

Protection of the Environment  
Trust Management Committee  
Meeting Record  
5 June 2018



Location:	Meeting Room, Level 1, Gosford Administration Building 49 Mann Street, Gosford	
Date:	5 June 2018	
Time	Started at: 4.05pm	Closed at: 4.55 pm
Chair	Mayor Jane Smith	
File Ref	F2018/00732	

**Present**

Mayor Jane Smith, Ms Shane Sullivan, Acting Executive Manager Governance, Ms Joy Cooper and Ms Barbara Wills.

Also present were: Mr Luke Sulkowski, Unit Manager Natural and Environmental Assets and Ms Kathy Bragg, A/Section Manager Governance.

**Item 1 Apologies**

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Mr Brian Glendenning, Acting Chief Executive Officer.

The Committee noted that Mayor Smith is representing the Councillor position until Council resolves the Councillor membership.

**Item 2 Disclosure of Interest**

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Ms Barbara Wills declared her less than significant non-pecuniary interest as she is a member of MacMasters Beach Bushcare Group.

**Item 3 Confirmation of Previous Minutes**

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The Committee confirmed the Meeting Records from 16 March 2017, 18 May 2017 and 8 May 2018.

**Action:** Council staff to follow up on the following outstanding action from the 16 March 2017 Trust Management Committee meeting:

- *The Committee recommends that the current zoning, environment values and vegetation mapping be completed for all six land parcels for the next meeting.*

**Action:** Council staff to follow up on the following outstanding action from 16 March 2017 and the 8 May 2017 Trust Management Committee meetings:

- *The Committee recommends that \$11,000 is distributed to MacMasters Beach Bushcare Group from the Trust funds to support the group in line with objectives of the Trust.*

#### **Item 4                    Funding Application Criteria Update**

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The Committee reviewed the draft Grant Guidelines.

**Action:** Following clarification of the Terms of Reference for the Trust Management Committee the draft Guidelines again be reviewed by the Committee.

#### **Item 5                    Financial Report**

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The Committee reviewed the financial report provided.

**Action:** Clarification be provided to the Committee on how the interest rate is calculated.

**Action:** The expenditure report on Council funded POET projects be provided to the Committee.

#### **Item 6                    Communication and Engagement Update**

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**Action:** A Communications staff member be invited to attend the next meeting of the Committee to discuss a communication strategy to promote the aims of the Trust and encourage donations to the Trust.

#### **Item 7                    General Business**

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Nil.

The meeting closed at 4.55pm

**Next Meeting:** To be confirmed.