

MINUTES	MEETING	TIME
CORPORATE BUSINESS COMMITTEE	THURSDAY, 19 FEBRUARY 2015	10.00AM

Minutes of a meeting of the **Corporate Business Committee**, held in the Council Chambers, Ground Floor, 175 Rimu Road, Paraparaumu on **Thursday, 19 February 2015**, commencing at 10.00am.

PRESENT:	Cr	G	Welsh	Chair
	Mayor	R	Church	
	Cr	M	Bell	Deputy Chair
	Cr	M	Cardiff	Deputy Mayor
	Cr	K	Gurunathan	
	Cr	P	Gaylor	
	Cr	J	Holborow	
	Cr	D	Scott	
	Mr	R	Spratt	Māori Representative
ATTENDING:	Mr	P	Dougherty	Chief Executive
	Mr	S	Mallon	Group Manager Infrastructure Services
	Mr	W	Maxwell	Group Manager Corporate Services
	Mr	S	McArthur	Group Manager Strategy & Partnerships
	Ms	S	Foss	Group Manager Regulatory Services
	Mr	M	de Haast	Financial Controller
	Mr	K	Black	Manager, Corporate Planning and Reporting
	Ms	C	Papps	Member, Ōtaki Community Board
	Mr	P	Edwards	Chair, Paekākāriki Community Board
	Mr	M	Scott	Councillor-Elect
	Mr	E	Gregory	Acting Chair, Waikanae Community Board
	Mrs	A	Kenna	Media Relations Manager
	Mr	T	Creighton	Corporate Monitoring Officer
	Ms	A	McLaughlin	Democracy Services Advisor
	Mrs	J	Nock	Executive Secretary, Corporate Services
LEAVE OF ABSENCE	Cr	D	Ammundsen	
APOLOGIES	Cr	J	Elliott	
	Ms	F	Vining	Chair, Paraparaumu/Raumati Community Board

CBC 15/2/60

### **WELCOME**

The Chair welcomed everyone to the meeting, declared the meeting open and read the Council Blessing.

CBC 15/2/61

### (a) **Apologies**

#### **MOVED (Welsh/Mayor)**

**That apologies be accepted from Cr J Elliott and Fiona Vining.**

#### **CARRIED**

### (b) **Declarations of Interest Relating to agenda items.**

There were no declarations of interest relating to agenda items.

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CBC 15/2/62

**PUBLIC SPEAKING TIME**

Dale Evans

Mr Evans spoke to a tabled a paper regarding:

- The use of the Kiosk at Paraparaumu Beach
- Water Meter at the Boating Club
- Mayor's letter to the Editor 18 February regarding asbestos water pipes
- Dog signage at Wesley Knight Park

CBC 15/2/63

**CONFIRMATION OF MINUTES: 13 November 2014**

**MOVED (Cardiff/Holborow)**

**That the minutes of the Corporate Business Committee meeting held on 13 November 2014 be adopted as a true and correct record.**

**CARRIED**

**Matters Under Action**

Kiosk at Paraparaumu Beach

Members questioned that as the Kiosk was being leased, would there be any requirements needed for further fire protection?

It was advised that the Kiosk refurbishment met all the necessary requirements so would not need further fire protection, although the details would be looked into and confirmed through matters under action.

Kapiti Arts Trail

Members requested that the next Arts Trail be over two weekends and this would be added to matters under action to be monitored.

There had been some dissatisfaction received from the community that the Arts Trail had taken place on the same weekend as the Toast Martinborough Festival and Members requested that this should be avoided in the future.

It was confirmed that dates had been pencilled in and the dates did not clash and this would be confirmed through matters under action.

CBC 15/2/64

**MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses.

Mr Evans

Due to the level of details and to give due thought and consideration, Mr Evans' queries would be answered through the Official Information Act process.

It was advised that when the hoses were fitted, many years ago at the Boating Club, a commercial water meter was installed and they had always paid for their water.

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(b) Leave of Absence

**Moved (Mayor/Scott)**

**That leave of absence be accepted from Cr Cardiff for the period 7-14 March and from Cr Bell for 24 February.**

**CARRIED**

(c) Matters of an Urgent Nature.

**MOVED (Welsh/Bell)**

**The Corporate Business Committee approved that the Digital Leadership Forum speak during matters of an urgent nature.**

**CARRIED**

Liz Koh, Chair of Kapiti Coast Chamber of Commerce and Ann Verboeket, Chair of Digital Leadership Forum Kapiti spoke regarding their request from the Digital Leadership Forum (DLF) for Sponsorship Support for their Technology Expo "Showcasing the Art of the Possible" (paper was tabled).

It was confirmed that, if Members agreed to the recommendation, the sponsorship could be accommodated in this year's budget.

**MOVED (Cardiff/Mayor)**

**That the Corporate Business Committee approves the Council being a Gold Sponsor of the Technology Expo at a cost of \$10,000 (plus GST), subject to the Digital Leadership Forum achieving sufficient sponsorship monies to run the event.**

**CARRIED**

Cr Bell declared a conflict of interest and took no part in its discussion.

