

# 2023 - Agenda - Percy Thomson Trust - April 2023 - Public Excluded



13 April 2023 03:00 PM

<b>Agenda Topic</b>	<b>Page</b>
Agenda	2
Opening Karakia	4
1. Announcements	
2. Apologies	
3. Confirmation of Minutes	5
4. Correspondence	
4.1 Inwards Correspondence	
4.2 Outwards Correspondence	
5. Percy Thomson Complex - Roof Repairs	
6. Financial Statements	24
7. Arboretum & Herbarium Report	
8. Gallery Director's Report	
9. Matters Outstanding	29
10. General Business	
10.1 Any other business	
10.2 Next Meeting	
Closing Karakia	30

# AGENDA

## PERCY THOMSON TRUST

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



F16/1072- D23/13836

Date: Thursday 20 April 2023 at 4pm  
Venue: Committee Room, Stratford District Council, 63 Miranda Street, Stratford

### Opening Karakia

1. Announcements
2. Apologies  
Christine Craig
3. Confirmation of Minutes

**3.1 Meetings – Thursday 16 February 2023 and Thursday 8 March 2023**  
The minutes of the Ordinary Meeting and the Emergency Meeting are attached.

#### Recommendation

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

/  
Moved/Seconded

THAT the minutes of the Percy Thomson Trust Emergency Meeting held on Thursday 8 March 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 15 June 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.

**MINUTES OF MEETING OF THE PERCY THOMSON TRUST HELD AT THE STRATFORD DISTRICT COUNCIL ON THURSDAY 16 FEBRUARY 2023 AT 4PM**

**PRESENT**

Chairman Bruce Ellis and Trustees –Christine Craig, Jim Clarkson, Helen Cloke, Doug Robinson, and Gloria Webby.

**IN ATTENDANCE**

The Gallery Director – Laura Campbell, the HR and Governance Administrator – Carissa Reynolds (minute taker).

**1. Opening Karakia**

**2. Announcements**

There were no announcements

**3. Apologies**

Deborah Clough

**4. Presentation**

Andrew Black and Justin Morgan, Morgan and Black

Points noted in the presentation:

- The presentation today is to pitch an upcoming exhibition proposal.
- Andrew Black is an install technician at Puki Ariki and has been doing exhibitions for a number of years; previously having worked in New Plymouth around 20 years ago as Just Art before running an artist space in Wellington for 4-5 years.
- Justin Morgan has been in the industry for 22 years and is wanting to bring a wider range of exhibitions to Stratford.
- Morgan and Black created a concept a couple of years ago of an artist working in a suitcase which can travel to the next location in the suitcase to be unpacked. It was noted the concept was open and can include all Taranaki artists, or also artists from other regions.
- It was noted the art would hang in the suitcase and/or the suitcase would be part of the art. Directed spotlights, dynamic hanging and design would add a different take on things.
- Morgan and Black were there to look at how they can tour this exhibition with a little more gusto from the community and getting the Gallery's name out there.
- It was noted that partnerships are great for artists and Gallery's. The presentation is going to look at how to combine financials and how networks can work for the gallery and how it will get the gallery name out there.
- It was noted that no one else is touring shows or taking Taranaki artists to other locations and working with emerging and established artists.
- It was noted there is a potential to put together talks or tours with the artists showing exhibition.
- Morgan and Black have stated they have great buy in with artists whom they have already contacted, but need support to go any further. The next step of the concept is to line up other Galleries to take and install the project.
- The Chairman noted he could see the exhibition fitting in well with the Gallery but enquired what investment Morgan and Black were looking from the Trust.
- One copy of the budget was tabled.
- Justin Morgan noted they were looking for a kickstart to get the show on the road. This would include a hire fee of the gallery, and the delivery fee would be added on to the cost of the next venue. The cost would be around \$2,500 to \$3,000 per venue. There would also be a cost to getting the suitcases out to the participating artists.

