



POLICY AND FINANCE COMMITTEE

AGENDA – 29 June 2016

A Conduct of Business

The meeting will be held in the Council Chambers, 19 Kitchener Street, Martinborough and will commence at the conclusion of the District Council meeting. The meeting will be held in public (except for any items specifically noted in the agenda as being for public exclusion).

- A1.** Apologies
- A2.** Conflicts of Interest
- A3.** Public Participation
- A4.** Minutes for Confirmation: Policy & Finance Committee 18 May 2016 Pages 1-2
- A5.** Policy and Finance Committee Action Items Page 3
- A6.** Minutes for Receipt: Risk and Audit 19 May 2016 Pages 4-5

B Finances



POLICY AND FINANCE COMMITTEE MEETING MINUTES

18 May 2016

- Present:** Mayor Adrienne Staples (Chair), Councillors Margaret Craig, Dean Davies, Brian Jephson, David Montgomerie, Cr Viv Napier, Colin Olds, Julie Riddell, Solitaire Robertson and Max Stevens.
- In Attendance:** Paul Crimp (Chief Executive), Suzanne Clark (Committee Secretary) and Mark Allingham (Infrastructure and Services Group Manager) for part only.
- Conduct of Business:** The meeting was held in the South Wairarapa District Council Chambers at 19 Kitchener Street, Martinborough and was conducted in public between 11:30 and 11:38am.

A Preliminary Matters

A1. Apologies

There were no apologies.

A2. Conflicts of Interest

No conflicts of interest were declared.

A3. Public Participation

There was no public participation.

A4. Policy & Finance Committee Minutes 6 April 2016

P&F RESOLVED (P&F2016/15) that the minutes of the Policy and Finance Committee meeting held on 6 April 2016 be received and confirmed as a true and correct record.

(Moved Cr Olds/Seconded Cr Jephson)

Carried

A5. Policy and Finance Committee Action Items

P&F RESOLVED (P&F2016/16) to receive the action items report.

(Moved Cr Davies/Seconded Cr Napier)

Carried

A6. Risk and Audit Minutes 20 April 2016

P&F RESOLVED (P&F2016/17) to receive the Risk and Audit Minutes of 20 April 2016.

(Moved Cr Stevens/Seconded Cr Napier)

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 Finances

B1. Finances to 31 March 2016

Mr Crimp presented the finances, which were on track to meet budgetary targets. A meeting with the Local Government Funding Agency had been held and Mr Crimp had signalled an intention to transfer funds to the Agency in June 2016. The savings account interest rate was low, but the return was within the forecast level.

P&F RESOLVED (P&F2016/18) to receive the financial statements for the period ended 31 March 2016.

(Moved Cr Stevens/Seconded Cr Napier)

Carried

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

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

**Policy and Finance Committee
Action Items from
18 May 2016**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
537	P&F	26-Aug-15	Action	Paul	Review the meeting fee rate and the criteria used to set the fee in order that the policy can be updated following the 2016 local government elections	Open	Masterton and Carterton do not have meeting fees. Suggest MSC same as Community Boards.
103	P&F	24-Feb-16	Resolution	Paul	P&F RESOLVED (P&F2016/03): 1. To receive the information. 2. To adopt the: a. Infectious Disease and Pandemic Policy on the proviso that Council Officers check with the Wairarapa District Health Board and update the policy prior to publication if necessary. b. Council Committees and Working Parties Policy with the minor corrections as noted. c. Defer the adoption of the Acquisition and Disposal of Property Policy until the next meeting. (Moved Mayor Staples/Seconded Cr Napier) Carried	Open	Policies updated with the exception of pandemic still awaiting DHB Shane to follow up when settled in.
200	P&F	6-Apr-16	Resolution	Paul	Policy Reviews P&F RESOLVED (P&F2016/13): 1. To receive the information. 2. To adopt Acquisition and Disposal of Property Policy. 3. To adopt the Media Policy subject to minor amendments as discussed. 4. To adopt the Health and Safety Policy in principal, subject to Council officers investigating areas of concern as highlighted and the Policy being presented at the next meeting. (Moved Cr Stevens/Seconded Cr Napier) Carried	Open	H & S to next council meeting. All other pooints actioned 8/6/16

**Risk & Audit Working Party
Minutes
19th May 2016
3:30pm, Waiohine Room**

Present Cr M Craig, Cr D Davies, Cr V Napier
Also in attendance – P Crimp, K Whiteman, K Low

Apologies Cr M Stevens

Minutes Minutes of the previous meeting were confirmed

Moved Craig/Davies

Matters Arising

1. Phillips/Phelps – Awaiting legal advice
2. Progressive – a possible settlement but as it is not signed off Council are proceeding with evidence preparation to meet the court timetable.
3. ALA – a hearing has been set for late July/early August but settlement through mediation may be achievable, the officers are working on options.

Monthly Financials

Financials.

Moved Craig/Davies

PC to provide a yearend estimate against budget

New reporting format to be refined.

PC to clarify Solid waste position

Look to sign off end of year finances in late September with current council and audit changes with new Council in October.

Reports

1. No Audit feedback received yet.
2. No Management Authority exceeded in past year.

Policies

1. All policies are now to go to Community Boards before Policy and finance. Health and Safety and remuneration to June meeting Banners, Community Housing and Risk due to August Council meeting.
2. Proceed with Cattle underpasses and stops and Building Consent exemptions for July I&P meeting.

NB. Paul to get MCB back in line with other CB Meetings.

Risks

1. Amended Risk Policy has been circulated feedback to Kim by 30th May.
2. Business Continuity Plan underway with key projects identified. This will also include procedure for dealing with risks that eventuate.
3. Risk register to be discussed next meeting.
4. Risk assessment on the Waste water Implementation projects completed. Waihinga at next meeting. Need to look at risk identification for key infrastructure assets some of this may come out of Business continuity planning.

General Business

1. Welcome Shane Sykes
2. Paul on leave 7th July – 8th August Mark will have delegated authority.

Meeting closed 4:20pm

Next meeting: 3pm Wednesday 16th June 2016