



POLICY AND FINANCE COMMITTEE MEETING MINUTES

6 April 2016

- Present:** Mayor Adrienne Staples (Chair), Councillors Margaret Craig, Dean Davies, Brian Jephson, David Montgomerie, Cr Viv Napier, Colin Olds, Julie Riddell, Solitaire Robertson and Max Stevens.
- In Attendance:** Paul Crimp (Chief Executive), Kim Whiteman (Policy and Reporting Manage) 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 1:50pm and 2:15pm.

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. Policy & Finance Committee Minutes 24 February 2016

P&F RESOLVED (P&F2016/09) that the minutes of the Policy and Finance Committee meeting held on 24 February 2016 be received and confirmed as a true and correct record.

(Moved Cr Robertson/Seconded Cr Stevens)

Carried

A5. Policy and Finance Committee Action Items

P&F RESOLVED (P&F2016/10) to receive the action items report.

(Moved Cr Davies/Seconded Cr Montgomerie)

Carried

A6. Risk and Audit Minutes 18 February 2016

P&F RESOLVED (P&F2016/11) to receive the Risk and Audit Minutes of 18 February 2016.

(Moved Cr Craig/Seconded Cr Riddell)

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 Policies and Reports

B1. Smokefree Policy

P&F RESOLVED (P&F2016/12):

1. To receive the information.
2. To adopt the Wairarapa Joint Policy Working Group recommendation “that the development of a Wairarapa Smokefree Policy be postponed until after the 2016/17 financial year”.

(Moved Cr Jephson/Seconded Cr Riddell)

Carried

B2. Policy Reviews

Councillors discussed the proposed vision of the Health and Safety Policy and expressed a level of discomfort with regards to accepting responsibility for staff travel ‘to’ and ‘from’ work as well as the wording/level of knowledge of the Act conveyed by the policy for councillors and staff.

P&F RESOLVED (P&F2016/13):

1. To receive the information.
2. To adopt Acquisition and Disposal of Property Policy.
3. To adopt the Media Policy subject to minor amendments as discussed.
4. To adopt the Health and Safety Policy in principal, subject to Council officers investigating areas of concern as highlighted and the Policy being presented at the next meeting.

(Moved Cr Stevens/Seconded Cr Napier)

Carried

5. Action 202: Add ‘projects’ to the purpose statement of the Media Policy; P Crimp
6. Action 203: Add ‘or delegate’ after ‘Chief Executive Officer’ in paragraph 3.4 of the Media Policy; P Crimp
7. Action 204: Investigate and provide clarity on employer obligations regarding employee travel ‘to’ and ‘from’ work in relation to the Vision of the Health and Safety Policy; P Crimp
8. Action 205: Amend obligations of staff and councillors from ‘know H&S laws’ to ‘know obligations within H&S laws’; P Crimp

C Finances

C1. Finances to 31 January 2016

Mr Crimp presented the accounts stating that Council was on target to meet budget and had a strong cash position. Councillors discussed business activity, pensioner housing reserves and phasing of the swimming pool budget with Mr Crimp.

P&F RESOLVED (P&F2016/14):

1. To receive the financial statements for the period ended 31 January 2016.

(Moved Cr Stevens/Seconded Cr Napier)

Carried

2. Action 206: Email councillors an update on the capacity status of Featherston Cemetery and when expansion across the road is expected to be required; M Allingham

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Confirmed as a true and correct record

.....(Mayor)

.....(Date)

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**Policy and Finance Committee
Action Items
From 6 April 2016**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
103	P&F	24-Feb-16	Resolution	Paul	P&F RESOLVED (P&F2016/03): 1. To receive the information. 2. To adopt the: a. Infectious Disease and Pandemic Policy on the proviso that Council Officers check with the Wairarapa District Health Board and update the policy prior to publication if necessary. b. Council Committees and Working Parties Policy with the minor corrections as noted. c. Defer the adoption of the Acquisition and Disposal of Property Policy until the next meeting. (Moved Mayor Staples/Seconded Cr Napier) Carried	Open	Minor changes made will be distributed at Policy and Finance Meeting DHB were not forthcoming with information.
200	P&F	6-Apr-16	Resolution	Paul	Policy Reviews P&F RESOLVED (P&F2016/13): 1. To receive the information. 2. To adopt Acquisition and Disposal of Property Policy. 3. To adopt the Media Policy subject to minor amendments as discussed. 4. To adopt the Health and Safety Policy in principal, subject to Council officers investigating areas of concern as highlighted and the Policy being presented at the next meeting. (Moved Cr Stevens/Seconded Cr Napier) Carried	Open	
202	P&F	6-Apr-16	Action	Paul	Add 'projects' to the purpose statement of the Media Policy	Open	
203	P&F	6-Apr-16	Action	Paul	Add 'or delegate' after 'Chief Executive Officer' in paragraph 3.4 of the Media Policy	Open	
204	P&F	6-Apr-16	Action	Paul	Investigate and provide clarity on employer obligations regarding employee travel 'to' and 'from' work in relation to the Vision of the Health and Safety Policy	Open	
205	P&F	6-Apr-16	Action	Paul	Amend obligations of staff and councillors from 'know H&S	Open	

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
					laws' to 'know obligations within H&S laws'		
206	P&F	6-Apr-16	Action	Mark	Email councillors an update on the capacity status of Featherston Cemetery and when expansion across the road is expected to be required	Actioned	Done 27/04

**Risk & Audit Working Party
Minutes
20th April 2016
2:30pm, Council Chambers**

Present Cr M Craig, Cr M Stevens, Cr D Davies, Cr V Napier
Also in attendance – P Crimp, K Whiteman

Apologies K Low

Minutes Minutes of the previous meeting were confirmed

Moved Stevens/Davies

Matters Arising

1. Phillips/Phelps – Murray to provide email update.
2. Progressive – SWDC, facilitating outcome Progressive have agreed and Complainant Flynn has agreed in principal subject to all his costs being met. Flynn and Phil Milne to meet and discuss SWDC prepared to put up \$10,000.
3. ALA – no update

Monthly Financials

Financials tabled.

Moved Craig/Stevens

PC to provide a year end estimate against budget
Noted Featherston Supplementary water supply to be 60% subsidised.

Reports

1. No Audit feedback received yet.
2. No Management Authority exceeded in past year.

Policies

1. Banners, Health and Safety, remuneration, Community Housing and Risk due to May Council meeting.
2. Proceed with Cattle underpasses and stops and Building Consent exemptions.

Risks

1. Risk Policy has been circulated feedback to Kim by 29th April.
2. Business Continuity Plan update to be included at next meeting following deferment of the Management meeting. This will also include procedure for dealing with risks that eventuate.
3. Revised risk assessment circulated

4. No new legislative change identified.
5. Risk assessment on the Waihinga centre and waste water Implementation projects to be carried out.
6. Discussed embedding risk assessment in culture. Ensuring risk can be reported without consequence.

General Business

Meeting closed 3:50pm

Next meeting: 3pm Wednesday 19th May 2016