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**MINUTES OF THE POLICY AND SERVICES COMMITTEE MEETING OF  
THE STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL  
CHAMBERS, STRATFORD DISTRICT COUNCIL ON TUESDAY 25  
FEBRUARY 2020 AT 3PM**

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**PRESENT**

The Deputy Mayor A L Jamieson (the Chairman), the District Mayor N C Volzke, Councillors M McKay, J M S Erwood, R W Coplestone, P S Dalziel, A K Harris, V Jones, W J Sandford and G M Webby.

**IN ATTENDANCE**

The Chief Executive – Mr S Hanne, the Director Community Services – Ms K Whareaitu, the Director Assets – Mrs V Araba, the Director Corporate Services – Mrs T Radich, the Environmental Health Manager – Ms R Otter, the Executive Administration Officer – Ms R Vanstone, the Communications Manager – Ms G Gibson, the Community Development Manager – Mr C Julie, the Community Development Officer – Mrs Amy Kingston, the Corporate Accountant – Mrs C Craig, two members of the media (Stratford Press & Taranaki Daily News) and three members of the public.

1. **WELCOME**

The Deputy Mayor welcomed the District Mayor, Chief Executive, Councillors, staff and the media. He reminded Councillors to familiarise themselves with the Health and Safety message included in the agenda.

2. **APOLOGIES**

A leave of absence was noted for Councillor Boyde.

**RECOMMENDATION**

THAT the apology be received.

ERWOOD/HARRIS  
Carried  
CL/20/16

3. **ANNOUNCEMENTS**

The District Mayor advised elected members that a Taranaki Daily News photographer would be present at the next meeting of council on 10 March to take photos of council in session for the purpose of updating their stock of profile pictures.

Regarding item 6.2 *Ordinary Meeting – 11 February 2020*, the District Mayor advised that this item would be struck off today's meeting agenda and will come to the Ordinary meeting of council on 10 March.

4. **DECLARATIONS OF MEMBERS INTEREST**

The Deputy Mayor requested Councillors to declare any real or perceived conflicts of interest relating to items on this agenda. There were no declarations of interest.

5. **ATTENDANCE SCHEDULE**

The attendance schedule for Policy and Services Committee Meetings, including Hearings was attached.

6. **CONFIRMATION OF MINUTES**

6.1 **Policy and Services Committee Meeting – 28 January 2020**  
D20/2022 Pages 9-18

**RECOMMENDATION**

THAT the minutes of the Policy and Services Committee Meeting held on Tuesday 28 January 2020, be confirmed as a true and accurate record.

VOLZKE/McKAY  
Carried  
CL/20/17

The Executive Administration Officer undertook to add Councillor Boyde to the list of those present at the meeting.

7. **MATTERS OUTSTANDING**  
D16/47 Page 32

**RECOMMENDATION**

THAT the matters outstanding be received.

DALZIEL/WEBBY  
Carried  
CL/20/18

The Chief Executive noted that two items would come off the list of matters outstanding following today's meeting.

8. **INFORMATION REPORT – ECONOMIC DEVELOPMENT**  
**QUARTERLY REPORT – Q2**

D20/2666

Pages 26-32

**RECOMMENDATION**

THAT the report be received.

SANDFORD/McKAY  
Carried  
CL/20/19

The Director Community Services noted a correction to the Stratford Visitor Information Centre i-SITE figures on page 28. The year to date reported figures are slightly under actuals including 17,940 people have been through the Information Centre and 5,126 AA users to date.

Justine Gilliland, Chief Executive of Venture Taranaki, accompanied by Jenn Patterson, Business Analyst noted the following points:

- For year ending 2019, the overall unemployment rate was 4.2 per cent for the region – a drop since the last quarter. The unemployment rate for Stratford is 4.4 per cent – closer to the national average.
- Taranaki bucked national trends in terms of visitor spend with an increase of 5 per cent.
- New statistics released from Infometrix show emissions are lower per capita when compared to the rest of New Zealand.
- In terms of mean household income – mean incomes have increased – although not as much as house prices.

Questions/Points of clarification:

- Whilst Councillor Dalziel was pleased to see that 2,000 new jobs were created in Taranaki, he was concerned that only 22 of those were in Stratford – that is 1 per cent and very low. This data would be useful for our future discussions on the LTP. Ms Patterson noted that these figures come from job postings in websites and newspapers and Ms Gilliland added that businesses have a high degree of confidence in either retaining or increasing the number of staff that they have (taken from the business results survey). Skills shortages remains a top challenge for employers and is consistently signalled. This will be a focus for Venture Taranaki in the coming year.
- Councillor Dalziel commented on the increase in retail spend and Ms Gilliland replied that this was usual for the time of year when spend on petrol, groceries, gifts and merchandise increased.
- Ms Whareaitu responded to a question from Councillor Dalziel that website engagement sat independently of tourism as a report heading.

*Venture Taranaki staff, the Community Development Manager and Community Development Officer left the meeting at 3.15pm.*

9. **DECISION REPORT – POLICY REVIEWS 2018/19 & 2019/20 – NINTH TRANCHE**

D20/2542

Pages 57-63

**RECOMMENDATIONS**

1. THAT the report be received.

ERWOOD/COPLESTONE  
Carried  
CL/20/20

2. THAT the attached, updated policies, being the:

*Mayor's Relief Fund Policy,*  
*Housing for the Elderly Policy,* and the  
*Community Archives Collection and Management Policy*

be adopted.

WEBBY/ COPLESTONE  
Carried  
CL/20/21

3. THAT the attached policies, being the

*Monetary Bonds Policy*

be deleted.

DALZIEL/McKAY  
Carried  
CL/20/22

The Chief Executive noted the following:

- *Mayor's Relief Fund Policy*
  - The policy gives guidance around how the fund can be applied, acknowledging some flexibility when required. Minor process changes were suggested.
  - Councillor Jamieson suggested a slight change in wording at paragraph 4 (page 64 refers) to: "*Payment will be made to the service provider for goods and services provided, not the applicant*".
  - Mayor Volzke noted that the policy was not called upon often and that there was sufficient flexibility to enable someone in desperate need. Mr Volzke added that the fund was available where other agencies did not or could not provide.
- *Housing for the Elderly Policy*
  - Based on recent experiences there is an option to add an element to the criteria of how units are assigned.
  - Traditionally there has been a 100 per cent occupation rate for housing for the elderly. Currently the system works on a first come, first serve basis, where all criteria are met. A question has been recently raised about whether, where a higher need is recognised, the applicant is able to move further up the waiting list.
  - Mayor Volzke expressed reservations at someone having to make a subjective decision about need.

- Councillor Harris expressed similar reservations and asked how often the need to prioritise need had come up in the last 12 months. Mr Hanne responded that this situation was rare.
- Councillor Jamieson thought that the reference (paragraph 4, page 66 refers) ought to be removed from the policy.
- *Community Archives Collection and Management Policy*
  - Elected members have had recent exposure to the policy following an enquiry from an elected member.
  - Councillor Webby thought that this policy was well constructed.
  - Mayor Volzke considered the background section to be lengthy and unnecessary however it could remain.
- *Monetary Bonds Policy*
  - This policy makes it clear to people who pay a bond that, upon completion of the required work, the bond only would be returned. For avoidance of doubt, text has been inserted suggesting that no interest on that money would be paid.
  - There were no opposing views.

10. **DECISION REPORT – PROPOSED ROAD CLOSURE FOR TARANAKI  
CAR CLUB**

D20/2541

Pages 83-88

**RECOMMENDATIONS**

1. THAT the report be received.
2. THAT pursuant to Section 342(1) (b) in accordance with Schedule 10 clause 11(e) of the Local Government Act 1974, notice is hereby given that the Stratford District Council proposes to close Toko Road from its intersection with Ruapuha Road (RP4.6) to the end of the road (RP10.3) on Saturday 28 March between the hours of 7.30am to 5.30pm for the Taranaki Car Club to host a sprint motorsport event.

JONES/COPLESTONE  
Carried  
CL/20/23

The recommendations were taken together.

The Director - Assets noted that the Taranaki Car Club had liaised with affected residents on the road and a public notice had been published earlier in the month. To date, no objections have been received.

Questions/Points of clarification:

- Councillor Jamieson was pleased to see this hill climb event on the club calendar – the first to be held in Stratford for four years.
- Councillor Coplestone reaffirmed that local residents were happy that the event was being hosted.

11. **INFORMATION REPORT – PERCY THOMSON TRUST - HALF YEARLY REPORT AS AT 31 DECEMBER 2019**

D20/689

Pages 111-129

**RECOMMENDATIONS**

1. THAT the report be received.

WEBBY/HARRIS  
Carried  
CL/20/24

2. THAT Council receive the half yearly report for Percy Thomson Trust as at 31 December 2019.

WEBBY/SANFORD  
Carried  
CL/20/25

*The Corporate Accountant joined the meeting at 3.35pm.*

The Corporate Accountant noted the following points:

- The Chairman's report covers the operation of the Trust including the gallery, Percy's Place and leased space to the i-SITE and Sgt Peppers Café. The gallery attracts high quality exhibits, for example, the Rodin on loan from Te Papa, and high visitor numbers.
- Mrs Craig thanked the council, on behalf of the trust, for their continued support and in particular, the \$50,000 annual grant.

Questions/Points of clarification:

- Mrs Craig clarified that the trust intended to re-let the space currently occupied by the i-SITE.
- The District Mayor requested a more detailed breakdown of the \$250,000 investment funding. Mrs Radich clarified that an investment profile would be provided at the next meeting and requested that this item be added to matters outstanding.

