

MINUTES

TITLE: Corporate Services Committee
DATE: Tuesday 24 November 2009
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, G A Glover, J L Edgar, M J Higgins and B F Dowler

IN ATTENDANCE: Corporate Services Manager (M Staite), Information Services Manager (P Darlington), Administration Officer (J A Proctor)

APOLOGIES

Moved Crs Borlase/Dowler
FN09/11/01

THAT apologies from Crs Riley, Bryant, Currie and Ensor for absence and lateness from Crs Norriss, Higgins and Edgar be sustained.

CARRIED

1 CONFIRMATION OF MINUTES

1.1 Combined Shareholders Group – 18 September 2009

Moved Crs Borlase/Dowler
FN09/11/02

THAT the minutes of the Combined Shareholders Group meeting held on 18 September 2009 be received.

CARRIED

1.2 Communications Subcommittee – 7 October 2009

Moved Crs Wilkins/Borlase
FN09/11/03

THAT the minutes of the Communications Subcommittee meeting held on 7 October 2009 containing resolutions numbered FN09/10/01 to FN09/10/10 be confirmed as a true and complete record.

CARRIED

1.3 Corporate Services Committee – 15 October 2009

**Moved Crs Inglis/Glover
FN09/11/04**

THAT the minutes of the Corporate Services Committee meeting held on 15 October 2009 containing resolutions numbered FN09/10/11 to FN09/10/25 as amended showing Cr Glover as being present, be confirmed as a true and complete record.

CARRIED

1.4 Audit Subcommittee – 15 October 2009

**Moved Crs Glover/Borlase
FN09/11/05**

THAT the minutes of the Audit Subcommittee meeting held on 15 October 2009 containing resolutions numbered FN09/10/26 to FN09/10/31 be confirmed as a true and complete record.

CARRIED

2 REPORTS

2.1 Chairperson

Cr King spoke to his report contained in the agenda.

**Moved Crs Glover/Borlase
FN09/11/06**

THAT the Chairperson's report dated 17 November 2009 be received.

CARRIED

3 CITIZENSHIP CEREMONY

Cr Edgar and Cr Norriss arrived at the meeting at 10.00 am.

A Citizenship Ceremony was held for the following people:

Mr Richard John Collins
Mrs Karen Collins
Master Jamie Richard Collins
Miss Georgina Ann Collins
Ms Robin Patrice Peck
Master Dane Erickson Goette
Miss Ha Thu Thi Pham
Mr Hung Ngoc Pham
Dr Willem Petrus Pienaar
Mrs Colette Pienaar
Master Andries Benjamin Pienaar
Master Willem Petrus Pienaar

Mr Hans Peter Sonderegger
Mrs Veronika Gertrud Sonderegger
Mr Peter Squires
Mrs Deborah Joanna Squires
Mr Wilhelmus Josephus Maria van Eyndhoven
Mr David Marshall Virgin
Ms Dagmar Vorweg
Mr Paul Charles Wielandt
Mr Ian James Williams
Mrs Jacqueline Williams

Mapua School was in attendance to sing the National Anthem and another item.

The new citizens and school children joined the Council for morning tea following the ceremony.

4 COAST CARE UPDATE

Jim Dahm from the Dune Restoration Trust of New Zealand was in attendance to present a power point to the Corporate Services Committee regarding coastal hazards, coastal restoration and harbour dynamics.

5 TREASURY UPDATE

Brett Johanson, Asia Pacific Risk Management was in attendance to present a power point update regarding the funding and interest rate markets within New Zealand.

Cr Higgins arrived at the meeting at 12.23 pm.

Councillors requested that a copy of the confidential presentation be made available to them after the meeting.

Mr Johanson advised that Standard & Poor's fee to obtain a credit rating was AUD\$32,000.00 plus an annual maintenance fee of between AUD\$32 – 35,000.00. A new company had entered the sector Fitch Ratings, and should council wish to pursue obtaining a credit rating, then Mr Johanson recommended obtaining proposals from both companies.

The Chair thanked Mr Johanson for his presentation.

Mayor Kempthorne left the meeting at 12.44 pm.

The meeting adjourned for lunch at 12.45 pm.

2 REPORTS Cont.

2.2 Corporate Services Manager

The meeting resumed at 1.25 pm.

Corporate Services Manager, Mr Staite spoke to his report contained in the agenda.

On behalf of the Corporate Services Committee, Cr Norriss thanked staff for their efforts during the year.

Cr Dowler advised that he would obtain a full set of financial statements from the Motueka Clock Tower Trust for the year ended 28 February 2009 for the Corporate Services Committee.

Mr Staite was to provide details of the funds allocated to the Tasman District Council for taxi chits under the Nelson Tasman Mobility Scheme.

**Moved Crs Borlase/Wilkins
FN09/11/07**

**THAT the Corporate Services Manager's report dated 17 November 2009 be received.
CARRIED**

2.3 Information Services

Information Services Manager, Mr Darlington spoke to his report contained in the agenda.

The purpose of the report was to provide an update to the Corporate Services Committee on latest activities and projects in the Information Services Section.

