

Masterton Trust Lands Trust

BOARD PACK

for

MTLT (Open) Monday, 29 March 2021 3:30 pm

Held at: MTLT Board Room 189 Queen Street, Masterton

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Apologies:	Gary Caffell
Attendees:	Andrew Croskery (GM), Stephanie Rix (Secretary)
Board Members:	Leanne Southey (Chair), Christine Brewster, John Bunny, Tom Hullena, Bex Johnson, Frazer Mailman, Sandy Ryan
Location:	MTLT Board Room, 189 Queen Street, Masterton
Time:	3:30 pm to 5:30 pm
Date:	Monday, 29 March 2021
Name:	Masterton Trust Lands Trust

1. MEETING OPENING.

1.1 Apologies.

Gary Caffell.

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).

Supporting Documents:

1.3.a	Register of Interests - March 2021.pdf	6
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2. MINUTES OF PREVIOUS MEETING.

2.1 Minutes of meeting held 1st March 2021.

Minutes of previous meeting to be confirmed (attached).

Supporting Documents:

2.1.a Minutes : MTLT (Open) - 1 Mar 2021

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 this month.

4. FINANCE.

4.1 Financial reports as at 28th February 2021.

a. Profit and loss statement - year to date 28th February 2021 (attached).

b. Balance sheet - as at 28th February 2021 (attached).

Supporting Documents:

4.1.a	Profit & Loss - February 2021.pdf	13
4.1.b	Balance Sheet - February 2021.pdf	14

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)(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.

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) - 27 Apr 2021, 3:30 pm

Masterton Trust Lands Trust

Masterton Trust Lands Trust

Register of Board Membership Interests

Masterton Trust Lands Act (2003)

	Trustee: Leanne Southey	Partner: Peter McKenna
Occupation:	Chartered Accountant in Public Practice (Southey Sayer Ltd)	Owner - Screen printing business (Mangan Graphics), Masterton
Interests in Land:	 52 Perry Street, Masterton (owned by family trust) 12A McKenna Street, Masterton (part-owned by family trust) 110 Dixon Street, Masterton – leased by Southey Sayer Ltd Unit 8, 392 Queen Street, Masterton – leased by Mangan Graphics Ltd (from MTLT) Apartment 9, Chews Lane, Wellington (owned by family 	
Investments in Companies,	 Frust) Southey Sayer Ltd 	
Partnerships (not public company):	 Mangan Graphics Ltd (tenant of MTLT) 	
Directorships:	 Southey Sayer Ltd Academy Trustees Ltd Sadler Oakly Newman Trustees Ltd Dixon Street Trustees Ltd Wairarapa District Health Board 	
Memberships of Community Organisations:	 Masterton Trust Lands Trust Masterton (Chair) Trade Aid, Masterton (tenant of MTLT) Red Star Squash Club Wairarapa Community Health Board Wairarapa Free Ambulance Board (from 1 April 2021) 	

	Trustee: Christine Brewster	Partner:
Occupation:	Hairdresser	
Interests in Land:	46B Essex Street, Masterton	
Investments in Companies, Partnerships (not public company):		
Directorships:		
Memberships of Community Organisations:	 Masterton Trust Lands Trust Masterton (Deputy Chair) Wairarapa Justice of the Peace Assn (Member) Masterton South Rotary Club (Member) 	

	Trustee: John Bunny	Partner: Judi Bunny
Occupation:	Retired	
Interests in Land:	97 Manuka Street, Masterton	
Investments in Companies,	J R Bunny Agencies Ltd	
Partnerships (not public company):	Joribee Trust (Trustee)	Trustee
Directorships:	J R Bunny Agencies Ltd	Director
Memberships of Community Organisations:	 Masterton Trust Lands Trust Masterton (Trustee) Wairarapa Justice of the Peace Council (Board member) Wairarapa Rescue Trust (Chair) St. Patricks Church Committee (Chair) M.S.D. – Benefit Review Committee C.A.B. – Volunteer interviewer. 	
	Wairarapa Parish Finance Committee.	

	Trustee: Frazer Mailman	6	Partner: Marion Mailman
Occupation:	Retired		Retired
Interests in Land:	19 Liverpool Street, Masterton		• 19 Liverpool Street, Masterton
Investments in Companies, Partnerships (not public company):			
Directorships: Memberships of Community Organisations:	 Masterton District Council (Councillor) Masterton Trust Lands Trust (Trustee) Wairarapa Youth Charitable Trust (Acting Chair) 		

	Trustee: Sandy Ryan	Partner: Dave Ryan
Occupation:	People First NZ	Self-Employed
Interests in Land:	19 Ardsley Lane, Masterton	• 19 Ardsley Lane, Masterton
	12B Norwich Avenue, New Plymouth	• 12B Norwich Ave, New Plymouth
Investments in Companies,		
Partnerships (not public company):		
Directorships:	Concretextra Ltd	Concretextra Ltd
Memberships of Community	Masterton Trust Lands Trust Masterton (Trustee)	
Organisations:	Wairarapa Resource Centre (Trustee)	
	Masterton District Council (Councillor)	
	Lansdowne Residents Assn (Member)	

	Trustee: Bex Johnson	Partner: Bill Johnson
Occupation:	Self Employed	Manager, Masterton Club
Interests in Land:	 1 Rewa Place, Lansdowne, Masterton 38 Edith Street, Masterton 70A Bannister Street, Masterton 	
Investments in Companies, Partnerships (not public company):		
Directorships:		
Memberships of Community Organisations:	 Rotary Masterton South (Member) Masterton Theatre Company (Member) Masterton Club (Member) Masterton Trust Lands Trust Masterton (Trustee) Masterton District Council (Councillor) Masterton Community Trust (Trustee) SPCA Wairarapa 	 Masterton Club (Member) NZMCA (Member)

	Trustee: Gary Caffell	Partner: Barbara Caffell
Occupation:	Retired	
Interests in Land:	2B Second Street, Masterton	2B Second Street, Masterton
Investments in Companies,		
Partnerships (not public company):		
Directorships:		
Memberships of Community	 Masterton Trust Lands Trust Masterton (Trustee) 	
Organisations:	Masterton District Council (Councillor)	
	 Masterton Bowling Club (President) 	

	Trustee: Tom Hullena	Partner:
Occupation:	 Education Consultant Project Lead – Nga Pumanawa Tupuna 	Sellar & Sellar (Business Mger)
Interests in Land:	30 Essex Street, Masterton	30 Essex Street, Masterton
Investments in Companies, Partnerships (not public company):		
Directorships:		
Memberships of Community Organisations:	 Masterton Trust Lands Trust Masterton (Trustee) Nga Pumanawa Tupuna Wairarapa Economic Development Skills Group (WEDS) Eastern & Central Community Trust 	Netball Wairarapa (Treasurer)

	General Manager: Andrew Croskery	Partner: Nic Rivers	
Occupation:	General Manager, Masterton Trust Lands Trust		Wairarapa DHB
Interests in Land:	136 Blakes Road, Carterton		
Investments in Companies,			
Partnerships (not public company):			
Directorships:			
Memberships of Community	Wairarapa Rescue Trust (Trustee)		
Organisations:			

MINUTES (in Review) MTLT (OPEN)



Name:	Masterton Trust Lands Trust
Date:	Monday, 1 March 2021
Time:	3:30 pm to 4:45 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
Attendees:	Andrew Croskery (GM), Stephanie Rix (Secretary)
Apologies:	Sandy Ryan

1. MEETING OPENING.

1.1 Apologies.

Resolution:

That the apology from Sandy Ryan be accepted.

Decision Date:	1 Mar 2021			
Mover:	Christine Brewster			
Seconder:	Bex Johnson			
Outcome:	Approved			

1.2 Late items.

The Chair asked Trustees to advise any late items they wish to be considered. None advised.

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 the receipt of the Register of Interests included with the board pack. None advised.

2. MINUTES OF PREVIOUS MEETING.

2.1 Minutes of meeting held 26th January 2021.

MTLT (Open) 26 Jan 2021, the minutes were confirmed as presented.



Resolution:

That the minutes of the meeting held 26th January 2021 be confirmed as a true and correct record.

Decision Date:	1 Mar 2021
Mover:	Bex Johnson
Seconder:	Gary Caffell
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 be approved:

- QUE276 Hell Pizza Deed of Assignment of Lease
- QUE360 UCOL Deed of Lease
- DIX162 Mills Bros Ltd Deed of Lease
- CHA203 Farmlands Deed of Variation of Lease

Decision Date:	1 Mar 2021			
Mover:	Tom Hullena			
Seconder:	John Bunny			
Outcome:	Approved			

4. FINANCE.

4.1 Financial reports as at 31st January 2021.

The following financial reports were received:

- Profit and loss statement year to date 31st January 2021.
- Balance sheet as at 31st January 2021.

5. CORRESPONDENCE.

5.1 William McMillan.

Trustees received with interest the email from William McMillan thanking the Trust for the financial support he received while at Wairarapa College and outlining his subsequent successful career.

6. LAND EXCHANGE OF TRUST PROPERTY.

6.1 Special resolution.



Special resolution:

To exchange an equivalent area of land at 203 Ngaumutawa Road Masterton with the adjoining owner at 183 Ngaumutawa Road Masterton in order to provide better utility of both sites.

Decision Date:	1 Mar 2021			
Mover:	Leanne Southey			
Seconder:	Christine Brewster			
Outcome:	Approved			

- 7. LATE ITEMS.
- 7.1 Late items as advised from 1.2 above.

No late items.

8. GENERAL BUSINESS.

8.1 General business.

No general business.

9. MOVE INTO COMMITTEE.

9.1 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: 1 Mar 2021

Mover: Seconder: Outcome: Leanne Southey Gary Caffell Approved

The meeting moved into Committee at 3.35pm. Open meeting resumed at 4.40pm.

10. ITEMS TRANSFERRED FROM IN-COMMITTEE.

10.1 Items transferred from In-Committee.

a) Tenant apprentice scholarship:

That a tenant apprentice scholarship be approved to Sarah Mail, Vivo Hair Salon, for the amount of up to \$1,000 for costs associated with her apprenticeship training.

Moved: Christine Brewster

Seconded: Bex Johnson

APPROVED

b) Alan MacDiarmid scholarship:

That a third and final scholarship payment of \$1,000 be released to Abigail Murcott.

Moved: Christine Brewster

Seconded: Bex Johnson

APPROVED

c) Wairarapa Secondary School Principals Association - 2019 sector leader grant for Karen Young seminar:

That the grant funding can be carried over for use in the 2021/22 financial year, subject to an alternative but similar purpose being found so that the grant funds can be utilised as soon as possible.

Moved: Frazer Mailman

Seconded: Tom Hullena

APPROVED

d) Whakaoriori Wellbeing Project:

That a grant of \$29,568.59 (\$25,711.82 + GST) be approved to St Patrick's School and Chanel College for the "Zones of Regulation" programme.

Moved: Christine Brewster

Seconded: Tom Hullena

APPROVED

e) POL111 - Trustee Expenses Policy:

That the Trustee Expenses policy be approved.

Moved: Frazer Mailman

Seconded: Gary Caffell

APPROVED

f) POL1001 - Domestic Violence Leave Policy:

That the Domestic Violence Leave Policy be approved.

Moved: Tom Hullena Seconded: Frazer Mailman APPROVED

11. CLOSE MEETING.

11.1 Next meeting date.

Next meeting: MTLT (Open) - 29 Mar 2021, 3:30 pm

Meeting closed at 4.45pm.

