

Monday, 5 September 2022

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

## *Kaupapataka*

# Agenda

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*Te Rā Hui:*  
Meeting date: **Monday, 5 September 2022**

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*Te Wā:*  
Time: **1.30pm (Note later start time)**

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*Te Wāhi:*  
Venue: **Council Chamber  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings**

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

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

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**HASTINGS DISTRICT COUNCIL**  
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**TE KAUNIHERA Ā-ROHE O HERETAUNGA**

## Rural Halls Subcommittee – Terms of Reference

A Subcommittee of Council.

### Fields of Activity

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

- Reviewing applications for grants from the Rural Halls Community 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.

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Monday, 5 September 2022

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council**

**Rural Halls Subcommittee Meeting**

*Kaupapataka*

# Agenda

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*Nga mema o te Komiti  
Komiti*

**Subcommittee  
Members:**

*Heamana*

**Chair:** Nick Dawson

Marcus Buddo, Sue Maxwell and Jonathan Stockley

*Ngā KaiKaunihera*

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

Youth Council appointee: William Duncan

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*Tokamatua:*

**Quorum:**

4 members

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*Apiha Matua*

**Officer Responsible:**

Group Manager: Community Wellbeing & Services – Rebekah Dinwoodie

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*Te Rōpū Manapori me te  
Kāwanatanga*

**Democracy &  
Governance Services:**

Louise Stettner (Ext 5018)

## *Te Rārangi Take*

# Order of Business

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### **1.0 Apologies – *Ngā Whakapāhatanga***

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.

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### **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.

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### **3.0 Confirmation of Minutes – *Te Whakamana i Ngā Minitī***

Minutes of the Rural Halls Subcommittee Meeting held Monday 27 June 2022.  
(Previously circulated)

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### **4.0 Rural Halls Maintenance Fund 2022-2023**

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### **5.0 Minor Items – *Ngā Take Iti***

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### **6.0 Urgent Items – *Ngā Take Whakahihi***

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Monday, 5 September 2022

Item 4

*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council: Rural Halls Subcommittee Meeting**

*Te Rārangi Take*

# Report to Rural Halls Subcommittee

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**Nā:**  
**From: Kevin Carter, Community Grants and Partnerships Advisor**

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**Te Take:**  
**Subject: Rural Halls Maintenance Fund 2022-2023**

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## **1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga***

- 1.1 The purpose of this report is to obtain a decision from the Rural Halls Subcommittee on the allocation of the remaining funds to applicants to the Rural Halls Fund 2022.
- 1.2 The Rural Halls Subcommittee distributed \$35,661 to 3 groups at the June 2022 meeting, leaving 10 applications undecided and \$26,239 remaining to distribute.
- 1.3 The Subcommittee at the June 2022 meeting requested officers to come back with a recommendation to distribute the remaining funds.
- 1.4 This report contributes to the purpose of local government by primarily promoting social wellbeing and more specifically through the Council's strategic objective by ensuring that the District heritage is conserved for future generations.
- 1.5 This report concludes by recommending that specific grant allocations are made to eligible applicants to the Rural Halls Maintenance Fund 2022.

## **2.0 Recommendations - *Ngā Tūtohunga***

- A) That the Rural Halls Subcommittee receive the report titled Rural Halls Maintenance Fund 2022-2023 dated 5 September 2022.
- B) That the following grants be allocated from the 2022/2023 Rural Halls Fund:

	Hall	Project	Amount
01	Poukawa Hall	Towards Doors	\$2,000
06	Kererū Hall Society	Towards Bathroom	\$17,151
07	Clive Community Hall Inc	Repair water damage and lighting	\$3,252
09	Sherenden Hall Society	Gutter Guard	\$1,800
14	Matapiro District Recreation Society Inc	Maintenance - Towards Ramp	\$2,036
		Total	\$26,239.00

### 3.0 Background – *Te Horopaki*

- 3.1 Rural halls are important to the communities around them because they provide a venue for social and cultural events, and are a focal point or meeting place for the rural community. Council is responsible for 21 halls in the plains and rural district of Hastings, which must be for the benefit of the rural community.
- 3.2 The Rural Halls Fund has an annual allocation of \$50,000 (excluding GST) to be distributed as grants to rural halls of Hastings District. This is an annual funding round which normally opens in April each year, for allocation in the subsequent financial year.
- 3.3 The annual Rural Halls Fund budget is split in two sections:
  - \$20,000 for Council contribution to maintenance projects per year
  - \$30,000 for Council contribution to earthquake assessments and subsequent strengthening work per year
- 3.4 The Rural Halls Fund Policy 2017 outlines the administration of the fund.
- 3.5 The Rural Hall Subcommittee made an amendment to the Rural Halls Fund Policy in 2020, removing the need for the hall to have 50% funding. Halls have still been asked to outline how they are contributing to the overall costs, and this can be seen in their applications.
- 3.6 The Rural Halls Subcommittee will still favour applications that show the halls have made or attempted to make a financial contribution to the Hall.

