

# MINUTES (public)

## BOARD MEETING



<b>Name:</b>	Greytown Trust Lands Trust
<b>Date:</b>	Wednesday, 29 September 2021
<b>Time:</b>	5:30 pm to 7:37 pm
<b>Location:</b>	Trust Boardroom, 124 Main Street, Greytown
<b>Board Members:</b>	Phil Holden (Chair), Catherine Rossiter-Stead, Derek Wilson, Matt Bell, Sid Kempton, Wayne Regnault
<b>Attendees:</b>	Helga Perry, Jen Butler, Paul Broughton

### 1. Opening Meeting

#### 1.1 Apologies for absence / lateness

The Trust Manager opened the meeting on behalf of the Trust.

There were no apologies

#### 1.2 Conflicts of interest declarations

There was no change to the interests register.

Any conflicts of interest will be noted prior to the conflicted topic discussion.

#### 1.3 Appointments of Board Chairperson and Deputy Chairperson

The Trust Manager called for nominations for Chairperson. Catherine Rossiter-Stead nominated Phil Holden as Chair and this was supported by Derek Wilson. Phil Holden accepted the nomination.

The motion having passed the Trust Manager vacated the Chair and Phil Holden took over as Board Chairperson for the remainder of the meeting.

The Chair called for nominations for Deputy Chairperson. Derek Wilson nominated Catherine Rossiter-Stead as Deputy Chairperson and this was supported by Matt Bell. Catherine Rossiter-Stead accepted the nomination.



#### Appointment of the Chairperson

**Resolved that:** The Board confirms the appointment of Phil Holden as Board Chairperson for the 13 months commencing 29 September 2021 until the next Trustee election.

<b>Decision Date:</b>	29 Sep 2021
<b>Mover:</b>	Catherine Rossiter-Stead
<b>Seconded:</b>	Derek Wilson
<b>Outcome:</b>	Approved



### **Appointment of the Deputy Chairperson**

**Resolved that:** The Board confirms the appointment of Catherine Rossiter-Stead as Board Deputy Chairperson for the 13 months commencing 29 September 2021 (and Chairperson of the Audit and Risk Committee) until the next Trustee election.

**Decision Date:** 29 Sep 2021  
**Mover:** Derek Wilson  
**Seconder:** Matt Bell  
**Outcome:** Approved



### **Appointments of Board Chairperson and Deputy Chairperson**

**0 Supported:**

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 29 Sep 2021  
**Outcome:** Approved

## **2. Confirm Minutes**

### **2.1 Confirm Minutes**



#### **Confirmation of minutes**

**Resolved that:** The public and public excluded minutes of the Board meeting of 4 August 2021 are taken as read and confirmed to be a true and correct record of that meeting.

**Decision Date:** 29 Sep 2021  
**Mover:** Catherine Rossiter-Stead  
**Seconder:** Derek Wilson  
**Outcome:** Approved



#### **Into Public Excluded Session**

**Resolved that:** The Board agreed to move into a public excluded session to consider agenda items 3.1 - 5.3 at 5.34pm.

**Decision Date:** 29 Sep 2021  
**Mover:** Phil Holden  
**Seconder:** Catherine Rossiter-Stead  
**Outcome:** Approved



## Resume Public Session

**Resolved that:** The Board agreed to resume the public included session of the meeting at 7.08pm.

**Decision Date:** 29 Sep 2021  
**Mover:** Catherine Rossiter-Stead  
**Seconder:** Sid Kempton  
**Outcome:** Approved

## 6. Grants

### 6.1 Unallocated Grant Funding

The Board accepted that there were no conflicts of interest as this recommendation from The Trust Manager contained several education groups.



### Allocation of Grant Funding

**Resolved that:** The Board agreed to put the unallocated budget funding of \$20,750 solely into education bulk funding to be split according to the previously agreed percentages. The Board stipulated that it was made clear to all groups that this additional funding will not be reoccurring and was an isolated event.

**Decision Date:** 29 Sep 2021  
**Mover:** Matt Bell  
**Seconder:** Sid Kempton  
**Outcome:** Approved

### 6.2 Education Bulk Funding

Noted.

## 7. Financial

### 7.1 Financial Spotlight Report as at 31 August 2021

The General Manager updated the Trust regarding the timing of expenses confirming that both \$168 and \$172 are committed funds and there are no further funds available for grants. This was discussed in relation with inflation and investment.



### Financial Spotlight Report as at 31 August 2021

**Resolved that:** The year to date Financial Spotlight Report as at 31 August 2021 submitted by Rightway is received.

**Decision Date:** 29 Sep 2021  
**Mover:** Wayne Regnault  
**Seconder:** Matt Bell  
**Outcome:** Approved

## 7.2 Retrospective approval for payments made 20 August and 20 September



### Ratification of the Schedule of Payments

**Ratified that:** The schedule of payments for the month of August and September having been paid after approval received from the majority of Trustees via email correspondence are approved in retrospect.

**Decision Date:** 29 Sep 2021  
**Mover:** Sid Kempton  
**Seconder:** Derek Wilson  
**Outcome:** Approved

## 7.3 Audit update - Audit Report to the Board



### Receive the Audit update

**Resolved that:** The audit update submitted by the Trust Manager is received.

**Decision Date:** 29 Sep 2021  
**Mover:** Catherine Rossiter-Stead  
**Seconder:** Derek Wilson  
**Outcome:** Approved

## 8. Health & Safety

### 8.1 Health and Safety update

The Acting Chair invited the Trust Manager to update the Board:

- Still waiting on the Olive Press to provide their Health and Safety information - in particular hazardous substances on-site and their management plan for these.
- Kenray Roofing need to provide their Health and Safety Plan.
- Other tenants plans are in progress.



### Receive the Health and Safety update

**Resolved that:** The health and safety update submitted by the Trust Manager is received.

**Decision Date:** 29 Sep 2021  
**Mover:** Catherine Rossiter-Stead  
**Seconder:** Derek Wilson  
**Outcome:** Approved



### Health and Safety apps

Provide the Trust Manager with information on using a mobile Health and Safety site sign in app.

**Due Date:** 31 Oct 2021  
**Owner:** Jen Butler



### Health and Safety plans - tenants

Prepare a table of tenants showing who has provided their health and safety plans and who has not.

**Due Date:** 31 Oct 2021

**Owner:** Helga Perry

## 9. Action Points

### 9.1 Update on outstanding actions and progress on work plan



#### Received the outstanding actions and workplan

**Resolved that:** The update on outstanding actions and workplan submitted by the Trust Manager is received.

**Decision Date:** 29 Sep 2021  
**Mover:** Catherine Rossiter-Stead  
**Seconder:** Derek Wilson  
**Outcome:** Approved

## 10. Confirmation of Next Meetings

### 10.1 Wednesday 24 November, 5.30pm - ordinary Board meeting

Noted.

### 10.2 Wednesday 15 December, 4pm - ordinary Board meeting / Christmas function

Noted.

## 11. Close Meeting

### 11.1 Close the meeting

**Next meeting:** Board Meeting - 24 Nov 2021, 5:30 pm

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_