



# MINUTES

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

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

**VIA ZOOM:** Mr P Holden (joined at 5.50pm)

Meeting opened at 5.33pm by Mr S Kempton, in the Chair.

1.	<b>Conduct of Business</b>
1.1	Apologies – Mr W Regnault and Mr P Holden for lateness. Mr W Regnault arrived at 6.15pm and Mr P Holden joined via Zoom video conference at 5.50pm.
1.2	Conflict of interest declared – Mr D Wilson for Greytown Rugby Club related matters.
2.	<b>Confirm Minutes</b>
2.1	<b>Resolution:</b> <i>"The public and public excluded minutes of the Board meeting of 16 July 2020 are taken as read and confirmed to be a true and correct record."</i> Moved Mr S Kempton / Seconded Mrs C Rossiter-Stead <span style="float: right;"><u>Carried unanimously</u></span>
2.2	<b>Resolution:</b> <i>"The Board receives the action point and work programme updates."</i> Moved Mr S Kempton / Seconded Mr M Bell <span style="float: right;"><u>Carried unanimously</u></span>
3.	<b>Grants</b>
3.1	<b>Resolution:</b> <i>"The Board receives the request submitted by Wairarapa Spitfires Baseball Club and awards a grant of \$800 from the Trust's carried forward 2019/20 sports club bulk funding allocation for the delivery of a pre-season skills development programme."</i> Moved Mr D Wilson / Seconded Mr S Kempton <span style="float: right;"><u>Carried unanimously</u></span>
4.	<b>Correspondence</b>
4.1	Email from Cobblestones Museum Trust to be discussed under item 9.2 (PE)
5.	<b>Financial, Performance and Risk</b>
5.1	<b>Financial</b>
5.1.1	<b>Resolution:</b> <i>"The year to date financial spotlight report submitted by Rightway is received."</i> Moved Mr M Bell / Seconded Mrs C Rossiter-Stead <span style="float: right;"><u>Carried unanimously</u></span>
5.1.2	<b>Resolution:</b> <i>"The schedule of payments to be made for the month of August 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 P Holden <span style="float: right;"><u>Carried unanimously</u></span>
5.2	<b>Operating Performance</b>
5.2.1	<b>Resolution:</b> <i>"The operating performance monitoring report for July submitted by General Manager is received."</i> Moved Mr S Kempton / Seconded Mrs C Rossiter-Stead <span style="float: right;"><u>Carried unanimously</u></span>
5.3	<b>Audit and Risk</b>
5.3.1	<b>Resolution:</b> <i>"The health and safety update report by the General Manager is received."</i> Moved Mr D Wilson / Seconded Mr M Bell <span style="float: right;"><u>Carried unanimously</u></span>
5.3.1	<b>Resolution:</b> <i>"The audit update report by the General Manager is received."</i> Moved Mr P Holden / Seconded Mrs C Rossiter-Stead <span style="float: right;"><u>Carried unanimously</u></span>
	<b>Resolution:</b> <i>"The Board retrospectively authorises the signing of the 31 March 2020 Performance Report by the Chairman and Deputy Chairman of the Board of Trustees, and the signing of the Audit Engagement Letter and</i>



	<p><i>Management Letter of Representation by the Chairman and another member of the Trust's Audit &amp; Risk Committee."</i></p> <p>Moved Mr M Bell / Seconded Mr S Kempton <span style="float: right;"><u>Carried unanimously</u></span></p>
6.	<b>Next Meetings</b>
6.1	<p><b>Resolution:</b> <i>"It is confirmed the next meetings will be the Trust's Annual General Meeting to be held in the WBS Room, Town Hall at 7.00pm on 15 September 2020 and an ordinary meeting of the Board to be held in the Boardroom at 5.30pm on Thursday 17<sup>th</sup> September 2020."</i></p> <p>Moved Mr S Kempton / Seconded Mr M Bell <span style="float: right;"><u>Carried unanimously</u></span></p>
	<p>Into public excluded session (6.01pm)</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 and take the opportunity under 9.4 to discuss other items of public excluded general business raised by Trustees."</i></p> <p>Moved Mr D Wilson / Seconded Mrs C Rossiter-Stead <span style="float: right;"><u>Carried unanimously</u></span></p>
7.	<b>Property (PE)</b>
7.1	<p><b>Tenancy management &amp; maintenance update</b></p> <p><i>This item will be taken in public excluded session on the grounds under Paragraph 7(h) and (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 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</b></p> <p>None</p>
8.	<b>Documents for Approval under Trust Seal (PE)</b>
8.1	<p><i>This item will be taken in public excluded session on the grounds under Paragraph 7(h) and (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 activities;</i></p> <p><i>Enables the Trust to carry on, without prejudice or disadvantage, commercial negotiations.</i></p>
9.	<b>General Business</b>
9.1	<p><b>Legal opinion re. ownership and status of Greytown Rugby Club land</b></p> <p><i>This item will be taken in public excluded session on the grounds under Paragraph 7.2(g), (h) and (i) of the Local Government Official Information and Meetings Act 1987 that withholding the information, where applicable:</i></p> <p><i>Maintains legal professional privilege on behalf of the Trust;</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>
9.2	<p><b>Request for further rent relief from Cobblestones Museum Trust</b></p> <p><i>This item will be taken in public excluded session on the grounds under Paragraph 7.2(h) and (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 activities;</i></p> <p><i>Enables the Trust to carry on, without prejudice or disadvantage, commercial negotiations.</i></p>
9.3	<p><b>COVID 19 rent relief</b></p> <p><i>This item will be taken in public excluded session on the grounds under Paragraph 7.2(h) and (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 activities;</i></p> <p><i>Enables the Trust to carry on, without prejudice or disadvantage, commercial negotiations.</i></p>
9.4	<p><b>Opportunity for matters of interest to be raised by Trustees</b></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>
	<p>Into public session (8.12pm)</p> <p><b>Resolution:</b> <i>"The Board agrees to move back into public session to close the meeting."</i></p> <p>Moved Mr S Kempton / Seconded Mr W Regnault <span style="float: right;"><u>Carried unanimously</u></span></p>

Meeting closed at 8.12pm.

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

Confirmed at a meeting on the .....<sup>17<sup>th</sup></sup>.....of.....<sup>September</sup>.....2020

..... Chairman