

HALSWELL COMMUNITY PROJECT



ANNUAL REPORT
FOR 2021/2022



Halswell Community Project Annual Report April 2022

This Annual Report forms part of an ongoing series of reports documenting the progress of the Halswell Community Project against the priorities and initiatives outlined in our Strategic Plan and Annual Plan.

Future progress and the effects of work will be based on this report. This report focuses on the year 1st April 2021 – 31st March 2022.

Our strategic plan is used as a living document, so that Halswell Community Project has flexibility regarding the projects we choose to deliver and support to meet changing needs in the community and to take advantage of unforeseen opportunities that arise. Secondary indicator data is therefore important and becomes necessary to gain as comprehensive a view of the community as possible so that we are able to respond when necessary.

This Annual Report reflects the situation due to the COVID-19 pandemic, Halswell Community Projects response and its impact on our community and the projects we had planned for the 2021/2022 year.

Our partners in this venture include but are not limited to:

Rata Foundation, Christchurch City Council, Lotteries, COGs, Department of Internal Affairs, Halswell-Hornby-Riccarton Community Board, St John of God Halswell, Local Community Groups and NGOs, the local community.

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ORGANISATION SUMMARY

The Halswell Community Project (HCP) began as a small group of volunteers interested in promoting Halswell and Halswell clubs, groups, activities and businesses to Halswell residents and residents of surrounding areas.

HCP aims to work with people living in the Halswell area to provide a wide range of activities and services focused on empowering and strengthening the community.

The vision is to develop a strong sense of community in Halswell and help both established and new residents to get to know each other better and to make Halswell a lively and interesting place to live, work and play.

HCP has its own projects but also works with other groups and organisations to benefit the community. It participates in various events and is represented at inter-agency meetings within the Halswell Hornby Riccarton ward.

2020/21 Committee

Co-Chairs: Chrys Horn
Adele Geradts
Secretary: Karen Upton
Treasurer: Ros Thornley

Committee Members:
Alison Maccoll
Ross McFarlane
Anne Gibling
Tony Gibling

Management Team

Senior Project Manager: Kate Cleverly
Project Manager: Keri Glassenbury
Newsletter Editor: Lynne Bull

Funders for 2021/2022



Halswell Community Project Core Values:

- Mutual trust and respect in all our dealings
- Collaboration between community groups
- Empowerment
- Welcoming and inclusive of all sectors and people we deal with
- Committed to sustainability
- Encouraging participation
- Embracing and encouraging diversity
- Adaptability and resilience
- Committed to transparent and accountable governance

Core Purpose:

Our Vision:

To connect people with each other, with businesses, clubs, groups and organisations in the Halswell area.

Our Goal:

A connected, resilient community.

Our Role:

- Create a vibrant community with a sense of connection between residents.
- Foster engagement, inclusion, participation, a sense of belonging and pride in our community, regardless of age, gender, ethnicity or culture.
- Bring about better outcomes for our community through improved connections and information sharing.

Through our projects we aim to:

- Build Resilience through Community Connections.
- Encourage participation through the sharing of community information.
- Provide social connection for isolated and vulnerable people in our community.
- Encourage people to connect and work together to bring about positive change in their community.
- Foster a sense of community, celebrate and share different cultures and traditions.
- Ensure newcomers to our community are connected with what they need to integrate well.
- Create opportunities for people to develop skills and connections to support entrepreneurship.

2020 - 2025 Strategic Priorities

Tackling Social Isolation

Manage facilities and activities to enable people to connect, participate and engage with the wider community

Environmental Sustainability

Emergency Management and Community Resilience

2021 - 2022 Initiatives

Support community-led activities aimed at celebrating and sharing diversity

Connect with groups at risk of social isolation

Manage facilities and activities to enable people to connect, participate and engage with the wider community

Survey/research existing projects/examples of environmental sustainability

Work with relevant groups to develop a community resilience plan

Continue supporting forums for the community to share information and ideas

Look for community connections not already catered for

Thank You to our funders for 2021/22:

**Christchurch
City Council**



**Rātā
Foundation**



COGS
Community Organisation
Grants Scheme

Harcourts

HALSWELL
0800 203 000

MANAGERS REPORT

Following on from 2020/21, we continued to experience disruptions due to the ongoing COVID-19 pandemic. Changing alert levels, traffic light systems affected our capacity to run events and activities, and to connect people in our community. Meanwhile, as the pandemic dragged on we have seen more and more people suffering from isolation, anxiety, frustration and general malaise.

The Halswell Market has been the big casualty for us, with most of the events we did plan being cancelled by either a last minute level change or extreme weather conditions. Despite this we did hold one very successful market which showed that there is still a desire for an event of this kind in Halswell. Holding the market in the grounds of a working hospital has added an extra layer of complication and difficulty and so we have made the decision to put the market on hold for the foreseeable future.

Once COVID-19 no longer rules our events and activities, the market will return - albeit in a different, less regular form. It is, however, good to see other groups and organisations keen to pick up the baton and carry the concept of a community market in Halswell into the future. We anticipate working closely with some of these to help make their ideas a reality.

Across our community, we have seen people continue to reach out and work together to keep things running as much as possible despite the ongoing difficulties - from small businesses to larger organisations and we have been encouraged by the connections forged between different groups.

Whilst this has been a difficult time, we have been forced to explore new ways of reaching and connecting people through smaller gatherings and targeted information. These efforts have definitely paid off with some exciting developments for Halswell Community Project.

The process of taking over the ownership of the building from Christchurch City Council has not yet been completed but is well underway. A resource consent application has been submitted to council for the handover of the Hub and extra funding was secured to enable us to increase the opening hours of the Hub open and seek to engage a Community Youth worker to help build connections between the young people of our awesome community.

We have been working closely with Councillor Anne Galloway, the Halswell Community Board and our local Council staff to identify and develop ways to reach more people across Halswell - particularly those who do not have or engage with Social Media or technology and we are looking forward to making these things happen in the coming year

*with
thanks*

Halswell Community Project is thankful for the many volunteers that help make our activities and programmes happen. Thank you!!

To the funders outlined in this report, a particular thank you, without your support we could not begin to make a difference to our community.

Kate Cleverly, Senior Project Manager

OPERATIONS REPORT

The main focus of operations for 2021/22 has been ensuring that expenses have been covered despite drops in income and loss of events due to COVID.

Throughout the pandemic, Halswell Community Project have monitored and adhered to Government health requirements. We developed protocols and procedures to meet the requirements at each alert level and carried out health and safety assessments to guide our operating practices. These protocols ensured that groups were able to keep running throughout all but the highest levels of restrictions, thereby limiting the financial impact on the organisation. We received one resurgence payment which helped cover the loss of income from the Hub during the Level 4 lockdown.

At the advice of our accountant, Halswell Community Project applied for and were granted Charitable Trust status which saves us considerable amounts of tax and allows for donations to the Project to be tax deductible.

