

MINUTES

TITLE: Corporate Services Committee
DATE: Wednesday 3 October 2007
TIME: 1.00 pm
VENUE: Tasman Council Chambers, 189 Queen Street, Richmond
PRESENT: Cr T B King (Chair), Mayor J C Hurley, Crs T E Norriss, M J Higgins, P K O'Shea, E J Wilkins, J L Inglis, S J Borlase, N Riley, R G Kempthorne, E E Henry, R G Currie, E M O'Regan, S G Bryant
IN ATTENDANCE: Corporate Services Manager (M W Staite), Information Services Manager (P Darlington), Minute Secretary (V M Gribble)

APOLOGIES

Moved Crs Currie/Higgins
FN07/10/11

THAT apologies for absence from Cr P K O'Shea be received and sustained.
CARRIED

1 CONFIRMATION OF MINUTES

1.1 Corporate Services Committee – 16 August 2007

Moved Crs Inglis/O'Regan
FN07/10/12

THAT the minutes of the Corporate Services Committee meeting held on 16 August 2007, containing resolutions numbered FN07/08/01 to FN07/08/13 be confirmed as a true and complete record of the proceedings of that meeting.
CARRIED

1.2 Communications Subcommittee – 22 August 2007

An amendment was noted on page 2, 2nd line "... In the month" (not months).

Moved Crs Henry/Inglis
FN07/10/12

THAT the minutes of the Communications Subcommittee meeting held on 22 August 2007, containing resolutions numbered FN07/08/14 to FN07/08/18, as amended, be confirmed as a true and complete record of the proceedings of that meeting.
CARRIED

1.3 Council Enterprises Subcommittee – 22 August 2007

**Moved Crs Bryant/Henry
FN07/10/13**

**THAT the minutes of Council Enterprises Committee meeting held on 22 August 2007, containing resolutions numbered FN07/08/19 to FN07/08/27 be confirmed as a true and complete record of the proceedings of that meeting.
CARRIED**

1.4 Communications Subcommittee – 19 September 2007

**Moved Crs Kempthorne/Henry
FN07/10/14**

**THAT the minutes of the Communications Subcommittee meeting held on 19 September 2007, containing resolutions numbered FN07/09/01 to FN07/09/06 be confirmed as a true and complete record of the proceedings of that meeting.
CARRIED**

2 REPORTS

2.1 Chairperson

Cr King tabled and spoke to his report. He thanked Councillors for their work over the last term of Council.

Cr O'Regan thanked Cr King for his chairmanship of the Committee.

**Moved Crs King/Borlase
FN07/10/15**

**THAT the Chairperson's report dated 3 October 2007 be received.
CARRIED**

2.2 Corporate Services Manager

2.2.1 Funding Requirements

The following loans have been included in Council's 2007/2008 Annual Plan. Works have commenced, or are about to commence, on the listed projects below, thus the requirement to pass the appropriate resolution to allow staff to raise the approved loans.

**Moved Crs Henry/Kempthorne
FN07/10/16**

THAT:

- i) The Council shall borrow the sum of Six million, six hundred and twenty four thousand, eight hundred and twenty eight dollars (\$6,624,828) 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:**

	\$
Drainage Renewals Culverts	228,728
Maintenance Chip Seals	716,645
Seal Widening	188,227
Thorpe/Orinoco Stage 2	119,842
Area Wide Pavement Treatment	800,568
Traffic Services	182,808
Minor Safety Projects	328,610
Footpaths District Capital Works	223,011
Richmond Town Centre Development	1,615,866
Refuse District Capital Works	220,901
Headingly Lane	240,000
Brightwater Reservoir	1,350,000
Old Mill Walkway	309,622
Takaka Airport Runway	<u>100,000</u>
	6,624,828

- 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

2.2.2 Annual Report

Audit field work for Council's 2007 Annual Report commenced on 24 September 2007. Mr Staite acknowledged the work that Financial Accountant, Bryce Grammer has done with preparing the 2007 Annual Report.

**Moved Crs Currie/O'Regan
FN07/10/17**

THAT the Corporate Services Manager's report dated 24 September 2007 be received.

CARRIED

2.3 Information Services Manager

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

**Moved Crs Borlase/Kempthorne
FN07/10/18**

THAT the Information Services Monthly Report dated 24 September 2007 be received.

CARRIED

3 LAPP FUND

The agenda contained a report from the Corporate Services Manager which sought approval for Council to join the Local Authority Protection Programme (LAPP) disaster fund.

Mayor Hurley left the meeting at 1.42 pm and returned at 1.57 pm.

**Moved Crs Kempthorne/O'Regan
FN07/10/19**

THAT:

- a) Council accepts the quote from LAPP and allocates \$501,300 from the unallocated interest on the \$12.5 million Port Nelson share buy-back or a special Port dividend, if available;
- b) The current fund transfer to the disaster fund remain the same, with \$100,300 of that transfer being allocated to LAPP in 2007/2008 and \$60,180 being allocated to LAPP from 2008/2009 onwards.

CARRIED

4 ACCOUNTS FOR PAYMENT – August 2007

**Moved Crs Bryant/Currie
FN07/10/20**

THAT accounts for payment for August 2007 be approved.

CARRIED

The meeting concluded at 1.58 pm.

Chair:

Date: