

Notice of Meeting:

I hereby give notice that an ordinary meeting of the Toitū Otago Settlers Museum Board will be held on:

Date: Wednesday 14 February 2024
Time: 9:30am
Venue: Otago Settlers Association Board Room, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin

Sandy Graham
Chief Executive Officer

Toitū Otago Settlers Museum Board
PUBLIC AGENDA

MEMBERSHIP

Chairperson	Mr Phil Dowsett	
Deputy Chairperson		
Members	Bill Acklin	Kevin Gilbert
	Cherry Lucas	Mrs Susan Schweigman
	Mr Peter Smith	
Senior Officer	Cam McCracken, Director - Dpag, Toitū, Lan Yuan and Olveston	
Governance Support Officer	Lauren Riddle	

Lauren Riddle
Governance Support Officer

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Note: Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

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1 APOLOGIES

At the close of the agenda no apologies had been received.

2 CONFIRMATION OF AGENDA

Note: Any additions must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

DECLARATIONS OF INTEREST AS AT FEBRUARY 2024

EXECUTIVE SUMMARY

1. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.
2. Elected members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.

RECOMMENDATIONS

That the Committee:

- a) **Notes/Amends** if necessary the Elected Members' Interest Register attached as Attachment A; and
- b) **Confirms/Amends** the proposed management plan for Elected Members' Interests.

Attachments

	Title	Page
A	Register of Interests - February 2024	6

Toitū Otago Settlers Museum Board - Register of Interest - current as at February 2024				
Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Phil Dowsett	Owner	Residential Property Ownership - Dunedin	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Various public companies	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Bill Acklin	Shareholder/Director	Dunedin Brokers Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	APRA - AMCOS	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Entertainer	Various functions	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Strath Taieri Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Casual Employee	Insulmax	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Craigieburn Reserve Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitū Otago Settlers Museum Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Kevin Gilbert	Member	Toitū Otago Settlers Museum Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Gipfel Limited - Bakery	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Schlubert Trust - Residential Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Schlup Family Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	BNI	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Business South	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Air New Zealand	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Kevin Gilbert and Esther Gilbert Partnership - Residential Rental Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Biddies Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Advisors	Ronald McDonald House Supper Club Committee	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Fair Trading Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Local Government New Zealand (Zone 6 Committee) (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member (alternate)	Otago Regional Transport Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitū Otago Settlers Museum Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Keep Dunedin Beautiful (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Settlers Association (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Member	Saddle Hill Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Member	National Industry Advisors Group Food and Beverage (Workforce Development Council)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
	Member	Connecting Dunedin (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Kevin Gilbert cont.	Owner	Residential Property - Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Rental Property - North Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Cherry Lucas	Trustee	Otago Farmers Market	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago A & P Society	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Henderson Lucas Family Trust - Residential Dunedin Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	NZ Institute of Chartered Accountants	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Museum Trust Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Chinese Garden Advisory Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitū Otago Settlers Museum Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member (alternate)	Grow Dunedin Partnership (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Mosgiel Taieri Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Local Government New Zealand (Zone 6 Committee) (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Member	Te Poāri a Pukekura Partnership (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Susan Schweigman	Volunteer	Dunedin i-Site	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Tapestry Trust of New Zealand	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Peter Smith	Volunteer	Green Hut Track Group	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Rotary Club of Dunedin Harbour	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Secretary	Civil Service Harriers	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Various public companies	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Owner	Residential Property Owner Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

CONFIRMATION OF MINUTES

TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 22 NOVEMBER 2023

RECOMMENDATIONS

That the Committee:

- a) **Confirms** the minutes of the Toitū Otago Settlers Museum Board meeting held on 22 November 2023 as a correct record.

Attachments

	Title	Page
A↓	Minutes of Toitū Otago Settlers Museum Board meeting held on 22 November 2023	9

Toitū Otago Settlers Museum Board

MINUTES

Minutes of an ordinary meeting of the Toitū Otago Settlers Museum Board held in the Otago Settlers Association Board Room, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin on Wednesday 22 November 2023, commencing at 9:27am.

