

PERCY THOMSON TRUST

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



17 February 2025

NOTICE OF MEETING

Notice is hereby given that the Extraordinary meeting of the Percy Thomson Trust will be held at the Committee Room, Stratford District Council, 63 Miranda Street, Stratford on ***Thursday 20 February 2025*** at 3pm.

Yours faithfully
E Hall
CHAIRPERSON

Per: Carissa Reynolds
HR and Governance Administrator

Percy Thomson Trust - February 2025 - Public Excluded



20 February 2025 03:00 PM

Agenda Topic	Page
Notice of Meeting	1
Agenda	4
Opening Karakia	8
1. Announcements	
2. Apologies	
3. Declaration of Interest	
4. Confirmation of Minutes	9
4.1 Meeting – Thursday 16 January 2025	9
4.2 Meeting – Monday 27 January 2025	24
4.3 Meeting – Wednesday 12 February 2025	25
5. Matters Outstanding	26
6. Correspondence	27
6.1 Inwards	27
6.2 Outwards	
7. Asset Report	
7.1 IT Audit	
7.2 Asset Assessment	
8. Gallery Report	46
9. Chair Report	
9.1 Delegations to Arboretum	

9.2	Statement of Intent	
10.	Financial Statements	49
11.	Investment Performance	
12.	Six Monthly Report	
13.	Risk Management	
14.	Arboretum & Herbarium Report	50
15.	Health and Safety	
16.	Questions	
17.	Next Meeting	
	Closing Karakia	52

AGENDA

PERCY THOMSON TRUST

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



F16/1072 – D25/5095

Date: Thursday 20 February 2025 at 3pm
Venue: Committee Room, Stratford District Council

Opening Karakia

1. Announcements

2. Apologies

3. Declaration of Interest

Trustees to declare any real or perceived conflicts of interest relating to items on this agenda.

4. Confirmation of Minutes

4.1 Meeting - Thursday 16 January 2025

The minutes of the Ordinary Meeting are attached.

Recommendation

THAT the minutes of the Percy Thomson Trust Ordinary Meeting held on Thursday 16 January 2025 be confirmed as a true and accurate record.

/
Moved/Seconded

4.2 Meeting - Monday 27 January 2025

The minutes of the Emergency Meeting are attached.

Recommendation

THAT the minutes of the Percy Thomson Trust Emergency Meeting held on Monday 27 January 2025 be confirmed as a true and accurate record.

/
Moved/Seconded

4.3 Meeting - Wednesday 12 February 2025

The minutes of the Emergency Meeting are attached.

Recommendation

THAT the minutes of the Percy Thomson Trust Emergency Meeting held on Wednesday 12 February 2025 be confirmed as a true and accurate record.

/
Moved/Seconded

5. Matters Outstanding

The Matters outstanding are attached.

6. Correspondence

- 6.1 Inwards
 - 6.1.1 New Centuria Investment Opportunity
 - 6.1.2 Yours Truly Commission
 - 6.1.3 Bush Road Property Investment Quarterly Meeting
- 6.2 Outwards

Recommendation

THAT the inwards correspondence be received.

/_____
Moved/Seconded

7. Asset Report

Recommendation

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

Agenda Item Nos: 7.1 and 7.2

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution to each matter	Grounds under section 48(1) for the passing of this resolution
IT and Building Assessments	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information <i>and</i> to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6 and section 7 of the Act - specifically Section 7(2)(b)(ii) and Section 7(2)(h). (Section 48(1)(a) Local Government Official Information and Meetings Act 1987.

/_____
Moved/Seconded

- 7.1 Public Excluded Item
- 7.2 Public Excluded Item

Recommendation

THAT the open meeting resume.

/_____
Moved/Seconded

8. Gallery Report

The Gallery report is attached.

Recommendation

THAT the Gallery report be received.

/
Moved/Seconded

9. Chair Report

- 9.1 Delegations to Arboretum
- 9.2 Statement of Intent

10. Financial Statements

The payment listing for December is attached.

Recommendation

THAT the payment listing for December be received.

/
Moved/Seconded

11. Investment Performance

A report on Investment Performance Report will be presented.

Recommendation

THAT the Investment Performance Report be received.

/
Moved/Seconded

12. Six Monthly Report

The Six Monthly Report for the period ended 31 December 2024 will be presented.

Recommendation

THAT the Six Monthly Report for the period ended 31 December 2025 will be presented.

/
Moved/Seconded

13. Risk Management

14. Arboretum and Herbarium Report

The Arboretum report is attached.

Recommendation

THAT the Arboretum and Herbarium report be received.

/
Moved/Seconded

15. Health and Safety

16. Questions

17. Next Meeting

12.1 Next Meeting

The next meeting of the Percy Thomson Trust is to be held on Thursday 20 March 2025 at 3pm.

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
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- Percy Thomson Arboretum



Minutes of the Percy Thomson Trust Ordinary Meeting

Date: Thursday 16 January 2025 at 3pm

Venue: Committee Room, Stratford District Council

Present

Chairperson Councillor Ellen Hall, Trustees - Bruce Ellis, Deborah Clough, Helen Cloke, Councillor Annette Dudley, and Mary Bourke.

In attendance

The HR and Governance Administrator – Carissa Reynolds

Opening Karakia

The opening Karakia was read.

1. Announcements

There were no announcements.

2. Apologies

An apology was received from Doug Robinson

Recommendation

THAT the apology be received.

HALL/BOURKE
Carried

3. Declaration of Interest

Trustees to declare any real or perceived conflicts of interest relating to items on this agenda. There were no conflicts declared. Mr Ellis noted he previously had a conflict of interest in some investments.

4. Confirmation of Minutes

3.1 Meeting - Thursday 19 December 2024

The minutes of the Ordinary Meeting were attached.

Recommendation

THAT the minutes of the Percy Thomson Trust Ordinary Meeting held on Thursday 19 December 2024 be confirmed.

HALL/CLOKE
Carried

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

- Removed Councillor Dudley as being present.
- On Page 11, Item 10 point four changed Mr Robinson to Mr Clarkson.

5. Matters Outstanding

The Matters outstanding were attached.

Points noted in discussion:

- The investment performance will be reviewed in February.
- The smaller signs for the arboretum can be removed from matters outstanding as these have been discussed with the Parks and Reserved Officer, all this now needs an appointment to be made.
- Mr Ellis is to go back to the NZ Conservation Network to see how it would be easier for the Trust to access this using his membership.

6. Correspondence

6.1 Inwards

- 6.1.1 Todd Park Investments Limited – Update post December meeting
- 6.1.2 Secondary Sales Opportunities – Centuria NZ
- 6.1.3 Resignation – Bruce Ellis

6.2 Outwards

Recommendation

THAT the inwards correspondence be received.

DUDLEY/CLOKE
Carried

Points noted in discussion:

- Mr Ellis directed the Trustees to the summary for Todd Park on page 18, noting this investment has been one of the Trust's best investments.
- Councillor Hall expressed her sadness regarding Mr Ellis's resignation, acknowledging his work, contribution and significant time and effort he has put in over the years. She questioned if he would be open to staying on the trust until the end of the financial year. Mr Ellis noted he will see what happens after the strategy discussion, however he is open to the suggestion.

7. Investment Performance

Mr Ellis noted there was nothing to present.

8. Gallery Report

The Gallery report was tabled.

Recommendation

THAT the Gallery report be received.

CLOUGH/CLOKE
Carried

Councillor Hall noted the following points:

- There is a delay in the install of the next exhibition, as it had not been organised before the previous Gallery Director left and it was unclear who was curating the exhibition, with a very ambiguous email sent by Ms Campbell on who was curating it on her last day. Ms Burnnand has been reconnecting with the artists and has had to adapt and pivot from the original plan.
- Ms Burnnand is focussing on getting contracts sign as this was not done before Ms Campbell resigned.
- Council IT have been working through the IT issues with Ms Burnnand and have found some risk for the Trust around losing data etc.

