



Canterbury Museum Trust Board – Open Meeting

Canterbury Museum

10 June 2024 at 2:00 PM NZST to June 10, 2024 at 5:00 PM NZST

85B Shands Road, Hornby, Christchurch

Agenda

1. Welcome

2. Apologies

2.1. Apologies received:

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 May 2024 by Cam Finlayson, Head of Operations, dated 4 June 2024

4.2. RECOMMENDATION: That the report be received

5. Confirmation of Minutes of Previous Meetings

5.1. Meeting held 13 May 2024

5.2. RECOMMENDATION: That the minutes of the Canterbury Museum Trust Board meeting held on Monday 13 May 2024 be adopted as a true and correct record

5.3. Matters arising

6. Finance

6.1. Creditors for April 2024

6.2. RECOMMENDATION: That the creditors for April 2024 be approved

7. Investment Committee

7.1. Minutes from the meeting held on Wednesday 22 May 2024

7.2. RECOMMENDATION: That the minutes of the Investment Committee held on Wednesday 22 May 2024 be received

8. Audit and Risk Committee

8.1. Minutes from the meeting held on Wednesday 29 May 2024

8.2. RECOMMENDATION: That the minutes of the Audit and Risk Committee meeting held on Wednesday 29 May 2024 be received

8.3. Letter of Audit Engagement from Brent Kennerley, Grant Thornton dated Thursday 30 May 2024

8.4. RECOMMENDATION: That the letter of Audit Engagement from Brent Kennerley, Grant Thornton, be received and signed.

9. Project Control Group

9.1. Minutes from the meeting held on Thursday 30 May 2024

9.2. RECOMMENDATION: That the minutes from the Project Control Group from the meeting held on Thursday 30 May 2024 be received

10. Policies and Procedures

10.1. Report on Customer Service Policy and Procedures by Cam Finlayson, Head of Operations dated 22 May 2024

10.2. Customer Service Policy and Procedures

10.3. RECOMMENDATION: That the report be received, the Customer Service Policy be adopted, and the Customer Service Procedures noted.

10.4. Report on Fixed Asset Management Policy and Procedures by Cam Finlayson, Head of Operations dated 22 May 2024

10.5. Fixed Asset Management Policy and Procedures

10.6. RECOMMENDATION: That the report be received, the Fixed Asset Management Policy be adopted, and the Fixed Asset Management Procedures noted.

11. Report on Progress of the Collection's Inventory Project

11.1. Progress Report of the Collection's Inventory Project by Kristen Ramsdale, Collections Inventory Project Manager, dated 27 May 2024

11.2. RECOMMENDATION: That the Progress report be received

12. Into Committee

12.1. Motion to Exclude the Public

12.2. RECOMMENDATION: That the public be excluded from the following parts of the meeting [as per wording set out in Agenda Item 12.1]