



Masterton Trust Lands Trust

BOARD PACK

for

MTLT (Open)

Tuesday, 26 April 2022

3:30 pm

Held at:

MTLT Board Room

189 Queen Street, Masterton

AGENDA

MTLT (OPEN)



Name:	Masterton Trust Lands Trust
Date:	Tuesday, 26 April 2022
Time:	3:30 pm to 5:30 pm
Location:	MTLT Board Room, 189 Queen Street, Masterton
Board Members:	Leanne Southey (Chair), Christine Brewster, John Bunny, Gary Caffell, Tom Hullena, Bex Johnson, Frazer Mailman, Sandy Ryan
Attendees:	Andrew Croskery (GM), Stephanie Rix (Secretary)

1. MEETING OPENING.

1.1 Apologies.

1.2 Late items.

Members to advise of any late items they wish to be considered.

If a Trustee wishes to bring an item to the board meeting, it must be notified to the office by the Monday prior to the board meeting, for inclusion and distribution in the agenda. Items defined as late items (i.e. received after the agenda has been prepared and eligible for consideration by Trustees) are only those items which cannot be left until the following meeting.

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 receipt of the Register of Interests (attached).

Note: The information contained in the Register of Interests is derived from the Member Disclosure Statement. Please check and advise any changes required.

Supporting Documents:

1.3.a	Register of Interests - April 2022.pdf	6
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2. MINUTES OF PREVIOUS MEETING.

2.1 Minutes of meeting held 7th March 2022.

Minutes of previous meeting to be confirmed (attached).

Supporting Documents:

2.1.a	Minutes : MTLT (Open) - 7 Mar 2022	8
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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 to be approved:

- Seal not used.

4. FINANCE.

4.1 Financial reports.

Nil to report as year end accounts in progress.

The target date for the draft financial accounts is Friday 29th April 2022.

5. LATE ITEMS.

5.1 Late items as advised from 1.2 above.

6. GENERAL BUSINESS.

6.1 General business.

7. MOVE INTO COMMITTEE.

7.1 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)(ii)
Finance items	Commercial privacy	7(2)(b)(ii)
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.

8. ITEMS TRANSFERRED FROM IN-COMMITTEE.

8.1 Items transferred from In-Committee.

9. CLOSE MEETING.

9.1 Next meeting date.

Next meeting: MTLT (Open) - 7 Jun 2022, 3:30 pm



Masterton Trust Lands Trust

Register of Board Membership Interests

Masterton Trust Lands Act (2003)

Trustee: Leanne Southey	
Memberships of community organisations:	<ul style="list-style-type: none"> • Trade Aid, Masterton (tenant of MTLT) • Red Star Squash Club • Wairarapa District Health Board • Wellington Free Ambulance Board • Wellington Water Ltd Board • Friends of Aratoi
Other interests:	<ul style="list-style-type: none"> • Lease of Unit 7+8 Enterprise Village (related party) • Accountant for some Trust tenants • Accounts for some Trust grant recipients
Trustee: Christine Brewster	
Memberships of community organisations:	<ul style="list-style-type: none"> • Wairarapa Justice of the Peace Assn • Masterton South Rotary Club
Trustee: John Bunny	
Memberships of community organisations:	<ul style="list-style-type: none"> • Wairarapa Justice of the Peace Assn • Wairarapa Rescue Trust (Chair) • St. Patricks Church Committee (Chair) • M.S.D. – Benefit Review Committee • Wairarapa C.A.B. – Board member / Volunteer interviewer • Wairarapa Parish Finance Committee • Masterton South Rotary Club • Young Mens Tennis Club • Masterton Golf Croquet Club • Masterton Community Centre Trust
Trustee: Frazer Mailman	
Memberships of community organisations:	<ul style="list-style-type: none"> • Masterton District Council (Councillor) • Wairarapa Youth Charitable Trust (Chair) • Wairarapa Road Safety Council (Chair)
Trustee: Sandy Ryan	
Memberships of community organisations:	<ul style="list-style-type: none"> • Masterton District Council (Councillor) • Lansdowne Residents Assn (Deputy Chair)
Trustee: Bex Johnson	
Memberships of community organisations:	<ul style="list-style-type: none"> • Masterton District Council (Councillor) • Masterton Theatre Company • Masterton Club • Masterton Community Trust • SPCA Wairarapa • Friends of Aratoi
Trustee: Gary Caffell	
Memberships of community organisations:	<ul style="list-style-type: none"> • Masterton District Council (Councillor) • Masterton Bowling Club (President) • Masterton Community Centre Trust

Trustee: Tom Hullena	
Memberships of community organisations:	<ul style="list-style-type: none">• Ngā Pūmanawa Tūpuna / REAP (Advisor)• Makoura College Board (Advisor)• Masterton Community Centre Trust

General Manager: Andrew Croskery	
Memberships of community organisations:	<ul style="list-style-type: none">• Wairarapa Rescue Trust• Masterton Judo & Ju Jitsu Academy

MINUTES (in Review)

MTLT (OPEN)



Name:	Masterton Trust Lands Trust
Date:	Monday, 7 March 2022
Time:	3:30 pm to 5:15 pm
Location:	MTLT Board Room, 189 Queen Street, Masterton
Board Members:	Leanne Southey (Chair), Christine Brewster, John Bunny, Gary Caffell, Tom Hullena, Bex Johnson, Frazer Mailman, Sandy Ryan
Attendees:	Andrew Croskery (GM), Stephanie Rix (Secretary)

1. MEETING OPENING.

1.1 Apologies.

No apologies.

