

**MINUTES OF AN ORDINARY MEETING OF THE  
FINANCE & PERFORMANCE COMMITTEE  
HELD IN THE COUNCIL CHAMBER  
ON WEDNESDAY 2 APRIL 2025  
COMMENCING AT 9AM**

**PRESENT**

Mayor Sam Broughton, Councillors S N O H Epiha (Chairperson), P M Dean (online), D Hasson, M B Lyall, L L Gliddon, S G McInnes, G S F Miller (Deputy Chairperson), R H Mugford, E S Mundt, N C Reid & Ms M McKay

**IN ATTENDANCE**

Messrs. T Mason (Executive Director Infrastructure and Property), S Gibling (Executive Director People, Culture and Capability), R Love (Executive Director Development and Growth), M McGrath (Chief Digital Officer), N Koch (Head of Financial Control), C Warr (Horizontal Infrastructure Projects Lead), Peter Edghill (Capital and Projects Accountant), R Allen (Head of Acquisitions, Disposals and Leasing)  
Mesdames A Sneddon (Chief Financial Officer), D Kidd (Executive Director Community Services and Facilities), B Hammond (Head of Financial Operations), R Phillips (Commercial Manager), S O'Connor (Senior Finance Business Partner), H Tate (Communications Advisor), T Davel (Senior Governance Advisor) and M Mordaunt (Executive Assistant)

*The meeting was livestreamed.*

Councillor Epiha presided as Chairperson and welcomed everyone to the meeting.

**APOLOGIES**

None noted.

**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 5 February 2025**

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

*'That the Finance and Performance Committee confirms the minutes of the ordinary meeting of the Committee held on Wednesday 5 February 2025.'*

**CARRIED**

**REPORTS**

**1. Chairperson Report**

*Chairperson's Report*

The Chairperson thanked the CFO and her team for providing these reports whilst dealing with a number of challenges and congratulations on the adoption of the audit report.

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

*'That the Finance & Performance Committee receives the Chairperson's (verbal) report.'*

**CARRIED**

**2. Chief Financial Officer**

*Chief Financial Officer's Report*

The CFO recognised that insurance costs have been increasing, so will be holding an insurance workshop with all of Council and Audit & Risk before FYE, to consider how to reduce premiums. The CFO confirmed an introductory meeting will be held with the new Audit Director, CE and CFO whereupon they will also review the scope of the audit for next year. The Development Contributions report is still a work in progress to ensure clear transparency for the committee. The CFO referred to the financial hygiene project and the new ERP will take longer to implement, in the interim while planning for the next AP and LTP, will look to reprioritize projects.

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

*'That the Finance & Performance Committee receives the Chief Financial Officer's (verbal) report.'*

**CARRIED**

**3. Head of Financial Control and Senior Finance Business Partner**

*Selwyn District Council Financials for the Period to 28 February 2025*

Staff spoke to the dashboard report explaining areas where budgets were over run. Noted in the report that carriageway lighting was incorrectly recorded, the favourable variance is network and asset management. To questions received prior to the meeting, staff clarified that rates penalties were budgeted based on the prior year actual penalties with information available at time of budgeting. Details were provided for the \$3million budget of other gains. A councillor queried the foodstuffs subsidies expected and staff

clarified that Foodstuffs contribute to the infrastructure required to prepare their site, this will be paid at the end of the construction project. To a question from a councillor, the CFO responded that future dashboard reports will include percentage of rates penalties received. To a question from a councillor, the CFO confirmed any increased funding requests would be brought to the next meeting.

Staff spoke to the balance sheet and the work in progress to clean up the mapping of the GL accounts to align with the Annual Report. Variance between Actuals and Budget does not make sense due to the incorrect phasing of the Budget set last year. Staff are confident that the actuals are accurate. The incorrect budget phasing will cause a variance to actuals until June 2025 as the FY25 Budgets cannot be amended.