PRESENT

Chairperson	Mr Phil Dowsett	
Members	Cr Bill Acklin	Cr Cherry Lucas
	Mr Peter Smith	

IN ATTENDANCE

Cam McCracken, Director – Dunedin Public Art Gallery (DPAG),
Toitū, Lan Yuan and Olveston

Governance Support Officer

Lauren Riddle

1 APOLOGIES

Moved (Mr Phil Dowsett/Mr Peter Smith):

That the Board:

Accepts the apologies from Cr Kevin Gilbert and Susan Schweigman for absence.

Motion carried (TOSM/2023/001)

2 CONFIRMATION OF AGENDA

Moved (Mr Phil Dowsett/Cr Cherry Lucas):

That the Board:

Confirms the agenda without addition or alteration.

Motion carried (TOSM/2023/002)

3 DECLARATIONS OF INTEREST

Members were reminded of the need to stand aside from decision-making when a conflict arose between their role as an elected representative and any private or other external interest they might have.

Cr Cherry Lucas advised that she has been appointed as the LGNZ Zone 6 representative.

Moved (Mr Phil Dowsett/Member Bill Acklin):

That the Board:

- a) **Amends** if necessary the Elected or Independent Members' Interest Register attached as Attachment A; and
- b) **Amends** the proposed management plan for Elected or Independent Members' Interests.

Motion carried (TOSM/2023/003)

4 CONFIRMATION OF MINUTES

4.1 TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 23 AUGUST 2023

Moved (Mr Phil Dowsett/Mr Peter Smith):

That the Board:

Confirms the public part of the minutes of the Toitū Otago Settlers Museum Board meeting held on 23 August 2023 as a correct record.

Motion carried (TOSM/2023/004)

REPORTS

5 TOITŪ OTAGO SETTLERS MUSEUM ACTIVITY REPORT

The report covered activities of Toitū Otago Settlers Museum (Toitū) from 1 July to 30 September 2023. Mr McCracken responded to questions on visitor numbers, commercial use of the Toitū venue and the new Theatrette. Mr McCracken also confirmed the re-opening to the public of the refurbished Transport Gallery would be held at the end of November this year, and that the layout had been altered to maximise the public enjoyment of the items on display.

Moved (Mr Phil Dowsett/Member Bill Acklin):

That the Board:

Notes the Toitū Otago Settlers Museum Activity Report for the period 1 July to 30 September 2023.

Motion carried (TOSM/2023/005)

6 DEACCESSION REPORT

The report outlined the assessments completed within the context of the wider Toitū transport collection holding and sought the endorsement from the Museum Board to deaccession of two items from the Toitū Otago Museum collection, being the:

- a) Takapuna DCT No. 66 tram, CS/3655

b) Sydney Bogie tram, 1995/92/1

Discussion was held on the process followed to assess items within the collection for deaccession. In response to a question, Mr McCracken advised that he had not received any disagreement to the proposed deaccession of the two items from the Toitū collection.

Mr McCracken advised that as part of the final agreement to be signed with the Tramways Historical Society Inc there would be assurance sought that the items would remain in the public realm and used for the public good.

Moved (Mr Phil Dowsett/Mr Peter Smith):

That the Board:

Endorse the Director's decision to deaccession the following items from the Toitū collection and dispose of the items to the Tramways Historical Society Inc., in accordance with the Toitū Collections Policy:

- I. Takapuna DCT No. 66 tram, CS/3655
- II. Sydney Bogie tram, 1995/92/1

Motion carried (TOSM/2023/006)

The meeting concluded at 10:05 am.

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CHAIRPERSON

REPORTS

TOITŪ OTAGO SETTLERS MUSEUM ACTIVITY REPORT

Department: Arts and Culture

EXECUTIVE SUMMARY

- 1 This report covers activities of Toitū Otago Settlers Museum (Toitū) from 1 October to 31 December 2023.

RECOMMENDATIONS

That the Committee:

- a) **Notes** the Toitū Otago Settlers Museum Activity Report for the period 1 October to 31 December 2023.

