



POLICY AND FINANCE COMMITTEE MEETING MINUTES

7 October 2015

Present: Cr Viv Napier (chair), Councillors Margaret Craig, Dean Davies, Brian Jephson, David Montgomery, Colin Olds, Julie Riddell and Solitaire Robertson.

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 12:15pm and 12:45pm.

A Preliminary Matters

A1. Apologies

P&F RESOLVED (P&F2015/29) to receive apologies from Mayor Adrienne Staples and Cr Max Stevens.

(Moved Cr Davies/Seconded Cr Jephson)

Carried

A2. Conflicts of Interest

No conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Policy & Finance Committee Minutes 26 August 2015

P&F RESOLVED (P&F2015/30) that the minutes of the Policy and Finance Committee meeting held on 26 August 2015 be received and confirmed as a true and correct record.

(Moved Cr Robertson/Seconded Cr Olds)

Carried

A5. Risk and Audit Minutes 20 August 2015

Mr Crimp discussed progress on awareness and prevention of fraud, financial internal controls, update of the staff code of conduct, and structure of the Risk and Audit Working Party.

P&F RESOLVED (P&F2015/31) to receive the Risk and Audit Working Party minutes of the 20 August 2015.

(Moved Cr Craig/Seconded Cr Davies)

Carried

A6. Policy and Finance Committee Action Items

There was no update on the open action item.

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. Policy Reviews

P&F RESOLVED (P&F2015/32):

- 1. To receive the information.
(Moved Cr Montgomerie/Seconded Cr Davies) Carried
- 2. To adopt the:
 - a. Council Representation on Other Organisations Policy with amendments as discussed.
(Moved Cr Craig/Seconded Cr Montgomerie) Carried
 - b. Terms of Reference for South Wairarapa District Council Focus Groups with amendments as discussed.
(Moved Cr Olds/Seconded Cr Jephson) Carried
 - c. Conferences, Seminars and Training Policy.
(Moved Cr Jephson/Seconded Cr Davies) Carried
 - d. Concessions for Charitable and Like Community Organisations and Groups Policy with amendments as discussion.
(Moved Cr Riddell/Seconded Cr Robertson) Carried

C Finances

No finances were available due to work being completed on the Annual Report. Mr Crimp undertook to ensure the ‘assets we look after’ sections in the Annual Report included the latest lists as updated for the 15/25 Long Term Plan.

Confirmed as a true and correct record

.....(Deputy Mayor)

.....(Date)

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