



NOTICE OF MEETING

**Notice is hereby given of the Meeting of the
Southland Regional Heritage Committee
to be held in the Council Chamber,
Southland District Council, Level 2, 20 Don Street,
Invercargill on Friday 10 May 2024
at 10.30 am**

Cr P Duffy (Chair)
Cr C Menzies
Cr N Phillips
Cr B Reid
Cr L Soper
Cr B Stewart
Rev E Cook
Alternate - Cr G Dickson
Alternate - Cr D Ludlow

Southland Regional Heritage Committee - Public

10 May 2024 10:30 AM

Agenda Topic	Page
1. Apologies	
2. Declaration of Interest	
a. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.	
b. Elected members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.	
3. Minutes of the Southland Regional Heritage Committee Meeting Held on 28 March 2024 (A5301700)	4
4. Financial Reports for Southland Regional Heritage Committee (A5336094)	10
4.1 Appendix 1 – Funding Report – 1 February 2024 – 30 April 2024 (A5336125)	12
5. Public Excluded Session	

PUBLIC EXCLUDED SESSION

Moved , seconded that the public be excluded from the following parts of the proceedings of this meeting; namely

- (a) Minutes of the Public Excluded Session of the Southland Regional Heritage Committee meeting held on 28 March 2024
- (b) The Summary of Funding Applications and Recommendations
- (c) Roving Museums Officer Annual Report

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
(a) Minutes of the Public Excluded Session of the Southland Regional Heritage Committee meeting held on 28 March 2024	<p>Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p>Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>
(b) The Summary of Funding Applications and Recommendations	<p>Section 7(2)(a) To Protect the privacy of natural persons, including that of deceased natural persons</p> <p>Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p>Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>
(c) Roving Museums Officer Annual Report	<p>Section 7(2)(a) To Protect the privacy of natural persons, including that of deceased natural persons</p>	<p>Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>

MINUTES OF THE SOUTHLAND REGIONAL HERITAGE COMMITTEE, HELD IN THE COUNCIL CHAMBER, SOUTHLAND DISTRICT COUNCIL, LEVEL 2, 20 DON STREET, INVERCARGILL ON THURSDAY 28 MARCH 2024 AT 10.03 AM

Present: Cr P Duffy (Chair)
Cr N Phillips
Cr B Reid
Cr B Stewart
Cr D Ludlow
Rev E Cook
Cr M Ruddenklau

In Attendance:

Mr J Cappie – Community Relations Manager (SDC)
Mr M Morris – Manager – Governance and Legal (ICC)
Mr W Marriott – Manager - Museum and Heritage Services (ICC)
Mr J Geddes – Advisor (GDC)
Ms J Massey - Roving Museum Officer (SDC)
Mrs K Simmonds – Accounting Technician (ICC)
Mrs B Affleck – Fund Administration Officer (Great South)
Mr J Trent – Democracy Advisor (GDC)
Mrs T Amarasingha – Governance Advisor (ICC)

1. Apologies

Cr Soper and Cr Menzies
Mr Geddes for lateness.

Moved Cr Stewart, seconded Cr Phillips and **RESOLVED** that the apologies be accepted.

2. Declaration of Interest

Nil.

3. Minutes of the Southland Regional Heritage Committee Meeting Held on 19 October 2023

A4959089

Moved Rev Cook, seconded Cr Reid and **RESOLVED** that the Minutes of the Southland Regional Heritage Committee Meeting held on 19 October 2023 be confirmed.

4. Financial Reports for Southland Regional Heritage Committee

A5079033

Mrs Simmonds presented the report.

Mrs Simmonds noted that the fund allocated for Heritage South in 2023 had not yet been uplifted, the Committee agreed that Heritage South could use the 2023 allocated fund for 2024.

Mrs Simmonds requested the Committee approve the payment of \$5,500 to the Tuatapere and District Promotions Inc- Central and Western Archive, Murihiku Southland.

Moved Rev Cook, seconded Cr Stewart and **RESOLVED** that the Southland Regional Heritage Committee:

1. Receives the "Financial reports for Southland Regional Heritage Committee".
2. Receives Funding Report from 1 September 2023 to 31 January 2024 (Appendix1).

Mrs Simmonds noted forecasted costs of \$330,000 for the 2025-2026 year were allocated for resource team/contractors, and this was the main change in the forecast.

Mr Marriott noted a possible reduction of the Lotteries Grant for Project Ark. New Zealand Lotteries Grant Board – Environment and Heritage recently issued a general notice on the potential reduction of funds for the sector.

The Committee discussed the potential reduction of the lottery grant for the art sector and noted that this could significantly impact the sector. The Committee discussed sending a formal letter to New Zealand Lotteries Grant Board – Environment and Heritage informing them of the Southland Regional Heritage Committee's opinion on the impacts of reducing the level of funds to the art sector.

In response to a query about the Committee's delegation on this matter, Mr Morris said that the Committee had the power as this Committee was established as a Joint Committee of the three councils, and the matter fitted within the Committee's subject area. Further, he said it would be an additional help if the Committee could get support from the three councils and also the four Rūnaka. The Committee decided to seek support from local MPs and also from the Creative Communities Fund Committee. In conclusion, the Committee agreed to refer this matter to the Mayoral Forum to get support for a joint letter or separate letters on this matter.

Moved Cr Ludlow, seconded Rev Cook and **RESOLVED** that the Southland Regional Heritage Committee:

3. Receives the Project Ark Budget vs Actual 2023-2024 as at 31 December 2023 (Appendix 2).
4. Receives Project Ark Forecast 2023-2024 and 2024 – 2034 Long-term Plan (Appendix 3).
5. Approves writing a letter to Lotteries regarding the reduction of funds for the art sector and refer to the Mayoral Forum to seek support from the three councils.

6. Approves the payment of \$75,000 for the Roving Museums Officer position for the next three years.
7. Approves the payment of \$5,500 for the 'Tuatapere and District Promotions Inc-Central & Western Archive, Murihiku Southland'.
8. Approves changing the allocation uplift year from 2023 to 2024 for the \$5,000 grant allocated for 'Heritage South towards the proposed 2023 annual training opportunity'.

5. The Southern Regional Resources Project

A5143939

Mr Marriott spoke to the report. It was noted that the Lotteries grant might not provide the same level of funding as previously funded for the same project. Therefore, a name change was proposed for the project.

It was noted that there were two vacancies in the Project Ark team. After the confirmation of the fund these positions would be recruited.

It was noted the Project Ark team was currently based at Te Pataka Taoka – Southland Regional Collection facility. It was planned to provide support to small museums across Southland.

It was noted that a photography team needed to return to Te Hikoi Museum at Riverton to complete some photographic work.

It was noted that resolution 6 of the report allowed officers to submit funding applications to other sources of funding, such as electricity companies and the Getty Fund.

In response to a query about the Getty Fund, Mr Marriott said that the Getty Fund supports Toaka Māori collections and art collections conservations.

It was highlighted that the proposed regional resource project would bring additional expert support for museums across the region. There were plans to bring a textile expert into the team.

The Chair proposed amending the project name to add the word 'Heritage'; therefore, the name should be 'The Southern Regional Heritage Project', and the team name should be 'Southern Regional Heritage Resources Team'.

A question was raised about the naming conventions in relation to government practices; the Chair noted that the Committee had the authority to rename this project, and the Committee would be honoured to have a gifted name from four Rūnaka.

A query was raised that, after the review of the Heads of Agreement between the three councils, it could result in establishing a different entity; therefore, where would the obligations sit if the Committee approved the funding for the project at this stage. Mr Morris said that if the review of the Heads of Agreement resulted in establishing a new

entity replacing the Regional Heritage Joint Committee (SRHC), the new entity would be obliged to continue the decisions of SRHC.

Moved Rev Cook, seconded Cr Phillips and **RESOLVED** that the Southland Regional Heritage Committee:

1. Receives the report "The Southern Regional Resources Project".
2. That the SRHC agree to rename the Project – The Southern Regional Heritage Resources Project – and the Team – Southern Regional Heritage Resources Team.
3. That the SRHC agree to invite the four Rūnaka to consider providing a name for the Project and the Team.
4. That the SRHC agree to support a Regional Resources Project until 30 June 2026, and agree to commit up to \$548,636 to the Project.
5. That the SRHC agree to support an application to the NZ Lottery Grants Board to seek funding support of \$275,000 for the Regional Resources Project.
6. That the SRHC agree to endorse additional applications for funding to external funders of up to \$200,000, including, but not limited to, Ministry of Culture and Heritage; Stout Trust, Getty Trust for additional financial resources towards a Regional Resources Project.

