



POLICY AND FINANCE COMMITTEE

AGENDA – 8 August 2012

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 27 June 2012 Pages 1-2
- A5. Action Items from 27 June 2012 Page 3
- A6. Risk & Audit Working Party Notes 22 June 2012 Page 4

B. Financial Statements



POLICY AND FINANCE COMMITTEE MEETING

MINUTES – 27 June 2012

Present: Mayor Adrienne Staples (Chairperson), councillors Dean Davies, Mike Gray, Brian Jephson, Viv Napier, Julie Riddell, Solitaire Robertson, Keith Sexton and Cr Stevens.

In attendance: Dr Jack Dowds (Chief Executive Officer), Paul Crimp (Group Manager Corporate Support), Suzanne Clark (Committee Secretary) and for part only Bronwyn Johnson (Environmental Health Team Leader).

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 12:45pm and 1:35pm.

A Preliminary Matters

A1. Apologies

P&F RESOLVED (P&F2012/23) to accept apologies from Cr Craig.

(Moved Mayor Staples /Seconded Cr Riddell)

Carried

A2. Conflicts of Interest

No conflicts of interest were declared.

A3. Public Participation

There was no public participation.

A4. Minutes for Confirmation: Policy & Finance Committee 16 May 2012

P&F RESOLVED (P&F2012/24) that the minutes of the Policy and Finance Committee meeting held on 16 May 2012 be received and confirmed as true and correct.

(Moved Cr Stevens /Seconded Cr Gray)

Carried

A5. Action Items from 16 May 2012

P&F RESOLVED (P&F2012/25) to receive the action items from 16 May 2012.

(Moved Cr Stevens /Seconded Cr Robertson)

Carried

A6. Risk and Audit Working Party Notes

Councillors requested that Dr Dowds review Council human resource management arrangements.

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

P&F RESOLVED (P&F2012/26) to receive the Risk and Audit Working Party notes from 11 June 2012 and the tabled notes from 22 June 2012.

(Moved Cr Davies/Seconded Cr Sexton)

Carried

B Financial Statements

The Group Manager Corporate Support tabled the financial reports to 31 May 2012 and updated councillors on budget variations.

P&F RESOLVED (P&F2012/27) to receive the financial reports to 30 April 2012 and the tabled financial reports to 31 May 2012.

(Moved Cr Jephson /Seconded Cr Riddell)

Carried

C Reports

Alcohol Reform Bill

The Environmental Health Team Leader gave an update on the Alcohol Reform Bill and answered councillors' questions regarding Council's future responsibilities as a district licensing committee, makeup of the licensing committee, liquor licensing expectations and criteria, and staffing requirements once the Bill was implemented.

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

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**Policy & Finance Committee
Action Items
From 27 June 2012**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
91	P&F	22-Feb-12	Action	Paul	Determine policies of Masterton and Carterton District Councils relating to rates remission for recreational buildings/facilities on council land	Open	To be tabled
197	P&F	4-Apr-12	Action	Mark	Develop a series of protocols that help officers interpret Council policy. Protocols need to cover how road openings are managed (especially on SH2), what Council will fund, and how Council will assist ratepayers who can't afford the cost of a lateral repair);	Open	8.6.12.This is work in progress and actually requires a team approach, Mark, Paul etc 25/7/12 . The policy is clear and without exceptional circumstance there is on assistance. Policy was reconfirmed on the 27 June 2012 by Council

Risk & Audit Working Party
DRAFT Minutes
22 June 2012
1.30pm, Council Chambers

Present – Cr. V Napier (Chair), Cr. M Gray. Also in attendance P Crimp.

Apologies – Cr Stevens, Dr Dowds
Moved Napier/Gray

Minutes – Minutes of the 11 June meeting were confirmed as a true and correct record.
Moved Gray/Napier

Matters Arising –

Risk matrix to be presented to the P & F meeting of 8 August.

Earthquake report on Martinborough library, update by Dr Dowds at 27 June P & F meeting.

Water revenue analysis was provided and discussed. Options will be presented in rates resolution.

Mulching contract

Monthly Financials – The year to date (end of May) financials were tabled and discussed.

Risks

Risks discussed:

- Library building
- Consents process – mainly wastewater
- Noise complaints – raised via email from G Bunny

General Business

A plan of action following the LTP adoption would be a good idea so Councillors will have more detail on the projects at hand and when these are likely to happen, and the issues that may impact delivery.

Next meeting planned for Thursday 2 August, 1pm

(Apology from Cr. Napier)

Meeting closed at 2.25pm