

MINUTES – Expanded Version



SUBJECT Trustee Board Meeting
VENUE Trust Boardroom, 124 Main Street, Greytown
DATE Thursday 15th October 2020
TIME 5.30pm

**GREYTOWN
TRUST LANDS**
Growing the Community since 1871

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

Meeting opened at 5.38pm by Mr P Holden, in the Chair.

1.	Conduct of Business
1.1	Apologies – none
1.2	Conflict of interest declared – none
2.	Confirm Minutes
2.1	Resolution: <i>“The public and public excluded minutes of the Board meeting of 17 September 2020 are taken as read and confirmed to be a true and correct record.”</i> Moved Mrs C Rossiter-Stead / Seconded Mr D Wilson <u>Carried unanimously</u>
	Into public excluded session (5.39pm) Resolution: <i>“The Board agrees to move into public excluded session to consider items 3.1, 3.2, 3.3 and 4.1 and take the opportunity under 3.4 to discuss other items of public excluded general business raised by Trustees.”</i> Moved Mr P Holden / Seconded Mr W Regnault <u>Carried unanimously</u>
3.	General Business (PE)
3.1	Discussion of update provided to Trustees by the Chairman (PE) <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: 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; Enables the Trust to carry on, without prejudice or disadvantage, commercial negotiations.</i>
3.2	Greytown Sports & Leisure Society quarterly report (PE) <i>This item will be taken in public excluded session on the grounds under Paragraph 7.2 (c)(i) and (f)(i) of the Local Government Official Information and Meetings Act 1987 that withholding the information, where applicable: Protects information which is subject to an obligation of confidence, where making the information available would likely to be prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; 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>
3.3	Cobblestones Museum Trust six monthly report (PE) <i>This item will be taken in public excluded session on the grounds under Paragraph 7.2 (c)(i) and (f)(i) of the Local Government Official Information and Meetings Act 1987 that withholding the information, where applicable: Protects information which is subject to an obligation of confidence, where making the information available would likely to be prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; 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>
3.4	Opportunity for other matters of interest to be raised and discussed by Trustees (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>
4.	Property (PE)
4.1	Tenancy management & maintenance update (verbal report) <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: Enables the Trust to carry on, without prejudice or disadvantage, commercial activities;</i>

4.2	<i>Enables the Trust to carry on, without prejudice or disadvantage, commercial negotiations.</i> Sales, acquisitions & new developments update None
5.	Documents for Approval under Trust Seal (PE)
5.1	None
	Into public session (7.34pm) Resolution: "The Board agrees to move back into public session." Moved Mr P Holden / Seconded Mr S Kempton <u>Carried unanimously</u>
6.	Grants
6.1	None
7.	Financial, Performance and Risk
7.1	Financial
7.1.1	Resolution: "The year to date financial spotlight report submitted by Rightway is received." Moved Mr W Regnault / Seconded Mr S Kempton <u>Carried unanimously</u>
7.1.2	Mr D Wilson queried whether there would be more plumbing costs for the boiler units at 34 Bedford Avenue (Downer)? Mr K Murphy confirmed a water softener was currently being installed at some expense which would stop the lime build up causing recurring issues with the various boiler units. Resolution: "The schedule of payments to be made for the month of October is approved having been found acceptable on review and after being authorised by the Chair." Note: Copy of Payment Schedules attached to signed off minutes on file. Moved Mr S Kempton / Seconded Mr P Holden <u>Carried unanimously</u>
7.2	Operating Performance
7.2.1	Mr W Regnault commented on the amount of red (sad faces) on the report. Mr K Murphy confirmed the financials related items were generally timing related. Resolution: "The operating performance monitoring report for September submitted by General Manager is received." Moved Mrs C Rossiter-Stead / Seconded Mr M Bell <u>Carried unanimously</u>
7.2.2	Engagement of QS – still a priority to have this done so Trustees can be fully informed of what cost is to replace Trust buildings. Agreed Mr K Murphy to engage QS, potentially RLB, to undertake indepth insurance valuations on The Olive Press, Bodyworks and 124 Main Street. Resolution: "The action point and work programme updates submitted by the General Manager are received." Moved Mr S Kempton / Seconded Mr P Holden <u>Carried unanimously</u>
7.3	Audit and Risk
7.3.1	Health and Safety update (None)
7.3.2	Resolution: "The audit update submitted by the General Manager is received." Moved Mrs C Rossiter-Stead / Seconded Mr M Bell <u>Carried unanimously</u> Resolution: "The Board retrospectively approves the written response signed by the Chair of the Audit & Risk Committee and provided for inclusion in the 2019/20 final audit report to the Board." Moved Mr P Holden / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u>
8.	Correspondence
8.1	Resolution: "The request for information by the Office of the Attorney-General in relation to its investigation into the affairs of the Arbor House Trust is received." Moved Mr P Holden / Seconded Mr D Wilson <u>Carried unanimously</u> Resolution: "The Board authorises the General Manager to release all information requested by the Office of the Auditor-General without needing the Board's prior approval." Moved Mr P Holden / Seconded Mr W Regnault <u>Carried unanimously</u>
9.	Next Meetings
9.1	Trustees agreed to change the start of the monthly Board meetings to later in the evening commencing at 7pm to accommodate all attendees. Resolution: "It is confirmed the next ordinary Board meeting will be held in the Boardroom at 7pm on Thursday"

19th November 2020.”

Moved Mr P Holden / Seconded Mr S Kempton

Carried unanimously

Meeting closed at 8pm.

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

Confirmed at a meeting on theof.....2020

..... Trust Chair