

MINUTES FROM A MEETING OF THE EASTLAND COMMUNITY TRUST

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

Held on Monday, 6 May 2019 at 9:45 a.m. at Eastland Community Trust Offices 50 The Esplanade, Gisborne.

PRESENT:

Paul Reynolds (Chairman), John Clarke, Ailsa Cuthbert, Jill Chrisp, Michael Muir, Mayor Meng Foon, Te Rau Kupenga

IN ATTENDANCE:

Chief Executive Officer - Gavin Murphy and Chief Financial Officer - Phil McLeod.

2.1 KARAKIA

Te Rau Kupenga gave a Karakia to begin the meeting.

2.2 APOLOGIES

None.

2.3 DECLARATION OF TRUSTEES INTERESTS:

No further items were added. Responsibility lies with Trustees to contact the Secretary to update their interest register if required.

2.4 CONFIRM AGENDA & NOTIFICATION OF LATE ITEMS

No further items were added.

2.5 APPROVAL OF MINUTES AND MATTERS ARISING

The minutes of the meeting held 1 April 2019 were taken as read. The Board **approved** the minutes of the meeting held 1 April 2019 as a true and accurate record of that meeting.

Unanimous Approval

No matters arising.

2.6 BENEFICIARIES PRESENTATIONS AND PUBLIC FORUM

Nil

2.7 BOARD UPDATES

2.7.a. Board Meeting Schedule and Calendar 2019

Trustees noted the report and noted the CEO is to confirm the timing of Eastland Group's AGM with Eastland's CEO.

The audit and risk committee will meet on 27 May 2019 to discuss the financial statements rather than via email.

The joint meeting with Eastland Group directors may not happen on the 30 May 2019, and Trustees will be updated in due course.

Other changes will be updated on the calendar for next month.

Action Item

2.7.b CEO Monthly Operational Report

The CEO spoke to the report.

Health and Safety

The CEO updated trustees on health and safety which is overseen by a committee with Wendy Gatley responsible for co-ordination.

There was one near miss incident involving a loose handle bar on an e-scooter. Trustees noted that full induction and training is being put in place for all staff.

No other incidents or near misses occurred.

Tairawhiti wellbeing

The CEO provided an update on the engagement done to date on the wellbeing framework. The framework will be formally launched at the circular economy hui on 7 May 2019 with the report being made available online after this.

Activate Tairawhiti is working on a strategy to engage the business community.

Trustees requested the name of the framework adequately reflect regional wellbeing.

Trust Financial Statements

The financial statements were discussed. Trustees noted the commentary did not agree to the financial statements. The CFO advised the financial statements were correct and the commentary should have reflected these.

Trustees wish to review trustee costs and the professional development budget.

Action item

Economic Development

Trustees discussed the financial performance of Activate Tairawhiti, which is reflective of the investment the Trust has made into economic development and tourism development in the region. It was noted that communications are needed in advance of the AGM to highlight the investment into these activities. The Regional Business Partners contract has been renewed and the Tairawhiti Economic Action Plan refresh is making progress with the the Maori economic development plan being integrated into the document.

To ensure the best for region approach is addressed, business and other entities are being encouraged to participate in the spatial planning work the Council is doing. This will enable the spatial planning work to better inform the regional facilities strategy, TEAP and other regional priorities such as housing.

Tourism

Trade shows were attended during the April. The region had a joined up approach and as such had one regional stand. This has been developed so it can be used for multiple exhibits. Management intend to have this at the Trust AGM.

Communications

Trustees noted that of the communications highlighted, not many were initiated by the Trust. The CEO took this on board.

2.8 EXCLUSION OF PUBLIC FROM PROCEEDINGS

SECTION 48 - LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

Moved by Dr. Jill Chrisp, seconded Te Rau Kupenga.

Carried

SECTION 48 - LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987

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

- Item 3.1.a - Approval of Minutes of 4 April 2019
- Item 3.2 - Action Items
- Item 3.3 - CEO Monthly Report
- Item 3.4.a - Grant v Loan Decision Criteria
- Item 3.4.b - Purpose Capital Impact Fund
- Item 3.4.c - Accounting Issues
- Item 3.4.d - EGL Director Recruitment – next steps
- Item 3.4.e - Distribution Funding Strategy 2019 & Updated Policy
- Item 3.4.f - Matai Lab Update
- Item 3.5.a - Community Resilience Funding Major
- Item 3.6.a - Purpose Capital Impact Fund
- Item 3.6.b - EGL Shareholder Report
- Item 3.6.c - EGL Director Update

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 4 April 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	CEO Monthly Report	Sections 7(2)(a)(b)(c)(f)(h)(i)(j)	48(1)(a)
Item 3.4.a	Grant v Loan Decision Criteria	Sections 7(2) (f)(h)	48(1)(a)
Item 3.4.b	Purpose Capital Impact Fund	Sections 7(2)(b)(c)(f)(i)(j)	48(1)(a)
Item 3.4.c	Accounting Issues	Sections 7(2)(b)(c)(f)(h)(j)	48(1)(a)
Item 3.4.d	EGL Director Recruitment – next step	Sections 7(2)(a)(c)(h)	48(1)(a)
Item 3.4.e	Distribution Funding Strategy 2019 & Updated Policy	Sections 7(2)(c)(f)(h)	48(1)(a)
Item 3.4.f	Matai Lab Update	Sections 7(2)(b)(c)(f)(l)	48(1)(a)
Item 3.5.a	Community Resilience Fund Major	Sections 7(2)(c)(f)(h)	48(1)(a)
Item 3.6.a	Purpose Capital Impact	Sections 7(2)(b)(c)(f)(i)(j)	48(1)(a)
Item 3.6.b	EGL Shareholder Report	Sections 7(2)(b)(c)(f)(h)	48(1)(a)
Item 3.6.c	EGL Director Update	Sections 7(2)(a)(c)(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: 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: ii. 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.

- iii. That Gavin Murphy (ECT CEO), Phil McLeod (CFO) be permitted to remain at this meeting, after the public has been excluded relating to Items 3.1 – 3.6.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.
- iv. That the ECT leadership team (GMC, CM, MCE, GMT, GMED, MCM) be permitted to remain at this meeting, after the public has been excluded relating to Items 3.1 – 3.6.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 role and work performed.

Secretarial note: There being no further open business public were excluded at 10:40 a.m. and were re-admitted at 2:30 p.m.

The public excluded minutes follow and are not publicly available. There being no further business the meeting closed at 2:30 p.m. These minutes were confirmed by Trustees on 6 June 2019.

CHAIRMAN
P Reynolds