

CONFIRMED MINUTES

BOARD MEETING - PUBLIC



At the **Board Meeting - Public** on **23 Aug 2023** these minutes were **confirmed as presented**.

Name:	Greytown Trust Lands Trust
Date:	Friday, 26 May 2023
Time:	8:00 am to 10:00 am (NZST)
Location:	Trust Boardroom, 124 Main Street, Greytown
Board Members:	Phil Holden (Chair), Andy Holmes, Derek Williams, Matt Bell, Steve Meyrick
Attendees:	Helga Perry, Jess Davies
Apologies:	Paul Broughton, Wayne Regnault
Guests/Notes:	Callum Mitchell (Rightway), Erica Buxton (agenda item 5.1 only), Adam Blackwell (agenda item 6.2 only)

1. Opening Meeting

1.1 Apologies for absence / lateness

The Chair welcomed all to the meeting noting the apology from Paul Broughton. Wayne attempted to join via Zoom link but was unable to due to technical difficulties.

1.2 Conflicts of interest declarations

The Trust noted and confirmed the interests register, noting that Mr Holden had updated his interests.

2. Confirm Minutes

2.1 Confirm Minutes

Board Meeting - Public 15 Mar 2023, the minutes were confirmed as presented.

The Trust noted the Insurance cover 23-2024 update for the record.

3. Legal Documents for signature

3.1 Deed of Lease - Suite 6, 124 Main St

Deed of Lease, suite 6, 124 Main Street Greytown

Resolved that: the Deed of Lease for suite 6, 124 Main Street Greytown be authorised and signed by any two Trustees on behalf of all Trustees.

Mover: Phil Holden

Secunder: Derek Williams

Outcome: Approved

4. Finance

4.1 P&L and Balance Sheet

The Board received the monthly financial report for April 2023 from Rightway accountants. The Chair asked for the year-to-date column to be added back into the report.

4.2 Payables

Resolved that: The Board ratifies the payment made on 20th April 2023 payables as per the batch schedule provided. Total amount \$ 17,835.66.

Resolved that: The Board ratifies the payment made on 20th May 2023 payables as per the area shaded in blue on the schedule provided. Total amount \$22,363.01.

5. Public Excluded

5.1 The Chair to move that the meeting moves to In-Committee

Resolved that: The public be excluded from the following parts of the proceedings of this meeting, namely: Agenda items 6-9.

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:

Subject Matter	Reason for PE	Ground(s) under section 48(1)
Property & Investment 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

Secunder: Derek Williams

Outcome: Approved

6. General Business

6.1 Report from Erica Buxton: Review of Grant Making Framework

6.2 Video conference call

7. Performance Report to the Board

7.1 Report

7.2 Capex / R&M

7.3 Annual Asset Revaluations

8. Report on subcommittee meetings held

8.1 Investment Committee

8.2 Audit and Risk Committee

9. Grant related

9.1 Greytown Sport & Leisure Society quarterly report

10. Move into Public

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

Resolved that: The Board agrees to move out of in-committee and into public session at 9.58am.

Mover: Phil Holden

Seconder: Derek Williams

Outcome: Approved

11. Action Points

11.1 Update on outstanding actions

Due Date	Action Title	Owner
17 Aug 2022	Feasibility study - 124 and 64 Main Street Greytown Status: Completed on 19 May 2023	Paul Broughton
30 Nov 2022	Insurance broker review Status: Completed on 14 Mar 2023	Helga Perry
9 Dec 2022	Create a hazard and health and safety register Status: Completed on 19 May 2023	Helga Perry
10 Mar 2023	Community Funding Round - paper for 15 March meeting Status: Completed on 14 Mar 2023	Helga Perry
15 Mar 2023	Unspent Capex budget - can we repurpose for other unplanned upgrades Status: Completed on 19 May 2023	Helga Perry
15 Mar 2023	Borrowing capacity Status: On Hold	Helga Perry
13 Apr 2023	Rightway dashboard Status: Completed on 10 May 2023	Helga Perry
5 May 2023	Work with the Trust Manager to tidy the action list. Status: Completed on 19 May 2023	Jen Butler
24 May 2023	2023 Greytown Community Christmas Parade Status: Completed on 31 Mar 2023	Helga Perry
16 Aug 2023	Trustee Honorarium - review Status: Completed on 23 Aug 2023	Helga Perry

The Board discussed current, completed and outstanding actions.

12. Confirmation of Next Meetings

12.1 Dates

- AGM confirmed for 8 Aug 7pm
- Meeting 16 Aug 8am

The Board discussed alternate locations for the AGM, and agreed to secure the Greytown Fire Station for this.

The Board discussed creating a short video of the main points from the AGM and posting that to the website for the community to be able to see.

13. Close Meeting

13.1 Close the meeting

Next meeting: Annual General Meeting - 8 Aug 2023, 7:00 pm

Approved decisions made between meetings

Insurance Cover 2023-24

That Trustees approve the Insurance Policy attached, in summary:

- agreeing to annual insurance valuations for the next 5 years
- approving managements recommendation that the level of insurance cover for each property will be set at the values provided by the Trust's valuers' via the annual insurance valuations
- Public Liability insurance cover at \$5 million reviewed annually

And that Trustees approve the level of insurance cover for Trust owned properties (excluding 213-219 Main Street, Greytown - Farmlands) as per the spreadsheet provided at total value cover of \$19,295,000 with the Trust Manager ensuring that the level of cover for the Greytown Farmlands building is no less than \$2,294,000.

5 Supported: Andy Holmes , Derek Williams , Matt Bell , Phil Holden , Steve Meyrick

0 Opposed:

0 Abstained:

Decision Date: 28 Apr 2023

Outcome: Approved

Signature: _____

Date: _____