

MINUTES

TITLE: Corporate Services Committee
DATE: Wednesday 23 July 2008
TIME: 9.30 am
VENUE: Tasman Council Chamber, 189 Queen Street, Richmond
PRESENT: Cr T B King (Chair), Mayor R G Kempthorne, Crs T E Norriss, E J Wilkins, J L Inglis, S J Borlase, N Riley, S G Bryant, G A Glover, B W Ensor, B F Dowler
IN ATTENDANCE: Corporate Services Manager (M W Staite), Rates Officer (A Campbell), Administration Officer (B D Moore)

APOLOGIES

Moved Crs Bryant/Glover
FN08/07/13

THAT apologies from Crs R G Currie, J L Edgar and M J Higgins for absence, be sustained.
CARRIED

1 CONFIRMATION OF MINUTES

1.1 Communications Subcommittee – 9 April 2008

Moved Crs Riley/Borlase
FN08/07/13

That the minutes of the Communications Subcommittee meeting held on 9 April 2008 containing resolutions numbered FN08/04/01 to FN08/04/06 be approved.
CARRIED

1.2 Corporate Services Committee – 17 April 2008

Moved Crs Inglis/Dowler
FN08/07/14

That the minutes of the Corporate Services Committee meeting held on 17 April 2008 containing resolutions numbered FN08/04/07 to FN08/04/17 be approved.
CARRIED

1.3 Audit Subcommittee – 17 April 2008

Moved Crs Borlase/Glover
FN08/07/15

That the minutes of the Audit Subcommittee meeting held on 17 April 2008 containing resolutions numbered FN08/04/18 to FN08/04/20 be approved.
CARRIED

1.4 Council Enterprises Subcommittee – 23 April 2008

**Moved Crs Inglis/Riley
FN08/07/15**

**That the minutes of the Council Enterprises Subcommittee meeting held on 23 April 2008 containing resolutions numbered FN08/4/22 to FN08/04/37 be approved.
CARRIED**

1.5 Communications Subcommittee – 21 May 2008

**Moved Crs Wilkins/Borlase
FN08/07/16**

**That the minutes of the Communications Subcommittee meeting held on 21 May 2008 containing resolutions numbered FN08/05/01 to FN07/05/05 be approved.
CARRIED**

1.6 Council Enterprises Subcommittee – 13 June 2008

**Moved Crs Bryant/Inglis
FN08/07/17**

**That the minutes of the Council Enterprises Subcommittee meeting held on 13 June 2008 containing resolutions numbered FN08/06/01 to FN08/06/11 be approved.
CARRIED**

2 REPORTS

2.1 Corporate Services Committee Chairperson – 17 July 2008

Cr King spoke on the subject of Council loans and compared the amount which Council has budgeted to the amount of actual loans raised. He said he believed it is important that Council is as accurate as possible in forecasting its capital works programme and then delivering on it.

**Moved Crs King/Bryant
FN08/07/18**

**THAT the Corporate Services Committee Chairperson's report dated 17 July 2008 be received.
CARRIED**

2.2 Corporate Services Manager – 15 July 2008

2.2.1 Financials

The report provided the summarised income/expenditure statement and financial position as at May 2008.

2.2.2 Reporting

The report contained some examples of a graphic reporting programme to be shortly installed as part of Council's general ledger upgrade.

2.2.3 Audit Arrangements

Mr Staite said that the final audit will commence on 22 September 2008 and it was expected that Council's 2008 Annual Report will be adopted at a Council meeting late in October 2008. Mr Staite advised that the present audit cost is approximately \$90,000 which is less than many councils of a similar size. He says that this is due to Council's accounts being well prepared for auditing.

**Moved Crs Bryant/Borlase
FN08/07/19**

THAT congratulations and appreciation be expressed to the Corporate Services Manager and accounting staff in regard to their efforts in preparation of accounts for audit.

CARRIED

2.2.4 Triennial Revaluation Update

Mr Staite advised that Quotable Value has responded to his letter dated 5 May 2008 in regard to extending the date for objections to the triennial revaluation and that the last date for objection will now be 13 February 2009.

Cr King said that valuations are presently posted out by Quotable Value immediately prior to Christmas and the holiday period. This gives little time for consideration and the submission of objections.

