
**MINUTES OF POLICY & SERVICES COMMITTEE MEETING OF THE
STRATFORD DISTRICT COUNCIL HELD IN THE COUNCIL
CHAMBERS ON TUESDAY 23 FEBRUARY 2010 AT 3.00 PM.**

PRESENT

The Deputy Mayor Mr R M Hignett (Chairman), Councillors A L Frost, V Milner, S M Pugh, J C Rowe, W J Sandford, K R Squire, R K Vickers and the District Mayor Mr N C Volzke.

IN ATTENDANCE

The Chief Executive Mr M R Freeman, the Planning & Regulatory Manager Mr M R Avery, the Operations Manager Mr J Jones, the Corporate Services Manager Mr H M Swart, the Community Services Manager Mrs P R James, the Executive Administration Officer Mrs D J Christie and there were two representatives from the media (Stratford Press and Daily News).

APOLOGIES

There were no apologies.

ANNOUNCEMENTS

There were no announcements.

1. **MATTERS OUTSTANDING**

PS/10/21

RESOLVED

THAT the matters outstanding be received.

Carried

2. **CHIEF EXECUTIVES REPORT**

File 03130

It was noted that the words in the draft Annual Plan are still a work in progress.

PS/10/22

ROWE/MILNER

3.1 THAT the report be received.

Carried

3. **FINANCE REPORT**

File 06010

PS/10/23

VOLZKE/SANDFORD

2.1 THAT the finance report be received.

Carried

4. **OPERATIONS MANAGER'S REPORT**

File 18030

It was noted that the closing date for tenders for the roof replacement at the TSB Pool has been extended and it now closes on Friday 26 February.

Councillor Pugh arrived at 3.12pm

PS/10/24

VICKERS/FROST

4.1 THAT the report be received.

Carried

5. **PLANNING & REGULATORY MANAGER'S REPORT**

File 18030

PS/10/25

MILNER/PUGH

5.1 THAT the Planning & Regulatory Manager's report be received.

Carried

6. **COMMUNITY SERVICES MANAGER'S REPORT**

File 18030

Percy Thomson Trust

The Chairman advised that the building has a maintenance programme and the Trust are seeking funding. The Trust have indicated in the Draft Statement of Intent that it wishes Council to include the Percy Thomson Trust maintenance programme in the next TSB Community Trust application as Percy Thomson Trust are a Council Controlled Organisation. This may impact other applications to TSB.

PS/10/26

SANDFORD/ROWE

THAT the Community Services Manager's report be received.

Carried

7. **REVIEW OF POLICIES**

File 16043

Purpose

To review and approve Council's policies:

- Health & Safety.

PS/10/27

VOLZKE/VICKERS

7.1 THAT Council approve the revised Health & Safety policy.

Recommended Reason

The proposed policy will ensure that controls and systems are in place to deal with the issues covered for Health & Safety.

Carried

8. **POLICY MANUAL REVIEW**

File 16043

Purpose

To continue to carry out a review of the Council Policy Manual.

PS/10/28

MILNER/SQUIRE

8.1 THAT any policies requiring revision from the attached group be identified.

- Accounting Policy

Recommended Reason

This process will result in a more consistent, appropriate policy framework.

Carried

9. **WOFS, REGOS AND TYRES - SCOPE OF TRANSPORT ACT ENFORCEMENT**

File 16013

Purpose

To provide Council with the information required to make a decision as to whether or not Council should enforce the wider range of stationary vehicle offences alongside its parking enforcement activities.

Confirmation of the wider enforcement is by way of the adoption of a policy statement and a delegation for the consideration of appeals to infringement notices.

Discussion

It was noted that Council staff are not undertaking Police work, as the ability to enforce stationary parking is actually a territorial authority task.

PS/10/29

SANDFORD/ROWE

7.1 THAT the Delegations Policy be amended to include the following delegation under Miscellaneous Delegations:

3. **Transport Act 1962**

The Chief Executive and any officer appointed by him are delegated authority to consider and decide on any application to waive infringement fines in respect of offences under Schedules 2(a) of the Transport Act 1962.

7.2 THAT the Policy - Parking Debt Recovery of Fines be deleted.

7.3 THAT the Policy - Stationary Vehicle Offences as attached be approved.

Recommended Reason

1. The delegation and policy allow for the administration of all stationary vehicle offences.
2. The Parking Debt Recovery of Fines policy is to be incorporated into the Stationary Vehicle Offences Policy.
3. The enforcement of all stationary vehicle offences by Council is efficient and provides clear public safety benefits.

Carried

10. **DRAFT 2010/2011 ANNUAL PLAN - STATEMENT OF PROPOSAL**

File 01082

Purpose

To adopt the Statement of Proposal for the draft Annual Plan, and seek public comment.

PS/10/30

VICKERS/VOLZKE

7.1 THAT the draft 2010/2011 Annual Plan – Statement of Proposal for the Stratford District be adopted, noting that in adopting the draft Annual Plan the Stratford District Council is adopting proposals for:

- Funding Impact Statement that meets Clause 13 of Schedule 10;
- Fees and Charges for 2010/2011.

In addition, in adopting the draft Annual Plan the Stratford District Council is signalling an intention to adopt proposals for a resolution under Section 23(1) of the Local Government (Rating) Act 2002 for the setting of rates as specified in the Funding Impact Statement included in the draft Annual Plan, and authorising penalties on unpaid rates under Section 57 of the same Act.

- 7.2 THAT the draft 2010/2011 Annual Plan for the Stratford District, and Summary of Information, be publicly notified and invites submissions for the period Wednesday 10 March 2009 to Thursday 22 April 2010, provides an opportunity for submitters to be heard at a special Policy and Services Committee meeting on Thursday 6 May 2010; and signals an intention to adopt the final plan on Tuesday 8 June 2010; pursuant to the special consultative procedure of the Local Government Act 2002.

Recommended Reason

The Local Government Act 2002 requires Council to adopt a statement of proposal and carry out a special consultative procedure.

Carried

11. **QUESTION TIME**

File 03096

There were no questions.

The meeting concluded at 3.38 pm.

R M Hignett
CHAIRMAN

Confirmed this 9th day of March 2010.

N C Volzke
DISTRICT MAYOR