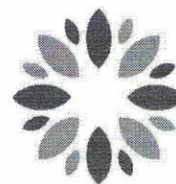


MINUTES

SUBJECT Trustee Board Meeting
VENUE Trust's Boardroom, 124 Main Street, Greytown
DATE Thursday 20th July 2017
TIME 5.30pm



**GREYTOWN
TRUST LANDS**
Growing the Community since 1871

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

GUEST: Mr Paora Ammunson, Greytown Sport & Leisure Society. Arrived at 5.53pm and left at 6.15pm.

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

1.	Apologies:	Action:
1.1	Apologies from Paora Ammunson for lateness and Dave Parkes for meeting (stuck in traffic).	
1.2	Conflicts of Interest declared by Mrs C Rossiter-Stead for 4.1 grant application, Mr W Regnault for Lamb-Peters tender and Mrs H Perry for HUHA payment.	
1.3	Deputations: the Chairman welcomed Mr Paora Ammunson of the Greytown Sport & Leisure Society. Mr Ammunson updated Trustees on his departure from the role of EO of GSLS. Duties to be covered in the interim by Osborne Group and Mrs H Perry. GSLS Board will be undertaking review of the full time EO role before advertising and filling vacancy. Temporary arrangement could be until January 2018. Mr Ammunson verbally requested the Trust continue its support of the EO salary and would submit required paperwork in due course. Chairman on behalf of the Trust thanked and acknowledged Mr Ammunson for his contributions to the Society.	
1.4	Standing Orders: no amendments proposed	
2.	Confirm Minutes:	
2.1	Resolution: "The public and public excluded minutes of the Board meeting of 15 th June 2017 are taken as read and confirmed to be a true and correct record." Moved Mr S Kempton / Seconded Mr M Gray <u>Carried unanimously</u>	
2.2	General Manager reported back on action items.	
3.	Financial and Risk:	
3.1	Financial	
3.1.1	Resolution: "The year to date spotlight financial report submitted by Rightway is received." Moved Mr W Regnault / Seconded Mr D Wilson <u>Carried unanimously</u> Resolution: "The Board agrees the outline forward programme of repairs & maintenance and capital improvements identified by the General Manager in his discussion paper, the budget implications of which are to be funded by the following reallocation totalling approx. \$54,000: <ul style="list-style-type: none"> • Terminate Greytown free wi-fi, \$1,000 • Reduce H&S budget by approx. \$20,000 • Reduce development investigation budget by \$7,000 • Reduce training & workshops budget by \$4,000 • Cut legal expenses budget - \$10,000 • Reallocate the education grant (second instalment) surplus of \$12,000. with the proviso the General Manager will report monthly on progress and provide advance warning of additional repair & maintenance or capital improvement items arising that may require further adjustment of the budget." Moved Mr W Regnault / Seconded Mr D Wilson <u>Carried unanimously</u>	

3.1.2	Resolution: <i>"The schedule of proposed payments for the month of July is approved for authorisation, having been reviewed by the Chairman and found acceptable."</i> Note: Copy of Payment Schedules attached to signed off minutes on file. Moved Mr D Wilson / Seconded Mr S Kempton <u>Carried unanimously</u>	
3.2	Operating Performance	
3.2.1	Management report for June Resolution: <i>"The Board receives the performance monitoring report."</i> Moved Mr S Kempton / Seconded Mr D Montgomerie <u>Carried unanimously</u>	
3.3	Audit and Risk	
3.3.2	Resolution: <i>"The Board approves the draft terms of reference of the Audit & Risk Committee for adoption."</i> Moved Mr D Montgomerie / Seconded Mr W Regnault <u>Carried unanimously</u> Resolution: <i>"The Board notes the withdrawal of the risk monitoring report from the monthly Board agenda and approves the future monitoring of the risk report by the Audit & Risk Committee on a quarterly cycle."</i> Moved Mr D Montgomerie / Seconded Mr M Gray <u>Carried unanimously</u>	
3.3.3	Resolution: <i>"The Board approves the signing of the 2016/17 Performance Report by the Chairman and Deputy Chairman, noting that Moore Stephens Audit will be issuing an unmodified audit opinion."</i> Moved Mr D Montgomerie / Seconded Mr W Regnault <u>Carried unanimously</u>	
3.3.4	Resolution: <i>"The Board approves the signing of the audit letter of representation by the Chairman and Deputy Chairman."</i> Moved Mr D Montgomerie / Seconded Mr M Gray <u>Carried unanimously</u>	
4.	Grants:	
4.1	Resolution: <i>"The Board approves payment of a grant of \$400 for Amy Rossiter-Stead to assist with costs associated with hockey tournaments with \$300 to be taken from the August budget allocation."</i> Moved Mr D Wilson / Seconded Mr M Gray <u>Carried unanimously</u> Mrs C Rossiter-Stead abstained from voting	
5.	Property & Tenancy Management:	
5.1	Public Excluded Session (7.45pm) Resolution: <i>"The Board agrees to move into public excluded session to discuss agenda item 5.1, 6.1, 6.2, 9.1 and 9.2 on the grounds set out in the agenda paper."</i> Moved Mr S Kempton / Seconded Mr M Gray <u>Carried unanimously</u>	
6.	Property Development:	
6.1	Public Excluded	
	Into public session (8.54pm) Resolution: <i>"The Board agrees to move out of public excluded session back into open session."</i> Moved Mr D Montgomerie / Seconded Mr D Wilson <u>Carried unanimously</u>	
7.	Documents for Approval under Trust Seal:	
7.1	Resolution: <i>"The Board approves the signing by two Trustees under seal number 766 the Lease Variation Instrument for the Greytown Bowling Club relating to the land rental increase."</i> Moved Mr D Montgomerie / Seconded Mr M Gray <u>Carried unanimously</u>	
8.	Correspondence:	
8.1	Resolution: <i>"The Board authorises the General Manager to draft a response to Moore Stephens' Audit Management Report for approval at the Board's next meeting."</i> Moved Mr D Montgomerie / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u>	
9.	General Business:	
9.1	Public Excluded	

10.	Next Meetings:	
10.1	Resolution: <i>"The Board approves the scheduling of a presentation of the draft Education Funding Strategy at Greytown Primary School at 5.30pm, Monday 31st July followed by the next ordinary Board meeting at 5.30pm, Thursday 17th August."</i> Moved Mr D Montgomerie / Seconded Mr M Gray Mr D Montgomerie put in his apologies for the 31 st July meeting.	<u>Carried unanimously</u>

Meeting closed at 9.05pm.

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

Confirmed at a meeting on the 17 of August 2017

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Chairman