

SECRETARIAL note. Trustee only time was held prior to the meeting commencing.

Held on Monday, 4 November 2019 at 9:00 a.m. at Eastland Community Trust, 50 The Esplanade, Gisborne.

PRESENT:

Paul Reynolds (Chairman), John Clarke, Ailsa Cuthbert, Mayor Rehette Stoltz, Lyall Evans and Te Raumawhitu Kupenga (via telephone).

IN ATTENDANCE:

Eastland Community Trust staff, Chief Executive Officer - Gavin Murphy, Chief Financial Officer - Phil McLeod and Gisborne Herald reporter Aaron Van Delden.

2.1 Karakia

Te Raumawhitu Kupenga gave a Karakia to begin the meeting.

2.2 APOLOGIES

Jill Chrisp

2.3 DECLARATION OF TRUSTEES INTERESTS:

Responsibility lies with Trustees to contact the Secretary to update their interest register if required.

John Clarke advised of changes to the interest register.

2.4 CONFIRM AGENDA & NOTIFICATION OF LATE ITEMS

Nil

2.5 approval of MINUTES and matters arising

The minutes of the meeting held 2 September 2019 were taken as read.

Unanimous Approval

Matters arising

Nil

2.6 Decision making

2.6.a Eastland Community Trust Deed change

Trustees have consulted with the Gisborne District Council on a proposal to change the name of the Trust. A presentation as made to council whom have confirmed their agreement to support the name change.

Trustees, having more than 75% support, resolved:

That having consulted with the Gisborne District Council and pursuant to the requirement in clause 3.2 of the Trust Deed creating the Eastland Community Trust, the trustees approve a name change of the Trust to Trust Tairāwhiti so that clause 3.1 of the Trust is now"

"3.1 The name of the Trust is Trust Tairāwhiti"

Unanimous Approval

Secretarial note: Te Raumawhitu Kupenga left the meeting at 9:10 a.m. to attend a tangi.

2.6.b Policy update and approval

The CFO spoke to the report.

Jill Chrisp has had input into the updated External Concerns and Complaints Policy and Procedures, and the Health and Safety Policy has had some minor updates.

The Investment Policy remains a work in progress as the policy is being updated to look holistically to reflect the new businesses and how the trust will invest.

Trustees:

- i. noted the report as received,
- ii. approved the external concerns, complaints and behaviours policy and procedure,
- iii. approved the health and safety policy,
- iv. noted the investment policy is ongoing and will be brought back to the Board in due course.

Unanimous Approval

2.7 BENEFICIARIES PRESENTATIONS AND PUBLIC FORUM

Nil

2.8 Board Updates

2.8.a Board meeting schedule and calendar 2019

Trustee noted the proposed 2020 dates have been circulated, these need to be finalised now along with the joint GDC meeting dates. The quarterly meetings with the Eastland Group Directors will be held at the Trust and trustees note this may require additional time from them.

2.8.b CEO monthly operational report

The CEO spoke to the report.

The health and safety dashboard is challenging due to the low quantum of issues. Trustees requested a graphical representation is added to identify whether these are all resolved.

The financial statements were discussed, and the CEO commented that the underspend in the strategic initiatives is likely to be caught up during the second half of the year. Discussion occurred on the detail of the distributions approved through the equity statement and the distributions payable.

Discussion occurred on communications and the need to understand the impact Tuia 250 and the Arts Festival had for the region. A report is to be presented to trustees.

Takihoko | Business is advancing the CARE initiative with parties wishing to be joined up. This is an action of the Tairāwhiti Economic Action Plan.

Secretarial note: Adam Hughes joined the meeting at 9:35 a.m. and left at 10:00 a.m after discussing the activities of Takitapuwaē.

The visitor statistics are showing good growth with Tuia 250 and the Arts Festival boosting the October numbers. The challenge will be the following 12 months and retaining the Arts Festival to kick off the summer season.

Product development with Qualmark operators is important to invest into for offerings to visitors. This goes hand in hand with Destination Marketing if the region is to increase growth into high value offerings.

Work is being done with iwi to develop an overall tourism strategy for the region which will include their aspirations and ideas.

The iSite is focusing on statistics and want to understand the conversion to paid tourism offerings.

2.9 EXCLUSION OF PUBLIC FROM PROCEEDINGS

Moved by John Clarke, seconded Ailsa Cuthbert

That, the public be excluded from the following part of the proceedings of this meeting, namely for discussion or decision:

SECTION 48 - LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

Item 3.1.a - Approval of Minutes of 2nd Sept 2019

Item 3.2 - Action Items

Item 3.3 - Craig's presentation

Item 3.4.a - Trust Tairāwhiti Chairperson Election

Item 3.4.b (i) - Tairāwhiti Wellbeing Fund Pou 2 applications over \$10,000

Item 3.4.b (ii) - Tairāwhiti Wellbeing Fund Pou 2 applications over \$100,000

Item 3.4.c - Strategic Cashflow

Item 3.5.a - CEO Monthly Report (Closed)

Item 3.5.b - Audit and Risk Update

Item 3.5.c - Risk Update

Item 3.5.d - Far East Sawmill and Spectrum Update

Item 3.5.e - Regional Wood Processing update

Item 3.5.f - Trust Tairāwhiti Rebrand rollout

Item 3.6.a - Minutes Audit and Risk Committee

Item 3.6.b - Risk Management context.

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 this resolution are as follows:

Item No.	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter check	Ground(s) under section 48(1) for the passing of this resolution
Item 3.1.a	Approval of Minutes of 2 September 2019	Sections 7(2) (a) (b) (c) (f) (h) (i) (j)	48(1) (a)
Item 3.2	Action Items	Sections 7(2) (c) (f) (h)	48(1) (a)
Item 3.3	Craigs Presentation	Sections 7(2) (a) (b) (c) (f) (j)	48(1) (a)
Item 3.4.a	Trust Tairāwhiti Chairperson Election	Sections 7(2) (a) (f)	48(1) (a)
Item 3.4.b (i)	Tairāwhiti Wellbeing Fund Pou 2 applications over \$10,000	Sections 7(2) (a) (b) (c) (f) (i)	48(1) (a)
Item 3.4.b (ii)	Tairāwhiti Wellbeing Fund Pou 2 applications over \$100,000	Sections 7(2) (a) (b) (c) (f) (i)	48(1) (a)
Item 3.4.c	Strategic Cashflow	Sections 7(2) (c) (f) (h) (i)	48(1) (a)
Item 3.5.a	CEO Monthly Report (Closed)	Sections 7(2) (a) (b) (c) (f) (h) (i) (j)	48(1) (a)
Item 3.5.b	Audit & Risk Update	Sections 7(2) (b) (c) (f) (h) (i)	48(1) (a)
Item 3.5.c	Risk Update	Sections 7(2) (b) (f) (h)	
Item 3.5.d	Far East Sawmill and Spectrum Update	Sections 7(2) (b) (c) (f) (h) (i) (j)	48(1) (a)
Item 3.5.e	Regional Wood Processing update	Sections 7(2) (b) (f) (h) (i) (j)	48(1) (a)
Item 3.5.f	Trust Tairāwhiti Rebrand rollout	Sections 7(2) (f)	48(1) (a)
Item 3.6.a	Minutes Audit & Risk Committee	Sections 7(2) (b) (c) (f) (h) (i)	48(1) (a)
Item 3.6.b	Risk Management context	Sections 7(2) (b) (f) (h)	48(1) (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 6 or section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Content
Section 7(2)(a) To protect the privacy of natural persons, including that of deceased natural persons
Section 7(2)(b)(ii) To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
Section 7(2)(c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information: <ul style="list-style-type: none"> i. Would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or Would be likely otherwise to damage the public interest.
Section 7(2)(f) Maintain the effective conduct of public affairs through: <ul style="list-style-type: none"> i. The free and frank expression of opinions by or between or to members of officers or employees of any local authority, or any persons to whom Section 2(5) applies, in the course of their duty; or The protection of such members, officers, employees and persons from improper pressure or harassment.
Section 7(2)(g) maintain legal professional privilege.
Section 7(2)(h) Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.
Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Section 7(2)(j) Prevent the disclosure or use of official information for improper gain or improper advantage. <ul style="list-style-type: none"> i. That Gavin Murphy (ECT CEO), and the ECT leadership team (CFO, GMC, CM, MCE, GMT, GMED, MCM) be permitted to remain at this meeting, after the public has been excluded relating to Items 3.1 – 3.7.c because of their knowledge of Trust business. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their roles and work performed. ii. That Adam Lynch and Mark Lister from Craigs Investment be permitted to remain at this meeting, after the public has been excluded relating to Items 3.3 because of their knowledge of the business. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their roles and work performed on the investment portfolio.

Secretarial note: There being no further open business public were excluded at 10:00 a.m. and were re-admitted at 3:00 p.m.

The public excluded minutes follow and are not publicly available. There being no further business the meeting closed at 3:00 p.m. These minutes were confirmed by Trustees on 2 December 2019.

CHAIRMAN
P Reynolds