

# AGENDA

## PERCY THOMSON TRUST

- Percy Thomson Gallery
- Percy Thomson Herbarium
- Percy Thomson Arboretum



F16/1072 - D23/49057

Date: Wednesday 13 December 2023 at 4pm  
Venue: Committee Room, Stratford District Council, 63 Miranda Street,  
Stratford

Opening Karakia

1. Announcements
2. Apologies
3. Confirmation of Minutes

3.1 Meeting - Thursday 26 October 2023  
The minutes of the Ordinary Meeting are attached.

### Recommendation

THAT the minutes of the Percy Thomson Trust Ordinary Meeting held on Thursday 26 October 2023 be confirmed.

/  
Moved/Seconded

### 4. Correspondence

4.1 Inwards

4.2 Outwards

### Recommendation

THAT the inwards correspondence be received.

/  
Moved/Seconded

### 5. Future of Percy Thomson Trust

Trustees to discuss and form a resolution on the future of the Trust.

### Recommendation

Option 1 - Operating as is.

Option 2 - Folding up the Trust with the activities becoming part of the Council. This would entail the bequest annuity being ringfenced for its income and capital being solely reserved for the gallery and arboretum.

Option 3 - A hybrid that allows for buildings and/or staffing to be provided by the Council, with the Trust continuing to operate.

/  
Moved/Seconded

**6. Financial Statements**

The financial statement for the months of September and October 2023 are attached.

**Recommendation**

THAT the financial statement for the months of September and October 2023 as presented, be received.

/  
Moved/Seconded

**7. Investment Performance**

A report on Investment Performance will be presented.

**Recommendation**

THAT the Investment Performance Report be received.

/  
Moved/Seconded

**8. Arboretum & Herbarium Report**

A verbal report will be presented.

**Recommendation**

THAT the arboretum and herbarium updates be received.

/  
Moved/Seconded

**9. Gallery Director's Report**

The Gallery Director's report is attached.

**Recommendation**

THAT the report Gallery Director's report be received.

/  
Moved/Seconded

**10. Matters Outstanding**

The Matters outstanding are attached.

**11. General Business**

**11.1 Any other business**

**11.2 Next Meeting**

The next meeting of the Percy Thomson Trust is to be held on Thursday 15 February 2023 at 4pm.

**Closing Karakia**



**Our reference**  
F19/13/03-D21/40748

### **Karakia**

Kia uruuru mai  
Ā hauora  
Ā haukaha  
Ā haumāia  
Ki runga, Ki raro  
Ki roto, Ki waho  
Rire rire hau Paimārire

I draw in (to my being)  
The reviving essence  
The strengthening essence  
The essence of courage  
Above, Below  
Within, Around  
Let there be peace.

# PERCY THOMSON TRUST

- Percy Thomson Gallery
- Percy Thomson Herbarium
- Percy Thomson Arboretum



## MINUTES OF MEETING OF THE PERCY THOMSON TRUST HELD AT THE PERCY THOMSON GALLERY ON THURSDAY 26 OCTOBER 2023 AT 4PM

### PRESENT

Chairman Bruce Ellis and Trustees - Councillor Ellen Hall (*part meeting*), Christine Craig, Doug Robinson and Helen Cloke.

### IN ATTENDANCE

The HR and Governance Administrator – Carissa Reynolds, the Gallery Director – Laura Campbell, Justin Morgan and Andrew Black (*part meeting*).

### Opening Karakia

#### 1. Announcements

There were no announcements.

#### 2. Apologies

An apology was received from Jim Clarkson

CRAIG/CLOKE  
Carried

#### 3. Confirmation of Minutes

##### Meetings – Thursday 17 August 2023

The minutes of the Ordinary Meeting Thursday 17 August 2023 and the Strategy Meeting Thursday 5 September 2023 were attached.

##### Recommendation

THAT the minutes of the Percy Thomson Trust Ordinary Meeting held on Thursday 17 August 2023 be confirmed as a true and accurate record.

HALL/CLOKE  
Carried

The HR & Governance Administrator undertook to make the following amendments:

- Mrs Craig requested the Gallery Director's report which was tabled at the meeting be added to the minutes.

##### Recommendation

THAT the minutes of the Percy Thomson Trust Strategic Meeting held on Thursday 5 September 2023 be confirmed as a true and accurate record.

HALL/CLOKE  
Carried

The HR & Governance Administrator undertook to make the following amendments:

- Mrs Craig requested the Strategic Report which was tabled by the Chairman at the meeting be added to the minutes.
- Mrs Cloke requested it be noted that he does not believe she made the statement regarding her concerns around no charge to enter the Gallery as she does not believe there should be, or the fact there is no one around the Council table representing Percy Thomson Trust. Mrs Clough believes she discussed her concerns around the lack of representation at Council.

#### 4. Correspondence

##### Inwards

Nil

##### Outwards

- 4.2.1 Letter – Trustee term to expire – Christine Craig
- 4.2.2 Email – Percy Thomson Annual Report Delivery to Council
- 4.2.3 Letter – Representation letter for the year ended 30 June 2023

##### Recommendation

THAT the inwards correspondence be received.

**HALL/CLOKE**  
**Carried**

#### 5. Justin Morgan and Andrew Black

Noted in discussion:

- The Gallery Director noted there was over 2,200 visitors to the exhibition so she was really pleased.
- Mr Black noted there were a few points he and Mr Morgan would like to raise concerning the Exhibition:
  - o The communication was stilted at times, they felt that there were emails which could have been phone calls.
  - o Issues could have been tidied up if they have been presented with a contract from Gallery so the requirements of timeframes, advertising and use of space etc were clear.
  - o They felt there was a disconnect and double handling. There were different issues back and forth with queries about install times, painting walls etc.
  - o They were very close to saying no to assisting with the pack down as they had commitments in other areas, and did not believe they had committed to this.
- Mrs Craig questioned if there was a contract. Mr Black noted what they presented to the Percy Thomson Trust in February was what they went forward with, and that they discussed with the Gallery Director what was required and by when, but there was not guideline.
- Mr Robinson questioned if Mr Black and Mr Morgan had asked for an agreement. They noted they had asked Laura for one. Mr. Robinson sought further clarification on why no agreement was signed. The Gallery Director advised they had never sat down and signed anything, however they had come to an agreement in the end.
- The Gallery Director noted that after it was approximately 5 layers of paint to get the Gallery walls back to white after painting them black for the exhibition, which was a lot of time and effort for the Gallery Staff.
- The Gallery Director noted the feedback for the exhibition was great, however artists had requested more time to put the suitcases together, and she also agreed that the communication could have been better.
- The Chairman questioned if the standard week between exhibition is long enough. The Gallery Director advised it was not, and looking back the exhibition could have been 4 or 5 weeks long.
- Mrs Craig clarified that extending the exhibition would still only have one week for set up. The Gallery advised she would want to look at a set up where half the Gallery is closed for set up, with another exhibition open meaning the amount of people turned away during would decrease.
- Mrs Craig questioned if a verbal or written contract is normal? The Gallery Director confirmed usually a written contract is used, and this is her mistake.
- The Chairman questioned going forward how many artist approximately will move with the exhibition. It was confirmed all artists want to move forward, and those who have sold their works want to make new ones and any art works which cannot be moved will be changed.
- Mrs Clough questioned if there needs to be a working document going forward.
- Mr Black confirmed they have made some learnings from the opening exhibition, and they will put together a new document to present to other Galleries.
- Mrs Craig sought clarification on if the exhibition was called abroad or aboard? As there were different spellings in different documents.
- Mr Black confirmed it is named Abroad and agreed there had been some spelling errors.

- Councillor Hall enquired if they had a venue for their next exhibition. It was confirmed there are four strong candidates for other venues and that Mr Black is organising it, and had been up and down the country with other exhibitions. Venue candidates include Art House Trust gallery in Waikato and Auckland, and a gallery in Wellington.
- Mrs Craig questioned how this reflects back to Percy Thomson Trust.
- Mr Black confirmed the Percy Thomson Trust will be able to support taking regional Taranaki artists to one of the premier spaces in Wellington and there have also been discussions with Puke Ariki, and are potentially looking at a 2026 exhibition there.
- The Chairman questioned if the Gallery Director, Mr Black and Mr Morgan had worked through the contractual stuff. Mr Black noted that he and Mr Morgan work well together, but can leave it open at the same time, if there is any agreement they can take it on board or go forward. He noted they are able to bring the paperwork to the Trust first.
- Mrs Craig again sought clarification on when the exhibition tours, what the trust gets out of it.
- Mr Black confirmed the details would be in the document so it would be good to sort that out. He noted here would be fee to support and establish the show and there appears to be a disconnect on costing which would be good to resolve, and they thought it would be covered but it has come into question.
- Mr Black noted there are four potential galleries in the wings, how the money comes back is in the road ahead. Mr Morgan may need more legwork to in some communities to get money to come back e.g. Whanganui is not a hiring show and it runs differently, some other galleries are not available and some require funding.
- Mr Black explained the market is a little bit fractured currently, this is the reason why a Waikato gallery has gone to Arts House Trust so they can support and fund shows. He noted there is a balance between delivering a promise and not taking away opportunities for artists. The artists they have spoken to about Wellington are very excited about it as Wellington is well networked with advertising which helps promote the gallery and artists.
- Mrs Craig noted that she recalls it being indicated that the Percy Thomson Gallery would receive \$1,000 per show plus a percentage of commission. Mr Black confirmed this is still the plan. Mrs Craig questioned if this would be outlined in the agreement. It was confirmed it would be.
- Mrs Craig sought clarification that the gallery would be promoted at the other galleries.
- Mr Morgan noted they felt it was a bit of a dry pitch here in Stratford, and that there are establishment costs and now that it has been done they can run with it. He noted that in past agreements it covers the cost of establishment and that costs for installs were covered by the gallery.
- Mr Black questioned if there is anything more the Trust would like to see long term for this tour? The Chairman noted he would at least like to see an exchange of letters between the Abroad and the Gallery Director, he would also like to see it on the website where it has been and where it is going.
- Mr Morgan noted that he had noticed that once the exhibition had finished it was dropped from the website. The Gallery Director noted there needs to be more clarification on if it is going to the gallery website or the Morgan and Black website. Mr Morgan noted it could go on both with his contact information at the bottom. Mr Black agreed that it was a shared exhibition so should be shared communication.
- The Gallery Director noted she wanted the communication to look and feel consistent, and that they are getting a lot of people asking where it is going to next.
- Mr Black advised the exhibition is already going to Wellington and he will hear back from Waikato next week. The Gallery Director noted public galleries are filled for 2025.
- Mrs Craig noted in the first presentation from Morgan and Black in February there was mention of a loan agreement stating who owns what, she wanted to confirm the Trust does not own anything. Mr Black confirmed no, the loan agreement would be between the artists and the other venue.
- Mrs Craig questioned if there would be a separate agreement? Mr Morgan confirmed there would be. Mr Black noted the loan agreement presented in February encapsulated what they would have in their agreements.
- Mrs Craig sought clarification that at no point would the Percy Thomson Trust be a borrower or a lender. Mr Black confirmed the Trust would not.
- The Chairman thanked Mr Black and Mr Morgan for coming and noted the Trust looked forward to the progress.
- Mr Morgan noted they had not yet been paid by the gallery. Laura noted the payment would be coming after this meeting.

*Mr Morgan and Mr Black left the meeting at 4.37pm.*

- Mrs Craig questioned what the Trust was actually paying for. The Gallery Director advised the Trust would be paying a \$4,000 curation fee, however Morgan and Black expectation was the Gallery would pay \$4,500 for expenses which were never agreed to. She noted that an agreement needed to be signed, that there were just verbal conversations.
- The Chairman advised that the Gallery Director needed to be careful as it was hard to pin down answers.
- Mr Robinson noted that he does not believe the Trust was as well informed as they should have been.
- Mrs Clough advised there needs to be a document of the procedure and make sure it is signed. The Gallery Director advised it was all in the minutes.
- Mrs Craig questioned aside from the curator fee, what about the \$3,000 cost of painting the walls black. The Gallery Director noted that the initial budget did not have the paint costs included. Mrs Craig advised \$3,000 is a lot to pay for paint.
- The Gallery Director also advised staff had to change the lights.
- Mrs Clough questioned if the Gallery Director would do it again. The Gallery Director noted it was good exposure of the gallery and hopefully Morgan and Black say good things going forward to other galleries. Councillor Hall noted she did not feel like they would say good things from what was said at this meeting.
- The Gallery Director advised the gallery went over and beyond to get the exhibition off the ground and did work Morgan and Black should have done, including the relighting and painting in uninstal.
- Mrs Clough advised to take lessons from this and get documents together, get them signed and take more control.
- The Gallery Director noted they took over the marketing despite the fact that the galleries marketing person was ready to go. They then charged the gallery for their marketing.
- Mr Robinson noted he did not think their communication from the start has been great.
- The Gallery Director advised the artists were given six weeks to do their suitcases, where they should have been given at least three months.
- Councillor Hall noted she felt there was a lack of acknowledgement from Morgan and Black on all the work that was put in from the gallery into the exhibition, that they just came to complain. Mr Robinson agreed.
- The Gallery Director advised that is why she tried to put a positive spin on their conversation, because their side was very negative. She would like to keep a healthy working relationship, but she was not fully happy with it. She advised she had talked to Mr Morgan a few weeks ago to get him to move along as other galleries are booking out.
- Mrs Craig noted she believes they are very lucky with what the Gallery has paid for them, and it was disappointing the first thing they said was negative.

## **6. Percy Thomson Complex – Property Officer Update**

- The Property Officer requested the HR and Governance Administrator get sign off to progress with the following projects:
  - Seek quote for new back door of the café
  - New light above the cabinets in the café be installed
  - Extend Trunking along café walls to cover wiring.
  - Install frosting Strip on windows of the café
- The Trust agreed to progress with finding a quote for the back door, a new light to be installed in the café up to the value of \$500, and to extend the trunking. The suggested solution for the frosting strip around the door was to find a cost effective alternative from Mitre 10 or to keep posters on the window.
- Mrs Craig requested the Gallery ensure the bollards are put back up to prevent damage to the gallery wall.

THAT the Property Officer seek a quote for a new back door to the café, engage in installing a new light above the café counter to the maximum cost of \$500 excluding GST and to extend the trunking in the café.

**CRAIG/HALL**  
**Carried**

## 7. Financial Statements

The payment list for the months of July and August 2023 is attached.

### Recommendation

THAT the payment list for the months of July and August 2023 as presented, be received.

