

# MINUTES

**TITLE:** Corporate Services Committee  
**DATE:** Thursday 16 September 2010  
**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, M J Higgins, E J Wilkins, J L Inglis,  
S J Borlase, N Riley, R G Currie, S G Bryant, G A Glover,  
J L Edgar, B Ensor, B F Dowler

**IN ATTENDANCE:** Corporate Services Manager (M W Staite), Accounting  
Manager (R Holden), Financial Accountant (B Grammer),  
Information Services Manager (P Darlington), Executive  
Assistant (V M Gribble)

## **1 PUBLIC FORUM**

### **1.1 R Hellyer**

Mr Hellyer asked if the Council had a copy of the Nelson City Council report on the Tasman District Council assets. He also asked that a meeting be held with people affected by the low flying planes at Motueka.

## **2 CONFIRMATION OF MINUTES**

### **2.1 Corporate Services Committee – 5 August 2010**

**Moved Crs Ensor/Glover  
FN10-09-01**

**THAT the minutes of the Corporate Services Committee meeting held on  
5 August 2010 containing resolutions numbered FN10-08-01 to FN10-08-16 be  
confirmed.**

**CARRIED**

### **2.2 Council Enterprises Subcommittee – 11 August 2010**

**Moved Crs Higgins/Riley  
FN10-09-02**

**THAT the minutes of the Council Enterprises Subcommittee meeting held on  
11 August 2010 containing resolutions numbered FN10-08-17 to FN10-08-28 be  
received.**

**CARRIED**

## **2.3 Communications Subcommittee – 18 August 2010**

**Moved Crs Wilkins/Borlase  
FN10-09-03**

**THAT the minutes of the Communications Subcommittee meeting held on 18 August 2010 containing resolutions numbered FN10-08-29 to FN10-08-34 be received.**

**CARRIED**

## **3 REPORTS**

### **3.1 Chair's Report – RFN10-09-01**

Cr King spoke to his report in which he raised the issue of the structure of agendas and reports and suggested the new Council could look at the process.

**Moved Crs Norriss/Bryant  
FN10-09-04**

**THAT the Chair's Report RFN10-09-01 be received by the Corporate Services Committee.**

**CARRIED**

## **4 MATURE PERSONS SCHOLARSHIPS**

Lea Overend, Diana Henry and Pauline Dixon were in attendance to receive their Mature Persons Scholarships from Mayor Kempthorne. They then joined the Committee for morning tea. Donna Rivers also received a scholarship but she was unable to attend the presentation.

## **3 REPORTS (Continued)**

### **3.2 Corporate Services Manager's Report – RFN10-09-02**

Mr Staite spoke to his report contained in the agenda. He advised that as a result of the Christchurch earthquakes, the 2010 Annual Report will not be able to be adopted pre-election.

**Moved Crs Bryant/Norriss  
FN10-09-05**

**THAT the Corporate Services Committee receives the Corporate Services Manager's Report REP10-09-02.**

**CARRIED**

### **3.3 Information Services Update Report – RFN10-09-03**

Information Services Manager, P Darlington, was in attendance to speak to his report which was in the agenda and updated the Committee on the latest activity and projects in the Information Services Department.

**Moved Crs Edgar/Wilkins  
FN10-09-06**

**THAT the Information Services Update Report – RFN10-09-03 be received by the Corporate Services Committee.  
CARRIED**

**3.4 Nelson Airport Ltd – Statement of Intent 2010/2011 Report –  
RFN10-09-04**

Accounting Manager, R Holden, was in attendance to speak to his report contained in the agenda which sought Committee approval for the signing of the 2010/2011 Nelson Airport Ltd Statement of Intent.

It was noted that 9.1 should be New Zealand Institute of Chartered Accountants.  
8.2 – Completed Statement of Corporate Intent wording is to be clarified for next year.  
8.5 – Annual Budget wording is to add a date of no later than ... to be included from next year.

**Moved Crs Glover/Currie  
FN10-09-07**

**THAT the Corporate Services Committee approve for signing the Nelson Airport Limited's Statement of Intent for 2010/2011, subject to it also being approved for signing by the Nelson City Council.  
CARRIED**

**3.5 Tourism Nelson Tasman Ltd – Statement of Intent 2010 – 2011 –  
Report RFN10-09-05**

Mr Holden spoke to the report which sought approval for signing of the Tourism Nelson Tasman Limited's Statement of Intent for 2010 – 2011.

Mr Staite was asked to investigate increasing the size of the Board by including Council appointed directors and report back to a future meeting of the Corporate Services Committee.

It was noted there was no objective for event management in the statement of intent.

