

MINUTES OF POLICY & SERVICES COMMITTEE MEETING OF THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS ON TUESDAY 22 JUNE 2010 AT 3.00 PM.

PRESENT

The Deputy Mayor Mr R M Hignett (Chairman), Councillors A L Frost, S M Pugh, J C Rowe, W J Sandford, K R Squire, R K Vickers and the District Mayor Mr N C Volzke.

IN ATTENDANCE

The Chief Executive Mr M R Freeman, the Planning & Regulatory Manager Mr M R Avery, the Operations Manager Mr J Jones, the Corporate Services Manager Mr H M Swart, the Executive Administration Officer Mrs D J Christie and there was one representative from the media (Daily News).

APOLOGIES

Apologies were received from Councillor Viv Milner and the Community Services Manager Mrs Pauline James.

PS/10/108

VOLZKE/VICKERS

THAT the apologies be received.

Carried

ANNOUNCEMENTS

Daily News Article

The Deputy Mayor congratulated the Chief Executive and the group he worked with from St Josephs for the Chess Competition. He noted that the news item was a good/positive reflection of the community.

1. **MATTERS OUTSTANDING**

PS/10/109

RESOLVED

THAT the matters outstanding be received.

Carried

2. **CHIEF EXECUTIVE'S REPORT**

File 03130

PS/10/110

ROWE/PUGH

THAT the report be received.

Carried

3. **FINANCE REPORT**

File 06010

PS/10/111

SQUIRE/VICKERS

- 5.1 **THAT** the finance report be received.
- 5.2 **THAT** the incomplete projects contained within this report be carried-over to the 2010/2011 year.
- 5.3 **THAT** over and under budget amounts from 2009/2010 capital projects be transferred to/from the appropriate reserve.
- 5.4 **THAT** the \$74,882 unspent balance set aside for emergency work be transferred to the Contingency Reserve.

Carried

PS/10/112

FROST/VOLZKE

- 5.5 **THAT** no rates remission be granted to the Stratford Gymnasium Charitable Trust for the 2010/2011 rating year.

Carried

4. **OPERATIONS MANAGER'S REPORT**

File 18030

PS/10/113

ROWE/SANDFORD

THAT the Operations Manager's report be received.

Carried

5. **PLANNING & REGULATORY MANAGER'S REPORT**

File 18030

PS/10/114

PUGH/FROST

THAT the Planning & Regulatory Manager's report be received.

Carried

6. **COMMUNITY SERVICES MANAGER'S REPORT**

File 18030

PS/10/115

PUGH/FROST

THAT the Community Services Manager's report be received.

Carried

7. **POLICY MANUAL REVIEW**

File 16043

Purpose

This report is to continue to carry out a review of the Council Policy Manual.

Discussion

It is noted that each of the policies in the report were discussed and those that required revision were noted.

PS/10/116

ROWE/PUGH

8.1 THAT the policies requiring revision have been identified as follows:

- Charges for Sewer Connections
- Community Grants
- Use of Playing Fields in the Urban Area
- Water Supply to Rural Properties

Recommended Reason

This process will result in a more consistent, appropriate policy framework.

Carried

8. **DELEGATIONS POLICY**

File 16043

Purpose

The purpose of this report is to present the Delegations Policy to Council for its adoption.

PS/10/117

PUGH/ROWE

7.1 THAT The Stratford District Council Delegations Policy be approved.

7.2 THAT the following Policies be deleted:

- Building Control
- Common Seal
- Council Committees
- Delegations
- Dog Control Delegations
- Environmental Health
- Health Act 1956
- Local Government Act 1974
- Miscellaneous
- Prosecutions
- Rating Delegations
- Resource Management
- Sale of Liquor Act
- Stratford District Council Logo

Recommended Reason

The deleted policies have been incorporated into the reviewed Delegations Policy.

Carried

9. **PRESENTATIONS POLICY REVIEW**

start here
File 16043

Purpose

This report is to consider potential changes to the Presentations Policy.

Discussion

The Chief Executive noted that the policy was flagged at a previous meeting to come back for consideration.

Councillor Rowe noted that "recognition" is the key word. He said that anyone who seeks to join the organisation as an elected member that is in it for the money, is clearly in the wrong job. He felt that the policy rewarded those who have shown a commitment in all they have done for the organisation over numerous years. He felt that the policy was a little generous and suggested maybe a reduction in the amounts.

It was noted that the recognition is not just for the elected member or staff member but also for their families who have shown such support through the length of time in the organisation.

It was noted that the importance of the policy was to recognise the commitment of service and whilst it is not the amount that counts it is the thought. It was also noted that their did not need to be a differentiation between normal staff and senior staff.

It was noted that a morning tea was held in recognition for those reaching 20 years continuous service and it was suggested that the same apply for every 10 years continuous service following that.

PS/10/118

FROST/SANDFORD

THAT the existing Presentations to Elected Members and Staff policy be amended to read as follows:

"PURPOSE

It is considered appropriate to formalise a policy for presentations to be made to elected members and staff who leave Stratford District Council.

Recognition of Elected Members and Staff on Leaving

- *After three years or more continuous service the Elected Member will be presented with a certificate and a function will be held at the first meeting of the new Council.*
- *After nine years or more continuous service the Elected Member will be presented with a certificate and gift on leaving and a function will be held. The total value of the presentations/function will be no more than \$750.*
- *After 10 years or more continuous service the staff member will be presented with a certificate, presented by Council, and gift on leaving and a function will be held. The total value of the presentations/function will be no more than \$750.*
- *After 15 years or more continuous service the elected member/staff member will be presented with a certificate and gift on leaving and a function will be held. The total value of the presentations/function will be no more than \$1,500.*

Any presentations or functions held for the Chief Executive will be at the discretion of the District Mayor and Deputy Mayor.

Any presentations or functions held for the District Mayor will be at the discretion of the Chief Executive and the Deputy Mayor.

Recognition of Long Service of Elected Members and Staff

- *After 20 years continuous service and following that every other 10 year continuous period the elected member/staff member will be recognised with a morning tea.*
- *After 25 years continuous service the elected member/staff member will be presented with a certificate and a gift and a function will be held. The total value of the presentations/function will be no more than \$2,000.*

Any presentations or functions to be held will be at the discretion of the Chief Executive (staff) and District Mayor (elected members).

That the presentations to Elected Members and Staff will be funded from the Staff Gratuities Reserve."

Recommended Reason

To continue with the policy review process by updating/amending policies where required.

Carried

9. **QUESTION TIME**

File 03096

There being no questions.

The meeting concluded at 4.17 pm.

N C Volzke
CHAIRMAN

Confirmed this 13th day of July 2010.

N C Volzke
DISTRICT MAYOR