**CLOUGH/ROBINSON**  
**Carried**

## 8. Arboretum and Herbarium Report

- Mrs Cloke noted that there is nothing to report since the last meeting, she is still working on the landscaping contract.
- The Chairman noted Mr Clarkson had report the mulch has settled well, however the weed are coming through, ground fuchsia's previously planted which Mr Clarkson has thought were gone but are now coming back. It also appears a rabbit is browsing through some plants. Mr Clarkson also reported his frustrations on exactly what Downers are committed to doing.
- Mrs Craig advised she had given the Trust all the information from the maintenance contract that she was able given it was a commercially sensitive document, and as Council pay for the maintenance it is Councils' contract.
- Mr Cloke noted that the contract affects the Trust. Mrs Clough agreed that Council should be giving the Trust the information.
- Mrs Cloke questioned how it is sensitive information, it is weeding and spraying?
- The Chairman noted he had come to the feeling that the Trust can give the arboretum to look after as they do with other parks and reserves.
- Councillor Hall noted the trust has a clear idea on what they would like to be delivered, there is a contract between Council and Downers on what is to be delivered and there should be a way to identify the difference on what the Trust wants to be delivered and what is not being delivered. She noted there is ambiguity on what is expected from the Trust and what is delivered by Council.
- Mrs Craig noted she see this issue as a big picture, and she does not think the Trust should be solving one little thing at a time.
- Councillor Hall questioned if the Parks and Reserve Officer could come and have a conversation about it. The Chairman noted that would be good especially if the Trust is looking to employ someone.
- Mr Robinson noted there are bigger things the Trust needs to sort out.
- Councillor Hall noted the bigger picture is the Trust wants to know what Council are currently delivering on, and what the arboretum will look like in five years if Council take it over.
- Mrs Craig noted it is current part of the Windsor park development so she does not believe it would fall over.
- Mrs Clough questioned who would be looking after it. It was noted Council staff and Council contractors would be looking after it.

### Recommendation

THAT the report be received.

**CLOKE/ELLIS**  
**Carried**

## 9. Gallery Director's Report

The Gallery Director's Report was tabled.

- Mrs Craig questioned why the Gallery reimbursed the Gallery Directors travel costs to Morrinsville rather than the hosting gallery. The Gallery Director advised she believes their Trust is struggling at the moment.
- Mrs Clough noted she agreed that the Stratford Art Society should get a discount. Mrs Craig agreed that it should be done as a discount not a lower fee.
- The Gallery Director noted she would like the without commission to be removed. She advised the Embroiderer show is on at the moment and it is great, however nothing is for sale. The Gallery Director noted that sales at the Gallery were going up and now is an



important time of year and it is unfortunate that nothing is able to be sold, she is looking into the potential of changing the time of year this exhibition is booked in.

- The Gallery Director is going to create a table with the current Gallery fees and the proposed fees and circulate this to the Trustees. Mrs Cloke requested it have a fee for if the set target of commission is not met.

**Recommendation**

THAT the Gallery Director's report be received.

**CLOKE/CLARKSON**  
**Carried**

**10. Matters Outstanding**

- Matters outstanding were not discussed.

**11. General Business**

10.1 Any other business

- The Christmas function was discussed, to be held after the December meeting.
- Mr Robinson questioned if the Trustees should be kept informed of any new employment, as he was approached in public by a potential new employee and he was taken aback as he had no knowledge of this. It was noted currently the Chairman approves any requests for offers of new employees. Any new employment request will be put into the Gallery Directors report going forward.

10.2 Next Meeting

The next meeting of the Percy Thomson Trust is to be held on Wednesday 13 December 2023 at 4pm at the Percy Thomson Gallery.

**Closing Karakia**

The closing Karakia was read.

*Meeting closed at 5.31.pm.*

B Ellis  
**CHAIRMAN**

# PERCY THOMSON TRUST

- Percy Thomson Gallery
- Percy Thomson Herbarium
- Percy Thomson Arboretum



To: Percy Thomson Trust  
From: Gallery Director  
Date: 26 October 2023  
Subject: Gallery Director's Report

## Recommendation

THAT the report be received.

/\_\_\_\_\_  
Moved/Seconded

### 1. Health & Safety

- All staff underwent a First Aid course with St John's earlier in the month. Still to book in for a Fire extinguisher training (due to Sara deeming the hose being not fit for purpose in gallery and for me, an eyesore!) Fire extinguisher can be visible in the entry foyer.
- Working solo in the gallery – Sara alerted me to the fact that if working solo, SDC has a panic button alarm system for staff to either wear or install under a desk to use if they feel at risk. Still need to action this.
- New hand truck to replace the old one with a flat tyre.

### 2. Currently on at PTG

- From now until 12 November – 'The Majesty of the Needle'. An exhibition by Taranaki, Manawatu and Whanganui Embroidery guilds.
- **Up next** – Stratford Art Society Members exhibition 18 November to 10 December.
- **Up next** – 'Yours Truly x' – an exhibition curated by Laura Campbell. This exhibition is all about celebrating difference and identity. With this in mind, I invited a group of artists from around Aotearoa to interpret this concept and show their true self. It can be ONE large artwork in any medium (please contact Laura directly if it is over 1.2m in size) or a series of smaller works (no more than three). The Artist decides what they want to show our audience in their Work(s). The Artist can choose whether to analyse themselves, in a literal sense – i.e., a self-portrait OR interpret it as an opportunity to examine the way they view the world through their 'lens' – i.e., Youth, Culture, Feminism, Sexuality - LGBTQ + and Mental health awareness. 30 artists involved. All works for sale!

### 3. Gallery Operations:

#### Assessment of Gallery and its operational standards.

- Air Conditioning unit – seems to be working well now. Chris Perrett Electrical to provided quote for a back-up battery, so if there is a power cut – the air conditioning won't be affected. Bruce approved and will be installed Friday 27 October.
- Friends of the Gallery – Implementing better online systems to increase/ improve our Friends of the Gallery network. Stripe app and Joint membership platforms to better improve the manoeuvrability of membership sign ups.
- Approached by the Stratford Business Association about fixing up Broadway. Street appeal – We need to find a middle-ground for a short-term fix with updating the street sign. It makes the image of the Gallery look neglected and old. Far from the truth! How to action, with the help of council – we have been told multiple times to wait for the LTP – but it is something that needs action for our public image.
- Gallery Shop improvements – quote has come back from Adan Larsen Builder. Sara and I agree it is far too much for what we are wanting. I've asked Sara to go back to ask for a few other more cost-effective options i. e. a different door as it is only an internal access.
- Current show touring from PTG – 'Don't Judge A book by its cover' in Morrinsville. I travelled there to

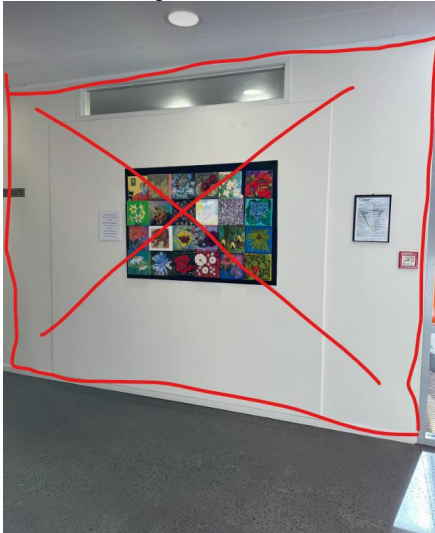
present a curators talk with Justin 2 weeks ago.

- Dwayne Duthie's exhibition opens at Aratoi on Friday 27<sup>th</sup> October. The Trust will invoice Aratoi for the exhibition admin fee = we receive \$1800 (excl GST).
- The need for the Trust to review and consider an increase in hire fees (and potentially sales commission) at Percy Thomson Gallery.
  - As Director, I believe it is important to still make the gallery accessible to local art community groups and exhibitors. My intention is not to price people out of being creative! With the cost of living and costs continuing to rise, I suggest an increase in the Gallery hire fee. I believe the 30% Gallery sales and 35% Percy's Place sales are reasonable so long as there is over 80% of works in the exhibition for sale. My plan is to incentivize more sales in exhibitions i.e. scrap the higher full hire fee and make it compulsory to have over 80% of works for sale in the exhibition.

