

Auckland Regional Amenities

Funding Board

MINUTES OF A MEETING OF THE AUCKLAND REGIONAL AMENITIES FUNDING BOARD

HELD ON TUESDAY, 7 NOVEMBER 2023 12:00PM

Meeting Room, Buddle Findlay
Level 18, HSBC Tower
188 Quay Street, Auckland 1010

PRESENT:

Chair	Mr	Scott	Pearson
Deputy Chair	Ms	Paula	Browning

Members:

Ms	Moana	Tamaariki-Pohe	
Mr	Alastair	Carruthers	
Mr	Jonny	Gritt	
Ms	Victoria	Carter	Left meeting at 12:37PM
Mr	Ravi	Nyayapati	
Ms	Linda	Cooper	
Ms	Penelope	Peebles	

ALSO PRESENT:

Advisory Officer	Mr	Leigh	Redshaw
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Amenities Board	Ms	Victoria	Travers	Item C6.3
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Opening and Adjourning of the Meeting:

Moved: Victoria Carter / Jonny Gritt

A. The Chair opened the meeting at 12:00PM, and immediately adjourned the meeting to recommence at the conclusion of the earlier workshop.

CARRIED

Moved: Victoria Carter / Paula Browning

B. The Chair re-convened the meeting of the Funding Board at 12:30PM.

CARRIED

1.1 The meeting was opened with a Karakia led by Moana Tamaariki-Pohe

1.2 APOLOGIES

Moved: Jonny Gritt / Ravi Nyayapati

A. Apologies from Paul Evans for leave, and from Victoria Carter for early departure were accepted.

CARRIED

1.3 CONFIRMATION OF MINUTES

Moved: Victoria Carter / Moana Tamaariki-Pohe

A. That the ordinary minutes of the meeting of the Auckland Regional Amenities Funding Board held on 27 June 2023, including the confidential section, be confirmed as a true and correct record and the Advisory Officer be authorised to affix the Chairs electronic signature to the minutes.

CARRIED

1.4 EXTRAORDINARY BUSINESS

There was no extraordinary business.

1.5 REGISTER OF MEMBERS INTERESTS

Moved: Paula Browning / Ravi Nyayapati

A. That the Register of Members Interests be received and updated in respect Alastair Carruthers.

CARRIED

1.6 NOTICES OF MOTION

There were no notices of motion.

2.1 PUBLIC FORUM

There were no deputations for public forum.

2.2 REPORT FROM AMENITIES BOARD

This item was covered in the Confidential section (C6.3) of the agenda.

3.1 CHAIR'S REPORT

Moved: Paula Browning / Moana Tamaariki-Pohe

A. That the oral report from the Chair be received.

CARRIED

3.2 MEMBERS ACTIVITIES WITH SPECIFIED AMENITIES AND BOARD MEMBERS' REPORTS

Moved: Ravi Nyayapati / Penelope Peebles

A. That the Members Activities information and Board Members oral reports be received, and the register of activities and gifts be updated.

CARRIED

4.1 ADVISORY OFFICER'S REPORT

Moved: Ravi Nyayapati / Linda Cooper_

A. That the Advisory Officer's oral report be received.

CARRIED

4.2 FINANCIAL REPORT TO 31 OCTOBER 2023

Moved: Ravi Nyayapati / Linda Cooper

A. That the Financial Report to 31 October 2023 be received.

B. That the matter of the Reserves Policy allocation be deferred until February 2024.

CARRIED

4.3 TIMETABLE OF MEETINGS - 2024

Moved: Ravi Nyayapati / Jonny Gritt

A. That the Timetable of meeting and other dates be adopted.

CARRIED

5.1 DRAFT 2024-2025 FUNDING PLAN; ADMINISTRATION BUDGET; DIRECTOR REMUNERATION ADMINISTRATION BUDGET

Moved: Linda Cooper / Paula Browning

That the Funding Board:

A) Approves the overall draft administrative budget of \$396,000 for 2024-2025 to be incorporated in the Draft 2024-2025 Funding Plan.

