

# CONFIRMED MINUTES

## PUBLIC - FIRST MEETING OF THE NEW TRUST BOARD



At the **Public Trustee Meeting - November 2022** on **23 Nov 2022** these minutes were confirmed as presented.

<b>Name:</b>	Greytown Trust Lands Trust
<b>Date:</b>	Wednesday, 26 October 2022
<b>Time:</b>	5:30 pm to 6:30 pm (NZDT)
<b>Location:</b>	Trust Boardroom, 124 Main Street, Greytown
<b>Board Members:</b>	Phil Holden (Chair), Andy Holmes, Derek Williams, Matt Bell, Steve Meyrick, Wayne Regnault
<b>Attendees:</b>	Helga Perry, Jen Butler, Paul Broughton

### 1. Opening Meeting

#### 1.1 Trust Manager to act as Chairperson

The Trust Manager opened the meeting at 5.30pm welcoming the New Trustees.

#### 1.2 Seek confirmation of the period for which appointments will run

##### Term of Appointments

**Resolved that:** the Board confirms that the term for position appointments will be 12 months commencing 26 October 2022.

**Mover:** Phil Holden

**Seconded:** Matt Bell

**Outcome:** Approved

#### 1.3 Election of Chairperson

The Trust Manager called for nominations for the Chair position.

Derek Williams nominated Phil Holden. This was supported by Andy Holmes. Mr Holden accepted the nomination and the motion was passed unanimously.

The motion has passed, the Trust Manager vacated the Chair and Phil Holden assumed this role as elected for the remainder of the meeting.

**Resolved that:** The Board confirms the appointment of Phil Holden as Board Chair for the 12 months commencing 26 October 2022.

**Mover:** Derek Williams  
**Seconder:** Andy Holmes  
**Outcome:** Approved

## 1.4 Election of Deputy Chairperson

The Chair called for nominations for the role of Deputy Chair. The Chair nominated Derek Williams and this was supported by Matt Bell. Mr Williams accepted the nomination and the motion was carried unanimously.

**Resolved that:** the Board confirms the appointment of Derek Williams as Board Deputy Chair for the 12 months commencing 26 October 2022.

**Mover:** Phil Holden  
**Seconder:** Matt Bell  
**Outcome:** Approved

## 1.5 Committee Appointments

The Chair suggested to the Board that he Chair the Audit, Risk and Finance Committee and that Derek Wilson as Deputy Chair, Chair the Investment Committee with Committee Members to be determined at a later date. All were in favour.

The Chair put to the Board that the Audit, Risk and Finance Committee has the ability to co-opt external Committee Members, and as such, Erica Buxton (2022 candidate for the Trust Board) be invited to this Committee with her significant financial and audit experience. All were in favour.

### Election of Chair of the Audit, Risk and Finance Committee

**Resolved that:** the Board confirms the appointment of Phil Holden as Chair of the Audit, Risk and Finance Committee for the 12 months commencing 26 October 2022.

**Mover:** Derek Williams  
**Seconder:** Matt Bell  
**Outcome:** Approved

### Election of Chair of the Investment Committee

**Resolved that:** the Board confirms the appointment of Derek Williams as Chair of the Investment Committee for the 12 months commencing 26 October 2022.

**Mover:** Phil Holden  
**Seconder:** Matt Bell  
**Outcome:** Approved

### Cobblestones Museum Representative

**Resolved that:** the Board re-appoints Derek Wilson to be its representative on the Board of Cobblestones Museum Trust for the duration of the current triennium until the next Trust election and authorises the Trust Manager to advise Cobblestones Museum accordingly.

**Mover:** Phil Holden  
**Seconder:** Steve Meyrick  
**Outcome:** Approved

### Co-opting of an external Committee Member

**Resolved that:** the Board invite Erica Buxton to the Audit, Risk and Finance Committee for the 12 months commencing 26 October 2022.

**Mover:** Phil Holden  
**Seconded:** Derek Williams  
**Outcome:** Approved

## 1.6 Conflicts of Interest declarations

The Chair called for conflicts of interest in general noting that the induction information for new Trustees included a conflict registration form. The interest register will be updated from these forms. Conflicts for this meeting were noted as follows:

Greytown Rugby Club - Andy Holmes  
Greytown School - Matt Bell and Wayne Regnault.

Conflicts will also be noted ahead of the related agenda item.

## 1.7 Adoption of Standing Orders and Code of Conduct

The Chair confirmed that all Trustees have received and read the Code of Conduct and updated Standing Orders.

### Code of Conduct and Standing Orders

**Resolved that:** The Board accepts and adopts the code of conduct and updated Standing Orders as presented on 26 October 2022. The Trustees agree to abide by the Code of Conduct and updated Standing Orders and will sign a declaration stating this at the conclusion of the meeting.

**Mover:** Phil Holden  
**Seconded:** Wayne Regnault  
**Outcome:** Approved

## 1.8 Adoption of meeting schedule for 2022 and 2023

The Board noted the proposed schedule with the following:

- Wayne Regnault is unable to meet at 9am.
- Andy Holmes will attend via Zoom for the November meeting and submits apologies for the
- 150 year celebration.
- The Chair is unavailable on 25 July for the AGM a new date to be scheduled.

The Chair and Trust Manager will work through these dates and times.

## 1.9 Trust Manager's Compliance Certificate

The Board noted and accepted the Trust Manager's Certificate of Compliance.

## 2. Confirm Minutes

### 2.1 Confirm Minutes

**Public Trustee Meeting 18 Aug 2022**, the minutes were confirmed as presented.

### Confirmation of Minutes - 18 August 2022

**Resolved that:** The minutes of the Board meeting of 18 August 2022 are taken as read and confirmed to be a true and correct record of that meeting.

**Mover:** Phil Holden  
**Seconded:** Matt Bell  
**Outcome:** Approved

## 2.2 Update on outstanding actions

Due Date	Action Title	Owner
15 Jun 2022	Update on Capex requirements and progress for the year <b>Status:</b> In Progress	Helga Perry
17 Aug 2022	Feasibility study - 124 and 64 Main Street Greytown <b>Status:</b> In Progress	Paul Broughton
30 Nov 2022	Insurance broker review <b>Status:</b> In Progress	Helga Perry
9 Dec 2022	Create a hazard and health and safety register <b>Status:</b> In Progress	Helga Perry

The Board noted current and outstanding action items.

## 3. Key Discussion Items

### 3.1 Community lands lease restructure proposals

The Chair requested that the following agenda item be moved from item 7 to item 3. The Board agreed.

The Chair confirmed that all trustees have had time to read and understand the proposals. The Chair read the proposed draft resolutions and these were voted on individually.

Regarding 10 McMaster Street (Plunket), the Board agreed to engage with the tenant regarding their future needs and requirements regarding their tenancy.

#### 175-177 East Street Greytown, Cobblestones Museum Trust

**Resolved that:** Trustees authorise management to progress negotiations and lease documentation with Cobblestones Museum Trust in line with recommendations made in the Community Lands Proposals paper dated 30 June 2022. Trustee final approval of lease documentation will be sought upon finalisation of same.

*The motion was passed with a majority vote with all in favour except Wayne Regnault who voted against.*

**Mover:** Phil Holden  
**Seconded:** Andy Holmes  
**Outcome:** Approved

#### 55-59 East Street Greytown, Greytown Bowling Club

**Resolved that:**

1. Trustees authorise management to progress negotiations and lease documentation with the Greytown Bowling Club and Wairarapa District Council in line with recommendations made in the Community Lands Proposals paper dated 30 June 2022.
2. Trustees confirm that the No. 2 Green, once subdivided, be leased to South Wairarapa District Council and developed for community purposes, as set out in the 30 June 2022 proposal.

Trustee final approval of lease documentation will be sought upon finalisation of same.

*The motion was passed with a majority vote with all in favour except Wayne Regnault who voted against.*

**Mover:** Phil Holden  
**Seconder:** Steve Meyrick  
**Outcome:** Approved

### **123 East Street Greytown, Greytown Rugby Football Club**

*Noted that Andy Holmes is conflicted in this matter and did not participate in discussion and abstained from voting.*

**Resolved that:** Trustees authorise management to progress negotiations and lease documentation with the Greytown Rugby Football Club and South Wairarapa District Council in line with recommendations made in the Community Lands Proposals paper dated 30 June 2022.

