



NOTICE OF MEETING

**Notice is hereby given of the Meeting of the
Southland Regional Heritage Committee
to be held in the Council Chamber,
Gore District Council on Thursday 11 July 2024
at 10.00 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

11 July 2024 10:00 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 10 May 2024 (A5352950) | 4 |
| 4. Southland Regional Heritage Committee Funding Report 1 May 2024 – 30 June 2024 (A5439756) | 8 |
| 4.1 Appendix 1 – Funding Report – 1 May 2024 – 30 June 2024 (A5440031) | 9 |
| 5. Regional Resources – Lottery Grants Update (A5440429) | 12 |
| 6. 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 10 May 2024

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 10 May 2024 | <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> |

MINUTES OF THE SOUTHLAND REGIONAL HERITAGE COMMITTEE, HELD IN THE COUNCIL CHAMBER, SOUTHLAND DISTRICT COUNCIL, LEVEL 2, 20 DON STREET, INVERCARGILL ON FRIDAY 10 MAY 2024 AT 10.00 AM

Present: Cr P Duffy (Chair)
Cr Soper
Cr Menzies
Cr N Phillips
Cr B Reid
Rev E Cook

In Attendance: Mr J Cappie – Community Relations Manager (SDC)
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 (SDC)
Mrs T Amarasingha – Governance Advisor (ICC)

Started the meeting with Karakia.

1. Apologies

Cr Ludlow, Cr Stewart

Moved Cr Soper, seconded Cr Menzies and **RESOLVED** that the apologies be accepted.

2. Declaration of Interest

Cr Duffy declared a conflict of interest for the application – CATLINS COAST INC – Slope Point Interpretation Panels.

Rev Cook declared a conflict of Interest for the application – SRHC Advisory Board – Textile Workshop.

3. Minutes of the Southland Regional Heritage Committee Meeting Held on 28 March 2024

A5301700

A correction was noted under the 'General Business' section of the minutes as below:

'Te pataka Tiaki Taoka' should be corrected as 'Te Kupeka Tiaki Taoka'

Moved Rev Cook, seconded Cr Phillips and **RESOLVED** that the Minutes of the Southland Regional Heritage Committee Meeting held on 28 March 2024 be confirmed with the above correction.

3.1 Matters Arising

The Chair, provided an update on his attendance at the Mayoral Forum to seek their support for the letter to the New Zealand Lotteries Grant Board. He noted that he received a positive response and support from the Mayoral Forum. In response to a query about the support from four Rūnaka, Rev Cook said that the matter should go through the managers of four Rūnaka to add to their agendas and she would inform managers. The Committee had a discussion about their concern on this matter. A query was raised about whether it would be appropriate to send the letter before the funding round of the Lotteries Grant, Mr Marriott said that in terms of information release to the media regarding the possible reduction of funding, it would be appropriate to send the letter before the funding round.

A query was raised about the next steps and progress of the review of the Committee Heads of Agreement. It was confirmed that Mr Morris was working on this matter. The Committee agreed to receive an email update from Mr Morris when all the details were available about the next steps.

Mr Marriott noted that the funding application to the Lotteries Grant would be considered on 29 May 2024. If funding levels were reduced, this Committee might need to hold an extraordinary meeting in June 2024 to adjust finances.

In response to a query about whether applying for funding from Getty Trust and Stout Trust, Mr Marriott said he did not.

In response to a query about applying for funding from the Ministry for Culture and Heritage, Mr Marriott said that he applied recently.

4. Financial Reports for Southland Regional Heritage Committee

A5336094

Mrs Kathleen Simmonds presented the report.

A correction was noted that the date '30 December 2024' written in recommendation 4 and also under the Term Deposit section in the report should be corrected as '30 June 2024'.

It was noted that the rollover of the funding for Project Ark would be processed at the end of May 2024. The current Project Ark budget was underspent due to two staff member resignations. This underspent budget needed to be spent by 30 June 2024, or it will need to be returned. Mr Marriott informed the Committee that the underspend was communicated to the Lotteries Grant and he had received their approval to spend the underspent money to get specialist support for required regional museums without returning it. In response to a query about estimated costs for specialist support, Mr Marriott advised it would be around \$50,000. The Committee had a discussion about recruiting staff for Project Ark to meet the needs of regional museums.

In response to a query about Community Trust's commitment to the Roving Museums Officer role, Mr Geddes noted that the current funding was allocated for this financial year and had applied for the next financial year.