Current fees to exhibit:

- Full Gallery Hire without commission for 3 weeks exhibition and 1 week install is **total = \$1632 (incl GST)**.
- I believe this should increase according to advice from Christine of  $\$1632 \times 1.25 =$  **total of \$2040 (incl GST)**. And I also believe there should be a 30% commission on all sales applied. Is this a fair increase?
- It is up to the Trust and Gallery Director to decide whether say regular local exhibitors, **Stratford Art Society** get a **discounted rate i.e. \$1840 (incl GST) with 30% commission for example**.
- Or with the costs of everything going up and inflation – is the \$2040 fair and final? Does it need to be more? Thoughts from the Trust to approve going forward into 2024/25.
- AND currently breakdown for separate spaces are:
  - **Main Gallery hire = \$60 per day (without commission) OR \$35 + 30% commission.**
  - **Gallery Two hire = \$26 per day OR \$22 + 30% commission.**

Currently we're not even including install week as part of the fee – it only counts the exhibition dates ... this needs to change too.





Adan Larsen Building Contractor Limited  
882 Brookes Road, R3 21 Stratford

☎ 05 765 7261  
📠 027 612 0143  
✉ a.larsen@stra.co.nz  
🌐 www.adanlarsenbuilders.co.nz

16<sup>th</sup> October 2023

Stratford District Council  
Miranda Street  
STRATFORD

**Percy Thompson Art Gallery Roller Door**

Building Labour:	\$2,160.00
Building Materials:	\$350.00
Rubbish removal	400.00
Stratford Garage Doors and Glazing:	\$7,228.39
	<hr/>
	\$10,138.39
Plus GST (15%)	\$1,520.76
<b>Total including GST</b>	<b>\$11,659.15</b>

Price above allows to take out the wall between the gallery shop and the gallery and install gib to the sides and top of the opening where the new roller door is to be installed.  
The wall to be removed measures 2.4m wide and will be taken out either the ceiling or where the existing load bearing lintel is located within the wall. This should have been left in place when the opening was closed up. Also the opening in the ceiling where the roller door is to be located will remain unchanged.

Should we be required to do structural framing work then we will advise and price accordingly at the time.

**Stratford Garage Doors and Glazing:**

To supply and install Eclipse 19mm Aluminium roller grill door, manual operation with centre lock on bottom rail, DLO 3.0 high by 2.4 wide.  
Includes scissor lift for install.

No allowance for plastering, painting, contract works insurance or any other items not mentioned above. If you require prices for plastering and painting please advise and I can arrange for these to be supplied.

**Due to the current construction climate it is advised that prices may change due to timeframes and material supply.**

making the **exceptional** affordable



**Chris Perrett**  
ELECTRICAL  
SOLUTIONS LTD

027 515 5442 (06) 272 6210

**Quotation 9680**

Monday, 7 Aug 2023

**AHI Carrier**  
P O Box 198  
Taranaki Mail Centre  
New Plymouth

**Attention:** Diana Bishara

56 Miranda Street, Stratford, Stratford 4332

Thank you for allowing Chris Perrett Electrical Solutions Ltd the opportunity to price on your requirements.  
Please review following breakdown of allowances, quotation acceptance form MUST be signed & returned before any quoted works will proceed.

**Contract price (excl. GST): \$886.66**

**Payment Terms**

- Payment terms are strictly on or before the 20th of the first following month of the invoice date

**Inclusions**

- We will require a contract based on NZS3910:2013 & the Construction Contracts Act 2002
- Quote valid for 30 days from the date of issue only

**Exclusions**

- GST is not included in any pricing

We trust this quotation is to your satisfaction and look forward to your response.  
If you have any queries regarding the above please do not hesitate to contact me.

Yours Sincerely  
Chris Perrett Electrical Solutions Ltd



Luther Malcolm

**MEMORANDUM TO:** Mayor and Councillors of Stratford, Trustees of Percy Thomson Trust  
**FROM:** Bruce Ellis, Chair, Percy Thomson Trust  
**DATE:** 13 November 2023  
**SUBJECT:** Percy Thomson Trust

---

## **1. PURPOSE**

The aim of this paper and my attendance at the Council Workshop is to begin a conversation with Council on the role of the Trust within the life and character of Stratford and where the Trust and its activities and infrastructure contribute to the vision, cultural, environmental and social wellbeing of our district into the future.

The success of the trust has focused attention on the operating and infrastructure costs for the gallery to continue to be such a jewel in and for Stratford, to continue to encourage and support artists, to continue to develop the arboretum, and to secure and develop revenue sources to keep this all afloat.

## **2. INTRODUCTION**

The Percy Thomson Trust has now been in existence for over 20 years. The Trustees have decided that the time is right to review the Trust in terms of Mr Thomson's bequest, its assets, its relation to the Council, and its strategy for the next ten years and beyond.

This situation has been brought to the forefront by the need to address some particular issues:

- The Trust being a Council Controlled Organisation ("CCO") and the implications that has for both parties – especially as it relates to fundraising limitations for the Trust, and the cost of the audits for both Trust and Council;
- The doubling up of administrative and property functions between the Council and the Trust;
- Ongoing building issues;
- The overall financial situation of the Trust; and
- The succession and appointment of Trustees

The attached appendices set out some of the details of the bequest, the initial establishment of the Trust and the Project, and extracts from the current Statement of Intent 2023 to 2026.

The Trustees have reviewed a number of matters (detailed below) that need to be considered as we look to the future and it is obvious that we can't do this in isolation of the Council as the settlor of the Trust with some of the matters being beyond the capacity (or even remit) of the Trustees to resolve themselves. We therefore seek the Council's input and suggestions on how we progress these matters.

## **3. COUNCIL CONTROLLED ORGANISATION ("CCO")**

We are a CCO by virtue of the Council having the requirement to appoint the majority of the trustees. Whilst it has not unduly restricted the operations of the Trust, it has become more problematic because of the additional audit requirements that have seen a significant increase in the cost of the audit charged directly to the Trust and we are advised has also contributed directly to the increased audit costs of the Council.

There are also restrictions placed on funding applications by the Trust because of this status.

The Trust adopts most of the policies and procedures of the Council where relevant and it makes sense for these to continue.

Question: Is there a way that that this status can be reviewed and fine tuned that would remove the need for the Trust to be a CCO without upsetting the integrity of the relationship between each party?

#### **4. OVERLAPPING RESPONSIBILITIES**

There are overlapping or doubling up of responsibilities that could make operations more efficient for both the Trust and the Council if they were removed. Particular note is made of the building, staffing, the arboretum and related administrative functions.

#### **5. THE BUILDING**

The Trust's main asset is the building with a current valuation of \$2.457 million out of our total assets of \$3.415 million. It is now over 20 years old and is beginning to show signs of needing attention – especially the roof and some of the cladding.

We rely on the staff of the Council for property support and management. In terms of decision making and action there then is often doubling up of functions and sometimes extended decision-making times. This then raises the question of whether the building would be better to be part of the Council's property portfolio with appropriate long term occupancy arrangements for the gallery and the shop.

The implications of such a change on the maintenance budget would need to be considered.