1.2 Late items.

The Chair asked Trustees to advise of any late items they wish to be considered.

BDO - External audit plan for the year ended 31st March 2022.

1.3 Declaration of interest.

The Chair asked 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 receipt of the Register of Interests included with the board pack.

No conflicts advised.

2. MINUTES OF PREVIOUS MEETING.

2.1 Minutes of meeting held 25th January 2022.

MTLT (Open) 25 Jan 2022, the minutes were confirmed as presented.



Resolution:

That the minutes of the meeting held 25th January 2022 be confirmed as a true and correct record.

Decision Date: 7 Mar 2022

Mover: Christine Brewster

Seconder: Frazer Mailman

Outcome: Approved

2.2 Matters arising.

No matters arising.

3. USE OF SEAL.

3.1 Approval of affixing of the common seal.



Resolution:

That the affixing of the common seal by Trustees/General Manager to the following to be approved:

- QUE437/3 - Kuripuni Lotto & Gift Shop - Deed of Surrender of Lease + Deed of Lease.

Decision Date:	7 Mar 2022
Mover:	Bex Johnson
Seconder:	Tom Hullena
Outcome:	Approved

4. FINANCE.

4.1 Financial reports.

The following financial reports were received:

- Profit and loss statement - year to date 31st January 2022.
- Balance sheet - as at 31st January 2022.

5. LATE ITEMS.

5.1 Late items as advised from 1.2 above.

BDO external audit plan:

The BDO external audit plan for the year ended 31st March 2022 was tabled.

The plan was reviewed at the Audit, Risk & Property Committee meeting earlier today.

The audit fee has been previously agreed.

The Chair referred Trustees to page 8 of the plan "Matters requiring board input" and highlighted that the matters listed are the responsibility of all members of the board.

6. GENERAL BUSINESS.

6.1 General business.

No general business.

7. MOVE INTO COMMITTEE.

7.1 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:

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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: 7 Mar 2022
Mover: Leanne Southey
Seconder: Bex Johnson
Outcome: Approved

The meeting moved to In-Committee at 3.45pm.

Open meeting resumed at 5.10pm.

8. ITEMS TRANSFERRED FROM IN-COMMITTEE.

8.1 Items transferred from In-Committee.

a) Alan Macdiarmid Scholarship

Resolution:

That a second instalment of \$1,000 each be released to Bianca Green (2020 recipient) and Hannah Penn (2021 recipient).

MOVED: Christine Brewster / SECONDED: Bex Johnson / APPROVED

Resolution:

That the 2022 Alan Macdiarmid Scholarship (\$1,000 per annum for three years) be awarded to Kian Jones, Rathkeale College.

MOVED: Bex Johnson / SECONDED: Tom Hullena / APPROVED

b) Golden C'Art Scholarship

Resolution:

That the 2022 Golden C'Art Scholarship be awarded to Jessi Watson, Solway College.

MOVED: Christine Brewster / SECONDED: Bex Johnson / APPROVED

c) Tenant Apprentice Scholarship

Resolution:

That a tenant apprentice scholarship be approved to Immogen Bird, Michelle's Hair, for the amount of up to \$1,000 for costs associated with her hairdressing apprenticeship training.

MOVED: Christine Brewster / SECONDED: Tom Hullena / APPROVED

d) Policies

Resolution:

That the following policy be approved:

- POL101 – Statement of Accounting Policies

MOVED: Leanne Southey / SECONDED: John Bunny / APPROVED

Resolution:

That the following policy be approved (subject to removal of para 6.2):

- POL501 – Protected Disclosures Policy

MOVED: Christine Brewster / SECONDED: Sandy Ryan / APPROVED

Resolution:

That the following policy be approved:

- POL601 – Health & Safety Policy

MOVED: John Bunny / SECONDED: Tom Hullena / APPROVED

e) Simon Prior Charitable Trust

Resolution:

To wind up the Simon Prior Charitable Trust and transfer the funds to Masterton Medical, subject to legal advice.

MOVED: Christine Brewster / SECONDED: Frazer Mailman / APPROVED

9. CLOSE MEETING.

9.1 Next meeting date.

Next meeting: MTLT (Open) - 26 Apr 2022, 3:30 pm

Meeting closed at 5.15pm.