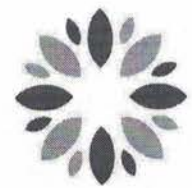


# MINUTES

**SUBJECT** Trustee Board Meeting  
**VENUE** Trust Boardroom, 124 Main Street, Greytown  
**DATE** Wednesday 17<sup>th</sup> February 2021  
**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 P Broughton (General Manager), and Mrs H Perry (Administration)

Meeting opened at 5.30pm 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> <i>“The public and public excluded minutes of the Board meeting of 17 December 2020 are taken as read and confirmed to be a true and correct record.”</i> Moved Mr D Wilson / Seconded Mr W Regnault <span style="float: right;"><u>Carried unanimously</u></span>
	Into public excluded session (5.33pm) <b>Resolution:</b> <i>“The Board agrees to move into public excluded session to consider items 3.1, 3.3, 4.1 and to take the opportunity under 3.2 to discuss other items of public excluded general business raised by Trustees.”</i> Moved Mr P Holden / Seconded Mr M Bell <span style="float: right;"><u>Carried unanimously</u></span>
3.	<b>General Business (PE)</b>
3.1	<b>Update from General Manager on key issues and meetings held (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>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>
3.3	<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>
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;  Enables the Trust to carry on, without prejudice or disadvantage, commercial negotiations.</i>
5.	<b>Documents for Approval under Trust Seal (PE)</b>
5.1	None
	Into public session (6.13pm) <b>Resolution:</b> <i>“The Board agrees to move back into public session.”</i> Moved Mr P Holden / Seconded Mr M Bell <span style="float: right;"><u>Carried unanimously</u></span>

6.

## Grants

6.1

### **Greytown Sport & Leisure Society, Executive Officer salary funding extension**

Mr Holden asked for comments. Mr Wilson asked why we are still querying supporting sports and leisure which is such a valuable asset to the community and town – South Wairarapa. Mr Wilson supports that they have been asked to look to other areas for funding rather than just the Trust but believes it is one of the biggest things we should be looking at and the bulk of the money should come from the Trust.

Mrs Rossiter-Stead replied with what if there was an arts society or non sporting organisation here in Greytown who could equally say why won't you fund us? Mr Wilson said we used to fund arts and music. Mrs Rossiter-Stead went on to say why as an organisation are we funding this salary. A question someone looking from the outside of the community could ask - why are they doing that, that is a bit odd. Mr Wilson said he could understand what Mrs Rossiter-Stead was saying but looking at where the Trust had been putting money, still doesn't think the Trust should be putting as much money into the pots, and would like there to be money available for the likes of someone looking for support with arts like it was always done. That we supported things that were going on in town.

Mr Broughton asked whether the Trust ever had percentages allocated for sports, education etc and whether it ever worked that way? Mr Kempton replied no but it has always been very skewed – some logic would suggest we have three buckets - a third a third a third - but it is nowhere near that. Feedback has been in the past why is it not equal. Mr Holden confirmed that it was a timing issue (EO funding) and that budget discussions were still to be held before committing. GSLS are clearly looking for a bit more security.

Mr Kempton said he recalled funding was agreed up to 31<sup>st</sup> December 2020 and GSLS came back and asked for an extension up to 31<sup>st</sup> March 2021 which was granted. Without looking at first draft of budget Mr Kempton did not feel comfortable supporting this application. He went on to say that he totally supports GSLS and wished to make that very clear – however not knowing what the budget looks like for next year, and the Trust has already given away \$8,000 additional cash by doing 100% subsidy for the four clubs, and is \$151,000 short of our three buckets this financial year with two months to go. Mr Kempton would be very reluctant as a Trustee to commit to something in the future not knowing how the budget is going to look in one month or two months time. Mrs Rossiter-Stead commented isn't this money that we have that we could potentially carry forward. Would it cause any issues if we do that? Mr Holden confirmed there is grant money that hasn't been allocated. Mrs Perry confirmed there is sports grant funding that is committed but hasn't been spent. Mr Bell said that GSLS concerns at their situation could look to push them harder to look at other options and then talking to Council it may give them a bit of a hurry up to look at those options.

Mr Holden confirmed that Mrs Gray has been having conversations with SWDC and from email trail seen – the Mayor has been directing GSLS to seek funding from Sports Wellington. Mrs Gray has already approached other charitable societies/funders. Mr Holden accepts what Mr Kempton is saying however sees it as a moral issue – person here whose salary, role and position depends at this point in time on the Trust. Think that for the sake of a quarter investment to buy them peace of mind and peace of security, to allow us to develop our budget which might surprise us in terms of how we tackle that and what we can deliver I would be advocating that there is a moral obligation on behalf of us to support the role and that we need to as a priority find the resources to continue that. Yes, it is heavily in the sport area but I see that the role delivers for the broader community in terms of volunteer time, keeping all those entities ticking along and if we did nothing else it would be the one thing for me that ticks all the boxes in terms of its impact as its measurable. Mr Broughton also confirmed the information the EO gathers is very helpful for our argument with SWDC.

