

TARANAKI ELECTRICITY TRUST

MINUTES OF A MEETING OF TRUSTEES HELD AT 84 RATA STREET, INGLEWOOD ON WEDNESDAY 24 JUNE 2020 AT 9.00AM.

Present

Mr Jamieson, (Chairman), Messrs, Bedford, Davey, Erwood, Wood & Hassall, Ms Kay. Mrs Wood and Richard Jordan from the Inglewood Development Trust.

Apologies

There were no apologies.

New Trustees

Chairman Jamieson welcomed the new Trustees and asked if there was anything the Trustees had campaigned on which they would like explained or discussed.

Trustee Kay raised the question regarding Maori representation and the option of rotation of the Chairman position between the two wards.

Trustee Bedford raised the question on what the approach would be in the next 12 months with respect to applications submitted as a result of COVID-19. He was of the view the funding should be small amounts for many applications as opposed to large amounts for a few applications.

Trustee Erwood requested clarification around the process to appoint a new Trustee, if required, during midterm.

The process of making changes to the TET Trust Deed was briefly discussed.

It was agreed to hold a workshop on Wednesday, 8th July at 5.30pm.

Items to be included on the Agenda to be emailed through to the Office Administrator by 5.00pm Wednesday, 1st July.

It was agreed to start the TET meetings at 9.30am going forward.

Declaration of conflicts of interest

There were no conflicts of interest.

Minutes

The minutes of the meeting held on 20 May 2020 were confirmed.

Wood/Davey

Matters Arising

There were no matters arising.

Correspondence

1. Mountainview Vineyard Church

It was resolved to allow the organisation a holiday on the principal payment due 1st July.

Wood/Jamieson

2. Inglewood Kindergarten

It was agreed to allow an extension of time for the organisation to uplift their grant approved in October 2019. In effect the organisation must expend and uplift the grant by 30 April 2021. Any funds remaining on the ledger at that time will be written off without further correspondence.

Davey/Jamieson

3. Stratford Rugby Club

It was agreed to allow an extension of time for the organisation to uplift their grant approved in March 2019. In effect the organisation must expend and uplift the grant by 30 April 2021. Any funds remaining on the ledger at that time will be written off without further correspondence.

Wood/Jamieson

4. Inglewood Rugby League

Mr Hassall confirmed the additional information supplied included a declaration from a CA stating the accounts had been reviewed. Letter to be sent asking for clarification around whether the organisation have any assets. It was agreed that once the TET office received a reply the grant could be drawn down.

Wood/Erwood

5. Inglewood Soccer Club (AFC)

Letter to be sent to the organisation requesting an audit report as per the organisation's constitution. It was agreed that the grant could not be drawn down until a reply is received.

Jamieson/Wood

6. Stratford Primary School

It was agreed to allow an extension of time for the organisation to uplift their grant approved in October 2018. In effect the organisation must expend and uplift the grant by 30 April 2021. Any funds remaining on the ledger at that time will be written off without further correspondence.

Wood/Jamieson

7. Avon Kindergarten

It was agreed to allow an extension of time for the organisation to uplift their grant approved in October 2019. In effect the organisation must expend and uplift the grant by 30 April 2021. Any funds remaining on the ledger at that time will be written off without further correspondence.

Erwood/Jamieson

8. NTSRI

The draft 30 September 2018 Financial Statements, and spreadsheet showing what the \$1.8M TET funding had been spent on, had been circulated to the Trustees. The NTSRI advised that they were unable to progress the audit until TET confirmed to the auditors that they were in agreement with the Society's allocation of the funding, and amounts of residual funding the Society had yet to utilise.

Also in question was the expected GST refund to TET, given that the gross amount on the claims had been reimbursed, when at some stage in the project the NTSRI had applied to be GST registered at a time when the IRD allowed it to be applied retrospectively.

It was agreed more information was required before the Trustees could confirm anything to the auditors, and therefore the matter was deferred. It was further agreed to retrieve the claims lodged by the organisation against the approved grant for a comparison. Trustee Bedford advised that the organisation were holding their AGM on 5th July at 10.00am for those who were available to attend.

Wood/Jamieson

9. Waitara Central School

It was agreed to allow an extension of time for the organisation to uplift their grant approved in October 2018. In effect the organisation must expend and uplift the grant by 30 April 2021. Any funds remaining on the ledger at that time will be written off without further correspondence.

Wood/Davey

10. Taranaki Pioneer Village

It was agreed to allow an extension of time for the organisation to uplift their grant approved in February 2019. In effect the organisation must expend and uplift the grant by 30 April 2021. Any funds remaining on the ledger at that time will be written off without further correspondence.

Wood/Davey

11. Blue Light Te Ara Tika Driver Licensing Programme

Chairman Jamieson and Trustee Erwood declared an interest. It was noted there was no pecuniary gain as their involvement was as a volunteer.

It was agreed to allow an extension of time for the organisation to uplift their grant approved in March 2019. In effect the organisation must expend and uplift the grant by 30 April 2021. Any funds remaining on the ledger at that time will be written off without further correspondence.

Davey/Wood

12. Tikorangi Playcentre

It was agreed to allow an extension of time for the organisation to uplift their grant approved in October 2016. In effect the organisation must expend and uplift the grant by 30 April 2021. Any funds remaining on the ledger at that time will be written off without further correspondence.

Davey/Jamieson

13. Waitara Boating Club

It was agreed to allow an extension of time for the organisation to uplift their grant approved in October 2016. In effect the organisation must expend and uplift the grant by 30 April 2021. Any funds remaining on the ledger at that time will be written off without further correspondence.

Wood/Jamieson

14. Waitara High School

Miss Kay declared an interest as Chair of the Waitara High School Board.

It was agreed to allow an extension of time for the organisation to uplift their grant approved in February 2019. In effect the organisation must expend and uplift the grant by 30 April 2021. Any funds remaining on the ledger at that time will be written off without further correspondence.

Davey/Wood

15. Waitara Offshore Fishing Club Inc

It was agreed to allow an extension of time for the organisation to uplift their grant approved in June 2019. In effect the organisation must expend and uplift the grant by 30 April 2021. Any funds remaining on the ledger at that time will be written off without further correspondence.

Erwood/Davey

16. Waitara and District Veteran Golfers Soc

The organisation had advised that their event had been cancelled due to COVID-19, however they had incurred expenses in the amount of \$138.75 prior to the cancellation. The \$600.00 grant had been paid 'up front'. It was agreed that the organisation could retain the unspent portion of \$461.25 to put towards their event in 2021.

Jamieson/Wood

A schedule of correspondence covering the period 20 May 2020 to 19 June 2020 had been circulated. It was resolved that inwards correspondence be received and outward approved.

Wood/Jamieson

Use of TET logo during election process

Trustee Bedford apologised for using the TET logo on his election campaign material.

Chairman Jamieson noted that the photo of himself and Trustee Davey, and another of Trustee Davey and Trustee Schumacher, should not have appeared in the newspaper during the election period.

Election Services had confirmed that the use of the TET logo and the use of any photos in any media from current Trustees seeking re-election would be addressed in the candidate handbook going forward.

Accounts for payment & receipt of financial information

A schedule of accounts had been circulated. It was resolved that the following accounts which had been paid be ratified:

DC 22/05	Election Services	Electoral services - progress payment 1	16,525.50
DC 22/05	Embark Solutions	May licence fee & hosting of system	171.93
DC 22/05	NPDC	Water charges	11.00
DC 22/05	NPDC	Rates	569.52
DC 22/05	Nova Energy	Electricity charges	49.20
DC 27/05	Waitara Gymsports	Grant	5,225.00
DC 27/05	Inglewood First Trust	Grant	12,500.00
DC 27/05	Pregnancy Help Inc	Grant	3,000.00
DC 27/05	R Taylor	Grant	2,000.00
DC 27/05	Stratford Business Association	Grant	24,750.00
DC 27/05	Stratford Camera Club	Grant	6,300.00
DC 27/05	Stratford Community Childcare Centre	Grant	7,908.00
DC 27/05	Waitara Railway Preservation Soc Inc	Grant	3,850.00
DC 03/06	Eltham Association Football Club	Grant	4,108.00
DC 03/06	Inglewood Kindergarten	Grant	3,833.11
DC 03/06	Orapa Kindergarten	Grant	8,000.00
DC 03/06	Stratford District Council	Grant	58,240.00
DC 03/06	Taranaki Community Stadium Trust	Grant	9,385.00
DC 03/06	The Bishop's Action Foundation	Grant	12,760.94
DC 03/06	Waitara Railway Preservation Soc Inc	Grant	660.00
DC 03/06	Whangamomona Domain Board	Grant	9,500.00
DC 10/06	Embark Solutions	June licence fee & hosting of system	171.93
DC 10/06	Computer Wise Ltd	McAfee security monitoring	8.63
DC 10/06	Corporate Trustee Services	Custody fee & recovery of BNP for April 2020	1,161.58
DC 10/06	Taranaki Dragons	Refund overpayment of a returned grant	10.00
DC 10/06	East Taranaki Environmental Trust	Grant	8,250.00
DC 10/06	Eltham Business Assoc	Grant	4,250.00
DC 10/06	St John - Stratford	Grant	181,139.42
DC 10/06	A Stanners	Grant	1,731.50
DC 10/06	Stratford Amateur Swimming Club	Grant	385.00
DC 10/06	Stratford Baptist Church	Grant	3,912.17

DC 10/06	B Van den Beuken	Grant	167.37
DC 10/06	Waitara Foodbank	Grant	2,000.00
DC 10/06	Waitara Golf Club Inc	Grant	7,859.37
DC 17/06	Inglewood Dramatic Soc	Grant	661.76
DC 17/06	L Matthews	Grant	2,000.00
DC 17/06	Taranaki Community Stadium Trust	Grant	11,250.00
DC 17/06	Urenui Boating Club Inc	Grant	14,000.00

The following accounts were approved for payment –

RMY Legal – Professional Services re: Inglewood Community Mini Putt Trust - \$230.00

Election Services – Provision of electoral services, Progress payment 2 - \$16,525.50

Jamieson/Wood

End of Year Write Offs

A list had previously been circulated to the Trustees.

The Trustees resolved to write off \$181,739.81 with respect to grants over 12 months old, as per the circulated list.

Wood/Jamieson

TET Grants Budget vs Actual

The report ‘Grants Approved Y/E 30/06/20 (as at 31/05/20)’ and the MCA NZ Ltd report ‘Consolidated Investment Monitoring Report and Analysis to 31 May 2020’ had previously been circulated to the Trustees. Mr Hassall spoke to the reports.

The receiving of MCA NZ Ltd iManual was acknowledged.

Mr Hassall explained that if there was an underspend on the grants budget, this amount was added to a reserves ‘bucket’ to be used for any big projects which may eventuate in the future. The draft accounts would show the accumulated figure.

Grants

1. Inglewood Development Trust

Chairman Jamieson allowed Mr Jordan to speak to the application. Mr Jordan noted a recent meeting with Trustee Davey and Trustee Bedford to discuss the application. Trustee Kay noted that she had not been aware of this meeting. Chairman Jamieson then asked if there were any points the Trustees wanted to address. The following was raised –

1. What did the \$30,000.00 for contract services cover?
2. Who had the organisation applied to for funding, other than TET, as per the TET’s expectation which was noted in correspondence when advising the approval of the 2019 grant?
3. How often do the Inglewood Development Trust Trustees meet?
4. How does the Inglewood Development Trust meet the objectives of their Trust Deed?
5. Did Mr Jordan consider recusing himself when applying for funding given the conflict of interest, being that in addition to being a Trustee of the Inglewood Development Trust he is also an employee?

Mr Jordan addressed the questions –

1. The \$30,000.00 contract services were for himself and Mr Ryan.
2. The Inglewood Development Trust had applied to the TSB Community Trust, noting the organisation only qualified for \$600.00 towards operational funding.
3. The Inglewood Development Trust Trustees meet quarterly.

4. Mr Jordan advised that the organisation had not reviewed the Trust Deed in over 20 years.
5. Mr Jordan advised that he had received notification from Govett Quilliam that there was no conflict of interest.