#### **6. STAFFING**

Whilst considering whether or not the building be part of the Council portfolio, consideration should also be given to whether the staff should be employed by the Trust or the Council. Already staff are employed according to Council's policies so there would be no real change apart from the administrative ones. Again, the role of the Trust in appointments would need to be considered.

Such an arrangement would not be unusual in a council, e.g., It is my understanding that Puke Ariki operates in such a way.

#### **7. ARBORETUM**

Maintenance of the Arboretum is also managed through the Council's parks and reserves arrangements. The Trust is responsible for plant selection and overall monitoring to ensure the remit is met. There are at times some issues on the ability to direct and monitor the work of the contractors. The Trust has worked to label plants and has recently added to the ambience for visitors.

#### **8. THE HERBARIUM**

The herbarium remit of the bequest was fulfilled by the establishment of the web site [www.taranakiplants.net.nz](http://www.taranakiplants.net.nz). This was established in conjunction with the Taranaki Regional Council. The site is still operational and contains good information, however it can no longer be updated so is a little out of date compared with more recent web design and content.

Given that there are now many different and more extensive sites available, the cost and usefulness of investing in an upgrade cannot be justified.

The Trustees believe that we have fulfilled the intent of this part of the bequest and that further reporting on this can cease.

The Trust is pursuing membership of the New Zealand Plant Conservation Network. This membership and involvement is consistent with the remit for the Arboretum and the Herbarium to work with New Zealand native plants and can be furthered as part of the Arboretum remit.

## **9. THE ONGOING ROLE OF THE TRUST IF ELEMENTS SUCH AS THE BUILDING AND THE STAFFING COME UNDER THE COUNCIL UMBRELLA.**

I see particular benefits for the Trust to have a major role in the ongoing lives of the gallery and arboretum:

- bringing appropriate expertise and interest in the operations of the gallery and arboretum thereby providing effective support of the director
- For the Arboretum this would be aimed at matters such as plant selection and placement, maintenance of the ambience of the space, and linkages within the wider parks and reserves of the Council
- if it can maintain its charitable status, it may broaden the access to appropriate funding;
- having its own identity may give it a flag to bear in the arts and tourism communities in Stratford and Taranaki.
- Continuing to manage the operational finances including management of the bequest annuity.

## **10. THE BEQUEST ANNUITY.**

As at 30 June 2023 this stood at \$854,000. The responsibility would be on the Trust to work to maintain the capital value of the annuity and to provide investment income to support the operations of the gallery and the Trust. There would continue to be reporting to the Council as the settlor of the Trust, but alternative audit arrangements would be sought to be more cost efficient for the Trust and to reduce audit costs for the Council.

## **11. TRUSTEE SUCCESSION**

I have served the longest as a Trustee of any of the trustees past or present – a total of 15 years and it is time for me to retire from the position. It is this that has lead me to put on the table some of the matters outlined above so the ongoing legacy of Percy Thomson can continue to make a positive contribution to the life and character of Stratford. Being clear from the perspectives of the Council and the Trust on what the future direction will be will aid the continuing and new trustees.



## **12. OPTIONS TO CANVAS**

To narrow down the options, there are perhaps three broad options around which future conversations could focus:

- a) Essentially operating as is
- b) Folding up the Trust with the activities becoming part of the Council. This would entail the bequest annuity being ringfenced for its income and capital being solely reserved for the gallery and the arboretum
- c) A hybrid that allows for buildings and/or staffing to be provided by the Council, with the Trust continuing to operate as outlined in point 9 above.

## **13. SUMMARY**

I welcome the opportunity to present these matters to Council and to the Trustees. As noted at the outset, it is over 20 years since the Trust was established. I believe we can be proud of what has been provided to the people of Stratford and look forward to its future.



Bruce Ellis  
Chair, Percy Thomson Trust  
13 November 2023.

## APPENDIX 1

### Bequest and Establishment of the Percy Thomson Trust

The late Percy Thomson by his will left a significant bequest:

*IN TRUST to be used, and applied in and towards the establishment and maintenance In Stratford of an arboretum and herbarium of the native flora of New Zealand and Art Gallery the same to be vested in a Board of Trustees or Managers Elected or appointed by the Stratford Borough Council and Stratford County Council (extract from will).*

The total bequest was of the order of \$1,300,000.

In August 2000 the District Council received a report from the Percy Thomson Bequest Committee under the signature of then CEO, P K Broughton for the Percy Thomson Bequest Project, thereafter called the Prospero Place Project to include:

- Percy Thomson Art Gallery,
- Information Centre, and
- Canopy and Landscaping.

The Council embarked on the project with the following cost budget:

	<b>Construction Estimate (rounded)</b>	<b>Furnishings, Equipment etc.</b>	<b>Total CAPEX</b>
	\$	\$	\$
Art Gallery	600	100	700k
Information Centre	220	30	250k
Canopy & Landscaping	250	100	350k
<b>Total</b>	<b>1070</b>	<b>230</b>	<b>1300k</b>
Other off-site bequest items:			10k
- Arboretum			40k
- Herbarium			
<b>Total Cost</b>			<b>1,350k</b>

The project was to be funded as follows:

Bequest Funding	750k
Grant Funding	600k
<b>Total</b>	<b>1,350k</b>

Operating Budget:

The initial operating budget of the project was set at:

a) Information Centre and Canopy/Landscaping Maintenance		Covered by Stratford District Council as a continuing operating cost
b) Art Gallery, Arboretum & Herbarium		
- Income	Including Café Rental and fundraising	69,332
	Investment income from balance of bequest (\$550,000 @10%)	55,000
	Council Rates contribution (equivalent to 0.84% rate increase)	36,700
	Total	161,032
- Expenditure	Salary and wages	75,000
	Other operational	50,000
	Payment to Council for administrative and infrastructure support	20,000
	Depreciation	16,000
	Total	161,000
- Net Surplus/(Deficit)		32

The project was approved and the Council proceeded to establish the Trust.

The original Trustees were John Edwards, Brian Jeffares, Brick Mathieson, Brian Sullivan, Carey Coleman, Sue Morton and Robert Mills. Other serving trustees have been David Garlick, Doug Robinson, Michael Freeman, Gloria Webby, Roger Hignett, Viv Milner, Renee van de Weert and Kerry Walsh.

The current trustees are Bruce Ellis (appointed 2008), Christine Craig (2011), Jim Clarkson (2015), Helen Cloke (2020), Deborah Clough (2020), Doug Robinson (2021 for a further period after his earlier 3 year spell), and Ellen Hall (2023).

## **APPENDIX 2**

### **Extracts From Statement of Intent 2023-2026**

The Council has established a charitable trust to be known as the 'Percy Thomson Trust' for the objects set out in the Trust Deed

Percy Thomson by his will left a significant bequest to be used and applied towards the establishment and maintenance of an arboretum and herbarium of the native flora of New Zealand and an art gallery, all of which were to be vested in a Board of Trustees that were to be elected or appointed by the Stratford District Council.

The Council, using the funds available, has established an arboretum, herbarium and art gallery which are respectively known as the Thomson Arboretum, the Thomson Herbarium and the Thomson Gallery. By a Trust Deed and by a subsequent Deed of Transfer, the Council has recorded the formal vesting of the Thomson Arboretum, the Thomson Herbarium and the Thomson Gallery in the trustees of this trust.

The Trustees have agreed to act as Trustees of the Trust and to be responsible for the ongoing management of the Thomson Arboretum, the Thomson Herbarium and the Thomson Gallery.

