



MINUTES

Commercial and Strategy Committee Meeting Tuesday, 18 February 2025

Ref: 1741329

**Minutes of Timaru District Council
Commercial and Strategy Committee Meeting
Held in the Council Chamber, Timaru District Council, King George Place, Timaru
on Tuesday, 18 February 2025 at 12.42pm Following the Community Services Committee**

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

In Attendance: **Community Board Members:** Rosie Woods (Geraldine Community Board)
Officers: Nigel Trainor (Chief Executive), Andrea Rankin (Chief Financial Officer), Stephen Doran (Group Manager Corporate and Communications), Nicole Timney (Group Manager Property), Justin Bagust (Chief Information Officer), Andrew Dixon (Group Manager Infrastructure), Paul Cooper (Group Manager Environmental Services and Acting Group Manager Community Services), Steph Forde (Corporate and Strategic Planner), Jessica Kavanaugh (Team Leader Governance), Ashlea Whyte (Finance Manager), Tyler Zandrack (Senior Finance Business Partner), Maddison Gourlay (Marketing and Communications Advisor), Meghan Taylor (Executive Operations Coordinator)

1 Apologies

1.1 Apologies Received

Resolution 2025/1

Moved: Clr Sally Parker

Seconded: Mayor Nigel Bowen

That the apologies of Pleasant Point Community Board Chairperson Raewyn Hessel and Temuka Community Board Deputy Chairperson Alison Talbot 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

4.1 Minor Nature Items Presented

Clr Stu Piddington requested the Chief Executive give an update on process of Procurement for the Theatre Royal project.

5 Declaration of Conflicts of Interest

No conflicts of interest were declared.

6 Chairperson's Report**6.1 Presentation of Chairperson Report****Resolution 2025/2**

Moved: Clr Peter Burt

Seconded: Mayor Nigel Bowen

The Chairperson attended meetings, some of which included, Governance Meetings, Council Meetings, Citizenship Ceremonies, Aigantighe Art Gallery Heritage House Opening, organising of the WTT International Tennis Tournament in Timaru with Venture Timaru and other meetings as required.

Carried

7 Confirmation of Minutes**7.1 Minutes of the Commercial and Strategy Committee Meeting held on 19 November 2024****Resolution 2025/3**

Moved: Clr Peter Burt

Seconded: Clr Scott Shannon

That the Minutes of the Commercial and Strategy Committee Meeting held on 19 November 2024 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 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 progress of the Reserve Management Plan for Rangitata Huts. It was noted that consultation is being handled by the Parks Unit.

Chrome Platers Building action is to remain on the Actions register. The Group Manager Property provided the committee with an update on the progress of the Building and demolition methodology. There has been no confirmation on funding from any party. It was asked that a brief be prepared and meeting be arranged to update the Rangitata Member of Parliament.

Resolution 2025/4

Moved: Mayor Nigel Bowen

Seconded: Cllr Sally Parker

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

Carried

8.2 Carry Forward and Reallocation of Capital Funds 2024/2025

The Group Manager Property spoke to this report to provide the Commercial and Strategy Committee with an overview of the funding required to be carried forward and reallocation of Capital funds to undertake repair work on the Caroline Bay Association Hall roof that is end of life.

Discussion included maintenance budgets, prioritisation of maintenance work required and asset management plans. The work being deferred to allow the reallocation from the Earthquake Prone budgets was discussed.

The prioritisation and urgent maintenance required for the Temuka Alpine Energy Stadium was discussed.

Savings transparency was discussed between Officers and Councillors for the annual plan.

Resolution 2025/5

Moved: Cllr Stacey Scott

Seconded: Mayor Nigel Bowen

That the Commercial and Strategy Committee approves:

1. \$1,267,624 in capital carried forward expenditure outlined in this report and that the 2024/25 forecast be amended to reflect this approved expenditure (noting it does not have an impact on rates for the current financial year).

Carried

Resolution 2025/6

Moved: Mayor Nigel Bowen

Seconded: Cllr Gavin Oliver

That the Commercial and Strategy Committee approves:

2. Approves the reallocation of \$260,000 of the Earthquake Prone Building Capital fund to the Halls Capital fund to complete the Reroof of the Caroline Bay Association Hall Roof.

Carried

8.3 Annual Plan 2024/25 Six Month Non-Financial Performance Report to 31 December 2024

The Corporate and Strategic Planner spoke to this report to outline progress on the performance measures included in the Annual Plan 2024/25 and Year One of the 2024-34 Long Term Plan (LTP).

Feedback was sought regarding the new report. It was asked that more information was included in the covering report with references to the page number of the attachment and correlating levels of service.

More information and context was sought on point 7.2 regarding the reduction on Building Consent numbers.

Discussion was had regarding the outsourcing of complex Resource Consents and the structure of the fees and charges.

Council's status for Healthy Homes compliance was raised. Council's Social Housing Portfolio is up to standard to meet the deadline of compliance by 1 July.

Clarification was obtained regarding the cost associated with Council's partnership with Workwear Recycle..

Resolution 2025/7

Moved: Cllr Michelle Pye

Seconded: Mayor Nigel Bowen

That the Commercial and Strategy Committee receive and note the six-month non-financial performance report to 31 December 2024.

Carried

8.4 Annual Plan 2024/25 Six Month Financial Reforecast Update

The Chief Financial Officer spoke to the report updating the Commercial and Strategy Committee on the six month financial forecast compared with the Annual Plan 2024/25 budget (Year One of the 2024-34 Long Term Plan (LTP)).

It was noted that there was an miscalculation in the report that forms part of the net debt cap headroom balance.

It was queried as to why the net debt calculation in this report, differs to the Council Borrowings and Investments report from Bancorp for the same quarter.

The impact delaying major projects has had on Councils income from subsidies and grants was discussed.

The decline in funding from NZTA and resulting impact was discussed. The impact is a reduction in the walking, cycling and road safety programmes. A full report of reductions within these programmes is to return to the committee.

Resolution 2025/8

Moved: Cllr Peter Burt

Seconded: Mayor Nigel Bowen

That the Commercial and Strategy Committee receive and note the 2024/25 six month Financial Reforecast Update to 31 December 2024.

Carried

8.5 Budget Reallocation Trial Update

The Chief Financial Officer gave a verbal update regarding the progress of the Budget reallocation trial action and introduced the new Senior Finance Business Partner. There was a process in place, however it was not fit for purpose. It is a part of the work programme of the Senior Finance Business Partner to develop a process with respective Unit Managers and Officers that is fit for purpose. The original intent of the Council Action Point was reiterated.

Resolution 2025/9

Moved: Cllr Peter Burt

Seconded: Cllr Allan Booth

That the Commercial and Strategy Committee receive and note the Budget reallocation trial update.

Carried

8.6 Council Investments and Borrowing

The Finance Manager spoke to the report to update Council on the status of Council's treasury activities at 31 December 2024.

Resolution 2025/10

Moved: Cllr Michelle Pye

Seconded: Cllr Scott Shannon

That the Commercial and Strategy Committee receives and notes the quarterly Council Investments and Borrowing report.

1 Carried

8.7 Bad Debts Written Off as at 31 December 2024

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

The discussion highlighted a reduction in the number of transactions being written off, attributed to the implementation of the Debt Recovery Policy.

Resolution 2025/11

Moved: Cllr Peter Burt

Seconded: Cllr Scott Shannon

That the Commercial and Strategy Committee receive and note the report Bad Debts Written Off as at 31 December 2024.

Carried

9 Consideration of Urgent Business Items

No items of urgent business were received.

10 Consideration of Minor Nature Matters**10.1 Theatre Royal Project Procurement**

The Chief Executive gave a verbal update on the projects procurement. The remaining contract consultants will be tendered separately due to the tight financial budget for the project. All procurement is being undertaken via a normal procurement process. The project Lead will manage the professional services.

11 Public Forum Items Requiring Consideration

There were no public forum items.

12 Exclusion of the Public**Resolution 2025/12**

Moved: Cllr Peter Burt

Seconded: Cllr Sally Parker

That the public be excluded from the following parts of the proceedings of this meeting on the grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 as follows at 1.38pm:

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 2024	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
13.2 - Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 19 November 2024 Matters dealt with in these minutes: 13.1 - Bad Debts Written Off as at 30 September 2024	Section 48(1) of the Local Government Official Information and Meetings Act 1987.	The public excluded minutes of the meeting held on 19 November 2024 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987. The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 19 November 2024.

Carried

Note

13 Public Excluded Reports

13.1 Bad Debts Written Off as at 31 December 2024

13.2 Public Excluded Minutes of the Commercial and Strategy Committee Meeting held on 19 November 2024

13.1 Bad Debts Written Off as at 30 September 2024

14 Readmittance of the Public

Resolution 2025/13

Moved: Cllr Peter Burt

Seconded: Mayor Nigel Bowen

That the meeting moves out of Closed Meeting into Open Meeting 1.41pm.

Carried

The Meeting closed at 1.42pm.

Minutes Confirmed 15 April 2025



.....
Cllr Peter Burt
Chairperson