

# PUKEOWARE HALL FIVE YEAR OPERATIONAL PLAN

2024/25 to 2029/30



## CONTEXT

The Franklin Local Board area is part of Auckland Council. It has a total of 31 rural halls, 19 of which are managed by volunteer hall committees as community venues for hire. For many years, the committees have received annual funding from firstly the legacy Franklin District Council then Auckland Council to help support the maintenance and general running costs of the halls. The amount each hall receives is based on a funding model that pre-dates the amalgamation of Auckland Council in 2010, and is no longer deemed suitable for the halls' current needs.

Following the success of the Community Voices in Community Places report and roadmap which highlights what works well and what could be improved for community groups in community places, staff commissioned research focusing specifically on council's rural halls. This work encompasses how rural halls are managed and operated, funded, and how they meet current and future needs in the context of growth.

The Rural Halls Future Directions Report recommends that each hall receiving annual funding from council has a three to five-year operational plan in place detailing physical works projections, which would enable funding to be based on actual costs rather than a legacy funding model

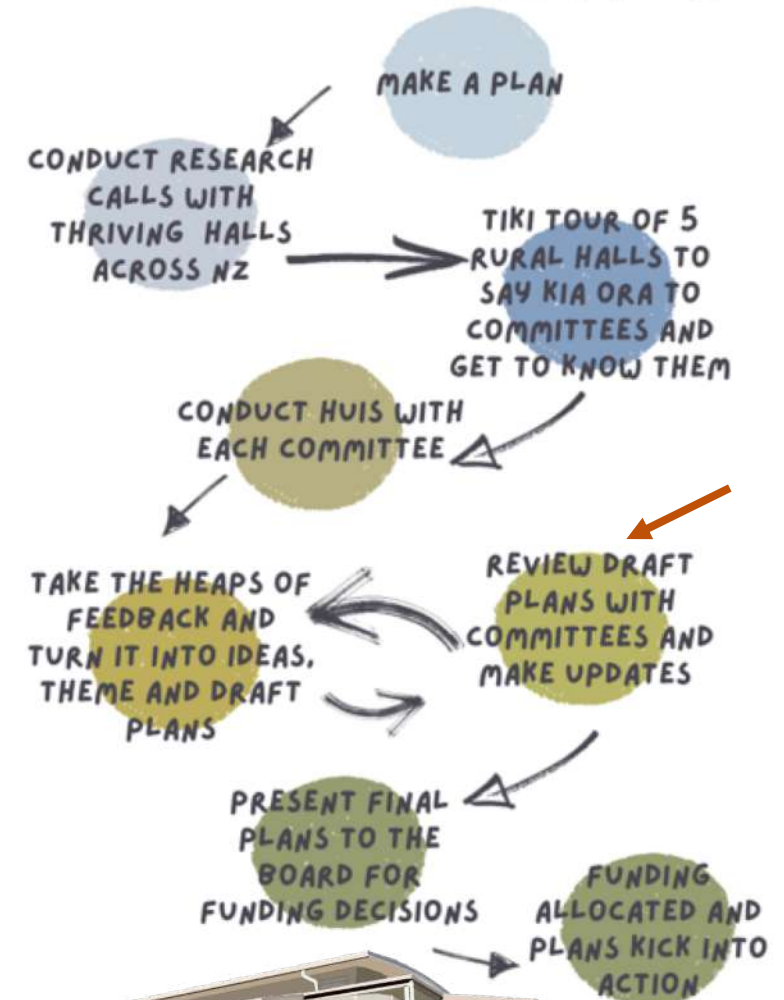
The Franklin Local Board approved this approach to funding for rural halls in August 2020, and directed staff to use a phased approach over four years to develop a five-year operational plan for all 19 halls.

A contractor (SpacetoCo) has been engaged to work with the Franklin Rural Halls Advisor and the rural hall committees to:

- Meet with the hall committees and listen to them tell the story of their hall and gather their ideas for future use
- Create a five-year operational plan for each hall based on the vision, objectives and projected costs for the hall

The findings in each five-year plan will be used to provide the local board with recommended funding levels for each hall committee. The plans can also be used by the committees as a **simple, actionable and inspiring roadmap** to help plan out what is required to achieve their vision.

## OUR APPROACH



# HOW TO USE THIS DOCUMENT

This is the five-year plan and recommendations for Pukeoware Hall. It contains the following:

1. Recommendations for all halls
2. Challenges, strengths and opportunities
3. Big picture vision – a visual roadmap
4. Priorities, projects and resources required
5. Financial forecast – how much the asset team recommend is required for funding for the next five years



# PUKEOWARE HALL HEALTH CHECK

Pukeoware Hall is a community-owned and operated facility and was built on land donated by the James family of Pukeoware

## HALL & RESERVE

## CASH & INCOME

## COMMITTEE

## REGULAR HIRERS

## RELATIONSHIPS

## WIDER COMMUNITY

### WHAT WE HAVE

- Large hall, kitchen, bar, storage spaces and collapsible stage
- 75 private parking spaces

- Ongoing income from regular and casual hire
- Healthy cash reserves
- ACC grants
- COGS grants

- Seven person committee with interest from new members

- Diverse range of regular hirers including wrestling, table tennis, dog obedience/ roller skating

- Enduring relationships with Pukeoware School, New Zealand Steel Mill, Rugby Club and many local businesses

- Popular wedding, kids party, celebration and function venue for locals and further afield including greater Auckland

### STRENGTHS

- 500 capacity (non seated)
- High ceilings
- Easy catering access
- Ample parking
- New building
- Good disabled access

- Strong financial management
- Good record-keeping helps with funding applications
- Additional income from table and chairs hire
- Transparent and affordable hire rates and wedding packages on offer

- Dedicated and experienced grants person
- Committee work well together and have fun.

