

AGENDA

PERCY THOMSON TRUST

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



F16/1072 - D23/43775

Date: Thursday 26 October 2023 at 4pm
Venue: Committee Room, Stratford District Council, 63 Miranda Street,
Stratford

Opening Karakia

1. Announcements
2. Apologies
3. Confirmation of Minutes

3.1 Meeting - Thursday 17 August 2023
The minutes of the Ordinary Meeting are attached.

Recommendation

THAT the minutes of the Percy Thomson Trust Ordinary Meeting held on Thursday 17 August 2023 be confirmed.

/
Moved/Seconded

3.2 Meeting- Tuesday 5 September 2023
The minutes of the Strategic Meeting are attached.

Recommendation

THAT the minutes of the Percy Thomson Trust Strategic Meeting held on Tuesday 17 August 2023 be confirmed.

/
Moved/Seconded

4. Correspondence

4.1 Inwards

4.2 Outwards

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

Recommendation

THAT the inwards correspondence be received.

/
Moved/Seconded

5. [Justin Morgan and Andrew Black - Abroad exhibition and future plans](#)

Justin Morgan and Andrew Black will present an update on the Abroad exhibition and discuss future plans.

6. [Percy Thomson Complex - Maintenance Update](#)

Sara Flight (Property Officer) will present an update on the Percy Thomson Complex Maintenance.

7. [Financial Statements](#)

The financial statement for the months of July and August 2023 are attached.

Recommendation

THAT the financial statement for the months of July and August 2023 as presented, be received.

/
Moved/Seconded

8. [Arboretum & Herbarium Report](#)

A verbal report will be presented.

Recommendation

THAT the arboretum and herbarium updates be received.

/
Moved/Seconded

9. [Gallery Director's Report](#)

The Gallery Director's report will be presented.

Recommendation

THAT the report Gallery Director's report be received.

/
Moved/Seconded

10. [Matters Outstanding](#)

The Matters outstanding are attached.

11. [General Business](#)

9.1 **Any other business**
Christmas function or cards.

9.2 **Next Meeting**
The next meeting of the Percy Thomson Trust is to be held on Thursday 19 October 2023 at 4pm.

[Closing Karakia](#)



Our reference
F19/13/03-D21/40748

Karakia

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

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

PERCY THOMSON TRUST

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



MINUTES OF MEETING OF THE PERCY THOMSON TRUST HELD AT THE PERCY THOMSON GALLERY ON THURSDAY 17 AUGUST 2023 AT 4PM

PRESENT

Chairman Bruce Ellis and Trustees - Jim Clarkson, Councillor Ellen Hall, Christine Craig and Helen Cloke.

IN ATTENDANCE

The HR and Governance Administrator – Carissa Reynolds, The Property Officer – Sara Flight and The Gallery Director – Laura Campbell.

Opening Karakia

The opening Karakia was read.

1. Announcements

There were no announcements.

2. Apologies

An apology was received from Deborah Clough and Doug Robinson

CRAIG/CLOKE
Carried

3. Confirmation of Minutes

Meetings – Thursday 15 June 2023

The minutes of the Ordinary Meeting Thursday 15 June 2023 were attached.

Recommendation

THAT the minutes of the Percy Thomson Trust Ordinary Meeting held on Thursday 15 June 2023 be confirmed as a true and accurate record.

HALL/CLOKE
Carried

Matters Arising

- Bruce noted he is yet to complete the required investment reports, he will bring them as part of the upcoming strategy meeting.

4. Correspondence

Inwards

Nil

Outwards

Nil

5. Percy Thomson Complex - Property Officer Update

The Property Officer Noted:

- The Property Officer questioned the Trusts thoughts on going ahead with redesigning the roof, or if they would rather monitor the cleaning of the gutters.
- It was noted there are a few issues with contractors in regard to clearing the interna gutters. Invoices had been received however they haven't cleaned it yet. The Property Officer cleared this up the contractors confirmed it was to be done on 8th August. It is unconfirmed

if this was yet completed. The Property Officer noted she will get some more quotes and look at changing contractors.

- It was noted a quote has been received to remove the wall between Percy's Place and the gallery for just over \$2,000. The quote did not include a door to be installed. It was decided the Property Office will get a further quote and to include the installation of a roller door. The Gallery Director requested the wall removal to be completed before the Garden Festival which begins on 27 October.
- It was noted that if a customer wants to pay via eftpos in Percy's Place they need to walk outside and into the gallery.
- After the previous incidents it was realised that the gallery did not currently have a risk register. There is currently one underway.
- The electrician is installing an RCD which will prevent anyone in the future getting a harmful shock.
- Any contractor going forward will need to be pre-qualified as per Council protocol. Dwayne Duthie is not a qualified electrician as communicated to the Health and Safety Advisor after the shock incident. The Gallery Director advised he installs lights for other galleries.
- The Gallery Director has suggested to the Property Officer to remove the fire reel cabinet. The Property Officer is currently obtaining quotes.

Points noted in discussion:

- The Chairman noted he had been considering the future of the Trust, an option includes the Trust operating the gallery but handing the buildings to Council. The will of Percy Thomson had money for a gallery, but the art gallery does not have to own the building.

THAT the Property Officer engages a contractor to cover the fire real cabinet.

BRUCE/CHRISTINE
Carried

6. Financial Statements

The payment list for the months of May and June 2023 is attached.

Recommendation

THAT the payment list for the months of May and June 2023 as presented, be received.

CRAIG/CLARKSON
Carried

7. Draft Annual Report

Recommendation

THAT Percy Tomson Trustees approve the accounts to be released to Deloitte's for audit purposes.

ELLIS/CRAIG
Carried

Recommendation

THAT the Trustees authorise the Chair and one other Trustee to sign the accounts on behalf of the trust once Deloitte's have given their clearance.

CRAIG/CLOKE
Carried

8. Arboretum and Herbarium Report

A verbal report was presented.

Points Noted:

- There is currently a \$5,000 maintenance budget per annum for the Arboretum. Mrs Cloke has contacted the landscaper to see if he could do some larger scale maintenance with the maintenance budget split into quarters over the year. The Chairman noted if the maintenance budget was to be used for this reason, the budget will need to be increased to accommodate the purchase of plants. Mr. Clarkson advised he has struggled to spend the budget on plants.
- Mr Clarkson noted he does not want Council or Downers to think the Trust has taken over maintenance if they get the landscaper in.
- Councillor Hall noted there would be a minimum level of service expected of Downers. Mrs Cloke is to confirm with the Parks and Reserves Officer.
- There are a couple of groups of cabbage trees and flax with have self-seeded themselves.

Recommendation

THAT the report be received.

CLOKE/ELLIS
Carried

9. Gallery Director's Report

The Gallery Director's Report was tabled.

The Gallery Director noted the following points:

- Another wall of the gallery will be painted black. They will be painted back to the original colour after the next exhibition.
- There will be a blessing before the opening of the upcoming exhibition, expected to start at 5.45pm.
- Chris Perret is sending a quote to Mrs Craig for a back up battery for the air conditioner.

Recommendation

THAT the Gallery Director's report be received.

CLOKE/CLARKSON
Carried

THAT the Trust approve the purchase of the emergency button from Direct Safety and associated ongoing charges.

ELIS/HALL
Carried

THAT the Trust approve the purchase of a back up air-conditioner battery subject to quotes being obtained and approval from Trustees

CRAIG/CLOKE
Carried

10. Matters Outstanding

- It was noted the sponsorship opportunities for the plaques on the benches will be included in the next friends of the gallery newsletter. Other media opportunities were discussed.

11. General Business

10.1 Any other business

It was discussed the strategy meeting will be 12pm Tuesday 5 September 2023.

10.2 Next Meeting

The next meeting of the Percy Thomson Trust is to be held on Thursday 19 October 2023 at 4pm at the Stratford District Council.

Closing Karakia

The closing Karakia was read.

Meeting closed at 5.28.pm.

B Ellis
CHAIRMAN

MATTERS OUTSTANDING

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

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MINUTES OF STRATEGIC MEETING OF THE PERCY THOMSON TRUST HELD AT THE STRATFORD DISTRICT COUNCIL ON TUESDAY 5 September 2023 AT 12 noon

PRESENT

Chairman Bruce Ellis and Trustees - Jim Clarkson, Deborah Clough, Councillor Ellen Hall, Doug Robinson, Christine Craig and Helen Cloke.

IN ATTENDANCE

The HR and Governance Administrator – Carissa Reynolds and The Gallery Director – Laura Campbell.

IN ATTENDANCE

- The Chairman requested the Trustees keep in mind what the original bequest from Percy Thomson was. He noted currently the Trust Deed guides the trust more than the will does, that in the will there was mention of using Percy Thomsons microscope in the arboretum, however the Chairman has no idea where the microscope currently is.
- Mr Clarkson noted he had given it some thought this morning and thought of the statement of intent has to be relevant. He noted he started to think about the money that was originally given, and the money was used to purchase the building, which is a key part of the gallery. He noted that if the Trust gives away the building, where would the money the Trust gets from owning the building go? He noted he did not see any issues with the Herbarium.
- The Chairman noted the website still exists; Mr Clarkson noted it is out of date with the names etc. It was noted that the Tranaki Regional Council currently pays the hosting fees for the herbarium website, however it is not able to be updated.
- Mr Clarkson noted the Arboretum is in a good state now, with new interest shown with the new development. He noted issues with the amount of maintenance that is undertaken, it looks good from the footpath but once you get in there are a lot of weeds. He also noted there is a good collection of plants in the Arboretum now, however there is not enough information on the plants and the general public do not understand it is an arboretum.
- Mrs Craig advised the original bequest was only to have an art gallery, it did not mention a building with other tenants etc. She noted she would like the future of the bequest to remove the CCO component, Council get vested the building and are in charge of it; the gallery would somehow stay separate, but the main update would be to get rid of the CCO component.
- Mrs Craig noted the huge increase in auditors fees, and the auditors have advised Councils audit fees would drop as consolidation takes a huge amount of auditors time. She advised that stopping the CCO part of the bequest would be ideal, and the Trust would need to look at how the gallery would run in a Council owned building.
- Mrs Cloke noted it was set up the way it is because the gallery itself was not sustainable.
- Mrs Craig encouraged the Trust to look at the other options and how they would work. She advised a separate trust would allow external funding which wouldn't require consolidation.
- Mrs Clough noted when she first joined as a Trustee she was surprised how limiting being a CCO was. She noted she would like to see the building as part of the gallery.
- Mrs Craig agreed that could be another option, a separate trust that is not part of a CCO, a Trust becomes a CCO when the District Mayor appoints at least half of the Trustees, and this is how it was set up. She noted there is a huge amount of work which comes with being a CCO. She suggested ceasing the Percy Thomson Trust and creating a new Trust without affiliation with Council.
- Mrs Clough questioned why they Trust was set up this way originally. Councillor Hall advised in Percy Thomson's will he requested Council set it up.
- Councillor Halls advised the feeling she was getting is that the status quo is not working, and that it would be good to make it more effective. She noted the audit fees are horrendous and recently there has been a lot of pushback from Council regarding the auditor fees; the staff time spent with the auditors is also substantial.
- Mr Robinson advised the question the Trust needed to ask is 'what is the most beneficial thing we need to do as a Trust?'. He noted there are some things that need to change, and he encouraged the Trust to draw up a list of what needs to change, and then decide how to do it.

