

**CHERRY PARK HOUSE  
MANAGEMENT COMMITTEE REPORT TO  
BAY OF ISLANDS WHANGAROA COMMUNITY BOARD  
November 2021.**

**INTRODUCTION**

Cherry Park House was bequeathed to the Bay of Islands County Council in the mid 1980's. The control of the house was delegated to the Kerikeri Community Council. Cherry Park House is located at 160 Landing Road; the house itself has a floor area of 310sq metres, and is situated on 9,141 sq. metre [2.2 acres] section which is officially described as Pt Lot 2 DP 37646 – RESERVE. It has a capital value of \$244,000. Whereas this may seem low it has to be remembered that the land is subject to flooding and its uses are therefore limited.

The purpose of Cherry Park House is

*“to provide a venue for the furtherance and culture of Arts and crafts and associated interests, for the residents of Kerikeri and immediate environs. To this end facilities are provided for the holding of meetings, symposiums, workshops, displays and exhibitions relating to the interests of the user tenants.”\**

The day to day administration of the house was delegated by the Community Council to a Management Committee which was to be made up of

*“a representative of each tenant group and two members of the Community Council.”*

A copy of what is believed to be the original Constitution and Rules of the house is attached as Appendix One to this letter.

The house is now also used by the Croquet Club as its club rooms, an arrangement agreed by the Council and the Croquet Club at some stage in the past

**THE CURRENT POSITION.**

Cherry Park House has now been operating for close to 40 years since its establishment as an Arts Centre in the mid-1980s. There are 21 groups regularly using the facilities, a variety of one off users, and over 200 people using the facility on a regular basis.

During the past 40 years there have been changes to its operation and management. The facility is now owned by the Far North District Council, the control is now vested in the Bay of Islands Community Board. The Community Board has in turn delegated the management of the facility to the Cherry Park House Management Committee.

The Management Committee is now elected at an annual general meeting each year. One additional member of the Management Committee is appointed by the Bay of Islands Community Board.

**CURRENT ISSUES**

**The constitution and management.**

For some time there have been concerns expressed by Management Committee members as to the appropriate management and control of the property, its rules, its modus operandi, and responsibilities in respect of the property. At the 2018 Annual Meeting a new constitution was adopted. A copy of this constitution is attached as Appendix Two to this letter.

There is now some doubt as to the validity of the new constitution. It has been suggested that the new constitution should have been approved by Council before it could come into effect. That aside, the FNDC has in place a policy for halls. This is set out in Appendix Three to this letter. The policy is clear on the role of Council, Community Boards, and Hall Management Committees in the management and running of community halls. Cherry Park House is listed on the FNDC website as a hall. This would suggest that Cherry Park House does not need a constitution.

### **Procedures for Hall Committees**

The Council policy provides that 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

In general it would seem the policies are being followed by the Management Committee.

### **Health and Safety - Legal liability**

It is noted that the Council Policy in respect of Halls is silent on the question of Health and Safety. This is an issue for the Management Committee and centres on legal liability. As will be discussed later in this report there are a number of issues with Cherry Park House that have significant health and safety implications. Concern has been raised by Management Committee members as to their potential liability in the event of serious injury to any person using the House. Logic suggests that in terms of the respective roles of the Council, the Community Board, and the Management Committee as set out in the Policy, the responsibilities could be as follows :-

- a. The safety of the building itself in a generic sense, - Council

- b. Health and safety aspects relating to activities being carried out, - The Management Committee

The Committee would appreciate the Council clearly spelling out the responsibility(ies) the members of the Management Committee may, or may not, have in this respect.

#### **Building Warrant of Fitness.**

A secondary consideration in respect of the health and safety considerations is the question of a building Warrant of Fitness.

Building owners are required to issue a Building Warrant of Fitness once a year. The following requirements are set out on the FNDC website:-

A Building Warrant of Fitness (BWOFF) is a certificate issued by the building owner confirming that all of the specified systems contained within the building have been inspected and maintained and are performing in accordance with the compliance schedule. A BWOFF verifies that the inspection, maintenance and reporting procedures for all the specified systems within a building have been carried out in accordance with the compliance schedule for the previous 12 months.

Issuing of the BWOFF certificate is the owner's responsibility; this document must be issued annually. The owner is required to display a copy of the BWOFF certificate in a visible location in the building where it can be seen and to which the public have access.

The building owner's responsibilities are clear, whether or not the building is tenanted. A building owner may delegate his / her responsibility to a tenant. This does not alleviate the owner from liability if the tenant fails to fulfil obligations. A building owner or anyone acting on the building owner's behalf in signing a BWOFF may be liable if they make a false or misleading statement in the BWOFF.

