



# POLICY AND FINANCE COMMITTEE

## AGENDA – 31 October 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 20 September 2012 Pages 1-2
- A5. Action Items from 20 September 2012 Page 3
- A6. Minutes for Receipt: Risk and Audit Committee 27 September 2012 Page 4

### **B Finances**



# POLICY AND FINANCE COMMITTEE MEETING MINUTES

20 September 2012

**Present:** Mayor Adrienne Staples (Chairperson), Councillors Margaret Craig, Dean Davies, Mike Gray, Brian Jephson, Viv Napier, Julie Riddell, Solitaire Robertson, and Max 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 1:30pm and 1:55pm.

## A Preliminary Matters

### A1. Apologies

*P&F RESOLVED (P&F2012/34)* to accept apologies from Cr Sexton.

*(Moved Cr Gray/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 8 August 2012

*P&F RESOLVED (P&F2012/35)* that the minutes of the Policy and Finance Committee meeting held on 8 August 2012 be received and confirmed as true and correct.

*(Moved Cr Robertson/Seconded Cr Riddell)*

Carried

### A5. Action Items from 8 August 2012

*P&F RESOLVED (P&F2012/36)* to receive the action items from 8 August 2012.

*(Moved Cr Gray/Seconded Cr Stevens)*

Carried

## B Reports

### B1. Rates Remission for Recreational Buildings/Facilities

Councillors considered the report noting that Council policy appeared similar to Masterton District Councils but that no financial comparison had been done.

### 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 & F2012/37):*

1. To receive the information

*(Moved Cr Davies/Seconded Cr Robertson)*

Carried

**B2. General**

Cr's Napier and Gray gave a verbal report on an audit workshop they had attended and presented ideas for the Risk and Audit Committee to adopt to meet best practice.

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)

**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*

**Policy and Finance Committee  
Action Items  
From 20 September 2012**

| Ref # | Meeting | Date     | Action Type | Responsible Manager | Action or Task details   | Status   | Notes   |
|-------|---------|----------|-------------|---------------------|--|----------|---|
| 197   | P&F     | 4-Apr-12 | Action      | Mark                | Develop a series of protocols for the Waste Water Disposal Policy that help officers interpret the 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 25/7/12 . The policy is clear and without exceptional circumstance there is no assistance. Policy was reconfirmed on the 27 June 2012 by Council |
| 458   | P&F     | 8-Aug-12 | Resolution  | CEO                 | <p><b>Martinborough Town Hall Working Group</b><br/>P&amp;F RESOLVED (P&amp;F2012/33):</p> <ol style="list-style-type: none"> <li>1. To receive the information.</li> <li>2. That a Working Group is formed that has the required structure and representation that could make direct recommendations to Council.</li> <li>3. That membership of the above Working Group be as follows:               <ol style="list-style-type: none"> <li>a. 2 councillors, 2 community board members, 1 MADCAP member, 1 Martinborough Business Association member, 1 community youth, 5-6 submitters/interested citizens.</li> </ol> </li> <li>4. That the chair and a deputy chair be appointed by Council.</li> <li>5. That Council provide secretarial services.</li> <li>6. That a Terms of Reference be drawn up.</li> </ol> <p>(Moved Cr Gray /Seconded Cr Craig) Carried</p> | Actioned | TOR adopted and other items in hand.  |

**Risk & Audit Working Party**  
**DRAFT Minutes**  
**27 September 2012**  
**1.00pm, Ruamahanga Room**

**Present** – Cr. V Napier (Chair), Cr. M Gray, Cr. Dean Davies, Cr. Max Stevens.  
Also in attendance Mayor Adrienne Staples; Dr. J. Dowds; P Crimp.

**Apologies** – Nil  
Moved Napier/Gray

**Minutes** – Minutes of the 20 June meeting were confirmed as a true and correct record.  
Moved Gray/Napier

**Matters Arising** –  
Risk matrix to be presented to the P & F meeting of 12 December August.

Mulching contract, issue now going to Conciliation meeting

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

Full year forecast based on YTD September results to be prepared.

**Risks**

Risks discussed:

- Citycare – nothing specific but starting new contract of this magnitude does have risks
- Mulching contract
- Consents process – mainly wastewater
- Noise complaints – raised via email from G Bunny

**General Business**

Citycare to present to Council meeting.

Library relocation – Dr. Dowds to enter negotiations with a potential building owner Gray/ Davies.

Feedback from the “Audit Committee” course attended by Cr. Napier and Cr. Gray was given. Need a bit more structure around preparation of monthly accounts, and the Risk and Audit working party meetings.

Paul had contacted Philip Jones seeking clarification on whether a full audit committee needed and what one would achieve. Also on “dashboard” items to be included for financial reporting.

Paul to prepare workplan – need to include variance analysis prepared by GM’s.

**Next meeting planned for Thursday 18 October, 3.30pm**

Meeting closed at 2.40pm