

# AGENDA

**SUBJECT** Trustee Board Meeting  
**VENUE** Boardroom, 124 Main Street, Greytown  
**DATE** Wednesday 4 August 2021  
**TIME** 5.30pm



	<b>Board Only Time</b> ( <i>Management and Public Excluded</i> )
	<b>PUBLIC</b>
<b>1.</b>	<b>Conduct of Business</b>
1.1	Apologies for absence / lateness
1.2	Conflict of interest declarations in relation to items for discussion on the agenda
<b>2.</b>	<b>Minutes:</b>
2.1	Confirmation of the minutes of the Board Meeting held on 9 June 2021
	<b>PUBLIC EXCLUDED</b>
<b>3.</b>	<b>Key Discussion Items:</b>
3.1	Greytown Sport & Leisure Society EO funding update
3.2	Investment Committee finalised Terms of Reference and confirmation of Committee Chair
3.3	Property Advisor update (verbal) on potential for portfolio divestment.
3.4	Property Advisor update on MOU process.
<b>4.</b>	<b>Property:</b>
4.1	Tenancy management & maintenance update
4.2	Property sales update (verbal)
<b>5.</b>	<b>Legal Documents for signature:</b>
5.1	Sublease for 124 Main St, Suite 1A
5.2	Deed of extension of lease for 6 Arbor Place (if back in time from tenant)
5.3	Employment Agreement between GDTLT and Helga Perry for the position of Trust Manager
5.4	Agreement with an Independent Contractor between GDTLT and Paul Broughton for Property Advisor services
<b>6.</b>	<b>Grants: N/A</b>
	<b>PUBLIC</b>
<b>7.</b>	<b>Financial</b>
7.1	Financial Spotlight Report as at 30 June 2021 (already received)
7.2	Retrospective approval for payments made 20 July
7.3	Audit update
<b>8.</b>	<b>Health &amp; Safety</b>
8.1	Health & safety update
<b>9.</b>	<b>Correspondence requiring review and response: N/A</b>
<b>10.</b>	<b>Action Points</b>
10.1	Update on outstanding actions and progress on work plan

<b>11.</b>	<b>Other</b>
11.1	BoardPro software package – recommendation paper presented by Trust Manager
<b>12.</b>	<b>Confirmation of Next Meetings:</b>
12.1	Tuesday 28 September, 7pm – Annual General Meeting (proposed date and TBC)
12.2	Wednesday 29 September, 5.30 pm – Ordinary Board Meeting, 124 Main St Boardroom

**Public Excluded Notes:**

**3.1, 3.2, 3.3 & 3.4.** *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.*

**4.1 & 4.2.** *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.*

**5.1 & 5.2.** *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.*