The Management Committee would appreciate Council clarification of the status of Cherry Park House in this respect, and clarification on any responsibilities the Committee or Council may have in this respect. In this context it is understood that Council has available a contractor who undertakes property inspections and provides reports on building warrant of fitness issues. This could be a first step in resolving this issue.

#### **SPECIFIC REPAIRS, MAINTENANCE, HEALTH AND SAFETY ISSUES.**

The Management Committee notes the following issues of concern:-

##### **The kiln room**

The kiln is located on the lower floor of the house. Access is by way of a steep and narrow staircase. This is not good for people with reduced mobility. The kiln reaches temperatures up to 1300 degrees. It has been installed by a registered electrician and the construction of the kiln means it poses no fire risk. The committee has also had the kiln inspected by the Fire Service and they have advised that they were satisfied that everything was in order. However, heat and fumes from firings do affect the windows – heat and fumes have affected the opacity of the kiln room windows – and the air quality within Cherry Park House while the kiln is operating. It is the view of the committee that there is a need for an adequate ventilation system for when the kiln is in operation.

Whereas the kiln itself seems not to pose a fire risk, in the event of fire in the building which prevented exit via the staircase the only exit from the kiln room would involve climbing out a window and walking up a set of steps.

An added issue is the fact that the kiln room is below ground level.

This raises a flooding issue. There has been flooding in the area in the past resulting in the loss of a kiln and other equipment. The risk of flooding has been mitigated in the past with an outside pump installed in the moat. The problem has been accentuated by the theft of the pump. The Committee has purchased a portable pump from its own resources but this is not an ideal situation however as it requires committee members to monitor the weather and if needed go to the property to activate the pump.

#### **Hot water facilities**

The hot water system was gas. However the gas califont has been stolen. This was apparently reported to Council when the theft occurred about two to three years ago. Since then the only source of hot water is a zip in the kitchen. The committee has obtained quotes to replace the stolen hot water system, and has spoken to Andrew Cassell from FNDC in this regard. The Management Committee would like to discuss this matter with Council with a view to ensuring a good supply of hot water.

#### **Access**

The Management Committee has concerns over access to the building.

Access from the car park on the road frontage is by way of a set of steps. There have been two known recent cases of a person slipping and falling on these steps. One of those incidents requiring ambulance attendance.

The entry from the rear of the building, not the street frontage, is via a path from the carpark around the side of the building and up a ramp. There have been issues around a 'trip' hazard in this doorway. Some work has been undertaken by Council on this hazard, but there are remaining issues and it is suggested that a ramp inside this door is also required.

#### **SUMMARY**

The Management Committee would appreciate the assistance of the Community Board in clarifying and resolving the issues raised above. The chair and other members of the Management Committee would be happy to attend a Board meeting to further discuss issues raised in this report.

**For and on behalf of the Cherry Park Management Committee;**

**Richard Lawty**  
**Chair**  
**Cherry Park House Management Committee**

**Frank Owen**  
**Board appointee**  
**Cherry Park House Management Committee**

## APPENDIX ONE

FIREFOX

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copy of C&F  
from 1984-1986 Index  
unrecorded.

CONSTITUTION & RULES OF CHERRY PARK HOUSE  
KERIKERI

<u>NAME</u>	The Name of the Building shall be CHERRY PARK HOUSE.
<u>LOCATION</u>	The location is on Landing Road on the Northern side of the road, and immediately opposite the Boat Launching Ramp, bounded by the Waipapa River.
<u>DESCRIPTION</u>	The legal description of the Property is Part Lot 2 DP 37646.
<u>OWNER</u>	The property and house thereon are owned by the Bay of Islands County Council.
<u>CONTROL</u>	Control is vested in the Kerikeri Community Council.
<u>ADMINISTRATION</u>	The Day by Day Administration is managed by a Committee comprised of: 1 Representative of each Tenant Group. 2 Members of the Community Council. This Committee is hereafter referred to as 'The Administrative Committee'.
<u>PURPOSE</u>	The purpose of the Cherry Park House is to provide a venue for the furtherance and culture of Arts and Crafts and associated interests, for the residents of Kerikeri and immediate environs. To this end facilities are provided for the holding of Meetings, Symposiums, Workshops, Displays and Exhibitions relating to the interests of the User Tenants.
<u>MAINTENANCE AND/OR IMPROVEMENTS</u>	to the Grounds of the Park are the responsibility and under the control of the Kerikeri Community Council, and will be maintained in similar manner to other Parks and Reserves.
<u>MAINTENANCE OF AND/OR IMPROVEMENTS</u>	to the House will be the responsibility and liability of the Administrative Committee, and it will be maintained in good order and condition internally and externally at all times.
<u>CHARGES</u>	Annual charges for Rates, Water, Insurance for the House and Contents (excluding plant and equipment belonging to the Tenants) will be met by the Bay of Islands County Council. The Administrative Committee shall meet charges for Power and ensure that all User Tenants carry their own Insurance Cover for their Plant and Equipment.
<u>THE ADMINISTRATIVE COMMITTEE</u>	shall comprise one Nominated Representative from each User Tenant, Two Community Council Representatives.
<u>EXECUTIVE</u>	The Executive Members of the Committee shall be 3, Chairman, Secretary, Treasurer, and shall be appointed at A.C.M. as non voting Executive members.

INELIGIBILITY The Two Community Council Representatives shall not hold office.

ANNUAL GENERAL MEETING The date of the ANNUAL GENERAL MEETING shall be set as close as possible to the 22nd day of May.

MEETINGS FREQUENCY Normal Administrative Meeting shall be held at monthly intervals, on a regular basis, the dates to be decided upon by the newly elected Committee at the A.G.M. always providing that these dates may be changed during the year by a majority vote of Members.

DUTIES OF EXECUTIVE OFFICERS

The CHAIRPERSON will preside over Meetings of the Administrative Committee and will conduct the business in accordance with the STANDING ORDERS FOR THE CONDUCT OF MEETINGS OF CHERRY PARK HOUSE ADMINISTRATIVE COMMITTEE, a copy of which is appended. He/She will also prepare an Annual Report for presentation at the A.G.M.

The SECRETARY will

1. In consultation with the CHAIRPERSON prepare an agenda for each meeting.
2. Keep the Chairperson fully informed of all Correspondence pertaining to the Committee.
3. Ensure that all members are advised of the dates and times of the Meetings.
4. Keep Minutes of all Meetings of the Committee, and either dispatch a copy of the Minutes to all Members, or remind them of any action they are required to undertake.
5. The preparation of the Annual Report, although the Chairman's responsibility, will require the assistance of the Secretary.
6. Maintain an Inventory of all Furniture, Fixtures and Fittings which are the property of Cherry Park House, showing also the date of purchase or acquisition, and the value.

TREASURER The Treasurer's Duties include:

1. Keeping up-to-date record of all Financial Transactions of the Committee, and to ensure that an Auditor is appointed to make an Annual audit of the Committee's books and accounts.
2. Prepare a financial report, which includes the annual accounts of the Committee, to be presented to the Annual General Meeting.

USER TENANTS

Each Group, Club, Society, etc availing themselves of the use of Cherry Park House for the furtherance of their interests, shall be known as a USER TENANT, and shall pay an Annual Charge, set from time to time by the Administrative Committee, to the Administrative Committee Treasurer, not later than the date advised. A User Tenant shall be defined as a group of people sharing common interests who have formed a named organisation, and have elected a steering Committee.



REPRESENTATION Each User Tenant shall be required to nominate one of its members (preferably an Executive Member) for inclusion on the Administrative Committee, such member to have full voting rights and powers in the Management of Cherry Park House, and to liaise directly with, and act as voice of, their specific Group. In addition, the User Tenant Representative may be accompanied by ONE other member of their Group as OBSERVER. Such a member may be invited to speak on issues but does not possess voting rights. In the event of the Nominated Representative being unable to attend any Meeting due to illness or absenteeism, then the User Tenant may nominate a substitute representative with voting rights, for that specific Meeting.

KEYS Each User Tenant will be provided with a key to Cherry Park House and will be responsible for the issue and control of their Key.

## **APPENDIX TWO**

### **CONSTITUTION OF THE CHERRY PARK HOUSE MANAGEMENT COMMITTEE , KERIKERI. (July 2018)**

#### **Contents:**

1. Description
2. Cherry Park House Management Charter
3. Definitions
4. Committee
5. Committee Meetings
6. Role of the Committee
7. Annual General Meetings
8. Special General Meetings
9. Conduct of the Meetings
10. Altering the Constitution
11. Money and other Property
12. Finances
13. Winding Up

#### **1. Description:**

- 1.1 The name of the building shall be CHERRY PARK HOUSE
- 1.2 The location is 160 Landing Road, Kerikeri, 0230.
- 1.3 The legal description of the property is Part Lot 2 DP 37646.
- 1.4 The property and House is owned by the FAR NORTH DISTRICT COUNCIL.
- 1.5 Control is vested in the BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD
- 1.6 The community board has delegated the authority to oversee the house's operation to the CHERRY PARK HOUSE MANAGEMENT COMMITTEE on behalf of the Far North District Council.

#### **2. Cherry Park House Charter:**

Cherry Park House is a learning and meeting facility, established as a venue to provide educational and activity programmes, for people with a wish to enlarge their horizons and to share with others.

The purpose of the CHERRY PARK HOUSE is to provide a venue for the furtherance and culture of Arts and Crafts and Associated interests, for the residents of Kerikeri and immediate environs.

To this end, facilities are provided for the holding of Meetings, Symposiums, Workshops, Displays and Exhibitions relating to the interests of the community.



### 3. Definitions:

**3.1** The end of the financial year is 31<sup>st</sup> MARCH.

**3.2** A business meeting is a Committee, Annual General or Special General meeting of CHERRY PARK HOUSE MANAGEMENT COMMITTEE at which formal business is conducted that may require a vote.

**3.3** For any of the voting entitlements at an AGM or Special General Meeting a member is defined as anyone who is a resident of Kerikeri or its immediate environs.

**3.4** Majority vote means a vote made by more than half of the members who are present at the meeting and entitled to vote.

**3.5** Written notice means any communication by post, electronic means (including email and website posting), and must include an advertisement in local periodical when notifying members about the AGM.

### 4.0 Management Committee

**4.1** The management of the operation of Cherry Park House shall be vested in a committee consisting of no less than 5 (five) or more than 7 (seven) members, all of whom shall be elected annually.

**4.2** The Officers of the Cherry Park House Management Committee shall be the Chair, the Secretary, and the Treasurer.

The officers shall be appointed from the elected members of the committee by a unanimous vote of that committee.

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, but has voting rights.

**4.3** The appointed Chair shall hold that office for no more than four (4) consecutive years, and all members of the committee shall serve for no more than six (6) consecutive years.

**4.4** The committee shall be elected at an AGM and shall hold office until the conclusion of the election of officers at the next succeeding AGM.

**4.5** If a vacancy exists on the committee then a member can be co-opted by the committee to serve *as a member of the committee with full voting rights* and their term of service shall expire at the following AGM.

**4.6** Nominations to the committee duly agreed by the nominee, when proposed and seconded shall be delivered in writing to the *Returning Officer* at least fourteen (14) days before the date specified for the AGM. *The nominee, proposer and seconder must be anyone who is a resident of Kerikeri or it's immediate environs.*

**4.7** Committee members may resign office by giving not less than twenty-one (21) days' written notice to the committee.

### 5. Committee Meetings

**5.1** There shall be no fewer than four (4) committee meetings a year.

**5.2** If any members of the committee absent themselves from two (2) consecutive committee meetings without prior notification to the committee, they shall be deemed to be no longer a committee member.

**5.3** At committee meetings matters shall be decided by a simple majority of votes of the eligible committee members present.

5.4 In the absence of the Chair from a committee meeting, the Chair for the meeting is to be elected by the committee members present.

5.5 Special committee meetings may be called at any time by the Chair or by any three (3) members of the committee upon seven (7) days' prior notice being given to all committee members with details of all matters proposed to be discussed.

5.6 A quorum for a Committee meeting is *four (4)* committee members.

## **6. Role of the Committee:**

6.1 The Secretary shall ensure that minutes are kept of all annual general, special general and committee meetings.

6.2 The secretary shall maintain an Inventory of all furniture, fixtures and fittings which are the property of Cherry Park House , showing also date of purchase or acquisition, and the value.

6.3 The secretary shall post the minutes of all committee meetings on the Cherry Park House Notice Board for the benefit of all user groups.

6.4 The committee will be responsible for all bookings, fee collections and resolving any operational issues

6.5 The committee is responsible for all operational expenditure, including water, power and cleaning.

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

6.7 The committee is responsible for insurance (if needed) of the House committee's chattels, such as chairs, tables, and crockery.

6.8 The committee shall ensure that a record is kept of all user groups, with contact information, which shall be made available, if requested, from any other user groups.

6.9 All matters relating to the operation of Cherry Park House not otherwise provided for in this Constitution shall be dealt with by the committee in consultation with the Far North District Council.

## **Meetings**

### **7. Annual General Meetings:**

7.1 The Annual General Meeting (AGM) shall be held once in each year, not later than twelve weeks after the end of the financial year. At least twenty-eight (28) days' written notice shall be given to all members.

7.2 The business of the AGM shall include:

- Confirming the minutes of the last AGM and of any special general meeting held after it;
- Receiving and approving the Annual Report of the Chair;
- Receiving and approving the Treasurer's *reviewed* accounts and reviewers report;
- Appointing a financial reviewer to check the accounts for the following financial year;
- Considering and approving the charges applied to user groups for the use of Cherry Park House;
- Considering and determining proposals to alter this Constitution.

- Electing the members of the Cherry Park House Management Committee.

**7.3** Quorum for an Annual General meeting is twelve (12) members

## **8. Special General Meetings**

8.1 A Special General meeting may be convened at any time upon a resolution of the committee.

8.2 At least twenty-eight (28) days' notice of the meeting including details of any proposed resolutions shall be given to all members.

8.3 Quorum for Special General Meeting is twelve (12) members

## **9. Conduct of the Meetings:**

9.1 The Chair shall preside over all annual general, special general and general meetings. In the absence of the Chair, a chair shall be selected by and from those committee members in attendance.

9.2 Each member has the right to one vote on each motion that has been formally proposed and seconded at annual general or special general meetings.

9.3 All matters except for changes to the constitution shall be decided by a simple majority vote.

9.4 Voting on changes to the constitution is governed by Clause 10 Alterations to the Constitution.

9.5 At the discretion of the Chair, except where directed otherwise by a resolution of the meeting, voting at meetings shall be by voice, show of hands or secret ballot. There shall be no provision for proxy votes.

## **10. Alterations to the Constitution:**

10.1 This Constitution may be amended with the assent of not less than two thirds (2/3) of those members present and voting at an annual general or special general meeting.

10.2 Twenty-eight (28) days' notice shall be given to members stating the intention to put forward such a resolution provided, however, that any alterations to the constitution of the Cherry Park Management Committee do not change the purpose of the facility.

10.3 No additions to or alterations of the aims, personal benefit clause or winding up clause shall be made which affect the non-profit body status of the organisation. The provisions and effect of this clause shall not be removed from this document and shall be included and implied in any document replacing this document.

## **11. Money and other Property:**

11.1 Money or other assets means any real or personal property or any interest therein owned or controlled to any extent by the Cherry Park Management Committee.

11.2 All of the income and property of Cherry Park Management shall be applied solely towards the objectives of Cherry park House and none of it shall be paid or transferred in any way to its committee members, except as provided by the constitution.

11.3 Payment in good faith of reasonable expenses to any member (other than a committee member) may be made and repayment may be made of out of pocket expenses properly incurred by members including committee members in the course of the work of Cherry Park House Management.

11.4 The organisation does not have the purpose of making a profit for the Far North District Council, or member and prohibits a distribution of property in any form to a

member, and has a constitution that prohibits a distribution of property in any form to a member.

## **12. Finances:**

12.1 All costs, charges and expenses authorised by the committee incidental to the management of Cherry Park House may be defrayed from the funds of the organisation.

12.2 The committee may use email or other electronic means to consult and make decisions by majority vote between committee meetings. Any decisions must be recorded, by resolution, in the minutes of the next regular committee meeting.

12.3 The Treasurer shall keep records of all money received and expended on behalf of the Cherry Park House Management Committee and shall prepare and publish the *Financial Statement and the Reviewer's report* for discussion at the AGM. All monetary transactions shall be made through properly authorised accounts in accordance with the requirements and direction of the committee.

12.4 The treasurer will prepare statistical information on the usage of the House, income received and any investments made in the house.

12.5 The committee shall appoint three (3) of its members as the authorised signatories for all monetary transactions. Any two of the three must sign to authorise each transaction.

12.6 No committee member shall be held responsible for any loss caused by his or her action, or by the action of any agent employed by that member or other committee members on behalf of the committee, if such action is properly authorised, is carried out in good faith within the confines of the authorisation, and if no fraud or wrong doing on the part of the committee member, is involved.


12.7 Approval at an AGM or special general meeting is required for any expenditure for any item or group of items over the sum of \$2000 (two thousand dollars).

## **13. Winding Up**

13.1 The Cherry Park House Management Committee may at any time be wound up by a resolution to that effect carried by a simple majority of members present and voting at a special general meeting convened for that sole purpose.

13.2 In the event that the Cherry Park House Management Committee is wound up, after all its liabilities have been met any surplus assets shall be handed over to the BAY OF ISLANDS-WHANGAROA COMMUNITY BOARD.

## APPENDIX THREE



**Far North  
District Council**  
*Te Kaitiaki o Tai Tokerau ki te Raki*

www.fndc.govt.nz  
Memorial Ave, Kaitiaki 0440  
Private Bag 752, Kaitiaki 0440  
  
askus@fndc.govt.nz  
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### Community Halls Policy

Adopted: 8 September, 2016

### 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**

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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