

## TARANAKI ELECTRICITY TRUST

### MINUTES OF A MEETING OF TRUSTEES HELD VIA ZOOM DURING THE COVID-19 LOCKDOWN, ON WEDNESDAY 15 APRIL 2020 AT 9.10AM.

#### **Present**

Mr Jamieson, (Chairman), Messrs Coplestone, Davey, Wood & Hassall, Mrs Schumacher. Mrs Wood.

#### **Meeting via Zoom**

Chairman Jamieson acknowledged that a number of organisations were meeting via Zoom during the Covid-19 lockdown and thanked the Trustees for attending.

#### **Apologies**

There were no apologies.

#### **Declarations of Conflicts of Interest**

There were no declarations of conflicts of interest

#### **Minutes**

The minutes of the meeting held on 18 March 2020 were confirmed.

Schumacher/Coplestone

#### **Matters Arising**

##### **Inglewood Community Mini Putt**

Mr Hassall confirmed that the loan documents had been sent electronically to Chairman Jamieson and Mr Davey to sign on behalf of the TET. RMY Legal to advise if this was acceptable.

##### **Data Projector**

Mr Hassall confirmed that he had made contact with a company who would visit the TET office to supply a quote once the lockdown restrictions were lifted.

##### **NTSRI**

Mr Hassall advised he had not been able to get a response from Gaylene Findlay regarding the audited financial statements and expected GST refund.

Deborah Tawa had provided a written response to the TET Trustees questions following a visit to the site. The reply from Deborah clarified their position regarding the mezzanine floor for the Waitara Gymsports. It included emails between the previous TET Chairman and Architect of the Clifton Park project in which the TET Chairman confirmed the mezzanine floor was not a 'must have'.

It was noted that the above correspondence had not gone through the TET office and therefore was not included in the official correspondence for circulation. This had resulted in the TET Trustees not being aware of the conversations which had taken place.

It was agreed that all correspondence should go through the TET office so it can be officially recorded.

## Minutes

The minutes of the In Committee meeting held on 18 March 2020 were confirmed.

Davey/Coplestone

## Matters Arising

There were no matters arising.

## Correspondence

### 1. Inglewood First Trust

It was agreed to invite Marie Pearce to the May meeting.

### 2. New Horizons Aotearoa Trust

The Trustees reiterated their previous decision regarding the recent funding application which was declined at the March 2020 meeting.

Schumacher/Wood

### 3. TET Athletics

Letter to be sent advising that it is business as usual for the TET and that the Trust is accepting applications for consideration.

### 4. St John

It was resolved to allow an extension of time for the organisation to uplift their grants which were approved on 18 October 2017 and 18 September 2019. Organisation has until 31 December 2020 to expend and uplift the grant.

Schumacher/Wood

### 5. Te Karaka Foundation

It was agreed that TET would consider any funding requests which may occur as a result of COVID-19 on a case by case basis as opposed to donating to the Te Karaka Foundation for the Taranaki Community Fund.

A schedule of correspondence covering the period 18 March 2020 to 09 April 2020 had been circulated. It was resolved that inwards correspondence be received and outward approved.

Davey/Coplestone

## 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 25/03	A Jamieson	Trustee Remuneration	5,956.58
DC 25/03	M Davey	Trustee Remuneration	4,908.93
DC 25/03	R Coplestone	Trustee Remuneration	4,241.28
DC 25/03	K Schumacher	Trustee Remuneration	4,241.28
DC 25/03	A Wood	Trustee Remuneration	4,241.28
DC 25/03	Central Taranaki Safe Community Trust	Grant	12,653.50
DC 25/03	G Crawford	Grant	1,949.00

DC 25/03	M Crawford	Grant	2,000.00
DC 25/03	Inglewood Community Mini Putt Trust	Grant	34,648.65
DC 25/03	North Taranaki Community House Trust	Grant	2,860.00
DC 25/03	Stratford Amateur Swimming Club	Grant	12,960.00
DC 25/03	Stratford District Theatre Trust	Grant	15,000.00
DC 25/03	Stratford Positive Ageing Committee	Grant	655.50
DC 25/03	Stratford Rugby Club	Grant	20,000.00
DC 25/03	Te Wera Outdoor Recreational Trust	Grant	13,750.00
		Custody fee Dec 19 & BNP	
DC 25/03	Corporate Trustee Services	recovery fees Oct - Dec 19	1,681.86
DC 25/03	Nova Energy	Electricity charges	100.00
		Professional fees - Inglewood	
DC 25/03	RMV Legal	Community Mini Putt	1,658.45
DC 03/04	Eltham Kindergarten	Grant	486.96
DC 03/04	Taranaki Community Stadium Trust	Grant	1,150.00
DC 03/04	Waitara Squash Club	Grant	4,564.18
DC 03/04	Computer Wise	McAfee Security Monitoring	8.63
		Custody & BNP recovery fees -	
DC 03/04	Corporate Trustee Services	Feb 2020	745.73
DC 08/04	East Taranaki Environmental Trust	Grant	8,250.00
DC 08/04	Eltham Business & Professional Assoc	Grant	4,250.00
DC 08/04	Waitara Foodbank	Grant	2,000.00

The following accounts were approved for payment –  
MCA NZ Ltd – Professional services January – March \$8774.50  
RMV Legal – Professional fees January – March \$900.95  
Central Roofing – re-roof 84 Rata Street - \$9694.50  
Embark Solutions – Hosting TET computer system & licence fee - \$171.93

Wood/Davey

### **TET Grants Budget vs Actual**

The report Grants Approved Y/E 30/06/20 (as at 31/03/20) had previously been circulated to the Trustees.

