

Urgent Decision Memo

20 January 2020

To: Manoj Ragupathy, Relationship Manager Papakura & Manurewa Local Board
cc: Papakura Local Board Chair and Members
From: Lee Manaia – Local Board Advisor

Subject: Urgent decision – Request for the Papakura Local Board to fund the Hawkins Theatre hireage costs for the Papakura Theatre Company fundraising weekend in aid of the Australian bushfires

Purpose

Requesting the Papakura Local Board to fund the \$1,811.25 Hawkins Theatre hireage costs for the Papakura Theatre Company to undertake a fundraising weekend in aid of the Australian bush fires.

Reason for the urgency:

- To wait for the 26 February 2020 Papakura Local Board meeting will make it impossible to organise the event in time for the proposed dates of 7 and 8 March 2020. A decision is required immediately to allow planning to get underway.

Decision sought from the chair and deputy chair (or any person acting in these roles)

That the Papakura Local Board:

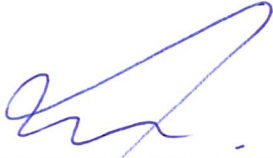
- a) **approve \$1,811.25 from the community grants budget (line no. 346) for the Hawkins Theatre hireage costs for the Papakura Theatre Company to undertake a fundraising weekend in aid of the Australia Bushfires.**

Background

1. The Papakura Theatre Company has approached Hawkins Theatre management regarding doing a fundraising weekend in aid of the Australian Bushfires in March 2020.
2. The Papakura Theatre Company has asked if the theatre hire fees for the weekend could be waived.
3. The Hawkins Theatre management have advised that this is a decision the Papakura Local Board would have to make.
4. The Papakura Theatre Company is suggesting doing some performances of their recent successful show 'Dad's Army' over the weekend of 7 and 8 March 2020, however these dates may be dependent on how quickly approval for the theatre use could be obtained.
5. Hawkins Theatre management advise that the day rate for the theatre hire is \$1,207.50, however as Papakura Theatre Company is a charity, they would receive the 50% discount. Therefore the rate would be reduced to \$603.75 per day for three days (including the pack in day), totalling \$1,811.25.

6. The board is being asked to consider funding the Hawkins Theatre hireage costs of \$1,811.25.
7. The funds could come from the community grants work programme line #346.
8. The community grants remaining budget presently is \$42,094.49. There are three remaining grants rounds (1 x small grants (decision June 2020), 1 x local grants (decision May 2020) and 1 x multi-board grants (decision May 2020)).

Authorisation of the urgent decision-making process



Signed by: Manoj Ragupathy
Relationship Manager Papakura & Manurewa Ward

21/1/20

Date



Brent Catchpole
Chairperson, Papakura Local Board

21/1/2020

Date



Jan Robinson
Deputy Chairperson, Papakura Local Board

21/1/2020

Date