

MINUTES

SUBJECT Trustee Board Meeting
VENUE Trust's Boardroom, 124 Main Street, Greytown
DATE Thursday 19th October 2017
TIME 5.30pm



PRESENT: Mr S Kempton (Chairman), Mr W Regnault (Deputy Chairman), Mr D Montgomerie, Mrs C Rossiter-Stead, Mr D Wilson, Mr K Murphy (General Manager) and Mrs H Perry

APOLOGIES: Mr M Gray

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

1.	Apologies:	Action:
1.1	Apologies from Mr M Gray.	
1.2	No conflicts of interest declared.	
1.3	Deputation. None.	
1.4	<p>Standing Orders:</p> <p>Resolution: "The appointment of Mr Stephen (Sid) Kempton as Chairman for a period of 12 months commencing 19 October 2017 is confirmed."</p> <p>Moved Mr D Montgomerie / Seconded Mr D Wilson Carried</p> <p>Resolution: "The appointment of Mr Wayne Regnault as Deputy Chairman for a period of 12 months commencing 19 October 2017 is confirmed."</p> <p>Moved Mr D Wilson / Seconded Mrs C Rossiter-Stead Carried</p> <p>The chair was handed over to newly elected Chairman Mr S Kempton who thanked exiting Chair Mr D Montgomerie for his guidance of the Trust over the past 12 months.</p> <p>Action: General Manager to arrange bank signing authority changes as required.</p>	K Murphy
2.	Confirm Minutes:	
2.1	<p>Resolution: "The public and public excluded minutes of the Board meeting of 21st September 2017 are taken as read and confirmed to be a true and correct record."</p> <p>Moved Mr S Kempton / Seconded Mr D Wilson <u>Carried unanimously</u></p>	
2.2	General Manager reported back on action items.	
	Action: General Manager to put together a spreadsheet (quick snapshot) of all properties and status of each ie leased, looking to sell, maintenance issues. Requested by C Rossiter-Stead.	KM
3.	Financial and Risk:	
3.1	Financial	
3.1.1	<p>Resolution: "The year to date spotlight financial report submitted by Rightway is received."</p> <p>Moved Mr D Montgomerie / Seconded Mr W Regnault <u>Carried unanimously</u></p>	
3.1.2	<p>Resolution: "The schedule of proposed payments for the month of October is approved for authorisation, having been reviewed by the Chairman and found acceptable."</p> <p>Note: Copy of Payment Schedules attached to signed off minutes on file.</p> <p>Moved Mr D Wilson / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u></p>	
3.2	Operating Performance	
3.2.1	<p>Management report for September</p> <p>Resolution: "The Board receives the performance monitoring report."</p> <p>Moved Mr / Seconded Mr <u>Carried unanimously</u></p>	

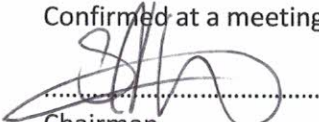
3.3	Audit and Risk	
3.3.1	Mr S Kempton handed the chairmanship of Audit and Risk Committee to newly appointed Deputy Chairman Mr W Regnault.	
4.	Grants:	
4.1	None	
	Public Excluded Session (6pm) Resolution: <i>"The Board agrees to move into public excluded session to discuss agenda item 5.1, 6.1 and 9.1 on the grounds set out in the agenda paper."</i> Moved Mr S Kempton / Seconded Mr D Montgomerie <u>Carried unanimously</u>	
5.	Property & Tenancy Management:	
5.1	Public Excluded	
6.	Property Development:	
6.1	Public Excluded	
9.	General Business:	
9.1	Property strategy workshop proposal (Public Excluded)	
	Into public session (8pm) 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 authorises two Trustees to sign the Deed of Renewal of Lease for 6 Arbor Place, Greytown (City Care) Ltd under Trust Seal number: 767."</i> Moved Mr S Kempton / Seconded Mr W Regnault <u>Carried unanimously</u>	
8.	Correspondence:	
8.1	Resolution: <i>"The correspondence from Plunket NZ and Downer NZ is received and noted."</i> Moved Mrs C Rossiter-Stead / Moved Mr S Kempton <u>Carried unanimously</u>	
8.30pm	Resolution: <i>"The Board agrees to waive Standing Order 4.2 and continue debate without taking a 15 min break."</i> Moved Mr S Kempton / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u>	
9.	General Business:	
9.2	Resolution: <i>"The Board notes the verbal feedback of the Chairman, Deputy Chairman and General Manager on the outcome of the SWDC long term plan workshop and, based on the matters discussed by Trustees, authorises the Chairman and Deputy Chairman and Trustees Montgomerie and Rossiter-Stead to draft a written submission ahead of the release of the draft LTP for Board consideration and approval."</i> Moved Mr D Montgomerie / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u>	
9.3	Resolution: <i>"The Board agrees to defer consideration of the Cobblestones Museum Trust six monthly report pending Graeme Gray and Grey Tuck's acceptance of an invitation to attend its November meeting in order to present and discuss its contents."</i> Moved Mr S Kempton / Seconded Mr W Regnault <u>Carried unanimously</u>	
9.5	Mr W Regnault gave a verbal update on recent Philanthropy workshop attended and will follow up with a brief written overview to be circulated to Trustees.	
10.	Next Meetings:	
10.1	Resolution: <i>"The Board confirms the next meetings will be:</i> a. <i>The next ordinary meeting of the Board in the Boardroom at 5.30pm, Thursday 16th November 2017.</i> b. <i>The December ordinary meeting of the Board in the Boardroom at 4pm, Tuesday 19th</i>	

<i>December at 4pm, followed by Christmas function to be hosted by Chairman.</i>		
Moved Mr D Montgomerie / Seconded Mr W Regnault	<u>Carried unanimously</u>	
Action: Mrs H Perry to invite Erin Collins from Plunket and Graeme Gray and Grey Tuck from Cobblestones to November meeting.		H Perry

Meeting closed at 9pm.

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

Confirmed at a meeting on the 16th of November 2017


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Chairman