

MINUTES

TITLE: Corporate Services Committee
DATE: Thursday 7 July 2011
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, N Riley, S G Bryant,
G A Glover, J L Edgar, B W Ensor, B F Dowler, Z S Mirfin,
C M Maling, M L Bouillir

IN ATTENDANCE: Chief Executive Officer (P Wylie), Corporate Services
Manager (M W Staite), Information Services Manager
(P Darlington), Engineering Administrator (J A Proctor)

APOLOGIES

Moved Crs Riley/Glover
FN11-07-01

THAT apologies for lateness from Mayor Kempthorne, Cr Maling and Cr Bouillir
be received by the Corporate Services Committee.

CARRIED

1 CONFIRMATION OF MINUTES

1.1 Corporate Services Committee – 14 April 2011

Moved Crs Norriss/Glover
FN11-07-02

THAT the minutes of the Corporate Services Committee meeting held on
14 April 2011, containing resolutions FN11-04-01 to FN11-04-20 be confirmed by
the Corporate Services Committee as a true and complete record.

CARRIED

1.2 Joint Shareholders Committee – 29 April 2011

Moved Crs Glover/Norriss
FN11-07-03

THAT the minutes of the Joint Shareholders Committee meeting held on
29 April 2011 be received by the Corporate Services Committee.

CARRIED

1.3 Council Enterprises Subcommittee – 11 May 2011

**Moved Crs Norriss/Inglis
FN11-07-04**

**THAT the minutes of the Council Enterprises Subcommittee meeting held on 11 May 2011, containing resolutions FN11-05-01 to FN11-05-09 be received by the Corporate Services Committee.
CARRIED**

1.4 Communications Subcommittee – 7 June 2011

**Moved Crs Edgar/Wilkins
FN11-07-05**

**THAT the minutes of the Communications Subcommittee meeting held on 7 June 2011, containing resolutions FN11-06-01 to FN11-06-07 be received by the Corporate Services Committee.
CARRIED**

2 REPORTS

2.1 Chair's Report RFN11-07-01

The Chair of Corporate Services Committee, Cr T B King, spoke to his report which was contained in the agenda.

**Moved Crs Norriss/Riley
FN11-07-06**

**THAT the Corporate Services Committee receives the Chair's Report
RFN11-07-01.
CARRIED**

2.2 Corporate Services Manager's Report RFN11-07-02

Corporate Services Manager Mr Staite was in attendance to speak to the report contained in the agenda. The report provided an update in the areas of finance, risk and governance.

Mayor Kempthorne arrived at the meeting at 9.36 am.

Cr Bouillir arrived at the meeting at 9.45 am.

**Moved Crs Glover/Inglis
FN11-07-07**

**THAT the Corporate Services Committee receives the Corporate Services Manager's Report RFN11-07-02.
CARRIED**

2.3 Financial Reporting by Ward Report RFN11-07-03

Corporate Services Manager Mr Staite was in attendance to speak to the report contained in the agenda. The report laid out the difficulties of extending Council's reporting to include wards, and while noting that such reporting was possible, pointed out that considerable cost would be incurred for arguably very little benefit.

**Moved Crs Bryant/Glover
FN11-07-08**

THAT the Corporate Services Committee:

- a) Receives report RFN11-07-03 – Financial Reporting by Ward; and**
- b) Declines the request that financial information be prepared on a ward-by-ward basis.**

CARRIED

2.4 Information Services Manager's Report RFN11-07-05

Information Services Manager Mr P Darlington was in attendance to speak to the report contained in the agenda. The report updated the Corporate Services Committee on the latest activity and projects in the Information Services Section.

Cr Wilkins left the meeting at 10.04 am.

Cr Wilkins returned to the meeting at 10.06 am.

A discussion ensued regarding the location of wireless towers in communities.

**Moved Crs Glover/Bouillir
FN11-07-09**

THAT the Corporate Services Committee requests that Tasman District Council staff work with providers of wireless broadband connections in terms of both services and to minimise local impacts where feasible.

CARRIED

**Moved Crs Ensor/Wilkins
FN11-07-10**

**THAT the Corporate Services Committee receives the Information Services Report RFN11-07-05.
CARRIED**

Cr Maling arrived at the meeting at 10.27 am.

