

# MINUTES

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



**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.	<b>Conduct of Business</b>
1.1	Apologies – none
1.2	Conflict of interest declared – none
2.	<b>Confirm Minutes</b>
2.1	<b>Resolution:</b> “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.” Moved Mrs C Rossiter-Stead / Seconded Mr D Wilson <span style="float: right;"><u>Carried unanimously</u></span>
	Into public excluded session (5.39pm) <b>Resolution:</b> “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.” Moved Mr P Holden / Seconded Mr W Regnault <span style="float: right;"><u>Carried unanimously</u></span>
3.	<b>General Business (PE)</b>
3.1	<b>Discussion of update provided to Trustees by the Chairman (PE)</b> <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	<b>Greytown Sports &amp; Leisure Society quarterly report (PE)</b> <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	<b>Cobblestones Museum Trust six monthly report (PE)</b> <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	<b>Opportunity for other matters of interest to be raised and discussed by Trustees (PE)</b> <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.	<b>Property (PE)</b>
4.1	<b>Tenancy management &amp; maintenance update (verbal report)</b> <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>
	<b>Sales, acquisitions &amp; new developments update</b>
	None
5.	<b>Documents for Approval under Trust Seal (PE)</b>
5.1	None
	<b>Into public session (7.34pm)</b> <b>Resolution: "The Board agrees to move back into public session."</b> <b>Moved Mr P Holden / Seconded Mr S Kempton</b> <span style="float: right;"><u>Carried unanimously</u></span>
6.	<b>Grants</b>
6.1	None
7.	<b>Financial, Performance and Risk</b>
7.1	<b>Financial</b>
7.1.1	<b>Resolution: "The year to date financial spotlight report submitted by Rightway is received."</b> Moved Mr W Regnault / Seconded Mr S Kempton <span style="float: right;"><u>Carried unanimously</u></span>
7.1.2	<b>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."</b> <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>
7.2	<b>Operating Performance</b>
7.2.1	<b>Resolution: "The operating performance monitoring report for September submitted by General Manager is received."</b> Moved Mrs C Rossiter-Stead / Seconded Mr M Bell <span style="float: right;"><u>Carried unanimously</u></span>
7.2.2	<b>Resolution: "The action point and work programme updates submitted by the General Manager are received."</b> Moved Mr S Kempton / Seconded Mr P Holden <span style="float: right;"><u>Carried unanimously</u></span>
7.3	<b>Audit and Risk</b>
7.3.1	Health and Safety update (None)
7.3.2	<b>Resolution: "The audit update submitted by the General Manager is received."</b> Moved Mrs C Rossiter-Stead / Seconded Mr M Bell <span style="float: right;"><u>Carried unanimously</u></span>
	<b>Resolution: "The Board retrospectively approves the written response signed by the Chair of the Audit &amp; Risk Committee and provided for inclusion in the 2019/20 final audit report to the Board."</b> Moved Mr P Holden / Seconded Mrs C Rossiter-Stead <span style="float: right;"><u>Carried unanimously</u></span>
8.	<b>Correspondence</b>
8.1	<b>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."</b> Moved Mr P Holden / Seconded Mr D Wilson <span style="float: right;"><u>Carried unanimously</u></span>
	<b>Resolution: "The Board authorises the General Manager to release all information requested by the Office of the Attorney-General without needing the Board's prior approval."</b> Moved Mr P Holden / Seconded Mr W Regnault <span style="float: right;"><u>Carried unanimously</u></span>
9.	<b>Next Meetings</b>
9.1	<b>Resolution: "It is confirmed the next ordinary Board meeting will be held in the Boardroom at 7pm on Thursday 19<sup>th</sup> November 2020."</b> Moved Mr P Holden / Seconded Mr S Kempton <span style="float: right;"><u>Carried unanimously</u></span>

Meeting closed at 8pm.

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

Confirmed at a meeting on the 19 of November 2020

..... Trust Chair