



# POLICY AND FINANCE COMMITTEE MEETING MINUTES

24 February 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) 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 3:00pm and 3:20pm.

## A Preliminary Matters

### A1. Apologies

There were no apologies received.

### A2. Conflicts of Interest

No conflicts of interest were declared.

### A3. Public Participation

There was no public participation.

### A4. Policy & Finance Committee Minutes 30 November 2015

*P&F RESOLVED (P&F2016/01)* that the minutes of the Policy and Finance Committee meeting held on 30 November 2015 be received and confirmed as a true and correct record.

*(Moved Cr Craig/Seconded Cr Davies)*

Carried

### A5. Policy and Finance Committee Action Items

*P&F RESOLVED (P&F2016/02)* to receive the action items report.

*(Moved Cr Montgomerie/Seconded Cr Olds)*

Carried

## B Policies and Reports

### B1. Policy Reviews

Councillors noted a requirement for a section on gifting and receiving of community facilities to be included in the Acquisition and Disposal of Property Policy. With requested changes the policy was suitable for adoption at the next meeting.

Councillors noted the Infectious Disease and Pandemic Policy was too specific and not all content was relevant any longer.

### 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&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
  - d. Action 108: Include a section in the Acquisition and Disposal of Property Policy about receiving and gifting property; P Crimp

**B2. Risk and Audit Party Terms of Reference**

Councillors made a grammatical correction to the Working Party membership in paragraph 3 of the Terms of Reference.

*P&F RESOLVED (P&F2016/04):*

1. To receive the information.
2. To adopt the Risk and audit Terms of Reference with minor corrections as discussed.

*(Moved Cr Montgomerie/Seconded Cr Craig)*

Carried

**B3. Irrigation of Key Council Assets Draft Policy**

*P&F RESOLVED (P&F2016/05):*

1. To receive the information.
2. To approve the draft Irrigation of Key Council Assets Policy.

*(Moved Cr Robertson/Seconded Cr Jephson)*

Carried

**B4. Wairarapa Council's Shared Services Working Party**

*P&F RESOLVED (P&F2016/06):*

1. To receive the information.
2. To adopt the Wairarapa Council's Shared Services Working Party Terms of Reference.

*(Moved Cr Napier/Seconded Cr Olds)*

Carried

**B5. Irrigation of Martinborough Rugby Field**

*P&F RESOLVED (P&F2016/07):*

1. To receive the tabled report.
2. To amend the draft "Irrigation of Key Council Assets Policy" as outlined below to include the irrigation of sports fields with natural turf in regular use.

*(Moved Cr Craig/Seconded Cr Riddell)*

Carried

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**C Finances**

Mr Crimp answered councillors' questions regarding cash on hand.

**Confirmed as a true and correct record**

.....(Mayor)

.....(Date)

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