

# MINUTES

**TITLE:** Corporate Services Committee  
**DATE:** Thursday 16 August 2007  
**TIME:** 9.30 am  
**VENUE:** Tasman Council Chambers, 189 Queen Street, Richmond  
**PRESENT:** Cr T B King (Chair), Mayor J C Hurley, Crs S G Bryant, T E Norriss, M J Higgins, E J Wilkins, P K O'Shea, J L Inglis, R G Kempthorne, E E Henry, R G Currie, S J Borlase, N Riley, E M O'Regan  
**IN ATTENDANCE:** Corporate Services Manager (M W Staite), Minute Secretary (V M Gribble)

## APOLOGIES

Moved Borlase/Riley  
FN07/08/01

THAT apologies for absence from Crs P K O'Shea and M J Higgins and for lateness from Cr T E Norriss be received and sustained.  
CARRIED

## 1 MINUTES

### 1.1 Council Enterprises Subcommittee – 11 July 2007

Moved Crs Bryant/Riley  
FN07/08/02

THAT the minutes of the Council Enterprises Subcommittee meeting held on 11 July 2007, containing resolutions numbered FN07/07/19 to FN07/07/27 be confirmed as a true and complete record of the proceedings of that meeting.  
CARRIED

### 1.2 Corporate Services Committee – 11 July 2007

Moved Crs Borlase/Kempthorne  
FN07/08/03

THAT the minutes of the Corporate Services Committee meeting held on 11 July 2007, containing resolutions numbered FN07/07/01 to FN07/07/18 be confirmed as a true and complete record of the proceedings of that meeting.  
CARRIED

### 1.3 Communications Subcommittee – 18 July 2007

Moved Crs Henry/Wilkins  
FN07/08/04

**THAT the minutes of the Communications Subcommittee meeting held on 18 July 2007, containing resolutions numbered FN07/07/28 to FN07/07/33 be confirmed as a true and complete record of the proceedings of that meeting.  
CARRIED**

### **3 CITIZENSHIP CEREMONY**

A citizenship ceremony was held for the following candidates:

Mr Kevin Dudley Banton	Dr Innes Elizabeth Ritchie
Mrs Lynne Banton	Mr Kenneth Heraty
Mrs Jewelyn Nebres Busch	Mr John Vivian Rive
Ms Bridget Melanie Delport	Miss Tracey Veronica Williams
Mr Travis Matthew Delport	Miss Rachel Leanne Williams
Mr Paul Anthony Philip Giddens	Miss Sarah Theresa Williams
Mrs Anne-Marie Giddens	Miss Megan Grace Williams
Mr Martin Joseph Khan	Mr Frederik Swerus Swart
Mr Julian Charles Dixon Manning	Mrs Niconette Swart
Mr Champaklal Ochhavlal Patel	Mr Richard Phillippe Swart
Mrs Ushaben Champaklal Patel	Mr Phillippe George Swart
Miss Tina Judy Plowright	Mr Klaus Dieter Wenzel

A group of children from Appleby School entertained those present with the National Anthem and another song.

Following the ceremony the candidates and school children joined the Committee for morning tea.

### **4 REPORTS**

#### **4.1 Chairperson**

Cr King spoke to his report which was contained in the agenda, and introduced the new Accounting Manager, Russell Holden, to the Committee,.

It was suggested that when standing orders are considered by the new Council, that the Code of Conduct should also be reviewed.

#### **Moved Crs Kempthorne/Inglis FN07/08/05**

**THAT the Corporate Services Chairperson's report dated 9 August 2007 be received.**

**CARRIED**

#### **4.2 Corporate Services Manager**

Mr Staite spoke to his report which was contained in the agenda.

THAT the loans identified in the table to this resolution are to meet the costs of projects in the 2006/2007 Annual Plan previously adopted by Council.

