

# FUNDING AGREEMENT BETWEEN KAPITI COAST DISTRICT COUNCIL AND OTAKI HERITAGE BANK PRESERVATION TRUST (OTAKI MUSEUM)

July 2022-June 2024

## Background

- 1.1. The Otaki Heritage Bank Preservation Trust (the Trust) was established in 2003 with the purpose of preserving the heritage former Bank of New Zealand building, built in 1918, by operating the Otaki Museum (the Museum) out of the premises. The heritage building was restored by the Museum Trust from its near derelict condition to a state that reflects and respects its historic beginnings. The Museum still has structural and other physical maintenance needs, which may constrain its ability to function to its full potential as a museum.
- 1.2. Kāpiti Coast District Council (the Council) provides this building for which the Trust pays a monthly rental under a separate lease agreement that outlines respective responsibilities as landlord and tenant for maintenance and health and safety.
- 1.3. The Council also provides financial support for the Trust, so that through the Museum it can contribute to the objective of developing and celebrating our vibrant district for those who live, work, and visit.

## The Museum's operating context

- 1.4. The routine operations of the Museum, such as mounting exhibitions, regularly opening three days a week, responding to enquiries from the public, and managing items provided for the collections, are carried out solely by volunteers.
- 1.5. The Council awards an annual grant towards the operation and delivery of the Museum's services. Other funding for these services and specific projects comes from donations and funding grants from other organisations, especially those with a special Ōtaki interest.

## The Museum's planning context

- 1.6. The Museum's 2022-2025 Strategic Plan (Appendix 2) sets out the Museum's Purpose, Vision and Mission:

### *Our Purpose*

- *The Museum's Purpose is: To be a guardian of the community's heritage*

### *Our Vision*

- *The Museum's Vision is: To be a popular destination for all matters relating to Otaki heritage that contribute to the wellbeing and sense of identity of our community.*

### *Our Mission*

- *The Museum's Mission is: To provide engaging exhibitions and facilitate access to heritage collections and resources for everyone.*

- 1.7. The Museum's Strategic Goals are:

- 1: To be an engaged and accessible heritage institution within the Ōtaki community
- 2: To ensure a secure and sustainable future for the Otaki Museum in its current location.
- 3: To improve the Museum's profile within the local and Kāpiti heritage space.
- 4: To have the people to ensure we are able to do what we set out to do.
- 5: To ensure the Museum operates efficiently and complies with its obligations.

Funding Agreement:

**1. Amount and Timing of Funding**

- 1.1 In the Financial Year covered by this Funding Agreement, Council has granted grant funding of \$41,080 to be applied by the Museum towards the general operation and promotion of the museum.
- 1.2 The Council acknowledges the funding provided at 1.1 above is additional to any other grant from the Council to the Museum.

**2. Services to be provided**

- 2.1 The funding is granted on the expectation that the Museum will be able to provide the Services described in Appendix 1 ("Council Objectives, Museum Services and Performance Targets") during the term of this interim Funding Agreement.

**3. Performance Targets**

- 3.1 During the term of this Funding Agreement Otaki Museum will contribute to the Council's Objectives (set out in Appendix 1) and work towards meeting interim Performance Targets (as proposed in Appendix 1). These are based on the Museum's stated intentions and targets and Council priorities.
- 3.2 The Council recognises that as the pandemic situation continues with some uncertainty, performance targets are a guide rather than an absolute requirement.
- 3.3 The Museum will keep a record of its performance against its targets and incorporate these in its annual report.

**4. Funding Arrangements**

- 4.1 The Museum will issue a tax invoice to the Council for the grant amount, dated at the beginning of the relevant financial year, citing the EPO provided in June 2022. Council will direct-credit the amount specified in 1.1 above to Otaki Museum's bank account on receipt of the invoice. (Note: this was done for the 2022/23 year in July 2022.)

**5. Other matters**

- 5.1 All of the Museum's advertising, newsletters and letterheads connected with the Services will include an acknowledgement of the Council's support and will generally use the Council's logo for this purpose.
- 5.2 Otaki Museum will allow the Council's designated Representative to have access to all of Otaki Museum's records that are relevant to this agreement, subject to legal requirements of confidentiality.
- 5.3 Under the Health and Safety at Work Act 2015 (HSWA), Otaki Museum is defined as a Volunteer association; that is, an organised group of volunteers who do not employ any staff. Consequently, it does not have health and safety duties under the HSWA. Nevertheless, it has an obligation to ensure as is reasonably possible that it provides a work environment free from risks to health and safety of its volunteers and visitors.
- 5.4 If Ōtaki Museum takes on any paid employees in connection with the performance of this agreement, the Museum will meet all its legal obligations in relation to the health and safety of its employees, volunteers and customers, accepting that this is Otaki Museum's responsibility and Council does not carry any responsibility in this.

## **6. Reporting to Council**

- 6.1 The Museum will provide to the Council's designated Representative (with the Manager, Libraries and Cultural Services) by 1 November 2023 (or a date agreed):
  - 6.1.1 the Museum's Annual Report, which includes reporting against Council priorities and a section outlining progress against the Funding Agreement Services and Performance Targets in the previous Financial Year period from 1 July to 30 June, with a cover letter;
  - 6.1.2 Otaki Museum's financial statements certified as having been reviewed by an independent Chartered Accountant.

## **7. Engaging with Council.**

- 7.1 This Agreement reflects the collaborative relationship between the Council and Ōtaki Museum.
- 7.2 Until such time as formal longer-term agreement is put in place, Council's designated Representative and primary contact will be the Manager, Libraries and Cultural Services, or their nominee. The Museum's primary contact will be the Trust Chair.
- 7.3 Otaki Museum and the Council primary contact/s will meet or communicate quarterly to exchange updates and share relevant information.
- 7.4 Nothing contained or implied in this funding Agreement, or in the relationship between the Council and Otaki Museum, shall be construed in law so as to constitute a partnership.

**Signed for Ōtaki Bank Heritage Preservation Trust:**

Name of Chair: Judith Miller

Signed: [Signature]

Date: 21/2/23

Name of other Trust member: Neale Anne

Signed: [Signature]

Date: 21/2/23

**Signed for Kāpiti Coast District Council:**

Mike Mendonça

Group Manager, Place and Space

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 1: Council Objectives, Museum Services and Performance Targets

HOW THE MUSEUM WILL MEET COUNCIL OBJECTIVES			
Council Objective	Service	Targets (Council priorities in bold)	How will you set about achieving this? Please refer to the Museum's Strategic Plan (Appendix 2) for details
1. To develop and foster the understanding and appreciation of the heritage and social history of the Kapiti Coast and to create an enjoyable and cost-effective visitor experience that enriches the understanding and enjoyment of a vibrant community.	Present an annual exhibition programme that engages with the Kapiti heritage and wider communities	<p><b>At least two exhibitions or displays per year</b></p> <p>Ensure that all exhibitions and displays are designed to engage with a diverse audience</p> <p>Gather, collect and protect items and stories that are relevant to Otaki's heritage and identity</p> <p>Build knowledge of and access to collections for interested individuals and groups</p> <p>Maintenance or increase of annual visitor numbers.</p> <p>Build the Trustee/Volunteer numbers to a level at which the current operating level of the museum, and the range of activities that are undertaken, can be sustained</p>	Strategic Plan: Strategic Initiatives 1,3, 4
2. To ensure that Māori heritage and cultural expression is visible and treasured as integral to the life of the District	Support Māori heritage and work with groups to help the whole community see	<p><b>Engage with tangata whenua and matawaka on relevant heritage-focused projects</b></p> <p><b>Enhance the relationship between Otaki Museum, tangata whenua</b></p>	<p>Include relevant mana whenua perspectives and stories into exhibitions and in the monthly contribution to Otaki Today</p> <p>Work to achieve mana whenua representation on</p>

	and treasure mana whenua stories	and matawaka with reference to the Council's Iwi Memorandum of Partnership (2015).	the Trust Board
3. To develop and grow Kapiti's identity through regional partnerships in the heritage sector.	Promote the Museum as a high-quality visitor destination.	Engage with regional initiatives to promote heritage.  Market Otaki Museum's programme effectively locally, regionally and nationally.	Strategic Initiative 3
4. Develop the district's museums as a part of a vibrant district for those who live, work, and visit here	Contribute advice to and share experience with Council and other museums on museum development	Participate in the Discover Kapiti Heritage Group (DKHG) meetings and workshop.  Engage with the Council and the Kapiti community on the Council's priorities for developing heritage initiatives.  Implement a strategic plan, including collection and maintenance policies and planning.	Strategic Initiative 3
5. Promote and encourage local community engagement with and access to, the heritage, and lifelong learning about the heritage and social history of the District.	Provide and promote a District focus for social history research and learning.	Develop and implement an educational programme with special focus on youth (18 years and under).  Support access, research and development of the Museum's collection and information resources.	Strategic Initiatives 1, 3

**ADDITIONAL COMMENTS**

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## Appendix 2: Ōtaki Museum Strategic plan [2020 - 2025, updated June 2022]

### STRATEGIC GOALS AND INITIATIVES

#### STRATEGIC GOAL 1: TO BE AN ENGAGED AND ACCESSIBLE HERITAGE INSTITUTION WITHIN THE ŌTAKI COMMUNITY.

**Strategic initiative 1 – Collection accessibility:** To make our collection more relevant and accessible to our community and others

Objectives	Actions	Timing	Responsibility
1.1 To display items from the Museum's collection in an engaging way	<p>1.1.1 Present at least two exhibitions each year showcasing aspects of Ōtaki's heritage</p> <p>1.1.2 By implementing a digital strategy use technology to tell stories in an innovative way, both in the Museum building and online</p> <p>1.1.3 Determine the approach to installing a permanent Ōtaki heritage exhibition.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>December 2022</p>	
1.2 To be relevant to the diverse range of groups in the Ōtaki community	<p>1.2.1 Engage with local schools to increase their use of the Museum's resources, particularly with respect to the new schools' history curriculum</p>	Ongoing	
1.3 To positively engage with our community and visitors to the Museum	<p>1.3.1 Collect visitor feedback from simple surveys to understand more about visitor interests (at the main entrance, paper survey)</p>	Surveys will be conducted for a period during each exhibition	

**STRATEGIC GOAL 2: TO ENSURE A SECURE AND SUSTAINABLE FUTURE FOR THE OTAKI MUSEUM IN ITS CURRENT LOCATION**

**Strategic initiative 2a – Building development:** To improve the building’s functionality as a museum.

Objectives	Actions	Timing	Responsibility
<p><b>2a.1</b> Fulfil current lease obligations and engage constructively with KCDC</p> <p><b>2a.2</b> Ensure that the building functions as effectively as is practical within budgetary and lease constraints</p>	<b>2a.1.1</b> Ensure that Trustees meet regularly with relevant KCDC officers	Ongoing	
	<b>2a.2.1</b> Review the use and functionality of exhibition rooms and display furniture, and make changes that are affordable and will provide improvements (See Objective 3.1.2)	TBD	
	<b>2a.2.2</b> Review the use and functionality of the Reading Room and foyer and make changes that are affordable and will provide improvements	October 2022	
	<b>2a.2.3</b> Review the use and functionality of the collection stores and make changes that are affordable and provide improvements	Ongoing	

**Strategic initiative 2b – Remain in the current location post 2033:** To ensure the museum operates into the future in a fully remediated and highly functional building.

Objectives	Actions	Timing	Responsibility
<b>2b.1</b> To be fully engaged with KCDC when it commences the project to remediate the building by 2033	<b>2b.1.1</b> Remain closely engaged with relevant KCDC officers with the aim of coordinating the museum’s input into a joint project for remediation and functional improvement from around 2025/26	2026	



**STRATEGIC GOAL 3: TO IMPROVE THE MUSEUM'S PROFILE WITHIN THE LOCAL AND KĀPITI HERITAGE SPACE**

**Strategic initiative 3 – Strategic communications:** To improve museum visibility and connection with our key local and Kāpiti heritage partners

Objectives	Actions	Timing	Responsibility
3.1 To improve, as a priority, museum visibility within Ōtaki and the Kāpiti district	3.1.1 Add building exterior images to advertise the museum, in an inviting way	December 2022	
3.2 To ensure our community is aware of what we are doing	3.2.1 Provide a regular newspaper article about heritage and museum matters 3.2.2 Ensure website and Facebook page are updated regularly	Monthly Ongoing	
3.3 To be an active participant in heritage related activities within Kāpiti	3.2.3 Distribute an informative and engaging annual report to a wide section of the community and key stakeholders 3.3.1 Participate as an active member of the Kāpiti Heritage Group 3.3.2 Participate in local and district heritage related activities 3.3.3 Identify and use opportunities to create an Ōtaki 'heritage hub' and invite other community groups to use the exhibition space, or partner with groups to put on exhibitions 3.3.4 Develop the working relationship with the Ōtaki Historical Society	Annually Ongoing Ongoing Ongoing	

**STRATEGIC GOAL 4: TO HAVE THE PEOPLE TO ENSURE WE ARE ABLE TO DO WHAT WE SET OUT TO DO.**

**Strategic initiative 4 – Organisational capability:** To ensure we have the people in place, and the necessary skills, to deliver the intentions set out in this strategic plan

Objectives	Actions	Timing	Responsibility
4.1 To ensure we have a diverse group of people in place, with the necessary skills, to deliver our strategic direction and achieve our purpose	<p>4.1.1 Train Trustees and interested volunteers in collection database searching &amp; information sources</p> <p>4.1.2 Ensure there are sufficient Trustees to carry out the Museum's activities</p> <p>4.1.3 Ensure there are sufficient volunteers to comfortably meet front of house duty, accessioning and other commitments</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

**STRATEGIC GOAL 5: TO ENSURE THE MUSEUM OPERATES EFFICIENTLY AND COMPLIES WITH ITS OBLIGATIONS**

**Strategic initiative 5 – Operations and finance:** To ensure the museum adopts a systematic approach to be certain operations are run efficiently and that the Trustees comply with all of their obligations

Objectives	Actions	Timing	People
5.1 Ensure operations are run in a way that frees up time for the Trust to work on strategic / future planning	5.1.1 Achievable exhibitions for the next three years (lower time commitment from Trustees) - <i>Borrow touring exhibitions / or invite others to use the gallery space</i>	Ongoing	
5.2 Ensure that obligations in respect of the collection are met	5.2.1 Improve organisational capability to accession backlog of artefacts and documents - <i>Investigate Museum Studies placements; Taonga Maori collection storage addressed; have the collection professionally valued</i>	Ongoing	
	5.2.2 Develop a plan for relocation of the collection in the event the building has to be vacated	TBD	
5.3 Remain a financially secure and fiscally responsible organisation	5.3.1 Explore other funding sources when it is practical to do so	Ongoing	
	5.3.2 Meet reporting obligations	Trust AGM, October each year. Charities Services, December each year	
5.4 To ensure that H&S workplace obligations are met	5.4.1 Ensure that H & S risks are monitored at least monthly	Ongoing	