

2023 - Agenda - Percy Thomson Trust - June 2023

15 June 2023 09:00 AM



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AGENDA

PERCY THOMSON TRUST

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



F16/1072- D23/22205

Date: Thursday 15 June 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 Meetings - Thursday 20 April 2023
The minutes of the Ordinary Meeting are attached.

Recommendation

THAT the minutes of the Percy Thomson Trust Ordinary Meeting held on Thursday 20 April 2023 be confirmed.

/
Moved/Seconded

4. Correspondence

4.1 Inwards
None

4.2 Outwards
None

Recommendation

THAT the inwards correspondence be received.

/
Moved/Seconded

5. Percy Thomson Complex - Roof Repairs

Steve Taylor (Projects Engineer/Manager) will present an update on the Percy Thomson Complex Roof.

6. Financial Statements

The financial statements for the months of January and February 2023 are attached.

Recommendation

THAT the financial statements for the months of January and February 2023 as presented, be received.

/

Moved/Seconded

7. Arboretum & Herbarium Report

A verbal report will be presented.

Recommendation

THAT the arboretum and herbarium updates be received.

/
Moved/Seconded

8. Gallery Director's Report

The Gallery Director's report will be presented.

Recommendation

THAT the report Gallery Director's report be received.

/
Moved/Seconded

9. Matters Outstanding

The Matters outstanding are attached

9. General Business

9.1 Any other business

9.2 Next Meeting

The next meeting of the Percy Thomson Trust is to be held on Thursday 17 August 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 STRATFORD DISTRICT COUNCIL ON THURSDAY 20 April 2023 AT 4PM

PRESENT

Chairman Bruce Ellis and Trustees - Jim Clarkson, Deborah Clough, Doug Robinson and Helen Cloke.

IN ATTENDANCE

The HR and Governance Administrator – Carissa Reynolds, 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 Trustee Christine Craig.

ELLIS/ROBINSON
Carried

3. Confirmation of Minutes

Meetings – Thursday 16 February 2023 and Thursday 8 March 2023

The minutes of the Ordinary Meeting and the Emergency Meeting were attached.

Recommendation

THAT the minutes of the Percy Thomson Trust Ordinary Meeting held on Thursday 16 February 2023 be confirmed.

ROBINSON/CLOKE
Carried

THAT the minutes of the Percy Thomson Trust Emergency Meeting held on Thursday 8 March 2023 be confirmed.

ELLIS/CLARKSON
Carried

Matters Arising

- The HR and Governance Administrator undertook to amend *Brian Sybbic* on page 7 of the Ordinary Minutes.
- The HR and Governance Administrator undertook to alter the recommendation under General Business to be included under the Gallery Director's Report.

4. Correspondence

Inwards

Nil

Outwards

Nil

5. Percy Thomson Complex - Roof Repairs

- The HR and Governance Administrator noted the Property Officer has advised Vidpro is due to insert CCTV into the internal guttering of the Percy Thomson Gallery to see its current state. This will be reported back to the Trust.
- It was noted that Central Roofing has been at the Gallery to take photographs of the roof, but discussion will happen once the results of the CCTV come back.
- Mrs. Cloke questioned if the short timeframe given in the last tender process is the reason for the lack of tenders received.
- Mr. Robinson questioned if a new tender process should be started with a longer timeframe for applicants.
- Mrs. Clough suggested the Trust should apply for funding to replace the roof from our two major sponsors, TET and TOI.
- The Chairman noted he will contact the Project Engineer/Manager and come back to the Trust in the next two weeks.

6. Financial Statements

The payment list for the months of January and February 2023 is attached.

Recommendation

THAT the payment list for the months of January and February 2023 as presented, be received.

ELLIS/CLOUGH
Carried

Points Noted:

- On page 26 the revenue from the lease of building space shows YTD \$1,200, however the budget shows \$12,000. Will need to check with Mrs. Craig if this is a mistake.

7. Arboretum and Herbarium Report

A verbal report was presented.

- Mrs. Cloke noted the Arboretum is looking amazing, the landscaper is doing an amazing job. It was noted the concreting is complete and the garden beds should be composted in the next few days.
- Mr. Clarkson noted some plants have already been delivered and more plants should start arriving next week. He is currently tending to the plants which have already arrived at home.
- It was noted 100 plants are going into the back garden.
- Mr. Clarkson is going to organise with John-Paul from Downers, who usually does the Arboretum planting, once all the plants have arrived. Mrs. Cloke will help with the planting.
- Mrs. Cloke advised the current sign at the bottom is rotting, however once the landscaper removes the sign it's condition can be assessed, it is still ok it can be used elsewhere in the Arboretum.
- Mrs. Cloke advised the curved seats will arrive mid-May. She has been advised they come with a plaque. She questioned if the Trust wanted them, and if so what do they want on them. Sponsorship opportunities with the plaques were discussed.

Recommendation

THAT the report be received.

ELLIS/ROBINSON
Carried

8. Gallery Director's Report

The Gallery Director's Report was tabled.

Points noted:

- Visitor numbers from the last financial year had been exceeded, still with two months to go, with the Miniature exhibition having 2,500 visitors.
- The upcoming exhibition coordinated by the Gallery Director and Justin Morgan.
- The new electrical part for air conditioner and due to be installed at the end of April. No art work has been damaged so far. The total cost is to be \$19,000 but if covered by insurance the excess is \$5,000.
- Currently the website has no technical help available. The Gallery Director requested the Trustees consider the quotes given. It was requested two to three more quotes be obtained before consideration is given.
- Mrs. Cloke agrees that the Gallery should be a place where visitors come from all over New Zealand, and getting the name out there is how this happens.
- Mrs. Cloke questioned if the whole trust strategy could be looked tying in the Gallery brand refresh at the same time.
- Mrs. Clough requested a Strategy meeting, the Chairman advised he would think about it and requested the HR & Governance Administrator added it to matters outstanding.

Recommendation

THAT the Gallery Director's report be received.

ELLIS/CLOUGH
Carried

9. Matters Outstanding

10. General Business

10.1 Any other business

- It was noted the current tenant of the Gallery café. Mr. Robinson declared a conflict of interest as his daughter in law is currently in discussion about taking over the business.
- Bruce advised he had been in discussion with Christine in regard to putting the rent up, however he advised he does not believe now is the right time as it is imperative that someone new is in the café and that they are able to bring it back to a high standard.

10.2 Next Meeting

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

Closing Karakia

The closing Karakia was read.

Meeting closed at 5:08pm.

B Ellis
CHAIRMAN

MATTERS OUTSTANDING

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Revenue of Lease Building	April 2023	Christine	This was a typo, should have been \$12,000 not \$1,200.	Completed
Strategy Meeting	April 2023	Bruce		
Legal agreements – Aboard Exhibition <ul style="list-style-type: none"> - Confirmation of 30% of commission for sales - \$1,000 per venue showing exhibition fee 	March 2023	Laura/Bruce		
The trust becoming members of the New Zealand Plant Conservation Network	Unknown	Bruce		2022
Blind installation at the Gallery	February 2023	The Property Officer	In progress	
Benches to be ordered and installed	February 2023	Helen	Ordered – Due to be installed mid -may	
New roof/ roof repair to be completed	October 2022	Assets Department	Tenders closed – Exploring options	
Investment Performance	Raised in Deloitte's Management Report	Bruce		June 2023
Review of Investment Policy	Raised in Deloitte's Management Report	Bruce		June 2023

PERCY THOMSON TRUST

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



Percy Thomson Gallery Director's Report - Tabled April 2023

General Comments

- Present report for Visitor Numbers and sales for March – April 2023.

Currently on at PTG

Stratford Art Society

- Excellent exhibition – thank you to Bruce for opening the exhibition alongside President of the Art Society, Susan Harris. Looked like a wonderful Opening attendance.