- It was noted that no curation fee would be charged which usually ranges from \$10,000 to \$15,000 as Morgan and Black are not here to make money, but to get their idea out there.
- The Gallery Director noted that this concept will get the Galleries name out there while also supporting Taranaki Artist.
- Mrs Craig enquired if Morgan and Black were requesting upfront costs from the Trust, what cost the Trust would cover e.g., marketing costs and what the Trust would get in return.
- It was noted that the first show would be held at the Gallery and as the exhibition tours it can be seen as marketing. This in turn could bring new shows to the Gallery due to the exposure it would bring.
- Mrs Craig suggested we could apply for TET funding.
- Morgan and Black were supportive of the Trust pitching the project to TET as a community project.
- The Chairperson advised show caution if applying to TET especially if non-Taranaki artists were going to be included.
- Mrs Craig suggested the Trust starts working on an application for funding to the TET to make a resolution in the April.
- The Gallery director noted that the timeline is very tight and decisions will need to be made. Morgan and Black noted work need to begin very shortly on getting the suitcases out to the artists, graphics and installation props to be ready for the first exhibition 25 August – 17 September 2023.
- The Chairman suggested one option to get the exhibition up and running if the Trust is going to offer a \$8,000 underwrite, a part of the \$8,000 is already in the Gallery budget for exhibitions, and if there is money sitting there the Trust can draw on to commit to funding the project and then apply to TET for funding.
- The Gallery Director noted this concept is something new that artists will love, which will give a facelift to the Gallery. The Gallery Director offered her support to Andrew and Justin.
- Helen Cloke sought clarification on where future revenue is to go. It was noted the budget shows 50/50, but Morgan and Black are open to conversation.
- Justin Morgan noted there would be a discussion with the Gallery Director and the artists on the distribution of sales.
- Added to matters outstanding the Gallery Director is to give a paragraph about the exhibition.

**Recommendation**

THAT that the Trust support and endorse the proposal presented by Justin Morgan and Andrew Black for the 'Abroad: what's in the suitcase' exhibition for the PTT gallery, and then to other galleries around New Zealand; and apply to the TET to fund the opportunity.

**ELLIS/CRAIG**  
**Carried**

**5. Confirmation of Minutes**

Meeting – Thursday 8 December 2022  
D22/40868

The minutes of the meeting were attached.

**Recommendation**

THAT the minutes of the meeting of the Percy Thomson Trust held on Thursday 8 December 2022 be confirmed.

**ROBINSON/CLARKSON**  
**Carried**

**Matters Arising**

- The Chairman noted he had talked to Brian Civic, a retired glazier who advised adding tinting to the Gallery skylight was wasting money. The Property Manager is currently seeking quotes to installing blinds on the skylight.
- The HR and Governance Administrator is to make a matters arising table going forward so matters arising are not lost between meetings.

Christine Craig left the meeting at 5.05pm.

Helen Cloke left the meeting 5.16pm.

**6. Correspondence**

**Inwards**

Nil

**Outwards**

Nil

**Recommendation**

THAT the inwards correspondence be approved.

**WEBBY/ROBINSON**  
**Carried**

**7. Statement of Intent 1 Jul 2023 – 30 June 2026**

**Recommendation**

THAT the report be received.

**CLARKSON/WEBBY**  
**Carried**

**Points Noted**

- Mr Clarkson noted that the Herbarium statement needs to be updated, the Chairman advised he would go back and look at the Herbarium statement

**8. Six Monthly Report Period Ended 31 December 2022**

**Recommendation**

THAT the report be received.

**ELLIS/ROBINSON**  
**Carried**

**Points Noted**

- It was noted that the budget is tight and the Trust is dipping into accumulated funds, but some high-cost projects are required.

**9. Financial Statements**

The payment list for the months of November and December 2022 was attached.

**Recommendation**

THAT the payment list for the months of November and December 2022 as presented, be received.

**ELLIS/WEBBY**  
**Carried**

**Points Noted**

- The Chairman noted he had been investigating selling investments to liquidate funds; however, he has been advised selling investments have virtually come to a halt.
- The Chairman noted if the Trust sells some of their investment's capital gains will be lost. It was noted the investments were long term and the Trust would need to grin and bear it for now.

**10. Arboretum and Herbarium Report**

A Verbal Report was presented

**Points Noted**

- It was noted water is to be installed at the Arboretum. The Trust only needs to pay to link the water inside the property.
- Mrs Cloke researched the cost of a water fountain which was \$7,000 without installation. It was decided this would be a priority at a later date, and that getting a tap to water plants would be concentrated on first.
- A tap will be installed by the entrance, off the footpath. Mr Clarkson and Mrs Cloke are to contact pre-qualified plumbers for a quote.
- Mrs Cloke tabled the Arboretum costs.
- Mr Clarkson noted he was having difficulty procuring the dream list of plants, and will have to get small plants, as larger ones needed to be ordered 3 years ago in order to be ready now.
- 

**Recommendation**

THAT that Mr Clarkson and Mrs Cloke to contact plumbers connect water to the arboretum, anything under \$5,000 can go ahead.

**ELLIS/WEBBY**  
**Carried**

**Recommendation**

THAT that Mrs Cloke is to proceed with the purchase of two curved seats from Ethan Furniture.

