

# CONFIRMED MINUTES

## A&R MEETING POST AUDIT SIGN OFF - PUBLIC AGENDA



At the **Audit & Risk meeting** on **9 Nov 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Audit & Risk Committee
<b>Date:</b>	Wednesday, 9 August 2023
<b>Time:</b>	9:00 am to 9:20 am (NZST)
<b>Location:</b>	Trust Boardroom, 124 Main Street, Greytown
<b>Committee Members:</b>	Derek Williams, Phil Holden, Steve Meyrick
<b>Attendees:</b>	Helga Perry

### 1. Opening Meeting

#### 1.1 Apologies

#### 1.2 Interests Register

### 2. Minutes

#### 2.1 Audit & Risk Committee meeting held 16 May 2023

A&R Committee Meeting 16 May 2023, the minutes were confirmed as presented.



#### Approve minutes

The minutes were approved as a correct record of the meeting.

<b>Decision Date:</b>	9 Aug 2023
<b>Mover:</b>	Phil Holden
<b>Second:</b>	Derek Williams
<b>Outcome:</b>	Approved

#### 2.2 Flying Minute - approval to sign off Performance Report

Documentation noted.

### 3. Business

#### 3.1 Audit Management Letter to Trustees

The committee noted the letter from the auditor and the covering paper from the Trust Manager.





### **Response to Auditor's Management Letter to Trustees**

The committee requests that the Trust Manager draft a response to the auditor's Management Letter to Trustees for sign off by the Board at the 16 August meeting.

**Decision Date:** 9 Aug 2023  
**Mover:** Phil Holden  
**Seconder:** Steve Meyrick  
**Outcome:** Approved



### **Response to auditor's Management Letter to Trustees**

Prepare draft response for sign off by the Board.

**Due Date:** 16 Aug 2023  
**Owner:** Helga Perry

## **3.2 A&R Committee terms of reference**

The committee noted the Trust Manager's covering paper confirming the addition of one responsibility to the Terms of Reference and confirmed there were no other amendments to be made.



### **ToR - amendment approval by Board**

Trust Manager to update Terms of Reference as agreed and include with Board papers for sign off at 16 August Board meeting.

**Due Date:** 16 Aug 2023  
**Owner:** Helga Perry

## **4. Public excluded**

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



#### **Move into public excluded at 9.16am**

The public be excluded from the following parts of the proceedings of this meeting, namely: Agenda items 5.1.

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>Subject Matter:</b>	<b>Reason for Ground(s) under section 48(1)</b>
Auditor	Privacy 7(2)(a)

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.

**Decision Date:** 9 Aug 2023  
**Mover:** Phil Holden  
**Seconder:** Derek Williams  
**Outcome:** Approved

## **5. Auditor**



## 6. Into public

### 6.1 Move into public session



#### Move back into public session at 9.19am

Move back into public to close the meeting.

**Decision Date:** 9 Aug 2023

**Mover:** Phil Holden

**Seconder:** Derek Williams

**Outcome:** Approved

## 7. Follow up on action items

### 7.1 Action List

Due Date	Action Title	Owner
16 May 2023	Update Risk Register <b>Status:</b> Completed on 16 May 2023	Helga Perry
16 May 2023	Fraud Prevention Policy <b>Status:</b> Completed on 16 May 2023	Helga Perry
16 May 2023	A&R Committee to review draft budget - recommendation to the Board <b>Status:</b> Completed on 16 May 2023	Helga Perry
31 May 2023	Risk Register Review - Biannual basis <b>Status:</b> Completed on 31 May 2023	Helga Perry

## 8. Next Meeting

### 8.1 Date to be confirmed

## 9. Close Meeting

### 9.1 Close the meeting

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

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

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

9 NOV 2023