

# Hall Management Policy

*Original Policy: SP & P - Clause 00/3 – 1/2/00*

*Policy updated/reconfirmed: SP & P – clause 02/123 – 18 July 02*

*Policy reviewed: Council – January 2009*

## Policy

### Introduction

This policy outlines Council's ongoing commitment to community halls in the Manawatu district.

Hall committees will continue to have an active role in maintaining and promoting their district hall. Council's commitment to an individual hall will depend on its use and the community's support and involvement.

The Manawatu district has twenty-nine (29) halls (not including the Feilding Civic Centre and Te Kawanu Recreation Complex<sup>18</sup>) with nineteen (19) halls vested in the Manawatu District Council and ten (10) halls community owned<sup>19</sup>.

Most halls have a hall committee that, in partnership with the Council, manages the hall. Council acknowledges that volunteer community input is essential to the maintenance and administration of district halls.

The aims of the policy are to:

- Create a consistency of approach to all district halls, whether Council or community owned
- Clearly identify responsibilities for Council and hall committees
- Create and maintain clear, open communication channels
- Increase community ownership of district halls
- Help identify the future viability of existing halls

### Background

Council's administration regime for halls has evolved since amalgamation in 1989. The policy was originally adopted in February 2000, and has recently been reviewed.

### Consultation

In 1998/99, Council undertook a major consultation exercise with hall committees to update information on district halls, determine the level of usage and the level of community interest in retaining community halls.

Hall committees identified a number of common threads:

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<sup>18</sup> The Feilding Civic Centre and Te Kawanu Recreation Complex are regarded as regional facilities and are not included within the scope of this policy.

<sup>19</sup> For hall listing, see Appendix One

- 1 There exists a “social responsibility” for Council to help the provision of community halls in district communities
- 2 Council should treat all halls (vested in Council or not) consistently
- 3 Council and communities needed to acknowledge that greater mobility has changed the role and need for some halls
- 4 There is general feeling amongst most hall committees that if a hall is not being used it should be closed
- 5 Most communities still wish to retain their halls. If any hall is deemed “not viable”, it should be a community decision, rather than a Council decision to close the hall
- 6 Council should facilitate an informal meeting of hall committee representatives once a year to share information
- 7 Volunteer community input is a key component to hall maintenance
- 8 Council should pay rates, insurance, fire evacuation requirements and up to a set level of general maintenance
- 9 Hall committees should apply for capital expenditure projects through the annual plan process
- 10 Most hall committees prefer to retain all income. An annual report detailing revenue, usage and other relevant information should be submitted to Council during the year
- 11 Hall committees should set their own rentals and charges
- 12 Hall committees should use their own initiative to fundraise from other sources (eg Eastern and Central, Lotteries, Community Sport Fund)

### **Future Impacts**

A constantly changing society has meant changing needs for some district facilities. Greater mobility, changes in population and changing leisure needs has had significant impacts on some district communities.

The following factors could impact on the future of district halls:

- Changes in population (eg rural depopulation) and population age structure
- Increased mobility
- Changing demands for leisure facilities
- Availability of volunteer input
- Community pride and desire to retain local halls

- Development of new facilities at key locations in some rural communities (eg schools)
- Centralisation of key leisure facilities to major centres
- Development of Palmerston North leisure resources
- Closure of rural schools
- Continued commitment by Council to involvement

### **Structure**

The policy is divided into five sections:

- Rationale
- Eligibility
- Funding
- Revenue
- Communication and administration

### **Rational**

#### **The Path to Tomorrow**

Council's Strategic Plan, The Path to Tomorrow, was reviewed during 2000. The plan outlines a community vision of Sustained Growth – Healthy Environment – Community Wellbeing. Council's provision and assistance of district halls is helping to meet the 'Community Well-being' component of the Community Vision through providing facilities that enable communities to meet together. Local halls and recreation complexes are part of the Leisure Resources significant activity. The Overall Goals for this activity are:

To help meet the leisure needs of Manawatu district communities by:

- Maintaining existing leisure resources of the district
- Promoting healthy lifestyles across the district
- Helping maintain and develop active and passive leisure resources according to community need and resources
- Recognising changing active and passive leisure trends and where appropriate providing future leisure opportunities
- Working in partnership with other agencies for the use and provision of district and regional leisure resources

