



POLICY AND FINANCE COMMITTEE MEETING

MINUTES – 14 December 2011

Present: Mayor Adrienne Staples (Chairperson), Councillors Margaret Craig, 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) 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 2:25pm and 3:00pm.

A Preliminary Matters

A1. Apologies

No apologies were received.

A2. Conflicts of Interest

No conflicts of interest were declared.

A3. Minutes for Confirmation: Policy & Finance Committee 2 November 2011

P&F RESOLVED (P&F2011/35) that the minutes of the Policy and Finance Committee meeting held on 22 November 2011 were received and confirmed as true and correct.

(Moved Cr Robertson /Seconded Cr Napier)

Carried

A4. Policy and Finance Committee Action List from 2 November 2011

P&F RESOLVED (P&F2011/36) to receive the action items list.

(Moved Cr Davies/Seconded Cr Jephson)

Carried

B Reports

B1. Draft Revenue and Financing Policy

P&F RESOLVED (P&F2011/37):

1. To receive the information
2. Adopts the draft revenue and financing policy, for later ratification by full Council.

(Moved Mayor Staples/Seconded Cr Gray)

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

B2. Revenue and Financing Policy Considerations

The Group Manager Corporate Support Charge said the intention of the report and recommendations was to adopt the policy for the draft LTP. Further discussion on the draft policy could be undertaken during LTP workshops or meetings. Councillors considered the report and discussed the fairness of additional rates charges for a residential dwelling with more than two toilet pans.

P&F RESOLVED (P&F2011/38):

1. To receive the information.
2. To adopt the allocations for the apportionment of funding as set out in Appendix 1.
3. To confirm the belief that land value is the most appropriate method for the General Rate.
4. To set the Uniform Annual Charge (UAC) allocated between the rural and urban community's best reflects the use and benefit of amenities to the communities.
5. To consider a Uniform Annual Charge (UAC) allocated between the rural and urban community's best reflects the use and benefit of amenities to the communities.
6. To consider that targeted rates based on the property's ability to connect to wastewater (sewerage) and water supply are the most appropriate tool for the recovery of water and waste water charges.
7. To propose that the fixed charges should be recovered based on a fixed amount per separately used or inhabited part of a rating unit as the purpose of the fixed charges relates to either dwellings or individual businesses. Council defines a SUIP as:
 - a. All commercial premises in excess of 100m² that can be separately used or inhabited shall be deemed an additional rating unit and all dwellings capable of separate inhabitation which includes the provision of kitchen and bathroom.
 - b. Accommodation units which are provided for short term (less than four weeks) basis and are excluded from the definition.
8. Adopts the Rates Remission Policy for additional dwellings used for family purposes with the 2012 – 2022 Long Term Plan.

(Moved Cr Napier/Seconded Cr Sexton)

Carried

B3. Water by Meter Leak Write-off Policy

The Group Manager Corporate support spoke to the report noting that the policy still required some grammatical correction. It was noted that Council currently has no write-off policy and that officers seeking guidance could use the proposed policy as a basis for water meter leak write-offs until it was formally adopted. There was agreement that officers could use the policy as a basis for write-offs prior to formal adoption.

P&F RESOLVED (P&F2011/39):

1. To receive the information.

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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

B4. SUIP Policy

P&F RESOLVED (P&F2011/40):

1. To receive the information.
2. To adopt the draft remission policy for separately used or inhabitable properties that are used for family purposes, for later ratification by full Council.

(Moved Cr Craig /Seconded Cr Jephson) Carried

C Financial Statements

The Group Manager Corporate Support tabled a memo from the Risk and Audit Working Party, spoke to the financial results to the 30 November 2011, and answered councillors questions related to emissions trading scheme income, building consent charges versus revenue, and the use of earthquake prone buildings by staff.

P&F RESOLVED (P&F2011/41):

1. To receive the financial reports to 30 November 2011.
- (Moved Cr Napier /Seconded Cr Stevens)* Carried
2. Action 29: Liaise with the other Wairarapa councils’ and review whether uniform charges can be adopted which reflect the work and time involved; G Bunny

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

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