



## FINANCE, AUDIT AND RISK COMMITTEE

**27 March 2019**

**Members' Present:** Deputy Mayor Brian Jephson (Chair), Councillors Pam Colenso, Colin Wright, Ross Vickery and Mayor Viv Napier.

**In Attendance:** Jennie Mitchell (Group Manager Corporate Support), Katrina Neems (Finance Manager) and Suzanne Clark (Committee Secretary).

**Conduct of Business:** The meeting was held in the Supper Room, Waihinga Centre, Texas Street, Martinborough and was conducted in public between 11:30am and 1:30pm.

**Also in attendance:** Councillor Mike Gray and Andrew Michl (Local Government Funding Authority (LGFA)).

### Open Section

**A1. Apologies**

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/01) to accept apologies from Mr Paul Crimp.*

*(Moved Mayor Napier/Seconded Cr Colenso)*

Carried

**A2. Conflicts of Interest**

There were no conflicts of interest declared.

**A3. Public Participation**

There was no public participation.

**A4. Actions from Public Participation**

There were no actions from public participation.

**A5. Extraordinary Business**

Standing Orders will be used if needed.

**A6. Minutes for Receipt**

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/02) that the notes from the Risk and Audit Working Party meeting held 29 January 2019 be received.*

*(Moved Cr Jephson/Seconded Cr Wright)*

Carried

**DISCLAIMER**

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## **A7. Notices of Motion**

There were no notices of motion.

## **B Decision Reports from Chief Executive and Staff**

### **B1. Feedback, Compliments and Complaints and Policy N800**

Members agreed to change the title of the policy to place more emphasis on receiving compliments and complaints and altered the next review date to allow for one year's trial of the policy.

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/03)*

1. To receive the Feedback Compliments and Complaints Policy N800 Report.  
(*Moved Mayor Napier/Seconded Cr Vickery*) Carried
2. To recommend that Council approves the Compliments, Complaints and Feedback Policy N800.
3. To recommend that Council agree that the next review date should be April 2020.  
(*Moved Jephson/Seconded Cr Colenso*) Carried

### **B2. Local Government Funding Authority (LGFA) Guarantor Proposal**

Mr Michl outlined the governance structure and operations of the LGFA. Members discussed benefits, risks, public disclosure requirements, shareholder reporting, and legal joining fees with Mr Michl and Ms Mitchell.

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/04)*

1. To receive the Becoming a Guarantor Borrower with LGFA Report.  
(*Moved Cr Colenso/Seconded Cr Vickery*) Carried
2. To recommend to Council to become a guarantor member of the Local Government Funding Agency.  
(*Moved Mayor Napier/Seconded Cr Wright*) Carried

### **B3. Data Security and Risk Register**

Members deemed recommendation two was not required as recommendations three and four covered all necessary points with the recommended changes shown as tracked changes in the policy. Members agreed that the policy needed to be widened to include everyone that had access to confidential information.

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/05):*

1. To receive the Data Security and Risk Register Report.  
(*Moved Cr Colenso/Seconded Cr Jephson*) Carried
2. To recommend to Council to approve the changes to the Information and Technology (IT) Policy N600.
3. To recommend to Council that the review date of the policy is April 2020.
4. To agree to add the issue of data security on mobile devices to the Risk register.  
(*Moved Cr Wright/Seconded Cr Jephson*) Carried

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**C Decision Reports from Chief Executive and Staff**

**C1. Financial Report**

Ms Mitchell discussed the report and answered members' questions on miscellaneous income, solid waste management, rates arrears, a potential rates remission, quarterly capital expenditure forecast and borrower notes.

Members noted that the working capital as outlined in 'Section 3 Statement of Financial Position' of the Financial Report should be \$14,324k, not \$14k.

*FINANCE, AUDIT AND RISK RESOLVED (FAR2019/06)* to receive the Financial Report.

*(Moved Cr Vickery/Seconded Cr Jephson)*

Carried

**C2. NZTA Report**

*COUNCIL RESOLVED (DC2019/07)* to receive the NZTA Audit Report.

*(Moved Mayor Napier/Seconded Cr Colenso)*

Carried

**C3. Project Update Summary**

Ms Mitchell discussed the report with members and agreed to add the Martinborough water incident and Featherston flood remedial works to the schedule.

*COUNCIL RESOLVED (DC2019/08)* to receive the Project Summary Report.

*(Moved Cr Colenso/Seconded Mayor Napier)*

Carried

**C4. Verbal Update on Interim Audit**

Ms Mitchell reported that the outcome from the interim audit review was good and outlined findings.

**C5. Verbal Update on Potential Insurance Claim**

Ms Mitchell outlined a situation resulting from an incorrect LIM being issued to a prospective purchaser advising that Council were actively working to correct the mistake with the property owner but there would be a cost to Council.

Internal process changes have been made to ensure a similar situation cannot occur again.

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)

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