

# Rural Halls Maintenance Fund Policy 2017

Updated September 2020 (5.1, 5.2, 5.3 & 6.1)

## 1.0 Introduction

- 1.1 Hastings District Council (Council) endeavours 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 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 future maintenance/strengthening work. This funding is to be kept separate from the rural halls maintenance budget and can only be applied to priority 2 applications to the Rural Halls Maintenance Fund.
- 1.5 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.
- 1.6 Applicants generally have 12 months to uplift their grants.

## 2.0 Priorities for funding

- 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:

### 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:

- i. Improvement or treatment of contaminated water supply
- ii. Replacement of dangerous wiring
- iii. Work on unsanitary plumbing
- iv. Work to provide compliance with safety from falling
- v. 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

### **3.0 Fund Administration**

3.1 The Fund is administered by the Community Grants & Projects Advisor, within the Community Facilities & Programmes Group. Other relevant Council staff are available to advise and assist with technical building and related information for the completion of funding applications, as required.

3.2 The Property Assets Team will also inspect each applicant hall and provide comments on relevant matters to the Rural Halls Subcommittee for their consideration.

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.

### **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, and be for the benefit of the rural community and not private owners.

## 5.0 Requirements

- 5.1 prior to the 2020 funding round, This policy included, as a general rule, that it was expected that the applicant will fund the 50%. This may include voluntary labour and donated materials.
- 5.2 The Rural Halls Subcommittee, at their September 2020 business meeting agreed to amend the Rural Halls Funding Policy to remove the mandatory 50% contribution that must be made by the hall.
- 5.3 The committee will still prioritise funding to Halls that can show a strong contribution from the Hall Committee or community. This contribution can be a financial contribution, voluntary labour, in-kind goods or services.
- 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 Applications must be made online via the Hastings District Councils Online Grants Portal

<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](mailto:CustomerServiceTeam@hdc.govt.nz) or [ruralhalls@hdc.govt.nz](mailto:ruralhalls@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	Applications open, notice emailed out to Hall secretaries*
1 April	Funding round opens
31 May	Funding round closes
July- August	<ul style="list-style-type: none"><li>• Applications assessed</li><li>• Applicant halls inspected by Property Assets team</li><li>• Budget reconciled</li></ul>

	<ul style="list-style-type: none"> <li>• Report prepared for Rural Halls Subcommittee</li> </ul>
September	Rural Halls Subcommittee makes recommendations to Council on the allocation of the annual Rural Halls Maintenance fund
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](mailto:CustomerServiceTeam@hdc.govt.nz) or 871 5000 of any change in contact details.