- Mr Ellis noted he would like Trustees included in the distribution list for newsletters from Percy's Place and the Gallery.
- The current process of collating and charging the Friends of the Gallery was discussed, and the need for improvement going forward.
- Miss Bourke questioned what the hire fee for the Gallery was, it was noted this was discussed recently to ensure it was appropriate. Mrs Cloke advised there had been feedback that the new charges made hire out of reach for many. It was decided this would be put on matters outstanding for the new Gallery Director to look into.
- It was discussed if the Trust should give Ms Burnnand something for stepping up as Acting Gallery Director. It was decided Mrs Cloke would be in charge of finding a gift, up to the value of \$100.
- Ms Burnnand is currently working on the Friends of the Gallery database. It was discussed with the Trust would like to do with the database, possibly a newsletter and one event a year. Ms Burnnand has recommended to reduce the fees for being a Friend of the Gallery. Miss Bourke suggested putting this on the workplan for March. Mr Ellis advised there were people who had paid \$250 to become a life member, these people needed to be found.

Recommendation

THAT the public be excluded from the following parts of the proceedings of this meeting, namely the discussion of Item 8.
 The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for excluding the public	Grounds under section 48(1) for the passing of this resolution
Human Resource Matters	The withholding of the information is necessary to protect the privacy of a natural person.	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).

HALL/BOURKE
Carried

Recommendation

THAT the open meeting resume.

HALL/BOURKE
Carried

9. Asset Report

The Asset report was presented.

Recommendation

THAT the Asset report be received.

HALL/DUDLEY
Carried

Councillor Hall noted the following points:

- Ms Flight has left Council, the Property and Projects Manager will be plugging the holes left by her until a replacement is found.
- The building report is expected this week, Councillor Hall will send this out once it is received.

10. Arboretum & Herbarium Report

The report was tabled.

Recommendation

THAT the arboretum and herbarium updates be received.

CLOKE/ELLIS
Carried

Mrs Cloke noted the following points:

- The arboretum is looking tidy, however she would still like to have a working bee down there, she will talk to Mr Clarkson regarding that. She will also discuss with him regarding filling the spray damaged spots with plants.

11. Governance Planning

Councillor Hall noted the following points:

- She has worked through the letter of expectation and would like the Trust to start with four questions:
1. What does enhanced communication and engagement look like?
 - Miss Bourke questioned how often the Trust currently reports to Council, it was clarified the Statement of Intent, Six Monthly Report and Annual Report are currently presented to Council. She questioned if Council wanted more. Mrs Clough noted Elected Members could attend Trust meetings
 - It was discussed better relationships had recently been formed between the Trust and the Parks and Reserves Officer and the previous Property Officer.
 - Councillor Hall advised there could be opportunities for the Percy Thomson Trust to give updates to Council via Public Forum, with opportunities for the Gallery Director to present what is happening at the Gallery.
 - Miss Bourke noted Elected Members email address could be added to the Friends of the Gallery database.
 - Mrs Clough noted she would like a strategy meeting to happen every year.
 2. What does good governance look like?
 - Miss Bourke noted being informed, turning up prepared and code of conduct type things.
 - Mrs Clough noted there needed to be lines between operational and governance.
 - Miss Bourke noted it is important to have a governance workplan so the Trust can pace themselves and their expectations of the Gallery Director. Currently it seems the Trust is coming up against a lack of understanding of what peoples roles are and a lack of policy.
 - Mrs Clough noted the importance of strategy meetings, a mission statement and what the Trust is about, and that this needs to be reviewed yearly. Councillor Hall noted she wanted the February meeting to be a whole day. Mrs Clough and Miss Bourke noted this needs to be on a separate day to the ordinary meeting.

- It was decided an extraordinary meeting would be scheduled for Tuesday 18 February 2025 at 10am. Mr Ellis will attempt to get Mark Butterworth to join this meeting, with an invite also to be sent to Mr Hanne.
3. What constitutes risk for us a trust, current or emerging?
- Councillor Annette noted losing people, PGs, and the financial risk of HR.
 - Mr Ellis noted maintaining or increasing the Trusts financial position.
 - Other risks listed were:
 - maintaining a funding base which keeps up with inflation
 - reputational risk
 - investment risk,
 - loss of IT and information
 - loss of a funder
 - health and safety
 - pandemics
 - risk of housing art work at Percy's Place without a record of what is there.
 - no risk management structure.
4. What do prudent financial management systems look like for us?
- Miss Bourke noted the timely provision of financial information, what it looks like to be able to get that e.g is the Trust meeting on the wrong week of the month? Mr Ellis noted that overall monthly statements shouldn't be difficult, that it was put on the table that the Trust was going to do more things themselves, that they could look to employ someone to do some of that.
 - Mrs Clough noted issues of receiving a list of accounts being paid every second month and minutes coming in a week before a meeting which happened two months before so Trustees do not have a clue what was spoken.
 - Mrs Cloke questioned if the Trust needs a secondary person in the back up of Ellen to approve invoices. Mr Ellis noted it had worked well in the past with Mrs Webby being the Deputy Chair.
 - Councillor Hall advised the way Council reports financials is very manual and time heavy, which is a problem with Council's nation wide, what would be east to print off in a Xero report is not an option within Council. Councillor Dudley questioned if it is worth having a Treasurer? Councillor Hall advised she had been thinking about portfolios for Trustees and that there will be more clarity around this post strategic meeting.
 - Councillor Hall noted the importance of having a Financial Management Policy which is reviewed regularly, as well as an investment Policy.
 - Miss Bourke noted this is a voluntary Trust and anything which is put onto the Trustees needs to be done baring this in mind, and that with a rejig of the staff some of this will be done by staff. He focus would be on finding systems which allow Trustees to take some responsibilities but someone else is doing the hard yards.
 - Councillor Hall noted the importance of having realistic budgeting and touchpoints to see where things are going wrong, and what the Trust are doing to adapt. There have been some significant losses which have been identified, but what is the next step?
 - Councillor Hall noted before the next meeting she wants to have had conversations with the key funders and see where the Trust sits in their ability to apply for funding. Miss Bourke confirmed the only funder who has an issue with the Trust being a CCO is TOI. It was discussed that Councillor Hall and Miss Bourke would approach the funders including TET, National Lotteries, COGs and TOI.
 - Mary who is going to do that. Ellen we have TET national lotteries and COGS. Bruce don't think TOI should be cut off the list. Mary and Ellen will work through list.
 - Councillor Hall encouraged the Trustees to keep pondering these questions, and that she will type them up and send them out.

5. Questions

6. Next Meeting

12.1 Next Meeting

The next meeting of the Percy Thomson Trust is to be held on Tuesday 18 February 2025 at 10am.

Closing Karakia

The closing Karakia was read.

The meeting closed at 5.00pm.

Percy Thomson Gallery Interim Director's Report

13th January 2025

Health & Safety

Nothing to report

Currently on at PTG + Exhibition Calendar

PTG Exhibition Calendar 2024/25

Exhibition	Group	Start date	End date
Taranaki Review in Miniature	Laura Campbell	Friday 13th December 2024	Sunday 2 nd February
Body and Soul	6 weeks	7 th February 2025	16th March 2025
Stratford Art Society	Stratford Art Society	21st March 2025	13th April 2025 signed \$2500 incl gst no commission
Taranaki Printmakers / WITT Art Students	(4 weeks)	18th April 2025	18th May 2025 Gallery 2 signed Gallery 1 still waiting G1 \$2000+ gst G2 \$700+gst
	(5 weeks) New Director to decide	23rd May 2025	29th June 2025
Main - Quintet / Gallery 2 -Morgan Paige Taitoko and Richard Landers	(4 weeks)	4th July 2025	3rd August 2025 Contract signed for main G2 1 signed, verbal by 2 nd G1 \$2000+gst G2 \$700+gst
Elliot Collins/ Mary Spacaman +2	(4 weeks)	8th August 2025	7th September 2025 1 contract signed, verbal on 2 nd – 1 in doubt, no word from 4 th \$700 each
Taranaki Arts Trail 2025 (To be negotiated by new Director)	(3 weeks)	12th September 2025	5th October 2025
Watercolour NZ	(Garden Festival - Arts Trail) (5 weeks)	10th October 2025	16th November 2025 Contract signed \$2500+gst
Stratford Art Society	Stratford Art Society (3weeks)	21st November 2025	14th December 2025 signed \$2500 incl gst no commission

Taranaki Review in Miniature Exhibition has been extended by 1 week due to concerns over Expression – Body and Soul being a small exhibition and also means new Gallery Director can hang and open the exhibition. Due to the large number of works in the Miniatures (223 by 122 artists) folks are happily having multiple visits. Visitor numbers to date are 2097 – average 77 a day.

Visitor numbers were strong over the holiday period due to Sgt Peppers being the only café in Stratford open and we are still receiving very positive feedback.

