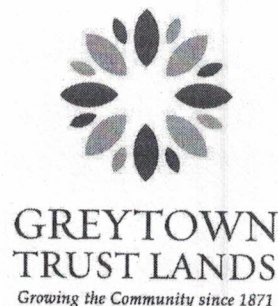


MINUTES

SUBJECT Trustee Board Meeting
VENUE Trust Boardroom, 124 Main Street, Greytown
DATE Wednesday 15th December 2021
TIME 4pm to 5.50pm



PRESENT: Phil Holden (Chair), Catherine Rossiter-Stead (Deputy Chair), Matt Bell, Sid Kempton, Wayne Regnault, Derek Wilson, and Helga Perry (Trust Manager)

APOLOGIES: Paul Broughton (Property Advisor), and Jen Butler (Board Secretary)

GUESTS: Gavin Hodder, Chair and Rosie Swanson, Executive Officer from Greytown Sport & Leisure Society

1. Opening Meeting

1.1 Apologies for absence / lateness

The chair called the meeting to order at 4.05pm noting an apology from Paul Broughton and Jen Butler.

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 of discussion.

2. Confirm Minutes

2.1 Confirm Minutes

Board Meeting 24 Nov 2021, the minutes were confirmed with the following changes:

Agenda item 6.1, Mr Regnault had declared a conflict of interest relating to Greytown School and was absent for the discussion and decision relating to their grant. This has now been noted in the minutes.

Confirmation of minutes

Resolved that: The minutes of the Board meeting of 24 November 2021 are taken as read and confirmed to be a true and correct record of that meeting with one addition that being under item 6.1, Mr Regnault had also declared a conflict of interest for Greytown Primary School and was not present for the discussion or voting for their grant.

Decision Date: 15 Dec 2021

Mover: Matt Bell / Seconder: Wayne Regnault Outcome: Approved

Mr Kempton queried an update on the action item in relation to seeking clarification from Greenwood Roche as to whether they had been advising the Rugby Club. Mrs Perry confirmed an email had been sent to Doran Wyatt as well as a follow up email but to date no response had been received.

Mr Holden offered to contact John Greenwood from Greenwood Roche direct.

ACTION: Clarification around whether Greenwood Roche are providing advice to the Rugby Club

Mr Holden to follow up directly with John Greenwood as to whether Greenwood Roche have been advising the Rugby Club.

Due Date: 31 Jan 2022

Owner: Phil Holden

3. Key Discussion Items

3.1 Deputation - Greytown Sport & Leisure Society

Waiving of standing order 14.1

The Board agrees to set aside standing order 14.1 to allow extended time for Gavin Hodder and Rosie Swanson from Greytown Sport & Leisure Society to update Trustees.

Decision Date: 15 Dec 2021

Mover: Phil Holden / Seconder: Catherine Rossiter-Stead Outcome: Approved

Mr Hodder and Mrs Swanson (Greytown Sports and Leisure Society (GSLs)) updated Trustees on current situation with sourcing alternative funds for EO Salary for next financial year. A lot of discussions held with potential funders and some are looking positive. A lot of work being done around identifying the risks. The wider Team Greytown Plan is a longer term strategy. First part of the strategy is to increase the brand and presence, not just for sports clubs but all of Greytown Community. There is now a full range of merchandise available for Team Greytown via their online store with commission going back to GSLs - a bit of revenue which can be built on. This is via an outfit called "Code".

Conversations still being held with the Department of Internal Affairs (DIA) who are very interested in what GSLs can do. They already fund Fab Feathy and the Carterton equivalent so might be hard getting funding for a third in the area just yet. Mr Hodder confirmed GSLs are currently funded until 30 June 2022 (their financial year end) and are confident will have some funding from Eastern & Central and Trust House.

Mr Holden asked Mr Hodder what GSLs are looking for from the Trust. Mr Hodder replied they would ideally like the Trust to underwrite the EO Salary in order to give them comfort. Mrs Rossiter-Stead asked if there was a document showing what difference GSLs has made / is making to the town. Mrs Swanson said she could put something together from feedback from the Clubs and put this on the GSLs website.

Mr Hodder and Mrs Swanson left the meeting at 4.37pm.

Mr Holden commented a good update given by Mr Hodder and Mrs Swanson. Mr Holden felt no decision could be made today around future funding from the Trust and that this was best left for February when the draft budget discussions would commence.

Mr Holden referred to the letter received on 13 December from Mr John Gray in support of GSLs. This was discussed and its contents noted. The letter had not been included in the board papers as the papers had already been finalised at time of receipt but had been emailed out to Trustees the day prior to the meeting. Mr Regnault queried whether he had a conflict in regards to the letter from Mr John Gray as Mr Gray is an independent Trustee on his personal trust. Mr Holden commented that Mr Gray was acting as an individual.

Mr Wilson said a decision on the grants need to be made soon and believes that GSLs will really struggle in getting the funds required to keep going.

Mr Holden said a more informed conversation could be held once a draft budget is available in February for discussion at 15th February Board meeting.

Into Public Excluded Session at 4.48pm

Resolved that: The Board agreed to move into public excluded session to consider agenda items 3.2 - 5.1.

Decision Date: 15 Dec 2021

Mover: Catherine Rossiter-Stead / Seconder: Phil Holden Outcome: Approved

Resume Public Session at 5.37pm

Resolved that: The Board agrees to move back into public session.

Decision Date: 15 Dec 2021

Mover: Phil Holden / Seconder: Sid Kempton Outcome: Approved

7. Financial

7.1 Financial Spotlight Report as at 30 November 2021

Financial Spotlight report as at 30 November 2021

Resolved that: The year to date Financial Spotlight report as at 30 November submitted by Rightway is received.
Decision Date: 15 Dec 2021

Mover: Sid Kempton / Seconder: Phil Holden Outcome: Approved

7.2 Approval for payments 20 December 2021

The schedule of payments to be made for the month of December is approved having been found acceptable on review and after being authorised by the Chair.

Decision Date: 15 Dec 2021

Mover: Matt Bell / Seconder: Sid Kempton Outcome: Approved

7.3 Investment Update from Craigs Investment Partners - Executive

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

Decision Date: 15 Dec 2021

Mover: Matt Bell / Seconder: Catherine Rossiter-Stead

Outcome: Approved

ACTION: ESG / SRI questionnaire

Follow up with Trustees re the ESG / SRI questionnaire (example) provided by Jake Olsen. The example shows common ratings - each Trustees to consider and score accordingly and provide feedback to Mrs Perry.

Due Date: 24 Dec 2021

Owner: Helga Perry

8. Health & Safety

8.1 Health and Safety verbal update

The verbal health and safety update submitted by the Trust Manager is received.

9. Correspondence requiring review and response (Public Excluded)

Into Public Excluded Session at 5.42pm

Resolved that: The Board agreed to move into a public excluded session to consider agenda item 9.1 on the grounds under Paragraph 7(h) and (i) of the Local Government Information and Meetings Act 1987 that withholding the information, where applicable: Enables the Trust to carry on, without prejudice or disadvantage, commercial negotiations and activities.

Decision Date: 15 Dec 2021

Mover: Matt Bell / Seconder: Sid Kempton Outcome: Approved

Resume Public Session at 5.48pm

Resolved that: The Board agreed to resume the public included session of the meeting.

Decision Date: 15 Dec 2021

Mover: Catherine Rossiter-Stead / Seconder: Phil Holden Outcome: Approved

10. Action Points

10.1 Update on outstanding actions

31 Oct 2021 Re-draft MoU to SWDC
Status: In Progress Owner: Paul Broughton

31 Oct 2021 Health and Safety plans - tenants
Status: In Progress Owner: Helga Perry

3 Dec 2021 Feasibility study - 124 and 64 Main Street Greytown
Status: Not Started Owner: Paul Broughton

The update on outstanding actions and work plan submitted by the Trust Manager is received.

Action Point: Divestment of Pahiatua and Whanganui

From 24 November board meeting - *board resolved to divest the portfolio of the Whanganui and Pahiatua properties and invest the sale proceeds into the Trust's Craigs managed fund portfolio.*

Management to action accordingly.

Due Date: 16 Feb 2022 Owner: Paul Broughton

11. Confirmation of Next Meetings

11.1 Tue 15 Feb 2022, 5.30pm - Ordinary Board meeting

12. Close Meeting

12.1 Close the meeting

Next meeting: Board Meeting plus first cut budget discussions - 15 Feb 2022, 5:30 pm

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

Confirmed at a meeting on the 15TH of FEBRUARY 2021

 Trust Chair