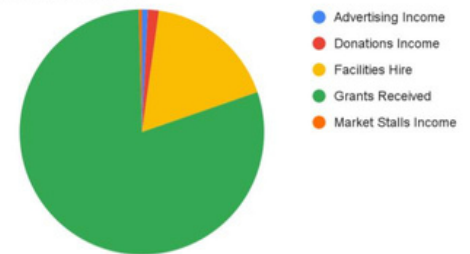
As part of managing the Hub, we have undertaken the process of transferring ownership of the building we occupy from the Christchurch City Council to HCP. This has involved seeking resource consent to retrospectively change the use of the building with the help of funding from the Community Board. We have also undertaken minor repairs and maintenance and upgrades. We now have a new heating system thanks to CCC. The resource consent has now been lodged and is being processed. Once finalised the deed of gift and lease will transfer to HCP.

Total Income from all sources was \$218,826.

79% of this was from grants received from funders. Our key funders for the year 2021/22 year were Christchurch City Council Strengthening Communities fund, Community Operational Grants (COGs), the Rata Foundation and the Lotteries Communities fund.

17.5% of income was from the hire of the Community Hub and the remaining 2.6% from advertising Income, donations and some market stall income. Without the market, the income from the market stalls was down from a budgeted \$9000 to \$930.

Income 2021/22



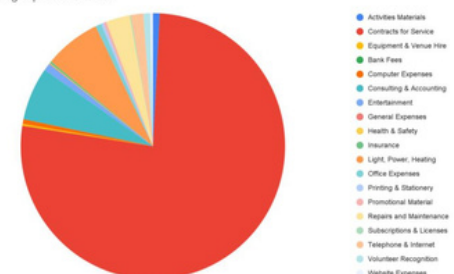
Income vs expenditure for the year shows a net surplus of \$110,000, mainly due to the timing of funding grant payments (eg Lotteries paid in on 30 March 2022). All of this is allocated for existing but as yet unfinished, planned or ongoing projects such as a Youth Activator, increasing the reach of the newsletter, staffing for the Hub, developing community connections and various information projects.

Income vs Expenditure 2021/22



A breakdown of expenditure shows that the majority of expenses were down to contracts for services. This covers the time taken by our contractors to manage projects such as the Market, the Community Hub and weekly activities/events as well as administering operational expenses. This cost accounts for 76% of expenditure and includes 4 contractors - 2 Project Managers, Newsletter Editor and Cleaners.

Operating expenses 2021/22



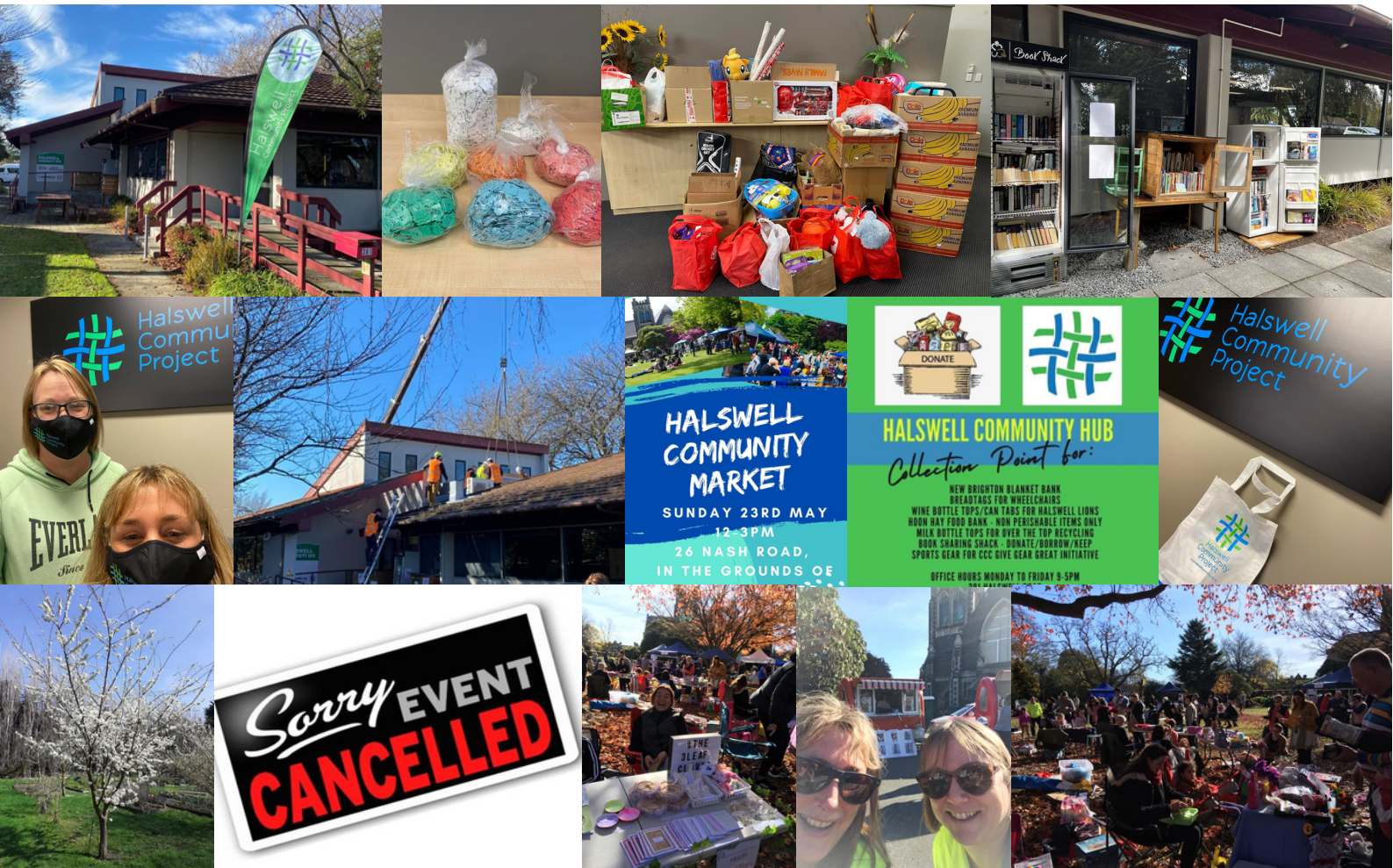
PROJECT SUMMARY

Our projects aim to:

- Create a vibrant, resilient community with a sense of connection between residents.
- Foster engagement, inclusion, participation, a sense of belonging and pride in our community, regardless of age, gender, ethnicity or culture.
- Bring about better outcomes for our community through improved connections and information sharing.

Ongoing key projects include the Community Hub, Community Garden, website, Facebook pages, monthly community newsletter, welcome bags and events/activities that bring people together.

Since Halswell Community Project started its work it has worked with a wide range of local organisations and supported the development of new groups and businesses in the area through a community-led development approach.



Community Information Project

Newsletter
Website
Social Media
Hub
Welcome Bags

Encouraging participation through the sharing of community information

Strategic Priority:

- Tackling Social Isolation
- Manage facilities and activities to enable people to connect, participate and engage with the wider community

Strategic Initiatives:

- Continue supporting forums for the community to share information and ideas

Community Outcomes

- People have a sense of connection to and participate in their community
- People participate in a wide range of recreational activities
- Halswell is active and healthy
- Halswell is a vibrant prosperous community
- Residents express a sense of wellbeing

During 2021/22 we have placed an emphasis on getting information out to the community. Part of this is an acknowledgement that COVID has prevented people from connecting in the normal ways and part is an acknowledgement of the growth still occurring across all parts of Halswell.