- Mrs Clough agreed that this needs to be done before the Trust is forced to change.
- Mrs Craig advised the money given back to Council from the Trust no where near covers the cost incurred from staff time spent on the Trust. She noted the figures given to the Trust and Council have not been updated recently, however she does not believe Councillors will raise the amount given the cost comes from ratepayers. She noted the recommendation coming from the section 17a review, which has not been put through Council yet, is that the CCO cease. One of the questions raised from the Section 17a review was is the Percy Thomson Trust a core service of Council?
- Councillor Hall questioned if the time spent on the Trust by Mrs Craig is because the Trust is a CCO? Mrs Craig advised yes, and also that if the Trust was not a CCO someone could be hired to do the work, without all the extra that comes from it being a CCO.
- Ms Campbell advised many galleries around New Zealand are run by Council because of the stability it offers. She noted she believes there is not enough input from Council for the gallery currently, operationally speaking. She believes the Trust looks like a CCO but the Trust is doing all the work at the moment.
- Mrs Clough noted even if the Trust is run separately from Council that Council could still contribute to the gallery.
- The Chairman advised the Trust might be able to negotiate through the process, for example give Council the buildings and in return Council give the space to the Gallery rent free.
- Mrs Craig noted she did not think Council would charge the gallery, that currently Council pays for mowing and weeding in the Arboretum and the cleaning and supplies for the toilets in the building. She noted that if the Trust went away from being a CCO and kept the building it would be the Trusts responsibility alone to maintain it.
- Ms Campbell questioned the future of employment; would the gallery staff be employed but the Trust or the Council? Mrs Craig advised that would all depend how things were set up in the future.
- Mr Clarkson noted whoever owns the building also gets the revenue from the tenants.
- Councillor Hall suggested that it would be helpful to have business models of different scenarios so the Trust is able to make informed decisions. It was noted there would be too many variables to cover all scenarios. Councillor Hall suggested the preferable scenarios are explored.
- Ms Campbell noted the current model is unique and she believe it works really well. She questioned when the Trust was last in front of Council to let them know of the situation and to ask them for more than \$50,000. It was advised the trust presents to Council every year. The Chairman advised he put a comment at the bottom of his comments to the Section 17a review.
- Mr Clarkson questioned isn't the key thing driving the Trust to this the cost of the replacement of the roof? Mrs Craig noted also the section 17a review.
- The Chairman noted it would be nice to get a response from Council in regard to his response to the section 17a review, so the Trust understands the options.
- Mr Robinson noted he would like to get some accountability back from Council.
- Mrs Craig advised the options from the section 17a review have not yet been given to Council.
- The Chairman stated if Council officers are giving recommendations to Council the Trust should be given the option of feedback if the decision is to affect the Trust.
- Mr Robinson reiterated that the Trust needs information to be able to make decisions.
- Mrs Clough questioned if the Percy Thomson Trust has been discussed while Councillor Hall has been on Council. Councillor Hall advised not particularly. Mrs Craig advised the Statement of Intent and Six Monthly report have gone through Council.
- Councillor Hall advised the Annual Plan as been a big focus so not much else has been discussed; the big stress at the moment is money and asking for more money is going to be a hard discussion to have. She advised Council has been having conversations about the maintaining the current level of service, and the fact that Council cannot look to offer new and exciting things.
- The Chairman noted Council does have a responsibility to offer quality of life.
- Mrs Cloke noted it worried her that there is no charge to enter the gallery and this will need to be looked at very closely by the Trust. She is also very concerned that there is no one around the Council table who is passionate about the gallery.
- The Chairman noted the Trust cannot forget the Mayor is a huge ally to the Trust.
- Councillor Hall advised that during Council meetings she has talked about the gallery given the chance and that the Trust is not a big elephant on the side.
- Councillor Hall noted the Trust needs to go back to what is beneficial for the Trust. She noted that Ms Campbell said the Trust came from a unique place, and she agrees that it did come from a unique place, if you look at the gallery compared to the likes of Puke Ariki.

