



# Masterton Trust Lands Trust

## BOARD PACK

for

MTLT (Open)

Monday, 20 April 2020

4:00 PM

Held at:

COVID-19 Lockdown

Zoom online video conference

# AGENDA

## MTLT (OPEN)



<b>Name:</b>	Masterton Trust Lands Trust
<b>Date:</b>	Monday, 20 April 2020
<b>Time:</b>	4:00 PM to 5:30 PM
<b>Location:</b>	COVID-19 Lockdown, Zoom online video conference
<b>Board Members:</b>	Leanne Southey (Chair), Christine Brewster, John Bunny, Sandy Ryan, Bex Johnson, Frazer Mailman, Tom Hullena, Gary Caffell
<b>Attendees:</b>	Andrew Croskery (GM), Stephanie Rix (Secretary), Greer Sinton (Finance)

### 1. MEETING OPENING.

#### 1.1 COVID-19 Lockdown - Meeting via video conference.

Due to the COVID-19 lockdown, this meeting will take place via online video conference.

Members of the public are unable to attend, however this is still considered to be an open meeting and the minutes will be publicly available.

#### 1.2 Apologies.

#### 1.3 Declaration of interest.

The Chair to ask Trustees present to declare any agenda items in the Open meeting in which they may have either a financial conflict of interest or the appearance of possible bias, and acknowledge the receipt of the record of interest with the board pack.

### 2. MINUTES OF PREVIOUS MEETING.

#### 2.1 Minutes of meeting 30th March 2020.

Minutes of previous meeting to be confirmed.

Supporting Documents:

2.1.a	Minutes : MTLT (Open) - 30 Mar 2020	5
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#### 2.2 Matters arising.

### 3. USE OF SEAL.

#### 3.1 Approval of affixing of the common seal.

The affixing of the common seal by Trustees/General Manager to the following be approved.

- Seal not used since last board meeting.

#### 4. FINANCE.

##### 4.1 Financial reports as at 31st March 2020.

Nil to report as year end accounts in progress.

#### 5. GENERAL BUSINESS.

##### 5.1 General business.

#### 6. MOVE INTO COMMITTEE.

##### 6.1 The Chair to move that the meeting moves into committee.

*That the public be excluded from –*

the following parts of the proceedings of this meeting, namely –

*Finance items, Grant requests, Property items, Staff matters:*

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of the resolution
Property items	Commercial sensitivity	7(2)(b)(11)
Finance items	Commercial privacy	7(2)(b)(11)
Grant requests	Privacy	7(2)(a)
Staff matters	Privacy	7(2)(a)

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

#### 7. ITEMS TRANSFERRED FROM IN-COMMITTEE.

##### 7.1 Items transferred from In-Committee.

#### 8. CLOSE MEETING.

##### 8.1 Next meeting date.

**Next meeting:** MTLT (Open) - 25 May 2020, 4:00 PM

# MINUTES (in Review)

## MTLT (OPEN)



<b>Name:</b>	Masterton Trust Lands Trust
<b>Date:</b>	Monday, 30 March 2020
<b>Location:</b>	COVID-19 Lockdown - Remote meeting, Responses to be made via email
<b>Board Members:</b>	Leanne Southey (Chair), Bex Johnson, Christine Brewster, Frazer Mailman, Gary Caffell, John Bunny, Sandy Ryan, Tom Hullena
<b>Attendees:</b>	Andrew Croskery (GM), Stephanie Rix (Secretary)

### 1. MEETING OPENING.

#### 1.1 COVID-19 Lockdown - Meeting via email.

Due to the extraordinary circumstances of COVID-19, the meeting agenda has been shortened, meeting papers have been delivered by email, no physical meeting will take place, and members of the public will be unable to attend.

This is still considered an open meeting as the minutes will be publicly available.

Per Schedule 2 (1) (6) of the Masterton Trust Lands Act 2003:-

*A resolution in writing signed, or assented to by letter, facsimile, or electronic message, by all members of the Trust is valid and effectual as if it had been passed at a meeting of the Trust duly called and constituted.*

#### 1.2 Declaration of interest.

*Trustees to declare any agenda items in the Open meeting in which they may have either a financial conflict of interest or the appearance of possible bias, and acknowledge the receipt of the record of interest with the board pack.*

None advised.

### 2. MINUTES OF PREVIOUS MEETING.

#### 2.1 Confirm minutes of meeting held 24th February 2020.

MTLT (Open) 24 Feb 2020, the minutes were confirmed as presented.



#### Resolution:

That the minutes of meeting held 24<sup>th</sup> February 2020 be confirmed as a true and correct record.

**Decision Date:** 30 Mar 2020  
**Mover:** Leanne Southey  
**Seconder:** Christine Brewster  
**Outcome:** Approved

### 3. USE OF SEAL.

#### 3.1 Approval of affixing of the common seal.



##### Resolution:

The affixing of the common seal by Trustees/General Manager to the following be approved.

- QUE400 - Whaiora Whanui Trust - Deed of lease
- QUE400 - Whaiora Whanui Trust - Deed recording rent review
- BRU010/2 - Entice Gourmet Limited - Deed of lease
- CHA007 - Cross Country Rentals Limited - Deed of lease

**Decision Date:** 30 Mar 2020

**Mover:** Leanne Southey

**Seconder:** Christine Brewster

**Outcome:** Approved

### 4. FINANCE.

#### 4.1 Financial reports as at 29th February 2020.



##### Resolution:

That the Balance Sheet and Profit and Loss Statement as at 29th February 2020 be accepted.

**Decision Date:** 30 Mar 2020

**Mover:** Leanne Southey

**Seconder:** Christine Brewster

**Outcome:** Approved

### 5. MOVE INTO COMMITTEE.

#### 5.1 The Chair to move that the meeting moves into committee.



##### Resolution:

*That the public be excluded from –*  
the following parts of the proceedings of this meeting, namely –

*Finance items, Grant requests, Property items, Staff matters:*

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:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of the resolution
Property items	Commercial sensitivity	7(2)(b)(11)

Finance items	Commercial privacy	7(2)(b)(11)
Grant requests	Privacy	7(2)(a)
Staff matters	Privacy	7(2)(a)

This resolution is made in reliance on section 48(1)(a) 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:** 30 Mar 2020  
**Mover:** Leanne Southey  
**Secunder:** Christine Brewster  
**Outcome:** Approved

## 6. ITEMS TRANSFERRED FROM IN-COMMITTEE.

### 6.1 Items transferred from In-Committee.

#### Resolution - Education grants 2019/20:

That in the instances where an MTLT funded activity has had to be postponed due to COVID-19, the grant recipient be given an extension of time to use the funds. This extension of time will be until 31st March 2021 and the funds must still be used on the original planned activity. If the grant funds are not used on the original planned activity by 31<sup>st</sup> March 2021, the grant funds must then be repaid to MTLT.

Mover: Leanne Southey

Secunder: Christine Brewster

APPROVED

## 7. CLOSE MEETING.

### 7.1 Next meeting date.

**Next meeting:** MTLT (Open) - 20 Apr 2020, 4:00 PM

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

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