Signature:

Date:

	Masterton Trust Lands Trust April 2020 to March 2021											
	Apr-20 Actual خ	May-20 Actual ်	Jun-20 Actual	Jul-20 Actual	Aug-20 Actual	Sep-20 Actual	Oct-20 Actual	Nov-20 Actual	Dec-20 Actual	Jan-21 Actual	Feb-21 Actual خ	YTD \$
Income	Ŷ	Ý	Ŷ	Ŷ	Ŷ	Ŷ	Ŷ	Ŷ	Ŷ	Ý	Ý	<u> </u>
Interest Income - Tenant Fit-out Loans	100	98	95	92	90	87	84	81	78	76	73	954
Other revenue	-584	210	87	3,075	90	4,634	68,577	25,077	77	2,826	54	104,123
Recoveries	47,505	48,417	52,292	51,459	51,007	54,610	32,275	50,731	50,859	49,681	49,414	538,250
Rent	433,978	432,585	432,575	430,369	439,332	432,248	676,805	434,742	436,285	443,784	438,915	5,031,618
Covid-19 Rent Relief	-127,269	-79,903	-11,717	-8,562	-1,353	-94	0	0	0	0	0	-228,898
Covid-19 Wage Subsidy	14,059	-7,030	-7,030	0	0	0	0	0	0	0	0	-1
Total Income	367,790	394,377	466,302	476,433	489,166	491,485	777,741	510,631	487,299	496,367	488,456	5,446,046
Gross Profit	367,790	394,377	466,302	476,433	489,166	491,485	777,741	510,631	487,299	496,367	488,456	5,446,046
Less Operating Expenses												
Administration Costs	12,151	33,858	44,014	52,758	58,946	37,807	40,115	37,476	51,218	24,414	35,986	428,743
Property costs	109,023	118,067	183,197	201,831	189,988	370,045	177,096	125,409	124,916	125,935	147,847	1,873,354
Total Operating Expenses	121,174	151,925	227,211	254,589	248,934	407,852	217,211	162,885	176,134	150,349	183,833	2,302,097
Operating Profit	246,616	242,452	239,091	221,844	240,232	83,633	560,530	347,746	311,165	346,018	304,623	3,143,949
Non-operating Expenses												
Interest cost	58,366	113,449	40,281	45,793	124,678	42,241	45,339	134,406	60,803	46,788	132,203	844,347
Grants												
Civic Grants							18,000					18,000
Concessional rent grants	51,755	51,755	51,755	51,755	51,755	51,755	51,755	51,755	51,755	51,755	51,755	569,305
Covid-19 Community Assistance Fund						5,000	15,543	8,000	8,000	4,000	0	40,543
Education grants	-2,000	1,000	49,750	1,000	11,000	33,000	88,465	11,008	630	696	3,270	197,819
Grant Recovery						-3,915						-3,915
Total Grants	49,755	52,755	101,505	52,755	62,755	85,840	173,763	70,763	60,385	56,451	55,025	821,752
Total Non-operating Expenses	108,121	166,204	141,786	98,548	187,433	128,081	219,102	205,169	121,188	103,239	187,228	1,666,099
Net Profit	138,494	76,248	97,305	123,296	52,799	-44,448	341,428	142,577	189,977	242,779	117,395	1,477,850

Profit & Loss Masterton Trust Lands Trust

28 FFB 2021

Balance Sheet

Masterton Trust Lands Trust As at 28 February 2021

	28 FEB 2021
Assets	
Bank	
Transaction account	504,009
Grant - project reserve	60,161
Maintenance Reserve	350,232
MTLT Maintenance TD4	300,000
MTLT Maintenance TD 1005	500,000
Total Bank	1,714,402
Current Assets	
Accounts Receivable	4,153
Total Current Assets	4,153
Fixed Assets	
Land & Buildings (Investment Portfolio)	72,228,227
Property, plant & equipment	192,609
Property, plant & equipment - accumulated depreciation	(33,894)
Trust Office	825,000
Total Fixed Assets	73,211,942
Total Assets	74,930,497
Liabilities	
Current Liabilities	
Accounts Payable	111,605
ANZ term loan	21,727,943
GST payments & receipts	42,030
Interest Accrued	132,203
Roundings	(1)
Total Current Liabilities	22,013,781
Total Liabilities	22,013,781
Net Assets	52,916,716
Equity	
Current Year Earnings	1,477,850
Retained earnings	51,438,866
Total Equity	52,916,716