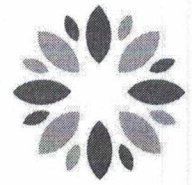


MINUTES

SUBJECT Trustee Board Meeting
VENUE Trust Boardroom, 124 Main Street, Greytown
DATE Wednesday 24th November 2021
TIME 5.30pm to 6.54pm



**GREYTOWN
TRUST LANDS**
Growing the Community since 1871

PRESENT: Phil Holden (Chair), Matt Bell, Sid Kempton, Wayne Regnault, Derek Wilson, Helga Perry (Trust Manager), Paul Broughton (Property Advisor), and Jen Butler (Board Secretary)

APOLOGIES: Catherine Rossiter-Stead (Deputy Chair)

1. Opening Meeting

1.1 Apologies for absence / lateness

The Chair called the meeting to order at 5.30pm noting an apology from Catherine Rossiter Stead.

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 29 Sep 2021, the minutes were confirmed as presented.

Noted that the General Manager has split the minutes into public and public excluded for publication.

Confirmation of minutes

Resolved that: The minutes of the Board meeting of 29 September 2021 are taken as read and confirmed to be a true and correct record of that meeting.

Decision Date: 24 Nov 2021

Mover: Derek Wilson / Seconder: Matt Bell 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 5.36pm.

Decision Date: 24 Nov 2021

Mover: Derek Wilson / Seconder: Matt Bell Outcome: Approved

Resume Public Session

Resolved that: The Board agreed to resume the public included session of the meeting at 6.22pm.

Decision Date: 24 Nov 2021

Mover: Phil Holden / Seconder: Derek Wilson Outcome: Approved

6. Grants

6.1 Education Bulk Funding applications

Wayne Regnault declared a conflict of interest relating to Kuranui College and Greytown Primary School. He left the meeting and did not participate in the discussion or decision relating to this funding request.

Kuranui College

The board discussed and agreed to approve the Education Bulk Funding application from Kuranui College for Chromebooks for their Future Focused Learning programme.

Greytown School

The Board ratified the decision to fund Greytown School \$29,562 for Chromebooks for eLearning & Digital Curriculum.

Wayne was invited back to the meeting.

Greytown Early Years and Greytown Kindergarten

It was noted that a lot of time was taken in setting the Trust's education policy and that Greytown Early Years have made a clear proposal that fits with our policy. Noted that Greytown Kindergarten has not presented a detailed application.

The Board asked that the Trust Manager congratulate Greytown Early Years on their comprehensive proposal, and let Greytown Kindergarten know they need to provide stronger application aligning to the Trust's strategy.

Education Bulk Funding Grants

Resolved that The Board approves payment of 2021/22 education bulk funding to local education institutions in the sums and for the initiatives listed below:

\$30,657	Kuranui College, Future focused learning (Chromebooks)
\$29,562	Greytown School, eLearning & Digital Curriculum (Chromebooks)
\$11,700	Greytown Early Years, Explorers & Mini Diggers and Professional Learning and Development
<u>\$2,532</u>	Greytown Kindergarten, Natural space and enhancing children's learning focus
\$74,451	Total Grants

Decision Date: 24 Nov 2021

Mover: Sid Kempton / Seconder: Derek Wilson Outcome: Approved

7. Financial

7.1 Financial Spotlight Report as at 31 October 2021

The Board noted that there was \$95k included in the accounts for the Rugby Club rent, when the rent review has not been formally agreed. This has been challenged and should be corrected to \$45k. The Board agreed to ask Rightway to provide a resolution to effect this change.

Financial Spotlight Report as at 31 October 2021

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

Decision Date: 24 Nov 2021

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

ACTION: Rent change in accounts

Ask Daniel Murphy from Rightway to provide a resolution to correct the error.

Due Date: 3 Dec 2021

Owner: Helga Perry

7.2 Retrospective approval for payments made 20 October and 20 November

Sid Kempton declared a conflict of interest relating to a payment being made to Rebecca Kempton. Sid did not participate in any discussion or decision.

Retrospective approval for payments made 20 October and 20 November 2021

Ratified that: The schedule of payments for the month of October and November 2021 having been paid after approval received from the majority of Trustees via email correspondence are approved in retrospect.

Decision Date: 24 Nov 2021

Mover: Phil Holden / Seconder: Wayne Regnault Outcome: Approved

7.3 Audit update - nothing to report

Noted.

7.4 Investment Update from Craigs Investment Partners

The Board agreed that the tabled paper was confusing and asked the Trust Manager to request from Jake Olsen (CIPs) an executive summary for the December meeting.

The Board discussed their comfort levels in the nature of commodities. It was agreed that Trust Manager request from Jake Olsen (CIPs) a list of Socially Responsible Investments (SRI's) for the Trust to consider.

ACTION: Craigs Investment - Executive Summary

Request from Jake Olsen (CIPs) an executive summary (2 page max) for the December meeting.

Due Date: 10 Dec 2021

Owner: Helga Perry

ACTION: SRI Commodities

Request from Jake Olsen (CIPs) a list of SRI commodities for the Board to consider.

Due Date: 10 Dec 2021

Owner: Helga Perry

8. Health & Safety

8.1 Health and Safety update

The Board accepted the Health and Safety Update as read.

Noted that the Trust Manager is working with all tenants (particularly joint tenants) to ensure there is understanding of the COVID policy.

Receive the Health and Safety update

Resolved that: The health and safety update submitted by the Trust Manager

Decision Date: 24 Nov 2021

Mover: Derek Wilson / Seconder: Phil Holden Outcome: Approved

9. Action Points

9.1 Update on outstanding actions and progress on work plan

Received the outstanding actions and work plan

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

Decision Date: 24 Nov 2021

Mover: Phil Holden / Seconder: Derek Wilson Outcome: Approved

10. Confirmation of Next Meetings

10.1 Wed 15 Dec, 4pm - ordinary Board meeting / Christmas function

Noted.

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

Noted.

10.3 Tue 22 Feb 2022, 5.30pm - proposed date for MTLT/GTLT get together

Date not suitable to all Trustees. Trust Manager to propose another date.

11. Close Meeting

11.1 Close the meeting

Next meeting: Board Meeting - 15 Dec 2021, 4:00 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