

# MINUTES

**SUBJECT** Trustee Board Meeting  
**VENUE** Via Zoom online video conference (due to Covid19 Level 4)  
**DATE** Thursday 16<sup>th</sup> April 2020  
**TIME** 6.30pm



**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)

Meeting opened at 6.33pm by Mr S Kempton, in the Chair via Video Conference (Zoom).

1.	<b>Conduct of Business:</b>
1.1	Apologies for lateness - none
1.2	Conflict of interest declared – Mr D Wilson for Greytown Rugby Club correspondence (rent relief).
2.	<b>Confirm Minutes</b>
2.1	Resolution: <i>“The public and public excluded minutes of the Board meeting of 19 March 2020 are taken as read and confirmed to be a true and correct record.”</i> Moved Mr S Kempton / Seconded Mr W Regnault <span style="float: right;"><u>Carried unanimously</u></span>
2.2	Resolution: <i>“The Board receives the action point and work programme updates.”</i> Moved Mr S Kempton / Seconded Mr W Regnault <span style="float: right;"><u>Carried unanimously</u></span>
3.	<b>Grants:</b>
3.1	None
4.	<b>Correspondence</b>
4.1	Resolution: <i>“The correspondence received from the following tenants requesting lockdown rent relief is received: Griffiths Drilling; Stihl Shop (Nitram Enterprises); Eastern Realty; Greytown RFC; Amplifon; City Care; Downer Utilities Alliance; Farmlands.”</i> Moved Mr W Regnault / Seconded Mr S Kempton <span style="float: right;"><u>Carried unanimously</u></span>
5.	<b>Financial, Performance and Risk:</b>
5.1	<b>Financial</b>
5.1.1	Resolution: <i>“The year to date financial spotlight report submitted by Rightway is received.”</i> Moved Mr W Regnault / Seconded Mr S Kempton <span style="float: right;"><u>Carried unanimously</u></span>
5.1.2	Resolution: <i>“The schedule of payments to be made for the month of April is approved having been found acceptable on review and after being authorised by the Chairman.”</i> <b>Note:</b> Copy of Payment Schedules attached to signed off minutes on file. Moved Mr S Kempton / Seconded Mr W Regnault <span style="float: right;"><u>Carried unanimously</u></span>
5.2	<b>Operating Performance</b>
5.2.1	Resolution: <i>“The March operating performance monitoring report submitted by General Manager is received.”</i> Moved Mr W Regnault / Seconded Mr S Kempton <span style="float: right;"><u>Carried unanimously</u></span>
5.3	<b>Audit and Risk</b>
5.3.1	Resolution: <i>“The health and safety update report by the General Manager is received.”</i> Moved Mr S Kempton / Seconded Mr W Regnault <span style="float: right;"><u>Carried unanimously</u></span>
5.3.1	Resolution: <i>“The audit update report by the General Manager is received.”</i> Moved Mr S Kempton / Seconded Mr W Regnault <span style="float: right;"><u>Carried unanimously</u></span>
6.	<b>Next Meetings:</b>
6.1	Resolution: <i>“It is confirmed the next meeting will be an ordinary meeting of the Board to be held in a venue or a format to be confirmed at 5.30pm on Thursday 21 May 2020.”</i> Moved Mr W Regnault / Seconded Mr S Kempton <span style="float: right;"><u>Carried unanimously</u></span>



	<p>Into public excluded session (7.01pm)</p> <p><b>Resolution:</b> "The Board agrees to move into public excluded session to consider items 7.1, 7.2 &amp; 9.1."</p> <p>Moved Mr S Kempton / Seconded Mr W Regnault <span style="float: right;"><u>Carried unanimously</u></span></p>
<b>7.</b>	<b>Property</b>
7.1	<p><b>Tenancy management &amp; maintenance update (PE)</b></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><b>Sales, acquisitions &amp; new developments update (PE)</b></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>
<b>8.</b>	<b>Documents for Approval under Trust Seal:</b>
8.1	NZ Police Lease and Department of Corrections sublease of 64 Main Street, Greytown. (PE)
<b>9.</b>	<b>General Business:</b>
9.1	<p><b>Covid19 lockdown rent relief update (PE)</b></p> <p><i>This item will be taken in public excluded session on the grounds under Paragraph 7.2(f)(i) and (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> <p><i>Enables the Trust to carry on, without prejudice or disadvantage, commercial negotiations.</i></p>
9.2	<b>Communications Strategy (additional to agenda) (PE)</b>
	<p>Into public session (8.05pm)</p> <p><b>Resolution:</b> "The Board agrees to move back into public session to close the meeting."</p> <p>Moved Mr W Regnault / Seconded Mr S Kempton <span style="float: right;"><u>Carried unanimously</u></span></p>

Meeting closed at 8.05pm.

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

Confirmed at a meeting on the 21st of May 2020

 Chairman