Mr Darlington advised that the council website would be built around three distinct areas; to act as a communication tool, transaction centre and information gateway. It was stated that the new website would reduce costs, improve communication and make it easier for people to interact with council online. It was further stated that the website needed to advertise that the Tasman district was a great place to live.

**Moved Crs Norriss/Wilkins
FN09/11/08**

**THAT the Information Services Update Report dated 17 November 2009 be received.
CARRIED**

2.4 Debenture Trust Deed

Corporate Services Manager, Mr Staite spoke to his report contained in the agenda.

The purpose of the report was to consider the establishment of a debenture trust deed to secure Council's debt.

Mr Staite advised that initial set up costs for the debenture trust deed would be in the region of \$20,000.00.

In response to questioning, Mr Staite advised that council would be signing the Simpson Grierson Debenture Trust Deed which was recognised to be the industry standard and used by local authorities.

**Moved Crs Borlase/Higgins
FN09/11/09**

THAT:

- a) Council agrees to the establishment of a debenture trust deed to replace the existing security sharing deed and authorises the Chief Executive Officer and the Corporate Services Manager to sign the necessary documentation on behalf of Council.**

b) the debenture trust deed be circulated by the Corporate Services Manager to the Corporate Services Committee, after signing, for reference purposes.
CARRIED

2.5 Health and Safety Report

Corporate Services Manager Mr Staite, presented the Health and Safety Advisor's report contained in the agenda.

The purpose of the report was to update the Corporate Services Committee of Council, on that latest health and safety activities and projects.

Moved Crs Edgar/Dowler
FN09/11/10

THAT the Health and Safety report dated 17 November 2009 be received.
CARRIED

6 ACCOUNTS FOR PAYMENT

The agenda contained accounts for October 2009.

Moved Crs Norriss/Higgins
FN09/11/11

THAT the accounts for payment for October 2009 be approved.
CARRIED

7 RESOLUTION TO EXCLUDE THE PUBLIC

Moved Crs Edgar/Glover
FN09/11/12

THAT the public be excluded from the following part(s) of the proceedings of this meeting.

Confidential Combined Shareholders Group Minutes – 18 September 2009
Combined Shareholders Report
BNZ Term Loan Facility
BNZ Committed Cash Advance Facility
ASB Overdraft Facility

The general subject of the matter while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for passing this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution

Combined Shareholders Minutes 18 September 2009	Good reason to withhold exists under section 7	Section 48(1)(a)
Combined Shareholders Report	Good reason to withhold exists under section 7	Section 48(1)(a)
BNZ Term Loan Facility	Good reason to withhold exists under section 7	Section 48(1)(a)
BNZ Committed Cash Advance Facility	Good reason to withhold exists under section 7	Section 48(1)(a)
ASB Overdraft Facility	Good reason to withhold exists under section 7	Section 48(1)(a)

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interests protected by Section 6 or 7 of the Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason to withhold information under Section 6 or 7	Section
Enable Council to carry on without prejudice or disadvantage commercial negotiations.	Section 7(2)(i)

CARRIED

(Refer to Confidential Minute Book resolutions numbered FN09/11/13 to FN09/11/17).

**Moved Crs Higgins/Glover
FN09/11/18**

THAT open meeting be resumed and the business transacted be confirmed in open meeting.

CARRIED

**1 CONFIDENTIAL COMBINED SHAREHOLDERS GROUP MINUTES –
18 SEPTEMBER 2009**

**Moved Crs King/Borlase
FN09/11/13**

THAT the confidential minutes of the Combined Shareholders Group meeting held on the 18 September 2009 be received.

CARRIED

2 COMBINED SHAREHOLDERS REPORT

**Moved Crs Higgins/Inglis
FN09/11/14**

**THAT the Combined Shareholders Meeting Update report dated 17 November 2009 be received.
CARRIED**

3 BNZ TERM LOAN FACILITY

**Moved Crs Higgins/Wilkins
FN09/11/15**

THAT Council accepts the offer from the Bank of New Zealand dated 30 September 2009 for a term loan facility of \$11,409,838.00.

**THAT the Chief Executive and Corporate Services Manager be authorised to sign the offer by Bank of New Zealand on behalf of Council.
CARRIED**

4 BNZ COMMITTED CASH ADVANCE FACILITY

**Moved Crs Glover/Higgins
FN09/11/16**

THAT Council accept the offer from Bank of New Zealand dated 16 October 2009 to replace the existing facility with a committed cash advance facility of \$16,509,165.00.

THAT the term of the facility be three years.

**THAT the Chief Executive and Corporate Services Manager be authorised to sign the offer by Bank of New Zealand on behalf of Council.
CARRIED**

5 ASB OVERDRAFT FACILITY

**Moved Crs Norriss/Higgins
FN09/11/17**

**THAT Council approves the ASB Banking Overdraft Facility dated November 2009, and authorises the Chief Executive to affix the Common Seal of Tasman District Council to the agreement accordingly.
CARRIED**

The meeting concluded at 2.20 pm.

Date Confirmed:

Chair: