



OPEN MINUTES

Minutes of a meeting of Milford Community Trust held Via Zoom (digital technology) on Friday, 19 June 2020 at 9.30am.

PRESENT

Chairperson	Councillor Ebel Kremer
Trustees	Rosco Gaudin
	Tim Holland
	Brad Johnstone

APOLOGIES

Stephen Norris New Trustee pending Council approval
Jason Steele

IN ATTENDANCE

Committee Advisor	Tony Woodham	New Trustee pending Council approval
Community Partnership Leader	Alyson Hamilton	
Graduate Accountant	Simon Moran	
Department of Conservation	Brie Lepper	
	Antonia Croft	

1 Apologies

There were apologies from Jason Steele and Stephen Norris.

Moved Chairperson Kremer, seconded Trustee Gaudin and resolved:

That the Milford Community Trust accept the apologies.

2 Leave of absence

There were no requests for leave of absence received.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Chairperson Kremer, seconded Trustee Gaudin and resolved:

That the Milford Community Trust confirms the minutes of the meeting held on 26 February 2020 as true and correct record of that meeting.

Reports

4.1 Invoicing Operators

Record No: R/20/6/13416

Community Partnership Leader – Simon Moran was in attendance for this item.

Mr Moran advised the purpose of the report is to seek direction from the Trust on whether it wishes to:

- provide financial relief to the tourism operators in Milford Sound *Piopiotahi* by forgoing the revenue from the last quarter invoicing of the 2019/20 financial year

and the first two of the quarterly invoices for the 2020/21 financial year due to the impacts on operators from Covid-19.

- as a consequence of the above and the impacts on tourism of Covid-19 defer the construction of the Milford recreation centre until the 2021/22 financial year.

Resolution

Moved Chairperson Kremer, seconded Trustee Holland and resolved:

That the Milford Community Trust:

- a) **Receives the report titled “Invoicing Operators” dated** 12 June 2020.
- b) That the Milford Community Trust agrees not to invoice for the revenue budgeted for the last quarter of the 2019/20 financial year (\$37,646 excl GST) and the first two quarters of the 2020/21 financial year (\$75,292 excl GST).
- c) Agrees to defer the construction of the Milford recreation centre from 2020/21 financial year to 2021/22.

4.2 Financial Report to 31 May 2020

Record No: R/20/6/13404

Graduate Accountant – Brie Lepper was in attendance for this item.

Ms Lepper advised that the purpose of the report was to provide the Trustees with a statement of financial performance and financial position of the Trust for the period 1 July 2019 to 31 May 2020.

Resolution

Moved Chairperson Kremer, seconded Trustee Gaudin and resolved:

That the Milford Community Trust:

- a) **Receives the report titled “Financial Report to 31 May 2020” dated** 10 June 2020.

4.3 Sensitive Expenditure Policy

Record No: R/20/6/13521

Community Partnership Leader – Simon Moran was in attendance for this item.

Mr Moran advised the purpose of the report is for the Trust to review the draft Sensitive Expenditure Policy and consideration its adoption.

Resolution

Moved Trustee Gaudin, seconded Trustee Holland and resolved:

That the Milford Community Trust:

- a) **Receives the report titled “Sensitive Expenditure Policy” dated 9 June 2020.**
- b) Adopts the Sensitive Expenditure Policy for the Milford Community Trust.

4.4 Audit New Zealand documents

Record No: R/20/6/13608

Graduate Accountant – Brie Lepper was in attendance for this item.

Miss Lepper advised that the purpose of the report was seek formal approval of the audit proposal and the audit engagement letter for three years to 30 June 2022, and receive the audit plan for the year ended 30 June 2020.

The Trust noted that Audit New Zealand requires the Trust to accept and sign the proposal to conduct the annual report audit on behalf of the Auditor-General for the 2020, 2021 and 2022 years.

Resolution

Moved Chairperson Kremer, seconded Trustee Holland and resolved:

That the Milford Community Trust:

- a) **Receives the report titled “Audit New Zealand documents” dated 12 June 2020.**
- b) Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter,
- d) Accepts the terms, conditions, arrangements and fees as set out in attachments A, B and C of the officers report.
- e) Authorises the Chairperson to sign the following letters received from Audit NZ:
 - proposal to conduct the audit of Milford Community Trust on behalf of the Auditor General for the 2020, 2021 and 2022 financial years (attachment A of the officers report),
 - audit engagement letter (attachment B of the officers report).

4.5 Chairperson's Report

Record No: R/20/2/4307

The Chairperson, Councillor Kremer, reported on matters with which he has been involved **since the Trust's last meeting**. These included:

- discussions with Department of Conservation staff regarding lodgement of the application for the Recreation Centre and appreciation to the Community Partnership Leader for his work on this application
- advice of catch-ups with Tony Woodham and Tim Holland in Milford Sound following Covid-19 lockdown with discussions on local issues
- advice that Brad Johnstone (Milford Community association elected representative) and Tim Holland (Milford Community appointee) term of representation on the Trust expires 30 June 2020. The Chair requested a note of appreciation be forwarded to both members.

4.6 Department of Conservation Update

Record No: R/20/2/4306

Department of Conservation representative, Antonia Croft updated the Trustees on Department activities. These included:

- update on flood protection system processes and procedures following recent flood event

Members queried what action the Department of Conservation is taking to prevent flood waters going through the Events Centre in the future. Ms Croft responded remedial work by way of the water being diverted is being undertaken.

- happy to see progress of the application for the Recreation Centre which has been lodged with and acknowledged by the Department of Conservation.

4.7 Milford Community Association Report

Association member Brad Johnstone provided an update on activities in Milford Sound post Covid-19 lockdown advising of a skeleton crew in Milford with a minimal number of people in the area and hopeful things will change in the near future.

Mr Moran queried whether there are any Health and Safety issues at the Recreation Court that the Trust needs to be made aware of.

In response the Chairperson advised it was timely a Risk Management and Health and Safety discussion be undertaken at the next meeting of the Trust and requested this be an agenda item.

Resolution

Moved Chairperson Kremer, seconded Trustee Holland and resolved:

That the Milford Community Trust:

- a) Requests a Risk Management and Health and Safety Report be presented to the next meeting of the Milford Community Trust.

Public Excluded

Exclusion of the Public: Local Government Official Information and Meetings Act 1987

Resolution

Moved Chairperson Kremer, seconded Trustee Holland and resolved:

That the public be excluded from the following part(s) of the proceedings of this meeting.

C5.1 Annual Insurance Renewal

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:

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 this resolution
Annual Insurance Renewal	S7(2)(b)(ii) - The withholding of the information is necessary 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	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.

That the Community Partnership Leader – Simon Moran, Graduate Accountant – Brie Lepper and Committee Advisor - Alyson Hamilton be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items C5.1 Annual Insurance Renewal. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

The public were excluded at 10.12am.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.



The meeting concluded at 10.20am

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE MILFORD COMMUNITY TRUST
HELD ON FRIDAY 19 JUNE 2020.

DATE:.....

CHAIRPERSON:.....