- Mrs Craig advised that Puke Ariki is a service under New Plymouth District Council similar to the pool or library, just another Council service.
- Mr Robinson questioned if the Trusts money would go to Council. Mrs Craig advised the money could go to Council into a ringfenced reserve.
- Councillor Hall questioned if the two options were towards Council or away from Council. Mrs Cloke noted the more you go toward Council the less control you have. Ms Campbell advised the closer the gallery got to Council the harder it is to get funding.
- Mrs Cloke enquired regarding the issue of the roof, if it is known for sure the issues isn't around maintenance and the size of the piping. The Chairman advised the issue is a design fault. Mrs Cloke enquired if it had been maintained more. Mrs Craig advised that a huge amount of money has been spent on the maintenance and repair of the roof.
- Mrs Cloke noted the Property Officer mentioned at the Trust meeting that the pipes haven't been cleaned. The Chairman noted the most frustrating thing about the roof is that the Property Office is the first one who has said a person has to get up there once a month. Mr Clarkson noted it is frustrating not being able to get onto the roof to see the problem.
- Mr Robinson questioned if there was still any leaking. Ms Campbell noted there is some at the front of the building, however she has not seen any other visible leaks.
- Mrs Cloke advised if the roof was able to be fixed for now she doesn't see why the Trust needs to replace it. Mrs Clough noted that if the Trust keeps throwing money at it, it needs to be replaced, however the quotes given were madness.
- Councillor Hall encouraged the Trustees to come back to the conversation on what to do in the future, what the benefits of the Trust sitting with Council. She noted there would need to be a good agreement on what happens with the money and the future of the gallery.
- The Chairman noted one of the issues is that if the gallery and arboretum becomes a Council department the goodwill of the artists who contribute as volunteers is lost.
- Ms Campbell noted she doesn't understand the stigma around Councils as it works so well for other galleries. She noted the Trustees need to look at the longevity of the gallery and to look at a long term plan.
- Mrs Clough questioned if the Chairman was happy with the status quo.
- The Chairman noted he believes it sort of works, the Trust has had this situation the last couple of years and there is also an issue with funding, with no extra money coming from Council and it is getting harder and harder to get funding from TET and TOI.
- Mrs Clough noted there still needs to be sustainable income streams coming through.
- Mr Robinson encouraged the Trustees to get things on paper so they can get through this.
- The Chairman put a proposed budget on the whiteboard where the Council would take control of the staff and building while the Trust kept control of the operating of the gallery and arboretum.

Gallery	126
Arboretum + Herbarium	11
Interest Income	(40)
Admin – Council	20.6
- Audit	8.5
- Other	2.5
Property – Rental	(33)
- Rates	1.75
- Hs	8.5
- R & M	(17.39)
Council Grant	(50)
	(75)
Grants etc	73
	0

	Trust	Council
Gallery	(18)	(107)
Arboretum + Herbarium	(11)	
Interest Income	40	
Admin – Council	(20.6)	
- Audit	(8.5)	20
- Other	(2.5)	
Property – Rental	(20,000)	6
- Rates		
- Hs		
- R & M		
Council Grant	30,000 (rent for building)	50
		(21)
Grants etc		(30)

- Councillor Hall advised Council would not have to pay \$50,000 to the trust, the Council audit fees would be less, staff cost would be less with less requirements with the Chairman's budget. The Chairman agreed and noted the Property Officer would not have to wait for approval from the Trust to complete maintenance.
- Mrs Clough questioned the obligation of the Council to maintain the building if it was Council owned.
- Mrs Craig advised it would be maintained to a standard as any other Council owned building would.
- Mrs Clough questioned if the sign on the main road was included in this maintenance. Councillor Hall advised the Beautifying Stratford group are meeting and working on improving the sign. Mrs Craig further advised that there are a lot of issues with power within the sign and it being on the main road, which has been discussed with the Trust previously.
- Mrs Clough noted she understood the issues with fixing the sign, however it has been an issue for years and now it is 'getting stupid'.
- Mrs Cloke noted the Trust has an obligation to the gallery and the arboretum and she believes the Trust needs to bring the arboretum up to the gallery level with a Director of sorts for the arboretum.
- The Chairman advised it would be a matter of finding the funds for that.
- Mr Robinson advised the Trustees to ask 'where to now' in this meeting.
- Mr Clarkson noted his surprise when looking at the bequest where the money for the arboretum was for New Zealand flora, however this it was not set up that way, it has been set up as a patch of bush, not an arboretum.
- The Chairman questioned if the Trust should be putting aside a larger capital fund to update the arboretum.
- Mr Clarkson advised some of the weeks are leaving the arboretum and going into the surrounding parks.
- Mrs Clough questioned what the definition of an arboretum is. It was advised it is a showplace for species of plants.
- Mrs Clough noted the arboretum needs attention, but if it is to be a showpiece of Stratford it needs to be set up correctly.
- The Chairman advised the Trustees need to discuss where to from now, and to flesh out a budget. He noted he had discussed some options with the District Mayor as he wanted to get a feel from him for anything which might cause a problem. He noted he believes the District Mayor is open to what he had put on the whiteboard and that the aim is to do it in such a way where Councillors look at it and think that it is not going to cost Council anything. The Chairman noted the District Mayor advised to work backwards, start from July 1 and work the changes in with the long term plan which discussions are starting now.
- Mrs Clough questioned if the Trust would sell the building to Council. Mrs Craig advised the Trust would vest the building at no cost and the things like the lease of the building at no cost is negotiable.
- The Chairman advised he believed he would be asking the District Mayor to appoint one or more Trustees but keep it below the CCO threshold.
- Mrs Clough noted the new Trust would still want some sort of funding from Council. Councillor Hall advised if Council was paying for staff the cost of that would be more than the current funding of \$50,000.
- Mrs Clough noted she would like the Trust to pay for the staff. Ms Campbell advised someone from the Trust could be in the interview panel for the Directors and Staff. Mrs Clough questioned what if there were staff at the arboretum. Mrs Cloke noted the Trust could get funding for that.
- The Chairman noted he believes it would be one thing or the other, if Council are paying for gallery staff they would also pay for arboretum staff. Mrs Craig advised there are already contractors for the arboretum through Council.
- Mrs Clough questioned if the current contractors are doing what the Trust wants. Mrs Craig advised Council is paying for the maintenance at the arboretum, if the Trust wants more they would have to pay for it.
- Mr Clarkson noted there is not a measure of what the contractors do at the arboretum. Mrs Craig advised it is the same maintenance as the other parks and there is a list of requirements.
- Mr Clarkson requested that the Trust have a copy of this list. Mrs Craig will send one through to the Trust.
- There was a discussion around having a camera at the arboretum to check on the maintenance. It was advised there are strict rules around CCTVs within Council.
- Ms Campbell noted the arboretum could be lifted with the gallery, and currently she is doing a mission statement for the gallery, she could connect the arboretum with the gallery.