2.5 Pohara Store Loan – RFN11-07-08

Corporate Services Manager Mr Staite was in attendance to speak to the report contained in the agenda. The report requested approval from the Corporate Services Committee for the raising of a loan for the Pohara Store upgrade; such loan to be funded from the camping grounds closed account.

**Moved Crs Edgar/Ensor
FN11-07-11**

THAT the Corporate Services Committee agrees that:

- i) **The Council shall borrow up to One hundred and forty thousand dollars (\$140,000) to finance the following project:**

Pohara Store Upgrade	\$ 140,000
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- ii) **The Chief Executive and Corporate Services Manager are authorised to request such advances on behalf of the Council in accordance with facility agreements entered into between the Council and lenders from time to time.**
- iii) **The Chief Executive and the Corporate Services Manager are authorised to negotiate the interest rate, term and maturity date of such advances.**
- iv) **Such borrowing will be secured by security stock allocated to approved lenders under the terms of the Debenture Trust Deed dated 7 July 2010 between the Council and Perpetual Trust Limited.**
- v) **The Council acknowledges that pursuant to the Debenture Trust Deed the Council has granted a security interest over rates and rates revenue in favour of Perpetual Trust Limited on behalf of stockholders.**
- vi) **The Council is satisfied that this borrowing is in accordance with the Treasury Management Policy and, in particular, the borrowing limits set out in the Treasury Management Policy.**

CARRIED

The meeting adjourned at 10.29 am.

The meeting resumed at 10.49 am.

2.6 Mileage Reimbursement – RFN11-07-04

Corporate Services Manager Mr Staite was in attendance to speak to the report contained in the agenda. The Remuneration Authority had indicated that due to additional vehicle running costs it was prepared to authorise an increase in mileage reimbursement for the first 5,000 kilometres to 74 cents, an increase of 4 cents per kilometre.

**Moved Crs Norriss/Bouillir
FN11-07-12**

THAT the Corporate Services Committee request staff to write to the Remuneration Authority seeking the Authority's approval to reimburse elected members for motor vehicle running expenses at 74 cents for the first 5,000 kilometres.

CARRIED

2.7 Tourism Nelson Tasman Ltd – Statement of Intent – RFN11-07-09

Corporate Services Manager Mr Staite was in attendance to speak to the report contained in the agenda. Tourism Nelson Tasman Ltd is required to complete a Statement of Intent (SOI) by 30 June each year. The SOI attached to the agenda had been reviewed by the Joint Shareholders Committee who had, subject to five amendments, recommended that the SOI be approved for signing by both councils.

**Moved Crs Bryant/Mirfin
FN11-07-13**

THAT the Corporate Services Committee:

- a) Receives the Tourism Nelson Tasman Ltd Statement of Intent Report (RCN11-07-09) and;**
- b) Approves the Statement of Intent 2011 – 2014 for signing, subject to it also being approved for signing by the Nelson City Council.**

CARRIED

3 ACCOUNTS FOR PAYMENT

The agenda contained the payment schedules for April and May 2011.

**Moved Crs Norriss/Edgar
FN11-07-14**

THAT the accounts for April and May 2011 be approved for payment by the Corporate Services Committee.

CARRIED

The Chair spoke about the recent report released by the Local Government Commission in regards to the proposed amalgamation of Nelson City and Tasman District Councils. Cr King commented that it was disappointing that the content contained many inaccuracies and it was hoped that corrections would be forthcoming.

4 RESOLUTION TO EXCLUDE THE PUBLIC

**Moved Crs Glover/Ensor
FN11-07-15**

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

- Health and Safety Report RFN11-07-07
- Treasury ANZ National Bank – ISDA RFN11-07-06

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
Health and Safety Report RFN11-07-07	Good reason to withhold exists under section 7	Section 48(1)(a)
Treasury ANZ National Bank – ISDA RFN11-07-06	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
Protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
Enable Council to carry on without prejudice or disadvantage, commercial negotiations	Section 7(2)(i)

CARRIED

(Refer to Confidential Minute book containing resolutions numbered FN11-07-16 to FN11-07-17).

5 RESOLUTION TO RESUME PUBLIC MEETING

**Moved Crs Bryant/Inglis
FN11-07-18**

**THAT open meeting be resumed.
CARRIED**

The meeting concluded at 11.05 am.

Date Confirmed:

Chair:

CONFIRMED MINUTES