BACKGROUND

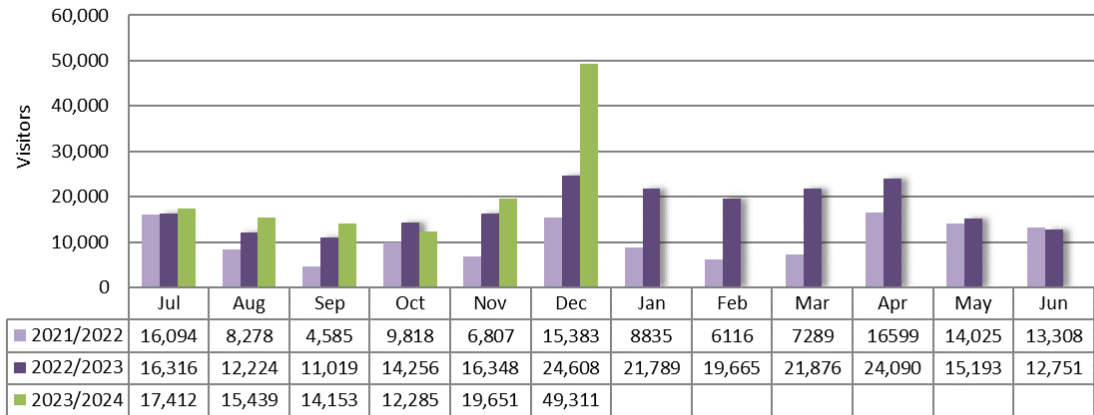
- 2 This report is prepared for the Toitū Otago Settlers Museum Board meeting and details the latest activities and KPI performance at Toitū.

DISCUSSION

Visitation

- 3 Toitū recorded 81,247 visitors in this reporting period, representing a 47% increase compared with the same period in FY 22/23.

Toitū Otago Settlers Museum Visitor Numbers



2021/22	16,094	24,372	28,957	38,775	45,582	60,965	69,800	75,916	83,205	99,804	113,829	127,137
2022/23	16,316	28,540	39,559	53,815	70,163	94,771	116,560	136,225	158,101	182,191	197,384	210,135
2023/24	17,412	32,851	47,004	59,289	78,940	128,251	<i>Running total</i>					

COLLECTIONS AND EXHIBITIONS

Exhibitions

- 4 *NZR Transport and Technology Displays: On the Move and Monster to Miniature.* This refreshed display was opened to the public in late November 2023. The show has been popular with visitors during the summer holiday period, and we have received consistently excellent feedback in visitor surveys.
- 5 As part of our usual Christmas programme, *Pixie Town* was on display between 8 – 24 December. The show was covered across the Stuff media platform as well as in the ODT.
- 6 The *Creative Dunedin* exhibit has been updated to include a new display of Dunedin music posters. This is a short-term exhibit as we prepare for a larger refresh mid-year featuring dancer Shona MacTavish MBE.
- 7 We have commenced a software upgrade to the digital label rails that provide object information across all permanent Toitū exhibits.
- 8 During the first quarter the exhibitions and collections team will complete the regular programme of cleaning and maintenance to various displays.

Digital Outputs and Public Talks

- 9 Two *Talking Pictures* episodes were released to the Toitū YouTube channel.
- 10 Two *Cool and Collected* articles were published in the Otago Daily Times.
- 11 Nine public talks were delivered.
- 12 15 *Journey to New Edinburgh* short stories were made available on the Toitū YouTube channel.

Collections

Acquisitions

- 13 A number of items have been acquired for the collection this reporting period. These include several large items from the Cadbury Factory, and a Vietnam War military kit. The team have completed hazardous substance testing and cleaned items prior to their transport to the Museum.

Collections Projects

- 14 **Asbestos Testing and Collection Access:** Our ongoing efforts involve testing individual objects essential for retrieval from the collection stores, intended for display or viewing purposes. This quarter, we are prioritizing the completion of testing in the costume and textile store. We expect this will allow staff full access to the store in the near future. Subsequently, we plan to complete externally funded projects addressing pest risk, as well as undertake the cataloguing and rehousing of costumes.
- 15 **Firearms Collection Audit and Relocation:** Currently, we are in the process of awaiting updates to our licensing requirements, which will precede a comprehensive audit and relocation of the firearms collection. This transfer will involve moving the collection from the old strong room to new storage systems in the large object store.
- 16 **Conservation Planning and Reorganization:** In preparation for the upcoming year's conservation activities, we have reorganized the conservation store. The Conservator is currently engaged in providing support to various acquisition projects, as outlined in the previous sections of this report.
- 17 Staff are actively conducting an audit of historical inward and outward loans. This initiative is part of our ongoing efforts to maintain a thorough and accurate record of loaned items, ensuring transparency and accountability in our collections management.
- 18 Staff are working with Tramway Historical Society Inc. on the transfer of items recently deaccessioned from the Toitū collection.

Archives

- 19 Staff processed 75 public enquiries, 72 by email/correspondence and three in person.
- 20 A recent review of public enquiries has revealed most are simple genealogy requests which can be fulfilled using online resources or at our Research Centre. As a result we have been working with our genealogy software supplier to provide additional training to visitor hosts at the Research Centre; updated the Toitū website to include a downloadable research guide; and are currently in the process of reviewing the public reference material to ensure the Research centre meets visitor expectations.

AUDIENCE DEVELOPMENT

Enriching Local Curriculum (ELC) – Education

- 21 Enriching Local Curriculum education programmes were well-used this reporting period by early childhood, primary and secondary ākonga. Themes covered have included Waitati rohe, Uruao and the Araiteuru waka, migration stories and exploring the interactive highlights of the

Museum, Araiteuru Gallery in depth, Dunedin's heritage, the refreshed transport Gallery and dragons.

- 22 Trainee teachers from Te Pūkenga visited to learn more about the Toitū exhibits and the education programmes we offer. This is a useful opportunity for them to learn about local pūrākau and the resources available to them as future teachers.
- 23 We have also offered a number of outreach programmes to schools and early childhood centres, and special programmes for special needs ākongā.

Visitor Programmes

- 24 This has been a busy time for the Visitor Programme A snapshot of some of the wide variety of self-guided gallery trails, public talks, workshops, demonstrations and performances during this reporting period are as follows:
- 25 Regular fortnightly community demonstrations by the Dunedin Spinners and Weavers Guild. These include opportunities to observe (and try) knitting and crocheting. The Tapestry Project also holds monthly demonstrations in the Josephine Foyer.
- 26 Toddler Time, incorporating a short museum engagement session for our youngest visitors with stories, exploration, songs and activities linking to a monthly theme, while the monthly Josephine Mini-Bal dance sessions and weekly Sunday afternoon Dancing with Josephine which sees a new dance style being taught each week has been popular with our adult audiences.
- 27 The regular public talks and Tuesday Talks have included Daphne Henderson to speak about Seacliff asylum, and Professor Wendy Lee demonstrating traditional Indonesian instruments.
- 28 The new *Migration to Otago* series featured talks by several senior academics from the University of Otago. Graduate student Gabe Turner spoke about refugee settlement in Dunedin, and Professor Jacqui Leckie spoke about loneliness and melancholia in hill country migrants.
- 29 *Toitū Sounds* is an ongoing programme of live music at the Museum and this reporting period included local performer Linda Munro, and the University of Otago's Puspawarna Gamelan orchestra, a traditional Indonesian percussion and gong orchestra. The NZ Red Cross Choir also performed their annual end of year concert in the Josephine Foyer.
- 30 Re:In:Act, a project which originated at Toitū in 2022, in collaboration with Ōtepoti Theatre Lab, returned for a performance by Swaroopa Innu, exploring the history of Indian migrants and goldminers in Otago.
- 31 In December we offered our annual Christmas programme featuring the Pixie Town exhibit, the associated Pixies Tinker Town craft area and the Pixie Gallery Trail. This year our Christmas-themed workshops included cake and cupcake decorating and tote bag decorating. The season also included Christmas music performances by the Dunedin City Jazz Orchestra, Pho Pugs ukulele group, Linda Munro, and the Dunedin Harmony Chorus. This year we introduced a programme of Quiet Hours in Pixie Town, outside regular operating hours, for our neurodiverse community. Approximately 4,600 people attended Christmas season programmes in December.