**WEBBY/ROBINSON**  
**Carried**

**Recommendation**

THAT the report be received.

**ROBINSON/CLARKSON**  
**Carried**

**11. Gallery Director's Report**

The Gallery Director's Report was attached.

**Points Noted**

- A dedicated marketing budget was requested by the Gallery Director, as currently only exhibitions themselves can be promoted, not the Gallery itself.
- The Gallery director proposed looking at opening at 10am instead of 10.30.



**Recommendation**

THAT the Gallery Director's report be received.

**ROBINSON/WEBBY**  
**Carried**

**12. General Business**

12.1 **Any other business**

It was noted the Project Engineer Manager had put the roof tender on GET's system in order to extend the reach. It will not be known who has put in a tender until it closed. The tender includes a redesign for internal guttering and removal of the skylight. The southern side of the roof is deemed to be adequate, and will not need a full replacement, possibly a slight repair. There is no internal guttering on the southern side.

**Recommendation**

THAT a new account is to be opened under a different base number so a Debit can be issued in the name of Laura Campbell. The trust will be compliant with TSB rules.

**ROBINSON/WEBBY**  
**Carried**

12.2 **Next Meeting**

The next meeting of the Percy Thomson Trust is to be held on Thursday 20 April 2023 at 4pm at the Stratford District Council.

*Meeting closed at 5.50pm*

B Ellis  
**CHAIRMAN**

**SUMMARY OF RESOLUTIONS**

**Recommendation**

THAT that the Trust support and endorse the proposal presented by Justin Morgan and Andrew Black for the 'Abroad: what's in the suitcase' exhibition for the PTT gallery, and then to other galleries around New Zealand; and apply to the TET to fund the opportunity.

**ELLIS/CRAIG**  
**Carried**

**Recommendation**

THAT that Mr Clarkson and Mrs Cloke to contact plumbers connect water to the arboretum, anything under \$5,000 can go ahead.

**ELLIS/WEBBY**  
**Carried**

**Recommendation**

THAT that Mrs Cloke is to proceed with the purchase of two curved seats from Ethan Furniture.

**WEBBY/ROBINSON**  
**Carried**

**Recommendation**

THAT a new account is to be opened under a different base number so a Debit can be issued in the name of Laura Campbell. The trust will be compliant with TSB rules.

**ROBINSON/WEBBY**  
**Carried**

**MATTERS OUTSTANDING**

<b>ITEM OF MATTER</b>	<b>MEETING RAISED</b>	<b>RESPONSIBILITY</b>	<b>CURRENT PROGRESS</b>	<b>EXPECTED RESPONSE</b>
The trust becoming members of the New Zealand Plant Conservation Network	Unknown	Bruce		2022
Apply to TET for funding of Abroad: what's in the suitcase	February 2023	Christine		
Blind installation at the Gallery	February 2023	The Property Officer	In progress	
Tap to be installed at Arboretum	February 2023	Helen and Jim		
Benches to be ordered and installed	February 2023	Helen		
New roof/ roof repair to be completed	October 2023	Assets Department	Tenders currently out	



### **ABOARD; what's in the suitcase?**

A MacGuffin, for those who don't know the definition, is an object that propels a story forward but, realistically, has no bearing on the story whatsoever.

It could literally be anything, but here it is a suitcase helping to push a story along. What's made this suitcase so interesting in this instance is that nobody's really sure what it contains. That is of course till we take a peek inside and all is revealed.

Within this exhibition each selected artist presents a work that unpacks an element of their creative practice; with the suitcase being the support and carrier, marking its journey from the studio to the gallery.

Everyone packs a little something extra, and so to this end does this project carrying the artistic and curatorial process as one.

This experience is brought to you by Morgan & Black and features the following artists:



**ABROAD Loan Agreement – Incoming**

**Morgan and Black agrees to borrow, and the lender agrees to lend, the objects listed in this agreement, for the stated period, in accordance with the attached loan conditions.**

Lender	
Address	
Telephone	
Fax	
E-Mail	

**I/we certify that I/we hold full and clear title to the said object/s and there are no conflicting external claims by person/s or entity to the object/s. I/We indemnify Morgan and Black against all claims that Morgan and Black may suffer or incur arising out of or in connection with any invalidity, defect or irregularity in my/our full and clear title to the objects, whether in connection with responding to or defending any claim or any other matter.**

Loan reference number	
Purpose of loan	
Period of loan	
Mover (& on behalf of)	
Method of return	
Total insurance valuation	
Total number of items loaned	
Total number of packages	

**The parties hereby agree to the conditions listed in the schedule of this document and certify they have full authority to enter into this agreement.**

## **SCHEDULE**

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Object	Artist/Maker	Insurance value

## **LOAN CONDITIONS**

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### **1. PROTECTION OF ITEMS**

Morgan and Black will at all times ensure that the loaned items are treated With all due care in order to ensure protection against loss, damage or deterioration. Should loss, damage or deterioration occur, the lender will be informed immediately and in detail.