Social media pages continue to see growth and the newsletter continues to be a great source of information. The new look newsletter has streamlined the process and enabled us to increase the reach through new software. More groups and activities are engaging with the newsletter and the Hub, sending in information and posters for us to share through our different platforms.

Welcome bags continue to be popular and we have seen a number of people dropping into the Hub to collect them having seen them advertised on Facebook. Following the various lockdowns and COVID level restrictions we recognised the impact on local businesses and offered free advertising on our website to Halswell based businesses, in an attempt to build a business directory and encourage local residents to support local businesses.

What we have done:

- Redesigned the Newsletter and began using Canva to design each newsletter
- Printed and distributed 12 Newsletters to over 1500 people
- Put together and given out 160 Welcome bags
- Made the Business Directory on the website free to encourage the community to support local businesses
- Increased engagement with all our social media platforms
- Increased engagement with the Website.
- Run 9 community networking meetings covering topics including the Three Waters reform, dog control, local government and a visit to the new Middle School building at Hillmorton High School.
- Supported local organisations by sharing their events and information on Facebook, in our newsletter and on the website - eg. Lions, Halswell Hall, Halswell Residents Association

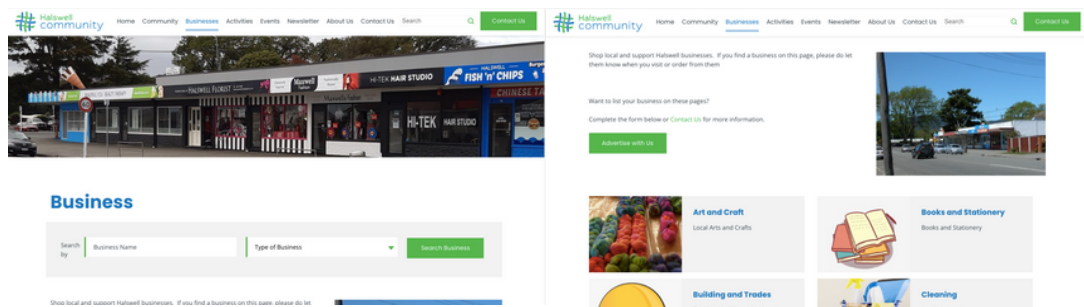
Key indicators

- Different methods of sharing information
- # of businesses on Website
- # people subscribed to Facebook pages and newsletter
- # people visiting the website
- # Welcome bags distributed

Number of businesses on Website



As of 31st March we have **37 local businesses** listed on our website



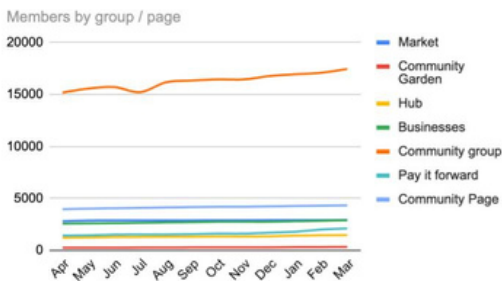
people subscribed to Facebook pages and newsletter



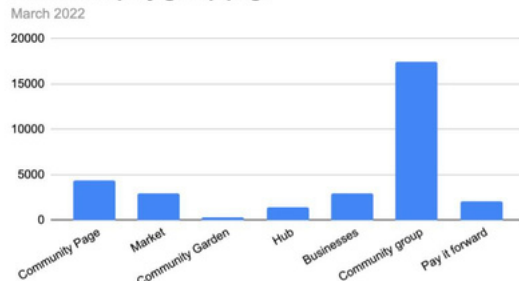
Facebook

All Facebook groups show a high level of active users. The Halswell Community Group acts as a discussion page for local residents to connect and share information and has grown by over 2000 members over the last year. 95% of users of the Community Group and the Pay it forward page are active on the page. The Business Group figures show that, on average 60% of members are active on the page. This is slightly down from last year but the group is now much larger and we also have the business page on the website.

Growth



Membership by group/page



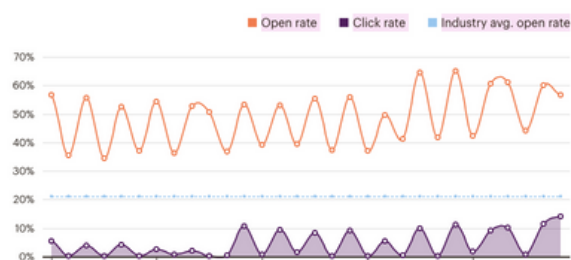
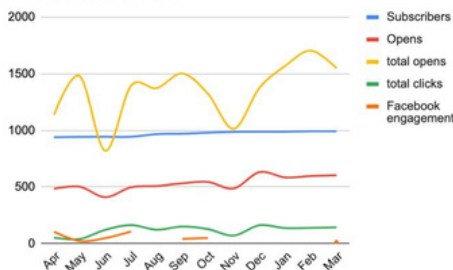
Newsletter

The newsletter is now created in Canva, downloaded as a pdf and emailed out through Mailchimp. Overall the number of recipients has remained steady with a slight increase since redeveloping the format.

Transferring the newsletter to Canva has meant that we are no longer able to track top links. However Mailchimp allows us to track the number of opens, clicks and subscribers.

Facebook has also changed its algorithms making it harder to track the reach through social media. However, trends indicate that the reach through Facebook has increased due to increased sharing across groups.

Newsletter 2021/22

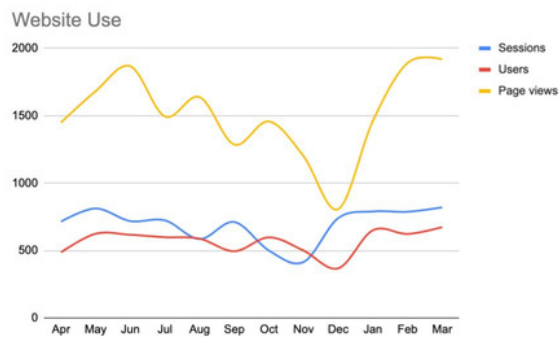


people visiting the website



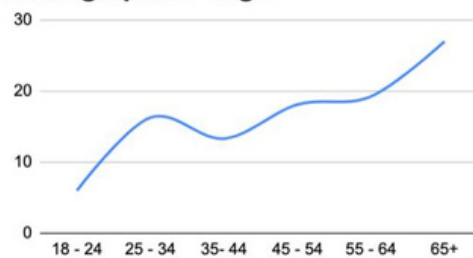
Data shows an increase in traffic to the website over the last year