- Advancing Maori culture and language in the district's leisure resources where appropriate (*Note: Overall goals apply to all Leisure Resources functions*)

A number of specific objectives are noted for local halls and recreation complexes:

- Policy
  - Implement the Manawatu district Hall Management Policy and review every five years
- Capital and Future Development
  - Review Feilding recreational facilities including the Feilding Community Centre and Feilding Civic Centre in 2000/2001
  - Implement favoured development option(s) for the Feilding Recreational facility review between 2000-2005
- Service Delivery
  - Efficiently and cost effectively manage district halls, including the Feilding Civic Centre and Te Kawau Memorial Recreation Centre

### **Reasons for involvement**

As part of the development of The Path to Tomorrow, Council has identified reasons for being involved with local halls. These include:

- Public expectation for provision of services
- Provision of assets to enhance the social fabric and physical health of district communities
- Provision of services and facilities to meet people's leisure and recreation needs
- Collective provision of services and facilities more viable than individual provision

While accepting the above reasons for involvement, Council expects local communities to take some responsibility for the ongoing management and maintenance of their halls.

### **MDC Funding Policy**

Council's funding policy sets out who should pay and how for Council services. For local halls and recreation complexes, it is currently:

- 80% funded through a district-wide Uniform Annual General Charge
- 20% funded by fees and charges

### **Eligibility**

Halls should remain as community assets, with ongoing availability to the community. This policy will apply to all halls, provided there is certainty of ongoing community involvement.

Different ownership structures mean that the following conditions will apply to halls listed in **Appendix One, Part B**:

- For all halls that are community owned:
  - That any 'winding up' clause in a hall's Incorporated Society documentation or similar founding document states that the hall will either be vested in Council or a community non-profit organisation as approved by Council.
- For halls that are community owned and located on Education Ministry land:
  - That the Supplementary Property Occupancy Documents between the School Board of Trustees and the Ministry of Education include the following wording:
  - That the hall remains the Property of the "xxx" Hall Management Committee
  - That in the event that the Ministry of Education decides to dispose of the land on which the Hall is sited, the Ministry of Education will consult with the "xxx" Hall Management Committee and Manawatu District Council"

## **Funding**

### **Council Responsibilities**

The Manawatu District Council will fund eligible district halls for:

- Rates  
  
Annual Manawatu District Council and horizons.mw rates.
- Insurance  
  
Council will pay building insurance premiums for district halls under the following policy:
  - Replacement value – applied in the event a hall is destroyed/damaged by fire or anything else except earthquake.
  - Indemnity value – applied in the event a hall is destroyed/damaged by earthquake.

Halls will be required to:

- Be part of the Manawatu District Council insurance schedule to be eligible for this funding.
- Provide a signed statement to transfer to Council any payout funds in the event of a hall committee decision not to rebuild.

Council's insurance policy also covers contents essential to a hall (eg light fittings, floor coverings, tables, stoves, fridges, fixed chattels). Contents that are not essential to a hall or used by community groups (eg pianos, other furniture, memorabilia and sporting equipment) are not covered by Council's insurance policy.

- Fire evacuation

Costs associated with meeting the initial requirements of the Fire Safety and Evacuation of Building Regulations 1992 will be funded. These include initial installation of fire alarms and emergency lights, fire evacuation plans (including capacity assessment) and some ongoing monitoring costs.

- Public toilet cleaning costs

Council will fund toilet-cleaning costs for halls that provide public toilet facilities (ie Apiti, Cheltenham, Kimbolton, Rangiwahia).

- Long-term maintenance

Council will have a fund available for long-term maintenance projects associated with district halls. Health and safety projects will be considered a priority. Examples of long-term maintenance include exterior repainting, re-roofing, recladding, major interior work\* and building alterations.

(\*Major interior work refers to work such as rewirings, benchtop replacement, flooring and wall linings)

Long-term maintenance projects to be funded will be determined from a three-year work programme submitted by the hall committee. A schedule of projects will be updated and prioritised annually by Council staff and submitted as part of the Annual Plan process. Hall committees will be informed of the current and future projects planned for their hall.