- Mrs Cloke noted she believed the maintenance is not enough, and that someone needs to be employed to do more work with kpi's at the arboretum as there is no report back to the Trust currently.
- Ms Campbell noted the gallery runs on volunteers, so this model could also work for the arboretum if there is someone to manage it.
- The Chairman questioned where the Trust goes to from here.
- Mrs Clough questioned if the trustees need to look into the Council taking over the business.
- The Chairman noted depreciation is not included in the budget on the board.
- The Chairman requested that Mc Campbell works on the mission strategy, as some of the ideas Ms Campbell wants to implement will come at an expense.
- The Chairman questioned what the trustees would want an Arboretum staff member to do.
- Mr Clarkson advised he would initially like the staff member to work two days a week, as he is currently down there two days a week just to maintain the new plants. He advised, if he had the time, he could spend two weeks solid cleaning up the weeds and ivy at the moment.
- Mrs Clough questioned if a working bee could remedy this.
- Mr Clarkson advised yes, however he believes there still needs to be the resource of someone to take all the weeds away.
- The Chairman advised he will attempt to do the working out of the budgets in the next ten days and then circulate it.
- Mrs Clough noted she will not be here at the next meeting as she will be in the hospital.
- The Chairman suggested the October meeting could potentially be pushed to the following week. There were no objections to rescheduling the meeting to Thursday 26 October 2023, the AGM at 3.30pm and ordinary meeting 4pm.
- It was questioned if the Trustees come up with a draft plan what comes next. It was noted it would need to go back to Council. The Chairman advised he would aim to have it complete for the 10 October workshop as this will give time to circulate the suggested budgets and come up with a plan. The Chairman asked that the HR and Governance Administrator pencil himself and Mrs Cloke in for the workshop.
- Mrs Craig noted the Annual Report is due the end of September.

The meeting closed at 1.55pm

PERCY THOMSON TRUST

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



F17/4-D23/42057

3 October 2023

Mrs Christine Craig
Percy Thomson Trust

ccraig@stratford.govt.nz

Tēnā koe Christine

Percy Thomson Trust

It is noted that your term as a Trustee is due to expire at the Annual General Meeting (AGM) to be held later this year.

Could you please confirm in writing by Friday 6 October 2023 whether you wish to be reappointed for a further term expiring at the 2026 AGM.

Please email creynolds@stratford.govt.nz to confirm your intentions.

I look forward to hearing from you soon.

Ngā mihi

A handwritten signature in blue ink, appearing to read 'Carissa Reynolds'.

Carissa Reynolds
HR and Governance Administrator

From: [Carissa Reynolds](#)
To: [Sven Hanne](#); [Neil Volzke](#)
Cc: [Christine R Craig](#)
Subject: Percy Thomson Annual Report
Date: Monday, 2 October 2023 7:07:00 PM
Attachments: [image001.png](#)
[Percy Thomson Trust - Annual Report 2023 - July 2023.DOCX](#)

Kia ora,

Please find attached the Percy Thomson Trust Annual Report for year ended 30 June 2023, this includes the Auditor's Report.

This has been delivered within the legislative deadline.

Ngā mihi

Carissa Reynolds

HR & Governance Administrator

Te Kaunihera ā Rohe o Whakaahurangi | Stratford District Council

Normal Office Hours 9am-2pm Tuesday to Friday



PERCY THOMSON TRUST

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



**C/-Stratford District Council
Miranda Street, PO Box 320
Stratford**

**Phone 06 765 6099
Fax 06 765 7500**

www.percythomsongallery.org.nz

2 October 2023

Pam Thompson
Deloitte Limited
Chartered Accountants
PO Box 1990
WELLINGTON 6011

REPRESENTATION LETTER FOR THE YEAR ENDED 30 JUNE 2023

This representation letter is provided in connection with your audit, carried out on behalf of the Auditor-General, of the financial statements and statement of service performance of Percy Thomson Trust (the 'Trust') for the year ended 30 June 2023 for the purpose of expressing an independent opinion about whether:

The financial statements:

- present fairly, in all material respects:
 - the financial position as at 30 June 2023; and
 - the financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Public Sector).

The statement of service performance:

- presents fairly, in all material respects, the performance for the year ended 30 June 2023, including:
 - the performance achievements as compared with forecasts included in the statement of service performance expectations for the financial year; and
 - the actual revenue and expenses as compared with the forecasts included in the statement of service performance expectations for the financial year.
- complies with generally accepted accounting practice in New Zealand.