- Users - 6.6k up 23.5%
- Sessions - 8.2K up 21%
- Pageviews - 18,145

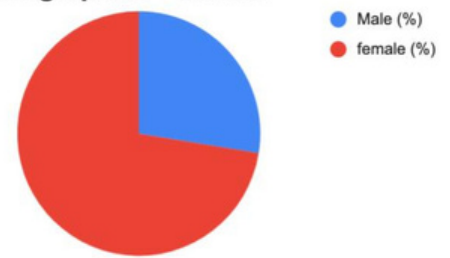


Demographics show that the main users of the website are female, aged 54 and over. Just over 40% of people accessing the website use a desktop computer, 54% use a mobile and only 8% use a tablet. This shows that overall, more people are using mobile devices to access the website and therefore the ability of the website to be responsive is vital

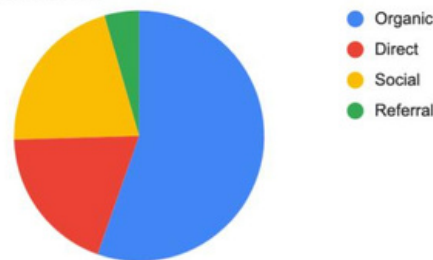
Demographics - Age



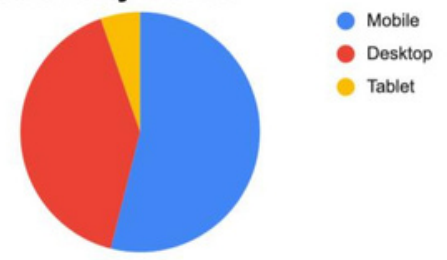
Demographics - Gender



Acquisition



Sessions by Device



Welcome bags distributed



160 welcome bags given out

Over the course of the year we have constantly been assessing what goes in the welcome bags. We have redesigned our flyers and incorporated new information as it comes to hand. Most of the welcome bags have been handed out from the Hub as people new to the community or retirement seek information.

Next Steps:

1. Distribute more monthly newsletters to create a wider reach outside of online platforms
2. Engage local community volunteer help to distribute the newsletter
3. Develop and distribute information flyers with information on how to access the newsletter, website, welcome bags and other sources of information
4. Develop maps/information boards of key areas within Halswell identifying locations of interest and time/distance between each
5. Work with local organisations to investigate the feasibility of "Welcome to Halswell" signs
6. Work with the Halswell-Hornby-Riccarton Community Board and other organisations to carry out a Community Safety Survey and develop key outcomes from this
7. Continue supporting forums for the community to share information and ideas

Community Connections

Meetings
Holiday Activities
Celebrate Halswell
Halswell Market
Coffee Morning
Mahjong
Sharing Shack
Book Shack
Hub

Building resilience through community connections

Strategic Priority:

- Tackling social isolation
- Manage facilities and activities to enable people to connect, participate and engage with the wider community

Strategic Initiatives:

- Support community-led activities aimed at celebrating and sharing diversity
- Connect with groups at risk of social isolation.
- Look for community connections not already catered for

Community Outcomes:

- People have a sense of connection to and participate in their community
- People participate in a wide range of recreational activities
- Halswell is a safe place to live
- All areas and facilities are accessible
- The community values natural resources and uses them sustainably
- Halswell is active and healthy
- Halswell is a vibrant prosperous community
- Residents express a sense of wellbeing

The purpose of this project is to facilitate activities and events which bring people together. These connections and developing relationships are crucial for building resilience into the population and are therefore central to all other projects.

A connected community is a resilient community. The connections that people have developed through our activities and events proved to be hugely beneficial during the COVID-19 pandemic. Whilst COVID continued to affect many planned events, we saw members of our regular groups reach out to each other and support each other socially outside of the group they attend. Many continue to connect for lunch or walks during the week.

The community connections project has grown substantially over the course of the last 12 months. This project now covers the monthly Halswell Connections meeting, the weekly coffee morning, a weekly Mahjong group, small local events and the sharing shacks. Due to COVID, we were unable to run many of our planned events such as the market, holiday activities or Children's Day.

With the development of the Hub, the Community Connections project has expanded to cover more personal community interactions as well as events and activities. We continue to see a rise in people dropping into the Hub looking for information, directions or just a coffee and a chat with someone. This highlights a rising need for social connection, particularly amongst the older residents in our community. Through the Hub, we have been able to connect people on a personal level with others of similar interests, groups they may be interested in or external services if they are needed.

At Christmas we once again partnered with the Open Home Foundation to get gifts out to families who may struggle at Christmas. Our Giving Tree saw large numbers of our community contribute items, and so we were able to provide a large number of gifts to the families involved.

We continue to work with a number of organisations such as the Halswell Residents Association, the Halswell Connections Group and the Waipuna/Halswell-Hornby-Riccarton Community Board as well as local groups, organisations and businesses.

Having developed the Pay it Forward initiative, it has been great to see this not only take off but spill over onto the main Facebook groups with many people connecting and supporting each other through social media.

One key focus continues to be connecting with those who do not have access to social media or technology or are unable to use it for whatever reason. This applies to a large number of our older community. We do this by putting hard copies of our newsletters out at the Hub and at the Library, and are aiming to deliver a number of printed newsletters each month.

The sharing shacks have proved to be increasingly popular with many people visiting the food and book shacks. The sharing shack is for food and produce, and the book shacks are for books. The aim is to provide for those in the community who may need some help and also to reduce wastage by sharing resources.

What we have done:

- Held 1 very successful market (3 other planned markets were cancelled due to either COVID or bad weather)
- Held 9 Community Connections meetings with a range of speakers
- Increased the opening hours for the Community Hub to meet a growing need
- Added an extra book shack
- Provided technical support for local residents
- Held weekly Coffee Morning and Mahjong Group
- Started a weekly Scrabble group
- Provided 2 car loads of gifts to Open Home Foundation
- Held 2 thank ou events for our volunteers
- Held a members Night
- Identified the need for a community youth worker and secure funding to engage someone in this role

Key indicators

- # Volunteers / volunteer hours engaged in each initiative
- # people involved in different activities
- # new initiatives started/events held
- # partnerships
- Feedback from local community

We have engaged **28 volunteers** in just under **3000 volunteer hours** covering the newsletter, meetings, governance and activities at the Hub. This is slightly less than the previous year - mainly due to COVID cancelling or curtailing many activities and events

Coffee morning continues to see new members from around the community. Mahjong now has 6 or 7 tables engaging 30 people each week and Euchre regularly attracted over 30 people each week whilst running at the Hub. Approximately **500 people use the Hub each week** for either activities, the sharing shacks, visiting or seeking information

Volunteers / volunteer hours engaged in each initiative



people involved in different activities



new initiatives started/events held



We ran one extremely successful market in May 2021, with 50 stalls, which attracted over 1100 people and demonstrated support for the event. However, most of our planned major events such as other planned markets, Childrens' Day and Celebrate Halswell were cancelled due to COVID-19 restrictions. This meant we put more focus on smaller group activities running out of the Hub. Our weekly activities kept running and were well attended as per above. We also started a new scrabble group and although this did not take off, In the spirit of adapting to what people want, it appears to be morphing into a new games afternoon.

partnerships



Partnerships are crucial in everything we do.