THAT:

- i) The Council shall borrow the sum of Two million, one hundred and fifty one thousand three hundred and forty eight dollars (\$2,151,348) from (Bank).
- ii) The loan documentation shall comprise the following:
  - a. Existing deed of charge entered into between Tasman District Council, Bank of New Zealand, National Bank of New Zealand, Westpac and ASB Bank Ltd.
  - b. A letter of offer from Westpac.
- iii) The Mayor and the Chief Executive are authorised to sign the loan documentation on behalf of the Council.
- iv) The Chief Executive is authorised to sign a certificate, pursuant to s122ZG(3) of the Local Government Act 1974.
- v) The loan advance of dollars shall be used to finance the following projects identified in Council's Annual Plans:

	\$
Wastewater – Kaiteriteri	694,928
Road Reconstruction – Hart Road	323,820
Road Reconstruction – McGlashen/Talbot Streets	632,600
Road Reconstruction – Croucher Street land purchase	<u>500,000</u>
	2,151,348
- vi) The Council shall charge rates revenue as security for the loan and the performance of its obligations pursuant to the loan documentation.
- vii) The Council acknowledges that by charging rates revenue, the Council is deemed to have made a special rate of such amount each year, on the rateable value of every rateable property in the district, as is sufficient to provide in that year for the payment of its commitments in respect of the loan or loan documentation during that year plus 10% thereof until the loan is repaid or the obligations incurred under the loan documentation are fully performed.
- viii) The Council has considered the risks and benefits to the Council of the loan and loan documentation and of the security to be given in relation to the loan and loan documentation.
- ix) The Council is satisfied that the general terms and conditions of the loan and loan documentation and of the security to be given in relation to the loan and loan documentation are in accordance with the borrowing management policy adopted by the Council and, in particular, the limits and guidelines set out in that borrowing management policy.
- x) The Council delegates to the Chief Executive and the Corporate Services Manager the authority to further determine the precise terms

and conditions of the loan, loan documentation and security, to be negotiated at the best current terms and conditions, such terms and conditions to be advised to the Council following the raising of the loan.

**CARRIED**

**Moved Crs Kempthorne/Riley  
FN07/08/07**

**THAT the Corporate Services Manager's Report dated 8 August 2007 be received.**

**CARRIED**

Cr Norriss arrived at the meeting.

#### **4.3 Information Services Manager**

Mr P Darlington, was in attendance for presentation of his report which was contained in the agenda. The report updated the Committee on latest activity and projects in the Information Services Department.

**Moved Crs Borlase/ O'Regan  
FN07/08/08**

**THAT the Information Services Manager's report dated 6 August 2007 be received.**

**CARRIED**

#### **5 FRAUD POLICY**

Mr Staite spoke to his report contained in the agenda which recommended that Council implements a Fraud Policy.

The committee recommended that where fraud was suspected on the part of a departmental manager the policy should state that the complaint be referred to the Chief Executive.

**Moved Crs Kempthorne/O'Regan  
FN07/08/09**

**THAT the Fraud Policy, as amended, be adopted.**

**CARRIED**

#### **6 LOAN RAISING POLICY**

Mr Staite spoke to his report contained in the agenda which sought a change to the policy to allow loans to be raised at the same time as the expenditure is incurred on the condition that the expenditure and the proposed loan are part of that year's budget.

A resolution will be made at the beginning of the financial year and then as loans are raised they will be reported to the following Corporate Services Committee.

**Moved Crs Henry/Inglis  
FN07/08/10**

**THAT:**

- a) Staff prepare on an annual basis for Council adoption, a list of all loans contained within the annual plan;
- b) Staff be permitted to raise budgeted loans as expenditure is incurred, subject to that loan being included in the annual plan.

**CARRIED**

## **7 RATES REMISSIONS**

At the last Corporate Services Committee meeting, additional information was requested on First Karori Scouts of St Arnaud and Te Wharerangi Trust (Golden Bay Community Gardens). The report included in the agenda contained that information.

**Moved Crs Riley/O'Regan  
FN07/08/11**

**THAT the First Karori Scout Group be granted a 100% rate remission for the 2007/2008 financial year.**

**CARRIED**

**Moved Crs Riley/O'Regan  
FN07/08/12**

**THAT the request by Te Wharerangi Trust for a rates remission be declined.**

**CARRIED**

## **8 ACCOUNTS FOR PAYMENT**

**Moved Crs Henry/Norriss  
FN07/08/**

**THAT the accounts for June and July 2007 be approved.**

**CARRIED**

The meeting concluded at 11.55 am.

Chair:

Date: