

Monday, 7 September 2020

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

Rural Halls Subcommittee Meeting

Kaupapataka

Open Agenda

Te Rā Hui:
Meeting date: **Monday, 7 September 2020**

Te Wā:
Time: **1.00pm**

Te Wāhi:
Venue: **Landmarks Room
Ground Floor
Civic Administration Building
Lyndon Road East
Hastings**

Te Hoapā:
Contact: **Democracy and Governance Services
P: 06 871 5000 | E: democracy@hdc.govt.nz**

Te Āpiha Matua:
Responsible
Officer: **Acting Group Manager: Community Wellbeing & Services -
Dennise Elers**

**Watch Council meetings
streamed live on our website
www.hastingsdc.govt.nz**

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East, Hastings 4122 | Private Bag 9002, Hastings 4156
Phone **06 871 5000** | www.hastingsdc.govt.nz
TE KAUNIHERA Ā-ROHE O HERETAUNGA

Fields of Activity

The Rural Halls Subcommittee is responsible for assisting the Rural Community Board by;

- Reviewing applications for grants from the Rural Halls Maintenance Fund.
- Recommending the allocation of grants within the funding available.
- Recommending changes in criteria for grants.

Membership

- The Chair is also the Chair of the Rural Community Board.
- 6 Rural Community Board Members (including 1 Mohaka Ward Councillor and 1 Kahuranaki Ward Councillor).
- 2 Heretaunga Ward Councillors.

Quorum - 4 Members

Delegated Powers

- 1) Reviewing Application for Grants from the Rural Hall Maintenance Fund.
- 2) Recommending the allocation of grants within the allocated funding.
- 3) Recommending changes in criteria for grants from the Rural Hall Maintenance Fund.

Monday, 7 September 2020

Te Hui o Te Kaunihera ā-Rohe o Heretaunga

Hastings District Council

Rural Halls Subcommittee Meeting

Kaupapataka

Open Agenda

*Nga mema o te Komiti
Komiti*

Subcommittee

Members:

Heamana

Chair: Nick Dawson

Marcus Buddo, Sue Maxwell and Jonathon Stockley

Ngā Kaikaunihera

Councillors: Tania Kerr (Deputy Chair), Sophie Siers, Alwyn Corban and Ann Redstone

Tokamatua:

Quorum:

4 members

Apiha Matua

Officer Responsible:

Acting Group Manager: Community Wellbeing & Services – Dennise Elers

*Te Rōpū Manapori me te
Kāwanatanga*

**Democracy &
Governance:**

Vicki Rusbatch

Te Rārangi Take

Order of Business

Apologies & Leave of Absence – *Ngā Whakapāhatanga me te Wehenga ā-Hui*

- 1.0** At the close of the agenda no apologies had been received.
At the close of the agenda no requests for leave of absence had been received.
-

2.0 Conflict of Interest – *He Ngākau Kōnatunatu*

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the General Counsel or the Manager: Democracy and Governance (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

Confirmation of Minutes – *Te Whakamana i Ngā Minitī*

- 3.0** There are no minutes to confirm.
-

4.0 Rural Halls Report, September 2020 5

5.0 Minor Items – *Ngā Take Iti*

6.0 Urgent Items – *Ngā Take Whakahihir*

Monday, 7 September 2020

Te Hui o Te Kaunihera ā-Rohe o Heretaunga
Hastings District Council:
Rural Halls Subcommittee Meeting

Item 4

Te Rārangi Take

Report to Rural Halls Subcommittee

Nā:
From: Kevin Carter, Community Grants Advisor

Te Take:
Subject: Rural Halls Report, September 2020

1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga*

- 1.1 The purpose of this report to update the Rural Halls Subcommittee on the progress of the Rural Halls Maintenance Fund.
- 1.2 Hastings District Council did not hold the annual contestable Rural Halls Maintenance Fund in 2020 due to the opportunities presented by the Provincial Growth Fund (PGF) with the launch of the one off 'Renovations to Town Halls and War Memorials Fund'. This was part of the Government's COVID-19 response.
- 1.3 Hastings District Council was successful in receiving \$290,395.00 to support projects at 7 Rural Halls.
- 1.4 This report is requesting that the Rural Halls Subcommittee:
 - (i) Review the option of still holding the 2020 funding round later this year; **OR**
 - (ii) Hold the 2020 funds over to next year;
 - (iii) Attend and participate in a community workshop, for the individual Hall Custodians;
 - (iv) Amend the current policy to enable the Subcommittee to fund more than 50% of a group's maintenance project

2.0 Recommendations – Ngā Tūtohunga

- A) That the Subcommittee receives the report titled Rural Halls Report, September 2020.
- B) That the Subcommittee agree to hold the 2020 funding round in November 2020.
- C) That the Subcommittee agree to host a workshop for the individual Hall Custodians.
- D) That the Subcommittee agree to amend the current policy to enable the Subcommittee to fund more than 50% of a group's proposed maintenance project.