The Committee noted the importance of providing updates about Project Ark to the three councils.

Moved Cr Reid, seconded Rev Cook and **RESOLVED** 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 30 June 2024.

5. Public Excluded Session

Moved Rev Cook, seconded Cr Phillips 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 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 | Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). | 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. |

(b) The Summary of Funding Applications and Recommendations

Section 7(2)(a)

To Protect the privacy of natural persons, including 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).

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.

(c) Roving Museums Officer Annual Report

Section 7(2)(a)

To Protect the privacy of natural persons, including that of deceased natural persons

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.

6. General Business

The Committee decided that the next Committee meeting was to be held in Gore. The funding outcome from the Lotteries Grant and budget adjustments would be discussed and resolved at this meeting

The Committee discussed arranging a meeting Te Kupeka Tiaki Toaka Trust Board after the next meeting in Gore.

There being no further business, the meeting finished at 12.05 pm.

**SOUTHLAND REGIONAL HERITAGE COMMITTEE FUNDING
REPORT 1 MAY 2024 – 30 JUNE 2024**

| | |
|--------------------------------|---|
| To: | Southland Regional Heritage Committee |
| Meeting Date: | Thursday 11 July 2024 |
| From: | Kathleen Simmonds |
| Approved: | Patricia Christie – Group Manager - Finance and Assurance |
| Approved Date: | 4 July 2024 |
| Open Agenda: | Yes |
| Public Excluded Agenda: | No |

Purpose and Summary

To present to the Committee

- Funding Report – 1 May 2024 to 30 June 2024

Recommendations

That the Southland Regional Heritage Committee:

1. Receives the Report “Southland Regional Heritage Committee Funding Report 1 May 2024 – 30 June 2024”.
2. Receives Funding Report form 1 May 2024 to 30 June 2024 (Appendix1).

Funding Report – 1 May 2024 – 30 June 2024

The funding report has total closing balance of \$745,143.51 of which \$400,000 has been rolled over on term deposit for a further six months. Interest rate for the six months is 6.2%.

All grants have been paid for the year. \$23,000 has been added to the Southland Regional Heritage Fund Forecast Statement now with a balance of \$28,000. Once conditions have been met these grants will be paid.

Attachments

1. Appendix 1 – Funding Report – 1 May 2024 – 30 June 2024 (A5440031)

Southland Regional Heritage Committee Funding Report 1 May 2024 - 30 June 2024

Summary

| | |
|-----------------|------------|
| Opening Balance | 850,600.24 |
|-----------------|------------|

Income

| | |
|--------------------------------------|------------|
| Rate - Invercargill City Council | 174,643.30 |
| Rate - Southland District Council | 102,809.16 |
| Rate - Gore District Council | 41,863.64 |
| Term Deposit released | 400,000.00 |
| CTOS-Grant for RMO | 0.00 |
| Interest Earned | 18,204.19 |
| GST Refunds | 20,348.46 |
| Lottery Grant for Project Ark | 143,750.00 |
| Ministry for Culture for Project Ark | 0.00 |

| | |
|---------------------|-------------------|
| Total Income | 901,618.75 |
|---------------------|-------------------|

Less

Grants and other

| | |
|--|------------|
| Te Kupeka Tiaki Taoka | 215,275.70 |
| Gore District Council | 34,419.34 |
| Term Deposit - reinvested | 400,000.00 |
| CTOS-Grant for RMO - paid back to SDC | 0.00 |
| Admin Grant | 0.00 |
| Bluff Maritime Museum 2020-21 Grant | 0.00 |
| Te Hikoi Southern Journey Ltd 2020-21 Grant | 0.00 |
| SRHC Fund | 21,230.00 |
| Admin Fees | 0.00 |
| RMO Charge | 12,500.00 |
| RMO Expenses | 329.28 |
| General Expenses | 460.16 |
| Repayment of Unused Grant-NZ Lottery Grant Board | 0.00 |
| Project Ark | 266,529.03 |
| Audit Fees - Jun-23 | 0.00 |
| GST Payment | 0.00 |

| | |
|-----------------------|-------------------|
| Total Expenses | 950,743.51 |
|-----------------------|-------------------|

| | |
|------------------------|-------------------|
| Closing Balance | 801,475.48 |
|------------------------|-------------------|

| | |
|---|------------|
| Forecast Expenditure | 234,250.00 |
| Project Ark forecasted remaining spend - 2023-24 year | 222,081.97 |

| | |
|--|-------------------|
| Closing operating bank balance after current forecasted expenditure | 345,143.51 |
|--|-------------------|

| | | |
|--------------|----------------------------|------------|
| Term Deposit | Maturity Date - 30/12/2024 | 400,000.00 |
|--------------|----------------------------|------------|

| | |
|--------------------------------------|-------------------|
| Total closing balance to date | 745,143.51 |
|--------------------------------------|-------------------|

