

TARANAKI ELECTRICITY TRUST

MINUTES OF A MEETING OF TRUSTEES HELD AT 84 RATA STREET, INGLEWOOD ON WEDNESDAY 21 OCTOBER 2020 AT 9.30 AM

Present

Mr Jamieson, (Chairman), Messrs Bedford, Davey, Erwood, Wood & Hassall, Ms Kay, Mrs Wood and 2 members of the public - Debbie McKinlay and Noel Boddie.

Apologies

There were no apologies.

Election of Chairman

Chairman Jamieson vacated the chair. Mr Hassall called for nominations for position of chairman. Mr Davey was nominated by Mr Bedford, seconded by Ms Kay. Mr Jamieson was nominated by Mr Wood, seconded by Mr Erwood.

Mr Davey moved, seconded by Ms Kay that voting be by ballot as opposed to a show of hands. It was moved by Mr Wood, seconded by Mr Erwood that Mr Hassall and Mrs Wood be the scrutineers.

Mr Hassall and Mrs Wood left the room to count the votes. Upon returning to the room Mr Hassall advised that the votes were 3 all and that as per the Trust Deed the incumbent retains the position.

Mr Hassall declared Mr Jamieson elected as Chairman. Mr Jamieson then took the chair.

Election of Deputy Chairman

Chairman Jamieson called for nominations for the position of Deputy Chairman. Mr Bedford was nominated by Mr Wood. Mr Bedford thanked Mr Wood for the nomination but asked that his name be withdrawn.

Mr Davey was nominated by Mr Jamieson, seconded by Mr Erwood. There were no further nominations. Mr Jamieson declared Mr Davey as deputy chairman.

Declarations of conflicts of interest

Mr Wood – Stratford Herb Soc application

Ms Kay – Manukorihi Intermediate application

Chairman Jamieson – Stratford Business Assoc, Stratford District Council and Central Taranaki Safe Community Trust applications

Mr Erwood – Stratford District Council and Central Taranaki Safe Community Trust applications

Going forward it was agreed to hold a register of conflicts of interest which the Trustees could amend as necessary. TET meeting minutes to note that there is such a register.

Minutes

The minutes of the meeting held on 16 September 2020 were confirmed.

Davey/Wood

Matters Arising

There were no matters arising.

Correspondence

1. Taranaki Community Stadium Trust (TET Stadium & Events Centre Inglewood)

The request for a change in use of funds from the grant approved on 18 March 2020 was discussed. The organisation had requested approval to use the remaining balance of \$19,110.43 towards over-runs on the stadium improvements project.

Mr Bedford queried whether any quote provided should still stand and whether the Taranaki Community Stadium Trust had been advised of the likely over runs prior to the contractor commencing the work. Mr Davey thought the overruns may have been as a result of the contractor finding unexpected issues when carrying out the work.

It was resolved to approve the request for the change in use of funds.

Davey/Bedford

2. Department of Internal Affairs

An update on the Waitara Funders Expo, set down for Saturday 31 October 2020, had been received. The expo was an event open to the public and where funders would each have an information table. The overall cost was \$1200.00 and the cost would be split between those funders who attended.

It was agreed that TET would attend. As the event was from 9.00am – 12.30pm, it was agreed that those Trustees available would take turns at manning the table.

Office Administrator to put information packs together.

It was reiterated that all information and correspondence should be directed to the TET office and included in the official correspondence schedule.

Davey/Bedford

3. Eltham and District Community Health Trust

Mr Wood advised the meeting that he had attended the celebrations of the Eltham Health Centre extensions.

A schedule of correspondence covering the period 16 September to 16 October had been circulated. It was resolved that inwards correspondence be received and outward approved.

Erwood/Kay

Waitara Alive

Tracey Bryant and Brent Abbott attended the meeting at 10.00am

Mrs Bryant gave an overview of the organisation's current activities and restructures. Mrs Bryant advised that Vicky Dombroski was leaving the organisation in October 2020 and that the role going forward would be part time and would likely be filled in January 2021. In the interim the organisation would pay contractors to deliver some events, such as AmeriCARna. To this end, two people with the necessary skills had shown an interest to manage the event, one being a Waitara Alive Trustee.

Mrs Bryant advised that there were no changes to the 2019-2021 strategy which had previously been presented to the Trustees, however the way in which they delivered their objectives would change if the organisation received the level of funding from TET which had previously been approved.

Ms Kay asked Mrs Bryant to explain the current governance structure. Mrs Bryant named the current 5 Trustees and confirmed there had been no changes in the last 2 years and that the Trust Deed allowed for 8 Trustees.

Mrs Bryant was asked about the large increase in accountancy fees. Mrs Bryant explained that she had been doing a large percentage of the Waitara Alive accountancy work in her role as accountant for WISE and this function was now outsourced.

Mr Bedford queried whether Waitara Alive had considered possible synergies with other organisations, such as Beautify Waitara, and whether there could be collaboration in the future, including Waitara Alive providing administration support.

Ms Kay asked if there were any inroads into improving the sustainability beyond the TET. Mrs Bryant advised that although the organisation approached other funders for projects, the TET were the sole funders of the operating expenses.

Mrs Bryant tabled an updated budget and briefly spoke about the following-
Funding from the NPDC to revamp their digital platform
Update regarding the proposed van in Waitara to bring residents into the CBD
Possible shared space for new premises which could provide 'hot desks' and 'hot offices'

Mrs Bryant sought some assurance from the Trustees that if the 2021 AmeriCARna event was cancelled, any costs incurred up to that point would be reimbursed from their approved grant. The Trustees were in agreement that should that eventuate the claim would be considered and that the Trustees were mindful of possible future disruptions due to COVID-19.

Mrs Bryant and Mr Abbott left the meeting at 10.20am

Mrs McKinlay and Mr Boddie left the meeting at 10.20am.

Accounts

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

DC 25/09	A Jamieson	Trustees Remuneration	6,937.36
DC 25/09	M Davey	Trustees Remuneration	6,080.06
DC 25/09	T Bedford	Trustees Remuneration	4,282.32
DC 25/09	J Erwood	Trustees Remuneration	4,241.28
DC 25/09	M Kay	Trustees Remuneration	4,305.12
DC 25/09	A Wood	Trustees Remuneration	4,241.28
DC 25/09	Computer Wise	McAfee security monitoring - August 2020	8.63
DC 25/09	Corporate Trustee Services	Custody fee & recovery of BNP - August 2020	1,506.55
DC 25/09	Embark Solutions	September licence fee & hosting of system	171.93
DC 25/09	Nova Energy	Electricity charges	73.54
DC 25/09	Razz Print	TET Tertiary Scholarship flyers & brochures	228.85
DC 25/09	Inglewood Community Mini Putt Trust	Draw down on loan	3,418.69
DC 25/09	Inglewood Soccer Club AFC	Grant	13,099.00
DC 25/09	Midhirst School	Grant	3,200.00
DC 25/09	Stratford A & P Assoc	Grant	17,500.00
DC 25/09	Taranaki Community Stadium Trust	Grant	11,250.00
DC 25/09	Te Wera Outdoor Recreational Trust	Grant	13,750.00
DC 25/09	TET Athletics Taranaki	Grant	12,500.00
DC 02/10	Age Concern Taranaki Inc - Waitara	Grant	2,500.00
DC 02/10	Blue Light Te Ara Tika Driver Licensing Programme	Grant	3,000.00
DC 02/10	Creative Fibre Taranaki	Grant	2,000.00
DC 02/10	Stratford Parents Centre	Grant	2,600.00
DC 02/10	Taranaki Community Stadium Trust	Grant	4,644.78
DC 02/10	Taranaki Hospice Inc	Grant	1,500.00
DC 02/10	Waitara District History & Family Research	Grant	600.00
DC 07/10	B See	Grant	1,932.00
DC 07/10	Stratford District Scottish Soc	Grant	5,000.00
DC 07/10	Stratford Justice of the Peace Assoc	Grant	8,500.00
DC 07/10	Taranaki Central Family & Local History	Grant	1,718.48
DC 07/10	Computer Wise	McAfee security monitoring - Sept 2020	8.63
DC 07/10	Embark Solutions	October licence fee & hosting of system	171.93
DC 07/10	Inglewood Community Mini Putt Trust	Draw down on loan	80,000.00
DC 16/10	Inglewood Development Trust	Grant	34,700.00
DC 16/10	Stratford Amateur Swimming Club	Grant	4,730.00
DC 16/10	Stratford District Council	Grant	42,760.00
DC 16/10	Waitara Central Kindergarten	Grant	10,000.00
DC 16/10	Waitara Railway Preservation Soc Inc	Grant	2,550.72
DC 16/10	Bill & Ben The Maintenance Men	Window cleaning	40.00
DC 16/10	Nikko Asset Management	Management Investment Fees Jul - Sep 2020	2,563.00

The following accounts were approved for payment-
 Speedy Signs – Signage TET Stadium Inglewood, \$224.25
 Westwood Kitchens – R & M TET premises, \$199.72

Jamieson/Davey

TET Grants Budget vs Actual

The report Grants Budget vs Actual Year Ending 30.06.21, as at 30.09.20 had previously been circulated to the Trustees. Mr Hassall spoke to the report.

The report was accepted.

Kay/Jamieson

TET Trustee Business Cards

It was agreed to get business cards for each Trustee, including the TET logo and showing the Trustee name, contact phone number and the TET office email address. In addition to that, it was also agreed to get name tags for each Trustee, including the TET logo and showing the first name of the Trustee.

Bedford/Davey

TET Trustee Jackets

Office Administrator to organise a TET jacket for Mr Bedford and Ms Kay.

TET Tertiary Scholarship Conveners

It was agreed that Chairman Jamieson, Mr Erwood and Ms Kay would be the conveners for the 2020 TET Tertiary Scholarship applications. Mr Wood was happy to advise if required.

Jamieson/Bedford

TET Signatories

Mr Hassall advised that currently the signatories were Chairman Jamieson, Mr Wood and himself with any 2 to sign. It was moved by Mr Bedford, seconded by Mr Erwood to continue unchanged.

Mr Jamieson was of the view that the signatories should be the Chairman and Deputy Chairman. It was moved by Mr Jamieson, seconded by Mr Davey that the signatories be himself, Mr Davey and Mr Hassall with any 2 to sign.

Jamieson/Davey

Grants

1. Taranaki Dragons

\$5,000.00 towards travel, accommodation and vehicle rental costs to attend the 2021 National Dragonboat Regatta at Lake Hood in March 2021.

Kay/Davey

2. Waitara Alive

The application was deferred.

Letter to be sent to the organisation requesting a copy of their operational business plan for the upcoming 12 months.

Bedford/Kay

3. North Taranaki Sport & Recreation Inc (NTSRI)

\$99,999.00 for items 1 – 3 of the original application.

Kay/Davey

4. Inglewood Croquet Club

\$2,545.00 for aluminium windows.

Davey/Erwood

5. Waitara Bowling Club

\$50,991.00 for the supply and installation of sun shades.

Bedford/Davey

6. Maz Wisneski

\$2,000.00 for work clothes and saddle/harness gear – cadet training at Smedley Station.

Erwood/Wood

7. Waitara Foodbank

\$8,000.00 for operating expenses. Payments to commence in December.

Wood/Kay

8. Stratford Business Assoc

Chairman Jamieson had previously advised of a conflict of interest and left the room while discussions took place. Mr Davey chaired the meeting.

\$99,000.00 for promotional items 1 -6 as per the original application.

Wood/Bedford

9. Central Taranaki Safe Community Trust

Chairman Jamieson remained out of the room while discussions took place.

Mr Erwood had previously advised of a conflict of interest and left the room while discussions took place.

Chairman Jamieson and Mr Erwood were asked back into the room to answer two questions then left while discussions recommenced.

