

Karakia Timatanga

Tuia i runga, tuia i raro

Unite above, unite below

Tuia i roto, tuia i waho

Unite within, unite without

Tuia te here tāngata

Unite the people

Ka rongo te pō

The night hears

Ka rongo te ao

The day hears

Haumi e, hui e, taiki e

Let it be

board members – register of potential conflicts of interest



Name	Potential conflict of interest
David Ayers	Rangiora & Districts Early Records Society – committee member Heritage NZ - member Christ Church Cathedral Reinstatement Review Panel - member Kaiapoi District Historical Society – member Waimakariri Landmarks Group – member Board of Administration Methodist Church of NZ – member Methodist Connexional Property Committee – member Te Ngāi Tūāhuriri Holding Company – Board Selection Panel member Ashley Community Church Inc – Chair
Melanie Coker	Christchurch City Council Councillor for Spreydon Aheadstart Limited Christchurch City Holdings Limited Mason Foundation Trust
Robert Cruickshank	Brian Mason Scientific & Technical Trust – Trustee LIANZA Standing Committee on Freedom of Information - Member New Zealand Bio-Recording Network - Trustee New Zealand Journal of Zoology – Associate Editor University of Canterbury – Director of Environmental Science Mason Foundation Trust The Royal Society of New Zealand Canterbury Branch Incorporated
Puamiria Parata-Goodall	Lincoln University Council – Pro Chancellor Ngāi Tahu Fund Committee – Chair Te Pae Korako, Ngāi Tahu Archives and Whakapapa Committee – Member Arts Council of New Zealand – Member Te Māori Manaaki Taonga Trust – Member Christchurch City Council Public Art Advisory Group – Member Rarotoka Management – Shareholder Te Pakura Limited – Director National Repatriation Network – Member Museums Aotearoa – Member Flying Geese Trust – Member Te Atakura Development Trust – Member Te Matatiki Toi Ora Advisory Group, The Arts Centre of Christchurch – Kaiurungi (chair) Te Taumutu Rūnanga – Chair Taumutu Rūnanga Ltd, Tumu Whakahaere Executive Director Taumutu Rūnanga Ltd, Pou Tū Rangatira Director
Kelly Perazzolo	Canterbury Horticultural Society Incorporated - Member Friends of the Canterbury Museum Incorporated - Member
Daphne Robinson	Nil
Shayne Te Aika	Director, The Karshay Group. (family company) Current. Board member - Canterbury University 2015-2023. Pro-Chancellor Canterbury University 2021-2023. Director – Rannerdale War Veterans Home 2021-2023. Director – Rannerdale Home Care 2021-2023.

Tom Thomson ONZM	Elastomer Products Ltd - Managing Director and Shareholder Canterbury Manufacturers Trust – Board Member Motunau Beach RFF – Rural Fire Officer and Deputy Controller Institute of Directors – Member United Fire Brigade Association NZ – Board Member
Anthony Wright	Antarctic Heritage Trust – Deputy Chair AHT Expedition Endurance Limited - Director CCC Public Art Advisory Group – Chair Clark Collection Scholarship - Selection panel member Council of Australasian Museum Directors – Member Cranleigh Barton Estate Trust – Advisory Trustee Friends of Canterbury Museum – Committee Government House Gardens Auckland Committee – Member Mason Foundation – Trustee New Zealand Botanical Society – President Robin S Allan Memorial Fund – Trustee Ngākahu National Repatriation Partnership – Member Packe Street Park and Community Garden - Patron
Bryan Jamison	Nil declared
David Cartwright	Nil declared

As declared in Member profiles and at subsequent meetings

Updated 20 March 2026

CANTERBURY MUSEUM TRUST BOARD, CHRISTCHURCH, NEW ZEALAND

**Minutes of a meeting held on Monday 9 March 2026
commencing at 2.00 pm, in the Boardroom, 85B Shands Road, Hornby, Christchurch**

Present: Tom Thomson (Chair), David Ayers, David Cartwright, Melanie Coker, Rob Cruickshank, Puamiria Parata-Goodall, Shayne Te Aika, Kelly Perazzolo, Anthony Wright

In Attendance: Lynell Bell, Sarah Murray, Stephen Pennruscoe, Nigel Tecofsky, Andrea Webley, Brydie Lauder (minute taker)

Apologies: Daphne Robinson, Nick Hawkins, Bryan Jamison (for lateness)

1 WELCOME

The Director welcomed everyone to the meeting, acting as Chair under section 8(2) of the Canterbury Museum Trust Board Act 1993 until the election of a Chairperson.

2 KARAKIA

The meeting was opened with karakia.

3 APOLOGIES

Apologies were noted from Daphne Robinson, Nick Hawkins, and Bryan Jamison (for lateness)

26/001 Resolved that the apologies be received.

(A Wright/T Thomson)

4 ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

4.1 The Tumuaki Matua | Director called for nominations for the position of Chairperson and Deputy Chairperson for the next 3-year term.

David Ayers nominated Tom Thomson as Chairperson, seconded by David Cartwright. There were no further nominations, Tom Thomson was declared elected Chairperson of the Canterbury Museum Trust Board. Puamiria Parata-Goodall nominated Shayne Te Aika as Deputy Chairperson, seconded by Tom Thomson. There were no further nominations, Shayne Te Aika was elected Deputy Chairperson of the Canterbury Museum Trust Board.

Tom Thomson assumed the Chair and acknowledged the long tenure and service of David Ayers, commending him on an exemplary job, and expressing the Board's pleasure that he had agreed to continue as a member of the Board.

5 CORRESPONDENCE

5.1 Appointments to the Board

A letter to the Board from Te Rūnanga o Ngāi Tahu appointing Puamiria Parata-Goodall to the Canterbury Museum Trust Board for the 2026-2028 triennium was received.

Two emails to the Board Chair from the Christchurch City Council confirming appointments of Cr Melanie Coker, Cr David Cartwright, Tom Thomson, and

Nick Hawkins to the Canterbury Museum Trust Board for the 2026-2028 triennium were received.

26/002 Resolved that the correspondence be received.

(T Thomson/D Ayers)

6 CONFLICTS OF INTERESTS REGISTER

6.1 David Ayers noted that while he is involved with projects associated with the Christ Church Cathedral, none of these are a conflict of interest. No further conflicts of interest were advised.

7 CONFIRMATION OF THE MINUTES OF PREVIOUS MEETING

7.1 Minutes of the meeting held 8 December 2025 were reviewed.

26/003 Resolved that the minutes of the Canterbury Museum Trust Board meeting held 8 December 2025 be adopted as a true and correct record.

(T Thomson/D Cartwright)

8 MATTERS ARISING

A document containing names, roles, and photos of all current staff members was provided to Board members following a request. Attention was brought to the fact that there are more staff members listed than the FTE figure on the organisational chart. This is due to a number of staff holding part time or casual rostered positions. A typo was noted in the name of one staff member; this will be corrected.

Stephen Pennruscoe joined the meeting at 2.09 pm.

9 HEALTH, SAFETY AND WELLBEING

9.1 The Report on Health, Safety and Wellbeing for February 2026 by Stephen Pennruscoe, Head of Public Engagement (acting Health, Safety & Wellbeing lead), dated 1 March 2026 was reviewed.

The report was taken as read. A reminder was given to Board members of the upcoming Health & Safety site audits to take place on 26 March. Staff are trying to bring more infographics to reporting, noting that they are easier to digest than multiple paragraphs of text and can more effectively express the same message or information. Attention was drawn to the photo in the report of the newly paved evacuation route at the back of the Pop-up Museum.

26/004 Resolved that the Health, Safety and Wellbeing report be received.

(K Perazzolo/P Parata-Goodall)

Stephen Pennruscoe left the meeting 2.12 pm.

10 REDEVELOPMENT PROJECT CONTROL GROUP

10.1 Draft unconfirmed minutes of the Redevelopment PCG meeting held 26 February 2026 were reviewed.

26/005 Resolved that the draft unconfirmed minutes of the Redevelopment PCG meeting held 26 February 2026 be received.

(D Ayers/S Te Aika)

- 10.2 The Canterbury Museum Redevelopment Project Summary Report for December 2025 - January 2026 by Lynell Bell dated 30 January 2026 was taken as read.