### **2. PACKAGING AND TRANSPORTATION**

Morgan and Black will ensure trained staff unpack, install and repack the borrowed items. Repacking will be done with the same or similar materials, and by the same methods, employed by the lender. In instances where it is considered appropriate to alter the repacking method written permission will first be attained from the lender.

### **3. CARE OF BORROWED ITEMS**

All borrowed items will be displayed or stored in a safe and secure environment. Borrowed items will be kept away from direct sunlight, strong artificial light and heat in order to prevent fading, scorching or cockling. All watercolours, drawings, textiles and other items made from organic materials shall be displayed in artificial light not exceeding 50 lux.

### **4. PERIOD OF LOAN**

- 4.1 The party specified as mover on page one (See 'Mover') will collect, pack and return the items within the period specified on page one of this agreement (see 'Period of loan').

4.2 Extension of the loan period must be agreed in writing to by the lender before the end of the original loan period.

4.3 At the termination of the loan the items will be returned to the lender via the same method of transportation agreed in writing by Morgan and Black and the lender.

**5. INSURANCE**

5.1 Morgan and Black will insure items for the amount specified under the heading "Total Insurance Valuation" on page 1 of this agreement or such other figure as is agreed to be Morgan and Black and the lender and failing agreement assessed pursuant to the disputes procedure set out herein.

5.2 Morgan and Black will assume responsibility for ensuring items listed in the document are insured from the time they leave the lender until they are returned to lender under an all risk, wall to wall policy subject to the following standard exclusions: ordinary wear and tear, insects, vermin or inherent vice, repairing, restoration or retouching processing, hostile or warlike action, terrorism.

**6. CONDITION REPORTS**

The lender will provide a condition report to accompany the loaned items. If none is provided, the borrower will produce a condition report upon arrival and unpacking of the items. The borrower will condition report items upon arrival and unpacking of the items and also immediately prior to departure.

**7. DAMAGE TO ITEM/S**

7.1 If any item is lost, stolen, irreparably damaged or destroyed, Morgan and Black will pay the lender its value subject to an independent valuation agreeable to both parties.

7.2 In the case of damage to an item, which is agreed by both parties to be repairable, Morgan and Black shall meet the reasonable cost of repair. In the advent of a dispute, the matter will be referred to arbitration under clause 12 of this agreement.

**8. COPYRIGHT AND REPRODUCTION**

8.1 Morgan and Black requests the right to reproduce images of the items in the schedule for:

- Exhibition graphics
- Exhibition publicity material, including print media and online use.
- For education use

Any variation to these conditions will only be by prior written agreement between the lender and Morgan and black.

8.2 Do you own copyright on the item/s listed in the Schedule? YES / NO

If no, please identify the person/s or entity that does:


**9. CREDIT**

Where appropriate Morgan and Black will acknowledge the lender and owner/copyright holder on any exhibition labels, catalogues, and in any permitted reproductions of the borrowed items. Acknowledgment will be worded as follows:


**10. DISPUTE RESOLUTION**

- 10.1 If at any time during or after the expiry of this Agreement either party alleges by written notice that a dispute has arisen out of or in relation to this Agreement the parties shall negotiate in good faith in an attempt to resolve the matter.
- 10.2 If the parties have not been able to reach a settlement within 14 days then either party may thereafter by written notice to the other party refer the dispute for resolution in accordance with this clause.
- 10.3 The matter shall first be referred to a mediator. If the parties are unable within 14 days of receipt of the notice of referral to agree upon a mediator, then either may request the President of the Arbitrators and Mediators Institute of New Zealand Inc. to appoint one for them.
- 10.4 Following the appointment of a mediator the parties shall continue to attempt to resolve the dispute with the mediator’s assistance. If after 21 days no agreement has been reached then either party may thereafter by written notice refer the dispute to Arbitration. Each party shall pay a one half share (or any other agreed proportion) of the mediator’s costs and disbursements.
- 10.5 The arbitration shall be carried out in accordance with the provisions of the Arbitration Act 1996.
- 10.6 Notwithstanding anything contained above, in the case of Taonga the reference to arbitration in clause 12.4 shall not apply and either party may thereafter by written notice refer the dispute to the Māori Land Court for resolution.

**11. SIGNATORIES**

11.1

Signed for and on behalf of Lender by	
Date	
Signed for and on behalf of Morgan and Black by	
Date	

### Receipt Form

<b>To</b>	
<b>Address</b>	
<b>DDI</b>	
<b>Mobile</b>	
<b>email</b>	
<b>From</b>	
<b>Address</b>	
<b>DDI</b>	
<b>Mobile</b>	
<b>email</b>	

The purpose of this receipt is to acknowledge receipt into or dispatch out of this institution of objects which are subject to Loan Agreement referred to by the loan reference number below between the parties hereto.

Loan reference number	
Number of items:	
Number of packages:	
Carrier:	

- Loan documents signed**
- Condition reports signed**

Received by \_\_\_\_\_ Date \_\_\_\_\_

Dispatched by \_\_\_\_\_ Date \_\_\_\_\_



justin@morganandblack.co.nz | andy@morganandblack.co.nz



### Despatch Form

<b>To</b>	
<b>Address</b>	
<b>DDI</b>	
<b>Mobile</b>	
<b>email</b>	
<b>From</b>	
<b>Address</b>	
<b>DDI</b>	
<b>Mobile</b>	
<b>email</b>	

The purpose of this receipt is to acknowledge receipt into or dispatch out of this institution of objects which are subject to Loan Agreement referred to by the loan reference number below between the parties hereto.

Loan reference number	
Number of items:	
Number of packages:	
Carrier:	

- Loan documents signed**
- Condition reports signed**

Received by \_\_\_\_\_ Date \_\_\_\_\_

Dispatched by \_\_\_\_\_ Date \_\_\_\_\_



justin@morganandblack.co.nz | andy@morganandblack.co.nz



**Official  
Boarding  
Invitation**

Dear Artist, (Name to be added here)

You have been hand-picked by Morgan and Black to be a part of *ABOARD; what's in the suitcase?*

A new touring exhibition that has its first stop at Percy Thomson Gallery, Stratford, Taranaki August - September 2023 (Final dates to be confirmed).

### **The Exhibition concept**



### **ABOARD; what's in the suitcase?**

A MacGuffin, for those who don't know the definition, is an object that propels a story forward but, realistically, has no bearing on the story whatsoever.

It could literally be anything, but here it is a suitcase helping to push a story along. What's made this suitcase so interesting in this instance is that nobody's really sure what it contains. That is of course till we take a peek inside and all is revealed.

Within this exhibition each selected artist presents a work that unpacks an element of their creative practice; with the suitcase being the support and carrier, marking its journey from the studio to the gallery.

Everyone packs a little something extra, and so to this end does this project carrying the artistic and curatorial process as one.

We look forward to working with you from start to finish on this project, to our next conversation around the finer details

This experience is brought to you by Morgan & Black with the support of the following groups.....

**WELCOME ABOARD .....**



justin@morganandblack.co.nz | andy@morganandblack.co.nz

PTG exhibition: Holding date TE

**ABROAD; Whats in a suitcase budget**

EXHIBITION ITEM	EXPENSES
Website (Inc GST)	\$473
Other expenses (Postage, mounting materials, swing tags etc.)	\$1,072
Exhibition venue costs (Inc. Hire fee, gallery prep, media, opening etc.)	\$3,000
Co-curator fee	\$3,000
32 x Suitcases total	\$455.00
Total	\$8,000
<b>SPONSORSHIP/PARTNERSHIP</b>	
PTG exhibition and national touring show fund	Total \$8,000
	(-) PTG n.t. s.f (-) \$5,000
	(-) PTG venue costs (-)\$3,000
	<u>TOTAL EXPENSES LEFT</u> \$0

TO BE ADDED

INCOME LINES - e.g. each exhibition hire / artwork sales

Current verbal arrangement being 50% split of exhibition hire fee

Exhibition hire fee set at \$2000.00 / Sales commission 30% going to PTG

EXPENDITURE ALREADY	
Andrew Black - Suitcases / website	\$538.00
Justin Morgan - Suitcases / website	\$415.00
<u>TOTAL EXPENSES INCURED TO DATE</u>	\$953.00

ITEMS COLLECTED TO DATE	
Total number of cases	32
Website purchased and being developed	

BC (25 August – September 17, 2023)...



Summary of Commitments - Arboretum Project

<b>Item</b>	<b>Cost excl. GST</b>
Estimate from Paul J Landscaping	47376.00
Planting	1775
Curved bench seats x 2	8686
Installing water access	?
<b>TOTAL</b>	<b>57837</b>
<b>Funding grant</b>	<b>30000</b>
<b>Trust to Pay</b>	<b>27837</b>
<b>Future Additions</b>	<b>Estimate</b>
Sculpture	10-15,000
Drinking fountain	7000
<i>Alternative to curved seating:</i>	
<i>A straight bench seat (no back) x 2 would cost \$2290</i>	<i>Saving \$6396</i>
<i>A straight seat (with back) x 2 would cost \$4150</i>	<i>Saving \$4536</i>

**MINUTES OF MEETING OF THE PERCY THOMSON TRUST HELD AT THE PERCY THOMSON GALLERY ON THURSDAY 16 MARCH 2023 AT 4PM**

D23/10213

*In accordance with the Trust Deed (clause 3.13) the Chairman called an additional meeting of the Trust on Wednesday 8 March 2023. Trustees were notified on Wednesday 8 March 2023.*

**PRESENT**

Chairman Bruce Ellis and Trustees –Christine Craig, Jim Clarkson, Helen Cloke, Doug Robinson, and Gloria Webby.

**IN ATTENDANCE**

The Gallery Director – Laura Campbell, the Committee Advisor & Executive Assistant – Erin Bishop and the Projects Manager – Steve Taylor

**1. Opening Karakia**

The opening karakia was read.

**2. Announcements**

There were no announcements

**3. Apologies**

Deborah Clough

**4. Resolution to Exclude the Public**

**RECOMMENDATION**

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

Agenda Item No: 5 and 6

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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution to each matter</b>	<b>Grounds under section 48(1) for the passing of this resolution</b>
Percy Thomson Complex - Roof Tenders	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.	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)(a). (Section 48(1)(a) Local Government Official Information and Meetings Act 1987.
TET Application - additional project	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.	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)(a). (Section 48(1)(a) Local Government Official Information and Meetings Act 1987.

**ELLIS/ROBINSON**  
**Carried**

5. **Public Excluded Item - Percy Thomson Complex – Roof Tenders**

6. **Public Excluded Item - TET Application – Additional Project**

**Recommendation**

THAT the open meeting resume.

**ELLIS/CRAIG**  
**Carried**

7. **General Business**

- The Chairman presented the resignation letter for Trustee Gloria Webby effective from 16 March 2023. He thanked Mrs Webby for her time and commitment to the Percy Thomson Trust and wished her and Norm well from here on. It was noted the resignation was received with great regret.
- As Mrs Webby was the council appointment the District Mayor will be making an appointment to fill the vacancy.
- It was noted that the Opunake and Coastal news had expressed concern over a reduction in advertising which was supplied at a discounted rate with the expectation there would be regular advertising. As a management issue this will be left with the Gallery Director to follow up.

*Meeting closed at 5.17pm*

B Ellis  
**CHAIRMAN**

## Statement of Comprehensive Revenue and Expense

For the period ended 28 February 2023

	Year to date Actual	Year to date Budget	Annual Budget 2022/23	Projected Year End 2022/23
<b>ART GALLERY</b>				
<b>Art Gallery Revenue</b>	<b>\$23,027</b>	<b>\$21,667</b>	<b>\$32,600</b>	<b>\$34,100</b>
"Friends" Donations	\$852	\$1,000	\$1,600	\$1,600
Commissions - Gallery	\$6,514	\$4,000	\$6,000	\$8,000
Commissions - Percy's Place	\$7,053	\$8,000	\$12,000	\$12,000
Donation Box	\$1,471	\$2,000	\$3,000	\$2,500
Rental/Hireage	\$7,137	\$6,667	\$10,000	\$10,000
<b>Art Gallery Expenditure</b>	<b>\$113,589</b>	<b>\$105,962</b>	<b>\$158,230</b>	<b>\$162,209</b>
ACC Levy	\$336	\$336	\$350	\$336
Communications	\$2,969	\$1,320	\$1,980	\$3,800
Energy Costs	\$5,768	\$10,000	\$15,000	\$12,000
Insurance	\$673	\$673	\$1,700	\$673
Major Exhibition	\$6,567	\$6,500	\$10,000	\$10,000
Miscellaneous	\$438	\$333	\$500	\$500
Printing and stationery	\$2,084	\$0	\$0	\$2,200
Programme	\$7,047	\$5,923	\$20,000	\$12,590
Emergence exhibition	\$7,410	\$8,410	\$0	\$7,410
Publications & Subscriptions	\$1,086	\$133	\$200	\$1,200
Salary & Wages	\$79,211	\$71,333	\$107,000	\$110,000
Training	\$0	\$1,000	\$1,500	\$1,500
<b>Profit (Loss) from Art Gallery</b>	<b>\$ (90,562)</b>	<b>\$ (84,296)</b>	<b>\$ (125,630)</b>	<b>\$ (128,109)</b>
<b>PROPERTY</b>				
<b>Property Revenue</b>	<b>\$11,920</b>	<b>\$22,720</b>	<b>\$33,420</b>	<b>\$33,420</b>
Café Lease	\$9,400	\$9,400	\$14,100	\$14,100
Lease of building space	\$1,200	\$12,000	\$18,000	\$18,000
Post Box Lobby Rental	\$1,320	\$1,320	\$1,320	\$1,320
<b>Property Expenditure</b>	<b>\$72,553</b>	<b>\$76,225</b>	<b>\$120,550</b>	<b>\$120,831</b>
Depreciation	\$53,512	\$54,667	\$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	\$0	\$0	\$10,000	\$10,000
Repairs and Maintenance Building	\$8,510	\$11,533	\$17,300	\$17,300
Repairs and Maintenance Herbarium	\$0	\$0	\$1,000	\$1,000
<b>Profit (Loss) from Property</b>	<b>\$ (60,633)</b>	<b>\$ (53,505)</b>	<b>\$ (87,130)</b>	<b>\$ (87,411)</b>



	Year to date Actual	Year to date Budget	Annual Budget 2022/23	Projected Year End 2022/23
<b>OTHER TRUST REVENUE AND EXPENDITURE</b>				
<b>Other Trust Revenue</b>	<b>\$85,477</b>	<b>\$90,667</b>	<b>\$163,000</b>	<b>\$94,600</b>
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	\$20,877	\$26,667	\$40,000	\$30,000
<b>Other Trust Expenditure</b>	<b>\$23,065</b>	<b>\$22,800</b>	<b>\$31,600</b>	<b>\$31,800</b>
Administration	\$20,600	\$20,600	\$20,600	\$20,600
Audit Fees	\$65	\$0	\$8,500	\$8,500
Insurance - Trustees Liability	\$2,400	\$2,200	\$2,200	\$2,400
Investment Expenses	\$0	\$0	\$300	\$300
<b>Profit (Loss)</b>	<b>\$62,412</b>	<b>\$67,867</b>	<b>\$131,400</b>	<b>\$62,800</b>

## SUMMARY

### OPERATING REVENUE

Art Gallery	\$23,027	\$21,667	\$32,600	\$34,100
Property	\$11,920	\$22,720	\$33,420	\$33,420
Other Revenue	\$85,477	\$90,667	\$163,000	\$94,600
<b>Total Operating Revenue</b>	<b>\$120,424</b>	<b>\$135,053</b>	<b>\$229,020</b>	<b>\$162,120</b>

### OPERATING EXPENDITURE

Art Gallery	\$113,589	\$105,962	\$158,230	\$162,209
Property	\$72,553	\$76,225	\$120,550	\$120,831
Other Expenditure	\$23,065	\$22,800	\$31,600	\$31,800
<b>Total Operating Expenditure</b>	<b>\$209,207</b>	<b>\$204,987</b>	<b>\$310,380</b>	<b>\$314,840</b>

Net Operating surplus (deficit)	\$ (88,783)	\$ (69,934)	\$ (81,360)	\$ (152,720)
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<b>Net Surplus (deficit)</b>	<b>\$ (88,783)</b>	<b>\$ (69,934)</b>	<b>\$ (81,360)</b>	<b>\$ (152,720)</b>
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## Statement of Financial Position - Percy Thomson Trust

As at 28 February 2023

	<b>Actual as at 28 February 2023</b>
<b>Assets</b>	
<b>Current Assets</b>	
Debtors and Prepayments	\$1,900
Bank Accounts and Cash	\$240,241
Investments -term deposit	\$250,000
<b>Current Assets Total</b>	<b>\$492,141</b>
<b>Non-Current Assets</b>	
Other Financial Assets	\$427,000
Property, Plant and Equipment	\$1,789,300
<b>Non-Current Assets Total</b>	<b>\$2,216,300</b>
<b>Assets Total</b>	<b>\$2,708,441</b>
<b>Liabilities &amp; Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Creditors and Accrued Expenses	\$7,010
Employee Costs Payable	\$6,481
<b>Liabilities Total</b>	<b>\$13,491</b>
<b>Trust Equity</b>	
Accumulated Surpluses	\$1,487,650
Revaluation Reserve	\$1,207,200
Contributed Capital	\$100
<b>Equity Total</b>	<b>\$2,694,950</b>
<b>Liabilities &amp; Equity Total</b>	<b>\$2,708,441</b>