0.00

| | |
|---|---------------------|
| Funding Available for Grants & Administration | |
| Southland Regional Heritage Fund - Opening Balance | 690,956.66 |
| Funding Received | 75,000.00 |
| Grants Paid and Other Forecasted Spend | |
| - Alex Glennie | 730.00 |
| - Fiordland Vintage Machinery Museum | 5,000.00 |
| - Tuatapere and Districts Promotions Inc - Central & Western Archive | 5,500.00 |
| - Invercargill Garrison Band Society | 10,000.00 |
| Total | 21,230.00 |
| Southland Regional Heritage Fund - Closing Balance | 744,726.66 |
| <i>Less Forecasted Spend</i> | 28,000.00 |
| Funds Available for Distribution | 716,726.66 |
| Administration & Other Museum Grants - Opening Balance | |
| Administration & Other Museum Grants - Opening Balance | 559,643.61 |
| Funding Received | 244,316.10 |
| Grants Paid | 249,695.04 |
| Other Income | 182,302.65 |
| Term Investment Released | 400,000.00 |
| Admin Fees | 0.00 |
| RMO Charge | 12,500.00 |
| RMO Expenses | 329.28 |
| General Expenses | 460.16 |
| Project Ark | 266,529.03 |
| Repayment of Unused Funds-NZ Lottery Grant Board | 0.00 |
| Term Investment (re-invested) | 400,000.00 |
| Other Payments | 0.00 |
| Administration & Other Museum Grants - Closing Balance | 456,748.85 |
| <i>Less Forecastwd Spend</i> | 206,250.00 |
| Project Ark forecasted spend - 2023-24 year | 222,081.97 |
| . | |
| Funds Available for Administration & Other Museum Grants | 28,416.88 |
| Total Closing Balance | 1,201,475.51 |
| Total Funds Available for Grants & Administration | 745,143.51 |

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 to use 24-25 (minute 28/03/24) | 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 | 0.00 |
| Catlins coast Inc up to (minutes 10 May-24) - to be uplifted once other funding has been applied for rather than just SRHC | 8,000.00 | | 8,000.00 |
| SRHC Advisory Group-towards holding 2 textile workshops (minutes 10th May-24) | 15,000.00 | | 15,000.00 |
| Total | 66,485.78 | 38,485.78 | 28,000.00 |
| <u>Administration Fund</u> | | | |
| Te Hikoi Southern Journey Ltd - 2023-24 Grant | 15,258.00 | 15,258.00 | 0.00 |
| Bluff Maritime Museum - 2023-24 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 | 397,001.78 | 162,751.78 | 234,250.00 |

REGIONAL RESOURCES – LOTTERY GRANTS UPDATE

| | |
|--------------------------------|---|
| To: | Southland Regional Heritage Committee |
| Meeting Date: | Thursday 11 July 2024 |
| From: Advisors | Wayne Marriott, Jim Geddes and Johannah Massey – Regional |
| Approved: | Rex Capil – Group Manager Community Spaces and Places. |
| Date Approved: | 4 July 2024 |
| Open Agenda: | Yes |
| Public Excluded Agenda: | No |

Purpose and Summary

The Southland Regional Heritage Committee's (SRHC) purpose is to establish and implement a collaborative strategy to preserve the regional heritage of Murihiku/Southland.

One of the ways it does this is by funding practical 'hands on' support to Southland's small mainly volunteer run museums via the Southland Roving Museum Officer (RMO).

In 2023 the advisors applied to the New Zealand Lottery Grants Board for funding for the Regional Resources project (formerly Project Ark). The request was for \$175,000 for 2024/25 and \$125,000 for 2025/26. The advised outcome was that \$125,000 was received for 2024/25 with the opportunity to reapply for 2025/26.

