



# MINUTES

**SUBJECT** Trustee Board Meeting  
**VENUE** Trust Boardroom, 124 Main Street, Greytown  
**DATE** Thursday 20<sup>th</sup> February 2020  
**TIME** 5.30pm

**PRESENT:** Mr S Kempton (Chair), Mr W Regnault (Deputy Chairman), Mr D Wilson, Mr M Bell, Mr P Holden, Mrs C Rossiter-Stead, Mr K Murphy (General Manager), and Mrs H Perry (Administration) and Mr D Murphy (Rightway)

**GUESTS:** Alex Beijen (SWDC Mayor), Greytown Ward Councillors; Alistair Plimmer, Rebecca Fox, Leigh Hay

Meeting opened at 5.35pm by Mr S Kempton, in the Chair.

1.	<b>Conduct of Business:</b>
1.1	Apologies for lateness – Mr P Holden (arrived 6.58pm)
1.2	Conflict of interest declared – none
1.3	<p><b>Resolution:</b> <i>“The Board agrees to waive Standing Order 14.1 to allow:</i></p> <p><i>a. Daniel Murphy, Rightway Ltd, to attend the meeting to participate in the discussion of agenda item 9.2</i></p> <p><i>b. members and staff of South Wairarapa District Council to attend the meeting to receive a presentation by the Chairman and take part in subsequent discussion of agenda item 9.4.”</i></p> <p>Moved Mr S Kempton / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u></p>
	<p>Into public excluded session (5.40pm)</p> <p><b>Resolution:</b> <i>“The Board agrees to move into public excluded session to consider items 7.1, 8.1, 9.1, 9.2, 9.3 &amp; 9.4.”</i></p> <p>Moved Mr S Kempton / Seconded Mrs C Rossiter-Stead <span style="float: right;">Carried unanimously</span></p>
7.	<b>Property</b>
7.1	<p>Tenancy management &amp; maintenance update (PE)</p> <p><i>This item will be taken in public excluded session on the grounds under Paragraph 7.2(a), (h) and (i) of the Local Government Official Information and Meetings Act 1987 that withholding the information, where applicable:</i></p> <p><i>Protects the privacy of natural persons, including that of deceased natural persons;</i></p> <p><i>Enables the Trust to carry on, without prejudice or disadvantage, commercial activities;</i></p> <p><i>Enables the Trust to carry on, without prejudice or disadvantage, commercial negotiations.</i></p>
7.2	<p>Sales, acquisitions &amp; new developments update (PE)</p> <p><i>This item will be taken in public excluded session on the grounds under Paragraph 7.2 (i) of the Local Government Official Information and Meetings Act 1987 that withholding the information, where applicable:</i></p> <p><i>Enables the Trust to carry on, without prejudice or disadvantage, commercial negotiations.</i></p>
8.	<b>Documents for Approval under Trust Seal:</b>
	<p>Revised lease document for 64 Main Street, Greytown (Bayleys) (PE)</p> <p><i>This item will be taken in public excluded session on the grounds under Paragraph 7.2(h) of the Local Government Official Information and Meetings Act 1987 that withholding the information, where applicable:</i></p> <p><i>Enables the Trust to carry on, without prejudice or disadvantage, commercial activities.</i></p>
9.	<b>General Business:</b>
9.1	<p>Correspondence requiring review and/or response: (PE)</p> <p>a) request for information from the liquidator of Arbor House Trust</p> <p>b) letter from Greytown RFC re. rent subsidy</p> <p><i>This item will be taken in public excluded session on the grounds under Paragraph 7.2(f)(i) of the Local Government Official Information and Meetings Act 1987 that withholding the information, where applicable:</i></p> <p><i>Maintains the effective conduct of public affairs through the free and frank expression of opinions by or between or to Trustees and management in the course of their duty.</i></p>



	Provisional draft 2020/21 budget for approval (PE) <i>This item will be taken in public excluded session on the grounds under Paragraph 7.2(f)(i) of the Local Government Official Information and Meetings Act 1987 that withholding the information, where applicable: Maintains the effective conduct of public affairs through the free and frank expression of opinions by or between or to Trustees and management in the course of their duty.</i>
	Discussion re. 2020/21 work programme (PE) <i>This item will be taken in public excluded session on the grounds under Paragraph 7.2(f)(i) of the Local Government Official Information and Meetings Act 1987 that withholding the information, where applicable: Maintains the effective conduct of public affairs through the free and frank expression of opinions by or between or to Trustees and management in the course of their duty.</i>
	Into public session (10.29pm) <b>Resolution:</b> "The Board agrees to move back into public session to close the meeting." Moved Mr D Wilson / Seconded Mr S Kempton <span style="float: right;"><u>Carried unanimously</u></span>
2.	<b>Confirm Minutes</b>
2.1	<b>Resolution:</b> "The public and public excluded minutes of the Board meeting of 20 January 2020 are taken as read and confirmed to be a true and correct record." Moved Mr P Holden / Seconded Mr W Regnault <span style="float: right;"><u>Carried unanimously</u></span>
2.2	<b>Resolution:</b> "The Board receives the action point and work programme updates." Moved Mr P Holden / Seconded Mr M Bell <span style="float: right;"><u>Carried unanimously</u></span>
3.	<b>Grants:</b>
3.1	None
4.	<b>Correspondence</b>
4.1	See 9.1 (PE)
5.	<b>Financial, Performance and Risk:</b>
5.1	<b>Financial</b>
5.1.1	<b>Resolution:</b> "The year to date financial spotlight report submitted by Rightway is received." Moved Mr M Bell / Seconded Mr W Regnault <span style="float: right;"><u>Carried unanimously</u></span>
5.1.2	<b>Resolution:</b> "The schedule of payments made for the month of February is approved having been found acceptable on review and after being authorised by the Chairman." <b>Note:</b> Copy of Payment Schedules attached to signed off minutes on file. Moved Mr D Wilson / Seconded Mr S Kempton <span style="float: right;"><u>Carried unanimously</u></span>
5.2	<b>Operating Performance</b>
5.2.1	<b>Resolution:</b> "The operating performance monitoring report for January submitted by the General Manager is received." Moved Mr S Kempton / Seconded Mr M Bell <span style="float: right;"><u>Carried unanimously</u></span>
5.3	<b>Audit and Risk</b>
5.3.1	<b>Resolution:</b> "The health and safety update report by the General Manager is received." Moved Mr M Bell / Seconded Mr W Regnault <span style="float: right;"><u>Carried unanimously</u></span>
6.	<b>Next Meetings:</b>
6.1	<b>Resolution:</b> "It is confirmed the next meeting will be an ordinary meeting of the Board to be held in the Boardroom at 5.30pm on Thursday 19 March 2020." Moved Mr D Wilson / Seconded Mr S Kempton <span style="float: right;"><u>Carried unanimously</u></span>

Meeting closed at 10.39pm.

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

Confirmed at a meeting on the 19 of March 2020

 Chairman