

**MINUTES OF AN ORDINARY MEETING OF THE  
ECONOMIC DEVELOPMENT SUBCOMMITTEE  
HELD IN THE TAUWHAREKAKAHO ROOM - SELWYN DISTRICT COUNCIL  
ON WEDNESDAY 13 NOVEMBER 2024  
COMMENCING AT 10.30AM**

**PRESENT**

Mayor S T Broughton, Councillors P M Dean (Chair), S N O H Epiha, G S F Miller & N C Reid

**ATTENDEES**

Messrs. T Harris (Executive Director Enabling Services); Mesdames D Kidd (Executive Director Community Services and Facilities), R Phillips (Commercial Manager - Property and Investments), S Robinson (Principal Advisor Economic Development), C Quirke (Head of Community and Economic Development), S Cobbold (Community and Economic Development Advisor), T Davel (Senior Governance Advisor), and T Van der Velde (Assistant to ED Enabling Services).

The meeting was opened with a karakia.

**APOLOGIES**

Apologies were received from Ms McKay.

**Moved** – Mayor Broughton / **Seconded** – Councillor Reid

*‘That the Economic Development Subcommittee receive the apologies from Ms McKay’*

**CARRIED**

**EXTRAORDINARY OR GENERAL BUSINESS**

None.

**CONFLICTS OF INTEREST**

None.

**REPORTS**

**Inaugural Meeting Governance Matters**

*Executive Director Enabling Services*

*Executive Director Community Services and Facilities*

- d. *That the reference to the Investment Strategy Sub Committee is removed.*
- e. *That an additional responsibility is added under Section 2 Responsibilities: Any opportunities that arise between meetings that require Council resource will be discussed with the Chair who will provide advice and canvas the views of other Committee members.*

**CARRIED**

Meeting frequency was discussed initially, meetings will be held more frequently, transitioning to bi-monthly. The next meeting of this subcommittee will take place in December and will focus on Investment Strategy. The following subcommittee meeting in February / March 2025 will focus on the Economic Development annual programme of work, with participation from the various external leads. Thereafter it is intended the subcommittee meetings take place every two months.

**Moved** – Councillor Miller / **Seconded** – Councillor Epiha

- (c) *Adopts the Council Standing Orders as adopted by full Council at its Inaugural Meeting on 2 November 2022, and as amended in September 2024, to allow remote participants to be counted as quorum;*
- (d) *Adopts the Council's Code of Conduct as adopted by full Council at its meeting of 23 November 2022;*
- (e) *Notes the draft meeting schedule to be adopted by full Council at its November 2024 meeting.'*

**CARRIED**

## **GENERAL BUSINESS**

None

*The meeting closed at 10.43am.*

DATED this 16<sup>th</sup> day of December 2024

  
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**CHAIRPERSON**