### 4.0 Discussion – *Te Matapakitanga*

- 4.1 The 2022 Rural Halls Maintenance Fund opened on the 1<sup>st</sup> April and closed on the 30<sup>th</sup> April.
- 4.2 13 applications were received.
- 4.3 3 applications were approved in June 2022 (subsequently approved by Council on 4 August 2022).

	Hall	Project	Request	Approved
02	Tūtira community Hall	New septic system	\$17,861	\$17,861
03	Waikare & Districts sports club	Water Filtration System	\$6,300	\$6,300
13	The Pakowhai War Memorial Hall	Roof repairs	\$11,500	\$11,500

- 4.4 The remaining 10 applications are attached to the report (**Attachment 1**).
- 4.5 As per the Rural Halls Subcommittee recommendation the remaining 10 halls have all been visited and photographs of the projects have been taken. An Officer comment and recommendation is also with each application.
- 4.6 A officer from the Building Assets team has also reviewed the applications.
- 4.7 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:

**Priority 1:**

Work required for the maintenance or restoration of Health and Safety elements of the building. This includes work to the structure to maintain or improve strength to required standards, work to remove hazards such as unprotected falls, 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
- Maintenance of food preparation surfaces in kitchens

**Priority 2:**

Completion of detailed earthquake assessments, and subsequent strengthening work.

**Priority 3:**

Work required to maintain weather tightness and protect 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

**Priority 4:**

Work required to ablution areas and kitchens to maintain imperviousness of floor and walls to service areas. (Please note: Work to food preparation surfaces would be included in Priority 1)

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

**Priority 5:**

Work to maintain appearance in other spaces

- General flooring replacement
- General repainting and redecoration

4.8 The current Rural Halls Fund available budget is **\$26,239** and is made up as follows:

Rural Halls Fund Reserve Maintenance	\$56,000
Already committed:	-\$35,661
<b>TOTAL Available for Maintenance</b>	<b>\$20,339</b>
Rural Halls Fund Reserve Earthquake assessment and strengthening	\$75,900
Already committed:	-\$70,000
<b>TOTAL additional available from Earthquake</b>	<b>\$5,900</b>
<b>Total Available (*excluding GST)</b>	<b><u>\$26,239</u></b>

4.9 The two reserve funds build from carry-forwards of unused funds each funding round and can be used to fund projects which may have been delayed from previous funding rounds, or priority projects where the funding requested exceeds the annual available budget in any year.

4.10 \$70,000 from the earthquake assessment and strengthening budget reserve has been committed to the Detailed Seismic Assessments (DSA) of the following 6 halls:

Kaiwaka Hall	Pakowhai Hall	Tūtira Hall
Kererū Hall	Sherenden Hall	Matapiro Hall

4.11 This earthquake assessment project is the outcome of the Rural Halls Subcommittee resolution from the meeting on Monday, 9 September 2019, which was subsequently approved by Council at its meeting on 26 September 2019:

Councillor Kerr/Councillor Redstone

**C) That the current Rural Halls Fund earthquake assessment and strengthening budget (\$30,000) and the Rural Halls Fund reserve earthquake assessment and strengthening budget (\$30,000) be used to complete Earthquake Assessments on the halls recommended and prioritised by the Parks and Property Services Team, as per their report dated Monday 9 September 2019 (19/746).**

**With the reasons for this decision being that the objective of the decision will contribute to meeting the current and future needs of communities for good quality local infrastructure, i.e. Rural Halls.**

**CARRIED**

4.12 The final tender for the DSA came back at \$70,000 which is \$10,000 above the original \$60,000 estimate. This extra \$10,000 has also come from the Rural Halls Fund Reserve Earthquake assessment and strengthening.

4.13 The contract for the DSA is expected to start on or about Thursday, 1 September 2022 and it is anticipated completion will be on or before Wednesday, 1 March 2023.

4.14 If any buildings fall short of minimum %NBS (National Building Standard) recommendations of options for their remediation will be included in the final report. However, the DSAs will not include detailed engineering designs or cost estimates for strengthening work.

4.15 13 applications were received totalling **\$292,193.24** to the 2022 Rural Halls Maintenance Fund with a maintenance focus; three have already been approved.

4.16 As per the Rural Halls Subcommittee recommendation the remaining 10 halls have all been visited and photographs of the projects taken. An Officer comment and recommendation is also with each application as requested by the Subcommittee.



