

CONFIRMED MINUTES

PUBLIC TRUSTEE MEETING



At the **Board Meeting on 18 Aug 2022** these minutes were confirmed as presented.

Name:	Greytown Trust Lands Trust
Date:	Wednesday, 29 June 2022
Time:	5:30 pm to 7:30 pm
Location:	Trust Boardroom, 124 Main Street, Greytown
Board Members:	Phil Holden (Chair), Catherine Rossiter-Stead, Matt Bell, Sid Kempton, Wayne Regnault
Attendees:	Helga Perry, Jen Butler
Apologies:	Derek Wilson, Paul Broughton
Guests/Notes:	Callum Mitchell, Rightway (Trust accountant)

1. Opening Meeting

1.1 Apologies for absence / lateness

The Chair welcomed Trustees and Callum Mitchell to the meeting and declared the meeting open at 5.35pm.

The Board noted apologies from Derek Wilson and Paul Broughton.

1.2 Conflicts of interest declarations

Noted that the Trust Manager has added her interests as suggested by the Audit and Risk Committee.

2. Confirm Minutes

2.1 Confirm Minutes

Public - Trustee Meeting 4 May 2022, the minutes were confirmed as presented.

Confirmation of Minutes - 4 May 2022

Resolved that: The minutes of the Board meeting of 4 May 2022 are taken as read and confirmed to be a true and correct record of that meeting.

Mover: Catherine Rossiter-Stead

Seconder: Wayne Regnault

Outcome: Approved

Move into Public Excluded Session

Resolved that: The Board agrees to move into a public excluded session to consider agenda items 3-5 at 5.41pm.

Mover: Catherine Rossiter-Stead

Seconded: Wayne Regnault

Outcome: Approved

3. Key Discussion Items (Public Excluded)

3.1 Greytown Sport & Leisure Society – update paper on clubs

3.2 Community Lands

4. Property (Public Excluded)

4.1 Tenancy management & maintenance update

4.2 Sales, acquisitions and new developments update

5. Legal Documents for Signature (Public Excluded)

5.1 Tenancy documents for signature

6. Grants

6.1 Grant funding allocation

Move into Public Session

Resolved that: The Board agrees to move back into a public session to consider agenda items 6-11 at 7.12pm.

Mover: Phil Holden

Seconded: Catherine Rossiter-Stead

Outcome: Approved

The Grant funding allocation update submitted by the Trust Manager is received, and the Trust Manager was invited to provide the Board with a verbal update on the action item from 24 March 2022.

Noted that the Trust Manager had spoken to Greytown Kindergarten, Greytown School, Early Years and Kuranui College regarding the proposed incentive for fundraising. The following was provided to the Board:

Greytown Kindergarten hold four fundraisers per year and raise approximately \$500 per fundraiser.

Greytown School does independent fundraising and was happy with the incentive proposal.

Early Years usually raise \$7-12k per year, (however, Covid has stymied this).

Kuranui College raise approximately \$60-100k per year (currently raised \$46k this year) and has a part-time position dedicated to fundraising. It was unclear if this included school donations.

The Trust reflected that Grants from the Trust ensure that the children of Greytown received extra educational resources in addition to the educator's own fundraising.

Noted that it is the intention of the Trust to update the Education grant strategy for 2023 based on the information received from the 2022 returns.

ACTION: Fundraising questionnaire

The Board directed the Trust Manager to draft a fundraising questionnaire for the 2022 grant round that clarifies fundraising activities and requests information.

Due Date: 12 Aug 2022

Owner: Helga Perry

Grant funding allocation

Resolved that: the remaining grant funding of \$62,701 be allocated to education bulk funding (61,201) and the hardship fund (1,500) as indicated:

Category	2021/22 Budget	Actual	2022/23	Comments
GSLS EO Salary	45,000	24,250	45,000	<i>Underwrite</i>
Education – early	10,267	14,232	11,500	<i>18.8% of the 61,201</i>
Education – primary	21,322	29,562	24,500	<i>40% of the 61,201</i>
Education – college	22,112	30,675	25,200	<i>41.2% of the 61,201</i>
Hardship	2,000	0	1,500	<i>Max \$125 per request</i>
Education – individual	5,000	1,000	0	
Apprenticeships	2,000	0	0	
TOTAL	107,701	99,719	107,000	

Mover: Catherine Rossiter-Stead

Seconded: Matt Bell

Outcome: Approved

7. Financial

7.1 Financial Spotlight Report as at 31 May 2022

The Financial Spotlight Report was received by the Board and Callum Mitchell, Rightway (Trust accountant) was invited to speak to the report.

Noted that the only query Rightway has is how the presentation of the investments will be going forward. The Board instructed Rightway that this will be a six-monthly revaluation via the investment report.

Financial Spotlight Report as at 31 March 2022

Resolved that: The year to date Financial Spotlight Report as at 31 March 2022 submitted by Rightway is received.

Mover: Phil Holden

Seconded: Catherine Rossiter-Stead

Outcome: Approved

7.2 Approval of payments

Ratification of payments for May and June 2022

Ratified that: The schedule of payments for the months of May and June 2022 having been paid after approval received from the majority of Trustees via email correspondence is ratified by the Board of Trustees.

Mover: Phil Holden

Seconded: Sid Kempton

Outcome: Approved

7.3 Investment Update

The Investment Summary was received and noted by the Board.

7.4 Audit update

The Audit update was received and noted by the Board. Noted that the Trust Manager expects to receive the adjustments later this week due to a Covid absence.

7.5 Delegated Financial Authorities - amendments for approval

Delegated Authorities update

Resolved that: The Board accepts the recommendation of the Audit and Risk Committee and adopts the Delegated Financial Authorities amendments as tabled at May 2022.

Mover: Catherine Rossiter-Stead

Seconded: Phil Holden

Outcome: Approved

7.6 SIPO - review amendments for approval and readoption

The Board received the amendments to the SIPO.

It was suggested that a review section is added to the table in section 7.

SIPO Amendments

Resolved to: Support in principle the adoption of the SIPO amendments, together with the changes addition as suggested at this meeting.

Mover: Sid Kempton

Seconded: Matt Bell

Outcome: Approved

ACTION: SIPO amendments

Work with Paul Broughton to add a changes column to the section 7 tables.

Due Date: 31 Jul 2022

Owner: Sid Kempton

7.7 Committee Terms of Reference for review

The Board received the review of the Committee Terms of Reference and the proposed amendments as submitted by the Trust Manager and Paul Broughton.

Investment Committee Terms of Reference update

Resolved to: adopt the amendments to the Investment Committee Terms of Reference as presented 29 June 2022.

Mover: Phil Holden

Seconded: Catherine Rossiter-Stead

Outcome: Approved

8. Health & Safety

8.1 Verbal update from Trust Manager

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

Noted that there were no health and safety issues to be raised with the Board.

The Trust Manager informed the Board that a separate risk register was being produced for health and safety risks and hazards.

The Board strongly suggested that the Trust Manager prioritise personal development in the health and safety area, and complete a review of health and safety practices following the training.

9. General Business

9.1 150th year of the Trust

The Board discussed a celebration of the Trust's 150-year anniversary.

Cobblestones was suggested as a potential venue.

The Board graciously accepted Derek Wilson's offer to write a history of the Trust and delegated the Trust Manager to coordinate the celebration.

Cobblestones 50th anniversary speech

Circulate Don Knight's speech from the 50 year celebration at cobblestones held at the Greytown Hotel to all Trustees.

Due Date: 31 Jul 2022

Owner: Catherine Rossiter-Stead

10. Action Points

10.1 Update on outstanding actions

Due Date	Action Title	Owner
26 Apr 2022	Salary confirmation Status: Not Started	Phil Holden
13 May 2022	Present the survey to Greytown Sport & Leisure Status: Completed on 12 May 2022	Catherine Rossiter-Stead
13 May 2022	Risk Register Template Status: Completed on 16 May 2022	Jen Butler
18 May 2022	check minutes Status: Completed on 16 May 2022	Jen Butler
20 May 2022	Model financial implications - Greytown Sport & Leisure decision Status: On Hold	Helga Perry

Due Date	Action Title	Owner
23 May 2022	Submission to SWDC Annual Plan Status: Completed on 22 May 2022	Catherine Rossiter-Stead
15 Jun 2022	Capital Expenditure for Maintenance Status: Completed on 15 Jun 2022	Paul Broughton
15 Jun 2022	Update the property analysis Status: Completed on 22 Jun 2022	Wayne Regnault
15 Jun 2022	Rightway actions Status: Completed on 8 Jun 2022	Helga Perry
15 Jun 2022	Grants allocation Status: Completed on 13 Jul 2022	Helga Perry
15 Jun 2022	Update on Capex requirements and progress for the year Status: In Progress	Helga Perry
16 Jun 2022	Divestment of Pahiatua and Whanganui Status: Completed on 22 Jun 2022	Paul Broughton
17 Aug 2022	Feasibility study - 124 and 64 Main Street Greytown Status: In Progress	Paul Broughton
31 Aug 2022	Socialise transition to matched education funding Status: In Progress	Helga Perry

The Board reviewed and updated current and outstanding action items.

11. Confirmation of Next Meetings

11.1 Date TBC - 5.30pm - ordinary Board meeting

The Board noted that the August meeting will need to be rescheduled. The Board agreed to hold the Annual General Meeting in September, and include a meet the candidate's event.

The Board delegated to the Trust Manager to coordinate dates for the August and September meetings.

12. Close Meeting

12.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____