

**MINUTES OF AN ORDINARY MEETING OF THE
FINANCE & PERFORMANCE COMMITTEE
HELD IN THE COUNCIL CHAMBER
ON WEDNESDAY 18 SEPTEMBER 2024
COMMENCING AT 1PM**

PRESENT

Councillors M B Lyall (Chairperson), S N O H Epiha (Online), P M Dean, D Hasson (Online), S G McInnes, E S Mundt, R H Mugford and Ms M McKay.

IN ATTENDANCE

Mrs S Mason (Chief Executive); Messrs. S Gibling (Executive Director People, Culture and Capability), T Mason (Executive Director Infrastructure and Property), M McGrath (Chief Digital Officer), K Narang (Head of Capital Works); Mesdames A Sneddon (Chief Financial Officer), F Radcliffe (Financial Controller), M Scott (Finance Business Partner), J Nicholson (Head of Programme and Performance), S Carnoutsos (Head of Marketing and Communications), R Coulson (Project Practice Lead), T Van Der Velde (Assistant to the ED Enabling Services) and C Bennet (Governance Coordinator).

The meeting was livestreamed.

The Chairperson welcomed everyone to the meeting, also those listening online.

APOLOGIES

Apologies were received in respect of Mayor Broughton and Councillors Miller, Gliddon, and Reid.

Moved – Councillor Dean / **Seconded** – Councillor Mugford

‘That the Finance and Performance Committee receives the apologies from Mayor Broughton and Councillors Miller, Gliddon and Reid, as notified.’

CARRIED

IDENTIFICATION OF ANY EXTRAORDINARY BUSINESS

None.

CONFLICTS OF INTEREST

None.

PUBLIC FORUM

None.

CONFIRMATION OF MINUTES

1. Minutes of the ordinary meeting of the Finance and Performance Committee held in the Council Chamber on Wednesday 24 July 2024

Moved – Councillor Mugford / **Seconded** – Councillor Cr Dean

'That the Finance and Performance Committee confirms the minutes of the ordinary meeting of the Committee held on Wednesday 24 July 2024, as circulated.'

CARRIED

REPORTS

1. Chairperson's Report

Chairperson's Report

Moved – Councillor McInnes / **Seconded** – Councillor Dean

'That the Finance and Performance Committee receives the Chairperson's report for information.'

CARRIED

'Councillor Hasson joined online at 1.02pm'

2. Chief Financial Officer

Chief Financial Officer Report to July 2024

The Chief Financial Officer, commented that the June 24 year-end report is showing as a surplus but noted there are still some technical accounting adjustments to be considered.

For the July 24 report, overall it is reporting at a surplus, noting that key variances in the Development Contributions and Subsidies and Grants which are unfavourable to budget will be offset by favourable variances.

Audit New Zealand will be onsite in October for the audit of the Annual Report. Planning has been undertaken and no changes to accounting standards this year.

The Chief Financial Officer noted that later in the meeting both her and the Chief Digital Officer will talk to the Digital Strategy, Financial Hygiene Project presentation.

Two dashboards were circulated to Councillors this morning and added to Diligent titled June FY24 and July 2024.

These dashboards included a breakdown of the Development Contributions.

Moved – Councillor McInnes / **Seconded** – Councillor Dean

'That the Finance and Performance Committee receives for information the report – CFO Report to July 2024.'

CARRIED

3. Chief Financial Officer

Finance and Performance Reports – June and July 2024

June:

Ms Firangiz Radcliffe, Financial Controller, spoke to the report, she explained that the dashboards were provided as supplementary information to the reports contained in the agenda and the dashboards are based on the traffic light system. Ms Radcliffe advised that there are still some adjustments to come through in the reporting as they finalise the Annual Report, therefore these numbers should be taken as a draft at the time of writing the report.

'Councillor Epiha left the meeting 1.10pm'

Ms Radcliffe provided a high-level summary of the June report. The majority of items were favourable to the budget.

A Councillor queried rates penalties, by asking what they are, when Council is imposing them and how many ratepayers they affect.

Ms Radcliffe responded that penalties are enforced on any overdue rate instalments. Staff will investigate the number of ratepayers this applies to and will provide that information to Councillors at a later date.

July:

Ms Radcliffe provided a high-level summary of the July report.

The Chief Financial Officer noted that the consulting fees, there is an adverse variance, with \$92k attributed to digital. Some project costs will be reallocated, including items from the Digital Project approved in the Long Term Plan. Once these items currently coded to consultants are moved, the variance will be offset.

The Chief Financial Officer also noted that Council's debt position has not moved, however, Council have a new Capital and Projects Accountant who has been hired and will work with project staff to make sure that the borrowing is in keeping with the capital programme.

Councillors thanked staff for the dashboards.