COMMERCIAL ACTIVITY

- 32 The Toitū gift shop has been busy over the summer months, recording a 40% year-to-date increase in sales. Notably, November 2023 and December 2023 marked the busiest months for

the Toitū shop since its reopening in 2012. Local products have been particularly popular among customers.

- 33 Prior to Christmas, we commissioned a new range of Tiger Tea products. These have sold well, especially the children’s t-shirt. There have been multiple requests for adult’s sizes so we plan to print the tiger tea design in larger sizing this year.
- 34 The annual late-night Christmas shopping event on December 13, 2023, surpassed expectations, emerging as the busiest in the last decade. Visitors enjoyed a festive atmosphere with live piano music, Christmas nibbles, and late-night access to Pixie Town, contributing to the success of the event.
- 35 Santa Photography has also been busier than usual. Our commercial photography partner printed 2,206 photos.
- 36 Over the reporting period there has been a steady increase in functions and events at both Toitū and Lan Yuan. The refreshed Technology and Transport Gallery will be promoted as a venue space for commercial hire in 2024.

OPTIONS

- 37 There are no options as this report is for information only.

NEXT STEPS

- 38 There are no next steps as this report is for information only.

Signatories

Author:	Cam McCracken - Director DPAG, Toitū, Lan Yuan and Olveston
Authoriser:	Jeanette Wikaira - General Manager Arts, Culture and Recreation

Attachments

There are no attachments for this report.

SUMMARY OF CONSIDERATIONS

Fit with purpose of Local Government

This decision enables democratic local decision making and action by, and on behalf of communities.
 This decision promotes the social well-being of communities in the present and for the future.
 This decision promotes the economic well-being of communities in the present and for the future.
 This decision promotes the environmental well-being of communities in the present and for the future.
 This decision promotes the cultural well-being of communities in the present and for the future.

Fit with strategic framework

	Contributes	Detracts	Not applicable
Social Wellbeing Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
Environment Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Arts and Culture Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
3 Waters Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Spatial Plan	<input type="checkbox"/>	<input type="checkbox"/>	✓
Integrated Transport Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Parks and Recreation Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Other strategic projects/policies/plans	✓	<input type="checkbox"/>	<input type="checkbox"/>

The activities in this report support the Arts and Culture, Economic Development and Social Wellbeing Strategies.

Māori Impact Statement

The Museum consults with and works with the Ngāi Tahu Advisory Group as well as Rūnaka on a regular basis.

Sustainability

The principles of sustainability underpin all the activity of Toitū and Lan Yuan.

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy This report is for noting purposes only.

Financial considerations This report is for noting purposes only.

Significance

This decision is considered low in terms of the Council’s Significance and Engagement Policy.

Engagement – external This report is for noting purposes only.

Engagement – internal This report is for noting purposes only.

Risks: Legal / Health and Safety etc.

There are no legal or health and safety risks related to matters in this report.

Conflict of Interest

There are no known conflicts of interest.

Community Boards

There are no known implications for Community Boards.

CHANGE OF MEETING DATE (JUNE 2024)

Department: Civic

EXECUTIVE SUMMARY

- 1 The scheduled meeting of the Toitū Otago Settlers Museum Board for June is Wednesday, 5 June 2024.
- 2 Council will be deliberating on the draft 10 Year Plan 2024-2034 from 4-7 June, which will impact the attendance of Council appointed Board members Cr Acklin, Cr Gilbert and Cr Lucas for the scheduled meeting of 5 June.
- 3 The Committee are requested to consider an alternate date for the June meeting of Wednesday 12 June 2024, commencing at 9:30am.

RECOMMENDATIONS

That the Committee:

- a) **Accepts** the change in schedule meeting date from Wednesday 5 June to Wednesday 12 June 2024.

Signatories

Author:	Lauren Riddle - Governance Support Officer
Authoriser:	Clare Sullivan - Manager Governance

Attachments

There are no attachments for this report.