We partner with local residents, groups, businesses, organisations and clubs in all our projects.

Feedback from local community



We continue to receive fantastic feedback from the local community and our partners in the community.

"On Monday morning I was desperate for help !

I was locked out of my Google account and family members had tried to help solve the dilemma without any luck . I really needed this access restored as I had bills that needed paying and messages coming via email that I couldn't get to .

I am so grateful for the staff member taking control and leading me through a process to solve the problem . As a retiree it is very scary when you realise your whole life is dependant on a device , and if you can't get access to your emails and banking you are helpless . This is a much needed service in the community especially as it keeps people connected .

I am so thankful for the help as I'm new to Halswell and didn't know where to turn .

Kind regards and sincere thanks "

Next Steps:

1. Support community led activities aimed at celebrating and sharing diversity
2. Look for community connections not catered for
3. Continue to manage the Hub as a place for people to connect, participate and engage with the wider community
4. Identify one group at risk of social isolation and develop a plan for connecting with them.
5. Engage a community Youth Worker to connect with the young people in our community in order to identify their needs and to build the networks and relationships needed to lay the foundations for future youth work in the area.
6. Run a series of small local events - eg Celebrate Halswell, school holiday activities, Childrens' Day, pop up coffee carts,
7. Work with relevant groups to develop a community resilience plan

Manage the Halswell Community Hub as an information hub and a place for use by the community

Strategic Priority:

- Manage facilities and activities to enable people to connect, participate and engage with the wider community

Strategic Initiatives:

- Manage facilities and activities to enable people to connect, participate and engage with the wider community

Community Outcomes:

- People have a sense of connection to and participate in their community
- People participate in a wide range of recreational activities
- Halswell is a safe place to live
- All areas and facilities are accessible
- Halswell is active and busy
- Halswell is a vibrant, prosperous community
- Residents express a sense of wellbeing

Halswell Community Hub exists as a meeting place for the community. It is used by a wide variety of groups for activities like craft, yoga and music therapy. We have had 3 fixed tenants in the office area, 12 groups using the community space on a regular basis and a counsellor using the interview room each week. Despite the disruption of COVID-19, the Hub continues to be a thriving community space.

What we have done:

- Effectively manage the Hub as a community facility
- Increased the number and variety of groups using the Hub for groups, activities and meetings
- Worked with CCC to develop a long term plan for the Hub building including a long term repairs and maintenance schedule
- Expanded the activities we offer at the Hub
- Run a weekly coffee morning with up to 20 participants
- Run Mahjong weekly with up to 35 people playing
- Worked closely with tenants and user groups during the COVID pandemic and related alert levels
- Updated information brochures and posters on our noticeboards
- Started a file of useful contacts for people coming in looking for support - particularly post COVID
- Developed a close working relationship with Harcourts Grenadier.
- Identified blocks of time to "protect" which allows us to react or start an activity in response to a community request or need
- Increased the opening hours of the Hub
- Increased the flow of people through the Hub - up to 500 people per week

Key indicators

- Ownership of the building
- Working relationship between HCP, Tenants, Hirers and the local community
- # people/groups using the building
- Feedback from community
- Running Costs

Ownership of the building



Working relationship between HCP, Tenants, Hirers and the local community



people/groups using the building



Feedback from community



Running Costs



A retrospective resource consent application has been lodged with the Christchurch City Council to change the use of the building from a library to a community facility. Once this is formally changed the deed of gift can be processed and Halswell Community Project will take over ownership of the building.

Feedback suggests that all tenants, hirers and local residents are happy with the working relationship with the Hub. This feedback is achieved through regular conversation with all members working in or using the hub and updates by email and through the use of Facebook messenger groups

Approximately 500 people visit the hub each week for a variety of reasons - groups/activities, information, social, visiting tenants, sharing shacks

- 500 people access the facility each week
- 12 groups book regularly
- 3 Tenants
- 4 HCP activities each week

Feedback from regular users shows that they appreciate the relaxed and friendly nature of the Hub. People enjoy coming into and working in the space

Charges for hiring the Hub cover the full running costs of the building including repairs and maintenance, cleaning, power, and wifi.

Next Steps:

1. Finalise transfer of ownership
2. Develop annual maintenance plan to meet BWOF requirements
3. Identify and prioritise improvements to the Hub - both major works requiring funding and minor works that can be carried out by community working bees
4. Develop a sustainability plan to reduce HCPs impact on the environment and potentially save money

Develop a Community resilience plan in conjunction with local groups and civil defence

Strategic Priority:

- Emergency Management and Community Resilience

Strategic Initiatives:

- Work with relevant groups to develop a community resilience plan

Community Outcomes:

- People have a sense of connection to and participate in their community
- People participate in a wide range of recreational activities
- Halswell is a safe place to live
- All areas and facilities are accessible
- The community values natural resources and uses them sustainably
- Halswell is active and healthy
- Halswell is a vibrant prosperous community
- Residents express a sense of wellbeing

Halswell has been through a few emergencies together, during which we have each supported our community in various ways. All of us take part in responding to an emergency, but some of our groups and organisations may have more formal responsibilities and arrangements, while others fully rely on the goodwill and dedication of a few staff and volunteers to do what needs doing at the time. The more we understand each other's roles, capabilities, and limitations, the more we connect and plan together, the better we will get through together as a community.

Following on from a discussion at a monthly Connections meeting, we have been working with local groups and organisations to further develop the idea of a community resilience plan. Unfortunately due to the pandemic and various changes of personnel, this has not progressed as far as we would have liked. However, it is clear that despite the challenges, COVID has helped develop some of the infrastructure needed to develop a plan in the future and this is something we will continue to explore.

Community Response planning is a process rather than a fixed plan as every emergency is completely different and never behaves the way we expect or want. It is therefore more about having a flexible approach to an event.

The initial stages of creating a community response plan involve identifying local hazards and impacts, local strengths, capabilities and limitations and what is already available and how we can access it.

We are now at this point and will be looking at holding workshops to map resources, plan and connect with each other in the coming months.

What we have done:

- Developed a working relationship with the Community Resilience Coordinator at Civil Defence and Emergency Management
- Gathered some information from groups and organisations who feel they may have or want a role in a community response to future emergency events.
- Organised an initial meeting of groups to begin the process of developing a community response plan
- Identified the role of Halswell Community Project and the Hub in the event of an emergency situation
- Discussed the concept of social infrastructure in the context of resilience

Key Indicators:

- Engagement with local groups
- Hold a resilience planning workshop
- Develop an asset map of resources
- Develop a community resilience plan

As part of the process we have engaged with 4 local groups - in particular the Halswell Hall and Te Hapua

This has not yet occurred due to COVID and changing personnel

Initial discussions around social infrastructure have identified key resources within Halswell and areas that need addressing/ activating to increase community engagement.