3.0 Background – Te Horopaki

- 3.1 The Hastings District Council normally holds a Contestable Rural Halls Maintenance Funding round each year, opening around the 1st April and closing around the 31st May.
- 3.2 Given the COVID-19 pandemic and the additional opportunities presented to the Council via the PGF, the normal open contestable round was not completed in April/May 2020.
- 3.3 Using the opportunities presented to the Council via the PGF Council applied on behalf of the 7 rural halls for a total of \$290,395.00 for the following small to medium maintenance projects:
- 3.4

Hall	Description of Work	Funding Approved
Waikare And District Sports Club	Internal repairs and roofing	\$84,663.75
Matapiro Districts & Recreation Hall	Roofing, spouting and scaffolding	\$20,407.67
Te Awanga Community Hall	Flooring	\$2,908.00
Kereru Hall	Flooring and Planting	\$11,280.00
Poukawa Hall	Weatherboards and painting	\$34,400.00
Kaiwaka (Tareha) Hall	Roof painting, building and window painting	\$4,246.00
Maraekakaho Hall	Electrical work and landscaping	\$132,489.00
		\$290,395.00

- 3.5 The application to the PGF was successful, and the Rural Halls have received their funding. Projects are underway.
- 3.6 There is currently \$152,000.00 in the Rural Halls Fund. This amount is made up from \$50,000.00 allocated in the 20/21 budget and a reserve of \$102,000.00 from previous years.
- 3.7 This total amount is split between maintenance and earthquake strengthening:
 - \$62,000 available for Maintenance (\$20,000 & \$42,000 from reserve)
 - \$90,000 available for Earthquake strengthening (\$30,000 & \$60,000 from reserve)

4.0 Discussion – Te Matapakitanga

4.1 Funding Round Date

- 4.2 To gain direction from the Rural Halls Subcommittee as to whether the 2020 funding round should be moved to November 2020 or to hold the funds over to 2021/2022.

4.3 Financial Contribution from Halls

- 4.4 Comments have been made previously by Subcommittee members that one of the main barriers to accessing this fund is the 50% contribution that the Hall committee needs to meet as per the current policy.
- 4.5 Officers would like to discuss if this criteria in the Rural Halls Maintenance Fund Policy 2018 (attachment 1) should be amended:
- “That for applications more than \$500.00, a maximum of 50% of the project cost will be funded. It is expected that the applicant will fund the other 50%” (current policy) .
- 4.6 There is mention in the policy that;
- “in 2016 the Hastings District Rural Community Board introduced the ability of the Rural Halls Subcommittee to consider a greater Council contribution than 50%, in particular relating to costs for detailed earthquake assessments and subsequent strengthening work”* (current policy)
- 4.7 A suggestion has been made that we remove the 50% barrier from the policy all together and replace it with a more simple statement, such as:
- Preference will be given to those Halls that show that they are also contributing to the project. This may include voluntary labour and donated materials.* (Suggested change to policy)
- 4.8 **Workshop for the individual Hall Custodians**
- 4.9 Both the Rural Community Board and the Rural Halls Subcommittee have expressed there is an appetite from the Hall Custodians and committees to come together and have a workshop covering the following points:
- Basic Governance and legal requirements
 - Health and Safety
 - Funding Opportunities (Council and non-council)
- 4.10 The proposed workshop can be delivered in late October, prior to the funding round opening in November if the Subcommittee recommends the November round.
- 4.11 If the Subcommittee decides to hold the funds over to the 2021/2022 financial year the workshop can be pushed out to February providing officers additional time to prepare.

5.0 Options – Ngā Kōwhiringa

- 5.1 Option One - Recommended Option - Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga
- To move the funding round for the rural halls to November 2020 with the option to remove the 50% barrier from the policy.
- Advantages
- Some Halls may apply to the round, especially those that either missed out of the PGF round, or whose project did not align with those additional priorities.
- Disadvantages
- Short lead up time to communicate with the halls and committees prior to the fund opening.
 - Short lead up time for the workshop that need to be prior to the fund opening.
- 5.2 Option Two – Status Quo - Te Kōwhiringa Tuarua – Te Āhuetanga o nāiane
- To hold the funds over to the 2021/2022 financial year with the option to remove the 50% barrier from the policy.
- Advantages
- Bigger pot of funding to give out to halls.

- Longer lead up time to communicate with the halls and committees prior to the fund opening.

Disadvantages

- No additional funding available this year (apart from the PGF) and some halls may have project/s that did not align with the PGF priorities.

6.0 Next steps – *Te Anga Whakamua*

- 6.1 If the Subcommittee wishes to hold a later funding round this will be provided in line with the Funding Framework i.e. be open, transparent and fair.
- 6.2 If the Subcommittee agrees to the workshop, officers will start to scope out the details and get this underway.
- 6.3 If the Subcommittee wishes to remove the 50% requirement this can be amended in time for the next funding round and workshop.

Attachments:

1 [↓](#) Rural Halls Funding Policy

COP-01-9-6-19-7

Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-Rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.

Link to the Council's Community Outcomes – *Ngā Hononga ki Ngā Putanga ā-Hapori*

This proposal promotes the social wellbeing of communities in the present and for the future.

Māori Impact Statement - *Te Tauākī Kaupapa Māori*

NA

Sustainability - *Te Toitūtanga*

NA

Financial considerations - *Ngā Whakaarohanga Ahumoni*

Within current budgets.

Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This report has been assessed under the Council's Significance and Engagement Policy as being of low significance.

Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto / ā-waho*

NA

Risks

Rural Community Board – *Te Poari Tuawhenua-ā-Hapori*

This Report is going to the Rural Halls Subcommittee, which includes the members of the Rural Community Board.

Rural Halls Maintenance Fund Policy 2018

1.0 Introduction

- 1.1 Hastings District Council (Council) endeavors to plan in a mutually appropriate way with the rural community in the District. This includes contributing to good quality infrastructure, i.e. rural community halls, so these facilities can meet the current and future needs of rural communities.
- 1.2 The rural halls in the Hastings District are important to the communities around them in terms of providing a venue for social and cultural events, and a focal point or meeting place for the community.
- 1.3 The Rural Halls Maintenance Fund has an annual allocation of \$20,000 to be distributed as grants to the rural halls of Hastings district for maintenance projects.
- 1.4 Unspent funds accumulate in a separate reserve fund and these funds are used to fund hall inspections, and to top up the annual maintenance allocation in any given year where priority requests exceed annual allocation.
- 1.5 In December 2016, the Hastings District Rural Community Board introduced an increase in funding of an additional \$30,000 per annum to commence in the 2017/2018 budget year, for earthquake assessments and related strengthening work. This funding is to be kept separate from the rural halls maintenance budget and can only be applied to Priority 1 applications to the Rural Halls Maintenance Fund (Earthquake Prone Assessment & Strengthening).
- 1.6 This is an annual round which opens 1 April and closes 31 May, prior to the commencement of the financial year, i.e. 1 July, and in time for the September allocation meeting.
- 1.7 Applicants generally have 12 months to uplift their grants, unless their project *completion* will take longer and they have informed Council of the reasons why.

2.0 Priorities for funding from the Rural Halls Fund

- 2.1 The Rural Community Board has adopted the following priorities of work for building maintenance, to use as a guideline in assessing applications to the Rural Halls Maintenance Fund:

Maintenance Priority 1: Health & Safety

Please note: In 2018/2019 Council will be providing a template for each hall to complete a basic operational Health & Safety Plan covering off responsibilities and simple processes for identifying and resolving health & safety issues.

Work required for the maintenance or restoration of Health and Safety elements of the building. This includes work to the structure to remove hazards, and work to soil drainage and effluent disposal systems. Other examples include:

- Improvement or treatment of contaminated water supply
- Replacement of dangerous wiring
- Work on unsanitary plumbing
- Work to provide compliance with safety from falling
- Installation of fire alarm and monitoring system
- Maintenance of food preparation surfaces in kitchens

Maintenance Priority 2: Weather Tightness

Work required to maintain weather tightness and protect internal and external fabric from deterioration, for example:

- Replacement of roofing and external cladding or other work to render the building weatherproof
- Exterior repainting or repairs to exterior cladding especially timber cladding and joinery
- Repiling
- Replacement of rainwater disposal systems
- Work to provide heating to a space where this is inadequate or absent, e.g. installation of heat pump

Maintenance Priority 3: Ablution areas and Kitchens

Work required to ablution areas and kitchens to maintain imperviousness of floor and walls to service areas including

Please note: Work to food preparation surfaces would be included in Priority1.