Sales are currently \$4429 with commission to Gallery of \$1328.7 and considering the market conditions this is a good result but it should be noted as the Gallery is hosting this exhibition there is no hire income.

Expressions – Body and Soul (7th February – 16th March)

We have 16 artists confirmed for the exhibition with 5 doing plinth works, 11 wall works confirmed and yet to hear exactly what 3 artists are doing.

As this was an invitational exhibition curated by Laura there is no Gallery hire associated with it so will have to hope for strong sales, but I fear the works will be on the more expensive side and the market is slow so chances of a profit from this exhibition is low.

Contracts

The Stratford Art Society has signed the 2 contracts for the 2025 year, and I have had email confirmation the Printmakers will sign for April 18th – 18th May but yet to officially receive – will continue to follow up.

Vacant slot 23rd May – 19th June

We have received a very strong proposal from 2 artists keen to fill this slot – Fiona Clark and Tertius who are happy to hire the Gallery for this period I feel this is great option as for the first 3 months of the year we have no hire income, and it will help relieve the budget pressures a wee bit.

Visitor Numbers: 2024 to date.

2022		2023		2024	
Month	Visitors	Month	Visitors	Month	Visitors
January	1443	January	1620	January	1379
February	COVID 740 COVID	February	1190	February	2343
March	854	March	1633	March	2008
April	1295	April	2027	April	2159
May	1291	May	1430	May	2886
June	1284	June	1126	June	2389
July	1153	July	1833	July	2148
August	1378	August	2228	August	1780
September	1460	September	2418	September	2211
October	2217	October	2211	October	2143
November	1887	November	2195	November	2791
December	1563	December	1734	December	1945
Total	14971	Total	21645	Total	26182

January 2025 to 1st – 12th 751

Visitor numbers on paper are strong and returning to pre covid levels although the very strong numbers over the May June reflect that Rita Angus was the exhibition on.

Newsletters and databases

I have sent separately a review of what has been happening with our Friends of the Gallery over the last few years.

Riccardo (IT at Council) and I are currently working through 'Mailchimp' and our email address books – there seem to be multiple - to establish a newsletter database.

'Mailchimp' is the newsletter system associated with our website provider 'Rocketspark' and when people want to sign up for the newsletter from the website their details are stored there. Riccardo and I finally managed to open and find the 40 names who have signed up over the past 2 years so now a newsletter needs to be once again established and regularly sent.

This week I will be sending the first Percy's Place newsletter out to the artists and sitters to update them on what's happening in the shop. Hopefully this will foster the relationship with the artist/sitters and provide them with some feedback and news of Percy's Place happenings.

Percy's Place

Sales in Percy's Place have been fluctuating but for the first half of the year we are only down about \$1300 on last year so taking in to account current economic conditions I feel this is quite reasonable. Sales for the first 6 months of the year are \$24,162.50 giving a commission of \$8456 to the Trust.

This year I invited artists to make Christmas decorations for sale and had a Christmas tree in the shop (thank you Helen Cloke for the tree loan) this proved very successful, and we sold over \$1000 in Christmas novelties so well worth the chance and something I think that is worth repeating.

Getting 100 percent of days with the shop open continues to be a difficulty but Rhiannon and I do our best to get folks to sit and if possible one of us will open the shop till 1pm if there is no sitter.

Outside of Building and gardens

I wonder how often our building gets cleaned outside – it is disgusting, and I have now been here 9 months and not once has the rear area been cleaned. The cobwebs and dirt around our rear entrance are an embarrassment as are the window areas outside at the main entrance and at Percy's Place. The gardens the gallery windows look out to are full of rubbish and leaf litter and the windows often are filthy for long periods of time. Our sign on Miranda Street is looking very scruffy and was so filthy I recently ignored that I had been told I wasn't to clean it and went and scrubbed what I could removing the grime and lichen that I was able to.

I was told the outside of the building was cleaned twice a year but struggle to see if this has happened.



Difficult to really capture exactly how things look but it's not pretty.

As this is my final Interim Gallery Directors report I would like to say thank you to the Trust for giving this opportunity over the 4 months, I have loved getting the chance to hang the Taranaki Review in Miniature exhibition and have enjoyed working with Rhiannon and the Gallery team. Thanks to Ellen for all she has done as Chairperson and for her understanding and support during this time. I'm looking forward to welcoming our new Director and continuing back in my role as Gallery Assistant for as long as possible!

Friends

21/22 45 paid memberships worth \$1060

22/23 40 paid memberships worth \$895

23/24 7 paid memberships worth \$320

24/25 3 paid memberships worth \$125

The 2023/24 membership saw an increase in fees from single \$25, couple \$40 and student/senior \$15 to single \$50, couple \$65 and student/senior \$45 – this fee structure places us as the 4th most expensive friends’ package along with Aratoi and the National Portrait Gallery - and in recent times our Friends group have received nothing. I can find no Friends newsletter on the computer and the last general newsletter was dated October 2022 in which it was stated the general email database had been lost. I asked both Laura and Amy about Friends – Laura was unable to remember where she saved the newsletters or when she last wrote one, and Amy told me to ask Laura.

An email saying your sub is due doesn’t appear to have been sent or a reasoning for the very large increase in fee.

Attached is a spreadsheet of New Zealand Galleries and their membership programme costs and an indication of the benefits. I question if the cost involved with the welcome package we send – a small note pad, a pen and a card- was worth the increase in the membership cost. I’m also unsure how we sent these out as we no longer appear to have courier tickets for Aramex and now need to send things with NZ Post which means postage is about \$7 on this pack. Better value for money would have been a smaller increase, sending a quarterly email newsletter and invites to openings, this provides ongoing communication and leaves the Friends feeling much more valued, included and keeps the Gallery alive for them.

I have created with the information available a database of who has paid over the last few years.

As the new Gallery Director starts in February, I feel the best plan is for her to send out an introduction newsletter to try and get Friends back on track.

Institution	Individual	Couple	Concession	Newsletter	Special
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Auckland City Gallery	80		75	3x hard copy	Free entry, lounge
Christchurch Art Gallery	65	90	40	3x hard copy	monthly email
City Gallery Wellington	60	100	50	monthly email	3 events a year
Aratoi (Masterton)	50	70	10 student	?	vague about benefits
National Portrait Gallery	50	70	30	?	?
Percy Thomson	50	65	45	nothing	welcome pack
Suter (Nelson)	45	65/75	25 student	email monthly	welcome pack
M.T.G. Napier	45	70		email monthly	Cinema discount
Len Lye/ Govett Brewster	40	60	20 student	reg. email news	free entry, cinema dis
Te Uru (Waitakere)	40		20	quarterly	
Sarjeant (Wanganui)	40	50	25	3x hard copy	discount entry
Tauranga Art Gallery	35	60	15 student	??	
Invercargill Art Gallery	35			reg. email news	
Te Whare Taonga (Hamilton)	30	50/60	20	email monthly	10% dis at partner stores
Gore Art Gallery	25	35	10	email	bit vague
Forrester Gallery (Waitaki)	20	35		quarterly	Discount partners

Most programmes offer a 10% discount in the Gallery shop, various special evenings throughout the year whether to view an exhibition exclusively, special talks etc (generally there appears to be 3 on average for most institutions).

Percy Thomson Trust - Arboretum Report - December 2024

Site Visits and General Observations

Wednesday 27th Nov

Seeing quite a bit of convolvulus weed creeping in amongst the ground covering plants.

See photo 1

Hebe and Euphorbia are flowering.

See photo 2 + 3

Wednesday 11th Dec

Blackberry is starting to encroach on the main pathway.

See photo 4

Gardens are a little bit weedy - as you would expect for this time of year with everything growing.

Hopefully there is some weed maintenance scheduled in soon

See photo 5

Meeting with Melanie McBain - Parks and Reserves Office SDC

17th Dec - Ellen and I had a productive meeting with Melanie, with discussions focused on communication between the PTT and SDC and how both parties can work together to best serve the Arboretum.

Downers (council contractors) give Mel a schedule each month that details work they intend to carry out over that month, including work at the arboretum. We have asked to be copied in on these reports. In return, PTT will provide Mel with our monthly arboretum report. This way both parties will be aware of the work that each is undertaking.

Mel showed us the list of key tasks that Downers are contracted to complete at the Arboretum. This included: Pest Plant Control. Mel is going to discuss with Downers (meeting on the 18th Dec) if this includes the Chilean myrtle. Mel is also going to enquire whether the green waste from the Chilean myrtle can be disposed of with their usual green waste. So it is sounding promising that SDC will be able to assist in removal of this pest plant from the arboretum.

Arboretum Operations

Chilean myrtle (*Luma apiculata*)

See above

Volunteer Induction

Sven has confirmed that any volunteers we use are 'non-paid employees' so we would need an induction policy that would link to our health and safety policy and HR policies. They would have an initial induction to sign along with a risk assessment form. We are waiting on more information/templates that we can use to create this.

Working Bee

As a prelude to setting up a regular 'Friends of the Arboretum' working group, we could trial a one-off working bee.

Through our PT Gallery and the SDC social media we could advertise a date for anyone interested to spend a half day at the arboretum helping to remove some of the invasive weed species from the back of the garden beds. Focus could be on:

- Blackberry
- Convolvulus
- Ivy
- Small Myrtle

This will then give us an indication on how responsive people would be to helping out on a regular basis.

Mel said that any green waste that results from this could be bagged up in rubbish sacks and she will organise for it to be picked up and disposed of by Downers.

Seat Staining

Mel will liaise with Downers to erect a barrier around the bench seats so that Jim can re-stain them. It is quite a task for one person so Jim has requested a trust member to help.

Unmown Lawn

Mel has been notified of the small strip of regularly un-mown lawn on the road verge and will bring it up with the lawn contractors.





Photo 1



Photo 2



Photo 3

		
Photo 4	Photo 5	

Percy Thomson Trust Emergency Meeting

Monday 27 January 2025 at 2pm

Meeting opened 1.55pm

Present: Ellen Hall, Mary Bourke, Helen Cloke, Annette Dudley, Doug Robinson, Bruce Ellis (zoom)

Opening Karakia

1. Announcements

Ellen thanked everyone for coming. She let everyone know that she would be taking notes of the meeting in Carissa's absence.

2. Apologies

An apology was received from Deborah
THAT the apology be received

Mary/Helen

3. Resolution to Exclude the public

Mary/Doug

4. Public Excluded Item

THAT the open meeting resume

Mary/Annette

5. Questions

- Ellen asked if Trustees would like to name some projects as expressions of interest with TOI foundation.
- TOI Foundation had confirmed to Stratford District Council that they would receive funding applications from Percy Thomson as part of SDC's wider application process. Ellen detailed the process which would include providing a list of potential options for funding. TOI would give a yes or no on these. Those they say yes to would then be invited to make a full application.
- Due to timing the list was required by end of business today. Ellen shared that she had received the Asset Audit Report and would circulate this to Trustees. She stated that TOI funding may be an opportunity to receive some support for building improvements.
- Helen stated that it would be good to receive funding support for new educational signage at the Arboretum and sculptures to create a gallery space at the Arboretum.
- The following projects were agreed to be put forward as expressions of interest for TOI funding.
 - Building improvements
 - Arboretum signage
 - Arboretum sculpture
- Ellen undertook to do this and include Trustees into her response to Council on this matter.

Closing Karakia

Meeting closed 2.50pm

Percy Thomson Trust Emergency Meeting

Wednesday 12 February 2025

Meeting opened 2.55pm

Present: Ellen Hall, Mary Bourke, Helen Cloke, Annette Dudley, Doug Robinson, Damon Jacobsen

Opening Karakia

1. Announcements

Ellen thanked everyone for coming. She let everyone know that she would be taking notes of the meeting in Carissa's absence.

2. Apologies

Apologies were received from Deborah and Bruce
THAT the apologies be received

Mary/Annette

3. Resolution to Exclude the public

Mary/Helen

4. Public Excluded Item

THAT the open meeting resume

Annette/Helen

5. Questions

- There were no questions

Closing Karakia

Meeting closed 3.36pm

MATTERS OUTSTANDING

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
The trust becoming members of the New Zealand Plant Conservation Network	Unknown	Bruce	Bruce to confirm how other Trustees access this using his membership.	
Investment Performance	Raised in Deloitte's Management Report	Bruce	Included in October 2024 Agenda. Bruce to follow up on the exact requirements from Deloitte's.	June 2023 October 2024
Review of Investment Policy	Raised in Deloitte's Management Report	Bruce	For August Agenda	June 2023 October 2024
QR Codes	May 2024	Helen	Ellen following up on the requirements to dig a hole to install these.	
What the Trust wants to see in the Gallery Directors report	October 2024	Trust		
Review of the Gallery fees	January 2025	Gallery Director		
Review what Friends of the Gallery receive	January 2025	Gallery Director	To be put on the workplan for March	

From: [Christine R Craig](#)
To: [Councillor Ellen Hall](#); [Bruce Ellis](#)
Cc: [Carissa Reynolds](#)
Subject: FW: Reminder – New Centuria Investment Opportunity – Woolworths NZ's Primary South Island Distribution Centre
Date: Tuesday, 4 February 2025 8:46:47 AM
Attachments: [image001.png](#)

FYI

Christine Craig
Corporate Accountant
Te Kaunihera ā Rohe o WhakaaHurangi | Stratford District Council

63 Miranda Street
PO Box 320
Stratford 4352

P.06 765 6099
stratford.govt.nz



From: Mike Houlker <mike.houlker@bayleys.co.nz>
Sent: Tuesday, 4 February 2025 7:57 AM
To: Christine R Craig <ccraig@stratford.govt.nz>
Subject: Reminder – New Centuria Investment Opportunity – Woolworths NZ's Primary South Island Distribution Centre

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[Centuria Shands Road Property Trust](#)

Dear Christine and Trustees,

Reminder - New investment opportunity and invitation to presentations

On behalf of Centuria NZ, we wanted to remind you that the opportunity to share in the ownership of Woolworths NZ's primary South Island distribution centre via investment in Centuria Shands Road Property Trust is now open. To request further information, including a copy of the Product Disclosure Statement, please [click here](#) and to view a video providing a summary of the investment [click here](#).

Key Highlights

- **7.35% p.a. forecast pre-tax cash distribution for the first three years** from 1 April 2025, paid to investors monthly.*
- **Property leased to an outstanding tenant, Woolworths NZ.** The facility is tenanted by the supermarket trading entity for Woolworths in New Zealand and is a key piece of its infrastructure. The Tenant advises that it operates 188 Woolworths supermarkets in New Zealand and has revenue in excess of \$7 billion and total assets in excess of \$2 billion (as at 30 June 2024).
- **New 15 year lease** (commenced 30 August 2024) with rights of renewal until 2059, providing a long term income stream with built in rental growth.
- **Brand new warehouse extension** to be constructed to meet Woolworths NZ's growing requirements. The Tenant will continue operating out of the existing premises throughout and following the Expansion phase. Additional spare land provides the potential to add further value in the future.
- **Landlord insulated from cost and delay risk**, through fixed dates for rental increases and a capped Landlord contribution to Expansion costs.
- **\$90 million** 'as if complete' valuation of the combined Property.¹
- **Prime location** on a prominent corner site in Christchurch's pre-eminent industrial suburb, Hornby.
- **Strong performing industrial property** and supermarket sectors.
- **Centuria NZ, well established and experienced manager**, part of Centuria Capital Group, with approximately A\$20 billion of Trans-Tasman assets under management.² With a strong track record and thousands of wide ranging and long standing investors.

- **PIE structure** makes this a tax effective investment for many investors, who will be subject to a maximum tax rate of 28%.
- **Fully underwritten** Capital Raising Offer.

Attend a Presentation

We welcome your attendance at presentations being held throughout New Zealand, or a webinar. [See details and RSVP here.](#)

Mark Francis, Centuria NZ CEO, or a senior representative of Centuria NZ, will be presenting the details of this investment alongside Cameron Bagrie, leading NZ economist, who will share his thoughts on the current economic climate at most venues.³ Refreshments will be served following the presentations.

To request further information including a copy of the Product Disclosure Statement, or to RSVP to a presentation please [click here](#), reply to this email or contact the below selling agents.

We welcome your email or call to discuss the above and look forward to being of assistance.