Exhibitions Up Next are:

- 5 May – 23 June ----- 'Don't Judge a Book by its Cover; It may take you on another journey'. 8-week exhibition from the Arts House Trust, Auckland (formerly known as the Wallace Art Collection).

Gallery Operations:

Assessment of Gallery and its operational standards.

- Air Conditioning unit – after a storm on the night of Tuesday 11th April – the power outages has affected the temperature controls. The interior of the Gallery reached 36 degrees and I had to close on Wednesday 12th April. Technicians have inspected. I advised Christine as it might be an insurance claim – She can report on actions. My comment is we depend on having air conditioning in order to have national touring exhibitions (which we are being delivered on 27th May – and we can't have the system failing). Needs to be fixed and in working order.
- Blind for the foyer has been ordered. Install should be around May/June.
- Seeking an update with regards to reviewing payment methods at the Gallery and a Debit Card to use for Online Marketing.
- New casuals – Signed Michelle Rowland. Still waiting on contract from Dwayne Duthie.
- Review needed for our website design, methods of communications to visitors. At present, outdated and needs work by a marketing design consultant in New Plymouth. I am looking into what our options might be and will update at next meeting. I have asked for quotes from two agencies which I have attached to my report. This will improve the exposure of our Gallery and ultimately, we need to invest in this for the Gallery's public image – it will likely last us for the next 5-10 years.

Other

- Invited to speak at the Stratford Lions Foundation Club Meeting on ANZAC Day.
- Govett Quilliam Lawyers – approached their Marketing Manager to see if they were interested in sponsorship arrangement for Gallery Events during the year.

Statement of Comprehensive Revenue and Expense

For the period ended 30 April 2023

	Year to date Actual	Year to date Budget	Annual Budget 2022/23	Projected Year End 2022/23
ART GALLERY				
Art Gallery Revenue	\$30,550	\$27,233	\$32,600	\$35,400
"Friends" Donations	\$1,317	\$1,400	\$1,600	\$1,400
Commissions - Gallery	\$8,080	\$5,000	\$6,000	\$9,000
Commissions - Percy's Place	\$9,492	\$10,000	\$12,000	\$12,000
Donation Box	\$2,170	\$2,500	\$3,000	\$2,500
Rental/Hireage	\$9,491	\$8,333	\$10,000	\$10,500
Art Gallery Expenditure	\$139,422	\$129,826	\$158,230	\$162,509
ACC Levy	\$336	\$336	\$350	\$336
Communications	\$3,390	\$1,650	\$1,980	\$3,800
Energy Costs	\$7,242	\$12,500	\$15,000	\$12,000
Insurance	\$673	\$673	\$1,700	\$673
Major Exhibition	\$6,567	\$7,000	\$10,000	\$10,000
Miscellaneous	\$476	\$417	\$500	\$500
Printing and stationery	\$2,426	\$0	\$0	\$2,500
Programme	\$11,385	\$9,257	\$20,000	\$12,590
Emergence exhibition	\$7,410	\$7,410	\$0	\$7,410
Publications & Subscriptions	\$1,086	\$167	\$200	\$1,200
Salary & Wages	\$98,431	\$89,167	\$107,000	\$110,000
Training	\$0	\$1,250	\$1,500	\$1,500
Profit (Loss) from Art Gallery	\$ (108,872)	\$ (102,592)	\$ (125,630)	\$ (127,109)
PROPERTY				
Property Revenue	\$28,070	\$28,070	\$33,420	\$33,420
Café Lease	\$11,750	\$11,750	\$14,100	\$14,100
Lease of building space	\$15,000	\$15,000	\$18,000	\$18,000
Post Box Lobby Rental	\$1,320	\$1,320	\$1,320	\$1,320
Property Expenditure	\$102,328	\$93,775	\$120,550	\$130,531
Depreciation	\$66,941	\$68,333	\$82,000	\$82,000
Insurance	\$9,006	\$8,500	\$8,500	\$9,006
Rates (Services Only)	\$1,525	\$1,525	\$1,750	\$1,525
Repairs and Maintenance Arboretum	\$399	\$1,000	\$10,000	\$10,000
Repairs and Maintenance Building	\$24,064	\$14,417	\$17,300	\$27,000
Repairs and Maintenance Herbarium	\$393	\$0	\$1,000	\$1,000
Profit (Loss) from Property	\$ (74,258)	\$ (65,705)	\$ (87,130)	\$ (97,111)