Trustee final approval of lease documentation will be sought upon finalisation of same.

*The motion was passed with a majority vote with all eligible to vote, voting in favour except Wayne Regnault who voted against.*

**Mover:** Phil Holden  
**Seconder:** Derek Williams  
**Outcome:** Approved

## **4. Financial**

### **4.1 Retrospective approval of payments made 20 October**

#### **Ratification of payments for October 2022**

**Ratified that:** The schedule of payments for the month of October 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  
**Seconder:** Wayne Regnault  
**Outcome:** Approved

### **4.2 Spotlight Report - 30 September 2022**

The Financial Spotlight Report for September 2022 was received by the Board.

Noted that the budget has been updated in this report.

### **4.3 Budget - Trustees to adopt updated budget**

The Chair invited the Trust Manager and Rightway Accountant to summarise for the Board.

Noted that the Budget has been updated to reflect the current status of the Whanganui property and allocations for grants.

#### **Adopt the re-forecast Budget for the year ended 31 March 2023**

**Resolved that:** The Board accepted and adopted the re-forecast budget for the year ended 31 March 2023.

**Mover:** Phil Holden  
**Seconder:** Matt Bell  
**Outcome:** Approved

## 5. Grants

### 5.1 Request under hardship fund

*Noted that Wayne Regnault and Matt Bell are conflicted in this matter and did not participate in any discussion and abstained from voting.*

The Chair invited the Trust Manager to summarise the request. The Trust Manager apologised for the lateness of the paper to the Board Pack as the information was received yesterday, 25 October 2022. The Chair confirmed that all Trustees had read the paper and accepted the hardship grant request paper as a late paper.

#### Approval of Hardship Grant requests

**Resolved that:** the Trustees approve \$750 from the Hardship Fund to support the six students from Greytown School - at a maximum of \$125 per student.

*Noted that Wayne Regnault and Matt Bell are conflicted in this matter and did not participate in any discussion and abstained from voting.*

**Mover:** Phil Holden

**Seconder:** Steve Meyrick

**Outcome:** Approved

## 6. Health & Safety

### 6.1 Update paper still to come

The Trust Manager provided a verbal update noting that she is attending due diligence training on health and safety this month and the risk matrix has been updated. There are no health and safety concerns.

### 6.2 Governance Training

The Chair informed the Board about free modular governance training that could be made available to the Board. The Board were appreciative of the offer.

#### **ACTION: Governance Training Modules**

Send the link to the online governance training modules to the Board and Trust Manager.

**Due Date:** 11 Nov 2022

**Owner:** Phil Holden

## 7. General Business

### 7.1 Local Government Elections Wrap-up - prepared by BRG

Noted.

## 8. Move into Committee

### 8.1 The Chair to move that the meeting moves to In-Committee

**Move to In-Committee**

**Resolved that:** That the public be excluded from the following parts of the proceedings of this meeting, namely:

*Assets – Property & Managed Funds*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of its resolution are as follows:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Property Items	Commercial Sensitivity	7(2)(h)(i)

This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act.

**Mover:** Phil Holden  
**Seconder:** Matt Bell  
**Outcome:** Approved

## 9. Assets - Property and Managed Funds

### 9.1 Tenancy Management & Maintenance Report

### 9.2 Sales, acquisitions and new opportunities update

### 9.3 Investment update

## 10. Move into public

### 10.1 The Chair to move that the meeting moves back to public

#### Move out of in-Committee

**Resolved that:** The Board agrees to move back into a public session at 6.28pm.

**Mover:** Phil Holden  
**Seconder:** Derek Williams  
**Outcome:** Approved

## 11. Confirmation of Next Meeting(s)

### 11.1 Proposed to be held Wednesday 23 November

Noted that Andy Holmes will be Zooming in and Jake Olsen from Craig's Investment Partners will be in attendance.

The Board noted an apology from Jen Butler, Board Secretary.

## 12. Close meeting

### 12.1 Close the meeting

**Next meeting:** First meeting of the new Trust Board - 26 Oct 2022, 5:30 pm

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

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