Mike Houlker

P 09 375 8437

M 021 945 927

mike.houlker@bayleys.co.nz

Samara Phillips

P 09 375 8490

M 021 027 61373

samara.phillips@bayleys.co.nz

Sarah Prebble

P 09 375 6825

M 027 635 3521

sarah.prebble@bayleys.co.nz

Bayleys Real Estate Limited, Auckland Central, Licensed Under the REA Act 2008

0800 BAYLEYS (229539)

centuria.co.nz/shands

* Cash distributions are not guaranteed. Actual distribution rates may vary. Details on how the forecast pre-tax cash distributions are calculated (including the key assumptions upon which they are based), and the risks associated with the investment are set out in the Product Disclosure Statement.

¹ Plus GST (if any). Valuation as at 23 October 2024.

² As at 30 June 2024. Includes assets contracted to be settled, cash and other assets.

³ Cameron Bagrie is unavailable to present at the Kerikeri, Whangarei, Timaru, Oamaru, Dunedin, Taupo, Havelock North and Wellington presentations.

Centuria Funds Management (NZ) Limited is the issuer of the units in Centuria Shands Road Property Trust. A Product Disclosure Statement for the offer of units is available, and can be obtained by contacting the Bayleys Real Estate agents listed in this advertisement. Nothing in this advertisement constitutes an invitation to subscribe for, or an offer of, units, shares, securities or other financial products to any person, in any country, in which it would be unlawful to do so. Terms used in this advertisement have the same meaning as defined in the Product Disclosure Statement, unless the context suggests otherwise.

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XXXXXXXXXXXXXXXXXXXXXXXXXXXX

From: [Councillor Ellen Hall](#)
To: [Carissa Reynolds](#)
Subject: Fw: Yours Truly Commission
Date: Monday, 10 February 2025 1:41:02 PM

Hi Carissa,

Can you please add this in correspondence for 20th Feb.

Thanks
Ellen

From: Maree Burnnand <director@percythomsongallery.org.nz>
Sent: Tuesday, February 4, 2025 11:40 AM
To: Councillor Ellen Hall <ellen.hall@stratford.govt.nz>
Subject: FW: Yours Truly Commission

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I will park this with you

From: Zoe Prip <Zoe.Prip@trc.govt.nz>
Sent: Tuesday, 4 February 2025 11:16 AM
To: Maree Burnnand <director@percythomsongallery.org.nz>
Subject: Yours Truly Commission

Mōrena Maree,

Nice to hear from. The Yours Truly xx Exhibition curated by Laura Campbell went well, thank you.

Laura and I had previously discussed working together collaboratively and talked about bringing this exhibition to Pukeiti when Laura was employed at the Percy Thompson Gallery however no sponsorship arrangement/ contract was finalised, agreed, or signed between TRC and the Trust for taking Yours Truly x to Pukeiti.

Conditions to do this may have been negotiated if Laura was still in that former capacity as Director and but this was never formalised.

Please note that no commission was taken by TRC from any sales – 100% of sales goes to the artists. PTG has not been involved in any part of the planning/ organising of this event.

I did contact yourself (see below) once Laura had left and ask if we could loan the partition walls – which we have freshly painted, updated, and fixed as we did last time, we borrowed them. We are very grateful for the loan of the walls, and we would like a decision on purchase for those as soon as possible, please.

From: Zoe.Shand@trc.govt.nz
Sent: Monday, 2 December 2024 10:07 AM
To: director@percythomsongallery.org.nz

Subject: Divider walls

Mōrena Maree,

I hope all is well. I am contacting you with regards to the white divider walls you have there, I recall there were 5 or 6? We borrowed them a few years ago for an exhibition we had at Pukeiti and we had arranged to borrow them again when Laura was Director at the gallery for an exhibition we have planned to run from 10 – 20 January. 2025.

If it is ok with you, I wonder if we can collect them before Christmas as it may be hard with everyone away on holidays early Jan.

I look forward to hearing to hearing from you'

If you have any further questions, please do not hesitate to contact me directly.

Ngā mihi,

Zoe Prip
Events Officer

From: Maree Burnnand <director@percythomsongallery.org.nz>

Sent: Wednesday, 29 January 2025 3:14 PM

To: Zoe Prip <Zoe.Prip@trc.govt.nz>

Subject: Yours Truly Commission

Kia ora Zoe,

Congratulations on the success of 'Yours Truly xx' sounds like it was very popular with good visitor numbers and 3 sales.

As per the original agreement – see below - can you please confirm the sale prices of the 3 sold pieces so I can invoice you for the commission owed.

The details:

- Exhibition dates will be 10th to 20th January 2025 (10 days at their peak month for visitors).
- The exhibition will be curated in the Rata Room.
- Commission: 30% Percy Thomson Gallery. Remainder to artist. Percy Thomson Gallery will install the exhibition at Pukeiti with the help of TRC. Artists can assist with hanging if you wish.

Also your question re buying the walls will be discussed at the February Trust meeting.

Ngā mihi nui,
Maree

Maree Burnnand

Interim Gallery Assistant

Percy Thomson Gallery

56 Miranda Street

Stratford 4332

06 765 0917

From: [Christine R Craig](#)
To: [Councillor Ellen Hall](#); [Bruce Ellis](#)
Cc: [Carissa Reynolds](#)
Subject: FW: Bush Road Property Investments Limited - Update since last quarterly meeting
Date: Thursday, 13 February 2025 8:59:44 AM
Attachments: [Bush Road SEPT24.pdf](#)
[image001.png](#)
[image003.png](#)

I have also attached the download they refer to.

Christine Craig
Corporate Accountant
Te Kaunihera ā Rohe o Whakaahurangi | Stratford District Council

63 Miranda Street
PO Box 320
Stratford 4352

P.06 765 6099
stratford.govt.nz



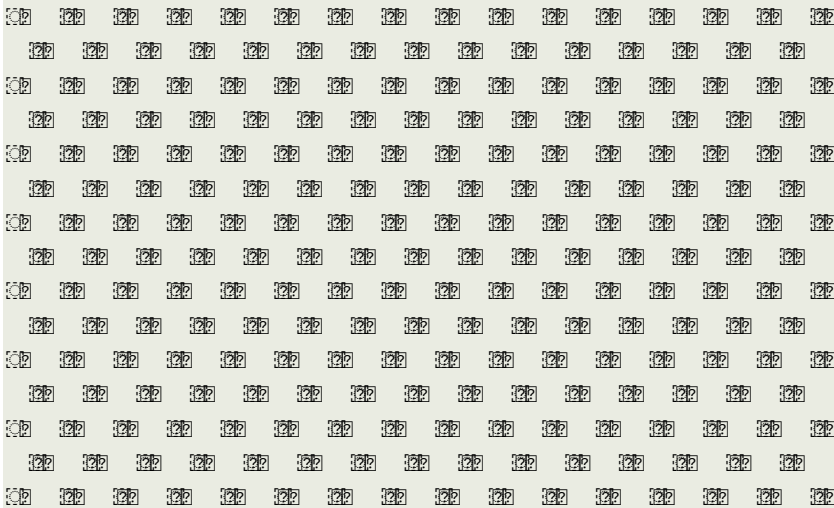
TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL



From: Maat Group <info@maat.co.nz>
Sent: Wednesday, 12 February 2025 4:39 PM
To: Christine R Craig <ccraig@stratford.govt.nz>
Subject: Bush Road Property Investments Limited - Update since last quarterly meeting

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Bush Road Property Investments Limited

Sent on behalf of Neil Tuffin - Managing Director

Dear Percy Thomson Trust,

Bush Road Property Investments Limited – Update since the half yearly investor representatives' meeting

Please find attached the minutes of the last investor reps' meeting, held in late November 2024.

Since that meeting, the key points relating to the nine months ended 31 December 2024, include

- 5% p.a. (after tax) distribution to investors maintained
- Net profit \$21k (10.6%) over budget due to underspend on air conditioning budget
- No major unbudgeted items known for the remainder of the year to 31 March 2025.
- On course to achieve cash reserves of \$200k plus at 31 March 2025.
- No discussion as yet with the tenant re their strategy for lease renewal from 1 June 2026. This is required before the property is placed on the market as it will have a significant bearing on the sale price achieved.

Please contact Neil on 021 481 441, or email ntuffin@maat.co.nz, to discuss your investment in Bush Road at any time.

Thank you

[Click here for the Quarterly Minutes](#)

Kind regards,

Neil Tuffin
Managing Director
PO Box 301 848, Albany, Auckland 0752
(09) 414 6078
(021) 481 441
ntuffin@maat.co.nz
www.maat.co.nz

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Group**

BUSH ROAD PROPERTY INVESTMENTS LIMITED

INVESTOR REPRESENTATIVES QUARTERLY MINUTES

**FOR THE QUARTER ENDED:
30 SEPTEMBER 2024**



PROPERTY INFORMATION



21
Investors



138
share parcels at \$25,000 each



current valuation per share as
at September 2024
\$78,367



pa cash dividend
5%



\$32,500
for recent sale of share parcel
on 01 September 2020.



\$13.350M
valuation (31 March 2024)



**MEETING HELD ON
28TH NOVEMBER 2024 - 9AM**

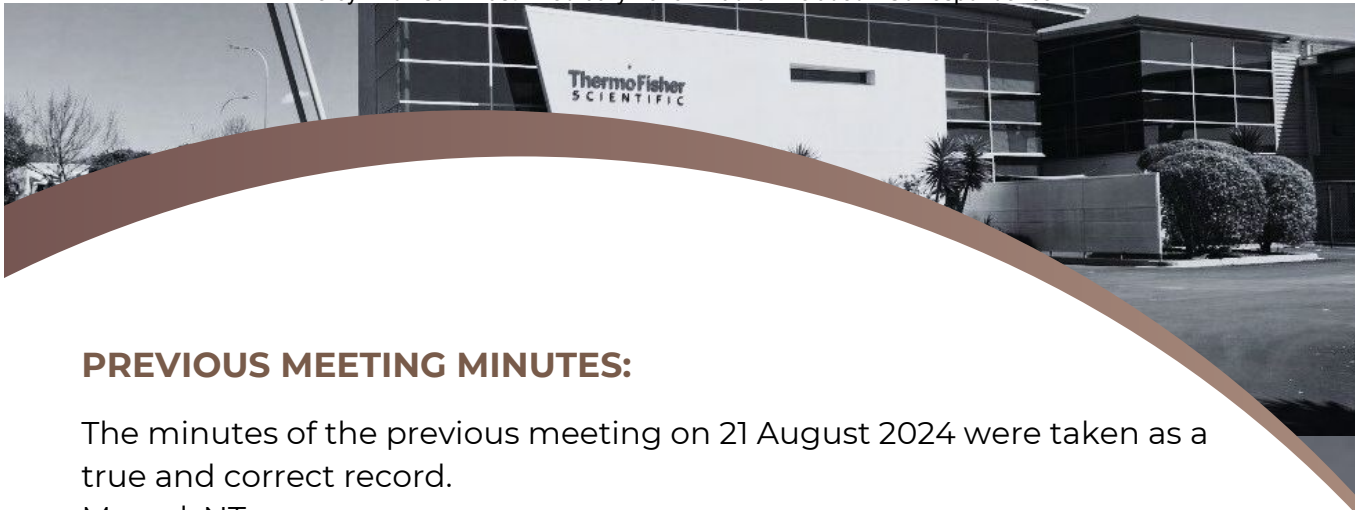
Online through zoom

ATTENDEES:

Neil Tuffin (Director, NT), Mark Hughson (Director, MH), Michelle Lomas (Finance Manager, ML)

APOLOGIES:

Roger Owles (Investor Representative, RO)



PREVIOUS MEETING MINUTES:

The minutes of the previous meeting on 21 August 2024 were taken as a true and correct record.

Moved: NT

Seconded: MH, subject to approval by RO which was received via email on 28 November

FINANCIAL STATEMENTS

ML presented to the meeting the Financial Statements covering the 6 months to 30 September 2024, as summarised in the following table.

Bush Road P & L Summary for 6 months ended 30 September							
Description	2024				2023		
	Actual \$	Budget \$	Variance \$	Variance %	Actual \$	Variance \$	Variance %
Lease Income	330,911	330,911	-	0.00%	324,051	6,860	2.12%
Operating Expenses Recovered	93,081	91,130	1,951	2.14%	89,083	3,998	4.49%
Interest Received	2,074	2,078	(5)	(0.22%)	1,859	215	11.58%
Total Income	426,066	424,119	1,945	0.46%	414,993	11,073	2.67%
Operating Expenses	174,012	178,036	(4,024)	(0.95%)	111,252	62,760	56.41%
Other Expenses	15,143	14,123	1,020	7.22%	18,519	(3,376)	(18.23%)
Total Expenses	189,155	192,159	(3,005)	(1.56%)	129,771	59,382	45.76%
Operating Profit before Interest	236,912	231,960	4,952	2.13%	285,222	(48,309)	(16.94%)
Interest	107,479	107,479	-	0.00%	90,289	17,190	19.04%
Profit before Non-Operating Expense	129,433	124,481	4,952	3.98%	194,933	(31,120)	(15.96%)
Dividends Paid	(86,250)	(86,250)	-	0.00%	(116,438)	(30,188)	25.93%
Retained Earnings	43,183	38,231	4,952	11.47%	78,496	(35,313)	(44.99%)
Non-Operating Expense (Deprn)	(14,118)	(14,118)	-	0.00%	(15,872)	(1,754)	11.05%
Interest Cover Ratio (Times) - (Bank covenant not less than 1.5 times)	2.20	2.16			3.16		



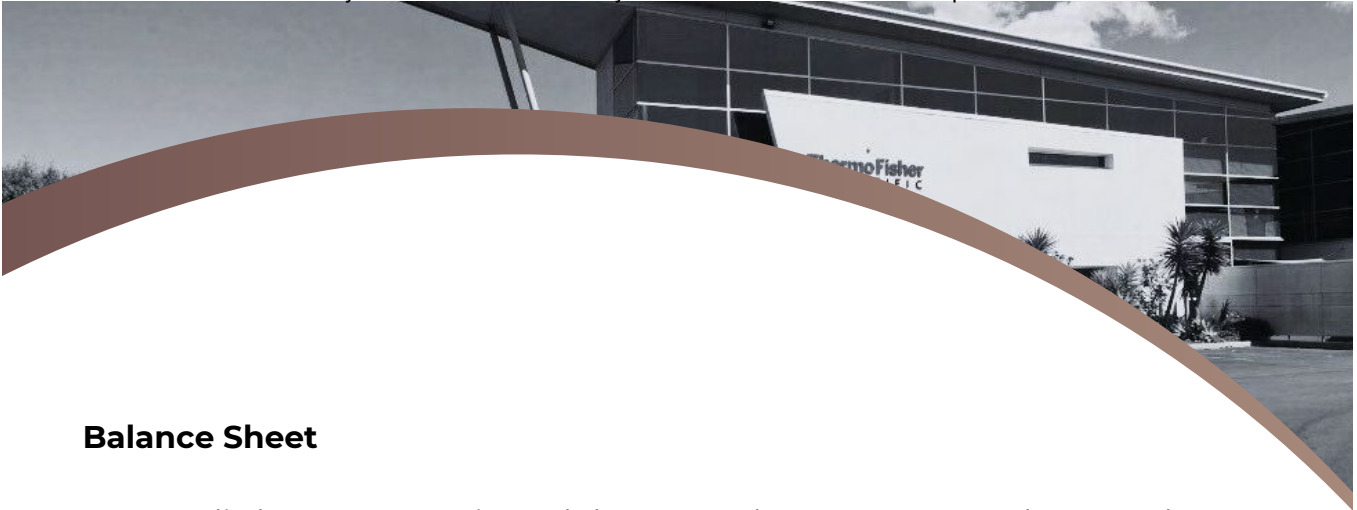
FINANCIAL STATEMENTS CONTINUED

Bush Road Balance Sheet as at 30 September				
Description	2024 \$	2023 \$	Variance \$	Variance %
Cash	141,996	168,547	(26,550)	(15.75%)
Current Assets	80,168	66,265	13,904	20.98%
Fixed Assets	13,335,882	13,684,128	(348,247)	(2.54%)
Total Assets	13,558,047	13,918,940	(360,894)	(2.59%)
Current Liabilities	29,444	35,716	(6,272)	(17.56%)
Working Capital	192,722	199,096	(6,375)	(3.20%)
BNZ Mortgage	2,714,000	2,714,000	-	0.00%
Equity	10,814,603	11,169,224	(354,621)	(3.17%)
Property Value (JLL) - 31 March	13,350,000	13,700,000	(350,000)	(2.55%)
Loan to Property Value Ratio (LVR)	20.33%	19.81%		0.52%

ML Noted:

Profit & Loss

- Operating profit \$5k over budget.
- Relates to non-recoverable air conditioning \$5k underbudget
- There are no large expense items known to be occurring in the 2nd 6 months of the year.
- Painting cost of \$29,872 has already been spent in the first half of the year. This was budgeted for.



