



AGENDA FOR THE

**INAUGURAL MEETING OF
WESTVIEW SPECIAL FUND
COMMITTEE**

**TO BE HELD IN THE
DARFIELD RECREATION
AND COMMUNITY CENTRE**

**NORTH TERRACE,
DARFIELD**

ON MONDAY 2 NOVEMBER 2020

COMMENCING AT 5.30 PM

**AGENDA FOR THE INAUGURAL MEETING OF THE
WESTVIEW SPECIAL FUND COMMITTEE**

**MONDAY 2 NOVEMBER 2020 AT 5.30 - 7PM
DARFIELD RECREATION CENTRE**

COMMITTEE

Councillors, J A Gallagher & R H Mugford, Malvern Board members, J Morten & J Pascoe (Hawkins Subdivision), Mr P McKay & Mrs A Hanrahan (Darfield Township Committee) and Mrs M McCaughan (Darfield Recreation and Community Centre Management Committee)

In attendance:

Mr D Ward (Chief Executive)

ORDER OF BUSINESS

1. Apologies
2. Introduction of Members
3. Briefing on the establishment of the Committee
4. Financial Status
5. Election of Chair / Deputy Chair
6. Engagement of Secretary
7. Review and adoption of Terms of Reference (*attached*)
8. Process for appointing independent member
9. Identification of suitable projects for funds allocation
10. Communications with Community
11. Meeting Schedule for 2021



WESTVIEW SPECIAL FUND COMMITTEE
Terms of Reference Adopted on 27 July 2020
To be reviewed in October 2022

The Westview Special Fund Committee is a Committee of Selwyn District Council.

The Committee has responsibility for administering a fund which was established following the sale of land in Darfield with the mandate being to distribute to funds to the township of Darfield for appropriate projects.

The purpose of the Terms of Reference is to assist the Council to discharge its responsibilities to the Westview Special Fund Committee. To allow it to undertake these responsibilities, the Committee may request information and reports from staff on matters relating to its purpose via the Chief Executive.

The existence of the Committee does not remove from Council, any of its legal obligations or responsibilities.

As the Fund Committee is not a Council Controlled Organisation of Council, it does not hold a separate legal status and therefore does not fall under separate legal obligations.

Investment Statement

Funds are to be invested and managed by Selwyn District Council, and the capital and the interest accounted for separately in the Selwyn District accounts. Interest is to be deposited into a separate account as it falls due.

The Fund however is subject to the same regulations and laws due to its handling of public money. This includes, but is not limited to Conflict of Interests and Disclosure of Interest, and the requirement to exercise financial prudence.

Objectives of the Committee

The Committee will consider opportunities available for the expenditure of funds on projects undertaken for the benefit of the Darfield Community.

Committee members will use their best endeavours to identify appropriate projects, undertake feasibility and due diligence where required, prepare a business case, and assess the economic, environmental, social and cultural benefits associated with each potential project, with the assistance of appropriate Council staff.

The Committee will inform the Darfield community of its intended project investments, financial commitment, timeframes, and future use opportunities.

The Committee will consider input from the community to intended projects before it formally approves any funding.

Project selection guidelines

The following set out the project selection guidelines:

- Projects are to be advertised for in March each year. Applications are to be sent in writing and to include as much detail as possible. Project nominees are to be present personally to the funding committee. Applications will be accepted from people who reside outside the Darfield Township area.
- Projects are to be of social, economic, cultural or environmental benefit to the people of Darfield. Projects do not necessarily need to be based in Darfield as long as there is a demonstrable benefit to the people of Darfield.
- Projects that are the responsibility of Selwyn District Council or Government to fund will not normally be considered e.g. playground maintenance, footpath maintenance, reserve projects etc. However projects that lift a Selwyn District Council or Government-funded project to a level of increased benefit for the people of Darfield could be considered for assistance.
- Projects that are eligible to be funded from another funding source e.g. special events, arts and music events, will not normally be considered.
- Eligible projects will be prioritized and costed before a final decision to fund is made. The funding committee is under no obligation to expend all of the funding in any given year.
- Funds not used will be accumulated.
- Larger projects may be funded over two or more years.
- Prioritised projects do not need to be resubmitted in subsequent years.
- A list of funded projects to be publicly notified each year by the Darfield Township Committee.

Committee Membership

The number of members of the Subcommittee shall be no less than seven. A quorum of members shall be four.

The membership of the Westview Special Fund Committee shall be as follows:

- Two Ward Councillors (for a three-year term)
- Two Malvern Community Board members from the Hawkins Subdivision (for a three-year term)
- Two members of the Darfield Township Committee (for a three-year term)
- One member of the Darfield Recreation and Community Centre Management Committee (for a three-year term)
- A Darfield-based independent member appointed through selection by the other members (for a three-year term).

The Committee shall be assisted by a Selwyn District Council staff member who will provide administrative and secretarial services.

The Ward Councillors are appointed for the full term of each election triennium. All other members are appointed on a three-year basis by their respective Committees, no later than 31 October.

The independent member is to be appointed following a public registration of interest process. The appointment of this person will be for three years from 31 October and will be appointed through selection by other members of the Committee.

Meeting Schedule

The Committee will meet at least quarterly, but may choose to meet on a more frequent basis.

The meeting schedule will be determined by the members prior to the commencement of each calendar year with additional meetings scheduled as needed.

Project Management

The Westview Special Fund Committee will appoint a project manager for each project, either to oversee the project or to be actively involved, after discussion with Selwyn District Council.

Health and Safety

All members of the Committee must adhere to the health and safety requirements of Selwyn District Council as determined by the Health and Safety at Work Act 2015.

Reporting

The Chair will formally report to Council and Malvern Community Board, any matters of significance that have been brought to the attention of the Committee.

The Chair will formally report on a quarterly basis to Council, and the Malvern Community Board details on the performance of the Fund and its current financial status. The minutes of any meetings will be sent through to the Malvern Community Board Secretary for inclusion in the Board agenda papers.