



MINUTES

Commercial and Strategy Committee Meeting Tuesday, 13 February 2024

Ref: 1650474

**Minutes of Timaru District Council
Commercial and Strategy Committee Meeting
Held in the Council Chamber, Timaru District Council, King George Place, Timaru
on Tuesday, 13 February 2024 following the Community Services Committee at 1.00pm**

Present: Cllr Allan Booth (Deputy Chairperson), Mayor Nigel Bowen, Cllr Gavin Oliver, Cllr Sally Parker, Cllr Stu Piddington, Cllr Michelle Pye, Cllr Owen Jackson, Cllr Stacey Scott

In Attendance: **Community Board Members:** Gaye Broker (Temuka Community Board), Rosie Woods (Geraldine Community Board), Michael Thomas (Pleasant Point Community Board)

Officers: Nigel Trainor (Chief Executive), Paul Cooper (Group Manager Environmental Services), Andrew Dixon (Group Manager Infrastructure), Andrea Rankin (Chief Financial Officer), Beth Stewart (Group Manager Community Services), Hannah Goddard-Coles (Group Manager Engagement & Culture), Stephen Doran (Communications & Engagement Manager), Nicole Timney (Manager of Property Services and Client Representative), Sam Esterhuysen (Continuous Improvement Business Partner), Mark Abbot (Acting Strategy & Corporate Planning Manager), Naomi Scott (Community Development Support Officer), Philip Howe (Museum Director), Jessica Kavanaugh (Governance Team Leader), Rachel Scarlett (Governance Advisor)

1 Apologies

1.1 Apologies Received

Resolution 2024/1

Moved: Mayor Nigel Bowen

Seconded: Cllr Michelle Pye

That the apology of Cllr Peter Burt and Cllr Scott Shannon be received and accepted.

Carried

2 Public Forum

There were no public forum items.

3 Identification of Items of Urgent Business

No items of urgent business were received.

4 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

5 Declaration of Conflicts of Interest

No conflicts of interest were declared.

6 Chairperson's Report**6.1 Presentation of Chairpersons Report****Resolution 2024/2**

Moved: Cllr Allan Booth

Seconded: Cllr Stu Piddington

The Chairperson attended meetings, some of which included, Council Meetings, Long Term Plan Meetings and other meetings as required

Carried

7 Confirmation of Minutes**7.1 Minutes of the Commercial and Strategy Committee Meeting held on 14 November 2023****Resolution 2024/3**

Moved: Mayor Nigel Bowen

Seconded: Cllr Stacey Scott

That the Minutes of the Commercial and Strategy Committee Meeting held on 14 November 2023 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

8 Reports**8.1 Actions Register Update**

The Chairperson spoke to this report is to provide the Commercial and Strategy Committee with an update on the status of the action requests raised by councillors at previous Commercial and Strategy Committee meetings.

There was discussion on the Project Delivery Team, Carbon Cost Credits, Waste Minimisation Fees and Charges and a reporting regime to be created for reallocation and budget changes.

Resolution 2024/4

Moved: Mayor Nigel Bowen

Seconded: Cllr Stacey Scott

That the Commercial and Strategy Committee receives and notes the updates to the Actions Register.

Carried

8.2 Continuous Improvement update (user experience)

The Group Manager Community Services and the Continuous Improvement Business Partner spoke to the report provide the Commercial and Strategy Committee with an update on key initiatives in Continuous Improvement.

Resolution 2024/5

Moved: Cllr Sally Parker

Seconded: Cllr Owen Jackson

That the Commercial and Strategy Committee receives and notes the Continuous Improvement update (user experience) report.

Carried

8.3 Bad Debts Written Off as at 31 December 2023

The Chief Financial Officer spoke to this report to outline the work Council Officers undertake to write off bad debts, the amount and details of these debts.

Discussion included the processes followed for writing off debts and for repeat offenders.

Resolution 2024/6

Moved: Mayor Nigel Bowen

Seconded: Cllr Michelle Pye

That the Commercial and Strategy Committee:

1. Receive and note the report Bad Debts Written Off as at 31 December 2023.
2. Request Council Officers to provide a Quarterly Summary Report to the Committee.

Carried

9 Consideration of Urgent Business Items

No items of urgent business were received.

10 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

11 Public Forum Items Requiring Consideration

There were no public forum items.

12 Exclusion of the Public

Resolution 2024/7

Moved: Mayor Nigel Bowen

Seconded: Cllr Stacey Scott

That the public be excluded from the following parts of the proceedings of this meeting on the grounds under section 48 of the Local Government Official Information and Meetings Act 1987 as follows at 1.24pm:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
13.1 - Bad Debts Written Off as at 31 December 2023	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	To protect a person's privacy, including the privacy of deceased persons

Carried

13 Public Excluded Reports

13.1 Bad Debts Written Off as at 31 December 2023

14 Readmittance of the Public

Resolution 2024/8

Moved: Cllr Gavin Oliver

Seconded: Mayor Nigel Bowen

That the meeting moves out of Closed Meeting into Open Meeting at 1.30pm.

Carried

The Meeting closed at 1.31pm

Minutes Confirmed 12 March 2024.



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Cllr Allan Booth
Chairperson