26/006 Resolved that the report be received.

(D Ayers/P Parata Goodall)

- 10.3 The Canterbury Museum Redevelopment Project Summary Report for February 2026 by Lynell Bell dated 23 February 2026 was taken as read.

26/007 Resolved that the report be received.

(T Thomson/D Cartwright)

Nigel Tecofsky joined the meeting at 2.14 pm.

11 FINANCE

- 1.1 The Creditors Reports for November 2025, December 2025, and January 2026 were reviewed.

It was noted that the list of creditors had been reviewed by the outgoing Chair who had selected a random sample for explanation; there were no matters arising from this. A question was raised around one entry in the December list which was easily addressed by the Financial Controller. The potential risk and commercial sensitivity of items contained in the Creditors reports was discussed and all were in agreement that these reports would move to the In Committee portion of the meeting going forward.

26/008 Resolved that the creditors for November 2025, December 2025, and January 2026 be approved.

(T Thomson/M Coker)

12 INVESTMENT COMMITTEE

- 12.1 The draft unconfirmed minutes of the Investment Committee meeting held 16 February 2026 were reviewed.

26/009 Resolved that the draft unconfirmed minutes of the Investment Committee meeting held 16 February 2026 be received.

(M Coker/D Ayers)

Nigel Tecofsky left the meeting at 2.21 pm.

Lynell Bell joined the meeting at 2.21 pm.

13 QUARTERLY REPORTS

- 13.1 The Quarterly Report on New Visitor Experience for October - December 2025, by Lynell Bell, Head of People & Project Delivery, was reviewed.

Lynell reported a good half year so far, the biggest concerns being resourcing and boots on the ground. Focus is now on pushing the design phases for the next half of the year. There is concern around the usable space once fabrication of the new exhibitions starts. We will need additional workshop space as well as storage space. Using the basement of the redevelopment site is not feasible as even if the basement were complete the site above would still be an active worksite. Another space will need to be hired and options for this are already being looked at. At this stage the extra space will not be needed until early next year. We are looking for a space with a footprint of around

2000-3000m², good transport access for trucks, and ideally close to the Rolleston Avenue site.

Bryan Jamison joined the meeting at 2.23 pm.

26/010 Resolved that the report be received.

(T Thomson/R Cruickshank)

Lynell Bell left the meeting at 2.25 pm.

Andrea Webley joined the meeting at 2.26 pm.

- 13.2 The Quarterly Report on Fundraising and Development for October - December 2025, by Andrea Webley, Fundraising and Development Manager, was reviewed.

The Chair acknowledged Andrea's work on the National MP walkaround and thanked Board member and Christchurch City Councillor David Cartwright for his support. Andrea explained that the CCC Annual Plan has created an urgent need for consultation, and the Museum's advocacy campaign has accelerated quickly. Mint HC was engaged to help drive submissions and support longer-term funder relationships. To simplify the complex Council submission process, the Museum developed its own submission form and landing page, supported by posters, flyers, and social media promoting the need for timely capital investment and the project's wider regional value.

Public warehouse tours have been successful, with strong staff support and high attendance. More than 1,300 submissions have been received through the Museum portal so far, with ongoing communications and media activity planned. Board members are asked to promote the campaign, and submissions are open to anyone. The Tumuaki Matua | Director suggested using "derisking the project" as key messaging, and the idea of increasing the visibility of the Robert McDougall Gallery within the Museum project was supported.

Andrea Webley left the meeting at 2.42 pm.

Lynell Bell joined the meeting at 2.42 pm.

26/011 Resolved that the report be received.

(R Cruickshank/M Coker)

- 13.3 The Quarterly Report from the Director for October – December 2025, by Anthony Wright, was received.

26/012 Resolved that the report be received.

(T Thomson/P Parata-Goodall)

14 POLICY & PROCEDURES

- 14.1 The Report on Policy and Procedures Reviews by Lynell Bell, Head of People & Project Delivery, was reviewed.

Lynell explained that due to the need to prioritise NVE it was recommended that some Policy & Procedure reviews be deferred, focusing only on those that are vital. If it was found in the interim that a policy that had been deferred was lacking and needed attention, it would be looked at.

26/013 Resolved that the report be received and the actions proposed be adopted.

(T Thomson/P Parata-Goodall)

15 BOARD COMMITTEE TERMS OF REFERENCE

- 15.1 The Report on the Board Committee Terms of Reference by Lynell Bell, Head of People & Project Delivery, was reviewed.

The Board were provided with a tracked changes version and a clean version. Key changes were the merging of Audit & Risk with Investment Committee, the decision to maintain the PCG but strengthen governance by removing voting rights for three consultants, some word realignment of Chair to Chairperson and changes in wording reflecting gender diversity, and the point that every Board member should sit on at least one committee.

Most material change is to more clearly separate governance from management during the redevelopment. The project control group is now mostly governance-focused and made up of Board members, with the project management sitting with the weekly Tight Five meetings. It was agreed that a review of the efficacy of this structure should be undertaken after 12 months.

26/014 Resolved that the Terms of Reference as amended be adopted.

(T Thomson/K Perazzolo)

Lynell Bell left the meeting at 2.50 pm.

16 BOARD CODE OF CONDUCT

- 16.1 The Canterbury Museum Trust Board Code of Conduct was reviewed and discussed. It was confirmed that no events have arisen that were not covered by the Code of Conduct. The Martin Matthews review was a 'watershed moment'; the point of the Code of Conduct being that if at any point a Board member felt that the meeting was not proceeding as it should then there is an opening to raise any concern in relation to the Code of Conduct.

26/015 Resolved that the Code of Conduct be confirmed.

(T Thomson/B Jamison)

17 BOARD COMMITTEE STRUCTURE

- 17.1 Discussion of the committee structure was deferred to the In Committee section of the meeting.

18 BOARD SCHEDULE OF MEETINGS

- 18.1 The group discussed confusion around the terms "workshop," "seminar," and "meeting," agreeing that future sessions need to be clearly differentiated and advertised accurately. Future schedules will be distributed to Board members with the note "these dates are reserved for Board meetings. If insufficient business then meeting will be cancelled". The longstanding structure of three seminar-style meetings per year was noted which allowed Board members to learn in more depth aspects of the business they governed. The organisation's increased workload in relation to redevelopment means these may need clearer delineation in the schedule going forward.

19 GENERAL BUSINESS

- 19.1 No general business was raised.

20 INTO COMMITTEE
 20.1 Motion to Exclude the Public

26/016 Resolved to exclude the public from the following parts of the proceedings of this meeting.

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 its resolution are as follows:

Agenda Item	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
1	Previous meeting minutes	S7(2)(h) To enable the Museum to carry out, without prejudice or disadvantage, commercial activities and negotiations (including industrial negotiations) s7(2)(i) To enable to Museum to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) s7(2)(f) To enable the Museum to maintain effective conduct of public affairs through – (i) the free and frank expression of opinions by or between or to members or officers or employees of the Museum, or any persons to whom section 2 (5) of this Act applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment	Section 48(1)(a) – The public conduct of this matter would be likely to result in the disclosure of information for which good reason to withhold exists under section 7
2	Fundraising		
3	Redevelopment Project		
4	Finance		
5	Investment Committee		
6	Draft Annual Plan		
7	Loan Renewal		
8	Quarterly Report		
9	Board and CEO Only		
	Board Only		
	Out of Committee		

(T Thomson/K Perazzolo)

The meeting moved into Committee at 3.03 pm.

26/029 Resolved that the In Committee business having been concluded, the public be readmitted, and the resolutions passed in committee be confirmed.

(D Ayers/T Thomson)

The open meeting resumed at 5.36 pm.

Following Karakia Whakamutunga, the meeting closed at 5.37 pm.

Confirmed as a true and correct record.

..... Chairperson

..... Date

REPORT ON HEALTH, SAFETY AND WELLBEING

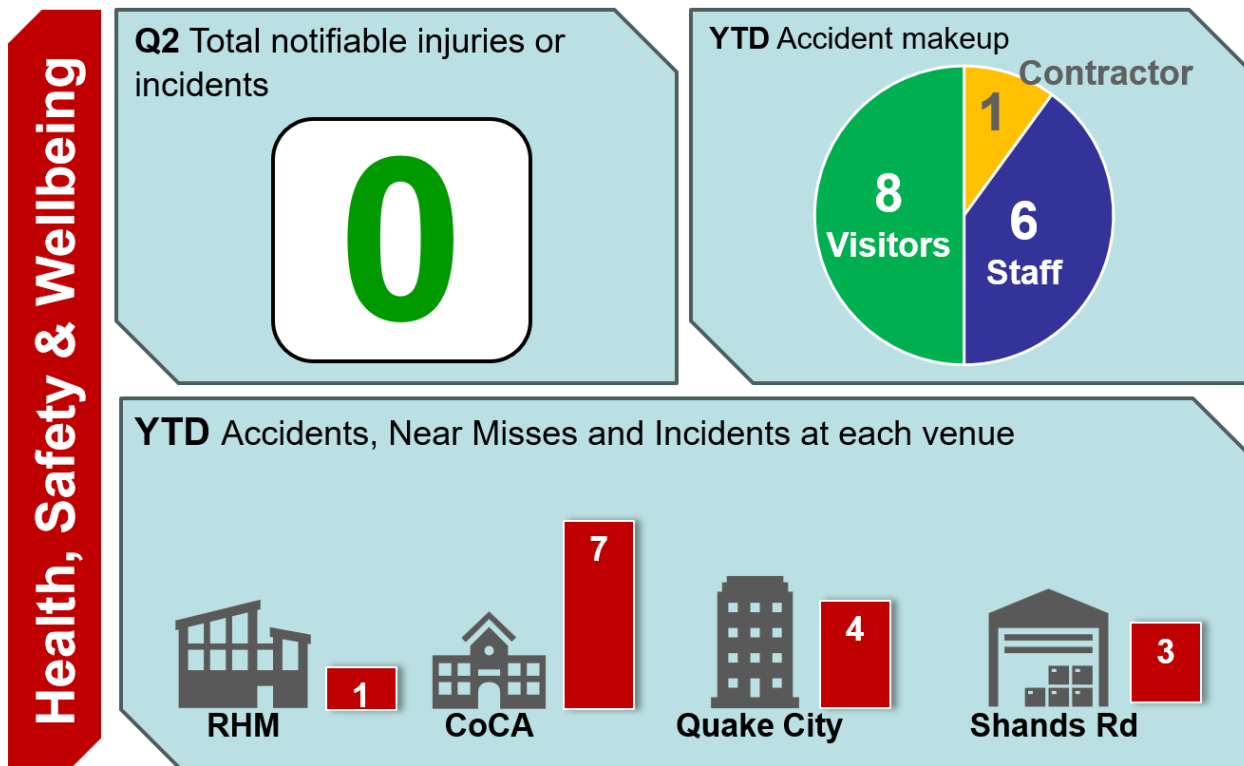
To: Canterbury Museum Trust Board

From: Stephen Pennruscoe, Upoko Whakapāpā | Head of Public Engagement

Purpose

To update the Board on key Health, Safety, and Wellbeing matters for the period 1 March 2026 to 31 March 2026 and year-to-date accident reporting.

Dashboard



Accident Reporting

There were two accidents and no incidents and/or no near-miss events reported during the period from 1 March up to 31 March 2026.

No.	Accident Details	Level*	Actions to Ensure the Accident Does Not Reoccur
1	10 March 2026 - Shands Rd Around 1.30 pm, a staff member was sitting on one of the boardroom chairs. The chair broke at the bottom of the post, dislodging the occupant.	Minor / Not Notifiable	Action Taken Chair removed and remaining chairs checked for obvious defects
2	Incident 16 March – Quake City Approximately 11:45 am, a 15-year-old student from Timaru fainted while listening to a lecture.	Minor / Not Notifiable	Recovered quickly. No further action

Membership: Health, Safety and Wellbeing Committee

- Stephen Pennruscoe – Upoko Whakapāpā | Head of Public Engagement
- Kelvin Nolly – Kaiwhakahaere ā-Whare | Health and Safety Manager
- Rick Bishop – Health and Safety Representative for Operations
- Jack Cannon – Health and Safety Representative for Public Engagement
- Erna Tidy – Health and Safety Representative for Collections and Research
- Kate Madden – Health and Safety Representative for VH/PSOs
- Paul Verheyen – Co-opted Member

Risk Reporting

No new hazards reported for the period.

Key Health, Safety and Wellbeing Developments / Lead & Lag Indicators

1. The Health, Safety and Wellbeing Committee met in March.
2. Health and Safety training is up to date as of the end of March.
3. Election of H&S Reps: Erna Tidy and Kate Madden have completed their two-year tenure on the Health, Safety and Wellbeing Committee. Erna represents Collections and Research, and Kate represents the Visitor Hosts and Protective Services Team. Elections to be held for these two positions. The committee is reviewing its current representative makeup plan to propose a new structure to the Executive Lead team.
4. Canterbury Museum Risk Register
 - a. The Health and Safety Committee reviewed the Risk Register following the Audit and Risk Committee and Board meetings.
5. Employee Assistance Programme (EAP) brochures, Critical Safety Risk Activities printout, and Health, Safety and Wellbeing Committee Minutes are present on staff noticeboards at all sites and accessible to all staff. The EAP service continues to be used by Museum staff.

2025-2026 Accident Reporting

Accident Data - Combined CoCA, Ravenscar House Museum, Quake City and Shands Road Warehouse stats	2025/2026 Year to date	2024/2025 Year to date	2023/2024 Total
Total accidents	15	17	15
Total notifiable injuries/incidents	0	0	0
Total accidents attributable to Museum negligence	0	0	0
Visitor Accidents per reporting year	8	6	5
Percentage of visitor accidents / total visitors	0.003%	0.003%	0.002%
Total staff accidents	6	10	13
Total contractor accidents	1	1	7
Total workdays lost	4	5	0

ACC Section

There is currently 1 staff member away on ACC leave. Non-work-related accident.

Upcoming critical risk activities

The following critical risk activities are scheduled to occur next month.

Critical Risk Category	Details of activity
Uncontrolled Energy Release	<ul style="list-style-type: none"> Ongoing - monthly electrical checks and maintenance.
Hazardous Substances	<ul style="list-style-type: none"> Continuing to photograph the geology collection, which holds specimens that contain asbestos and other hazards. The team is using the knowledge from their recent asbestos training to identify and isolate hazardous specimens before they reach the photography stage. pXRF assessment of the taxidermy collection for heavy metals. DDT also present on specimens. Conservation has identified in their collection a batch of items that are possibly high/extremely high risk. These are mainly cylinders containing compressed gas, whose fill status is unknown or is full. The batch also includes fire extinguishers containing Pyrene or 'dry chemicals'. Emily is following up with Tank Test / MataGas, whom Chemsafety have recommended as the best approach for dealing with these items. Collections Inventory team member restarted Lead Project Stage 2 - cleaning inside the lids of the basement boxes that had previously been cleaned on the outside during the lead project. Conservation takes swabs for testing.
Working at Heights	<ul style="list-style-type: none"> No specific activities planned.
People vs Plant	<ul style="list-style-type: none"> No specific activities planned.

Health, Safety and Wellbeing Board Visits

As part of the Board's commitment to health, safety, and well-being, site visits are now conducted three times annually across all Canterbury Museum operational locations. These visits offer an opportunity to review safety measures, speak with staff, verify compliance with regulations, and identify areas for improvement.

Groupings

Group 1A	Puamiria	Tom	Shayne	Kelly	Sarah
Group 1B	Daphne	Nick	David C	Anthony	Eion
Group 1C	Mel	David A	Rob	Bryan	Stephen

Schedule	March	July	November
Redevelopment Site	1A	1B	1C
Shands Road Site	1C	1A	1B
Pop-up, Ravenscar & Quake City	1B	1C	1A

Site visit 26 March 2026

- Attendance:

In Attendance	Apologies
○ Tom	○ David C
○ Kelly	○ Bryan
○ Mel	○ Puamiria
○ David A	○ Shayne
○ Rob	
○ Daphne	

- Actions and notes are recorded on the Board Health & Safety Visits – Action Points Register (APPENDIX 2).

Update on Previous Audit Actions

Ravenscar House Museum – AED battery

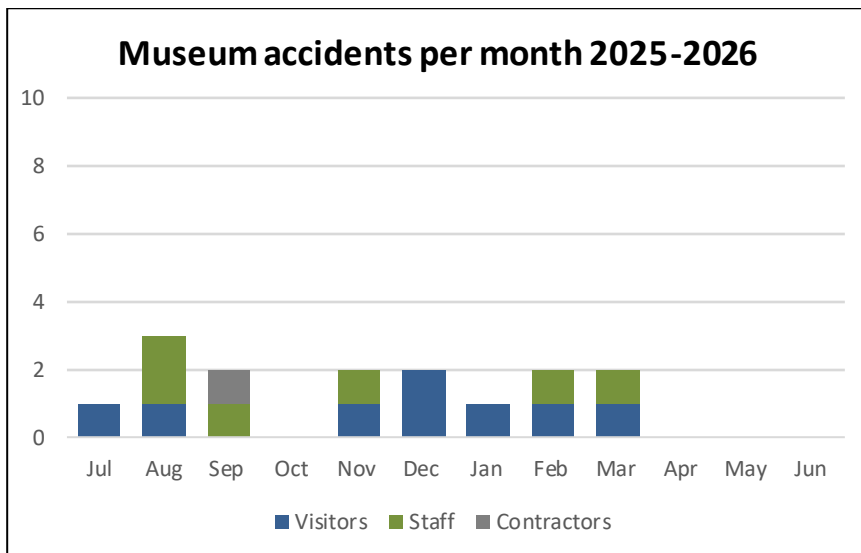
A battery replacement for the Ravenscar House Museum defibrillator has been ordered and is awaiting delivery.

Update: The H&S Manager has been assured by the supplier that, pending delivery of the replacement battery, the existing battery will continue to function as per spec. However, should it start to beep, they will provide a loan AED unit pending the arrival of the replacement battery in the country.

Weekly inspection of the unit confirms the battery is working fine.

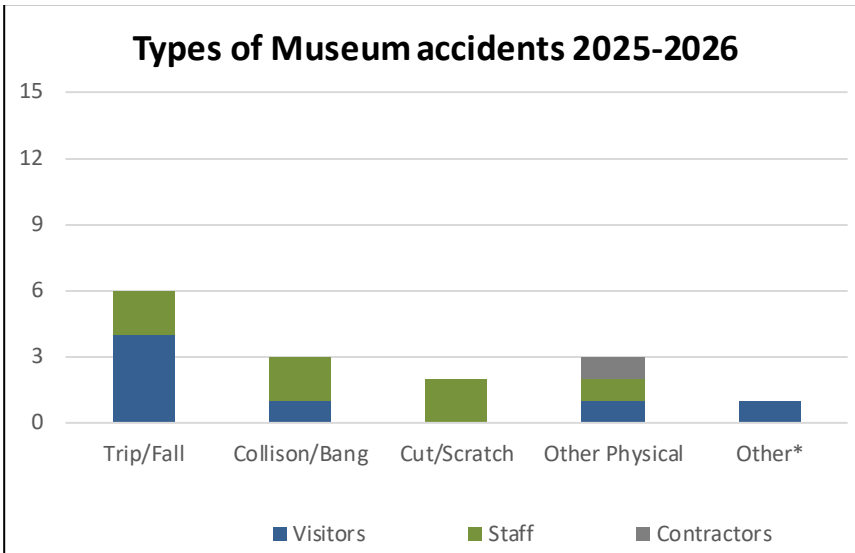
Year-to-date Graphs

Includes ergonomic, psychological, chemical, and other non-physical accidents.

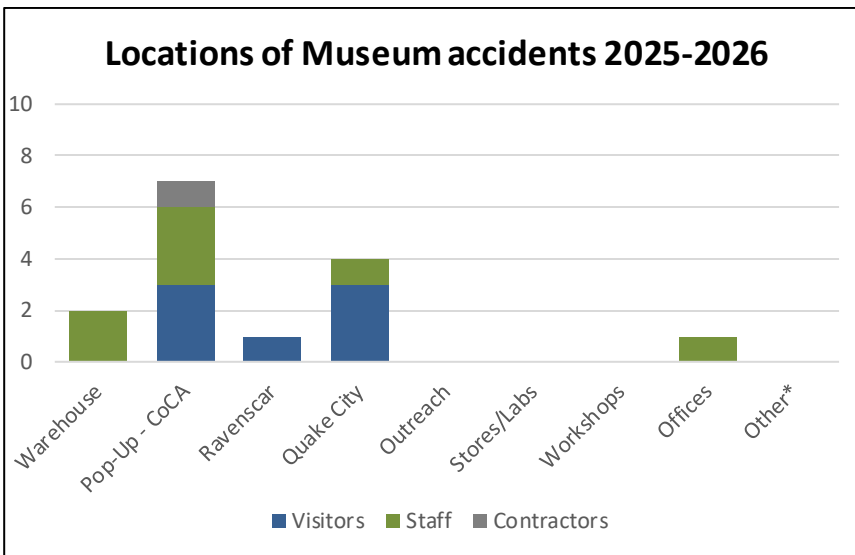


There has been a total of 13 accidents for the year-to-date as follows:

- Staff - 8
- Visitors – 6
- Contractors - 1



- The types of the accidents for the year-to-date are:**
- Trips / falls - 6
 - Collisions / bangs – 3
 - Cuts / scratches - 2
 - Other physical - 3
 - Other - 1



- The locations of the accidents for the year-to-date are:**
- Warehouse - 2
 - Pop-Up - 7
 - Ravenscar – 1
 - Quake City – 4
 - Outreach - 0
 - Stores / Labs - 0
 - Workshops - 0
 - Offices – 1
 - Other - 0

RECOMMENDATION

That the report be received.

Stephen Pennruscoe, Upoko Whakapāpā | Head of Public Engagement

1 April 2026

APPENDIX 1: Board Health & Safety Visits – Action Points Register – 27 November 2025 (updated 31 December 2025)

Site	Action Identified	Notes / Comments	Status
Pop-up Museum	Shelving in the Pop-up office space is a potential hazard if it topples. Securely fix the shelving to the wall.	Brackets now fitted	Completed
	Confirm the glass window behind the Senior Visitor Host desk is not float glass. This is a potential hazard if someone were to fall against it.	Upon inspection, it has been confirmed that the glass is not float glass and is compliant with building standards.	Completed
	Staff felt café noise was excessive.	Check noise exposure levels to ensure safe working conditions.	Underway
Ravenscar House Museum	Office shelving stores large items at high heights.	Ensure nothing heavy is stored on top shelves. – new shelving installed	Completed
	RCH Defibrillator battery expired August 2025 Check all museum defibrillator models to ensure they are not part of a recent recall.	Replace Battery ordered We have confirmed that none of the Museum Defibrillators is part of a recall.	Underway
	At Quake City, the Museum team are the chief warden. Staff felt unsure of the processes and connection with other tenants.	Staff have had a refresher on the Quake City building evacuation and processes.	Completed
Quake City	Staff are unsure if the microplastics used in the Liquefaction table are safe.	A sample has been sent for testing to check that it doesn't contain asbestos. Staff have confirmed via the MSDS that the microplastic sand is non-toxic.	Completed
	Staff felt road noise was excessive.	Check noise exposure levels to ensure safe working conditions.	Underway
Construction Site	The Audit passed with no actions or recommendations.		No Action Required
Shands Road	The Audit passed with no actions or recommendations.		No Action Required

APPENDIX 2: Board Health & Safety Visits – Action Points Register – 26 March 2026

Site	Action Identified	Notes / Comments	Status
Pop-up Museum	The front of the skidoo is sticking out and could be a trip hazard.	Staff to review potential hazard, noting the skidoo has been an interactive in the Museum for 20 years with no incidents.	Underway
	The back of the building has no railing (behind the new deck) and could pose a fall hazard if many people use the emergency exit.	Raised previously and noted that it is not required. The new boardwalk clearly defines the egress route.	No action required
	It would be nice if there was a picnic table out back for staff health and wellbeing improvement	This is a fire egress and must be kept clear	No action required
Ravenscar House Museum	Does the pool need a fence?	Raised previously and noted that it is not required	No action required
	No railing on the outdoor steps behind the pool.	Staff to review potential hazard.	Underway
	Possible trip hazard on indoor carpet/rug?	Rugs utilise anti-slip tape.	No action required
Quake City	Noted: Fire extinguishers are due to be serviced in June		No action required
Construction Site	<ul style="list-style-type: none"> Everyone was wearing Appropriate PPE Safety Station sighted above the crane De-watering is working well “See, Say, Do” posters visible at multiple points Noted scooter charging in the entry room 		No actions required
Shands Road	<p>In addition to the checklist, the following points were clarified with staff:</p> <ul style="list-style-type: none"> Man-down response time Insect monitoring, and potential threat to the collection Collection movement protocols Fire evacuation procedures Inspection of gantry 		No actions required

	<ul style="list-style-type: none"> Noted that H&S is first and foremost in the conservation teams' approach Lighting requirements in lab, warehouse and offices Explanation of the conservation lab, clean room, and conservation dirty space with Emily. 		
	A low extraction unit would be ideal and is currently accounted for in the new museum	Investigate the cost and timing of acquiring sooner.	Underway
	The first aid kit appeared stocked, but the signing sheet in front had not been updated.	Review First aid kits and update the signing sheet.	Underway
	The Board would like to know more about the compliance and additional mitigations that can be deployed for items stored at height in the warehouse.	Provide compliance requirements, certification, and costings for additional securing systems. Seeking Storage Prevention report.	Underway
	The Board would like to know more about the Fireplace marked with the Borer hazard sign, and the risk to the rest of the collection.	Nothing has been moved into the warehouse at Shands Road requiring treatment for pests. If anything in the collection is suspected of pest activity, it is immediately frozen at -20 or colder for two weeks. This is a standard museum pest treatment, more effective than fumigation, as it kills the full lifecycle even if they have bored into wood. During the decant, if we came across possible infestation, the items were double-bagged and isolated. They were then frozen upon arrival. Some of these items haven't been taken out of the plastic yet, so you will see wrapped items in a few places. This was due to prioritising warehouse tasks when bringing the collection in. As we'd be covering them for dust protection anyway, it was more time efficient that they stayed wrapped.	No actions required

CANTERBURY MUSEUM TRUST BOARD, CHRISTCHURCH, NEW ZEALAND

**Minutes of a meeting of Museum Redevelopment Project Control Group
held in the Rubix Boardroom
on 2 April 2026 commencing at 2.00 pm**

Present: Tom Thomson (Chair), Sam Davis (online), Julian Donald, Jack Harris, Darren Moses, Trevor Watt, Anthony Wright

In Attendance: Liam Craven, Lynell Bell (minutes, online)

Apologies: David Cartwright, Bryan Jamison

1 WELCOME

Tom welcomed all attendees.

2 APOLOGIES

The apologies as indicated above were received.

P26/09 Resolved that the apologies be received

(T Thomson/A Wright)

3 CONFLICTS OF INTEREST

None noted.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 The minutes of the meeting (open) held on 26 February 2026 were received.

P26/10 Resolved that the minutes (open) of the Museum Redevelopment Project Control Group meeting held 26 February 2026 be adopted as a true and correct record.

(T Thomson/J Harris)

4.2 Matters Arising
Nil.

5. PUBLIC EXCLUDED SECTION

5.1 Motion to exclude the public.

P26/11 Resolved to exclude the public from the following parts of the proceedings of this meeting.

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 its resolution are as follows:

Agenda Item	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
6	Confirmation of In Committee Minutes	s7(2)(h) To enable the Museum to carry out, without prejudice or disadvantage, commercial activities	Section 48(1)(a) – The public conduct of this matter would be likely to result in the disclosure of information for which good reason to withhold exists under section 7
7	Redevelopment Project PCG Monthly Report (March)		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of the Act or sections 6, 7 or 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above with respect to each item.

(A Wright/D Moses)

8 OUT OF COMMITTEE

P26/16 Resolved that the In Committee business having been concluded, the public be readmitted, and the resolutions passed In Committee be confirmed.

(T Thomson/D Moses)

9 GENERAL BUSINESS

Nil.

Meeting closed at 2.55pm

10 DATE OF NEXT MEETING

Thursday 30 April 2026, 11am, Rubix Boardroom

Confirmed as a true and correct record.

..... Chair

..... Date

REPORT ON CANTERBURY MUSEUM REDEVELOPMENT PROJECT CONTROL GROUP

To: Canterbury Museum Trust Board

From: Lynell Bell for the Redevelopment Project Control Group

BACKGROUND

The following report provides a brief summary of the progress of the Canterbury Museum Redevelopment Project for the most recent one-month reporting period.

RECOMMENDATION

That the report be received.

Lynell Bell
Head of People & Project Delivery
Upoko Whakawhanake Raukaha

24 March 2026

Canterbury Museum Redevelopment Project Control Group Report

March 2026

Executive Summary

Stage 4 construction is progressing well with raft slab pours advancing across multiple zones and base isolator installation well advanced. The first grillage pours have been completed adjacent to the Centennial façade.

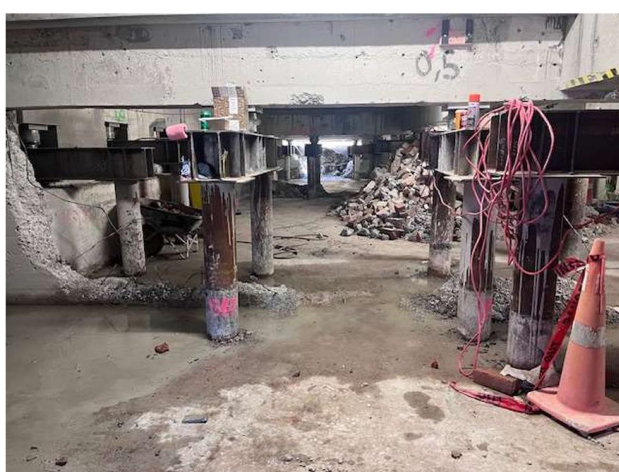
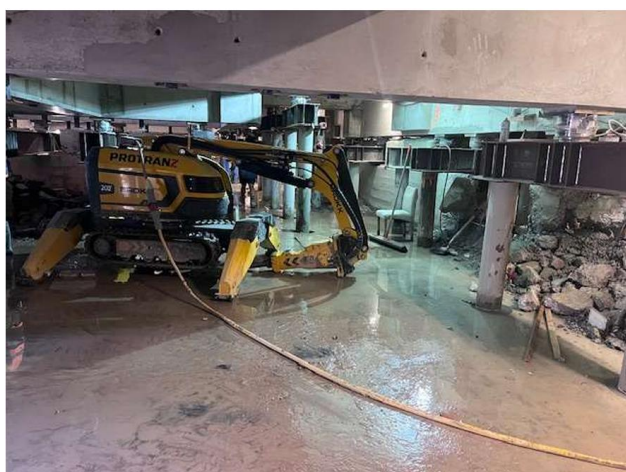
Demolition of the former basement under the Robert McDougall Gallery is ongoing with productivity under review to confirm programme impacts.

Heritage and soft-strip works continue within the Mountfort heritage buildings in accordance with approved methodologies. Asbestos testing is completed and lead abatement preparation is underway.

The programme remains aligned to key milestones, with Stage 4 Basebuild completion targeted for March 2028 and Stage 5 Fitout completion November 2028, subject to July 2026 instruction.

There were no lost time or serious harm incidents and twelve non-injury or near-miss incidents recorded during this period. Project risk remains substantially unchanged and no new issues were reported.