June

Moved – Councillor Dean / **Seconded** – Councillor Mugford

*'That the Finance and Performance Committee receives for information the report –
Selwyn District Council Financials to 30 June 2024'*

CARRIED

July

Moved – Councillor Dean / **Seconded** – Councillor Mundt

*'That the Finance and Performance Committee receives for information the report –
Selwyn District Council Financials to 31 July 2024'*

CARRIED

4. **Head of Programme and Performance**

Organisational Projects – FY 2023/24 and 31 July 2024

Ms Jennie Nicholson, Head of Programme and Performance and Mr Kamal Narang, Head of Capital Works provided a joint overview of the report.

It was noted there may have been some movements or progress since the report had been written and highlighted these.

The year-to-date actual for the month of July is \$4,548,611, accruals are anticipated for July therefore, the next time the report is produced in November, the figure for July is expected to be higher.

Staff spoke of the development of Apex, the project reporting platform, a platform that helps move away from a spreadsheet-based system which will facilitate improvements with transparency and performance.

The Executive Director for Infrastructure and Property, Tim Mason emphasised the importance of the master project programme, considering the project programme of work is super complex, the master project programme will enable staff to benchmark projects and cost load projects. This means governance can get a clear view of what the Council's forecast spend is over the next 12 months which allows drive for conversation.

Mr Narang provided a summary of the Infrastructure and Property projects in the table listed on page 37 of the agenda and noted some minor corrections that need to be considered these are as follows:

Line 1: The Pines WWTP, the budget shown is still the financial year of 26/27 and does not indicate the full budget that is indicated in the Long Term Plan but a schedule of works that is still happening, therefore it is approximately \$ 9 million that needs to be spent this year, this budget will continue to 26/27, therefore, the dates recorded should be June 27 for both planned and estimated completion.

Line 3: Prebbleton Reservoir and Pipework Waterworks, a correction in terms of estimated completion between April 25 and June 25, looking for an earlier completion.

Line 6: Ellesmere to Pines Wastewater Pipeline progressing well, and the date recorded should be December 2025 for both planned and estimated completion.

Mrs Nicholson discussed the project health checks, which are a point-in-time evaluation of the project against the Project Management Framework that has been designed based on best practice.

'Cr Dean left the Chambers at 1.53pm'

A Councillor questioned the overspend on the Tourism Infrastructure Funds (TIF) unplanned work. Staff explained that the TIF fund operates on a spend-and-reimbursement basis, covering half of the costs. The majority of the expenditures are related to public toilets across the district. Staff noted that the TIF projects don't generally follow Councils financial year, which could explain the reported overspend. Staff will investigate this further and provide an update.

Moved – Councillor Mugford / **Seconded** – Councillor McInnes

'That the Finance and Performance Committee receive for information the report – Organisational Projects – FY 2023/24 and 31 July 2024'

CARRIED

5. Financial Hygiene Project Presentation

The Chief Digital Officer took his presentation as read and provided a summary.

The Chief Executive Officer noted that staff feedback from previous surveys has highlighted frustrations with the limited digital visibility of financial information. Councillors expressed their support for investing in digital solutions to enhance customer experience in the Long Term Plan. This initiative is now beginning to take shape, making it easier to access financial data. With the assistance of financial business partners, staff will have greater visibility of financial information at their fingertips.

There was a discussion about general ledger code numbers and the need to set parameters to ensure that permissions are correct and ensuring the right controls are in place.

'Councillor Mundt left the Chambers at 2.09pm'

The meeting adjourned between 2.10pm-2.20pm

The public meeting moved into public excluded at 2.19pm. The meeting resumed in open meeting at 3.30pm.

With no further business being discussed, the meeting closed at 3.30pm.

GENERAL BUSINESS

None noted.

MATTERS RAISED IN PUBLIC FORUM

No public forum at this meeting.

RESOLUTION TO EXCLUDE THE PUBLIC

Moved – Councillor McInnes / **Seconded** – Councillor Mugford

'That the public be excluded from the following proceedings of this meeting. The general subject matter to be considered while the public is excluded, the reason of passing this resolution in relation to the matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered		Reasons for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution	Date information can be released
1.	Property Transaction Update	<i>Good reason to withhold exists under Section 7</i>	<i>Section 48(1)(a)</i>	At a date to be determined
2.	Lease Database Report			At a date to be determined

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

1 & 2	Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	Section 7(2)(h)
1 & 2	Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or	Section 7(2)(i)

that appropriate officers remain to provide advice to the Committee.'

CARRIED

The public meeting moved into public excluded at 2.19pm. The meeting resumed in open meeting at 2.39pm.

With no further business being discussed, the meeting closed at 2.39pm.

DATED this 20 day of November 2024

CHAIRPERSON

A handwritten signature in blue ink, consisting of several overlapping, stylized loops and strokes, positioned to the right of the horizontal line.