

PERCY THOMSON TRUST

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



15 March 2025

NOTICE OF MEETING

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

Yours faithfully
E Hall
CHAIRPERSON

Per: Carissa Reynolds
HR and Governance Administrator

Percy Thomson Trust - March 2025 - Open

15 March 2025 03:00 PM



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AGENDA

PERCY THOMSON TRUST

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



F16/1072 – D25/8638

Date: Thursday 20 March 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 20 February 2025

The minutes of the Ordinary Meeting are attached.

Recommendation

THAT the minutes of the Percy Thomson Trust Ordinary Meeting held on Thursday 20 February 2025 be confirmed as a true and accurate record.

/
Moved/Seconded

4.2 Meeting – Monday 26 February 2025

The minutes of the Emergency Meeting are attached.

Recommendation

THAT the minutes of the Percy Thomson Trust Emergency Meeting held on Wednesday 26 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

6.2 Outwards

7. Asset Report

The Asset report will be presented.

Recommendation

THAT the Gallery report be received.

/
Moved/Seconded

8. Gallery Director's Report

The Gallery report is attached.

Recommendation

THAT the Gallery Director's report be received.

/
Moved/Seconded

9. Chairperson's Report

The Chairperson's report will be presented.

Recommendation

THAT the Chairperson's report be received.

/
Moved/Seconded

10. Arboretum and Herbarium Report

The Arboretum report will be presented

Recommendation

THAT the Arboretum and Herbarium report be received.

/
Moved/Seconded

11. Financial Statements

The financial statement for the months of January and February are attached.

Recommendation

THAT the payment listing for January and February be received.

/
Moved/Seconded

12. Investment Performance

<p>Recommendation</p> <p><u>THAT</u> the public be excluded from the following parts of the proceedings of this meeting, namely:</p> <p>Agenda Item No: 11.1</p> <p>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:</p>		
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
Investment Policy Statement	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.
<p>_____/_____ Moved/Seconded</p>		

11.1 Public Excluded Item

<p>Recommendation</p> <p><u>THAT</u> the open meeting resume.</p>	<p>_____/_____ Moved/Seconded</p>
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12.2 Draft Percy Thomson Trust Investment Policy

The *Draft* Percy Thomson Trust Investment Policy is attached.

12.3 Investment Performance

The Investment Performance will be presented.

<p>Recommendation</p> <ol style="list-style-type: none"> 1. <u>THAT</u> the Investment Policy Statement be received. 2. <u>THAT</u> the Percy Thomson Trust Investment Policy be approved. 3. <u>THAT</u> the Investment Performance Report be received. 	<p>_____/_____ Moved/Seconded</p>
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13. Risk Management

14. Health and Safety

15. Questions

16. Next Meeting

12.1 Next Meeting

The next meeting of the Percy Thomson Trust is to be held on Thursday 17 April 2025 at 3pm.

Closing Karakia



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.

AGENDA

PERCY THOMSON TRUST

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



Minutes of the Percy Thomson Trust Ordinary Meeting

Date: Thursday 20 February 2025 at 3pm

Venue: Committee Room, Stratford District Council

Present

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

In attendance

The HR and Governance Administrator – Carissa Reynolds, the Gallery Director – Catherine Rhodes, the Special Projects Manager – Neil Cooper (*part meeting*), the Property and Projects Manager – Steve Taylor (*part meeting*).

Opening Karakia

The opening Karakia was read.

1. Announcements

The Chairperson welcomed Mrs Rhodes to her first official meeting, along with Mr Cooper and Mr Taylor who have joined the meeting to discuss item 7.

2. Apologies

No apologies were received.

3. Declaration of Interest

Trustees were asked to declare any real or perceived conflicts of interest relating to items on this agenda. There were no conflicts declared.

The Chairperson noted she had sent the Declarations of Interest forms to Trustees and the Gallery Director, and requested these be returned.

4. Confirmation of Minutes

4.1 Meeting – Thursday 16 January 2025

The minutes of the Ordinary Meeting were 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.

BOURKE/DUDLEY
Carried

4.2 Meeting – Monday 27 January 2025

The minutes of the Emergency Meeting were 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.

BOURKE/ROBINSON
Carried

4.3 Meeting – Wednesday 12 February 2025

The minutes of the Emergency Meeting were 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.

HALL/CLOKE
Carried

5. Matters Outstanding

The Matters outstanding were attached.

Points noted in discussion:

- The Investment Performance is under review and should be finalised at the March Trust meeting.
- QR Codes have been resolved and can be removed.
- There has been no feedback received for what is required in the Gallery Directors report, however some things have come out of the strategy meeting.
- Add the expected response for the Review of the Gallery fees to August 2025

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.

HALL/CLOKE
Carried

Points noted in discussion:

- The Chair noted she included the email between the Gallery and Taranaki Regional Council as she wanted to highlight an issue which has since been resolved. It highlights important learnings that agreements are done in writing and signed for.

7. Asset Report

Recommendation

THAT the open meeting resume.

HALL/BOURKE
Carried

7 Gallery Report

The Gallery report was attached.

Recommendation

THAT the Gallery report be received.

HALL/BOURKE
Carried

Points noted in discussion:

- Mrs Clough questioned the door count accuracy. Mrs Rhode advised this is the number directly from the machine, unless there is something obvious to subtract.
- Mrs Rhodes advised she would like to tidy up Percy's Place systems in general. She noted she is taking it day by day and talking with all the sitters. She would like to add some professionalism in Percy's Place so the sitters do not have to just sit for six hours. She would like it if they could take ownership of the place which will hopefully minimise ambiguity around what people roles are.

8 Chair Report

9.1 Delegations to Arboretum

Points noted in discussion:

- The Chair noted there had previously not been delegation to Mrs Cloke to purchase stain for the arboretum, so she would like to tidy this up.

Recommendation

THAT Mrs Cloke have delegated authority up to \$500 from the arboretum budget to be spend on items for the arboretum.

HALL/BOURKE
Carried

9.2 Statement of Intent

The Chair noted the following points:

- As discussed the Statement of Intent is due to be delivered to Council by 1 March, however the Agenda for the extraordinary is due tomorrow which does not give enough time to update the Statement of Intent following the Strategic meeting. In the Agenda a draft Statement of Intent will be included. She noted as soon as she can she will circulate and updated Statement of Intent which will formulate discussions on Wednesday.
- Mrs Bourke noted the Trust designed the question for the Chief Executive around the fundamental requirements of the Trust to make their financial reporting requirements to Council as the owner of the CCO. She noted if there was a way the Trust could come up with their own way of managing their own finances which complies with what is required from Council, this is what the Trust would be wanting. The Chair advised she will send a follow up email to the Chief Executive.

9 Financial Statements

The payment listing for December was attached.

Recommendation

THAT the payment listing for December be received.

BOURKE/HALL
Carried

10 Investment Performance

Recommendation

THAT the Investment Performance Report be received.

No report was presented.

11 Six Monthly Report

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

Recommendation

THAT the Six Monthly Report for the period ended 31 December 2025, with amendments, be approved.

DUDLEY/CLOKE
Carried

Points noted in discussion:

- Mr Ellis requested the names on the first page. Mrs Reynolds will update this.
- Mr Ellis noted on page two under financials there is a comment made about deficit, from a cash point of view, ie after adding back depreciation, the deficit is \$41,101 compared to the budgeted cash deficit of \$75,118.
- Mr Ellis noted there needs to be some appropriate changes to match revenue and expenditure, as there is the case of the Emergence exhibition, there needs to be revenue relating to the expenses of that. The Chair noted she had discussed this with the Corporate Accountant who said she is open to marry up the expenses and revenue of the Emergence exhibition.
- Mr Ellis noted the biggest expense line is salary and wages, however there is nothing to keep tabs on how much is being spent on casuals. The Chair advised she has some information on that, but is yet to dive into it.
- Miss Bourke noted the ultimate place the Trust wants to be is for the Trust to supply the minimum required for Auditors to Council, but for the Trust to do whatever they want to do in the background. This is to be added to matters outstanding.

12 Risk Management

Points noted in discussion:

- The Chair advised she has included Risk Management into the agenda so the Trust is able to look at risks going forward.

13 Arboretum and Herbarium Report

The Arboretum report was attached.

Recommendation

THAT the Arboretum and Herbarium report be received.

ROBINSON/BOURKE

Carried

Doug/Mary

Moved/Seconded

Points noted in discussion:

- Mrs Cloke advised the Parks and Reserves Officer has sent her the maintenance schedule, which outlines when the lawnmowing and weeding is due to take place. She advised the lawns of the arboretum have been mowed, but not the berm. There are also no signs the weeding has been done.
- Mrs Cloke advised Mr Clarkson has restained all of the seats in the arboretum. She has emailed the manufacturers regarding the armrests who advised they will come and fix them mid March.
- Mrs Cloke would like to propose 12 April for the working bee. She is writing a copy and putting it out on social media, Miss Bourke offered her assistance in making the copy. It was discussed advertising this in the Stratford Press, the Chair advised she has been in contact to see if the Trust would be able to receive a charitable trust discount on advertising.

14 Health and Safety

Points noted in discussion:

- The Chair noted this will now be a standard item on the agenda.
- It was requested creating a hazard register be added to Matters Outstanding.

15 Questions

16 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

The meeting closed at 4.52pm.

Percy Thomson Trust Extraordinary Meeting – Statement of Intent

Wednesday 26 February 2025

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

Meeting opened 2.05pm

1. Opening Karakia

The opening karakia was said by all present.

2. Announcements

There were no announcements.

3. Declaration of Interests

There were no declarations of interest made.

4. Statement of Intent

The draft Statement of Intent was discussed as follows.

- **Page 7 – Performance Measures**

The existing performance measures were discussed. The possibility of including financial performance measures were discussed. It was agreed to leave these out until the Investment Policy had been reviewed and adopted. The following changes to the Performance Measures were agreed upon.

- Draft; Deliver proposed art exhibitions which will include local? regional and at least 7 National; Changed to;

Deliver an ongoing programme of exhibitions which will include local? regional and at least 7 National;

- Draft; Develop and maintain the arboretum to the standards in the facilities management contract; Changed to;

Supervise and participate in the maintenance of the arboretum to the standards in the facilities management contract

- **Page 8 – Structure of the Trust’s operations, including governance arrangements**

The draft version did not reflect the way the operations were being delivered through the Gallery Director and staff. The following changes were agreed upon.

- Structure of the Trust's operations including governance arrangements

The Trust comprises a Board of seven Trustees who oversee the governance of the Trust; This includes a Chairperson and six other voluntary members who support the Chairperson in delivering against the Trust's objectives; The Trust employs a Gallery Director? who is responsible for the day to day operations of the Gallery? and casual staff who support the Gallery Director in delivering against the Trust's objectives and the strategic direction set by the Board;

- **Page 9 – Investment Policy**

It was acknowledged that the current Investment Policy is under review, with a new policy to be adopted in March. Trustees wanted this noted within the Statement of Intent. The following change under the heading was made to reflect this.

- Investment Policy

Last reviewed February.8687? currently under review

- Page 12 – Activities For Which Compensation Is Sought
The monetary value assigned to both the maintenance work of the Arboretum and the cleaning and maintenance services of the Percy Thomson Building were discussed. It was considered more appropriate that these figures be removed and replaced with a continuation of what was currently being provided. The changes made were:
 - The Trust is also seeking a continuation of maintenance work on the Arboretum delivered in kind, no change from previous Statement;
 - In addition the Trust is seeking a continuation of cleaning and maintenance services of the building and the public toilets within the Percy Thomson Building delivered in kind, no change from previous Statement;

The final paragraph on Page 12, regarding Toi Foundation, was discussed. Given the understanding by those present that Toi Foundation is currently reviewing their policy on whether they would accept an application from a CCO, the following changes were made.

- As a Council controlled organisation whether Toi Foundation will accept a funding application from the Trust is under review;

The focus of the meeting turned to the forecast financial performance detailed within the draft Statement of Intent. Those present went line by line through the budget and the following changes were made.

- New revenue line item of External Grants - Repairs and Maintenance Building added. This is because the intention of the Trust is to get external funding to fund the Repairs and Maintenance Building forecast budget.
- Change Repairs and Maintenance Buildings expenditure budget line amounts across Year 1 to Year 3 to reflect the Asset Management Plan recently adopted.
- Remove the Herbarium expenditure budget line as no costs were anticipated for this.
- Move External Funding from Other Revenue and Expenditure to Art Gallery Revenue, rename to External Funding - Gallery Operations, and increase to \$50,000. This is to show a true reflection of the revenue and costs associated with the Gallery Operations. The Trust has a focus of obtaining external funding for the next financial year and will be putting in steps to achieve this. It was acknowledged that it is a relative unknown about how much could be obtained, however the figure that was arrived at reflected a balanced view.
- Move Taranaki Foundation from Other Revenue and Expenditure to Art Gallery Revenue, for the same reasons as previous.
- Programme budget item renamed to Other Exhibitions to better reflect what this was for.
- Major Exhibition budget line item renamed to National Exhibition to better reflect what this was for.
- Addition of Emergence Exhibition to reflect the external funding received specifically for this project from Taranaki Foundation.
- Reduce Publications and Subscriptions budget line item to \$300 per year due to a reduction of expenditure expected.
- Reduce Salary, Wages and Employment Related Costs to \$120,000 in Year 1, with a 3% increase applied across Year 2 and Year 3 respectively. This followed a conversation regarding the organisation's existing commitments to the salary and wages of staff, the need for the organisation to reduce expenditure, and the clear view by all that the needs of the organisation were not being met, and clarity was needed to understand exactly what was required. The amount in which this budget line was reduced, reflected a balance of these three factors.

- Addition of Capital.Profit.on.Sale.of.Investments Budget line in the Other Revenue and Expenditure area of the budget to reflect the Trust's intention to sell the investments by 30 June 2026, at an assumed value of \$500,000.
- Audit.Fees were reduced in Year 3 to \$15,000. This reflects the sale of the real estate investments by the end of Year 1. It was acknowledged through discussion that this remains an unknown and future Statements of Intent would have more clarity on what savings in this area would be.

Throughout discussion, some matters were raised that sat outside the conversation regarding the Statement of Intent. These were noted and would be addressed through the Governance Workplan or future discussions. They included:

- Potential review of the objects of the Trust and their continued relevance
- Reference to "Collections" and how this pertains to the Gallery moving forward
- How the building and arboretum fit into real estate investment within the context of the Investment policy
- Ability to have separate financial reporting on Percy's Place.

The following motion was placed.

THAT the Statement of Intent 2025-2028 with the amendments be adopted.

Ellen/Doug

5. Questions

There were no questions.

6. Next Meeting

Ordinary Meeting to be held on Thursday 20 March 2025 at 3pm.

7. Closing Karakia

The closing karakia was said by all present.

Meeting Closed 4.15pm

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	Currently under review to be finalised at the March meeting.	June 2023 October 2024
Review of Investment Policy	Raised in Deloitte's Management Report	Bruce	For August Agenda	June 2023 October 2024 March 2025
What the Trust wants to see in the Gallery Directors report	October 2024	Trust		
Review of the Gallery fees	January 2025	Gallery Director		August 2025
Review what Friends of the Gallery receive	January 2025	Gallery Director	To be put on the workplan for March	
Removal of trees outside the back of the Gallery	February 2025	Trustees		March 2025
Find out the minimum financial requirements for auditors to be provided to Council	March 2025	Ellen		March 2025
Create a Hazard register	March 2025			

PERCY THOMSON TRUST

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



To: Percy Thomson Trust
From: Gallery Director
Date: 20 March 2025
Subject: Gallery Director's report

Recommendation

THAT the Gallery Director's report be received.

_____/_____
 Moved/Seconded

Operational overview

The past four weeks have been equal parts progress and challenge, as I begin to make the job my own. Due to the disestablishment of the Gallery Assistant role and the delicate nature of managing the interim position, I have chosen to front-foot most of the workload and external communications. At this stage, the Gallery Operations Advisor [Maree] is onsite twenty hours per week; generally 9am – 1pm unless she is covering time in lieu for weekend work, or assisting with exhibition changeover. During these hours her primary responsibilities are customer service and Gallery maintenance, while I attend meetings and to any offsite tasks. My afternoons are front-facing until the space closes at 4pm, alongside my standard work programme where possible. I am still seeking balance here and will continue to assess the situation in the coming weeks.

The computer/software upgrade is underway, and Baker Tilly staff have been supported by the IT team at Council.

My son Jasper spent the morning of Friday 7th in the back of house area, clearing rubbish and recycling, and cleaning the floors, as part of New Plymouth Boys' High School Work Day [this was free labour to the Trust – I paid the school directly]. There is still surplus waste to dispose of, however egress is restored, and the Gallery is better prepared for a busy changeover week starting the evening of Sunday 16th.

Our next show is the Stratford Art Society Autumn exhibition, which opens on Friday 21st at 6pm – invitation to follow and all welcome!

Gallery visitor numbers

2023		2024		2025	
Month	Visitors	Month	Visitors	Month	Visitors
January	1620	January	1379	January	1997
February	1190	February	2343	February	1520
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	

March 2025: 1st – 11th (capturing the last day of Te Matatini o Te Kāhui Maunga 2025, the final fortnight of *Expression: Body and Soul*, and Taranaki Anniversary weekend [closed Monday 10th]: **456**.

Visitor numbers - financial year to date: 16,991.

Exhibition programme

Sales – financial year to date: \$25,221.00 (commission: \$6,164.00).

Expression: Body and Soul is in its final days after a 37 day run. **1,823** have visited the show to date, with three sales totalling **\$7,250.00 (commission \$2,175.00)** so far. Feedback on the exhibition has been excellent, and I've been particularly buoyed by the average length of stay in the Gallery, with visitors engaging with the works, reading the labels closely and having fabulous conversations!

Current financial year

<i>Expression: Body and Soul</i>	7 February 2025	16 March 2025	Scheduled to close this weekend. Stratford High School senior art students booked to visit on Friday 14 th .
Stratford Art Society	21 March 2025	13 April 2025	The exhibition is organised and ready for install next week.
Taranaki Printmakers / WITT Art Students	17 April 2025	18 May 2025	In regular contact with the artist liaisons; planning proceeding well. The show will be supported by public programmes - likely artist workshops and a closing forum.
Fiona Clark & Tertius: <i>Pay Here</i>	23 May 2025	29 June 2025	In regular contact with the artists; next meeting scheduled for early April. Will include an artist talk.

2025-2026 financial year

<i>Quintet</i> / Morgan Paige Taitoko and Richard Landers	4 July 2025	3 August 2025	In-person meeting this week.
Elliot Collins/Mary Spacapan/Haoro Hond/Dwayne Duthie	8 August 2025	7 September 2025	Contact established with three of the four artists; work continues.
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.
Stratford Art Society	21 November 2025	14 December 2025	Contract signed.

My priority is securing tenable exhibitions for the remainder of the calendar year, and into 2026 - discussions and planning are underway. I have had in-person hui with representatives from Taranaki Patchworkers and Quilters (for 2026) and the Embroiderers' Guild (late 2027), based on existing relationships and/or tentative commitments.

Percy's Place

Sales – financial year to date: \$31,363.00 (commission: \$10,977.05)

February was a great opportunity to see the shop and volunteer crew in action, and we were well-supported by our sitters during the month.

March to date has presented some challenges in maintaining adequate staffing. The shop can open on unmanned days if sufficient Gallery staff are available, however the decision was made to close the entirety of Taranaki Anniversary weekend – in line with the Gallery's closure on the public holiday Monday, and due to the lack of personnel for Saturday and Sunday. Although I understand this is not an uncommon scenario, I am actively investigating ways to improve the situation.

Following a recent 'walk and talk' through Shopify with Helen, I look forward to discussing a Point-of-Sale system in more detail and how this could be harnessed to raise the profile and professionalism of the space, along with utilising our volunteer pool more effectively.

Community and sector engagement

- NEWS meeting [community advocates and organisations] at Community House, invited by Anna-Louise Crane; 12 February.
- Studio visit to Marianne Muggeridge and Roger Morris, 26 February.
- *All in for Arts* breakfast hui hosted by Arts Foundation and Creative New Zealand, 6 March.
- Prospero Place upgrade design discussion; with Cato Bolam and facilitated by Steve Taylor, 11 March.
- Dame Dawn Sanders will speak and perform in the Gallery as part of the Stratford Shakespeare Trust Festival, 2 April at 10:30am.
- Ongoing work to collate a mailing list using existing data. I am also actively brainstorming a revised 'Friends of Percy' group and possible Patrons' collective.

Budget

Exhibition budgets have recently been transferred into my care. Many thanks to Ellen for the spreadsheets and discussion around these.

No issues to report at this time.

Health & Safety

There was an incident in the men's toilets on Friday 7th, involving a gentleman on crutches who pushed open the door as it was pulled inwards by a member of the public using the same facilities. The gentleman fell and hit his head on one of the cubicle frames, resulting in laceration and suspected concussion. An ambulance was called by Café staff however the emergency vehicle was dispatched to an incorrect address [Stratford, Auckland]. Once this error was identified, the man was triaged by medical staff over the phone and cleared for treatment by Avon Medical Centre. He was taken there by his wife, who accompanied him on the outing.

Council staff were aware of the incident, logged it via Vault and arranged for the bathroom to be cleaned.

Catherine Rhodes
Gallery Director

12 March 2025

PAYMENT LISTING - January 2025

<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Paper Plus Stratford	Wall planners	\$23.98
Stratford District Council	Glazier works on building	\$630.78
Stratford District Council	ADT Security	\$50.50
Stratford District Council	Spark December 2024	\$190.70
Stratford District Council	Instal seal around door	\$1,623.03
Stratford District Council	Upgrade modem	\$299.00
Stratford District Council	HR Consultant	\$3,926.00
Five Star Liquor	Ice for exhibition opening	\$8.00
AHI Carrier (NZ) Limited	Quarterly air conditioning maintenance	\$657.94
Dairymaster Milking Systems NZ Lin	Install lights in gallery	\$430.54
DIA - Charities Services	Annual return fee	\$76.67
Hardy Packaging Limited	Bubble wrap	\$45.40
Snow Badger Limited	Miniature exhibition opening catering	\$167.13
Maree Burnnand	Claim for expenses	\$66.13
About Image Limited	Miniatures rack cards	\$73.60
SIM Rental	SIM card	\$14.89
ASB	Bank fees	\$43.95
Paymark	Bank fees	\$21.74
Inland Revenue	PAYE	\$3,492.08
Inland Revenue	GST paid	\$623.45
Wages	Week ended 5 January 2025	\$1,307.59
Wages	Week ended 12 January 2025	\$1,477.03
Wages	Week ended 19 January 2025	\$1,880.56
Wages	Week ended 26 January 2025	\$2,727.96

TOTAL

\$19,858.65

Deposits for the month

\$9,011.52

PAYMENT LISTING - February 2025

<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Stratford District Council	Meridian January 2025	\$946.90
Stratford District Council	Spark January 2025	\$201.46
Stratford District Council	Fire alarm monitoring	\$220.14
Stratford District Council	HR professional services	\$2,412.50
Stratford District Council	Replace light bulb	\$300.04
Stratford District Council	Fire security inspection January 2025	\$131.86
Stratford District Council	Automatic door inspection	\$110.40
Stratford District Council	ADT - monitor gallery	\$50.50
Stratford District Council	Monthly fire inspection February 2025	\$131.86
Stratford District Council	Spark February 2025	\$201.95
SIM card rental	SIM card rental	\$14.89
Abstract Signs	Signs for Expression exhibition	\$281.75
Helen May Cloke	SBA vouchers - staff thank you	\$100.00
Marsh Limited	Trustee liability insurance	\$2,990.00
Snow Badger Limited	Expressions opening night catering	\$193.02
Egmont Hardware Limited	Oil and turpentine for arboretum seat	\$79.16
Maree Burnnand	Courier charges reimbursement	\$50.00
ASB Bank	Bank fees	\$31.30
Paymark	Bank fees	\$21.74
Inland Revenue	Payroll Deduction	\$3,387.49
Wages	Week ended 4 February 2025	\$1,755.37
Wages	Week ended 11 February 2025	\$3,050.38
Wages	Week ended 18 February 2025	\$2,140.67
Wages	Week ended 25 February 2025	\$1,739.15

TOTAL EXPENDITURE

\$20,542.53

Deposits for the month
Less Term deposit matured
Deposits - February 2025

\$57,569.75
-\$50,000.00
\$7,569.75

Statement of Comprehensive Revenue and Expense						
For the period ended 28 February 2025						
	February	February Budget	Year to date Actual	Year to date Budget	Annual Budget 2024/25	Projected Year End 2024/25
ART GALLERY						
Art Gallery Revenue	\$2,608	\$2,800	\$21,049	\$22,400	\$33,600	\$30,500
"Friends" Donations	\$0	\$133	\$96	\$1,067	\$1,600	\$1,000
Commissions - Gallery	\$1,843	\$500	\$6,923	\$4,000	\$6,000	\$8,000
Commissions - Percy's Place	\$616	\$1,000	\$7,086	\$8,000	\$12,000	\$10,000
Donation Box	\$149	\$250	\$2,477	\$2,000	\$3,000	\$3,500
Rental/Hireage	\$0	\$917	\$4,467	\$7,333	\$11,000	\$8,000
Art Gallery Expenditure	\$14,625	\$14,675	\$135,120	\$128,720	\$187,450	\$193,508
ACC Levy	\$0	\$0	\$320	\$320	\$350	\$320
Recruitment costs	\$11	\$0	\$2,984	\$0	\$0	\$2,984
Communications	\$176	\$300	\$1,396	\$2,400	\$3,600	\$2,000
Energy Costs	\$1,357	\$1,250	\$6,564	\$10,000	\$15,000	\$12,000
Insurance	\$0	\$0	\$1,004	\$1,000	\$1,000	\$1,004
Major Exhibition	\$0	\$0	\$6,167	\$10,000	\$10,000	\$10,000
Miscellaneous	\$588	\$67	\$6,644	\$533	\$800	\$7,500
Printing and stationery	\$0	\$0	\$60	\$0	\$0	\$100
Programme	\$421	\$1,667	\$5,795	\$13,333	\$20,000	\$20,000
Emergence Exhibition	\$0	\$0	\$13,467	\$0	\$0	\$0
Publications & Subscriptions	\$0	\$17	\$816	\$133	\$200	\$1,600
Salary & Wages	\$12,072	\$11,250	\$89,903	\$90,000	\$135,000	\$135,000
Training	\$0	\$125	\$0	\$1,000	\$1,500	\$1,000
Profit (Loss) from Art Gallery	\$ 12,017	\$ 11,875	\$ 114,071	\$ 106,320	\$ 153,850	\$ 163,008
PROPERTY						
Property Revenue	\$2,675	\$2,675	\$22,800	\$14,074	\$33,500	\$33,500
Café Lease	\$1,175	\$1,175	\$9,400	\$5,874	\$14,100	\$14,100
Lease of building space	\$1,500	\$1,500	\$12,000	\$7,500	\$18,000	\$18,000
Post Box Lobby Rental	\$0	\$0	\$1,400	\$700	\$1,400	\$1,400
Property Expenditure	\$12,542	\$9,088	\$101,844	\$87,598	\$124,948	\$145,984
Depreciation	\$8,304	\$7,004	\$66,434	\$56,033	\$84,050	\$99,600
Insurance	\$0	\$0	\$13,762	\$13,000	\$13,000	\$13,762
Rates (Services Only)	\$0	\$0	\$1,622	\$1,898	\$1,898	\$1,622
Repairs and Maintenance Arboretum	\$0	\$417	\$69	\$3,333	\$5,000	\$5,000
Repairs and Maintenance Building	\$4,238	\$1,667	\$19,957	\$13,333	\$20,000	\$25,000
Repairs and Maintenance Herbarium	\$0	\$0	\$0	\$0	\$1,000	\$1,000
Profit (Loss) from Property	\$ (9,867)	\$ (6,413)	\$ (79,044)	\$ (73,524)	\$ (91,448)	\$ (112,484)
OTHER TRUST REVENUE AND EXPENDITURE						
Other Trust Revenue	\$1,471	\$2,917	\$84,913	\$73,333	\$135,000	\$92,691
Stratford District Council Grant	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000
External Funding - split below	\$0	\$0	\$0	\$0	\$50,000	\$0
Emergence sponsorship	\$0	\$0	\$18,691	\$0	\$0	\$18,691
Interest	\$1,471	\$2,917	\$16,222	\$23,333	\$35,000	\$24,000
Other Trust Expenditure	\$2,600	\$2,600	\$23,200	\$23,200	\$48,870	\$48,500
Administration	\$0	\$0	\$20,600	\$20,600	\$20,600	\$20,600
Audit Fees	\$0	\$0	\$0	\$0	\$25,000	\$25,000
Insurance - Trustees Liability	\$2,600	\$2,600	\$2,600	\$2,600	\$2,970	\$2,600
Investment Expenses	\$0	\$0	\$0	\$0	\$300	\$300
Profit (Loss)	\$1,129	\$317	\$61,713	\$50,133	\$86,130	\$44,191

Percy Thomson Trust - March 2025 - Open - Financial Statements

SUMMARY						
OPERATING REVENUE						
Art Gallery	\$2,608	\$2,800	\$21,049	\$22,400	\$33,600	\$30,500
Property	\$2,675	\$2,675	\$22,800	\$14,074	\$33,500	\$33,500
Other Revenue	\$1,471	\$2,917	\$84,913	\$73,333	\$135,000	\$92,691
Total Operating Revenue	\$6,754	\$8,392	\$128,762	\$109,807	\$202,100	\$156,691
OPERATING EXPENDITURE						
Art Gallery	\$14,625	\$14,675	\$135,120	\$128,720	\$187,450	\$193,508
Property	\$12,542	\$9,088	\$101,844	\$87,598	\$124,948	\$145,984
Other Expenditure	\$2,600	\$2,600	\$23,200	\$23,200	\$48,870	\$48,500
Total Operating Expenditure	\$29,767	\$26,363	\$260,164	\$239,518	\$361,268	\$387,992
Net Surplus (deficit)	\$ (23,013)	\$ (17,971)	\$ (131,402)	\$ (129,711)	\$ (159,168)	\$ (231,301)

Statement of Financial Position - Percy Thomson Trust

As at 28 February 2025			
		Actual as at 28 February 2025	Annual Budget 2024/25
Assets			
Current Assets			
Debtors and Prepayments		\$2,463	\$10,000
Bank Accounts and Cash		\$99,885	\$35,000
Investments -term deposits		\$150,000	\$300,000
Current Assets Total		\$252,348	\$345,000
Non-Current Assets			
Other Financial Assets		\$397,000	\$397,000
Property, Plant and Equipment		\$2,385,478	\$2,381,000
Non-Current Assets Total		\$2,782,478	\$2,778,000
Assets Total		\$3,034,826	\$3,123,000
Liabilities & Equity			
Liabilities			
Current Liabilities			
Creditors and Accrued Expenses		\$6,945	\$5,000
Employee Costs Payable		\$11,106	\$2,000
Liabilities Total		\$18,051	\$7,000
Trust Equity			
Accumulated Surpluses		\$1,107,265	\$1,207,000
Revaluation Reserve		\$1,909,510	\$1,909,000
Equity Total		\$3,016,775	\$3,116,000
Liabilities & Equity Total		\$3,034,826	\$3,123,000

Depreciation

	Carrying Amount	Additions	Depreciation	Carrying Amount
	1/07/24		to 28/02/2025	at 28/02/2025
	\$000		\$000	\$000
Buildings	1,992	-	62	1,930
Land	385	-	-	385
Furniture and Fittings, Plant and equipment	76	-	4	72
Total	2,452	-	66	2,386

Percy Thomson Trust - March 2025 - Open - Financial Statements

Percy Thomson Trust - Cashflow Forecast												
	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast
Opening Balance	91,879	76,304	64,690	47,777	25,583	22,632	73,706	62,858	99,885	85,559	119,139	106,419
<i>Inwards Cash</i>												
General	5,122	4,778	6,682	5,729	13,384	20,655	9,011	9,769	5,580	5,580	5,580	5,580
GST refund	2,320	-	2,794	-	617	-	-	-	594	-	2,200	-
Council Grant	-	-	-	-	57,500	-	-	-	-	-	-	-
Term deposit maturity	-	-	-	-	-	50,000	-	50,000	-	50,000	-	50,000
Taranaki Foundation	-	18,691	-	-	-	-	-	-	-	-	-	-
Total	7,442	23,469	9,476	5,729	71,501	70,655	9,011	59,769	6,174	55,580	7,780	55,580
<i>Outwards Cash</i>												
Staff costs	13,934	8,492	9,530	17,926	9,504	11,409	10,885	12,072	8,500	10,000	8,500	8,500
General	9,083	26,591	4,409	9,997	15,573	8,172	8,351	10,670	12,000	12,000	12,000	12,000
Audit fees	-	-	-	-	25,685	-	-	-	-	-	-	-
Council - administration fees	-	-	-	-	23,690	-	-	-	-	-	-	-
GST payment	-	-	-	-	-	-	623	-	-	-	-	-
Emergence prize money and judges	-	-	12,450	-	-	-	-	-	-	-	-	-
Total	23,017	35,083	26,389	27,923	74,452	19,581	19,859	22,742	20,500	22,000	20,500	20,500
Balance at end of month	76,304	64,690	47,777	25,583	22,632	73,706	62,858	99,885	85,559	119,139	106,419	141,499
Term Deposit balance	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$200,000	\$200,000	\$150,000	\$150,000	\$100,000	\$100,000	\$50,000
Note -												
October staff costs include Gallery Director's final pay												
November costs include \$5200 for roof repairs and the administration fee to council												

INVESTMENT POLICY

Last reviewed February 2021, next review due February 2024

PHILOSOPHY

The investment strategy of the Percy Thomson Trust is to ~~maintain the income level required~~ ^{contribute} to achieve the Trust objectives whilst also inflation-proofing the capital base. ^{help}

CRITERIA FOR INVESTMENT

Investments must be made to optimise returns while balancing risk and return considerations. As a responsible Trust with a public benefit aim, the Percy Thomson Trust investments should ~~be low~~ ^{carry appropriate} risk. The criteria to be applied to investments are:

- Safety of Capital - Safety of capital is a dominant consideration in all investment decisions.
- Liquidity - Investments are managed to ensure that sufficient funds are available to meet liabilities as and when they fall due.
- Returns - Long term investments reflect the objective of maximizing returns in excess of the inflation rate consistent with moderate to low risk exposure and to provide consistent real income over the long term.

PERFORMANCE MEASURES

Maintain the real value of the capital of the Trust with regard to inflation. (using the Statistics New Zealand All Groups CPI).

Types of Investment

The Trust may hold the following types of investments. See other sections of this policy for restrictions on the management of each type.

- Bank deposits, bank accepted bills and bank issued certificates of deposit
- Short term Promissory Notes issued by companies and Local Authorities
- Stocks and bonds issued by Government, SOE's, Local Authorities and suitably rated Corporate entities
- Shares in listed public companies
- Real Estate
- Professionally managed portfolios of investments, either by direct investment or through Unit Trusts including:

- Equities both New Zealand and overseas domiciled
- Fixed interest both New Zealand and overseas domiciled
- Short term cash
- Real estate

- ~~Real estate~~ ^{Real Estate} ^{Property - via listed property vehicles or investment funds}

The following types of investments are prohibited:

- Loans to individuals
- Loans to community organisations

- Alternative Assets ~~via~~ (including but not limited to private equity, venture capital, infrastructure, hedge funds, commodities, agriculture, horticulture, carbon, private credit, asset backed securities) via investment funds.

ASSESSMENT AND MANAGEMENT OF RISKS BY TYPE OF INVESTMENT

Authorised Bank Instruments

The Trust may invest in any registered bank in New Zealand subject to the following:

- The bank remains the primary debtor throughout the term of the investment.
- Investments will only be in banks on the list of registered banks in New Zealand as approved by the Reserve Bank of New Zealand.
 - any other organisation with a Standard and Poor's short term credit rating of A-3 or better and a long term credit rating of A- or better (equivalent Moody's ratings may be used).
- Up to 100% of the available funds may be invested.
- A maximum of 50% of the total investments issued by the financial market (which is made up of short term bank deposits, promissory notes and long term stocks and bonds including those issued by Local Authorities and Government Stock) may be invested with any one bank.
- Deposits may not include foreign currency.

Promissory Notes by NZ Companies and Local Authorities

The Trust may invest in Promissory Notes issued in New Zealand by Corporates and Local Authorities in New Zealand currency subject to the following:

- Up to 35% of the available funds may be invested where the Promissory Notes are issued by any company in New Zealand subject to the issuer having a Standard and Poor's long term credit rating of Investment Grade or better (equivalent Moody's ratings may be used) and subject to a maximum 20% of the total investments with any one issuer.
- The term is no more than 180 days.
- The interest rate must be better than Bank deposits for the same term.
- For registered Promissory Notes the note must be held in the Trust's name.
- For 'bearer' Promissory Notes, the certificate may be held by the Trust or by a suitable agent such as a Bank.
- To avoid the Trust being exposed to settlement risk, payment on maturity or sale requires settlement by 'Cleared Funds'.

Authorised Stock or Bond Investments

The Trust may invest in any fixed term stock or bond issued in New Zealand subject to the following:

- Up to 100% of the available funds may be invested where the stock is issued by the New Zealand Government or State Owned Enterprise guaranteed by the Government.
- Up to 100% of the available funds may be invested where the stock is issued by a Local Authority and is rate secured, but subject to a maximum of 50% of the total investments with any one issuer.
- Up to 80% of the available funds may be invested where the bonds are issued by any company in New Zealand subject to the issuer having a Standard and Poor's long term credit rating of Investment Grade or better (equivalent Moody's ratings may be used) and subject to a maximum 20% of the total investments with any one issuer.

Shares in Listed Public Companies

The Trust may invest in any public company listed on the New Zealand Stock Exchange subject to the following:

- Specific resolution is required by the Trust to invest directly in a listed equity, such resolution to have considered professional advice from a broker.
- There is to be an annual review by a broker to assess price, total value, and hold or sell advice.
- Up to 30% of the available funds may be invested.

Real Estate

The Trust may invest in real estate subject to the following:

- The property is directly linked to the aims and purpose of the Trust; or
- The property was included in the initial assets of the Trust.
- Up to 75% of the available funds may be invested.

Professionally Managed Portfolios

The Trust may invest in professionally managed portfolios subject to the following:

- In selecting the fund manager the Trust shall consider:
 - Performance and competence
 - Diversification of the asset class
 - Expected return
 - Volatility of return, both in the past and expected
 - Trust's tolerance to risk
- The management of the investment, once made with a professional Fund Manager, shall be handled entirely by that Fund Manager. Therefore, restrictions stated elsewhere in this policy governing the selection and handling of direct investments shall not apply.
- Up to 50% of the available funds may be invested.

Diversification Summary

Investment Category	Fund Weighting Restriction	Other Restrictions
Bank Instruments	100% of fund	Maximum 50% with any one bank
Promissory Notes	35% of fund	No more than 180 days; No more than 20% with one issuer
Authorised Stock/Bonds	100% of fund Government Stock; 100% of fund Local Authority; 80% of fund Others	No more than 50% with one Local Authority; No more than 20% with one issuer
Listed Shares	30% of fund <i>75%</i>	
Real Estate	75% of fund	Aims of Trust
Professional Portfolios	50% <i>90%</i> of fund	

Reporting

The Percy Thomson Trust shall receive with each set of accounts reported to the Trust a statement of investments including book value, maturity date, return, market value, and other features deemed relevant.

Delegated authority to act on all investments in accordance with this policy, (except Real Estate, Shares, and Professionally Managed Funds) is granted to the Chairman of the Trust and any one other authorised account signatory.

ACTIVITIES FOR WHICH COMPENSATION SOUGHT

The Percy Thomson Trust is seeking a continuation of the annual cash grant of \$50,000 from the Stratford District Council.

This grant helps fund the activities of the Trust and is a recognition of the benefits the operations of the Trust bring to the wellbeing of the Stratford District. It is noted that the grant has not been increased since 2012. The Trust has up until recently been able to absorb inflationary cost pressures on wages and operational costs mainly through fundraising and outside grants, however this has now become significantly harder so that there has been some resort to reserves. If the grant had maintained a similar proportion of rate income over this period the current grant would be of the order of \$80,000. No increase in the grant is being sought at this time given the discussions taking place on the future of the Trust and recognising the financial constraints on Council.

The Trust is also seeking \$15,000 of maintenance work on the Arboretum, delivered "in kind" - no change from previous Statement.

In addition, the Trust is seeking \$15,000 of cleaning and maintenance services of the building, and the public toilets within the Percy Thomson Building, delivered 'in kind' - no change from previous Statement.

The Council also provides administration services to the Trust for \$20,600 per annum - no change from previous Statement.

As a Council controlled organisation, any funding applications to TSB Community Trust must be made in conjunction with Council's applications.

Responsible Investment Policy .
attached. →

Responsible Investment Policy

The Trust is a community-based entity and as such are mindful of environmental, social and governance (ESG) factors. When selecting any investments, reference will be made to the ten principles of the United Nations Global Compact (see Appendix 2).

Appendix 2: Ten Principles of the UN Global Compact

Human Rights

1 Businesses should support and respect the protection of internationally proclaimed human rights; and

2 make sure that they are not complicit in human rights abuses.

Labour

3 Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

4 the elimination of all forms of forced and compulsory labour;

5 the effective abolition of child labour; and

6 the elimination of discrimination in respect of employment and occupation.

Environment

7 Businesses should support a precautionary approach to environmental challenges;

8 undertake initiatives to promote greater environmental responsibility; and

9 encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

10 Businesses should work against corruption in all its forms, including extortion and bribery.

Source: <https://www.unglobalcompact.org/what-is-gc/mission/principles>

PERCY THOMSON TRUST

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



Governance Workplan 2025-2026

	Activities	Policy Review	Due By
Monthly	<ul style="list-style-type: none"> • Health and Safety • Conflicts of Interest • Risk Management Schedule • <i>Board performance evaluation</i> 		
March 2025	<ul style="list-style-type: none"> • Herbarium – review links on website • Investment policy review • Adopt Investment Policy Statement • Review draft Strategic Plan • <i>Exhibition Opening 21st</i> 	<ul style="list-style-type: none"> • Governance Workplan • Strategic Plan 	•
April 2025	<ul style="list-style-type: none"> • Prepare first draft of the high-level forecast of finances – next 1 – 5 years • Field Trip (H&S) • Adopt draft Strategic Plan • <i>Exhibition Opening 18th</i> 	<ul style="list-style-type: none"> • IT policy (inc privacy, information management, acceptable use) • Financial Management Strategy 	•
May 2025	<ul style="list-style-type: none"> • Management of staff – in house or outsourced to Council? (SoE) • Gallery Director Performance Review • Review draft annual budget • <i>Exhibition Openings 23rd</i> 	•	
June	<ul style="list-style-type: none"> • Operations Plan • Sign off Operations Plan (26) • Adopt annual budget • Review Council service arrangement 	<ul style="list-style-type: none"> • HR policy (including succession planning, code of conduct) • Communication and Marketing Strategy 	
July	<ul style="list-style-type: none"> • First draft Annual Report • <i>Exhibition Opening 4th</i> 		
August	<ul style="list-style-type: none"> • Gallery Director Performance Review • Develop Skills Matrix for Trustee succession • <i>Exhibition Opening 8th</i> 	•	•
September	<ul style="list-style-type: none"> • <i>Exhibition Opening 12th</i> 	•	•
October	<ul style="list-style-type: none"> • AGM • <i>Exhibition Opening 10th</i> 	<ul style="list-style-type: none"> • Council appoint new Trustees in October ordinary meeting (1st Tuesday of month) • Trust confirms appoint of new Trustees at AGM 	
November	<ul style="list-style-type: none"> • Gallery Director Performance Review • <i>Exhibition Opening 21st</i> 		
December	<ul style="list-style-type: none"> • <i>Exhibition Opening 19th</i> 		

January 2026			
February 2026	<ul style="list-style-type: none"> • Fieldtrip (26) • 6 Monthly report • Statement of Intent • Gallery Director Performance Review • Review Strategic Plan (26) 	<ul style="list-style-type: none"> • Asset Management Plan 	<ul style="list-style-type: none"> •

Policy/Strategy	Responsibility	Review Cycle	Next Review
Governance Policy - Remuneration Policy - Code of Conduct - Self-evaluation plan	Trust		
Gallery Operations Plan - Education Policy - Gallery Hireage and Commission Policy	Gallery Director		
Acquisition, de-accession and collection development policies	Gallery Director		
Communications and Marketing Strategy - Stakeholder Engagement Plan - Publicity and Promotions Plan - Social Media Policy - Friends Policy	Gallery Director		
Health and Safety Policy	Trust		April – draft May - adopt
Financial Management Policy - Risk Management Policy - Investment Policy - Revenue Generation Plan	Trust		
Asset Management Plan - Building maintenance - Chattels - IT equipment	Trust		
HR Policy - Code of Conduct	Trust		
IT Policy - Information Management Policy - Acceptable Use Policy	Trust		
Succession Planning - Dates for retirement or selection of new members - Selection Process	Trust		

The Percy Thomson Trust Strategy

Our Mission: *“To fulfil the wishes of the bequest by the late Mr Percy Thomson” – namely to be responsible for the ongoing establishment and maintenance of an arboretum, herbarium and art gallery in Stratford.*

Our Values: *In meeting our mission we will be guided by the following values:*

- *Informed decision-making*
- *Respect for all stakeholders*
- *A sense of adventure*
- *Open and honest communications*
- *Prudent financial management*

Our Stakeholders:

- *Percy Thomson*
- *Ratepayers and the wider community*
- *Council*
- *Percy Thomson Staff*
- *Gallery and Arboretum Volunteers*
- *Artists*
- *Trustees*

Our Guiding Documents:

- *Percy Thomson Trust Deed*
- *Statement of Intent*

Our Key Policy Documents:

- *Financial and Risk Management Strategy*
- *Investment policy*
- *Governance policy*
- *Governance Workplan*
- *Communications and Marketing Strategy*
- *Arboretum Management Plan*

We will honour the objects of the Percy Thomson Trust thus:

- *The “ongoing establishment and maintenance” of the gallery and Percy’s Place will include:*
 - *the delivery of exhibitions and outreach programmes that will challenge, entertain and/or educate a diverse range of gallery visitors*
 - *an ongoing programme of analysis and evaluation*
 - *maintenance of useful data such as but not limited to visitor numbers*
 - *efficient and equitable management of Percy’s Place suppliers and volunteers*
- *The “ongoing establishment and maintenance” of the arboretum will be carried out in accordance with the aspirations set out in the Trust’s own arboretum management plan, and the levels of service promised by Stratford District Council.*

- ***The “ongoing establishment and maintenance” of the herbarium will be managed by provision of links to appropriate repositories of information relating to local flora on the Percy Thomson website.***

For information the following are the values identified during our strategic planning day

Our Values:

Honesty is the Number one value shared by all Trustees. Family, friendship and connection with community is also valued. A people focus is reflected in such things as trust, respect, being non-judgemental, empathic, having respect and patience and being able to forgive. A strong sense of professionalism is demonstrated through words like accountability, responsibility, consistency, sustainability, honest communication, and integrity.

A respect for diversity and a sense of adventure comes through in words such as self-reliance and respect, loyalty and gratitude, courage, resilience and faith.

The Values that guide Trustee’s stewardship of the Percy Thomson assets include:

Education – making informed decisions

Respect for artists and each other

Community focussed

Confidentiality

Sustainability

Forward-looking

Creativity

Accessibility

Accountability

Honesty



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.