*Michael Scott left the meeting at 10.35am.*

CBC 15/2/65

**ACTIVITY REPORTS: 1 OCTOBER 2014 TO 31 DECEMBER 2014 (SP-15-1453)**

Kevin Black, Manager Corporate Planning and Reporting gave a presentation showing an overview of the second quarter of the 2014/15 Activity Report and Group Managers spoke to their section of the presentation and responded to questions by Members.

Infrastructure

It was confirmed that Sean Mallon, Group Manager Infrastructure Services and Cr Bell met with business owners on Kapiti Road, specifically on the northern side, and discussed the issues and received feedback on where improvements could be made to the overall project management process. It was agreed that an open day event, on the Te Roto side car park would be organised.

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### Community Services

Members were interested in the waiting list of Council's Older Person's Housing and the idea of the Council joining forces with the Ministry of Social Development to combine the waiting lists to help reduce its numbers. Stephen McArthur, Group Manager Strategy and Partnerships advised that this could be discussed with the Ministry.

Due to Members' concerns of anyone living in their cars, whether their choice or not, it was requested that Cr Gurunathan refer these cases to the Ministry of Social Development.

### War Memorial

Members were updated on the success of the Paraparaumu Domain War Memorial Open Day. Positive comments were received for the work the Council had done and a special thank you was given to Cr Ammundsen for her contribution with fundraising.

*Cr Gurunathan left the meeting at 11.19am and returned at 11.23am*

### Alcohol Policy

It was confirmed that a Local Alcohol Policy was being developed once the Local Approved Products (Psychoactive Substances) Policy had been completed. There would be an update at the next Regulatory Management Committee, including the regional approach being taken to the development of Local Alcohol Policies.

*Cr Bell left the meeting at 11.21am and returned at 11.28am*

### Official Information Act (OIA) Requests

Members were interested in the number of OIAs and any fees that had been charged over the years and this would be added to matters under action.

It was advised that, with guidance from the Ministry of Justice, the Council would be aligning its OIA process with standard practices across New Zealand and this would include the appropriate charge out rate in the draft Long Term Plan fees and charges.

### Supporting Environmental Sustainability

Members requested an update on the solar panels at Ōtaki Pools and details would be given in Elected Members' Bulletin.

### **MOVED (Bell/Holborow)**

**That the Corporate Business Committee notes the performance results for the second quarter of 2014/15 contained in the Activity Reports attached as Appendix B to this Report SP-15-1453.**

### **CARRIED**

The meeting adjourned at 11.39am and reconvened at 11.47am.

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CBC 15/2/66

**FINANCIAL REPORT TO 31 December 2014 (Corp-15-1473)**

Mark de Haast, Financial Controller gave a presentation showing a summary of the Financial Report including:

- Summary of Financial Performance covering half-year summary against the Annual Plan and full year forecast;
- 2014/15 Rate Remissions;  
It was advised that this year the Council would be promoting the 'large family' funds and advertisements would be in local papers and through social media. It was suggested that an inexpensive approach would be to advertise through school newsletters and local food banks.
- Summary of Financial Position;
- Summary of Cash Flow;
- Rates Funding Surplus;
- Outstanding Rates Debt at 31 December 2014; and
- Treasury Management Policy Limits.

**MOVED (Cardiff/Bell)**

**That the Corporate Business Committee notes the actual financial performance and position for the Half-Year ended 31 December 2014 as contained in this report Corp-15-1473.**

**CARRIED**

*The Mayor left the meeting at 12.23pm.*

CBC 15/2/67

**INVESTMENT AND BORROWING REPORT TO 31 DECEMBER 2014 (Corp-15-1471)**

Wayne Maxwell, Group Manager Corporate Services gave a presentation showing a summary of the report including:

- Interest Rate Influences (commodities, 19 year swap rates, dropping oil prices and NZ exchange rates); and
- Policy Compliance: debt buckets.

**MOVED (Bell/Holborow)**

**That the Corporate Business Committee notes the results for investments and borrowing as at 31 December 2014.**

**That the Corporate Business Committee approves the non-compliance of the fixed rate maturity profile against the policy limits and notes that this temporary state will be cleared by June 2015.**

**CARRIED**

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CBC 15/2/68

**CONTRACTS UNDER DELEGATED AUTHORITY (Corp-15-1446)**

Mark de Haast, spoke to the report.

**MOVED (Welsh/Scott)**

**That the Corporate Business Committee notes that one contract over \$250,000 was approved under delegated authority for the period 1 November to 31 January 2015.**

**CARRIED**

Good News Story - Local school girl

Cr David Scott's 13 year old granddaughter won the Coastlands talent contest last year and after being invited to Hollywood had recently taken part and won The Voice LA. Members gave their congratulations.

The Corporate Business Committee meeting closed at 12.39pm

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Chairperson

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Date