This is still at the initial discussion phase and needs more work to progress

Next Steps:

1. Hold a workshop on the aspects of developing a resilience plan
2. Develop an asset map of resources
3. Identify and connect with key leaders of cultural groups in the community
4. Work with relevant groups to develop a community resilience plan

This will be incorporated into the Community Connections project going forwards
- *Building resilience through community connections*

Engage with local groups



Hold a resilience planning workshop



Develop an asset map of resources



Develop a community resilience plan



Develop projects which encourage environmental sustainability within Halswell Community Project and across the community

Strategic Priority:

- Environmental Sustainability

Strategic Initiatives:

- Survey/research existing projects/examples of environmental sustainability

Community Outcomes:

- The community values natural resources and uses them sustainably
- A reduction in waste
- Energy is used more efficiently
- Water is used efficiently and sustainably
- Public spaces are clean
- Residents are involved in planting schemes, community gardens etc

Environmental sustainability is becoming increasingly important both globally and locally. It comes about when the environmental, economic and social needs of a society are met in the present without compromising the ability of future generations to meet their needs.

In the words of a student at the Sustainability Academy, Burlington, VT "Sustainability means doing more good than harm with the people around us and the stuff we have"

Making Halswell Community Project more sustainable is about looking at what we do, what we're buying, and how we're using and disposing of things. It's also about moving to eco-friendly, local, organic or low-emissions alternatives

HCP continues to identify what we can do at a local level to highlight and support existing initiatives and look at gaps where we could develop new initiatives.

We have made progress in supporting initiatives around the community including:

- Providing recycling at all events and at the Halswell Hub
- Reducing energy usage and wastage at the Hub
- Collecting used sports gear as part of the Give Gear Get Great program
- Collecting wine bottle lids for Kidney Kids
- Sharing shack - sharing of resources from gardens
- Book shacks
- Collecting plastic lids for Over the Top Recycling
- School holiday craft activities that encourage recycling or upcycling
- Using UPSTREAM for services which benefit young people
- Choosing products and services that show a commitment to sustainability whenever we can
- Promoting and supporting environmental initiatives through Facebook
- Reducing the amount of printing in the administration of HCP

We are aware that many groups and organisations in the community also have environmental sustainability at the forefront of their planning. Many local schools, for example, have garden to plate programs, Huritini Student council are passionate about Westlake Park and there are regular planting days at Halswell Quarry. We plan to identify other initiatives we can set up or take part in as well as identifying and sharing other examples of sustainability across our community.

initiatives



Engage with local groups



What we have done:

- Developed and promoted the sharing shacks at the Hub
- Actively supported and promoted 4 community recycling initiatives
- Gathered some information from groups and organisations who have environmental initiatives in place

Key Indicators

- # initiatives
- Engagement with local groups

The Hub now has 3 book shacks and the food sharing shack
4 projects recycling materials in the community Over the Top recycling, Lions, Wheelchairs for Africa, Give Gear Get Great programme

Halswell Community Project is actively supporting several groups collecting and recycling materials: Over the Top recycling, Lions, Wheelchairs for Africa, Give Gear Get Great programme

Next Steps:

1. Develop a sustainability plan to reduce HCPs impact on the environment and potentially save money
2. Identify other initiatives within the community

This will be incorporated into the Facilities and Activities project going forwards - *Manage facilities and activities to enable people to connect, participate and engage with the wider community*

Halswell Community Garden

Report by Ellen Loader
5 April 2022



The Halswell Community Garden kicked off with a first meeting in Feb 2014 under the umbrella of the Halswell Community Project and in partnership with St Mary's Church. The Community Garden can be found at 329 Halswell Road and access is through St Mary's church who own the site.

This last year has been challenging in a number of ways.

COVID-19. Some of us continued to work in the garden during lock downs, plenty of fresh air and there is always weeding to be done. Two of us considered the garden as our 'backyard'.

The weather this last season has been challenging, for us as well as the plants, some of them as confused as we have been. Where did the summer go? We have had problems with fungal problems because of all the rain, but have resisted using fungicides.

The yields generally have been good. Red and Black currants, gooseberries, Plums, greengages, Black Boy Peaches, Granny Smith apples, Pears and walnuts. Asparagus, Peas, Zucchini, pumpkins, tomatoes, capsicums, cucumbers, brassicas, runner beans, carrots, parsnips etc... The sweet corn was disappointing in that the cobs were picked before they were ripe, tasted and thrown away. We have trialed growing some cape gooseberries which are looking promising, but we are concerned that they may not ripen.

We are now propagating a lot more of our own vegetable plants and have planted two new lemon trees in a different place. We have also planted some raspberry plants, all these donated to us. We moved the tunnel house this year to give the soil a rest.

We had some help from Rachel Vogan from the Canterbury Community Gardens Association who pruned the pip fruit trees, but we really need help with the stone fruit trees this coming winter, the growth this last year has been huge and the trees are just getting too tall to be manageable.



2020 - 2025 Strategic Priorities

Tackling Social Isolation

Manage facilities and activities to enable people to connect, participate and engage with the wider community

Environmental Sustainability

Emergency Management and Community Resilience

2022 - 2023 Initiatives

Survey other groups at risk of isolation and report back

Identify the needs of groups at risk of social isolation

Develop the community hub for the use of diverse community groups

Develop key projects to encourage environmental sustainability

Work with relevant groups to establish a community resilience plan

Continue supporting forums for the community to share information and ideas

Look for community connections not already catered for



Building resilience through connection and participation	
Strategic Priorities:	
<p>Manage facilities and activities to enable people to connect, participate and engage with the wider community</p> <p>Emergency Management and community resilience</p>	<p>Encourage participation through the sharing of community information</p> <p>Distribute monthly newsletters to create a wider reach outside of online platforms</p> <p>Engage local community volunteer help to distribute the newsletter</p> <p>Develop and distribute information flyers with information on how to access the newsletter, website, welcome bags and other sources of information</p> <p>Develop maps/information boards of key areas within Halswell identifying locations of interest and time/distance between each</p> <p>Develop a walking/cycling map</p> <p>Work with local organisations to investigate the feasibility of "Welcome to Halswell" signs</p> <p>Work with the Halswell-Hornby-Riccarton Community Board and other organisations to carry out a Community Safety Survey and develop key outcomes from this</p> <p>Continue to develop local business directory</p> <p>Maintain Halswell Community Website and keep information updated</p>
<p>Building resilience through community connections</p> <p>Support community led activities aimed at celebrating and sharing diversity</p> <p>Look for community connections not catered for</p> <p>Continue to manage the Hub as a place for people to connect, participate and engage with the wider community</p> <p>Identify one group at risk of social isolation and develop a plan for connecting with them.</p> <p>Engage a community Youth Worker to connect with the young people in our community in order to identify their needs and to build the networks and relationships needed to lay the foundations for future youth work in the area.</p> <p>Run a series of small local events - eg Celebrate Halswell, School holiday activities, Childrens Day, pop up coffee carts,</p> <p>Work with relevant groups to develop a community resilience plan</p> <p>Identify and connect with key leaders of cultural groups in the community</p>	<p>Manage facilities and activities to enable people to connect, participate and engage with the wider community</p> <p>Finalise transfer of ownership</p> <p>Develop annual maintenance plan to meet BWOF requirements</p> <p>Identify and prioritise improvements to the Hub - both major works requiring funding and minor works that can be carried out by community working bees</p> <p>Develop a sustainability plan to reduce HCFs negative impact on the environment and potentially save money</p>

FINANCIAL OVERVIEW



REVIEWER'S REPORT

To the members of Halswell Community Project,

I have reviewed the Performance Report for the Halswell Community Project Incorporated, for the period 1 April 2021 to 31 March 2022.