Mrs Rossiter-Stead went on to add that to be quite honest the person in the EO role has been exceptional. Mrs Gray has done a really good job.

Mr Regnault commented that Sport Wellington made it very clear in the beginning at the creation of GSLS that they would never look at the funding side of the model. They helped put it together but clear they couldn't look at funding. Mr Regnault confirmed he would support a quarter (salary) to get Trustees through budget discussions. Mr Bell confirmed he is happy.

**Resolution:** *"The Board approves the request from GSLSL Board to fund a further 3-month salary (\$11,250) covering 1 April to 31 June 2021 for the EO position. This will provide an opportunity for the Trust to finalise its operating budget for the year 2021/22."*

Moved Mr P Holden / Seconded Mr D Wilson

Carried by majority

Mr S Kempton voted against and wished it to be recorded.

7.	<b>Financial, Performance and Risk</b>
7.1	<b>Financial</b>
7.1.1	<p><b>Sportlight Report</b></p> <p>Mr Regnault queried what our ability is to fill the shortfall of funds required for the renewal and investment buckets. Mrs Perry confirmed that Mr Murphy had commented it was unrealistic that we could meet target considering Covid and 68 Niven Street rental arrears. Mrs Perry will calculate what can move across at end of February once payments made and outgoings and arrears received from tenants. In order to catch up the amount required to be paid end February would be \$72,000. Mrs Perry confirmed there would not be enough available funds to meet this.</p> <p>Mr Regnault queried the projected borrowing cap of 30% and stated that this would include our recreational properties. Mr Broughton said no it is based on commercial properties only. Mr Regnault commented if that was the case then the numbers in the Spotlight Report don't work. Mr Broughton said Mr Murphy has it based on Garry's valuations – current lease arrangements. Mr Regnault said that the bank wouldn't lend on that and it should be 30% of commercial portfolio. <b>Action:</b> Mr Broughton to follow up with Mr Murphy to gain an understanding of how the percentage is calculated and whether it is correct. The reported amount is showing as \$4.7 million ability to borrow. Mr Kempton said the Act doesn't differentiate between any kind of property – it just says equity. Mr Regnault replied that previously BNZ would not let the Trust borrow on bare / community land.</p> <p><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></p>
7.1.2	<p><b>Resolution:</b> "The schedule of payments to be made for the month of December having been paid after approval received by all Trustees via email correspondence are approved in retrospect."  <b>Note:</b> Copy of Payment Schedules attached to signed off minutes on file.  Moved Mr P Holden / Seconded Mrs C Rossiter-Stead <span style="float: right;"><u>Carried unanimously</u></span></p> <p><b>Resolution:</b> "The schedule of payments to be made for the month of January 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 P Holden / Seconded Mrs C Rossiter-Stead <span style="float: right;"><u>Carried unanimously</u></span></p>
7.2	<b>Operating Performance</b>
7.2.1	<p>For future reports Mrs Perry to include comments for Trustees where required.</p> <p><b>Resolution:</b> "The operating performance monitoring report covering December and January submitted by the General Manager is received."  Moved Mr P Holden / Seconded Mr M Bell <span style="float: right;"><u>Carried unanimously</u></span></p>
7.2.2	<p><b>Resolution:</b> "The action point update submitted by the General Manager are received."  Moved Mr D Wilson / Seconded Mr W Regnault <span style="float: right;"><u>Carried unanimously</u></span></p>
7.3	<b>Audit &amp; Risk</b>
7.3.1	<p><b>Health &amp; Safety</b></p> <p>No health and safety issues to report on this month. Further work required around obtaining health and safety policies from all Trust tenants and contractors used by the Trust. A comprehensive update to be provided at next board meeting.</p> <p>Procedures need to be tightened up around ensuring health and safety policies and job safety assessment sheets are obtained from contractors undertaking work for the Trust.</p>
7.3.2	Meeting with the auditors scheduled for Friday 26 March.
8.	<b>Correspondence</b>
8.1	None
9.	<b>Next Meetings</b>
9.1	<p><b>Resolution:</b> "The schedule of Board Meeting dates for 2021 commencing at 5.30pm are confirmed below:  Wed 17 Feb  Wed 17 March – general meeting for budget discussions (public excluded)  Wed 31 March – budget sign off meeting (public excluded)  Wed 14 April  Wed 9 June</p>

Wed 4 August  
Wed 29 September  
Wed 24 November  
Wed 15 December – end of year meeting.”  
Moved Mr P Holden/ Seconded Mr W Regnault

Carried unanimously

Meeting closed at 6.52pm.

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

Confirmed at a meeting on the .....14.....of.....APRIL.....2021

 Trust Chair