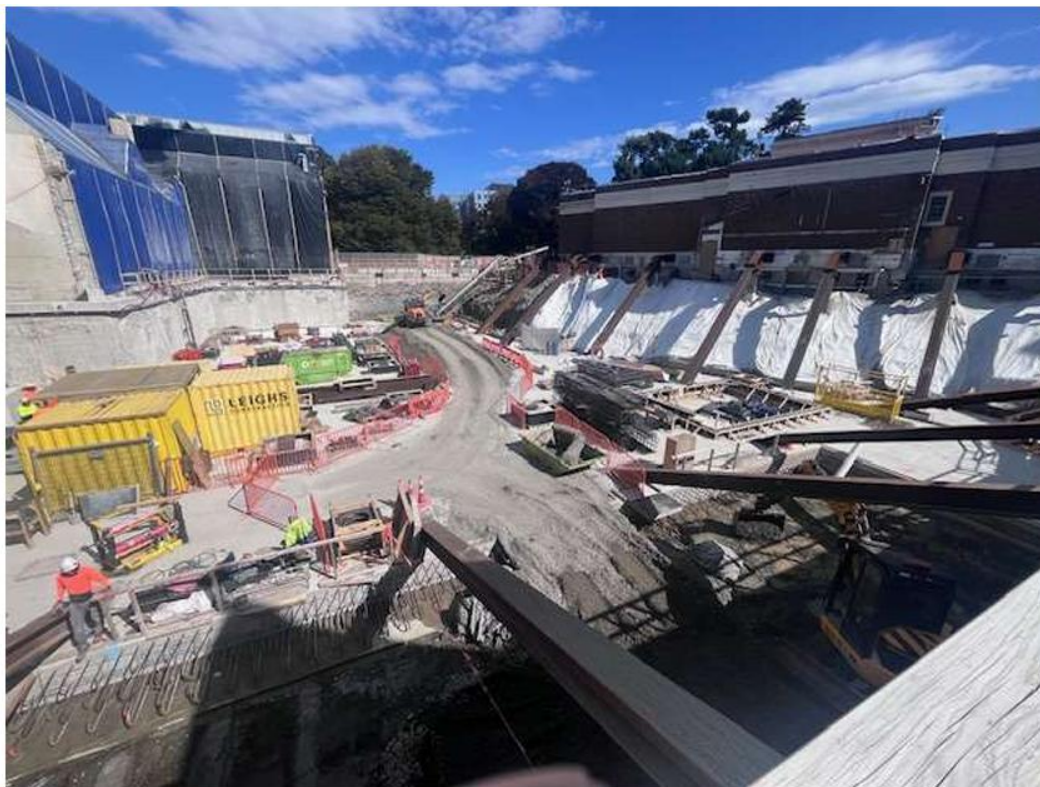
Latest Site Images



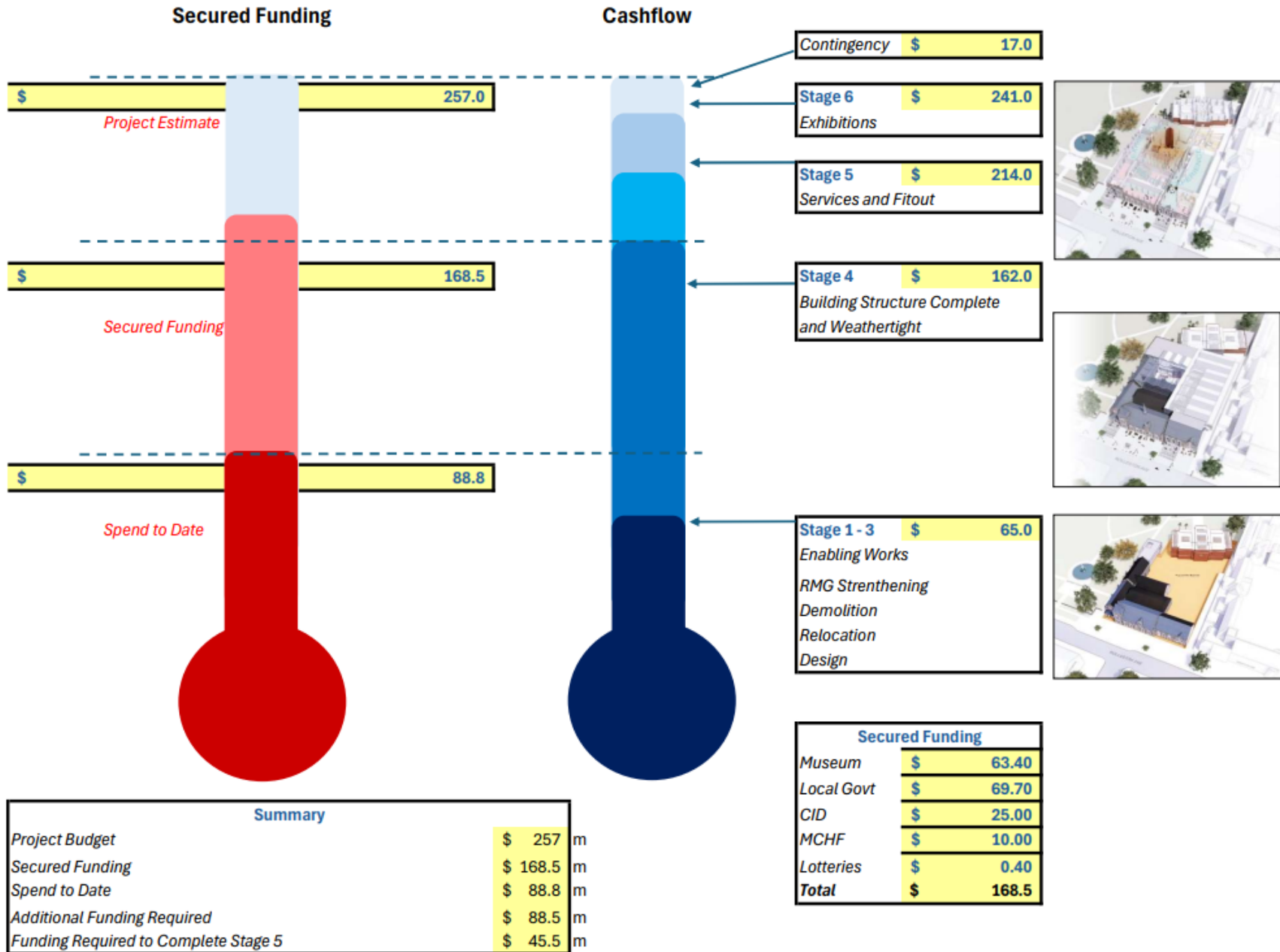
Robert McDougall Gallery Demolition of old basement concrete work



Zone 1 Base Isolators and Grillage



Zone 3



REPORT ON NEW STRATEGIES

To: Canterbury Museum Trust Board

**From: Eion Robb, Head of Technology
Lynell Bell, Head of People & Project Delivery**

Purpose

Two strategies are attached for Board review.

- A Technology Strategy (2026-2029)
- A People & Capability Strategy (2026-2027)

Both documents are closely aligned with the aims and format of the current Museum Strategic Plan.

Background

The Museum has not previously had a formalised Technology Strategy. This document has been developed to provide direction for technology investment and decision making to support the Museum's goals up-to-and-during the transition to the new visitor experience.

In the past the People & Capability strategy has been more of an operational action plan than a formalised strategy. As we move through the redevelopment programme, it is imperative that we have a solid strategy to engage, motivate, retain and care for one of our key assets – our staff.

RECOMMENDATION

That the Board receives and adopts the Technology Strategy and People & Capability Strategy.

Eion Robb
Head of Technology
Upoko Hangarau

Lynell Bell
Head of People & Project Delivery
Upoko Whakawhanake Raukaha

27 March 2026

People & Capability Strategy 2026 – 2027

Kia Tūroa, Kia Hauora, Kia Whai Rawa ngā Hanga Taiao Whare Taonga
 Provide Sustainable, Healthy and Well-Resourced Museum Environments¹

Our 2027 Goal is to²

Kia Tautoko, Kia Whanake Ō Tatou Tāngata
Support and Develop Our People so they feel safe, respected and valued and enjoy collaborating with the people and communities they work with.

Kia Whai Rawa
Be Well-Resourced enabling our goals and redevelopment objectives to be realized through drawing on our strong funding base and the effective use of systems and processes.