6. Review of Committee Heads of Agreement

A5274641

The Chair noted the importance of the three councils' involvement in reviewing the Committee's Heads of Agreement.

In response to a query about the availability of council staff to conduct the review, Mr Morris said that if the Committee decided to proceed with that option, officers would work on it, but it would bring additional pressure; therefore, he preferred a third-party review.

In response to a query about the budget for the third part review, Mr Morris noted that the Committee could set a budget for the review. The budget would depend on the number of experts involved. The cost would be less if the Committee could find experts in the region and noted the Committee had sufficient funds to cover the costs.

It was noted that the process of selecting a third-party reviewer required some form of transparency.

After gathering information, a budget for the review would be reported back to the Committee to approve. The approval may be sought via email or through an extraordinary meeting as it depended on the level of the budget required.

Moved Cr Ludlow, seconded Cr Stewart and **RESOLVED** that the Southland Regional Heritage Committee:

1. Receives the report 'Review of Committee Heads of Agreement'.
2. Confirms that it wishes to:
 - b. proceed with a third party review
3. Endorses the draft Terms of Reference for the review.
4. Notes that a budget for the review will be prepared following determinations of this Committee.

7. General Business

Collection Relocation

Mr Marriott noted that the Collection of the Te Pataka Tiaki Toaka – Southern Regional Collections Trust was successfully relocated to the Te Pataka Taoka – Southern Regional Collections Facility.

Vinegar Syndrome

Mr Marriott noted that Vinegar syndrome was identified in one of the photographic collections in the collection of the Te Pataka Tiaki Toaka. This Collection includes 1,500,000 negatives. Vinegar syndrome could be spread and could be controlled by keeping the collection in cold storage. The work is in progress to get the best professionals to resolve the situation and digitise the collection.

Promotion of the Southland Regional Heritage Committee (SRHC) Fund

Mr Morris noted that the SRHC Fund information and fund applications could be found on the Invercargill City Council website. The Chair noted the importance of promoting the SRHC fund through council websites.

8. Public Excluded Session

Moved Rev Cook, seconded Cr Stewart that the public be excluded from the following parts of the proceedings of this meeting; namely

- (a) Minutes of the Public Excluded Session of the Southland Regional Heritage Committee held on 19 October 2023

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:

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(a) Minutes of the Public Excluded Session of the Southland	Section 7(2)(a) To Protect the privacy of natural persons, including	Section 48(1)(a) That the public conduct of this item

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
Regional Heritage Committee held on 19 October 2023	that of deceased natural persons Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.

There being no further business, the meeting finished at 11.07 am.

SOUTHLAND REGIONAL HERITAGE COMMITTEE FUNDING REPORT 1 FEBRUARY 2024 – 30 APRIL 2024

To:	Southland Regional Heritage Committee
Meeting Date:	Friday 10 May 2024
From:	Kathleen Simmonds – Accounting Technician
Approved:	Patricia Christie – Group Manager - Finance and Assurance
Approved Date:	2 May 2024
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

To present to the Committee the Southland Regional Heritage Committee Funding Report – 1 February 2024 to 30 April 2024

Recommendations

That the Southland Regional Heritage Committee:

1. Receives the Report "Southland Regional Heritage Committee Funding Report 1 February 2024 – 30 April 2024".
2. Receives Funding Report from 1 February 2024 to 30 April 2024 (Appendix1).
3. Approves the Interest earned for the past six months to be release into the operations account.
4. Approves the rollover of \$400,000 term deposit for a further six months to 31 December 2024.

Funding Report – 1 February 2024 – 30 April 2024

The funding report has a total closing balance of \$545,239.24 of which \$400,000 remains on Term Deposit.

You will note that as part of the Forecast Statement under Administration Fund there is an allowance for a further three year's funding for the Roving Museum Role. This is to coincide with the funding being sourced from CTOS.

There are outstanding costs for Project Ark totalling \$232,043. This amount is for Quarter one to three costs.

Interest earned over the period of \$11,051.71 has been reflected in the operations account and it is recommended that the Committee approve this treatment.

Term Deposit

Currently \$400,000 is invested on term deposit which matures on 30 December 2024. The term deposit funds are not needed to meet the forecast expenditure to 30 June and it is recommended that it be reinvested for six months. Based on current rates the indicative rate it will be invested at is 6.15%.