- Replacement of vinyl flooring to service areas
- Painting of internal walls, ceilings to service areas
- Replacement of fittings and flooring

Maintenance Priority 4: Other Spaces

Work to maintain appearance in other spaces including

- General flooring replacement
- General repainting and redecoration

- 2.2 The Rural Community Board has adopted the following priorities of work for earthquake strengthening, to use as a guideline in assessing applications to the Rural Halls Earthquake Strengthen Fund:

Earthquake Strengthening Priority 1: Assessments

Work required to complete a detailed earthquake assessment.

Earthquake Strengthening Priority 2: Physical Works

Work required that would come from the detailed earthquake assessment required to ensure the building is safe and complies with earthquake regulations and standards

3.0 Fund Administration

- 3.1 The Fund is administered and reported on by the Community Grants & Projects Advisor, within the Community Facilities & Programmes Group.
- 3.2 The Property Assets Team have responsibility for:
- i. advising and assisting with technical building and related information for the completion of funding applications, and
 - ii. inspecting each applicant hall and providing comments on relevant matters to the Rural Halls Subcommittee for their consideration, and
 - iii. inspection of completed projects, and

- iv. where necessary, working with Hall management committees for prioritising the maintenance and upgrade of all rural halls in use by the community.

- 3.3 Any matters regarding the Building Act 2004, Subpart 6A-Special provisions for earthquake prone buildings are the responsibility of officers from Council's Regulatory Services Team.
- 3.4 Maintenance grants are funded from the \$20,000 annual allocation plus the Reserve Fund where priority projects exceed funds available. The reserve fund also provides up to \$500 per hall for the advice and assessment provided by the Property Assets Team.
- 3.5 All earthquake assessment/strengthening requests are funded from the \$30,000 annual allocation, and any carry forward of unused funds from this budget.

4.0 Eligibility for the Fund

- 4.1 The Rural Halls Maintenance Fund is designed to assist with building maintenance of halls in the rural and plains areas of the Hastings District. It does not cover ongoing operational costs or capital development.
- 4.2 To be eligible for the Fund, the applicant hall will be located within the rural and plains area and boundary of Hastings District, be a legal entity, have current insurance cover, and be for the benefit of the rural community and not private owners.

5.0 Requirements

- 5.1 The policy for funding is, as a general rule, that applications for more than \$500.00, a maximum of 50% of the project cost will be funded. It is expected that the applicant will fund the other 50%. This may include voluntary labour and donated materials.
- 5.2 In December 2016, the Hastings District Rural Community Board introduced the ability of the Rural Halls Subcommittee to consider a greater Council contribution than 50%, in particular relating to costs for detailed earthquake assessments and subsequent strengthening work.
- 5.3 For projects requesting less than \$500.00 as a maximum of 50% of the project cost, it is up to the discretion of the rural halls Subcommittee as to what portion of the monies will be granted.
- 5.4 Applications will need to include copies of quotes, and any receipts related to work as supporting documentation.

6.0 General information

- 6.1 Application forms will be posted to the Secretary of each Rural Hall in March each year, and are also available on the HDC website:

<http://www.hastingsdc.govt.nz/rural-halls-maintenance-fund>

- 6.2 Late applications will not be accepted.
- 6.3 It is important that each Hall secretary advises the Community Grants & Projects Advisor via the Hastings District Council Customer Service Team CustomerServiceTeam@hdc.govt.nz or 871 5000, of any change in contact details for the relevant Rural Hall, so that application forms can be sent to the correct contact person each year.
- 6.4 Applications for retrospective funding may be considered if the work carried out needed to be undertaken urgently and if there are funds available.

7.0 Application Process & Timeline

Date	Activity
March	Application forms sent out to Hall secretaries*
1 April	Funding round opens
31 May	Funding round closes
July-August	<ul style="list-style-type: none"> • Applications assessed • Applicant halls inspected by Property Assets team • Budget reconciled • Report prepared for Rural Halls Subcommittee
September	Rural Halls Subcommittee makes recommendations to Council on the allocation of the annual Rural Halls Maintenance funds (maintenance grants and earthquake strengthening/assessment grants)
October	Applicants advised of grant allocation
Within 12 months	Grant to be uplifted via invoice to HDC

*Hall secretaries are to advise HDC CustomerServiceTeam@hdc.govt.nz or 871 5000 of any change in contact details.