

**MINUTES OF THE EXTRAORDINARY MEETING HELD
AT 4.00PM ON TUESDAY 1 NOVEMBER 2011 IN THE
UPSTAIRS MEETING ROOM OF THE MEMORIAL HALL,
ESPLANADE, KAIKOURA.**

PRESENT: Mayor W Gray (Chair), Councillors S Burrows, J Diver, G Harmon, D Holmes, J Macphail, D Morgan, N Pablecheque.

IN ATTENDANCE: S Grant (Chief Executive Officer), S Syme (Executive Officer).

APOLOGIES: D Morgan (lateness)

Moved by Councillor Macphail, seconded by Councillor Burrows and resolved that apologies be accepted.

1. ADOPTION OF ANNUAL REPORT

The draft Annual Report for the year ended 30 June 2011 was tabled at the meeting.

The Chief Executive Officer advised that before the Annual Report could be adopted the letter of representation needed to be signed and sent back to Audit New Zealand. The letter of representation referred to an uncorrected misstatement. This related to what Audit considered income and advance and electricity charges in July which Audit believed should be included in the financial statements for the year ended 30 June 2011. The Chief Executive Officer advised Council had not previously accrued electricity charges in the past and felt it would be incorrect to do so now and did not agree with Audit opinion regarding income in advance.

It was noted the Report had only been finalised earlier in the day due to changes to the report still being requested by Audit.

D Morgan entered the meeting at 4.12pm.

The Chief Executive Officer provided an overview of the Annual Report highlighting areas of interest.

It was noted legislation required the Annual Report to be adopted by 31 October however given 31 October 2011 was a public holiday in the district; Council was not in breach of the legislation.

Moved by Councillor Diver, seconded by Councillor Holmes and resolved that pursuant to section 98 and 99 of the Local Government Act 2002, Council adopt the draft Annual Report 2011/2011.

There being no further business the meeting closed at 4.40pm.