



# POLICY AND FINANCE COMMITTEE MEETING

## MINUTES – 4 April 2012

**Present:** Mayor Adrienne Staples (Chairperson), councillors 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 12:45pm and 2:05pm.

### A Preliminary Matters

#### A1. Apologies

*P&F RESOLVED (P&F2012/08)* to accept apologies from Cr Craig  
(*Moved Cr Jephson /Seconded Cr Napier*)

Carried

#### A2. Conflicts of Interest

No conflicts of interest were declared.

#### A3. Minutes for Confirmation: Policy & Finance Committee 22 February 2012

*P&F RESOLVED (P&F2012/09)* that the minutes of the Policy and Finance Committee meeting held on 22 February 2012 be received and confirmed as true and correct.

(*Moved Cr Sexton /Seconded Cr Robertson*)

Carried

#### A4. Policy and Finance Committee Action List from 22 February 2012

*P&F RESOLVED (P&F2012/10)* to receive the action items list.

(*Moved Cr Riddell/Seconded Cr Sexton*)

Carried

#### A5. Risk and Audit Working Party Notes

Cr Napier tabled and spoke to the meeting notes.

*P&F RESOLVED (P&F2012/11)* to receive the tabled Risk and Audit Working Party Notes.

(*Moved Cr Napier/Seconded Cr Stevens*)

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 Reports**

### **B1. Development Contributions or Financial Contributions Policy**

The Group Manager Corporate Support spoke to the report. Councillors discussed transparent disclosure of the contributions funds as well as the fund being used for capital expenditure if capital works were undertaken.

*P&F RESOLVED (P&F2012/12):*

1. To receive the information.
2. To adopt the policy on development contributions or financial contributions, with a review date of LTP 2015.

*(Moved Cr Napier/Seconded Cr Robertson)*

Carried

Action 196: Add further detail to the draft LTP regarding reserve contributions from developers; P Crimp

### **B2. Liability Management Policy**

The Group Manager Corporate Support spoke to the report and answered councillors' questions relating to sinking funds.

*P&F RESOLVED (P&F2012/13):*

1. To receive the information.
2. Adopts the Liability Management Policy, with a review date of LTP 2015, subject to 'LTCCP' being updated to 'LTP'.

*(Moved Cr Jephson/Seconded Cr Gray)*

Carried

### **B3. Investment Policy**

*P&F RESOLVED (P&F2012/14):*

1. To receive the information.
2. Adopts the Investment Policy, with a review date of LTP 2015.

*(Moved Cr Stevens/Seconded Cr Davies)*

Carried

### **B4. Pain Farm Expenditure Protocol**

Cr Stevens advised that the protocol had been circulated to the Martinborough Community Board.

*P&F RESOLVED (P&F2012/15):*

1. To receive the information.

*(Moved Cr Gray/Seconded Mayor Staples)*

Carried

2. To adopt the Draft Pain Farm Expenditure Protocol as policy in order to make it visible to the community.

*(Moved Cr Stevens/Seconded Cr Napier)*

Carried

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**B5. Sewer Lateral Ownership and Maintenance Responsibilities**

Councillors expressed a desire to maintain alignment with other Wairarapa Councils, and if a change away from the approach taken by most councils was requested by officers then sound information and full financial implications needed to be fully known. Councillors were in general agreement ownership of sewer laterals should not be changed, however would like Council contractors to be proactive if planned work uncovered a lateral in poor repair. Council did however agree that the cost of opening the road could be covered by Council to make the policy more equitable for all and that the protocols for this should be covered in the policy.

Cr Jephson left the meeting at 1:38pm.

Cr Jephson returned to the meeting at 1:40pm.

*P&F RESOLVED (P&F2012/16):*

- 1. To receive the information.
- 2. To adopt the policy approach as per the model bylaw NZS9201 part 22:1999 (with modifications to suit).  
*(Moved Mayor Staples/Seconded Cr Jephson)* Carried
- 3. To adopt the policy approach as per the model bylaw NZS 9201 par 22: 1999 (with local variations as required) with the point of discharge to be located at the property boundary as in 1(A).  
Not Carried
- 4. Action 197: Develop a series of protocols that help officers interpret Council 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); M Allingham

**C Financial Statements**

The Group Manager Corporate Support spoke to the 29 February 2012 financial reports and answered councillors' questions.

*P&F RESOLVED (P&F2012/17):*

- 1. To receive the financial reports to 29 February 2012.  
*(Moved Mayor Staples /Seconded Cr Sexton)* Carried

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)

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