & Community Information Package dated 17 October 2023 be received and noted.

14. Decision to Conduct Business with the Public Excluded

Decided: That the public be excluded from the following parts of the proceedings of this meeting, namely:

- Marlborough Events Centre

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General Subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
Marlborough Events Centre	To enable the Council, as holder of the information, to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) as provided for under Section 7(2)(i).	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under Section 7 of the Local Government Official Information and Meetings Act 1987.