

TERMS OF REFERENCE

Management of Halls

HALL COMMITTEES

Halls in the Waikato District are managed by locally elected Hall Committees. The following provisions shall apply to the management of all halls in the Waikato District not managed directly by Council.

1. Composition of Hall Committee

It is recommended that the number of members of the Committee shall be:

- (a) Not less than 5, or no more than 10, members elected at a public meeting. This number excludes any Council appointed representative. Notwithstanding the above, a quorum of at least 3 members is required.

2. Annual General Meeting of Hall Committee

Annually, the Committee will from its members elect:

- (a) a Chairperson
- (b) a Secretary
- (c) a Treasurer

3. Duties of Hall Committee

Each hall will be administered by the Committee as an advisory committee in liaison with Council's Cemetery and Halls Officer. That is, the Committee will be responsible for the day to day operations of the hall.

The Committee shall arrange maintenance and improvement works for approved budgeted works.

All contracted work for halls must comply with Council's Procurement Policy. All contractors must also be registered on Council's approved Zero Harm Register prior to any works being undertaken or contract being entered into.

The Hall Committee:

- (a) Will represent the local community in respect of a particular hall.
- (b) Must manage the bookings for the hall by regular and casual users, and collect and bank income received in accordance with Council's requirements.
- (c) Must arrange for its hall to be kept clean, tidy and adequately maintained.
- (d) Must arrange for the surrounding grounds of its hall to be regularly and properly maintained.

- (e) In the case of any land or building that is not maintained under the Council maintenance contracts, the Committee will be responsible for ensuring that:
- i. Fences are kept in good order;
 - ii. Grass is mown;
 - iii. Buildings are cared for;
 - iv. Car parks are maintained;
 - v. Organised sports bodies which use the grounds contribute a reasonable sum to provide for the cost of maintenance;
 - vi. Where the land is not being used by the public and is suitable for grazing, may recommend to the Council's Cemetery and Halls Officer that the land be let or leased for such purpose. The contract arrangements for any such lease, once approved, are the responsibility of the Council.
- (f) For significant works (over \$5,000), prior to entering into contracts the Chairman must contact the Cemetery and Halls Officer to discuss the project to ensure Council's Procurement and Zero Harm Policies have been complied with prior to any works being approved.
- (g) Will be responsible for controlling the use of the hall by any club, sports body or any other person using the premises.
- (h) Must ensure that "Conditions of Hall Hire" are adhered to by the users of the hall and may make such recommendations to the Council from time to time, in this regard.
- (i) Will be responsible for the security of the hall at all times.
- (j) It is recommended that all Committees are incorporated under the Incorporated Societies Act 1908.
- (k) Must consult with Council's Cemetery and Halls Officer on matters relating to the management of the hall, giving effect to any policies applying to the management of the hall.
- (l) Will not take out a loan without the prior written approval of Council.
- (m) Must be GST registered if they are likely to receive income of \$60,000pa or more.

4. **Reporting**

The Committee must submit accounts to Council annually. Accounts must be reviewed by an independent person with suitable accounting knowledge.

Where a Hall Committee has annual income from Council of over \$20,000 the Committee must submit audited accounts every 3 years.

Accounts must be submitted within four months of the end of Council's financial year (being 30 June).

It is required that Hall Committees align their financial years to coincide with Council's. Council's financial year is 1 July – 30 June.

5. Duties of Secretary

The Secretary shall:

- (a) Advise the Cemetery and Halls Officer of the name and contact details of the officers of the Committee as soon as they are elected, but not later than 1 month from the date of the AGM.
- (b) Record the minutes of all meetings of the Committee.

6. Duties of Treasurer

The Treasurer shall:

- (a) Ensure that the annual expenditure for the halls does not exceed the estimated income and funds in hand unless prior approval is given by the Council.
- (b) A separate bank account must be set up and a minimum of two signatories for cheques are approved at the Annual General Meeting (AGM) and advised to Council within one month of the AGM. To facilitate internet banking two persons must be able to log into the account online. A set limit must be in place for larger payments to be approved by the Committee. This should be included in the AGM minutes.
- (c) Record all bookings showing the name and address of the hirer and the amount charged. It is recommended that this be done electronically where possible.
- (d) Deposit all monies received into the Committee bank account and record details in an appropriate manner (for example, deposit book, invoice book or in computerised cash book).
- (e) Report at each Committee meeting details of the Hall Committees financial position, including:
 - all income received and expenditure for the period
 - details of any assets disposed of or purchased during that period
- (f) Ensure that fees and charges are appropriately set and collected. A copy of the AGM minutes must be forwarded to Council for information purposes only.

7. Other Duties

- (a) All records including correspondence, invoices etc. must be maintained at all times.
- (b) The Committee has no power to dispose of assets (with a cost greater than \$2,000) without agreement from Council's Cemetery and Halls Officer, in line with Council's Delegations Register.
- (c) The Committee shall submit to the Cemetery and Halls Officer for approval all proposals for major (over \$10,000) renovations, improvements and additions other than ordinary maintenance, together with a plan for financing the proposals. Plans and specifications must be submitted to the Cemetery and Halls Officer where appropriate.
- (d) The Committee shall ensure that the contents of the buildings are adequately insured. If the Hall building is owned by the Community (not Council) the Committee should also insure the Hall

building. Where there is any doubt the Committee should liaise with the Cemetery and Halls Officer.

- (e) The Committee shall be responsible for the implementation of health and safety and emergency procedures.
- (f) In extraordinary circumstances, the Committee may recommend that the targeted rate levied per property be adjusted. Such recommendation must be requested by the Committee, and must reach the Council prior to 30 September each year. These recommendations must be included in the AGM minutes. Please note that recommended changes to targeted rates are subject to consultation with affected parties and approval by Council.

8. Other Matters

The Hall Committee shall meet a minimum of two times each year, with Council's Cemetery and Halls Officer being invited to the AGM.

Except for extraordinary reasons, (which in all cases will be formally recorded in the minutes of the meeting) meetings of the Committee shall be held in a recognised place of public assembly, preferably a public hall.

Any disputes arising between Committee members must be referred in the first instance to the Cemetery and Halls Officer.

All correspondence from the Committee to the Council should be addressed to the Cemetery and Halls Officer.

The Cemetery and Halls Officer will send any correspondence to the Secretary of the Committee.

9. Duties of Council

- (a) Council will provide each year the estimated income from rates for the next financial year, as part of the Long Term/Annual Plan.
- (b) Council will levy and collect hall rates and forward these to the Committee on or after the 20th of October, February and June of each rating year.
- (c) It is intended that the targeted rate levied per property will be set at each Long Term Plan. Council may amend the targeted rate on recommendation by the Committee as outlined in clause 7(f).
- (d) If owned by Council, or if otherwise required due to historical reasons, Council will insure hall buildings through Council's insurer. The premium will be deducted from the rates instalment monies payable to the Committee. Any insurance claims must be made through the Council.
- (e) Council's Cemetery and Halls Officer is the point of contact for all Hall Committees with regards to any issues related to the management of the halls.

10. Definitions

"Council" means the Waikato District Council.

“Cemetery and Halls Officer” means the Cemetery and Halls Officer of the Council for the time being, his/her deputy or any person appointed specially or generally by the Council to perform the duties.

“Financial Year” means 1 July to 30 June.

“Hall” includes the hall building and associated land or reserve

“Owned by Council” includes property vested in Council

“Public Notice” means a notice published in some newspaper circulating in the district, or where there is no such newspaper in general circulation, means a notice on printed placards and exhibited in public places in the District.

II. Terms of Reference

These Terms of Reference have been prepared with reference to relevant Council Policies and Procedures. In particular, with Council’s Delegations Register, which refers to this Terms of Reference.

Appendix One

Halls (receiving Targeted Rate income) Covered by these Terms of Reference

- Aka Aka Hall
- Eureka Hall
- Glen Murray Hall
- Gordonton District Hall
- Horsham Downs Hall
- Kariaotahi Hall
- Mangatangi Hall
- Mangatawhiri Hall
- Maramarua Hall
- Matangi Hall
- Meremere Hall
- Naike Hall
- Ohinewai Hall
- Opuatia Hall
- Orini Hall
- Otua Hall
- Pokeno Hall
- Port Waikato Hall
- Pukekawa Hall
- Puketaha Hall
- Raglan Hall
- Ruawaro Hall
- Tamahere Hall
- Taupiri Settlers Hall
- Tauwhare Hall
- Te Akau Hall
- Te Hoe Hall
- Te Kohanga Hall
- Te Kowhai Hall
- Te Mata Hall
- Waikaretu Hall
- Whangarata Hall
- Whitikahu Hall