



# POLICY AND FINANCE COMMITTEE MEETING MINUTES

**21 September 2016**

- Present:** Mayor Adrienne Staples (Chair), Councillors Margaret Craig, Dean Davies, Brian Jephson, David Montgomerie, Viv Napier, Colin Olds, Julie Riddell, Solitaire Robertson and Max Stevens.
- In Attendance:** Paul Crimp (Chief Executive), Mark Allingham (Infrastructure and Services Group Manager), Michael Roera (Maori Standing Committee) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held at Papawai Marae, Papawai Road, Greytown and was conducted in public between 12:00pm and 12:17pm except where expressly noted.

## **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 10 August 2016**

*P&F RESOLVED (P&F2016/28)* that the minutes of the Policy and Finance Committee meeting held on 10 August 2016 be received and confirmed as a true and correct record.

*(Moved Cr Olds/Seconded Cr Jephson)*

Carried

### **A5. Policy and Finance Committee Action Items**

*P&F RESOLVED (P&F2016/29)* to receive the action items report.

*(Moved Cr Montgomerie/Seconded Cr Riddell)*

Carried

### **A6. Audit and Risk Minutes 18 August 2016**

*P&F RESOLVED (P&F2016/30)* to receive the Audit and Risk Working Party Minutes of 18 August 2016.

*(Moved Cr Napier/Seconded Cr Craig)*

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. Community Safety and Resilience Working Party – Proposed Change of Terms of Reference**

*P&F RESOLVED (P&F2016/31):*

1. To receive the information.
2. To approve the revised terms of reference for the Community Safety and Resilience Working Party subject to changes as discussed.

*(Moved Cr Robertson/Seconded Cr Napier)*

Carried

3. Action 603: Remove ‘Parks and Reserves contractor representative’ and ‘Amenities Manager or Amenities Administrator’ from Memberships and add ‘South Wairarapa Community Trust’ and Maori Standing Committee or appointed representative’ from Community Safety and Resilience Working Party terms of reference; M Allingham
4. Action 604: Correct the name of the Working Party in clause 5.1 of the Community Safety and Resilience Working Party terms of reference ; M Allingham
5. Action 605: Amend clause 7.1.1. of the Community Safety and Resilience Working Party terms of reference to ‘Meetings will be held on a 6-weekly cycle’; M Allingham

### **B2. Creative Communities Scheme Assessment Group Terms of Reference**

*P&F RESOLVED (P&F2016/32):*

1. To receive the information.
2. To approve the terms of reference for the Creative Communities Assessment Group.

*(Moved Cr Robertson/Seconded Cr Davies)*

Carried

3. Action 606: Organise a Creative Communities Scheme forum for the Wairarapa to include an agenda item to discuss ways to ensure that applicants that apply to all three schemes do not receive more funds than they otherwise should; P Crimp

### **B3. Investment Policy**

Councillors noted that the Investment Policy included in Appendix 1 did not have the recommended change incorporated.

*P&F RESOLVED (P&F2016/33):*

1. To receive the information.
2. To approve the following change to section 2 of the Investment Policy:
  - a. Insert “occasional and short term exceedences of the 30% rule are allowed, such exceedences are to be reported to the Audit and Risk Working Party”.

*(Moved Cr Napier/Seconded Cr Olds)*

Carried

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**C Finances**

Mr Crimp reported that the Audit and Risk Working Party had reviewed the draft Annual Report and that it would be circulated to councillors prior to having a councillors workshop to review accounts. Mr Crimp discussed key variances with councillors.

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)

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