



OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Milford Community Trust held via Zoom (digital technology) on Monday, 28 June 2021 at 4.25pm. (4.28pm – 4.49pm).

PRESENT

Chairperson	Councillor Ebel Kremer
Trustees	Rosco Gaudin
	Tim Holland
	Brad Johnstone – (4.28pm – 4.49pm)
	Stephen Norris
	Tony Woodham

APOLOGIES

Brad Johnstone – (lateness)

IN ATTENDANCE

Committee advisor	Alyson Hamilton
Community partnership leader	Simon Moran
Graduate accountant	Brie Lepper

1 Apologies

There was an apology for lateness from Brad Johnstone.

Moved Chairperson Kremer, seconded Trustee Holland and resolved:

That the Milford Community Trust accept the apology.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been 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 Holland and resolved:

That the minutes of Milford Community Trust meeting held on 2 March 2021 be confirmed as a true and correct record of that meeting.

Reports

4.1 Financial Report to 31 May 2021

Record No: R/21/6/33263

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

Ms Lepper advised the purpose of the report is to provide the trustees with an updated statement of financial performance and financial position of the Trust for the period 1 July 2020 to 31 May 2021.

Chairperson Kremer requested that the **chairperson's** remuneration be placed on hold due to the current economic conditions effective 1 July 2021. Check with Brie?

Brad Johnstone joined the meeting at 4.28pm during discussions on the report.

Resolution

Moved Chairperson Kremer, seconded Trustee Gaudin and resolved:

That the Milford Community Trust:

- a) **Receives the report titled "Financial Report to 31 May 2021" dated** 18 June 2021.

4.2 Annual Report Audit Plan for the year ending 30 June 2021

Record No: R/21/6/33830

Graduate accountant - Brie Lepper was in attendance for this item.

Ms Lepper advised the purpose of this report is for the Trust to approve the Annual Report Audit Plan as proposed by Audit New Zealand (Audit NZ) for the year ending 30 June 2021.

The meeting noted Audit NZ had advised that due to staffing issues they were unable to confirm if the audit of the annual report will be completed within the statutory timeframes.

The Trustees requested written confirmation be obtained from Audit NZ in regards the audit timetable.

Resolution

Moved Chairperson Kremer, seconded Trustee Norris and resolved:

That the Milford Community Trust:

- a) **receives the report titled "Annual Report Audit Plan for the year ending 30 June 2021" dated** 18 June 2021.
- 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 Annual Report Audit Plan for the year ending 30 June 2021, as set out in attachment A noting that the audit timetable is still to be agreed.

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- e) **delegates authority to Council's Financial Accountant to agree the 2020/2021**
audit timetable with Audit NZ.

4.3 Proposed amendments to the Trust's Deed

Record No: R/21/6/34083

Community partnership leader – Simon Moran was in attendance for this item.

Mr Moran advised the purpose of the report is for the Trustees to consider the additional amendments to the Milford Communities Trust Deed following a legal review.

Resolution

Moved Trustee Gaudin, seconded Trustee Johnstone and resolved:

That the Milford Community Trust:

- a) **receives the report titled "Proposed amendments to the Trust's Deed" dated 22**
June 2021.
- b) approves the proposed changes to the Milford Community Trust Board Deed.
- c) approves the request to vary the rules of the Milford Community Trust Board
Deed as approved by recommendation (b) be submitted to Charities Services
within one month of this resolution being agreed to.
- d) authorises Simon Moran to submit the request in accordance with
recommendation (c) on behalf of the Milford Community Trust Board.

Public Excluded

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

Resolution

Moved Chairperson Kremer, seconded Trustee Woodham 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.

The public were excluded at 4.44pm.

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 4.49pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE MILFORD COMMUNITY TRUST HELD ON MONDAY, 28 JUNE 2021.

DATE:.....

CHAIRPERSON:.....