We understand that your audit was carried out in accordance with the Auditing Standards issued by the Auditor-General, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board.

Stratford District
In the heart of Taranaki

TARANAKI
like no other

General representations

To the best of our knowledge and belief:

- the resources, activities, under our control have been operating effectively and efficiently;
- we have complied with our statutory obligations including laws, regulations, and contractual requirements;
- we have carried out our decisions and actions with due regard to minimising waste;
- we have met Parliament's and the public's expectations of appropriate standards of behaviour in the public sector (that is, we have carried out our decisions and actions with due regard to probity); and
- any decisions or actions have been taken with due regard to financial prudence.

We also acknowledge that we have responsibility for designing, implementing, and maintaining internal control (to the extent that is reasonably practical given the size of the Trust to prevent and detect fraud or error, and which enables the preparation of the financial statements and the statement of service performance that are free from material misstatement whether due to fraud or error.

Representations on the financial statements and the statement of service performance

We confirm that all transactions have been recorded in the accounting records and are reflected in the financial statements and statement of service performance, and that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

- we have fulfilled our responsibilities for preparing and presenting the financial statements and the statement of service performance as required by Local Government Act 2022 and, in particular, that:
 - the financial statements:
 - present fairly, in all material respects:
 - the financial position as at 30 June 2023; and
 - the financial performance and cash flows for the year then ended; and
 - comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Public Sector).
 - the statement of service performance:
 - presents fairly, in all material respects, the performance for the year ended 30 June 2023, including:
 - the performance achievements as compared with forecasts included in the statement of service performance expectations for the financial year; and
 - the actual revenue and expenses as compared with the forecasts included in the statement of service performance expectations for the financial year.
 - complies with generally accepted accounting practice in New Zealand.
- we believe the methods, significant assumptions, and data used in making and supporting the accounting estimates and the related disclosures in the financial statements and performance

information are appropriate to achieve recognition, measurement, or disclosure that is in accordance with the applicable financial reporting framework;

- we have appropriately accounted for and disclosed the related party relationships and transactions in the financial statements;
- we have adjusted or disclosed all events subsequent to the date of the financial statements and the statement of service performance that require adjustment or disclosure; and
- we believe the effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements and statement of service performance as a whole. A list of the uncorrected misstatements is attached to this representation letter.
- we have disclosed all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements. Where applicable, such litigation and claims have been accounted for and disclosed in accordance with the applicable financial reporting framework

Representations about the provision of information

We confirm that, to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves:

- we have provided you with:
 - all information, such as records and documentation, and other matters that are relevant to preparing and presenting the financial statements and the statement of service performance; and
 - unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- we have disclosed to you the results of our assessment of the risk that the financial statements and statement of service performance may be materially misstated as a result of fraud;
- we have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements and the statement of service performance.
- we have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements and statement of service performance communicated by employees, former employees, analysts, regulators, or others;
- we have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements and the statement of service performance;
- we have provided you with all the other documents ("other information") which will accompany the financial statements and the performance information which are consistent with one another, and the other information does not contain any material misstatements.
- we have disclosed the identity of the related parties, all of their relationships, and all of their transactions of which we are aware.

Use of an Expert

We agree with the findings of the expert in evaluating the fair value of land and buildings. In particular, we agree with the assumptions made and they appropriately reflect the intent and ability of those charged with governance to carry out specific courses of action on behalf of the Trust, where relevant to the accounting estimate and disclosure. We have considered the qualifications of the expert and are satisfied that the expert is appropriately qualified to determine the amounts and disclosures used in the financial statements and underlying accounting records. We did not give any instructions, nor cause any instructions to be given, to the expert with respect to values or amounts derived in an attempt to bias their work, and we are not aware of any matters that have affected the independence or objectivity of the expert.

Going concern basis of accounting

We confirm that, to the best of our knowledge and belief, the Trust has adequate resources to continue operations at its current level for the foreseeable future. For this reason, the Board of Trustee continues to adopt the going concern basis of accounting in preparing the financial statements and the statement of service performance for the year ended 30 June 2023. We have reached this conclusion after making enquiries and having regard to circumstances that we consider likely to affect the Trust during the period of one year from date of signing the financial statements and the statement of service performance, and to circumstances that we know will occur after that date which could affect the validity of the going concern basis of accounting.

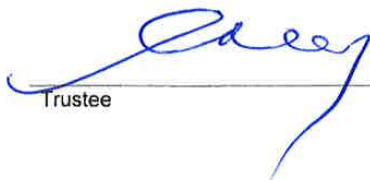
We consider that the financial statements and the statement of service performance adequately disclose the circumstances, and any uncertainties that we can reasonably be expected to be aware of concerning the adoption of the going concern basis of accounting by the Trust.

The representations in this letter are made at your request and to supplement information obtained by you from the records of the Trust and to confirm information given to you orally.

Yours faithfully



Chairperson



Trustee

Appendix: Uncorrected misstatements

The unadjusted differences we have identified are set out below.

Unadjusted misstatements identified	Assets Dr/(Cr) (\$'000)	Liabilities Dr/(Cr) (\$'000)	Equity Dr/(Cr) (\$'000)	Profit & loss Dr/(Cr) (\$'000)
Judgemental misstatement: Impairment of financial assets	(6)			6
Total	(6)			6

Statement of Financial Position - Percy Thomson Trust

As at 31 August 2023

	Actual as at 31 August 2023	Annual Budget 2023/24
Assets		
<u>Current Assets</u>		
Debtors and Prepayments	\$10,149	\$10,000
Bank Accounts and Cash	\$56,777	\$212,000
Investments -term deposit	\$350,000	\$250,000
Current Assets Total	\$416,926	\$472,000
<u>Non-Current Assets</u>		
Other Financial Assets	\$427,000	\$502,000
Property, Plant and Equipment	\$2,524,992	\$1,768,100
Non-Current Assets Total	\$2,951,992	\$2,270,100
Assets Total	\$3,368,918	\$2,742,100
Liabilities & Equity		
<u>Liabilities</u>		
<u>Current Liabilities</u>		
Creditors and Accrued Expenses	\$19,600	\$5,000
Employee Costs Payable	\$8,000	\$2,000
Liabilities Total	\$27,600	\$7,000
<u>Trust Equity</u>		
Accumulated Surpluses	\$1,432,218	\$1,440,000
Revaluation Reserve	\$1,909,000	\$1,295,000
Contributed Capital	\$100	\$100
Equity Total	\$3,341,318	\$2,735,100
Liabilities & Equity Total	\$3,368,918	\$2,742,100

Statement of Comprehensive Revenue and Expense

For the period ended 31 August 2023

	Year to date Actual	Year to date Budget	Annual Budget 2023/24	Projecte d Year End 2023/24
ART GALLERY				
Art Gallery Revenue	\$6,705	\$6,167	\$32,600	\$32,600
"Friends" Donations	\$26	\$1,000	\$1,600	\$1,600
Commissions - Gallery	\$261	\$1,000	\$6,000	\$6,000
Commissions - Percy's Place	\$1,192	\$2,000	\$12,000	\$12,000
Donation Box	\$506	\$500	\$3,000	\$3,000
Rental/Hireage	\$4,720	\$1,667	\$10,000	\$10,000
		\$27,148	\$172,650	\$175,598
Art Gallery Expenditure	\$32,702			
ACC Levy	\$298	\$298	\$350	\$298
Communications	\$320	\$600	\$3,600	\$3,600
Energy Costs	\$3,778	\$2,500	\$15,000	\$15,000
Insurance	\$0	\$0	\$1,200	\$1,200
Major Exhibition	\$0	\$0	\$10,000	\$10,000
Miscellaneous	\$59	\$133	\$800	\$800
Printing and stationery	\$2,590	\$0	\$0	\$3,000
Programme	\$4,356	\$3,333	\$20,000	\$20,000
Publications & Subscriptions	\$0	\$33	\$200	\$200
Salary & Wages	\$21,301	\$20,000	\$120,000	\$120,000
Training	\$0	\$250	\$1,500	\$1,500
Profit (Loss) from Art Gallery	\$ (25,997)	\$ (20,981)	\$ (140,050)	\$ (142,998)
PROPERTY				
Property Revenue	\$6,010	\$6,010	\$33,420	\$33,420
Café Lease	\$2,350	\$2,350	\$14,100	\$14,100
Lease of building space	\$3,000	\$3,000	\$18,000	\$18,000
Post Box Lobby Rental	\$660	\$660	\$1,320	\$1,320
		\$18,288	\$118,500	\$118,246
Property Expenditure	\$21,779			
Depreciation	\$14,008	\$14,008	\$84,050	\$84,050
Insurance	\$0	\$0	\$9,500	\$9,500
Rates (Services Only)	\$1,396	\$1,396	\$1,650	\$1,396
Repairs and Maintenance Arboretum	\$0	\$0	\$5,000	\$5,000
Repairs and Maintenance Building	\$6,375	\$2,883	\$17,300	\$17,300
Repairs and Maintenance Herbarium	\$0	\$0	\$1,000	\$1,000
Profit (Loss) from Property	\$ (15,769)	\$ (12,278)	\$ (85,080)	\$ (84,826)

	Year to date Actual	Year to date Budget	Annual Budget 2023/24	Projecte d Year End 2023/24
OTHER TRUST REVENUE AND EXPENDITURE				
Other Trust Revenue	\$2,984	\$5,833	\$173,000	\$173,000
Stratford District Council Grant	\$0	\$0	\$50,000	\$50,000
External Funding - split below	\$0	\$0	\$88,000	\$88,000
Emergence sponsorship	\$0	\$0	\$0	\$0
Insuran	\$0	\$0	\$0	\$0
Covid leave subsidies	\$0	\$0	\$0	\$0
Interest	\$2,984	\$5,833	\$35,000	\$35,000
Other Trust Expenditure	\$0	\$0	\$31,800	\$31,800
Administration	\$0	\$0	\$20,600	\$20,600
Audit Fees	\$0	\$0	\$8,500	\$8,500
Insurance - Trustees Liability	\$0	\$0	\$2,400	\$2,400
Investment Expenses	\$0	\$0	\$300	\$300
Profit (Loss)	\$2,984	\$5,833	\$141,200	\$141,200

SUMMARY

OPERATING REVENUE

Art Gallery	\$6,705	\$6,167	\$32,600	\$32,600
Property	\$6,010	\$6,010	\$33,420	\$33,420
Other Revenue	\$2,984	\$5,833	\$173,000	\$173,000
		\$18,01	\$239,02	\$239,02
Total Operating Revenue	\$15,699	0	0	0

