



Canterbury Museum Trust Board – Open Meeting

Canterbury Museum

13 May 2024 at 2:00 PM NZST to May 13, 2024 at 5:00 PM NZST
85B Shands Road, Hornby, Christchurch

Agenda

1. Welcome

2. Apologies

- 2.1. Apologies received: Anthony Wright
- 2.2. RECOMMENDATION: That the apologies be received

3. Conflicts of Interest and Updates of Members' Interests Register

- 3.1. Members' Interests Register

4. Health and Safety

- 4.1. Report on Health, Safety and Wellbeing for April 2024 by Cam Finlayson, Head of Operations, dated 2 May 2024
- 4.2. RECOMMENDATION: That the report be received

5. Confirmation of Minutes of Previous Meetings

- 5.1. Meeting held 8 April 2024
- 5.2. RECOMMENDATION: That the minutes of the Canterbury Museum Trust Board meeting held on Monday 8 April 2024 be adopted as a true and correct record
- 5.3. Matters arising

6. Tumuaki | Director's Quarterly Report

- 6.1. Tumuaki | Director's Quarterly Report for January - March 2024
- 6.2. RECOMMENDATION: That the Tumuaki | Director's Quarterly Report for January - March 2024 be received

7. Finance

7.1. Accounts for payment February and March 2024

7.2. RECOMMENDATION: That the accounts for payment for February and March 2024 be approved

7.3. Report on financial statements for the nine months ending 31 March 2024 by Nigel Tecofsky, Financial Controller, dated 23 April 2024

7.4. RECOMMENDATION: That the financial statements for the nine months ended 31 March 2024 be approved

8. Policies and Procedures

8.1. Report on Fraud Policy and Procedures by Cam Finlayson, Head of Operations dated 22 April 2024

8.1.1. Fraud Policy and Procedures

8.2. RECOMMENDATION: That the report be received, the new Fraud Policy be adopted, and the Fraud Procedures noted.

8.3. Report on Whistleblower Policy and Procedures by Cam Finlayson, Head of Operations dated 30 April 2024

8.3.1. Whistleblower Policy and Procedures

8.4. RECOMMENDATION: That the report be received, the new Whistleblower Policy be adopted, and the Whistleblower Procedures noted.

8.5. Report on Making Policies and Procedures Available Online by Cam Finlayson, Head of Operations dated 30 April 2024

8.6. RECOMMENDATION: That the report be received, and recommendations are approved.

9. Into Committee

9.1. Motion to Exclude the Public

9.2. RECOMMENDATION: That the public be excluded from the following parts of the meeting [as per wording set out in Agenda Item 9.1]