Attachments

1. Appendix 1 – Funding Report – 1 February 2024 – 30 April 2024 (A5336125)

**Southland Regional Heritage Committee
Funding Report
1 February 2024 - 30 April 2024**

Summary

Opening Balance 786,852.91

Income

Rate - Invercargill City Council	261,964.95
Rate - Southland District Council	154,213.74
Rate - Gore District Council	62,795.46
Term Deposit released	0.00
CTOS-Grant for RMO	0.00
Interest Earned	11,051.71
GST Refunds	0.00
Lottery Grant for Project Ark	0.00
Ministry for Culture for Project Ark	0.00

Total Income 490,025.86

Less

Grants and other

Te Kupeka Tiaki Taoka	322,913.55
Gore District Council	51,629.01
Term Deposit - reinvested	0.00
CTOS-Grant for RMO - paid back to SDC	0.00
Admin Grant	0.00
Bluff Maritime Museum 2020-2021 Grant	0.00
Te Hiko Southern Journey Ltd 2020-2021 Grant	0.00
SRHC Fund	32,985.78
Admin Fees	0.00
RMO Charge	18,750.00
RMO Expenses	0.00
General Expenses	0.19
Repayment of Unused Grant-NZ Lottery Grant Board	0.00
Project Ark	0.00
Audit Fees - June-2023	0.00
GST Payment	0.00

Total Expenses 426,278.53

Closing Balance 850,600.24

Forecast Expenditure	216,750.00
Project Ark forecasted spend - 2023-2024 year	488,611.00

Closing operating bank balance after current forecasted expenditure 145,239.24

Term Deposit	Maturity Date - 30/06/2024	400,000.00
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Total closing balance to date 545,239.24

0.00

Funding Available for Grants & Administration	
Southland Regional Heritage Fund - Opening Balance	648,942.44
Funding Received	75,000.00
Grants Paid and other Forecasted Spend	
ICC - Regional Borer Treatments - towards refridgeration unit	32,985.78
Total	32,985.78
Southland Regional Heritage Fund - Closing Balance	690,956.66
<i>Less Forecasted Spend</i>	10,500.00
Funds Available for Distribution	680,456.66
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Administration & Other Museum Grants - Opening Balance	537,910.50
Funding Received	403,974.15
Grants Paid	374,542.56
Other Income	11,051.71
Term Investment Released	0.00
Admin Fees	0.00
RMO Charge	18,750.00
RMO Expenses	0.00
General Expenses	0.19
Project Ark	0.00
Repayment of Unused Funds-NZ Lottery Grant Board	0.00
Term Investment (re-invested)	0.00
Other Payments	0.00
Administration & Other Museum Grants - Closing Balance	559,643.61
<i>Less Forecastwd Spend</i>	206,250.00
Project Ark forecasted spend - 2023-2024 year	488,611.00
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Funds Available for Administration & Other Museum Grants	(135,217.39)
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Total Closing Balance	1,250,600.27
Total Funds Available for Grants & Administration	545,239.24

Forecast Statement

	Forecast Expenditure	Uplifted	Balance
<u>Southland Regional Heritage Fund</u>			
Regional Borer Treatments - towards re Fridgeration unit (minutes 26 /11/21)	32,985.78	32,985.78	0.00
Heritage South - towards proposed 2024 annual training opportunity up to - (minutes 23/09/22) change	5,000.00		5,000.00
Tuatapere & Districts Promotion Inc-Central & Western Archive, Murihiku Southland, Subject to a satisfactory report being received by the Advisory Committee (minutes 11/05/23)	5,500.00		5,500.00
Total	43,485.78	32,985.78	10,500.00
<u>Administration Fund</u>			
Te Hiko Southern Journey Ltd - 2023-2024 Grant	15,258.00	15,258.00	0.00
Bluff Maritime Museum - 2023-2024 Grant	15,258.00	15,258.00	0.00
RMO Charge - April 2023 to March 2024	75,000.00	75,000.00	0.00
RMO Charge - April 2024 to March 2025	75,000.00	18,750.00	56,250.00
RMO Charge - April 2025 to March 2026	75,000.00		75,000.00
RMO Charge - April 2026 to March 2027	75,000.00		75,000.00
Total	330,516.00	124,266.00	206,250.00
Total Forecaste Expenditure	374,001.78	157,251.78	216,750.00