

# CONFIRMED MINUTES

## PUBLIC - TRUSTEE MEETING



At the **Public Trustee Meeting** on **29 Jun 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Greytown Trust Lands Trust
<b>Date:</b>	Wednesday, 4 May 2022
<b>Time:</b>	5:30 pm to 7:30 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>	Paul Broughton, Helga Perry, Jen Butler

### 1. Opening Meeting

#### 1.1 Apologies for absence / lateness

The Chair welcomed Trustees and members of the public to the meeting. The meeting was called to order at 5.33pm.

The Chair informed the Board that he needed to leave the meeting at 6.30pm and that Mrs Rossiter-Stead would continue to chair the meeting after 6.30pm.

#### 1.2 Conflicts of interest declarations

The Board reviewed the interests register and added a board position at Wairarapa Netball for Wayne Regnault.

### 2. Confirm Minutes

#### 2.1 Confirm Minutes

##### Confirmation of Minutes - 24 March 2022

**Resolved that:** Resolved that: The minutes of the Board meeting of 24 March 2022 are taken as read and together with the amendments below are confirmed to be a true and correct record of that meeting with the following amendments:

2.1 - amendment: (currently 42% of the total grant funds from GTLT available to the community). The Trust asked if 15 members feel they are receiving \$3k of value each year. During Trust conversations with SWDC, it was noted that there may be an opportunity to expand the services of Greytown Sport and Leisure across the towns of Featherston and Martinborough.

3.1 - The Board asked that the Rightway presentation be added to the minutes.

**Mover:** Phil Holden  
**Seconded:** Matt Bell  
**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 5.38pm.

**Mover:** Phil Holden  
**Seconded:** Catherine Rossiter-Stead  
**Outcome:** Approved

3. Key Discussion Items (Public Excluded)
  - 3.1 Investment Update from Jake Olsen, CIPs (via Zoom)
  - 3.2 Greytown Sport & Leisure Society – survey results
  - 3.3 Community Lands – brief verbal update from Trust Chair (no paper)
4. Property (Public Excluded)
  - 4.1 Tenancy management & maintenance update
  - 4.2 Sales, acquisitions & new developments update
5. Legal Documents for Signature (Public Excluded)
  - 5.1 Retrospective Approval for A&I forms plus deed of renewals
6. Grants
  - 6.1 None
7. Financial
  - 7.1 Financial Spotlight Report as at 31 March 2022

The Financial report was received by the Board.

Noted that rental revenue has decreased due to budgeted rental increases being held, covid relief and a potential sale.

The Board questioned the relevance of the property analysis and suggested this report be updated.

The Board questioned the ability of Rightway to uphold the same level of service given locally from Tauranga. It was suggested that the relationship be reviewed post-audit. The Board requested that Rightway attend the next meeting.

### **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:** Matt Bell

**Seconder:** Wayne Regnault

**Outcome:** Approved

## 7.2 Approval of payments

**Ratified that:** The schedule of payments for the month of April 2022 having been paid after approval received from the majority of Trustees via email correspondence is ratified by the Board of Trustees.

**Mover:** Catherine Rossiter-Stead

**Seconder:** Wayne Regnault

**Outcome:** Approved

## 7.3 Investment Update - under 3.1

The Investment Summary was received and noted by the Board. The Board thanked the Trust Manager for the summary of managed funds.

## 7.4 Audit update

The risk update submitted by the Trust Manager was received.

Noted that the Terms of Reference for committees will be added to BoardPro and reviewed at the June meeting.

Trustees were also asked to submit any suggested changes to the SIPO to Paul Broughton before the June meeting.

### Risk Register Template

Share a risk register template with the Trust Manager.

**Due Date:** 13 May 2022

**Owner:** Jen Butler

### Add TOR to BoardPro

Add Terms of Reference for committees to BoardPro.

**Due Date:** 31 May 2022

**Owner:** Helga Perry

## 8. Health & Safety

### 8.1 Nothing to report

## 9. Action Points

### 9.1 Update on outstanding actions

Due Date	Action Title	Owner
8 Mar 2022	Honorarium reduction	Helga Perry
	<b>Status:</b> Completed on 28 Apr 2022	



Due Date	Action Title	Owner
15 Apr 2022	Invite Craigs Partners to the Trustee Meeting 4 May <b>Status:</b> Completed on 27 Apr 2022	Helga Perry
26 Apr 2022	Salary confirmation <b>Status:</b> Not Started	Phil Holden
16 Jun 2022	Divestment of Pahiatua and Whanganui <b>Status:</b> Completed on 22 Jun 2022	Paul Broughton
17 Aug 2022	Feasibility study - 124 and 64 Main Street Greytown <b>Status:</b> In Progress	Paul Broughton
31 Aug 2022	Socialise transition to matched education funding <b>Status:</b> In Progress	Helga Perry

#### Grants Allocation

Check that \$107 allocation, if this was specific or fluid in its allocation

**Due Date:** 15 Jun 2022

**Owner:** Helga Perry

## 10. Confirmation of Next Meetings

### 10.1 Wed 29 June, 5.30pm - ordinary Board meeting

#### Update on Capex requirements and progress for the year

Present the capex budget and progress on this for the year.

**Due Date:** 15 Jun 2022

**Owner:** Helga Perry

## 11. Close Meeting

### 11.1 Close the meeting

**Next meeting:** Board Meeting - 29 Jun 2022, 5:30 pm

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

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