

MINUTES

TITLE: Corporate Services Committee
DATE: Thursday 2 October 2008
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, S G Bryant, G A Glover, J L Edgar, B W Ensor, B F Dowler
IN ATTENDANCE: Chief Executive (P J Wylie), Corporate Services Manager (M W Staite), Accounting Manager (R Holden), Information Services Manager (P Darlington), M Raffills, Administration Officer (B D Moore)

APOLOGIES

Moved Crs Edgar/Riley
FN08/10/01

THAT apologies for absence from Cr R G Currie be sustained.
CARRIED

1 CONFIRMATION OF MINUTES

1.1 Communications Subcommittee – 13 August 2008

Moved Crs Edgar/Borlase
FN08/10/02

THAT the minutes of the Communications Subcommittee meeting held on 13 August 2008 containing resolutions FN08/08/01 to FN08/08/07 be approved.
CARRIED

1.2 Corporate Services Committee – 21 August 2008

Moved Crs Inglis/Norriss
FN08/10/03

THAT the minutes of the Corporate Services Committee meeting held on 21 August 2008 containing resolutions FN08/08/08 to FN08/08/15 be approved.
CARRIED

1.3 Council Enterprises Subcommittee – 27 August 2008

Cr Glover asked that her name be noted as present at that meeting.

**Moved Crs Inglis/Higgins
FN08/10/04**

THAT the minutes of the Council Enterprises Subcommittee meeting held on 27 August 2008 containing resolutions FN08/08/16 to FN08/08/21, as amended, be approved.

CARRIED

2 CORPORATE SERVICES COMMITTEE CHAIRMAN'S REPORT

Cr King referred to the preparation and discussion regarding the LTCCP and the importance of this work during uncertain economic times. He also spoke about the good standard of work by the Information Services GIS staff, especially in relation to the production of maps relating to making the TRMP operative.

**Moved Crs Norriss/Edgar
FN08/10/05**

THAT the Corporate Services Committee Chairman's report be received.

CARRIED

3 CORPORATE SERVICES MANAGER'S REPORT

Mr Staite spoke to his report dated 18 September 2008 contained within the agenda. He described the level of Council debt at 31 August 2008. The agenda contained a copy of the audited accounts for the Motueka Clock Tower Trust as at 29 February 2008. Mr Staite reported that the Paton Road project will require Engineering Department investigation work to enable detailed design and other issues to be determined.

Cr Norriss said that without a Transportation Manager he did not know the timeframe for this work.

**Moved Crs Dowler/Borlase
FN08/10/06**

THAT the Corporate Services Manager's report of 18 September 2008 be received.

CARRIED

4 FINANCIAL REPORT

Accounting Manager R Holden spoke to his report dated 24 September 2008 contained within the agenda. This report provided the summarised financial performance and position as at August 2008 and those results indicated that expenditure is tracking slightly higher than income for the month, with a negative working capital position.

Council's annual accounts are currently being audited and the draft 2008 Annual Report will be referred to the Audit Subcommittee meeting scheduled for 9 October

2008. The annual report is scheduled for adoption by Council on 30 October 2008. Work to prepare the 2009 – 2019 draft LTCCP is progressing well. The general ledger has now been upgraded to provide long term collation and budget data reports.

**Moved Crs Bryant/Glover
FN08/10/07**

**THAT the financial report of 24 September 2008 be received.
CARRIED**

5 INFORMATION SERVICES UPDATE REPORT

Information Services Manager P Darlington spoke to his report dated 24 September 2008 contained within the agenda and reported on the progress with regional broadband, the wireless network in the civic area, the Information Services Disaster Recovery Plan and the Information Services Audit 2008.

**Moved Crs Ensor/Inglis
FN08/10/08**

**THAT the Information Services report dated 24 September 2008 be received.
CARRIED**

6 MAYORAL COMMUNITY AWARDS

Mayor Kempthorne presented community award certificates to Anne Fisk and Jo Graham.

7 COMMUNICATIONS STRATEGY – 3 SEPTEMBER 2008

A copy of the amended Communications Strategy dated 3 September 2008 was contained within the agenda and it had been recommended by the Communications Subcommittee meeting of 13 August 2008 that this be adopted.

Cr Wilkins commended the Strategy for adoption saying that this will provide the Communications Subcommittee with clearer directions and guidance.

**Moved Crs Wilkins/Riley
FN08/10/09**

**THAT the Communications Strategy of 3 September 2008 be adopted.
CARRIED**

8 RATE REMISSION – AORERE HALL 2007/2008

The agenda contained a letter dated 18 August 2008 from the Secretary/Treasurer Aorere Public Hall Society Inc, seeking to apply for a late rates remission for the Aorere Public Hall. Council's policy requires these rate remission applications to be made before the rating year starts.

**Moved Crs Riley/Norriss
FN08/10/10**

THAT:

- a) the application by the Aorere Hall Society for a rates remission for the 2007/2008 year be declined;
- b) \$788.10 be allocated for rates payment to the Aorere Hall Society, from the Halls and Reserves Management Committee Account.

CARRIED

9 COUNCIL LOGO UPDATE

Mr Wylie provided copies of a booklet showing use of the proposed Council logo options for Tasman Territory Lifestyle and Tasman Lifestyle. This matter was recently considered at a Communications Subcommittee meeting and referred to the Corporate Services Committee for a decision.

Cr Wilkins explained that the two options had been considered by the Communications Subcommittee and expressed her own preference as Tasman only, without the use of the word "territory".

Mr Wylie explained that a budget estimate had been prepared as it was intended that any changes would be introduced gradually within the current budget.

**Moved Cr Edgar/Mayor Kempthorne
FN08/10/11**

**THAT the Corporate Services Committee accepts the Council logo version of Tasman without the word "territory" and the Chief Executive's rollout proposal.
CARRIED**

10 ACCOUNTS PAID FOR PERIOD ENDING 31 AUGUST 2008

The agenda contained a schedule of expenditure for the period ending 31 August 2008.

**Moved Mayor Kempthorne/Cr Riley
FN08/10/12**

**THAT the accounts paid for the period ending 31 August 2008 be approved.
CARRIED**

11 RESOLUTION TO EXCLUDE THE PUBLIC

**Moved Crs Edgar/Inglis
FN08/10/13**

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

**Combined Shareholders Report
Lee Valley Dam Presentation
NRSBU Pipeline Upgrade – M Schruer**

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:

Item	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
11.1	Combined Shareholders Report	Good reason to withhold exists under section 7	Section 48(1)(a)
11.2	Lee Valley Dam Presentation	Good reason to withhold exists under section 7	Section 48(1)(a)
11.3	NRSBU Pipeline Upgrade	Good reason to withhold exists under section 7	Section 48(1)(a)

This resolution is made in reliance on Section 48(1)(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or 7 of that 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:

Item		
11.1	Enable Council to carry on without prejudice or disadvantage commercial negotiations.	Section 7(2)(i)
11.2	Enable Council to carry on without prejudice or disadvantage commercial negotiations.	Section 7(2)(i)
11.3	Enable Council to carry on without prejudice or disadvantage commercial negotiations.	Section 7(2)(i)

CARRIED

(Refer to Confidential Minute Book, resolutions numbered FN08/10/14 to FN08/10/17).

12 RESOLUTION TO RESUME OPEN MEETING

**Moved Crs Borlase/Glover
FN08/10/18**

**THAT open meeting be resumed and the business transacted during the time the public was excluded, be adopted.
CARRIED**

Cr King thanked members for their attendance and closed the meeting at 3.00 pm.

Chair:

Date: