

(DRAFT) MINUTES FROM A MEETING OF  
**TRUST TAIRĀWHITI**

ON TUESDAY, 10 May 2022

The meeting was held via Zoom and in person at Shed3 50 Esplanade Gisborne

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**PRESENT:**

John Clarke (Chair), Dr Jill Chrisp, Lyall Evans, Shannon Dowsing and Dr Warren Williams and via Zoom Wi Pere Mita and Kristen Kohere-Soutar.

**IN ATTENDANCE:**

Trust Tairāwhiti executive team members: Chief Executive Officer - Gavin Murphy, Chief Financial Officer - Phil McLeod, GM Economic Development – Richard Searle and GM Shared Service – Kim Allan and GM Hapori – Audine Grace-Kutia and via Zoom GM Wellbeing and Impact - Erina Hurihanganui.

**2.1 Karakia**

The meeting opened with a karakia.

**2.2 Apologies**

Marketing and Communications Manager - Matt Cairns

**Unanimous Approval**

**2.3 Declaration of Trustee's interests**

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

**2.4 Confirmation of Agenda and Late items**

No late agenda items noted.

**2.5 Approval of minutes and matters arising**

The minutes of the meeting held 5 April 2022 were taken as read and approved.

**Unanimous Approval**

**2.6 Strategy and decision making**

Nil.

**2.7 Beneficiaries' presentations and public forum**

**Sport Gisborne Tairāwhiti**

Lyall Evans noted his conflict with the presentation.

Leanne Harrison and Tamera Nelson of Taupua Tairāwhiti presented to Trustees.

Taupua was set up to address issues a number of not-for-profit organisations faced relating to the lack of resources and capability to administer their organisations effectively. Taupua offers

in-person and virtual support services tailored for each not-for-profit to allow them to focus on their key deliverables. These services include financial management, administration, websites, communication and marketing plans. The services are to be expanded to include Governance training, mentoring and peer to peer programmes.

They operated a pilot on 10 organisations and have now expanded to work with a further five organisations.

They require additional staff to deliver these services. For Taupua to be sustainable long term they will charge fees. The groups they work with cannot afford to pay professionals for their services and are engaged by Taupua through a service agreement. The five-year vision is to have 120 clients paying a combined \$800,000 per annum.

Discussion occurred on developing the organisations rather than being the centre of a Hub and whether they have considered working at the code rather than grass roots level.

Taupua support and uplift the organisations capability and their mentoring and peer to peer programs will allow this to happen.

## **2.8 Board Updates**

### **2.8.a Board meeting schedule and calendar 2022**

The report was taken as read.

### **2.8.b CEO monthly operational report**

The CEO report was taken as read.

## **2.9 EXCLUSION OF PUBLIC FROM PROCEEDINGS**

John Clarke moved, Shannon Dowsing Seconded.

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:

- 3.1. Approval of Closed Minutes and Matters Arising
- 3.2. Action items
- 3.3. Health & Safety update
- 3.4.a. Eastland Group Limited Chair and CEO
- 3.5.a. Project Kitty and Ginger Tom
- 3.5.b. Eastland Group – Director expectations and retirement
- 3.5.c. Decision Request: Spectrum Group Limited – capital restructure
- 3.5.d. Decision Request: Polytechnik administration – heat plant investment
- 3.5.e. Decision Request: Funding applications up to \$10k applications ratification
- 3.5.f. Discussion Document: Board meeting, content, and process paper
- 3.5.g. Decision Request: Policy approval – Privacy Policy

3.6.a. CEO's Closed report

3.6.b. People and Culture update

3.6.c. Audit and Risk 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	Approval of Minutes of 5 April 2022	Sections 7(2) (a) (b) (c) (f) (h) (i) (j)	48(1) (a)
Item 3.2	Action Items for trustees	Sections 7(2) (a) (c) (f) (h)	48(1) (a)
Item 3.3	Health & Safety update	Sections 7(2) (b) (f) (h)	48(1) (a)
Item 3.4	Eastland Group Limited Chair and CEO	Sections 7(2) (b) (c) (f) (g) (h) (i) (j)	48(1) (a)
Item 3.5.a	Project Kitty and Eastland Group update	Sections 7(2) (f) (h) (i)	48(1) (a)
Item 3.5.b	Eastland Group Limited Director expectations and retirement	Sections 7(2) (f) (h) (i)	48(1) (a)
Item 3.5.c	Decision Request: Spectrum Group Limited – capital restructure	Sections 7(2) (b) (c) (f) (h) (i)	48(1) (a)
Item 3.5 d	Decision Request: Polytechnik administration – heat plant investment	Sections 7(2) (b) (c) (f) (j) (i)	48(1) (a)
Item 3.5 e	Decision Request: Funding applications up to \$10k applications ratification	Sections 7(2) (b) (c) (f) (j)	48(1) (a)
Item 3.5.f	Discussion Document: board meeting, content, and process paper	Sections 7(2) (f)	48(1) (a)
Item 3.6.g	Decision Request: Policy approval – Privacy Policy	Sections 7(2) (f)	48(1) (a)
Item 3.6.a	CEO Monthly report	Sections 7(2) (a) (b) (c) (f) (h) (i) (j)	48(1) (a)
Item 3.6.b.	People and Culture update	Sections 7(2) (a) (f) (g)	48(1) (a)
Item 3.6.c.	Audit and Risk update	Sections 7(2) (f) (g)	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**

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**Section 7(2)(a)** To protect the privacy of natural persons, including that of deceased natural persons

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**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.

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**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
- ii. Would be likely otherwise to damage the public interest.

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**Section 7(2)(f)** Maintain the effective conduct of public affairs through:

- iii. 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
- iv. The protection of such members, officers, employees and persons from improper pressure or harassment.

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**Section 7(2)(g)** maintain legal professional privilege.

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**Section 7(2)(h)** Enable any local authority holding the information to carry on, without prejudice or disadvantage, commercial activities.

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**Section 7(2)(i)** Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

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**Section 7(2)(j)** Prevent the disclosure or use of official information for improper gain or improper advantage.

- i. That Gavin Murphy (Trust CEO), and the Trust leadership team (CFO, GMH, GMED, GMTCM, GMWI, GMS EA) be permitted to remain at this meeting, after the public has been excluded relating to Items 3.1 – 3.8 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 Matanuku Mahuika (Chair) and Matt Todd (CEO) Eastland Group Limited be permitted to remain at this meeting, after the public has been excluded relating to Items 3.4.a 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.

**Secretarial note:** There being no further open business public were excluded at 9.44am and were re-admitted at 3.10pm.

The public excluded minutes follow and are not publicly available. There being no further business the meeting closed at 3.10pm. These minutes were confirmed by Trustees on 7 June 2022.

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CHAIR  
WILLIAM JOHN CLARKE