Recommendations

That the Southland Regional Heritage Committee

1. Receive the report "Regional Resources – Lottery Grants Update".
 - a) Approve an application to the New Zealand Lottery Grants Board Environment and Heritage Fund (Round 2) for 2025/2026

Background

A two-year Pilot was funded between July 2018 to July 2020 to develop a Regional Cataloguing Project and demonstrate its value. During the Pilot four museum professionals, resourced with best practice standards and equipment, went out into Southland's community museums, and worked alongside their volunteers to catalogue, image and pack their collections.

For the first six months of the Pilot, the mobile team spent a fortnight at 12 of Southland 14 community museums and digitised 50 objects at each museum (2 of Southland's museums couldn't participate because they were in the process of redevelopment). This treated all the museums equally and gave them a sense of the end goal.

The Project entered into a regional partnership agreement with Te Papa's outreach team, National Services Te Paerangi (NSTP). The SRHC and NSTP jointly commissioned an independent review of the Pilot which was conducted by Dr Jane Leggett. The review found that the Pilot achieved its primary objectives and went on to make several constructive recommendations that have been applied to Phase Two of the Project. The Project also partnered with Vernon Systems Limited (the developer of eHive) to write best practice cataloguing Standards which are now a sector wide resource:

In mid-2020 the Lotteries Environment and Heritage Committee (LEHC) provided a two-year grant to fund the salaries of the Project Ark collection photographer and collection technician. This LEHC grant covers the 2020/21 and 2021/22 financial years during which time Project Ark has been working on the collection at Te Hikoi Museum in Riverton/Aparima. Project Ark started at Te Hikoi in January 2021.

In October 2021 the Ministry of Culture and Heritage granted \$285,000 under its Te Urungi (Innovation) Fund to upscale and accelerate the above work. On 31 May 2022, LEHC granted SRHC \$245,500 for the 2022/2023 and 2023/2024 financial years.

An application was made to the New Zealand Lottery Grants Board LEH (Round Two) in February 2024 for \$175,000 for 2024/25 and \$125,000 for 2025/26 financial years to support the Regional Resources project. Lottery Environment and Heritage confirmed a commitment of \$125,000 in June 2024 for the 2024/25 financial year. The opportunity to apply for 2025/26 is available to the Committee.

The New Zealand Lottery Grants Board – LEH committee received applications to the value of \$25,518,920, and only had \$4,520, 340 to distribute in Round Two.

In establishing a regional resources base, we need to be aware that there is a need to develop a collection significance/risk matrix which can be consistently reviewed in association with the RMO. *Agility to provide immediate hands-on skilled staff is a recognised need going forward but also needs to be planned rather than reactive.*

Current Position

Following the completion of the relocation of the collection of Te Kupeka Tiaki Taoka Southern Regional Collections Trust to RJB (off-site storage) and Te Pātaka Taoka Southern Regional Collections Facility the Project Ark team have been continuing to support several regional facilities, including Bluff Maritime Museum, Te Hikoi and Gore District Museums with the supply of bespoke boxes, as well as hands-on support.

The resignation of two members of the former Project Ark team provided the opportunity to engage Heritage Studios to begin work on two significant collections. Te Hikoi had approximately 800 outstanding photographic requirements which had not been completed when the former Project Ark team relocated to Invercargill. The second is the Eastern Southland Gallery collection.

Working collaboratively with the Roving Museums Officer, the Regional Resources team will now focus on supply of direct services to individual museums.

During July work will begin on the collection storage area of the Bluff Maritime Museum. This will be followed by a review of the social history space at the Museum, and the installation of a Bluff focused story.

Digitising the photographic collection (framed works) at Eastern Southland Gallery will be completed during the first week of July, when the team will relocate to Te Hikoi to begin work on completing the backlog.

In addition, a collection of glass plate negatives, formerly in Sinclair's Cottage will also be cleaned and digitised for Te Hikoi.

As outlined previously to SRHC the opportunity to make additional applications outside of the New Zealand Lottery Grants Board is available to the Committee. To date approaches have been made to the Getty Foundation, and the Stout Trust.

The Getty Foundation has confirmed their commitment to their focus on four core areas: art history, conservation, museum and archival collections, and professional development.

The Stout Trust is primarily focused on the preservation of works of art, including visual, audio, or literary.

We are currently looking at an opportunity to apply to the Stout Trust for funding which would involve the Regional Resources team.

Next Steps

In December 2024 an application will be prepared for the New Zealand Lottery Grants Board for the LEH (Round Two) which will be submitted in January 2025, when the round opens.