



POLICY AND FINANCE COMMITTEE MEETING MINUTES

18 November 2015

Present: Mayor Adrienne Staples (chair), Councillors Margaret Craig, Dean Davies, Brian Jephson, Viv Napier, Colin Olds, Julie Riddell, Solitaire Robertson and Max Stevens.

In Attendance: Paul Crimp (Chief Executive), Suzanne Clark (Committee Secretary).and for part only Kim Whiteman (Policy and Reporting Manager) and Helen McNaught (Amenities Manager).

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 12:30pm and 2:30pm.

A Preliminary Matters

A1. Apologies

*P&F RESOLVED (P&F2015/33) to receive apologies from Cr David Montgomerie.
(Moved Cr Craig/Seconded Cr Napier)* Carried

A2. Conflicts of Interest

No conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Policy & Finance Committee Minutes 7 October 2015

*P&F RESOLVED (P&F2015/34) that the minutes of the Policy and Finance Committee meeting held on 7 October 2015 be received and confirmed as a true and correct record.
(Moved Cr Olds/Seconded Cr Riddell)* Carried

A5. Risk and Audit Minutes 24 September 2015

The Committee had received a verbal update of the 24 September 2015 minutes on the 7 October 2015. Mr Crimp gave a verbal update from the 22 October 2015 Working Party meeting. Council had withdrawn from formal Papawai land swap negotiations and the Gliding Club had realigned their runway location accordingly. *P&F RESOLVED (P&F2015/35) to receive the verbal update from the Risk and Audit Working Party meeting of the 22 October 2015.
(Moved Cr Robertson/Seconded Cr Davies)* Carried

DISCLAIMER

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A6. Policy and Finance Committee Action Items

Councillors agreed that the LTP actions summary should be a Council agenda item following the introduction of the report at the Infrastructure and Planning Working Party in February 2016.

P&F RESOLVED (P&F2015/36):

1. To receive the action items.
(Moved Cr Riddell/Seconded Cr Olds) Carried
2. Action 735: Include the summary of LTP actions, including updates, on the 10 February 2016 Infrastructure and Planning Working Party agenda; P Crimp

B Policies and Reports

B1. Policy Reviews

P&F RESOLVED (P&F2015/37):

1. To receive the information.
(Moved Cr Robertson/Seconded Cr Riddell) Carried
2. To adopt the:
 - a. Equal Employment Opportunity Policy.
(Moved Cr Robertson/Seconded Cr Riddell) Carried
 - b. Concessions for Charitable and Like Community Organisations and Groups.
(Moved Cr Craig/Seconded Cr Napier) Carried
3. To withdraw the Accounting Policy.
(Moved Cr Riddell/Seconded Cr Napier) Carried
4. Action 736: Resubmit the Council and Committees Policy to the P&F Committee with requested amendments shown as tracked changes; P Crimp
5. Action 737: Resubmit the Promotion, Publicity and Media Liaison Policy to the P&F Committee after discussing the Policy with the new communications staff member; P Crimp

B2. Review of Library Policies

P&F RESOLVED (P&F2015/38):

1. To receive the information.
2. To adopt the:
 - a. Library Policy.
 - b. Care of Children in Libraries Policy.
 - c. Cataloguing and Classification Policy.
 - d. Charging Policy.
 - e. Complaints Policy.
 - f. Copyright Policy.
 - g. Customer Code of Conduct Policy.
 - h. Friends Policy.
 - i. Fundraising and Donations Policy.

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- j. Housebound Policy.
 - k. Interloans Policy.
 - l. Internet Access Policy.
 - m. Membership Policy.
 - n. Privacy Policy.
 - o. School Holiday Programme Policy.
- (Moved Cr Riddell/Seconded Cr Robertson)*

Carried

The Committee adjourned at 1:00pm.
 The Committee reconvened at 2:15pm.

B3. Review of Library Policies

Councillor Craig undertook to send through minor grammatical corrections to Council’s Amenities Manager.

P&F RESOLVED (P&F2015/39):

- 1. To receive the information.
- 2. To adopt the Urban Street Tree Policy subject to minor grammatical corrections.

(Moved Cr Jephson/Seconded Cr Riddell)

Carried

C Finances

Mr Crimp presented highlights and minor budget variations from the financial statements to 31 October 2015 noting that variations were in line with general operating parameters. Councillors emphasised the need to continue to work with the Wellington Regional Emergency Management Office (WREMO) in order to ensure the best emergency management procedures were in place for the South Wairarapa.

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

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