

# **Resignation of Councillor Vincent from the Economic Development Committee and the Remuneration and Development Committee**

**Meeting:** Kaipara District Council  
**Date of meeting:** 28 June 2026  
**Reporting officer:** Alana Thurston, Governance Advisor

## **Purpose | Ngā whāinga**

To advise Council of the resignation of Councillor Vincent from the Economic Development Committee and the Remuneration and Development Committee and to reset the quorum for the Economic Development Committee.

## **Executive summary | Whakarāpopototanga**

Mayor Craig Jepson, on 15 June 2023, received the resignation of committee member, Councillor Mark Vincent, from the Economic Development Committee and Remuneration and Development Committee.

The Mayor has made the decision to continue with the existing membership of both committees without appointing replacements.

A reduction in quorum for the Economic Development Committee is recommended to mitigate the risk of not meeting quorum in the future.

## **Recommendation | Ngā tūtohunga**

That the Kaipara District Council:

- a) Notes the resignation of Councillor Vincent from the Economic Development Committee and Remuneration and Development Committee.
- b) Agrees that new quorum for the Economic Development Committee be three members.

## **Discussion | Ngā kōrerorero**

Mayor Craig Jepson, on 15 June 2023, received the resignation of committee member, Councillor Mark Vincent, from the Economic Development Committee and Remuneration and Development Committee, effective immediately.

The Mayor's decision to retain the existing membership without appointing a replacement is within his authority as granted by Section 41A of the Local Government Act. This section empowers the Mayor to establish committees and appoint members and chairs to those committees.

In this case, the Mayor has chosen to exercise his discretion and maintain the committee's composition without filling the vacancy left by Councillor Vincent's resignation.

Updated composition of the two committees:

1. Remuneration and Development Committee:
  - Total members: six, including the chair (Mayor Jepson).
  - Quorum: A minimum of three members.
  - Meets quarterly.

## 2. Economic Development Committee:

- Total members: five, including the chair (Deputy Mayor Larsen).
- Quorum: A minimum of four members.
- Meets every second month.

It is important to note that the Economic Development Committee, with a membership of five members, may face difficulties in achieving a quorum of four members if one member is absent and another member is sick and unable to attend the meeting.

In situations where the committee is unable to meet the quorum requirement, it may face challenges in taking any official action or making decisions that require committee approval. Reducing the quorum for the Economic Development Committee from four members to three members is recommended to mitigate this risk.

As per Standing Orders, the council sets the quorum for its committees, either by resolution or by stating the quorum in the committee's terms of reference.

## **Significance and engagement | Hirahira me ngā whakapāpā**

The decisions or matters of this report are considered to have a low degree of significance in accordance with Council's Significance and Engagement Policy. No feedback is required, and the public will be informed of Council's decision via the agenda and minutes publication of this meeting, on the website and through other channels if appropriate.

## **Next steps | E whaiake nei**

Councillor Vincent will have his membership removed from the Economic Development Committee and Remuneration and Development Committee. The Terms of Reference will be updated with decisions from this meeting.