Committee Member's Responsibilities

The Committee Members of Halswell Community Project are responsible for the compilation of accounts which fairly reflect the financial position of that organisation as at 31 March 2022 and the results of activities for the period ending 31 March 2022.

Reviewer's Responsibilities

It is my responsibility to express an independent opinion on the financial statements, presented by the Committee Members and report my opinion to you.

Opinion

Nothing has come to my attention that causes me to believe that the financial statements are not presented fairly in all material respects in accordance with the applicable financial reporting standards.

My review was completed on 29 June 2022, and my opinion is expressed as at that date.

Yours sincerely,



Lerks Stedman
CA, BCA



Performance Report

Halswell Community Project Incorporated
For the year ended 31 March 2022

Prepared by Fairground Ltd



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Compilation Report

Halswell Community Project Incorporated For the year ended 31 March 2022

Compilation Report to the Directors of Halswell Community Project Incorporated.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Halswell Community Project Incorporated for the year ended 31 March 2022.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Directors are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Halswell Community Project Incorporated other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

Fairground Ltd

Dated: 27 June 2022



Entity Information

Halswell Community Project Incorporated For the year ended 31 March 2022

Legal Name of Entity

Halswell Community Project Incorporated

Entity Type and Legal Basis

The entity is an incorporated society and become a registered charity on 7 September 2021.

Registration Number

CC59557

Entity's Purpose or Mission

To: improve the health, wellbeing and resilience of the Halswell Community,
Encourage community spirit and activity,
Provide opportunities for the local community to come together and get to know each other,
Build a strong Halswell Identity and strong networks within the community,
Promote healthy living and lifestyles,
Maintain and improve the physical Environment of Halswell and the surrounding Area,
Promote Halswell and the surrounding area to residents and visitors.

Entity Structure

We have a volunteer committee who oversee the work of four part time staff and many different volunteers.

Main Sources of Entity's Cash and Resources

Grants, donations and raises funds through hiring facilities and hosting markets within the community.

Main Methods Used by Entity to Raise Funds

Donations and Grants, as well as Facilities Hireage

Entity's Reliance on Volunteers and Donated Goods or Services

We have a volunteer committee who oversees the work of four part-time staff and many different volunteers.

Physical Address

381 Halswell Road, Halswell, Christchurch, 8025

Postal Address

381 Halswell Road, Halswell, Christchurch, 8025

Date of Incorporation

20 February 2013

Became a Registered Charity on 7 September 2021



Office Holders

Chairperson - Chrys Horn
Vice Chairperson - Adele Geradts
Secretary - Karen Upton
Treasurer - Rosalie Thornley
Alison MacColl
Ross McFarlane
Tony Gibling
Anne Gibling

Bankers

Kiwibank

Accountants

Fairground Ltd



Approval of Financial Report

Halswell Community Project Incorporated For the year ended 31 March 2022

The Officer Holder are pleased to present the approved financial report including the historical financial statements of Halswell Community Project Incorporated for year ended 31 March 2022.

APPROVED

Chrys Horn

Chairperson

Date

Ros Thornley

Treasurer

Date



Statement of Service Performance

Halswell Community Project Incorporated For the year ended 31 March 2022

Description of Entity's Outcomes

Build resilience through community connections.

Encourage participation through the sharing of community information.

Provide social connection for isolated and vulnerable people in our community

Encourage people to connect and work together to bring about positive change in their community

Foster a sense of community, celebrate and share different cultures and traditions.

Ensure newcomers to our community are connected with what they need to integrate well.

Create opportunities for people to develop skills and connections to support entrepreneurship.

2022

Description and Quantification of the Entity's Outputs

Community Information project

Monthly community newsletters printed	12
Number of newsletters distributed each month	1,150
Welcome bags given	160
Increase engagement through social media (members)	18,000
Increased engagement through website (sessions per year)	8,200
Free online business directory (number of business listed)	47
Methods of sharing information	10

Community Connections

Events held - Markets, childrens day, holiday programmes (most cancelled due to COVID)	1
Number of volunteers	28
Volunteer hours	3,000
Monthly community networking meetings	9
Weekly coffee morning	20
Weekly mahjong	28
Number of people visiting the hub per week	500
Recycling initiatives supported	6

Community Hub

Number of people visiting the hub per week	500
Number of groups using the hub	15
Number of tenants	3



Additional Information

"Just to say thank you to the wonderful people who run the Tuesday drop in coffee mornings at the Halswell Community Hub. My mother is Gloria Bland and she recently started attending your coffee mornings. I live in Australia so I find it difficult (if not impossible) to give Mum extra support when she needs it. I would like to let you know what a positive difference going along to your drop in mornings has made. She needed something to pick her up and your group and the organisers have been very welcoming with the bonus that she has something extra to talk about when I call her."

"On Monday morning I was desperate for help!

I was locked out of my Google account and family members had tried to help solve the dilemma without any luck. I really needed this access restored as I had bills that needed paying and messages coming via email that I couldn't get to. I am so grateful for the staff member taking control and leading me through the process to solve the problem.

As a retiree, it is very scary when you realise your whole life is dependent on a device, and if you can't get access to your emails and banking you are helpless.

This is a much needed service in the community especially as it keeps people connected .

I am so thankful for the help as I'm new to Halswell and didn't know where to turn .

Kind regards and sincere thanks"



Statement of Financial Performance

Halswell Community Project Incorporated For the year ended 31 March 2022

	NOTES	2022	2021
Revenue			
Donations, fundraising and other similar revenue	1	82,720	34,912
Revenue from providing goods or services	1	40,914	39,208
Interest, dividends and other investment revenue	1	70	19
Other revenue	1	1,652	-
Total Revenue		125,357	74,139
Expenses			
Costs related to providing goods or service	2	102,435	107,420
Grants and donations made	2	-	938
Other expenses	2	10,507	5,361
Total Expenses		112,942	113,719
Surplus/(Deficit) for the Year		12,415	(39,579)

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report and the Notes to the Performance Report.



Statement of Financial Position

Halswell Community Project Incorporated As at 31 March 2022

	NOTES	31 MAR 2022	31 MAR 2021
Assets			
Current Assets			
Bank accounts and cash	3	164,829	79,110
Debtors and prepayments	3	2,179	3,099
Other Current Assets	3	1,742	17
Total Current Assets		168,749	82,227
Non-Current Assets			
Property, Plant and Equipment	5	5,038	7,871
Total Non-Current Assets		5,038	7,871
Total Assets		173,788	90,098
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	9,358	4,948
Unused donations and grants with conditions	4	95,222	26,688
Other current liabilities	4	-	1,669
Total Current Liabilities		104,580	33,306
Total Liabilities		104,580	33,306
Total Assets less Total Liabilities (Net Assets)		69,208	56,793
Accumulated Funds			
Accumulated surpluses or (deficits)	6	69,208	56,793
Total Accumulated Funds		69,208	56,793

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report and the Notes to the Performance Report.