2022 Rural Halls Fund Applications (maintenance)						
	Hall	Project	Request	Approved	Officer Recommendation	
1	Poukawa Hall	Future Proofing (Doors and ZIP)	\$4,215		\$2,000	Towards doors
2	Tūtira community Hall	New septic system	\$17,861	\$17,861		
3	Waikare & Districts sports club	Water Filtration System	\$6,300	\$6,300		
4	Cape Coast Community Group	Replace fire doors	\$11,623		\$0	
5	Waimārama Maraetōtara Memorial Hall	Ablutions Upgrade	\$17,473		\$0	
6	Kererū Hall Society	Weatherproof and bathroom repairs	\$23,183.90		\$17,151	Towards bathroom
7	Clive Community Hall Inc	Repair water damage & rewire lighting	\$3,252.50		\$3,252	Total
8	Te Pōhue and Districts CCT	Kitchen Facility	\$50,000		\$0	
9	Sherenden Hall Society	Gutter Guard	\$1,800		\$1,800	Total
10	Raukawa Hall Incorporated Society	Floor Refurbishment	\$11,041		\$0	
11	Te Pōhue and Districts CCT	Disability Facilities	\$120,000		\$0	
13	The Pakowhai War Memorial Board INC	Roof repairs	\$11,500	\$11,500		
14	Matapiro District Recreation Society Inc	Maintenance	\$13,943.72		\$2,036	Towards ramp
TOTAL:			\$292,193	\$35,661	\$26,239	

- 4.17 No applications were received to the 2022 Rural Halls Fund with an earthquake assessment and strengthening focus. \$70,000 from the earthquake assessment and strengthening budget reserve has been committed to the Detailed Seismic Assessments of 6 halls.

2022 Rural Halls Fund Applications (earthquake)			
	Hall	Project	Request
			\$0.00
TOTAL			\$0.00

- 4.18 Since 2020 the following halls were successful in Funding:

2020 successful (PGF) applicants			
1	Waikare & Districts sports club Incorporated	Roof Repairs	\$84,663
2	Kererū Hall Society	Flooring	\$11,280
3	Cape Coast Community Group (Te Awanga)	Flooring	\$2,908
4	Kaiwaka Public Hall Board	Painting	\$4,246
5	Poukawa Hall Committee	Hall upgrade	\$34,400
6	Matapiro District Recreation Society	Roof	\$18,963
7	Maraekākaho Hall	Electric and upgrade	\$132,489
2020 successful applicants			
1	Patoka Memorial Hall	Bathroom refurbishment	\$3,750.00
2	Tūtira community Hall	Re piling	\$64,124.00
3	Twyford Raupare Recreation Hall	Hall upgrades	\$39,626.76
4	Kererū Hall Society	Upgrading the electricity	\$4,241.28
5	Sherenden Hall Society Inc	Rainwater and gutters project	\$7,000.00
6	St Therese Hall Whakatū Trust	General Hall Maintenance	\$1,300.00
2021 successful applicants			
1	Kererū Hall Society	Roof repairs	\$8,619.11
2	Waimārama Maraetotara Memorial Hall	Amenities upgrade	\$6,427.66
3	Maraekākaho Church Hall Trust	External repairs & maintenance	\$7,671.35

## 5.0 Options – *Ngā Kōwhiringa*

### 5.1 Option One - Recommended Option - *Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga*

5.1.1 Option One is for the committee to agree with the officer recommendations and fund the additional 5 applications, this is the preferred option because these projects will progress the maintenance that is required to enable continued use of these halls.

5.1.2 This option would be funded using the whole of the maintenance budget with the remaining amount coming from the earthquake assessment and strengthening reserve.

### 5.2 Option Two – Status Quo - *Te Kōwhiringa Tuarua – Te Āhuatanga o nāiane*

Option Two is to not fund any applications to the 2022/23 Rural Halls Fund.

### 5.3 Option Three – *Te Kōwhiringa Tuaturu*

Option Three is to fund some or another combination of the applications to the 2022/23 Rural Halls Fund. Each application is an individual application, any combination of applications can be accepted.

## 6.0 Next steps – *Te Anga Whakamua*

6.1 If approved a funding agreement will be drawn up between each of the groups and Council outlining the roles and responsibilities of each party.

6.2 Upon receiving the signed funding agreement and invoice from the group, payment will be made in line with the Council's finance policy.

6.3 At the end of the project the group is required to submit an accountability report to ensure the funds were spent correctly as per their funding agreement.

### Attachments:

1⇒	Rural Halls Maintenance Fund 2022 2 Report	COP-01-9-9-22-2	Under Separate Cover
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## Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

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### 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.

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

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### Māori Impact Statement - *Te Tauākī Kaupapa Māori*

There are no known impacts for Tangata Whenua.

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### **Sustainability - *Te Toitūtanga***

N/A

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### **Financial considerations - *Ngā Whakaarohanga Ahumoni***

This has been budgeted for and allocations are within budget.

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### **Significance and Engagement - *Te Hiranga me te Tūhonotanga***

The matters within this report do not trigger the thresholds within Council's significance policy.

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

Internal engagement with the Building and Property Services Team.

There has been no external engagement, although this funding is open to all Halls and has been advertised publicly.

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### **Risks**

There are no risks linked to this report.

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### **Rural Community Board – *Te Poari Tuawhenua-ā-Hāpori***

This report is for the Rural Halls Subcommittee, which includes members of the Rural Community Board.

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