#### **OBJECTS OF THE TRUST**

The objects for which the Trust is established are, to the extent that they are a Charitable Purpose within New Zealand, as follows:

- to receive the Percy Thomson Arboretum, the Percy Thomson Herbarium and the Percy Thomson Gallery and to be responsible for the ongoing establishment and maintenance of an arboretum, herbarium and art gallery in Stratford:
- to manage the Trust Facilities and to create, acquire, promote, exhibit and manage the Collections for the benefit of the inhabitants of the Stratford District and the public generally:
- to endeavour to achieve the objectives the Council sets for the delivery of services in respect of the Trust Facilities as negotiated and set out in the Charter, the Business Plan, and the Strategic Plan:
- to implement the Council's policy as revised from time to time for the development and enhancement of the Trust Facilities with an emphasis on Stratford and in accordance with the Charter, Business Plan and Strategic Plan:
- to provide advice to the Council on the Council's long term policy for the development of gallery services in Stratford:
- to establish exhibition programmes and education policies for the Trust Facilities:
- to develop acquisition, de-accession and collection development policies for the Trust:
- to provide all financial, administration, marketing, technology and services required for the Trust Facilities:
- to determine charges for viewing or using any of the Trust Facilities and the Collections with a view to generating appropriate revenue and encouraging public enjoyment and utilisation of the Trust Facilities and Collections:

- to house and care for any art collections, antiquities or other articles acquired by, loaned, created or otherwise made available to the Trust and particularly to preserve and maintain the Collections (subject to any de-accession policies developed by the Trustees):
- to lease land or other assets where the Trustees determine that such land or other assets can be used in conjunction with the Trust Facilities or to promote the objectives of the Trust:
- to solicit and raise funds and carry out such activities as are necessary or conducive for the carrying out and giving effect to the objects of the Trust:
- to encourage and foster liaison and co-operative activities with related facilities, particularly those in the Stratford District: and
- generally to do all acts, matters and things that the Trustees consider may advance the objects of the Trust.

For the avoidance of doubt, the objects of the Trust expressed above are set out in no particular order or priority and do not include an intention or purpose that the

Trust operates a trading undertaking with the intention or purpose of making a profit, but rather that the Trustees fairly and efficiently manage the Trust Fund, the Trust Facilities and the Collections for the benefit of the people of Stratford District.

The Trust's objects shall only be carried out in, or to benefit people in the Stratford District. The Trustees may carry out activities outside the Stratford District to promote the Trust or the Trust's activities but only if they believe that such activities will be for the ultimate benefit of people in the Stratford District.

**PAYMENT LISTING - SEPTEMBER AND OCTOBER 2023**

<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Masters Mitre 10	Supplies	\$71.26
Paper Plus Stratford	Stationery	\$9.74
Stratford District Council	September gutter cleaning	\$489.95
Stratford District Council	Automatic door repairs	\$1,497.35
Stratford District Council	Material damage insurance	\$18,680.66
Stratford District Council	Monthly fire inspections and testing	\$1,148.16
Stratford District Council	Fire Alarm Monitoring	\$869.39
Five Star Liquor	Ice for drinks	\$8.00
NZME Holdings Limited	Stratford Press	\$343.85
Live Magazine	Quarter page advertising	\$517.50
Stratford Business Association	SBA Membership Renewal	\$57.50
DIA - Charities Services	Annual filing fee	\$51.11
Abstract Signs	Signs	\$276.00
Abstract Signs	Vinyl Sign	\$1,178.75
Abstract Signs	Signs for Taranaki Arts Trail exhibition	\$276.00
Harris Store Limited	Groceries - Opening	\$172.85
Harris Store Limited	Grocery Purchases	\$176.76
Hannah Doherty	Design	\$156.97
Laura Campbell	Claim for expenses - Morrinsville	\$485.45
Laura Campbell	Claim for expenses	\$138.50
Deloitte Limited	Audit fees	\$11,661.00
Deloitte Limited	Audit fees	\$17,250.00
Hardy Packaging Limited	Bubble wrap	\$162.67
Graphix Explosion Limited	A6 Notepads	\$222.64
Graphix Explosion Limited	Stationery	\$276.00
H F Bethell Photography	Documentation of Exhibition Space	\$450.00
Warehouse Stationery	PCC A4 A1	\$67.50
Warehouse Stationery	Signs	\$145.99
About Image Limited	Vouchers and Tags	\$251.50
About Image Limited	Rack Card Colour Single Sided	\$110.40
Inland Revenue	PAYE	\$3,087.51
<b>TOTAL</b>		<b>\$60,290.96</b>

## Statement of Comprehensive Revenue and Expense

For the period ended 31 October 2023

	Year to date Actual	Year to date Budget	Annual Budget 2023/24	Projected Year End 2023/24
<b>ART GALLERY</b>				
<b>Art Gallery Revenue</b>	<b>\$14,479</b>	<b>\$10,833</b>	<b>\$32,600</b>	<b>\$32,600</b>
"Friends" Donations	\$482	\$500	\$1,600	\$1,600
Commissions - Gallery	\$2,775	\$2,000	\$6,000	\$6,000
Commissions - Percy's Place	\$3,820	\$4,000	\$12,000	\$12,000
Donation Box	\$882	\$1,000	\$3,000	\$3,000
Rental/Hireage	\$6,520	\$3,333	\$10,000	\$10,000
<b>Art Gallery Expenditure</b>	<b>\$66,091</b>	<b>\$63,998</b>	<b>\$172,650</b>	<b>\$185,089</b>
ACC Levy	\$298	\$298	\$350	\$298
Communications	\$645	\$1,200	\$3,600	\$3,600
Energy Costs	\$3,778	\$5,000	\$15,000	\$15,000
Insurance	\$691	\$0	\$1,200	\$691
Major Exhibition	\$3,240	\$10,000	\$10,000	\$10,000
Miscellaneous	\$362	\$267	\$800	\$800
Printing and stationery	\$2,839	\$0	\$0	\$3,000
Programme	\$8,346	\$6,667	\$20,000	\$20,000
Publications & Subscriptions	\$50	\$67	\$200	\$200
Salary & Wages	\$45,722	\$40,000	\$120,000	\$130,000
Training	\$120	\$500	\$1,500	\$1,500
Profit (Loss) from Art Gallery	\$ (51,612)	\$ (53,165)	\$ (140,050)	\$ (152,489)
<b>PROPERTY</b>				
<b>Property Revenue</b>	<b>\$11,360</b>	<b>\$11,360</b>	<b>\$33,420</b>	<b>\$33,420</b>
Café Lease	\$4,700	\$4,700	\$14,100	\$14,100
Lease of building space	\$6,000	\$6,000	\$18,000	\$18,000
Post Box Lobby Rental	\$660	\$660	\$1,320	\$1,320
<b>Property Expenditure</b>	<b>\$58,577</b>	<b>\$35,179</b>	<b>\$118,500</b>	<b>\$127,449</b>
Depreciation	\$33,331	\$28,017	\$84,050	\$90,000
Insurance	\$12,753	\$0	\$9,500	\$12,753
Rates (Services Only)	\$1,396	\$1,396	\$1,650	\$1,396
Repairs and Maintenance Arboretum	\$0	\$0	\$5,000	\$5,000
Repairs and Maintenance Building	\$11,097	\$5,767	\$17,300	\$17,300
Repairs and Maintenance Herbarium	\$0	\$0	\$1,000	\$1,000
Profit (Loss) from Property	\$ (47,217)	\$ (23,819)	\$ (85,080)	\$ (94,029)

