

**MINUTES OF THE MEETING OF THE GREYTOWN DISTRICT TRUST LANDS TRUSTEES AUDIT & RISK COMMITTEE HELD THURSDAY 3 AUGUST 2020 IN THE GENERAL MANAGER'S OFFICE AT 124 ON MAIN, GREYTOWN.**

The meeting opened at 5.00pm.

**PRESENT:**

Trustees - Wayne Regnault, Chairman, and Matt Bell.

Officers - Kevin Murphy, General Manager.

(A quorum requires a minimum of two Trustees).

**1. APOLOGIES AND CONFLICTS OF INTEREST:**

1.1 Apologies for non-attendance were received from Sid Kempton, Board Chairman, Phil Holden and Catherine Rossiter-Stead, Trustees and Committee Members.

1.2 No conflicts were declared.

**2. MINUTES:**

**Resolution:** *"The minutes of the Audit & Risk Committee meeting of 21 May 2020 are taken as read and confirmed to be a true and correct record."*

**Moved Wayne Regnault/ Seconded Matt Bell**

**Carried unanimously**

**3. BUSINESS:**

3.1 Audit Engagement Letter

The General Manager explained this letter should have been presented to the Trust for signature prior to commencement of the audit but had been overlooked by Moore Markham Wairarapa Audit. They were now requesting retrospective agreement to the engagement terms, which were standard in nature and as per previous years.

**Resolution:** *"The Audit Engagement Letter is received and approved for signature by two Trustees."*

**Moved Matt Bell / Seconded Wayne Regnault**

**Carried unanimously**

(The document was signed by Matt Bell and Wayne Regnault on behalf of the Board)

3.2 31 March 2020 Performance Report

The General Manager explained the audit has been completed and all changes agreed with the auditors have been incorporated into a final version of the 31 March 2020 Performance Report, which now requires signature by the Board Chairman and Deputy Board Chairman prior to being forwarded to the auditors in order for them to issue their audit opinion. The purpose of the agenda item is to provide an opportunity for the Committee to review the

Performance Report and seek clarification of any matters arising before approving the document for signing by the Board Chairman and Deputy Board Chairman.

Clarifications were sought in relation to:

- a) The reduction in commercial building rents over the previous year – The General Manager explained this was principally due to the loss of rent revenue resulting from the disposal of 11 Cole Street in Masterton.
- b) The significant increase in legal expenses over the previous year – the General Manager explained this was the product of seeking two legal opinions relating to conflicts of interest and investment of funds.
- c) The significantly increased balance of cash in hand compared to the previous year – the General Manager explained this reflected a timing issue arising from a day's delay between closing the Trust's investment account with Wairarapa Building Society on 30 March and transferring the funds to a new BNZ investment account on 1 April.
- d) The surrender of security over a number of Trust properties by the Wairarapa Building Society – following the decision made during the year that any future borrowing would be arranged via a clearing bank, the General Manager explained there was no longer a need to hold open the drawdown facility with the Wairarapa Building Society to which the security related.

**Resolution:** *"The audited 31 March 2020 Performance Report is received and approved for signature by the Board Chairman and Board Deputy Chairman."*

**Moved Matt Bell/ Seconded Wayne Regnault**

**Carried unanimously**

(The document was signed by Wayne Regnault as Board Deputy Chairman)

### 3.3 Management Letter of Representation

The General Manager explained the purpose of the representations required of the Board by the auditors and confirmed the Letter's content follows a standard format.

**Resolution:** *"The Management Letter of Representation is received and approved for signing by two Trustees."*

**Moved Wayne Regnault/ Seconded Matt Bell**

**Carried unanimously**

(The document was signed on behalf of the Board by Wayne Regnault and Matt Bell)

There being no further business the meeting closed at 5.45pm.

These minutes are confirmed as a true and correct record of proceedings:

.....  
Chairperson

.....  
Date