

# MINUTES

**SUBJECT** Trustee Board Meeting  
**VENUE** Trust's Boardroom, 124 Main Street, Greytown  
**DATE** Thursday 19<sup>th</sup> July 2018  
**TIME** 5.30pm



**PRESENT:** Mr S Kempton (Chairman), Mr M Gray, Mr W Regnault, Mr D Wilson, Mr K Murphy (General Manager), and Mrs H Perry

**APOLOGIES:** Mr D Montgomerie, Mrs C Rossiter-Stead

Meeting opened at 5.30pm by Mr S Kempton, Chairman.

1.	Conduct of Business:	Action:
1.1	Apologies for absence – Mr D Montgomerie and Mrs C Rossiter-Stead	
1.2	Conflict of interest declared by Mr D Wilson for agenda item 3.2.1	
1.3	Standing Orders – none	
2.	<b>Confirm Minutes:</b>	
2.1	<b>Resolution:</b> <i>“The public and public excluded minutes of the Board meeting of 21 June 2018 are taken as read and confirmed to be a true and correct record.”</i> Moved Mr S Kempton / Seconded Mr D Wilson	<u>Carried unanimously</u>
2.2	General Manager reported back on action items and work programme progress.	
3.	<b>Grants:</b>	
3.1	<b>Applications for community grant</b>	
3.1.1	<b>Resolution:</b> <i>“The Board approves a community grant of \$500 to Freya Cook to support her attendance at the Hip Hop World Championships in Phoenix, Arizona in August”.</i> Moved Mr S Kempton / Seconded Mr W Regnault	<u>Carried unanimously</u>
3.1.2	<b>Resolution:</b> <i>“The Board approves a community grant of \$2,000 to the Greytown Lions Club to support the purchase of an e-Trike for the purpose of providing the elderly and less mobile members of the community with the opportunity to get out and about and enjoy the environment.”</i> Moved Mr W Regnault / Seconded Mr M Gray Trustees have noted this means \$100 has been pre-empted from August’s community grant allocation.	<u>Carried unanimously</u>
3.2	<b>Application for apprenticeship fund grant</b>	
3.2.1	<b>Resolution:</b> <i>“The Board approves a grant of \$1,000 from the apprenticeship fund to Pete’s Joinery in support of the costs of employing William Ireland as an apprentice.”</i> Moved Mr M Gray / Seconded Mr S Kempton (Mr D Wilson abstained from voting due to conflict of interest.)	<u>Carried unanimously</u>
	Public Excluded Session (6.05pm) <b>Resolution:</b> <i>“The Board agrees to move into public excluded session to discuss items 4.1 and 4.2 on the agenda.”</i> Moved Mr S Kempton / Seconded Mr W Regnault	<u>Carried unanimously</u>
4.	<b>Property</b>	
4.1	Public Excluded	
4.2	Public Excluded	
	Into public session (6.23pm) <b>Resolution:</b> <i>“The Board agrees to move out of public excluded session back into open session.”</i> Moved Mr S Kempton / Seconded Mr D Wilson	<u>Carried unanimously</u>



5.	<b>Correspondence requiring review and/or response:</b>	
5.1	<b>Resolution:</b> "The Board receives the correspondence from the Carter Society seeking the Trust's agreement to reallocate the \$2,500 grant previously allocated to the development of a Dementia Unit at Carter Court to another purpose and approves its use to fund a Hospital extension instead." Moved Mr S Kempton / Seconded Mr D Wilson	<u>Carried unanimously</u>
6.	<b>Documents for Approval under Trust Seal:</b>	
6.1	<b>Resolution:</b> "The Board approves the signing by two Trustees of the sale and purchase agreement covering the sale of 170 East Street, Greytown to Peter & Christine Algie Trustee Company Ltd as Trustee of the Petten Family Trust." Moved Mr M Gray / Seconded Mr S Kempton	<u>Carried unanimously</u>
7.	<b>Financial, Performance and Risk:</b>	
7.1	<b>Financial</b>	
7.1.1	<b>Resolution:</b> "The Board receives the June spotlight financial report submitted by Rightway." Moved Mr M Gray / Seconded Mr S Kempton	<u>Carried unanimously</u>
7.1.2	<b>Resolution:</b> "The schedule of payments made for the month of July having been reviewed and found acceptable by the Chairman is approved." <b>Note:</b> Copy of Payment Schedules attached to signed off minutes on file. Moved Mr S Kempton / Seconded Mr M Gray	<u>Carried unanimously</u>
7.2	<b>Operating Performance</b>	
7.2.1	<b>Management report for June</b> <b>Resolution:</b> "The Board receives the June performance monitoring report." Moved Mr D Wilson / Seconded Mr M Gray	<u>Carried unanimously</u>
7.3	<b>Audit and Risk</b>	
7.3.1	Nothing to report	
8.	<b>General Business:</b>	
8.1	<b>Resolution:</b> "The Board approves the Property Strategy document prepared by the General Manager following the recent workshop held for this purpose." Moved Mr M Gray / Seconded Mr S Kempton	<u>Carried unanimously</u>
8.2	<b>Resolution:</b> "The Board agrees to share the cost with the Greytown Heritage Society of replacing the heritage sign located outside the Trust's office building, subject to a maximum contribution of \$150 inc. GST, with the wording to be updated as required." Moved Mr M Gray / Seconded Mr S Kempton	<u>Carried unanimously</u>
9.	<b>Next Meetings:</b>	
9.1	<b>Resolution:</b> "The Board confirms the next meetings will be: a. A sport and community funding workshop on Thursday 2 <sup>nd</sup> August, 5.30pm in the Boardroom, 124 Main Street, Greytown. b. The Annual General Meeting on Wednesday 15 <sup>th</sup> August, 7pm in the WBS Room of the Greytown Town Centre. c. The ordinary monthly meeting of the Board on Thursday 16 August, 5.30pm in the Boardroom, 124 Main Street, Greytown. Note: an Audit and Risk Committee meeting will be held at 5pm on the same day. Moved Mr S Kempton / Seconded Mr M Gray	<u>Carried unanimously</u>

Meeting closed at 7.34pm.

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

Confirmed at a meeting on the 16th of August 2018

  
Chairman