Kia Hauora, Kia Tūroa ngā Hanga Taiao
Create Healthy and Sustainable Environments that provide high quality workplaces for our people and storage for our collections.

Our Values³

- We actively ENGAGE with our visitors and the wider Waitaha Canterbury Community.
- We are committed to working COLLABORATIVELY with our communities and with each other.
- We are committed to ACCOUNTABILITY in all our actions.
- We always act with INTEGRITY for our people, our taonga and the environment.

Our People & Capability Purpose

To have the capability to develop and deliver a Museum for the future in line with our Values.

We will Achieve our Purpose by

Embedding Diversity and Inclusion	Recruiting, Developing & Retaining High Performing People	Fostering Ongoing People Development and Learning	Focusing on Health, Safety & Wellbeing
Embed cultural and diversity perspectives and approaches across all our activities. Support the ongoing development of the Mahere Tikanga Rua – Bicultural Strategy. Ensure our Policies & Procedures embed Te Ao Māori perspectives and the guidance of Ōhākī o Ngā Tīpuna is sought where appropriate. Accessibility is considered as a key part of the redevelopment programme. Support managers to ensure zero tolerance of discrimination. Engagement with and support for all our people and stakeholders.	Ensure our recruitment processes encourage interest from individuals with a diversity of backgrounds, experiences and views. Utilise regular surveys, such as Gallup Q12, to obtain views and feedback from our people. Integrate feedback into appropriate actions and feedback forums. Effectively utilise REACH (or similar) profiles to build relationships, improve engagement and build collaboration. Support managers to recognise, develop, reward and retain quality people. Remuneration scales are transparent with clear parameters for progression. Establish succession planning to reduce organisational risk. Multi-channel communications are used to effectively engage with our people and deliver key messaging. Ensure Individual Performance Plans are utilised to record successes, identify development opportunities and grow capability.	Managers use the IPP framework to: <ul style="list-style-type: none"> - Identify and facilitate development of skills and knowledge (both in-house and external). - Track effective onboarding initiatives - Support bicultural competence development via Noho Marae - Competently use all new technologies - Encourage cross-discipline training and experience Ensure our people across all sites are provided with equitable opportunities for learning, development, engagement and socialising.	Create and embed a culture where our people feel safe at work by having in place robust HSW policy and processes. Promote the availability of EAP support services for our staff. Continue to meet Health and Safety at Work Act 2015 obligations. Regularly review the hybrid working framework to meet the needs of both our people and the Museum. Develop a strategy to support equitable workload across the Museum. Managers maintain an accurate awareness of staff workloads and challenges by engaging in regular one-on-one conversations. Create opportunities for team and group activities that are designed to build relationships and collaboration.

Outcomes

- Our people feel encouraged to grow and develop their careers within the Museum.
- Museum leaders are supported and empowered to effectively develop and lead high performing teams.
- There is a high degree of employee/people engagement, as measured by annual surveys.

¹ Canterbury Museum Mahere Rautaki Strategic Plan 2022-2027

² Canterbury Museum Mahere Rautaki Strategic Plan 2022-2027

³ Canterbury Museum Mahere Rautaki Strategic Plan 2022-2027

Technology Strategy 2026 – 2029

Kia Tūroa, Kia Hauora, Kia Whai Rawa ngā Hanga Taiao Whare Taonga Provide Sustainable, Healthy and Well-Resourced Museum Environments¹

Our Goal is to¹

Kia Tautoko, Kia Whanake Ō Tātou Tāngata
Support and Develop Our People so they feel safe, respected and valued and enjoy collaborating with the people and communities they work with.

Kia Whai Rawa
Be Well-Resourced enabling our goals and redevelopment objectives to be realised through drawing on our strong funding base and the effective use of systems and processes.

Kia Kounga te Uru ā-tinana, te Uru ā-hiki ki ngā Taonga
Maintain and Improve Physical and Digital Access to our Rich Taonga for visitors and the community through temporary/pop up exhibitions, Quake City and Ravenscar House Museum.

Our Values¹

- We actively ENGAGE with our visitors and the wider Waitaha Canterbury Community.
- We are committed to working COLLABORATIVELY with our communities and with each other.
- We are committed to ACCOUNTABILITY in all our actions.
- We always act with INTEGRITY for our people, our taonga and the environment.

Our Technology Vision

To have the IT infrastructure and capability to develop and deliver a Museum for the future.

We will achieve our Vision by

Creating Stability	Modernising our technology	Enhancing our community	Preparing for the future
Replace critical everyday systems with robust and fit-for-purpose tools	Build digital integrations and innovations to connect our core systems	Expand and enrich access to our taonga, stories and knowledge for diverse audiences, both on-site and online	Ensure our staff return to our redeveloped Museum with no downtime
Protect the sovereignty and integrity of our data within Aotearoa New Zealand	Systems will work together through shared platforms and standards, reducing complexity for staff and improving visitor experiences	Align digital standards and approaches with the wider museum and GLAM sector	Support a world-class visitor experience in the redeveloped Museum
Embed security, intellectual property protection and privacy by design across all systems	Modernise identity and access management to reduce reliance on legacy systems	Make research outputs widely accessible through a range of digital platforms and formats	Design digital platforms that can evolve with changing visitor expectations and technologies
Protect staff, buildings and collections through secure, resilient digital systems	Reduce manual work and duplication through automation and smarter workflows	Strengthen systems, processes and digital capability to support staff in their work	Ensure our digital systems are unified to support a cohesive and future-ready Museum
Improve business continuity and disaster recovery capability across all critical systems		Maintain high standards of data accuracy to uphold our role as a trusted source of knowledge	

Goals and Outcomes

- Enable rich, accessible and engaging digital access to the Museum’s collections for visitors, researchers and communities.
- Use digital technology to support inspiring, accessible and engaging visitor experiences during redevelopment and in the new Museum.
- Reduce system silos and enable unified services through a shared integration and data platform.
- Maintain an accurate, secure, trusted and resilient digital environment that protects the Museum’s people, taonga and operations.
- Enable staff and front-of-house teams to work confidently, securely and efficiently in a modern digital environment.
- Strengthen collaboration with other museums and cultural organisations through shared digital capability.

¹ Canterbury Museum Mahere Rautaki Strategic Plan 2022-2027

REPORT ON CREATION OF AI POLICY & PROCEDURES FOR CANTERBURY MUSEUM

To: Canterbury Museum Trust Board

From: Eion Robb, Head of Technology

Purpose

To seek adoption of a new Museum Artificial Intelligence (AI) Policy.

Background

Under section 9(1)(b) of the Canterbury Museum Trust Board Act 1993 the Board will “Establish for the guidance of the Director broad lines of policy”. The Director subsequently approves procedures by which the Board’s policy will be carried out, which are provided to the Board for noting.

Current Status

The Museum currently has no policy or procedures surrounding the use of AI during the regular course of business. The proposed policy aims to minimise exposure to risk of sensitive and personal information leakage to foreign and external parties.

This new policy helps clarify the Museum’s position on digital sovereignty of collection-related data and clear communication of AI usage, while also providing a framework for less-sensitive information to be assisted by AI for the purposes of research or enhancement.

The equivalent AI Policies & Procedures from Auckland War Memorial and Te Papa museums were used as reference during the creation of this policy.

RECOMMENDATION

That the report be received, the AI Policy be adopted, and the Procedures by which the Policy will be implemented be noted.

Eion Robb
Upoko Hangarau
Head of Technology

27 March 2026

8.7C Artificial Intelligence (AI) Policy

Purpose Provide a framework for the responsible, ethical, and secure use of Artificial Intelligence (AI) systems at Canterbury Museum. The Museum recognises the potential of AI to enhance research, collections management, visitor experience, operational efficiency, and public engagement, while also acknowledging the risks and ethical responsibilities associated with its use.

Review Date March 2028

Scope This policy applies to all Museum employees, contractors, Board Members, researchers and volunteers (collectively called 'workers' in this policy) who use, procure, or develop AI systems on behalf of Canterbury Museum.