Mr Hassall spoke to the report and confirmed the Trust was on target to finish the financial year below the budgeted figure.

### **Zoom meeting with TSB Community Trust**

Chairman Jamieson updated the meeting on discussions held with Maria Ramsay. Maria advised that the TSB Community Trust had approved \$100,000.00 for Maria and the TSB Community Trust Chairman to use at their discretion to consider requests arising from the community as a result from COVID-19. They had assisted with refrigeration needs from the local foodbanks.

Mrs Schumacher advised she had contacted the Inglewood and Waitara foodbanks and they had confirmed they were coping with the present demand.

Chairman Jamieson confirmed he would continue to liaise with Maria Ramsay, namely with respect to applications for \$100,000.00 and over, and in the instance when a funding applicant had applied to both the TSB Community Trust and TET for the same project.

## **EECA**

After careful consideration it was agreed that the TET would not adopt the proposal from EECA with respect to funding the Warmer Kiwi Homes project.

This would not preclude individuals who reside in the TET area from applying on the grounds of poverty. That was not to say that it would be approved, only that an application would be considered.

## **Taranaki Air Ambulance Trust (TAAT)**

It was agreed to send a letter advising the TAAT of the procedure for submitting a funding application. Letter to include that if urgent funding was required by the TAAT, the request could be sent to the Trustees prior to the official meeting for feedback.

## **Grants**

### **1. Inglewood Fitness Club**

The receipt of the 'P&L for the Year Ended 31 March 2020' and bank statements supplied were acknowledged.

The application was deferred.

Schumacher/Wood

### **2. Taranaki Kiwi Trust**

The application was deferred.

Wood/Coplestone

### **3. Inglewood First Trust**

The application was deferred.

Wood/Schumacher

### **4. Taranaki Hospice Inc**

Mr Wood declared an interest and abstained from voting.

\$6,000.00 to rent suitable offices to provide an operating base for Central Taranaki based palliative care nurses.

Coplestone/Jamieson

### **5. Eltham Association Football Club**

\$4,108.00 for 2 senior and 2 junior playing strips.

It was noted that the subscription fee charged did not cover the affiliation fees paid to the parent body.

Wood/Coplestone

### **6. Taranaki Central Family & Local History Soc Inc**

\$1,754.00 to purchase a lap top.

Davey/Schumacher

### **7. Eltham & District Historical Soc**

The application was deferred.

Letter to be sent to the organisation requesting clarification on who owns the land and the building.

Although the balance sheet supplied was titled 'The Reviewed Balance Sheet', it was not signed as

having been prepared by a Chartered Accountant or equivalent or reviewed by an independent person.

It was further noted that the organisation had not filed their annual Financial Statements with the Registrar of Incorporated Societies since 2011.

Coplestone/Wood

#### **8. Stratford Baptist Church**

Mr Wood moved, seconded by Mr Coplestone, \$6,000.00 to replace an existing sound desk. Mr Jamieson moved an amendment, seconded by Mr Davey, \$4,000.00 to replace existing sound desk.

The amendment then became the substantive motion; it was put to the meeting and carried

Jamieson/Davey

#### **9. Stratford Golf Club**

\$30,000.00 to build a purpose built cart shed and to finish the eaves of the clubhouse.

Wood/Coplestone

#### **10. Inglewood Soccer Club (AFC)**

\$14,000.00 for a playing strip for junior players and equipment **subject to the following –**

**1. Organisation providing accounts which have been prepared by a Chartered Accountant or equivalent or reviewed by an independent person. No funds will be released until the audited or reviewed accounts have been received.**

**2. Updating the rules to reflect a suitable wind up clause. ‘The Constitution of the Inglewood AFC’ was delinquent as there were no clauses which covered personal pecuniary gain or the wind up of the organisation.**

#### **11. Tyson’s Waitara Netball Club**

\$207.00 for training and first aid equipment.

Approval letter to organisation to note that the organisation had not filed their 2018 and 2019 Financial Statements with the Registrar of Incorporated Societies and failure to do so may impact on future funding applications to the TET.

Wood/Schumacher

#### **12. Waitara Railway Preservation Soc Inc**

\$20,000.00 for restoration and safety upgrades of the locomotives and railway wagons used for excursions.

Schumacher/Davey

#### **13. Stratford Camera Club**

\$6,300.00 to purchase a new laptop and projector.

Wood/Coplestone

#### **14. Taranaki Area Floral Art Designer**

\$3,379.00 towards the ‘Taranaki Area Designer of the Year’, to be held at the Stratford Memorial Hall from 9-12 July 2020. To be paid on invoice.

The organisation is required to update its rules to include clauses on personal pecuniary gain or the wind up of the organisation.

Wood/Jamieson

**General Business**

**TET Election**

Election Services had advised that the TET election was to proceed, as per the directive from the DIA. Mr Wood asked if the voting papers could include a 'post by' date to ensure all voting papers were received at Election Services by the closing date. It was noted that once voting was under way, Election Services had further options such as extending the voting period. It was agreed to wait until nominations were closed to reassess if further advertisements or press releases were required.

**Next meeting**

It was agreed to hold the next meeting on Wednesday 20 May 2020 at 9.00am.

The meeting closed at 10.25am

20/5/2020

**Confirmed**

**Chairman**

*A. James*