

MINUTES

TITLE: Corporate Services Committee
DATE: Thursday 6 March 2008
TIME: 9.30 am
VENUE: Council Chamber, 189 Queen Street, Richmond
PRESENT: Cr T B King (Chair), Mayor R G Kempthorne, Crs S J Borlase, S G Bryant, R G Currie, B F Dowler, J L Edgar, B W Ensor, G A Glover, M J Higgins, J L Inglis, T E Norriss, N Riley and E J Wilkins

IN ATTENDANCE: Chief Executive (P J Wylie), Corporate Services Manager (M W Staite), Information Services Manager (P Darlington), Accounting Manager (R Holden), Financial Accountant (B Grammer), Administration Officer (B D Moore)

APOLOGIES

Moved Crs Borlase/Riley
FN08/03/01

THAT apologies from Mayor Kempthorne and Cr Bryant for lateness be sustained.
CARRIED

1 CONFIRMATION OF MINUTES

1.1 Corporate Services Committee – 28 November 2007

Moved Crs Riley/Borlase
FN08/03/02

THAT the minutes of the Corporate Services Committee meeting held on 28 November 2007 containing resolutions numbered FN07/11/10 to FN07/11/17 be approved.
CARRIED

1.2 Council Enterprises Subcommittee – 28 November 2007

Moved Crs Norriss/Riley
FN08/03/02

THAT the minutes of the Council Enterprises Subcommittee meeting held on 28 November 2007 containing resolutions numbered FN07/11/01 to FN07/11/09 be approved.
CARRIED

1.3 Communications Subcommittee – 3 December 2007

**Moved Crs Edgar/Riley
FN08/03/03**

THAT the minutes of the Communications Subcommittee meeting held on 3 December 2007 containing resolutions numbered FN07/12/01 to FN07/12/04 be approved.

CARRIED

1.4 Council Enterprises Subcommittee – 30 January 2008

**Moved Crs Inglis/Norriss
FN08/03/04**

THAT the minutes of the Council Enterprises Subcommittee meeting held on 30 January 2008 containing resolutions numbered FN08/01/01 to FN08/01/12 be approved.

CARRIED

2 CHAIRPERSON'S REPORT

Cr King tabled and read his report and referred to the timetable of draft annual plan meetings and the subjects of debt servicing and the importance of disaster funding. He referred to district property valuations being due again and the implementation of the staff job costing system. Cr King referred in his report to the need to balance the "think district" approach of the Council and the use of targeted rates.

Mayor Kempthorne and Cr Bryant arrived at the meeting at 9.40 am.

**Moved Crs Borlase/Wilkins
FN08/03/05**

**THAT the Corporate Services Committee Chairperson's report be received.
CARRIED**

3 CORPORATE SERVICES MANAGER'S REPORT – 28 FEBRUARY 2008

3.1 2008/2009 Draft Annual Plan Timetable

The report proposed dates for public consultation and adoption of the plan. Amendments were discussed and noted. The Takaka meeting will be held in the Senior Citizens Rooms and the Murchison meeting will now be at 7.30 pm on Wednesday 30 April 2008. An evening meeting will be held in Collingwood on Tuesday 22 April 2008 at 7.30 pm. Submissions will be held in Takaka on Monday 9 June 2008.

**Moved Crs Bryant/Norriss
FN08/03/06**

THAT Council adopts the amended timetable identified in the Corporate Services Manager's report, for the release, consultation and adoption of its 2008/2009 draft Annual Plan.

CARRIED

3.2 Golden Bay Medical Centre Community Trust – Financial Statements

The agenda contained a copy of the financial statements for the year ended 30 June 2007 for the Golden Bay Medical Centre Community Trust. These financial reports had been reviewed by the Corporate Services Manager.

**Moved Mayor Kempthorne/Cr Borlase
FN08/03/07**

THAT the Golden Bay Medical Centre Community Trust's financial statements to 30 June 2007 be received.

CARRIED

3.3 Emergency Works

A resolution of the Council's Engineering Services Committee meeting held on 29 November 2007 sought funding to cover reinstatement damage to the roading network from storm events in October 2007 for the sum of \$511,000. A further \$350,000 was sought to cover damage to the Korere-Tophouse Road caused by freeze-thaw action during the winter of 2007. There is a cost of \$421,000 to be met by Council. The first \$100,000 for this work is required to be funded by the Engineering Services Transportation budget. The request is consistent with Council's policy.

**Moved Crs Borlase/Wilkins
FN08/03/08**

THAT the Corporate Services Committee, on behalf of Council, agrees to transfer the sum of \$421,000 from the Council's disaster fund for the purpose of emergency works as resolved by the Engineering Services Committee on 29 November 2007.

CARRIED

3.4 Rivers Emergency Works

The Engineering Services Committee meeting of 29 November 2007 resolved to claim \$183,000 from the classified rivers asset protection fund for the restoration work as a result of the October 2007 storm events. The report in the agenda stated that the river activity has covered the first \$100,000 by rearranging its schedule of works. The request was consistent with Council's policy.

**Moved Crs Bryant/Riley
FN08/03/09**

THAT the Corporate Services Committee, on behalf of Council, agrees to transfer the sum of \$183,000 from the rivers disaster fund for restoration works as resolved by the Engineering Services Committee on 29 November 2007.

CARRIED

3.5 Treasury Policy

The report stated that Council's debt at 31 December 2007 is \$77.162 million, with an average interest rate of 7.24%. The level of debt servicing is 13.1% of annual rates.

Consideration of the Corporate Services Manager's report was interrupted to consider other agenda items.

4 INFORMATION SERVICES UPDATE REPORT

Information Services Manager, P Darlington, spoke to his report to update the Committee on the latest activity and projects in the Information Services section, in particular wireless computer access in the Richmond office civic area, regional broadband and information services associated with the opening of the new Golden Bay Library.

**Moved Crs Edgar/Borlase
FN08/03/10**

**THAT the Information Services Update report of 25 February 2008 be received.
CARRIED**

5 TASMAN DISTRICT COUNCIL SIX MONTHLY REPORT TO 31 DECEMBER 2007

The agenda contained a complete copy of the Tasman District Council's Six-monthly report to 31 December 2007 and the Corporate Services Manager provided an explanation and responded to questions.

**Moved Crs Borlase/Edgar
FN08/03/11**

**THAT the Tasman District Council's Six-monthly report to 31 December 2007 be received.
CARRIED**

6 CONTINUATION OF CORPORATE SERVICES MANAGER'S REPORT

Mr Staite spoke to the remaining items in the report. He said that revised rating valuations should be publicly available by December 2008. The annual insurance renewal for the 12-month period ending October 2007 has been successfully

completed. The staff job costing project is well advanced with 62 staff now using it on a day-to-day basis.

**Moved Crs Norriss/Currie
FN08/03/12**

**THAT the Corporate Services Manager's report of 28 February 2008 be received.
CARRIED**

7 PORT NELSON SHARE BUY-BACK

The Corporate Services Manager report of 25 January 2008 contained in the agenda noted that at its 28 November 2007 meeting, the Corporate Services Committee passed a resolution to repay debt from the \$12.5 million Port Nelson share buy-back. The decision on which debt to repay, was deferred to the Council workshop of 5 and 6 December 2007. The view of those Councillors at the workshop was that the benefits of the debt repayment should benefit the district as a whole. This is achieved by repaying debt that is funded by general rate. Mr Staite said that debt repayment will be on general rate activities, pro rata across the accounts. He said he would report to Council in May 2008, on the surplus to the rating account as a result of interest savings.

**Moved Crs Glover/Wilkins
FN08/03/13**

**THAT the \$12.5 million Port Nelson share buy-back, be used to repay debt currently funded from the general rate.
CARRIED**

8 APPOINTMENT OF ALTERNATE DIRECTOR FOR PORT NELSON LTD AND NELSON AIRPORT LTD

A report of 27 February 2008 from the Corporate Services Manager asked that the Committee consider the appointment of an Alternate Director for the Port Nelson Ltd and Nelson Airport Ltd Boards.

**Moved Crs Norriss/Riley
FN08/03/14**

**THAT Mr P J Wylie be appointed Alternate Director to both Nelson Airport Ltd and Port Nelson Ltd.
CARRIED**

9 NELSON REGIONAL SEWERAGE BUSINESS UNIT – UPGRADE OF TREATMENT PLANT

The report of 27 February 2008 from the Corporate Services Manager provided a copy of the resolution from the Combined Shareholders Group meeting of December 2007, recommending the upgrade of the Nelson Regional sewerage treatment plant.

Cr Higgins provided background information on the proposal.

**Moved Crs Glover/Wilkins
FN08/03/15**

THAT the following recommendation regarding the Nelson Regional sewerage treatment plant from the Combined Shareholders Group be accepted; that the upgrade of the treatment plant proceed with a budget of \$8.656 million (option 2) to make allowance for variability of tendering costs in the current contracting environment (\$5.15 million in 2007/2008 and \$3.506 million in 2008/2009).

CARRIED

**10 ACCOUNTS FOR PAYMENT – DECEMBER 2007 AND JANUARY
 2008**

A list of those accounts paid during the period December 2007 and January 2008 were contained within the agenda.

**Moved Crs Bryant/Edgar
FN08/03/16**

THAT the accounts for payment for December 2007 and January 2008 be approved.

CARRIED

The meeting concluded at 12 noon.

Chair:

Date: