



OPEN MINUTES

Minutes of a meeting of Milford Community Trust held in the Real Journeys Fiordland Community Events Centre, Luxmore Drive, Te Anau on Friday, 14 June 2019 at 9.30am.

PRESENT

Chairperson
Trustees

Ebel Kremer
Rosco Gaudin
Tim Holland
Brad Johnstone
Jason Steele

APOLOGIES

Antonia Croft

Department of Conservation

IN ATTENDANCE

Committee Advisor
Community Partnership Leader

Jenny Labruyère
Simon Moran

1 Apologies

An apology for non-attendance was lodged by Antonia Croft, Department of Conservation representative.

Moved Chairperson Kremer, seconded Trustee Gaudin and **resolved:**

That the Milford Community Trust accept the apology. Lodged by Department of Conservation representative Antonia Croft.

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 were no public to speak in public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Trustee Johnstone, seconded Trustee Steele **and resolved**

That the minutes of Milford Community Trust, held on 5 April 2019 be confirmed as a true and correct record.

Reports

4.1 Financial Report to 30 April 2019

Record No: R/19/5/8921

Community Partnership Leader, Simon Moran presented this item.

Mr Moran advised that the Financial Report for the period 1 July 2018 to 30 April 2019, provides the trustees with an updated statement of financial performance and financial position of the trust.

Mr Moran added that the concessionaire's income represents the first three quarters of the financial year. At 31 May 2019, there is no previous quarter's concessionaire's income outstanding.

Furthermore Mr Moran outlined that the majority of expenses to date relate to chairman fees, the walkway project which was completed and paid in April and insurance for the period 1 July 2018 to 30 June 2019.

Mr Moran outlined that currently the Trust's expenses are \$150,000 below budget. This is predominantly as a result of the walkway project coming in below budget (\$43,000), Audit Fees, Medical Clinic and Emergency Services Provider funding not being paid to date (\$73,000). It is anticipated that the full Audit Fees (\$5,000) will be incurred by year end however, it is predicted that overall the Trust's expenditure will be significantly under budget at year end.

Mr Moran added that the Trust continues to have a strong cash position with \$42,175 held in current/call accounts, and additionally, \$237,121 is invested in term deposits

Trustees discussed the process of updating the information and the complexity of the methodology for the current formula for charging of concessionaire fees, and requested the Trust review this again in a workshop to consider more alternative options.

Resolution

Moved Chairperson Kremer, seconded Trustee Holland **and resolved**

That the Milford Community Trust:

- a) **Receives the report titled "Financial Report to 30 April 2019" dated 10 June 2019.**
- b) **Requests a further review on the methodology for the charging mechanism for concessionaire fees to explore alternative options.**

4.2 Draft Amended Financial Delegations Policy

Record No: R/19/5/9779

Community partnership Leader, Simon Moran was present for this item.

Mr Moran advised that the report presents the amended draft Financial Delegations Policy for the Trust's consideration.

Mr Moran added that the Trust's Financial Delegations Policy has been amended to include financial delegation to the Senior Management Accountant, which is a new role to be established in Southland District Council's Finance team from 10 June 2019.

Mr Moran further advised that the Senior Management Accountant is proposed to have the same delegated authority as all the other Council finance staff (to be able to authorise financial transactions in MCT's BNZ banking system). All financial transactions processed, still requires authorisation by two authorised signatories.

Trustees noted that the draft Policy also included reference to "*Trust Manager*" and requested this be amended to *Community Partnership Leader* in each instance.

Resolution

Moved Chairperson Kremer, seconded Trustee Steele **and resolved**

That the Milford Community Trust:

- a) **Receives the report titled "Draft Amended Financial Delegations Policy" dated 10 June 2019.**
- 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) **Adopts the draft amended Financial Delegations Policy (Attachment A), subject to any amendments agreed at the meeting.**
- e) **Amends references to Trust Manager to Community Partnership Leader.**

4.3 Recreation Centre Reports

Record No: R/19/6/10558

Community Partnership Leader, Simon Moran presented this item.

Mr Moran advised that the report is to formally provide Trustees with the reports on the proposed recreation facility prepared by Impact Consulting Ltd.

Mr Moran updated that the Trust has been considering the issue of the feasibility of a recreation centre for workers in Milford for some time and has previously begun consultation with operators about the project.

Mr Moran added that Trustees requested a business case be prepared with particular emphasis on how the facility could/should be managed and following further comment from Trustees amendments were made to the report.

Mr Moran advised that Trustees are required to consider how it wishes to proceed and whether to progress the project.

Councillor Kremer advised he met with Milford Sound Tourism Authority and following lengthy discussion they endorsed the proposal however raised some issues such as staff/management costings. Trustees

Trustees also requested bullet point two of point 37.4 be removed from the Business Case, and that the proposed site layout (18) and orientation of the building (19) be revisited at the design stage.

In discussing the Facility Management Plan Trustees noted the following for further review;

- operational policies/rules
- alcohol rulings
- honorarium
- roles for management committee

Trustees agreed to continue with the next steps, these being;

- further feedback from concessionaires/stakeholders
- preliminary design drawings, resource consent and costings
- final decisions on management structure to be made by the Trustees.

In conclusion Trustees agreed to delegate the Chair and Trustee Steel to have the authority to engage detailed design and building plans, plans and application for resource consent and Department of Conservation concessions.

Resolution

Moved Chairperson Kremer, seconded Trustee Gaudin **and resolved**

That the Milford Community Trust:

- a) **Receives the report titled "Recreation Centre Reports" dated 10 June 2019.**
- b) **Authorises the Chairperson and Trustee Steel to have delegated Authority to engage a designer for detailed building plans, resource consents and Department of Conservation concessions.**

4.4 Milford Community Association Report

Record No: R/19/5/9923

Association member Brad Johnstone reported on the following;

Recent feedback on the Milford Community Trust facebook page has been very positive commenting that a recreation centre will provide a public place for staff to utilise for various activities.

4.5 Department of Conservation report on behalf of the Department

Record No: R/19/5/9925

There was no Department representative in attendance at the meeting.

4.6 Chairperson's Report

Record No: R/19/5/9931

Trustees requested a letter be sent to the Department of Conservation seeking an update in regard to the flood protection system processes and procedures in the event of an emergency in light of recent events in Milford.

The meeting concluded at 10.30am

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE MILFORD COMMUNITY TRUST
HELD ON 14 JUNE 2019.

DATE:.....

CHAIRPERSON:.....