A councillor raised queries about mapping errors. The CFO discussed the historical issues around reporting on a cash accounting basis and not using an accrual basis, the finance team is working through this. The CFO emphasised she is comfortable with financial position being reported. The CE noted that progress had been made on this work, but further discussions are needed for the next LTP. The CE reviewed that the finance team have been unpacking 10-15 years historical financial issues, the number of cost centres is a huge amount of work which can't be fixed overnight or within a year.

**Moved – Councillor Lyall / Seconded – Councillor Mundt**

*'That the Finance and Performance Committee receives for information the report – Selwyn District Council Finance and Performance Report for the period ended 28 February 2025'.*

**CARRIED**

#### **4. Horizontal Infrastructure Projects Lead**

*Organisational Projects and Performance Report, YTD February 2025*

Executive Director of Infrastructure & Property introduced the report and thanked the team for their hard work. It was noted the improvements in systems and processes, including forecasting and delivering to forecast. The report lists the expectation to deliver around 91% of budget which is optimistic, will likely be closer to 80%, this is higher than delivered previously.

Staff presented their report covering areas of improvement requested at previous meetings and commented that are on track with forecast with variances noted in the report.

Councillors discussed Development Contributions for Kakaha Park and Lincoln Reserve extension and that growth should be funding growth.

The Mayor asked whether it is possible to over deliver on projects i.e. 102%? The Executive Director of Infrastructure & Property responded that we're operating within budget constraints, but we do bring projects forward, whilst balancing to budget. We are focusing on delivering 100% on LTP.

A Councillor queried the additional risk allowed for within the Ellesmere Road contract. Staff clarified that the contractor invoiced for works done, and this contract had risk built in due to the conditions of the site.



A councillor queried what happens what projects are delayed. Staff confirmed the Forward Works Planner highlights these delays and resources are redistributed but there may be some down time.

There was discussion around the report showing the percentage of projects completed versus the dollar value of percentage completion. The CE commented that this is an important communication piece for this committee and the community around how LTP projects are tracking.

**Moved** – Councillor Epiha / **Seconded** – Councillor Lyall

*'That the Finance and Performance Committee receive for information the Organisational Projects and Performance Report for the reporting period covering YTD February 2025.'*

**CARRIED**

**5. Head of Financial Control and Capital & Projects Accountant**

*Summary of Development Contributions (DCs) movements for the period to 28 February 2025*

Staff spoke to their report, highlighting the projects that have been completed ahead of budget due to accelerated projects and the areas where DC's haven't been received. It was explained that we may not achieve what has been budgeted, as when developers submit requests they can take up to 1 to 2 more years before completion, which creates a deficit in the DC's collected. The reserves drop of \$1.3m was purchasing for Kakaha Park. The highest deficit is seen in water due to sewerage upgrades which is the highest contributor to costs.

Staff clarified that DC's are held for 10 years which ensures these are spent within the legislative timeframe and they are managed financially so that they are ringfenced.

A Councillor questioned how the catchment areas are split within the tables in the report. The CFO noted this will be reviewed for the next meeting.

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

*'That the Finance and Performance Committee receive for information the Summary of Development Contributions (DCs) movements for the period to 28 February 2025 Report.'*

**CARRIED**

**GENERAL BUSINESS**

None.

**MATTERS RAISED IN PUBLIC FORUM**

No public forum.

**RESOLUTION TO EXCLUDE THE PUBLIC**

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

*'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.	Lease Report and Investment Update	<i>Good reason to withhold exists under Section 7</i>	<i>Section 48(1)(a)</i>	

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	Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or	Section 7(2)(h)
1	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 10.37am

With no further business being discussed, the meeting closed at 11.17am

DATED this 04 day of June 2025

  
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CHAIRPERSON

**ACTIONS PUBLIC Finance & Performance**

Item & meeting referred from	Action & due	Status
Investment Property report (25/10/2023)	Report on way forward	April