Policy Statement Canterbury Museum will:

1. Ensure that AI systems are used in ways that align with the Museum's values of integrity, accountability, collaboration, and respect for cultural heritage, including tikanga Māori.
2. Clearly communicate when AI is used in public-facing interactions, research, or decision-making processes.
3. Ensure that AI use complies with the Museum's Privacy Policy and relevant laws, protecting personal and cultural data from misuse.
4. Maintain human responsibility and accountability for all decisions made with AI support. AI will not replace human judgment in matters of governance, cultural sensitivity, or staff management.
5. Seek the guidance of Ōhākī o Ngā Tīpuna on issues of cultural safety and awareness, as outlined in the procedures.
6. Take steps to identify and minimise bias in AI systems to avoid discriminatory or culturally inappropriate outcomes.
7. Ensure AI systems are procured, implemented, and maintained with appropriate cybersecurity safeguards.
8. Apply AI in ways that respect the authenticity, accuracy, and integrity of museum collections and research outputs.
9. Regularly assess AI systems for effectiveness, risks, and ethical implications, updating practices as technology evolves.

Responsibilities

- The Executive Leadership Team is responsible for oversight of AI use in the Museum and ensuring compliance with this policy.
- The Head of Technology is responsible for evaluating AI tools for security and operational suitability.
- All workers must use AI responsibly and in accordance with this policy.

Policy adopted by the Canterbury Museum Trust Board
on _____ for immediate implementation

8.7D Artificial Intelligence (AI) Procedures

Purpose To outline the procedures for the safe, ethical, and effective use of Artificial Intelligence (AI) systems at Canterbury Museum, ensuring compliance with the AI Policy.

Scope These procedures apply to all Museum employees, contractors, Board Members, researchers and volunteers (collectively called 'workers') who use, procure, or develop AI systems on behalf of Canterbury Museum.

Review Date February 2028

Procedures

1. Procurement and Approval

- All AI tools, platforms, or services must be assessed and approved by the Head of Technology before adoption.
- A comprehensive risk assessment will be completed before AI use. This will include security, privacy, data ownership, ethical considerations and other identified potential risk factors
- AI use in sensitive areas (e.g., cultural heritage interpretation, human resources, or decision-making affecting individuals) requires Executive Leadership Team approval.

2. Use of AI

- AI may be used to support research, visitor engagement, translation, data management, and operational tasks, provided its use aligns with the Museum's values.
- All workers must disclose when AI has significantly contributed to content creation, research, or interpretation materials.
- AI-generated outputs used in worker-created communications, documents, or published materials must be reviewed and verified by an appropriate worker prior to public release. This requirement does not apply to AI functionality embedded within approved applications or systems.

3. Data Protection and Privacy

- No personal, confidential, or culturally sensitive information is to be input into public or third-party AI systems without prior approval from the Head of Technology.
- AI use must comply with the Museum's Privacy Policy and all applicable legislation.
- Where AI processes personal data, workers must ensure that data minimisation and consent principles are applied.
- Any AI tool must be configured so that Museum data is not used to train external models or systems, unless explicitly approved by the Executive Leadership Team.

4. Cultural Considerations

- AI use must respect tikanga Māori and the integrity of taonga Māori and other culturally significant items.
- The use of AI in the interpretation, presentation, or analysis of taonga Māori will be in alignment with the guiding principles of Ōhākī o Ngā Tīpuna.

5. Accountability and Oversight

- Final accountability for any AI-supported output rests with the human worker responsible for the task.
- The Executive Leadership Team will maintain oversight of AI use and ensure compliance with this procedure.

- Any concerns about misuse of AI must be reported to the Executive Leadership Team or through the Whistleblower Procedure (1.16B).

6. Training and Awareness

- Workers will receive regular training on safe and appropriate AI use, including awareness of potential risks (bias, misinformation, over-reliance).
- Guidance documents and examples of approved AI use will be made available.

7. Monitoring and Review

- AI tools in active use will be periodically reviewed for accuracy, fairness, and cultural appropriateness.
- The Head of Technology will conduct an annual audit of AI systems and report findings to the Executive Leadership Team.
- This procedure will be updated as technology and ethical standards evolve.

Procedures approved by the Director on _____
for immediate implementation

memo

To Canterbury Museum Trust Board

From Frances Husband Date 26 March 2026

Subject Request to approve acquisition of a significant human history collection as an exception to the KPI 3.1 limit and processing time

Purpose

To gain approval from the Canterbury Museum Trust Board for an exception to the annual new acquisitions cap of 750 objects so that a significant human history collection can be accessioned in the 2026/27 reporting year.

Background

Annual Plan KPI 3.1 states: 100% of newly offered objects processed, with a maximum of 750 acquired, added to the database and fully verified. This includes the stipulation that all newly acquired objects are processed, catalogued, and verified within the financial year of their receipt with a cap of 750 objects acquired. Any exceptions require Board approval.

Canterbury Museum has been offered material and photographs relating to famous Aotearoa New Zealand suffragist Kate Sheppard and the wider Lovell-Smith family from Museum volunteer Margaret Lovell-Smith.

Canterbury Museum already holds a large number of items and photographs connected to the family, but Margaret is offering new material.

Kate Sheppard holds a special place within New Zealand history, and her name has become synonymous with women here gaining the right to vote. It is highly likely that she will continue to be remembered and studied for generations to come, and this material gives insight into her wider family life that will be of interest to researchers now and in the future. It fits into the collecting theme of Peoples of Waitaha Canterbury – Past, Present and Future.

I have assessed the collection of 313 individual items which are being offered by Margaret, and I am proposing that we accept 274 items for the permanent collection. Senior Curator Julia Bradshaw has also viewed the material and assisted with the selection.

All the items have been initially listed by Margaret Lovell-Smith with locations and subjects named. Margaret has said that she would also be happy to catalogue the items for the Museum collection, freeing up valuable staff time and enabling us to use her expertise and capture known details about the items. This will save around 100 hours of Technician cataloguing time, and I estimate that Margaret will have completed the cataloguing stage by the end of August 2026.

The number of items will exceed the KPI limit and processing time for the year. Therefore Board permission is requested to exceed KPI 3.1 and to defer the cataloguing into the 2026/2027 year, so that the cataloguing can be completed by Margaret Lovell-Smith with

curatorial oversight. The acquisition of these items alone would contribute significantly towards the 750-object limit set for KPI 3.1. Therefore, Board approval for an exceptional acquisition is required to allow for further collecting in the financial year.

Director’s note: When we introduced a cap on ‘business as usual’ new acquisition numbers in 2008, we noted to the Board that from time to time extraordinary collections would become available and that staff would make a case by case request for additional acquisition numbers as these situations arose. I support the recommendation, particularly because the donor’s knowledge about Kate Sheppard and the wider Lovell-Smith family means that it is important to capture these details now for researchers’ use into the future.

RECOMMENDATION

That the Canterbury Museum Trust Board approves an exception to the annual new acquisitions cap of 750 objects so that this significant human history collection can be acquired and catalogued in the 2026/2027 reporting year.

Frances Husband
 Kairauhī Tuarua | Associate Curator Human History

Approved / Not Approved

Approved / Not Approved

Approved / Not Approved

Tom Thomson
 Chair

Shayne Te Aika
 Deputy Chair

Anthony Wright
 Tumuaki | Director

CANTERBURY MUSEUM TRUST BOARD, CHRISTCHURCH, NEW ZEALAND

Resolved to exclude the public from the following parts of the
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
its resolution are as follows:

Agenda Item	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
1	Previous meeting minutes	S7(2)(h) To enable the Museum to carry out, without prejudice or disadvantage, commercial activities and s7(2)(i) To enable to Museum to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) s7(2)(f) To enable the Museum to maintain effective conduct of public affairs through – (i) the free and frank expression of opinions by or between or to members or officers or employees of the Museum, or any persons to whom section 2 (5) of this Act applies, in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment	Section 48(1)(a) – The public conduct of this matter would be likely to result in the disclosure of information for which good reason to withhold exists under section 7
2	Fundraising		
3	Finance		
4	Redevelopment Project Control Group		
5	Delegations Policy		
6	Annual Reporting		
7	Board & CEO only		
8	Board only		

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of the Act or sections 6, 7 or 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as shown above with respect to each item.