Depreciation Schedule

Halswell Community Project Incorporated For the year ended 31 March 2022

NAME	PURCHASED	COST	OPENING VALUE	RATE	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Computer Equipment							
Projector	7 Feb 2020	803	577	25.00%	144	370	433
Total Computer Equipment		803	577		144	370	433
Leasehold Improvements							
Leasehold Improvements - Installation of additional sockets	5 Jun 2018	1,079	801	10.00%	80	358	721
Total Leasehold Improvements		1,079	801		80	358	721
Office Equipment							
Flag	9 May 2019	350	299	8.00%	24	75	275
Office Front Desk Signage	9 May 2019	320	262	10.00%	26	85	235
Total Office Equipment		670	560		50	160	510
Plant & Equipment							
Chess Set	3 Oct 2017	750	18	67.00%	12	744	6
Sign for Hub	21 May 2018	1,393	1,025	10.00%	103	470	923
Total Plant & Equipment		2,143	1,044		115	1,214	929
Website at Cost							
Website	3 Sep 2020	6,900	4,888	50.00%	2,444	4,456	2,444
Total Website at Cost		6,900	4,888		2,444	4,456	2,444
Total		11,595	7,870		2,833	6,558	5,037

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report and the Notes to the Performance Report.



Statement of Cash Flows

Halswell Community Project Incorporated For the year ended 31 March 2022

	NOTES	2022	2021
Cash Flows from Operating Activities			
Goods and services provided		47,972	44,762
Grants, donations, and bequests		160,487	66,550
Payments to suppliers and employees		(113,639)	(113,845)
Net GST Paid		(7,373)	(3,073)
Donations or grants paid		-	(938)
Net Income Tax Paid		(3,699)	(3,873)
COVID Resurgence Support Payment		1,900	-
Total Cash Flows from Operating Activities		85,648	(10,417)
Cash Flows from Investing Activities			
Payments for purchase of property, plant and equipment		-	(3,450)
Interest Income		70	19
Total Cash Flows from Investing Activities		70	(3,431)
Net Increase/ (Decrease) in Cash		85,718	(13,848)
Cash Balances			
Cash and cash equivalents at beginning of period		79,110	92,958
Cash and cash equivalents at end of period		164,829	79,110
Net change in cash for period		85,718	(13,848)

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



Statement of Accounting Policies

Halswell Community Project Incorporated For the year ended 31 March 2022

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Revenue

Revenue is recorded based on the stage of completion of the service at balance date.

Grant and donations which have a “use or return” condition attached are recorded as unspent until the conditions are met. All other grants and donations are recognised as revenue when received.

Government funding is recognised in revenue as the contracted services are provided.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Halswell Community Project Incorporated is wholly exempt from New Zealand income tax from 7 September 2021 (prior to this was an incorporated society) having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Legal Structure Change

The entity became registered as a charity from 7 September 2021. Prior to this, the entity was registered as an incorporated society.



Notes to the Performance Report

Halswell Community Project Incorporated For the year ended 31 March 2022

	2022	2021
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Donations Income	3,184	200
Grants Received	79,536	34,712
Total Donations, fundraising and other similar revenue	82,720	34,912
Revenue from providing goods or services		
Advertising Income	1,696	1,811
Facilities Hire	38,287	36,032
Market Stalls Income	930	1,365
Total Revenue from providing goods or services	40,914	39,208
Interest, dividends and other investment revenue		
Interest Income	70	19
Total Interest, dividends and other investment revenue	70	19
Other revenue		
COVID Resurgence Support Payment	1,652	-
Total Other revenue	1,652	-
	2022	2021

2. Analysis of Expenses

Costs related to providing goods or services		
Activities Materials	905	3,843
Bank Fees	10	-
Computer Expenses	608	-
Contracts for Service	84,155	85,354
Entertainment	737	597
Equipment & Venue Hire	261	261
Health & Safety	78	-
Insurance	280	250
Light, Power, Heating	7,516	8,833
Office Expenses	777	1,620
Printing & Stationery	347	471
Promotional Material	390	808
Repairs and Maintenance	3,272	2,799
Subscriptions & Licenses	150	268
Telephone & Internet	1,666	1,657
Training	-	429
Volunteer Recognition	922	-
Website Expenses	360	230
Total Costs related to providing goods or services	102,435	107,420



	2022	2021
Grants and donations made		
Donations Paid	-	938
Total Grants and donations made	-	938
Other expenses		
Consulting & Accounting	7,078	2,093
Depreciation	2,833	2,500
Entertainment - Non deductible	291	768
Income Tax Expense	304	-
Total Other expenses	10,507	5,361
	2022	2021

3. Analysis of Assets

Bank accounts and cash		
Cash Float	-	100
Kiwibank - Community Gardens	31	160
Kiwibank - HCP Insurance	55,403	3,852
Kiwibank Account	109,394	74,998
Total Bank accounts and cash	164,829	79,110
Debtors and prepayments		
Accounts Receivable	2,179	3,099
Total Debtors and prepayments	2,179	3,099
Other current assets		
Income Tax	1,742	(1,652)
Total Other current assets	1,742	(1,652)
	2022	2021

4. Analysis of Liabilities

Creditors and accrued expenses		
GST	9,358	4,948
Total Creditors and accrued expenses	9,358	4,948
Unused donations and grants with conditions		
Funding Received in Advance	95,222	26,688
Total Unused donations and grants with conditions	95,222	26,688



	2022	2021
5. Property, Plant and Equipment		
Buildings		
Buildings at cost	1,079	1,079
Accumulated depreciation - buildings	(358)	(278)
Total Buildings	721	801
Furniture and Fittings		
Furniture and fittings owned	1,473	1,473
Accumulated depreciation - furniture and fittings owned	(530)	(336)
Total Furniture and Fittings	943	1,138
Plant and Equipment		
Plant and machinery owned	2,143	2,143
Accumulated depreciation - plant and machinery owned	(1,213)	(1,098)
Total Plant and Equipment	930	1,045
Other Fixed Assets		
Website	6,900	6,900
Accumulated depreciation - Website	(4,456)	(2,013)
Total Other Fixed Assets	2,444	4,888
Total Property, Plant and Equipment	5,038	7,871
	2022	2021

6. Accumulated Funds

Accumulated Funds		
Opening Balance	56,793	96,372
Accumulated surpluses or (deficits)	12,415	(39,579)
Total Accumulated Funds	69,208	56,793
Total Accumulated Funds	69,208	56,793

7. Commitments

There are no commitments as at 31 March 2022 (Last year - nil).

8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 March 2022 (Last year - nil).

9. Related Parties

There were no transactions involving related parties during the financial year.

10. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).



11. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.



Halswell Community Project

381 Halswell Road, Halswell, Christchurch 8025

Phone (0204) 127 6083

email: info@halswellcommunity.net.nz

www.halswellcommunity.net.nz

Incorporated Society Number 2575621

Charities Number CC59557