**Moved Crs Bryant/Ensor  
FN10-09-08**

**THAT the Corporate Services Committee approve for signing the Tourism Nelson Tasman Limited's Statement of Intent for 2010/2011, subject to it also being approved for signing by the Nelson City Council.  
CARRIED**

Cr Edgar left the meeting at this stage.

### **3.6 Port of Golden Bay Limited – Shareholder Resolutions in lieu of Annual General Meeting – Report RFN10-09-06**

Financial Accountant, B Grammer, was in attendance to speak to the report contained in the agenda which sought approval from the Corporate Services Committee, as sole shareholder of Port of Golden Bay Limited, not to hold an Annual General Meeting for Port of Golden Bay Limited.

**Moved Crs Riley/Borlase  
FN10-09-09**

**THAT the Corporate Services Committee on behalf of the Tasman District Council;**

- a) Receives the June 2010 Annual Report and notes its content;**
- b) Resolves by way of the written resolutions contained within Attachment One (attached to the agenda);**
  - i) Not to hold an Annual General Meeting;**
- c) Authorises the Corporate Services Manager, Tasman District Council to affix the Council's Common Seal to the resolutions of the sole shareholder (Attachment One)**

**CARRIED**

Cr Edgar returned to the meeting at this stage.

### **3.7 Memorandum of Understanding: Tasman Bays Heritage Trust – Report RFN10-09-07**

Corporate Services Manager, M Staite, spoke to the report which asked the Committee to authorise the signing of the revised Memorandum of Understanding between the Nelson City Council, Tasman District Council and the Tasman Bays Heritage Trust.

**Moved Crs Riley/Edgar  
FN10-09-10**

**THAT the Corporate Services Committee approve the Memorandum of Understanding between the Nelson City Council, Tasman District Council and the Tasman Bays Heritage Trust dated 30 July 2010 for signing, subject to a similar resolution being passed by the Nelson City Council.**

**CARRIED**

### **3.8 Rates Rebate Scheme Report – RFN10-09-08**

Mr Holden spoke to the report which updated the Committee on the Rates Rebate Scheme.

The Committee asked that their thanks be extended to staff involved with the processing of the rates rebate scheme.

**Moved Crs Glover/Inglis**

**FN10-09-11**

**THAT the Rates Rebate Scheme report RFN10-09-08 be received by the Corporate Services Committee.  
CARRIED**

**4 ACCOUNTS FOR PAYMENT – JULY and AUGUST 2010**

**Moved Crs Glover/Bryant  
FN10-09-12**

**THAT the Tasman District Council accounts for payment for July and August 2010 be approved.  
CARRIED**

**5 RESOLUTION TO EXCLUDE THE PUBLIC**

**Moved Crs Currie/Edgar  
FN10-09-13**

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

**Local Government Debt Vehicle Report – RFN10-09-09  
Human Resources Update Report – RFN10-09-10  
Nelson Regional Sewerage Business Unit Facility Renewal Report - RFN10-09-11  
Nelson Airport Limited Directors Appointment Report - RFN10-09-12  
Tasman Bays Heritage Trust Trustees Appointment – Report RFN10-09-13  
Directors/Trustees Fees: Nelson Airport Ltd, Port Nelson Ltd, Tasman Bays Heritage Trust and Tourism Nelson Tasman Ltd – Report RFN10-09-14**

**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>
Local Government Debt Vehicle Report RFN10-09-09	Good reason to withhold exists under section 7	Section 48(1)(a)
Human Resources Update Report – RFN10-09-10	Good reason to withhold exists under section 7	Section 48(1)(a)
Nelson Regional Sewerage Business Unit Facility Renewal Report – RFN10-09-11	Good reason to withhold exists under section 7	Section 48(1)(a)

Nelson Airport Limited Director's Appointment Report – RFN10-09-12	Good reason to withhold exists under section 7	Section 48(1)(a)
Tasman Bays Heritage Trust Trustees Appointment Report – RFN10-09-13	Good reason to withhold exists under section 7	Section 48(1)(a)
Directors/Trustees Fees: Nelson Airport Ltd, Port Nelson Ltd, Tasman Bays Heritage Trust and Tourism Nelson Tasman Ltd Report – RFN10-09-14	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:**

<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)(ii)
Protect the privacy of natural persons, including that of deceased natural persons	Section 7(2)(a)
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Protect the privacy of natural persons, including that of deceased natural persons	Section 7(2)(a)

**CARRIED**

(Refer to Confidential Minute Book resolutions numbered FN10-09-14 to FN10-09-22)

**Moved Crs Inglis/Ensor  
FN10-09-23**

**THAT public meeting be resumed.  
CARRIED**

The meeting concluded at 1.40 pm.

Date Confirmed:

Chair: