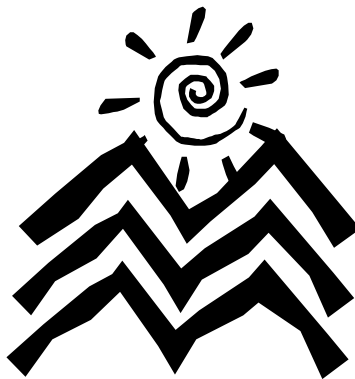




**KAIKOURA
DISTRICT COUNCIL**

***Tourism & Development Committee
Agenda***



13 September 2006

**TOURISM AND DEVELOPMENT COMMITTEE MEETING
HELD AT 1.00 PM ON WEDNESDAY 13 SEPTEMBER 2006
IN MEMORIAL HALL SUPPER ROOM, ESPLANDE,
KAIKOURA.**

Agenda

1. *Apologies*
2. *Matters to be raised as Urgent Business*
3. *Matters Arising from Report of 15/08/2006* *page 1*
4. *Minutes Action List*

Meeting	By Whom	Progress
10 May 2006		
Monthly progress on new wharf	Steve	Ongoing
12 July 2006		
Development of a Marketing Strategy and possible Events Strategy – form a subcommittee to work with Tourism Officer	Full Committee	In Progress
15 August 2006		
Supply plan of New wharf	Linda	Item 8 – Page 14
Provide a breakdown of corporate overheads as shown in statement of accounts	Steve	In Progress
Request each committee representative to provide three ideas as the main focus for a business plan. Questions to be emailed to committee to assist with this	Tourism Officer	In Progress
Quarterly economic monitoring report to be included in October Business Newsletter	Tourism Officer	In Progress – refer Tourism Officer's Report.

5. *Tourism & Development Statement of Accounts* *page 6*
6. *New Wharf Plans* *page 7*
7. *South Bay Jetty Plans* *page 12*
8. *KITI Annual Accounts* *page 14*
 - **For Information**
9. *KITI Report*
 - **A report from KITI will be tabled on the day**
10. *Inward Correspondence* *page 28*
 - **Tourism NZ Media Release**
11. *Urgent Business*

Tourism & Development Committee Budget

For the period 1 July 2006 to 31 August 2006

	Actual Spent \$	Actual Spent \$	Including Commitments \$
Balance Brought Forward		96,357	96,357
INCOME			
Allocation from Council (2007)		-	100,000
Total Funds Available		96,357	196,357
EXPENDITURE			
Personnel & Personnel Related		6,614	49,071
<u>Administration</u>			
<u>Expenses</u>			
Registration Tourism Seminar	27		27
General Expenses	10		10
Advertising Welcome to Kaikoura	500		500
Images for Trade Manual	337		337
Air NZ Inflight Production	6,367		6,367
Corporate Overheads	904		5,424
Chch & Canterbury Marketing	5,000		5,000
Green Globe Participation Fee	1,467		1,467
Total Administration Expenses		14,612	19,132
Total Expenditure		21,226	68,203
BALANCE FUNDS REMAINING		75,131	128,154

Note that Personnel & Personnel Related expenses includes salary, recruitment, training, and establishment costs of the Tourism and Development Officer.

Corporate overheads were not charged to the Tourism & Economic Development activity last year (but probably should have been). These costs include use of office space, stationery, printing, postage, electricity, telephone, computer and computer support, etc, and are allocated monthly at the fixed rate of \$452 per month.