B) Approves the proposed rates of board member remuneration for 2024-2025 as:

	2024-2025	2023-2024	Annual Change
Chair	\$40,000	\$37,000	+\$3,000
Deputy Chair	\$30,000	\$27,750	+\$2,250
Members (8)	\$20,000	\$18,500	+\$1,500

C) Instructs the Advisory Officer to send details of the proposed 2024-2025 board member remuneration to Auckland Council for consideration and approval.

D) Instructs the Advisory Officer to incorporate the administrative budgets, board member remuneration and proposed grant allocations into the Draft 2024-2025 Funding Plan to enable the Annual Report and Funding Plan Working Party to be returned to the Board in late November, then to finalise the plan and recommend to the Chair and Deputy Chair that they approve the final version prior to publishing in December 2023

E) Notes that the closing dates for submissions on the Draft 2024-2025 Funding Plan is 5PM on Tuesday, 6 February 2024.

F) Instructs the Advisory Officer to discuss with Auckland Council personnel, the opportunity of advertising the Draft 2024-2025 Funding Plan submission process through Auckland Council channels.

CARRIED

Secretarial Note: *The board members all noted that they were considering and voting on a matter relating to their own remuneration for 2024-2025, however they also noted that this is anticipated under the Auckland Regional Amenities Funding Act, and that Auckland Council will determine the actual levels of remuneration.*

6.1 EXCLUSION OF THE PUBLIC: LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

Moved: Penelope Peebles / Moana Tamaariki-Pohe

A. 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 follows.

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

C6.2 Minutes of Confidential Meeting Held on 27 June 2023

C6.3 Amenities Board Chair to Presentation to the Board

C6.4 Provisional Allocation of Grants and Draft 2024-2025 Funding Plan

- B. That representatives of the Specified Amenities be permitted to attend items C6.2 as listed:**
- 1. Item C6.3 – Ms Victoria Travers – Chair, Amenities Board**

CARRIED

Members of the public were excluded from the meeting at 13:27PM.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available.

The meeting was re-opened to members of the public at 13:56PM

There being no further business the Chair declared the meeting closed at 14:00PM.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE
AUCKLAND REGIONAL AMENITIES FUNDING BOARD HELD ON:

DATE:

CHAIR:

AUCKLAND REGIONAL AMENITIES FUNDING BOARD

Item 5.1: Administrative Budget

The administrative costs cover the honorariums of directors, plus the cost of the Advisory Officer and all other administrative costs, such as secretarial services, printing, advertising, meeting costs, legal, consultancy or other professional advice received.

	Budget 2024	Budget 2025	Budget 2026	Budget 2027
Income				
Levies for Grants				
Levies for Admin Costs	\$372,250	\$396,000	\$414,000	\$425,500
Total Income	\$372,250	\$396,000	\$414,000	\$425,500
Expenses				
Audit fees	\$10,000	\$11,500	\$12,500	\$13,500
Grants distributed				
Legal fees	\$37,000	\$38,000	\$39,000	\$39,000
Advisory Officer	\$64,500	\$68,000	\$70,000	\$72,000
Consultants	\$36,000	\$36,000	\$37,000	\$37,000
Board member fees	\$212,500	\$230,000	\$242,000	\$250,000
Administration expenses	\$12,000	\$12,500	\$13,500	\$14,000
Total Expenses	\$372,250	\$396,000	\$414,000	\$425,500
Net Deficit (funded from retained earnings)				

Item 5.1 – Member Remuneration 2024-2025

The proposed board member remuneration for 2024-2025 is as follows:

	2024-2025	2023-2024	Annual Change
Chair	\$40,000	\$37,000	+\$3,000
Deputy Chair	\$30,000	\$27,750	+\$2,250
Members (8)	\$20,000	\$18,500	+\$1,500

Item 4.3 Schedule of Meetings 2024

Schedule of Meetings 2024

Most meetings will commence at **10:00AM**, unless indicated or agreed otherwise.

