

MINUTES

SUBJECT Trustee Board Meeting
VENUE Osborne Group Boardroom, 78 Main Street, Greytown
DATE Thursday 21st February 2019
TIME 5.30pm



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

GUEST: Daniel Murphy (Rightway)

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

1.	Conduct of Business:	Action:
1.1	Apologies for absence – none	
1.2	Conflict of interest declared – Mr D Wilson for 7.1.2	
1.3	Standing Orders – none	
1.4	Deputation – Daniel Murphy, Rightway	
	Waiving of standing order 14.1 Resolution: <i>“The Board agrees to set aside standing order 14.1 to allow Daniel Murphy to attend the meeting and participate in discussion of agenda item 8.1.”</i> Moved Mr M Gray / Seconded Mr W Regnault <u>Carried unanimously</u>	
2.	Confirm Minutes	
2.1	Resolution: <i>“The public and public excluded minutes of the Board meeting of 17 January 2019 are taken as read and confirmed to be a true and correct record.”</i> Moved Mr S Kempton / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u>	
2.2	General Manager reported back on action items and work programme progress.	
3.	Grants:	
3.1	Applications for community grant	
3.1.1	None	
5.	Correspondence	
5.1	None	
6.	Documents for Approval under Trust Seal:	
6.1	None	
7.	Financial, Performance and Risk:	
7.1	Financial	
7.1.1	Resolution: <i>“The Board receives the year to date spotlight financial report submitted by Rightway.”</i> Moved Mr D Montgomerie / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u>	
7.1.2	Resolution: <i>“The schedule of payments made for the month of February having been reviewed, found acceptable and authorised by the Chairman is approved.”</i> Note: Copy of Payment Schedules attached to signed off minutes on file. Moved Mr S Kempton / Seconded Mrs C Rossiter-Stead <u>Carried by Majority</u> Mr D Wilson abstained from voting due to conflict of interest with payment	
7.2	Operating Performance	
7.2.1	Management report for January Resolution: <i>“The January operating performance monitoring report is received.”</i>	

	Moved Mr D Montgomerie / Seconded Mr W Regnault	<u>Carried unanimously</u>	
7.3	Audit and Risk		
7.3.1	Resolution: "The health and safety update report by the General Manager is received." Moved Mr S Kempton / Seconded Mrs C Rossiter-Stead	<u>Carried unanimously</u>	
	Resolution: "The Board authorises the General Manager to organise a health and safety seminar to be given by Shelley Major of Major Consulting Ltd." Moved Mrs C Rossiter-Stead / Seconded Mr S Kempton	<u>Carried unanimously</u>	
9.	Next Meetings:		
9.1	Resolution: "The next meetings are: <ul style="list-style-type: none"> • A budget workshop to be held in the Boardroom, 5.30pm on Thursday 7 March 2019 • A grants meeting to be held in the Boardroom, 5.30pm on Thursday 14th March 2019 • An ordinary Board meeting to be held in the Boardroom, 5.30pm on Thursday 21st March 2019." Moved Mr S Kempton / Seconded Mr D Montgomerie	<u>Carried unanimously</u>	
	Public Excluded (PE) Session 5.43pm Resolution: "The Board agrees to move into public excluded session to consider items 4.1, 4.2, and 8.1." Moved Mr M Gray / Seconded Mr D Wilson	<u>Carried unanimously</u>	
4.	Property		
4.1	Public Excluded		
4.2	Public Excluded		
8.	General Business:		
8.1	Public Excluded		
	Into public session (8.47pm) Resolution: "The Board agrees to move out of public excluded session back into open session." Moved Mr S Kempton / Seconded Mr D Wilson	<u>Carried unanimously</u>	

Meeting closed at 8.47pm.

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

Confirmed at a meeting on the 21 of MARCH 2019



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Chairman