



POLICY AND FINANCE COMMITTEE MEETING

MINUTES – 10 August 2011

- Present:** Mayor Adrienne Staples (Chairperson), Councillors Margaret Craig, Mike Gray, Brian Jephson, Julie Riddell, and Solitaire Robertson.
- In attendance:** Dr Jack Dowds (Chief Executive Officer), Paul Crimp (Group Manager Corporate Support) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in the South Wairarapa Council Chambers at 19 Kitchener Street, Martinborough and was conducted in public between 11:50am and 12:50pm.

A Conduct of Business

A1. Apologies

P&F RESOLVED (P&F 2011/19) to receive apologies from Cr Davies, Cr Napier, Cr Stevens and Cr Sexton.

(Moved Mayor Staples/Seconded Cr Robertson)

Carried

A2. Conflicts of Interest

No conflicts of interest were declared.

A3. Minutes for Confirmation: Policy & Finance Committee 29 June 2011

P&F RESOLVED (P&F2011/20) that the minutes of the Policy and Finance Committee meeting held on 29 June 2011 were received and confirmed as true and correct.

(Moved Cr Jephson/Seconded Cr Riddell)

Carried

A4. Policy and Finance Committee Action List from 29 June 2011

P&F RESOLVED (P&F2011/21) to receive the action items list.

(Moved Cr Gray/Seconded Cr Craig)

Carried

A5. Risk & Audit Working Party Notes – 23 June 2011

P&F RESOLVED (P&F2011/22) to receive the Risk and Audit Working Party Notes of 23 June 2011.

(Moved Cr Gray /Seconded Cr Craig)

Carried

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

B Reports

B1. Policy Manual Review – “Policy Manual Introduction”

Councillors reviewed the report and asked that where the Policy Manual Introduction refers to the Local Government Act 2002, also include ‘and any subsequent amendments’.

P&F RESOLVED (P&F2011/23):

1. To receive the information
2. To adopt the updated “Policy Manual Introduction” with the changes as discussed.
3. To set the review date at May 2020.

(Moved Mayor Staples/Seconded Cr Riddell)

Carried

B2. Community Board Terms of Reference

P&F RESOLVED (P&F2011/24):

1. To receive the information
2. To approve the Community Board Terms of Reference.
3. To set the review date as August 2021.

(Moved Mayor Staples/Seconded Cr Riddell)

Carried

4. Action 852: Ask Community Boards to review their reporting committee names;
P Crimp

B3. Policy Manual Review – “Protected Disclosures Act 2000”

Councillors reviewed the report and asked that the CEO, Group Managers and Mayor were listed as disclosure officers and that job titles as opposed to officer names be used.

P&F RESOLVED (P&F2011/25):

1. To receive the information
2. To adopt the updated “Protected Disclosures Act 2000” with the changes as discussed.

(Moved Cr Jephson/Seconded Cr Riddell)

Carried

B4. Urban/Rural Water Supply

Councillors considered the report and the Group Manager Infrastructure and Services answered questions relating to water supply and demand. Councillors expressed a desire not to amend the water policy as future pressures to the system were not fully understood and also to retain a district wide policy.

P&F RESOLVED (P&F2011/26):

1. To receive the information

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2. That unique circumstances apply and a one-off exemption to the water policy would be granted. Water for domestic use only and restricted supply would apply.

(Moved Mayor Staples/Seconded Cr Jephson)

Carried

C Financial Statements

The Group Manager Corporate Support spoke to the finances which showed a small end-of-year surplus and tabled a memo regarding financial matters.

P&F RESOLVED (P&F2011/27) to thank the CEO and Group Manager Corporate Support for an excellent end of year financial result.

(Moved Mayor Staples/Seconded Cr Jephson)

Carried

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

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