

MINUTES

SUBJECT Trustee Board Meeting
VENUE Trust Boardroom, 124 Main Street, Greytown
DATE Wednesday 9th June 2021
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 P Broughton (General Manager), and Mrs H Perry (Administration)

Meeting opened at 5.59pm by Mr P Holden, in the Chair.
 Board Only Time session was held from 5.30pm until opening of meeting.

1.	Conduct of Business
1.1	Apologies – none
1.2	Conflict of interest declared – none.
2.	Confirm Minutes
2.1	Resolution: “The public and public excluded minutes of the Board meeting of 14 April 2021 are taken as read and confirmed to be a true and correct record.” Moved Mr D Wilson / Seconded Mr M Bell <u>Carried unanimously</u>
	Into public excluded session (6pm) Resolution: “The Board agrees to move into public excluded session to consider items 3.1, 3.2, 3.3, 4.1 and 4.2.” Moved Mr P Holden / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u>
3.	General Business (PE)
3.1	Greytown Sport & Leisure Society: Quarterly Report & Team Greytown Business Plan (for information) (PE) 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.
3.2	Investment Committee – discussion paper (PE) 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.
3.3	General Manager report / update (PE) 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.	Property (PE)
4.1	Tenancy management & maintenance update (PE) 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.
4.2	Property sales update – verbal (PE) 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.	Documents for Approval under Trust Seal (PE)

5.1	None
	<p>Into public session (7.21pm)</p> <p>Resolution: <i>"The Board agrees to move back into public session."</i></p> <p>Moved Mr P Holden / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u></p>
6.	Grants
6.1	None
7.	Financial
7.1	The Financial Spotlight Report as at 31 May 2021 was not available for the meeting. The report will be sent out week commencing 14 th June.
7.2	<p>Resolution: <i>"The schedule of payments for the month of May having been paid after approval received by all Trustees via email correspondence are approved in retrospect."</i></p> <p>Note: Copy of Payment Schedules attached to signed off minutes on file.</p> <p>Moved Mr P Holden / Seconded Mr W Regnault <u>Carried unanimously</u></p> <p>Resolution: <i>"The schedule of payments to be made for the month of June is approved having been found acceptable on review and after being authorised by the Chair."</i></p> <p>Note: Copy of Payment Schedules attached to signed off minutes on file.</p> <p>Moved Mr P Holden / Seconded Mr W Regnault <u>Carried unanimously</u></p>
7.3	<p>Resolution: <i>"The audit update submitted by the Trust Administrator is received."</i></p> <p>Moved Mrs C Rossiter-Stead / Seconded Mr D Wilson <u>Carried unanimously</u></p> <p>Resolution: <i>"The Board accepts the recommendations from the Audit and Risk Committee be adopted.</i></p> <p style="padding-left: 20px;"><i>(i) That the Audit & Risk Committee Terms of Reference be tied in with the Trust's recently finalised Statement of Investment Policies and Objectives (SIPO) document, both of which are to be reviewed annually. It is recommended that the Trust Chairperson be involved in this review process.</i></p> <p style="padding-left: 20px;"><i>(ii) The Committee recommends to the Board that the delegated authority be reviewed next year as a matter of good practice."</i></p> <p>Moved Mr P Holden / Seconded Mr M Bell <u>Carried unanimously</u></p>
8.	Health & Safety
8.1	<p>H Perry to continue obtaining relevant paperwork from tenants and contractors / suppliers.</p> <p>Resolution: <i>"The health and safety update submitted by the Trust Administrator is received."</i></p> <p>Moved Mrs C Rossiter-Stead / Seconded Mr P Holden <u>Carried unanimously</u></p>
9.	Correspondence
	None
10.	Action Points
	The action point update submitted by the Trust Administrator is noted.
11.	Next Meetings
11.1	<p>Resolution: <i>"The next ordinary Board Meeting is scheduled for Wednesday 4 August, 5.30pm in the Trust's Boardroom. An audit and Risk Committee meeting will be held on the same day commencing at 4.45pm."</i></p> <p>Moved Mr P Holden / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u></p>

Meeting closed at 7.35pm.

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

Confirmed at a meeting on theof.....2021

..... Trust Chair