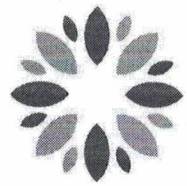


MINUTES

SUBJECT Trustee Board Meeting
VENUE Trust Boardroom, 124 Main Street, Greytown
DATE Wednesday 4th August 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, Mrs H Perry (Trust Manager) and Mr P Broughton (Property Advisor),

Meeting opened at 5.53pm 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 – Mr Kempton left the meeting at 5.53pm to present at a Greytown Community Board meeting and returned at approx. 6.18pm
1.2	Conflict of interest declared – none.
2.	Confirm Minutes
2.1	Resolution: <i>“The public and public excluded minutes of the Board meeting of 9 June 2021 are taken as read and confirmed to be a true and correct record.”</i> Moved Mr P Holden / Seconded Mr M Bell <u>Carried unanimously</u>
	Into public excluded session (5.56pm) Resolution: <i>“The Board agrees to move into public excluded session to consider items 3, 4 and 5.”</i> Moved Mr P Holden / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u>
3.	General Business (PE)
	<i>These items 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)
	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)
	<i>These items 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>
	Into public session (6.41pm) Resolution: <i>“The Board agrees to move back into public session.”</i> Moved Mr P Holden / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u>
6.	Grants
6.1	None
7.	Financial
7.1	Resolution: <i>“The year to date Financial Spotlight Report (June 2021) submitted by Rightway is received.”</i> Moved Mr P Holden / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u>

7.2	<p>Resolution: "The schedule of payments for the month of July having been paid after approval received from the majority of Trustees via email correspondence are approved in retrospect."</p> <p>Moved Mrs C Rossiter-Stead / Seconded Mr D Wilson <u>Carried by Majority</u></p> <p>Mr S Kempton voted against due to the Chair not disclosing the correct amount to Trustees (during Board only time at 9 June 2021 Board meeting) when they (Trustees) agreed the contract buy out fee for Mr Broughton</p> <p>Note: Copy of Payment Schedules attached to signed off minutes on file.</p>
7.3	<p>Resolution: "The audit update submitted by the Trust Manager is received."</p> <p>Moved Mr P Holden / Seconded Mr M Bell <u>Carried unanimously</u></p> <p>Resolution: "The Board accepts the Audit and Risk Committee's recommendation to authorise the signing of the 31 March 2021 Performance Report by the Chair and Deputy Chair of the Board of Trustees, and the signing of the Management Letter of Representation by the Chair and Deputy Chair."</p> <p>Moved Mr P Holden / Seconded Mr M Bell <u>Carried unanimously</u></p> <p>Resolution: "The Board accepts the Audit and Risk Committee's recommendation that future performance reviews with the Trust Manager are undertaken by the Committee."</p> <p>Moved Mr P Holden / Seconded Mr M Bell <u>Carried unanimously</u></p>
8.	Health & Safety
8.1	<p>Resolution: "The health and safety update submitted (at the meeting) by the Trust Manager is received."</p> <p>Moved Mr W Regnault / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u></p>
9.	Correspondence
	None
10.	Action Points
	<p>Resolution: "The update on actions register and workplan submitted by the Trust Manager is received."</p> <p>Moved Mr P Holden / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u></p>
11.	Other
11.1	<p>BoardPro Software</p> <p>Resolution: "The Board accepts the recommendation from the Trust Manager to purchase BoardPro Premium software at a cost of \$1,500 plus GST per annum."</p> <p>Moved Mr S Kempton / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u></p> <p>On the recommendation of Mrs C Rossiter-Stead, Mrs Perry to contact Jen Butler from Absolute Gems to request a proposal for her minute taking services for future board meetings.</p>
12.	Next Meetings
12.1	<p>Resolution: "The proposed date and time of Tuesday 28 September, 7pm for the Trust's Annual General Meeting is confirmed and will be held in the WBS Room of the Greytown Town Centre."</p> <p>Moved Mr P Holden / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u></p>
12.2	<p>Resolution: "The next ordinary Board Meeting is scheduled for Wednesday 29 September, 5.30pm in the Trust's Boardroom."</p> <p>Moved Mr P Holden / Seconded Mrs C Rossiter-Stead <u>Carried unanimously</u></p>

Meeting closed at 7.05pm.

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

Confirmed at a meeting on the 29TH of SEPTEMBER, 2021

 Trust Chair