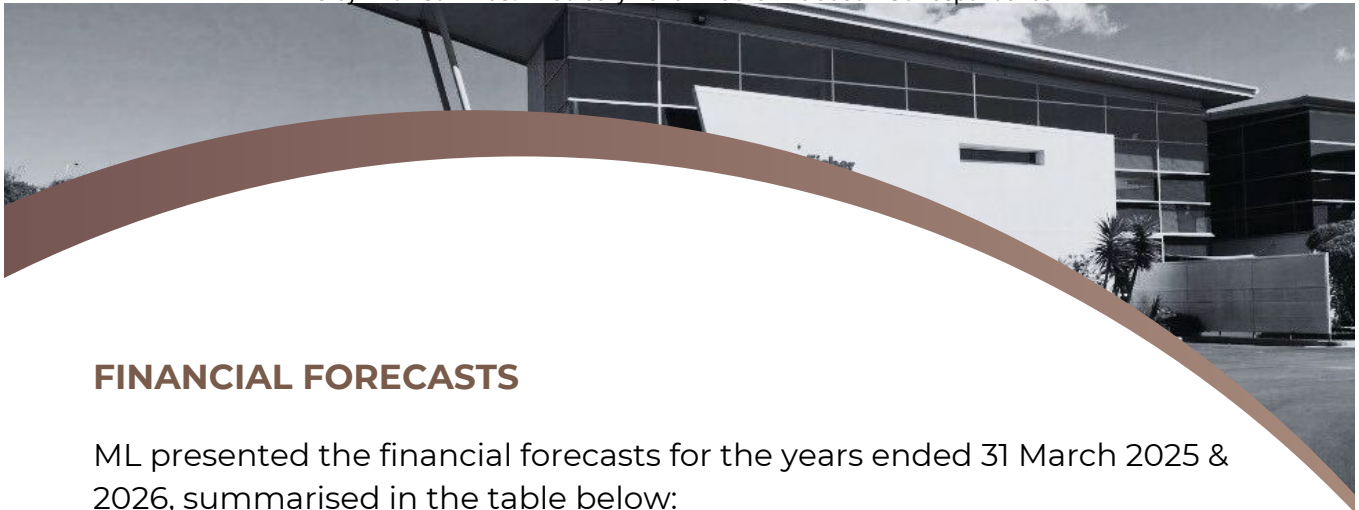
Balance Sheet

- Very little movement in cash between the June 2024 and September 2024 quarters
- Working capital down by 3% compared to September 2023.
- No capital expenditure during the first half of the year.
- Equity down by \$354k between years relating to the decrease in the valuation of the property.

Tenant

No discussion yet with the tenant as to their plans for renewal of their lease from May 2026.

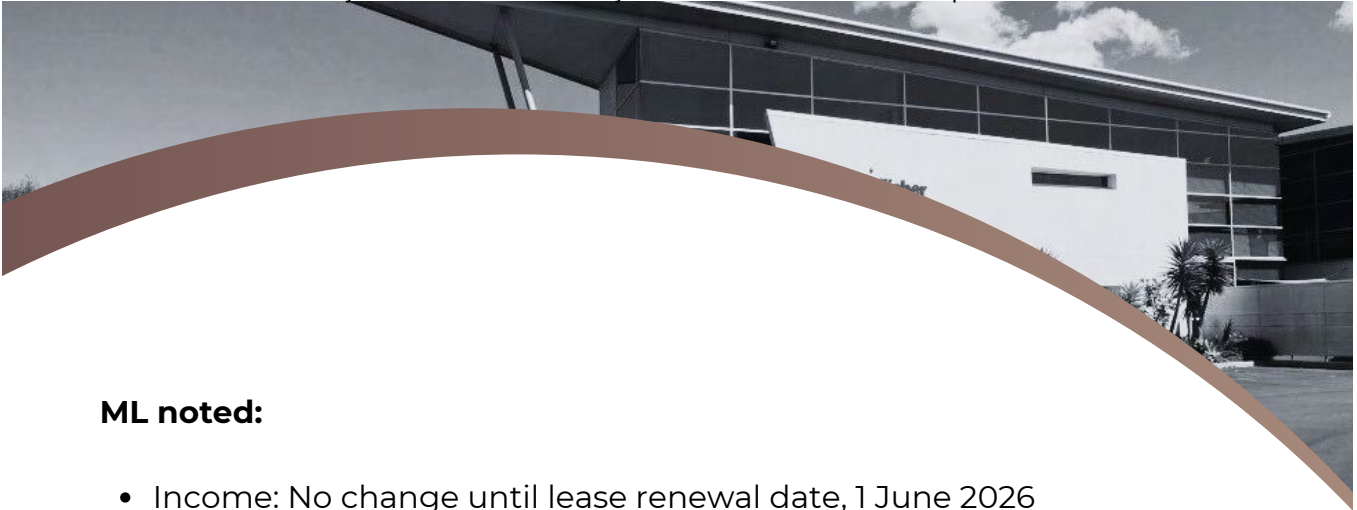
The results for selling the property were all in support. RO had advised after this conclusion that the best time for the sale would be after the tenant commits to a further lease term. NT to meet with the tenant prior to the next meeting.



FINANCIAL FORECASTS

ML presented the financial forecasts for the years ended 31 March 2025 & 2026, summarised in the table below:

Bush Road Financial Forecasts Summary as at 31 March				
Description	2025 \$	2026 \$	Variance \$	Variance %
Lease Income	661,821	661,821	-	0.00%
Operating Expenses Recovered	153,000	158,355	5,356	3.50%
Interest income	4,369	3,989	(379)	(8.68%)
Total Income	819,190	824,165	4,974	0.61%
Operating Expenses	278,527	258,355	(20,172)	(7.24%)
Other Expenses	48,925	51,975	3,050	6.23%
Total Expenses	327,452	310,330	(17,122)	(5.23%)
Profit before Interest	491,738	513,835	22,097	4.49%
Interest	213,659	174,598	(39,061)	(18.28%)
Net Operating Profit	278,079	339,237	61,158	21.99%
Capital Expenditure	(20,000)	(20,000)	-	0.00%
Taxation Expense	(76,019)	(87,080)	(11,061)	
Forecast Cash Surplus For the Year	182,060	232,157	50,098	27.52%
Cash Reserves at 1 April	208,935	218,495	9,559	4.58%
Cash Reserves before Dividends	390,995	450,652	59,657	15.26%
Dividends Paid (5% p.a.) and Income Tax	(172,500)	(172,500)	-	0.00%
Cash Reserves 31 March	218,495	278,152	59,657	27.30%



ML noted:

- Income: No change until lease renewal date, 1 June 2026
- **Interest expense:**
Was 8.44% at 1 April 2024
Current Rate is 7.21%
Bank's margin at 2.8% is high. **To discuss with BNZ, requesting decrease.**
- Current forecasts have interest rate decreasing to 6.19% by 31 March 2026

Other Business

The only other business discussed was the future of the property and the need to get the tenant to commit to a lease renewal from 1 June 2026 which will increase the value of the property.

There being no further business, the meeting closed at 9.40am.



NEXT MEETING: TUESDAY 18TH FEBRUARY 2025

CONTACT US :



09 414 6078



info@maat.co.nz



www.maat.co.nz



P O Box 301 848, Albany, Auckland 0752

Percy Thomson Gallery Director’s report - February 2025

Operational overview

Firstly, I wish to convey my sincere appreciation for the warm welcome I received in my first week in the role. The Trust, staff and community have reached out with offers of help and hospitality, demonstrating the manaakitanga for which Whakaahurangi Stratford is known. Special thanks to Ellen and Maree for their ongoing assistance as I find my feet in a new job and town.

It will be no surprise to the Trust that there are areas of paucity in Gallery operations. Processes and procedures I assumed embedded given the age and reputation of the institution are difficult to locate or navigate, or appear non-existent, and this has and will impede my agility and progress for a time. I ask the Trust to bear this in mind as I move forward in the coming months.

My first task is to explore the current systems, ascertain where the gaps and deficits are and then formulate a strategy to deal with them on a case-by-case/priority basis.

