



# POLICY AND FINANCE COMMITTEE

## AGENDA – 3 April 2013

### **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 20 February 2013 Pages 1-2
- A5. Action Items from 20 February 2013 Page 3
- A6. Minutes for Receipt: Risk and Audit Committee 8 March 2013 Pages 4-5

### **B Finances**



# POLICY AND FINANCE COMMITTEE MEETING MINUTES

20 February 2013

- Present:** Mayor Adrienne Staples (Chairperson), Councillors Margaret Craig, Dean Davies, Mike Gray, Brian Jephson, Viv Napier, Julie Riddell, Solitaire Robertson, Keith Sexton and Max Stevens.
- In Attendance:** Dr Jack Dowds (Chief Executive Officer), Paul Crimp (Group Manager Corporate Support), Suzanne Clark (Committee Secretary) and for part only Mark Allingham (Infrastructure and Services Group 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 1:35pm and 2:50pm.
- Presentation:** Paul Walker, Craig Hamilton and Kevin Tunnell (Wairarapa Civil Defence Emergency Management)

## 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. Minutes for Confirmation: Policy & Finance Committee 12 December 2012

*P&F RESOLVED (P&F2013/01)* that the minutes of the Policy and Finance Committee meeting held on 12 December 2012 be received and confirmed as true and correct subject to the recording of Dr Dowds as an apology.

*(Moved Cr Robertson/Seconded Cr Craig)*

Carried

### A5. Action Items from 12 December 2012

*P&F RESOLVED (P&F2013/02)* to receive the action items from 12 December 2012.

*(Moved Cr Riddell/Seconded Cr Jephson)*

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 Presentation from Wairarapa Civil Defence Emergency Management**

Paul Walker, Craig Hamilton and Kevin Tunnell, representing Wairarapa Civil Defence Emergency Management walked councillors through the chain of events and line of communication following notification of a Tsunami threat on the 6 February 2013.

Cr Riddell left the meeting at 2:20pm.  
Cr Riddell returned to the meeting at 2:23pm.

**C Reports**

**C1. Street Banners and Flags Policy**

Councillors discussed the proposed policy and the need for a more formalised decision making process for approving community groups to place flags in the towns.

*P&F RESOLVED (P&F2013/03):*

- 1. To receive the information.
- 2. To adopt the Street Banners and Flags Policy subject to minor grammatical correction.

*(Moved Cr Napier/Seconded Cr Craig)* Carried

- 3. Action 99: Advise community boards, South Wairarapa Rotary Club, Toast Martinborough, Greytown Trust Lands Trust of the new Street Banners and Flags Policy; P Crimp

**C2. Urban Street Tree Policy**

*P&F RESOLVED (P&F2013/04):*

- 1. To receive the information
- 2. To adopt the amended Urban Street Tree Policy.

*(Moved Mayor Staples/Seconded Cr Napier)* Carried

**D Finances**

Group Manager Corporate Support spoke to the variances in the tabled 31 January 2013 report.

Cr Craig left the meeting at 2:40pm.

*P&F RESOLVED (P&F2013/05):*

- 1. To receive the financial report for the four months ended 31 December 2012 and the tabled reports to the 31 January 2013.

*(Moved Cr Sexton/Seconded Cr Davies)* Carried

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)

**DISCLAIMER**

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**Policy & Finance Committee  
Action Items  
From 20 February 2013**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
734	P&F	12-Dec-12	Resolution	Paul	<b>Mayor's Discretionary Fund</b> P&F RESOLVED (P&F2012/46): 1. To receive the information. 2. To rescind the Mayor's Discretionary Fund Policy. (Moved Mayor Staples/Seconded Cr Robertson) Carried	Actioned	To go to Council 3/12/13
735	P&F	12-Dec-12	Resolution	Paul	<b>Council and Committees Policy</b> P&F RESOLVED (P&F2012/47): 1. To receive the information 2. To adopt the amended Council and Committees Policy. (Moved Cr Napier/Seconded Cr Jephson) Carried	Actioned	To go to Council 3/12/13
738	P&F	12-Dec-12	Action	Paul	Circulate a current rate debtors report to councillors	Actioned	
739	P&F	12-Dec-12	Action	Paul	Provide WINZ with SWDC rates direct debit forms and ask them to encourage their clients to utilise this service	Actioned	

**Risk & Audit Working Party**  
**DRAFT Minutes**  
**8 March 2013**  
**10.00am, Ruamahanga Room**

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

**Apologies** Cr. Max Stevens  
Moved Gray/Stevens

**Minutes** – Minutes of the 15 February meeting were reviewed with the following added:  
“Annual plan workshop to be held 27<sup>th</sup> January to run thru variances between 2013/14 budget and 2013/14 LTP. Also presentation on wastewater consent progress and pools.”

Following the above amendment the minutes were confirmed as a true and correct record.

Moved Napier/Stevens

**Matters Arising** –  
None

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

Full year forecast based on YTD January results were discussed, the report presented discussed the high level variances and full year risks. A P & L format will be presented to the P & F meeting.

**Risks**

Risks discussed:

- LG Act amendments and change to purpose statement
- RM Act changes – everything geared towards housing affordability
- FAR rates under review
- Building Act changes
- Liquor Act – may not be able to have a combined committee
- Staffing, CE and GMPE leaving (GMPE replaced by Vanessa 60%)

**General Business**

Paul sought guidance on a number of matters:

There are a number of houses at the coast that are falling into the sea and we have been approached to take the land back, or have issued demolition orders on.

The working party indicated the correct approach would be to get a section 16 revaluation completed and this would be the basis for future rating. The land was not the responsibility of Council and owners take a risk when purchasing in those areas. It was noted there was a sale of such a piece of land – for a low amount – so the land does still have a value. This is really the owner’s only way of avoiding rates.

There has been an approach from a charitable organisation regarding water charges to one of their facilities. Paul to write asking why there should be some dispensation.

Sewer charges, and affordability was discussed. There will be a paper to Council regarding sewer charges in general.

EDRMS – there has been an action item for some time requesting a report on the feasibility of implementing an EDRMS at SWDC. Paul enquired whether Council had a specific reason (or problem they were looking at solving) for this. The response was that there was no specific reason and the report should simply analyse the costs of benefits of such a system and make a recommendation. It was noted that good records management was ‘good practice’ and we should look at moving to a more electronic system – even if only rudimentary. Paul also to analyse gap between legislative requirements and current practice at SWDC.

Meeting closed 11.55

**Next meeting:**

- **Friday April 12 10 am**