

# SOUTH WAIRARAPA DISTRICT COUNCIL

5 FEBRUARY 2020

## AGENDA ITEM B2

### RECOMMENDATIONS FROM COMMITTEES

#### Purpose of Report

To provide an opportunity for members to consider recommendations received from other committees.

#### Recommendations

Officers recommend that the Council:

1. *Receive the Recommendations from Other Committees Report.*
2. *That the following recommendations from Committees be considered:*

| Recommendations from Assets and Services Committee  | Resolution Number |
|---|-------------------|
| <ol style="list-style-type: none"><li>1. To recommend to Council to approve the amendments to the Hire of Council Facilities Policy E200 provided by officers and further amendments as agreed by the Committee.</li><li>2. To recommend to Council that the Policy be reviewed annually.</li></ol> | AS2019/17         |

## 1. Background

### 1.1 Assets and Services Committee

The report and associated policy relating to recommendation AS2019/17 are included in the agenda for the Assets and Services Committee meeting held 11 December 2019. Additional amendments requested by the Committee are shown in the Policy in Appendix 1.

Additional information can be found in the report to the Committee here: [Assets and Services Committee Agenda](#)

## **1.2 Planning and Regulatory Committee**

On the 11 December the Planning and Regulatory Committee made recommendations to Council relating to Spatial Planning.

The Group Manager Planning and Environment has made contact with a market research firm to obtain a survey proposal for further community feedback. An initial proposal has been received and officers have directed the market research firm to provide more cost effective engagement option proposal. The recommended options and cost proposals will be reported to the Planning and Regulatory Committee on the 26 February 2020.

The original report to the Committee meeting held on the 11 December 2019 can be found here: [Planning and Regulatory Committee Agenda](#).

## **2. Appendices**

Appendix 1 – E200 Hire of Council Facilities Policy

Contact Officer: Suzanne Clark, Committee Advisor

Reviewed By: Harry Wilson, Chief Executive Officer

# **Appendix 1 – E200 Hire of Council Facilities Policy**



# Hire of Council Facilities

## 1. RATIONALE:

To provide general guidelines for both the general public and Council staff in the provision of Council facilities that are available for hire.

## 2. PURPOSE:

To set out broad details of the conditions applicable to the Council facilities/halls used by responsible organisations, groups and individuals.

## 3. GUIDELINES:

### 3.1 Terms and Conditions

The Council provides details of the terms and conditions applicable for the hire of each Council facility which is available from the Council offices, Service Centres and website.

The Terms and Conditions including charges, set out full details of a hirer's obligations and responsibilities. [These include details of the responsibilities regarding supply or sale of alcohol during the hire period and the areas these specifically relate to.](#)

The CEO may vary the area to include a specified area external to a hall or Council property depending on the nature of the event or activity.

Terms and Conditions ~~These~~ are reviewed from time to time and may be amended, altered or rescinded at any time.

Full Terms and Conditions of Hire for each facility are available on the following links:

- [Featherston - Anzac and Kiwi Halls](#)
- [Featherston Stadium](#)
- [Greytown Town Centre](#)
- [Martinborough Town Hall and Supper Room](#)

### 3.2 Payment of Charges

All charges are payable by the relevant due dates and no credit will be given. Refunds of bonds will be made only after Council staff have carried out a detailed post-hire inspection.

## 4. CURRENT FACILITIES AVAILABLE:

### 4.1 Halls and Meeting Rooms

#### **Featherston**

- Anzac Hall
- Kiwi Hall
- Card Reserve Sports Stadium

#### **Greytown**

- Town Centre (including Forum, WBS Room and upstairs meeting rooms and forecourt)

#### **Martinborough**

- Town Hall (including Supper Room)
- Supper Room

4.2 Bookings for the use of the facilities are administered by the Council officers. Details of bookings made are held primarily by the Council officers with information also available from the respective offices:

- Martinborough : Council office
- Featherston : Library/Service Centre
- Greytown : Library/Service Centre

4.3 Terms and Conditions of hire, together with a schedule of hire charges, an Evacuation Guide for hirers, and an application to hire form, are held by the Council officers and also available from the respective offices.

## 5. REVIEWS:

5.1 This policy will be reviewed as shown below.

5.2 Charges are reviewed annually at the time of the Annual Plan/LTP.

5.3 Terms and Conditions and Hire Charges are reviewed from time to time and are issued by the Chief Executive Officer.