OPERATING EXPENDITURE

Art Gallery	\$32,702	\$27,148	\$172,650	\$175,598
Property	\$21,779	\$18,288	\$118,500	\$118,246
Other Expenditure	\$0	\$0	\$31,800	\$31,800
		\$45,43	\$322,95	\$325,64
Total Operating Expenditure	\$54,481	6	0	4
	\$	\$	\$	\$
Net Operating surplus (deficit)	(38,782)	(27,426)	(83,930)	(86,624)
	\$	\$	\$	\$
Net Surplus (deficit)	(38,782)	(27,426)	(83,930)	(86,624)

Depreciation

	Carrying Amount	Additions	Depreciation	Carrying Amount
	1/07/23		to 31/08/23	at 31/08/2023
	\$000		\$000	\$000
Buildings	1,971	-	11	1,960
Arboretum	101	-	1	100
Land	385	-	-	385
Furniture and Fittings, Plant and equipment	82	-	2	80
Total	2,539	-	14	2,525

PAYMENT LISTING - JULY AND AUGUST 2023

<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Masters Mitre 10	Supplies	\$341.80
Masters Mitre 10	Paint	\$454.97
Masters Mitre 10	Supplies	\$89.62
Eftpos Specialists (Taranaki) Limit	Portable EFTPOS machine	\$1,638.75
Stratford District Council	Water usage	\$144.05
Stratford District Council	Building repairs / maintenance, electricity	\$7,517.26
Stratford District Council	Cleaning supplies, telephone costs	\$886.97
Five Star Liquor	Ice	\$4.00
Five Star Liquor	Beverages	\$81.94
NZME Holdings Limited	Advertising - June invoice	\$361.10
NZME Holdings Limited	Advertising - July invoice	\$361.10
AHI Carrier (NZ) Limited	Repairs to Air Conditioner	\$715.15
AHI Carrier (NZ) Limited	Maintenance	\$627.21
Mediaworks Radio Limited Taranaki	Advertising	\$378.24
Philip Conrad Hitchcock	Buffing Floors	\$150.00
Abstract Signs	Exhibition Signage	\$419.75
Abstract Signs	Signage	\$718.75
Harris Store Limited	Groceries/Supplies	\$320.70
Elite Business Systems LP	Indesign Renewal	\$924.67
Helen May Cloke	Claim For Expenses	\$274.84
Aqua Taranaki Limited	Filter	\$99.00
Phil Boyes Electrical (2019) Limite	LED Lights	\$2,982.87
Hannah Doherty	Exhibition Design	\$130.81
Laura Campbell	Claim For Expenses	\$96.60
Laura Campbell	Claim For Expenses - paint	\$338.91
Hardy Packaging Limited	Packaging	\$42.19
Hardy Packaging Limited	Stationery	\$10.10
Graphix Explosion Limited	Stickers	\$178.25
Warehouse Stationery	Stationery	\$47.00
Warehouse Stationery	Gloss Full Colour A4 A1	\$43.50
About Image Limited	Exhibition Cards	\$148.35
About Image Limited	Signs	\$74.70
Accident Compensation Corporation	ACC Levy	\$342.68
Inland Revenue	PAYE	\$2,338.78
Inland Revenue	PAYE	\$3,056.10
TOTAL		\$26,340.71

Agenda - Percy Thomson Trust - October 2023 - Financial Statements

PERCY THOMSON TRUST INVESTMENTS - as at 31 August 2023										
	Maximum Policy Limit	Individual Investee Policy Limit	Actual Investment	Interest Rate	Due Date	Frequency of Interest Payments	Amount	% Invested		Annual interest
Bank Investments	100%	50%	TSB Bank - Current account	Various - Premier cheque rates	Call	Annual	\$56,777		Approx	\$1,000
			TSB Bank - Term investment	4.35%	20/09/2023	Maturity	\$50,000			\$2,175
			TSB Bank - Term investment	5.65%	20/12/2023	Maturity	\$50,000			\$2,825
			TSB Bank - Term investment	4.35%	4/12/2023	Maturity	\$250,000			\$10,875
							\$406,777	45.0%		
Promissory Notes	35%	20%					\$0			
Bonds	Other 80%	50%	Meridian Energy Ltd	4.88%	20.03.2024	Half yearly	\$30,000	3.9%		\$1,464
							\$30,000	3.9%		
Listed Shares	30%						\$0	0.0%		
Real Estate	75%		Proportionate ownership share - Bush Road, Albany, Auckland	7.80%		Monthly	\$125,000	16.1%		\$7,910
			Proportionate ownership share - Osterley Way, Manukau, Auckland	9.25%		Monthly	\$50,000	6.4%		\$4,625
			Proportionate ownership share - Todd Park, Porirua, Wellington	6.42%		Monthly	\$72,000	9.3%		\$5,000
			Proportionate ownership share - Cameron Road, Tauranga	7.80%		Monthly	\$50,000	6.4%		\$4,000
			Proportionate ownership share - Henderson, Auckland	6.50%		Monthly	\$100,000	12.9%		\$6,500
Professional Portfolios	50%						\$0	0%		
Total Portfolio							\$833,777	100.00%		\$46,374
<p>The policy only allows up to 50% in any one bank investment (based on the total of promissory notes, bonds, deposits etc).</p> <p>The Trust currently has 45.00% in TSB Bank (excluding the current account), which complies with the policy for all types of investments.</p>										

MATTERS OUTSTANDING

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



Our reference
F19/13/03-D21/40748

Karakia

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

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