



Canterbury Museum Trust Board – Open Meeting

9 September 2024, 2:00 pm
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. Confirmation of the Minutes of Previous Meeting held on 10 June 2024

- 4.1. Minutes of the meeting held 10 June 2024
- 4.2. RECOMMENDATION: That the minutes of the Canterbury Museum Trust Board meeting held 10 June be adopted as a true and correct record.
- 4.3. Matters arising

5. Confirmation of the Minutes of Previous Meeting held on 8 July 2024

- 5.1. Minutes of the meeting held 8 July 2024
- 5.2. RECOMMENDATION: That the minutes of the Canterbury Museum Trust Board meeting held 8 July 2024 be adopted as a true and correct record.
- 5.3. Matters Arising
 - 5.3.1. Review of committee memberships

6. Correspondence

- 6.1. Letter from Christchurch City Council re Long Term Plan dated 1 August 2024
- 6.2. Letter from Christchurch City Council re appointment of Mr Nicholas Hawkins to the Canterbury Museum Trust Board

6.3. Brief CV Nick Hawkins

6.4. Letter from the Canterbury Pilgrims & Early Settlers Association Ltd re appointment of Ms Daphne Robinson

6.5. Biography from Ms Daphne Robinson

6.6. RECOMMENDATION: That the correspondence be received.

6.7. Signing of Declarations by 2 new members

7. Tumuaki | Director's Quarterly Report

7.1. Tumuaki | Director's Quarterly Report for April – June 2024

7.2. RECOMMENDATION: That the Tumuaki | Director's Quarterly Report for April – June 2024 be received.

8. Health, Safety and Wellbeing for June, July and August 2024

8.1. Reports on Health, Safety and Wellbeing for June, July and August 2024 by Cam Finlayson, Head of Operations, dated 1 July, 1 August and 1 September 2024

8.2. RECOMMENDATION: That the reports be received.

9. Finance

9.1. Creditors for May 2024

9.2. Creditors for June 2024

9.3. Creditors for July 2024

9.4. RECOMMENDATION: That the creditors for May, June and July 2024 be approved

10. Employment Committee

10.1. Minutes from the meeting held on Wednesday 28 August 2024

10.2. RECOMMENDATION: That the unconfirmed draft minutes of the Employment Committee meeting held on Wednesday 28 August 2024 be received.

11. Investment Committee

11.1. Minutes from the meeting held on Wednesday 7 August 2024

11.2. RECOMMENDATION: That the unconfirmed draft minutes of the Investment Committee meeting held on Wednesday 7 August 2024 be received.

12. Audit and Risk Committee

12.1. Minutes from the meeting held on Wednesday 4 September 2024 will be tabled

12.2. RECOMMENDATION: That the minutes of the Audit and Risk Committee meeting held on Wednesday 4 September 2024 be received.

13. Ōhākī o Ngā Tīpuna

13.1. Minutes from the meeting held on Thursday 6 June 2024

13.2. Terms of Reference

13.3. RECOMMENDATION: That the unconfirmed draft minutes from the Ōhākī o Ngā Tīpuna meeting held on Thursday 6 June 2024 be received.

14. Policies and Procedures

14.1. Report on Education & Public Programmes Policy and Procedures by Cam Finlayson, Head of Operations, dated 27 August 2024

14.2. Education & Public Programmes Policy and Procedures (tracked changes)

14.3. Education & Public Programmes Policy and Procedures (clean copy)

14.4. RECOMMENDATION: That the report be received, the Education & Public Programmes Policy be adopted, and the Education & Public Programmes Procedures be noted.

14.5. Report on Accessibility Policy and Procedures by Cam Finlayson, Head of Operations dated 22 May 2024

14.6. Accessibility Policy and Procedures (tracked changes)

14.7. Accessibility Policy and Procedures (clean copy)

14.8. RECOMMENDATION: That the report be received, the Accessibility Policy be adopted, and the Accessibility Procedures be noted.

15. pXRF and Microfader testing

15.1. Report on request to analyse Collection Objects using pXRF and Microfader testing, by Kristen Ramsdale, Collections Inventory Project Manager, dated 2 September 2024

15.2. RECOMMENDATION: That the report be received and the recommendations at its conclusion be approved.

16. Into Committee

16.1. Motion to Exclude the Public

16.2. RECOMMENDATION: That the public be excluded from the following parts of the meeting [as per wording set out in Agenda Item 17.1]