

## ADDENDUM – RECONCILIATION ADVISORY COMMITTEE 19 APRIL 2023

### 8 Confirmation of Minutes

<b>Responsible Branch:</b>	Community Development
<b>Responsible Directorate:</b>	Community and Development
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority Required

#### ADDITIONAL INFORMATION

The City officers have further considered the quorum situation at the Reconciliation Advisory Committee meeting held on 14 September 2022, and are of the view that the minutes of that meeting should be confirmed despite a quorum not having been achieved. However, amendments are needed to the minutes that clearly identify what occurred at the meeting, and the subsequent action taken.

It is proposed that the text under section 8, Confirmation of Minutes for the agenda for the meeting of 19 April 2023 be replaced with the below changes to the existing text as denoted with underlining.

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Following the Reconciliation Advisory Committee meeting held on 14 September 2022, it was identified that the requirement for a quorum to proceed with a valid formal meeting had not been met.

Accordingly, Item 9.1 on that meeting agenda, and the 14 June 2022 Reconciliation Advisory Committee minutes have been resubmitted for consideration at this Reconciliation Advisory Committee meeting.

A notation has been put on the unconfirmed minutes from 14 September 2022 as follows:

*“Subsequent to the Reconciliation Advisory Committee meeting held on 14 September 2022, it was identified that the requirement for a quorum to proceed with a valid formal meeting had not been met. Accordingly, item 9.1 on this meeting agenda, and the 14 June 2022 Reconciliation Advisory Committee minutes, will be resubmitted for consideration at the next Reconciliation Advisory Committee meeting scheduled to take place on 19 April 2023.”*

The minutes of the meeting of 14 September 2022 also need to be updated to show that as a quorum was not met, that any decisions made at the meeting are consider to not be ‘CARRIED’ but ‘Lapsed for want of a Quorum’.

#### RECOMMENDATION IMPLICATIONS

In light of the above, it is recommended that the Committee confirm both the minutes of 14 June 2022 and 14 September 2022, in two separate motions, as follows:

#### **Confirmation of Minutes 14 June 2022**

**The Minutes of the Reconciliation Advisory Committee meeting held on 14 June 2022 which have been distributed, be confirmed as a true and correct record.**

#### **Confirmation of Minutes 14 September 2022**

**That the Minutes of the Reconciliation Advisory Committee meeting held on 14 September 2022 which have been distributed, be confirmed as a true and correct record subject to the following amendments:**

- 1. The inclusion of a notation on the front cover explaining that the requirement for a quorum at the meeting was not met, and that the items on the agenda will be resubmitted for consideration at the next Reconciliation Advisory Committee meeting; and**

2. That any decisions contained in the minutes for the 14 September 2022 Reconciliation Advisory Committee meeting are noted to have 'lapsed for want of a quorum'.