	Year to date Actual	Year to date Budget	Annual Budget 2022/23	Projected Year End 2022/23
<i>OTHER TRUST REVENUE AND EXPENDITURE</i>				
Other Trust Revenue	\$95,402	\$97,333	\$163,000	\$94,600
Stratford District Council Grant	\$50,000	\$50,000	\$50,000	\$50,000
External Funding - split below	\$0	\$14,000	\$73,000	\$14,000
Emergence sponsorship	\$10,000	\$0	\$0	\$0
Grant	\$4,000	\$0	\$0	\$0
Covid leave subsidies	\$600	\$0	\$0	\$600
Interest	\$30,802	\$33,333	\$40,000	\$30,000
Other Trust Expenditure	\$23,565	\$22,800	\$31,600	\$31,800
Administration	\$20,600	\$20,600	\$20,600	\$20,600
Audit Fees	\$565	\$0	\$8,500	\$8,500
Insurance - Trustees Liability	\$2,400	\$2,200	\$2,200	\$2,400
Investment Expenses	\$0	\$0	\$300	\$300
Profit (Loss)	\$71,837	\$74,533	\$131,400	\$62,800

SUMMARY**OPERATING REVENUE**

Art Gallery	\$30,550	\$27,233	\$32,600	\$35,400
Property	\$28,070	\$28,070	\$33,420	\$33,420
Other Revenue	\$95,402	\$97,333	\$163,000	\$94,600
Total Operating Revenue	\$154,022	\$152,637	\$229,020	\$163,420

OPERATING EXPENDITURE

Art Gallery	\$139,422	\$129,826	\$158,230	\$162,509
Property	\$102,328	\$93,775	\$120,550	\$130,531
Other Expenditure	\$23,565	\$22,800	\$31,600	\$31,800
Total Operating Expenditure	\$265,315	\$246,401	\$310,380	\$324,840

Net Operating surplus (deficit)	\$ (111,293)	\$ (93,764)	\$ (81,360)	\$ (161,420)
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Net Surplus (deficit)	\$ (111,293)	\$ (93,764)	\$ (81,360)	\$ (161,420)
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Statement of Financial Position - Percy Thomson Trust

As at 30 April 2023

	Actual as at 30 April 2023
Assets	
Current Assets	
Debtors and Prepayments	\$5,506
Bank Accounts and Cash	\$221,576
Investments -term deposit	\$250,000
Current Assets Total	\$477,082
Non-Current Assets	
Other Financial Assets	\$427,000
Property, Plant and Equipment	\$1,797,000
Non-Current Assets Total	\$2,224,000
Assets Total	\$2,701,082
Liabilities & Equity	
Liabilities	
Current Liabilities	
Creditors and Accrued Expenses	\$9,543
Employee Costs Payable	\$6,481
Liabilities Total	\$16,024
Trust Equity	
Accumulated Surpluses	\$1,478,653
Revaluation Reserve	\$1,207,200
Contributed Capital	\$100
Equity Total	\$2,685,953
Liabilities & Equity Total	\$2,701,977

	Carrying Amount	Additions	Depreciation	Carrying Amount
	1/07/22		to 30/04/23	at 30/04/2023
	\$000		\$000	\$000
Buildings	1,484	-	56	1,428
Arboretum	46	-	6	40
Land	235	-	-	235
Furniture and Fittings	58	2	5	55
Office Equipment	9	5	-	14
Work in progress - Arboretum	5	21	-	26
Total	1,836	28	67	1,797