12. **INFORMATION REPORT – PERCY THOMSON TRUST – STATEMENT OF INTENT 2020-2023**

D20/2619

Pages 130-152

**RECOMMENDATIONS**

1. THAT the report be received.

COPLESTONE/HARRIS  
Carried  
CL/20/26

2. THAT Council receive the Statement of Intent for Percy Thomson Trust for the period 1 July 2020 to 30 June 2023.

VOLZKE/WEBBY  
Carried  
CL/20/27

*The Corporate Accountant left the meeting at 3.43pm.*

## 13 MONTHLY REPORTS

### 13.1 ASSETS REPORT D20/1972 Pages 153-175

#### RECOMMENDATION

THAT the report be received.

ERWOOD/HARRIS  
Carried  
CL/20/28

The Director Assets noted the following points:

- The Seyton Street kerb, channel and footpath replacement has been completed.
- The Mangaotuku Road strengthening continues as part of the work programme over the next few months.
- In terms of water supply, there were no issues at the 3 water treatment plants.
- The Taranaki district councils submitted a joint submission on the waste levy proposal.

Questions/Points of clarification:

- Councillor Coplestone sought clarification on whether there is an unsealed to sealed road policy. Mrs Araba confirmed that one would be prepared in the future. This year's target is to re-seal five per cent of the network or 20 kilometres of road – three kilometres have been re-sealed up to the end of January.
- Councillor Jones asked whether it was necessary to have so many speed limit signs especially on the shorter Toko roads. Mrs Araba clarified that speed signage requirements are set by NZTA.
- Councillor Harris asked how Stratford compares with other councils in terms of the waste levy. Further information will be made available on Diligent.

### 13.2 COMMUNITY SERVICES REPORT D20/265 Pages 176-187

#### RECOMMENDATION

THAT the report be received.

McKAY/COPLESTONE  
Carried  
CL/20/29

The Director Community Services noted the following points:

- Recent community events – summer nights and school holiday programme activities recorded good attendance numbers. The Youth Council's annual Colour in the Park event will be held this Saturday and the pool will host Children's Day on Sunday.
- The number of child entries to the pool more than doubled compared to the previous January. Group fitness figures almost doubled when compared with the previous month.
- Venture Taranaki have recently appointed Stratford local Sian Davies in a business development role. The position will mostly be based in Stratford.

Questions/Points of clarification:

- Councillor Jamieson asked for further elaboration of the reasons for the closing of the outdoor swimming pool. Ms Whareaitu responded that there were issues maintaining the levels of the chlorine and CPA in the water as well as issues with staffing and pool use.

13.2.1 Council Organisation and Council Representatives on Other Organisations

- The District Mayor reported that a community meeting regarding the future of Baldricks Big Day Out was well attended with about 20 people there. Some good ideas were discussed including short and long term goals and one-off events.
- The District Mayor reported that he attended a community sports day meeting last Tuesday. He commented that January is a quiet month for the stadium.
- Councillor Webby advised of an upcoming positive aging forum.

13.3 ENVIRONMENTAL SERVICES REPORT

D20/2622

Pages 188-194

**RECOMMENDATION**

THAT the report be received.

McKAY/HARRIS  
Carried  
P&S/20/30

The Environmental Health Manager noted that the dog pound had reopened on Monday 24 February 2002 following completion of renovations to the site.

13.4 CORPORATE SERVICES REPORT

D20/2482

Pages 195-199

**RECOMMENDATION**

THAT the report be received.

JONES/McKAY  
Carried  
P&S/20/31

The Director Corporate Services noted the following points:

- A correction was noted in the report under the heading **Operation Results – Year to Date (six months)** (page 195 refers) should read, “Overall, total revenue is tracking slight over budget by \$36,452. Total expenditure is under budget by \$274,572, resulting in a positive variance against budget for the year to date (“YTD”) net surplus of \$311,023.”
- Under the **Capital Expenditure Report** heading (page 196 refers), all proposed carry forwards will come to council by the end of June for elected member approval.
- In response to a query raised by the District Mayor at a previous meeting, an explanation of the use of cookies on the council website was provided. Users of the website are not currently advised that cookies are in use however this will be addressed when the new website is developed.

Questions/Points of clarification:

- Councillor Dalziel highlighted a duplication of the Revenue by Activity report (page 203 and 204 refers).



- Mrs Radich confirmed that she will review the financial statements submitted with the report with a view to aggregating or reformatting some reports following a request by Councillor Jones.

14. **QUESTIONS**

- Councillor Dalziel asked whether the monthly reports could be streamlined with a view to an overview report being presented monthly and a more detailed summary being presented quarterly. Directors will consider a new format for presentation at the next meeting.
- Following a question from Councillor Webby, it was clarified that council meeting decisions are summarised for staff by the Chief Executive in the fortnightly staff newsletter while the council website is considered the central repository.

*The meeting closed at 4.05pm.*

A L Jamieson  
**CHAIRMAN**

Confirmed this 28th day of April 2020.

N C Volzke  
**DISTRICT MAYOR**