

MINUTES	MEETING	TIME
CORPORATE BUSINESS COMMITTEE	THURSDAY, 13 NOVEMBER 2014	10.00AM

Minutes of a meeting of the **Corporate Business Committee**, held in the Council Chambers, Ground Floor, 175 Rimu Road, Paraparaumu on **Thursday, 13 November 2014**, commencing at 10.00am.

PRESENT: Cr G Welsh Chair  
Mayor R Church  
Cr D Ammundsen  
Cr M Bell Deputy Chair  
Cr M Cardiff Deputy Mayor  
Cr J Elliott  
Cr K Gurunathan  
Cr P Gaylor  
Cr J Holborow  
Cr D Scott

ATTENDING: Mr P Dougherty Chief Executive  
Ms T Evans Group Manager Community Services  
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  
Mr J Cootes Chair, Ōtaki Community Board  
Ms C Papps Member, Ōtaki Community Board  
Mr P Edwards Member, Paekākāriki Community Board  
Ms F Vining Chair, Paraparaumu/Raumati Community Board  
Mr M Scott Chair, Waikanae Community Board  
Mr E Gregory Deputy Chair, Waikanae Community Board  
Mrs A Kenna Communications Manager  
Ms A McLaughlin Democratic Services Advisor  
Mrs J Nock Executive Secretary, Corporate Services

APOLOGIES Mr R Spratt Māori Representative

CBC 14/11/50

## WELCOME

The meeting was adjourned to allow the Council meeting to proceed and reconvened at 10.24am.

*Michael Scott left the meeting at 10.22am.*

The Chair read the Council Blessing.

CBC 14/11/51

## (a) Apologies

### MOVED (Welsh/Mayor)

**That an apology be accepted by Russell Spratt, Māori representative and Cr Elliott for lateness.**

### CARRIED

MINUTES	MEETING	TIME
CORPORATE BUSINESS COMMITTEE	THURSDAY, 13 NOVEMBER 2014	10.00AM

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

There were no declarations of interest relating to agenda items.

*Cr Elliott joined the meeting at 10.25am.*

CBC 14/11/52

**PUBLIC SPEAKING TIME**

Anthony Dreaver

Mr Dreaver, Chair of the Paekākāriki Station Precinct Trust, who help administer a Museum in Paekākāriki Railway Station, advised Members that their 20 year lease of the building was being renewed and Greater Wellington Rail would be their new landlord.

On the original lease Kāpiti Coast District Council was named as guarantors to their \$100 a year rent and Mr Dreaver asked if this clause could be carried over for the next 20 years in the new lease.

Dale Evans

Mr Evans spoke to a tabled paper regarding:

- Car parking for KCDC staff;
- Cost of Information Requests; and
- Upgrade of the Kiosk at Marine Parade and the lack of water sprinklers.

A Point of Order was called as the Chair felt a question was not relevant to the meeting but after consideration allowed the question to be asked.

The Chair clarified that it was his obligation, as Chair, to ensure that the meeting stayed on track and his ruling upon any point of order was not open to any discussion and was final (Standing Orders 3.13.6).

CBC 14/11/53

**CONFIRMATION OF MINUTES: 9 October 2014**

**MOVED (Ammundsen/Holborow)**

**That the minutes of the Corporate Business Committee meeting held on 9 October 2014 be adopted as a true and correct record.**

**CARRIED**

It was clarified that in the 9 October meeting some of Mr Evans' questions were answered during the meeting and a letter was sent confirming those discussions.

**Matters Under Action**

There was no discussion.

MINUTES	MEETING	TIME
CORPORATE BUSINESS COMMITTEE	THURSDAY, 13 NOVEMBER 2014	10.00AM

CBC 14/11/54

**MEMBERS' BUSINESS**

- (a) Public Speaking Time Responses.

Mr Evans

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

Car Parks

It was clarified that staff were given a card for their windscreen to enable them to park in the car park and it was 'first in best dressed'. The Chief Executive and Senior Leadership Team had designated parking along with six parking spaces for staff who car pool. It was not a condition in staff contracts to be provided with a car park.

Kiosk

It was confirmed there was a \$100,000 insurance excess on all Council assets. This level would be reviewed in the future and this would include looking at claims and premiums paid.

Members were advised that the Paraparaumu/Raumati Community Board was in the process of arranging an open day for the Kiosk and the public would be made aware of the date and time through the Council's Facebook page and media release.

Members were advised that any further upgrades to the Kiosk would need to be discussed as part of the Community Facilities Asset Management Plan.

It was suggested that under LGOIMA the responses verbally given around this issue be recorded completely in the minutes and the Chief Executive advised that verbatim conversations were not minuted but key points were, as per Standing Orders 3.17.2.

Anthony Dreaver

Ms Evans confirmed a copy of the new lease had been received and a report would be brought to Council before Christmas.

Members questioned that with the Council being guarantors for \$100 per year rent and considering overall effectiveness and efficiency of staff time was there a need for a report. Mr Maxwell, Group Manager Corporate Services advised that the Council needed to check certain aspects of the lease but suggested that if everything was in order it could be covered under matters under action at the next meeting.

- (b) Leave of Absence  
There was no leave of absence.
- (c) Matters of an Urgent Nature.  
There were no matters of an urgent nature

MINUTES	MEETING	TIME
CORPORATE BUSINESS COMMITTEE	THURSDAY, 13 NOVEMBER 2014	10.00AM

CBC 14/11/55

**FINANCIAL REPORT TO 30 SEPTEMBER 2014 (Corp-14-1379)**

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

- Summary of Financial Performance
- Summary of Finance Position
- Summary of Cash Flow
- Rates Funding Surplus
- Outstanding Rates Debt
- Treasury Management Policy Limits

Members requested:

- a further discussion on the changes and trends on interest rate swaps and the Local Government Funding Agency and Mr Maxwell advised a presentation would be arranged at a later date;
- outstanding rates debt be separated to show commercial rates against residential rates

Members questioned water charges for the next financial year and Mr Maxwell advised that this year's data needed to be collated before a decision could be made and this would be part of the LTP process.

It was suggested that, as the Charging Regime Advisory Group (CRAG) report would be reviewed after two years, Elected Members make decisions around the charging formula rather than CRAG. It was advised that CRAG would be re-established to look at the validity of the charging regime and had been set up as an effective stakeholder engagement strategy, including Greypower, Landlords and Citizens Advice Bureau.

**MOVED (Welsh/Ammundsen)**

**That the Corporate Business committee notes the actual financial performance and position for the three month period ended 30 September 2014 as contained in this report Corp-14-1379.**

**CARRIED**

CBC 14/11/56

**INVESTMENT AND BORROWING REPORT TO 30 SEPTEMBER 2014 (Corp-14-1380)**

**MOVED (Gurunathan/Scott)**

**That the Corporate Business Committee notes that the General, Separate and Special Fund Investments as at 30 September 2014 were \$2,815,888 (\$8,754,554 as at 30 June 2014).**

**That the Corporate Business Committee notes that Gross Public Debt as at 30 September 2014 was \$130,123,409 (\$130,146,595 as at 30 June 2014).**

MINUTES	MEETING	TIME
CORPORATE BUSINESS COMMITTEE	THURSDAY, 13 NOVEMBER 2014	10.00AM

**That the Corporate Business Committee notes the effective average interest rate of the Council's Public Debt, after taking into account the interest rate swaps and margins as at 30 September 2014, was 5.61% (5.67% as at 30 June 2014).**

**CARRIED**

CBC 14/11/57

**CONTRACTS UNDER DELEGATED AUTHORITY (Corp-14-1381)**

**MOVED (Gaylor/Mayor)**

**That the Corporate Business Committee notes there were no contracts over \$250,000 under delegated authority for the period 1 October to 31 October 2014.**

**CARRIED**

CBC 14/11/58

**ACTIVITY REPORTS: 1 JULY 2014 TO 30 SEPTEMBER 2014 (SP-14-1384)**

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

Infrastructure

With regard to improving future interaction with the community on future projects, where there could be potential for disruption, there would be a minimum requirement for the contractor to provide a customer liaison/stakeholder role who would be a dedicated link to facilitate discussions between commercial and residential customers.

It was suggested that Elected Members, as a group, liaise with some of the businesses on Kapiti Road to receive a better understanding on the problems they encountered.

Council staff were congratulated on their involvement in the Cycleways project.

Governance

Mr Maxwell advised that, although it was not included in the first quarter of the Finance Report, a by-election would take place in February 2015.

**MOVED (Welsh/Ammundsen)**

**That the Corporate Business Committee notes the performance results for the first quarter of 2014/15 contained in the Activity Reports attached as Appendix B to this Report SP-14-1384.**

**CARRIED**

MINUTES	MEETING	TIME
CORPORATE BUSINESS COMMITTEE	THURSDAY, 13 NOVEMBER 2014	10.00AM

CBC 14/11/59

**PUBLIC EXCLUDED RESOLUTION**

**MOVED (Ammundsen/Mayor)**

**That the Corporate Business Committee move into a Public Excluded meeting:**

<p>That, pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public now be excluded from the meeting for the reasons given below, while the following matters are considered:</p> <ul style="list-style-type: none"> <li>• <b>Confirmation of Public Excluded Minutes – 9 October 2014</b></li> </ul> <p>The general subject of each matter to be considered, while the public are 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 the passing of this resolution are as follows:</p>		
<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Grounds under Section 48(1) for the passing of this resolution</b>
<b>Confirmation of Public Excluded Minutes: 9 October 2014</b>	<p>Section 7(2)(a) – to protect the privacy of natural persons.</p> <p>Section 7(2)(f)(i) – to enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p>48(1)(a): that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist.</p>

**CARRIED**

The meeting went into public excluded session at 11.54am.

*The meeting came out of public excluded session at 11.56am.*

The public session of the Corporate Business Committee meeting closed at 11.56am.

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Chairperson

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Date