- Regular hirers create opportunities for community connection and well-being opportunities e.g. roller-skating

- Committee offers discounted rate for not-for-profit fundraising

- Holding an annual Midwinter Christmas Party that attracts a broad range of new and existing residents.
- Great website that is found easily in Google results.
- A good presence on Facebook
- Prominent location and signage on busy road
- Food truck nights raise the profile of the hall.

### CHALLENGES

- No heating
- Theft of plants
- Damage to mural

- Can take a while to complete projects e.g. replacing chairs

- Managing demanding hirers who don't appreciate that hall management is a voluntary role

- Low utilisation of hall during weekday daytime
- Pukeoware School greatest daytime users

- Managing the risk of school kids with school leadership e.g. sound system breakages
- Neighbours complaints
- PTA Pukeoware School

- Managing ongoing risks of large events including noise and alcohol
- Occasional anti-social behaviour in car park

### OPPORTUNITIES

- Replace chairs
- Invest in heat pumps - consider coin-operated to recoup costs
- Replace concertina doors
- Invest in UV water filter

- Apply for grant to purchase an AED defibrillator

- Use healthy financial position to compensate and thank the committee members e.g. honorarium

- Attract groups like seniors fitness or mum and kids groups that need the hall during the working day
- Leaflet production

- Have details of local businesses available for hall hirers to help support the local economy
- Build relationships with Waiuku College for support with leaflet designs/ photography

- Promote the hall from within the venue e.g. posters and leaflets
- Invest in security cameras
- Consider a farmers' market for the car park
- Community planting day
- Community notice board
- Invest in security cameras

PUKEOWARE HALL IS A LANDMARK DESTINATION VENUE FOR CELEBRATING LIFE'S MAJOR MILESTONES AND CREATING OPPORTUNITIES TO CONNECT LOCAL FAMILIES THROUGH A RICH CALENDAR OF REGULAR ACTIVITIES AND EVENTS.



# UNDERSTANDING YOUR PLAN



## 1. VISION STATEMENT

This is a short sentence that sums up what the committee want the hall to feel like in the future when their plans have been achieved.

## 2. GOALS

These are 3-4 big goals that enable the hall committee to achieve the vision. They help guide and prioritise what projects and actions the committee take. These are colour coded to represent which part of the hall 'seed' asset they help to grow.

## 3. INITIATIVES

These are the initiatives that the committee could undertake to reach the goals. They might be small things like purchasing equipment or they might be larger multi year initiatives.

## 4. RECIPES

The projects are colour coded to represent the recipes that can help grow the halls assets e.g. users, funds, resources. Categorizing these helps focus the committee on what they are trying to achieve.

# OUR FIVE YEAR PLAN

## VISION

PUKEOWARE HALL IS A LANDMARK DESTINATION VENUE FOR CELEBRATING LIFE'S MAJOR MILESTONES AND CREATING OPPORTUNITIES TO CONNECT LOCAL FAMILIES THROUGH A RICH CALENDAR OF REGULAR ACTIVITIES AND EVENTS

## GOALS

Invest in upgrading the hall's equipment and facilities

Attract more regular hirers to increase daytime utilisation

Continue to grow a community around the hall

## INITIATIVES

Replace chairs

Get a grant to purchase an AED defibrillator

Invest in a UV water filter system

Replace concertina doors

Invest in heat pumps

Reach out to desirable organisations e.g. seniors' fitness or craft expos

Promote hall hire within the facility with leaflets and posters

Farmers' market

Community working bee and planting days

Community noticeboard

# MAKING IT HAPPEN

INITIATIVE	WHAT IT MEANS TO US	PRIORITY	WHAT WE NEED		
			RESOURCES?	SUPPORT?	FUNDING?
Community working bee and planting days					
Community noticeboard					
Farmers' market					
Promote hall hire within the facility with leaflets and posters					
Reach out to desirable organisations e.g. seniors' fitness or craft expos					
Replace chairs					
Get a grant to purchase an AED defibrillator					
Invest in a UV water filter system					
Replace concertina doors					
Invest in heat pumps					



## FINANCIAL FORECAST

The following table shows the operating expenditure of the hall for the past six years. The average amount is the recommended funding for Pukeoware Hall for the next five years. Once approved, this will be the funding granted to the hall committee each year until funding is reviewed after five years.

OPEX GROUP	FY18	FY19	FY20	FY21	FY22	FY23	AVERAGE
Utilities	\$ 2,068	\$ 2,796	\$ 1,869	\$ 1,566	\$ 2,005	\$ 2,075	
Occupancy	\$ 11,290	\$ 19,085	\$ 14,539	\$ 14,997	\$ 20,220	\$ 19,026	
<b>OPEX EXPENDITURE</b>	<b>\$ 13,358</b>	<b>\$ 21,881</b>	<b>\$ 16,408</b>	<b>\$ 16,563</b>	<b>\$ 22,225</b>	<b>\$ 21,101</b>	<b>\$ 18,589</b>

- This is a recommendation, Franklin Local Board will make the final decision.