Far North District Council
Te Kaunihera o Tai Tokerau ki te Raki

www.fndc.govt.nz
Memorial Ave, Kaikohe 0440
Private Bag 752, Kaikohe 0440

askus@fndc.govt.nz
Phone 0800 920 029

Community Halls Policy

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Background

Each Community Board has delegated responsibility for community buildings that provide a space for social interaction. These facilities (hereafter referred to as 'halls') may be used for leisure, arts, cultural, educational, sporting and other community activities. They may accommodate community groups and organisations.

The policy gives effect to the **Far North District Council - Halls and Facilities Strategy 2015**. It provides additional guidance on the management of community halls either owned by the Council or situated on Council land.

As at May 2016, there were 16 Council owned halls on Council land, 4 Council owned halls on Crown land and 2 community owned halls on Council land. See Appendix 1 for a schedule of facilities.

Objective

A network of fit for purpose affordable community facilities that connect and support resilient, healthy and vibrant communities.

Policies

1. Ensure that communities' current and future needs for halls or similar facilities are met.

    a. Council aims to have a network of community venues across the district so people can meet and participate in the life of their communities. The network consists of both Council and non-Council owned facilities. It is important that the community has access to a variety of spaces and venues. Who owns those facilities is secondary to their existence and function.

    b. Halls will not be acquired unless it can be demonstrated that they are fit for purpose, with affordable facilities to meet current and projected community needs.

2. Ensure that communities take active roles in facilitating the provision of an appropriate number of accessible, safe and well maintained facilities.

    a. Community Boards support communities in achieving their goals for facilities by providing expertise, supporting establishment of a Community Trust, and, if appropriate, contributing funds. Ownership of new facilities may remain with the community, usually managed by a community not-for-profit entity.

    b. Council will actively encourage and support organisations to provide community access to existing venues, such as school halls and church meeting spaces.

    c. Council will consider innovative types of facilities in response to diverse community needs and to changing trends in community and leisure activities. These could include multi-purpose facilities and facilities as part of commercial, retail, or residential developments.

3. Adopt preferred frameworks for the Council's involvement in community halls and for partnership arrangements.

    a. The Council leases land, buildings, or land and buildings to community groups for a wide range of activities. It may transfer ownership of a hall to a community not-for-profit organisation where the community wants to take a greater role.

    b. Council has a partnership approach to community facilities consistent with the Community Grant Policy .

c. If Council is building a new facility or developing an existing facility, it will actively seek opportunities to do so in partnership with other organisations, such as schools or churches.

d. Where no community organisation or committee can be formed within the community, the facility may be managed by the Community Board (or by the Council in exceptional instances, such as the Kaikohe Memorial Hall).

e. Community Boards, through consultation with their community, may retain ownership and have a Hall Committee under delegated authority to oversee the hall's operation.

4. Encourage and enhance the capability of communities to improve their facilities.

   a. The Council will consider community-empowered management and community-led divestment.

   b. Communities will be encouraged to upgrade halls by their own resources, including through seeking external funding and voluntary work.

Procedures for Hall Committees

1. When Community Boards have a Hall Committee under delegated authority to oversee the hall's operation, the following procedures will apply:

   a. The Committee will have a minimum of 5 elected members. In addition, a Community Board Member will be seconded to the committee to provide a liaison and advisory role, but shall not hold an office on the Committee.

   b. The Committee will hold an Annual General Meeting every 12 months; this meeting must be publicly notified. Elections will take place at the Annual General Meeting. As Council's financial year starts in July, this is the suggested month for elections.

   c. The Committee will produce annual audited accounts and statistical information on the usage of the hall, income received and any investments made in the hall.

   d. The Committee is responsible for all bookings, fee collections and resolving any operational issues.

   e. The Committee is responsible for all operational expenditure, including water, pan charges, power, phone, and cleaning.

   f. Public halls owned by Council are non-rateable, except for water and sewerage charges.

   g. The Committee is responsible for internal maintenance, refurbishments, and purchase of replacement equipment, but not for building renewals.

   h. The Committee is responsible for insurance of the hall committee's chattels, such as chairs, tables, and crockery. Council will insure the facility, which will include fixtures such as stoves and zip water heaters.

   i. Where fee income does not meet expenses, an approach can be made through the Community Board for a one-off grant or for the Community Board to fund a specific shortfall each financial year. The Committee's Community Board Member will advise if fees may need to be increased or if a hall may no longer meet the community's needs.

The table below gives a summary of the relative responsibilities of Council, Community Board and Hall Committee:

Council Responsibility	Community Board Responsibility	Hall Committee Responsibility
Asset management	Governance	Operation
Delegations	Appointment of Committee Advisor	AGM & appointment of Committee and Officers
Renewals and upgrades planning and delivery	Reporting of income, expenditure & usage	Bookings management
To maintain the external building envelope		Internal maintenance of building and equipment
Water & wastewater infrastructure provision and maintenance		Replacement of internal equipment
Insurance payments		Water & wastewater rates
Car park & grounds control, maintenance and upgrades		Services & utilities payments
Fences control, maintenance and upgrades		Cleaning