\$58,129.00 for 1 year of wages for the Community Safety Officer/Manager and the Community Safety Officer Assistant.

Kay/Wood

Noting that the funding was approved due to the TSB Community Trust not accepting applications at this time.

Chairman Jamieson and Mr Erwood returned to the meeting.

10. Stratford Herb Society

Mr Wood had previously declared an interest. It was agreed Mr Wood did not need to leave the room while discussions took place.

\$250.00 for annual hall hire.

Bedford/Davey

It was agreed to include the TKR's within the TET boundary in the 2021 education funding round.

Going forward, Ms Kay suggested forming a sub-committee to deal with the education applications.

11. Eltham Kindergarten

\$18,500.00 for the renovation of the activity room and foyer.

Wood/Erwood

12. Orapa Kindergarten

\$7,500.00, being \$5,000.00 for food and a further \$2,500.00 for petrol.

Davey/Erwood

- 13. Waitara Central Kindergarten**
\$8,796.00, being \$5,000.00 for food, \$2,500.00 for petrol and a further \$1,296.00 for a freezer.
Davey/Erwood
- 14. Stratford Central Kindergarten**
\$26,500.00 for renovations to the bathroom area.
Wood/Erwood
- 15. Stratford Community Childcare Centres**
\$4,435.00 for upgrades to switchboard (to meet compliance), gate and step, alarm system and to purchase a TV.
Wood/Erwood
- 16. Koru Kindergarten**
The application was deferred.
Organisation to be asked to submit a second quote from a local supplier.
Wood/Jamieson
- 17. Manukorihi Intermediate**
Ms Kay had previously declared an interest.
\$4,200.00 to purchase 5 ovens for the Tech room.
Wood/Bedford
- 18. Waitara East School**
\$16,875.00 for 9 x Samsung 65" Crystal UHD TV and 9 x mobile TV stand.
Wood/Bedford
- 19. Midhirst School**
\$16,000.00 towards rebuilding the changing rooms and pump shed.
Wood/Bedford
- 20. Matapu School**
\$8,000.00 towards purchasing Makerspace equipment.
Wood/Bedford
- 22. Stratford Primary School**
\$1,300.00 for a Kapa Haka group trip to the Owae Marae.
Wood/Bedford
- 23. Tikorangi School**
The application was declined.
Wood/Bedford
- 24. Norfolk School**
\$9,000.00 towards the pool upgrade.
Wood/Bedford
- 25. Mimi School**
\$1,860.00 to purchase Lego.
Wood/Bedford

26. Stratford High School

\$20,000.00 towards the upgrade of the school hall – sanding and recoating of hall floor.

Wood/Bedford

27. Inglewood Primary School

\$1,900.00 to purchase macrocarpa slabs and carving tools.

Wood/Bedford

28. Toko School

\$5,500.00 towards an 8M x 3M shade structure.

Wood/Bedford

29. Kaponga School

\$9,000.00 towards a bike track surface.

Wood/Bedford

30. Kaimata School

\$4,000.00 towards sports equipment.

Wood/Bedford

31. Inglewood High School

The application was deferred.

Davey/Bedford

General Business

Taranaki Area Floral Art

Mr Davey advised the meeting that the advertisement for the ‘Under the Mountain’ Taranaki Area Designer of the year 2020 had the wording ‘sponsored’ by TET and not ‘supported’ by TET.

NPDC Funders Forum

It was agreed Chairman Jamieson should attend. Mr Bedford explained the aims of the forum.

TET Meetings

It was agreed TET meetings would commence at 9.15am going forward.

Waitara Funding Expo

Office Administrator to put together information packs, including TET boundary map and application forms.

Trustees to agree via email who will man the information table and at what time. Ms Kay confirmed she would do the first shift commencing at 9.00am.

It was agreed to hold the next meeting on Wednesday 18 November 2020 at 9.15am at 84 Rata Street, Inglewood

The meeting closed at 12.05pm.

18/Nov/2020.

Confirmed

A handwritten signature in blue ink, appearing to read "A. James".

Chairman