Of particular concern are the database and external communications (including ‘Friends of Percy’), significant gaps in the exhibition programme and lack of clarity around the status and timeline of booked shows, and information management. These are the focus of my immediate attention, alongside rubbish removal and ensuring safe egress through back of house storerooms and walkways, for the sake of staff and the movement of artworks.

Gallery visitor numbers

2023		2024		2025	
Month	Visitors	Month	Visitors	Month	Visitors
January	1620	January	1379	January	1997
February	1190	February	2343	February	
March	1633	March	2008	March	
April	2027	April	2159	April	
May	1430	May	2886	May	
June	1126	June	2389	June	
July	1833	July	2148	July	
August	2228	August	1780	August	
September	2418	September	2211	September	
October	2211	October	2143	October	
November	2195	November	2791	November	
December	1734	December	1945	December	
Total	21645	Total	26182	Total	

February 2025: 1st – 11th (capturing the final weekend of *Taranaki Review in Miniature*, a week of exhibition installation, the opening function and the Stratford Art Society AGM): **525**

Exhibition programme

Exhibition	Start date	End date	Details
<i>Taranaki Review in Miniature</i>	13 December 2024	2 February 2025	Exhibition closed
<i>Expression: Body and Soul</i>	7 February 2025	16 March 2025	Underway
Stratford Art Society	21 March 2025	13 April 2025	Contract signed; \$2,500.00 (including GST) fee, no commission.
Taranaki Printmakers / WITT Art Students	18 April 2025	18 May 2025	Main Gallery: contract awaiting discussion and signature; \$2,000.00 (excluding GST) fee. Gallery 2: Contract signed; \$700.00 + GST fee.
Fiona Clark & Tertius: <i>Pay Here</i>	23 May 2025	29 June 2025	Meeting held and contract signed; \$2,500.00 (excluding GST) fee.
<i>Quintet / Morgan Paige Taitoko and Richard Landers</i>	4 July 2025	3 August 2025	Main gallery: Contract signed; \$2,000.00 (excluding GST) fee. Gallery 2: Contracts signed; \$700.00 (excluding GST) fee.
Elliot Collins/Mary Spacaman/Haoro Hond/Dwayne Duthie	8 August 2025	7 September 2025	One contract signed [Collins], verbal agreement from Duthie, Hond and Spacaman yet to be confirmed; \$700.00 fee per artist.
Taranaki Arts Trail 2025	12 September 2025	5 October 2025	Brief conversation with Sue Kelly regarding dates – further discussion pending.
Watercolour New Zealand	10 October 2025	16 November 2025	Spans Taranaki Garden Festival and Arts Trail. Contract signed; \$2,500.00 (excluding GST) fee.
Stratford Art Society	21 November 2025	14 December 2025	Contract signed; \$2,500.00 (including GST) fee, no commission.

Taranaki Review in Miniature was a well-attended show, aided by an additional week on display.

The final numbers were 3,496 with sales totalling \$6,984.00 (commission: \$2,119.70)

Sales – financial year to date: \$17,971.00 (commission: \$3,989.00)

We officially welcomed *Expression: Body and Soul* into the space with a delightful opening last Friday evening (7 February) and approximately 70 people in attendance. 372 have visited the show to date, with no sales to report at this stage. (N.B. Works range in price from \$520.00 to \$9,000.00.)

My priority in the coming fortnight is to secure the integrity of the programme until the end of 2025. This involves corresponding, meeting or speaking with artists to understand their exhibition requirements and finalising any outstanding contracts.

Percy's Place

Sales – financial year to date: \$29,172.50 (commission: \$10,210.38)

A highlight of each day is meeting the sitter and learning more about their connection to Percy's Place and the Gallery. I am heartened by the regard in which the space is held by these volunteers and their commitment to this creative community.

Securing sitters seems to be an ongoing challenge, and my initial priority is to 'shore up' the roster until the end of March.

I am also assessing systems as they stand (sales, reconciliation, rostering, stock inventory and management, display and turnover) to then ascertain what changes would be desirable.

Health & Safety

Nothing to report.

Ngā mihi nui
Catherine Rhodes, Director
11 February 2025

Payment Listing - December 2024

<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Stratford District Council	Pre-employment drug test	\$121.33
Stratford District Council	Monthly fire security inspections	\$131.86
Stratford District Council	ADT Security	\$50.50
Stratford District Council	Spark December 2024	\$196.45
Stratford District Council	Market valuation for Sgt Peppers	\$1,610.00
Stratford District Council	Monthly fire security inspections	\$131.86
Stratford District Council	ADT Security	\$50.50
Stratford District Council	Gallery Director advertising	\$58.37
Stratford District Council	Spark November 2024	\$196.45
Stratford District Council	Gallery Director advertising	\$64.92
Stratford District Council	Meridian November 2024	\$1,134.19
SIM rental	SIM card rent	\$14.89
Five Star Liquor	Ice for exhibition opening	\$8.00
Dairymaster Milking Systems NZ Lirr	Gallery lighting	\$204.70
Abstract Signs	Taranaki Review in Miniature signs	\$281.75
Rocketspark Limited	Regsiter domain name	\$40.25
Maree Burnnand	Courier fees reimbursement	\$43.00
About Image Limited	Stratford Art Society posters	\$83.95
Paymark	Bank fees	\$21.74
ASB	Bank fees	\$17.44
Wages	Week ended 1 December 2024	\$1,407.80
Wages	Week ended 8 December 2024	\$1,556.73
Wages	Week ended 15 December 2024	\$2,419.12
Wages	Week ended 22 December 2024	\$1,488.26
Wages	Week ended 29 December 2024	\$1,563.62
Inland Revenue	PAYE December 2024	\$2,972.98

TOTAL

\$15,870.66

DEPOSITS FOR THE MONTH

\$67,220.34

This deposit includes:

- Term deposit interest	\$7,375.00
- Term deposit part maturity	\$50,000.00

Percy Thomson Trust - Arboretum Report - February 2024

Site Visits and General Observations

Wednesday 22nd Jan

Overall presentation of the arboretum is ok.

It would be good to start removing the large patch of Myrtle in the back South/east corner, this area would require significant replanting. I will liaise with Mel SDC to see when we can start on this project. The Myrtle is currently flowering - *See photo 3*

The flax in the new central beds are growing large, potentially mislabelled and not what we thought we had purchased. We may need to look at dividing and shifting these elsewhere in the arboretum - potentially to fill in areas left from myrtle removal.

Planting required to fill gaps left from die-back of other plants:

- 10 x Chionocloa rubra
- 5 x Scandia rosifolia (Jim donating)
- 10 x other ground covers TBC

With having had hardly any rain, there is a patch of Parataniwha that has wilted. Jim has offered to bring a long hose to water these. All other planting is doing well.

Wednesday 12th Feb

Arboretum is looking very untidy. Lawns appear to not have been mowed since my last visit even though a mow was scheduled for Friday 7th. These are very long and covered in dandelion. *See photo 1 + 2*

Weeding was scheduled for Monday 10th but I don't see any signs of this having been done as there is weed growth throughout the gardens. I'll keep an eye on it.

A significant number of invasive weed species are visible from the main pathway. This highlights the need for additional maintenance via a working bee and volunteer labour.

Bench seat staining and maintenance

Jim has re-stained our two bench seats and at a cost of only \$80 for materials, the seats are looking brand new again! They are currently still situated at Jim's house as he noticed the left armrest of both seats had come loose. Ethan Furniture who we purchased the seats from will advise us on the best way to fix this.

Working Bee

The proposed date for a working bee at the arboretum is Saturday 12th April. Helen will lead this and Jim has volunteered to help. The aim is to spend a half day at the arboretum helping to remove some of the invasive weed species from the back of the garden beds. Focus could be on:

- Blackberry
- Convolvulus
- Ivy
- Small Myrtle

Tasks:

- Write promotional copy
- Advertise this through our gallery social media and newsletter plus council communications.
- Volunteer induction: as mentioned previously, Sven has confirmed that any volunteers we use are 'non-paid employees' so we would need an induction policy that would link to our health and safety policy and HR policies. They would have an initial induction to sign along with a risk assessment form.

QR Signage

The second prototype of our plant identification signs will be installed on Monday 17th February. Helen and Jim have been given the ok by Mel to do this so long as appropriate PPE gear is worn and the working areas are coned off.

The new signs will be monitored and if free from vandalism then we will begin work on installing them for all significant plants.

		
Photo 1	Photo 2	Photo 3



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL

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.