Where there are combined workshop / meetings dates an early start may be required.

	2024	Meeting / Workshop	Nature of Key Business
Monday	18 December 2023		<ul style="list-style-type: none"> Publish draft 2024-2025 Funding Plan
Tuesday	6 February 2024		<ul style="list-style-type: none"> Closing date for submissions on Draft 2024-2025 Funding Plan
Tuesday	13 February 2024	Meeting	<ul style="list-style-type: none"> FIRST MEETING OF THE YEAR Funding Board holds Public Hearings to receive written and oral submissions on the Draft 2024-2025 Funding Plan All oral submissions must be heard in the Open section of the meeting
Tuesday	20 February 2024	Meeting	<ul style="list-style-type: none"> Funding Board finalises final allocation of grants for 2024-2025 Considers and approves final version of Draft 2024-2025 Funding Plan Plan submitted to Auckland Council to consider and approve the proposed levy for 2024-2025
	Depending on the number and nature of submissions (supra) this meeting may be able to be amalgamated with the meeting on 13 Feb 2024		
TBC	February / March	Amenity Visits	<ul style="list-style-type: none"> Opportunity to visit, meet and greet key personnel at each Specified Amenity home-base.
Tuesday	March 2024	Council Committee	<ul style="list-style-type: none"> Auckland Council Committee considers ARAFB levy requirement for 2024-2025
Tuesday	26 March 2024	Meeting and Workshop	<ul style="list-style-type: none"> General Business (Meeting) Funding Board meets to fix levy for 2024-2025 – must be done by 30 April 2024 (Meeting) Review FB Policies: Sustainability Framework (Workshop)
Tuesday	23 April 2024 – may move to 29 or 30 April 2024	Meeting and Workshop	<ul style="list-style-type: none"> Funding Board meets to fix levy for 2024-2025 – must be done by 30 April 2024 (if March meeting does not proceed) (Meeting) Review 2024-2025 Grant Process / Questionnaire etc (Workshop)

	2024	Meeting / Workshop	Nature of Key Business
Mon / Tues	29 and 30 April 2024	Meetings (Stand-by dates)	<ul style="list-style-type: none"> Depending on whether Council has approved the levy for 2024-2025 these dates may be required to approve the levy for 2024-2025.
Tuesday	25 June 2024	Meeting	<ul style="list-style-type: none"> Funding Board Business Meeting Appoint Chair / Dep Chair for 2024-2025 term.
Tuesday	10 Sept 2024 Earlier start (all day)	Workshop	<ul style="list-style-type: none"> Funding Board receives Amenity presentations for 2025-2026
Tuesday	17 Sep 2024		<ul style="list-style-type: none"> Closing date for 2025-2026 Funding Applications
Tuesday	1 October 2024 Earlier start (all day)	Workshop	<ul style="list-style-type: none"> Funding Board considers 2025-2026 Funding Applications for first time
Monday	30 September 2024		<ul style="list-style-type: none"> 2024 Annual Reports and Audited Financial Statements due from Specified Amenities
Tuesday	15 Oct 2024 Earlier start (all day)	Workshop	<ul style="list-style-type: none"> Amenities present their 2023-2024 Annual Trading Results
Tuesday	5 Nov 2024 (all day)	Workshop Followed by Meeting	<ul style="list-style-type: none"> Funding Board considers any further information supplied following meeting on 1 October 2024 (Workshop) Funding Board makes provisional allocation of grants for 2025-2026 for inclusion in Draft 2025-2026 Funding Plan (Meeting)
	6 - 25 Nov 2024		<ul style="list-style-type: none"> Chair meets AKL Council reps to discuss proposed levy for 2025-2026
Tuesday	26 Nov 2024	Meeting	<ul style="list-style-type: none"> Adopt ARAFB 2024 Annual Report Confirm provisional allocation of grants for 2025-2026 Approve Draft 2025-2026 Funding Plan for publication in December 2024
Monday	16 Dec 2024		<ul style="list-style-type: none"> Publish draft 2025-2026 Funding Plan