

# MINUTES

**SUBJECT** Trustee Board Meeting  
**VENUE** Trust's Boardroom, 124 Main Street, Greytown  
**DATE** Thursday 18<sup>th</sup> May 2017  
**TIME** 5.30pm



**PRESENT:** Mr D Montgomerie (Chairman), Mr S Kempton (Deputy Chairman), Mr M Gray, Mr W Regnault, Mrs C Rossiter-Stead, Mr D Wilson, Mr K Murphy (General Manager) and Mrs H Perry  
**GUESTS:** Mr Paora Ammunson, Greytown Sport & Leisure Society. Arrived at 5.30pm and left at 6pm.

Meeting opened at 5.30pm by Mr D Montgomerie, Chairman.

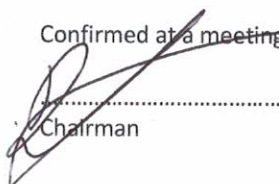
1.	Apologies:	Action:
1.1	Apologies. Nil	
1.2	Conflicts of Interest declared. Nil	
1.3	Deputations: Paora Ammunson, GSLS. <b>Resolution:</b> "The Board agrees to set aside standing order 14.1 to allow Paora Ammunson, Executive Officer extended time to address the Board regarding the quarterly report of the Greytown Sport & Leisure Society." Moved Mr M Gray / Seconded Mr D Wilson	<u>Carried unanimously</u>
1.4	Standing Orders: no amendments proposed	
2.	<b>Confirm Minutes:</b>	
2.1	<b>Resolution:</b> "The minutes of the Board meeting of 20 <sup>th</sup> April 2017 are taken as read and confirmed to be a true and correct record." Moved Mr S Kempton / Seconded Mrs C Rossiter-Stead	<u>Carried unanimously</u>
2.2	General Manager reported back on action items.	
3.	<b>Financial and Risk:</b>	
3.1	<b>Financial</b>	
3.1.1	<b>Resolution:</b> "The year to date spotlight financial report submitted by Rightway is received." Moved Mr D Wilson / Seconded Mr S Kempton	<u>Carried unanimously</u>
3.1.2	<b>Resolution:</b> "The schedule of proposed payments for the month of April is approved for authorisation, having been reviewed by the Chairman and found acceptable." <b>Note:</b> Copy of Payment Schedules attached to signed off minutes on file. Moved Mr D Montgomerie / Seconded Mr M Gray	<u>Carried unanimously</u>
3.1.3	<b>Resolution:</b> "The reports relating to the outcomes of Blackmores' 31 March 2017 property portfolio revaluation are received." Moved Mr W Regnault / Mr D Wilson	<u>Carried unanimously</u>
3.2	<b>Risk</b>	
3.2.1	<b>Management report for April</b> <b>Resolution:</b> "The monthly risk monitoring report is received." Moved Mr D Montgomerie / Seconded Mr M Gray	<u>Carried unanimously</u>
3.3	<b>Operating Performance</b>	
3.3.1	<b>Management report for April</b> <b>Resolution:</b> "The monthly performance monitoring report is received." Moved Mr D Montgomerie / Seconded Mr S Kempton	<u>Carried unanimously</u>
4.	<b>Grants:</b>	
4.1.1	<b>Resolution:</b> "The Board approves payment of a grant of \$500 for the Wairarapa Mathematics Association for their annual Maths Wairarapa competitions." Moved Mr S Kempton / Seconded Mrs C Rossiter-Stead	<u>Carried unanimously</u>

4.1.2	<b>Resolution:</b> "The Board approves payment of a grant of \$200 each to Sarah Saunders and William Bowler to be paid separately to assist with their participation at the Sheila Winn Shakespeare Festival, Wellington in June." Proposed Mrs C Rossiter-Stead / Seconded Mr D Wilson <span style="float: right;"><u>Carried unanimously</u></span>	
4.1.3	Trustees agreed to retrospectively pay Courtney Yee \$500 under the education grant scheme as her application had been lost in the online system.	
5.	<b>Property &amp; Tenancy Management:</b>	
5.1	Public Excluded Session (6.32pm) <b>Resolution:</b> "The Board agrees to move into public excluded session to discuss agenda item 5.1, 6.1 and 9.2 on the grounds set out in the agenda paper." Moved Mr D Wilson / Seconded Mr M Gray <span style="float: right;"><u>Carried unanimously</u></span>	
6.	<b>Property Development:</b>	
6.1	Public Excluded	
	Into public session (8.42pm) <b>Resolution:</b> "The Board agrees to move out of public excluded session back into open session." Moved Mr S Kempton / Seconded Mr M Gray <span style="float: right;"><u>Carried unanimously</u></span>	
	<b>Resolution:</b> "Board agrees to extend sitting time of meeting." Moved Mr D Montgomerie / Seconded Mr M Gray <span style="float: right;"><u>Carried unanimously</u></span>	
7.	<b>Documents for Approval under Trust Seal:</b>	
7.1	<b>Resolution:</b> "The Board approves the signing by two Trustees of the Deed of Lease Renewal with Farmlands for 215 Main Street, Pahiatua commencing October 2016." Moved Mr D Wilson / Seconded Mr D Montgomerie <span style="float: right;"><u>Carried unanimously</u></span> <b>Resolution:</b> "The Board approves the signing by two Trustees of the Deed of Lease Renewal with Sheep Plan Ltd for Suite 7, 124 Main Street, Greytown commencing May 2017." Moved Mr D Wilson / Seconded Mr D Montgomerie <span style="float: right;"><u>Carried unanimously</u></span>	
8.	<b>Correspondence:</b>	
8.1	<b>Resolution:</b> "The Audit Arrangements Letter forwarded by MSM Audit Wairarapa is received." Moved Mr M Gray / Seconded Mr S Kempton <span style="float: right;"><u>Carried unanimously</u></span>	
8.2	<b>Resolution:</b> "The Greytown Community Board Summer Free Swim Programme Report is received." Moved Mr S Kempton / Seconded Mr D Wilson <span style="float: right;"><u>Carried unanimously</u></span>	
9.	<b>General Business:</b>	
9.1	<b>Resolution:</b> "The quarterly report of the Greytown Sports & Leisure Society is received." Moved Mr S Kempton / Seconded Mrs C Rossiter-Stead <span style="float: right;"><u>Carried unanimously</u></span> <b>Action:</b> Paora Ammunson to provide participating numbers per code and also comment on what is happening in other towns which could be causing increase / decrease in numbers.	P Ammunson
9.2	Verbal report by Deputy Chairman on outcome of first sports facilities stakeholder representatives meeting. Covered in PE and recorded in In-Committee minutes.	
10.	<b>Next Meetings:</b>	
10.1	<b>Resolution:</b> "The Board approves the scheduling of the next ordinary Board meeting 5.30pm, Thursday 15 <sup>th</sup> June and a special education review workshop 5.30pm, Thursday 1 June." Moved Mr W Regnault / Seconded Mr D Wilson <span style="float: right;"><u>Carried unanimously</u></span>	

Meeting closed at 9.02pm.

The minutes were taken as a true and correct record of proceedings.

Confirmed at a meeting on the 15<sup>th</sup> of June 2017

  
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Chairman