



OPEN MINUTES

Minutes of a meeting of Milford Community Trust held in the Te Anau Office, 24 Milford Crescent, Te Anau on Thursday, 5 November 2020 at 9.01. (9.01am - 9.51am, 9.51am to 10.04am).

PRESENT

Chairperson	Councillor Ebel Kremer	
Trustees	Rosco Gaudin	
	Stephen Norris	(9.51am - 10.04am)
	Tony Woodham	Via audio link

APOLOGIES

Stephen Norris (for lateness)

IN ATTENDANCE

Committee Advisor	Alyson Hamilton
Department of Conservation	Antonia Croft
Community Partnership Leader	Simon Moran

The committee was unable to commence at 9.01am due to there being no quorum available. The meeting adjourned at 9.01am and reconvened at 9.51am.

Chairperson Councillor Kremer, Rosco Gaudin, Steven Norris, Tony Woodham (via audio link) were present when the meeting reconvened.

1 Apologies

There was an apology for lateness from Stephen Norris.

Moved Chairperson Kremer, seconded Rosco Gaudin and resolved:

That the Milford Community Trust accept the apology.

2 Leave of absence

There were no requests for leave of absence.

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 Rosco Gaudin, seconded Chairperson Kremer and resolved:

That the minutes of Milford Community Trust meeting held on 19 June 2020 be confirmed as a true and correct record of that meeting.

Reports

4.1 Financial Report to 30 September 2020

Record No: R/20/10/62046

Financial accountant - Sheree Marrah and graduate accountant - Brie Lepper were in attendance (via zoom) for this item.

Mrs Marrah advised the purpose of the report is to provide the Trustees with the financial report for the period 1 July 2020 to 30 September 2020 and provides the Trustees with an updated statement of financial performance and financial position of the Trust.

Resolution

Moved Chairperson Kremer, seconded Rosco Gaudin and resolved:

That the Milford Community Trust:

- a) **Receives the report titled "Financial Report to 30 September 2020" dated 29 October 2020.**

4.2 Audit New Zealand's Draft Management Report to 30 June 2020

Record No: R/20/10/62685

Financial accountant - Sheree Marrah and graduate accountant - Brie Lepper were in attendance (via zoom) for this item.

Mrs Marrah provided a copy of the recently audited Audit New Zealand management report which was circulated to the trustees at the meeting.

Mrs Marrah advised the purpose of the report is to advise the trustees that as part of the audit process, Audit New Zealand provides the Milford Community Trust with a report on its audit findings which outline the work that was performed and any recommended areas for improvement.

The Trustees noted there are no new recommendations made for the current year.

Resolution

Moved Tony Woodham, seconded Chairperson Kremer and resolved:

That the Milford Community Trust:

- a) **Receives the report titled "Audit New Zealand's Draft Management Report to 30 June 2020" dated 27 October 2020.**

4.3 Milford Performance Report

Record No: R/20/10/62979

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

Mr Moran advised the purpose of the report is to provide the trust with the Milford Community Trust Performance Report for the year ended 30 June 2020 for adoption.

Resolution

Moved Chairperson Kremer, seconded Rosco Gaudin and resolved:

That the Milford Community Trust:

- a) **Receives the report titled “Milford Performance Report” dated 27 October 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) Adopts the Milford Community Trust Performance Report (attachment A) for the year ended 30 June 2020.
- e) Delegates authority to the Chairperson to sign the letter of representation to Audit New Zealand (attachment C) on behalf of Trust.
- f) Agrees that the audited performance report be delivered to shareholders and be made available to the public by 30 November 2020.

4.4 Department of Conservation Update

Record No: R/20/10/63135

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

- update on ongoing compliance and health and safety matters
- sensor to monitor river levels has been installed and is operating
- repairs to flood protection work to commence soon
- following flooding there is a health and safety issue with the road to the car park to the chasm - this is a work in progress but there is an awareness that urgent action is required.

4.5 Chairperson's Report

Record No: R/20/10/63134

The Chairperson, Councillor Kremer, provided an update on a proposed change of location and design of the recreational centre facility which is to be resubmitted to DOC for approval.

Discussion took place on the need of a storage shed to be placed at the tennis courts for the purpose of storing sports equipment.

Members agreed to the purchase and installation of a storage shed at the tennis courts and further agreed to delegate authority to the Chair and Rosco Gaudin to progress this work and that the Trust provide funding of up to \$10,000 to be funded from the term deposit which is due for maturity 11 November 2020 and that any remaining funds from that term deposit be reinvested accordingly.

Resolution

Moved Rosco Gaudin, seconded Chairperson Kremer and resolved:

That the Milford Community Trust:

- a) Agrees to the purchase of a storage shed to be situated at the tennis courts for the purpose of storing sports equipment.
- b) Delegates authority to the Chairperson and Trustee Rosco Gaudin to progress the purchase and installation of a storage shed at the tennis courts on behalf of the Trust.
- c) Approves funding of up to \$10,000 to be funded from the term deposit of \$50,000 due for maturity on 11 November 2020 and that the remaining balance to be reinvested accordingly.

The meeting concluded at 10.04am.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A
MEETING OF THE MILFORD COMMUNITY TRUST
HELD ON THURSDAY, 5 NOVEMBER 2020.

DATE:.....

CHAIRPERSON:.....