	Carrying Amount	Additions	Depreciation	Carrying Amount
	1/07/22		to 28/02/23	at 28/02/2023
	\$000		\$000	\$000
Buildings	1,484	-	46	1,438
Arboretum	46	-	4	42
Land	235	-	-	235
Furniture and Fittings	58	2	4	56
Office Equipment	9	5	-	14
Work in progress - Arboretum	5	-	-	5
<b>Total</b>	<b>1,836</b>	<b>7</b>	<b>54</b>	<b>1,789</b>

### Payment Listing - January and February 2023

<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Paper Plus Stratford	Stationery	\$74.95
NZME Holdings Limited	Advertising	\$500.25
Abstract Signs	Signs	\$586.50
Harris Store Limited	Supplies	\$146.46
Warehouse Stationery	Stationery	\$104.36
Paul J Landscaping	Landscape Percy Thomson Arboretum	\$27,241.20
Inland Revenue	PAYE	\$2,746.18
Paper Plus Stratford	Stationery	\$163.44
Stratford District Council	ADT Fire Monitoring	\$212.13
AHI Carrier (NZ) Limited	Maintenance	\$1,122.86
Marsh Limited	Trustees Liability Cover	\$2,760.00
Empson Publishing Ltd	Advertising	\$688.85
Stratford District Council	Armourguard Security Telephone, energy costs	\$1,910.94
Philip Conrad Hitchcock	Buffing Floors	\$161.00
Rocketspark Limited	Ecommerce Grow Annual	\$908.50
Hannah Doherty	Printing / design	\$130.81
Graphix Explosion Limited	Printing / design	\$143.75
About Image Limited	Rockcods	\$73.60
<b>Total</b>		<b><u>\$39,675.78</u></b>

<b>PERCY THOMSON TRUST INVESTMENTS - as at 28 February 2023</b>									
	<b>Maximum Policy Limit</b>	<b>Individual Investee Policy Limit</b>	<b>Actual Investment</b>	<b>Interest Rate</b>	<b>Due Date</b>	<b>Frequency of Interest Payments</b>	<b>Amount</b>	<b>% Invested</b>	<b>Annual interest</b>
Bank Investments	100%	50%	TSB Bank - Current account	Various - Premier cheque rates	Call	Annual	\$240,307	Approx	\$1,000
			TSB Bank - Term investment	4.35%	4/06/2023	Maturity	\$250,000		\$10,875
							<b>\$490,307</b>	<b>36.9%</b>	
Promissory Notes	35%	20%					<b>\$0</b>		
Bonds	Other 80%	50%	Meridian Energy Ltd	4.88%	20.03.2024	Half yearly	\$30,000	4.4%	\$1,464
							<b>\$30,000</b>	<b>4.4%</b>	
Listed Shares	30%						<b>\$0</b>	<b>0.0%</b>	
Real Estate	75%		Proportionate ownership share - Bush Road, Albany, Auckland	7.80%		Monthly	<b>\$125,000</b>	<b>18.5%</b>	\$7,910
			Proportionate ownership share - Osterley Way, Manukau, Auckland	9.25%		Monthly	<b>\$50,000</b>	<b>7.4%</b>	\$4,625
			Proportionate ownership share - Todd Park, Porirua, Wellington	6.42%		Monthly	<b>\$72,000</b>	<b>10.6%</b>	\$5,000
			Proportionate ownership share - Cameron Road, Tauranga	7.80%		Monthly	<b>\$50,000</b>	<b>7.4%</b>	\$4,000
			Proportionate ownership share - Henderson, Auckland	6.50%		Monthly	<b>\$100,000</b>	<b>14.8%</b>	\$6,500
Professional Portfolios	50%						<b>\$0</b>	<b>0%</b>	
<b>Total Portfolio</b>							<b>\$917,307</b>	<b>100.00%</b>	<b>\$41,374</b>
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.									

**MATTERS OUTSTANDING**

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Legal agreements – Aboard Exhibition <ul style="list-style-type: none"> <li>- Confirmation of 30% of commission for sales</li> <li>- \$1,000 per venue showing exhibition fee</li> </ul>	March 2023			
The trust becoming members of the New Zealand Plant Conservation Network	Unknown	Bruce		2022
Apply to TET for funding of Abroad: what's in the suitcase	February 2023	Christine		
Blind installation at the Gallery	February 2023	The Property Officer	In progress	
Tap to be installed at Arboretum	February 2023	Helen and Jim		
Benches to be ordered and installed	February 2023	Helen		
New roof/ roof repair to be completed	October 2023	Assets Department	Tenders currently out	



**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.