



POLICY AND FINANCE COMMITTEE

AGENDA – 27 June 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 16 May 2012 Pages 1-2
- A5. Action Items from 16 May 2012 Page 3
- A6. Risk & Audit Working Party Notes 11 June 2012 Pages 4-5

B. Financial Statements



POLICY AND FINANCE COMMITTEE MEETING

MINUTES – 16 May 2012

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

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 District Council Chambers at 19 Kitchener Street, Martinborough and was conducted in public between 12:55pm and 1:50pm.

A Preliminary Matters

A1. Apologies

P&F RESOLVED (P&F2012/17) to accept apologies from Cr Sexton.

(Moved Cr Stevens/Seconded Cr Davies)

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 4 April 2012

P&F RESOLVED (P&F2012/18) that the minutes of the Policy and Finance Committee meeting held on 4 April 2012 be received and confirmed as true and correct.

(Moved Cr Napier /Seconded Cr Robertson)

Carried

A5. Action Items from 4 April 2012

P&F RESOLVED (P&F2012/19) to receive the action items report from 4 April 2012.

(Moved Cr Riddell /Seconded Cr Jephson)

Carried

A6. Risk and Audit Working Party Notes

The Group Manager Corporate Support tabled the Risk and Audit Working Party notes and clarified points of interest.

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&F2012/20):

- 1. To receive the tabled Risk and Audit Working Party notes.
(Moved Cr Craig/Seconded Cr Davies) Carried
- 2. Action 286: Progress getting an engineers report on the safety of the Martinborough Library building with the building owner; CEO

B Reports

B1. Terms of Reference for SWDC Focus Groups

Councillors considered the report and discussed whether the focus group topics also required fine-tuning. Councillors agreed that planning at a strategic level should be undertaken by full Council.

P&F RESOLVED (P&F2012/21):

- 1. To receive the information and adopt the Terms of Reference.
(Moved Cr Napier/Seconded Cr Stevens) Carried
- 2. To create a Transport Focus Group with Cr Gray as chair.
(Moved Mayor Staples/Seconded Cr Robertson) Carried
- 3. To merge the Waste Water and Water Supply and Water Races Focus Groups with Cr Sexton appointed as chair.
(Moved Cr Stevens/Seconded Cr Gray) Carried
- 4. Action 287: Fill membership on the Transport Focus Group; Cr Gray

C Financial Statements

The Group Manager Corporate Support spoke to the 31 March 2012 financial reports and answered councillors’ questions regarding reserve contributions by developers.

P&F RESOLVED (P&F2012/22):

- 1. To receive the financial reports to 31 March 2012.
(Moved Mayor Staples /Seconded Cr Stevens) Carried

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

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**Policy and Finance Committee
Action Item List
27 June 2012**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
26	P&F	14-Dec-11	Resolution	Paul	Water by Meter Leak Write-off Policy P&F RESOLVED (P&F2011/39): 1. To receive the information. 2. To adopt the "water by meter write -off policy, subject to refinement of wording in guidelines 1, 4 and 6. 3. To agree to a five year review date. (Moved Cr Napier/Seconded Cr Robertson) Carried	Actioned	Will be changed and then adopted on 24 April
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
196	P&F	4-Apr-12	Action	Paul	Add further detail to the draft LTP regarding reserve contributions from developers	Actioned	
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
286	P&F	16-May-12	Action	CEO	Progress getting an engineers report on the safety of the Martinborough Library building with the building owner	Actioned	CEO spoken to owner and they have organised for an engineers report to be undertaken
287	P&F	16-May-12	Action	Cr Gray	Fill membership on the Transport Focus Group	Open	

Risk & Audit Working Party
DRAFT Minutes
11 June 2012
9.00am, Council Chambers

Present – Cr. V Napier (Chair), Cr. M Gray, Cr. M Stevens, Cr. D Davies. Also in attendance Dr. J Dowds, P Crimp, G Bunny, M Allingham.

Apologies - Mayor Adrienne Staples
Moved Gray/Davies

Minutes – Minutes of the May meeting were confirmed as a true and correct record (after amending “January” to “April”, and a spelling error).
Moved Gray/Davies

Risk Presentation

The Chief Executive and Group Managers discussed the risks pertaining to their areas, and to SWDC as a whole.

A risk register is to be prepared by Paul bringing in all the risks from each area, including factors that mitigate the risks and/or actions that need to be taken. A draft of the register will be presented to the next R & A working group.

A high level summary will be presented to Council, with the full list presented to R & A working party.

Matters Arising –

Library earthquake report – decided to get report done by SWDC, still need approval from owner. Update : the owners have commissioned a combined assessment and will provide in due course

Water revenue analysis still to be done

Monthly Financials – The year to date (end of April) financials were tabled.

There were a couple of areas requiring completion, mainly around the LTNZ claim which will be clarified, and cash understated by the amount of capex in Wastewater to be funded by loan.

Risks

Risks discussed:

- Library building
- Consents process – mainly wastewater

General Business

Vacancies, Dr Dowds provided an update on the vacancies of asset manager and property and facilities officers

Next meeting planned for Friday 22 June, 1pm

Meeting closed at 10.50am