Mayor Kempthorne asked that Mr Staite write again to Quotable Value asking that the Tasman District triennial revaluations be sent to ratepayers on 15 January 2009 and have a timeframe from there for objection purposes.

Mr Staite noted the Committee's concern which he said would be conveyed to Quotable Value.

**Moved Crs Ensor/Riley
FN08/07/20**

**THAT the Corporate Services Manager's report dated 15 July 2008 be received.
CARRIED**

2.3 Elected Members Mileage Allowance

Mr Staite spoke to his report dated 15 July 2008 contained within the agenda and said that 70 cents per kilometre is the maximum allowance payable as set by the Remuneration Authority. Mr Staite reminded Council that there is a requirement for tax to be deducted prior to payment of the mileage allowance to Councillors. Mr Staite said that the present budget is calculated on the basis of each Councillor using the maximum allowance per month to a total of 3,000 kilometres per annum.

**Moved Mayor Kempthorne/Cr Bryant
FN08/07/21**

**THAT from 1 July 2008, the mileage reimbursement for elected members be increased from 62 cents to 70 cents per kilometre.
CARRIED**

2.4 Loans Raised 2007/2008 Year

Mr Staite referred to his report of 15 July 2008 contained within the agenda which has the purpose of informing Councillors of what loans were actually uplifted during the 2007/2008 year. The report stated that the total loans uplifted against the budget of \$25.2 million was \$13.2 million. Mr Staite responded to Councillors questions.

**Moved Crs Glover/Wilkins
FN08/07/22**

**THAT the report of 15 July 2008 titled Loans Raised 2007/2008 Year, be received.
CARRIED**

2.5 Consideration of 2008/2009 Rate Remissions

Rates Officer, Anthea Campbell, spoke to this report contained within the agenda and responded to Councillors questions. The agenda listed a schedule of rates remissions in accordance with Council's policy on Remissions for Sporting, Recreation for Community Organisations and also rates remissions for Open Space QE II Covenants for the 2008/2009 financial year.

**Moved Crs Borlase/Riley
FN08/07/23**

THAT:

- a) Remissions in accordance with Council's Policy on Remissions for Sporting, Recreation or Community Organisations for the 2008/2009 financial year, as per the schedule contained in the Corporate Services Committee agenda dated 23 July 2008, be approved.**
- b) Remissions for Open Space QEII Covenants for the 2008/2009 financial year, as per the schedule contained in the Corporate Services Committee agenda dated 23 July 2008 be approved.**

CARRIED

2.6 New Rate Remissions Applicants

Rates Officer, Anthea Campbell, spoke to a report dated 15 July 2008 contained within the agenda which listed three new additional applications for a rate remission under Council's Rate Remission Policy.

2.6.1 Te Wharerangi Trust (Golden Bay Community Gardens)

Cr Borlase expressed concern about this application and said that most or all of it is leased at the moment.

**Moved Crs Borlase/Riley
FN08/07/24**

**THAT the application from Te Wharerangi Trust (Golden Bay Community Gardens) for a rate remission for the 2008/2009 financial year be declined.
CARRIED**

2.6.2 Te Whare Mahana

This organisation is contracted by the Health Board to provide mental health services in Golden Bay.

**Moved Crs Riley/Norriss
FN08/7/25**

**THAT Te Whare Mahana be declined a rates remission for the 2008/2009 financial year.
CARRIED**

2.6.3 Fauchelle Family Charitable Trust

The Trust provides subsidised housing to the elderly or disadvantaged in Richmond and does not meet the rate remission policy.

**Moved Crs Norriss/Wilkins
FN08/07/26**

**THAT the Fauchelle Family Charitable Trust application for a rate remission for the 2008/2009 financial year, be declined, as it falls outside the criteria for a rate remission under Council's policy.
CARRIED**

3 ACCOUNTS FOR PAYMENT – APRIL, MAY, JUNE 2008

The agenda contained a schedule of expenditure for the period April, May and June 2008.

**Moved Crs Borlase/Ensor
FN08/07/27**

**THAT the accounts for payment, April, May and June 2008, be approved.
CARRIED**

4 COUNCILLORS REMUNERATION PAYSLEIPS

Mr Staite sought Councillors agreement on individual Councillors payslips being provided electronically on their home computer system. This was agreed to by consensus.

Cr King thanked members for their attendance and closed the meeting at 11.15 am.

Chair:

Date: