

# MINUTES

**TITLE:** Corporate Services Committee  
**DATE:** Thursday 24 June 2010  
**TIME:** 9.30 am  
**VENUE:** Council Chamber, 189 Queen Street, Richmond

**PRESENT:** Cr T B King (Chair), Crs S J Borlase, S G Bryant, R G Currie, B F Dowler, J L Edgar, B W Ensor, G A Glover, J L Inglis, T E Norriss, N Riley and E J Wilkins

**IN ATTENDANCE:** Corporate Services Manager (M Staite), Information Services Manager (P Darlington), Property Manager (J Frater), Accounting Manager (R Holden), Business Information Analyst (S Anderson), Information Services Webmaster (T Easton), Financial Accountant (B Grammer), Communication Advisor (C Choat), Administration Officer (J A Proctor)

## APOLOGIES

Moved Crs Wilkins/Norriss  
FN10-06-07

**THAT apologies from Cr Higgins for absence be received by the Corporate Services Committee, Tasman District Council.  
CARRIED**

## 1 CONFIRMATION OF MINUTES

### 1.1 Corporate Services Committee – 1 April 2010

Moved Crs Norriss/Wilkins  
FN10-06-08

**THAT the minutes of the Corporate Services Committee, Tasman District Council meeting held on 1 April 2010 containing resolutions numbered FN10-04-01 to FN10-04-15 and FN10-04-19 be confirmed by the Corporate Services Committee, Tasman District Council.  
CARRIED**

### 1.2 Audit Subcommittee – 1 April 2010

Moved Crs Currie/Ensor  
FN10-06-09

**THAT the minutes of the Audit Subcommittee, Tasman District Council meeting held on 1 April 2010 containing resolutions numbered FN10-04-20 to FN10-04-22 and FN10-04-25 be received by the Corporate Services Committee, Tasman District Council.**

**CARRIED**

**1.3 Combined Shareholders Group – 30 April 2010**

**Moved Crs Bryant/Norriss  
FN10-06-10**

**THAT the minutes of the Combined Shareholders Group meeting held on 30 April 2010 be received by the Corporate Services Committee, Tasman District Council.**

**CARRIED**

**1.4 Council Enterprises Subcommittee – 19 May 2010**

**Moved Crs Inglis/Riley  
FN10-06-11**

**THAT the minutes of the Council Enterprises Subcommittee, Tasman District Council meeting held on 19 May 2010 containing resolutions numbered FN10-05-01, FN10-05-02 and FN10-05-11 be received by the Corporate Services Committee, Tasman District Council.**

**CARRIED**

**1.5 Communications Subcommittee – 20 May 2010**

**Moved Crs Wilkins/Dowler  
FN10-06-12**

**THAT the minutes of the Communications Subcommittee, Tasman District Council meeting held on 20 May 2010 containing resolutions numbered FN10-05-12 and FN10-05-14 be received by the Corporate Services Committee, Tasman District Council.**

**CARRIED**

Cr Borlase and Cr Edgar arrived at the meeting at 9.31 am.

**2 REPORTS**

**2.1 Corporate Services Manager's Report – RFN10-06-12**

Cr Glover arrived at the meeting at 9.33 am.

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

The purpose of the report was to provide an update to the Corporate Services Committee on various matters.

It was agreed that an invitation be extended to the Chairman and/or Chief Executive of Port Nelson Limited to formally address the Committee with an overview of its business operations.

**Moved Crs Wilkins/Glover  
FN10-06-13**

**THAT the BNZ refinancing loan of two million dollars in favour of the Tasman District Council, commencing on 26 May 2010 and maturing on 31 August 2010, be approved by the Corporate Services Committee, Tasman District Council.  
CARRIED**

**Moved Crs Borlase/Inglis  
FN10-06-14**

**THAT the Chief Executive and Corporate Services Manager of the Tasman District Council be authorised to extend security in favour of ASB Bank Ltd to 55 million dollars.  
CARRIED**

Accounting Manager, Mr Holden advised that a report was being prepared detailing the impact of the proposed GST rise on ratepayers and payment options. The report would come before the Committee at the next meeting.

**Moved Crs Wilkins/Glover  
FN10-06-15**

**THAT the Corporate Services Manager's Report RFN10-06-12 be received by the Corporate Services Committee, Tasman District Council.  
CARRIED**

The meeting adjourned at 10.18 am.

The meeting resumed at 10.30 am.

## **2.2 Information Services Manager's Report – RFN10-06-06**

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

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

Communication Advisor, Mr Choat, Business Information Analyst, Ms Anderson and Information Services Webmaster, Mr Easton gave a PowerPoint presentation on Council's new Website.

**Moved Crs Edgar/Riley  
FN10-06-16**

**THAT the Information Services Update Report RFN10-06-06 be received by the Corporate Services Committee, Tasman District Council.  
CARRIED**

## **2.3 Loan Funding Resolutions – RFN10-06-13**

Financial Accountant, Mr Grammer spoke to the report contained in the agenda.

The purpose of the report was to seek approval from the Corporate Services Committee for funding approvals from Council decisions or changes in the timing of projects.

Property Manager, Mr Frater was in attendance to answer questions relating to building and land purchased on Lower Queen Street, Richmond.

### **Moved Crs Currie/Norriss FN10-06-17**

**THAT the Corporate Services Committee, Tasman District Council approves loan funding of \$146,224 for Richmond West property purchases.  
CARRIED**

### **Moved Crs Ensor/Borlase FN10-06-18**

**THAT loan funding for Tasman District Council's share of the entire Saxton Field Softball/Hockey Pavilion project as identified in the 2009/10 Annual Plan of \$570,000 be approved by the Corporate Services Committee, Tasman District Council.  
CARRIED**

### **Moved Crs Norriss/Glover FN10-06-19**

**That the Corporate Services Committee, Tasman District Council approves loan funding of \$157,940 to fund the conference/meeting room at the Motueka Top 10 Holiday Park.  
CARRIED**

### **Moved Crs Norriss/Borlase FN10-06-20**

**THAT the Corporate Services Committee, Tasman District Council approves:**

**THAT:**

- a) The Tasman District Council borrows up to \$597,621.**
- b) The purpose of the borrowing is to fund the following activities**
  - i) Richmond West property purchases \$146,224**
  - ii) Saxton Field Hockey/Softball Pavilion funding brought forward \$293,457**
  - iii) Motueka Top 10 Holiday Park \$157,940**
  - TOTAL \$597,621**
- c) The Tasman District Council enters into the following documents**

- i) Existing deed of charge entered into between Tasman District Council, Bank of New Zealand, National Bank of New Zealand, Westpac and ASB Bank Ltd.
  - ii) A letter of offer from Westpac.
  - d) The Tasman District Council approves the transactions contemplated by the documents.
  - e) The Tasman District Council acknowledges that the Tasman District Council has charged rates revenue as security for the loan and performance of its obligations under the documents.
  - f) The Chief Executive and the Corporate Services Manager, Tasman District Council are authorised to negotiate the terms of the documents.
  - g) The Chief Executive and the Corporate Services Manager, Tasman District Council are authorised to sign the documents on behalf of the Tasman District Council.
  - h) The Chief Executive, Tasman District Council is authorised to sign a certificate under Section 118 Local Government Act 2002 to the effect that the Tasman District Council has complied with the Local Government Act in entering in to the documents.
- CARRIED**

#### **2.4 Rates Payments – RFN10-06-04**

Accounting Manager, Mr Holden spoke to the report contained in the agenda.

The purpose of the report was to provide an update to the Corporate Services Committee on the various payment options available to the ratepayer.

In response to questioning, Mr Holden advised that a report would be prepared detailing the costs involved to ratepayers should they choose to pay their rates via credit card. The report would come before the Committee at the next meeting.

**Moved Crs Norriss/Edgar  
FN10-06-21**

**THAT the Rates Payments report RFN10-06-04 be received by the Corporate Services Committee, Tasman District Council.  
CARRIED**

#### **2.5 Rates Rebates – RFN10-06-05**

Accounting Manager, Mr Holden spoke to the Rates Officer's report contained in the agenda.

The purpose of the report was to provide an update to the Corporate Services Committee on the Rates Rebate Scheme.

**Moved Crs Edgar/Riley  
FN10-06-22**

**THAT the Rates Rebate Scheme report RFN10-06-05 be received by the Corporate Services Committee, Tasman District Council.  
CARRIED**

## **2.6 Rate Remissions 2010/2011 – RFN10-06-14**

Accounting Manager, Mr Holden spoke to the Rates Officer's report contained in the agenda.

The purpose of the report was to provide the Committee with details of applications received in respect of rate remissions for sporting and community groups under the Local Government (Rating) Act 2002.

In response to questioning, staff advised that feedback was provided to the QEII National Trust where there were concerns that covenants may have been breached. It was stated that where an Open Space QEII covenant had been granted, that Council was obliged to provide a rebate.

A discussion ensued on the following issues: Nelson A & P Association rebate; the impending transfer to Council ownership of The Hoddy Estuary Park Trust; confirmation of membership of the Woodstock Public Hall.

Cr King declared a conflict of interest, vacated the Chair and took no part in the discussion relating to the Kaiteriteri Domain Board.

Cr Bryant assumed the Chair.

A discussion ensued regarding the Kaiteriteri Domain Board.

Cr Bryant vacated the Chair.

Cr King resumed the Chair.

A discussion ensued regarding Council's policy on rates remissions and it was agreed that it was appropriate that a full review of the criteria be undertaken.

### **Moved Crs Riley/Dowler FN10-06-23**

**THAT:**

- a) Subject to satisfactory reports being presented to the Corporate Services Committee, Tasman District Council at the next meeting regarding the following:**
- 1. Criteria and percentage of rate remission available to the Nelson A & P Association.**
  - 2. The impact on rates remissions of the impending transfer of land currently owned by The Hoddy Estuary Park Trust to Council ownership.**
  - 3. Confirmation of the membership of the Woodstock Public Hall.**
  - 4. Tasman District Council receiving confirmation from the QEII National Trust that the land at 86 Higgs Road, Mapua, valuation roll number 1938028600 and subject to an Open Space QEII covenant, continues to meet Open Space QEII criteria.**

- b) **Remissions in accordance with Tasman District Council's Policy on Remission for Sporting, Recreation or Community Organisations for the 2010/2011 financial year, as per the schedule contained in the agenda, be approved.**
  - c) **Remissions for Open Space QEII Covenants for the 2010/2011 financial year, as per the schedule contained in the agenda, be approved.**
- CARRIED**

**2.7 Tasman Bays Heritage Trust: Statement of Intent 2010/2011  
RFN10-06-11**

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

The purpose of the report was to seek approval from the Corporate Services Committee in regard to the 2010/2011 Tasman Bays Heritage Trust Statement of Intent (SOI) and strategic plan for signing.

It was agreed that future Statement of Intent when received, would be reviewed informally by the Corporate Services Committee, thereby, providing members of the Joint Shareholders Committee with appropriate direction.

**Moved Crs Riley/Edgar  
FN10-06-24**

**THAT the Tasman Bays Heritage Trust Statement of Intent and strategic plan for 2010/2011 be approved by the Corporate Services Committee, Tasman District Council for signing, subject to it also being approved for signing by the Nelson City Council.**

**CARRIED**

**2.8 Port of Golden Bay Ltd: Statement of Intent Exemption – RFN10-06-10**

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

The purpose of the report was to consider exempting Port Golden Bay Ltd from the Council Controlled Organisation requirements under the Local Government Act 2002 (The Act).

**Moved Crs Glover/Borlase  
FN10-06-25**

**THAT for the 2009/2010 financial year, the Corporate Services Committee, Tasman District Council resolves to exempt Port Golden Bay Ltd from the requirements of a council controlled organisation, as permitted under section 7 of the Local Government Act 2002 and that this exemption be reviewed on an annual basis.**

**CARRIED**

## **2.9 Tourism Nelson Tasman Ltd: Statement of Intent RFN10-06-09**

Corporate Services Manager, Mr Staite withdrew from the table and took no part in the debate.

Accounting Manager, Mr Holden spoke to the report contained in the agenda.

The purpose of the report was to review the Statement of Intent (SOI) from Tourism Nelson Tasman Ltd (TNTL) for the period 2010/2013, in accordance with Council's 2010/2011 Draft Annual Plan.

**Moved Crs Ensor/Wilkins  
FN10-06-26**

**THAT:**

- a) **the Corporate Services Committee, Tasman District Council request Tourism Nelson Tasman Ltd to amend its Statement of Intent to accurately reflect the funding now being provided by Tasman District Council for the 2010/2011 financial year;**

**AND**

- b) **this amended Statement of Intent be forwarded to the next meeting of the Joint Shareholders Committee for further consideration.**

**CARRIED**

Corporate Services Manager, Mr Staite returned to the table.

## **2.10 Election Communications – RFN10-06-08**

Communications Adviser, Mr Choat spoke to the report contained in the agenda.

The purpose of the report was to highlight the Office of the Auditor General guidelines regarding communications in a pre-election period.

**Moved Crs Borlase/Currie  
FN10-06-27**

**THAT the Election Communications Report RFN10-06-08 be received by the Corporate Services Committee, Tasman District Council.**

**CARRIED**



## **2.11 Accounts for Payment**

The agenda contained a list of accounts which had been paid in March, April and May 2010.

Councillors were advised that monthly accounts in hard copy format were available to them upon request.

**Moved Crs Norriss/Riley  
FN10-06-28**

**THAT the March, April and May 2010 accounts for payment be received by the Corporate Services Committee, Tasman District Council.  
CARRIED**

## **3 RESOLUTION TO EXCLUDE THE PUBLIC**

**Moved Crs Norriss/Ensor  
FN10-06-29**

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

Confidential Minutes Corporate Services Committee 1 April 2010  
Confidential Minutes Audit Subcommittee 1 April 2010  
Confidential Minutes Combined Shareholders Group 30 April 2010  
Confidential Minutes Council Enterprises Subcommittee 19 May 2010  
Confidential Minutes Communications Subcommittee 20 May 2010

**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:**

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
Confidential Minutes Corporate Services Committee 1 April 2010	Good reason to withhold exists under section 7	Section 48(1)(a)
Confidential Minutes Audit Subcommittee 1 April 2010	Good reason to withhold exists under section 7	Section 48(1)(a)
Confidential Minutes Combined Shareholders Group 30 April 2010	Good reason to withhold exists under section 7	Section 48(1)(a)
Confidential Minutes Council Enterprises Subcommittee 19 May 2010	Good reason to withhold exists under section 7	Section 48(1)(a)

Confidential Minutes Communications Subcommittee 20 May 2010	Good reason to withhold exists under section 7	Section 48(1)(a)
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**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:**

<b>Reason to withhold information under Section 6 or 7</b>	<b>Section</b>
Enable Council to carry on without prejudice or disadvantage commercial negotiations	Section 7(2)(i)
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**CARRIED**

(Refer to Confidential Minute Book, resolutions numbered FN10-06-07, FN10-06-30 to FN10-06-35)

#### **4 RESOLUTION TO RESUME PUBLIC MEETING**

**Moved Crs  
FN10-06-35**

**THAT open meeting be resumed.  
CARRIED**

The meeting concluded at 12.14 pm.

Date Confirmed:

Chair: