

10 July 2025

Evan Tull
Chair
Feilding & District Promotion Incorporated

Dear Evan

Re: Letter of Agreement: Operating Grant for Services – 2025–2028

I am pleased to confirm that the Manawātū District Council (Council) resolved to provide a grant to Feilding and District Promotion Incorporated (FDP) at its Council meeting on the 5th December 2024.

Term

The operating grant is for a three-year term, commencing on 1 July 2025 and ending on 30 June 2028.

Grant funding and financial arrangements

The value of the operating grant is \$500,000 excluding GST per annum for three years, plus inflation for years two and three of the term.

Council uses BERL as its inflationary price level change adjustor. Council will confirm the total grant amount (\$500,000 plus BERL) as soon as possible before the end of the financial year, for years two and three of the term.

Council will release the grant funding on receipt of an invoice from FDP each year for three years. Please raise an invoice dated 1st July for the full amount of the grant.

Service delivery

The operating grant is for service delivery against the following focus areas:

Description	Activities supported by an operational grant
Community Events	- Support community run events through: - Advocacy: Encouragement to promote in the right places and the right mediums; - Event Promotion: Helping to put community events on Event Finda, posters put up around town, promoting events on social media, a monthly events calendar in the Feilding & Rangitikei Herald, manage the What's On section of the feilding.co.nz website, manage the information signs at the entrances to Feilding, and any other actions to support event promotion; - Design: Help with design if required by community events - Coordinate and/or deliver a minimum of 5 events that bring the community together, support economic development, and celebrate the uniqueness of our district. Some examples include: - Rural Day; - Christmas Carnival and Parade; - Have a Go Days; - Manawātū Hunt event; - Biennial Business Awards; - Kids 'N Country (in conjunction with Rural Games) - Coordinate the Saleyard Tours (managing volunteers, etc)
Town Centre Activation	- As a minimum, activate the Town Centre by: - Coordinate and/or deliver a minimum of 6 events that bring the community to the Town Centre - Management of the Friday Farmers Market in the Square

	• Encourage bookings in the grassed quadrant and market quadrant throughout the year and coordinate events at Manfield Park, Feilding Civic Centre, MCHL, Coach House Museum, etc to flow into the Town Centre • Organise regular Eat Street events • Coordinate shop local campaigns • Manage the MDC supplied street flags in the CBD • Encourage more buskers to play on the footpath outside businesses (with Council and the business' approval) • Administer removable furniture (e.g. bean bags) and games for use in the Square • Encourage building owners and tenants to show pride for Feilding.
Networking Support	• As a minimum, support the local businesses in the Manawatū District by: • Delivering a Bi-Annual Business Awards • Organise/coordinate monthly networking events (including Biz @5 events) • Coordinate shop local campaigns • Administer the CBD Security contract on behalf of Council • Lead the security camera project for Feilding • Help businesses navigate the services and training that CEDA and Chamber of Commerce provide • Help attract new businesses to the Manawatū District • Celebrate new businesses in the Manawatū district • Develop a relationship with the businesses to understand their needs, aspirations and concerns and advise Council on topics of concern.
District Promotion	• Promote the Manawatū District through: • Social media campaigns • Coordination of information about the district (what's on, where to eat, where to stay) to inform the Feilding Information Centre at Te Āhuru Mōwai • Develop promotional material (e.g. flyers) to advertise what to do, where to stay, where to eat, etc to stock the brochure stand at the Feilding Information Centre at Te Āhuru Mōwai • Managing the feilding.co.nz website, including the databases of businesses and clubs/groups in the district • Facilitate, encourage and maintain a "what's on" calendar of events and activities for the community to consume • Create an annual advertising programme across all mediums promoting our town centre – key messages are shop local, free parking, no traffic lights, friendly service etc.

Reporting commitments

FDP will be required to report on the service delivery focus areas as follows:

- Six-monthly narrative reporting outlining:
 - Performance against the service delivery focus areas
 - Data and statistics (where available)
 - Qualitative outcomes (stories, images, testimonials)
 - Survey results (if applicable)

Outline successes, issues, insights

- Annual financial reporting detailing:
 - All of the above,
 - End-of-year financial results
 - Summary of how funds have been applied
 - Commentary on financial sustainability

Council officers will schedule and advise the six and twelve month reporting presentation to Council after liaising with the General Manager of FDP

The preference is for key staff and as many board members as possible to attend the Council meeting to speak to the report.

A report and a presentation are required. The presentation should summarise the key points of the report and any highlights, risks, and insights.

At the Council meeting, Council appreciates the opportunity to ask questions to ensure ongoing alignment with Councils focus areas, transparency of delivery, and sharing of information.

Responsibilities of Each Party

Both the Council and FDP agree to communicate openly, operate transparently and in good faith meet regularly, and uphold professional standards.

In the event of any dispute, disagreement, or claim arising out of or in connection with this Agreement, including any alleged breach, non-performance, or failure by either party to fulfil their agreed functions and requirements, the parties shall in the first instance seek to resolve the matter amicably through good faith negotiations.

If the dispute cannot be resolved within 14 days of written notice being given by one party to the other, the parties agree to refer the dispute to mediation before any further legal action is taken. The mediation shall be conducted in accordance with the rules and procedures of the Resolution Institute (or such other body agreed upon in writing by the parties), by a single mediator agreed upon by the parties, or failing agreement, appointed by the selected mediation organisation.

Each party will bear its own costs of the mediation, and the parties shall equally share the costs of the mediator and any associated venue or administrative costs. Participation in mediation is a precondition to the initiation of any formal legal proceedings, unless urgent interim relief is required.

FDP acknowledges that failure to fulfil its obligations pursuant to this Agreement may result in the termination of this Operational Grant and that any outstanding portion of the funding may not be paid. However, such action will only be taken following good faith discussions between the parties and after FDP has been given written notice of the failure and a reasonable opportunity to remedy the breach within a timeframe specified by Council.

We look forward to continuing this positive partnership to support the vibrancy and development of our community and district.

Yours sincerely



Shayne Harris
Chief Executive
Manawātū District Council