



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

MINUTES

SUBJECT Trustee Board Meeting
VENUE Trust Boardroom, 124 Main Street, Greytown
DATE Wednesday 14th April 2021
TIME 5.00pm

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)

GUEST: Mr Joseph Gillard, Cobblestones Museum Trust (left at 5.14pm)

Meeting opened at 5.00pm by Mr P Holden, in the Chair.

1.	Conduct of Business
1.1	Apologies – none
1.2	Conflict of interest declared – none.
1.3	Deputation by Mr Joseph Gillard, Cobblestones Museum Trust. Waiving of standing order 14.1 Resolution: “The Board agrees to set aside standing order 14.1 to allow extended time for Joseph Gillard to present the Cobblestones Museum Trust six monthly report.” Moved Mr S Kempton / Seconded Mr W Regnault <u>Carried unanimously</u>
2.	Confirm Minutes
2.1	Resolution: “The public and public excluded minutes of the Board meeting of 17 February 2021 are taken as read and confirmed to be a true and correct record.” Moved Mr P Holden / Seconded Mr S Kempton <u>Carried unanimously</u>
	into public excluded session (5.15pm) Resolution: “The Board agrees to move into public excluded session to consider items 3.1, 3.2, 3.3, 4.1 and 5.1.” Moved Mr P Holden / Seconded Mr S Kempton <u>Carried unanimously</u>
3.	General Business (PE)
3.1	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>
3.2	2021/22 updated budget for discussion / approval (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>
3.3	Update from General Manager on key issues and meetings held (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>
4.	Property (PE)
4.1	Tenancy management & maintenance update (PE) <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.	Documents for Approval under Trust Seal (PE)
5.1	Deed of Renewal of Lease and Variation to the Lease – Sheep Plan for Office 6, 124 Main Street.
	Into public session (6.12pm) Resolution: “The Board agrees to move back into public session.” Moved Mr S Kempton / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u>
6.	Grants
6.1	Resolution: “The Board approves in retrospect the tertiary grants of \$500 each awarded to four applicants.” Moved Mr S Kempton / Seconded Mr M Bell <u>Carried unanimously</u>
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 Mrs C Rossiter-Stead / Seconded Mr W Regnault <u>Carried unanimously</u>
7.1.2	Resolution: “The schedule of payments for the month of March having been paid after approval received by all Trustees via email correspondence are approved in retrospect.” Note: Copy of Payment Schedules attached to signed off minutes on file. Moved Mr S Kempton / Seconded Mr P Holden <u>Carried unanimously</u>
	Resolution: “The schedule of payments to be made for the month of April is approved having been found acceptable on review and after being authorised by the Chairman.” Note: Copy of Payment Schedules attached to signed off minutes on file. Moved Mr P Holden / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u>
7.2	Operating Performance
7.2.1	Resolution: “The operating performance monitoring report covering February and March submitted by the Trust Administrator is received.” Moved Mr P Holden / Seconded Mr M Bell <u>Carried unanimously</u> Action: Management to update reporting criteria for 1 April 2021 year.
7.2.2	Resolution: “The action point update submitted by the Trust Administrator are received.” Moved Mr P Holden / Seconded Mr W Regnault <u>Carried unanimously</u> Action: New work programme to be finalised.
7.3	Audit & Risk
7.3.1	Resolution: “The health and safety update submitted by the Trust Administrator is received.” Moved Mr S Kempton / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u>
7.3.2	Resolution: “The audit update submitted by the Trust Administrator is received.” Moved Mr M Bell / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u>
8.	Correspondence
8.1	Resolution: “The Board acknowledges receipt of the correspondence from Donald Wong (Wairarapa Fern and Thistle Pipe Band) and agrees with the proposal for the Trust to hold the interest received annually from the Pipe Band term investment until such time as another South Wairarapa Pipe Band is up and running and requests funds.” Moved Mr P Holden / Seconded Mr D Wilson <u>Carried unanimously</u>
9.	Next Meetings
9.1	Resolution: “The next ordinary Board Meeting is scheduled for Wednesday 9 June, 5.30pm in the Trust’s Boardroom.” Moved Mr P Holden / Seconded Mr S Kempton <u>Carried unanimously</u> Action: Audit and Risk meeting to be confirmed for some time in May.

Meeting closed at 6.20pm.

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

Confirmed at a meeting on the 9 of JUNE 2021

..... Trust Chair