

MINUTES

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 Rhodes 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 want to be is for the Trust to understand and provide the fundamental information required by Council to meet its audit obligations, while being free to manage its finances in accordance with its own financial management policies

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 moved, but not the berm. There are also no signs the weeding has been done.
- Mrs Cloke advised Mr Clarkson has restrained 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.