PERCY THOMSON TRUST INVESTMENTS - as at 30 April 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 TSB Bank - Term investment	Various - Premier cheque rates 4.35%	Call 4/06/2023	Annual Maturity	\$221,576 \$250,000 \$471,576	Approx 36.9%	\$1,000 \$10,875
Promissory Notes	35%	20%					\$0		
Bonds	Other 80%	50%	Meridian Energy Ltd	4.88%	20.03.2024	Half yearly	\$30,000 \$30,000	4.4% 4.4%	\$1,464
Listed Shares	30%						\$0	0.0%	
Real Estate	75%		Proportionate ownership share - Bush Road, Albany, Auckland	7.80%		Monthly	\$125,000	18.5%	\$7,910
			Proportionate ownership share - Osterley Way, Manukau, Auckland	9.25%		Monthly	\$50,000	7.4%	\$4,625
			Proportionate ownership share - Todd Park, Porirua, Wellington	6.42%		Monthly	\$72,000	10.6%	\$5,000
			Proportionate ownership share - Cameron Road, Tauranga	7.80%		Monthly	\$50,000	7.4%	\$4,000
Professional Portfolios	50%		Proportionate ownership share - Henderson, Auckland	6.50%		Monthly	\$100,000	14.8%	\$6,500
Total Portfolio							\$898,576	100.00%	\$41,374

The policy only allows up to 50% in any one bank investment (based on the total of promissory notes, bonds, deposits etc).

The Trust currently has 36.9% in TSB Bank (excluding the current account), which complies with the policy for all types of investments.

Payment Listing - March and April 2023

<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Paper Plus Stratford	Stationery	\$55.85
Paper Plus Stratford	Stationery	\$122.48
Stratford District Council	PB Tech - Wireless Adapter/TV Stand	\$2,950.70
Five Star Liquor	Beverages	\$75.94
Five Star Liquor	Beverages	\$11.80
NZME Holdings Limited	Advertising	\$575.00
NZME Holdings Limited	Advertising	\$115.00
AHI Carrier (NZ) Limited	Programmed Maintenance	\$627.21
AHI Carrier (NZ) Limited	Maintenance	\$290.95
Naturally Native NZ Plants (2013)	Plants	\$193.43
Abstract Signs	Signage	\$465.75
Abstract Signs	Signage	\$718.75
Abstract Signs	Signs	\$718.75
Dimocks 100%	USB Mouse	\$22.90
Harris Store Limited	Groceries	\$195.37
Huatoki Native Plant Nursery	Plants	\$231.00
I&G Couriers 2019 T/A Aramex	Couriers	\$7.96
Hannah Doherty	Design Work	\$156.98
Hannah Doherty	April Exhibition Suite	\$209.30
Laura Campbell	Claim for Expenses	\$35.99
Hardy Packaging Limited	Packaging	\$46.78
H F Bethell Photography	Documentation of Gallery	\$250.00
Ethan Design & Production Limited	Deposit - Curved Garden Benches	\$3,300.00
Water & Waste Construction Limited	Supplies -Arboretum	\$1,723.62
Warehouse Stationery	Stationery	\$70.00
Warehouse Stationery	Stationery	\$33.63
About Image Limited	Card	\$301.30
About Image Limited	Flyers	\$110.40
Inland Revenue	PAYE	\$2,250.16
Inland Revenue	PAYE	\$2,519.87
TOTAL		\$18,386.87

MATTERS OUTSTANDING

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Revenue of Lease Building	April 2023	Christine	This was a typo, should have been \$12,000 not \$1,200.	Completed
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New roof/ roof repair to be completed	October 2022	Assets Department	Tenders closed – Exploring options	
Investment Performance	Raised in Deloitte's Management Report	Bruce		June 2023
Review of Investment Policy	Raised in Deloitte's Management Report	Bruce		June 2023



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.