Hall committees will be able to submit to the Annual Plan process for extra grants for any other projects or major hall renovations.

- Short-term maintenance

Hall committees will be required to fund short-term maintenance needs from their own resources (refer 3.2. below). However, Council will maintain a short-term maintenance fund that will be available to hall committees in the event that they cannot afford to meet their maintenance needs (note: from 2004/05, this fund has been budgeted at \$5,000 annually).

Hall committees applying to this fund will need to show that:

- 1 All available resources retained by halls have been used
- 2 The hall fees structure can be justified
- 3 There is community justification for a hall to remain on the site
- 4 The level of volunteer support for their hall

Maintenance to meet health and safety requirements will be considered as first priority.

### **Hall Committee Responsibilities**

All halls will be responsible for:

- Short-term maintenance

This refers to all maintenance that is required for the day-to-day use of the hall, and includes items such as leaking taps, broken windows and minor repairs. Minor interior maintenance is the responsibility of the hall committee.

- **All other operating costs**

These include other operating costs used to maintain the current operation of the hall. Some examples include electricity, cleaning (where it is not associated with public toilets); salaries and wages (where it is not associated with public toilets); water purchases and other general expenses. Some halls contain valuable memorabilia that it is the hall committee's responsibility to protect and maintain.

## **Revenue**

Halls will be required to retain and manage all of their own revenue. This will cover short-term maintenance and other operating costs previously funded by Council.

Hall committees will set all rental fees for halls and hall equipment.

## **Communication and Administration**

### **Communication**

- **Hall committees to Council**

All hall committees will be required to provide an 'Annual Report' to Council (Council will provide a template to record information). This will detail information on:

- Three-year long-term maintenance programme
- Annual revenue and expenses (verified, but not audited)
- Usage
- Rental fees
- Assessed level of volunteer input
- Any other relevant information

The financial report should be verified by an independent person and some system should be in place to ensure money coming in and going out is recorded (eg bank account, cashbook). Ideally, it should be submitted for the financial year from 1 July to 30 June (this is not necessary for halls who currently report outside this period).

Hall committees also have the opportunity to:

- 1 Submit to the Annual Plan process; and
- 2 Maintain contact with Council staff regarding queries and needs

- **Council to hall committees**

Council will maintain contact with hall committees by:

- An annual meeting hosted by Council with hall committees
- Correspondence relating to long-term maintenance projects and other items
- Annual Plan process

In the event that a hall is unable to meet this policy, Council will activate discussions with the committee and/or the community before taking action on the future of the hall.

### **Administration**

Council will continue to be involved with district halls and meet financial needs as set out in this policy.

### **Hall committees will be responsible for:**

- Short-term maintenance – arranging and paying for
- Other operating expenses
- Bookings
- Committee meetings as required
- Ongoing communication with Council
- Producing an 'Annual Report' to Council

### **Volunteer support**

Council recognises that volunteer support is a major component of maintaining district halls. As part of each hall's 'Annual Report', an assessment of volunteer input will be required based on the approximate number of hours spent on:

- Administration
- Cleaning
- Ordinary maintenance/caretaking
- Projects/working bees

Council will use this to help assess:

- Requests from the short-term maintenance fund
- The usage, support for and ongoing viability of the hall

### **Contacts**

Points of contact at Manawatu District Council (phone 06-323-0000) are:

- Property Officer – Mr. Peter Willoughby – first contact for all hall queries, including requests for long and short-term maintenance
- Community Services Manager – Miss Lorraine Vincent



**Part A: Halls Vested in Council (list updated 22.9.08)**

- Apiti
- Beaconsfield
- Cheltenham
- Colyton
- Halcombe
- Himatangi Beach
- Kimbolton
- Kiwitea
- Ohakea
- Oroua Downs
- Pohangina
- Rangiotu
- Rangiwahia
- Sanson
- Stanway
- Waituna West

**Part B: Halls Community Owned**

- Awahuri
- Glen Oroua
- Kairanga
- Longburn
- Newbury
- Tangimoana

**Halls that are Community Owned and Located on Education Ministry Land**

- Kopane
- Mt Biggs
- Te Arakura/Taonui