	Year to date Actual	Year to date Budget	Annual Budget 2023/24	Projected Year End 2023/24
<b><i>OTHER TRUST REVENUE AND EXPENDITURE</i></b>				
<b>Other Trust Revenue</b>	<b>\$8,519</b>	<b>\$13,667</b>	<b>\$173,000</b>	<b>\$135,000</b>
Stratford District Council Grant	\$0	\$0	\$50,000	\$50,000
External Funding - split below	\$0	\$2,000	\$88,000	\$60,000
Museum of NZ Te Papa	\$2,000	\$0	\$0	\$0
Interest	\$6,519	\$11,667	\$35,000	\$25,000
<b>Other Trust Expenditure</b>	<b>\$400</b>	<b>\$0</b>	<b>\$31,800</b>	<b>\$48,300</b>
Administration	\$0	\$0	\$20,600	\$20,600
Audit Fees	\$400	\$0	\$8,500	\$25,000
Insurance - Trustees Liability	\$0	\$0	\$2,400	\$2,400
Investment Expenses	\$0	\$0	\$300	\$300
<b>Profit (Loss)</b>	<b>\$8,119</b>	<b>\$13,667</b>	<b>\$141,200</b>	<b>\$86,700</b>

***SUMMARY***

**OPERATING REVENUE**

Art Gallery	\$14,479	\$10,833	\$32,600	\$32,600
Property	\$11,360	\$11,360	\$33,420	\$33,420
Other Revenue	\$8,519	\$13,667	\$173,000	\$135,000
<b>Total Operating Revenue</b>	<b>\$34,358</b>	<b>\$35,860</b>	<b>\$239,020</b>	<b>\$201,020</b>

**OPERATING EXPENDITURE**

Art Gallery	\$66,091	\$63,998	\$172,650	\$185,089
Property	\$58,577	\$35,179	\$118,500	\$127,449
Other Expenditure	\$400	\$0	\$31,800	\$48,300
<b>Total Operating Expenditure</b>	<b>\$125,068</b>	<b>\$99,177</b>	<b>\$322,950</b>	<b>\$360,838</b>

Net Operating surplus (deficit)	\$ (90,710)	\$ (63,317)	\$ (83,930)	\$ (159,818)
---------------------------------	-------------	-------------	-------------	--------------

<b>Net Surplus (deficit)</b>	<b>\$ (90,710)</b>	<b>\$ (63,317)</b>	<b>\$ (83,930)</b>	<b>\$ (159,818)</b>
------------------------------	--------------------	--------------------	--------------------	---------------------



<b>Statement of Financial Position - Percy Thomson Trust</b>			
As at 31 October 2023			
		<b>Actual as at 31 October 2023</b>	<b>Annual Budget 2023/24</b>
<b>Assets</b>			
	<b>Current Assets</b>		
	Debtors and Prepayments	\$6,656	\$10,000
	Bank Accounts and Cash	\$62,259	\$212,000
	Investments -term deposit	\$300,000	\$250,000
	<b>Current Assets Total</b>	<b>\$368,915</b>	<b>\$472,000</b>
	<b>Non-Current Assets</b>		
	Other Financial Assets	\$427,000	\$502,000
	Property, Plant and Equipment	\$2,508,696	\$1,768,100
	<b>Non-Current Assets Total</b>	<b>\$2,935,696</b>	<b>\$2,270,100</b>
<b>Assets Total</b>		<b>\$3,304,611</b>	<b>\$2,742,100</b>
<b>Liabilities &amp; Equity</b>			
	<b>Liabilities</b>		
	<b>Current Liabilities</b>		
	Creditors and Accrued Expenses	\$6,317	\$5,000
	Employee Costs Payable	\$8,318	\$2,000
	<b>Liabilities Total</b>	<b>\$14,635</b>	<b>\$7,000</b>
	<b>Trust Equity</b>		
	Accumulated Surpluses	\$1,380,366	\$1,440,000
	Revaluation Reserve	\$1,909,510	\$1,295,000
	Contributed Capital	\$100	\$100
	<b>Equity Total</b>	<b>\$3,289,976</b>	<b>\$2,735,100</b>
<b>Liabilities &amp; Equity Total</b>		<b>\$3,304,611</b>	<b>\$2,742,100</b>

**Depreciation**

	<b>Carrying Amount</b>	<b>Additions</b>	<b>Depreciation</b>	<b>Carrying Amount</b>
	<b>1/07/23</b>		<b>to 31/10/23</b>	<b>at 31/10/2023</b>
	<b>\$000</b>		<b>\$000</b>	<b>\$000</b>
Buildings	1,971	2	28	1,945
Arboretum	101	-	2	99
Land	385	-	-	385
Furniture and Fittings, Plant and equipment	82	-	3	79
<b>Total</b>	<b>2,539</b>	<b>2</b>	<b>33</b>	<b>2,508</b>

Agenda - Percy Thomson Trust - December 2023 - Financial Statements

<b>PERCY THOMSON TRUST INVESTMENTS - as at 31 October 2023</b>										
	<b>Maximum Policy Limit</b>	<b>Individual Investee Policy Limit</b>	<b>Actual Investment</b>	<b>Interest Rate</b>	<b>Due Date</b>	<b>Frequency of Interest Payments</b>	<b>Amount</b>	<b>% Invested</b>		<b>Annual interest</b>
Bank Investments	100%	50%	TSB Bank - Current account	Various - Premier cheque rates	Call	Annual	\$60,889		Approx	\$1,000
			TSB Bank - Term investment	5.65%	20/12/2023	Maturity	\$50,000			\$2,825
			TSB Bank - Term investment	4.35%	4/12/2023	Maturity	\$250,000			\$10,875
							<b>\$360,889</b>	<b>41.3%</b>		
Promissory Notes	35%	20%					<b>\$0</b>			
Bonds	Other 80%	50%	Meridian Energy Ltd	4.88%	20.03.2024	Half yearly	\$30,000	4.1%		\$1,464
							<b>\$30,000</b>	<b>4.1%</b>		
Listed Shares	30%						<b>\$0</b>	<b>0.0%</b>		
Real Estate	75%		Proportionate ownership share - Bush Road, Albany, Auckland	7.80%		Monthly	\$125,000	17.2%		\$7,910
			Proportionate ownership share - Osterley Way, Manukau, Auckland	9.25%		Monthly	\$50,000	6.9%		\$4,625
			Proportionate ownership share - Todd Park, Porirua, Wellington	6.42%		Monthly	\$72,000	9.9%		\$5,000
			Proportionate ownership share - Cameron Road, Tauranga	7.80%		Monthly	\$50,000	6.9%		\$4,000
			Proportionate ownership share - Henderson, Auckland	6.50%		Monthly	\$100,000	13.8%		\$6,500
Professional Portfolios	50%						<b>\$0</b>	<b>0%</b>		
<b>Total Portfolio</b>							<b>\$787,889</b>	<b>100.00%</b>		<b>\$44,199</b>
The policy only allows up to 50% in any one bank investment (based on the total of promissory notes, bonds, deposits etc).										
The Trust currently has 41.30% in TSB Bank (excluding the current account), which complies with the policy for all types of investments.										

## Percy Thomson Gallery Director's Report

December 2023

### Health & Safety

- Working solo in the gallery – Sara following up with Owen (SDC, H&S) RE: working solo and getting quote for panic button for staff to either wear or install under a desk to use if they feel at risk. Still need to action this.