The following was also discussed –

There were other funding organisations which the Inglewood Development Trust could apply to for funding, including the NZCT and the NPDC.

The Inglewood Development Trust should align their strategic direction with their Trust Deed.

Going forward the TET would be challenging the robustness of the Inglewood Development Trust Trustees and they would need to demonstrate what steps have been taken to assure sustainability.

Trustee Bedford offered his services to work with the organisation.

It was agreed that –

Mr Jordan would contact The Bishop's Action Foundation regarding a business review.

Mr Jordan would approach the NPDC to enquire if the Inglewood Information Centre qualified for any funding through the council.

Following a lengthy discussion, Trustee Davey moved \$69,400.00 for operating costs of Fun Ho, Fritz Reuter Gallery, Inglewood Information Centre, Inglewood Heritage Centre and Moa Mail, seconded by Trustee Bedford, **subject to the Inglewood Development Trust providing TET with copies of the organisation's minutes for the past year and supplying TET with confirmation that the organisation had approached The Bishop's Action Foundation regarding a business review.**

Davey/Bedford

Mr Jordan left the meeting at 10.30am

2. Inglewood Fitness Club

The Financial Statements of the Inglewood Fitness Club were circulated at the beginning of the meeting.

\$60,000.00 to purchase gym equipment.

Davey/Wood

3. New Plymouth Emergency Shelter Trust

The application was declined.

Davey/Wood

4. Rapid Relief Team (RRT) NZ Ltd

The application was declined.

Jamieson/Wood

5. TET Athletics Taranaki

The application was deferred.

It was agreed to invite the organisation to the July meeting. In the interim Trustees to submit any questions which they would like TET Athletics Taranaki to address, to the Office Administrator, to include in the correspondence inviting the organisation to the TET meeting.

Jamieson/Davey

6. Stratford Community House Trust

\$46,187.00 for 1. Annual rent & power for the Stratford Family History and Stratford Community Foodbank, electricity costs for Holy Trinity Church, operating expenses. 2. Stage 2 of acoustic upgrade and utilisation of underused space, **subject to the organisation submitting finalised Financial Statements for the Year ended 31 December 2019.**

Wood/Erwood

General Business

Past Trustees

The input of previous Trustees Schumacher and Coplestone was acknowledged.

Mobility Scooters

Trustee Davey updated the meeting on discussions held with Ron Payne of the Waitara Lions Club. Mr Payne confirmed that the Waitara Lions Club is happy to undertake the administration of the mobility scooters in Waitara. This also included the R & M of the scooters.

Chairman Jamieson advised that Mr John Campbell was still dealing with the mobility scooter queries in Stratford and that a replacement needed to be found. To this end Chairman Jamieson had approached the Stratford Lions Club on two occasions with a view to them taking on the administration of the mobility scooters in the Stratford/Eltham area. They did not appear keen to take on the role.

It was suggested approaching Age Care Central. Chairman Jamieson to follow up.

Election Services Report

The report had previously been circulated to the Trustees. The number of late votes received was discussed. It was suggested going forward that on line voting as well as postal voting should be made available. It was confirmed the TET Trust Deed did not currently allow for on line voting. Topic to be added to the Workshop agenda.

Stratford A & P Assoc

The recently submitted claim in the amount of \$2,500.00 was approved. It was agreed Mr Hassall could phone Neil McDonald to discuss the criteria for approving loans.

Projector

Mr Hassall advised he had made enquiries about a projector for the TET boardroom. He had been advised that purchasing a TV was the best way to proceed. This allowed for visitors to link into the TV with a laptop via a HDMI cable.

It was agreed to accept the quote from Neil Hocken, including the purchase of a 65" TV.

Davey/Kay

Roof Leak

Mr Hassall confirmed the roofing company would be coming to look at a new leak which had appeared on the outside wall opposite the kitchen.

Attending TET Meetings

Trustee Erwood and Trustee Kay advised that when attending a TET meeting they were taking the time as either annual leave or leave without pay from their places of employment.

Next meeting

It was agreed to hold the next meeting on Wednesday 15 July 2020 at 9.30am.

The meeting closed at 11.35am.

AZ Jameer
Confirmed
15/7/2020
Chairman