### Currently on at PTG + Exhibition Calendar

- **Exhibition Install – ‘Yours Truly x’** (16 December to 25 January) – an exhibition curated by Laura Campbell. This exhibition is all about celebrating difference and identity. With this in mind, I invited a group of artists from around Aotearoa to interpret this concept and show their true self. It can be ONE large artwork in any medium (please contact Laura directly if it is over 1.2m in size) or a series of smaller works (no more than three). The Artist decides what they want to show our audience in their Work(s). The Artist can choose whether to analyse themselves, in a literal sense – i.e., a self-portrait OR interpret it as an opportunity to examine the way they view the world through their ‘lens’ – i.e., Youth, Culture, Feminism, Sexuality - LGBTQ+ and Mental health awareness. 30 artists involved. All works for sale!

#### PTG Exhibition Calendar 2024/25

Yours Truly x	Laura Campbell	Friday 15th December 2023	Thursday 24th January 2024
Fletcher Trust	Francis McWhannell (Full Gallery)	Friday 2nd February 2024	Sunday 24th March 2024
Stratford Art Society	Stratford Art Society	Friday 29th March 2024	Sunday 21 April 2024
RITA ANGUS 2024	Rita Angus Female Modernist	Friday 26th April 2024	Sunday 23 June 2024
EMERGENCE AWARD	Award for Young Taranaki Artists	Friday 28th June 2024	Sunday 21st July 2024
Taranaki Arts Trail	Niki 022 0727100	Friday 26th July 2024	Sunday 25th August 2024
Adam Portraiture Award 2024	Becky Bean (Registrar NZPG)	Friday 30th August 2024	Sunday 13th October 2024
Creative Fibre (Commission) / (Gallery 2 Margaret Scott)	Full Hire (Taranaki Garden Festival)	Friday 18th October 2024	Sunday 10th November 2024
Stratford Art Society	Full Hire	Friday 15th November 2024	Sunday 8th December 2024
Taranaki Review in Miniature	Laura Campbell	Friday 13th December 2024	Sunday 26th January 2025
Expressions show	6 weeks	31st January 2025	16th March 2025
Stratford Art Society	Stratford Art Society	21st March 2025	13th April 2025
Printmakers / WITT Students	(4 weeks)	18th April 2025	18th May 2025
Robin White?? / Pasifica	(5 weeks)	23rd May 2025	29th June 2025
Daughters of Eve/ Maryanne Shearman	(4 weeks)	4th July 2025	3rd August 2025
Toi Maori Taranaki (Penciled)	(4 weeks)	8th August 2025	7th September 2025

Taranaki Arts Trail	(3 weeks)	12th September 2025	5th October 2025
Watercolour NZ	(Garden Festival - Arts Trail) (5 weeks)	10th October 2025	16th November 2025
Stratford Art Society	Stratford Art Society (3weeks)	21st November 2025	14th December 2025

### Visitor Numbers for this Financial year to date:

Visitor Numbers Breakdown			
Exhibition	Opening Date	Closing Date	Total
Kahui Mareikura - Indigenous Sisters (Numbers from 1st - 23rd July)	30th June 2023	23rd July 2023	<b>1443</b>
Aotearoa Quilters - Threads of Time	28th July 2023	18th August 2023	<b>1990</b>
ABROAD	25th August 2023	17th September 2023	<b>2255</b>
Taranaki Arts Trail - Preview	22nd September 2023	15th October 2023	<b>1902</b>
Embroidery	21st October 2023	12th November 2023	<b>2222</b>
Stratford Art Society	17th November 2023	As of 6th December 2023 (*Exh finishes on 10 Dec)	<b>1501*</b>
<b>Total</b>			<b>11313</b>

### Gallery Operations:

#### Assessment of Gallery and its operational standards.

- Kayla-Leigh is a new casual signed up at the Gallery. Training day on 4<sup>th</sup> December. Amy and I think she is a great addition to the team and will work over the busy Summer months.
- Air Conditioning unit –Chris Perrett Electrical installed back-up battery, so if there is a power cut – the air conditioning will stay on for a few hours until they can reset.
- Gallery Shop improvements –Adan Larsen Builder will start work in the New Year. Sara to provide JSA for H&S.
- Touring exhibitions from Percy Thomson Gallery have now closed in Morrinsville and Masterton. Seeking visitor numbers from both institutions.
- The need for the Trust to review and consider an increase in hire fees (and potentially sales commission) at Percy Thomson Gallery.

As Director, I believe it is important to still make the gallery accessible to local art community groups and exhibitors. My intention is not to price people out of being creative! The reality is with costs for

all labour/ products/services continuing to rise, I suggest an increase in the Gallery hire fee. I believe the 30% Gallery sales and 35% Percy's Place sales are reasonable so long as there is over 80% of works in the exhibition for sale. My plan is to incentivize more sales in exhibitions i.e. scrap the higher full hire fee and make it compulsory to have over 80% of works for sale in the exhibition.

Proposed fee changes:

Full Gallery Hire without commission for 4-week exhibition with an additional 1 week install, I'm proposing an increase:

**Main Gallery hire total of \$2000 (excl. GST) with 30% sales commission on all sales.**

**Gallery 2 (smaller space) \$640 (excl. GST) with 30% sales commission on all sales.**

**Full hire is \$2640 (excl. GST) with 30% sales commission on all sales.**

Does the Trust believe this is a fair increase?

It is up to the Trust and Gallery Director to decide whether say regular local exhibitors, **Stratford Art Society** get a **discounted rate i.e. \$1840 (excl. GST)** with 30% commission on all sales. They exhibit **with us twice a year. Thoughts from the Trust to approve going forward into 2024/25.**

#### **Other conversations:**

Working in partnership on some events at the Gallery after hours in 2024:

- TAFT – TAFT would cover travel/accommodation costs. Rita Angus Exhibition - Lizzie Bisley, Te Papa – to present a curator's talk at Percy Thomson Gallery in June 2024.
- Singer Songwriters Taranaki Trust – An Opening Mic night where performers from around Taranaki will congregate at the Gallery and perform original songs. Sit down performance during Rita Angus exhibition.
- Been in talks with Zoe Shand at Taranaki Regional Council ... they are looking for an exhibition that can tour to Pukeiti during the Garden Festival in 2024. Percy Thomson Gallery might be able to take a condensed version of one of our curated shows to them for a set fee. More promotion for the Gallery!

MATTERS OUTSTANDING

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Strategy Meeting	April 2023	Bruce		September
Legal agreements – Aboard Exhibition - Confirmation of 30% of commission for sales - \$1,000 per venue showing exhibition fee	March 2023	Laura / Bruce	Finalising after exhibition at Percy Thomson Gallery	October
The trust becoming members of the New Zealand Plant Conservation Network	Unknown	Bruce	To be done by 30 June	<del>2022</del> before strategy meeting
New roof/ roof repair to be completed	October 2022	Assets Department	Tenders closed – Exploring options The Property Officer going to Central Roofing to enquire about a new roof over old roof.	Following strategy meeting
Trees close to Gallery Trimming	June 2023	Sara		
Investment Performance	Raised in Deloitte's Management Report	Bruce	For August Agenda	<del>June 2023</del> October
Review of Investment Policy	Raised in Deloitte's Management Report	Bruce	For August Agenda	<del>June 2023</del> October
Bench Plaques	June 2023	Helen		October
Funding meeting with TOI - roof	June 2023	Bruce		October
Smaller Signs for Arboretum	June 2023	Jim		December



**Our reference**  
F19/13/03-D21/40748

### **Karakia**

Kia uruuru mai  
Ā hauora  
Ā haukaha  
Ā haumāia  
Ki runga, Ki raro  
Ki roto, Ki waho  
Rire rire hau Paimārire

I draw in (to my being)  
The reviving essence  
The strengthening essence  
The essence of courage  
Above, Below  
Within, Around  
Let there be peace.